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APPLICANT WEBINAR CONFERENCE

Request for Application No. HHS0013917

**Fatherhood: Educating Fathers for Empowering Children
Tomorrow (EFFECT) Program**

January 22, 2024, at 10:00 AM CT

AGENDA



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- 1. Welcome and Introductions**
- 2. Procurement Role and Activities**
- 3. Project and RFA Overview**
- 4. Closing Comments**

INTRODUCTIONS

Speakers

Amy Pearson, Grant Specialist/Sole Point of Contact
Health and Human Services Commission (HHSC) Procurement and
Contracting Services (PCS)

Dallin Belt, Fatherhood EFFECT Program Specialist, Youth and Family
Programs, Department of Family and Protective Services (DFPS)
Prevention and Early Intervention Division (PEI)



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PROCUREMENT ROLE AND ACTIVITIES

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, monitoring, and 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 and Requests for Clarification

January 24, 2024, by 2:00PM CT

Any questions arising prior to the question deadline must be submitted in writing to amy.pearson@hhs.texas.gov



Tentative Date Answers to Questions and Requests for Clarification Posted

Estimated: February 7, 2024



Deadline for Submission of Grant Applications

March 4, 2024, by 10:30 AM CT



Anticipated Project 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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GRANT OPPORTUNITY 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, Sole Point of Contact, at amy.pearson@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.



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PROJECT and RFA OVERVIEW

Fatherhood: Educating Fathers for Empowering Children Tomorrow (EFFECT) Program



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PURPOSE

The purpose of this program is to increase availability and accessibility of services and resources to fathers and father figures in the State of Texas.



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PROGRAM BACKGROUND

PEI (FSS) partners with community-based programs and agencies across the State to provide a variety of opportunities to promote positive Outcomes for Children, Youth, and Families. These programs are free of charge to the public, and participation is voluntary. As part of its array of prevention and Family support programming, PEI (FSS) funds community-level Fatherhood EFFECT programming in communities throughout the State of Texas.

Activities funded by this Grant aim to increase fathers' involvement with their Children by putting systems and services in place to further these ends.



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PROGRAM BACKGROUND (CONT.)

The initial Fatherhood EFFECT grant primarily focused on direct services to fathers and father figures. Concurrently, PEI contracted with Social Marketing (SUMA) and the Child and Family Research Partnership (CFRP) at the University of Texas at Austin LBJ School of Public Affairs to learn more from fathers and service providers about the effectiveness of programming and best practices in serving this important and underserved population.

In State Fiscal Year 2020 (FY20), PEI expanded the Fatherhood EFFECT grant scope to include collaboration with Community Coalitions, which encouraged organizations to increase the quality of supports targeted specifically at fathers and pivoted to explicitly include and support fathers across multiple programs in an organization or community.

Refer to Article II, Scope of Grant Project, Section 2.2 Program Background



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GRANT OVERVIEW

Project Period

Anticipated Start Date: September 1, 2024

Project End Date: August 31, 2029

There will be no optional renewal periods under any Grant Agreement that results from this RFA.

At the end of the Project Period, System Agency, at its sole discretion, may extend any Grant Agreement that results from this RFA, as necessary, to ensure continuity of service, for purposes of transition, or as otherwise determined by System Agency to serve the best interest of the State for up to 12 months.



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FUNDING OVERVIEW

Funding Methodology

- Grants awarded under this RFA will be funded on a cost reimbursement basis. Under the cost-reimbursement method of funding, Grantees are required to finance operations and will only be reimbursed for actual, allowable, and allocable Grant Project costs.
- Federal funding for this Grant Project is authorized under the Child Abuse Prevention and Treatment Act (CAPTA) Act, as amended and codified in [42 U.S.C. Section 5116](#).
- Fatherhood EFFECT services are funded through Community-Based Child Abuse Prevention (CBCAP) Grant funds from the Administration for Children and Families.
- All awards are subject to the availability of appropriated federal funds and any modifications or additional requirements that may be imposed by law.



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FUNDING OVERVIEW

Available Funding

- HHSC estimates the total amount of funding for the Fatherhood EFFECT Grant is \$2,000,000.00 per State Fiscal Year.
- PEI (FSS) anticipates making multiple awards.
- HHSC estimates annual awards will not exceed \$350,000 per Applicant.
- Applicants are strongly cautioned to only apply for the amount of grant funding they can responsibly expend during the Project Period to avoid lapsed funding at the end of the grant term. Successful Applications may not be funded to the full extent of Applicant's requested Budgets in order to ensure grant funds are available for the broadest possible array of communities and programs.



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ELIGIBLE APPLICANTS

In order to be considered an Applicant eligible for evaluations, Applicant must meet the following minimum requirements:

- A. Applicant must be a nonprofit entity as described by Chapter 22 of the Texas Business Organization Code or be a governmental entity.
- B. Submit a complete Application by the date identified as the Deadline for Submission of Applications, established in Section 7.1, Schedule of Events.



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ELIGIBLE POPULATION

- A. The eligible population includes fathers, father figures, or expectant fathers, connected to at least one Child or Youth from zero (0) to seventeen (17) years old, who could benefit from Fatherhood EFFECT programming designed to promote strong Families.

- B. To be eligible to participate in Grantee's Fatherhood EFFECT program, Families must also exhibit at least two of the Priority Characteristics identified in RFA **Article II, Scope of Grant Project, Section 2.3 (B) Eligible Population.**



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ELIGIBLE SERVICE AREAS

- A. Applicants may select one or more Texas counties as their Service Delivery Area (SDA). Based on community needs, Applicants may target certain areas of a county or counties. HHSC and DFPS reserve the right to negotiate with Applicant regarding specific geographic coverage.
- B. 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. Applicant can use the [Community Maltreatment Risk Maps](#) when developing program array within the SDA. The [Community Maltreatment Risk Maps](#) are tools that use risk mapping and geographically based risk and resiliency models to illustrate the distribution of maltreatment rates in the State by county and ZIP Code.



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ELIGIBLE ACTIVITIES

The goal of services funded under this RFA is to directly serve fathers and father figures. Limited services may also be proposed for the Index Child or Index Youth, co-parent, or Family for the purpose of meeting needs of fathers or improving Family relationships.

In accordance with CBCAP federal program requirements, Fatherhood EFFECT focuses on community-based and prevention-focused programs and activities designed to prevent child abuse and neglect. Services and outreach to populations consistent with this focus must support primary and secondary prevention.



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SERVICES AND OUTREACH

- A. Primary prevention consists of activities that are targeted toward the community at large. These activities are meant to impact Families before any allegations of abuse and neglect.
- B. Secondary prevention consists of activities targeted to Families that have one or more risk factors, including Families with substance abuse, teen parents, parents of special needs Children, single parents, and low-income Families.
- C. Outreach efforts must focus on those who have not been recently involved with Child Protective Investigations (CPI) or Child Protective Services (CPS). In accordance with the prevention aim of these funds, HHSC intends that Participants of Fatherhood EFFECT programs will not have a confirmed or open CPI or CPS case. HHSC recognizes that due to the voluntary nature of services, Grantees may not be aware of Participant history. HHSC may monitor the number of Participants served under a Grantee's program that have a history of, or current involvement with, CPI or CPS.



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SERVICES AND OUTREACH (CONT.)

D. HHSC recognizes that across the State there are factors or circumstances requiring additional considerations when working with fathers and their Families. A significant proportion of people in the criminal justice system, rehabilitation programs, and other temporary group housing programs, both juveniles and adults, are parents. Applicants may include services to fathers that are involved in these other systems. However, in accordance with the prevention aims of these funds, Grantees must abide by the following considerations:

1. HHSC would not expect enrollments from these populations to constitute more than ten percent (10%) of annual Outputs.
2. Outreach efforts should not be directly tailored to these populations, except in cases of targeted recruitment in conjunction with relevant community partnerships.
3. Special emphasis must be made to ensure relevant community partners and Participants understand the conditions of participation in Fatherhood EFFECT programming outlined in RFA **Article II, Scope of Grant Project, Section 2.6 (A) Program Requirements.**



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ELIGIBLE PROGRAMMING DELIVERY METHODS

HHSC prefers face-to-face programming, which should encompass most program delivery methods; however, recognizing the unique need of flexibility for fathers, Applicants may propose telephone and virtual programming alternatives to in-person service delivery. Applicants should address the items in RFA **Article II, Scope of Grant Project, Section 2.5.2, Eligible Programming Delivery Methods**, in Form G, Project Work Plan to describe modifications.



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PROGRAM REQUIREMENTS

Each grantee must meet all program requirements and conditions as described in the following sections of RFA **Article II, Scope of Grant Project, Section 2.6, Program Requirements**:

- **Section 2.6 (A)**: Fatherhood EFFECT Program Conditions
- **Section 2.6 (B)**: Use of Subawards (if applicable)



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FE PARTICIPANT REQUIREMENTS

1. Participants must be connected to an Index Child or Index Youth younger than eighteen (18) years of age. Expectant fathers without other Children are also eligible.
2. All Participants must enter the program voluntarily. Voluntarily means that the Participant must not be coerced, court ordered, or mandated to participate in Fatherhood EFFECT.
3. Grantee cannot charge Participants a fee for participating in Fatherhood EFFECT, or for any Fatherhood EFFECT participation-related costs.
4. Grantee must provide programming to Families without regard to their economic status.
5. The number of unduplicated Participants served monthly must meet the minimum established in the Grant Agreement.
6. Grantee must recruit Families that are not already receiving the same services.



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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 in accordance with the requirements described in this RFA.
3. Application will include work to be performed by Subawardees and will include proposed Subawardee Budget(s).
4. Subawards will be subject to further conditions as described in RFA **Article II, Scope of Grant Project, Section 2.6 (B), Program Requirements.**



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FATHERHOOD EFFECT PROGRAMMING

A. Core Programming Components

Applicants must propose Fatherhood EFFECT Programming to directly engage with fathers with the following minimum Components described further in the RFA **Article II, Scope of Grant Project, Section 2.6.2, Programming Descriptions:**

1. Intake and Assessment

AND one or both of the following:

2. Fatherhood Education

a) Individual or family sessions

b) Group sessions

3. Counseling

c) Individual or family



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FATHERHOOD EFFECT PROGRAMMING (CONT.)

B. Ancillary Programming

Applicants may propose additional ancillary programming options to build comprehensive support for father and Families described further in RFA **Article II, Scope of Grant Project, Section 2.6.2, Programming Descriptions:**

1. Support Groups
2. Service Planning and Service Coordination
3. Basic Needs support
4. Transportation to Fatherhood EFFECT programming
5. Childcare in conjunction with Fatherhood EFFECT programming
6. Other programming: HHSC will review, and provide a decision regarding potential approval of, any other proposed programming during the negotiations phase of this RFA.



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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 the following: resources or inputs, activities, outputs, outcomes, and impact. A good logic model demonstrates Applicant's program Theory of Change in a measurable format.

Each Applicant must submit a logic model for its proposed Fatherhood EFFECT program as an attachment to **Form G, Project Work Plan**.

The Logic Model should also guide and inform proposed programming.

Further information and resources are found in RFA **Article II, Scope of Grant Project, Section 2.6.3, Logic Model**



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Community Strengths and Needs Assessment (CSNA) (Optional)

The CSNA is an optional assessment that Applicant develops and uses to identify community strengths, needs, assets, and gaps available for fathers and Family programming to determine the most appropriate priorities and program array for Applicant's Fatherhood EFFECT Program.

Applicant may select to complete and submit a CSNA to identify community needs for strengthening Families. The CSNA should be a collaborative effort involving Community Coalitions, fathers, and Families who reside in the proposed SDA.

If the Applicant chooses to complete and submit a CSNA as part of the Application, the CSNA must address all of the components found in RFA **Article II, Scope of Grant Project, Section 2.6.4 (B), Essential CSNA Components.**

If utilized, the CSNA must be submitted as an attachment to **Form G, Project Work Plan.**



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ORGANIZATIONAL QUALIFICATIONS AND REQUIREMENTS

Applicant must use Form F, Program Narrative, to describe the following:

- A. Applicant should outline the organization's knowledge or experience implementing programs such as providing prevention programs to fathers and Families, and experience in developing and managing family-focused, community-based, or short-term service programs relevant to programmatic requirements.
- B. 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, any federal funding entity, or with audits performed on Applicant's organization in the past five (5) years.
- C. Proposed Subawardees should also demonstrate relevant experience.



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ORGANIZATIONAL ENHANCEMENTS

Applicants must propose to implement organizational enhancements and service planning that are responsive to the identified needs of fathers and father figures in the SDA throughout the Project Period. Applicants should describe organizational enhancements to ensure quality and father-responsive programming in **Form G, Project Work Plan**.

- A. Applicant must propose a father-responsive strategy for assessing and improving the organization's capacity to serve fathers effectively. Some dimensions to evaluate include service sites and hours, outreach materials, whether fathers feel welcomed and included in the organization, design of spaces, and relevance of client services and activities.
- B. Applicants must propose to continuously assess father-responsiveness throughout the Project Period.
- C. Applicant must identify a continuum of services, some within Applicant's existing service array and others to meet fathers' particular priorities based on community needs, citing existing community needs assessments or other relevant community-specific resources.



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ORGANIZATIONAL COMPETENCE

Applicant should propose to implement improvements to its organization to further the goals of competently supporting Fatherhood EFFECT Participants by promoting the Protective Factors in Families and communities.

Applicants must describe organizational competence in **Form G, Project Work Plan**. Areas to address should include those outlined in RFA **Article II, Scope of Grant Project, Section 2.6.7, Organizational Competence**.



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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.

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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STAFFING REQUIREMENTS AND QUALIFICATIONS (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 Fatherhood EFFECT program that encompasses the roles and qualifications outlined in RFA **Article II, Scope of Grant Project, Section 2.6.8 (C), Program Staff Roles and Qualifications.**

Refer to Article II, Scope of Grant Project, Section 2.6.8 (A), Staffing Plan for more information.



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BACKGROUND CHECKS

1. Grantee must ensure completed background checks, as directed by PEI (FSS), before Program Staff can complete any of the activities below:
 - a. Have direct contact with a Participant.
 - b. Access the Prevention and Early Intervention Reporting System (PEIRS).
 - c. Access Participant records.
2. Grantee must complete background checks every two (2) years for all Program Staff members who complete any of the activities above.



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PROGRAM STAFF ROLES AND QUALIFICATIONS

Applicant may decide to assign the responsibilities and activities, as detailed in RFA **Article II, Scope of Grant Project, Section 2.6.8 (C), Program Staffing Requirements**, to an existing role or position, or Applicant may propose a dedicated role depending on the size and scope of the overall Fatherhood EFFECT Program.

- 1. Program Director:** The program director role, or equivalent position, is the primary program contact and is responsible for program oversight, all program activities and offerings, and supervision.
- 2. Financial Manager:** The financial manager role, or equivalent position, is the primary financial contact.
- 3. Data Support:** The data entry support role, or equivalent position, is responsible for timely and accurate data entry into PEIRS.
- 4. Fatherhood Specialist:** The fatherhood specialist may provide Family and individual sessions, Program Model-based parenting skills groups, and other approved programming.
- 5. Counselor:** A counselor may provide Family and Individual Counseling and any other approved programming.



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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 competencies outlined in RFA **Article II, Scope of Grant Project, Section 2.6.8 (D), Organizational Training Plan**:
 - a. New employee orientation;
 - b. Fatherhood specific training (required at least once annually; topics may include Father Engagement, Importance of Fatherhood, Father-Friendly Organization);
 - c. Program Model training (if applicable);
 - d. Standards of Quality for Family Strengthening and Support or other Quality Framework training (when appropriate); and
 - e. Additional training topics, as appropriate.



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ORGANIZATIONAL TRAINING REQUIREMENTS (CONT.)

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.
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

- A. Recruitment and Outreach: Applicant should develop recruitment and outreach plans and strategies to connect to eligible fathers in **Form G, Project Work Plan**.
- B. Retention: Applicant should describe plans to promote program retention in **Form G, Project Work Plan**.



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Refer to Article II, Scope of Grant Project, Section 2.6.9, 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.

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 State 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 Fatherhood EFFECT program participation and enrollment in **Form G, Project Work Plan**.

1. Grantees 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 Index Youth have not received a service in ninety (90) Calendar Days, Grantee must complete the discharge process.



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REQUIRED RECORDKEEPING

- A. Grantee must track all Fatherhood EFFECT activities provided in accordance with the Grantee's approved **Form G, Project Work Plan**.
- B. Grantee must ensure that all program documentation is complete, accurate, and maintained in an organized fashion.
- C. Grantee must maintain records in a manner that protects the Confidential Information of all members of the Participant's Family.
- D. Grantee must maintain individual Participant Case Records as outlined in **Article II, Scope of Grant Project, Section 2.6.11 (D), Required Record Keeping**, and Case Notes as outlined in **Article II, Scope of Grant Project, Section 2.6.11 (E), Required Record Keeping**.
- E. Grantee must comply with all other recordkeeping requirements as outlined in RFA **Article II, Scope of Grant Project, Section 2.6.11, Required Recordkeeping**.



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PROGRAM SURVEYS

Protective Factors Survey

1. Prior to Fatherhood EFFECT Program delivery, Grantee must administer a pre-service Protective Factors Survey (PFS) to Primary Caregivers. The survey should be administered during the Intake and assessment session.
2. The Grantee must administer a post-service PFS to Primary Caregivers at the end of program participation. Grantee must make concerted effort to have the Caregiver complete this survey and document any efforts to administer the survey in the Participant Case Record.
3. The pre-service and post-service PFS must be completed by the same Caregiver.
4. The Grantee must maintain the pre-service and post-service PFS in the Participant Case Record.



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PROGRAM SURVEYS (CONT.)

Program Experience Surveys

1. Grantee will administer the Program Experience Survey (PES) to the Primary Caregiver at discharge; or,
2. If not received at time of discharge, Grantee must document attempts to administer the PES in the Participant Case Record.



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COMMUNITY COALITION AND SYSTEMS-LEVEL FATHER SUPPORT REQUIREMENTS

Applicants must describe plans for community and systems-level engagement in **Form G, Project Work Plan**, to meet, at minimum, the requirements outlined in RFA **Article II, Scope of Grant Project, Section 2.6.13, Community Coalition and Systems-Level Father Support Requirements.**

- A. Community Coalition
- B. Community Systems-Level Father Support
- C. Universal Prevention and Community Awareness (UPCA)



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COMMUNITY COALITION

1. Grantee must create or participate in an existing community-based collaborative, coalition, committee, or group working towards supporting fathers and Families. It is up to Applicant to choose and justify the structure that will best meet the needs of fathers and Families in the SDA.
2. Grantee should include fathers and Families as part of the coalition to promote the father and Family perspective in coalition efforts.
3. Grantee should include diverse social service entity representatives. Applicant should include a proposed collaboration plan in the Application that includes a list of entities that will participate in the Community Coalition.
4. Grantee must submit goals and plans for the Community Coalition through **Form G, Project Work Plan**, including how any recommendations from the most recent CSNA (if applicable) will be incorporated into coalition efforts.
5. Updates about the Community Coalition activities must be submitted to PEI (FSS) in the quarterly reports.
6. The Community Coalition must meet at least once per State fiscal quarter throughout the State Fiscal Year.



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COMMUNITY SYSTEMS-LEVEL FATHER SUPPORT

Applicant must propose an organized strategy for assessing and improving the community's capacity to meet the needs of fathers in **Form G, Project Work Plan.**

Some dimensions to evaluate include access and availability of services, including locations and hours; communication materials across non-profit organizations, State Agencies, city and county departments, faith organizations, and businesses; and community-level policies and practices.



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Refer to Article II, Scope of Grant Project, Section 2.6.13 (B), Community Coalition and Systems-Level Father Supporting Requirements

UNIVERSAL PREVENTION AND COMMUNITY AWARENESS (UPCA)

Grantee must conduct Universal Prevention and Community Awareness (UPCA) activities and events within their SDA. These activities should be conducted at the general population level and align with community needs. Proposed UPCA activities should be described in **Form G, Project Work Plan**.

Examples of UPCA activities may include media campaigns, educational presentations, participation in community-wide events, and public awareness campaigns.

Activities may address, but are not limited to, healthy parenting, fatherhood awareness, child abuse prevention, Protective Factors, and mental health wellness.

Grantees must document UPCA activities under the events section in PEIRS.



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COLLABORATING WITH PEI GRANTEEES WITHIN SERVICE DELIVERY AREA (SDA)

Grantee must work with PEI (FSS) Grantees within the SDA and develop formal partnerships within sixty (60) Calendar Days of Grant Agreement execution.

Applicant must outline initial plan for working with other PEI (FSS) Grantees within the SDA in **Form G, Project Work Plan.**



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PERFORMANCE REPORTING FOR CROSS-SYSTEMS EFFORTS

Grantee is required to complete, track, and report cross-system efforts. Table 1 below outlines PEI's (FSS's) primary methods of tracking and evaluating the Grantee's Fatherhood EFFECT-focused collaboration efforts.

Table 1: Reporting Cross-systems Efforts

Activity	Reporting Method
Coalition or collaboration meetings, topics, number of attendees	Reported monthly in PEIRS "Events" tab of primary workflow
Coalition and community-level actions	Reported in quarterly report
Joint efforts undertaken through new and ongoing relationships, including agreements established to coordinate resources and activities	Reported in quarterly report



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QUARTERLY REPORTS

Grantee must submit reports to PEI (FSS) for each State fiscal quarter to provide ongoing information regarding implementation efforts, achievements, and challenges.

PEI (FSS) Program Staff will provide a unique quarterly report template to Grantees to use for each reporting period. PEI (FSS) requires quarterly reports for each State Fiscal Year of the Project Period.

Quarterly reports are due as follows:

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

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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INVOICES/REQUESTS FOR REIMBURSEMENT

- A. PEI (FSS) will provide required forms after grant award.
- B. Grantee will submit an Invoice and State of Texas Purchase Voucher through PEIRS monthly to request reimbursement from PEI (FSS).
- C. Grantee will submit the Invoice and State of Texas 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.
- D. 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.
- E. Grantee must create and maintain reliable and accurate records to support all actions related to invoicing, payments, and adjustments for programming provided to Fatherhood EFFECT Participants.



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PEIRS DATA REPORTING

- A. Grantee must enter all monthly service data for Participants served through Fatherhood EFFECT into PEIRS. Data that must be entered into PEIRS includes the following:
1. Participant enrollment information;
 2. Index Child or Index Youth enrollment information;
 3. Service data;
 4. Participant discharge information;
 5. Survey data; and
 6. Program events.
- B. Grantee must ensure accurate and complete data entry for a specific month into PEIRS no later than 30 Calendar Days following the close of the month in which an enrollment occurred, programming was provided, an event was held, 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 REQUIREMENTS

C. 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 (FSS) 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).

D. To have access to PEIRS, Program Staff must:

1. Have cleared a background check; and
2. 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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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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PERFORMANCE MEASURES

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.

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 (FSS) 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 RFA **Article II, Scope of Grant Project, Section 2.7.1, Quarterly Reports.**



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PERFORMANCE MEASURES (CONT.)

C. Performance Measures incorporated into all Fatherhood EFFECT grants include, but are not limited to: *limited to the following:*

Grantee Target Outputs and Outcomes	
Outputs/Outcomes Defined	Target Output/Outcome (or %)
Output 1: Expected number of Families served annually.	Applicant will propose the number of Families served annually.*
Output 2: Expected number of Families served monthly.	Applicant will propose the number of Families served monthly.*
Output 3: Primary Caregivers that will complete both pre-service and post-service Protective Factors Survey.	Sixty percent (60%).
Output 4: Primary Caregivers that will complete the PEI (FSS) Program Experience Survey at discharge.	Fifty percent (50%).
Outcome 1: Index Children or Index Youth that will remain Safe while receiving programming.	One hundred percent (100%).
Outcome 2: Primary Caregivers who complete the pre-service and post-service Protective Factors Survey that will show an average increase in the score for at least one (1) Protective Factor.	Seventy-five percent (75%).
Outcome 3: Primary Caregivers will report positive (agree/strongly agree) outcomes in at least one (1) domain of the Program Experience Survey at discharge.	Eighty percent (80%).



PERFORMANCE MEASURES (CONT.)

- D. Applicant will propose the following target Outputs and Outcomes at the time of Application submission in **Form G, Project Work Plan**:
1. Total number of Families served annually.
 2. Target number of Families served monthly.
- E. PEI (FSS) will negotiate these target Outputs and Outcomes with Applicant prior to award of a Grant Agreement based on available funds and PEI (FSS) requirements.
- F. Grantee will report to PEI (FSS) on required Outputs and Outcomes through PEIRS, along with any additional reports that may be developed, implemented, and maintained by PEI (FSS) as a result of state or federal requirements instituted subsequent to execution of any Grant Agreement awarded as a result of the RFA.
- G. In addition to Outputs and Outcomes PEI (FSS) will track the Grantee's progress toward:
1. Index Children and Index Youth remaining Safe twelve (12) months after enrollment discharge.
 2. Index Children and Index Youth remaining Safe three (3) years after enrollment discharge.



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FINANCIAL MANAGEMENT

The Grantee must have a financial management system in place to maintain internal controls, ensure proper management of federal and State funds, maximize non-federal resources, and maintain solvency.

Grantee's accounting and internal control systems must meet the requirements outlined in RFA **Article II, Scope of Grant Project, Section 2.9, Financial Management System.**



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CLOSEOUT

Unless otherwise directed by the System Agency, Grantee shall submit a reimbursement or payment request in PEIRS as a final close-out Invoice not later than forty-five (45) Calendar Days following the end of the term of the Grant Agreement. Reimbursement or payment requests received after the deadline may not be paid.

System Agency will programmatically and financially close the grant award and end the Grant Agreement when System Agency determines Grantee has completed all applicable actions and work in accordance with Grant Agreement requirements. Grantee must submit all required financial, performance, and other reports as required under the Grant Agreement.

The Project close-out date is 90 Calendar Days after the Grant Agreement end date, unless otherwise noted in the original or amended Grant Agreement. Funds not obligated by Grantee by the end of the Grant Agreement term and not expended by the Project close-out date will revert to System Agency.



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SELECTION PROCESS

A three-step selection process will be used:

1. Application screening to determine whether the Applicant meets the minimum requirements of this RFA;
2. Evaluation based upon specific criteria; and
3. Final selection based upon State priorities and other relevant factors, as outlined in RFA **Article X, Award of Grant Agreement Process, Section 10.1, Final Selection.**



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ELIGIBILITY SCREENING

In order to be considered an Applicant eligible for evaluations, Applicant must meet the following minimum requirements:

- A. Applicant must be a nonprofit entity as described by Chapter 22 of the Texas Business Organization Code or be a governmental entity.
- B. Submit a complete Application by the date identified as the "Deadline for Submission of Applications," established in RFA **Article VII, RFA Administrative Information and Inquiries, Section 7.1, Schedule of Events.**

At the sole discretion of HHSC, in coordination with DFPS, Applications with errors, omissions, or compliance issues may be considered Non-Responsive and may not be considered. The remaining Applications will continue to the evaluation stage and will be considered in the manner and form as which they are received.



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EVALUATION

Applications will be evaluated and scored in accordance with the following scoring criteria using **Exhibit I, Evaluation Tool**.

Scoring Criteria: Qualified Applications shall be evaluated based upon:

- A. Applicant's Background and Experience (35%);
- B. Program Delivery (45%); and
- C. Project Cost (20%).

System Agency reserves the right to request additional information and conduct investigations as necessary to review any Application.



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FINAL SELECTION

Following the initial screening for eligibility and Application completeness, and the initial evaluation against the criteria listed in RFA **Article IX, Application Screening and Evaluation, Section 9.4, Evaluation Criteria**, the System Agency may apply additional considerations, such as program policy or other selection factors that are essential to the process of selecting Applications that individually or collectively achieve program objectives. In applying these factors, the System Agency may consult with internal and external subject matter experts.

System Agency will make final funding decisions based on Applicant eligibility, evaluation scores, geographic distribution across the State, State priorities, and availability of funding.

All funding recommendations will be considered for approval by the HHSC Program Deputy Executive Commissioner, or their designee.



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SUBMISSION OF DOCUMENTATION

Applicants must complete and submit all documents, forms, and exhibits in accordance with the RFA **Article XIII, Submission Checklist**.

- A. Administrative Information
- B. Narrative Proposal
- C. Exhibits to be Completed, Signed, and Submitted with Application
- D. Addenda (if any)



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REQUIRED SUBMISSION METHOD

Applicant must submit its completed Application by the Deadline for Submission of Applications provided in the RFA **Article VII, RFA Administrative Information and Inquiries, Section 7.1, 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.

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

Refer to RFA **Article VIII, Application Organization and Submission Requirements, Section 8.3, Required Submission Method**, for complete details.



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QUESTIONS AND ANSWERS

All requests for clarification, questions, or other communication about this RFA **must** be made in writing, via email, **only** to the Sole Point of Contact using the formatting below from the RFA **Article VII, RFA Administrative Information and Inquiries, Section 7.3, RFA Questions and Requests for Clarification:**

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 or other attachment;
6. Language, topic, section heading in question; and
7. Question for HHSC.

Submit via email to: amy.pearson@hhs.texas.gov by **2:00PM on**

January 24, 2024.



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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/>



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THANK YOU!
