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Applicant Questions and Answers				
RFA Number		**RFA/Grant Name**		
HHS0013956		Long Term Youth & Family Support (LTYFS) Program		
PCS Grant Specialist Name		**PCS Grant Specialist Email**		
Amy Pearson		amy.pearson@hhs.texas.gov		
+/- Row	**#**	**Reference**	**Applicant Question**	**Agency/Program Response**
+ -	1	General Question	I am very interested in these services being offered in ▮▮▮▮ County. Can you please tell me who counts as a "qualified entity?"	Refer to RFA Section 1.1, Introduction, states, "Eligible Applicants: Applicant must be a nonprofit corporation, as defined by Chapter 22 of the Texas Business Organization Code, or a governmental entity, and Applicant must submit a complete Application by the stated deadline. To be considered for screening, evaluation, and award, Applicants 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. Refer to Section 9.2, Initial Compliance Screening for Applications, for further details."
+ -	2	General Question	I am working with dozens of faith-based organizations in ▮▮▮ County serving youth and families in the most disadvantaged zip codes of ▮▮▮ County in the communities of the highest rate of CPS removals. I have a couple of questions regarding applying for the RFA below. Is there a limit for the percentage of the 501c3 operating budget funds that an organization apply for? Can a faith-based organization apply for funding and/ or.Can several faith-based organization apply in collaboration under the umbrella of community non profit as grant administrator?	There is not a limit for the percentage of a 501c3 operating budget an organization can apply for, but Grantee is required to finance operations and will only be reimbursed for services delivered on a monthly basis and supported by adequate documentation. Refer to Section 5.5, Payment Method, for further details. Yes, faith-based organizations may apply for funding either individually or under the umbrella as a grant administrator. See answer to Question #1 and RFA Section 2.6 (B), Use of Subawards.
+ -	3	Section 5.1 paragraph 4 Page 39	Reimbursement Am I correct in my understanding that the method of payment for all eligible activities is reimbursement, meaning the applicant would pay for all activities out of pocket and request reimbursement on a monthly basis?	Yes. Refer to Section 5.5, Payment Method, for full details.
	4	Section 2.5.C.2.4b Page 18	States: "Professional" and "salaried" and "staff" are used in the description of the mentoring role. "Relevant background and experience" is also	"Professional Mentoring" means an interaction that takes place between young persons (i.e., mentees) and older or more experienced persons (i.e., mentors) who are acting in a

+ -			used in this description. The use of the word "professional" often implies having a higher education. What does the word "professional" mean in the context of this RFA? Does "salaried" mean these must be full-time employees? Does "staff" mean that mentors must be employees, whether full- or part-time, or can mentors be contract workers and provided a stipend based on completed meetings with mentors? Can you please elaborate on what HHSC considers "relevant" experience?	professional capacity to provide support that benefits one or more areas of the mentee's development. This interaction is by a paid professional with relevant experience. The Applicant will determine the FTE and requirements of each staff. Refer to RFA Section 2.6. (F), Program Staffing Requirements to review the staffing plan required. Relevant experience includes any previous experience working with Youth or related services.
+ -	5	Section 2.5.C.2.4.b.ii Page 18	States: "written agreement with expectations for length of relationship and frequency of meeting" If "Professional Mentors" are required to be salaried staff, is this "written agreement" referring to something unique and separate from the job description for the role?	No, the written agreement with expectations for length of relationship and frequency meeting can be outlined in the job role description. Refer to Section 2.6. (F), Program Staffing Requirements. It states, "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. Applicants should describe the program staffing plan in Form G, Project Work Plan."

Form PCS 134-G

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+ -	6	Section 2.5.C.2.4.b. vii.3 Page 19	States: "mentor-to-youth ratio for group settings should be no greater than our youth to one mentor." Questions: As long as their visits are not in group settings, is there a limit to how many mentees a mentor can have? If there are gatherings for relationship development between and across mentors and mentees (and maybe even with caregivers) in addition to one-to-one or small group (1 mentor to no more than 4 mentees), does this ratio apply?	No, there is not a limit to how many mentees a mentor can have. The Applicant must propose program guidelines for its Mentoring program and can include the capacity for each mentor.

No, the ratio described in the RFA refers to Youth group mentoring provided by one mentor. Refer to Section 2.5.C.4 (b) (vii) (3), states, "The mentor-to-Youth ratio for group settings should be no greater than four youth to one mentor." |
| + - | 7 | Section 2.6.G.4.vi Page 27 | States: "Conduct other approved duties..." Question: We are proposing to provide ancillary services that will include supports to the caregivers and family as a whole. Is there any limitation on Professional Mentors for providing additional services to their own mentees/families or other enrolled participants? | No, there is not a limitation on Professional Mentors providing additional services. The Applicant must propose program guidelines for its Mentoring program and can include the capacity for each mentor. Additionally, the Applicant should develop a staffing structure for their LTYFS Program that encompasses the roles and qualifications outlined in RFA Section 2.6 (G), Program Staff Roles and Qualifications.

Refer to RFA Section 2.6. F, Program Staffing Requirements. |
| + - | 8 | Section 2.6.N.a Page 31 | States: "Grantee must provide a pre-service survey to Youth."

Questions: Will HHSC/PEI require this to be the Protective Factors Survey? If not, are there guidelines/requirements for the type or length of survey? If there are age limitations on the survey we use, may we administer it only to those youth who can reasonably be expected to answer it or must we find a universal instrument or set of instruments so every youth is surveyed? | The Protective Factor Survey is not a requirement. Refer to RFA Section 2.6. (N), Program Surveys, where the Applicant must describe plans for the administration of the required surveys in Form G, Project Work Plan.

There are no limitations on what Pre- and Post-service Survey may be used. The Applicant will propose the Pre- and Post-service Survey in Form G, Project Work Plan. |
| + - | 9 | Section 2.5.C.2 Page 17 | States: "…must provide at minimum the following core programming"

Questions: May we provide only basic intakes and ancillary services to some eligible index youth/ families as a strategy to build trust and encourage participation in core mentoring services? | No, Grantee must provide core programming. Refer to RFA Section 2.5. (C), LTYFS Eligible Programming: "2. Applicants must propose programming to directly engage Youth and Families and must provide at minimum the following core programming defined in **Section 2.5 (C) (4) Program Descriptions**: a. Intake and Assessment b. Professional Mentoring

3. Applicant may also propose ancillary programming defined in **Section 2.5 (C) (4) Program Descriptions** to build comprehensive support for Youth and |

				Families. Applicant must determine and describe ancillary programming based on existing community resources and identified community needs: a. Academic Support b. Service Planning and Service Coordination c. Transportation for LTYFS programming d. Basic Needs support e. Other programming"
+ -	10	Section 2.6.A.4 Page 22	States: "An Unduplicated Index Youth…who is counted one time per month for monthly Output…" Questions: If an Index Youth/Family only receives one of the proposed ancillary services in a month, will that count?	Yes, "An unduplicated Index Youth is an Index Youth with a unique PEIRS Enrollment ID number who is only counted one time per month for monthly Output and one time during the State fiscal year for the annual Output."
+ -	11	Section 2.2, Page 14	States: "Long-Term" Question: What does HHSC/PEI consider to be "long- term"?	Refer to RFA Section 2.2, Program Background, for the Rider 42. Long-Term Youth and Family Support program description. There is not a predetermined mentoring duration. The Applicant must propose program guidelines for its Mentoring program. Refer to RFA Section 2.5. (C), LTYFS Eligible Programming.
+ -	12	Section 2.3 Eligible Population Page 15	Eligible Population 1. Participants must live in the SDA; Can the Grantee focus on a certain area/areas within the identified SDA instead of the entire SDA to provide LTYFS services?	Yes, RFA Section 2.4 (C), Eligible Service Areas, states, "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." Refer to RFA Section 2.4, Eligible Service Areas, for the requirements pertaining to proposing SDA.
+ -	13	Article II, Item 2.5, Sec.C,4. b. Page 18	Professional Mentoring Does HHSC have predetermined expectations of mentoring duration, I.E. 6,12,18 mos, or are we able to allow mentoring duration to be determined by the evidence-based model we will choose?	No, there is not a predetermined mentoring duration. The Applicant must propose program guidelines for its Mentoring program. Refer to RFA Section 2.5. (C), LTYFS Eligible Programming.

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+ -	14	Section 2.3 Page 15	ELIGIBLE POPULATION A. Eligibility to receive LTYFS Services This section indicates the following: Eligibility to receive LTYFS services requires that an Index Youth meet the following criteria: Participants must live in the SDA; Participants must be in a grade level from kindergarten-twelfth grade (K-12); Participants who turn the age of 18 years during the school year will be permitted to participate in programming until meeting program goals or the end of the current fiscal year; Participants with a current or previous history with Child Protective Investigations (CPI) or CPS are eligible for services; PEI reserves the right to alter eligibility criteria during the Project Period. Can you please clarify if it is a requirement that participants have a current or previous history with CPI or CPS to be eligible for services?	Yes, it is a requirement that the participant have a current or previous history with CPI or CPS to be eligible. Refer to RFA Section 2.2, Program Background, for the Rider 42. Long-Term Youth and Family Support program description. PEI seeks to partner with community-based programs and agencies 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 programming, PEI funds Long-Term Youth and Family Support (LTYFS) programming promoting improved outcomes for Youth at-risk of re-entering the Child Protective Services in the State of Texas.
+ -	15	Section 2.6 Page 23	PROGRAM REQUIREMENTS D. Organizational Qualifications and Requirements This section states the following: "2. 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 or federal funding entity or with audits performed on Applicant's organization in the past five years." Are monitoring reports from any Texas State Agency or federal funding entity required to be submitted with the program narrative?	If the Applicant has monitoring reports, they should be submitted. If not, the Applicant should submit audits performed within the past five years.
+ -	16	Section 5.1 Page 39	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 Youth and Families in the State of Texas. HHSC estimates the total amount of funding for the LTYFS grant is $3,000,000 per State of Texas fiscal year. Annual awards per individual grant typically range between $300,000 and $600,000.	Refer to Section 2.6, Program Requirements, B. Use of Subawards.

		Would the System Agency consider an application from a statewide entity which does not perform direct services? The statewide agency serves as a single point of contact to streamline financial distribution and compliance for chapters that provide direct services and will facilitate the opening of new chapters across Texas.	

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[+] [-] [ ]	17	Section 5.1 Page 39	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 Youth and Families in the State of Texas. HHSC estimates the total amount of funding for the LTYFS grant is $3,000,000 per State of Texas fiscal year. Annual awards per individual grant typically range between $300,000 and $600,000. Would the System Agency consider an application from an applicant that includes no subawards initially, but then adds subgrantees that are identified later in the 5-year project? e.g. the applicant initially applies for one award with services delivered solely by the applying agency, then, in subsequent years, the applicant contracts with 1 or more sub-awardees to expand services to additional youth and families. As a follow up, would the sub-awardees be able to claim a full allocation of up to $600k or would the total allocated be the sum of all subawards up to $600k?	Yes, Applicant can describe plan for services in Form G, Project Work Plan. Refer to Section 5.1, Grant Funding Source and Available Funding, that states, "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." Refer to Section 10.1, Final Selection, that states, "The System Agency will make final funding decisions based on Applicant eligibility, evaluation rankings, geographic distribution across the State, State priorities, reasonableness, availability of funding, and cost-effectiveness." See also responses to Question #1 and #16 in this document.
+ - [ ]	18	Section 5.1 Page 39	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 Youth and Families in the State of Texas. HHSC estimates the total amount of funding for the LTYFS grant is $3,000,000 per State of Texas fiscal year. Annual awards per individual grant typically range between $300,000 and $600,000. We operate as a chapter of a national organization. The national organization currently has two chapters located in different Service Delivery Areas (SDAs) eligible under this RFA. We will submit responses to this RFA for these two chapters. However, we plan to open additional chapters in different SDAs within eligible counties over the course of the funding period, the LTYFS funding would be	Refer to Section 5.1, Grant Funding Source and Available Funding, states, "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." HHSC will work with Grantees during the Grant Term to determine if any change in funding amounts is necessary.

			critical in helping launch the new chapters. Each chapter would be an independent 501c3 organization, but they have not been incorporated yet. It is too early to confirm the exact number of new chapters, but we estimate the number will be between 2 and 4 over the course of the grant period. All will be included within SDAs eligible under this RFA. How should we recognize or submit requests for funding for new chapters?	
+ -	19	Section 2.2, B.1 Page 14	Rider 42. Long-Term Youth and Family Support. Out of funds appropriated above in strategy C.1.4, Other At-Risk Prevention Programs, the Department of Family and Protective Services shall allocate $1,500,000 in General Revenue in fiscal year 2024 and $3,000,000 in General Revenue in fiscal year 2025 to continue the program aimed at improving outcomes for children at highest risk of re-entering the Child Protective Services system, and expand the program into at least two additional areas of the state and provide each program funding for, model support, including, but not limited to, training and technical assistance. Assuming the State of Texas's fiscal year is September 1 to August 31 and the award start date is September 1, 2024 (FY25), would the $1,500,000 allocated in fiscal year 2024 be available for additional grants in FY25 or would the FY25 grants be limited to a maximum of $600k per grantee?	Refer to Section 5.1 Grant Funding Source and Available Funding. "HHSC estimates the total amount of funding for the LTYFS grant is $3,000,000 per State of Texas fiscal year. Annual awards per individual grant typically range between $300,000 and $600,000. HHSC estimates the value of the RFA at the annual amount multiplied by five (5) years + 25% to allow for additional 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…. 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." See also 1.1 Introduction "Estimated Total Number of Awards: 3-6 awards Estimated Max Award Amount: $600,000 annually per Applicant"

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+ -	20	Section 2.2, B.1 Page 14	Rider 42. Long-Term Youth and Family Support. Out of funds appropriated above in strategy C.1.4, Other At-Risk Prevention Programs, the Department of Family and Protective Services shall allocate $1,500,000 in General Revenue in fiscal year 2024 and $3,000,000 in General Revenue in fiscal year 2025 to continue the program aimed at improving outcomes for children at highest risk of re-entering the Child Protective Services system, and expand the program into at least two additional areas of the state and provide each program funding for, model support, including, but not limited to, training and technical assistance.

We currently support 21 youth under funding received through Rider 39. At the end of FY24 this funding will end. Are we able to transition these youth to be supported by Rider 42 funding? | Yes. Refer to Section 2.2 (D), Program Background, which states, "PEI seeks to continue and expand the pilot with similar services under the pilot including long-term Professional Mentoring and support for Youth and their Families." |
| + - | 21 | EXHIBIT D Requested Budget and Proposed Unit Rates Template | Match funding
In the budget template each cost line has a Match column. As we are an existing organization with established funding streams, should we consider the balance of any cost that is not covered by the RFA grant to be a Match even if it wasn't fundraised as a Match? | Yes. Refer to Section 5.4, Cost Sharing or Match Requirements. |
| + - | 22 | EXHIBIT D Requested Budget and Proposed Unit Rates Template | Unit Rate
Please explain what a Unit Rate is and what it represents? | Refer to RFA Section 5.5, Payment Method. |
| + - | 23 | EXHIBIT D Requested Budget and Proposed Unit Rates Template | Unit Rate
What costs should be included when calculating the Unit Rate and which unit should we use as the denominator in the calculation? Please could you provide any examples of Unit Rate calculations that would be meaningful to the HHS. | Refer to Exhibit E, Cost Considerations, for information on what costs to include. And refer to Section 5.5, Payment Method.

Applicant should use the "Annual # of Units" as the denominator in the calculation. |
| + - | 24 | Section 2.6 N Page 31 | Program Requirements
N. Program Surveys
Applicants must describe plans for the administration of the following surveys in Form G, Project Work Plan
Are the surveys to be administered designed by HHS or would we as a grantee be required to design the surveys? | The surveys are not designed by HHS. Refer to RFA Section 2.6. (N), Program Surveys, where the Applicant must describe plans for the administration of the required surveys in Form G, Project Work Plan.

There are no limitations on what Pre- and Post-service Survey may be used. The Applicant will propose the Pre- and Post-service Survey in Form G, Project Work Plan. |

+ -	25	Section 2.6 N Page 31	Program Requirements N. Program Surveys Applicants must describe plans for the administration of the following surveys in Form G, Project Work Plan If the surveys to be administered are designed by HHS will the surveys be in both English and Spanish?	The surveys are not designed by HHS. Refer to Section 2.6. (N), Program Surveys, where the Applicant must describe plans for the administration of the required surveys in Form G, Project Work Plan. There are no limitations on what Pre- and Post-service Survey may be used. The Applicant will propose the Pre- and Post-service Survey in Form G, Project Work Plan.
+ -	26	Section 2.6 N Page 31	Program Requirements Grantee must provide a pre-service survey to Youth. The survey may be provided to the Youth either at Intake or at the beginning of services. Grantee must provide a post-service survey to the Youth when the Youth completes the program, or on an annual basis if the Youth is enrolled in the LTYFS Program for more than a year. Is there a minimum age of the participant who should complete the pre- and post-surveys? We typically do not administer surveys to children under age 9. Are caregivers able to complete pre/post surveys for youth under age 9?	Refer to Section 2.6. (N), Program Surveys, where the Applicant must describe plans for the administration of the required surveys in Form G, Project Work Plan.

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[+] [-]	27	Section 2.5 Eligible Activities, #4 Program Descriptions, B. Professional Mentoring Page 17	Do Professional Mentors need to be paid professional staff, e.g. employee of the Grantee, or if we could recruit professionals in the community to serve as mentors?	"Professional Mentoring" means an interaction that takes place between young persons (i.e., mentees) and older or more experienced persons (i.e., mentors) who are acting in a professional capacity to provide support that benefits one or more areas of the mentee's development. This interaction is by a paid professional with relevant experience. The Applicant will determine the FTE and requirements of each staff. Refer to RFA Section 2.6. (F), Program Staffing Requirements to review the staffing plan required.