Section 0500

Grant Application Scope of Work and Instructions

Revised 3-6-2019

Introduction

The City of Austin (City) seeks applications in response to this Request for Grant Applications (RFGA) from qualified social service providers (Applicants) with demonstrated experience providing community-based services to individuals impacted by health disparities. Interventions must be designed with the target populations’ needs at the outset, with the goal to improve mental health and wellbeing. Applications may include proposals for expanding existing services or implementing new services.

Background

On May 16, 2018, by unanimous vote (8-0), the African American Quality of Life Resource Advisory Commission made the following Budget Recommendation to City Council regarding the Fiscal Year 2019 budget: “The AA Commission recommends that 2 million dollars be allocated to provide mental healthcare outreach and services within the African American community in Austin. A portion of the allocated funds [to] be specifically earmarked for partnerships with community organizations or entities providing mental health services in African American communities at no cost or sliding scale to residents.”

On September 11, 2018, the City Council passed the Fiscal Year 2019 Budget which included the following Budget Item:

***Department:***  Austin Public Health

***Proposal:***  Mental and physical healthcare outreach and services within the African American community and others in Austin

***Commission:*** African American Resource Advisory

***Funding Amount:*** $500,000

Alignment with *Austin Strategic Direction 2023*

The Austin City Council adopted a strategic direction March 8, 2018, guiding the City of Austin for the next three to five years, through a shared vision: Together we strive to create a complete community where every Austinite has choices at every stage of life that allow us to experience and contribute to all the following outcomes: Economic Opportunity and Affordability, Mobility, Safety, Health & Environment, Culture and Lifelong Learning, and Government that Works for All. All City funding should align with Strategic Direction 2023 (SD23). More information can be found here: <https://www.austintexas.gov/financeonline/afo_content.cfm?s=73&p=160>

The purpose of this Request for Grant Applications aligns with the following SD23 components:

**Outcome Area:**  Health and Environment

**Primary Indicator:** B. Accessibility to quality health care services, both physical and mental

**Secondary Indicator:** A. Healthy conditions among individuals [absence of unhealthy conditions]

**Metrics:**

A-2: Percentage of people who report 5 or more poor mental health days within the last 30 days.

B-5: Number and percentage of clients supported through the City of Austin, including community-based preventative screenings, who followed through with referrals to a healthcare provider or community resource

**Strategies:**

1. Promote healthy living and wellbeing with a focus on areas and communities with high rates of chronic disease and high-risk behaviors who lack access to services.

2. Provide and/or support initiatives that can connect those seeking wellness and medical care with the appropriate providers, and help them navigate and overcome critical barriers to obtaining health and mental health services

**Vendor Characteristics:**

“Cultural Responsiveness,” e.g. being respectful of, and relevant to, the beliefs, practices, culture, and linguistic needs of diverse consumer/client populations and communities whose members identify as having particular cultural or linguistics affiliations. Alignment of founding mission with the community proposed to be served (creation of mission was historically based in serving communities experiencing racism).

Funding and Timeline

$500,000 in total annual funding is available through this RFGA.

Austin Public Health anticipates awarding two to six contracts ranging from $50,000 to $250,000 each. Grant Agreements will have an effective start date of July 1, 2019 for an initial 12-month period. Administrative deliverables will be due during the first three months and program services will begin October 1, 2019 and continue for an initial 9-month period. Two 12-month extension options are available for a total Grant Agreement term of 36 months.

Application Submission Requirements

See *Section 0610.A – Application Threshold Checklist,* for minimum Applicant requirements.

APPLICATION SUBMISSION REQUIREMENTS

The Applicant must submit its response in two **SEPARATE** sealed envelopes or containers.

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| **ENVELOPE #1: THRESHOLD REVIEW**  *This envelope must be sealed and contain the following:*    2. **Application Threshold Checklist – Section 0610.A** 3. Required Threshold Attachments   🞏 Current Board of Directors Bylaws  🞏 Copy of the most recently filed IRS Form 990 or 990 EZ (no older than  FY2017), if applicable  🞏 Approved Board of Directors Minutes from the previous fiscal year reflecting the  Board has a documented process that: Reviews program performance   1. Approves budgets 2. Reviews financial performance   The envelope should be labeled: THRESHOLD REVIEW CHECKLIST  [NAME OF AGENCY]  [NAME OF PROPOSED PROGRAM] |

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| **ENVELOPE #2: APPLICATION DOCMENTS**  *This envelope must be sealed and contain the following:*  ***1 paper copy and 5 CDs or 5 flash drives each containing all the elements below:***   1. **Completed Application – 🞎 Section 0500** 2. Additional Required Sections   🞏 Section 0050 – RFGA Offer Sheet  🞏 Section 0650 – Program Budget and Narrative     1. Optional Attachments (if applicable)   🞏 Staff resumes and/or job descriptions (*reference Question 16*)  🞏 Approved & signed Healthy Service Environment policy/policies (*reference*  *Question 21*)  The envelope should be labeled: APPLICATION DOCUMENTS  [NAME OF AGENCY]  [NAME OF PROPOSED PROGRAM] |

**ENVELOPES MUST BE HAND DELIVERED IN A CONTAINER WITH THE SOLICITATION NUMBER AAMHW2019LE CLEARLY MARKED ON THE OUTSIDE TO AUSTIN PUBLIC HEALTH LOCATED AT 7201 LEVANDER LOOP (BUILDING H) AUSTIN, TX 78702 NO LATER THAN 11:00AM ON APRIL 3, 2019.**

Application Evaluation

A total of 100 points may be awarded to the application with an additional 10 bonus points available for a potential of 110 total evaluation points. The maximum score per section is noted at the beginning of each section. All applications will be evaluated as to how the proposed program aligns with the goals of this RFGA and whether each question has been adequately addressed.

Application Format

Responses should be included for each question. Applicants may fill in the responses directly on this form (in the grey boxes) or compile responses in a separate document.

If compiling responses in a separate document, clearly label each question and number, use size 12 Times New Roman font, double-space the document, use 1” margins, and print single sided on 8 ½ x 11” white paper without page scaling.

Do not submit booklets, pamphlets, or other bulky items. Do not use covers, card stock, staples, binders, notebooks, or dividers with tabs. Fasten the proposal with binder clips only.

Application Questions

Please provide a response or write N/A for not applicable in the boxes provided for each question below. It is preferable to be repetitive rather than to leave sections incomplete.

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| **Preliminary Questions** | *No points are assigned to Questions A – C below, but a response is required for each question.* |
| Question A | Please provide a brief description of the Applicant (agency applying for this funding). |
| **Answer to A:** |
| Question B | Provide the following contact information for the person in your organization authorized to negotiate Grant Agreement terms and render binding decisions on Agreement matters. |
| **1. Name 2. Email address  3. Mailing address 4. Telephone number** |
| Question C | Austin Public Health Grant Agreements include an Agreement Boilerplate in addition to negotiated work statements and other exhibits that are specific to each program. Please review all portions of Section 0720 – Social Services Deliverables Grant Agreement Boilerplate and confirm that your organization will be able to comply with all terms and conditions included in the document.  Please also describe any previous successful experience you have managing grants with similar requirements. |
| **Answer to C:** |

## **Part I: Program Overview & Implementation Strategies Point Value: 55**

**Program Design and Strategies**

The City is intentionally leaving program strategies and target population options open beyond the criteria listed in this section, allowing Applicants to propose solutions to meet community needs in an effective and successful manner for the target population(s) identified.

At least one of the following implementation strategies, or a combination of more than one must be used (additional information can be found in Section 0550 – African American Quality of Life Information):

**Implementation Strategies**

1. **Geographic-based services**

*Priority Areas:* 78617, 78660, 78702, 78721, 78722, 78723, 78724, 78725, 78728, 78741, 78742, 78753, 78754, 78759 or other demonstrated need

1. **Programs designed with target population needs at the outset**

*Priority Areas:* Culturally and linguistically appropriate, community-based programs in order to maximize family and social supports, include services that acknowledge the implications of the social determinants of health and racial inequities, use non-traditional strategies that address barriers to care

1. **Strengthen and empower social support networks**

*Priority areas:* Utilizes explicit community engagement methodology with culturally specific strategies, includes culturally congruent staff that build deep relationships with clients and communities/neighborhoods being served

**Program Design Goals**

1. **Provide access to health and wellness benefits and services**

*Examples:* Healthcare, Health Insurance, SNAP, WIC

1. **Reduce rates of chronic disease for illness disproportionately affecting African Americans**

*Examples:* Cancer, Heart Disease, Stroke, Kidney Disease, Liver Disease, Diabetes, Sickle Cell, HIV/AIDS

1. **Improve mental health and wellness for populations with disproportionately high rates of depression and poor mental health days**

**Target Population**

African American residents of the City of Austin and/or Travis County, living at or below 200% of the Federal Poverty Level, who are disproportionately negatively affected by the following:

1. Low access to healthcare and health services
2. Higher rates of chronic disease
3. Higher rates of behaviors resulting in negative impacts on health
4. Higher rates of poor mental health
5. Other identified health disparities or inequities

**Connection to the Austin/Travis County Community Health Assessment – Community Health Improvement Plan (CHA-CHIP)**

Health is affected by many conditions in the environment in which people live, learn, work, and play. The community health assessment (CHA) is a systematic examination of the health status of a population as well as key assets and challenges related to health in a community. The assessment process engaged community members and local public health system partners to collect and analyze health-related data from many sources. This CHA identifies health related needs and strengths of Austin and Travis County and informed the development of community health improvement plan prioritizes. The CHA describes health broadly to include clinical health, health behaviors, social and economic factors, and environmental factors that impact the health status of community residents.

The full CHA can be found here: <http://austintexas.gov/sites/default/files/files/Health/CHA-CHIP/ATC_CHA_Dec2017_Report_Final.pdf>

While the CHA illustrates the power of data driven evidence and the community’s voice, the Community Health Improvement Plan (CHIP) identifies key priorities and provides direction on how Austin/Travis County will implement strategies to improve our health and well-being by establishing common goals and objectives for our community.

The full CHIP can be found here: <http://austintexas.gov/sites/default/files/files/Health/CHA-CHIP/2018_Travis_County_CHIP_FINAL_9.12.18.pdf>

CHIP priority areas identified are:

**1. Access to and Affordability of Health Care**

*Goal 1:* Every Travis County resident has access to culturally sensitive, affordable, equitable, and comprehensive health care.

**2. Chronic Disease, with a focus on Primary and Secondary Prevention and the Built Environment**

*Goal 2:* Prevent and reduce the occurrence and severity of chronic disease through collaborative approaches to health that create environments that support, protect, and improve the well-being of all communities.

**3. Sexual Health (Teen Pregnancy)**

*Goal 3:* Empower youth to make informed decisions about their sexual and reproductive health that result in positive health outcomes.

**4. Stress, Mental Health, and Wellbeing**

*Goal 4:* Advance mental wellness, recovery and resilience through equitable access to responsive, holistic, and integrated community systems.

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| **Scored Application Questions** | |
| Question 1 | Provide a brief description of the proposed program and services. Include which of the three implementation strategies (and any others) will be used. Include which of the three program design goals (and any others) will be the focus for service delivery. |
| **Answer 1:** |
| Question 2 | Describe how the proposed program strategy/strategies correspond to the *Community Health Improvement Plan* priorities and goals. |
| **Answer 2:** |

**Connection with *Austin Strategic Direction 2023* Priorities**

The Austin City Council adopted a strategic direction on March 8, 2018, guiding the City of Austin for the next three to five years.

*Austin Strategic Direction 2023* (SD23) outlines a shared vision and six priority Strategic Outcomes:

* **Economic Opportunity and Affordability**: Having economic opportunities and resources that enable us to thrive in our community.
* **Mobility**: Getting us where we want to go, when we want to get there, safely and cost-effectively.
* **Safety**: Being safe in our home, at work, and in our community.
* **Health and Environment**: Enjoying a sustainable environment and a healthy life, physically and mentally.
* **Culture and Lifelong Learning**: Being enriched by Austin’s unique civic, cultural, ethnic, and learning opportunities.
* **Government That Works for All**: Believing that city government works effectively and collaboratively for all of us—that it is equitable, ethical and innovative.

Programs funded under this RFGA will support achievement of metrics and indicators for the Health and Environment Outcome:

**Health conditions and absence of unhealthy conditions among individuals**

1. Percentage of people who report 5 or more mental health days within the last 30 days
2. Percentage of children whose body mass index (BMI) is considered obese
3. Percentage of residents with cardiovascular disease
4. Number and percentage of clients served through City’s Health Equity contracts who achieve intended healthy outcomes

**Accessibility to quality health care services, both physical and mental**

1. Percentage of resident younger than 65 with no health insurance coverage
2. Percentage of residents 65 or older who received a core set of preventive clinical services in the past 12 months
3. Infant mortality rate (number of infant deaths younger than 1-year old per 1,000 live births)
4. Number of suicides and unintentional overdose deaths
5. Number and percentage of clients supported through the City of Austin, including community-based preventative health screenings, who followed through with referrals to a health care provider or community resource

Note: Applicants may choose to implement programs and strategies that support achievement of metrics and indicators for other Strategic Outcomes. To review full report, please use link below. <https://www.austintexas.gov/financeonline/afo_content.cfm?s=73&p=160>

Equity is one of six cross-cutting themes of the City of Austin’s strategic direction, and a core value driving the implementation of City services. To advance equitable outcomes, the City of Austin is leading with a lens of racial equity and healing. The City’s definition of Equity is the condition when every member of the community has a fair opportunity to live a long, healthy, and meaningful life. Equity embedded into Austin’s values system means changing hearts and minds, [transforming local government from the inside out](http://www.austintexas.gov/edims/document.cfm?id=279626), eradicating disparities, and ensuring all Austin community members share in the benefits of community progress.

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| **Scored Application Questions (continued)** | |
| Question 3 | Describe how the proposed program implementation strategy and intervention meets one or more of the SD23 Outcomes. |
| **Answer 3:** |
| Question 4 | Describe how the proposed program / implementation strategy advances racial equity. |
| **Answer 4:** |
| Question 5 | Identify the SD23 metric(s) and indicator(s) the proposed program will support. Additional metrics and indicators may also be proposed. Indicate a proposed goal for one or more of these SD23 metrics / indicators. |
| **Answer 5:** |

**Alignment with CLAS Standards**

Applicant’s policies and practices are required to align with the following National Culturally and Linguistically Appropriate Services (CLAS) Standards in Health and Health Care (<https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&lvlid=53>) in order to advance health equity and improve service delivery for diverse populations. Five of the 15 Standards are listed below:

1. Advance and sustain organizational governance and leadership that promotes CLAS and health equity through policy, practices, and allocated resources.
2. Recruit, promote and support a culturally and linguistically diverse governance, leadership, and workforce that are responsive to the population in the service area
3. Educate and train governance, leadership, and workforce in culturally and linguistically appropriate policies and practices on an ongoing basis.
4. Offer language assistance to individuals who have limited English proficiency and/or other communication needs, at no cost to them, to facilitate timely access to all health care and services.
5. Collect and maintain accurate and reliable demographic data to monitor the impact of CLAS on health equity and outcomes and to inform service delivery

*Agencies are encouraged to implement all 15 CLAS Standards listed on the website identified above.*

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| **Scored Application Questions (continued)** | |
| Question 6 | Describe how the Applicant’s policies and practices will align with the five National Culturally and Linguistically Appropriate Services standards listed above. Applicants may describe additional CLAS standards that will be met. |
| **Answer 6:** |

**Populations Served**

African-American residents of the City of Austin and Travis County, living at or below 200% of the Federal Poverty Level, who are disproportionately negatively affected by the following:

1. Low access to healthcare and preventive health services
2. Higher rates of chronic disease
3. Higher rates of negative behaviors resulting in impacts on health
4. Higher rates of poor mental health
5. Other identified populations

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| **Scored Application Questions (continued)** | |
| Question 7 | Describe the target population(s) the proposed program is intended to serve and explain how this population is similar to or different from your current service population. |
|  | **Answer 7:** |
| Question 8 | If the target population(s) is similar to your current service population, please provide a description of your experience and success working with this population. If the target population(s) is different from your current service population, describe the modifications and new strategies you will implement to serve the new target population(s). |
|  | **Answer 8:** |
| Question 9 | Describe any barriers or challenges the target population(s) may encounter accessing services and how these barriers and challenges will be mitigated. |
|  | **Answer 9:** |

**Client Eligibility Requirements**

See *Section 0620 – Client Eligibility Requirements.*

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| **Scored Application Questions (continued)** | |
| Question 10 | Describe how the Applicant will serve clients that meet City of Austin Eligibility Criteria (see Section 0620). If the Applicant is proposing to serve clients who do not meet these criteria, please explain. |
| **Answer 10:** |
| Question 11 | Describe how the Client Eligibility Requirements (Section 0620) will be documented for the target population(s) identified in the application. |
|  | **Answer 11:** |

## **Part II: Data Management and Program Evaluation Point Value: 10**

The ability to collect, track and report client demographics and program outcomes is a priority for the City. Please answer the following questions about past experience and future plans to demonstrate program impact and make system improvements through data collection and evaluation.

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| **Scored Application Questions (continued)** | |
| Question 12 | Describe past successes and challenges with data management and reporting, including experience using an electronic data system. |
| **Answer 12:** |
| Question 13 | Describe how data are used for identifying problems in program design, service delivery, and expenditures, and how that information is used to improve practices and program effectiveness. |
| **Answer 13:** |

## **Part III: Staffing Plan Point Value: 10**

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| **Scored Application Questions (continued)** | |
| Question 14 | Describe the overall staffing plan to accomplish activities including project leadership, reporting responsibilities, and daily program operations. |
| **Answer 14:** |
| Question 15  **Answer 15:** | List each applicable staff member by title and the percentage of each position’s time to be spent on the program. Provide any additional context in the box below.   1. List position titles only (do not include staff names) for **all staff** – programmatic, administrative, and executive level – who will be partially or fully funded by the requested CITY FUNDING portion of the Budget in this application. 2. Provide the corresponding percentages of Full Time Equivalent (FTE) positions for each position. 3. All full and partial FTE positions should be totaled at the bottom. 4. *Example: Program Director*  0.25   *Executive Director*  0.05  *Case Manager*  1.00  *Case Manager* 1.00  *Admin Specialist*  0.45  *Total FTEs* 2.75 |
| |  |  | | --- | --- | | **List Program Staff by Title** | **Program Staff FTE’s** | | Applicant enters information in green area only; blue areas are stable |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | **TOTAL FTEs =** |  | |
| Question 16 | Please provide position descriptions, qualifications, and/or certifications required for staff members in your agency that work directly with clients in the space provided below. Applicants may attach up to 10 additional pages that include staff resumes and/or job descriptions as supplemental documentation for this question (optional). |
| **Answer 16:** |

## **Part IV: Cost Effectiveness, Social Impact & Return on Investment Point Value: 25**

**Cost Effectiveness**

Please complete Section *0650 – Program Budget & Narrative*.

Answer the following questions to describe the budget necessary to accomplish the proposed program strategy/strategies. The application will be evaluated on how well it addresses all the following questions.

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| **Scored Application Questions (continued)** | |
| Question 17 | Referencing completed Section 0650, provide below the total amount of City funding requested and a summary description of the budget justification for the program strategy/strategies. All expenses should be identifiable, reasonable, and necessary. |
|  | **Answer 17:** |
| Question 18 | Using Section 0650 – Program Budget and Narrative, provide an overview of all funding sources the Applicant will use for the proposed project. Please provide additional context for the funding sources below. |
|  | **Answer 18:** |
| Question 19 | State the average cost per client using the **total** budget for the entire proposed program. The response should include clients served by all funding sources including the requested City funding. Please also describe why the cost per client is appropriate for the level of services being provided to clients. |
|  | **Total Program Funding: $\_\_\_\_\_\_\_\_\_\_** (Applicant fills in numerical value)  **Total Clients Served by Program \_\_\_\_\_\_\_\_\_\_** (Applicant fills in numerical value)  **Cost per Client$\_\_\_\_\_\_\_\_\_\_**  (Divide total program funding by total clients served)  **Answer 19:** |

**Social Impact & Return on Investment**

Social impact and return on investment refer to the proposed program’s positive impact on social, financial, environmental, and/or quality of life factors for clients and/or the community.

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| **Scored Application Questions (continued)** | |
| Question 20 | Describe the social impact and/or return on investment for clients and/or the community resulting from the proposed services. |
| **Answer 20:** |

## **Part V: Bonus Evaluation Points Bonus Point Value: 10**

**Healthy Service Environment**

A maximum of 10 points will be awarded for Applicants who create a healthy service environment for their clients, visitors, and staff. Applicants will be awarded the point values indicated below for having implemented or agreeing to implement by the date services begin any or all four (4) Healthy Service Environment policies with a maximum award of 10 points for all four (4) policies described below.  
  
1. Tobacco-free Campus (3 points)

Applicant has established and is enforcing a tobacco-free worksite policy and has developed initiatives and programming that promotes tobacco-free living.

A tobacco-free campus policy states:

* Use of tobacco products of any kind are not permitted on any property owned, leased, or rented by the organization (indoors and outdoors). This also includes parking areas and company cars. The policy applies to all employees, subcontractors, temporary workers, and visitors.

2. Mother-Friendly Workplace (3 points)

Applicant actively promotes and supports breastfeeding by employees and maintains a written worksite lactation support policy that is regularly communicated to employees. The policy includes:

* Employer provides work schedule flexibility, including scheduling breaks and work patterns to provide time for expression of milk;
* The provision of accessible locations allowing privacy;
* Access nearby to a clean, safe water source and a sink for washing hands and rinsing out any needed breast-pumping equipment; and
* Access to hygienic storage alternatives in the workplace for the mother’s breast milk (may include the allowance of personal coolers onsite).

1. Employee Wellness Initiative (3 points)

Applicant has a comprehensive Employee Wellness Initiative in place that promotes nutrition, physical activity, tobacco-free living, and the mental health of employees. The initiative encompasses healthy changes to the physical worksite environment as well as formal, written health promotion policies, programs or benefits impacting all employees. The initiative is promoted through educational and issue awareness efforts by the Applicant, signage and a supportive company culture, championed by leadership.  
  
4. Violence Prevention Policy (1 point)

Applicant is committed to providing a safe environment for working and conducting business. Applicant will not tolerate or ignore behaviors that are threatening or violent in nature. Applicant has a procedure to provide guidance for identifying and reporting threats and workplace violence.

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| **BONUS Application Questions** | |
| Question 21  (Bonus) | If applicable, describe how the Applicant has implemented one or more of the Healthy Service Environment policies outlined above. Include the approved and signed policy/policies as an attachment to the application. |
| **Answer 21:** |
| Question 22 (Bonus) | If applicable, describe how the Applicant plans to implement one or more of the Healthy Service Environment policies outlined above. Include the key personnel, by position title only, responsible for ensuring implementation.  (Technical assistance is available from Austin Public Health’s Chronic Disease & Injury Prevention program to assist Applicants in planning and implementing a Tobacco-free Campus policy, Mother-Friendly Workplace policy and Employee Wellness Initiative.  Please call 512-972-5222 for additional information.) |
| **Answer 22:** |

**Additional Information**

Application Acceptance Period: All applications shall remain valid until award, negotiation, and execution of Grant Agreements as directed by the Austin City Council.   
  
Proprietary Information: All materials submitted to the City become public property, and are subject to the Texas Open Records Act upon receipt. If an Applicant does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.  
  
Exceptions: Please be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of the application.  
  
Application Preparation Costs: All costs directly or indirectly related to preparation of a response to the RFGA or any oral presentation required to supplement and/or clarify an application which may be required by the City shall be the sole responsibility of the Applicant.

Grant Agreement Adjustments: The City of Austin reserves the right to adjust the Grant Agreement amount or scope of work over the grant period based on community needs, Applicant’s ability to expend funds in a timely manner or any other factor. When the City determines adjustments need to be made, the City will provide at least a 90-day notice to the Grantee.