



Request for Proposals 2022 Mental Health Peer Policy Fellow Grants

Deadline: March 4, 2022 at 11:59 p.m. CST

Note: An additional RFP for the Mental Health Policy Fellow Program for recent graduates is being released simultaneously with this RFP. Eligible organizations are allowed to submit proposals for one or both of these policy fellow grants.

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. The goal of this initiative is to increase the voice of individuals with lived experience with mental health and/or substance use conditions in mental health policy development and implementation, and to build consumer capacity to effectively engage in mental health and substance use policy and advocacy in Texas.

Depending on the quality of proposals received and the funds available, the foundation plans to award up to five grants to eligible 501(c)(3) nonprofit organizations, governmental entities, or higher education institutions. Please read the following information carefully before submitting your proposal. Any additional information about the RFP will be posted on the foundation's website at <https://hogg.utexas.edu/funding-opportunities>. It is the applicant's responsibility to refer to the website for the most current information.

In an effort to assist applicants in developing a proposal, applicants will be offered up to 2 hours (including document review) of proposal development feedback and coaching provided by consultant, Doug Smith (free of charge). Coaching sessions are limited to the first 50 requests for both RFPs. Sign up [here](#) to ensure availability and secure your session. Read our blog post, [Grant Coaching for Better Storytelling](#), to learn about this approach. This service is completely optional and utilizing this service does not impact our rating of proposals.

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A. KEY DATES AND SUBMISSION PROCESS

1. Key Dates

Proposal Development Coaching Sessions Sign up here: https://utexas.qualtrics.com/jfe/form/SV_2m1JNBr5BF3nlf8 (participation is optional and subject to availability)	Available February 1, 2022 through February 28, 2022.
Teleconference registration Register here: https://utexas.qualtrics.com/jfe/form/SV_bxe7p9OZ2rf9Hh4 (participation is optional)	No later than Wednesday, February 16, 2022, 11:59 pm, CST
Submit Questions for Teleconference Questions due to hogg-grants@austin.utexas.edu	No later than Wednesday, February 16, 2022, 5:00 pm, CST
Informational Teleconference Dial-in instructions will be provided to registrants prior to the teleconference	Thursday, February 17, 2022, 2:00 – 3:30 pm, CST
Teleconference questions and answers Posted at https://hogg.utexas.edu/funding-opportunities	No later than Tuesday, February 22, 2022
Grants management system (Fluxx) registration https://hogg.fluxx.io	No later than Friday, February 25, 2022, 11:59 pm, CST
Proposal due date https://hogg.fluxx.io	Friday, March 4, 2022 11:59 pm, CST

2. Registration and Submission Process

In order to submit a proposal, applicants must first register with the Hogg Foundation’s grants management system (Fluxx) at least five business 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 in Fluxx, enter your user name and password to be sure you have access. If you are successful, that means you are already registered with the system and do not need to register again in order to submit a proposal. If you do not have an account, create a new account by 11:59 p.m. Central Time on Friday, February 25, 2022.

In the interest of furthering security on our grant application and management site Fluxx (<https://hogg.fluxx.io>), the Hogg Foundation has implemented multifactor authentication (MFA) for all logins. This will entail each person logging in to Fluxx to have their own account, which will need to be tied to a specific mobile device using either Google Authenticator or SMS texts. Instructions for setting up MFA on your Fluxx account can be found [here](#).

Completed proposals must be submitted online at <https://hogg.fluxx.io> by 11:59 p.m. Central Time on Friday, March 4, 2022.

Applicants will need to upload the required documents as separate files. The system will notify applicants if their documents were not successfully uploaded.

Applicants will receive an automatic email notification that their proposal was received. If the proposal is incomplete, the respondent will be notified via email to submit completed documents by a 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 for applicants from 2:00 p.m.-3:30 p.m. Central Time on Thursday, February 17, 2022. Register online at https://utexas.qualtrics.com/jfe/form/SV_bxe7p9OZ2rf9Hh4 in advance of the teleconference. Dial-in instructions will be provided to registrants prior to the teleconference.

Please note that this teleconference will address both the **Policy Fellow Grant** and the **Peer Policy Fellow Grant** Requests for Proposals.

Please email questions for the teleconference in advance to hogg-grants@austin.utexas.edu by 5:00 p.m. Central Time on Wednesday, February 16, 2022.

Information provided during the teleconference will be posted as questions and answers online at <https://hogg.utexas.edu/funding-opportunities> by Tuesday, February 22, 2022.

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 at <https://hogg.utexas.edu/funding-opportunities>.

5. Award Notification

Notice of awards will be made in April 2022.

B. BACKGROUND

Established in 1940, the Hogg Foundation for Mental Health envisions a future in which all people of Texas thrive in communities that support mental health, health equity, and well-being. Further, the foundation embraces diversity, equity, and inclusion as one of its core values, recognizing the impact of racism, sexism, and other structural oppressions on mental health.

Using a variety of approaches, including grantmaking, convening, research and public policy, the foundation works collaboratively to transform how communities promote mental health and wellness in everyday life.

The foundation recognizes that Texas continues to struggle to engage individuals with lived experience of mental health and/or substance use conditions in legislative and administrative policy discussions and decision-making. Additionally, peer organizations struggle to develop the experience and skills needed to effectively participate in mental health and/or substance use policy development, analysis, and implementation.

Through this grant program, the foundation builds on our original post-graduate mental health policy fellowship program by creating a track for peer policy fellows. This grant program provides individuals with lived experience of mental health and/or substance use conditions opportunities to develop policy and advocacy skills and serve as the often-missing voice at the table. A peer's lived experiences serve as a valuable asset to policy discussions. The peer mental health policy fellowship grant program elevates the voice of individuals with lived experience in the mental health and substance use policy arena and builds their capacity to engage in policy and advocacy. Peer fellows acquire the skills and expertise needed to provide the peer community with mentors and leaders who can effectively influence policy and help others develop the knowledge and skills needed to advocate successfully. Additionally, organizations employing a peer fellow increasingly recognize the value of the consumer voice in policy development as well as organizational decision-making.

Effective policy and advocacy are essential for creating meaningful systems change aimed at improving the lives of Texans experiencing mental health and substance use conditions. This is especially relevant for communities and individuals who have been historically excluded based on their race, gender, sexual orientation, disability, socioeconomic status, geography, etc. Policy initiatives can increase opportunities for recovery by promoting effective practices in prevention and early intervention, treatment, and support services.

The foundation recognizes that individuals with lived experience of mental health conditions often live with co-occurring substance use conditions. Although best practices recognize the need for integrated and collaborative care, historically, the co-occurrence of mental health and substance use has been addressed in silos. **Organizations interested in mental health, substance use, or co-occurring conditions are encouraged to apply.**

Public policy encompasses a variety of activities aimed at creating systems change including policy analysis, strategy development, implementation planning, systems

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). Public policy is shaped by many variables, including economic factors, political influences, and personal experiences, as well as informed advocacy, effective leadership, public interest, and meaningful data.

C. PROGRAM DESCRIPTION

The foundation will fund up to five organizations to employ a certified peer specialist/substance use recovery coach as a peer mental health policy fellow. The grant will include funding for 95 percent of the fellow's salary, 100 percent of fringe benefits, one mentor stipend, professional development costs for the fellow, and overhead. Eligible organizations across the state are encouraged to apply. A 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. Fellowships are funded for two years and are open to certified peer specialists/recovery coaches with lived experience of mental health and/or substance use conditions with two years of recent work experience (either paid employment or volunteer work). Recent college graduates (within the past 18 months) may substitute education for work experience.

Grantees are expected to ensure that the fellow has strong policy and mental health mentorship. Organizations may identify one mentor with both mental health and policy experience or two mentors sharing the responsibilities. Proposals should clearly outline the mentor(s) experience in both mental health and public policy. The mentor(s) may be selected from the organization's existing staff or from outside the organization. The foundation believes the mentor's 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(s) will provide appropriate training, professional development, guidance, and supervision. A major consideration of these grant awards will be the ability of the designated mentor(s) to support the peer fellow in their policy work. This grant includes a mentor stipend of \$5,000 per year. While the mentorship may be shared by more than one individual, the grant includes only one stipend.

Each organization will identify a supervisor for the fellow who is an employee of the host organization. This individual may be the peer policy fellow's mentor. This individual will be responsible for the day-to-day supervision of the fellow as an employee of the organization.

Proposals should outline a work plan for fellow activities and responsibilities. The plan should provide opportunities for a variety of mental health and/or substance use policy experiences for the fellow. The plan should also include strategies for addressing the fellow's professional development. While general professional development strategies should be addressed in the proposal, the specific use of the professional development funds provided through the grant should be determined after the fellow is on board and has the opportunity to provide input. This grant includes a yearly professional development allowance of \$3,000 to be used by the peer policy fellow.

Both the fellows and the mentors are expected to actively participate in the Hogg Mental Health Policy Academy facilitated by Texans Care for Children, (<https://hogg.utexas.edu/what-we-do/policy-engagement/policy-fellows-academy>), including the one-week federal immersion training conducted in Washington, DC during the second year of the grant. All costs for the federal training are covered by the foundation through the policy academy grant. It is anticipated that the mentors and fellows will participate in academy activities approximately once a month. The activities associated with the academy may include regular meetings, conference calls, webinars, presentations/updates, trainings, site visits, and retreats.

The purpose of the academy is to provide opportunities for:

- Networking
- Content learning (in mental health and policy)
- Professional development
- Organizational development
- Peer support

Relationship building and networking are vital components of the policy fellowships. While it is intended that the fellowship be experienced in-person as much as possible, the recent COVID-19 pandemic has provided fellows, mentors, and organizations ongoing challenges and subsequently, adjustments have been made. Each grantee organization is given flexibility and discretion in how their work will be conducted, whether in-person, online, or a hybrid of both. We ask applicants to consider the extra effort that may be required to support fellows who may be working virtually. The foundation will continue to be flexible and provide support to grantee organizations as challenges arise.

D. PROGRAM DETAILS

1. Eligible Organizations

Nonprofit 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 nonprofits, mental health and consumer advocacy organizations, colleges and universities, research-based organizations, and state, regional and local government agencies.

2. Review and Selection Process

Foundation staff will use a rating instrument to evaluate the merits of the proposals and select grant recipients. While all proposal sections will be considered during the review process, the project narrative section will be weighed most heavily.

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

- How enhancing and engaging in mental health and/or substance use policy fits the organization's mission;
- The organization's recognition of the importance of individuals with lived experience in the development of policy;

- The organization’s focus on addressing diversity, equity, and inclusion to reduce health disparities and/or address the needs of historically excluded group;
- The mentor’s qualifications and ability to provide meaningful support and guidance to the fellow in the areas of mental health and/or substance use ;
- The mentor’s qualifications and ability to provide meaningful support and guidance to the fellow in the area of public policy;
- A mentoring plan that reflects appropriate supervision and professional support;
- A work plan for the 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; and
- Meaningful professional development opportunities.

3. Grant Term

The grant term is for two years and begins on July 1, 2022.

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 project during the designated grant period.

5. Evaluation

The Hogg Foundation may fund an external evaluation or one may be conducted by foundation evaluation staff to assess the impact of this grant program. The evaluator will gather and assess information about the implementation and results of grant-funded activities of some or all grantees.

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> and must include the following elements:

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

1. Proposal Cover Letter

This element is provided in an electronic form in Fluxx. When a grant application is successfully submitted in Fluxx, this form will serve as the signed proposal cover letter.

2. Project Narrative

The proposal must describe the project in full in the narrative section. The narrative may not exceed 2500 words and should include the following information:

- Describe the organization's readiness to engage in mental health and/or substance use policy and how enhancing these policies fits the organization's mission;
- Describe the organization's commitment to including individuals with lived experience in the development of policy;
- Describe how the organization addresses diversity, equity, and inclusion to reduce health disparities and/or address the needs of historically excluded groups;
- Provide a detailed project description including goals and strategies;
- Describe the mentor's qualifications and provide a detailed plan for mentoring and supervising the peer policy fellow in the areas of public policy and mental health. Include each mentor's qualifications and responsibilities if more than one mentor will be involved;
- Describe the work plan for fellow activities and responsibilities, including any specific areas of concentration; and
- Describe expected professional development opportunities for the fellow.

3. Project Staff

This element is provided and must be completed and saved in the electronic form in Fluxx. Identify all key project staff, including mentors and supervisors. For each key staff, include the name and title and upload resumes or, if vacant, upload a job description.

4. Peer Policy Fellow Job Description

This element must be saved in Fluxx. Upload a draft of the peer policy fellow job description that will be used for recruitment.

5. Project Budget

See budget template in Fluxx for instructions on how to complete and submit the project budget. ***All expenses in this grant are pre-determined except for the fellow's salary and fringe benefits.***

- a. Fellow salary – 95 percent of annual salary, which must be in the range of \$40,000 - \$50,000. The foundation will pay 100 percent of fringe benefits
- b. Mentor stipend - \$5,000 per year
- c. Professional Development - \$3,000 per year to be used by the fellow for training, conferences, workshops, subscriptions, and similar professional development expenses

- d. Overhead – 10 percent of the grant
- e. Travel (if grantee organization is outside of the Austin area) – \$5,000 per year

6. Letter of Support from Partner Organizations (if applicable)

This element will be provided by the partnering organization. Applicant will upload the document in the Application Documents tab under the Required Application Documents section in Fluxx.

Applicants with proposals involving collaborations or partnerships with other organizations must submit signed letters of support from those organizations. If the mentor is selected from outside the respondent's organization, letter(s) of support from the individual or organization partnering with the respondent should be submitted with the proposal. 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. Letters of Approval from University Grant Office (if applicable)

This element will be provided by the university's grant office. Applicant will upload the document into the Application Documents tab under the Required Application Documents section in Fluxx.

Applicants 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

This element will need to be requested by the applicant from the applicant's fiscal office. Upload the documents in the Fiscal Organization Documents tab.

Applicants must 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.