



Hogg Mental Health Peer Policy Fellows 2022 Request for Proposals

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When are request for proposals (RFP) due to the foundation?

Friday, March 4, 2022, at 11:59 pm Central Time is the deadline for proposal submission.

When will the grants be awarded?

The foundation plans to notify applicants in April, 2022. Grant funding is expected to begin July 1, 2022. The period between the announcement of the grant awards and the July 1 start date is to be used to recruit peer fellows.

What is the maximum length for the project narrative in the request for proposals?

The project narrative should be no more than 2,500 words and must follow all of the guidelines laid out in the RFP. The word limit does not include the mentor(s) resumes, fellow job description, timeline or budget.

Does the mentor have to have both public policy and mental health expertise?

The peer fellow is expected to be supported by strong policy and mental health mentoring and supervision. This may be the responsibility of one person with expertise in both areas or it may be provided by two mentors, one with expertise in mental health and one with expertise in policy. Only one mentor stipend will be included in the grant. The mentor(s) may be internal or external to the organization although experience has shown us that having an internal mentor typically works better. Mentors will be expected to participate in a post-award teleconference to discuss various aspects of supporting peer employees.

How much flexibility is there in the project budget?

The policy fellow salary is expected to be between \$40,000 to \$50,000 per year plus fringe benefits. The foundation funds 95% of the fellow's annual salary and 100% of the fringe benefits. We include a salary range to allow for the variations in the salary structure of different organizations. Fringe benefits should be specified and included on the budget template.

The grant also provides \$5,000 for a mentor stipend, \$3,000 for the fellow's professional development, and 10% overhead. The professional development funds are for the sole use of the policy fellow. A \$5,000 stipend for travel-related expenses will be included for grantees located outside of the Austin area to facilitate their participation in the Texas legislative process and other policy-related activities conducted in Austin

The only variables in the budget for this grant are the annual salary and the fringe benefits.

What qualifications do the peers need to have?

First, peer fellows should be certified as mental health peer specialists or substance use recovery coaches. This is to ensure that that the individual is someone with lived experience of a mental health condition and/or substance use and is willing to share their story with others. We also ask that the peer fellows have two years of recent employment of some type. This employment may be paid or volunteer. Recent college graduates (within the past 18 months) may substitute education for work experience. The idea is to have some indication that the individual is in recovery and ready to do the work of the fellowship.

How long will the fellowship last?

The fellowship is expected to last two years. If the fellow leaves prior to the end of the grant period, the grantee must discuss with the foundation options for replacing the fellow. The initial fellow cannot be replaced without the permission of the foundation.

Is it possible to plan for a different fellow during each year of the grant period (each serving for one year)?

No. This fellowship is expected to be a two-year training experience for an individual fellow. If a fellow departs prior to the end of the two-year grant period, the grantee must get approval from the foundation before hiring a replacement. The foundation will decide on a case-by-case basis if hiring a new fellow to complete the fellowship is appropriate.

Is a university department or center eligible to apply for this grant?

Yes. Respondents with a higher education institution must submit either written approval from the institution's grant office (such as the Office of Sponsored Projects or

Grants and Contracts), or a letter stating that such approval is not required for this type of grant application. 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 their proposals to their grant office with sufficient time for review and approval before the proposal deadline.

Is it possible to award a fellowship to someone who works for the government or does the person have to be a non-profit affiliated individual?

Nonprofit 501(c)(3) organizations, governmental agencies and colleges and universities in Texas are eligible to submit proposals.

What does “Texas-based” mean? Can an agency apply for this grant if it is technically under the provision of an international or national agency but has offices, programs, and services throughout Texas?

The Hogg Foundation for Mental Health only makes grants within the state of Texas. If your Texas office is an independent entity that can apply for and use grants for its own programs, then the organization is eligible.

Who should I contact if I have additional questions?

Please send questions by email to Hogg-grants@austin.utexas.edu. The foundation’s communications with potential respondents is limited to email correspondence and the website. The foundation will not accept phone calls regarding proposals.

If awarded a grant, is the selected peer fellow candidate classified as an employee or contract labor?

The fellow is expected to be a full-time employee of the grantee receiving the same benefits as other employees. Recruitment and hiring of the fellow are the sole responsibilities of the grantee. The fellow is not an employee of, and does not represent, the Hogg Foundation.

What percentage of the fellow’s time should be devoted to mental health policy?

The fellow is expected to devote 100% of their time to policy and/or advocacy activities related to mental health.

If we currently have a Hogg-funded fellow, can we renew that person as a Hogg fellow? What would be the process for that?

Current fellows are not eligible to be funded for an additional fellowship cycle. Organizations who have had a fellow in the past are welcome to reapply for a new peer policy fellow grant. There are organizations that have had Hogg-funded fellows more

than once. The organization cannot, however, use the grant to continue funding a current fellow.

Should the fellow focus on one area of mental health or should their work focus more generally on the mental health system?

Having a peer policy fellow focus on a particular area of mental health (e.g., criminal justice, child welfare, education, etc.) is at the discretion of the applicant. The foundation is interested in ensuring that fellows have meaningful learning experiences. This may be accomplished by becoming an “expert” in a particular area or by participating in a variety of policy issues.

Does the foundation restrict lobbying activities of the fellows? Are grantees required to track the fellow’s lobbying time/activities?

Grantee organizations are expected to follow their own lobbying restrictions. The foundation supports 95% of the fellow’s salary to allow time for, at the grantees’ discretion, lobbying activities. The foundation does not require any tracking or accounting of the fellow’s time.

Are letters of support required or just recommended?

Letters of support are only required if an organization is using a mentor external to their organization. The letter is needed as evidence that the external partner has agreed to the mentoring tasks required by the grant.

What is the total amount of the grant awarded?

The total amount of the award depends on the salary paid to the fellow and the fringe benefit percentage of the organization. Additionally, the grant includes a \$5,000 mentor stipend, \$3,000 for the fellow’s professional development, and 10% overhead. A \$5,000 stipend for travel-related expenses will be included for grantees located outside of the Austin area to facilitate their participation in the Texas legislative process and other policy-related activities conducted in Austin.

Can you provide clarification of the 10% overhead?

The 10% overhead will be calculated automatically in the budget template after the salary and fringe percentage are entered. The overhead is 10% of the combined total of the salary, fringe, mentor stipend, and professional development stipend.

How many applications do you typically get? And how many awards do you make?

In the past we have received approximately 20 to 30 applications. We expect to award up to five grants.

What are examples of policy engagement for the fellow's work plan?

Public policy encompasses a variety of activities aimed at creating systems change including policy analysis, strategy development, implementation planning, monitoring, evaluation, and advocacy. These activities take place at all levels of government (local, state, and federal) and throughout all branches of government (executive, legislative, and judicial). Examples include policy research, bill analysis, development of policy briefs, participation on workgroups and advisory committees, providing written and oral testimony, working with coalitions, relationship building, and much more.

Can you further explain the broad policy agenda in the fellow's work plan?

Proposals may reflect specific areas of mental health/substance use policies that will be addressed by the fellow or may indicate a more mental health and/or substance use general policy agenda. If a broad policy agenda is proposed, it is certainly appropriate for the fellow to be included in topic discussions once hired. There is no preference for one over the other.

We understand for an organization to be eligible to apply they must have an 501(c)3, does the age of the 501(c)3 determination matter?

There is no minimum requirement regarding the age of the 501(c)3 determination. The foundation does seek to ensure that the organization is stable and able to appropriately manage the grant.

Is the policy fellow expected to be located in the same city as the organization and mentor?

In an effort to give the individual a full and robust employment experience during their fellowship, we have historically expected the fellow to be in the same location as the applicant organization, in an office and engaging with their coworkers on a daily basis. Due to the pandemic, we understand that organizations are operating differently and therefore we do not have specific requirements. We suggest that you describe in detail how the fellow will engage with the supervisor, mentor, and other staff on an on-going basis to ensure a meaningful learning experience.

May current employees of the organization be hired for the fellow position or must it be a new hire?

While this is not prohibited, it is the intent of the fellowship to *add* capacity to the organization, not to supplant an organization's current structure or staff.

Is it okay if the mentor is a current employee?

Yes. The mentor may be an existing staff member or an external expert. The key is to ensure that the fellow has strong mentorship for both public policy and mental

health/substance use.

What are the degree requirements for Traditional vs. Peer Policy Fellow applicants?

The traditional fellows are required to be recent (no more than 18 months) graduates of relevant graduate schools (such as social work, public health/policy, law, psychology, etc.). Peer policy fellows are not required to have a college degree. Lived experiences of mental health and/or substance use conditions are substituted for the education requirement. The lived experience of the peer policy fellow is typically evidenced by being a Certified Peer Specialist or a Certified Recovery Coach although peer certification is no longer required. Peer fellows are expected to have two years of recent work experience (paid or volunteer). If they are a college graduate, that can be substituted for work experience.

Does the peer policy fellow's mentor need to be proficient in both mental health and public policy?

Mentorship expertise in both areas is required for both fellowships. Applicant organizations may use one mentor to cover both public policy and mental health, or may identify two mentors, one to cover each area of expertise as applicable.

Are universities required to submit #7 Letter of Approval to Submit and #8 Fiscal Documentation?

Yes, University entities are required to submit a letter of approval to submit. Universities are also required to submit their most recent tax determination letters. Samples of these supporting materials are available on our grantseeker resource page [here](#).

Do budgets need to reflect a similar fringe benefit to the rest of our organization's staff?

Yes, using the proposed budget template, you will reflect your organization's fringe benefit amount. Our goal is to ensure that the fellow has the same sustained benefits as any other employee of the organization. The foundation will pay 100 percent of the cost of the fellow's fringe benefits. The personnel tab on the downloadable budget template for your proposed budget will assist you in breaking this expense out.

Can you provide clarification between the work plan and job description?

The job description is similar to a job posting and is an example of what you would post in order to hire a fellow. The job description consists of the requirements you expect the person to meet. The work plan addresses planned activities, responsibilities, and expected outcomes.

Does the applicant need to be a mental health or substance use organization?

No. The foundation seeks a variety of organizations that consider mental health and wellness as integral to their work. The foundation will strive to determine if increasing capacity for mental health policy work is aligned with the organization's values and vision. The foundation will evaluate how supporting mental health/substance use policy fits within the mission of the organization.

Is there any need for evidence of mental health policy work in the applicant organization's history?

No. We are looking for proposals from organizations with a strong desire to build capacity to engage in mental health policy and if building capacity is an appropriate fit to the applicant organization's mission and efforts.

Do the peer policy fellows have to have the peer specialist certification in order to be hired or can obtaining that certification be part of the workplan. Can we use this opportunity to gain the fellows supervision hours?

Please note: This is a change in the requirement for peer certification.

The original intent of the peer certification requirement was to ensure that the peer fellow had a lived experience of significant life disruption as a result of mental illness, substance use condition, or the dual experience of mental illness and criminal justice involvement. Additionally, it was expected that the peer fellow be willing to share that lived experience, as appropriate, in the policy arena to help others understand the gaps and barriers across systems. The peer/recovery coach certification was used to reflect this lived experience.

Due to the recent changes in certification requirements for peer support specialists and recovery coaches, we understand the difficulty in obtaining the certification and the required 250 supervision hours while maintaining full-time employment as a policy fellow. While it is certainly still recommended that the peer policy fellow be a certified peer specialist or recovery coach if possible, certification will not be a required for an individual to be eligible for the fellowship as long as the original intent is met.

With respect to obtaining the required 250 hours of supervised work experience, the fellowship does not meet the requirements for work experience as the fellows do not provide direct peer support services.

If you're already receiving Hogg funding for another project, can you apply for the policy fellow grants?

Yes. The foundation grant programs are managed separately and there are currently no rules prohibiting an organization from applying for, or receiving, more than one grant.

If an organization has previously received an award for a policy fellow, are we eligible to re-apply?

Yes, there are no limitations to the number of times an organization can apply for or receive a policy fellow grant. However, if awarded a subsequent fellow grant, the prior fellow is not eligible to continue in the program as each fellow is allowed only one two-year fellowship.

Do I need to have someone in mind before I apply for the grant?

Most organizations do not already have someone in mind for the fellowship position, and go through a recruitment and hiring process. We prefer that fellows not be pre-selected and that the organization conduct a thorough recruitment process.

How do we find an applicant that is eligible for the peer policy fellowship with lived experience?

Traditional recruitment activities can be conducted using the job description posting. Additionally, the Hogg Foundation can connect you with mental health and peer organizations that can distribute the job description.

Please define the types of activities you consider meaningful professional development. Some of that would be subjective and particular to the policy fellow.

General professional development strategies should be addressed, but specific use of these funds should be determined after the fellow is on board and can provide input. We understand the exact use of these funds would be determined throughout the grant, and after discussions with the fellow on where they have opportunity for growth and need support.

Strategies could include possible use of funds, how the mentor will provide mentorship and professional development, frequency/amount of meeting with the mentor, and professional development within the organization. Examples of activities for the use of funds could include training, conferences, workshops, subscriptions and similar professional development experiences. During the grant period, if there is something outside of these usual professional development opportunities, you are able to reach out to us for discussion around the use.

Does the fringe cover the amount based on the 100% salary or the 95% salary the grant covers?

The fringe should be based total annual salary (100% salary), the personnel tab on the downloadable budget template for the application will illustrate how we'd like this broken down.

If an unforeseen issue arises, is there flexibility in the application submission date?

No, the application's submission date is Friday, March 4, 2022, 11:59 pm Central Time. If you submit a completed application to the best of your ability within the deadline, there is typically an opportunity during the first round of reviews for any corrections to supporting documentation as long as it is deemed necessary and returned in a timely manner.