

Applicant Questions and Answers

RFA Number		RFA/Grant Name		
HHS0015167		Thriving Texas Families		
PCS Grant Specialist Name			PCS Grant Specialist Email	
Amy Pearson			amy.pearson@hhs.texas.gov	
+/- Row	#	Reference	Applicant Question	Agency/Program Response
<input type="checkbox"/>	1	General Question	I am a grant writer contracting with a North Texas nonprofit which has been receiving TPCN reimbursements for the last several years. I am wondering if RFA No. HHS0015167 is a duplication of TPCN, or if our nonprofit would be able to continue receiving TPCN reimbursement while potentially receiving reimbursements for different qualifying expenses through this RFA. Today, the TPCN reimbursements do not cover all of the expenses that would qualify under RFA No. HHS0015167.	Refer to RFA Section 3.2 Application Screening Requirements.
<input type="checkbox"/>	2	Section V. Grant Funding and Reimbursement Information, Section 5.3 Grant Funding Prohibitions Page 35	Does this funding allow for incentive items, aligned with the mission of the program/grant, to be given to all participants to assist with recruitment and aid in retention (e.g., diapers/wipes, breastfeeding supplies, baby book)?	Refer to RFA Section 5.3, Grant Funding Prohibitions, G.
<input type="checkbox"/>	3	General Question	Is it a requirement of this grant that the provider provides its own physical space for services, or would a program that provides phone-based services and/or services in the homes of the clients themselves be eligible?	Services may be provided virtually or in other settings. Please refer to Form J, Site Readiness Checklist. Applicants should provide an explanation if they marked "No" for any of the items.
<input type="checkbox"/>	4	General Question	Our organization is quite interested in applying, but we have some questions regarding the second round of funding. Specifically, we are curious if the second round is intended for organizations like ours that participated in the "pilot" program. Would the second round of funding continue for pilot organizations? Or would the RFA be for new pilots?	Refer to RFA Section III. Applicant Eligibility Requirements, for applicant eligibility requirements. This request for applications is not associated with previous funding opportunities.
<input type="checkbox"/>	5	General Question	May a Grantee subcontract to other Services Providers to perform services at the SP's specific locations and also provide direct services itself at one or more of its own locations? Would a network grantee be able to change or add subgrantees or service providers after the initial application?	Refer Addendum 2.

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<p>6</p> <p>+ <input type="checkbox"/></p> <p>- <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Section II. Scope of Grant Project</p> <p>Section 2.2. E. Program Background</p> <p>Page 11</p>	<p>Program Background - 2.2 The TTF program, formerly known as the Alternatives to Abortion (A2A) program, was created in 2005. Senate Bill 24, 88th Legislature Regular Session, 2023, amended Texas Health and Safety Code Chapter 54 to codify the TTF Program to facilitate the operation of a statewide support network that provides community outreach, consultation, and care coordination for women with an unexpected pregnancy which includes prenatal, perinatal, and postnatal services. Services delivered under TTF must demonstrate the following: E. Promoting Marriage and family formation for participating parents.</p> <p>What are the expectations for promoting marriage within service delivery through TTF, and would services that encourage the development of caring and supportive relationships to promote family well- being fulfill this requirement?</p>	<p>Refer to Exhibit J, Goals and Outcomes, Goal 5, Promote marriage and family formation for participating parents, for expectations related to the promotion of marriage and family formation.</p>
<p>7</p> <p>+ <input type="checkbox"/></p> <p>- <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Section II. Scope of Grant Project</p> <p>Section 2.6. H. Program Requirements</p> <p>Page 14</p>	<p>Program Requirements - H. All services provided under the proposed project must be delivered to each client by a qualified care coordinator. Qualified care coordinators may include, but are not limited to, registered nurses, licensed counselors, individuals with degrees in a related social services field, or certified community-health workers. Grantee must have a policy describing how the Grantee defines a "qualified care coordinator".</p> <p>As the definition of a qualified care coordinator is not limited to the examples provided in the solicitation, would an individual with experience in social services with a Bachelor's degree, but without a degree in a related field be eligible to be a qualified care coordinator?</p>	<p>Refer Addendum 2</p>
<p>8</p> <p>+ <input type="checkbox"/></p> <p>- <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Section II. Scope of Grant Project</p> <p>Section 2.6.1. D. Assessment Activities</p> <p>Page 15</p>	<p>Assessment Activities - D. Post assessment evaluation to assess the effectiveness of the services provided. The post assessment evaluation tool must include the collection of the following: 1. Client's marital status at the time of post assessment; 2. Client's income level at the time of post assessment; 3. Client's highest level of education at the time of post assessment; and 4. Client's employment status at the time of post assessment. The assessment evaluation must be made available to Clients and include all reporting elements as outlined in Appendix A, Data Element Guide Thriving Texas Families Program.</p> <p>Should the assessment evaluation template or the completed evaluation be made available to clients?</p>	<p>Refer Addendum 2.</p>

+	9	<p>Section II. Scope of Grant Project</p> <p>Section 2.6.3.C. Provider Orientation and Training</p> <p>Pages 15-16</p>	<p>Provider Orientation and Training – C. Grantee must ensure that all staff assisting clients in applying for government assistance programs and other social service programs attend all trainings provided or coordinated by HHSC related to providing this service.</p> <p>Are staff required to attend all trainings if they are only referring individuals or providing occasional assistance with applications for government assistance? If required, how frequently can we anticipate the trainings for government assistance and other social services programs to be provided? Will the trainings be delivered through webinars or online courses that staff can complete based on availability and the need for support with these programs?</p>	<p>Refer to RFA Section 2.6.3, Provide Orientation and Training, C., Training frequency and format is undetermined at this time. HHSC will notify grantees when trainings are scheduled.</p>

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<input type="checkbox"/> <input type="checkbox"/> + -	10	Section II. Scope of Grant Project Section 2.6.6. C.2 Delivery of Client Services Page 20	<p>Delivery of Client Services - 2. All class curricula and materials must be approved by HHSC prior to use and include information that assists clients in making informed decisions, supports healthy behaviors and uses strategies that promote skill building and development, a. The Grantee must submit for approval any requests for website, educational or information materials to hdisa2contractor@hhs.texas.gov, b. HHSC will notify the Grantee in writing that submitted materials have been received, c. HHSC will review submitted materials for approval and notify the Grantee of the determination of the submission in writing.</p> <p>Does the requirement for HHSC approval apply solely to curricula and materials if providing Classes to clients, or does it also extend to materials used for Counseling and Mentoring Services and Care Coordination?</p>	<p>Any educational materials provided to clients are subject to the provisions of RFA Section 2.6.6. Delivery of Client Services, C.</p>
<input type="checkbox"/> <input type="checkbox"/> + - <input type="checkbox"/> <input type="checkbox"/>	11	Form J Personnel Readiness Section Page 2	<p>Personnel Readiness - Does the Applicant maintain personnel activity reports that meet required TxGMS criteria, including the following: TxGMS requires that any staff paid from State grant funds, such as TTF grant funds, to keep a record of time and attendance.</p> <ul style="list-style-type: none"> • For staff funded 100 percent by the TTF grant, each staff person only needs to certify their time monthly. Both the employee and the employee's supervisor must sign the monthly certification of time worked. • For staff who split their time between the TTF grant and other funding sources, staff will need to keep a time record that complies with TxGMS, Selected Cost Items, and Compensation – Personal Services. <p>Would the time and attendance records be required for monthly billing purposes, indicating changes in allocation percentages for each reporting month based on actual time spent? If so, what is the allowable range for approved billing. For example, if the approved budget indicated a staff member allocated 35%, but during the month they spent 50% of time with eligible clients, would billing be required to reflect 35% each month or is there an allowable range of flexibility for approved billing?</p>	<p>Amounts listed in Exhibit G, Requested Budget Summary, are for budgeting purposes only. Grantees will be provided monthly billing workbooks to report actual expenses. Refer to RFA Section 6.2, Requested Budget, for additional information and Addendum 6.</p>
<input type="checkbox"/> <input type="checkbox"/> + -	12	Form J Personnel Readiness Section Page 2	<p>Personnel Readiness - Does the Applicant maintain personnel activity reports that meet required TxGMS criteria, including the following: TxGMS requires that any staff paid from State grant funds, such as TTF grant funds, to keep a record of time and attendance.</p> <ul style="list-style-type: none"> • For staff funded 100 percent by the TTF grant, each staff person only needs to certify their time monthly. Both the employee and the employee's supervisor must sign the monthly certification of time worked. • For staff who split their time between the TTF grant and other funding sources, staff will need to 	<p>Amounts listed in Exhibit G, Requested Budget Summary, are for budgeting purposes only. Grantees will be provided monthly billing workbooks to report actual expenses. Refer to RFA Section 6.2, Requested Budget, for additional information and Addendum 6.</p>

			<p>keep a time record that complies with TxGMS, Selected Cost Items, and Compensation – Personal Services.</p> <p>Would the time and attendance records be required for monthly billing purposes, indicating changes in allocation percentages for each reporting month based on actual time spent? If so, what is the allowable range for approved billing. For example, if the approved budget indicated a staff member allocated 35%, but during the month they spent 50% of time with eligible clients, would billing be required to reflect 35% each month or is there an allowable range of flexibility for approved billing?</p>	
+ -	13	General Question	Does a potential grantee need to maintain a central database for use by all subcontractors? Or can data be collected in different databases by each subcontractor so long as all databases meet the program requirements?	Grantees and all subcontractors must comply with the terms of Exhibit F, HHS Data Use Agreement.

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<input type="checkbox"/> <input type="checkbox"/>	14	General Question	Does System Agency consider HIPAA compliance a requirement for Service Providers under the TTF Program? The RFA uses the language, "as applicable" when referring to potential HIPAA compliance obligations.	Applicants should determine whether they are required to comply with HIPAA.
<input type="checkbox"/> <input type="checkbox"/>	15	Section II. Scope of Grant Project Section 2.3, Eligible Population, F. Page 11	One of those eligible (Item F) is "[a] former Client who has experienced the loss of a child." Is there a time period limitation with respect to how far removed from receiving services a former Client can be after which such person would no longer be eligible?	There is currently no time limitation on this population.
<input type="checkbox"/> <input type="checkbox"/>	16	Section II. Scope of Grant Project Section 2.6.7, Communication and Outreach D. 3. Page 23	D. Client educational and information materials Question -Is there a requirement to track the percentage of clients being referred and/or enrolled into Medicaid and Nurse-Family Partnership, and if so, what is the required minimum percentage?	Refer to Appendix A, Data Element Guide Thriving Texas Families Program and Exhibit J, Goals and Outcomes, for information on required reporting and performance measures, respectively.
<input type="checkbox"/> <input type="checkbox"/>	17	Section V. Grant Funding and Reimbursement Information Section 5.5 Payment Method Page 37	The last paragraph states, "Awarded Grantees may qualify for a Grant Project implementation period to comply with certain operational requirements under this RFA, including complying with a cost reimbursement business model." What is a Grant Project implementation period?	This term refers to the time needed to prepare administrative processes and systems for compliance with grant terms, such as readying financial systems to comply with a cost reimbursement business model. Refer Addendum 2.
<input type="checkbox"/> <input type="checkbox"/>	18	Exhibit B, Uniform Terms and Conditions - Grant Section 1.1.	Definitions The "Work Product" definition states, in relevant part, "...developed, produced, generated or provided by Grantee in connection with Grantee's performance of its duties under the Grant Agreement or through use of any funding provided under this Grant Agreement."	Work Product includes all works developed, produced, generated or provided by Grantee in connection with Grantee's performance of its duties under the Grant Agreement.

		Page 7	[Emphasis added.] Because the word "or" is used, does that mean Work Product includes items and other works that HHSC does not pay for, but are used and/or developed by the Grantee in connection with the performance of its duties, are considered "Work Product"?	
+ -	19	Exhibit B, Uniform Terms and Conditions - Grant Section 6.1 Page 13	Ownership of Work Product States all Work Product is exclusively owned by System Agency. Taking into consideration and depending upon the answer to our question pertaining to the definition of Work Product in Section 1.1, does that mean Work Product that System Agency does not pay for (i.e., the Grantee pays for it without the use of Program funds) will still be owned by System Agency?	Refer to Section 6.1 of the HHS Uniform Terms and Conditions Grant v.3.5, Exhibit B.
+ -	20	Exhibit B, Uniform Terms and Conditions - Grant Section 6.2 Page 13	Grantee's Pre-Existing Works What about works created outside of the purview of the Grant Agreement, but contemporaneously therewith, that the Grantee incorporates into the Work Product?	Refer to Article VI of the HHS Uniform Terms and Conditions Grant v3.5, Exhibit B..
+ -	21	Exhibit F-1	Exhibit F-1 is just a spreadsheet listing two items and no additional information or context. Is this document meant to communicate other or additional information?	Exhibit F-1 is the Texas HHS System-Data Use Agreement, Attachment 2, Security and Privacy Inquiry (SPI) not a spreadsheet. Applicants must complete the SPI and submit it with their application

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<input type="checkbox"/>	22	Exhibit G, Requested Budget Summary, Budget Instructions	Line 248 of Indirect Costs Indirect Costs – Shows the default de minimis to be 10% rather than 15%. Should Line 248 indicate a de minimis of 15%?	Refer to Addendum 1.
<input type="checkbox"/>	23	Section III. Applicant Eligibility Requirements Section 3.2, Application Screening Requirements Page 32-32	Does a qualifying institution need to be part of the HHSC vendor pool to apply for the TTF program, or can any eligible nonprofit organization meeting the RFA requirements submit an application?	Refer to RFA Section III. Applicant Eligibility Requirements, for applicant eligibility requirements.
<input type="checkbox"/>	24	Section II. Scope of Grant Project Section 2.6.10 Sub-Contracting Criteria Page 25	Must all subrecipients (i.e., service providers) be identified at the time of application submission, or can funds be allocated to subrecipients post-award? If not, what information on the process for selecting and awarding funds to subrecipients is needed in the application?	The application should include information on expected Service Providers; however, Grantees may add additional Subrecipients after awards are made, with notice to HHSC.
<input type="checkbox"/>	25	Section II. Scope of Grant Project Section 2.4 Eligible Service Areas Page 12	Does focusing on a more limited geographic scope (i.e., two counties) negatively impact the likelihood of being awarded funding?	Refer to Addendum 2.
<input type="checkbox"/>	26	Section V. Grant Funding and Reimbursement Information Section VI. Application Exhibits and Forms for Submission	No guarantee of reimbursement amounts; Indirect costs The resultant Contract will require that a total of no more than 15 percent of expenditures be administrative costs. These include indirect costs, salaries and fringe, travel, office supplies, equipment, and other related expenses."(page 34)	Grantees may budget nor expend more than 15% in administrative costs, including indirect costs, regardless of their federally approved rate.

	<p>Sections 5.1 Grant Funding Source and Available Funding and Section 6.3 Indirect Costs</p> <p>Page 34 and 38</p>	<p>In section 6.3 (page 38 of 63 in the RFA,) it appears that an applicant may request recovering of their full, federally negotiated indirect cost rate agreement (NICRA.) However, guidance on page 36 of 63 in the RFA makes this unclear (see "language to clarify" above). May an applicant request their full NICRA within their submitted proposal? Or, is an applicant only allowed to request their federally NICRA within the context of staying at or under 15% of total expenditures given the definition of "administrative cost" as shown on page 34 of 63 in the RFA?</p>	
<p>+</p> <p>-</p>	<p>27 Section II. Scope of Grant Project</p> <p>Section 2.1 Purpose (G)</p> <p>Page 11</p>	<p>G. "Provides a Local Approach and personalized support to pregnant women to promote childbirth in all instances of pregnancy."</p> <p>What is HHSC's operational definition of a local approach? Is it providing referrals to service providers located in closest proximity to the client? If so, how is that captured on the monthly reporting which only seems to reflect referrals to state affiliated programs which may not have optimal proximity to the client being served?</p>	<p>Refer to RFA, Section 1.2 Definition and Acronyms, local approach is defined, in part, to include collaborations between Service Providers and other community-based social services and healthcare organizations to leverage existing community resources and referral systems. Appendix A, Data Element Guide Thriving Texas Families, provides additional information on referrals.</p> <p>Refer to Appendix A, Data Element Guide Thriving Texas Families. Grantees will receive additional training on data reporting after award.</p>

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<input type="checkbox"/> <input type="checkbox"/> + - <input type="checkbox"/>	28	Section II. Scope of Grant Project Section 2.3 Eligible Population Page 11	The eligible population to be served under this RFA consists of individuals who are Texas residents and meet one the following criteria... Please confirm, does this mean non-resident are ineligible for services and therefore agencies must be confirming residency prior to the provision of services? Under the list of eligible populations, can you count more than one person as unduplicated in each household (Ex. Mom and dad)?	Refer to Appendix A, Data Element Guide Thriving Texas Families, for required demographic data. Grantees will be trained on data requirements after award.
<input type="checkbox"/> <input type="checkbox"/> + - <input type="checkbox"/>	29	Section II. Scope of Grant Project Section 2.6 Program Requirements (H) Page 13	Qualified care coordinators may include, but are not limited to, registered nurses, licenses counselors, individuals with degrees in a related social services field, or certified community health workers. Can education be substituted for commensurate experience? Or is a foundational degree of some kind required?	Refer to Addendum 2.
<input type="checkbox"/> <input type="checkbox"/> + - <input type="checkbox"/>	30	Section II. Scope of Grant Project Section 2.6 Assessment Activities (B) Page 14	Is the non-medical drivers screening only to be used to capture data on pregnant clients or any client with a child under 36 months?	The non-medical drivers screening is required for all TTF clients. Refer Addendum 2.
<input type="checkbox"/> <input type="checkbox"/> + - <input type="checkbox"/>	31	Section II. Scope of Grant Project Section 2.6.1 Assessment Activities (D) Page 15	Where are changes in the demographic data from the post assessment evaluation entered on the reporting sheet? Do they override the initial data captured upon intake or is it recorded on a new line as a returning client entry?	Grantees will receive a final TTF Data Element Guide prior to the grant term. Training and technical assistance will also be provided.
<input type="checkbox"/> <input type="checkbox"/> + - <input type="checkbox"/>	32	Section II. Scope of Grant Project Section 2.6.3 Provide Orientation and Training (C,#4) Page 15	Detailed information including eligibility criteria from the following government and social assistance programs... What is HHSC's operational definition of detailed beyond eligibility criteria and general knowledge about how to apply for the services listed?	HHSC has no operational definition for this term beyond the standard definition.

+ -	33	Section II. Scope of Grant Project Section 2.6.6 Delivery of Client Services (A, a.) Page 18	<p>“Provides structured, one to one visits that focus on the needs of the mentored Client (may include home or field visits).”</p> <p>Is there a required format for these visits? Must they be in person or can they be conducted virtually or telephonically?</p> <p>Is there an expected amount of time tt must be spent with each client to meet these criteria?</p>	<p>HHSC does not set additional requirements beyond what is listed in RFA Section 2.6.6, Delivery of Client Services..</p> <p>Services may be provided virtually or in other settings. Please refer to Form J, Site Readiness Checklist. Applicants should provide an explanation if they marked “No” for any of the items.</p> <p>HHSC does not set additional requirements beyond what is listed in RFA Section 2.6.6, Delivery of Client Service.</p>
+ -	34	Section II. Scope of Grant Project Section 2.6.6 Delivery of Client Services (A,e.) Page 18	<p>“Provides comprehensive, integrated, and timely referral to government assistance programs and/or county support networks.”</p> <p>What is HHSC’s operational definition of comprehensive, integrated, and timely? Is this related to the later requirement that grantees or service providers must be a Level 3 HHSC Community Partner?</p>	<p>HHSC has no operational definition for these terms outside of the standard definitions. Applicants may refer to the definition of Local Approach, in RFA Section 1.2, Purpose, for additional detail regarding the use of community referral systems, and Appendix A, Data Element Guide Thriving Texas Families, for additional referral information.</p>

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<input type="checkbox"/> <input type="checkbox"/>	35	Section II. Scope of Grant Project Section 2.6.6 Delivery of Client Services (#4) Page 19	“All grantees or its Service Providers are required to enroll as an HHSC Community Partner with Level 3 access...” Does this mean if we are providing direct services we must be a Level 3 provider and if we are sub- contracting then all sub contracted agencies must be a Level 3 provider?	Yes. Refer to RFA Section 2.6.6, Delivery of Client Services, A.4.
<input type="checkbox"/> <input type="checkbox"/>	36	Section II. Scope of Grant Project Section 2.6.10 Sub- Contracting Criteria (C,#3) Page 25	“Have a demonstrated understanding of the Health and Human Services Commission programs available to pregnant women and families...” What would HHSC consider a sufficient demonstration of understanding?	Grantees must determine how to assess requirements under RFA Section 2.6.11, Grantee Monitoring by HHSC, C.
<input type="checkbox"/> <input type="checkbox"/>	37	Section II. Scope of Grant Project Section 2.6.10 Sub- Contracting Criteria (C,#4) Page 25	“Have as a fundamental part of its mission a commitment to promoting childbirth...” Does this mean the agency must have explicit language around childbirth in its mission statement?	Grantees must determine how to assess requirements under RFA Section 2.6.11, Grantee Monitoring by HHSC, C.
<input type="checkbox"/> <input type="checkbox"/>	38	Section I. Executive Summary, Definitions, and Statutory Authority Section 1.1 Executive Summary Page 5	Current agencies under RFA No. HHS0013943, Thriving Texas Families Pilot Project eligible are eligible to submit an application for Texas Thriving Texas Families RFA No. HHS0015167? Will funding for HHS0013943 for the pilot program be issued again? Will it be for new programs, a continuation of existing pilot programs or both?	Information related to HHS0013943 is outside the scope of the Solicitation.
<input type="checkbox"/> <input type="checkbox"/>	39	Section II. Scope of Grant Project Section 2.5 Eligible Activities	Is a Grantee or its Service Providers eligible to provide services over the phone or virtual? Or are services limited to in person only?	HHSC does not set additional requirements beyond what is listed in RFA Section 2.6.6, Delivery of Client Services..

	Page 12		<p>Services may be provided virtually or in other settings. Please refer to Form J, Site Readiness Checklist. Applicants should provide an explanation if they marked “No” for any of the items.</p> <p>HHSC does not set additional requirements beyond what is listed in RFA Section 2.6.6, Delivery of Client Service.</p>
+ -	40 Section II. Scope of Grant Project Section 2.6.6, Delivery of Client Services B. Non-Medical Goods & Services #2 Page 19	<p>Is a Service Provider able to bill for provision of cribs, car seats as a Unit of Service?</p> <p>Or must the provision of non-medical goods be provided with another service such as counseling or a support service?</p>	<p>Actual, allowable, and allocable expenses will be reimbursed on a cost reimbursement basis. Refer to Addendum 2.</p> <p>Service providers may bill for the provision of material goods as stated in RFA Section 2.6.6., Delivery of Client Services, B.</p>
+ -	41 Section V. Grant Funding and Reimbursement Information Section 5.3 Grant Funding Prohibitions, Letter K Page 36	<p>Are associated procurement fees such as freight expenses for donated essentials such as diapers, etc. an allowable expense by a Grantee?</p> <p>Are purchases for diapers, car seats, etc. an allowable expense by a Grantee?</p>	<p>Refer to RFA Section 5.3 Grant Funding Prohibitions, Section 2.6.6, Delivery of Client Services, B., and Addendum 2.</p>

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<input type="checkbox"/> + <input type="checkbox"/> -	42	Section V. Grant Funding and Reimbursement Information Section 5.5 Payment Method Page 37	Is a Grantee(s) able to use a Unit of Service Cost Reimbursement Model for Service Providers? Is there a limit to the number of Units of Service a Service Provider can submit per client served?	All reimbursements under the program must be based on actual, allowable, and allocable expenses. Refer to Addendum 2. All reimbursements under the program must be based on actual, allowable, and allocable expenses. Refer to Addendum 2. There is no limit on the number of services a client can receive.