HHSC Healthy Outcomes through Prevention and Early Support (HOPES) RFA HHS0015358

Addendum 5 - Questions and Answers

#	RFA Reference	Question	Response
1	General	I started filling out the forms for the new HOPES RFA, but on some of the forms it defaults to red and underlined when I type the responses. I tried changing the color to black and deleting the underline, but it won't let me. Is it supposed to be that way?	Updates to the applicable Forms and Exhibits are included in Addendum 2 posted on the HHS Grants RFA website that disable the "track changes" feature.
2	General	We currently have Texas Home Visiting Programs under the THV grant under HHS. We will be applying for funding under HOPES in efforts to serve our rural communities with the current models we use for direct services. In addition, we also receive ECSB (Early Childhood Systems Building) funds from HHS that will end December 31st 2025. We will be applying for ECSB funds to sustain the activities and work we have done in Potter-Randall county thus far. My question is can we apply for ECSB funds to sustain services for Potter-Randall without applying for funding from HOPES for direct services? A portion of the ECSB funds we will be requesting for our rural communities as well. Will you please give me some clarification?	Please see Section 2.5.1, Eligible Programming, for specifications regarding eligible programming and initiatives. Though Item E provides a list of examples of potential HOPES programming, services, and initiatives, the list provided in Item E is not an exhaustive list; Applicants may propose other programming, services, supports, and initiatives that may not be listed in the examples. The Applicant's proposed programming should be based on the needs and gaps in the proposed Service Area as identified in the CSNA (see Section 2.6.1, Community Strengths and Needs Assessment). Applicants should also address how proposed programming will lead to the intended effects and impact identified in their logic model (see Section 2.6.2, Logic Model). Applicants should propose programming and services based on community needs, intended outcomes, and the Applicant's capacity to successfully implement the

			proposed programming and service(s).
3	General	Can our nonprofit offer HOPES in one county? We have a county (Austin County) in our SDA. that does not offer HOPES. We offer FAYS in Austin, Colorado and Fayette Counties and these counties with the exception of Austin does offer HOPES through another nonprofit agency.	Applicants may propose HOPES programming and services for any Texas county under this RFA. Applicants may propose to serve a single county or multiple Contiguous Counties. Please refer to Section 2.4, Eligible Service Areas.
4	Section 2.6.1 Community Strengths and Needs Assessment (CSNA)	2.6.1 Community Strengths and Needs Assessment (CSNA): Is there an expectation that the CSNA be conducted in-person or through research based on published information from the web and major sites reporting on the Needs?	Applicants must conduct a Community Strengths and Needs Assessment (CSNA) for their proposed Service Area. The expectations and specifications are described in the RFA, 2.6.1, Community Strengths and Needs Assessment (CSNA). The CSNA is an assessment that the Applicant develops, conducts, and utilizes to identify community strengths, needs, assets, characteristics, challenges, and available resources in the proposed Service Area. The CSNA will aid in planning and decision making, helping to identify gaps in the community, identify priorities, set goals, plan programming and initiatives to meet those goals, and allocate resources accordingly. Applicants should include both quantitative and qualitative data and information in their CSNA. Applicants should also include parent and Caregiver input, insights, and feedback in their CSNA. The CSNA is an early opportunity to include parents of young children, those most affected by the program, in the planning and design of programming and initiatives.
5	General	Is there a requirement for a physical location in the	See Section 2.6.3, Organizational

		State of Texas or in the areas served? Is there a need for a location per service area?	Qualifications and Experience. See also Form F, Program Narrative. While there is no requirement for a physical location in the Service Area or State of Texas, Applicants are required to describe relevant experience with the intended participant population and provide detail on community partnerships. Form F, Program Narrative requires that Applicants describe the presence the Applicant has in the proposed Service Area, to include information such as history of working in the community and roles (direct service delivery, community initiatives, etc.), and to describe the support for the proposed programming and initiatives in the community as well as any planned efforts to enhance networks and service connections (Form F, Program Narrative).
6	General	Is there an incumbent for the services?	Per Section 1.1, Executive Summary, Applicants can access information regarding current Family Support Services (FSS) programs at the following website: https://fss.hhs.texas.gov/.
12	General	Does HHS fund more than one grantee per county?	HHS may fund more than one grantee per county to achieve program objectives. Please refer to Section 10.1, Final Selection. HHS will make final awards based on evaluation scores, geographic distribution across the State, Applicant past performance (if applicable), Cost Sharing, existing infrastructure, State priorities, and availability of funding.
13	General	Do grantees have to expand to serve more families if funded by HHS?	No; however, HHSC requires Outputs and Outcomes for additional services conducted under this RFA. See Section 2.8, Performance Measures and

			Monitoring.
			In Form G, Project Work Plan, Applicants will propose the additional services to be provided to Families under this RFA as well as the associated number of Families that will receive additional services under this RFA.
14	RFA # HHS0015358 Section# 2.4 Page # 17 Exhibit/attachment #: none Page # of Exhibit: none Language, topic, section heading: Eligible counties	I initially understood that this RFA was open to all counties in Texas. I am confused about the list of counties on page 17. I am in Aransas County. Are we eligible to apply for the HOPES grant?	Applicants may propose HOPES programming and services for any Texas county under this RFA, HHS0015358, released December 17, 2024. Refer to Section 2.4, Eligible Service Areas.
15	Section 8.3 Required Submission Method, Submission Option #1 HHS Online Bid Room, Pages 55-56	I have access to both HHS Enterprise and HHS bid room. When I searched for this opportunity, it is not showing up as being posted. Will it be posted after the deadline for questions or will we receive notice it is available?	The RFA is posted in the HHS Online Bid Room.
16	Section XIII. Submission Checklist, Page 69, Required Forms	In previous years we have applied, we were required to submit an ICSQ, RAQ, and ICC. However, we did not see these as requirements this year. Are these not requirements this year?	No, these forms are not required. Refer to Section XIII, Submission Checklist for a list of required Exhibits and Forms.
17	 A. Section Number of Paragraph Number: 2.6.5 B. Page Number: Page 47 of the RFA C. Exhibit or other attachment and section or paragraph number from the exhibit or other attachment: VI. Project Organization and Staffing in the Project Work Plan D. Page Number of the Exhibit: 	Should we include job descriptions and staff resumes as part of the Project Work Plan? I do not see that this is a requirement. If we decide to include, is there a page limit to this attachment?	Applicants must outline proposed staff roles, responsibilities, and qualifications in Form G, Project Work Plan, Section VI Project Organization and Staffing. Applicants are to briefly describe the staffing structure for the project and indicate the staff positions, responsibilities, and activities of each position on the project.

	Form G, Project Work Plan E. Language, Topic and Section Heading Being Questioned: Project Work Plan Attachments		Applicants are not required to include job descriptions and staff resumes as part of their Application.
18	Section 2.5 Eligible Activities	Is the delivery of legal services an eligible activity or programming?	Applicants must identify one or more services or approaches to support families with young children, 0 through 5 years of age in the identified Service Area. The Applicant's proposed programming should be based on the needs and gaps in the proposed Service Area as identified in the CSNA (see Section 2.6.1, Community Strengths and Needs Assessment). See Section 2.5, Eligible Programming, Section E, for a list of examples of potential HOPES programming, services, and initiatives. The list of potential programming and initiatives in Section 2.5.1, Eligible Programming, Item E, is not an exhaustive list; Applicants may propose other programming, services, supports, and initiatives that may not be listed there. Applicants should propose programming and services based on community needs, intended outcomes, and the Applicant's capacity to successfully implement the proposed programming and services.
19	General	Have the slides from Wednesday's Webinar been posted yet? If so, how do I find them?	
20	Section 2.4, Eligible Service Areas, Page 15 Addendum 3	Page 15 of the agreement indicates that services can be proposed for "any Texas county under this RFA". However, Addendum 3 indicates a list of "eligible counties". Is the award open to ANY county, or only one from the list provided in the addendum?	Applicants should ensure they are referring to the HOPES RFA, HHS0015358, released December 17, 2024.

			Applicants may propose HOPES programming and services for any Texas county under this RFA, HHS0015358. Applicants may propose to serve a single county or multiple Contiguous Counties as Primary Counties. If an Applicant would like to serve multiple counties that are not Contiguous Counties, the Applicant must submit a separate Applicant proposes to serve. Refer to Section 2.4, Eligible Service Areas.
21	Section 2.5, Eligible Activities, Page 16	Does the proposal require the use of evidence based practices only?	Please see Section 2.5, Eligible Activities and Section 2.5.1, Eligible Programming. Potential programming, services, and initiatives funded under the RFA are not limited to evidence-based programs. While evidence-based programs may be proposed, they are not required under this RFA. Applicant's proposed programming should be based on the needs and gaps in the proposed Service Area as identified in the CSNA (see Section 2.6.1, Community Strengths and Needs Assessment). Applicants should also address how proposed programming will lead to the intended effects and impact identified in their logic model (see Section 2.6.2, Logic Model). Proposed HOPES programming and services should be based on community needs and be designed to achieve the intended objectives and outcomes of the HOPES program.

22	Section 2.8, Performance Measures and Monitoring, Page 36	Outcome 1 on page 36 reads that "index children will remain safe while receiving programming" - how is this expected to be measured/monitored?	Refer to Section 1.2, Definitions and Acronyms, Safe means the state in which an Index Child is secure from maltreatment or the risk of danger or harm. The Family Support Services Systems Improvement and Analytics unit reviews enrollments and child welfare involvement annually in conjunction with a review to determine the rates of any Families having substantiated abuse or neglect cases while enrolled in programming.
23	Section 2.8, Performance Measures and Monitoring, Page 36	Are the number of individual children served expected to be reported on? And, since the services delivered are expected to support the entire family, would all children in the home be included in those output counts, or only the Index Child?	Please see Sections 2.3 Eligible Population, 2.7.2, Data Entry and 2.8, Performance Measures and Monitoring. For HOPES services requiring enrollment, HOPES Grantees must identify a Primary Caregiver and an Index Child for each family enrollment; however, the entire family should benefit from services provided through the program. See 2.3 Eligible Population. HOPES service Outputs refer to the number of Families served, not the number of individual children impacted through the program. See 2.8 Performance Measures and Monitoring.
24	Section 2.4, Eligible Service Areas, Page 15	Is a unique application required if we are applying to serve multiple counties?	Applicants may propose to serve a single county or multiple Contiguous Counties. If an Applicant would like to serve multiple counties that are not Contiguous Counties, the Applicant must submit a separate Application for each county that the Applicant proposes to serve. See Section 2.4, Eligible Service Areas.

25	Section 2.5.1, Eligible Programming, Page 17 Form G, Project Work Plan, Page 2	Is there a threshold duration/frequency/number of hours of engagement for a service to be provided to a parent/child in order for them to count as a family served?	See Sections 2.5, Eligible Activities and 2.8, Performance Measures and Monitoring. There are no minimum thresholds; it is up to the Applicant to propose the frequency and duration of services it intends to deliver. Outputs and Outcomes related to families served will be determined through the negotiations process prior to award of a Grant Agreement and based on available funds and FSS requirements. HHSC reserves the right to make a final determination on Outputs and Outcomes for any Grant Agreement awarded as a result of this RFA.
26	General	I am asking for the slides from the webinar and I just can't find them. Where can I find them or can you send them to me?	Per Section 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. Responses will not be provided individually to requestors." Per Section 7.1, Schedule of Events, "Each Applicant is responsible for checking the HHS Grants RFA website and Procurement Forecast for updates."
			All available information and materials will be posted there, including the Pre-Submittal Applicant Conference webinar slides included in Addendum 3.
27	Form D, Indirect Cost Rate Questionnaire	I am having problems saving the Form D – Indirect Cost Rate Questionnaire for the HOPES Program Grant Application. I have tried to save the form onto my computer with all of the information and responses required and am only able to save a blank form (no responses). In addition, the box for the UEI does not allow me to enter letters, only numbers. Our UEI	Upon review, Form D – Indirect Cost Rate Questionnaire is able to be saved and downloaded. Please note that Addendum 4 has updated and replaced this document as "HHS0015358 Form D, Indirect Cost

		contains primarily letters.	Rate Questionnaire - Addendum 4 (Revised 1.22.25)". This new document allows for both alpha and numeric values to the "Unique Entity ID (assigned by SAM.gov):" field on Section 1. Grantee Information. Please contact your local IT support if there continue to be issues with downloading this updated document.
28	Attachment F-1, Logic Model Attachment F2 Letters of Support	Does the Logic Model have to abide by the Application Composition Rules outlined in Section 8.5? Specifically, the font type and size? Same question for Attachment F-2, Letters of Support.?	No. The Logic Model and Letters of Support do not have to abide by the Application Composition Rules outlined in Section 8.5.
29	Section 6.2 Requested Budget, Paragraph 1, Page 47: "Applicants must develop the Proposed Budget to support their proposed Project"	Do we need to submit a separate budget template for each separate year of the grant?	No. The Requested Budget is required for State Fiscal Year 2026 only, as indicated in Exhibit E, Requested Budget Template.
30	General	Is an evidence-based program required in this RFA – as differentiated from services, events and other educational programs for families of young children?	While evidence-based programs may be proposed, they are not required under this RFA.
31	Section VI. Application Forms and Exhibits for Submission, Section 6.3 Indirect Costs, Page 47	Can Subcontractors or Sub awardees request a State Approved Indirect Cost Rate if the Applying Entity has a Federally Approved Indirect Cost Rate?	No. Subrecipients of our grantees are considered 2nd tier and cannot request a State approved indirect cost rate.

32	Section 8.5 Application Composition, Item C: "Be presented using font type Verdana, Arial, or Times New Roman, font size 12 pt., with one-inch margins and 1.5 line spacing; the sole 12-point font size exception is no less that size 10 pt. for tables, graphs, and appendices."	The exhibits and the forms have prepopulated font sizes that vary in size and style and are not necessarily 12 pt. May we maintain the prepopulated font size in the body of each exhibit and form, or must we change each exhibit and form to 12 pt. font?	Yes. The prepopulated font size in the body of each exhibit can be maintained.
33	Section 2.11 Data Use Agreement, Exhibit D-2 DUA Attachment 2, Security and Privacy Inquiry (SPI)	Is information obtained from clients while conducting programming under this RFA considered HIPAA/Protected Health Information? I'm not clear as we currently utilize a mandated data collection system (PEIRS) only for use by employees under the grant with need to enter/access client data with associated background checks and data base training.	HIPAA defines Protected Health Information (PHI) as data that relates to the past, present or future physical or mental health of an individual; the provision of healthcare to an individual; or the payment for the provision of care to an individual. HIPAA regulates how this data is collected, created, received, transmitted, maintained and stored by any HIPAA-covered organization. Most information collected as a result of HOPES participation is not considered PHI. However, it is considered Personally Identifiable Information (PII) and as such steps must be taken to safeguard all participant-related information, prevent unauthorized access to participant records, and protect the confidentiality of program participants and their families.

34	Form F, Program Narrative, Section D. Community Partnerships, Item 3	"Would it be possible to get a bit more information on the details that need to be provided in the section D.3 (Describe the support for the proposed programming and initiatives in the community as well as any planned efforts to enhance networks and service connections) of the Form F (Program Narrative)?"	Refer to Form F, Program Narrative and Section 2.6.10, Community and Systems Support Requirements in the RFA. Applicants are required to describe the support for the proposed programming and initiatives in the community as well as any planned efforts to enhance networks and service connections.
35	General	Just to make sure, the workplan needs to cover the entire 4 years of the program, while the budget is only for Year 1?	Applicants must identify and describe programming, services, and initiatives for the selected Service Area that address program objectives and meet community needs and priorities in Form G, Project Work Plan. Plans detailed in Form G, Project Work Plan should be specific and concise, and describe how the Applicant will implement programming and initiatives during the four-year Project Period. Proposed expenditures detailed in Exhibit E, Requested Budget should reflect Year 1 of the Project Period.
36	Exhibit H, Exceptions Form Form A, Face Page Form B, Administrative Information	All Word Documents have Track Changes or Comments enabled. Does the Applicant leave the track changes and comments on so the reviewer can see additions? Or does the Applicant disable them?	Please refer to Addendum 2 on the HHS Grants RFA website that updated these forms to remove "track changes".
	Form B-1, Governmental Entity, Authorized Officials		
	Form B-2, Non-Governmental Entity – Board of Directors and Principal Officers		

	Form C, Financial Management and Administrative Questionnaire		
	Form E, Executive Summary		
	Form F, Program Narrative		
	Form G, Project Work Plan		
37	General	Do unspent grant funds for a fiscal year carry over to the next year? For example, if the Applicant is awarded \$350,000/fiscal year and the Applicant only spends \$300,000, does the remaining \$50,000 carry over to the next fiscal year?	Funds do not carry over from previous years. See section 5.6, Notice to Proceed.
38	Section 2.6.1 Community Strengths and Needs Assessment (CSNA)	If one of our community partners with whom we have a signed MOU has produced a CSNA, can we use that document instead of recreating a CSNA? Our partner is a well-respected hospital with extensive resources to produce a quality CSNA.	Applicants may use an existing Community Strengths and Needs Assessment (CSNA) if it meets the specifications indicated in Section 2.6.1, Community Strengths and Needs Assessment.
			Applicants must use information and insights from the CSNA to identify the needs and priorities of families with young children in their proposed Service Area.
			Applicants should include both quantitative and qualitative data and information in their CSNA. Applicants should also include parent and Caregiver input, insights, and feedback in their CSNA. The CSNA is an early opportunity to include parents of young children, those most affected by the program, in the planning and design of programming and initiatives.
			Applicant's proposed programming should be based on the needs and gaps in the proposed Service Area as identified in the CSNA.
39	Form F, Program Narrative, Section	If you are a subgrantee on another HHSC grant, are	If the Applicant currently has an active

	C. Applicant's Background and Experience, Question 3 "How is the Applicant's organization currently performing on any existing HHSC grants or contracts? In the response, address if the following have occurred over the Applicant's current contract or grant term:"	applicants considered to be under an existing HHSC grant or contract, or is our contract with the awardee?	contract or grant directly with HHSC (is a party to a grant or contract with HHSC), Applicant must provide the requested information. If the Applicant is a subgrantee on a HHSC grant, the Applicant may address their performance in meeting the grant and contractual requirements that pertain to their subaward portion, but it is not required.
40	Section 2.4 Eligible Service Areas, Page 15-16	Can organizations submit two separate applications to serve counties that touch (are contiguous)? If an organization would like to provide one service in a specific county because the CSNA indicates a specific need and then provide totally different services in another county that happens to be adjacent/touching the other county, can the agency submit separate applications? Is this permissible?	Yes, an organization may submit separate Applications for Contiguous Counties, identifying them as separate Service Areas and may choose to do so in instances where proposed programming, operations, and budget differ significantly. See Section 2.4, Eligible Service Areas.
41	Section 2.6 Program Requirements, Section A.1., Page 21	For Section 2.6.A.1 – just for clarification, if a Primary Caregiver is enrolled in one workflow in PEIRS and is then enrolled in a separate workflow at a later time, will this client count as one (1) unduplicated number for the total participants served?	The same family enrolled in multiple PEIRS workflows during the same time period will count as a single Family served. Please see Section 2.8, Performance Measures and Monitoring Applicants will propose the number of Families to be served in Form G, Project Work Plan, both the total number of Families to be served monthly and the total number of Families to be served annually. The Applicant's proposed number of Families to be served must be based on the type(s) of proposed programming, duration of each, and proposed staffing. Final Outputs and Outcomes will be determined through the negotiations process, prior to award of a Grant Agreement, and based on available funds and FSS requirements.

42	General	I also wanted to point out that there are two different times of when questions needed to be submitted to you by, Section 1.1, page 5 says 10:30 AM Central Time and Section 7.1, page 50 says 5 PM Central Time.	Please see Addendum 1 on the HHS Grants RFA website reflecting the deadline on Page 5 changing from January 15, 2025 by 10:30 AM Central Time to January 15, 2025 by 5:00 PM Central Time.
43	Section 2.5.1 Eligible Programming, Page 18, item E.5 "Family Resource Center (FRC) Implementation	Is Family Resource Implementation only available for Family Resource Centers who currently receive state funding from HHSC, or can it be any FRC or FRC-like program?	Section E provides a list of examples of potential HOPES programming, services, and initiatives, including Family Resource Center implementation. The Applicant's proposed programming should be based on the needs and gaps in the proposed Service Area as identified in the CSNA (see Section 2.6.1, Community Strengths and Needs Assessment). Family Resource Center implementation is one example of potential HOPES programming that may be proposed under the RFA. An Applicant may propose Family Resource Center implementation.
44	Section 2.4 Eligible Service Areas, Page 15 "Applicants may propose HOPES programming and services for any Texas county under this RFA." Section 10.1 Final Selection, Page 63 "The System Agency will make final awards based on evaluation scores, geographic distribution across the State"	Will System Agency be awarding multiple applicants in one Texas county or will System Agency only award one Applicant per Texas county? Can System Agency further clarify what it means when selection is based on "geographic distribution across the State?"	HHS may fund more than one Grantee per county to achieve program objectives. HHS cannot provide any additional information concerning geographic distribution across the State. Please refer to Section 10.1, Final Selection. HHS will make final awards based on evaluation scores, geographic distribution across the State, Applicant past performance (if applicable), Cost Sharing, existing infrastructure, State priorities, and availability of funding. HHSC may not fully fund budget requests to ensure that funds are available for the broadest array of communities and programs.

45	Section 2.5.1 Item 7 "Caregiver mental health services and support", Page 18: "services that could include counseling"	Will Applicants be able to use subcontracted counselors under this grant to meet the requirement of this potential Eligible Programming?	Use of contracted counselors to provide counseling services is not prohibited. Applicants must use Form G, Project Work Plan to identify proposed Project activities and initiatives to be performed during the grant Project Period. Applicants should indicate how proposed services will be provided in the Project Work Plan, in the relevant Service Summary section(s) as well as Section VI. Project Organization and Staffing.
46	Section 9.4 Evaluation Criteria, Page 60, "Applications will be evaluated and scored in accordance with the following score criteria using Exhibit G, Evaluation Tool."	Can Applicants request copy of completed Evaluation Tool after final selection is made by System Agency to review scoring?	Please contact the HHSC Open Records Coordinator at openrecordsrequest@hhs.texas.gov with any questions regarding records or record requests.
47	Section 6.1.3 Project Work Plan, Page 46 Form G, Project Work Plan, Page 1, Primary Counties	Do we list all counties served as Primary counties? No place for secondary counties listed.	List all proposed counties to be served as Primary Counties. Primary Counties are counties proposed in this RFA to receive HOPES services and are the focus of any planned outreach, services, and initiatives. Primary Counties are counties that must be served under an award resulting from this RFA. This RFA does not allow for secondary counties.

48	Section 8.3 Required Submission Method, Item C. "One copy of the complete Application marked as "Public Information Act Copy."	Do we need to include Exhibit E, Requested Budget Template with the Public Information Copy as well or do we need to just upload it once as explained under Paragraph B.?	Yes, both submission methods listed ask for this information. Section 8.3, Required Submission Method, Submission Option #1 HHS Online Bid Room, Item C. states, "Applicants must upload the following documents to the Online Bid RoomOne copy of the complete Application marked as "Public Information Act Copy." Submission Option #2 states, "Applicants shall submit each of the following on separate USB drivesone USB drive with a copy of the complete Application file marked as "Public Information Act Copy."
49	Section 2.6.1 Community Strengths and Needs Assessment (CSNA), page 23 Form F Program Narrative, Subsection A. Community Strengths and Needs Assessment Summary, item 2	"Protective Factors" are referenced in the question A.2. "Protective Factors" is capitalized, is this referring to the FRIENDS NRC definition of Protective Factors?	Refer to the Protective Factors definition in Section 1.2, Definitions and Acronyms: "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."
50	Section 2.6.8 Program Surveys, Pages 29-30	"Relevant programming" is referenced in language pertaining to the Protective Factors Survey and the Program Experience Survey, what programming in the list of eligible programming is considered "relevant"; i.e. which programs require the Protective Factors Survey, and which programs require the Program Experience Survey?	During negotiations FSS will specify which type of programming will require Protective Factors and Program Experience Surveys.

51	Section 2.3 Eligible Populations, Pages 14-15, Item D.	Item D. references that families must not be court- ordered, mandated or coerced to participate in programming. Does this mean that if a family receives a court order to enroll in services and chooses HOPES Programming to meet their requirements, they are not an eligible service recipient?	Per Section 2.3, Eligible Population, Item D, "All Participants must enter and participate in the program voluntarily. Voluntarily means that the Family must not be court-ordered, mandated, or coerced to participate in HOPES programming." Families should also not be prohibited from participating in programming due to referral source.
52	Section 5.4 Cost Sharing, Pages 43-44	While Cost Sharing is not a requirement, is the presence or absence of cost sharing in the budget factored in the scoring of the application? If so, what weight is attached to it?	Cost Sharing is not considered in the evaluation phase. Refer to Section 5.4, Cost Sharing and Section 10.1, Final Selection. HHSC will make final awards based on evaluation scores, geographic distribution across the State, Applicant past performance (if applicable), Cost Sharing, existing infrastructure, State priorities, and availability of funding. HHSC may not fully fund budget requests to ensure that funds are available for the broadest array of communities and programs.
53	Section 2.6.6 Recruitment, Outreach, and Retention, Section B, item 2.a., Pages 28-29	Section B (2A) References: Incentives may be used in cases of milestone achievement or after successful program completion. Will incentives only be allowed for milestones met and completion? Are they no longer allowed for program enrollment?	Incentives may be used in the cases of milestone achievement or after successful program completion. Incentives should not be used as payment for participation. Therefore, incentives cannot be excessive and cannot be provided at every interaction or encounter with a Participant Family. FSS does not allow incentives to be used for program enrollment. See Section 2.6.6, Recruitment, Outreach, and Retention, Item B for additional detail.

54	General	Are incentives for clients an allowable expense? We would like to offer incentives to clients to complete the program and training and will set milestones for each client to reach to receive an incentive. The incentive may be in the form of a diaper bag, appointment planner, etc.	Applicants may propose the use of incentives to support program retention and engagement. Applicants should elaborate on proposed incentives, how they were chosen, how they will be provided, and the intended impact for Participants. Incentives may be used in the cases of milestone achievement or after successful program completion. See Section 2.6.6, Recruitment, Outreach, and Retention, Item B for additional detail.
55	General	May a budget line item or category, like Equipment, with the same or similar allocations for year 1 and year 2 of the program be modified in year 2 to accommodate a need in another budget category?	FSS will allow modifications to the annual budget for each year of the Grant Term to meet the needs of the program.
56	General	Does the budget allow for modification/reallocation of funds to cover line items such as an increase in mileage/indirect/travel per diem and decrease in another line item such as supplies/contractual OR would the number of miles have to decrease?"	Yes, the budget can be modified during the Grant Term.
57	General	May the Personnel category allocation be used to pay for temporary or contract employees engaged to accommodate turnover until the position or positions can be filled?	Yes, the Personnel category allocation may be used to pay for temporary or contract employees.
58	General	At what point should a budget revision be requested? Is there a specific amount or percentage that would require the revision?	FSS will work with Grantee on budget revisions processes and procedures after award.
59	General	Is the Enterprise Portal now the I AM ONLINE portal?	Yes, PEIRS is now accessed through the IAMonline portal.
60	General	May we use "Not Applicable" for the Texas Secretary of State Filing Number if we do not have one? AACOG has never had a filing number.	Yes, governmental agencies are not required to have a State Filing Number.

questi- item,	re applying for the HOPES RFA and have a on. As for the Community Needs Assessment what is the timeframe of the collected nation, within the past 2,3,4,5 years?	Applicants must conduct a CSNA for their proposed Service Area. See Section 2.6.1, Community Strengths and Needs Assessment (CSNA). Applicant's proposed programming should be based on the needs and gaps in the proposed Service Area as identified in the CSNA (see Section 2.6.1, Community Strengths and Needs Assessment). There is no required timeframe for
		should be based on the needs and gaps in the proposed Service Area as identified in the CSNA (see Section 2.6.1, Community Strengths and Needs Assessment).
		There is no required timeframe for
		information included in the CSNA; however, information should be relatively recent, or an existing CSNA should include recent updates, in order to plan appropriately for proposed services and initiatives through this RFA.
		Organizations applying to receive funds for the HOPES program, must respond to this RFA
		Individuals interested in connecting to existing HOPES services, please refer to https://fss.hhs.texas.gov/programs/hopes.asp for a list of providers.
after t	he question and begin the response on the	Use Form E, Executive Summary to provide the Executive Summary response.
of one		The Executive Summary limit is one (1) page.
imit is one		
Times Multip	New Roman 12-point font and line spacing of ple 1.08. When applicants enter their responses,	No, Applicants should maintain the prepopulated font size in the body of each Exhibit.
	Immary, Is it al after t subsectory of one o	after the question and begin the response on the subsequent page, thereby allowing the full allotment of one page to provide the response? imit is one omposition, Form E, Executive Summary has default settings of Times New Roman 12-point font and line spacing of Multiple 1.08. When applicants enter their responses,

	1		
	"All applications must be presented using font type Verdana, Arial, or Times New Roman, font size 12 pt., with one-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."		
66	Section 8.5 Application Composition,	Form F, Program Narrative has default settings of	No, Applicants should maintain the
	Page 57 Form F, Program Narrative	Times New Roman 11-point font and 12-point font and single line spacing. When applicants enter their responses, should they change the font size to 12 pt. and the line spacing to 1.5?	prepopulated font size in the body of each exhibit.
	"All applications must be presented		
	using font type Verdana, Arial, or		
	Times New Roman, font size 12 pt.,		
	with one-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."		
67	Section 8.5 Application Composition,	Form G, Project Work Plan has default settings of	No, Applicants should maintain the
	Page 57	Calibri 11-point and 12-point font and single line	prepopulated font size in the body of each
	Form G, Project Work Plan	spacing. When applicants enter their responses, should they change the font type to Verdana, Arial, or Times New Roman; change the font size to 12 pt.; and	exhibit.
	"All applications must be presented	change the line spacing to 1.5?	
	using font type Verdana, Arial, or		
	Times New Roman, font size 12 pt.,		
	with one-inch margins and 1.5 line		
	spacing: the sole 12-point font size		
	exception is no less than size 10 pt.		
68	for tables, graphs, and appendices." Section 2.5.1 Eligible Programming,	Are there any parameters on how long parenting	See Section 2.5, Eligible Activities and
08	Page 17		Section 2.5, Engine Activities and Section 2.6, Program Requirements.
	1 450 17	classes need to be.	500 mon 2.0, 110 gram requirements.
	Form G, Project Work Plan, Section		There are no defined parameters regarding
	III Service Summary (chart), Page 2		specific program or service duration.
			Applications must include plans for
			effective, quality programming, activities,
			and services to promote well-being for
			young children and their families that are
			designed to achieve intended outcomes.

			HOPES Grantees will be required to provide the approved programming and services and demonstrate impact related to the intended outcomes. Proposed programming and services should be connected to community needs and priorities and demonstrate how they will lead to the intended outcomes and impact. See Sections 2.6.1, Community Strengths and Needs Assessment and 2.6.2, Logic Model.
69	Section 2.8 Performance Measures and Monitoring, Section B., Page 35 Form G, Project Work Plan, Section III Service Summary (chart), Page 2	Is there a minimum number of individuals HHS would like served annually?	See Section 2.5, Eligible Activities and Section 2.6, Program Requirements. There is no minimum number of families to be served annually. However, proposed programming and services should be connected to community needs and priorities and demonstrate how they will lead to the intended outcomes and impact. See Section 2.8, Performance Measures and Monitoring. Applicants will propose the total number of families to be served monthly and the total number of families to be served annually in Form G, Project Work Plan. The proposed number of families to be served must be based on the type(s) of proposed programming, duration of each, and proposed staffing. Outputs and Outcomes will be determined through the negotiations process, prior to award of a Grant Agreement, and based on available funds and FSS requirements. HHSC reserves the right to make final determination on Outputs and Outcomes for any Grant Agreement awarded as a result of this RFA.

70	Section 2.8 Performance Measures and Monitoring, Section B., Page 35	Is there a maximum amount of time that families can stay on the program?	See Section 2.5, Eligible Activities and Section 2.6, Program Requirements.
	Form G, Project Work Plan, Section III Service Summary (chart), Page 2		There is no maximum amount of time that families may remain in programming or receive services. However, proposed programming and services should be connected to community needs and priorities and demonstrate how they will lead to the intended outcomes and impact. See Section 2.8, Performance Measures and Monitoring. Applicants will propose the total number of families to be served monthly and the total number of families to be served annually. The proposed number of families to be served must be based on the Applicant's proposed programming, services, and initiatives, duration of each, and proposed staffing.
71	Section 2.6.6 Recruitment, Outreach, and Retention, item B.2, Pages 28-29 Form G, Project Work Plan, Section VII: Program and Service Implementation, Section B.3, Page 5 "Use of incentives for program engagement and retention"	Can incentive funding be considered under the flex fund line item or what other line item does funding for incentives fall under on the budget?	If planning for incentives in the budget, please include a dedicated line item for "Incentives" under the "Other" cost category.
72	Section V. Grant Funding and Reimbursement Information, Page 42	Will you make more than one award per county?	HHSC may fund more than one Grantee per county to achieve program objectives.
	"It is the System Agency's intention to make multiple awards to Applicants that successfully		Please refer to Section 10.1, Final Selection.
	demonstrate the ability to provide services and support to expecting families and families with young		HHSC will make final awards based on evaluation scores, geographic distribution across the State, Applicant past

73	children, 0 through 5 years of age in the State of Texas" Section 2.5.1 Eligible Programming, item E., Page 17 "E. The following are examples of	In order to best address those gaps in services in each community, can you provide a comprehensive list of programs and services already being administered?	performance (if applicable), Cost Sharing, existing infrastructure, State priorities, and availability of funding. HHSC may not fully fund budget requests to ensure that funds are available for the broadest array of communities and programs. Applicants must conduct a CSNA for their proposed Service Area. Refer to Section 2.6.1, Community Strengths and Needs Assessment (CSNA).
	potential HOPES programming, services, and initiatives:"		Assessment (CSIVA).
74	Section 2.6.1 Community Strengths and Needs Assessment (CSNA), item A. through D., Page 22 "A. The Community Strengths and Needs Assessment (CSNA) is an assessment the Applicant develops and utilizes to identify community strengths, needs, assets, characteristics, challenges, and available resources in the proposed service area. A comprehensive CSNA will aid in planning and decision making, helping to identify gaps in the community, identify priorities, set goals, plan programming and initiatives to meet those goals, and allocate resources accordingly. B. Applicants must conduct a CSNA for their proposed Service Area. C. Applicants must use information and insights from the CSNA to identify the needs and priorities of families with young children in their proposed service area. D. Applicants should include both quantitative and qualitative data and information in their CSNA. Applicants should also include parent and Caregiver input, insights, and feedback in their CSNA. The CSNA		See Section 2.6.1, Community Strengths and Needs Assessment (CSNA) and Form F, Program Narrative – A. Community Strengths and Needs Assessment Summary for information and instructions related to CSNA requirements for the HOPES RFA. It is anticipated that CSNAs and the specific ways in which they are conducted and compiled will be unique to each Applicant and community.

	is an early opportunity to include parents of young children, those most affected by the program, in the planning and design of programming and initiatives"		
75	Section 2.5.1 Eligible Programming, items A. through E., Page 17 "A. Grantees must implement quality programming and services to meet program goals and objectives, ensuring competent and effective delivery of programming and services for families with young children, 0 through 5 years of age. B. Applicants must identify one or more services or approaches to support families with young children, 0 through 5 years of age in the identified service area. C. Applicant's proposed programming should be based on the needs and gaps in the proposed service area as identified in the CSNA (see Section 2.6.1 Community Strengths and Needs Assessment). D. Applicants should also address how proposed programming will lead to the intended effects and impact identified in the logic model (see Section 2.6.2 Logic Model) E. The following are examples of potential HOPES programming, services, and initiatives:"	Do you have published HOPES program information gathered from previous awardees or otherwise that can inform successful programming, services and outcomes, etc.?	See Sections 2.5, Eligible Activities and 2.6, Program Requirements. An Applicant's proposed services and activities should be clearly related to needs and priorities identified in and supported by their Community Strengths and Needs Assessment (CSNA) findings. CSNA data, information, and insights should inform the Applicant's logic model. Applicants must submit a logic model supporting use of the proposed programming and activities, demonstrating the connection between activities and impact. See Sections 2.6.1, Community Strengths and Needs Assessment and 2.6.2, Logic Model. For information regarding current Family Support Services (FSS) programs, Applicants may visit the following website: https://fss.hhs.texas.gov/.

76	Section 6.1 Narrative Proposal, Page 46	Is there a page limit for the Work Plan (Form G)?	There is no specified page limit for Form G, Project Work Plan.
	Form G, Project Work Plan		See Section 6.1.3, Project Work Plan.
			Applicants must use Form G, Project Work Plan to identify proposed Project activities and initiatives to be performed during the grant Project Period, providing a good idea of the activities to be performed and the manner in which they will be conducted. Responses should be both informative and concise.
77	Section 2.6.1 Community Strengths and Needs Assessment	Does the Community Strengths and Needs Assessment need to be included as an attachment? Or only summarized in the narrative and for the Logic Model.	Applicants must only provide a summary of the Community Strengths and Needs Assessment (CSNA). See Section 2.6.1, Community Strengths and Needs Assessment (CSNA) and Form F, Program Narrative. Applicants provide the summary of the CSNA as part of Form F, Program Narrative. The CSNA summary must be limited to three pages.
			The CSNA does not need to be submitted in its entirety as part of the application and does not need to be included as an attachment.
			Applicants must submit a logic model as an attachment to Form F, Program Narrative, labeled as Attachment F-1, Logic Model. The logic model should be limited to one page. While the Logic Model may refer to the CSNA, it does not include the CSNA.
78	Section 2.6.10 Community and Systems Support Requirements, item H.	Is there a limit to the number of applications that you will select to serve in one county?	HHS may fund more than one grantee per county to achieve program objectives.
			Please refer to Section 10.1, Final

			"HHS will make final awards based on evaluation scores, geographic distribution across the State, Applicant past performance (if applicable), Cost Sharing, existing infrastructure, State priorities, and availability of funding. HHSC may not fully fund budget requests to ensure that funds are available for the broadest array of communities and programs."
79	Form C, Financial Management and Administrative Questionnaire "Service Delivery"	What information should be added in the Service Delivery space? (Under agency name)	The Applicant should list "HOPES" as the "Service Delivery" on Form C.
80	Form D, Indirect Cost Rate Questionnaire	Unique Entity ID: the space does not allow us to enter information.	Please note that Addendum 4 has updated and replaced this document as "HHS0015358 Form D, Indirect Cost Rate Questionnaire - Addendum 4 (Revised 1.22.25)". This new document allows for both alpha and numeric values to the "Unique Entity ID (assigned by SAM.gov):" field on Section 1. Grantee Information.
81	Addendums and Exhibits	many of these forms cannot be combined with other PDFs on Adobe to combine them as you request for submission. Can you alter the setting to make this possible?	Upon review, Procurement and Contracting Services confirmed that the forms can be downloaded and/or saved as PDF files and combined. Please contact your local IT support if there continues to be issues with downloading this updated document.
82	General	Budget – Is there a need to complete the asset tab?	No, this tab does not need to be completed.

83	Section 2.5.1 Eligible Programming, item I., Page 20	Does the FSS require agencies to use evidence-based curricula? For instance, can Nurturing Families be utilized for parent education?	Please see Section 2.5, Eligible Activities and Section 2.5.1, Eligible Programming. Potential programming, services, and initiatives funded under the RFA are not limited to evidence-based programs. While evidence-based programs may be proposed, they are not required under this RFA. Applicant's proposed programming should be based on the needs and gaps in the proposed Service Area as identified in the CSNA (see Section 2.6.1, Community Strengths and Needs Assessment). Applicants should also address how proposed programming will lead to the intended effects and impact identified in their logic model (see Section 2.6.2, Logic
84	Form E, Executive Summary, "Requested Budget" sheet, Cell C5 "=IF(SUM(B101,B185,B201,B210,B230,B240,B285,B302,B311)<>H1,"E RROR; TOTAL DOES NOT Cost Sharing HHSC APPROVED BUDGET",SUM(B101,B185,B201,B210,B230,B240,B285,B302,B311))'		Model). Please note that Addendum 4 has updated and replaced this document as "HHS0015358 Exhibit E, Requested Budget Template - Addendum 4 (Revised 1.22.25)". This new document updates the formula in cell C,5 on the Requested Budget tab.
85	Section 7.8 Applicant Conference, Pages 53-54	I was inquiring as to the nature of the Applicant Conference on Jan 8 for the HOPES grant Is it a link to a webinar? If so please send direct me to the link to access it or a recording. Or is it a day one can set up an appointment to speak with you, the Grant Specialist?	Section 7.8, Applicant Conference of the RFA gives instruction on how to register for and attend the Conference. Per Section 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. Responses will not be provided

			individually to requestors." Per Section 7.1, Schedule of Events, "Each Applicant is responsible for checking the HHS Grants RFA website and Procurement Forecast for updates." All available information and materials will be posted there, including the Pre-Submittal Applicant Conference webinar
86	Section 7.8 Applicant Conference, Pages 53-54	I would like to attend the Jan. 8, 2025 applicant conference for the above-referenced RFA. Could you please send registration information at your earliest convenience?	slides. Section 7.8, Applicant Conference of the RFA gives instruction on how to register for and attend the Conference. Per Section 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. Responses will not be provided individually to requestors."
			Per Section 7.1, Schedule of Events, "Each Applicant is responsible for checking the HHS Grants RFA website and Procurement Forecast for updates." All available information and materials will be posted there, including the Pre-Submittal Applicant Conference webinar slides.

87	Section 7.8 Applicant Conference, Pages 53-54	is there a link to register for the HOPES conf tomorrow at 10:30?	Section 7.8, Applicant Conference of the RFA gives instruction on how to register for and attend the Conference. Per Section 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. Responses will not be provided individually to requestors." Per Section 7.1, Schedule of Events, "Each Applicant is responsible for checking the HHS Grants RFA website and Procurement Forecast for updates." All available information and materials will be posted there, including the PreSubmittal Applicant Conference webinar slides.
88	Section 7.8 Applicant Conference, Pages 53-54	Can you provide details about the Applicant Conference mentioned in HHS' 12/17/24 HOPES announcement. Is it in person or virtual? • January 8, 2025 at 10:30 a.m. CST	Section 7.8, Applicant Conference of the RFA gives instruction on how to register for and attend the Conference. Per Section 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. Responses will not be provided individually to requestors." Per Section 7.1, Schedule of Events, "Each Applicant is responsible for checking the HHS Grants RFA website and Procurement Forecast for updates." All available information and materials will be posted there, including the PreSubmittal Applicant Conference webinar

			slides.
89	Section 7.8 Applicant Conference, Pages 53-54	Is there access information available to today's scheduled applicant conference for the HOPES RFA? I am unable to find any information.	Section 7.8, Applicant Conference of the RFA gives instruction on how to register for and attend the Conference.
			Per Section 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. Responses will not be provided individually to requestors."
			Per Section 7.1, Schedule of Events, "Each Applicant is responsible for checking the HHS Grants RFA website and Procurement Forecast for updates."
			All available information and materials will be posted there, including the Pre-Submittal Applicant Conference webinar slides.
90	Section 7.8 Applicant Conference, Pages 53-54	Where can I find the link to register for the Application Conf?	Section 7.8, Applicant Conference of the RFA gives instruction on how to register for and attend the Conference.
			Per Section 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. Responses will not be provided individually to requestors."
			Per Section 7.1, Schedule of Events, "Each Applicant is responsible for checking the HHS Grants RFA website and Procurement Forecast for updates."
			All available information and materials will be posted there, including the Pre-Submittal Applicant Conference webinar

			slides.
91	Section 7.8 Applicant Conference, Pages 53-54	Applicant informational meeting (optional) - January 8, 2025 at 10:30 a.m. CT Is this taking place today? Can't seem to find it.	Section 7.8, Applicant Conference of the RFA gives instruction on how to register for and attend the Conference. Per Section 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. Responses will not be provided
			individually to requestors." Per Section 7.1, Schedule of Events, "Each Applicant is responsible for checking the HHS Grants RFA website and Procurement Forecast for updates." All available information and materials will be posted there, including the Pre-Submittal Applicant Conference webinar slides.
92	Section 7.8 Applicant Conference, Pages 53-54	I'm having a hard time finding a link to the optional applicant conference for the HOPES RFA. Could you please point me the direction of where I might find this information?	Section 7.8, Applicant Conference of the RFA gives instruction on how to register
			Per Section 7.1, Schedule of Events, "Each Applicant is responsible for checking the HHS Grants RFA website and Procurement Forecast for updates." All available information and materials will be posted there, including the Pre- Submittal Applicant Conference webinar

			slides.
93	Section 7.8 Applicant Conference, Pages 53-54	Can I get a copy of the slides from this morning's webinar?	Per Section 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. Responses will not be provided individually to requestors."
			Per Section 7.1, Schedule of Events, "Each Applicant is responsible for checking the HHS Grants RFA website and Procurement Forecast for updates."
			All available information and materials will be posted there, including the Pre-Submittal Applicant Conference webinar slides.