



Request for Proposals: 2012 Hogg Mental Health Policy Fellows

Deadline: 1:00 p.m. Central Time, Tuesday, March 6, 2012

The Hogg Foundation for Mental Health invites nonprofit organizations in Texas to respond to this request for proposals (RFP) for the Hogg Mental Health Policy Fellows project. The goal of this project is to increase the capacity of individuals and organizations to participate effectively in mental health policy in Texas.

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 www.hogg.utexas.edu. It is the respondent's responsibility to refer to the website for the most current information.

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A. DEADLINES AND SUBMISSION PROCESS

1. Proposal Deadline

All proposals must be submitted by 1:00 p.m. central time on Tuesday, March 6, 2012.

2. Submission Process

All proposals must be submitted online via the foundation's website at www.hogg.utexas.edu. Instructions for submission are provided online. See *Section E. Instructions for Grant Proposal* for a list of required documents and information.

A federal tax identification number must be entered to begin the online submission process. Respondents will be instructed to upload the required documents as separate files. The system will notify respondents if their documents were not successfully uploaded.

Respondents will receive an email notification within three working days that the proposal was received and is complete. If the proposal is incomplete, the respondent will be notified and will have one business day following notification to complete the proposal.

For technical assistance relating to proposal submission, please contact Grants Management staff at (512) 471-7634 or Hogg-grants@austin.utexas.edu.

3. Teleconference for Potential Respondents

The foundation will host an informational teleconference for potential respondents from 2:00 p.m. to 4:00 p.m. central time on Tuesday, February 14, 2012. Please register online for the teleconference in advance at www.hogg.utexas.edu. Dial-in instructions will be provided to registrants prior to the teleconference date.

Please email questions for the teleconference in advance to hogg-grants@austin.utexas.edu by 1:00 p.m. on Friday, February 10, 2012.

Information provided during the teleconference will be posted as questions and answers on the foundation's webpage for this RFP by Tuesday, February 21, 2012.

4. Inquiries

The foundation's communications with potential respondents is limited to email correspondence and the website. The foundation will not accept phone calls regarding the RFP except for technical assistance on the submission process as stated above.

Questions relating to this RFP may be emailed to Hogg-grants@austin.utexas.edu. Responses that may be relevant to other potential applicants will be posted on the foundation's website. Please check the website often for updated information.

5. Site Visits for Semi-Finalists

Members of the foundation's selection committee may conduct site visits of semi-finalist organizations during the last week of March 2012. The intent of the site visit is to gain a better understanding of the organization and its suitability for this grant program. If the foundation decides to conduct site visits, a member of the foundation's selection committee will contact the semi-finalists one week in advance to schedule the visit.

6. Notification and Release of Funds

Notice of awards is expected to be made by mid-April 2012. Grant funding is expected to begin on July 1, 2012.

B. BACKGROUND

Since its founding in 1940, the Hogg Foundation for Mental Health (www.hogg.utexas.edu) has worked to advance the mental health of Texans through the support of effective mental health services, research, policy and public education. The foundation is part of the Division of Diversity and Community Engagement at The University of Texas at Austin.

Effective public policy is essential to realizing meaningful, systemic change in mental health services and improvement in the lives of Texans experiencing mental health conditions. Public policy directly impacts the public's access to mental health services and supports, quality of care, and legal rights and protections. Positive mental health public policy initiatives can increase opportunities for recovery by promoting best practices in treatment and support services.

Public policy encompasses a variety of activities aimed at influencing systems change in many ways, including statutory, regulatory or judicial actions and organizational practice. It is shaped by many variables including economic factors, political influence and personal experiences, as well as informed advocacy, effective leadership, public interest and meaningful data.

Nonprofit organizations can greatly affect public policy, yet many nonprofits report their ability to engage in policy-related activities is constrained by budgetary limitations. Current economic conditions have made it even more difficult for organizations to participate in the policy process and advocate successfully for positive change in mental health policies.

The goal of this project is to promote and support effective mental health policy and advocacy in Texas. Specific objectives are to:

- Increase the capacity of nonprofit organizations to engage in mental health policy and advocacy.
- Increase the number of people in the workforce with the skills, knowledge, expertise and passion needed to engage effectively in mental health policy.

The foundation hopes that over time this initiative will increase the number of Texas organizations willing and able to engage in mental health policy development. Priority consideration will be given to organizations with the potential to positively affect mental health policy in Texas but that are currently not actively engaged or have limited capacity to engage in mental health policy.

C. PROGRAM DESCRIPTION

The foundation will fund up to five Texas-based nonprofit 501(c)(3) organizations to employ a mental health policy fellow whose salary will be paid by the grant. The fellowships will be open to recent graduates (within the past 18 months) of law, social work, public policy or other related graduate programs.

The fellowship is designed to last one year, with the potential for a one-year extension if mutually agreed upon by the fellow, the grantee and the Hogg Foundation. The foundation anticipates making decisions regarding a one-year grant extension for each grant recipient by January 15, 2013.

Each fellow will be required to have a designated mentor to provide training, professional development and supervision. 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. The mentor may be selected from the organization's existing staff or from outside the organization. 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.

Both the fellows and the mentors will be required to participate in the Hogg Mental Health Policy Academy for the duration of the grant period. The academy will be facilitated by an entity selected by the Hogg Foundation. Grantee organizations, fellows and mentors will not be responsible for any costs associated with participating in the academy, including any travel and lodging. It is anticipated that the mentors and fellows will participate in academy activities approximately once a month.

The purpose of the academy is to provide opportunities for:

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

The activities associated with the academy may include regular meetings, conference calls, webinars, presentations/updates, trainings, reports and retreats. As part of the academy, the mental health policy fellow and mentor will be required to submit progress reports to the foundation. These reports will describe the activities and projects in which the mental health policy fellow is involved and the lessons learned from these experiences.

If the fellow leaves the employment of the grantee organization before the grant ends, foundation staff will meet with the grantee to assess the reasons for the early departure and determine the feasibility of continuing the grant. The grantee may not replace the departing fellow without prior foundation approval. Regardless of decisions made with respect to the current grant period, the grantee will be eligible to apply again under subsequent RFPs.

D. PROGRAM DETAILS

1. Eligible Organizations

Mental health and non-mental health Texas-based nonprofit 501(c)(3) organizations are eligible to apply. Examples of eligible organizations include mental health, health, disability, social service, public policy, civil rights, social justice and consumer advocacy organizations. Proposals from non-mental health organizations must clearly describe how mental health policy will be prioritized and incorporated into the fellow's activities and the grantee's policy work. Grant funding awarded to non-mental health organizations must be used to support mental health policy activities.

2. Review and Selection Process

Foundation staff will use a standardized rating instrument to review the proposals and select grant recipients. Ratings will be based on the overall quality of the proposal and the strength of the project narrative components (see *Section E. 2. a, b, c and d*). The foundation may also use external reviewers to evaluate the proposals. If the foundation selection committee chooses to conduct site visits with the semi-finalists, information and knowledge gained in that process will also be taken into account in review and selection of grantees. The grant review committee may also consider other publicly available information that provides insight into an organization's ability to carry out grant requirements.

3. Grant Period

The grant is for a one-year fellowship period with the option to extend for one additional year, provided the grantee, the fellow and the Hogg Foundation jointly agree to the extension.

4. Required Grant Activities

Throughout the grant period, grantees will be responsible for:

- recruiting and hiring the fellow;
- identifying and providing a mentor to provide ongoing support to the policy fellow;
- identifying projects and activities in mental health policy in which the fellow can engage;
- providing ongoing supervision and mentorship of the fellow to ensure activities are within the scope of the grant;
- ensuring participation of the fellow and mentor in the Hogg Mental Health Policy Academy; and
- submitting any required reports in a timely manner.

5. Use of Grant Funds

The intent of this grant is to increase capacity for mental health policy participation and project funds should be used to supplement an organization's current activities, not to supplant current funds. Grant funds must be used for costs directly attributable to the mental health policy fellow's salary and fringe, the mentor expense, professional development costs for the fellow, and overhead support. Overhead support may be used to cover the costs associated with recruiting, hiring and employing the fellow. The budget for this grant program is pre-determined except for the fellow's salary and fringe benefits, which should be comparable to the grantee's benefits package for employees.

6. Reporting Requirements

Grantees are required to submit a narrative and fiscal report of first-year activities to the foundation by July 15, 2013. The narrative report should include information on the activities/projects the fellow has participated in. Additionally, the report should include an evaluation of the experience by the fellow and mentor with any recommendations for improving the experience and the grant program.

7. Evaluation

The grantee organization, the fellow and the mentor will be asked to complete an assessment of their experience. This may include a report submitted and/or presented to Hogg Foundation staff.

The foundation likely will evaluate the overall impact of this initiative over time. Should that occur, grantees, fellows and mentors may be asked to participate and the foundation will incur all evaluation expenses. Grantee participation could include providing basic information on organizational activity as it relates to mental health policy and participating in interviews with the evaluator. Fellow participation could include providing longitudinal information regarding mental health and policy involvement in subsequent career positions. Mentor participation may include providing information and perspectives about the process, the experience and the outcomes.

E. INSTRUCTIONS FOR GRANT PROPOSALS

Completed proposals must be submitted online and must include the documents listed below. Respondents must put required information in the designated sections described below. Proposals that do not follow this format will not be considered.

1. Signed Proposal Cover Letter
2. Project Narrative (not to exceed 2,500 words)
 - a. Organization Description, Need and Fit
 - b. Mentor Qualifications and Mentoring Plan
 - c. Work Plan for Mental Health Policy Fellow
 - d. Professional Development Opportunities
3. Policy Fellow Job Description
4. Project Timeline
5. Project Budget (submitted on foundation's template, available online)
 - a. Fellow Salary
 - b. Fellow Fringe
 - c. Mentor Expense
 - d. Professional Development
 - e. Overhead Support
6. Resume of Mental Health Policy Mentor
7. Support Letter from Partner Individual/Organization (if applicable)
8. Required Fiscal Documents
 - a. Statement of activities (income statements) – past three years
 - b. Statement of financial position (balance sheets) – past three years
 - c. Current operating budget
 - d. Most recent IRS Form 990
 - e. IRS letter of determination of 501(c)(3) status or tax-exempt status

1. Signed Proposal Cover Letter

A signed cover letter must be submitted as part of the proposal. The cover letter should be submitted on the responding organization's letterhead. It should include a brief overview of the project narrative, the total amount of funding requested, and the name, address and signature of the organization's board chair and chief executive officer. Respondents who are unable to scan and submit the signed letter online may upload the unsigned letter and fax the signed letter prior to the deadline to:

Hogg Foundation for Mental Health
Attention: Grants Management
Fax: (512) 471-9608

2. Project Narrative

The project narrative should fully describe the organization, including the need and fit for this funding, the qualifications of the selected mentor, a proposed work plan for the fellow, and the professional development opportunities in which the fellow will be engaged.

The narrative must be organized in the following sections and may not exceed a total of 2,500 words combined. Proposals that do not follow this format will be ineligible.

- a. **Organization Description, Need and Fit:** Briefly illustrate the organization's mission, purpose and goals. Clearly describe the ways in which a mental health policy fellow will help fulfill an organizational need and fit with the organization's mission. Explain the purpose and plans of the organization to be involved in mental health policy and advocacy.
- b. **Mentor Qualifications and Mentoring Plan:** The proposal should identify the mentor selected by the respondent and provide evidence of the mentor's availability, knowledge, experience and qualifications. The proposal should provide clear evidence of the organization's ability to mentor the policy fellow in both mental health and public policy. If mental health and public policy expertise do not currently exist within the organization, the respondent must clearly explain how the needed expertise and mentor support will be made available (e.g., partnership, subcontract, etc.). Any partnership with external individuals or organizations to provide mentorship for the fellow should be fully described and evidence of such agreement should be included in the proposal documents.
- c. **Work Plan for Mental Health Policy Fellow:** Identify the plans, activities and potential projects in which the fellow will be involved, as well as potential policy issues to be addressed. Describe the rationale for these plans, activities and projects and explain how they will promote mental health policy in Texas. The fellow's assignments and activities should be consistent with the Hogg Foundation's mission of advancing mental health in Texas.
- d. **Professional Development Opportunities:** Describe any identified professional development opportunities for the fellow and the ways in which these activities will increase the fellow's competence and experience in mental health and policy.

3. Policy Fellow Job Description

Include the job description intended for the recruitment and hiring of the mental health policy fellow. The job description must specify that the fellowship is open to recent graduates (within the past 18 months) of law, social work, public policy or other related graduate programs.

4. Project Timeline

Identify important milestones and significant dates for the fellow's activities and projects. Milestones could include, for example, involvement in meetings and stakeholder groups, participation in the policy process, or completing reports, policy briefs, and other policy publications.

5. Project Budget

Submit a detailed budget using the Excel budget template provided on the foundation's webpage for this RFP.

- a. **Fellow Salary:** The foundation assumes that the fellow's salary will be \$45,000 annually (plus fringe benefits). However, if this amount does not fit appropriately in the organization's salary structure, an alternative salary may be proposed.
- b. **Fellow Fringe:** Specify the amount designated for fringe for the fellow. Use the organization's current fringe benefit amount/percentage for employees providing details on the various items included. The salary and fringe are the only budget categories that should be calculated by the grantee; all other categories are predetermined by the foundation.
- c. **Mentor Expense:** The foundation is including \$5,000 in the grant to cover the cost of providing mentorship to the policy fellow. This funding is included in the project budget template.
- d. **Professional Development:** The foundation is providing \$2,000 for professional development expenses for the fellow, included in the project budget template. Examples of allowable expenses include books or journals, conference and training expenses, travel-related expenses, licensure fees and professional organization dues. In the final fiscal report to the foundation, grantees must list expenditures in this budget category in detail providing evidence that the professional development funds were used for the benefit of the fellow.
- e. **Overhead Support:** The foundation is providing \$5,000 for overhead support to pay agency expenses related to the grant project, included in the project budget template. Examples of allowable expenses: recruitment and hiring of the fellow, rent, utilities, supplies, technology, staff training, accounting fees and resource development.

Organizations whose mission is broader than mental health must demonstrate that the overhead support funds will be used only for agency operations or activities related to mental health activities.

6. Resume of Mental Health Policy Mentor

Include the resume of the proposed mentor who will be responsible for training and supervising the mental health policy fellow. Provide any additional information that may help to verify the mentor's skill, knowledge and experience.

7. Support Letter from External Individual or Organization Providing Mentorship (if applicable)

If the respondent does not have appropriate mental health or policy expertise available within its organization, the respondent may partner with an external individual or organization to provide mentoring to the policy fellow. A letter from the partnering individual or organization must be included.

8. Required Fiscal Documents

Respondents must submit the following fiscal documents to assist the foundation in assessing the organization's fiscal soundness:

- Statement of activities (income statements) – past three years
- Statement of financial position (balance sheets) – past three years
- Current operating budget
- Most recent IRS Form 990
- IRS letter of determination of 501(c)(3) status or tax-exempt status

Respondents who are unable to scan these documents for online submission may fax them prior to the deadline to:

Hogg Foundation for Mental Health
Attention: Grants Management
Fax: 512/471-2988