

Applicant Questions and Answers

RFA Number	RFA/Grant Name
HHS0015318	Recovery-Focused Clubhouse Grant Program

PCS Grant Specialist Name	PCS Grant Specialist Email
Barbara Logan	Barbara.Logan@hhs.texas.gov

+/- Row	#	Reference	Applicant Question	Agency/Program Response
+ -	1	Section 8.3, p.29, Exhibit J	Language, Topic, Section Heading being questioned; "Upload using the online bid room." Question, This RFA is not currently accessible through the online bid room. When will this RFA be accessible through the Online Bid Room it is currently not on the list to select. Do we need to be invited to bid on this RFA?	This RFA is now available for applying through the Online Bid Room after issues caused by a recent update to the CAPPS system were resolved. Please refer to Exhibit J, Online Bid Room, for guidance regarding the Online Bid Room.
+ -	2	Section VIII Page 41, Form H. Page 2	Language, Topic, Section Heading being questioned; Form H. Section C. Community Collaboration It is mandatory for Applicants to include in the Application submission a Letter of Support (LOS) from local mental or behavioral health authority(ies) operating in the Applicant's service area. Question: The letter required is not included in the submission checklist. Is it indeed required and if yes, where should it be added to the application?	Yes, submission is required. Attach the Letter of Support (LOS). Please refer to Form H, Section C (Community Collaboration).
+ -	3	Section VIII,Section III. page 30, Section 12.1 page 38	Language, Topic, Section Heading being questioned; Page 30: "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, in a Portable Document Format (".pdf") file." Question: Are we required to submit the "Public Information Act Copy" if we have no redactions and are not identifying anything in the application as confidential? The term "If applicable" in the submission requirements section suggests that the "Public Information Act Copy" of the application may not be required. Is it required even with no redactions or markings?	A "Public Information Act Copy" is not required. Please reference Section 8.3 (Required Submission Method).
+ -	4	Section 5.4,Page 21	Language: "The value of donated services may be used to meet Cost Sharing requirements." Question: Can the value of volunteer hours be used to meet this requirement?	Yes, donated services may be satisfied by volunteers. Please reference Section 5.4 (Cost Sharing).
+ -	5	Section 5.4,Page 20	Language: "Applicants receiving Grant Agreements under this RFA must contribute non-State and non-federal funding as Cost Sharing at a rate equal to 25 percent (25%) of the HHSC award." Question: Is funding from a local behavioral health authority eligible to be used to meet this requirement?	Only local funds contributed by a local behavioral health authority and used for purposes of completing grant activities may be used to meet cost sharing requirements. Any funds from a local behavioral health authority with a State or Federal funding source cannot be used to meet cost sharing requirements. Please reference Section 5.4 (Cost Sharing).

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<input type="checkbox"/> + <input type="checkbox"/> -	6	Section 5.3, Page 20	<p>Language: "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 grantor agency and are directly related to the program's purpose; Food, meals, beverages, or other refreshments, except for eligible per diem associated with grantrelated travel, where pre-approved for working events, or where such costs are incurred for components of a program approved by the grantor agency and are directly related to the program's purpose."</p> <p>Request: [REDACTED] People Living Active Now Clubhouse Program offers entertainment and food to members for activities that are directly related to the program's purpose. The organization respectfully requests approval to include these expenses as eligible in the grant project budget.</p>	<p>Food provided in alignment with International Standards for Clubhouse Programs, directly related to programming supporting the Work-Ordered Day, is an allowable cost. However, food and entertainment activities outside of programming (e.g., cost associated with strictly social events) are not allowable. Please reference the definition of Clubhouse Standards in Section 1.2 (Definitions and Acronyms), and Section 5.3 (Grant Funding Prohibitions).</p>
<input type="checkbox"/> + <input type="checkbox"/> -	7	Section 2.6, p13	<p>2.A: The requirement mentions "expanding" or "maintaining" a Clubhouse program. Can a Clubhouse looking to expand to an adjoining county request funds for their current Clubhouse and mention goals of expansion and utilize those funds for either of the Clubhouses?</p>	<p>Yes, current Clubhouses can budget for and propose an expansion as part of their Application. Please reference Section 2.6 (Program Requirements).</p>
<input type="checkbox"/> + <input type="checkbox"/> -	8	Section 2.6, p13	<p>2.F: If a Clubhouse has existed for more than 3 years, but is looking to expand, can it apply for funds for both Clubhouse programs (even though one is new, or does not yet exist), or do each of the programs have to be in operation for 3+ years to qualify for funding?</p>	<p>HHSC will only accept one (1) application per Applicant. Yes, current Clubhouses can budget for and propose an expansion as part of their Application. Please reference Sections 2.6 (Program Requirements), and 3.1 (Legal Authority to Apply).</p>
<input type="checkbox"/> + <input type="checkbox"/> -	9	Section 2.6, p13	<p>Items 2.F and 2.G: 2.G seem to contradict each other. Seems that you can be accredited, or have a previous HHSC contract. Does 2G mean that, if you have a current contract, you never need to be accredited? Or, does 2F still apply and Clubhouses must become accredited if they are not currently? If we are not currently accredited, can we provide a letter from Clubhouse International stating a clear timeline for accreditation, with their acknowledgement and support?</p>	<p>Applicants are eligible if they meet the criteria outlined in 2(F) or 2(G). Please reference Section 2.6 (Program Requirements).</p>
<input type="checkbox"/> + <input type="checkbox"/> -	10	Section 2.8, p16, Annual Impact Report #5	<p>[REDACTED] has funded multiple capacity-building initiatives for Texas Clubhouses since 2019. Is HHSC interested in learning more about the outcomes or involvement of Clubhouses in those projects as part of the Annual Impact Report? If so, will previous participation in those capacity-building projects be a consideration as part of this RFA process, especially for the smaller/newer Clubhouse programs?</p>	<p>Previous participation in capacity-building initiatives is not a consideration for this RFA. Please reference Section 9.4 (Evaluation Criteria) and Exhibit I (Evaluation Tool).</p>