

# REQUEST FOR APPLICATIONS

## Carson City Health and Human Services Anticipated Availability of Funds for Family Planning Services Grants

### ADVERTISED - Carson City Health and Human Services Anticipated Availability of Funds for Family Planning Services Grants

RELEASE DATE: November 26, 2018

Carson City invites all qualified applicants, especially those proposing innovative strategies to increase the number of clients served or the quality of services, to submit application for the Anticipated Availability of Funds for Family Planning Services Grants. Family planning services include services for both men and women as they plan their families. Such services include postponing, preventing, achieving, or facilitating the spacing of pregnancy. Family planning services also include infertility services, health screenings and exams, lab tests and related health services, which are important to family planning and male and female reproductive health, improving the likelihood of a healthy pregnancy and birth, should conception occur. Family planning services also include information, education, and counseling related to family planning; and referral services. Applications shall be submitted per the Documents and Requirements as set forth in this "Request for Application".

**APPLICATION DOCUMENTS** may be obtained from the Carson City Health and Human Services website <http://www.gethealthycarsoncity.org>; or e-mail Veronica Galas at [vgalas@carson.org](mailto:vgalas@carson.org).

**APPLICATIONS** must be submitted to **Veronica Galas, Clinical Services Manager**, at [vgalas@carson.org](mailto:vgalas@carson.org), by no later than 5pm on December 19, 2018.

**RECOMMENDATION FOR INCLUSION IN THE FEDERAL APPLICATION** will be made based on the evaluation results of a Review and Selection Committee. Once the committee has made a recommendation, the results will be posted on CCHHS website, [www.gethealthycarsoncity.org](http://www.gethealthycarsoncity.org), and all respondents will be notified by e-mail of the recommendation for inclusion in the federal application.

**FINAL SELECTION** will be made by a Review and Selection Committee, and is scheduled for January 2, 2019. Award of funding will be dependent on Carson City Health and Human Services being awarded the Office of Secretary for Health, Office of Population Affairs Family Planning Services grant with an anticipated start date of April 1, 2019. The term of the Title X Family Planning Services is a 3 year funding period with the first 12-month project and budget period running from April 1, 2019 through March 31, 2020. Current applications are for the 36-month period beginning April 1, 2019. Generally, all costs must be incurred during that 12-month period (costs incurred prior to the grant period are not eligible). Should it become necessary to reschedule the date set for award, notice will be provided to those finalists selected. In all instances, a decision rendered by the Review and Selection Committee shall be deemed final.

**1. INTRODUCTION (General Information)**

- 1.1. Carson City invites interested parties to submit applications to provide Title X family planning and related preventive health services for the service area of Douglas County, NV in an amount not to exceed \$85,000. A Review and Selection Committee created for this specific purpose will evaluate the proposals submitted.
- 1.2. During evaluation, a Review and Selection Committee reserves the right, where it may serve CCHHS' best interest, to request additional information or clarification from the Applicant, or to allow corrections of errors or omissions.
- 1.3. There is no expressed or implied intent or obligation for Carson City to reimburse responding agencies for any expenses incurred in preparing application, as well as, travel expenses during interviews (if required) in response to this Request for Application.
- 1.4. Carson City shall reserve the right to terminate any agreement resulting from this solicitation and subsequent action for cause, but not limited to inadequacy of performance.

**2. CARSON CITY CONTACT PERSON:**

- 2.1. The principal contact for this application with Carson City is listed below. All questions and inquiries regarding the application should be addressed to the below-named individual ONLY. All questions are to be submitted via email and all questions and answers will be posted on the CCHHS website, [www.gethealthycarsoncity.org](http://www.gethealthycarsoncity.org), except for the questions that are considered proprietary. Questions will only be received through **5:00pm, Wednesday, December 12, 2018.**

Veronica Galas  
Clinical Services Manager  
900 East Long Street  
Carson City, NV 89706  
775-283-7620  
e-mail: [vgalas@carson.org](mailto:vgalas@carson.org)

**3. BACKGROUND INFORMATION:**

CCHHS is a local health department that has provided Title X family planning services in Carson City, Nevada since 2005 and in Douglas County, NV from 2012-2016. In 2017, CCHHS began providing only administrative oversight and monitoring of Title X family planning services in Douglas County.

CCHHS is a respected presence in the community, and possesses experienced administrative and fiscal staff members, ensuring program standards and clinical practice mirroring national standards, as well as providing consistent evaluation and performance monitoring. CCHHS has pro-actively responded to the changing health care environment through the adoption of an electronic health record and practice management system, extensive contracting with third party payers and a formal collaborative relationship with primary care. CCHHS is positioned to utilize fiscal administrative and clinical oversight experience to assure service delivery in compliance with Title X statutory, regulatory and legislative requirement and program priorities.

The primary objective of this application shall be to provide information necessary for the evaluation of applicants that may result in a sub grant with the City and applicant meets our requirements. It is the City's expectation and requirement that organizations submitting applications have the experience and capabilities to provide the services requested, and can demonstrate successful implementation of Title X family planning and preventive health services.

**Successful Title X projects will provide the following core family planning services:**

1. Discussion with the client about their reproductive life plan.  
(<https://www.cdc.gov/preconception/planning.html>).
2. A broad range of acceptable and effective family planning methods and services for delaying or preventing pregnancy, which should include: Counseling, especially for adolescents, that avoiding sex is the only 100% effective method to prevent pregnancy and STDs; therefore, delaying the onset of sexual activity, or if already sexually active, choosing to avoid sexual activity for a defined period of time, is an option; and Instruction in fertility awareness-based methods (previously referred to as natural family planning) that includes staff who are specifically trained in providing instruction in these methods; and Availability of several categories of contraceptive methods, such as hormonal methods (oral contraceptives, rings and patches, injection, implants, intrauterine devices or systems), barrier methods (diaphragms, condoms), and/or permanent sterilization.
3. Family planning services does not include abortion as a method of family planning.
4. Pregnancy testing and counseling
5. Services centered around pre-conception health and achieving pregnancy, which should include: Basic infertility services; STD screening and treatment; HIV testing and referral for treatment when appropriate; and Screening for substance use disorders and referral when appropriate to help reduce adverse pregnancy-related outcomes and improve individuals' reproductive health generally.

Title X projects may also include other reproductive health and related preventive health services that are considered beneficial to reproductive health such as HPV vaccination, provision of HIV pre-exposure prophylaxis (PrEP), breast and cervical cancer screening, and screening for obesity, smoking, drug and alcohol use, mental health, and intimate partner violence

**4. SCOPE OF WORK:**

Narrative application and/or work plan should address scope of work items. Service provision must give priority to persons from low-income families and may include, but not be limited to:

- 4.1. No charge will be made for services to persons from a low-income family defined as below 100% of current federal poverty guidelines, except to the extent that payment will be made by a third party, including a government agency, which is authorized to or is under legal obligation to pay this charge.
- 4.2. In addition, family planning medical services will be performed under the direction of a physician with special training or experience in family planning
- 4.3. A Sexual health assessment which ascertains current risk in light of sexual history and current behavioral practices. A sample is available at the CDC website.  
<https://npin.cdc.gov/publication/guide-taking-sexual-history>.
- 4.4. Introduction and access to tools for a personal family planning, fertility, and reproductive life plan, which informs decision-making and is important to client- provider communication. A reproductive life plan outlines personal goals about becoming pregnant: <https://www.cdc.gov/preconception/planning.html>.
- 4.5. Family planning services which offer a broad range of acceptable and effective family planning methods and services (including natural family planning methods - also called fertility awareness), and which includes pregnancy testing and counseling, as indicated. The broad range of services does not include abortion as a method of family planning.
- 4.6. Encourages family participation in the decision of minors to seek family planning services and that it provides counseling to minors on how to resist attempts to coerce minors into engaging in sexual activities.
- 4.7. Health screenings which are preventive and/or diagnostic in nature and which help clients achieve preconception health; offering at least STD screenings and treatment and cervical and breast cancer screenings; and may also include other services including, but not limited to preventive health, mental health assessments, and risk behavior screenings.
- 4.8. Health information, education, and counseling with an optimal health outcome as the desired goal for the client. Optimal health refers to the best possible outcomes for an individual's physical, emotional, and social health.
- 4.9. Referral services available to clients from a network of formalized linkages among community partners, as indicated.
- 4.10. Following all requirements regarding the provision of family planning services under Title X can be found in the statute (Title X of the Public Health Service Act, 42 U.S.C. 300 et seq.). Copies of the Title X statute, regulations, and legislative mandates may be downloaded from the Office of Population Affairs web site at <http://www.hhs.gov/opa>.
- 4.11. Applicants must also comply with the regulations which govern grants for family planning services (42 CFR part 59, subpart A), as applicable.
- 4.12. In addition, sterilization of clients as part of the Title X program must be consistent with 42 CFR part 50, subpart B ("Sterilization of Persons in Federally Assisted Family Planning Projects").

**5. APPLICATION REQUIREMENTS:**

5.1. Submission of Application:

- 5.1.1. One electronic copy (pdf document), a title page showing the Application subject; the applicants name, address, telephone number and e-mail of a contact person. The Application must be received on or before the date and time set for receipt of application WITHOUT EXCEPTIONS.
- 5.1.2. Applications must include a one page cover letter signed by the proposed project manager for the project. Cover letter not included in page count.
- 5.1.3. Project Narrative shall be clear, straightforward and not exceed 12 pages in length. It must be double-spaced on the equivalent of 8 1/2 x 11 inch paper size with 1 inch margins on all sides. Font size should not be less than 12 points.

5.2. Applications shall contain the following information:

5.2.1. Capabilities:

Demonstrate the ability to manage and provide timely response for this type of project. Projects must demonstrate equipment, technology and infrastructure capabilities, quality control procedures as well as ability to separate and track fiscal components of the family planning project as distinct from all other services provided.

Project Experience:

Demonstrate experience with projects similar in scope and size. Relevant projects should include the general project description, professional services, organization name, representative name and phone number, and key project personnel.

5.2.2. Personnel:

Provide information regarding project manager and project team's qualifications, experience, and training.

5.3. Applications shall be submitted electronically to:

Veronica Galas, Clinical Services Manager  
900 East Long Street  
Carson City, NV 89706  
775-283-7620  
e-mail: [vgalas@carson.org](mailto:vgalas@carson.org)

**6. EVALUATION OF APPLICATIONS:**

6.1. Applications submitted will be evaluated by a Review and Selection Committee.

6.2. The City reserves the right to retain all applications submitted and use any idea in a proposal regardless of whether or not said proposal is selected.

6.3. The following categories will be evaluated in the selection process as described (section 5.2):

- A. Capabilities, Scope of Work and Key Issues as addressed in Project Narrative and Work Plan (20 points)
- B. Project Experience (10 points)
- C. Personnel (10 points)
- D. Fiscal Evidence of capability to carry out the project (20 points)

6.4. The applicant will be ranked and the most qualified applicant will be included in Carson City's federal application for the Family Planning Services Grant.

**7. RIGHT TO REJECT APPLICATIONS:**

7.1. Carson City reserves the right to reject any or all applications.

7.2. Late applications will not be accepted if not received by the outlined due date.  
NO EXCEPTIONS.

7.3. **FUNDING OUT CLAUSE:** Application and acceptance of application does not guarantee funding.

**8. COMPLIANCE WITH FEDERAL AND STATE MANDATORY REPORTING LAWS:**

Every project shall comply with applicable state laws and will have project-wide monitoring and reporting policies related to child abuse, child molestation, sexual abuse, rape, incest, intimate partner violence, and human trafficking. These policies will include details related to annual staff training on policy and protocols, how policies will be implemented and monitored, always ensuring a clear understanding of the reporting process. In addition, any teen who presents with an STD, pregnancy, or any suspicion of abuse will be subject to preliminary screening to rule out victimization of a minor. Such screening is required for any individual who is under the age of consent in the state of the proposed service area.

**PROJECT APPLICATION DOCUMENTS AND REQUIREMENTS:**

**Attachment A: Project Narrative – Not to exceed 15 pages**

**Attachment B: Budget and Budget Narrative – Not to exceed 5 pages**

**Attachment C: Work Plan – Not to exceed 5 pages**

**Applicants should provide documentation of how they will address these key issues in their application. The FY 2019 key issues are as follows:**

1. Assuring innovative quality family planning and related preventive health services that lead to improved reproductive health outcomes and overall optimal health, which is defined as a state of complete physical, mental and social well-being and not merely the absence of disease. Guidance regarding the delivery of quality family planning services is spelled out in the April 25, 2014, MMWR, "Providing Quality Family Planning Services: Recommendations of CDC and the U.S. Office of Population Affairs" (<https://www.cdc.gov/mmwr/pdf/rr/rr6304.pdf>). Periodic updates have been made to this publication and are available on the OPA website (<https://www.hhs.gov/opa/guidelines/clinical-guidelines/index.html>). It is expected that the core family planning services listed in the Program Description, and which also are included in the Quality Family Planning Services document referenced above, will be provided by each project;
2. Providing the tools necessary for the inclusion of substance abuse disorder screening into family planning services offered by Title X applicants;
3. Following a model that promotes optimal health outcomes for the client (physical, mental and social health) by emphasizing comprehensive primary health care services, along with family planning services preferably in the same location or through nearby referral providers;

4. Providing resources that prioritize optimal health outcomes (physical, mental, and social health) for individuals and couples with the goal of healthy relationships and stable marriages as they make decisions about preventing or achieving pregnancy;
5. Providing counseling for adolescents that encourages sexual risk avoidance by delaying the onset of sexual activity as the healthiest choice, and developing tools to communicate the public health benefit and protective factors for the sexual health of adolescents found by delaying the onset of sexual activity thereby reducing the overall number of lifetime sexual partners;
6. Communicating the growing body of information for a variety of fertility awareness-based methods of family planning and providing tools for applicants to use in patient education about these methods;
7. Fostering interaction with community and faith-based organizations to develop a network for client referrals when needs outside the scope of family planning are identified;
8. Accurately collecting and reporting data, such as the Family Planning Annual Report (FPAR), for use in monitoring performance and improving family planning services;
9. Promoting the use of a standardized instrument, such as the OPA Program Review Tool, to regularly perform quality assurance and quality improvement activities with clearly defined administrative, clinical, and financial accountability for applicants and sub-recipients; and
10. Increasing attention to CDC screening recommendations for chlamydia and other STDs (as well as HIV testing) that have potential long-term impact on fertility and pregnancy. Successful applicants will clearly describe the administrative, management, and clinical capability of the applicant organization. All services to be provided, should be included as part of the plan. The narrative should address how agency will comply with the Title X statute, as well as the Title X program regulations, regulations regarding sterilization of persons in federally-assisted family planning projects, and legislative mandates, as applicable. Project narrative should discuss processes in place to ensure those from low-income families, with incomes that fall at or below 100% of the current Federal Poverty Guidelines (FPL), will not be charged except where third parties are authorized or legally obligated to pay.

## **Attachment A: Project Narrative**

### **The Project Narrative of successful applicants will address and provide:**

1. The administrative, management, and clinical capability of the applicant organization including all services that will be provided with Title X grant funds;
2. The need for the proposed Title X services and a detailed description of the geographic area to be served including a demographic description of the specific population(s) in need of service;

3. Evidence that the proposed project will address the family planning needs of all those in need of service throughout the proposed area to be covered;
4. The applicant's experience in providing clinical health services and qualifications to provide core family planning services, previously defined in the Program Description, for women, men, and adolescents that conform with current professional and medical standards of care;
5. Evidence of a system for ensuring quality family planning services, including:  
a process for ensuring that all of the core family planning services previously defined in the Program Description, will be provided within each project; a process for systematically assessing the quality of services provided throughout the defined project;a methodology for ensuring that health care practitioners have the knowledge and skills necessary to provide effective, quality family planning and related preventive health services that are consistent with current, national standards of care.
5. Goals and related outcomes that reflect the primary purposes and achievements of the proposed project. Goal statement(s) and related outcome objectives must be specific, measurable, achievable, realistic and time-framed (S.-M.-A.-R.-T);
6. A staffing plan which is reasonable and adheres to the Title X regulatory requirement that family planning medical services be performed under the direction of a physician with special training or experience in family planning
7. Evidence that staff providing clinical services (e.g., physicians, state-recognized advanced practice nurses, physician assistants) will be licensed and function within the applicable professional practice acts for the state where they practice;
8. Evidence, including signed referral agreements with relevant referral agencies, that the applicant has a plan to facilitate access to the following: comprehensive primary care services, if not provided by the project, and other needed health and social services for clients served in the Title X-funded family planning projects, such as HIV care and treatment services;
9. The plan for ensuring that all family planning services offered by the applicant and any sub-recipients are provided in: compliance with the Title X statute and program regulations, including the requirement that Title X funds will not be used for abortion as a method family planning, as well as with regulations regarding sterilization of persons in federally-assisted family planning projects; compliance with state laws applicable in the proposed service area(s) specific to requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape, incest, intimate partner violence, and human trafficking; and compliance with the legislative mandate to encourage family participation in the decision of minors to seek family planning services, and incorporate resistance skills for minors to resist/avoid exploitation and/or sexual coercion;

10. A plan for how the applicant and sub-recipients propose to incorporate the Key Issues identified in the Program Description;
11. The processes in place to ensure that persons from low-income families, with incomes that fall at or below 100% of the current Federal Poverty Level, (FPL), will not be charged except where third parties are authorized or legally obligated to pay; and that all reasonable efforts will be made to obtain third party payment without the application of any discounts;
12. Evidence that the applicant has the ability to bill third parties, including private and public insurance such as Medicaid, when appropriate, and the ability to facilitate enrollment of clients into Medicaid;
13. A description of how the schedule of discounts was developed; or for applicants with multiple sub-recipients, a policy that is applicable to sub-recipients which meets the criteria set out in the Title X regulations at 42 CFR § 59.5(a)(7)-(9)
14. A plan for providing community informational and educational programs which promote understanding about the availability of services. The plan should include a strategy for maintaining records of community education activities;

### **Attachment B: Budget and Budget Narrative**

Submit in an Excel Spreadsheet format outlining how Title X, Program Income and additional resources will be utilized.

**Attachment C: Work Plan**

Must include Goal statement(s) and related outcome objectives that are specific, measurable, achievable, realistic and time-framed (S.-M.-A.-R.-T);

<b>NEED 1:</b>			
<b>GOAL 1:</b>			
<b>Objective 1.1:</b>			
<b>Objective 1.2:</b>			
<b>Objective 1.3:</b>			
<b>TIMELINE</b>	<b>ACTIVITIES/ACTION STEPS</b>	<b>RESPONSIBILITY</b>	<b>EVALUATION</b>
<b>NEED 2:</b>			
<b>GOAL 2:</b>			
<b>Objective 2.1:</b>			
<b>Objective 2.2:</b>			
<b>Objective 2.3:</b>			
<b>TIMELINE</b>	<b>ACTIVITIES/ACTION STEPS</b>	<b>RESPONSIBILITY</b>	<b>EVALUATION</b>
<b>NEED 3:</b>			
<b>GOAL 3:</b>			
<b>Objective 3.1:</b>			
<b>Objective 3.2:</b>			
<b>Objective 3.3:</b>			
<b>TIMELINE</b>	<b>ACTIVITIES/ACTION STEPS</b>	<b>RESPONSIBILITY</b>	<b>EVALUATION</b>