



# TEXAS

## Health and Human Services

**Cecile E. Young, Executive Commissioner**

*Request for Applications (RFA)*

*Grant for*

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

**RFA No. HHS0013917**

**DEADLINE FOR SUBMISSION OF APPLICATIONS**

**March 4, 2024, by 10:30 a.m. Central Time**

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# ARTICLE I. INTRODUCTION, DEFINITIONS, AND STATUTORY AUTHORITY

## 1.1 INTRODUCTION

The Texas Health and Human Services Commission (HHSC), the System Agency, is accepting Applications for grant funding under the Fatherhood: Educating Fathers for Empowering Children Tomorrow (Fatherhood EFFECT) Program.

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

Applicant can access information regarding current DFPS programs and the Prevention and Early Intervention division at the following website:

[https://www.dfps.texas.gov/prevention\\_and\\_early\\_intervention/](https://www.dfps.texas.gov/prevention_and_early_intervention/).

Applicants should reference **Article II, Scope of Grant Project**, for further detailed information regarding the purpose, background, eligible population, eligible activities, and requirements.

Grant Name:	Fatherhood EFFECT
RFA No.:	HHS0013917
Deadline for Submission of Applications:	March 4, 2024, by 10:30 a.m. Central Time
Deadline for Submitting Questions or Requests for Clarifications:	January 24, 2024, by 2:00 p.m. Central Time
Estimated Total Available Funding:	HHSC estimates the total amount of funding is \$2,000,000.00 per State Fiscal Year and up to <b>\$12,500,000.00</b> for the Project Period.
Estimated Total Number of Awards:	Multiple awards
Estimated Max Award Amount:	HHSC estimates annual awards will not exceed \$350,000.00 per Applicant.
Match Required, if any:	Match is encouraged but not required.

Anticipated Project Start Date:	September 1, 2024
Length of Project Period:	Five (5) years
Eligible Applicants:	Refer to Section 3.2 Application Screening Requirements.

To be considered for screening, evaluation, and award, Applicant must provide and submit all required information and documentation as set forth in **Article VIII, Application Organization and Submission Requirements**, and **Article XIII, Submission Checklist**, by the Deadline for Submission of Applications established in **Section 7.1, Schedule of Events**, or subsequent Addenda. See **Section 9.2, Initial Compliance Screening of Applications**, for further details.

## 1.2 DEFINITIONS AND ACRONYMS

Unless a different definition is specified, or the context clearly indicates otherwise, the definitions and acronyms given to a term below apply whenever the term appears in this RFA. All other terms have their ordinary and common meaning.

Refer to all exhibits and forms to this RFA for additional definitions.

[“Addendum”](#) or [“Addenda”](#) means a written clarification or revision to this RFA, including exhibits, forms, and attachments, as issued, and posted by HHSC to the HHS Grants RFA website.

[“Amendment”](#) means a formal revision or addition to a Grant Agreement.

[“Applicant”](#) means any person or legal entity that submits an Application in response to this RFA. The term includes the individual submitting the Application who is authorized to sign the Application on behalf of Applicant and to bind Applicant under any Grant Agreement that may result from the submission of the Application. May also be referred to in this RFA or its exhibits as [“Respondent.”](#)

[“Application”](#) means all documents the Applicant submits in response to this RFA, including all required forms and exhibits. May also be referred to in this RFA as “Response” and [“Grant Application.”](#)

[“Assistance Listing Number”](#) or [“ALN”](#) means the publicly available listing of federal assistance programs managed and administered by the General Services Administration, formerly known as the Catalog of Federal Domestic Assistance (CFDA).

“Basic Needs” means essentials for a Family to function and could include, but is not limited to, food, shelter, home furnishing, and clothes.

“Budget” means the financial plan for carrying out the Grant Project, as formalized in the Grant Agreement, including awarded funds and any required Match, submitted as part of the Application in response to this RFA. An Applicant’s requested Budget may differ from the System Agency-approved Budget executed in the final Grant Agreement.

“Business Day(s)” means any day other than a Saturday, Sunday, or day on which Texas State offices are authorized or obligated by law, or executive order, to be closed.

“Calendar Day(s)” means every day on the calendar, including weekends and public holidays.

“Caregiver” means an individual who attends to the needs of a Child or Youth.

“Case Notes” means the narrative section of the Participant Case Record that document service details.

“Case Record” means any documentation and materials in both the electronic file and external file associated with a Participant.

“CFR” means the Code of Federal Regulations, which is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government.

“Child,” “Children,” or “Youth” means a person under eighteen (18) years of age who is not, and has not been, married or who has not had the disabilities of minority removed for general purposes.

“Community Coalition” means a community-based collaborative, coalition, committee, or group.

“Community Strengths and Needs Assessment” or “CSNA” means an evaluation that the Applicant or Grantee develops and uses to identify community strengths, needs, assets, characteristics, challenges, and available resources.

“Confidential Information” means any communication or record (whether oral, written, electronically stored, transmitted, or in any other form) that consists of:

- A. Confidential Participant information, including Protected Health Information;
- B. Non-public budget, expense, payment, and other financial information;
- C. All privileged work product;

- D. All information designated by HHS or any other State Agency as confidential, including all information designated as confidential under the Texas Public Information Act, located at Chapter 552 of the Texas Government Code;
- E. Unless publicly disclosed by HHS or the State, the pricing, payments, and terms and conditions of the Grant Agreement;
- F. Information that HHSC or the Grantee utilizes, develops, receives, or maintains to fulfill a duty or obligation under the Grant Agreement, and that has not been publicly disclosed; and
- G. Any other information deemed confidential under State or federal confidentiality laws.

“Curriculum” means a specific written program of instruction and planned experiences for individual or Family skill and effectiveness development, such as encouraging Family unity, communication, improved decision-making, and improved Family functioning.

“Deliverable” means a written, recorded, or otherwise tangible work product that the Grantee prepares, develops, or procures to provide as part of the Grantee’s obligations under the Grant Agreement. A discrete type or increment of work that may involve the delivery of goods or services.

“Direct Cost” means those costs that can be identified specifically with a particular final cost objective under the Grant Project responsive to this RFA or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or indirect costs. Direct Costs include, but are not limited to, salaries, travel, Equipment, and supplies directly benefiting the grant-supported Project or activity.

“DFPS” means the Texas Department of Family and Protective Services, its officers, employees, or authorized agents.

“Effective Date” means the date upon which the parties agree the Grant Agreement shall take effect, as indicated in the Grant Agreement.

“Equipment” pursuant to 2 CFR § 200.1, means tangible personal property (including information technology systems) having a useful life of more than one (1) year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or five thousand dollars (\$5,000.00). See also 2 CFR § 200.1 for the definitions of “capital assets,” “computing devices,” “general purpose Equipment,” “information technology systems,” “special purpose Equipment,” and “supplies.”

“Evidence-Based Program” means a Program Model that meets the following criteria:



- A. Is research-based and grounded in relevant, empirically based knowledge and program-determined Outcomes;
- B. Has comprehensive standards that ensure the highest-quality service delivery with continuous quality improvement;
- C. Has demonstrated significant positive short-term and long-term Outcomes;
- D. Has been evaluated by at least one (1) rigorous, randomized, controlled research trial across heterogeneous populations or communities, the results of at least one (1) of which has been published in a peer-reviewed journal. For Youth-serving curricula, a rigorous quasi-experiment may be substituted for a randomized control trial at HHSC's discretion;
- E. Substantially complies with a program manual or design that specifies the purpose, Outcomes, duration, and frequency of the program; and
- F. Employs well-trained and competent staff and continually provides staff with relevant professional development opportunities.

“Evidence-Informed Program” means a Program Model that uses the best available research and practice knowledge to guide program design and implementation. A solution that allows for performance and success in all conditions. Components of Evidence-Informed Programs have been tested using a randomized control trial or rigorous quasi-experimental design.

“Family” or “Families” means a father, the Index Child or Index Youth, and other person(s) affiliated with the father receiving programming through this RFA and can include Caregivers, partners, Children, Youth, parents, aunts, uncles, cousins, and grandparents.

“Fatherhood: Educating Fathers for Empowering Children Tomorrow” or “Fatherhood EFFECT” means community-based prevention and early intervention programming funded under this RFA that provides parent education, support, and resources to fathers and their Families, promotes community collaborations and organizational enhancements for fatherhood, and aims to keep Children safe from abuse and neglect.

“Grant Agreement” means the agreement entered into by the System Agency and the Grantee as a result of this RFA, including the Signature Document and all attachments and Amendments. Grant Agreement may be used interchangeably with “Contract.”

“Grantee” means the party receiving funds under any Grant Agreement awarded under this RFA. Used interchangeably with the terms “Successful Applicant,” “Provider,” “Subrecipient,” or “Contractor.”

“HHS” includes both the Health and Human Services Commission (HHSC) and the Department of State Health Services (DSHS).

“HHSC” means the Health and Human Services Commission.

“Index Child” or “Index Youth” means the Child or Youth for whom a Family’s eligibility for Fatherhood EFFECT programming is based. This RFA refers to Index Child or Index Youth to indicate Children or Youth served. Index Child or Index Youth may be used interchangeably with “Participant.”

“Indirect Cost” means those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Indirect Costs represent the expenses of doing business that are not readily identified with the Grant Project responsive to this RFA but are necessary for the general operation of the organization and the conduct of activities it performs.

“Indirect Cost Rate” means a device for determining, in a reasonable manner, the proportion of Indirect Costs each program should bear. It is the ratio (expressed as a percentage) of the Grantee’s Indirect Costs to a Direct Cost base.

“Intake” means the act of receiving, logging, and creating an individual Family record at the Grantee’s site that indicates acceptance of the Service Authorization.

“Invoice” means a Grantee’s bill or written request for reimbursement under the Grant Agreement for services performed. Also referred to as “Expenditure Report” or “Financial Status Report.”

“Key Personnel” means those staff members who have authority and responsibility for planning, directing, and supervising aspects of this Project.

“Match” is the non-federal and/or non-State share of costs the Grantee is required to contribute to accomplish the purpose of the Grant Project.

“Memorandum of Understanding” or “MOU” means a nonfinancial agreement between two (2) or more parties to memorialize an agreement to cooperate or coordinate with each other for a specific purpose.

“Non-Responsive” means the designation for when an Application’s noncompliance with a material aspect of the RFA results in the Application’s exclusion from grant award consideration.

“Outcome” means a measure that demonstrates the effect a service has on Participants, typically related to improvements in the lives of Participants regarding safety, permanency, and well-being.

“Output” means an indicator referring to activities, methods, and approaches and the immediate results generated because of program efforts (e.g., number of Families served).

“Participant” means a member of the population to be served by Applicant’s organization. For the purposes of this grant, a Participant is a member of a Family or household who is receiving programming under this grant. Used interchangeably with the term “Client” for this RFA.

“Participant Case Record” means any documentation and materials in both the electronic file and external file associated with a specific case.

“PEI” means the Prevention and Early Intervention Division of DFPS which will move to HHSC effective September 1, 2024. Also referred to as “Family Support Services (FSS).”

“PEI (FSS) Program Staff” means employees who work for the Prevention and Early Intervention (PEI) Division (or Family Support Services).

“PEIRS Enrollment ID” means the unique identification number for each enrolled Participant or Family member that is generated after a new enrollment is saved in PEIRS.

“Performance Measure” means a service Output, Outcome, or Deliverable used to assess the performance of the Grantee.

“Prevention and Early Intervention Reporting System” or “PEIRS” means the data reporting system used by PEI (FSS) Grantees and PEI (FSS) Program Staff to capture and report program and Grant-related information.

“Primary Caregiver” means the parent or Caregiver of the Index Child or Index Youth and is the person who is the primary Participant involved in the Fatherhood EFFECT Program offerings.

“Priority Characteristics” means the traits that identify the Youth, Caregivers, or Families who may receive programming.

“Program Model” means the Evidence-Based Program, Promising Practice Program, Evidence-Informed Program, or Curriculum the Grantee implements.

“Program Staff” means employees working under the auspices of Fatherhood EFFECT Grantees, including Subawardees and volunteers who will be providing support and programming to Youth or their Families.

“Project” or “Grant Project” means the specific work and activities that are supported by the funds provided under the Grant Agreement as a result of this RFA.

“Project Period” is the initial period of time set forth in the Grant Agreement during which Grantees may perform approved grant-funded activities to be eligible for reimbursement or payment. Unless otherwise specified, the Project Period begins on the Grant Agreement Effective Date and ends on the Grant Agreement termination or expiration date, and

represents the base Project Period, not including extensions or renewals. When referring to the base Project Period plus anticipated renewal or extension periods, [“Grant Term”](#) is used.

[“Project Work Plan”](#) or [“PWP”](#) means the documentation of how the Grantee will implement and operate the Fatherhood EFFECT grant to achieve the Performance Measures outlined in the Grant Agreement.

[“Promising Practice Program”](#) means a Program Model that meets the following criteria:

- A. Has an active impact evaluation program or demonstrates a schedule for implementing an active impact evaluation program;
- B. Has been evaluated by at least one (1) Outcome-based study demonstrating effectiveness or random, controlled trial in a homogeneous sample;
- C. Substantially complies with a program manual or design that specifies the purpose, Outcomes, duration, and frequency of the program services;
- D. Employs well-trained and competent Program Staff and provides continual relevant professional development opportunities; and
- E. Is research-based and grounded in relevant, empirical knowledge, and program-determined Outcomes.

[“Protective Factors”](#) means conditions or attributes in individuals, Families, communities, or society that mitigate or eliminate risk in Families and communities, thereby increasing the health and well-being of Children and Families.

[“Referral”](#) means the process whereby a Grantee provides Families with recommended external programming or resources that extend beyond the programming the Grantee provides through this RFA.

[“Reflective Supervision”](#) means the regular collaborative reflection between a Program Staff member (clinical or other) and Program Staff supervisor that builds on the supervisee’s use of their thoughts, feelings, and values within a service encounter. It is a necessary, supportive process within the supervisor-staff relationship.

[“Responsive”](#) means the designation for when HHSC and DFPS determine that an Application complies with all material aspects of the RFA, including that Applicant has submitted all required documents.

[“RFA”](#) means this Request for Applications, including all parts, exhibits, forms, attachments, and Addenda posted on the HHS Grants RFA website. May also be referred to herein as [“Solicitation.”](#)

“Safe” means the state in which an Index Child or Index Youth is secure from maltreatment or the risk of danger or harm.

“Service Authorization” means the process whereby the Primary Caregiver consents to participation in programming by completing an enrollment form and any other documentation required by HHSC or the Grantee.

“Service Delivery Area” or “SDA” means the counties within which Applicant proposes to provide Fatherhood EFFECT programming.

“Standards of Quality for Family Strengthening and Support” means a tool for planning, providing, and assessing quality programming. These standards establish how two (2) key frameworks in the Family Strengthening and Support field, the Principles of Family Support Practice developed by Family Support America, and the Strengthening Families Framework and Approach developed by the Center for the Study of Social Policy, can be applied together programmatically. The standards demonstrate and measure how to work with Families with a Family-centered, strengths-based, multigenerational approach to support them to build research-based, evidence-informed Protective Factors that increase Family stability, enhance Child development, and reduce Child abuse and neglect.

“State” means the State of Texas and its instrumentalities, including HHS, DFPS, and any other State Agency or its officers, employees, or authorized agents.

“State Agency” means an agency of the State of Texas as defined in Texas Government Code § 2056.001.

“Subaward” means a written agreement that assigns portions of a Grantee’s obligations to a third party that the Grantee selects. The third party assumes some of the Grantee’s obligations while the Grantee remains completely responsible for all actions that the Subawardee performs. Subaward may be used interchangeably with the term “Subcontract” or “Subgrant” for this RFA.

“Subawardee” means any entity that has entered into a Subaward with the Grantee to assume some of the Grantee’s obligations. Used interchangeably with the term “Subcontractor” or “Subgrantee.”

“System Agency” means HHSC, DSHS, or both, that will be a party to any Grant Agreement resulting from the RFA.

“Theory of Change” means a specific methodology for planning, participation, and evaluation that Family-serving organizations use to define long-term program goals and intended Outcomes and then map back to illustrate and identify necessary preconditions to achieve change. A Theory of Change methodology meets the following criteria:

- A. Illustrates how the activities are designed to explicitly bring about change, as well as other external factors that influence program effectiveness;
- B. Explicitly shows how activities achieve meaningful and measurable results; and
- C. Draws on relevant research and theory, illustrating the validity of the program design and how the activities align with local needs, contexts, and circumstances.

“TxGMS” means the Texas Grant Management Standards published by the Texas Comptroller of Public Accounts.

### 1.3 STATUTORY AUTHORITY

Pursuant to Senate Bill 24 of the 88th Legislature, the DFPS Prevention and Early Intervention division will be called the Family Support Services division and will transfer to HHSC on September 1, 2024.

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. § 5116. All awards are subject to the availability of appropriated federal funds and any modifications or additional requirements that may be imposed by law.

Federal funding awarded to the System Agency is through the program listed below:

Federal Grant Program:	Community-Based Child Abuse Prevention (CBCAP) Grants
Federal Awarding Agency:	Administration for Children and Families
Funding Opportunity No.:	2302TXBCAP
Assistance Listing Number and Program Title:	ALN 93.590 Community-Based Child Abuse Prevention Grants

### 1.4 STANDARDS

Awards made as a result of this RFA are subject to all policies, terms, and conditions set forth in, or included with, this RFA as well as applicable statutes, requirements, and guidelines, including, but not limited to, applicable provisions of the Texas Grant Management Standards (TxGMS) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200).

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## ARTICLE II. SCOPE OF GRANT PROJECT

### 2.1 PURPOSE

This funding opportunity invites Grant Applications requesting funding for the Fatherhood EFFECT Program. 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.

### 2.2 PROGRAM BACKGROUND

- A. PEI 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 funds community-level Fatherhood EFFECT programming in communities throughout the State of Texas.
- B. Fathers play a critical role in the lives of their Children. Actively engaged fathers support their Children's healthy emotional, physical, and psychological development. Research studies show that fathers often interact with Children differently than mothers do, and that their modes of supporting their kids confer many additional benefits in education, healthy decision making, and delinquency avoidance.<sup>1</sup>

According to the National Fatherhood Initiative, fathers that are involved in the lives of their Children contribute to a strong foundation for Child well-being and lower the risk of poor Child outcomes. Father involvement and presence can reduce infant mortality, low birth weight, emotional and behavioral problems, neglect and abuse, injury, obesity, poor school performance, teen pregnancy, incarceration as juveniles, alcohol and substance misuse, criminal activity, and suicide. Conversely, Children without involved fathers are two (2) to five (5) times more likely to experience poverty, neglect, and abuse, perform poorly in school, engage in delinquent activity, and abuse substances. Having supportive parents sets Children up for success. Today, fathers are more engaged than they were in the past. According to the Pew Research Center, fathers report spending more time with their Children and consider their roles as fathers as a significant part of their identities, yet they feel significantly less confident in their parenting abilities than mothers.<sup>2</sup>

- C. According to the Kids Count Data Center, an estimated 7,200,000 Children were living in Texas in 2020, the most current year for which the data is available. There are

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<sup>1</sup> Scott, M. E., Wilson, A., Teague, S., Turner, K., & Karberg, E. (2016, June 15). 5 Ways Fathers Matter. Retrieved March 12, 2019, from <https://www.childtrends.org/child-trends-5/5-reasons-fathers-matter>

<sup>2</sup> 8 Facts: Livingston, G., Parker, K. (2019, June 12). 8 facts about American dads. Retrieved May 24, 2023, from <https://www.pewresearch.org/short-reads/2019/06/12/fathers-day-facts/>

additional facts that are salient, as well. Of the estimated 7,200,000 Texas Children, the Kids Count Data Center identified the following information (as of 2022):

1. Twenty-five percent (25%) of Children in Texas live in a single-parent home;
2. Sixty-seven percent (67%) were in married-couple homes, while eight percent (8%) were in cohabiting households;
3. Twenty-one percent (21%) were in mother-headed households;
4. Four percent (4%) were in father-headed households; and
5. Four percent (4%) were in kinship care.

In sum, more than seventy percent (70%) of Children across the State have a father figure living in the home, including biological or stepparents, grandparents, other relatives, or other Caregivers. Moreover, fathers and father figures, regardless of residence, play critical roles in the lives of their Children. It is critical that organizations and communities support Families holistically to enhance fathers' involvement in their Children's lives. These activities have the power to effect lasting changes in Families and communities.

- D. 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.
- E. 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.
- F. Activities funded by this grant aim to increase fathers' involvement with their Children by putting systems and services in place to further these ends. Often fathers perceive that mothers are the intended recipients of services for Families and Children. Sometimes, it is because mothers are the assumed nurturers and caretakers and are thus the focus of Family interventions. In other cases, scheduling of services, promotional materials, and planned activities communicate to the public that mothers and Children are the intended audience— even though fathers are equally eligible to participate. These notions are often reinforced when male Caregivers approach an organization for support and find that the settings and services are not designed with their priorities and needs in mind. Identifying and addressing these types of barriers will benefit Texas fathers and Families.
- G. For more information on fathers' experiences in home visiting and formal supports, see:



1. Engaging Fathers in Home Visiting Program (see <https://fatherhood.gov/research-and-resources/engaging-fathers-home-visiting-program>);
2. First-time Fathers' Experiences of and Desires for Formal Support: A multiple lens perspective (see <https://www.thefreelibrary.com/First-time+fathers%27+experiences+of+and+desires+for+formal+support%3A+a...-a0399720369>);
3. Formal and Informal Sources of Paternal Support in Early Parenthood (see <https://www.tandfonline.com/doi/abs/10.1080/03004430.2017.1412956>); and
4. Becoming Fathers: A Mixed-Methods Study of the Feasibility and Acceptability of a Mindfulness-Based Group Intervention for Perinatal Fathers (see <https://link.springer.com/article/10.1007/s10826-021-02105-z>).

### 2.3 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 following Priority Characteristics:
  1. Behavioral concern;
  2. Childcare or childcare access concerns;
  3. Current or former military connection;
  4. Current or past alcohol abuse – Caregiver;
  5. Current or past alcohol abuse – Index Child/Index Youth;
  6. Current or past conflict at school;
  7. Current or past criminal justice involvement – Index Child/Index Youth\*;
  8. Current or past domestic or interpersonal violence\*;
  9. Current or past use or abuse of other substance – Index Child/Index Youth;
  10. Developmental delay or disability – Caregiver\*;
  11. Developmental delay or disability – Index Child/Index Youth\*;
  12. Family dynamics or structure concern\*;
  13. Family or household conflict\*;
  14. High stress level\*;
  15. Homeless, runaway, or housing instability\*;

16. Household contains an enrollee who is pregnant and under twenty-one (21) years old\*;
  17. Household has a Child with developmental delays or disabilities;
  18. Household has a history of alcohol abuse or a need for alcohol abuse treatment;
  19. Household has a history of substance abuse or needs substance abuse treatment;
  20. Low school attainment – Caregiver;
  21. Low-income household;
  22. Mental health concern – Caregiver;
  23. Mental health concern – Index Youth;
  24. Parenting skills concern;
  25. School engagement concern\*; or
  26. Social support concern;
- \* Note: Grantee should give priority to serving fathers whose Families present characteristics denoted with an asterisk.

## **2.4 ELIGIBLE SERVICE AREAS**

- A. Applicant may select one or more Texas counties as its SDA. Based on community needs, Applicant 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 Maltreatment Risk (see <https://www.maltreatment-risk.txsafebabies.org/>) for community 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.

## **2.5 ELIGIBLE ACTIVITIES**

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

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.

### **2.5.1 Services and Outreach**

Throughout the Project Period, if PEI determines that the population served falls excessively outside of the primary and secondary prevention focus (see **Section 2.5.1, Services and Outreach, D.**), PEI Program Staff will provide technical assistance regarding outreach efforts. For more information on CBCAP, visit the FRIENDS network website at the following URL: <https://friendsnrc.org/cbcap/what-is-cbcap/>.

- 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 Families 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.
- 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 must 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 **Section 2.6, Program Requirements, A.**

### **2.5.2 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 following items, at a minimum, in **Form G, Project Work Plan**:

- A. Description of policies and procedures for telephone and virtual programming, and a plan for assessing programming quality.
- B. Description of the programming that can be provided by telephone or virtual platform, and the platform to be used.
- C. Description of any modifications required for delivering applicable programming via telephone or virtual platform.
- D. Description of how father and Family preference drives programming delivery method.
- E. Description of modifications to Intake and assessment procedures when delivered via telephone or virtual platforms. PEI encourages in-person Intake and assessment sessions.

## **2.6 PROGRAM REQUIREMENTS**

All Grant Projects funded under this RFA must meet the following program requirements:

- A. The awarded Grantee agrees to adhere to all the following conditions for the Fatherhood EFFECT Program:
  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 for Fatherhood EFFECT programming. Grantee will be responsible for tracking such cases and enrolling the Index Child upon the Index Child's birth.

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. An unduplicated Participant is a Primary Caregiver with a unique PEIRS Enrollment ID number who is only counted one (1) time per month for monthly Output, and one (1) time during the State Fiscal Year for the annual Output.
  6. Awarded Applicant must recruit Families that are not already receiving the same services.
  7. Grantee must comply with all policy updates and clarifications that HHSC issues during the Project Period.
  8. Grantee must participate in all HHSC required webinars, trainings, and conference calls. Grantee must include appropriate Program Staff relevant to the topic area.
  9. Grantee must add its programming to its region's 2-1-1 Area Information Center and must update its information accurately within 30 Calendar Days of any changes in the scope of its program. Subawardee information should also be available on the Texas 2-1-1 website (see <https://www.211texas.org/add-or-edit-your-2-1-1-listing/>).
- B. 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 any Grant Agreement resulting from this RFA.
  3. Application will include work to be performed by Subawardees and will include proposed Subawardee Budget(s).
  4. Grantee will award Subawards based on its own internal policies and processes. Grantee will notify HHSC in writing if the Subawardee changes.
  5. After award, Grantee and Subawardee must negotiate any needed changes to the Subawardee SDA, and report requested changes to HHSC. Any proposed change from the Grantee or Subawardee to the direct programming provided, or any

proposed change that would require a new Subawardee, must have prior approval from HHSC.

6. If Grantee terminates any Subaward, and the Grantee has not fully expended the funds obligated to the Subawardee during the State Fiscal Year, the Grantee must find a replacement Subawardee within 60 Calendar Days or obligate those funds in a manner consistent with the purposes of Fatherhood EFFECT. Any changes resulting from such termination must be reported to and approved by HHSC prior to implementation.

### **2.6.1 Fatherhood EFFECT Programming**

Applicants must propose and describe programming to directly engage with fathers in **Form G, Project Work Plan**, based on the needs and gaps in the SDA as identified through a community assessment, such as the CSNA or other relevant community-specific resources (see Section 2.6.4, CSNA). The logic model should also guide and inform proposed programming (see Section 2.6.3, Logic Model).

#### **A. Core Programming**

Applicants must propose Fatherhood EFFECT Programming to provide, at minimum:

1. Intake and assessment; and
2. Either Fatherhood Education, counseling, or both, as defined in **Section 2.6.2, Programming Descriptions**.

#### **B. Ancillary Programming**

Applicant may propose additional ancillary programming options to build comprehensive support for fathers and Families as described in **Section 2.6.2, Programming Descriptions**. Applicant must determine and describe ancillary programming based on existing community resources and identified community needs. Examples include the following:

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; and
6. Other programming.

### **2.6.2 Programming Descriptions**

#### **A. Intake and Assessment**

1. Grantee must conduct a formal Intake and assessment at the time of enrollment to determine appropriate Fatherhood EFFECT programming.

2. Applicant should include expected duration of Intake and assessment in the **Form G, Project Work Plan**.
3. Intake and assessment is a service for first-time Participants or returning Participants reopening a case that has been closed for 121 Calendar Days or longer. Intake and assessment is the first session scheduled with the father or Family where Program Staff complete PEI enrollment forms, the Protective Factors Survey (see **Section 2.6.12, Program Surveys**), and any Grantee-specific documentation. The Program Staff will work with the father and/or Family to identify the presenting concern, subsequent concerns, and father and Family strengths.

#### B. Fatherhood Education

1. Fatherhood Education is the facilitation to an individual, Family, or group of Program Model-based skills approach sessions designed to promote strong Families and father resilience.
2. Applicant should select a Program Model and describe in **Form G, Project Work Plan**, how the proposed Program Model will meet the needs in the SDA. Fatherhood Education is not a substitute for individuals or Families who need intensive or long-term counseling or psychiatric care.
3. For each proposed Program Model, Applicant must submit **Form G-1, Program Model Review Tool**. For any Program Models appearing in **Exhibit D, Pre-Approved Program Models**, or any Evidence-Based clearinghouse, Applicant will complete only Section 1 of **Form G-1, Program Model Review Tool**.
4. **Exhibit D, Pre-Approved Program Models**, of this RFA offers a list of pre-approved Program Models. The following is a non-comprehensive list of possible resources for consideration when selecting a Program Model. Existing clearinghouses that provide databases of Evidence-Based models:
  - a. Results First Clearinghouse Database (see <https://evidence2impact.psu.edu/what-we-do/research-translation-platform/results-first-resources/clearing-house-database/>);
  - b. Substance Abuse and Mental Health Services Administration (see <https://www.samhsa.gov/resource-search/ebp>);
  - c. California Evidence-Based Clearinghouse for Child Welfare (see <https://www.cebc4cw.org/>);
  - d. Fatherhood.gov Compendium of Curricula (see <https://www.fatherhood.gov/research-and-resources/compendium-curricula-used-fatherhood-programs>);
  - e. Title IV-E Prevention Services Clearinghouse (see <https://preventionservices.acf.hhs.gov/>)

5. **Exhibit E, Fatherhood Curricula**, of this RFA offers a list of existing fatherhood-specific Curricula.
  6. Grantee must monitor for adherence to the Program Model with fidelity to developer instruction, including delivery and oversight.
- C. Counseling-Family and Individual Counseling
1. Counseling-Family and Individual Counseling is a therapeutic intervention provided to individuals or Families with the purpose of building skills, enhancing Protective Factors, and promoting resiliency.
  2. Applicant must include a description of proposed evidence-based therapeutic approaches in **Form G, Project Work Plan**. Family and Individual Counseling is not a substitute for individuals who need intensive or long-term counseling or psychiatric care. Grantee must ensure the following:
    - a. The counselor works with the Family and/or father to identify the presenting concern, subsequent concerns, and Family and individual strengths.
    - b. The counselor providing Family and Individual Counseling sessions is a licensed professional.
- D. Support Groups
1. Grantee facilitates a group session for program Participants (fathers or Families) for the purpose of building a network of support.
  2. These group sessions can be led by an informal team leader or a trained facilitator.
- E. Service Planning and Service Coordination
1. Service Planning and Service Coordination is a short-term engagement type that may include checking on Families in-person or virtually, delivering Basic Needs support or Family support items, coordinating support services, identifying issues, and providing other related support.
  2. Service Planning and Service Coordination may also include providing individualized support or coaching to fathers navigating a system or process. Examples include, but are not limited to, the following:
    - a. Assisting a father in gaining access to benefits;
    - b. Supporting a father through a legal matter;
    - c. Empowering fathers to advocate for their Child or Youth within a school system (e.g., individualized education plan or admission, review, discharge meetings);
    - d. Assisting a Family with an immediate need, such as locating a community food bank or food pick-up information;
    - e. Contacting another community organization to facilitate a warm Referral, which can include phoning the service for the person, passing on information to the service with the person's consent and, in some cases, where people need more support, helping them to navigate the service system; and



- f. A call with a current Participant addressing heightened stress and helping navigate to immediate resources.

F. Basic Needs Support

1. Grantee provides Basic Needs support through Referrals and in-kind, purchased, or donated items to fill Basic Needs that are essential for a Family to function.
2. Grantee will describe policies to track and disburse Basic Needs support in **Form G, Project Work Plan**.
3. Reimbursement procedures, allowable amount per Family, and acceptable use of Basic Needs support funds will be dictated by HHSC and communicated to the Grantee after Grant Agreement execution.
4. HHSC reserves the right to grant additional funds for Basic Needs support or provide updated guidance for Basic Needs support during the Project Period. Basic Needs support could include, but is not limited to:
  - a. Food;
  - b. Shelter;
  - c. Home furnishings;
  - d. Baby items;
  - e. Clothes;
  - f. Hygiene items;
  - g. Utility assistance;
  - h. Job training;
  - i. Transportation not related to Fatherhood EFFECT programming. See **Section 2.6.2, Programming Descriptions, G.**);
  - j. Healthcare related items (e.g. prescription eyeglasses, first-aid kits);
  - k. Driver education classes and license fees;
  - l. Test preparation study courses;
  - m. College application fees;
  - n. Graduation cap and gown;
  - o. College entrance exam or other educational or workforce exams; and
  - p. Other related items to fulfill unmet personal and household needs.

G. Transportation for Fatherhood EFFECT programming

1. Grantee facilitates Participant transportation to and from Fatherhood EFFECT activities. A Participant may use this service as often as needed in conjunction with Fatherhood EFFECT programming. Transportation options could include, but are not limited to, the following:

- a. Program Staff transporting a Participant in a personal or Grantee-owned vehicle;
  - b. Purchasing a bus or metro pass; and
  - c. Paying for a taxi or ride-sharing service.
- H. Childcare for Fatherhood EFFECT Programming - Grantee provides supervised childcare during any Fatherhood EFFECT programming for an enrolled Caregiver.
- I. Other Programming -Applicant may propose other programming not listed above by including details in **Form G, Project Work Plan**. HHSC will review, and provide a decision regarding potential approval of, any other proposed programming during the negotiations phase of this RFA with Grantee or simultaneous with its approval of the annual Project Work Plan. Applicant should describe programming, the community need that the programming will remedy, and why Applicant selected the programming. If available, Grantee’s description should refer to the CSNA.

### 2.6.3 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, inputs, activities, outputs, outcomes, and impact. A good logic model demonstrates Applicant’s program Theory of Change in a measurable format. Each Applicant:

- A. Must submit a logic model for its proposed Fatherhood EFFECT Program. The logic model must be submitted as an attachment to **Form G, Project Work Plan**, and must be labeled as **Attachment G-2, Logic Model**.
- B. May use any logic model format. Suggested sources for development of a logic model include, but are not limited to, the following:
  - 1. W.K. Kellogg Foundation, Kellogg Foundation-Logic Model Development (see <https://wkkf.issuelab.org/resource/logic-model-development-guide.html>);
  - 2. Family Resource Information, Education, and Network Development Service (see <https://friendsnrc.org/evaluation/logic-models/>); and
  - 3. The University of Kansas, Community Tool Box (see <https://ctb.ku.edu/en/table-of-contents/overview/models-for-community-health-and-development/logic-model-development/main>).
- C. Grantee should update the logic model when any component changes, such as program activities, resources, or at least annually with annual submission of the Project Work Plan.

### 2.6.4 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. For the purposes of the CSNA, the term "community" refers foremost to the proposed SDA.

A. Each 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. Applicant's completing a CSNA should use **Exhibit C, Fatherhood EFFECT Program Community Strengths and Needs Assessment Toolkit**, to design the CSNA and inform the overall Fatherhood EFFECT Program. Applicants completing a CSNA should consider the following guidelines:

1. Relate and analyze all information gathered in the CSNA in terms of the issues in the SDA that impact fathers and Families;
2. Submit a CSNA that covers all counties within the proposed SDA. This may be submitted as one (1) combined CSNA or multiple CSNAs. Combined CSNAs should include all components listed above for all counties within the proposed SDA; and
3. Use a variety of data sources to complete the CSNA.

B. Essential CSNA Components

If the Applicant chooses to complete and submit a CSNA as part of the Application, the CSNA must be submitted as an attachment to **Form G, Project Work Plan**, and labeled as **Attachment G-3, CSNA**. The CSNA must address all of the following components:

1. Title Page - provides Applicant's name, a title, and the date;
2. Introduction - provides background information as to the CSNA's purpose, history, area of focus, the time frame, and any sponsors, supporters, and partners;
3. SDA - provides a comprehensive overview of the SDA's history, demographics, geography, map, and any other key data points;
4. Data Collection Methods - describes how and where the data was collected, including from whom, and a description of the instrument(s) or data collection tool questions;
5. Data Analysis - provides an overview of how the data was analyzed. This overview should be appropriate for the CSNA's audience, for example, "Program Staff analyzed interview notes for common themes;"
6. Results - provides discussion and illustration of findings, and a comparison to county-level data, regional-level data, state-level data, or national-level data. This section should be the bulk of the CSNA and should address gaps in programming;
7. Implications of Findings - provides a description of the identified needs, including how those needs were prioritized and how they impact the community;

8. Conclusions, Recommendations, and CSNA Action Plan - provides a recap of the CSNA's purpose, its primary findings, and any limitations. This section describes how the results should shape Fatherhood EFFECT programming to address issues or facilitate community collaborative efforts to improve the community. Conclusion must include recommendations and the associated CNSA Action Plan. The CSNA Action Plan is a narrative that outlines next steps for implementing recommendations from the CSNA to better align future Fatherhood EFFECT activities and program opportunities with community needs;
9. References - provides a complete list of references; and
10. Appendices - may include data collection instruments (not data), lists of community partners or sponsors, recruitment materials, maps, data tables, etc.

### **2.6.5 Organizational Qualifications and Requirements**

Applicant must use **Form F, Program Narrative**, to describe how the Applicant meets the following qualifications:

- 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.

### **2.6.6 Organizational Enhancements**

Applicant 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. Applicant 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. Examples of activities that may be proposed include the following:
  1. Developing a parent advisory committee of fathers to partner with the organization and develop and vet improvements or engage in intentional activities to recruit fathers into an existing one;
  2. Cultivating fathers as mentors and leaders;

3. Engaging fathers in outreach strategies such as word-of-mouth and culturally relevant advertising campaigns;
  4. Involving alumni fathers in new program activities and across the organization; and
  5. Strategic hiring of Program Staff.
- B. PEI recommends Applicant use one or more of the following tools identified below to inform a father-responsive strategy.
1. The National Family Support Network (NFSN) (see <https://www.nationalfamilysupportnetwork.org/>) provides Standards of Quality for Family Strengthening and Support (Standards) (see <https://www.nationalfamilysupportnetwork.org/standards-of-quality>) to strengthen organizational practices and quality of programming. The Standards aim to encourage continual program quality improvement and create a uniform language across Grantees. Research shows program quality is indicative of achieving positive Outcomes. The Standards demonstrate and measure how to work with Families with a family-centered, strengths-based, multigenerational approach to support them in building research-based, evidence-informed Protective Factors that increase Family stability, enhance Child development, and reduce Child abuse and neglect. To learn more about NFSN's Standards see the National Family Support website.
  2. The National Fatherhood Initiative (see <https://www.fatherhood.org/>) has developed a Father Friendly Check-Up. The Father Friendly Check-Up™ (FFCU) (see <https://www.fatherhood.org/ffcu>) is a steppingstone to help organizations successfully engage fathers and strengthen the Families in their community. The tool assesses how an organization encourages father involvement in the activities and programs offered.
  3. The National Responsible Fatherhood Clearinghouse has compiled a Responsible Fatherhood Toolkit (see <https://fatherhood.gov/for-programs/responsible-fatherhood-toolkit>). The Responsible Fatherhood Toolkit contains a library of resources and research on promising practices used by fatherhood programs nationwide. Successful programs build from the history, research, and promising practices of the initiatives that have come before them. They also pay attention to the specific needs of their communities, addressing the specific concerns of their neighborhoods and the fathers and Families coming through their doors. Strong and stable programs support strong and stable Families.
  4. The Fatherhood Research & Practice Network (see <https://www.frpn.org/>) has a vast offering of publications, trainings, and webinars to inform effective fatherhood practice and program evaluation.
- C. Applicant must propose to continuously assess father-responsiveness throughout the Project Period, and will report on these efforts through Quarterly Reports (see **Section**

**2.7.1, Quarterly Reports**), by annually completing one (1) or more of the following actions:

1. Use the above tools as a framework to continuously assess and strengthen offerings and organizational practices;
  2. Complete an implementation plan outlining activities related to the above tools;
  3. Implement framework-informed activities to strengthen program and organizational practices;
  4. Complete a program self-assessment and identify at least two (2) areas for strengthening and growth.
  5. Complete training of Program Staff related to any of the above tools within the first year and as needed thereafter. PEI will arrange and cover the cost for the Standards of Quality for Family Strengthening and Support training and may consider other trainings as needed.
- D. In addition, Applicant must identify a continuum of services, some within Applicant's existing service array and others to meet fathers' particular priorities based on the community needs, citing existing community needs assessments or other relevant community-specific resources. Applicant should identify existing support services for Families or propose other support services for Families where appropriate.

### **2.6.7 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. Applicant must describe organizational competence in **Form G, Project Work Plan**. Areas that Grantee must address, at minimum, in establishing its organizational competence include the following plan or plans to:

- A. Strategically hire Program Staff. The most effective staffing structure for competently supporting Fatherhood EFFECT Participants incorporates intentional recruitment of Program Staff with relevant backgrounds, demographics, experience in supporting fathers and Families, and is reflective of the community served.
- B. Strategically hire organizational leadership. Organizational leadership should have relevant backgrounds, demographics, and experiences and be reflective of the community served.
- C. Make support available to all Family members through accessible Fatherhood EFFECT program sites, hours, and delivery schedules.
- D. Cultivate Fatherhood EFFECT Participant voices and perspectives.
- E. Brand the Fatherhood EFFECT program and recruitment materials in ways that resonate with fathers and father figures in their communities.

- F. Conduct strategic outreach to include engaging Participants in outreach strategies such as word-of-mouth and culturally relevant promotional campaigns.
- G. Involve Fatherhood EFFECT Program alumni in Fatherhood EFFECT activities and program development.
- H. Acknowledge and respect fathers and Families, including their cultural traditions, languages, values, socioeconomic status, religion, individual abilities, and other aspects.
- I. Promote community and father voice as an organizational priority. Examples could include incorporating community members and fathers in strategic planning; reviewing and revising policies and procedures; or conducting annual surveys or assessments.

## 2.6.8 Program Staffing Requirements

### A. Staffing Plan

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. Applicant should describe the program staffing plan in **Form G, Project Work Plan**.

1. If Applicant elects to enter into a Subaward for any programming, the same minimum staffing qualifications apply to Subawardee staff. The Program Staff who are primarily responsible for delivering the direct service programming and related components must be adults eighteen (18) years or older.
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 **Section 2.6.8, Program Staffing Requirements, C**.
4. PEI does not require separate positions for each of these roles. Applicant may assign duties as a full-time or part-time position based on program size and scope.
5. PEI reserves the right to approve each position funded under this Grant.

### B. Background Checks

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

- a. Having direct contact with a Participant;
  - b. Accessing PEIRS; and
  - c. Accessing Participant records.
2. Grantee must complete background checks every two (2) years for all Program Staff members who complete any of the activities above.

C. Program Staff Roles and Qualifications

Applicant may decide to assign the responsibilities and activities, as detailed below, 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. If Applicant is not creating a dedicated role for the staff positions detailed below, Applicant must integrate these activities into the roles of other managers who meet the qualifications listed below. Applicant must have a clear organizational structure with program director and financial manager responsibilities clearly accounted for and assigned to the qualified Program Staff. Proposed staff roles, responsibilities, and qualifications must be clearly detailed in **Form G, Project Work Plan.**

1. Program Director

- a. 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. The program director must have:
  - i. A bachelor's degree, at minimum, in a relevant field;
  - ii. Three (3) years of relevant program management and supervisory experience; and
  - iii. Experience with performance evaluation, data analysis, reporting, and Family programming.
- b. Applicant may substitute experience for education on a year-for-year basis if the person holding the program director position does not have a bachelor's degree.
- c. The program director is responsible for the following activities:
  - i. Serve as the primary Fatherhood EFFECT Program contact and liaison;
  - ii. Provide program oversight, to include managing operations, supporting, and monitoring performance related to the Project, and planning for improvements where needed;
  - iii. Ensure that program operations and activities adhere to all applicable policies, procedures, and guidelines required by the Grantee, the Fatherhood EFFECT Grant, and the selected Program Model(s);
  - iv. Ensure that Fatherhood EFFECT Program goals are met, especially related to Deliverables, Outputs, and processes;



- v. Assist in Budget planning, and ensure that the Budget aligns with program goals and operations;
  - vi. Hire, train, and supervise Program Staff;
  - vii. Ensure regular administrative supervision and Reflective Supervision of direct service staff; and
  - viii. Ensure proper clinical consultation and oversight for counselors, if applicable.
2. Financial Manager
- a. The financial manager role, or equivalent position, is the primary financial contact. The financial manager must have:
    - i. A bachelor's degree or higher in a relevant field such as accounting or finance;
    - ii. A minimum of two (2) years of work experience in accounting; and
    - iii. Proficient skill in automated accounting system(s) and Microsoft Excel.
  - b. Applicant may substitute experience for education on a year-for-year basis if the person holding the financial manager position does not have a bachelor's degree.
  - c. The financial manager is responsible for the following activities:
    - i. Serve as the primary financial contact and liaison;
    - ii. Assist in Budget planning to ensure that the Budget is aligned with program goals and operations; and
    - iii. Provide financial oversight of the Grant.
3. Data Support
- a. The data entry support role, or equivalent position, is responsible for timely and accurate data entry into PEIRS. The data support role must have:
    - i. A high school diploma or higher;
    - ii. Relevant work experience; and
    - iii. A minimum of two (2) years of relevant data entry experience.
  - b. The data support role is responsible for the following activities:
    - i. Assist with Performance Measure tracking, data analysis, and reporting;
    - ii. Coordinate with the program director;
    - iii. Ensure accurate data entry into PEIRS;
    - iv. Enter all data for a specific month into PEIRS (see Section 2.7.3, PEIRS Data Reporting) no later than 30 Calendar Days following the close of

the month in which an enrollment occurred, programming was provided, or Participant was discharged; and

- v. Enter data prior to the 30 Calendar Days following the close of the month to meet billing requirements.

#### 4. Fatherhood Specialist

- a. The fatherhood specialist may provide Family and individual sessions, Program Model-based parenting skills groups, and other approved programming. The fatherhood specialist must have an associate degree and at least one (1) year of relevant program experience.
- b. Applicant may substitute experience for education on a year-for-year basis if the person holding the fatherhood specialist position does not have an associate degree.
- c. The fatherhood specialist is responsible for the following activities:
  - i. Report to appropriate supervisor;
  - ii. Complete required training necessary to deliver selected Program Model(s);
  - iii. Complete required program documentation; and
  - iv. Conduct other approved duties as determined by the Grantee.

#### 5. Counselor

- a. A counselor may provide Family and Individual Counseling and any other approved programming. Counselor must have at least one (1) year of experience in counseling or direct service practice and be licensed in one of the following:
  - i. Licensed Master of Social Work;
  - ii. Licensed Clinical Social Worker;
  - iii. Licensed Professional Counselor;
  - iv. Licensed Professional Counselor-Associate;
  - v. Licensed Marriage and Family Therapist;
  - vi. Licensed Marriage and Family Therapist-Associate;
  - vii. Licensed Psychological Associate; or
  - viii. Licensed Psychologist.
- b. The counselor is responsible for the following activities:
  - i. Report to appropriate supervisor;
  - ii. Complete required training necessary to deliver programming or counseling modality;
  - iii. Complete required program documentation; and

- iv. Conduct other Grantee determined approved duties.

#### D. Organizational Training Plan

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. Applicant should include a summary of all training elements, timeframes, number of hours, and frequency in **Form G, Project Work Plan**. Staff training must include the following competencies:
  - 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, which may include, but are not limited to, the following:
    - i. Healthy relationships;
    - ii. Effective collaboration;
    - iii. Effective group facilitation;
    - iv. Ethics;
    - v. Child and Youth development;
    - vi. Cross-cultural training;
    - vii. Positive Family development;
    - viii. Protective Factors;
    - ix. Crisis intervention;
    - x. Trauma-Informed care;
    - xi. Mental Health First Aid Training;
    - xii. Domestic Violence awareness;
    - xiii. Referrals and service connections;
    - xiv. Substance use;
    - xv. Internet safety for Families;
    - xvi. Case documentation;
    - xvii. Case management;
    - xviii. Bullying; and

- xix. Suicide prevention and postvention.
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 as Grantee.

### **2.6.9 Recruitment, Outreach, and Retention**

- A. Applicant should describe proposed recruitment and outreach plans and strategies to connect to eligible fathers in **Form G, Project Work Plan**. In developing plans and strategies, Applicant should be aware the following:
  1. In addition to standard means of program outreach and marketing, such as Program Staff giving out brochures, using social media, and sharing program information at events, outreach to eligible fathers within the community should involve innovative and targeted approaches that could include, but are not limited to, recruiting past Participants to distribute program materials or participate in community outreach events.
  2. Applicant should propose outreach plans for the community at large. Grantee should conduct outreach and awareness focused on primary and secondary prevention. Outreach plans should not be targeted toward agencies and organizations that already have a strong connection with CPS. For example, Fatherhood EFFECT programs that are part of a foster care agency should not recruit Participants served through their foster care programs.
  3. Applicant should propose how they will alleviate barriers to engagement and participation. Outreach and retention plans should include consideration of proposed SDA context and information gathered from the CSNA (if applicable), such as fathers and Families with the potential to be underserved in programming.
  4. Grantee is not permitted to engage in program outreach outside its SDA. Grantee is permitted to serve Participants from a different SDA if it is in the best interest of the Participant. Grantee must inform PEI Program Staff when serving Participants from a different SDA.
- B. Applicant should describe plans to promote program retention in **Form G, Project Work Plan**.
  1. Retention plans should include a variety of ways to address barriers to engagement and participation.
  2. Applicant may propose the use of incentives to support program retention and participation. Applicant should elaborate on proposed incentives, including how incentives will be provided and how they will benefit the Participants and Fatherhood EFFECT.

- a. Incentives should not be used, nor appear to be used, as payment for participation. Therefore, incentives cannot be provided at every session or interaction with a Participant, be excessive, or based on keeping an appointment.
  - b. Incentives should be used in the cases of milestone achievement or after successful program completion.
  - c. For information on effective incentive types and strategies, please consult the field guide and webinar slides available at the following URL:  
<http://www.buildingbetterprograms.org/2016/12/14/using-incentives-in-human-services-field-guide-literature-review-and-webinar/>.
3. HHSC must approve program incentives, which must, at a minimum, be reasonable, allocable, and necessary.

### **2.6.10 Service Authorization and Enrollment**

Grantee must have an enrollment process that includes completing the HHSC enrollment form or a Grantee enrollment form. The enrollment form must capture all required data, which includes a Primary Caregiver's signed consent to participate, a review of eligibility criteria, and any additional surveys and assessments required by HHSC. Grantee must complete all required fields of the enrollment form. The Grantee must ask for social security number; however, if a Participant refuses to provide their social security number, Grantee must document refusal on the form. The expectation is that Grantees will make a good faith effort to obtain social security numbers. Grantees should complete the enrollment form in its entirety and ensure that all required data is entered in PEIRS. Primary Caregivers must sign the enrollment form giving consent prior to the provision of programming. Applicant must document their enrollment process in **Form G, Project Work Plan**.

#### **A. 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, 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.

#### **B. Close of Program Participation**

Applicant must describe the process for closure and discharge of Fatherhood EFFECT Program participation and enrollment in **Form G, Project Work Plan**.

1. Grantee must have a closure process that includes collecting any required surveys from Participants and documenting any additional Referrals. Grantee must document closure on the discharge form and in PEIRS.

2. If a Participant and Index Child or Index Youth have not received a service in 90 Calendar Days, Grantee must complete the discharge process.
3. If the Participant and Index Child or Index Youth return within the next 30 Calendar Days (120 total Calendar Days since their last service), the “Undo Discharge” function should be used to reactivate the registration in PEIRS rather than reenrolling the Participant and Index Child or Index Youth.
4. For all former Participants, whose PEIRS enrollment has been closed for more than 120 Calendar Days, Program Staff should review their enrollment form to ensure that information is still current. If any information is outdated, Program Staff must open a new enrollment and complete any paperwork required by PEI or Grantee.

#### **2.6.11 Required Record Keeping**

- 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 that include the following:
  1. Enrollment form;
  2. Annual data authorization form;
  3. Required surveys;
  4. Service activity documentation, such as sign-in sheets or Case Notes;
  5. Outgoing Service Referrals;
  6. Discharge form; and
  7. Other entity documentation or documentation required by Program Model (if applicable).
- E. Grantee must keep Case Notes. Case Notes are the narrative section of the Participant Case Record where the Grantee documents program details. Case Notes support the sessions delivered and billed to HHSC. Case Notes must include, at a minimum:
  1. Programming type;
  2. Date and duration of programming;
  3. Participants in the program;
  4. Briefly identify topic or concern discussed;
  5. Program Model used, if applicable;
  6. Response or communication from the Participant(s);

7. Effectiveness of programming session topics, direct engagement of Fathers or interventions; and
  8. Plans for next steps and follow-up.
- F. Grantee must develop and maintain a tracking system to record Participants referred to the Grantee for Fatherhood EFFECT. Documentation must include:
1. Date of Referral;
  2. Origin of the Referral;
  3. Participant eligibility; and
  4. Date Participant began program.
- G. Grantee must ensure compliance with all recordkeeping requirements in this RFA.
- H. Grantee must maintain electronic and/or physical records.
- I. Grantee must make all Fatherhood EFFECT records available and accessible to HHSC upon request.

#### **2.6.12 Program Surveys**

- A. Applicants must describe plans for the administration of the following surveys in **Form G, Project Work Plan**:
- B. Protective Factors Surveys
1. Prior to Fatherhood EFFECT Program delivery, Grantee must administer a pre-service Protective Factors Survey (PFS) to Primary Caregivers. The Grantee may also administer this survey to any secondary Caregivers who are participating in programming. The survey should be administered during the Intake and assessment session. Grantee must enter the survey data into PEIRS within the required data entry time frame.
  2. 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. Grantee may also administer the post-service PFS to any secondary Caregivers who are participating in programming. Grantee must enter the survey data into PEIRS within the required data entry time frame.
  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.
- C. 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.

### 2.6.13 Community Coalition and Systems-Level Father Support Requirements

Applicant must describe plans for community and systems-level engagement in **Form G, Project Work Plan**, to meet, at minimum, the following requirements:

#### A. 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, such as Texas Juvenile Justice Division, Child Protective Services, other PEI Grantees who are serving the same geographic area as the Grantee, local school representatives, community resource and collaboration group members, mental and physical health care service providers, and members of law enforcement, as well as area residents and service recipients, businesses, the faith-based community, community leaders, and fathers. Applicant should include a proposed collaboration plan in the Application that includes a list of entities that will participate in the Community Coalition.
4. Applicant may propose more than one Community Coalition to meet the needs of their SDA.
5. 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. Updates about the Community Coalition activities must be submitted to PEI in the quarterly reports (see **Section 2.7.1 Quarterly Reports**), including participation by active members and how coalition efforts are responding to the ongoing needs of Fatherhood EFFECT.
6. The Community Coalition must meet at least once per State fiscal quarter throughout the State Fiscal Year. Examples of Community Coalition Activities:
  - a. Review and assist with the CSNA (if applicable) to determine program gaps and opportunities to meet the needs of the SDA and avoid duplication of existing programming;
  - b. Determine how to integrate and promote Fatherhood EFFECT in the SDA. Examples may include conducting community outreach events, utilizing existing resources, identifying external funding sources, and connecting to community stakeholders and other existing Family support systems;
  - c. Encourage collaboration among area agencies to provide an integrated means of identifying barriers to program delivery and finding solutions to these barriers, providing a diverse menu of resources to meet a range of father and



Family needs. Examples of barriers may include transportation, Basic Needs, childcare, recruitment, retention or timing, and location of programming; and

- d. Work collectively to promote father and Family resilience in the SDA. Examples may include participation in community-wide prevention and awareness efforts, such as local mental health, healthy relationships, substance use, human trafficking, and Family safety.

B. Community Systems-Level Father Support

1. 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. Examples of activities that may be proposed include:
  - a. Developing an advisory committee of fathers to inform local policy makers, city council members, school board members, or other community leaders on best practices, needs of fathers, and opportunities for improvement within policies or systems;
  - b. Surveying fathers within the community to determine gaps in services, ability to access services, knowledge of services, or ideas for future engagement opportunities;
  - c. Collaborating with cross-systems leaders and policy makers to identify barriers to father engagement and involvement, and proposing specific strategies to address those barriers;
  - d. Recognizing local and regional companies that have father-inclusive workplace policies and business practices, and engaging with others to enhance their operations in these areas; and
  - e. Creating community-wide events or awareness campaigns to increase positive father engagement, promote the importance of fathers in the lives of their Children, or drive additional community efforts to support fathers in their roles as nurturing Caregivers.
2. For more examples of community and systems-level efforts please refer to:
  - a. CFRP brief: Transforming Communities for Fathers Through Evidence- Based Systems-Level Change (see [https://fatherhood.gov/research-and-resources/transforming-communities-fathers-through-evidence-based-systems-level-change?fulltext\\_resources=systems%20level&sort\\_by=created&items\\_per\\_page=10](https://fatherhood.gov/research-and-resources/transforming-communities-fathers-through-evidence-based-systems-level-change?fulltext_resources=systems%20level&sort_by=created&items_per_page=10));
  - b. NRFC brief: Leveraging Leadership and System Change Innovation for Fatherhood Program Sustainability (see <https://fatherhood.gov/research-and-resources/leveraging-leadership-and-system-change-innovation-fatherhood->

[program?f%5B0%5D=resource\\_topic%3A93&q=/research-and-resources/library-search%3Ff%5B0%5D%3Dresource\\_topic%3A93](#)); and

- c. FRPN brief: Pursuing Father Inclusion at the State Level Through FRPN Planning Grants (see [https://fatherhood.gov/research-and-resources/frpn-research-brief-pursuing-father-inclusion-state-level-through-frpn?f%5B0%5D=resource\\_topic%3A93&f%5B1%5D=resource\\_type%3A52&q=/research-and-resources/library-search%3Ff%5B0%5D%3Dresource\\_topic%3A93](https://fatherhood.gov/research-and-resources/frpn-research-brief-pursuing-father-inclusion-state-level-through-frpn?f%5B0%5D=resource_topic%3A93&f%5B1%5D=resource_type%3A52&q=/research-and-resources/library-search%3Ff%5B0%5D%3Dresource_topic%3A93)).

C. Universal Prevention and Community Awareness

Grantee must conduct Universal Prevention and Community Awareness (UPCA) activities and events within its SDA. These activities should be conducted at the general population level and align with community needs. 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. Proposed UPCA activities should be described in **Form G, Project Work Plan**. Grantees must document UPCA activities under the events section in PEIRS (see **Section 2.7.3 PEIRS Data Reporting**).

D. Collaborating with Other PEI Grantees within Service Delivery Area

1. Applicant must outline initial plan for working with other PEI Grantees within the SDA in **Form G, Project Work Plan**. To learn more about current PEI Grantees in Applicant’s community visit the following URL: [https://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/About\\_Prevention\\_and\\_Early\\_Intervention/programs.asp](https://www.dfps.state.tx.us/Prevention_and_Early_Intervention/About_Prevention_and_Early_Intervention/programs.asp).
2. Grantee must work with PEI Grantees within the SDA and develop formal partnerships within 60 Calendar Days of the Grant Agreement execution. One example is a non-binding Memorandum Of Understanding (MOU). See this resource published by the Administration for Children and Families: [https://www.acf.hhs.gov/sites/default/files/documents/fysb/mou\\_508.pdf](https://www.acf.hhs.gov/sites/default/files/documents/fysb/mou_508.pdf).

E. Performance Reporting for Cross-System Efforts

Grantee is required to complete, track, and report cross-system efforts. **Table 1: Reporting Cross-systems Efforts**, 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 (see <b>Section 2.7.3 PEIRS Data Reporting</b> )

Coalition and community-level actions	Reported in quarterly report (see <b>Section 2.7.1 Quarterly Reports</b> )
Joint efforts undertaken through new and ongoing relationships, including agreements established to coordinate resources and activities	Reported in quarterly report (see <b>Section 2.7.1 Quarterly Reports</b> )

#### 2.6.14 Transition Plan

At the end of the Project Period, including at the conclusion of all extensions under a Grant Agreement, or upon termination or cancellation of a Grant Agreement, the Grantee will work in coordination with HHSC to transition programming, data, and Participant Case Records to a new Grantee, if applicable.

### 2.7 REQUIRED REPORTS

The System Agency will monitor Grantee’s performance, including, but not limited to, through review of financial and programmatic reports and Performance Measures, under any Grant Agreement awarded as a result of this RFA. Each Grantee awarded a Grant Agreement as a result of this RFA must submit the following reports by the noted due dates:

#### 2.7.1 Quarterly Reports

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

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

#### 2.7.2 Invoices/Requests for Reimbursement – Monthly

A. PEI 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.
- 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. Records must include the following:
  - 1. Signed State of Texas Purchase Vouchers;
  - 2. Expenditure Reports, monthly mileage log, monthly Participant activity log, incentives log; and
  - 3. Any other supporting documentation required by HHSC.

### **2.7.3 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.
- 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 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>.

#### **2.7.4 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.

### **2.8 PERFORMANCE MEASURES AND MONITORING**

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

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

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

- A. PEI requires Outputs and Outcomes for each Grant Agreement awarded as a result of this RFA.
- B. Grantee reports on Outputs and Outcomes in the quarterly report detailed in **Section 2.7, Required Reports**.

- C. Performance Measures incorporated into all Fatherhood EFFECT grants include, but are not limited to, those included in **Table 2: Grantee Target Outputs and Outcomes**, below:

<b>Table 2 Grantee Target Outputs and Outcomes</b>	
<b>Outputs/Outcomes Defined</b>	<b>Target Output/Outcome (or %)</b>
<b>Output 1:</b> Expected number of Families served annually.	Applicant will propose the number of Families served annually. *
<b>Output 2:</b> Expected number of Families served monthly.	Applicant will propose the number of Families served monthly. *
<b>Output 3:</b> Primary Caregivers that will complete both pre-service and post-service Protective Factors Survey.	Sixty percent (60%).
<b>Output 4:</b> Primary Caregivers that will complete the PEI Program Experience Survey at discharge.	Fifty percent (50%).
<b>Outcome 1:</b> Index Children or Index Youth that will remain Safe while receiving programming.	One hundred percent (100%).
<b>Outcome 2:</b> 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%).
<b>Outcome 3:</b> 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%).

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

- D. Applicant will propose the following target Outputs and Outcomes listed above in **Table 2, Grantee Target Outputs and Outcomes**, at the time of Application submission, in **Form G, Project Work Plan**:
1. Total number of Families served annually; and
  2. Target number of Families served monthly.

- E. PEI will negotiate these target Outputs and Outcomes with Applicant prior to award of a Grant Agreement based on available funds and PEI requirements.
- F. Grantee will report to PEI on required Outputs and Outcomes through PEIRS, along with any additional reports that may be developed, implemented, and maintained by PEI 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 listed in **Table 2, Grantee Target Outputs and Outcomes**, PEI will track the Grantee's progress toward:
  - 1. Index Children and Index Youth remaining Safe 12 months after enrollment discharge; and
  - 2. Index Children and Index Youth remaining Safe three (3) years after enrollment discharge.

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

## **2.9 FINANCIAL MANAGEMENT SYSTEM**

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. The Grantee must complete and submit **Form C, Financial Management and Administrative Questionnaire**, and must have a financial management system. Grantee's accounting and internal control systems must meet the following requirements:

- A. The systems must be appropriate to the size of the organization.
- B. The accounting system must consist of source documents, a chart of accounts, journals, ledgers, and routine financial reports.
- C. The accounting system must be capable of producing Expenditure Reports, cost center analyses, budget formats, and automated reports as required by, and without additional support from, HHSC.
- D. The systems must include records that adequately identify the source and application of funds for federally funded activities. These records must contain information on

- Federal awards, authorizations, financial obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- E. The systems must demonstrate Grantee's effective control over, and accountability for, all funds, property, and other assets. The systems must ensure all funds and assets are adequately safeguarded and are solely used for authorized purposes.
  - F. The internal controls system must safeguard the Grantee's assets, produce accurate accounting data, promote efficient operations, and ensure adherence to prescribed accounting policies and procedures.
  - G. Effective internal control must involve a division of responsibility among different employees for a sequence of related functions, clear establishment of each employee's responsibilities and duties, and use of standards such as procurement policies, proofs, checks, and other security measures.
  - H. Meet the minimum standards for financial management systems under 7 CFR § 277.6, Standards for Financial Management Systems, and under 2 CFR § 200.302, Financial Management.
  - I. Grantee must use the accrual basis accounting method for all financial Deliverables. This includes, but is not limited to, Invoices or any other financial documents or reports as requested by HHSC. This requirement does not constitute a change to the agency's financial management system. Refer to 45 CFR § 75.302, Financial Management and Standards for Financial Management Systems.

## **2.10 FINAL BILLING SUBMISSION**

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 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.

## **2.11 DATA USE AGREEMENT**

By submitting an Application in response to this RFA, Applicant agrees to be bound by the terms of **Exhibit F, HHS Data Use Agreement, v.8.5,** or **Exhibit F-1, Governmental Entity HHS Data Use Agreement, v.8.5,** including but not limited to the terms and conditions regarding **Exhibit F-2, Texas HHS System – Data Use Agreement – Attachment 2, Security and Privacy Inquiry (SPI),** attached to this RFA.



## **2.12 LIMITATIONS ON GRANTS TO UNITS OF LOCAL GOVERNMENT**

Pursuant to the General Appropriations Act of the 88<sup>th</sup> Legislature, Article IX, Section 4.04, funds appropriated by the General Appropriates Act, in the form of a Grant with a “unit of local government,” will be subject to limitations and reporting requirements similar to those provided by the following:

- A. Parts 2, 3, and 5 of Article IX of the General Appropriations Act of the 88<sup>th</sup> Legislature (except there is no requirement for increased salaries for local government employees);
- B. Texas Government Code §§ 556.004, 556.005, and 556.006; and
- C. Texas Government Code §§ 2113.012 and 2113.101.

As defined in General Appropriations Action, Article IX, Section 4.04(b), and for the purpose of this **Section 2.12, Limitation on Grants to Units of Local Government**, “unit of local government” means the following: (1) a council of governments, a regional planning commission, or a similar regional planning agency created under Local Government Code, Chapter 391; (2) a local workforce development board; or (3) a community center as defined by Health and Safety Code, § 534.001(b).

## **ARTICLE III. APPLICANT ELIGIBILITY REQUIREMENTS**

### **3.1 LEGAL AUTHORITY TO APPLY**

By submitting an Application in response to this RFA, Applicant certifies that it has legal authority to apply for the Grant Agreement that is the subject of this RFA and is eligible to receive awards. Further, Applicant certifies it will continue to maintain any required legal authority and eligibility throughout the entire duration of the grant term, if awarded. All requirements apply with equal force to Applicant and, if the recipient of an award, Grantee and its Subgrantees or Subcontractors, if any.

Each Applicant may only submit one Grant Application per SDA.

### **3.2 APPLICATION SCREENING REQUIREMENTS**

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**.

### **3.3 GRANT AWARD ELIGIBILITY**

By submitting an Application in response to this RFA, Applicant certifies that:

- A. Applicant and all of its identified subsidiaries intending to participate in the Grant Agreement are eligible to perform grant-funded activities, if awarded, and are not subject to suspension, debarment, or a similar ineligibility determined by any State or federal entity;
- B. Applicant is in good standing under the laws of Texas and has provided HHS with any requested or required supporting documentation in connection with this certification;
- C. Applicant shall remain in good standing and eligible to conduct its business in Texas and shall comply with all applicable requirements of the Texas Secretary of State and the Texas Comptroller of Public Accounts;
- D. Applicant is currently in good standing with all licensing, permitting, or regulatory bodies that regulate any or all aspects of Applicant's operations; and
- E. Applicant is not delinquent in taxes owed to any taxing authority of the State of Texas as of the date Applicant submitted its Application.

### **3.4 GRANTS FOR POLITICAL POLLING PROHIBITED**

Pursuant to the General Appropriations Act, Article IX, Section 4.03, none of the funds appropriated by the General Appropriations Act may be granted to or expended by any entity which performs political polling. This prohibition does not apply to a poll conducted by an academic institution as part of the institution's academic mission that is not conducted for the benefit of a particular candidate or party. By submitting a response to this RFA, Applicant certifies that it is not ineligible for a Grant Agreement pursuant to this prohibition.

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## **ARTICLE IV. PROJECT PERIOD AND GRANT TERM**

### **4.1 PROJECT PERIOD**

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

There will be no optional renewal periods under any Grant Agreement that results from this RFA. Notwithstanding the limitation in the preceding sentence and with at least 30 Calendar Days' advance written notice to Grantee, 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.

### **4.2 PROJECT CLOSEOUT**

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.

## **ARTICLE V. GRANT FUNDING AND REIMBURSEMENT INFORMATION**

### **5.1 GRANT FUNDING SOURCE AND AVAILABLE FUNDING**

The total amount of Federal funding available for the Fatherhood EFFECT Program is up to **\$12,500,000.00** for the entire Project Period. It is the System Agency's intention to make multiple awards to Applicants that successfully demonstrate the ability to increase availability and accessibility of services and resources to fathers and father figures in the State of Texas.

HHSC estimates the total amount of funding for the Fatherhood EFFECT Program is \$2,000,000.00 per State Fiscal Year. Annual awards per individual grant typically range between \$200,000.00 and \$350,000.00. HHSC estimates the value of the RFA based on

the stated annual amount multiplied by five (5) years, plus an additional twenty five percent (25%) to allow for increases in funding during the Project Period.

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.

Reimbursement will only be made for actual, allowable, and allocable expenses that occur within the Project Period. No spending or costs incurred prior to the Effective Date of the award will be eligible for reimbursement.

HHSC reserves the right to fund this RFA with other sources during the life cycle of the Grant. HHSC considers the Grantee a subrecipient.

HHSC reserves the right to increase, decrease, or cancel funding for Grantees at any time during the Project Period. Any change in the number of awards or funding amounts is at HHSC's sole discretion.

## **5.2 NO GUARANTEE OF REIMBURSEMENT AMOUNTS**

There is no guarantee of total reimbursements to be paid to any Grantee under any Grant Agreement, if any, resulting from this RFA. Grantees should not expect to receive additional or continued funding under future RFA opportunities and should maintain sustainability plans in case of discontinued grant funding. Any additional funding or future funding may require submission of a new Application through a subsequent RFA.

Receipt of an Application in response to this RFA does not constitute an obligation or expectation of any award of a Grant Agreement or funding of a grant award at any level under this RFA.

## **5.3 GRANT FUNDING PROHIBITIONS**

Grant funds may not be used to support the following services, activities, and costs:

- A. Any use of grant funds to replace (supplant) funds that have been budgeted for the same purpose through non-grant sources;
- B. Inherently religious activities such as prayer, worship, religious instruction, or proselytization;

- C. Lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy (cf. 18 U.S.C. § 1913), whether conducted directly or indirectly;
- D. Any portion of the salary of, or any other compensation for, an elected or appointed government official;
- E. Vehicles for general Grantee use; to be allowable, vehicles must have a specific use related to Project objectives or activities;
- F. Entertainment, amusement, or social activities and any associated costs including but not limited to admission fees or tickets to any amusement park, recreational activity, or sporting event, unless such costs are incurred for components of a program approved by the System Agency and are directly related to the Fatherhood EFFECT Program's purpose;
- G. Costs of promotional items, and memorabilia, including models, gifts, and souvenirs, unless such costs are incurred for components of the Fatherhood EFFECT Program, preapproved by HHSC, and directly related to the program's purpose;
- H. Food, meals, beverages, or other refreshments, except for eligible per diem associated with grant-related travel, where pre-approved for working events, or where such costs are incurred for components of a program approved by the System Agency and are directly related to the program's purpose;
- I. Membership dues for individuals in any civic or community organization, except when preapproved by HHSC, required for program implementation, and in accordance with 2 CFR § 200.454;
- J. Any expense or service that is readily available at no cost to the Grant Project;
- K. Any activities related to fundraising;
- L. Any allocation of grant funds to individuals that do not meet the requirements outlined in **Section 2.3, Eligible Population**;
- M. Equipment and other capital expenditures such as (1) general purpose Equipment, buildings, and land, or (2) improvements to land, buildings, or Equipment which materially increase their value or useful life, or (3) other items that are unallowable pursuant to 2 CFR § 200.439, unless such costs are incurred for components of a program approved by the System Agency;
- N. Any other prohibition imposed by federal, State, or local law; and
- O. Other unallowable costs as listed under TxGMS, Appendix 7, Selected Items of Cost Supplement Chart and/or 2 CFR Part 200, Subpart E – Cost Principles, General Provisions for Selected Items of Cost, where applicable.

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## 5.4 COST SHARING OR MATCHING REQUIREMENTS

Although HHSC does not require Match funding for this Grant, requests for funding may not be fully funded to ensure that funds are available for the broadest possible array of communities and programs. HHSC encourages Applicants to outline Match in **Exhibit G, Requested Budget Template**.

Applicant may provide matching funds through local philanthropic, private, city or county funds, or through pooled funds from partner organizations committed specifically to the Fatherhood EFFECT Program. Applicant may not use State or federal funds as Match. Applicant should calculate value of donated materials, professional services, and volunteer time in accordance with TxGMS (see <https://comptroller.texas.gov/purchasing/grant-management/>).

Match must be treated consistently with grant funds and used only for allowable and allocable purposes.

All cost sharing or matching funds and contributions must meet all the following criteria:

- A. Are verifiable from the Grantee's records;
- B. Are not included as contributions for any other State or federal award;
- C. Are necessary and reasonable for accomplishment of Grant Project objectives;
- D. Are allowable under the Grant Agreement;
- E. Are not paid by the State or federal government; and
- F. Are provided for in the approved Grant Project Budget.

**Donations:** The value of donated services may be used to meet cost sharing or matching requirements. If a third party donates supplies, the contribution will be valued at the market value of the supplies at the time of donation. If a third party donates the use of Equipment or space in a building, but retains title, the contribution will be valued at the fair rental rate of the Equipment or space. If a third party donates Equipment, building, or land, and title passes to Grantee, the treatment of the donated property will be determined based on TxGMS, Cost Sharing or Matching Section.

Refer to 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and TxGMS, issued by the Texas Comptroller of Public Accounts, for additional Match information and requirements.

## 5.5 PAYMENT METHOD

Grant Agreement(s) awarded under this RFA will be funded on a cost reimbursement basis for reasonable, allowable, and allocable Grant Project costs. Under the cost reimbursement payment method, Grantee is required to finance operations and will only be reimbursed for actual, allowable, and allocable costs incurred on a monthly basis and supported by adequate documentation. No additional payments will be rendered unless an advanced payment is approved.

Refer to 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and TxGMS, issued by the Texas Comptroller of Public Accounts, for advance payment information and requirements.

## **ARTICLE VI. APPLICATION EXHIBITS AND FORMS FOR SUBMISSION**

This Article of the RFA serves to describe many of the required forms and exhibits related to Applicant's submission of its Application. **Note:** Applicant must refer to **Article XIII, Submission Checklist**, for the complete checklist of documents that must be submitted with an Application under this RFA.

### 6.1 NARRATIVE PROPOSAL

Using the specific Forms and Attachments listed below, Applicant shall provide an executive summary, a program narrative, and a Project Work Plan that describes its proposed activities, processes, and methodologies to satisfy all objectives described in **Article II, Scope of Grant Project**, including:

- A. **Form E, Executive Summary**
- B. **Form F, Program Narrative**
  - 1. **Attachment F-1, Letters of Support** (optional)
- C. **Form G, Project Work Plan**
  - 1. **Attachment G-1, Texas Map SDA** (*Applicant provides*)
  - 2. **Attachment G-2, Logic Model** (*Applicant provides*)
  - 3. **Attachment G-3, CSNA** (optional) (*Applicant provides*)
  - 4. **Attachment G-4, Entity Organization Chart** (*Applicant provides*)

5. **Attachment G-5, Fatherhood EFFECT Program Chart** (*Applicant provides*)
6. **Attachment G-6, Subawardee Organization Chart** (if applicable) (*Applicant provides*)
7. **Attachment G-7, Subawardee Risk Assessment Tools** (if applicable) (*Applicant provides*)
8. **Attachment G-8, Subawardee Monitoring Tools** (if applicable) (*Applicant provides*)
9. **Form G-1, Program Model Review Tool** (template provided)

For the attachments listed above that state “(Applicant provides),” a template is not attached to this RFA nor being provided by HHSC. Applicant is responsible for labeling the requested information with the attachment title.

### **6.1.1 Executive Summary**

Applicant must use **Form E, Executive Summary**, to provide a high-level overview with a broad understanding of the Applicant’s approach to meeting the RFA’s requirements. The summary must demonstrate an understanding of the goals and objectives for this grant opportunity. The page limit is one (1) page.

### **6.1.2 Program Narrative**

Applicant must use **Form F, Program Narrative**, to describe its background and experience. The Program Narrative must not exceed 15 pages (excluding attachments). Applicant may attach letter(s) of support to **Form F, Program Narrative**, and label as **Attachment F-1, Letters of Support**.

### **6.1.3 Project Work Plan**

Applicant must use **Form G, Project Work Plan**, to identify all proposed tasks to be performed, including all Project activities, during the grant Project Period. Applicants must complete and submit all required attachments.

## **6.2 REQUESTED BUDGET**

Attached **Exhibit G, Requested Budget Template**, of this RFA is the template for submitting the Applicant’s requested Budget. Applicant must develop the requested Budget to support its Proposed Project and in alignment with the requirements described in this RFA.

Applicant must ensure that Project costs outlined in **Exhibit G, Requested Budget Template** are reasonable, allowable, allocable, and developed in accordance with applicable State and federal grant requirements. As defined under 2 CFR § 200.404,



Reasonable costs are those if, in nature and amount, do not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. A cost is allocable to a particular cost objective if the cost is chargeable or assignable to such cost objective in accordance with relative benefits received. See 2 CFR § 200.403, or TxGMS Cost Principles, Basic Considerations (pgs. 32-33), for additional information related to factors affecting allowability of costs.

Applicants must utilize the Budget template provided at **Exhibit G, Requested Budget Template**, and identify all Budget line items and matching costs. Budget categories must be separated into specific Budget line items that allow System Agency to determine if proposed costs are reasonable, allowable, and necessary for the successful performance of the Project. Applicants must enter all costs in the Budget tables and explain why the cost is necessary and how the cost was established. Matching funds must also be identified in the requested Budget.

If selected for a grant award under this RFA, only System Agency-approved Budget items in the requested Budget may be considered eligible for reimbursement.

**Submission of Exhibit G, Requested Budget Template, is mandatory. If Applicant fails to submit a requested Budget as set forth in this RFA with its Application, the Application will be disqualified.**

### 6.3 INDIRECT COSTS

Applicant must have an approved Indirect Cost Rate (ICR) or request the de minimis rate to recover Indirect Costs. Each Applicant is required to complete and submit **Form D, Texas Health and Human Services System Indirect Costs Rate (ICR) Questionnaire**, with required supporting documentation. The questionnaire initiates the acknowledgment or approval of an ICR for use with the System Agency cost-reimbursable Grant Agreements. Entities that do not submit **Form D, Texas Health and Human Services System Indirect Costs Rate (ICR) Questionnaire**, cannot recover Indirect Costs on any System Agency award or use unrecovered Indirect Costs as Match.

HHS typically accepts the following approved ICRs:

- A. Federally Approved Indirect Cost Rate Agreement; or
- B. State of Texas Approved Indirect Cost Rate.

The System Agency, at its discretion, may request additional information to support any approved ICR agreement.

If the Applicant does not have an approved ICR agreement, the Applicant may be eligible for the ten percent (10%) de minimis rate or may request to negotiate an ICR with HHS.

If Applicant requests to negotiate an ICR with HHS, an ICR Proposal Package will be provided by the HHS Federal Funds Indirect Cost Rate Group to the Successful Applicant. The ICR Proposal Package must be completed and returned to the HHS Federal Funds Indirect Cost Rate Group no later than three (3) months after Grant Agreement execution.

The HHS Federal Funds Indirect Cost Rate Group will contact applicable Grantees after Grant Agreement execution to initiate and complete the ICR process. Grantees should respond within 30 Business Days, or the request will be cancelled, and Indirect Costs may be disallowed.

Once HHS acknowledges an existing rate or approves an ICR, the Grantee will receive one (1) of the three (3) Indirect Cost approval letters: ICR Acknowledgement Letter; ICR Acknowledgement Letter – Ten Percent De Minimis; or the ICR Agreement Letter.

If an Indirect Cost Rate Letter is required but it is not issued at the time of Grant Agreement execution, the Grant Agreement will be amended to include the Indirect Cost Rate Letter after the ICR Letter is issued.

Approval or acceptance of an ICR will not result in an increase in the amount awarded or affect the agreed-upon service or performance levels throughout the life of the award.

## **6.4 ADMINISTRATIVE APPLICANT INFORMATION**

Using **Forms A, B, B-1, B-2, and C**, attached to this RFA, Applicant must provide satisfactory evidence of its ability as an organization to manage and coordinate the types of activities described in this RFA.

### **A. Litigation and Contract History**

Applicant must include in its Application a complete disclosure of any alleged or significant contractual or grant failures.

In addition, Applicant must disclose any civil or criminal litigation or investigation pending over the last five (5) years that involves Applicant or in which Applicant has been judged guilty or liable. Failure to comply with the terms of this provision may disqualify Applicant (see also **Exhibit A, HHS Solicitation Affirmations, v.2.4, .**).

Applicant certifies it does not have any existing claims against, or unresolved audit exceptions with, the State of Texas or any agency of the State of Texas.

Applicant's Application may be rejected based upon Applicant's prior history with the State of Texas or with any other party that demonstrates, without limitation, unsatisfactory performance, adversarial or contentious demeanor, or significant failure(s) to meet contractual or grant obligations.

**B. Financial Management and Administrative Questionnaire**

By accepting a grant award from HHSC, the Applicant organization accepts responsibility for complying with the management and administration of programmatic, financial, and reporting requirements of the grant award. All HHSC Grantees are required to have a financial management system in place that meets federal and state standards for expending and accounting for the funds received under the grant award. Under **Form C, Financial Management and Administrative Questionnaire**, HHSC seeks further information from Applicant as to its ability to address these programmatic, financial, and reporting requirements and meet the financial management system standards. Applicant must complete **Form C, Financial Management and Administrative Questionnaire**, and submit with its Application.

**ARTICLE VII. RFA ADMINISTRATIVE INFORMATION AND INQUIRIES**

**7.1 SCHEDULE OF EVENTS**

<b>EVENT</b>	<b>DATE/TIME</b>
Funding Announcement Posting Date Posted to HHS Grants RFA and Texas eGrants websites	January 11, 2024
Applicant Conference Attendance is Optional	January 22, 2024, at 10:00 a.m. Central Time

Deadline for Submitting Questions or Requests for Clarification	January 24, 2024, by 2:00 p.m. Central Time
Tentative Date Answers to Questions or Requests for Clarification Posted	February 7, 2024
<b>Deadline for Submission of Applications</b>  <b>NOTE: Applications must be <u>RECEIVED</u> by HHSC by this deadline if not changed by subsequent Addenda to be considered eligible.</b>	March 4, 2024, by 10:30 a.m. Central Time
Anticipated Notice of Award	August 1, 2024
Anticipated Project Start Date	September 1, 2024

**Applicant must ensure its Application is received by HHSC in accordance with the Deadline for Submission of Applications (date and time) indicated in this Schedule of Events or as changed by subsequent Addenda posted to the HHS Grants RFA website at the following URL: <https://resources.hhs.texas.gov/rfa/>.**

**All dates are tentative and HHSC reserves the right to change these dates at any time. At the sole discretion of HHSC, events listed in the Schedule of Events are subject to scheduling changes and cancellation. Scheduling changes or cancellation determinations made prior to the Deadline for Submission of Applications will be published by posting an Addendum to the HHS Grants RFA website. After the Deadline for Submission of Applications, if there are delays that significantly impact the anticipated award date, HHSC, at its sole discretion, may post updates regarding the anticipated award date to the Procurement Forecast (see <https://apps.hhs.texas.gov/procurement-calendar/procurement-forecast.pdf>) on the HHS Procurement Opportunities website at the following URL: <https://www.hhs.texas.gov/business/contracting-hhs/procurement-opportunities>. Each Applicant is responsible for checking the HHS Grants RFA website and Procurement Forecast for updates.**

## 7.2 SOLE POINT OF CONTACT

All requests, questions, or other communication about this RFA shall be made in writing, via email, **only** to Sole Point of Contact:

**Name:** Amy Pearson  
**Title:** Grant Specialist, HHSC Procurement and Contracting Services  
**Address:** Procurement and Contracting Services Building,  
1100 W 49th St. MC: 2020  
Austin, TX 78756  
**Telephone:** (512) 406-2638  
**Email:** [amy.pearson@hhs.texas.gov](mailto:amy.pearson@hhs.texas.gov)

**Applicant shall not use this e-mail address for submission of an Application. Applicant shall follow the instructions for submission as outlined in Article VIII, Application Organization and Submission Requirements.**

**Prohibited Communications:** Applicants and their representatives shall not contact other HHS personnel regarding this RFA.

However, if expressly directed in writing by the Sole Point of Contact, Applicant may communicate with another designated HHS representative, e.g., during grant negotiations as part of the normal grant review process, if any.

The restriction of only communicating in writing, via email, with the Sole Point of Contact identified herein does not preclude discussions between Applicant and HHSC personnel for the purposes of conducting business unrelated to this RFA.

Failure of an Applicant or its representatives to comply with these requirements may result in disqualification of the Application.

## 7.3 RFA QUESTIONS AND REQUESTS FOR CLARIFICATION

Written questions and requests for clarification of this RFA are permitted if submitted by email to the Sole Point of Contact by the Deadline for Submitting Questions or Requests for Clarification established in **Section 7.1, Schedule of Events**, or as may be amended in Addenda, if any, posted to the HHS Grants RFA website.

Applicants' names will be removed from questions in any responses released. All questions and requests for clarification must include the following information:

- A. RFA number;
- B. Section or paragraph number from this Solicitation;
- C. Page number of this Solicitation;
- D. Exhibit or other attachment and section or paragraph number from the exhibit or other attachment;
- E. Page number of the exhibit or other attachment;
- F. Language, topic, section heading in question; and
- G. Question for HHSC.

Submissions that do not include the preceding information may not be accepted.

The following contact information must be included in the e-mail submitted with questions or requests for clarification:

- A. Organization name;
- B. Name of organization representative submitting question or request for clarification;
- C. Organization representative's phone number; and
- D. Organization representative's e-mail address.

**Questions or other written requests for clarification must be received by the Sole Point of Contact by the Deadline for Submitting Questions or Requests for Clarification set forth in Section 7.1, Schedule of Events, or as may be amended in Addenda, if any, posted to the HHS Grants RFA website.**

**HHSC may review and, at its sole discretion, may respond to questions or other written requests received after the Deadline for Submitting Questions or Requests for Clarification.**

#### **7.4 AMBIGUITY, CONFLICT, DISCREPANCY, CLARIFICATIONS**

Applicants must notify the Sole Point of Contact of any ambiguity, conflict, discrepancy, exclusionary specification, omission, or other error in the RFA in the manner and by the Deadline for Submitting Questions or Requests for Clarification identified in **Section 7.1, Schedule of Events**.

If Applicant fails to properly and timely notify the Sole Point of Contact of any ambiguity, conflict, discrepancy, exclusionary specification, omission, or other error in the RFA, Applicant, whether awarded a Grant Agreement or not:

- A. Waives any claim of error or ambiguity in the RFA and any resulting Grant Agreement;
- B. Shall not contest the interpretation by the HHSC or, as applicable, DFPS of such provision(s); and
- C. Shall not be entitled to additional reimbursement, relief, or time by reason of any ambiguity, conflict, discrepancy, exclusionary specification, omission, or other error or its later correction.

## **7.5 RESPONSES TO QUESTIONS OR REQUEST FOR CLARIFICATIONS**

Responses to questions or other written requests for clarification will be consolidated and HHSC will post responses in one or more Addenda on the HHS Grants RFA website at the following URL: <https://resources.hhs.texas.gov/rfa/>. Responses will not be provided individually to requestors.

HHSC or, as applicable, DFPS reserves the right to amend answers previously posted at any time prior to the Deadline for Submission of Applications identified in **Section 7.1, Schedule of Events**. Amended answers will be posted on the HHS Grants RFA website in a separate, new Addendum or Addenda. It is Applicant's responsibility to check the HHS Grants RFA website or contact the Sole Point of Contact for a copy of the Addendum with the amended answers.

## **7.6 CHANGES, AMENDMENT OR MODIFICATION TO RFA**

HHSC or, as applicable, DFPS reserves the right to change, amend, modify, or cancel this RFA. All changes, Amendments and modifications or cancellation will be posted by Addendum on the HHS Grants RFA website.

It is the responsibility of each Applicant to periodically check the HHS Grants RFA website for any additional information regarding this RFA. Failure to check the posting website will in no way release any Applicant or awarded Grantee from the requirements of posted Addenda or additional information. No HHS agency will be responsible or liable in any regard for the failure of any individual or entity to receive notification of any posting to the websites or for the failure of any Applicant or awarded Grantee to stay informed of all postings to these websites. If the Applicant fails to monitor these websites for any changes or modifications to this RFA, such failure will not relieve the Applicant of its obligation to fulfill the requirements as posted.

## **7.7 EXCEPTIONS**

Applicant is highly encouraged, in lieu of including exceptions in its Application, to address all issues that might be advanced by way of exception or assumptions by

submitting questions or requests for clarification pursuant to **Section 7.3, RFA Questions and Requests for Clarification.**

Any exception included in an Application may result in Applicant not being awarded a Grant Agreement. If an Applicant includes exceptions in its Application, Applicant is required to use the form included at **Exhibit J, Exceptions Form**, to this RFA and provide all information requested on the form. Any exception that does not provide all required information in the format set forth in **Exhibit J, Exceptions Form**, may be rejected without consideration.

No exception, nor any other term, condition, or provision in an Application that differs, varies from, or contradicts this RFA, will be considered to be part of any Grant Agreement resulting from this RFA unless expressly made a part of the Grant Agreement in writing by the System Agency.

## **7.8 APPLICANT CONFERENCE**

HHSC and DFPS will conduct an Applicant Conference via Webinar on the date and time set out in **Section 7.1, Schedule of Events**, to review the key elements of this RFA. Attendance is not required; however, it is strongly encouraged.

People with disabilities who wish to attend the meeting and require auxiliary aids or services should contact the Sole Point of Contact identified in **Section 7.2, Sole Point of Contact**, at least 72 hours before the Applicant Conference in order to have reasonable accommodations made by HHSC.

The Applicant Conference will be held by webinar. Attendees are required to register if attending by webinar. Each attendee must provide his/her name, attendee's company name, and attendee's email address.

### **WEBINAR INFORMATION:**

The conference will be held through GoToWebinar, which may be accessed at:

<https://attendee.gotowebinar.com/register/5126728485203317082>

### **Webinar Instructions:**

- A. Enter Webinar ID: 474-075-266
- B. Enter Attendee's business email
- C. To register, the participants must have the following information ready:
  1. First and last name of each attendee/registrant;



2. E-mail address for the attendee/registrant;
3. Applicant's legal name; and
4. Job title of attendee/registrant.

## **ARTICLE VIII. APPLICATION ORGANIZATION AND SUBMISSION REQUIREMENTS**

### **8.1 APPLICATION RECEIPT**

Applications must be received by HHSC by the Deadline for Submission of Applications specified in **Section 7.1, Schedule of Events**, or subsequent Addenda. HHSC will date and time stamp all Applications upon receipt. Applications received after the Deadline for Submission of Applications may be ruled ineligible. Applicant should allow for adequate time for submission before the posted Deadline for Submission of Applications.

No HHS agency will be held responsible for any Application that is mishandled prior to receipt by HHSC. It is the Applicant's responsibility to ensure its Application is received by HHSC before the Deadline for Submission of Applications. No HHS agency will be responsible for any technical issues that result in late delivery, non-receipt of an Application, inappropriately identified documents, or other submission issue that may lead to disqualification.

**Note: All Applications become the property of HHSC after submission and receipt and will not be returned to Applicant.**

Applicant understands and acknowledges that issuance of this RFA or retention of its Application received in response to this RFA in no way constitutes a commitment to award Grant Agreement(s) as a result of this RFA.

### **8.2 APPLICATION SUBMISSION**

By submitting an Application in response to this Solicitation, Applicant represents and warrants that the individual submitting the Application and any related documents on behalf of the Applicant is authorized to do so and to bind the Applicant under any Grant Agreement that may result from the submission of an Application.

### 8.3 REQUIRED SUBMISSION METHOD

- A. Applicant must submit its completed Application by the Deadline for Submission of Applications provided in the **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.
- B. **Submission Option No. 1, HHS Online Bid Room:** Applicant shall upload the following documents to the Online Bid Room utilizing the procedures in **Exhibit H, HHS Online Bid Room**. Note, there is a file size limitation of 250MB per file attachment.
1. One (1) copy marked as “Original Application” that contains the Applicant’s entire Application in a Portable Document Format (“.pdf”) file.
  2. One (1) copy of the completed **Exhibit G, Requested Budget Template**, in its original Excel format.
  3. One (1) copy of the complete Application marked as “Public Information Act Copy,” if applicable, in accordance with **Section 12.1, Texas Public Information Act-Application Disclosure Requirements**, in a Portable Document Format (“.pdf”) file.
- C. **Submission Option No. 2, Sealed Package with USB Drives:** Applicant shall submit each of the following on separate USB drives:
1. One (1) USB drive with the complete Application file marked as “Original Application” in a Portable Document Format (“.pdf”) file. Include the USB in a separate envelope within the sealed package and mark the USB and envelope with “Original Application.” USB drive must include the completed **Exhibit G, Requested Budget Template**, in its original Excel format.
  2. One (1) USB drive with a copy of the complete Application file marked as “Public Information Act Copy,” if applicable and in accordance with **Section 12.1, Texas Public Information Act-Application Disclosure Requirements**. The copy must be in a Portable Document Format (“.pdf”) file. Include the USB in a separate envelope within the sealed package and mark the USB and envelope with “Public Information Act Copy” or “PIA Copy.”

Applicant must deliver Applications submitted via USB by one of the following methods: (1) overnight, express, or priority United States mail; or (2) hand delivery. The addresses for both methods are stated in the table below.

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

Applications submitted via USB by mail or hand delivery must be placed in a sealed package. The sealed package that contains the USB drives must be clearly labeled on the outside as follows:

<b>RFA No:</b>	HHS0013917
<b>RFA TITLE</b>	Fatherhood EFFECT
<b>DEADLINE FOR SUBMISSION OF APPLICATIONS</b>	March 4, 2024, by 10:30 a.m. Central Time
<b>SOLE POINT OF CONTACT'S NAME:</b>	Amy Pearson
<b>APPLICANT'S NAME:</b>	Applicant's legal name

Applicants are solely responsible for ensuring the USB drives are submitted in sealed packaging that is sufficient to prevent damage to contents and delivered by overnight or express mail, or hand delivery to the addresses above. No HHS agency will be responsible or liable for any damage.

#### **8.4 COSTS INCURRED FOR APPLICATION**

All costs and expenses incurred in preparing and submitting an Application in response to this RFA, and participating in the RFA selection process, are entirely the responsibility of the Applicant.

#### **8.5 APPLICATION COMPOSITION**

All Applications must:

- A. Be Responsive to all RFA requirements;
- B. Be clearly legible;

- C. Be presented using font type Verdana, Arial, or Times New Roman, font size 12 pt., with one (1) inch margins and 1.5 line spacing; the sole 12-point font size exception is no less than size 10 pt. for tables, graphs, and appendices;
- D. Include page numbering for each section of the Application; and
- E. Include signature of Applicant’s authorized representative on all exhibits and forms requiring a signature. Copies of the Application documents should be made after signature.

## 8.6 APPLICATION ORGANIZATION

The complete Application file must:

- A. Be organized in the order outlined in **Article XIII, Submission Checklist**, and include all required sections (e.g., “Administrative Information,” “Narrative Proposal,” and “Exhibits to be Submitted with Application”).
  - 1. **Exhibit G, Requested Budget Template**, is to be submitted in its original Excel format.
  - 2. Each Application section must have a cover page with the Applicant’s legal name, RFA number, and Name of Grant identified.
- B. Include all required documentation, exhibits, and forms completed and signed, as applicable. Copies of forms are acceptable, but all copies must be identical to the original. All exhibits must be submitted and obtained directly from the posted RFA package, as previous versions and copies are not allowed.

## 8.7 APPLICATION WITHDRAWALS OR MODIFICATIONS

Prior to the Deadline for Submission of Applications identified at **Section 7.1, Schedule of Events**, or subsequent Addenda, an Applicant may:

- A. Withdraw its Application by submitting a written request to the Sole Point of Contact;  
or
- B. Modify its Application by submitting an entirely new submission, complete in all respects, using one of the approved methods of submission set forth in this RFA. The modification must be received by HHSC by the Deadline for Submission of Applications set forth in **Section 7.1, Schedule of Events**, or subsequent Addenda.

No withdrawal or modification request received after the Deadline for Submission of Applications, as identified at **Section 7.1, Schedule of Events**, or subsequent Addenda, will be considered.

Additionally, in the event that Applicant submits multiple Applications, the most timely received and/or modified Application will replace the Applicant's original Application, and all prior submitted Applications, in their entirety and none of the prior submitted Applications will be considered, unless any of the prior submitted Applications propose to serve different SDAs. HHSC will review all of Applicant's Applications to confirm the following: (1) if the Applicant is proposing to serve unique SDAs under each Application and (2) which, if any, of the prior submissions will not be replaced by subsequently submitted Applications based on the SDAs that Applicant proposes to serve.

## **ARTICLE IX. APPLICATION SCREENING AND EVALUATION**

### **9.1 OVERVIEW**

A three-step selection process will be used:

- A. Application screening to determine whether the Applicant meets the minimum requirements of this RFA;
- B. Evaluation based upon specific criteria; and
- C. Final selection based upon State priorities and other relevant factors, as outlined in **Section 10.1, Final Selection**.

### **9.2 INITIAL COMPLIANCE SCREENING OF APPLICATIONS**

All Applications received by the Deadline for Submission of Applications as outlined in **Section 7.1, Schedule of Events**, or subsequent Addenda, will be screened by HHSC to determine which Applications meet all the minimum requirements of this RFA and are deemed Responsive and qualified for further consideration (see also **Section 3.2, Application Screening Requirements**).

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. HHSC reserves the right to waive minor informalities in an Application. A "minor informality" is an omission or error that, in the determination of HHSC if waived or modified, would not give an Applicant an

unfair advantage over other Applicants or result in a material change in the Application or RFA requirements. Note, any disqualifying factor set forth in this RFA does not constitute an informality (e.g., **Exhibit A, HHS Solicitation Affirmations, v.2.4**, or **Exhibit G, Requested Budget Template**).

HHSC, at its sole discretion, may give an Applicant the opportunity to submit missing information or make corrections at any point after receipt of Application. The missing information or corrections must be submitted to the Sole Point of Contact, via the e-mail address identified at **Section 7.2, Sole Point of Contact**, by the deadline set by HHSC. Failure to respond by the deadline may result in rejection of the Application and the Applicant not being considered for award.

### **9.3 QUESTIONS OR REQUESTS FOR CLARIFICATION FOR APPLICATIONS**

HHSC and DFPS reserve the right to ask questions or request clarification or revised documents for a submitted Application from any Applicant at any time prior to award. System Agency reserves the right to select qualified Applications received in response to this RFA without discussion of the Applications with Applicants.

### **9.4 EVALUATION CRITERIA**

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%).

### **9.5 PAST PERFORMANCE**

System Agency reserves the right to request additional information and conduct investigations as necessary to review any Application. By submitting an Application, the Applicant generally releases from liability and waives all claims against any party providing information about the Applicant at the request of System Agency.

System Agency may examine Applicant's past performance which may include, but is not limited to, information about Applicant provided by any governmental entity, whether an

agency or political subdivision of the State of Texas, another state, or the federal government.

System Agency, at its sole discretion, may also initiate investigations or examinations of Applicant performance based upon media reports. Any negative findings, as determined by System Agency in its sole discretion, may result in System Agency removing the Applicant from further consideration for award.

Past performance information regarding Applicant may include, but is not limited to:

- A. Notices of termination;
- B. Cure notices;
- C. Assessments of liquidated damages;
- D. Litigation;
- E. Audit reports; and
- F. Non-renewals of grants or contracts based on Applicant's unsatisfactory performance.

Applicant also may be rejected as a result of unsatisfactory past performance under any grant(s) or contract(s) as reflected in vendor performance reports, reference checks, or other sources. An Applicant's past performance may be considered in the initial screening process and prior to making an award determination.

Reasons for which an Applicant may be denied a Grant Agreement at any point after Application submission include, but are not limited to:

- A. If applicable, Applicant has an unfavorable report or grade on the CPA Vendor Performance Tracking System (VPTS). VPTS may be accessed at, <https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/>;
- B. Applicant is currently under a corrective action plan through HHSC, DFPS, or DSHS;
- C. Applicant has had repeated, negative vendor performance reports for the same reason;
- D. Applicant has a record of repeated non-responsiveness to vendor performance issues;
- E. Applicant has contracts or purchase orders that have been cancelled in the previous 12 months for non-performance or substandard performance; or
- F. Any other performance issue that demonstrates that awarding a Grant Agreement to Applicant would not be in the best interest of the State.

## 9.6 COMPLIANCE FOR PARTICIPATION IN STATE CONTRACTS

Prior to award of a Grant Agreement as a result of this RFA, and in addition to the initial screening of Applications, HHSC will conduct all required verification checks.

The information (e.g., legal name and, if applicable, assumed name (d/b/a), tax identification number, Unique Entity Identifier (“UEI,” a unique identifier created via SAM.gov, which replaces the previously used DUNS) provided by Applicant will be used to conduct these checks. At System Agency’s sole discretion, Applicants found to be barred, prohibited, or otherwise excluded from award of a Grant Agreement may be disqualified from further consideration under this Solicitation, pending satisfactory resolution of all compliance issues.

HHSC verification checks will include:

### A. State of Texas Debarment and Warrant Hold

Applicant must not be debarred from doing business with the State of Texas (see <https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/debarred-vendors.php>) or have an active warrant or payee hold placed by the Comptroller of Public Accounts (CPA).

### B. U.S. System of Award Management (SAM) Exclusions List

Applicant must not be excluded from contract participation at the federal level. This verification is conducted through SAM, the official website of the U.S. Government which may be accessed at the following URL: <https://sam.gov/content/home>.

### C. Divestment Statute Lists

Applicant must not be listed on the Divestment Statute Lists provided by CPA, which may be accessed at the following URL:

<https://comptroller.texas.gov/purchasing/publications/divestment.php>.

The Divestment Statute Lists include the following:

1. Companies that Boycott Israel;
2. Companies with Ties to Sudan;
3. Companies with Ties to Iran;
4. Designated Foreign Terrorist Organizations;
5. Scrutinized Companies with Ties to Foreign Terrorist Organizations;
6. Financial Companies that Boycott Energy Companies.



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#### **D. Texas HHSC Office of Inspector General**

Applicant must not be listed on the Texas HHSC Office of Inspector General Exclusions List for people or businesses excluded from participating as a Provider. Access to the Texas HHSC Office of Inspector General Exclusion Database is found at the following URL: <https://oig.hhsc.state.tx.us/oigportal2/Exclusions>.

#### **E. U.S. Department of Health and Human Services**

Applicant must not be listed on the U.S. Department of Health and Human Services Office of Inspector General's List of Excluded Individuals/Entities (LEIE) and excluded from participation as a Provider unless a valid waiver is currently in effect. Access to the Exclusions Database is found at the following URL: <https://exclusions.oig.hhs.gov/>.

Additionally, if a subrecipient under a federal award, Grantee shall comply with requirements regarding registration with the U.S. Government's System for Award Management (SAM). This requirement includes maintaining an active SAM registration and the accuracy of the information in SAM. Grantee shall review and update information at least annually after initial SAM registration and more frequently as required by 2 CFR Part 25.

For Grantees that may make procurements using grant funds awarded under a Grant Agreement, Grantee must check SAM Exclusions that contain the names of ineligible, debarred, and/or suspended parties. Grantee certifies, through acceptance of a Grant Agreement, that it will not conduct business with any entity that is an excluded entity under SAM.

HHSC reserves the right to conduct additional checks to determine eligibility to receive a Grant Agreement.

### **ARTICLE X. AWARD OF GRANT AGREEMENT PROCESS**

## 10.1 FINAL SELECTION

Following the initial screening for eligibility and Application completeness, and the initial evaluation against the criteria listed in **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.

## 10.2 NEGOTIATIONS

After selecting Applicants for potential award, the HHSC or DFPS may engage in negotiations with selected Applicants. As determined by HHSC or DFPS, the negotiation phase may involve direct contact between the selected Applicant and HHSC or DFPS representatives by virtual meeting, by phone and/or by email. Negotiations should not be interpreted as a preliminary intent to award funding unless explicitly stated in writing by HHSC or DFPS and is considered a step to finalize the Application to a state of approval and discuss proposed grant activities. During negotiations, selected Applicants may expect:

- A. An in-depth discussion of the submitted Application and requested Budget; and
- B. Requests from HHSC or DFPS for revised documents, clarification, or additional detail regarding the Applicant's submitted Application. These clarifications and additional details, as required, must be submitted in writing by Applicant as finalized during the negotiation.

## 10.3 DISCLOSURE OF INTERESTED PARTIES

Subject to certain specified exceptions, Section 2252.908 of the Texas Government Code, Disclosure of Interested Parties, applies to a Grant Agreement of a State Agency that has a value of \$1 million or more, requires an action or vote by the governing body of the entity

or agency before the Grant Agreement may be signed, or is for services that would require a person to register as a lobbyist under Chapter 305 of the Texas Government Code.

One of the requirements of Section 2252.908 of the Texas Government Code is that a business entity (defined as “any entity recognized by law through which business is conducted, including a sole proprietorship, partnership, or corporation”) must submit a disclosure of interested parties form prescribed by the Texas Ethics Commission (TEC). The form, referred to as Form 1295, Certificate of Interested Parties, must be submitted to the System Agency at the time the business entity submits the signed Grant Agreement.

Applicant represents and warrants that, if selected for award of a Grant Agreement as a result of this RFA, Applicant will submit to the System Agency a completed, certified and signed Form 1295, Certificate of Interested Parties, at the time the potential Grantee submits the signed Grant Agreement.

The Form 1295 involves an electronic process through the TEC. The online process for completing the Form 1295 may be found on the TEC public website at the following URL: [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm).

Additional instructions and information to be used to process the Form 1295 will be provided by the System Agency to the potential Grantee(s). Grantee may contact Sole Point of Contact or the designated HHSC contract manager for information needed to complete Form 1295.

If the potential Grantee does not submit a completed, certified, and signed TEC Form 1295 to the System Agency with the signed Grant Agreement, the System Agency is prohibited by law from executing a Grant Agreement, even if the potential Grantee is otherwise eligible for award. System Agency, in its sole discretion, may award the Grant Agreement to the next qualified Applicant, who will then be subject to this procedure.

#### **10.4 EXECUTION AND ANNOUNCEMENT OF GRANT AGREEMENT(S)**

The System Agency intends to award multiple Grant Agreements as a result of this RFA. However, not all Applicants who are deemed eligible to receive funds are assured of receiving a Grant Agreement.

At any time and at its sole discretion, System Agency reserves the right to cancel this RFA, make partial award, or decline to award any Grant Agreement(s) as a result of this RFA.

The final funding amount and the provisions of the grant will be determined at the sole discretion of System Agency.

HHSC may announce tentative funding awards through an “Intent to Award Letter” once the HHSC Program Deputy Executive Commissioner and relevant HHSC approval authorities have given approval to initiate and/or execute grants. Receipt of an “Intent to Award Letter” does not authorize the Grantee to incur expenditures or begin Project activities, nor does it guarantee current or future funding.

Upon execution of a Grant Agreement(s) as a result of this RFA, HHSC will post a notification of all grants awarded to the HHS Grants RFA website at the following URL: <https://resources.hhs.texas.gov/rfa/>.

## **ARTICLE XI. GENERAL TERMS AND CONDITIONS**

### **11.1 GRANT APPLICATION DISCLOSURE**

In an effort to maximize State resources and reduce duplication of effort, the System Agency, at its discretion, may require the Applicant to disclose information regarding the Application for or award of State, federal, and/or local grant funding to the Applicant or Subgrantee or Subcontractor (i.e., organization who will participate, in part, in the operation of the Project) within the past two (2) years to provide Fatherhood EFFECT programming.

### **11.2 TEXAS HISTORICALLY UNDERUTILIZED BUSINESSES (HUBS)**

In procuring goods and services using funding awarded under this RFA, Grantee must use HUBs or other designated businesses as required by law or the terms of the State or federal grant under which this RFA has been issued (see, e.g., 2 CFR § 200.321. If there are no such requirements, System Agency encourages Applicant to use HUBs to provide goods and services.

For information regarding the Texas HUB program, refer to CPA’s website at the following URL: <https://comptroller.texas.gov/purchasing/vendor/hub/>.

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## **ARTICLE XII. APPLICATION CONFIDENTIAL OR PROPRIETARY INFORMATION**

### **12.1 TEXAS PUBLIC INFORMATION ACT – APPLICATION DISCLOSURE REQUIREMENTS**

Applications and resulting Grant Agreements are subject to the Texas Public Information Act (PIA), Texas Government Code Chapter 552, and may be disclosed to the public upon request. Additionally, System Agency is required to post grants and Applications on its public website and to provide such information to the Legislative Budget Board for posting on its public website.

Under the PIA, certain information is protected from public release. If Applicant asserts that information provided in its Application is exempt from disclosure under the PIA, Applicant must perform the actions identified below:

#### **A. Mark Original Application**

1. Applicant must mark the Original Application, at the top of the front page, with the words “CONTAINS CONFIDENTIAL INFORMATION” in large, bold, capitalized letters (the size of, or equivalent to, 12-point Times New Roman font).
2. Applicant must identify, adjacent to each portion of the Application that Applicant claims is exempt from public disclosure, the claimed exemption from disclosure (NOTE: no redactions are to be made in the Original Application).

#### **B. Certify in Original Application – HHS Solicitation Affirmations**

Applicant must certify in its Application, specifically in the designated section of the **Exhibit A, HHS Solicitation Affirmations, v.2.4**, its Confidential Information assertion and the filing of its Public Information Act Copy.

#### **C. Submit Public Information Act Copy of Application**

Applicant must submit a separate “Public Information Act Copy” of the Original Application (in addition to the original and all copies otherwise required under the provisions of this RFA). The Public Information Act Copy must meet the requirements stated below.

1. The copy must be clearly marked as “Public Information Act Copy” on the front page in large, bold, capitalized letters (the size of, or equivalent to, 12-point Times New Roman font).
2. Each portion that Applicant claims is exempt from public disclosure must be redacted (blacked out).
3. Applicant must identify, adjacent to each redaction, the claimed exemption from disclosure. Each identification provided as required in Subsection C of this section must be identical to those set forth in the Original Application as required in Subsection A.2., above. The only difference in required markings and information between the Original Application and the “Public Information Act Copy” of the Application will be redactions, which can only be included in the “Public Information Act Copy.” There must be no redactions in the Original Application.

**By submitting an Application under this RFA, Applicant agrees that, if Applicant does not mark the Original Application, provide the required certification in Exhibit A, HHS Solicitation Affirmations, v.2.4, and submit the Public Information Act Copy, the Application will be considered to be public information that may be released to the public in any manner including, but not limited to, in accordance with the Public Information Act, posted on the System Agency’s public website, and posted on the Legislative Budget Board’s public website.**

**If Applicant submits partial, but not complete, information suggesting inclusion of Confidential Information and failure to comply with the requirements set forth in this section, the System Agency, in its sole discretion, reserves the right to (1) disqualify Applicant for failing to fully comply with the requirements set forth in this section; or (2) offer Applicant additional time to comply with the requirements set forth in this section.**

Applicant should not submit a Public Information Act Copy indicating that the entire Application is exempt from disclosure. Merely making a blanket claim that the entire Application is protected from disclosure because it contains any amount of confidential, proprietary, trade secret, or privileged information is not acceptable, and may make the entire Application subject to release under the PIA.

An Application should not be marked or asserted as copyrighted material. If Applicant asserts a copyright to any portion of its Application, by submitting an Application, Applicant agrees to reproduction and posting on public websites by the State of Texas, including the System Agency and all other State Agencies, without cost or liability.

The System Agency will strictly adhere to the requirements of the PIA regarding the disclosure of public information. As a result, by participating in this RFA, Applicant acknowledges that all information, documentation, and other materials submitted in its Application may be subject to public disclosure under the PIA. The System Agency does not have authority to agree that any information submitted will not be subject to disclosure. Disclosure is governed by the PIA and by rulings of the Office of the Texas Attorney General. Applicant is advised to consult with its legal counsel concerning disclosure issues resulting from this process and to take precautions to safeguard trade secrets and proprietary or otherwise Confidential Information. System Agency assumes no obligation or responsibility relating to the disclosure or nondisclosure of information submitted by Applicant.

For more information concerning the types of information that may be withheld under the PIA or questions about the PIA, please refer to the Public Information Act Handbook published by the Office of the Texas Attorney General or contact the attorney general's Open Government Hotline at (512) 478-OPEN (6736) or toll-free at (877) 673-6839 (877-OPEN TEX). To access the Public Information Act Handbook, please visit the attorney general's website at the following URL: <http://www.texasattorneygeneral.gov>.

## **12.2 APPLICANT WAIVER – INTELLECTUAL PROPERTY**

**SUBMISSION OF ANY DOCUMENT TO SYSTEM AGENCY IN RESPONSE TO THIS SOLICITATION CONSTITUTES AN IRREVOCABLE WAIVER, AND AGREEMENT BY THE APPLICANT TO FULLY INDEMNIFY THE STATE OF TEXAS AND SYSTEM AGENCY FROM ANY CLAIM OF INFRINGEMENT REGARDING THE INTELLECTUAL PROPERTY RIGHTS OF APPLICANT OR ANY THIRD PARTY FOR ANY MATERIALS SUBMITTED TO SYSTEM AGENCY BY THE APPLICANT.**

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## ARTICLE XIII. SUBMISSION CHECKLIST

HHSC, in coordination with DFPS, in its sole discretion, will review all Applications received and will determine if any, or all, Applications which do not include complete, signed copies of these exhibits will be disqualified, or whether additional time will be permitted for submission of the incomplete or missing exhibits. If additional time is permitted, Applicants will be notified in writing of the opportunity to provide the missing documentation by a specified deadline. Failure by an Applicant to submit the requested documentation by the deadline WILL result in disqualification. Applications that do not include a completed and signed Exhibit A, HHS Solicitation Affirmations, v.2.4, and a completed Exhibit G, Requested Budget Template, will be disqualified. See Section 9.2, Initial Compliance Screening of Applications, for further detail.

This Submission Checklist identifies the documentation, exhibits, and forms that are required to be submitted as part of the Application. The Application must be organized in the order below and include each required section, and the forms and exhibits identified within a section:

### **A. Administrative Information**

1. Form A, Face Page Applicant Information \_\_\_\_\_
2. Form B, Administrative Information \_\_\_\_\_
3. Form B-1, Governmental Entity– Authorized Officials (if applicable) \_\_\_\_\_
4. Form B-2, Non-Governmental Entity– Board of Directors and Principal Officers (if applicable) \_\_\_\_\_
5. Form C, Financial Management and Administrative Questionnaire \_\_\_\_\_

### **B. Narrative Proposal**

**Note, the Narrative Proposal must be titled “Narrative Proposal” and include the Applicant’s Legal Name, the RFA No., and the name of the grant program. Use the titles below for each required section.**

1. Form E, Executive Summary \_\_\_\_\_
2. Form F, Program Narrative \_\_\_\_\_
  - a. Attachment F-1 Letters of Support (optional) (Applicant provides) \_\_\_\_\_
3. Form G, Project Work Plan (template provided) \_\_\_\_\_
  - a. Attachment G-1, Texas Map SDA (Applicant provides) \_\_\_\_\_
  - b. Attachment G-2, Logic Model (Applicant provides) \_\_\_\_\_
  - c. Attachment G-3, CSNA (optional) (Applicant provides) \_\_\_\_\_



- d. Attachment G-4, Entity’s Organization Chart (Applicant provides) \_\_\_\_\_
- e. Attachment G-5, Fatherhood EFFECT Program Chart (Applicant provides) \_\_\_\_\_
- f. Attachment G-6, Subawardee Organization Chart (if applicable) (Applicant provides) \_\_\_\_\_
- g. Attachment G-7, Subawardee Risk Assessment Tools (if applicable) (Applicant provides) \_\_\_\_\_
- h. Attachment G-8, Subawardee Monitoring Tools (if applicable) (Applicant provides) \_\_\_\_\_
- i. Form G-1, Program Model Review Tool \_\_\_\_\_

**C. Exhibits to be Completed, Signed, and Submitted with Application**

- 1. Exhibit A, HHS Solicitation Affirmations, v.2.4, \_\_\_\_\_

**Exhibit A is mandatory and must be completed, signed, and submitted for the Application to be considered Responsive. Applications received without Exhibit A or with an unsigned Exhibit A will be disqualified.**

- 2. Exhibit G, Requested Budget Template (Excel) \_\_\_\_\_

**This Requested Budget Template is mandatory and must be submitted with the Application, in the original format (Excel), for the Application to be considered Responsive. Applications received without the completed Requested Budget Template will be disqualified.**

- 3. Exhibit F, HHS Data Use Agreement, v.8.5 or Exhibit F-1, Governmental Entity Version HHS Data Use Agreement v.8.5 \_\_\_\_\_
- 4. Exhibit F-2, Texas HHS System – Data Use Agreement – Attachment 2, Security and Privacy Inquiry (SPI) \_\_\_\_\_
- 5. Exhibit J, Exceptions (if applicable) \_\_\_\_\_
- 6. Exhibit K, Assurances – Non-Construction Programs \_\_\_\_\_
- 7. Exhibit L, Certification Regarding Lobbying \_\_\_\_\_
- 8. Exhibit M, Federal Funding Accountability and Transparency Act (FFATA) Certification Form \_\_\_\_\_
- 9. Form D, Texas Health and Human Services System Indirect Costs Rate (ICR) Questionnaire \_\_\_\_\_

**D. Addenda, if any, must be signed and submitted with Application** \_\_\_\_\_

## **ARTICLE XIV. LIST OF EXHIBITS AND FORMS ATTACHED TO** **RFA**

### **Exhibits**

- Exhibit A, HHS Solicitation Affirmations, v.2.4
- Exhibit B, HHS Uniform Terms and Conditions – Grant, Version 3.3
- Exhibit C, Fatherhood EFFECT CSNA Toolkit
- Exhibit D, Pre-Approved Program Models
- Exhibit E, Fatherhood Curricula
- Exhibit F, HHS Data Use Agreement, v.8.5
- Exhibit F-1, Governmental Entity HHS Data Use Agreement v.8.5
- Exhibit F-2, Texas HHS System – Data Use Agreement – Attachment 2, Security and Privacy Inquiry (SPI)
- Exhibit G, Requested Budget Template
- Exhibit H, HHS Online Bid Room
- Exhibit I, Evaluation Tool
- Exhibit J, Exceptions Form (if applicable)
- Exhibit K, Assurances – Non-Construction Programs
- Exhibit L, Certification Regarding Lobbying
- Exhibit M, Federal Funding Accountability and Transparency Act (FFATA) Certification Form

### **Forms**

- Form A, Face Page Applicant Information
- Form B, Administrative Information
- Form B-1, Governmental Entity – Authorized Officials
- Form B-2, Non-Governmental Entity – Board of Director and Principal Officers
- Form C, Financial Management and Administrative Questionnaire
- Form D, Texas Health and Human Services System Indirect Costs Rate (ICR) Questionnaire
- Form E, Executive Summary
- Form F, Program Narrative
- Form G, Project Work Plan
- Form G-1, Program Model Review Tool