# Applicant Webinar Conference

Request for Applications No. HHS0013413
Community Youth Development Program
September 14, 2023, at 11:00 AM CT

# Agenda

1. Introductions
2. Housekeeping Items
3. Grant Project Overview & Scope
4. Grant Term
5. Program Requirements & Allowable Activities
6. Closing Comments

# Introductions

## Speakers

- **Julia Solis**, Grant Specialist, Sole Point of Contact for RFA, Health and Human Services Commission (HHSC) Procurement and Contracting Services (PCS)

- **Carolina Machado,** Division Administrator for Youth and Family Programs, Department of Family and Protective Services (DFPS) Prevention and Early Intervention Division (PEI)

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# Procurement Roles

## Procurement Team

- HHSC PCS is responsible for all procurement and solicitation activities.

- DFPS PEI is responsible for contract management activities throughout the life of the Grant Agreements including, agreement development, execution, and monitoring.

- DFPS PEI is responsible for project scope, requirements, performance, results, and monitoring.

# Schedule of Events

| Deadline for Submitting Questions and Request for Clarification | |
|---|---|
| September 21, 2023, by 2:00PM CT | Any questions arising prior to the question deadline must be submitted in writing to julia.solis@hhs.texas.gov |

| Tentative Date Answers to Questions and Request for Clarification Posted |
|---|
| Estimated: September 28, 2023 |

| Deadline for Submission of Grant Applications |
|---|
| October 24, 2023, by 10:30 AM CT |

| Anticipated Grant Agreements Start Date |
|---|
| March 1, 2024 |

# Grant Opportunity Access

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

> ➤ The HHS Grants website is located at
> https://apps.hhs.texas.gov/pcs/rfa.cfm

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 Julia Solis, Sole Point of Contact, at julia.solis@hhs.texas.gov.

- All communications between Applicants and other HHSC or DFPS staff members, or any other HHS staff members, concerning this RFA are **strictly prohibited**.

- Failure to comply with these requirements may result in Application disqualification.

# Program Background

The CYD Program was established in 1995 with funds authorized by the 74th Legislature to assist communities in alleviating conditions in the Family and community that lead to juvenile crime. In 2015, the CYD statute moved to the Texas Family Code from the Texas Human Resources Code without any Amendments and is as follows:

1. Sec. 265.057. COMMUNITY YOUTH DEVELOPMENT GRANTS. (a) Subject to available funding, the department shall award Community Youth Development grants to communities identified by incidence of crime. The department shall give priority in awarding grants under this section to areas of the state in which there is a high incidence of juvenile crime.

2. The purpose of a grant under this section is to assist a community in alleviating conditions in the family and community that lead to juvenile crime.

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# Program Background (continued)

The program has expanded over the last 25 years and supports Youth by fostering safe spaces, positive relationships, and structured opportunities to build Developmental Assets and skills.
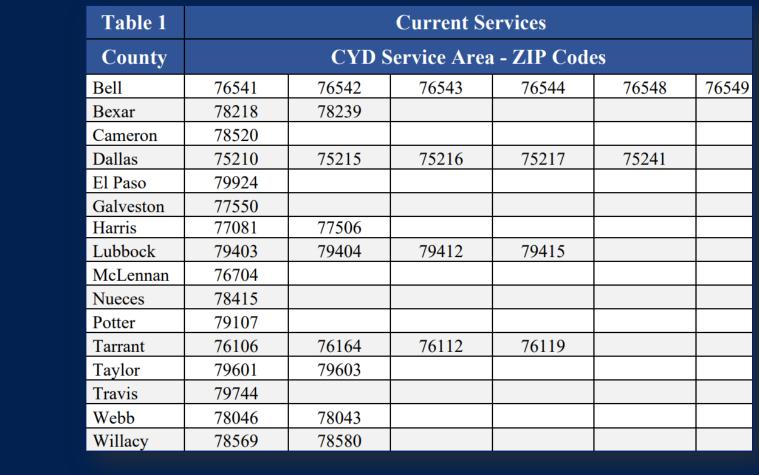
These supports lead to strengthened connection, engagement, and contribution to their community.

PEI has adopted a Positive Youth Development approach for CYD to meet the goal of assisting communities in alleviating conditions in the Family and community that lead to juvenile crime. This approach encompasses more than solely providing early intervention or preventing risk behaviors that lead to juvenile crime; it also builds skills, attributes, and Developmental Assets that are needed to prepare young people to grow into thriving adults.

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# Program Background (continued)

CYD is currently available in 16 counties and 36 ZIP Codes across the State. Currently funded counties and ZIP Codes are listed in Table 1.

| Table 1 | Current Services | | | | | |
|---------|---|---|---|---|---|---|
| **County** | **CYD Service Area - ZIP Codes** | | | | | |
| Bell | 76541 | 76542 | 76543 | 76544 | 76548 | 76549 |
| Bexar | 78218 | 78239 | | | | |
| Cameron | 78520 | | | | | |
| Dallas | 75210 | 75215 | 75216 | 75217 | 75241 | |
| El Paso | 79924 | | | | | |
| Galveston | 77550 | | | | | |
| Harris | 77081 | 77506 | | | | |
| Lubbock | 79403 | 79404 | 79412 | 79415 | | |
| McLennan | 76704 | | | | | |
| Nueces | 78415 | | | | | |
| Potter | 79107 | | | | | |
| Tarrant | 76106 | 76164 | 76112 | 76119 | | |
| Taylor | 79601 | 79603 | | | | |
| Travis | 79744 | | | | | |
| Webb | 78046 | 78043 | | | | |
| Willacy | 78569 | 78580 | | | | |

# Grant Overview

## Service Delivery Area

| Table 2 | Service Delivery Area | | | |
|---|---|---|---|---|
| County | CYD Service Area - ZIP Codes | | | |
| Bexar | 78245 | 78223 | 78237 | 78221 |
| Brazos | 77803 | | | |
| Caldwell | 78666 | | | |
| Cameron | 78521 | 78586 | | |
| Collin | 75407 | | | |
| Ector | 79762 | 79763 | | |
| El Paso | 79938 | 79928 | | |
| Fort Bend | 77469 | | | |
| Guadalupe/ Comal/ Hays | 78130 | | | |
| Harris/ Montgomery / Liberty | 77357 | | | |
| Irion | 76901 | | | |
| Jim Wells/ Duval | 78332 | | | |
| Kaufman | 75126 | | | |
| Liberty | 77327 | | | |
| Midland | 79701 | | | |
| Montgomery | 77301 | | | |
| Tarrant | 76010 | | | |
| Tom Green | 76903 | | | |
| Victoria | 77901 | | | |

DFPS selected ZIP Code(s) based on data indicating the highest number of formal referrals to the Texas Juvenile Justice Department and without a current CYD investment.

Eligible ZIP Codes for this RFA are listed in Table 2.

# Grant Overview

## Available Funding

- The total amount of funding anticipated annually for the CYD Grant is $1,000,000.

- DFPS anticipates making two to three awards.

- Annual awards per individual Grant may range between $300,000 and $600,000.

- To ensure that funds are available for the broadest possible array of communities, DFPS may not fully fund all Applications. DFPS will award only one Applicant per ZIP Code(s) for this RFA.

# Grant Overview

## Available Funding (continued)

- Grants awarded from this RFA are on a cost-reimbursement basis. Under the cost-reimbursement method of funding, Grantees are required to finance operations with their own funds.

- CYD services are funded with State general revenue and federal funds from the U.S. Department of Health and Human Services, Promoting Safe and Stable Families, Title IV-B, Subpart 2 of the Social Security Act; ALN 93.556.

- The exact amount of State or federal funding is determined at the end of each subsequent fiscal year. DFPS reserves the right to fund this RFA with other State or federal sources during the life cycle of the Grant.

- Grantee will be considered a Sub-Recipient.

# Grant Overview

## Period of Performance

Anticipated Project Start Date: March 1, 2024

Project End Date: August 31, 2025

Following the initial term, HHSC, at its sole option, may extend any resulting Grant Agreement for one additional 12-month term to complete a new RFA or transition to a new Grantee.

# Eligible Applicants

Applicant must be a nonprofit organization as defined by the Texas Business Organizations Code, Chapter 22, or a governmental entity.

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# Program Objectives

The goal of CYD is to support Youth by fostering safe spaces, positive relationships, and structured opportunities to build assets and skills. These supports lead to strengthened connections, engagement, and contribution to the community.

CYD provides an array of Positive Youth Development program opportunities such as Mentoring, Youth Leadership Development, and Post-High School Readiness in select ZIP Codes. Supports offered under CYD should meet the DFPS goal to increase Protective Factors and Developmental Assets, thus increasing the likelihood of positive outcomes for Youth. Protective Factors in this context are a broad set of characteristics and environmental supports that increase an individual's ability to avoid risks and promote social and emotional competence to thrive in all aspects of life, now and in the future.

Protective Factors as defined by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) are typically organized into the following domains:

1. Individual;
2. Family;
3. Peer;
4. School; and
5. Community.

# Program Objectives (continued)

CYD uses a Positive Youth Development Framework.

According to the Interagency Working Group on Youth Programs, "Positive Youth Development is an intentional, pro-social approach that engages Youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances young people's strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their leadership strength." A Positive Youth Development (PYD) approach moves beyond solely preventing and removing risk behaviors to understanding the skills, attributes, and Developmental Assets that are needed to prepare young people to grow into thriving adults. PYD engages Youth as resources to be nurtured, rather than focusing on a problem to be changed.

Several frameworks have been developed that can help programs easily and effectively incorporate Positive Youth Development into their ongoing work with Youth. One such framework is the Developmental Assets framework from the Search Institute. The framework, based in research in Youth development, resiliency, and prevention, identifies 40 internal and external assets that have been shown to lead to thriving behaviors in Youth, reduce Youth engagement in risk-behaviors, and increase resiliency. Programs under this RFA must be intentionally designed and built to promote the growth of these 40 Developmental Assets in Youth. Applicants should link each Program Component (Required Programming and Ancillary Programming) to one or more of the 40 Developmental Assets.

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# Program Objectives (continued)

Programs under this RFA must be intentionally designed and built to promote the growth of these 40 Developmental Assets in Youth.

Applicants should link each Program Component (Required Programming and Ancillary Programming) to one or more of the 40 Developmental Assets.

DFPS will award Grants to Applicants who agree to utilize CYD to promote Positive Youth Development and build Developmental Assets and other Protective Factors in Youth.

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# Community Strengths and Needs Assessment (CSNA)

The CSNA is an evaluation developed and utilized by the Applicant to identify community strengths, needs, assets, and gaps in available Youth programming to determine the most appropriate priorities and program array for the local CYD program.

- Applicant must complete and submit a CSNA to identify local community needs for strengthening Positive Youth Development.

- Applicant should develop a prioritized list of recommended programming based on the needs and gaps identified by the community through the CSNA.

- Applicant should use the list of recommendations provided in RFA Section 2.5.1 to design the CSNA and inform the overall CYD offerings.

- The CSNA must be updated and submitted every two years.

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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.

- Each Applicant should use **Exhibit D**, **Project Work Plan** to submit a Logic Model for CYD with the Application.

# Eligible Population

- Grantee will serve Youth ages 6 through 17 and their Families who live in or attend public school in the proposed ZIP Code(s) or attend school at a public middle or high school located outside of the proposed ZIP Code(s) that has at least 30% enrollment from the ZIP Code(s).

- The target age range for Youth served is 10 through 17 years. Youth under the age of 6 are not eligible for CYD. Youth served from ages 6 through 9 cannot exceed 30% of the Performance Measure for annual unduplicated Index Youth served.

- Youth who turn the age of 18 years during the school year will be permitted to participate in CYD until meeting program goals or the end of the current fiscal year, provided they were 6 through 17 years of age when first enrolled in CYD.

- Family members of Index Youth are eligible if the goal of the activity or opportunity involves promoting Positive Youth Development or increasing Protective Factors of Youth.

# Eligible Population (continued)

- Youth who spend a significant amount of time in a Service Delivery Area (SDA) but do not meet the above eligibility criteria. For example, a Youth who spends regular time at a recreation center or with a relative in the Grantee's SDA. This flexible approach allows CYD to reach Youth who consider the Grantee's SDA part of their community and provide them with CYD opportunities. Grantee must provide justification on the PEI enrollment form that Index Youth is eligible under this flexible approach.

- Youth who are currently on probation are not eligible for the CYD program. A Youth is eligible 12 months post probation. Youth whose cases are pre-adjudicated, informally adjudicated, or whose adjudication has been deferred are eligible to participate in CYD. PEI reserves the right to alter eligibility criteria during the Period of Performance.

- To be eligible to participate in Grantee's CYD program, Youth must exhibit at least two of the priority characteristics identified in RFA Section 2.5.3. B., Eligible Population.

# CYD Participant Requirements

- 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 CYD.

- Grantee cannot charge Participants a fee for participating in a program or for any program participation-related costs.

- Grantee must provide programming to Families without regard to their economic status.

- The average number of unduplicated Youth served monthly must meet the minimum established in the Grant Agreement. An unduplicated Youth is an Index Youth with a unique enrollment ID number who receives at least one service and is only counted one time during the Period of Performance, once per month for monthly output.

- Grantee can serve Youth regardless of involvement with CPS.

# Organizational Qualifications and Requirements

- Applicant should have at least five years of experience providing programs to Youth and Families.

- Applicant should have at least five years of experience managing budgets and grants or contracts for social services.

- Applicant that has monitoring reports from any Texas State Agency or federal funding entity or audits performed on Applicant's organization in the past three years should be able to demonstrate that the organization is competent in managing and budgeting its programs and operations.

- Subawardees must have at least two years of experience providing programs to Youth and Families.

# Organizational Competence

- Applicant should propose and implement improvements to its organization to further the goals of competently supporting CYD Participants by promoting positive Youth Outcomes. Dimensions to address should include those outlined in RFA Section 2.5.6, Organizational Competence.

- Grantees are required to utilize the Youth Program Quality Assessment (YPQA) to assess the Grantee's activities and program offerings for responsiveness to the needs of CYD Youth and enhance their approach across the Grant Period of Performance. At a minimum, Grantees must complete the YPQA Basics Training within year one of the Grant. In-person training on the YPQA Basics is highly preferred but may be completed virtually if necessary and justification is provided in **Exhibit D**, **Project Work Plan**. The program assessment and improvement planning must be completed in each subsequent year of the Period of Performance.

# Staffing Requirements and Qualifications

- Applicant will develop and provide a staffing plan that includes, at least, minimum education or experience requirements for direct service workers, administrative staff, Subawardee staff, and volunteers.

- If the Grantee elects to enter into a Subaward for any programming, the same minimum staffing qualifications would apply to Subawardee staff. The Grantee's employees, Subawardee employees, or DFPS pre-approved volunteers who are primarily responsible for delivering the direct service program and related components must be adults 18 years or older.

# Staffing Requirements and Qualifications (continued)

- The Applicant should 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. The plan should address the following:
    1. Appropriate labor skill set;
    2. Minimum educational requirements;
    3. Detailed position descriptions;
    4. Comprehensive employee training plan; and
    5. Succession plan for key program positions.

- The Applicant should develop a staffing structure for their CYD program which encompasses the roles and duties outlined in Section 2.5.8, Staff Roles. Separate positions are not required for each of these roles. Applicants may assign duties in a full-time or part-time capacity based on organization and program size and scope. PEI reserves the right to authorize each position funded under the Grant. See **Exhibit F**, **Example Staff Positions** for examples of organizational staff position charts.

# Staff Roles

- Program Director

- Financial Manager (if applicable)

- Program Coordinator (if applicable)

- YAC Coordinator

- Data Support

- YPQA Coordinator

# Organizational Training Requirements

- Applicant should use **Exhibit D**, **Project Work Plan** to submit a training plan for all CYD workers, including volunteers, Subawardee employees, and anyone else working on the Grant, that includes both initial and ongoing training. Staff training must include the competencies outlined in RFA Section 2.5.9:
  - New employee orientation;
  - Youth development (required annually);
  - Evidence-Based or Promising Practice Program training (when appropriate);
  - Developmental Assets Training; and
  - Youth Program Quality Assessment Training.

- Grantee must develop and follow a process to track all required training in personnel files. All training must be noted in the regular program quarterly reports.
- The same training requirements must be met by any Subawardee performing services under this Grant

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# CYD Programming

Each Grantee must implement the required CYD Program Components with the Youth-focused opportunities outlined in RFA Section 2.5.10:

- Mentoring

- Youth Advisory Committee (YAC)

- Youth Leadership Development (YLD)
  - Leadership Knowledge
  - Leadership Skill Building
  - Leadership in Action

- Post-High School Readiness (PHSR)

# CYD Programming (continued)

## Ancillary Programming

Ancillary Programming is optional and selected by the Applicant to complement the CYD program. CYD programming must promote Protective Factors in Youth and be based on the funding priorities identified in the CSNA. Examples of ancillary CYD programming include:

- Youth-based curriculum class

- Family-based curriculum class

- Family focused activity

- Sports and movement

- Arts and cultural enrichment

- Academic support

- Service planning and coordination

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# CYD Programming (continued)

## Family and Primary Caregiver Engagement

- Applicant must demonstrate a commitment to the meaningful involvement of Families and Primary Caregivers in CYD.

- Applicants must outline a plan for Family and Caregiver engagement in **Exhibit D**, **Project Work Plan**.

- At a minimum, one Family or Primary Caregiver event should be held each month of the fiscal year.

- All Family or Primary Caregiver events will be recorded in PEIRS under 'Events.'

- Activities or workshops serving only the Primary Caregiver, such as parenting training or parenting skills classes, counseling, or stand-alone Parent Cafés, will not fulfill the Family and Primary Caregiver engagement requirement of this RFA.

# CYD Programming (continued)

## Additional Programming

- Most of the programming during the school year should be offered during Out-of-School Time hours. This includes before school, after school, evenings, and weekends.

- Each CYD program should provide opportunities for Youth to increase developmental assets through participation.

- Grantee must ensure that Youth are not denied or delayed services due to a wait list.

- Applicant must offer programming that reflect a mix of intensive activities that serve a limited number of Youth (e.g., one on one Mentoring) with lower intensity activities that serve a higher number of Youth (e.g., group recreation).

- Grantee must provide programming or activities each month of the fiscal year, including during the summer months.

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# CYD Programming (continued)

## Additional Programming (continued)

- Youth may not participate solely in one-time activities.

- Applicant must submit documentation of evidence-based research or information on each proposed program with a curriculum by completing the **Exhibit D-4**, **PEI Program Model Ranking Tool**. Grantee may not provide programming with empirical evidence or theoretical basis indicating that the practice constitutes a risk of harm to those receiving it.

- Grantee must ensure services are easily accessible to Youth.

- Grantee must outline educational benefits of any planned field trips and how the field trips align with the goals of CYD in their Project Work Plan.

- Services are intended to be face-to-face in person.

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# Recruitment and Outreach

- Applicants should develop outreach plans and strategies to connect to eligible Youth.

- Applicants should propose how they will alleviate barriers to engagement and participation.

- Grantee must add their services to their Region's 2-1-1 Area Information Center and must update their information appropriately within 30 Calendar Days of any changes in the scope of their program. Subawardee information should also be available on the Texas 2-1-1 website.

# Service Authorization and Enrollment

Grantee must have an enrollment process to include completion of the PEI enrollment form, which includes service authorization and the Primary Caregiver's signed consent to participate, a review of eligibility criteria, and any additional surveys and assessments as required by PEI.

Applicant must document their enrollment process in **Exhibit D**, **Project Work Plan**.

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# Annual Data Authorization

Grantee must obtain a new data authorization form for each Participant either each fiscal year or program year after beginning services, or on each one-year anniversary of enrollment in the program, for as long as they continue to receive services.

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# Close of Program Participation

Grantee must have a closure process to include collection of any required surveys and documenting any additional Referrals. Grantee must document closure through the discharge form and in PEIRS or other data reporting tools. Youth who have not received services in over 90 Calendar Days should be discharged from the program.

# Required Recordkeeping

Participant Case Records and Grantee service documentation must be maintained by Grantee in order to maintain details of services requested by DFPS and to support programming efforts and improvements. Applicant will track all CYD activities provided in accordance with the Applicant's approved **Exhibit D**, **Project Work Plan**.

# Surveys

- Prior to service delivery, the Grantee will provide a pre-service survey to the Youth.

- Grantee will provide a post-service survey to the Youth when the Youth completes the program or on an annual basis from the time that services began.

- Grantee will complete the Program Experience Survey with Index Youth when exiting the program, including those Participants who have completed the program and those who are exiting early.

- DFPS will provide direction to Grantee on which pre- and post-surveys to administer to Index Youth.

# Community and Systems Support Requirements

Local Coalition Overview

- Grantee must create or participate in an existing community-based collaborative, coalition, committee, or group.

- While a Local Coalition may have many goals, Youth must be actively involved in collaborative leadership and decision-making.

Local Coalition Requirements

- Each fiscal year, through an **Exhibit D**, **Project Work Plan** update, Grantee must submit goals and plans for the Local Coalition, including how any recommendations from the most recent CSNA will be incorporated into coalition efforts. Updates about the Local Coalition activities must be submitted to PEI in the quarterly reports including participation by active members and how coalition efforts are responding to the ongoing needs of CYD services.

- Applicant should include a proposed collaboration plan in the Application that includes a list of entities that will participate in the Local Coalition.

- The Local Coalition must meet at least once per calendar quarter.

- The Applicant should choose a name that best fits the Local Coalition.

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# Collaborating with PEI Grantees within Service Delivery Area (SDA)

- Applicant must work with PEI Grantees within the SDA and PEI Grantees in the region and develop a plan for partnerships within 60 Calendar Days of the Grant Agreement execution. Applicant must outline their plan for work with other PEI Grantees within the service area in the **Exhibit D**, **Project Work Plan**.

- CYD Grantee must partner and collaborate with their local Family and Youth Success program (FAYS).

- Through partnership and awareness of other Grantees' service array, Applicant will avoid duplication of services and create a continuum of services in the community. Grantee must try to avoid duplication of any existing State or federal programs.

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# Performance Reporting for Cross-systems Efforts

Table 4 outlines the primary methods of tracking and evaluating the Applicant's CYD-focused collaboration efforts. Applicants should demonstrate existing systems in place to conduct such evaluation efforts and the results of such efforts.

| Table 4 | Cross-systems Activities |
|---|---|
| **Activity** | **Reporting** |
| Coalition or Collaboration Meetings, topics, number of attendees. | Reported monthly in PEIRS "Events" tab of primary workflow |
| Coalition or Collaboration Meeting minutes. | Attached to Quarterly Program Report |
| Documented actions undertaken by coalition and Community-level efforts. | Reported Quarterly in Quarterly Program Report |
| Joint efforts undertaken through new and ongoing relationships, including agreements established to coordinate resources and activities. | Reported Quarterly in Quarterly Program Report |

# Performance Measures

- Through the negotiation process, Outputs and Outcomes related to service provision will be identified. Some identified Outputs and Outcomes will be required by every Grantee.

- Required Outputs and Outcomes will be tracked through PEIRS and other reports developed and maintained by DFPS. PEI program specialists will provide Outcome data from the PEI Research and Evaluation team directly to Grantees when data is available.

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# Performance Measures (continued)

| Table 5 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 during the school year (September – May). | Applicant will propose the number of Index Youth served during the school year (September – May).* |
| **Output 3:** Expected number of Index Youth served during the summer (June-August). | Applicant will propose the number of Index Youth served during the summer (June-August).* |
| **Output 4:** Index Youth will complete the PEI Program Experience Survey at Discharge. | 50% |
| **Output 5:** Index Youth will complete a matching pre-service and post-service survey as designated by PEI. | 60% |
| **Outcome 1:** 10-17-year-old Index Youth will not engage in delinquent behavior. | 100% |
| **Outcome 2:** Index Youth report positive (agree/strongly agree) Outcomes in at least one domain of the Program Experience Survey at discharge. | 80% |
| **Outcome 3:** Index Youth improve in at least one domain or area of the survey chosen by PEI between pre- and post-service | 75% |

* Outputs are subject to negotiation based on available funds and DFPS requirements.

# PEIRS Database

- Grantees must enter all service data for Participants served through CYD into PEIRS. Data entered into PEIRS includes Participant enrollment information, service data, and Outcomes data (may include survey and assessment data).

- Grantees must ensure accurate data entry into PEIRS and must enter all data for a specific month into the system no later than 30 Calendar Days following the close of the month in which an enrollment occurred, services were provided, or a Family was discharged.

- Grantees must use a secure internet connection to complete PEIRS data entry and ensure that computer equipment used for data entry meets minimum requirements established by DFPS for efficient connection to PEIRS (at the time of this RFA, Internet Explorer 11 or higher or Google Chrome 47 or higher).

# PEIRS Database (continued)

- For any person to be approved for database access, prior DFPS and criminal background check clearance must be obtained and completed every two years.

- Any person given permission to enter or view CYD data must adhere to DFPS rules, regulations, and standards for confidentiality and security and integrity of program data. See **Exhibit C**, **DFPS Grant Supplemental and Special Conditions**.

- DFPS requires annual cybersecurity training for all CYD staff who access PEIRS. Information on training requirements can be found at the following link: https://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Providers/cybersecurity.asp.

# Required Reports

Grantee is required to submit PEI quarterly reports to provide ongoing information regarding implementation efforts, achievements, and challenges.

Quarterly reports are due as follows:
- Quarter 1 (September, October, November), Due December 15th
- Quarter 2 (December, January, February), Due March 15th
- Quarter 3 (March, April, May), Due June 15th
- Quarter 4 (June, July, August and Annual), Due September 15th

If the due date is on a weekend or holiday, the report is due the first Business Day following the weekend or holiday.

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# Background Checks

Grantee will comply with the Background History Checks and Right of Removal found in **Exhibit B**, **DFPS Grant Uniform Terms and Conditions, Section VII. C**.

Before the employee, Subgrantee, or volunteer can provide direct services, have direct contact with a Participant, or access Participant records, the Grantee must receive notice from DFPS that the background check has been approved.

# Required Personnel Records

Evidence of the Grantee's minimum requirements for employees, Subawardees, and volunteers with regards to qualifications and individual files for each employee, Subawardee, and volunteer must include, at a minimum:

- Documentation clearly establishing that the Applicant's Program Staff meet the minimum qualifications as required*;

- Background checks requirements;

- Business files to support compliance with insurance requirements; and

- Completed training.

*An employee, Subawardee, or volunteer's qualifications are substantiated through records that include, but are not limited to, the job description, transcripts or degree certifications, and a résumé.

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# Financial Requirements

Grantee must create and maintain reliable and accurate records to support all actions related to invoicing, payments, and adjustments for services provided to CYD Participants.

Records must include at a minimum, but are not limited to, the following:

- A copy of all Invoices submitted by the Grantee.

- Signed Form 4116, State of Texas Purchase Voucher. DFPS will provide this form after Grant Agreement execution.

- Supporting documentation including Form 2030, Monthly mileage log, monthly Participant activity log, incentives log.

- Any other documentation to support an expense billed to the Grant.

# Billing Requirements

- PEI will pay Grantee on a monthly cost-reimbursement basis in response to an Invoice and purchase voucher.

- Grantee will submit an Invoice and purchase voucher in PEIRS monthly, no later than the last day of the month following that in which the expenditure occurred. If the last day falls on a weekend or holiday, the documents are due the next Business Day.

- Grantee shall submit a final close-out Invoice in PEIRS not later than 45 Calendar Days following the end of the term of the Grant Agreement. Reimbursement requests received more than 45 Calendar Days following the termination of the Grant Agreement may not be paid.

- PEI will pay Grantee from available funds for services rendered in accordance with the terms of the Grant Agreement upon receipt of a proper and verified statement and after deduction of any known previous overpayment made by DFPS.

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# Additional Program Requirements

- Grantee is responsible for remaining current with and following all policy updates and clarifications issued by DFPS during the Period of Performance.

- Grantee must participate in webinars, trainings, and conference calls as scheduled by DFPS. Grantee must ensure at least one staff member who is knowledgeable about the program and is authorized to make decisions attends the webinar, training, or conference call

# Use of Subawards

- Grantee may provide, or enter into a Subaward for the provision of, direct services as described within the RFA. Subawardees providing services under this RFA shall meet the same requirements and level of experience as required of the Applicant.

- No Subaward under the RFA shall relieve the Grantee of the responsibility for ensuring that the requested services are provided according to required standards.

- Application will include work to be performed by Subawardees and will include proposed Subawardee budget or budgets. Grantee will award Subawards based on its own internal policies and processes. Grantee will notify DFPS in writing if the Subawardee changes.

# Use of Subawards (continued)

- Any changes in Subaward SDA must be negotiated between the Grantee and their Subawardee and reported to DFPS. Any changes to the type of services provided, or requiring a new Subaward, must be approved in advance by DFPS.

- If any Subaward is terminated, and the Grantee has not fully expended the funds obligated to the Subaward during the Grant year, the Grantee has a maximum of 60 Calendar Days to find a replacement Subawardee and obligate those funds in a manner consistent with the purposes of CYD.

# Transition Plan

At the end of the Period of Performance, including renewals if any, or other Grant termination or cancellation, the Grantee will, in good faith and in reasonable cooperation with PEI, aid in transition to any new arrangement or provider of services.

# Submission of Forms

Applicants must complete and submit Forms A through F and Exhibits E through K in accordance with the RFA, Article XIII, Submission Checklist.

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# Eligibility Screening

Applications will be reviewed for minimum qualifications (see **Section 2.3 Eligible Applicants**) and completeness. All complete Applications meeting the minimum qualifications will move to the evaluation stage.

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# Evaluation

Applications will be evaluated and scored in accordance with the factors required by the CYD Grant program and other factors deemed relevant by DFPS.

DFPS will select Applicants to receive awards based on eligibility criteria, facility type, staffing requirements, SDA, geographical distribution, scores, Best Value factors, and the best interest of the State.

# Evaluation (continued)

## Specific Selection Criteria

Applications will be evaluated and scored in accordance with the factors required by the CYD Grant program and other factors deemed relevant by DFPS.

Grant Applications shall be evaluated based upon and using **Exhibit I**, **Evaluation Score Tool**:

- Background and Experience (20%)
- Needs Assessment and Goals (15%)
- Program Delivery (45%)
- Financial Stability (10%)
- Reasonable Project Cost (10%)

# Submission of Exhibits

Applicants must complete and submit the exhibits in accordance with the RFA, Article IX, Submission Checklist.

# Delivery for Submission Option

Applicants must submit their completed Applications by the Deadline for Submission of Applications provided in the Section 3.1, Schedule of Events, or subsequent Addenda, using one of the approved methods identified below. Applications submitted by any other method (e.g., facsimile, email) will not be considered and will be disqualified.

Refer to RFA Section 3.6.2, Required Submission Method, for complete details.

- **Submission Option #1** HHS Online Bid Room
- **Submission Option #2** Sealed Package with USB Drives

# Questions and Answers

All questions **must** be submitted in writing to the Sole Point of Contact using the formatting below from the RFA, Section 3.4.3, Questions:

A. Identifying RFA number;

B. Section number;

C. Paragraph number;

D. Page number;

E. Text of passage being questioned; and

F. Question;

Submit via email to: julia.solis@hhs.texas.gov **by 2:00PM on September 21, 2023.**

# Deadline for Submitting Questions and Requests for Clarification

- Questions and requests for clarification are due by **2:00PM on Thursday, September 21, 2022**.

- Questions and requests for clarification received after this deadline cannot be responded to.

- An Addendum will be posted to the HHS Grants Website with the answers to questions and requests for clarification **on or after September 28, 2023**.

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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 Application.

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

**HHS Grants Website**
https://resources.hhs.texas.gov/rfa/hhs0013413