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Applicant Conference

**Request for Applications No. HHS0016551
Community Youth Development (CYD) Program
February 6, 2026, at 11:00 AM CST**



Introductions

Speakers

- Dedra Williams, Grants Specialist
Sole Point of Contact for the RFA Posting
Texas Health and Human Services Commission (HHSC)
Procurement and Contracting Services (PCS)



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Agenda



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1. Housekeeping Items
2. Project Overview & Scope
3. Grant Term
4. Eligible Activities
5. Program Requirements
6. Prohibitions
7. Closing Comments



Procurement Roles

- Health and Human Services Commission (HHSC) Procurement and Contracting Services (PCS) is responsible for all procurement and solicitation activities.
- Family Support Services (FSS) is responsible for contract management activities throughout the life of the Grant Agreements, including contract development, execution, and monitoring.
- FSS is also responsible for project scope, requirements, performance, results, and monitoring.



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Schedule of Events

Event	Date and Time
Funding Announcement Posting Date Posted to HHS Grants RFA website	January 29, 2026
Applicant Conference	February 6, 2026, at 11:00 a.m. Central Time
Deadline for Submitting Questions or Requests for Clarification	February 13, 2026, by 5:00 p.m. Central Time
Tentative Date Answers to Questions or Requests for Clarification Posted	On or after February 20, 2026
Deadline for Submission of Applications NOTE: Applications must be <u>RECEIVED</u> by HHSC by this deadline, if not changed by subsequent Addenda, to be considered eligible.	March 17, 2026, by 10:30 a.m. Central Time
Anticipated Notice of Award	August 2026
Anticipated Project Start Date	September 1, 2026



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Solicitation Access

HHSC will post all official communication regarding this RFA on the following website, including the notice of award:

- The HHS Grants website, which is located at <https://apps.hhs.texas.gov/pcs/rfa.cfm>.

HHSC reserves the right to cancel this RFA, or to make no award, if it determines such action is in the best interest of the State.

HHSC may, in its discretion, reject any and all Applications or portions thereof.



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Sole Point of Contact

- All communications relating to this RFA Posting must be directed in writing to Dedra Williams, Sole Point of Contact, at Dedra.Williams@hhs.texas.gov.
- All communications between Applicants and HHSC staff members, or any other HHS staff members, concerning this RFA are **strictly prohibited**.
- Failure to comply with these requirements may result in Application disqualification.



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Executive Summary of Program

- The Community Youth Development (CYD) program is a community-based program that provides services to youth and their families by promoting positive experiences, relationships, and environments.
- The purpose of the CYD program is to assist communities in alleviating conditions in the family and community that lead to juvenile crime.
- Through the promotion and implementation of Positive Youth Development (PYD), youth are engaged in productive and constructive environments that address youth development, build positive and healthy relationships with peers and adults, and provide opportunities for engagement in school and community.
- The CYD program is entirely voluntary and free-of-charge to enrolled Participants.



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Available Funding

- The total amount of federal and State funding available for the CYD grant program is up to \$62,231,519.00 for the entire Project Period.
- It is HHSC's intention to make multiple awards to Applicants that successfully demonstrate the ability to promote Positive Youth Development by increasing availability and accessibility of CYD services to youths and families in the State of Texas.
- HHSC estimates the total amount of funding for the CYD grant program is \$9,957,043.00 per State Fiscal Year.
- Annual awards per individual Grant Agreement typically range between \$400,000.00 and \$1,000,000.00.
- HHSC estimates the value of the RFA based on the stated annual amount multiplied by five years, plus an additional 25% to allow for increases in funding during the Project Period.



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Grant Term

- Anticipated Project Start Date: September 1, 2026
- Project End Date: August 31, 2031
- **Extension of Project Period:** HHSC may, at its sole discretion, extend the Project Period for up to one year to allow for the full expenditure of awarded funding and completion of grant activities. The Grant Term may not exceed six (6) years.



Eligible Applicants

To be considered an Applicant eligible for evaluations, Applicant must meet the following minimum requirements:

- Applicant must be a nonprofit entity as described by Chapter 22 of the Texas Business Organizations Code or be a governmental entity.
- Applicant must submit a complete Application by the date identified as the “Deadline for Submission of Applications,” established at RFA **Section 7.1, Schedule of Events**.



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Eligible Activities

- The primary purpose of the Grant Project is to provide programming and services that promote Positive Youth Development, youth leadership, family well-being, and community involvement for youth ages 6 through 17.
- CYD objectives include improving social-emotional development and well-being of youth, promoting healthy and safe families and communities, increasing protective factors for youth, reducing youth involvement with the criminal justice system, reducing adverse experiences of child abuse and neglect, and promoting workforce readiness.
- Applications must include plans for effective, quality programming, activities, and services to support youth and their families and achieve the intended outcomes. As a part of the Application, Applicant must describe its programming and services and demonstrate impact related to the intended outcomes.



Eligible Activities Continued

Eligible Programming

- Grantees must implement quality programming and services to meet program goals and objectives, ensuring competent and effective delivery of programming and services and promoting family well-being, community involvement, and healthy youth development.
- Applicant's proposed programming should be based on the needs and gaps in the proposed service area as identified in the Community Strengths and Needs Assessment (CSNA) (see RFA Section 2.6.1, Community Strengths and Needs Assessment) and address how programming will lead to the effects and impact identified in the logic model (see RFA Section 2.6.2, Logic Model).



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Eligible Activities Continued

Eligible Programming

- Applicant must propose and describe programming to directly engage with Participants. Refer to RFA Section 6.1, Narrative Proposal, for required forms and instruction.
- Program Model materials must be provided at the direction of HHSC, including all curriculum, training, and supplemental materials associated with the Program Model(s).
- Grantees must provide each of the following CYD programming and services at least once a month (full descriptions are in RFA Section 2.5.2, Programming Descriptions):
 - A. Post-high school readiness;
 - B. Youth advisory committee;
 - C. Youth leadership development; and
 - D. Family focused activities.



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Eligible Activities Continued

Eligible Programming

- Applicant may propose ancillary programming to complement the CYD program.
- The following are programming options under this RFA (full descriptions are in RFA Section 2.5.2, Programming Descriptions):
 - A. Academic support;
 - B. Arts enrichment;
 - C. Mentoring;
 - D. Parent group and workshops;
 - E. Sports and movement; and
 - F. Youth group and workshops.



Program Requirement Highlights

- CYD programs must meet all program requirements referenced in Section 2.6, Program Requirements.
- Applicant must submit a Community Strengths and Needs Assessment summary. Reference RFA Section 2.6.1, Community Strengths and Needs Assessment.
- Applicant must submit a logic model. Reference RFA Section 2.6.2, Logic Model.
- Applicant must meet the organizational qualifications and experience requirements. Reference Section 2.6.2, Organizational Qualifications and Experience.
- Applicant must meet the organizational competence requirements. Reference Section 2.6.4, Organizational Competence.
- Applicants must develop and submit a program staffing plan. Reference Section 2.6.5, Program Staffing Requirements.



Program Requirement Highlights Continued

- A ramp-up period will be allowed as referenced in the RFA Section 2.6.6, Program Ramp-Up Period.
- Applicant must outline recruitment, outreach, and retention strategies to connect to eligible youth. Reference RFA Section 2.6.7, Recruitment, Outreach, and Retention.
- Applicant must outline an enrollment process for participants that captures all required data. Reference RFA Section 2.6.8, Service Authorization and Enrollment.
- Applicant must outline a process to track all referrals made to other service providers for additional services for Participants or their families. Reference RFA Section 2.6.9, Referrals.



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Program Requirement Highlights Continued

- Applicant must describe plans for the administration of required surveys. Reference RFA Section 2.6.10, Program Surveys.
- Applicant must document a service completion and forms completion process that includes any required surveys and additional referrals from Participants when exiting the program. Reference RFA Section 2.6.11, Service Completion.
- Applicant must describe Participant records and service activity documentation system(s), processes, and procedures. Reference RFA Section 2.6.12, Required Recordkeeping.
- Applicant must describe plans for community and systems-level engagement. Reference RFA Section 2.6.13, Community and Systems Support Requirements.



Required Reports

- System Agency will monitor Grantee's performance, including, but not limited to, through review of financial and programmatic reports and Performance Measures, under any Grant Agreement awarded as a result of this RFA.
- Required reports through this grant include (full descriptions in RFA Section 2.7, Required Reports):
 - A. Quarterly Reports;
 - B. PEIRS Data Entry;
 - C. Invoices/Requests for Reimbursement;
 - D. Compliance with Reporting Requirements.



Performance Measures

Table 2: Grantee Target Outputs and Outcomes	
Outputs and Outcomes Defined	Required Target Output and Outcome
Output 1: Expected number of Index Youth served monthly during the school year (September – May).	Applicant will propose the number of Index Youth served monthly.*
Output 2: Expected number of Index Youth served monthly during the summer (June-August).	Applicant will propose the number of Index Youth served monthly.*
Output 3: Expected number of Index Youth served annually .	Applicant will propose the number of Index Youth served annually.*
Output 4: Percentage of Index Youth who complete a matching pre-service and post-service survey.	60%
Output 5: Percentage of primary caregivers who complete the Program Experience Survey at discharge.	50%
Outcome 1: Percentage of 10- to 17-year-old Index Youth who do not engage in delinquent behavior.	100%
Outcome 2: Percentage of primary caregiver who report positive (agree/strongly agree) Outcomes in at least one (1) domain of the Program Experience Survey at discharge.	80%
Outcome 3: Percentage of Index Youth improve in at least one (1) domain or area of the survey chosen by HHSC between pre-service and post-service survey.	75%



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Prohibitions

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

- Any use of grant funds to replace (supplant) funds that have been budgeted for the same purpose through non-grant sources;
- Inherently religious activities such as prayer, worship, religious instruction, or proselytization;
- Lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy (cf. 18 U.S.C. § 1913), whether conducted directly or indirectly;
- Any portion of the salary of, or any other compensation for, an elected or appointed government official;
- Vehicles for general agency use; to be allowable, vehicles must have a specific use related to Project objectives or activities;



Prohibitions Continued

- 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;
- Costs of promotional items and memorabilia, including models, gifts, and souvenirs;
- Food, meals, beverages, or other refreshments, except for eligible per diem associated with grant-related travel, where pre-approved for working events, or where such costs are incurred for components of a program approved by the grantor agency and are directly related to the program's purpose;
- Membership dues for individuals in any civic or community organization, except when preapproved by HHSC, required for program implementation, and in accordance with 2 CFR § 200.454;
- Any expense or service that is readily available at no cost to the Grant Project;



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Prohibitions Continued

- Any activities related to fundraising;
- Any allocation of grant funds to individuals that do not meet the requirements outlined in **Section 2.3, Eligible Populations**;
- Equipment and other capital expenditures, such as capital improvements, property losses and expenses, real estate purchases, mortgage payments, remodeling, the acquisition or construction of facilities, or other items that are unallowable pursuant to 2 CFR 200.439;
- Any other prohibition imposed by federal, State, or local law; and
- Other unallowable costs as listed under TxGMS, Appendix 7, Selected Items of Cost Supplement Chart and/or 2 CFR 200, Subpart E – Cost Principles, General Provisions for Selected Items of Cost, where applicable.



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Submission of Forms and Exhibits

Applicants must complete and submit Forms A through G and Exhibits A through L in accordance with RFA Section XIII, Submission Checklist.



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Evaluation Process

HHSC uses a three-step selection process:

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



Specific Selection Criteria

HHSC will evaluate and score Applications in accordance with the following scoring criteria using **Exhibit H, Evaluation Tool**.

Scoring Criteria: Qualified Applications shall be evaluated based upon:

- A. Experience (30%);
- B. Community Engagement (30%); and
- C. Project Design (40%).



Required Submission Method

Applicant must correctly deliver Solicitation Responses by one of the methods below:

A. Submission Option #1 HHS Online Bid Room: Applicants shall upload the following documents to the Online Bid Room utilizing the procedures in **Exhibit G, HHS Online Bid Room Information. File Size Limitation:** Restriction to 250MB per file attachment.

1. One (1) copy marked as "Original Application" that contains Applicant's entire Application in a Portable Document Format (".pdf") file.
2. One (1) copy of the completed **Exhibit F, Requested Budget Template**, in its original Excel format.
3. One (1) copy of the complete Application marked as "Public Information Act Copy," if applicable, in accordance with **Section 12.1** of this RFA, **Texas Public Information Act – Applicant Disclosure Requirements**, in a Portable Document Format (".pdf") file.



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Required Submission Method Continued

B. Submission Option #2 Sealed Package with USB Drives: Applicants shall submit each of the following on separate USB drives:

1. One (1) USB drive with the complete Application file marked as "Original Application" in a Portable Document Format (".pdf") file. Include the USB in a separate envelope within the sealed Application package and mark the USB and envelope with "Original Application." USB drive must include the completed **Exhibit F, Requested Budget Template**, in its original Excel format.
2. One (1) USB drive with a copy of the complete Application file marked as "Public Information Act Copy," if applicable and in accordance with **Section 12.1** of this RFA, **Texas Public Information Act – Applicant Disclosure Requirements**. The copy must be in a Portable Document Format (".pdf") file. Include the USB in a separate envelope within the sealed package and mark the USB and envelope with "Public Information Act Copy" or "PIA Copy."
3. Sealed packages must be clearly labeled with the following:
 - a. RFA number;
 - b. RFA title;
 - c. Deadline for submission of Applications;
 - d. Sole Point of Contact's name; and
 - e. Applicant's legal name.



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Required Submission Method Continued

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

Overnight/Express/Priority Mail	Hand Delivery
Health and Human Services Commission ATTN: Dedra Williams Tower Building Room 108 1100 W. 49th St., MC 2020 Austin, Texas 78756	Health and Human Services Commission ATTN: Dedra Williams Procurement & Contracting Services Building 1100 W. 49th St., MC 2020 Austin, Texas 78756



Questions and Answers

All questions **must** be submitted in writing to the Sole Point of Contact using the formatting below from the RFA, Section 7.3, RFA Questions and Requests for Clarification:

- A. Identifying Solicitation number;
- B. Section number;
- C. Paragraph number;
- D. Page number;
- E. Text of passage being questioned; and
- F. Question;

Submit via email to Dedra.Williams@hhs.texas.gov **by**  **5:00 p.m. on February 13, 2026.**



Question Deadline

- Questions are due by **5:00 p.m. on Friday, February 13, 2026.**
- HHSC will not respond to questions received after this deadline.
- An Addendum will be posted to the HHS Grants Website with the answers to questions **on or after February 20, 2026.**



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Closing Comments

- Applicants are responsible for meeting the RFA requirements, including any Addendums.
- All Addendums must be signed and submitted with the original Application.
- Applicants must check the HHS Grants website frequently for any Addendums that may have been added to this solicitation.



HHS Grants Website

Access at the following link: <https://resources.hhs.texas.gov/rfa>





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Thank you!

Request for Applications No. HHS0016551

Community Youth Development (CYD) Program

