

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: April 5, 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.

APPLICATIONS shall be submitted to **Veronica Galas, Clinical Services Manager**, at vgalas@carson.org, by no later than 5pm on April 25, 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, 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 tentatively scheduled for April 30, 2018. 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 October 1, 2018. 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 October 1, 2018 through September 30, 2019. Current applications are for the 36-month period beginning October 1, 2018. 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.getthehealthycarsoncity.org, except for the questions that are considered proprietary. Questions will only be received through **5:00pm, Wednesday, April 20, 2018.**

Veronica Galas
Clinical Services Manager
900 East Long Street
Carson City, NV 89706
775-283-7620
e-mail: 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 administrative, fiscal and clinical oversight experience to assure the delivery of services 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.

4. SCOPE OF WORK:

Service to be provided 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 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 10 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 and technology capabilities as well as quality control procedures.

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

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 as addressed in Project Narrative and Work Plan (10 points)

B. Project Experience (10 points)

C. Personnel (10 points)

D. Fiscal Evidence of capability to carry out the project (10 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 10 pages

Attachment B: Budget Narrative – Not to exceed 2 pages

Attachment C: Work Plan – Not to exceed 5 pages

Attachment A: Project Narrative

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.

The Project Narrative of successful applicants will address and provide:

1. A clear description for need of the services provided and a detailed description of the geographic area and population to be served;
2. Evidence that proposed projects will address the family planning needs of the full population in the service area to be covered;
3. Evidence of experience in the particular service area, including the particular community to be served;
4. Evidence that proposed projects have experience in providing clinical health services, are qualified to deliver family planning services possess the capacity to undertake family planning and related health services required in statute and regulation, including a broad range of acceptable and effective family planning methods, natural family planning methods, infertility services and services for adolescents. A complete list of the family planning methods offered as part of the project should be included. Projects may consist of a single provider or a group of partnering providers who deliver coordinated and comprehensive family planning services.
5. Evidence of familiarity with, and ability to provide services that include the following:
 - family planning and related health issues
 - services that are consistent with standards of care related to family planning, adolescent health, and general preventive health measures for HIV, STDs, etc.;
 - compliance with State laws applicable in the proposed service area requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape, intimate partner violence, human trafficking, or incest
 - counseling techniques that 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; and

- counseling techniques that encourage family participation for all clients, including the involvement of parents, spouses or family where practicable, mindful of the health, safety, and best interest of the client.
6. Proposed schedule of discounts with description of how the schedule of discounts was developed;
 7. Evidence that the proposed services are consistent with the Title X statute, as well as the program regulations, regulations regarding sterilization of persons in federally assisted family planning services projects, and legislative mandates, as applicable;
 8. Evidence that Title X funds will not be used in programs where abortion is a method of family planning;
 9. 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.
 10. Evidence of the capability to collect and report the required program data for the Title X annual data collection system, the Family Planning Annual Report (FPAR),
 11. Evidence of a system for ensuring quality family planning services, including:
 - defined performance measures, including an agreement to measure those provided to successful grantees upon notification of award, and a process for systematically assessing the quality of services provided throughout the defined projects; and a methodology for ensuring that health care practitioners have the knowledge and skill set necessary to provide effective, quality family planning and related preventive health services that are consistent with current, evidence-based national standards of care and include core family planning services
 12. Evidence that the applicant has ability to bill third party commercial insurance carriers and Medicaid in accordance with Title X requirements; and the ability to facilitate enrollment of clients into Medicaid.

Attachment B: Budget Narrative

See attached Excel Spreadsheet

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);

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