



Request for Proposals
Peer Policy Fellow Grant Program
Proposals Due: Friday, April 15, 2016 at 1:00 p.m. Central Time

The Hogg Foundation for Mental Health invites eligible organizations in Texas to respond to this request for proposals (RFP) to fund peer policy fellow positions in nonprofit organizations. The goal of this initiative is to increase the consumer voice in mental health policy development and implementation, and to build consumer capacity to effectively engage in mental health policy and advocacy.

Depending on the quality of proposals received, the foundation plans to award up to five grants to eligible 501(c)(3) organizations, governmental entities and/or higher education institutions.

Please read the following information carefully before submitting your proposal. Any additional information and updates about the RFP will be posted on the foundation's website at www.hogg.utexas.edu. It is the applicant's responsibility to refer to the website for the most current information.

TABLE OF CONTENTS

A. Due Dates and Submission Process

1. Due Dates
2. Registration & Submission Process
3. Teleconference for Applicants
4. Inquiries
5. Award Notification

B. Background

C. Initiative Description

D. Initiative Details

1. Eligible Organizations
2. Review and Selection Process
3. Grant Term
4. Reporting Requirements
5. Evaluation

E. Instructions for Submitting a Grant Proposal

1. Proposal Cover Letter
2. Project Narrative
3. Project Staff
4. Peer Policy Fellow Job Description
5. Proposed Budget
6. Letter(s) of Support (if applicable)
7. Letter of Approval to Submit Proposal from University Grant Office (if applicable)
8. Fiscal Documents

A. DUE DATES AND SUBMISSION PROCESS

1. Due Dates

Teleconference Registration Deadline (participation is optional)	Wednesday, March 23, 2016 11:59 p.m. Central Time
Grants Management System (Fluxx) Registration	Friday, April 8, 2016 11:59 p.m. Central Time
Proposal Due Date	Friday, April 15, 2016 1:00 p.m. Central Time

2. Registration and Submission Process

To submit a proposal, applicants must first register with the Hogg Foundation's grants management system (Fluxx) at least five days before the proposal due date. Applicants will be required to enter a federal tax identification number. Please go to <https://hogg.fluxx.io> and follow the instructions on the right side of the screen. If you think you already have an account with Hogg's grant management system (Fluxx), enter your user name and password to be sure you have access. If successful, you are already registered with the system and do not need to register again in order to submit a proposal under this RFP. If you do not have an account, create a new account to register with the system. The registration deadline is 11:59 p.m. Central Time on Friday, April 8, 2016.

Completed proposals must be submitted online at <https://hogg.fluxx.io> by 1:00 p.m. Central Time on Friday, April 15, 2016

The applicant will upload the required documents as separate files. The system will notify applicants if documents submitted were not successfully uploaded.

An automatic email notification will be sent to confirm receipt of proposal. If the proposal is incomplete, the applicant will be notified via email to submit the incomplete documents by the new due date.

For technical assistance with the online submission process, please contact grants management staff at (512) 471-5041 or hogg-grants@austin.utexas.edu.

3. Teleconference for Applicants

The foundation will host an optional informational teleconference regarding the RFP from 10:30 a.m.-12:00 p.m. Central Time on Thursday, March 24th. Please register online on the RFP webpage in advance of the teleconference. Teleconference Registration Deadline: 11:59 p.m. Central Time, March 23, 2016. Dial-in instructions will be provided to registrants prior to the teleconference.

Please email any questions you would like answered during the teleconference to hogg-grants@austin.utexas.edu by 5:00 p.m. Central Time on Monday, March 21, 2016.

Questions submitted and information provided during the teleconference will be posted as questions and answers on the RFP webpage by Monday, March 28, 2016.

4. Inquiries

The foundation's communication with applicants is limited to the teleconference, email correspondence and the website. The foundation will not accept phone calls regarding the RFP except for questions related to technical issues with the online submission process. For technical inquiries, call grants management staff at (512) 471-5041.

Questions about the RFP may be emailed to hogg-grants@austin.utexas.edu. Responses that may be relevant to other applicants will be posted on the foundation's website. Check the RFP webpage often for updated questions and answers.

5. Award Notification

Notice of awards will be made by June 2016.

B. BACKGROUND

The Hogg Foundation advances recovery and wellness in Texas by funding mental health services, policy analysis, research and public education. The foundation was created in 1940 by the children of former Texas Governor James S. Hogg and is part of the Division of Diversity and Community Engagement at The University of Texas at Austin.

Texas continues to struggle to engage mental health consumers in legislative and administrative policy discussions and decision-making. Consumer organizations struggle to gain the experience and develop the skills needed to understand and participate in mental health policy development, analysis, and implementation. Through this grant program, the foundation will build on our existing graduate mental health policy fellowship program by creating a track for peer mental health policy fellows. Through this grant program, peers will have opportunities to demonstrate their effectiveness in policy development as well as their desire to have a voice and be at the table. The peers' lived experiences will be a valuable asset to mental health policy discussions.

The peer mental health policy fellowship grant program was developed to help build the consumer voice in the mental health policy arena and to build consumer capacity to effectively engage in mental health policy and advocacy. It is anticipated that peer fellows will develop skills that will be of benefit during and beyond the fellowship period. Fellows will have the skills and expertise gained that will provide the peer community with mentors and leaders who can effectively influence mental health policy and help others develop the knowledge and skills needed to advocate effectively. Another goal of this program is to help agencies and organizations recognize the value of the peer voice in mental health policy development and the value peers can offer to advocacy organizations.

C. INITIATIVE DESCRIPTION

The peer policy fellow grant program was developed to increase the consumer voice in the mental health policy arena and to build consumer capacity to effectively engage in mental health policy and advocacy. Through this grant program the foundation will build on our existing graduate fellowship program by creating a track for peer policy fellows.

The foundation will fund up to five organizations to employ a certified peer specialist as a peer mental health policy fellow for a two-year training fellowship. Each fellow will be required to have a designated mentor with appropriate experience in policy and mental

health. Organizations may identify one mentor with both mental health and policy experience or two mentors sharing the responsibilities. Proposals should clearly delineate the mentor's experience in both mental health and public policy. The mentor may be selected from the organization's existing staff or from outside the organization. The foundation believes the mentors' skills, expertise and accessibility will be essential to the success of this project and considers selection of the mentor of primary importance. Proposals should provide mentoring plans that indicate how the mentor will provide appropriate training, professional development and supervision. A major consideration of these grant awards will be the ability of the designated mentor to support the peer fellow in his or her policy work. While the mentorship may be shared by more than one individual, the grant includes only one mentor stipend.

The grant will include 95 percent of the fellow's salary, fringe benefits, a mentor stipend, professional development funds, and overhead. The fellowships will be open to certified peer specialists with two years of recent work experience (can be paid employment or volunteer). The peer fellows will be expected to participate in the Hogg Mental Health Policy Academy activities facilitated by Texans Care for Children, including the federal immersion training in Washington, DC. All costs associated with participation in academy activities will be paid through the academy grant and will not be the responsibility of the peer fellow grantee organization.

D. INITIATIVE DETAILS

1. Eligible Organizations

501(c)(3) organizations, governmental entities and higher education institutions in Texas are eligible to submit proposals. Applicants must be Texas-based or have offices, chapters or affiliates in Texas. Examples of eligible organizations include nonprofit mental health and consumer advocacy organizations, colleges and universities, research-based organizations, and state, regional and local government.

2. Review and Selection Process

Foundation staff will use a rating instrument to evaluate the merits of the proposals and select grant recipients. The foundation also may use external reviewers to evaluate proposals. While all proposal sections will be considered in the review process, the narrative section will be weighed most heavily.

Factors that will be used to evaluate proposals for this RFP include:

- Evidence of organizational fit, including but not limited to demonstrating how enhancing mental health policy capacity fits the organization's mission.
- Mentor's qualifications and his/her ability to provide meaningful support and guidance to the peer fellow in the area of mental health.
- Mentor's qualifications and his/her ability to provide meaningful support and guidance to the peer fellow in the area of public policy.
- A mentoring plan reflecting appropriate supervision and professional support.
- A work plan for the peer fellow that provides a range of opportunities for mental health policy engagement, identifies the responsibilities of the fellow and defines the primary issue areas the fellow will address.
- Meaningful professional development opportunities.

3. Grant Term

The grant term is two years and is expected to begin July 1, 2016.

4. Reporting Requirements

The reporting requirements and due dates will be clearly stated in the statement of agreement between the grantee and the foundation. The grantee will be required to submit annual narrative and fiscal reports describing the implementation of the grant during the designated grant period. The grantee also must submit final reports that include a grant summary and evaluation of outcomes.

5. Evaluation

The Hogg Foundation may fund an external evaluation to assess the impact of this grant. The external evaluator would gather and assess information about the implementation and results of grant-funded activities. Grantees are expected to cooperate fully with evaluation efforts and may also be asked to provide stories from staff, service recipients, community members, and other stakeholders that illustrate the grant's impact.

E. INSTRUCTIONS FOR SUBMITTING A GRANT PROPOSAL

The completed proposal must be submitted online at <https://hogg.fluxx.io>. The proposal must include the following elements:

1. Proposal Cover Letter

This element is provided in an electronic form in Fluxx. The form serves as the Proposal Cover Letter.

2. Narrative

This element is provided and must be completed and saved in the electronic form in Fluxx. Applicants will be asked to provide detailed information to include the following:

- **Brief History of Applicant Background and Existing Programs**
(Describe your mission and vision and how it aligns with the goals of the grant.)
 - Applicant's support of project, including leadership.
 - History of relevant programs and accomplishment.
 - Relevant community involvement.
 - Applicant's geographic location.
 - History of population served or impacted.
- **Proposed Goals**
(Describe what you are trying to achieve, including the main purpose of the initiative)
 - Identify the goals of the grant.
 - Identify the strategies or methods you will use to achieve the goals.
- **Proposed Description and Activities**
(Describe what you plan to do to accomplish the goals of the grant)
 - Describe specific activities (including type, frequency) to be conducted during the grant initiative.

- Describe how the activities will advance the strategies and goals
- Identify all (e.g.-staff, contractors, volunteers) key individuals responsible for carrying out the activities, including their specific roles and responsibilities. Describe the mentor's qualifications and specific activities intended to support the peer fellow throughout the fellowship

3. Project Staff

This element is provided and must be completed and saved in the electronic form in Fluxx. Applicants are asked to identify all key project staff, including personnel, potential contractors and potential consultants. For each key staff, include the name and title, and upload resumes for each key position or, if vacant, upload a job description.

4. Peer Policy Fellow Job Description

Please include a draft job description that will be used to recruit the peer policy fellow.

5. Proposed Budget

This element is a link to an Excel document template in Fluxx in the Application Documents tab under the Required Application Documents section. Complete, save and upload the document in the Application section in Fluxx. Submit a detailed project budget using the Excel budget template provided in Fluxx. The budget template includes a line item for overhead and automatically calculates adding a 10 percent increase to the proposed budget total. The use of overhead will be explained in the budget instructions.

6. Letter of Support (if applicable)

Applicants with proposals involving external mentors must submit letters of support from those organizations. The letters must be on the partner organization's letterhead and must be signed by the head of the organization, such as the executive director, president, or CEO.

7. Letter of Approval to Submit Proposal (if applicable)

This element will be provided by the university's grant office or authorized agency representative. Upload the document into in the Application Documents tab under the Required Application Documents section in Fluxx.

Applicants affiliated with a higher education institution must submit a signed letter on letterhead from the institution's grant office (such as the Office of Sponsored Projects or Grants and Contracts) either approving the submission of the proposal or stating that such approval is not required.

The grant office review and approval process may take several business days, so please check with your institution and plan accordingly. Applicants are strongly encouraged to submit proposals to the grant office well before the proposal due date to allow sufficient time for review and approval.

8. Fiscal Documents

Upload the documents into the Fiscal Documents Tab. Submit the following fiscal documents to assist the foundation in assessing the organization's fiscal soundness:

- IRS letter of determination of 501(c)(3) status or tax-exempt status.
- Most recent IRS Form 990.