Form PCS 134-G

TEXAS
Health and Human Services

Applicant Questions and Answers

RFA Number		RFA/Grant Name	
HHS0014626		Early Childhood Intervention (ECI)	
PCS Grant Specialist Name		**PCS Grant Specialist Email**	
Michelle Boyd		michelle.boyd@hhs.texas.gov	

+/- Row	#	Reference	Applicant Question	Agency/Program Response
+ -	1	General	Can a childcare facility with high risk students apply?	Refer to RFA Section 3.1, Legal Authority to Apply and Section, 3.2 Application Screening Requirements.
+ -	2	General	Does my agency have to be a non-profit?	Refer to RFA Section 3.2, Application Screening Requirements.
+ -	3	General	Is the ECI RFA grant something a childcare center can apply for for our children enrolled?	Refer to Section 2.4, Eligible Service Areas; 3.2 Application Screening Requirements; and Section 2.6.1, Subrecipient Requirements.
+ -	4	Form D-2 Exhibit F	On Form D-2 references "Exhibit X" in columns B and C. Can we use the census data from Exhibit F for column C? Can we also use Exhibit F data for column B or does it want our average served number children for FY24?	Refer to RFA Section 2.4, Eligible Service Areas and Addendum 2.
+ -	5	Form D-2	We need space for 23 counties on Form D-2 Proposed Counties to Be Served and Proposed Funding. The form only has 22 spaces and it cannot be edited. Can we get a modified Form D-2 to include all of our 23 counties?	Refer to Addendum 2.
+ -	6	Section 6.4 Page 39 Form B-2, Non-Profit or For-Profit Entity Section: Other Key Personnel Providing Services and Supports	Can you please clarify what is meant by "including but not limited to clinical service providers, drivers, patient navigators, etc." or what positions are required to be listed here? Does this mean list all of our staff considered part of the Early Childhood Intervention department? The previous RFA did not have this section on this form.	Refer to Form B-2, Non-Profit or For-Profit Entity, Instructions. The section is to be completed based on the applying organization. The examples of key personnel provided are not to be taken as an exhaustive list.
+ -	7	Form E Form D-2	"Number of Children Served." Past ECI grants have always provided funding based on monthly children enrolled not served. We want to confirm that we need to use "Number of Children Served" when completing Form E and Form D-2 and not the number of children enrolled.	Refer to RFA Section 2.4, Eligible Services Areas, Section 2.6.5, Contract Performance Metrics, Section 2.8, Performance Measures and Monitoring, Section 9.4, Evaluation Criteria, Section 10.1, Final Selection, Form E, Proposed Average Number of Children Served Monthly, Exhibit F, Census and Served Data by County, and Addendum 4.
+ -	8	Form E Form D-2	For FY26 and beyond grants, will ECI programs be funded for children served as opposed to children enrolled?	Refer to RFA Section 2.4, Eligible Services Areas, Section 2.6.5, Contract Performance Metrics, Section 2.8, Performance Measures and Monitoring, Section 9.4, Evaluation Criteria, Section 10.1, Final Selection, Form E, Proposed Average Number of Children Served Monthly and Exhibit F, Census and Served Data by County, and Addendum 4.
+ -	9	2.4 - Eligible Service Areas	would it be permissible under the grant to partner with or issue referrals to other ECI organizations to provide services to children from other populations?	Refer to RFA Section 2.4, Eligible Services Areas and Section 2.6.1, Subrecipient Requirements.

+ −	10	• Section Number 6.3 • page 38 of RFA	Will HHS continue to accept an approved Cost Allocation Plan (CAP) as a method for indirect costs?	Refer to Form I, Texas Health and Human Services system Indirect Costs Rate (ICR) Questionnaire.
+ −	11	pg 48 of the RFA, Item # 8.5.C	Within the Forms and Exhibits, are we expected to use a font size of 12? Or does this apply only to the narrative portion of the RFA?	Refer to RFA Section VIII. Application Organization and Submission Requirements. Refer to the specific Exhibits and Forms, instructions.
+ −	12	Form B-1, pg. 2	can you guide me as to which "Key Personnel Providing Services and Support" should be included? Is this to include all ECI Program Staff and Contactors?	Refer to Form B-1, Governmental Entity, Instructions. The section is to be completed based on the applying organization. The examples of key personnel provided are not to be taken as an exhaustive list.
+ −	13	Section 6.4 Litigation and Contract History, pg. 39 of 62	Language Being Questioned: "In addition, Applicant must disclose any civil or criminal litigation or investigation pending over the last five (5) years that involves Applicant…" how should this information be included in the application? I am unable to locate an appropriate place for this information in the application documents.	Refer to addendum 7.
+ −	14	Exhibit A, pg. 13 of 13	G. What is a Texas Franchise Tax Number? Is this the same as a Tax ID?	Refer to https://comptroller.texas.gov.
+ −	15	Exhibit N - FFATA, pg 1. of 1	We currently have a FFATA on file (dated 9/17/24). Is a new form required/warranted specifically for the RFA or does the current form suffice?	Yes. Refer to RFA Section XIII. Submission Checklist, F. Exhibits to be Completed, Signed, and Submitted with Application.
+ −	16	Section VI Application Exhibits and Forms For Submission, Form D-2	Throughout the application, wording served and enrolled are used. Please define Served vs Enrolled.	Refer to RFA Section 2.6.5, Contract Performance Metrics, Form E, Proposed Average Number of Children Served Monthly, and Addendum 4.
+ −	17	Section VI Application Exhibits and Forms For Submission, Form D-2	On D 2: Applicant proposed funding the Number of children served in columns B and C. Please identify where Exhibit X is.	Refer to Addendum 2.
+ −	18	Section VI Application Exhibits and Forms For Submission, Form D-2	On proposed funding Form D2: Table 1, Row 18 states, "Add the amount indicated in question 5 on Form D-1 plus the estimated public and private insurance to be collected per year." Please identify where form D1 is as both forms are labeled D2. Please identify where question 5 is located On table.	Refer to Addendum 2.
+ −	19	Section VI Application Exhibits and Forms For Submission, Form C	In table 2: question 2: Enter the number of children to be served from Form C question 1 Form C – Experience and Capacity/ question 1: "Describe your agency's experience, including the number of years, providing developmental services to children with developmental delays and disabilities and their families and/or related services your agency provides that demonstrate your ability to provide and manage the services requested by this RFA." Please clarify where to pull information from Form C.	Refer to Addendum 2.

+ –	20	Section VI Application Exhibits and Forms For Submission, Form C	In table 3: Row 17 Repeats Form C question 1. Please clarify where on question 1 form C should I be getting this information.	Refer to Addendum 2.
+ –	21	Section XIV - List of Exhibits and Forms Attached to RFA, pg. 62 of 62, Form D-2	Exhibit X, Number of Children Served per Month in FY2024. Should this reflect a total average number of children served per month for FY2024 or should I include actual monthly numbers (breakdown by months: September-August) for FY2024	Refer to Addendum 2.
+ –	22	Forms C-G	Format for responses. Should Applicant responses to each question be typed in below each question or placed and itemized on new pages separate from the questions? Do the maximum # of pages allowed include the questions page?	Refer to RFA Section VIII. Application Organization and Submission Requirements, including Section 8.5 Application Composition.
+ –	23	Form C and Form G	Form C (Experience and Capacity) has a a maximum # of 3 pages and Form G (start up and operational plan) has a maximum # of 4 pages. In previous years, the maximum allowed pages were 8 and 6 respectively. It will be challenging to answer the questions posed on both of these forms if we are being held to almost one half the number of pages as in the past. Is this correct?	The maximum allowed pages are as stated, which may vary from prior solicitations. Refer to Form C, Experience and Capacity, Instructions, Form G, Start-Up and Operational Plan, Instructions, RFA Section 6.1, Narrative Proposal, and Section VIII. Application Organization and Submission Requirements
+ –	24	Section VI Application Exhibits and Forms for Submission - 6.2 Requested Budget, pg. 37 and 38 of 62, Form D-2	In previous years, the Budget template consisted of multiple tabs, one for each category of Revenue and Expenditures, e.g. a separate tab for Personnel, another for Equipment, etc. These tabs were where the Applicant provided the detail that would then summarize to the main Budget tab. Is this level of detail no longer required to be submitted?	Refer to RFA Section 6.2, Requested Budget and Addendum 2.
+ –	25	Section VI Application Exhibits and Forms for Submission - 6.2 Requested Budget, pg. 37 and 38 of 62, Form D-2 & Form E	Form D-2 Tab "Number of Children Served" and Tab "Proposed Funding", "Number of Children to be Served per Month" and "Proposed number of children served" Table 2, Row b and Table 3, Row i. say "Proposed number of children served", Form E, Question 1. "Proposed average number of children to be served monthly" Is the intent to revise previous years' methodologies of using the number of children enrolled to number of children being served?	Refer to Addendum 2.
+ –	26	Forms B-1 & B-2	As we are completing the grant, we have noticed that certain forms do not have enough space to fit information: Form B-1- the phone number does not fit if we are using Arial and 12pt. Form B-2 – Board of Directors- we have 9 BOD members, and it will not fit all members, please advise.	Refer to RFA Section VIII. Application Organization and Submission Requirements, Form B-1, Governmental Entity, Instructions, and B-2, Non-Profit or For-Profit Entity, Instructions.
+ –	27	Forms B-1 & B-2	For B-1 and B-2's sections, "Other Key Personnel Providing Services and Supports" are we expected to attach multiple copies of this form in order to list out all members of our current team? Currently the forms give space for 6 Key Personnel but some programs have 50, 100, etc. personnel as part of the direct service support team. Please clarify what is expected. Also, are we expected to list current vacant roles	Refer to RFA Section 6.4, Administrative Applicant Information, Section VIII. Application Organization and Submission Requirements, Section XIII. Submission Checklist, Form B-1, Governmental Entity, Instructions, and B-2, Non-Profit or For-Profit Entity, Instructions.

	28	Form A	under this form? For Form A, the default text size and font is "Verdana, Size 8". Do we need to change the font setting in the forms to meet the required font style and size that the RFA outlines? Or do we maintain the default font settings to the forms. By chancing to RFA required fonts and sizes, the length of the forms will begin to extend beyond the form page numbers currently set.	Refer to RFA Section VIII. Application Organization and Submission Requirements.
+ -	30	Form D-2	refers to Exhibit X, but did not see it in the zip folder. Please advise.	Refer to Addendum 2.
+ -	31	Section VII Exhibits to be Completed, Signed and Submitted with the Application, pg. 61 of 62, Exhibit G-1	I am unable to locate anywhere in the Exhibit G-1 DUA to sign or otherwise acknowledge agreement with its contents. The Exhibit has an attachment that has a place for a subcontractor of the contractor to indicate agreement, but it has been my understanding that this form does not apply between us as a contractor and HHSC. Can you please give instructions how to include a properly signed Exhibit G-1 with the application?	Exhibit G-2, Texas HHS System-Data Use Agreement-Attachment 2, Security and Privacy Inquiry (SPI) Version 2.1, is to be completed, signed, and submitted by an Applicant and will be Attachment 2 to the applicable Data Use Agreement (either Exhibit G or Exhibit G-1).
+ -	32	Exhibit O, pg. 2, 3, 4, Items 1,2,4,5	Types and amounts of minimum limits for the various types of insurance coverage listed as well as requirements of HHS being listed as additional insured. Requirements are excessive. The industry standard is $1,000,000 per occurrence and $3,000,000 in aggregate for General and Professional and lower for Automobile. HHS does not need to be an additional insured because it is indemnified through the contract which ensures that Applicant will compensate HHS for losses. Applicant would use the payment from third party insurance to meet those obligations. Also, the requirement for subcontractors' minimum coverage limits is also excessive.	Refer to Exhibit O, Insurance Requirements.
+ -	33	Section 2.4, pg. 11 of 62 – Eligible Service Areas	Are there specific geographic regions identified as high priority for service expansion?	Refer to RFA Section 2.4, Eligible Service Areas.
+ -	34	Section 2.5, pg. 12 of 62 – Eligible Activities	Are proposals incorporating innovative approaches (e.g., virtual reality for therapy, adaptive technology) encouraged and eligible for funding, or must they strictly follow the listed service requirements?	Refer to Section 2.6.1 Subrecipient Requirements and 2.6.2 D, ECI Services.
+ -	35	Section 2..6.1, pg. 13 of 62 – Subrecipient Requirements	How will the state address changes in federal or state regulations affecting the ECI program during the contract period?	Changes in federal or state regulations affecting the ECI program during the contract period are not anticipated to affect the scope of this RFA. However, the agency shall and Grantees are expected to maintain compliance with applicable laws and regulations related to the ECI program.
+ -	36	Section 2.6.4 - General Requirements Section 2.6.5 - Contract Performance Metrics Section 2.6.6 - Federal Indicators Pages 24-27 of 62	What support does HHSC provide to ensure compliance during the initial year for providers taking on new service areas?	Support by HHSC for providers taking on new services areas is not within the scope of this RFA.
+ -	37	Section 2.6.2 - ECI Services Section 2.6.6 - Service Delivery Area Child Find pg. 17 and pg. 27 of 62	If awarded new service areas, will providers have access to existing networks and resources, such as partnerships with schools or healthcare providers?	Refer to RFA Section 2.6.1. Subrecipient Requirements, R. and 2.6.2. ECI Services, D.

+ -	38	Section 5.1 - Grant Funding Source and Available Funding, pg. 34 of 62	Will annual funding increase to address inflation or rising operational costs over the contract term?	Refer to RFA Section 5.1, Grant Funding Source and Available Funding and Addendum 6.
+ -	39	Exhibit A - Child Support Obligation, pg. 3	If you are applying as an agency, is this question applicable? If yes, what person(s) should be listed?	Refer to Exhibit A, HHS Solicitation Affirmations v.2.6, #17, page 3-4.
+ -	40	Form D-2 - Number of Children Served, tab 1	The RFA requests data on enrolled children during a specific month versus a monthly child count. Does this mean funding is based on actual children served rather than the total child count?	Refer to RFA Section 2.4, Eligible Services Areas, Section 2.6.5, Contract Performance Metrics, Section 2.8, Performance Measures and Monitoring, Section 9.4, Evaluation Criteria, Section 10.1, Final Selection, Form E, Proposed Average Number of Children Served Monthly, Exhibit F, Census and Served Data by County, and Addendum 4
+ -	41	Form D-2 - Locally Collected Funds, tab 2 Estimated public and private insurance	If we propose an additional service area, how can we access data regarding the percentage of public and private insurance coverage in that area to support budget development?	No additional data will be released as part of this RFA
+ -	42	Form D-2 - Cost Per Child, tab 2	Can higher contractual rates be negotiated to account for the challenges of serving rural or micropolitan areas?	Refer to RFA Section 10.2, Negotiations.
+ -	43	Form B-1 Governmental Entity, pg. 2 - Authorized Officials and Other Key Personnel	Instructions say to list key personnel including clinical service providers, drivers, patient navigators. I assume this is meant to be specific to ECI program and not the entire agency. If so, do you want a list of all direct care staff? For example, EIS, therapists, Trainers, etc?	Refer to Form B-1 GOVERNMENTAL ENTITY, Instructions. The section is to be completed based on the applying organization. The examples of key personnel provided are not to be taken as an exhaustive list.
+ -	44	Form D-2, table 2 & table 3	can you please provide further instruction on the calculations for the third and fourth lines of each table (monthly cost per child and funding per child). The instructions are not very clear on which figures should be used in the calculation.	Refer to Addendum 2
+ -	45	Form D-2, table 2 & table 3	the action on the second line "Proposed number of children served" instructs to use the number of children to be served from Form C question 1. Can you confirm this should be Form E, question 1	Refer to Addendum 2.
+ -	46	Form D-2, Table 1	line J instructs to add the amount indicated in question 5 on Form D-1. Can you confirm this should be question 6 on Form F?	Refer to Addendum 2.
+ -	47	Form F - General	Applicants who indicate they will receive funding through another organization or entity, such as philanthropic, city, or county funding, must include a letter of commitment from the funding organization(s)." However, the application does not require applicants to list out the specific sources of locally collected funds. How should an applicant indicate where the LCF will be coming from?	Please refer to RFA Section 2.6.1, Subrecipient Requirements, Section 5.1, Grant Funding Source and Available Funding, Addendum 6, and Form F, Proposed Funding and Financial Experience.
+ -	48	Form C - General	You have given us 3 pages to answer Form C. Does this include the questions that take up one page? (Giving us 2 pages to answer?) Should we provide our answers below the question page and start counting pages then (at page 2) for a total of 4 pages? Please clarify, there is not much space for the questions you have provided.	Refer to Form C, Experience and Capacity, Instructions and to RFA Section XIII. Submission Checklist.

+ -	49	6. Data Use Agreement Form/ SPI - General	Can we remove instructions from the forms once we are ready to submit them	No Exhibit or Form should be altered by an Applicant.
+ -	50	Form D - Service Area	Will you be putting out a list of service areas/tracts as you had before or is this all County and Zip Codes?	Refer to RFA Section 2.4, Eligible Services Areas.
+ -	51	Form H - E Verify	Shows questions 1-3 and then skips to 11 and 12. Are we missing any questions?	Refer to Addendum 3 and Addendum 5.
+ -	52	Form A - Face Page, Block 12 - Authorized Representative	Table won't allow input of data of more than 7 characters on one line	Refer to Form A, Face Page
+ -	53	Form B-1 - Governmental Entity	If we are not applicable to fill out the form, should it be left blank or marked "Not Applicable"?	Refer to RFA Section XIII. Submission Checklist.
+ -	54	Form B-2 - Non-Profit Entity - Authorized Official Information	Should this include all ECI staff, including those not directly involved in the proposed project?	Refer to Form B-2, Non-Profit or For-Profit Entity, Instructions.
+ -	55	Form C - Experience and Capacity, question 3	Can the staff-to-family ratio be measured in prior performance or anticipated future numbers?	Refer to Form C, Experience and Capacity, Instructions.
+ -	56	Form D - Proposed Service Area	Is Form D Instructions for completing Form D-2, or is a written response required within Form D itself?	Refer to Form D, Proposed Service Area and Addendum 2.
+ -	57	Form D-2 - Proposed Counties to be Served and Projected Numbers, Number of Children Served tab	For column B (Exhibit X - Number of Children Served per Month in FY2024), should these numbers be pulled from Exhibit F (Number of Children Served between July 2023 - June 2024), or should we enter our program's actual number of children served per month in FY24 based on our records?	Refer to Addendum 2
+ -	58	Form D-2 - Proposed Counties to be Served and Projected Numbers, Number of Children Served tab	It asks to calculate the Proposed Number of Children Served by entering the number from Form C, Question 1. However, Form C, Question 1 requests our agency's experience. Should the proposed number of children served come from the total in Column D of the first tab instead?	Refer to Addendum 2.
+ -	57	3.1 Legal Authority to Apply, pg. 32 of 62	Can an Applicant submit more than one Application if proposing different Service Area groupings?	Refer to RFA Section 3.1, Legal Authority to Apply.
+ -	58	3.1 Legal Authority to Apply, pg. 32 of 62	Can an Applicant propose as prime on an application and sub on another application?	Refer to RFA Section 3.1, Legal Authority to Apply.
+ -	59	1.1 Executive Summary, pg. 5 of 62	What is the maximum award amount per application?	Refer to Section 5.1, Grant Funding Source and Available Funding and Addendum 6.

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	60	Section V. Grant Funding and Reimbursement Information, pg. 34 of 62	Will HHSC cover all start-up costs for the project? If not all, what will HHSC provide/cover for start-up costs and other resources?	Please refer to Form G, Start Up and Operational Plan.
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