

AUSTIN PUBLIC HEALTH
AFRICAN AMERICAN MENTAL HEALTH & WELLNESS SERVICES
RFGA SOLICITATION NO. AAMHW2019LE
QUESTIONS & ANSWERS

- 46. Is there a limit of to the percentage (FTE) for executive positions i.e. Executive Director?**

Answer: No

- 47. At the bottom where it says Grand Totals (A+B+C+D) are we bringing down the Total Budget (all funding sources) account for each section A,B,C,D or are we bringing down just subtotal amounts for requested city of Austin column, then the subtotal amounts for funded by other sources, which should equal the same amount when adding down all the amounts from the Total Budget (all funding sources) column**

Answer: Applicants should complete the entire table in Section 0650, pg. 2. All proposed costs should be added into the budget. Zeros are allowed to be entered but are not necessary.

First, enter and add the numbers down the columns: Requested City of Austin Amount and the Amount Funded by All Other Sources and calculate each Section's subtotal. Then, add all the subtotals and complete the Grand Total box at the bottom for each column. Next, add all numbers across their rows and enter their sums in the Total Budget (All funding sources) column. Finally, add the numbers in the Total Budget (All funding sources) down the column and calculate the Total Budget's subtotals and enter the total sum at the bottom.

- 48. Question 17: Is this question similar to the budget narrative page of Section 0650? Can the information on the budget narrative be duplicated on question 17 for Section 0500? Just want to make sure I'm understanding this correctly.**

Answer: Question 17 of Section 0500 states: Referencing completed Section 0650, provide below the total amount of City funding requested and a summary description of the budget justification for the program strategy/strategies. All expenses should be identifiable, reasonable, and necessary.

First, provide the total amount of City funding requested which you should take from page 2 of Section 0650 Grand Total for the left column after you have completed Section 0650. Next, explain how the costs, which the Applicant outlines in the budget narrative, are needed in order to successfully carry out the program strategy/strategies.

- 49. Do you need both job descriptions and resumes of staff? Or will one or the other suffice?**

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Answer: Question 16 of Section 0500 reads: Please provide position descriptions, qualifications, and/or certifications required for staff members in your agency that work directly with clients in the space provided below. Applicants may attach up to 10 additional pages that include staff resumes and/or job descriptions as supplemental documentation for this question (optional). This question allows the Applicant to choose if they will submit staff resumes “and/or” job descriptions but restricts the Applicant’s response to their ability to only attach up to 10 additional pages.

50. Can in-kind donations be calculated in the other funded source column or does it have to be all dollars?

Answer: In-kind and all other sources of funding that will be allocated to the program should be accounted for on page 2 of Section 0650, “Program’s Line Item Budget” in the second column. This amount should also be described on page 4 of Section 0650 “*** Amount Funded by ALL OTHER Sources”. On page 4 all sources of funding should be described in the Funding Sources column (for example In-kind, Requested City of Austin, etc).

51. On the application question 18 asks for funding to be listed that we "will use for the proposed project" but on form 0655 it says amount funded by "all other sources." On form 0655 do we only list the funding sources we will use for the proposed program?

Answer: Yes. In Section 0650 Applicants should include all funding sources you will use for the proposed project, including the City of Austin funding you are requesting. If the proposed program will only be funded by the City of Austin, please note “no other funding sources.”

52. If we pay for immediate short term housing or a portion towards mental health services does this qualify to go under #7 (we pay the entity directly, so no form of currency is given to the client) or should this be placed under #8 on the Program Budget and Narrative? Please advise.

Answer: If this question references budget line number 7 and 8 in Section 0650, either option is acceptable.

53. I am completing the program budget and narrative and noticed on page 4 that the title and total section say "All other sources," but the instructions say "including the requested City of Austin funding". Should I include the requested City funding in this table?

Answer: Yes, you should include City of Austin funding in this table. The total on page 4 should equal the Grand Total of the right column on page 2.

54. Whether a focus on Children is within the purview of this grant application or based on the outcomes is it more focused on adults?

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Answer: Yes, youth/students are eligible. There is not a target age.