

**RFA 2021 – 007 Behavioral Health Issue Area
Official Questions and Answers**

All questions should be directed to the RFA Authorized Contact Person: Angela Baucom at APHCompetitions@austintexas.gov or in the Partnergrants database by no later than January 13 by 3 PM CST.

Last Update by AB: January 13, 2022

Question No.	Questions	Answers
1	When will the threshold document be available for submission in partner grants?	<p>You can find and download the form from this link: https://www.austintexas.gov/sites/default/files/files/Health/Social%20Services/A-%20RFA%20Application%20Threshold%20Checklist.pdf</p> <p>The threshold review itself is submitted in Partnergrants, but the link provided above will show you what questions are asked in the Partnergrants form.</p>
2	Are there any limitations on the length of resumes?	See Page 14 Question 30 in the RFA Application - Applicants may attach up to 5 additional pages that include staff resumes and/or job descriptions as supplemental documentation for this question. Any pages submitted beyond the first five will not be considered in evaluation.
3	We provide many of the services listed in the Scope of Work. How do we write a more competitive proposal?	We cannot provide guidance as to if a focused application on specific services or a broadly written application would be a better application.
4	Do we need to submit 5 years of Audits?	There is a 5-year timeframe in the threshold review requested. There is no limit on amount of material you can upload in that section. If there are findings you need to upload the complete document. If there are no findings only need to upload the pages which state the date, monitor and that there were no findings.
5	Are monitoring reports for the five-year period required if applicant has a subgrantee agreement with an agency receiving State funding?	Monitoring reports should be submitted if any funder directly monitored/reviewed/evaluated and/or reported on the activities of the Applicant agency.
6	What are the stipulations of being eligible for technical assistance with this RFA-2021-007? Are there ways to work with or be referred for technical assistance through the	We do not have a referral relationship with the Equity office to provide technical assistance with this RFA. If you have any

**RFA 2021 – 007 Behavioral Health Issue Area
Official Questions and Answers**

	City of Austin Equity Office throughout the process or do organizations have to be referred through APH solely if seen in need of technical assistance?	questions, we may be able to answer them as you have them.
7	If an organization is interested in working with a subgrantee/ subcontractor do they need to express that now or in the application? What are the subgrantee / subcontractor requirements?	Applicants should express plans to work with subgrantees in the application. Grantees are responsible for monitoring and ensuring that subgrantees adhere to all terms of the Grantee’s contract with Austin Public Health. Review the specifics of the provisions and terms in Form E – The Standard Boilerplate.
8	Is there any problem if an organization that is not a 501(c)3 partners with a nonprofit 501(c)3 who is the lead applicant?	Please review the application materials in detail, including the Applicant Minimum Qualifications section in Section V. pages 6-7 of Form C – RFA Statement of Work for information about Applicant eligibility. If you meet these qualifications, we encourage you to submit a threshold to determine individual eligibility to complete a full application for funding.
9	Under the Threshold review form: "Any agency monitoring/evaluation/site visit reports from a funder within the last five years.*" Must we upload our review from the CCU? It does not give us the option to select N/A.	Yes, please upload any Final monitoring reports from Austin Public Health’s Contract Compliance Unit in addition to any other applicable funders, as appropriate. If you do not have any reports that meet these criteria, you may upload a document that states that you have not received any agency monitoring/evaluation/site visit reports from a funder within the last five years.
10	Is the funding limited to children and/or families who live in zip codes 78701, 02 and 04?	For priority populations for this funding, please refer to Form C – RFA Statement of Work, page 3, Services Solicited. Zip codes 78701, 78702, and 78704 are highlighted as geographic areas for focused outreach activities, but eligibility is not exclusive to people who live in those zip codes. Please see Form D – APH Client Eligibility Requirements for more details on client eligibility policies. Applicants may explain proposed alternative eligibility requirements in the Client Eligibility section

**RFA 2021 – 007 Behavioral Health Issue Area
Official Questions and Answers**

		in the Work Statement (Question 18 entered directly into Partnergrants). If the Applicant is awarded through this solicitation, proposed alternative eligibility requirements are subject to negotiation and must be approved by APH.
11	What is the allowed indirect cost rate?	An indirect cost rate will not be allowed in the budget for this funding. APH is able to provide support for a variety of administrative costs, which should be estimated and entered into the line items of Form 3 – Program Budget and Funding Summary as appropriate.
12	Are there any matching requirements for the budget?	There are no matching requirements for this funding.
13	Are there any budget restrictions, on types of expenses, for example?	For descriptions of allowable and unallowable expenses, see Form E – Standard APH Agreement Boilerplate, which includes Exhibit B.3 - Compensation Terms. For examples of expenses that may be included under each budget line item, see the Instructions tab of Form 3 – Program Budget and Funding Summary.
14	The RFA indicates that applicants must demonstrate delivery of behavioral health services in Austin/Travis County for a minimum of 2 years. Is this requirement defined by services being delivered by a licensed professional (such as an LCSW, LPC, or other licensed behavioral health specialist)? Would other services such as health promotion drop in groups or case management referrals to mental health providers be considered sufficient evidence?	Delivery of behavioral health treatments encompass ways of helping people with mental illnesses, substance use disorders and/or other behaviors that impact someone’s health. For example, case management, counseling and more specialized psychotherapies. This solicitation seeks to award agencies who have a demonstrated 2 years of experience employing behavioral health care professionals: 1. Who are licensed, in training to be licensed or being supervised by a licensed behavioral health professional, and/or 2. Who hold a bachelor’s and/or master’s degree in special education, psychology, social work or counseling.
15	I think the first deadline was listed as Thursday 12/8, but I'm seeing the 8th is a	The threshold is due Wednesday, December 8 th . The error has been updated in the Cover Sheet.

**RFA 2021 – 007 Behavioral Health Issue Area
Official Questions and Answers**

	Wednesday. Can we get a confirmation on that deadline?	
16	Also, as a foster care provider, we have the child's county of origin, but we do not have the zip code of the family, due to confidentiality issues. Will county of origin suffice when we submit data for reports?	To contract with the City of Austin, we do expect contractors to adhere to the Client Eligibility requirements which include residency requirements. Please see D – APH Client Eligibility Requirements for more details on client eligibility policies. Note: Please see question 10. above regarding zip codes.
17	Can you elaborate on what the “focused outreach activates” are for the specific geographic areas?	<p>This solicitation seeks to award agencies which can deliver services or outreach within the geographic areas defined in the solicitation.</p> <p>Applicants/agencies are encouraged to partner with agencies within the geographical area to provide trainings and/or services for clients.</p> <p>Agencies within or outside of the geographic area can demonstrate outreach activities by partnering with schools, churches, libraries, and/or community centers which are located within and serve the specified geographical area.</p> <p>Outreach activities may include participating in informational fairs within the geographic area to raise awareness of their agency’s services.</p>
18	<p>If a program we offer, which has multiple service types under it and another service is city funded or we hope it to become city funded from another RFP we’ve responded to, can the Behavioral Health components of this same program be funded under this RFA? Or can a program only receive one type of city funding?</p> <p>The budget template has multiple lines for City funding so it implies that we may have multiple contracts, but I’m recalling in the past some rule that two city sources cannot fund the same program.</p>	<p>Applicants may apply to any opportunity that they qualify, and feel is a good fit for their organization. If an agency qualifies for multiple awards and there is concern about overlap, APH staff may reach out to negotiate directly with the organization.</p> <p>The Budget allows evaluators to be aware of all other current financial support for a program. City funding may also include funding from departments in the City or other departments within APH, which can provide helpful context.</p>

**RFA 2021 – 007 Behavioral Health Issue Area
Official Questions and Answers**

19	Is there a limit to the number of APH-COA contracts we can have in any fiscal year (e.g. will receiving one contract mean any other bids are voided)?	No, there is no limit of how many agreements an agency may have with APH.
20	For the pre-application threshold form, do we need to submit our City of Austin monitoring reports for the last 5 years or do you have those on file?	Yes, please submit relevant City of Austin reports. Application reviewers do not have access to materials or information that you do not provide in the application. If report had no findings, please include only the summary letter. Please combine reports into one PDF.
21	Along with the ample amount of the programs we offer, there are a few targeted for mental health. Do we qualify for this grant?	Please refer to Form C – RFA Statement of Work, especially the Applicant Minimum Qualifications on pages 6-7 to determine if you qualify. Applicants are encouraged to submit a Threshold Application by the due date to determine agency eligibility to receive City funding, and a complete final application to allow evaluators to determine if proposed services are a good fit for the RFA.
22	Are these ARPA funds taking place of standard City funding already supporting behavioral health services?	This solicitation is for overall Behavioral Health Services funded by Austin Public Health’s General Fund. In the event additional funds become available (federal or City general funds), APH may provide additional funding and/or new funding to applicants from this solicitation.
23	Are the funds eligible to be used to contract with individual behavioral health professionals (clinicians) that are not employed by the agency and not sub-grantees? If so, what budget line item would that expenditure be in?	The types of clinician services proposed may impact whether the expense is eligible for reimbursement by Austin Public Health. Please review Form 3 – Program Budget and Funding Summary, Instructions tab for more information about which line item may be the best fit within the budget for eligible expenses. Refer to the definitions for Outsourced Professional Services, Direct Client Assistance, and Subgrantees/Sub-recipients for details. If awarded, specific budget line items may be negotiated.
24	Would you please confirm the monitoring closeout letters for the Threshold document	Yes, monitoring reports from 2017-2021 would satisfy the requirement.

**RFA 2021 – 007 Behavioral Health Issue Area
Official Questions and Answers**

	should be from the following years: 2017, 2018, 2019, 2020, 2021?											
25	We have a question about the funding source of this grant. Is this some type of State allocation to the city to execute the network of behavioral health services providers as part of the Texas code passed in 2015 ?	No, the funding source is the Austin Public Health General Fund. Per Form C – RFA Statement of Work, in the event additional funds become available, APH may provide additional funding and/or new funding to applicants from this solicitation.										
26	In the COA Certifications and Disclosures form, does the word “contractor” refer to the agency that is applying?	Yes, the word “contractor” in this form refers to an awarded agency who enters into a contract with Austin Public Health.										
27	If our organization missed the threshold review date but is currently funded by the city, are we eligible to apply for these funds?	No. The Threshold Application is currently required for each RFA and agencies are only able to complete a Final Application if they first complete the Threshold by the due date.										
28	In Question 22, Part C (the Required Outcome table) for the Behavioral Health Issue Area Solicitation, the drop-down menu offers Outcomes 4B, 5A, and 5B; however, we are asked to choose between Outcomes 3A, 3B, and 5B in the instructions. There is also a note in the instructions that asks applicants to select the same outcome number in each box for the numerator, denominator, and outcome, which we cannot do in the table. How do you recommend we indicate one of the approved outcomes to satisfy this question?	The selections field in the Required Outcome table in Question 22, Part C includes errors. If selecting outcome 5B, you may select that in the drop down list as instructed. If selecting 3A or 3B, do not make a selection in the drop down list, but instead include your selection in the 12-month Goal field in the right column of the table. Example: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Required-OUTCOME-#1%</th> <th style="width: 50%;">12-month Goal%</th> </tr> </thead> <tbody> <tr> <td>State-Outcome: Choose from drop-down list. #</td> <td>October-1, 2022 – September-30, 2023#</td> </tr> <tr> <td>Numerator: 3A: 35#</td> <td></td> </tr> <tr> <td>Denominator: 3A: 40#</td> <td></td> </tr> <tr> <td>Outcome-Rate: 3A: 87.5%#</td> <td></td> </tr> </tbody> </table>	Required-OUTCOME-#1%	12-month Goal%	State-Outcome: Choose from drop-down list. #	October-1, 2022 – September-30, 2023#	Numerator: 3A: 35#		Denominator: 3A: 40#		Outcome-Rate: 3A: 87.5%#	
Required-OUTCOME-#1%	12-month Goal%											
State-Outcome: Choose from drop-down list. #	October-1, 2022 – September-30, 2023#											
Numerator: 3A: 35#												
Denominator: 3A: 40#												
Outcome-Rate: 3A: 87.5%#												
29	On the first page of RFA Scope or Work and Application: “Total Amount Requested” should this amount be for the cumulative 36 months or only for 12 months?	“Total Amount Requested” refers to a 12-month total.										
30	In Question 21, how should the "expected portion of each of the specified populations that will make up the clients of the proposed program" be expressed? As a percentage?	This number can be expressed as a percentage or number in the context of an overall total unduplicated client count.										

**RFA 2021 – 007 Behavioral Health Issue Area
Official Questions and Answers**

31	<p>In Question 22, is the second "additional output" chart and narrative portion optional? And what would be an example of a supplemental output?</p>	<p>Yes, the additional output item, including the chart and narrative, is optional. This output may be unique to the program or type of services provided. Supplemental outputs could be, for example, a number of sessions provided or referrals completed during the contract period. These examples are not exhaustive and you should consider what measures best represent your program's achievements.</p>
32	<p>Is food an allowable expense for the behavioral health RFA?</p> <p>If food is an allowable program cost for reimbursement, is charging \$1.00 per member for a meal allowable? The true cost of a meal per member is \$2.50-\$4.00 depending on the day.</p>	<p>Food is an allowable expense. Please see the Instructions tab of Form 3 – Program Budget and Funding Summary line 30 for details in the Client Food and Beverage line item category. Food falling outside of the definition listed may also be allowable under a different line item that better fits the use of the food. You may include costs that are not otherwise listed as unallowable in Exhibit B.3 Compensation Terms included in Form E – Standard Agreement Boilerplate. If awarded, budgets are subject to negotiation and line items may be adjusted.</p> <p>Specific costs may vary from program to program. We do not have a pricing standard for food service cost per client for this RFA.</p>
33	<p>Can you please define the specific location of the Eastern Crescent of Austin/Travis County?</p>	<p>The Eastern Crescent is typically defined as the area of Austin/Travis County east of IH-35 and roughly following 183, bounded in the south by 45.</p> <p>This is not a definite boundary and may include other areas that include populations otherwise identified as priorities in Form C – Scope of Work.</p>
34	<p>If we have a strong application, but you think our ask is too high, would we still get the award and you would fund less? That is totally fine with us. Should we state that in the application?</p>	<p>If an agency is awarded, APH may propose to award a different amount than the requested amount and may negotiate proposed budgets as needed. Please propose realistic costs and provide a clear justification for the costs proposed in the Cost Effectiveness section of Form 2 – RFA Application.</p>

**RFA 2021 – 007 Behavioral Health Issue Area
Official Questions and Answers**