FORM C

Narrative Proposal

STAP Outreach and Training Services

Name of Legal Entity:

Service area(s) based on HHSC Regions [https://hhs.texas.gov/sites/default/files/documents/about-hhs/hhs-regional-map.pdf](https://hhs.texas.gov/sites/default/files/documents/about-hhs/hhs-regional-map.pdf%20) to be served:

**A. Ability to Serve the Target Population**

Instructions: Provide sufficient detail to demonstrate ability to serve the target population based on the following criteria. Ensure that the following details of the criteria are provided as a part of the Narrative Proposal (Proposal).

HHSC considers the extent to which the Respondent has demonstrated the ability to serve the target population based on the following factors:

1. Describe the Respondent’s training, experience, capacity, and ability to serve the target population and to carry out the proposed services, including experience working with people with disabilities, across multiple types of disabilities.
2. Describe Respondent’s past performance and accomplishments. Past performance and accomplishments should indicate an ability to serve the target population.
3. Describe Respondent’s experience with conducting community engagement efforts, including working directly with local populations, partnering with community organizations, and implementing outreach or service initiatives.
4. List the Project personnel and describe their role. Project personnel should be appropriate to support the proposed services to be provided. Proposal should include knowledge, skills, and abilities and job description of Project personnel in relation to their responsibilities under the Project.

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| --- | --- | --- |
| Name of  Project Personnel | Professional Title | Project Role |
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**B. Proposed Project Plan**

Instructions: Provide sufficient detail to describe the plan of operation based on the following criteria. Ensure that the following details of the criteria are provided as a part of the Proposal.

HHSC considers the extent to which the Respondent’s proposed project plan of operation is adequate based on the following factors:

1. Describe the proposed plan. The plan should be well documented to adequately accomplish the purpose of the program and to ensure proper and efficient management of the Project and provide sufficient details including:
2. Information related to how the Respondent will serve the target population and how the Project will be implemented;
3. Strategies to outreach;
4. Plans to ensure Project personnel are trained and possess public speaking experience and ability;
5. Plans for recruitment of certifiers;
6. Plans to ensure adequate oversight and compliance of the Project; and
7. Planned trainings and outreach events hosted by the Respondent. Include details such as intended audiences and topics.
8. List the goals and outcomes that are measurable and appear to show commitment to high quality service. Please refer to RFA **Section 2.8**, **Performance Measures and Monitoring.**

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| **Goals and Outcomes** |
| 1. |
| 2. |
| 3. |
| 4. |

1. Describe the proposed plan. Provide details to ensure effective communication between Respondent, Project personnel, and those served by the program.

**C. Cost**

Instructions: Provide proposed fees to support the proposed activities.

HHSC considers the extent to which the proposed fees are adequate and reasonable to support the proposed activities. HHSC considers the following factors:

1. Complete the monthly fees listed below:

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| --- | --- |
| Service | Fee Requested |
| Training Fee | $       each |
| Outreach Event Fee | $       each |
| Case Management Fee | $       per hour |
| Support Services Fee | $       per hour |

**Staff development training fee**

$      per hour of training attended

**Out of Service Area Travel Fee**

$      per travel day

**Administrative Fee – determined by the percent of all goals being met**

$      per month