

AUSTIN PUBLIC HEALTH
AFRICAN AMERICAN MENTAL HEALTH & WELLNESS SERVICES
RFGA SOLICITATION NO. AAMHW2019LE
QUESTIONS & ANSWERS

Posting Date: 3-15-2019

- 29. Question: Is there any census data that the city has that gives the population count of low-income African American families living in Travis County? I have been searching through the city's database and I can find information about the total number of African Americans living in Travis County, but I don't see any report that segments the African American population by income ... Thanks in advance for your help.**

Answer: Data sources referred to and provided in this solicitation can be found in the 0550 African American Quality of Life Information presentation linked here:

[http://austintexas.gov/sites/default/files/files/Health/Info to Post/RFAs/0550 - African American Quality of Life Information.pdf](http://austintexas.gov/sites/default/files/files/Health/Info%20to%20Post/RFAs/0550%20-%20African%20American%20Quality%20of%20Life%20Information.pdf)

As well as in the 2017 Community Health Assessment (CHA) referenced in the 0500 Application Scope of Work & Instructions linked here:

[http://austintexas.gov/sites/default/files/files/Health/CHA-CHIP/ATC CHA Dec2017 Report Final.pdf](http://austintexas.gov/sites/default/files/files/Health/CHA-CHIP/ATC%20CHA%20Dec2017%20Report%20Final.pdf)

Applicants also have the option of researching other community reports and assessments and citing the relevant sources within their application.

- 30. Question: I noticed the RFGA originally said this was only for non-profits and the recent email stated that it would include government agencies. I just want to double check that governmental entities can apply for these funds.**

Answer: Yes. Please refer to Section 0610.A Application Threshold Checklist: Agency is a non-profit organization or governmental entity able to conduct business in the state of Texas (https://www.sos.state.tx.us/corp/nonprofit_org.shtml).

- 31. Question: We are currently in the process of completing the last leg of our application to the IRS for designation as a 501(c)(3) nonprofit. We may receive this designation by the deadline. Can our organization submit an application if we can prove we are in the process of requesting nonprofit status?**

Answer: Yes, if you meet the requirements in Section 0610.A, AGENCY ADMINISTRATION, No. 3, an agency is a non-profit organization able to conduct business in the state of Texas (https://www.sos.state.tx.us/corp/nonprofit_org.shtml). An Applicant does not need to have established 501(c)(3) status to submit an application.

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32. Where does section 0800 and 0805 goes in the packet (if anywhere)?

Answer: Page 2 of 0050 Request for Grant Application Offer Sheet provides a table designating the required sections to be included in the application for submission. In this table it shows that Section 0800 Non –discrimination Non-retaliation and 0805 Non-suspension or Debarment do not require an Applicant response and therefore should not be included in the application. These documents are provided to notify the Applicant that if awarded the grant agreement, these terms and conditions will be a required part of the contractual agreement with the City of Austin.

CITY OF AUSTIN, TEXAS
Austin Public Health
REQUEST FOR GRANT APPLICATION (RFGA) OFFER SHEET

This solicitation is comprised of the following required sections. Please carefully read each section including those incorporated by reference. By signing this document, you are agreeing to all the items contained herein and will be bound to all terms.

SECTION NO.	TITLE	Requires Applicant Response (X)	PAGES
0050	OFFER SHEET	X	3
0101	STANDARD PURCHASE DEFINITIONS	*	3
0201	STANDARD SOLICITATION INSTRUCTIONS	*	8
0400	SUPPLEMENTAL PURCHASING PROVISIONS	*	6
0500	GRANT APPLICATION SCOPE OF WORK AND INSTRUCTIONS	X	18
0565	AFRICAN AMERICAN QUALITY OF LIFE INFORMATION	*	28
0610.A	APPLICATION THRESHOLD CHECKLIST	X	1
0620	CLIENT ELGIBILITY REQUIREMENTS	*	3
0650	PROGRAM BUDGET AND NARRATIVE	X	4
0720	SOCIAL SERVICES DELIVERABLES AGREEMENT BOILER	*	18
0800	NON-DISCRIMINATION CERTIFICATION	*	2
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*	1
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	*	2

* Completed forms marked with an asterisk are not required for Application submission, but rather provided as reference for entities who may be awarded grant agreements.

33. Our organization works mostly with youth. We typically don't have any eligibility requirements because we are dealing with a cultural matter (abuse and violence) that needs to be addressed regardless of economical and social status. Does this qualify us to be exempted from requesting eligibility? If not how should we address this factor?

Answer: 0620 Client Eligibility Requirements, General reads: *Other Client populations:* Clients in programs serving victims of violence are not subject to residency or income requirements.

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Please refer to Question 10 of 0500 to explain why clients in proposed program would not meet eligibility requirements in 0620.

- 34. For question #15 is this supposed to be in decimal form as the example has? If so does 1.00 represents 100% and .45 represents 45%?**

Answer: Question #15 can be answered by using decimals or whole numbers. Yes, 1.00 represents 100% and .45 represents 45%.

- 35. For question 19 can these be anticipated figures for total clients to be served by the program?**

Answer: Yes, the requested figures can be estimates for the proposed program. Question 19 states: 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.

- 36. Can the answers to the questions be on an attachment with the corresponding question listed or do the answer have to begin the page of the question and provide directions to the attached pages?**

Answer: Yes, 0500 Application Scope of Work Instructions, section Application Format on page 4 reads: 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.

- 37. Just to clarify, the proposed budget request for this RFGA should not be less than 50,000? I am asking because I know there was a brief mention about this amount range may be adjusted depending on the RFGA replies received and since it is new, that the amounts could be adjusted.**

Answer: Application Scope of Work & Instructions (Section 0500) reads: \$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. Applications should include proposed budgets of between \$50,000 and \$250,000.

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38. How many approved board of directors minutes are needed? Will one suffice? Does it need to be the most recent?

Answer: The answer to this question as it pertains to section 0610.A, III Agency Certification, questions 4 and 5 as seen below:

4. Board minutes reflect the Board reviews program performance and financial performance at least twice annually

5. Board minutes reflect the Board annually approves the budget

The number of approved Board of Directors minutes that are needed are determined by the number of minutes needed to show the Board reviews program performance and financial performance at least twice annually and the budget annually.

39. Does ALL of the target population have to be living at or below 200% of the federal poverty level? There are many in the target population who are affected by disparities above the poverty line.

Answer: Per 0620 Client Eligibility Requirements and 0500 Application Scope of Work and Instructions, client eligibility / target population for programs proposed through this RFGA is clients living at or below 200% of the Federal Poverty Level. Please refer to Question 10 of 0500 for instructions on proposing alternate criteria.

40. Question: Are footnotes permissible?

Answer: Yes