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APPLICANT WEBINAR CONFERENCE

**Request for Application No. HHS0013956
Long-Term Youth and Family Support (LTYFS) Program**

January 16, 2024, at 10:00AM CST

Applicant Webinar

AGENDA



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- **Welcome and Introduction**
- **Procurement Activities**
- **Project Overview**
- **Closing Comments**

INTRODUCTION

Speakers

- Amy Pearson, Grants Specialist/Sole Point of Contact
HHSC Procurement and Contracting Services (PCS)
- Anjulie Chaubal Bonilla, Director of Programs
DFPS Prevention and Early Intervention (PEI)



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Procurement Roles

Procurement Team

- **Procurement and Contracting Services (PCS)** - Responsible for all procurement and solicitation activities.
- **Prevention and Early Intervention Division (PEI) (Family Support Services (FSS))** - Responsible for project scope, requirements, performance, results, and monitoring. PEI-FSS is also responsible for contract management activities throughout the life of the Grant Agreements including, agreement development, execution, and monitoring.



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Schedule of Events

Deadline for Submitting Questions

January 18, 2024, by 2:00 p.m. CST

Any questions arising from today's webinar or anytime prior to the questions deadline, **must be submitted in writing** to amy.pearson@hhs.texas.gov



HHSC Posts Responses to Applicant Questions

Tentative Date **February 1, 2024**



Deadline for Submission of Solicitation Responses

March 1, 2024, by 10:30 a.m. CST



Anticipated Operations Start Date

September 1, 2024

Refer to RFA Article VII. RFA Administrative Information and Inquiries, Section 7.1 Schedule of Events



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Solicitation Access

HHSC will post all official communication regarding this RFA on the following website, including the notice of award:

- **HHS Grants website at <https://resources.hhs.texas.gov/rfa>**

HHSC reserves the right to cancel this RFA, or to make no award, if it determines such action is in the best interest of the State.

HHSC may, in its discretion, reject any and all applications or portions thereof.



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HHSC Sole Point of Contact

All communications relating to this RFA **must** be directed in writing to Amy Pearson, HHSC Sole Point of Contact, at amy.pearson@hhs.texas.gov.

All communications between Applicants and other HHSC or DFPS staff members concerning this RFA is **strictly prohibited**.

Failure to comply with these requirements may result in application disqualification.



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PROJECT OVERVIEW

Long-Term Youth and Family Support (LTYFS) Program



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PROJECT OVERVIEW

Grant Name:	Long-Term Youth and Family Support (LTYFS) Program
RFA No.:	HHS0013956
Deadline for Submission of Applications:	March 1, 2024, by 10:30 a.m. Central Time
Deadline for Submitting Questions or Requests for Clarifications:	January 18, 2024, at 2:00 p.m. Central Time
Estimated Total Available Funding:	Up to \$18,750,000 for the Project Period
Estimated Total Number of Awards:	3-6 awards
Estimated Max Award Amount:	\$600,000 annually per Applicant
Match Required, if any:	Match is encouraged but not required.



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Introduction

This funding opportunity invites Grant Applications requesting funding for the Long-Term Youth and Family Support Program (LTYFS) Program.

The purpose of this program is to increase the availability and accessibility of long-term services and support to Youth and Families in the State of Texas.



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Grant Term

Project Period

The Project Period is anticipated to be **September 1, 2024**, through **August 31, 2029**.

Grant Term

The System Agency may, at its sole discretion, extend the Grant Term for any period(s) of time through Grant Agreement extensions or renewals with funded Project Periods, provided the Grant Term, including all extensions or renewals, does not exceed five (5) years.



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Grant Award

Available Funding

The total amount of State funding available for the LTYFS grant program is up to **\$18,750,000** for the entire Project Period.

HHSC estimates the total amount of funding for the LTYFS grant is \$3,000,000 per State of Texas fiscal year.

HHSC anticipates awarding up to six (6) awards.

Annual awards per individual grant typically range between \$300,000 and \$600,000.

HHSC estimates the value of the RFA at the annual amount multiplied by five (5) years + 25% to allow for additional funding during the Project Period.



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Eligible Applicants

Applicant must be a nonprofit corporation, as defined by Chapter 22 of the Texas Business Organization Code, or a governmental entity, and Applicant must submit a complete Application by the stated deadline.



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Eligible Population

Eligibility to receive LTYFS services requires that an Index Youth meet the following criteria:

1. Participants must live in the Service Delivery Area (SDA).
2. Participants must be in a grade level from kindergarten-twelfth grade (K-12).
3. Participants who turn the age of 18 years during the school year will be permitted to participate in programming until meeting program goals or the end of the current fiscal year.
4. Participants with a current or previous history with Child Protective Investigations (CPI) or CPS are eligible for services.
5. PEI reserves the right to alter eligibility criteria during the Project Period.



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Eligible Population (cont)

To be eligible to participate in Grantee's LTYFS Program, Youth must exhibit at least two of the following Priority Characteristics:

1. Behavioral concern
2. Childcare or childcare access concerns
3. Current or former military connection
4. Current or past alcohol abuse – Caregiver
5. Current or past alcohol abuse – Index Child/Youth
6. Current or past child maltreatment or child welfare involvement
7. Current or past conflict at school
8. Current or past criminal justice involvement – Index Child/Youth
9. Current or past domestic or interpersonal violence
10. Current or past use or abuse of other substance – Index Child/Youth
11. Developmental delay or disability – Caregiver
12. Developmental delay or disability – Index Child/Youth



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Eligible Population (cont)

14. Family dynamics or structure concern
15. Family or household conflict
16. High stress level
17. Homeless, runaway, or housing instability
18. Household contains an enrollee who is pregnant and under 21
19. Household has a Child with developmental delays or disabilities
20. Household has a history of alcohol abuse or a need for alcohol abuse treatment
21. Household has a history of substance abuse or needs substance abuse treatment
22. Low school attainment – Caregiver
23. Low-income household
24. Mental health concern – Caregiver
25. Mental health concern – Index Youth
26. Parenting skills concern
27. School engagement concern
28. Social support concern



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Eligible Service Areas

- A. HHSC intends to award grants to counties with populations over 800,000. The eligible counties are Bexar, Collin, Dallas, Denton, El Paso, Fort Bend, Harris, Hidalgo, Tarrant, and Travis.
- B. Under this RFA, Applicant may propose a Service Delivery Area (SDA) of one or more eligible counties per Application. The proposed SDA is at the Applicant's discretion. Applicant must define and describe its selected SDA. Only one Applicant will be selected to provide programming within each county.
- C. Applicant will develop an appropriate array of programming within the SDA to meet Participant needs, including office locations, community locations, and, where appropriate, delivery of programming at a Participant's home.



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Eligible Activities

This grant program may fund activities and costs as allowed by the laws, regulations, rules, and guidance governing fund use identified in the relevant sections of this RFA. Only grant-funded activities authorized under this RFA are eligible for reimbursement and payment under any Grant Agreement awarded as a result of this RFA.

- A. The goal of the LTYFS Program is to improve outcomes in Youth and Families by reducing the child's interaction with the juvenile justice system, reducing teen pregnancy, and increasing graduation rates over the span of the child's youth.
- B. Applicants must propose a comprehensive array of programming to serve Youth, Families, and communities. Applicant should develop recommended programming based on the needs and gaps in the Service Delivery Area.



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Eligible Activities (cont)

C. LTYFS Eligible Programming

Applicants must propose and implement required LTYFS Programming outlined in RFA Section 2.5 (C):

1. Program Model
2. LTYFS Programming



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Program Model

Applicant must propose to deliver at least one Program Model and additional supportive programming may be allowed. The Applicant must complete and submit **Form G-1, Program Model Review Tool** (as an attachment to **Form G, Project Work Plan**), for any proposed Program Model. If the Applicant's proposed Program Model is listed on a clearinghouse as Promising Practice, Evidence-Informed, or Evidence-Based, the Applicant only needs to complete Section I of **Form G-1, Program Model Review Tool**.



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Core Programming

Applicants must propose programming to directly engage Youth and Families and must provide at minimum the following core programming defined in Section 2.5 (C) (4) Program Descriptions:

- a. Intake and Assessment
- b. Professional Mentoring



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LTYFS

Ancillary Programming

Applicant may also propose ancillary programming defined in Section 2.5 (C) (4) Program Descriptions to build comprehensive support for Youth and Families. Applicant must determine and describe ancillary programming based on existing community resources and identified community needs:

- a. Academic Support
- b. Service Planning and Service Coordination
- c. Transportation for LTYFS programming
- d. Basic Needs support
- e. Other programming



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Programming Delivery Methods

PEI prefers face-to-face programming which should encompass most program delivery methods; however, Grantee may provide telephone and video programming. Applicants should address the following items, at a minimum, in **Form G, Project Work Plan**:

1. Describe policies and procedures for telephone and virtual programming and plan for assessing program quality;
2. Describe which programming can be provided by telephone or virtual platform and the platform to be used;
3. Describe how Parent/Youth Participant preference drives program delivery method; and
4. Describe Intake procedures. PEI encourages in-person Intakes.



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Program Requirements

1. All Participants must enter the program voluntarily. Voluntarily means that the Family or Youth must not be coerced, court ordered, or mandated to participate in LTYFS.
2. Grantee cannot charge Participants a fee for participating in LTYFS or for any LTYFS participation-related costs.
3. Grantee must provide programming to Families without regard to their economic status.



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Program Requirements (cont.)

4. The average number of unduplicated Index Youth served monthly must meet the minimum established in the Grant Agreement. An unduplicated Index Youth is an Index Youth with a unique PEIRS Enrollment ID number who is only counted one time per month for monthly Output and one time during the State fiscal year for the annual Output.
5. Grantee must comply with all policy updates and clarifications that HHSC issues during the Project Period.
6. Grantee must participate in all HHSC required webinars, trainings, and conference calls. Grantee must include appropriate Program Staff relevant to the topic area.



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Logic Model

A logic model is a program map. It is a simple, logical illustration of what the program does, why, and how the Applicant will know if the program is successful. There are a wide variety of logic model formats, but most have the same key components including: resources or inputs, activities, Outputs, Outcomes, and impact. A good logic model demonstrates the Applicant's program Theory of Change in a measurable format. The logic model should also guide and inform proposed programming to reach proposed Outcomes for Youth and Families.

As part of the Application, each Applicant must submit a logic model for its proposed LTYFS Program. The logic model must be submitted as an attachment to Form G, Project Work Plan, and labeled as **"Attachment G-1, Logic Model."**



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Use of Subawards

1. Grantee may choose to enter into a Subaward for the provision of any direct programming described within this RFA. Subawardees providing programming under this RFA shall meet the same requirements and levels of experience as required of Applicant.
2. No Subaward under this RFA shall relieve the Grantee of the responsibility for ensuring that the requested programming is provided according to standards.
3. Application will include work to be performed by Subawardees and will include proposed Subawardee budget or budgets.
4. Grantee will award Subawards based on its own internal policies and processes. Grantee will notify HHSC in writing, within ten (10) days, if the Subawardee changes.



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Use of Subawards (cont.)

5. After award, Grantee and Subawardee must negotiate any needed changes to the Subawardee SDA, and report requested changes to HHSC. Any proposed change from the Grantee or Subawardee to the direct programming provided, or proposed change that would require a new Subawardee, must have prior approval from HHSC.
6. If Grantee terminates any Subaward, and the Grantee has not fully expended the funds obligated to the Subawardee during the grant year, the Grantee must find a replacement Subawardee within sixty (60) Calendar Days or obligate those funds in a manner consistent with the purposes of LTYFS. HHSC must approve any changes.



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Organizational Qualifications and Requirements

1. Applicant should outline the organization's knowledge or experience implementing programs such as providing prevention programs to Youth and Families, experience in developing and managing youth-focused or family-focused, community-based, or long-term service programs relevant to programmatic requirements.
2. Applicant should outline the organization's knowledge or experience in areas such as managing budgets, grants, or contracts to demonstrate ability to support administrative and fiscal requirements. This could be demonstrated with monitoring reports from any Texas State Agency or federal funding entity or with audits performed on Applicant's organization in the past five years.
3. Subawardees should also demonstrate relevant experience.



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Organizational Competence

Applicant should propose to implement improvements to its organization to further the goals of competently supporting LTYFS Participants by promoting the Protective Factors in Families and communities. Applicants should describe organizational competence in Form G, Project Work Plan. Areas to address should include the following:

1. Plan to strategically hire Program Staff. The most effective staffing structure for competently supporting LTYFS Participants incorporates intentional recruitment of Program Staff with relevant backgrounds, demographics, and experience supporting Families.
2. Plan to strategically hire organizational leadership. Organizational leadership should have relevant backgrounds, demographics, and experiences and be reflective of the community served.



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Organizational Competence (cont.)

3. Plan to make support available to all Family members through LTYFS Program sites that are easy to get to and have flexible hours.
4. Plan to cultivate LTYFS Participant voices and perspectives.
5. Plan to brand the LTYFS Program and recruitment materials in ways that resonate with Families in their communities.
6. Plan to conduct strategic outreach to include engaging Participants in outreach strategies such as word-of-mouth and culturally relevant promotional campaigns.
7. Plan to involve LTYFS Program alumni in LTYFS activities and program development.



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Organizational Competence (cont.)

8. Plan to acknowledge and respect Youth and Families, including their cultural traditions, languages, values, socioeconomic status, religion, individual abilities, and other aspects.
9. Plan to promote community and Youth voice as an organizational priority. Examples could include incorporating community members and Youth in strategic planning, reviewing, and revising policies and procedures, or conducting an annual survey or assessments.



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Program Staffing Requirements

Applicant must develop, provide, and manage a staffing plan to ensure delivery of competent and robust programming and continuity of programs in the event of a vacancy that includes minimum educational or experience requirements for direct service staff, administrative staff, Subawardee staff, and volunteers. Applicants should describe the program staffing plan in **Form G, Project Work Plan**.

1. If Applicant elects to enter into a Subaward for any programming, the same minimum staffing qualifications apply to Subawardee staff. The Program Staff who are primarily responsible for delivering the direct service programming and related components must be adults eighteen (18) years or older.



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Program Staffing Requirements (cont.)

2. The staffing plan, at a minimum, should include the following requirements for all Program Staff:
 - a. Appropriate labor skill set;
 - b. Minimum education and experience requirements;
 - c. Detailed position descriptions;
 - d. Comprehensive employee training plan; and
 - e. Succession plan for all program positions.
3. Applicant should develop a staffing structure for their LTYFS Program that encompasses the roles and qualifications outlined in Section 2.6 (H) Program Staff Roles and Qualifications.



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Program Staffing Requirements (cont.)

4. PEI does not require separate positions for each of these roles. Applicants may assign duties as a full-time or part-time position based on program size and scope.
5. PEI reserves the right to authorize each position funded under the grant.



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Program Staff Roles

1. Program Director
2. Financial Manager
3. Data Support
4. Professional Mentor



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Organizational Training Requirements

1. Applicant should submit a training plan that includes both initial and ongoing training for all Program Staff including volunteers, Subawardee employees, and anyone else working on the grant. Applicants should include a summary of all training elements in Form G, Project Work Plan. Staff training must include the following competencies:
 - a. New employee orientation;
 - b. Program Model training (when appropriate).
2. Grantee must participate and involve appropriate staff in webinars, trainings, and conference calls, including the annual Partners in Prevention (PIP) conference, as required by HHSC.



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Organizational Training Requirements (cont.)

3. Grantee must develop and follow processes to track all required training in personnel files. All training must be noted in the regular program quarterly reports.
4. Subawardees performing programming under this grant must meet the same training requirements.



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Recruitment, Outreach, and Retention

1. Applicant should describe proposed recruitment and outreach plans and strategies to connect to eligible population within the SDA in Form G, Project Work Plan.
2. Applicant should describe plans to promote program retention in Form G, Project Work Plan.



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Refer to Section 2.6 Program Requirements, I. Recruitment, Outreach and Retention

Service Authorization and Enrollment

Grantee must have an enrollment process that includes completing the HHSC enrollment form or a Grantee enrollment form capturing all required data, which includes a Primary Caregiver's signed consent to participate, a review of eligibility criteria, and any additional surveys and assessments as required by HHSC.

Grantee must complete all required fields of the enrollment form. The Grantee must ask for social security number; however, if a Participant refuses to provide their social security number, Grantee must document refusal on the form. The expectation is that Grantees will make a good faith effort to obtain social security numbers. Grantees should complete the enrollment form in its entirety and ensure that all required data is entered in PEIRS. Primary Caregivers must sign the enrollment form giving consent prior to the provision of programming. Applicant must document their enrollment process in **Form G, Project Work Plan.**



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Annual Data Authorization

Grantee must complete a new data authorization form for each participating Primary Caregiver either at the beginning of each fiscal year, or at the beginning of the program year after services begin, or on each anniversary of Participant enrollment in the program, for as long the Participant receives programming.



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Close of Program Participation

Applicants must describe the process for closure and discharge of LTYFS program participation and enrollment in **Form G, Project Work Plan**.

1. Grantee must have a closure process that includes collecting any required surveys from Participants and documenting any additional Referrals. Grantee must document closure on the discharge form and in PEIRS.
2. If a Participant and Index Child or Youth have not received a service in ninety (90) Calendar Days, the Grantee must complete the discharge process.



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Close of Program Participation (cont.)

3. If the Participant and Index Child or Youth return within the next thirty (30) Calendar Days (120 Calendar Days since their last service), the “Undo Discharge” function should be used to reactivate the registration in PEIRS rather than reenrolling the Participant and Index Child or Youth.
4. For all former Participants, whose PEIRS enrollment has been closed for more than one hundred twenty (120) Calendar Days, Program Staff should review their enrollment form to ensure that information is still current. If any information is outdated, Program Staff must open a new enrollment and complete any paperwork required by PEI or the Grantee.



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Required Record Keeping

Grantee must track all LTYFS activities provided in accordance with the Grantee's approved **Form G, Project Work Plan**.

1. Grantee must ensure that all program documentation is complete, accurate, and maintained in an organized fashion.
2. Grantee must maintain records in a manner that protects the Confidential Information of all members of the Participant's Family.



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Required Record Keeping (cont.)

3. Grantee must maintain individual Participant Case Records that include the following:
 - a. Enrollment form;
 - b. Annual Data Authorization form;
 - c. Required surveys;
 - d. Service activity documentation, such as sign-in sheets or Case Notes;
 - e. Outgoing Service Referrals;
 - f. Discharge form; and
 - g. Other agency documentation or documentation required by Program Model (if applicable).
 - h. Grantee must keep Case Notes.



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Required Record Keeping (cont.)

4. Grantee must develop and maintain a tracking system to record Participants referred to the Grantee for LTYFS. Documentation must include:
 - a. Date of Referral;
 - b. Origin of the Referral;
 - c. Participant eligibility; and
 - d. Date Participant began program.
5. Grantee must ensure compliance with all recordkeeping requirements in this RFA.
6. Grantee may maintain records electronically.
7. Grantee must make all LTYFS records available and accessible to HHSC upon request.



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Program Surveys

1. Pre- and Post-service Survey

- a. Grantee must provide a pre-service survey to Youth. The survey may be provided to the Youth either at Intake or at the beginning of services.
- b. Grantee must provide a post-service survey to the Youth when the Youth completes the program, or on an annual basis if the Youth is enrolled in the LTYFS Program for more than a year.
- c. Grantee must make a concerted effort to have the Youth complete a post-service survey if they leave the program prior to completion.
- d. The Grantee must maintain the pre-service and post-service surveys in the Participant Case Record.
- e. Grantee must provide a summary of the results of the pre-and post-service surveys annually.



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Program Surveys (cont.)

2. Program Experience Surveys

- a. Grantee will administer the Program Experience Survey (PES) at discharge.
- b. Grantee will administer the PES to the Participant, or the Primary Caregiver based on the age of the Participant at discharge. Participants ages 10 and up should complete the survey. Primary Caregiver should complete the survey for Participants 0-9 years old.
- c. Grantee must document attempts to administer the PES in the Participant Case Record.
- d. The same Participant must complete the PES at discharge.

3. Grantee must also participate in any required evaluation activities administered through PEI research and evaluation and any contracted partners (if applicable).



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Collaborating with PEI Grantees within Service Delivery Area (SDA)

Applicant must outline initial plan for working with other PEI Grantees within the SDA in **Form G, Project Work Plan**. To learn more about current PEI Grantees in your community visit:
https://www.dfps.state.tx.us/Prevention_and_Early_Intervention/About_Prevention_and_Early_Intervention/programs.asp.

Applicant must work with PEI Grantees within the SDA and develop formal partnerships within sixty (60) Calendar Days of the Grant Agreement execution. One example is a non-binding Memorandum Of Understanding (MOU). See this resource published by the Administration for Children and Families:

https://www.acf.hhs.gov/sites/default/files/documents/fysb/mou_508.pdf.



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Performance Measures and Monitoring

The System Agency will look solely to Grantee for the performance of all Grantee obligations and requirements in a Grant Agreement resulting from this RFA. Grantee shall not be relieved of its obligations for any nonperformance by its Subgrantees or Subcontractors, if any.

Grant Agreement(s) awarded as a result of this RFA are subject to the System Agency's performance monitoring activities throughout the duration of the grant Project Period. This evaluation may include a reassessment of Project activities and services to determine whether they continue to be effective throughout the Grant Term.



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Performance Measures and Monitoring (cont.)

Grantees must regularly collect and maintain data that measures the performance and effectiveness of activities under a Grant Agreement resulting from this RFA in the manner and within the timeframes specified in this RFA and resulting Grant Agreement, or as otherwise specified by System Agency. Grantees must submit the necessary information and documentation regarding all requirements, including reports and other Deliverables, and will be expected to report on the following measures:

- A. PEI requires Outputs and Outcomes for each Grant Agreement awarded as a result of this RFA.
- B. Grantee reports on Outputs and Outcomes in the quarterly report detailed in Section 2.7, Required Reports.
- C. Performance Measures incorporated into all LTYFS grants include, but are not limited to, those included in Grantee Target Outputs and Outcomes, below:



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Performance Measures and Monitoring (cont.)



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Table 1 Grantee Target Outputs and Outcomes	
Outputs/Outcomes Defined	Target Output/Outcome (or %)
Output 1: Expected number of Index Youth served annually.	Applicant will propose the number of Index Youth served annually*
Output 2: Expected number of Index Youth served monthly.	Applicant will propose the number of Index Youth served monthly*
Output 3: Primary Caregiver or Index Youth who are at least age ten and older will complete the PEI (FSS) Program Experience Survey at discharge.	50%
Outcome 1: Index Child or Youth remain safe while receiving programming.	100%
Outcome 2: 10- to 17-year-old Index Youth will not engage in delinquent behavior.	100%
Outcome 3: Primary Caregiver or Index Youth who are at least age ten and older will report positive (agree/strongly agree) Outcomes in at least one domain of the Program Experience Survey at discharge.	80%

* Outputs are subject to negotiation based on available funds and PEI (FSS) requirements.

Performance Measures and Monitoring (cont.)

- D. Applicant will propose the following target Outputs and Outcomes listed above in Table 1: Grantee Target Outputs and Outcomes, at the time of Application submission, in Form G, Project Work Plan:
 - 1. Total number of Index Youth served annually; and
 - 2. Average number of Index Youth served monthly.
- E. PEI will negotiate these target Outputs and Outcomes with Applicant prior to award of a Grant Agreement based on available funds and PEI requirements.
- F. Grantee will report to PEI on required Outputs and Outcomes through PEIRS, along with any additional reports that may be developed, implemented, and maintained by PEI during the Grant Term.



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Performance Measures and Monitoring (cont.)

- G. In addition to Outputs and Outcomes listed in Table 1, PEI will track the Grantee's progress toward:
1. Index Children and Youth remain Safe twelve (12) months after discharge; and
 2. Index Children and Youth remain Safe three (3) years after discharge.

If requested by System Agency, the Grantee shall report on the progress towards completion of the Grant Project and other relevant information as determined by System Agency during the grant Project Period. To remain eligible for renewal funding, if any, the Grantee must be able to show the scope of services provided and their impact, quality, and levels of performance against approved goals, and that Grantee's activities and services effectively address and achieve the Project's stated purpose.



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PEIRS Data Requirements

Grantee must enter all service data for Participants served through LTYFS into PEIRS. Data that must be entered into PEIRS includes the following:

- a. Participant enrollment information;
- b. Service data;
- c. Participant discharge information; and
- d. Survey data.

Grantee must ensure accurate data entry into PEIRS and must enter all data for a specific month into the system no later than thirty (30) Calendar Days following the close of the month in which an enrollment occurred, programming was provided, or a Participant and/or Family was discharged. For example, all data for October should be entered no later than November 30th.



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PEIRS Data Requirements (cont.)

Grantee must use a secure internet connection to complete PEIRS data entry and ensure that the computer equipment used for data entry meets minimum requirements established by PEI for efficient connection to PEIRS. At the time of this RFA, the minimum requirements are Internet Explorer 11 (or higher) or Google Chrome 99 (or higher).

To have access to PEIRS, Program Staff must:

- a. Have cleared a background check; and
- b. Annually complete HHSC's cybersecurity training, a version of which is located at the following URL:
<https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/contracting/hhs-information-security-cybersecurity-training-for-contractors.pdf>.



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Quarterly Reports

Grantee must submit quarterly reports to PEI to provide ongoing information regarding implementation efforts, achievements, and challenges. PEI Program Staff will provide a unique quarterly report template to Grantees to use for each reporting period. PEI requires quarterly reports for each year of the Project Period. The following table provides due dates for all quarterly reports. If the standard due date falls on a weekend or holiday, the report is due the first Business Day following the weekend or holiday.



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REPORT	DUE DATE
Quarter 1 Report (September, October, November)	December 15 th
Quarter 2 Report (December, January, February)	March 15 th
Quarter 3 Report (March, April, May)	June 15 th
Quarter 4 Report (June, July, August)	September 15 th

Monthly Billing Requirements

1. PEI will provide required forms after grant award.
2. Grantee will submit an Invoice and State of Texas Purchase Voucher through PEIRS monthly to request reimbursement from PEI.
3. Grantee will submit the Invoice and Purchase Voucher through PEIRS no later than the last day of the month following that in which the expenditures occurred. If the last day of the month falls on a weekend or holiday, the Invoice and Purchase Voucher are due the next Business Day.
4. Upon receipt of a proper and verified Invoice, and after deduction of any known previous overpayment made by HHSC, HHSC will pay Grantee from available funds for programming rendered in accordance with the terms of the Grant Agreement.



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Monthly Billing Requirements (cont.)

5. Grantee must create and maintain reliable and accurate records to support all actions related to invoicing, payments, and adjustments for programming provided to LTYFS Participants. Records must include the following:
 - a. Signed State of Texas Purchase Vouchers;
 - b. Expenditure Reports, monthly mileage log, monthly Participant activity log, incentives log; and
 - c. Any other supporting documentation required by HHSC.



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Compliance With Reporting Requirements

Grantee shall provide all applicable reports in the format specified by System Agency in an accurate, complete, and timely manner and shall maintain appropriate supporting backup documentation. Failure to comply with submission deadlines for required reports or other requested information may result in System Agency, in its sole discretion, placing the Grantee on financial hold without first requiring a corrective action plan in addition to pursuing any other corrective or remedial actions under the Grant Agreement.



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Background Checks

Grantee must ensure completed background checks as directed by PEI before Program Staff can complete any of the activities below:

1. Have direct contact with a Participant
2. Access PEIRS, or
3. Access Participant records

Grantee must complete background checks every two years for all staff members who complete any of the activities above.



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Transition Plan

At the end of the Project Period, including any extensions or other grant termination or cancellation, the Grantee will work in coordination with HHSC to transition programming, data, and Participant Case Record to a new Grantee, if applicable.



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Evaluation Process

Applications will be evaluated and scored in accordance with the following scoring criteria using **Exhibit G, LTYFS Evaluation Criteria**.

Scoring Criteria: Qualified Applications shall be evaluated based upon:

1. Applicant's Background and Experience (35%)
2. Program Delivery (45%)
3. Reasonable Project Cost (20%)



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Submission of Exhibits and Forms

Applicants must complete (sign) and submit, per Article XIII. Submission Checklist, the documentation, forms, and exhibits listed below to address all requirements of the RFA.

1. Administrative Information

- a. Form A, Face Page – Applicant Information
- b. Form B, Administrative Information
- c. Form B-1, Governmental Entity – Authorized Officials
(if applicable)
- d. Form B-2, Non-Governmental Entity – Board of Directors and Principal Officers
(if applicable)
- e. Form C, Financial Management and Administrative Questionnaire
- f. Form D, Texas Health and Human Services System Indirect Costs Rate (ICR)



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Submission of Exhibits and Forms (cont.)

2. Narrative Proposal

- a. Form E, Executive Summary
- b. Form F, Program Narrative
- c. Attachment F-1, Monitoring Reports (*if applicable*)
- d. Form G, Project Work Plan
 - i. Attachment G-1, Logic Model (*Applicant provides*)
 - i. Attachment G-2, Agency Organization Chart (*Applicant provides*)
 - ii. Attachment G-3, Subawardee Organization Chart (*if applicable*) (*Applicant provides*)
 - iii. Form G-1, Program Model Review Tool



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Submission of Exhibits and Forms (cont.)

3. Exhibits to be Completed, Signed, and Submitted with Application

- a. Exhibit A, HHS Solicitation Affirmations
- b. Exhibit D, Requested Budget Template and Proposed Unit Rates Template (Excel)
- c. Exhibit C, Data Use Agreement
- d. Exhibit C-1, Data Use Agreement Governmental Entity
- e. Exhibit C-2, Security and Privacy Inquiry (SPI), Attachment 2 to DUA
- f. Exhibit H, Exceptions *(if applicable)*
- g. Exhibit I, Assurances – Non-Construction Programs
- h. Exhibit J, Certification Regarding Lobbying

4. Addenda

Each Addendum, if any, must be signed and submitted with the Application.



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Required Submission Method

Applicants **must** submit their completed Applications by the Deadline for Submission of Applications provided in **Section 7.1, Schedule of Events**, or subsequent Addenda, using one of the approved methods identified in **Section 8.3, Required Submission Method**.

Applications submitted by any other method (e.g., facsimile, email) will not be considered and will be disqualified.



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Refer to Section 8.3 Required Submission Method

Required Submission Method

1. **Submission Option #1 HS Online Bid Room:** Applicants shall upload the following documents to the Online Bid Room utilizing the procedures in **Exhibit F, HHS Online Bid Room**. Note, there is a file size limitation of 250MB per file attachment.
 - a. One (1) copy marked as “Original Application” that contains the Applicant’s entire Application in a Portable Document Format (“.pdf”) file.
 - b. One (1) copy of the completed **Exhibit D, Requested Budget and Proposed Unit Rates Template**, in its original Excel format.
 - c. One (1) copy of the complete Application marked as “Public Information Act Copy,” if applicable, in accordance with **Section 12.1, Texas Public Information Act**, in a Portable Document Format (“.pdf”) file.



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Required Submission Method

2. **Submission Option #2 Sealed Package with USB Drives**: Applicant shall submit each of the following on separate USB drives:

- a. One (1) USB drive with the complete Application file marked as "Original Application" in a Portable Document Format (".pdf") file. Include the USB in a separate envelope within the sealed package and mark the USB and envelope with "Original Application." USB drive must include the completed **Exhibit D, Requested Budget and Proposed Unit Rates Template**, in its original Excel format.
- b. One (1) USB drive with a copy of the complete Application file marked as "Public Information Act Copy," if applicable and in accordance with **Section 12.1, Texas Public Information Act**. The copy must be in a Portable Document Format (".pdf") file.

Refer to Section 8.3 Required Submission Method



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Required Submission Method

Applicant must deliver Applications submitted via USB by one of the following methods:

Overnight/Express/Priority U.S. Mail	Hand Delivery
Health and Human Services Commission ATTN: Response Coordinator Tower Building, Room 108 1100 W. 49th St., MC 2020 Austin, Texas 78756	Health and Human Services Commission ATTN: Response Coordinator Procurement & Contracting Services Building 1100 W. 49th St., MC 2020 Austin, Texas 78756



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Refer to Section 8.3 Required Submission Method

Questions & Answers

All questions and requests for clarification must be submitted in writing to the Sole Point of Contact adhering to the format below from Section 7.3, RFA Questions and Requests for Clarification.

All questions and requests for clarification must include the following information. *Submissions that do not include this information may not be accepted:*

1. RFA number;
2. Section or paragraph number from this Solicitation;
3. Page number of this Solicitation;
4. Exhibit or other attachment and section or paragraph number from the exhibit or other attachment;
5. Page number of the exhibit;
6. Language, topic, section heading being questioned; and
7. Question.

Questions and requests for clarification are due by
January 18, 2024, by 2:00PM CST.



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Closing Comments

Applicants are responsible for meeting the RFA requirements, including any Addendums.

All Addendums must be signed and submitted with the original response.

Applicants must check the HHS Grants website ***frequently*** for any Addendums that may have been added to this solicitation.

RFA is posted on the HHS website at:
<https://resources.hhs.texas.gov/rfa>



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Thank You!

RFA No. HHS0013956