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Health and Human Services

Stephanie Muth, Executive Commissioner

Request for Applications (RFA)

*Grant for
Community Youth Development (CYD) Program
RFA No. HHS0016551*

DEADLINE FOR SUBMISSION OF APPLICATIONS

March 17, 2026 by 10:30 a.m. Central Time

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Section I. Introduction , Definitions, and Statutory Authority

1.1 INTRODUCTION

The Texas Health and Human Services Commission (HHSC), the System Agency, is accepting Applications for the Community Youth Development (CYD) program.

The purpose of the CYD program is to assist communities in alleviating conditions in the family and community that lead to juvenile crime. The CYD program is a community-based program that provides services to youth and their families by promoting positive experiences, relationships, and environments.

Applicants should reference **Section II, Scope of Grant Project**, for further detailed information regarding the purpose, background, eligible population, eligible activities, and requirements.

Grant Name:	Community Youth Development (CYD)
RFA No.:	HHS0016551
Deadline for Submission of Applications:	March 17, 2026 by 10:30 a.m. Central Time
Deadline for Submitting Questions or Requests for Clarifications:	February 13, 2026 by 5:00 p.m. Central Time
Estimated Total Available Funding:	\$62,231,519.00
Estimated Total Number of Awards:	Multiple
Estimated Max Award Amount:	Refer to Section 5.1, Grant Funding Source and Available Funding .
Cost Sharing Required, if any:	Refer to Section 5.4, Cost Sharing .
Anticipated Project Start Date:	September 1, 2026
Length of Project Period:	Five (5) State fiscal years

Eligible Applicants:	Refer to Section 3.2, Application Screening Requirements .
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To be considered for screening, evaluation, and award, Applicants must provide and submit all required information and documentation as set forth in **Section VIII, Application Organization and Submission Requirements**, and **Section XIII, Submission Checklist**, by the Deadline for Submission of Applications established in **Section 7.1, Schedule of Events**, or subsequent Addenda. See **Section 9.2, Initial Compliance Screening for Applications**, for further details.

1.2 DEFINITIONS AND ACRONYMS

Unless a different definition is specified, or the context clearly indicates otherwise, the definitions and acronyms given to a term below apply whenever the term appears in this RFA. All other terms have their ordinary and common meaning.

Refer to all exhibits to this RFA for additional definitions.

“Addendum” or “Addenda” means a written clarification or revision to this RFA, including exhibits, forms, and attachments, as issued and posted by HHSC to the [HHS Grants RFA](#) website. Each Addendum will be posted and must be signed by Applicant and returned with its Application.

“Applicant” means any person or legal entity that submits an Application in response to this RFA. The term includes the individual submitting the Application who is authorized to sign the Application on behalf of Applicant and to bind Applicant under any Grant Agreement that may result from the submission of the Application. May also be referred to in this RFA as “Respondent.”

“Application” means all documents Applicant submits in response to this RFA, including all required forms and exhibits. May also be referred to in this RFA as “Solicitation Response.”

“Budget” means the financial plan for carrying out the Grant Project, as formalized in the Grant Agreement, including awarded funds and any required Cost Sharing, submitted as part of the Application in response to this RFA. An Applicant’s Requested Budget may differ from the System Agency-approved Budget executed in the final Grant Agreement.

“Business Day(s)” means, unless otherwise defined by applicable law or rule, any day except a Saturday, Sunday, or a national or State holiday as defined in Section 662.003 of the Texas Government Code.

“CFR” means the Code of Federal Regulations, which is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the federal government.

“Cost Sharing” is the non-federal and/or non-State share of costs the Grantee may optionally choose to contribute to accomplish the purpose of the Grant Project.

“Direct Cost” means those costs that can be identified specifically with a particular final cost objective under the Grant Project responsive to this RFA or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or Indirect Costs. Direct Costs include, but are not limited to, salaries, travel, Equipment, and supplies directly benefiting the grant-supported Project or activity.

“Effective Date” means the date on which the Grant Agreement takes effect.

“Equipment” means, pursuant to 2 CFR §200.1, tangible personal property (including information technology systems) having a useful life of more than one (1) year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$10,000. See §200.1 for definitions of capital assets, computing devices, general purpose equipment, information technology systems, special purpose equipment, and supplies.

“Family Health Services” or “FHS” means the program within the Texas Health and Human Services Commission that houses Family Support Services and other programs that focus on women, children, and families in the areas of health and medical services, crisis services and education, early childhood, and family support.

“Family Support Services” or “FSS” means the area within FHS that manages programs that are intended to provide intervention and promote safety and stability for children and at-risk families. Applicants can access information regarding current FSS programs and FSS at the following website at <https://fss.hhs.texas.gov/>.

“FSS Program Staff” means employees who work for Family Support Services.

“Grant Agreement” means the agreement entered into by System Agency and Grantee as a result of this RFA, including the Signature Document and all attachments and amendments. May also be referred to in this RFA as “Contract.”

“Grantee” means the party receiving funds under any Grant Agreement awarded under this RFA. May also be referred to as “Subrecipient” or “Contractor” in this document.

“Grant Term” refers to the base Project Period plus any renewal or extension of the Grant Agreement.

“HHS” includes both the Texas Health and Human Services Commission (HHSC) and the Texas Department of State Health Services (DSHS).

“HHSC” means the Texas Health and Human Services Commission.

“Index Child” or “Index Youth” means the child or youth for whom a family’s eligibility for CYD programming is based. This RFA refers to Index Child or Index Youth to indicate children or youth served.

“Indirect Cost” means those costs incurred for a common or joint purpose benefitting more than one (1) cost objective and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Indirect Costs represent the expenses of doing business that are not readily identified with the Grant Project responsive to this RFA but are necessary for the general operation of the organization and the conduct of activities it performs.

“Indirect Cost Rate” is a formula for determining in a reasonable manner the proportion of Indirect Costs each program should bear. It is the ratio (expressed as a percentage) of the Grantee’s Indirect Costs to a Direct Cost base.

“Invoice” is Grantee’s bill or written request for payment under the Grant Agreement for services performed.

“Outcome” means a measure that demonstrates the effect a service has on Participants, typically related to improvements in the lives of Participants regarding safety, permanency, and well-being.

“Output” means an indicator referring to activities, methods, and approaches and the immediate results generated because of program efforts (e.g., number of families served).

“Participant” means a member of the population to be served by Applicant’s organization. For purposes of this grant, a Participant is a member of a family or household who is receiving programming under this grant.

“Performance Measure” means a service Output, Outcome, or deliverable used to assess the performance of Grantee.

“Positive Youth Development” or “PYD” is an intentional, pro-social approach that engages Youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances young people’s strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their leadership strength.

“Prevention and Early Intervention Reporting System” or “PEIRS” means the data reporting system used by FSS Grantees and FSS Program Staff to capture and report program and Grant-related information.

“Priority Characteristics” means the traits that identify the youth, caregivers, or families who may receive programming.

“Program Model” means the evidence-based program, promising practice program, evidence-informed program, or curriculum that Grantee implements.

“Project” or “Grant Project” means the specific work and activities that are supported by the funds provided under the Grant Agreement as a result of this RFA.

“Project Period” is the initial period of time set forth in the Grant Agreement during which Grantees may perform approved grant-funded activities to be eligible for reimbursement or payment. Unless otherwise specified, the Project Period begins on the Grant Agreement Effective Date and ends on the Grant Agreement termination or expiration date, and represents the base Project Period, not including extensions or renewals.

“Project Work Plan” or “PWP” means the documentation of how Grantee will implement and operate the CYD grant initiative to achieve the Performance Measures outlined in the Grant Agreement.

“RFA” means this Request for Applications, including all parts, exhibits, forms, attachments and Addenda posted on the [HHS Grants RFA](#) website. May also be referred to as “Solicitation.”

“Safe” means the state in which an Index Child or Index Youth is secure from maltreatment or the risk of danger or harm.

“State” means the State of Texas and its instrumentalities, including System Agency and any other State agency, its officers, employees, or authorized agents.

“Statement of Work” or “SOW” means the description of activities Grantee must perform to complete the Project, as specified in the Grant Agreement, and as may be amended.

“Subaward” means a written agreement that assigns portions of Grantee’s obligations to a third party that Grantee selects. The third party assumes some of Grantee’s obligations while Grantee remains completely responsible for all actions that the Sub-awardee performs. Subaward may be used interchangeably with the terms “Subcontract” or “Subgrant” for this RFA.

“Sub-awardee” means any entity that has entered into a Subaward with Grantee to assume some of Grantee’s obligations. Sub-awardee may be used interchangeably with the terms “Subcontractor” or “Subgrantee” for this RFA.

“System Agency” means HHSC, DSHS, or both, that will be a party to any Grant Agreement resulting from the RFA.

“Texas Grant Management Standards” or “TxGMS” means the Texas Grant Management Standards published by the Texas Comptroller of Public Accounts.

1.3 STATUTORY AUTHORITY

System Agency is requesting Applications under Chapter 137 of the Texas Human Resources Code. State funds for this Grant Project are authorized under the Texas General Appropriations Act, 89th Legislature, Senate Bill 1, Article II. All awards are subject to the availability of appropriated state funds and any modifications or additional requirements that may be imposed by law.

Federal funding for this Grant Project is authorized under Title IV-B, Subpart 2 of the Social Security Act, as amended and codified in 42 U.S.C. Section 620 et seq. All awards are subject to the availability of appropriated federal funds and any modifications or additional requirements that may be imposed by law. Federal funding awarded to System Agency is through the program(s) listed below:

Federal Grant Program:	Promoting Safe and Stable Families Grant Program
Federal Awarding Agency:	Department of Health and Human Services Administration for Children and Families
Funding Opportunity No.:	2501TXFPSS
Assistance Listing Number and Program Title:	93.556 MaryLee Allen Promoting Safe and Stable Families Program

1.4 STANDARDS

Awards made as a result of this RFA are subject to all policies, terms, and conditions set forth in or included with this RFA, as well as applicable statutes, requirements, and guidelines including, but not limited to, applicable provisions of the Texas Grant Management Standards (TxGMS) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200).

Section II. Scope of Grant Project

2.1 PURPOSE

This funding opportunity invites Applicants to request funding for the CYD program.

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 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 aims to improve the development and well-being of youth, promote healthy and safe families and communities, increase protective factors for youth, reduce involvement with the criminal justice system, reduce the likelihood of child abuse and neglect, and promote workforce readiness.

The CYD program is entirely voluntary and free-of-charge to enrolled Participants.

2.2 PROGRAM BACKGROUND

FSS partners with and provides funding for organizations across the State to deliver free, voluntary programs for youth and their families, offering services that help promote positive outcomes for youth. FSS provides CYD as part of its overall service array to support youth and their families across Texas.

The CYD program contributes to the efforts in alleviating conditions that lead to juvenile crime through the principles of PYD, which recognizes and utilizes youth strengths, complement efforts to reduce risky or negative behaviors, and support youth in cultivating life skills and tools necessary to grow into thriving adults.

The CYD program was established in 1995 with funds authorized by the 74th Legislature to assist communities in alleviating conditions in the family and community that lead to juvenile crime. In 2023, the CYD statute moved to the Texas Human Resources Code from the Texas Family Code and reads as follows:

Human Resources Code Sec 137.056. COMMUNITY YOUTH DEVELOPMENT GRANTS. (a) Subject to available funding, the commission shall award Community Youth Development grants to communities identified by incidence of crime. The commission shall give priority in awarding grants under this section to areas of the state in which there is a high incidence of juvenile crime. (b) The purpose of a grant under this section is to assist a community in alleviating conditions in the family and community that lead to juvenile crime.

The full HR Code section can be accessed at the following site:

<https://statutes.capitol.texas.gov/?tab=1&code=HR&chapter=HR.137&artSec=137.056>.

The CYD program has expanded over the past 30 years and continues providing youth programming that supports youth development, family well-being, and community connection. CYD assists in empowering youth to take an active role in their lives and community through engagement of constructive activities, such as sports, mentoring, workforce readiness, family focused activities, and youth leadership. These programs cultivate life skills and provide youth with a sense of purpose and belonging, steering

them away from negative influences and promoting safer and supportive community environments.

2.3 ELIGIBLE POPULATION

The eligible population to be served under this RFA consists of individuals who are:

- A. Youth ages 6 through 17 who live in or attend public school in the proposed service area(s) and their families. Youth who turn 18 years old during the school year are allowed to participate in CYD until they meet program goals or the current fiscal year ends, whichever occurs first, provided they were 6 through 17 years old when first enrolled in CYD.
- B. The target age range for youth served is 10 through 17. Youth under age 6 are not eligible for CYD programming. Youth aged 6 through 9 may not exceed 30% of the Performance Measure for annual unduplicated Index Youth served.
- C. Youth who are currently on probation are not eligible for the CYD program. A youth who was on probation is eligible for CYD 12 months after the youth's probation ends. Youth whose cases are pre-adjudicated, informally adjudicated, or whose adjudication has been deferred are eligible to participate in CYD.
- D. To be eligible to participate in the Grantee's CYD program, youth must exhibit at least two (2) of the following Priority Characteristics:
 - 1. Behavioral concern;
 - 2. Childcare or childcare access concern;
 - 3. Current or former military connection;
 - 4. Current or past substance use or alcohol use – youth;
 - 5. Current or past child maltreatment or child welfare involvement;
 - 6. Current or past criminal justice involvement – youth;
 - 7. Current or past domestic or interpersonal violence;
 - 8. Developmental delay or disability – caregiver;
 - 9. Developmental delay or disability – Index Child or Index Youth;
 - 10. Family or household conflict;
 - 11. High stress level;
 - 12. Homeless, runaway, or housing instability;
 - 13. Household contains an enrollee who is pregnant and under 21;
 - 14. Household has a child with developmental delays or disabilities;
 - 15. Household has a history of substance use or needs substance use treatment;

16. Low-income household;
17. Mental health concern – caregiver;
18. Mental health concern – Index Child or Index Youth;
19. Parenting/caregiver skills concern;
20. School engagement concern;
21. Social support concern;
22. Someone in the household has attained low student achievement or has a child with low student achievement; or
23. Kinship caregiver.

HHSC reserves the right to alter eligibility criteria during the Project Period.

2.4 ELIGIBLE SERVICE AREAS

The service areas eligible for Project funding under this RFA are the Texas counties listed below in **Table 1, Texas Counties**.

- A. Applicants may propose CYD programming for any eligible Texas county under this RFA.
 1. Applicant must identify specific ZIP code(s) within the selected county in which it will prioritize CYD programming.
 2. If an Applicant would like to serve multiple counties, Applicant must submit a separate Application for each county that Applicant proposes to serve.
 3. If a ZIP code falls within one (1) or more counties, then both counties will be part of the service area.
- B. Identified services must be available to the entire proposed service area. Services may not be denied to any Index Child or Index Youth that meets the eligibility requirements if capacity and funding allow for service provision.
- C. The eligible counties below include those with the highest juvenile referral data from the Texas Juvenile Justice Department (TJJD) and identified as high-risk counties for youth ages 10 to 14 from the Maltreatment Risk Maps, which are located at <https://maltreatment-risk.txsafebabies.org/>.
- D. HHSC reserves the right to negotiate with Applicants regarding specific geographic coverage. Grantee's approved service area will be included in the Grant Agreement Statement of Work.

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Table 1: Texas Counties				
1. Angelina	21. Comanche	41. Harris	61. McCulloch	81. Somervell
2. Aransas	22. Coryell	42. Haskell	62. McLennan	82. Tarrant
3. Archer	23. Culberson	43. Henderson	63. Midland	83. Taylor
4. Bandera	24. Dallas	44. Hidalgo	64. Milam	84. Terry
5. Bee	25. Dawson	45. Hill	65. Mitchell	85. Travis
6. Bell	26. Denton	46. Hood	66. Montgomery	86. Upton
7. Bexar	27. Dimmit	47. Hopkins	67. Moore	87. Uvalde
8. Bosque	28. Duval	48. Houston	68. Nacogdoches	88. Van Zandt
9. Brazoria	29. Eastland	49. Jack	69. Nolan	89. Ward
10. Brazos	30. Ector	50. Jasper	70. Nueces	90. Webb
11. Brown	31. El Paso	51. Jones	71. Polk	91. Wheeler
12. Burnet	32. Falls	52. Kerr	72. Potter	92. Wichita
13. Caldwell	33. Fort Bend	53. Kleberg	73. Rains	93. Wilbarger
14. Callahan	34. Freestone	54. Lamar	74. Reeves	94. Willacy
15. Cameron	35. Frio	55. Lampasas	75. Robertson	95. Williamson
16. Cass	36. Galveston	56. LaSalle	76. San Augustine	96. Winkler
17. Castro	37. Gray	57. Llano	77. San Jacinto	97. Wood
18. Cherokee	38. Gregg	58. Lubbock	78. San Patricio	98. Zavala
19. Coleman	39. Guadalupe	59. Marion	79. Scurry	
20. Collin	40. Hamilton	60. Matagorda	80. Shelby	

2.5 ELIGIBLE ACTIVITIES

This Grant program may fund activities and costs within the Scope of Grant Project as allowed by the laws, regulations, rules, and guidance governing fund use identified in the relevant sections of this RFA. Only grant-funded activities authorized under this RFA are eligible for reimbursement and payment under any Grant Agreement awarded as a result of this RFA.

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 part of the Application, Applicant must describe its programming and services and demonstrate impact related to the intended outcomes.

2.5.1 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), refer to **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, refer to **Section 2.6.2, Logic Model**.

Applicant must propose and describe programming to directly engage with Participants. Refer to **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:

- A. Post-high school readiness;
- B. Youth advisory committee;
- C. Youth leadership development; and
- D. Family focused activities.

Applicant may propose ancillary programming to complement the CYD program. The following are programming options under this RFA:

- A. Academic support;
- B. Arts enrichment;
- C. Mentoring;
- D. Parent group and workshops;
- E. Sports and movement; and
- H. Youth group and workshops.

For full descriptions, refer to **Section 2.5.2, Programming Descriptions**.

2.5.2 Programming Descriptions

A. Required CYD Program Components

1. Post-high school readiness (PHSR)

- a. Post-high school readiness involves preparing youth for their transition to various pathways after graduation. It equips youth with the skills and experiences necessary to become self-sufficient and manage the responsibilities required upon entering college, career, and workplace environments. Achieving readiness means acquiring essential competencies and experiences that enable students to become lifelong learners, positive contributors to their workplaces and communities, and engaged citizens. PHSR programming must include activities related to career exploration, college readiness, or workforce readiness.

- b. Examples of PHSR activities may include and are not limited to:

Career exploration and workforce readiness: Provide a realistic view of work along with necessary skills and workplace ethics to successfully maintain employment. Coordinate activities that promote career planning and acquisition of workplace skills, including vocational training and academic planning specific to career goals. Conduct assessment and planning sessions to integrate school experiences (coursework, extracurricular activities and vocational or career assessments) with community experiences (volunteer work, internships, regular employment, job shadowing, and job fairs), aimed toward achieving career objectives. Other activities include job search assistance (including résumé preparation, information on non-traditional career opportunities, and job application completion), interviewing skills training, and assistance with disability-related accommodations.

College readiness: Provide the level of preparation needed for young people to enroll and succeed in post-secondary education. Activities offered should promote college planning skills in young people, which may include awareness of and preparation for school applications, pre-requisite testing, scholarship application and financial planning, college campus culture, intellectual norms in the academic environment, decision-making and

assessing risky behavior, and expectations for engagement. Other activities could include college campus visits, test preparation, discussing expectations with current college students, and scholarship search assistance.

2. Youth Advisory Committee (YAC)

- a. The YAC is an advisory body of young leaders currently participating in the CYD program. The goal of the YAC is to promote youth voice and choice by allowing youth to provide input, feedback, and participate in decision-making to help shape their local CYD program; assessing and addressing the needs of their community by engaging in outreach and awareness efforts and planning; and implementing meaningful service-learning projects in their community.
- b. The YAC must include 10 to 20 youth, comprised of both middle- and high-school youth between the ages of 13 and 17. The YAC must meet monthly, at a minimum, with at least 10 youth in attendance each meeting, and with the expectation that youth are consistently attending and participating in YAC meetings.
- c. YAC youth must receive youth leadership development in addition to participating in the YAC.
- d. Each CYD program must have a dedicated staff member as the YAC Coordinator to ensure YAC goals for youth safety, engagement, participation, leadership development, and community building are met.
- e. The YAC is intended to be a singular advisory body. If a Grantee chooses to facilitate two (2) or more independent YAC groups that meet separately, a monthly opportunity must be provided for all YAC members to meet as a singular advisory body.

3. Youth Leadership Development (YLD)

- a. YLD supports young people in developing the ability to analyze their own strengths and weaknesses, set goals, build confidence and skills to carry out goals, and serve as role models.
- b. The YLD program should provide Participants with a comprehensive understanding of leadership history, as well as opportunities to learn leadership skills and to experience hands-on application of those skills through service-learning projects and personal reflections. Refer to **Section 6.1 Narrative Proposal**, for required forms and instruction. To meet the requirements of YLD, the following four (4) elements must be included and outlined in the Application:
 - i. Leadership knowledge: An examination of leadership history, leadership philosophies, key leadership characteristics, and leadership styles. This element may include self-assessments, activities focused on developing a personal leadership philosophy, leadership case studies, book clubs featuring specific leaders or leadership practices, etc.

- ii. Leadership skill building: The opportunity to learn about and practice key leadership skills in a safe, supportive environment. This element should include leadership skill activities, practice, and reflection. Leadership skills might include, but are not limited to, team building, communication, conflict resolution, goal setting, responsible decision making, problem solving, time management, creative thinking, or project planning.
 - iii. Leadership in action: Putting leadership skills into action through real-life application. This might include youth-led projects, service-learning opportunities, or other project-based learning opportunities.
 - iv. Leadership reflection: An opportunity for youth to review, summarize, or evaluate what they have learned and put into practice. Reflections may include dedicating time to talking among the group after an activity, writing their thoughts in a journal or report, or sharing successes and opportunities for improvements.
 - c. YLD should include a service-learning project to provide Participants an opportunity to practice the skills learned throughout the program. It is recommended that Applicants utilize a three (3), six (6), or 12-month cohort option to map out the program.
 - d. The YAC group alone does not satisfy the requirement for a YLD program. While all YAC Participants must participate in YLD, the Grantee must offer a YLD program that is separate and distinct from the YAC with the capacity to serve additional youth.
4. Family-Focused Activity
- a. Family engagement is associated with improved program outcomes. Parental involvement is closely connected with better health and educational outcomes for youth; it also increases youth participation in after-school programs, influences constructive caregiver involvement in the home, and increases protective factors.
 - b. Family-focused activities are structured activities that promote family connection and well-being and must involve the youth and their caregiver.
 - c. At minimum, this activity will occur one (1) time each quarter of each State fiscal year of the Grant Term.
 - d. Activities such as orientations, parent information nights, and tabling events, etc., will not fulfill the family-focused activity requirement of this RFA.

B. Ancillary Program Components

1. Academic Support

Designed to increase youth engagement in the learning process; improve academic performance; Science, Technology, Engineering, and Math (STEM) skill development; and bonding to the school (e.g., cooperative learning techniques, “experiential learning” strategies, tutoring, and basic skill building).

2. Arts Enrichment

Programming to explore skill building and develop creativity through developmentally appropriate activities involving visual or performance arts, culinary arts, creative writing, digital arts, crafts, or music.

3. Basic Needs Support

Assistance to meet the basic needs essential for youth and family well-being, stability, and optimal care for youth. Assistance could include, but is not limited to, food, housing, utilities, clothing, and household items. Basic needs support would not be considered a primary service but may be provided in conjunction with other primary supports and services.

4. Mentoring

Mentoring focuses on facilitating an ongoing positive relationship between the youth (mentee) and a caring adult role model (mentor) who aids the youth as they go through life and provides support that benefits one (1) or more areas of the mentee's development.

- a. Mentoring may be provided in a one-on-one individual setting or small group setting. The ratio of group mentoring should be no greater than four (4) youth to one (1) mentor.
- b. Grantee must develop a mentoring program delivery model and guidelines prior to implementation.
- c. Mentoring may be provided by a volunteer mentor or a paid mentor. A volunteer mentor is a nonprofessional adult acting in a helping capacity. A paid mentor is a salaried, professionally trained program staff member with relevant background and experience.

5. Parent Groups and Workshops

Facilitated group and workshop activities for parents of CYD youth Participants to share and connect around parenting experiences, build social connections, and engage in a community of other parents of youth. Groups and workshops can facilitate discussions and learning regarding fostering parent-youth connections, enhancing family well-being, navigating challenges, coping with stress, co-parenting, supporting healthy development, family skills building, family effectiveness training, and other topics, all while also helping parents forge peer connections. Activities could include parenting strengths exploration, building social connections, building parenting awareness, and shared learning. Written curriculum, Café-style, seminar, and workshop formats may be used.

6. Sports and Movement

Rewarding, challenging, and age-appropriate activities provided to youth in a safe, structured, and positive environment, with the intent of promoting youth development by way of a socializing effect through which youth develop positive qualities. Examples may include organized sports or athletic activities, personal fitness, dance, or movement. Direct contact sports such as boxing are not allowed.

7. Youth Groups and Workshops

Facilitated groups and activities for youth to share and connect around youth experiences, build social connections, and engage in a community of other youth. Groups and workshops can facilitate discussion, learning, and peer connections regarding youth experiences, youth well-being, navigating challenges, coping with stress, healthy development, and other topics. This could include building social connections, social emotional learning, and shared learning. Written curriculum, Café-style, seminar, and workshop formats may be used.

2.6 PROGRAM REQUIREMENTS

All Grant Projects funded under this RFA must meet the following program requirements:

- A. Grantees must provide CYD programming and services as required by the Grant Agreement to the eligible population in the specified service area.
 - 1. Grantee must offer programming that consists of a mix of intensive programming aimed at smaller sets of youth (e.g., PHSR) with lower intensity programming involving a higher number of youth (e.g., sports and movement).
 - 2. The number of unduplicated youth served must meet the minimum monthly and annual Outputs established in the Grant Agreement. An unduplicated youth is an Index Youth with a unique PEIRS Enrollment ID number who is only counted one (1) time per month for monthly Output, and one (1) time during the State fiscal year for the annual Output.
- B. Grantees must focus on out-of-school time programming.
 - 1. The majority of CYD programming during the school year should be offered during out-of-school time. This includes before school, after school, evenings, and weekends. Programming that takes place while youth are on summer break or other school breaks will vary by community and should align with programming gaps and community needs.
 - 2. After-school programming targeting specific outcomes (e.g., leadership, academic learning, and social-emotional skills) increase positive outcomes for youth and support the reduction of risky behaviors through consistent youth participation. Out-of-school programming assists with closing opportunity gaps by providing youth with opportunities that they might not otherwise experience. High-quality out-of-school time programming benefits both youth and their communities by ensuring that youth have access to safe and enriching programming that helps develop their identity, social-emotional awareness, physical and mental wellbeing, and civic skills.
- C. FSS may host a one-day CYD Regional Youth Leadership Development event to promote youth connection, build leadership skills, and enhance and strengthen the local YAC groups. FSS recommends that Grantee's YAC youth participate in these regional convenings. Participation of YAC members will be at the discretion of the

CYD Grantee. The YAC Coordinator must serve as a chaperone and provide any support needed to youth during the event, as required by FSS.

- D. Participation in CYD programming and services must be voluntary and free of charge to Participants.
- E. Grantees must engage with their local coalition that supports improvements in service coordination, outcomes related to youth development, and CYD programming.
- F. Grantee must comply with all policy updates and clarifications that HHSC issues during the Project Period.
- G. Grantee must participate in all HHSC-required webinars, trainings, and conference calls.
- H. Use of Subawards
 - 1. Grantee may choose to enter a Subaward for the provision of any direct programming described within this RFA. Sub-awardees providing programming under this RFA shall meet the same requirements and levels of experience as required of Grantee.
 - 2. No Subaward under this RFA shall relieve Grantee of the responsibility for ensuring that the required programming is provided in accordance with the requirements described in any Grant Agreement resulting from this RFA.
 - 3. Applicants must identify any work to be performed by Sub-awardees and include proposed Sub-awardee Budget(s). Refer to **Section 6.1, Narrative Proposal**, for required forms and instruction.
 - 4. Grantee will award Subawards based on its own internal policies and processes. Grantee will notify HHSC in writing before executing a new Subaward agreement if the Sub-awardee changes.
 - 5. After award, Grantee and Sub-awardee must negotiate any needed changes to the Sub-awardee and report requested changes to HHSC. Any proposed change from the Grantee or Sub-awardee to the direct programming provided, or any proposed change that would require a new Sub-awardee, must have prior approval from HHSC.
 - 6. If Grantee terminates any Subaward and Grantee has not fully expended the funds obligated to the Sub-awardee during the State fiscal year, Grantee must find a replacement Sub-awardee within 60 calendar days or obligate those funds in a manner consistent with the purposes of CYD. Grantee must report any changes resulting from such termination to HHSC and obtain HHSC's approval prior to implementation.

2.6.1 Community Strengths and Needs Assessment (CSNA)

- A. CSNA is an assessment 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.

1. The CSNA should include data on the number of eligible youth, juvenile delinquency, or other risk factors in the proposed service area.
2. The CSNA should also describe existing services available to youth and families as well as needed services and any gaps or barriers.
3. Applicants should include both quantitative and qualitative data and information in their CSNA.
4. Applicants should also make efforts to include youth and community input, insights, and feedback in their CSNA. The CSNA is an early opportunity to engage youth, families, and community most affected by the program in planning.
5. Applicants should make efforts to include other service providers, partners, and stakeholders in the CSNA to provide information and context for data.
6. Applicants must use information and insights from the CSNA to identify the needs and priorities of the youth and community in the proposed service area.
7. The CSNA data, information, and insights should inform Applicant's logic model, refer to **Section 2.6.2, Logic Model**. Applicant's proposed services and activities should be clearly related to identified needs and priorities and supported by CSNA findings.
8. Applicant must provide a summary of the CSNA. Refer to **Section 6.1, Narrative Proposal**, for required forms and instruction.

2.6.2 Logic Model

- A. A logic model is a graphic depiction that shows the relationship between a program's activities and impact – demonstrating the connection between the resources, efforts and activities, outputs, outcomes, and impact of a program's efforts in a measurable way.
- B. A logic model illustrates how activities are designed to bring about change, as well as how other external factors influence program effectiveness; shows how activities will achieve meaningful and measurable results; and draws on relevant research and theory, including the validity of the program design and how the activities align with local needs, contexts, and circumstances.
- C. Applicant must submit a logic model supporting use of the proposed programming and activities. Applicant's logic model should be informed by the CSNA. Refer to **Section 6.1, Narrative Proposal**, for required forms and instruction.
- D. Applicant may use any logic model format. There are a variety of logic model formats. For the purpose of this RFA, logic models should include the following components – resources, activities, outputs, outcomes, and impact.

- E. Sources for more information in developing a logic model include, but are not limited to:
1. W.K. Kellogg Foundation Logic Model Development Guide, <https://wkkf.issuelab.org/resource/logic-model-development-guide.html>.
 2. Family Resource Information, Education, and Network Development Service, <https://friendsnrc.org/evaluation/logic-models/>.
 3. The University of Kansas, <https://ctb.ku.edu/en/table-of-contents/overview/models-for-community-health-and-development/logic-model-development/main>.
- F. Applicant must submit the logic model as an attachment. Refer to **Section XIII, Submission Checklist**, for forms and instruction.

2.6.3 Organizational Qualifications and Experience

Applicant must describe their experience implementing and administering similar programs, including how they meet organizational qualifications. Refer to **Section 6.1, Narrative Proposal**, for required forms and instruction.

- A. Applicant should describe experience working with and providing services to youth and families.
- B. Applicant should describe previous experience providing services in the proposed service area and community partnerships.
- C. Applicant should describe the organization's experience and capacity in managing budgets, grants, or contracts and capacity to meet administrative and fiscal requirements. This could include Texas State agency or federal funding monitoring or audit reports for reviews conducted in the past three (3) years.
- D. Applicant should describe how any proposed Sub-awardees meet these organizational qualifications as well.

2.6.4 Organizational Competence

Applicant must describe organizational competencies and demonstrate preparedness to implement CYD programming. Refer to **Section 6.1, Narrative Proposal**, for required forms and instruction.

- A. Applicant should address the ability to:
 1. Strategically hire and retain direct service staff and supervisor(s) to ensure successful program implementation, youth engagement, and quality service provision;
 2. Ensure staff are competent in connecting with and serving youth Participants and knowledgeable in Positive Youth Development.
 3. Promote programming and services, utilizing outreach methods and materials in a manner that is relevant and compelling to youth; and

4. Reach and engage youth and families across proposed communities.
- B. Applicant should describe how any proposed Sub-awardees meet these organizational competencies as well.

2.6.5 Program Staffing Requirements

A. Program Staff

1. Applicants must develop and provide a staffing plan to ensure successful implementation of the CYD program and ability to meet program and grant requirements. Refer to **Section 6.1, Narrative Proposal**, for required forms and instruction.
2. Applicants must indicate how they will hire, train, and retain staff to effectively implement CYD programming and service.
3. Grantees must ensure program staff complete any HHSC-required and model-required training.
4. If Grantee elects to enter a Subaward for any programming, the same minimum staffing qualifications apply to Sub-awardee staff. The Grantee's employees, Sub-awardee employees, or HHSC pre-approved volunteers who are primarily responsible for delivering the direct service programming and related components must be adults 18 years or older.

B. Program Director Requirements

1. The program director role (or equivalent position, such as program coordinator, program manager, program supervisor) is the primary program contact and is responsible for program oversight, services, and supervision.
2. HHSC recommends that any person holding the program director position or performing program director responsibilities should have at least a bachelor's degree in a relevant field, with relevant work experience, and a minimum of five (5) years of relevant program management and supervisory experience or a master's degree in a relevant field, along with a minimum of three (3) years of program management and supervisory experience.
3. The program director must have experience with performance evaluation, data analysis, reporting, budget oversight, and social service programming.
4. The following responsibilities and activities are required of the program director role or must be integrated into other appropriate manager roles where qualifications are met. Clear organizational structure is required, with program director responsibilities clearly accounted for and assigned to the qualified full-time equivalent(s) (FTE(s)).
5. The program director will:
 - a. Serve as the primary program contact and liaison;
 - b. Provide program oversight, to include managing operations and Sub-awardee(s), supporting and monitoring performance related to the Project, and planning for improvements where needed;

- c. Ensure program operations and activities adhere to all applicable policies, procedures, and guidelines pertaining to the Grant Agreement, organization, selected Program Model(s), and services;
- d. Ensure program goals are met, especially related to deliverables, Performance Measures, and processes;
- e. Coordinate Budget planning, ensuring Budget is aligned with program goals and operations;
- f. Support hiring, training, and supervision for program employees; and
- g. Provide for regular administrative and Reflective Supervision of direct service staff.

C. Background Checks

- 1. Grantees must complete staff background checks, as directed by HHSC, before:
 - a. Having direct contact with a Participant;
 - b. Accessing Participant information and records; and
 - c. Accessing PEIRS.
- 2. Grantees must complete background checks every two (2) years for all program staff members who complete any of the activities above.

D. Organizational Training Plan

- 1. Applicant should develop a training plan that includes both initial and ongoing training for all Program Staff including volunteers, Sub-awardee employees, and anyone else working on the Grant Project. Staff training must include the following competencies:
 - a. New employee orientation;
 - b. Youth development training (required upon hire);
 - c. Program Model training (if applicable);
 - d. Additional training topics that may be incorporated in staff training could include, but are not limited to, the following:
 - i. Adverse childhood experiences;
 - ii. Bullying;
 - iii. Case documentation;
 - iv. Case management;
 - v. Child development;
 - vi. Community collaboration and community impact;
 - vii. Domestic violence awareness;
 - viii. Effective collaboration;

- ix. Effective group facilitation;
 - x. Family engagement;
 - xi. Healthy relationships;
 - xii. Internet safety for families;
 - xiii. Mental Health First Aid Training;
 - xiv. Youth or parent advisory groups;
 - xv. Positive Youth Development;
 - xvi. Professional ethics;
 - xvii. Protective Factors;
 - xviii. Referrals and service connections;
 - xix. Substance use;
 - xx. Suicide prevention and postvention; or
 - xxi. Trauma-Informed care.
2. Grantee must participate and involve appropriate staff in webinars, trainings, and conference calls, including the annual Partners in Prevention (PIP) event, as required by HHSC.
 3. Grantee must develop and follow processes to track all required training in personnel files.
 4. Sub-awardees performing programming under this grant must meet the same training requirements as Grantee.

2.6.6 Program Ramp-Up Period

Grantees will be given a ramp-up period after the execution date of Grant Agreements resulting from this RFA. HHSC reserves the right to approve the length of the ramp-up period, Performance Measures, and associated Budget during this period.

Applicants must describe plans to utilize this ramp-up period to reach full implementation, refer to **Section 6.1, Narrative Proposal**, for required forms and instruction. Ramp-up plans should address the following:

A. Orientation

1. During the ramp-up period, FSS will provide an orientation meeting for all Grantees. Grantees should plan to have two (2) representatives in attendance, one (1) each for programming and financial roles and responsibilities.
2. Orientation will be held at a date and location to be determined by FSS.

B. Staffing

1. Applicants should describe plans to recruit, hire, onboard, equip, and train new program staff in order to reach full implementation by the end of the ramp-up period.

2. Applicants should describe how existing staff will meet the demands of program implementation, including reporting and program delivery, during the ramp-up period.
3. Applicants should describe contingency plans to ensure operational capacity by the end of the ramp-up period in the case of unanticipated staffing setbacks.

C. Program Delivery

1. Applicants should describe how proposed programming will be modified during the ramp-up period, including target dates for opening enrollment to Participants for each program component. During this ramp-up period, Participants receiving ancillary programming should also receive core programming.
2. Applicants should describe plans to acquire necessary materials and train applicable staff in all Program Models within the ramp-up period.

D. Outreach

1. Applicants should describe plans to develop outreach and recruitment materials during the ramp-up period.
2. Applicants should describe the timeline for the implementation of outreach strategies, including publicity, awareness campaigns, and distribution of outreach materials.

E. Performance Adjustments

1. Applicants must propose the target Outputs for each month of the ramp-up period.
2. Upon completion of the ramp-up period, Grantees will be responsible for meeting full Outputs.

2.6.7 Recruitment, Outreach, and Retention

- A. Applicant must describe outreach and recruitment plans and strategies to connect to eligible youth. Refer to **Section 6.1, Narrative Proposal**, for required forms and instruction. When developing plans and strategies, Applicants should consider the following:
 1. In addition to standard means of program outreach, such as dissemination of brochures and attending community events, outreach to eligible youth should involve innovative and targeted approaches that could include, but are not limited to, enlisting previous Participants to participate in outreach, partnering with other providers for shared information and referral, establishing relationships with schools, connecting with juvenile probation prevention programs, engaging community stakeholders and their respective organizations, etc.
 2. Outreach and retention plans should consider community context, geographic location, and other relevant factors. Grantee should conduct strategic outreach and awareness focused on community-based collaboration.
 3. Grantees must add programming, including all programming provided by Sub-awardees, to the Texas 2-1-1 site as well as its 2-1-1 Area Information Center and

must update its information within 30 calendar days of any changes to program information.

- B. Applicant should describe plans to promote Participant retention. Refer to **Section 6.1, Narrative Proposal**, for required forms and instruction.
1. Retention plans should include plans to promote and support youth and family engagement and participation, including increased frequency of communication with families, involving youth and families in program planning, etc.
 2. Applicant may propose the use of incentives to support program retention and engagement. Applicant should elaborate on proposed incentives, how they were chosen, how they will be provided, and the intended impact for Participants.
 - a. Incentives should be used in the cases of milestone achievement or after successful program completion.
 - b. For information on effective incentive types and strategies, please consult the field guide and webinar slides available at the following URL:
<http://www.buildingbetterprograms.org/2016/12/14/using-incentives-in-human-services-field-guide-literature-review-and-webinar/>.
 - c. Incentives should not be used, nor appear to be used, as payment for participation; therefore, incentives cannot be excessive and cannot be provided at every session or interaction with a Participant.
 - d. HHSC must approve program incentives, which must, at a minimum, be reasonable and allocable.
- C. Grantee must make efforts to ensure that eligible Participants are not denied or delayed services due to a waitlist. Grantee must have referral policies and procedures in place that provide alternative service options either through Grantee or through other community resources when Grantee is at capacity.

2.6.8 Service Authorization and Enrollment

- A. Grantees must have a documented process for completing enrollments, including how youth eligibility will be determined and forms completion.
- B. Grantees must have an enrollment process that captures all required data, which includes a primary caregiver's signed consent for youth to participate, eligibility criteria, identified Priority Characteristics, and any additional surveys as required by HHSC. Primary caregivers must sign consent to participate prior to the provision of programming.
- C. Grantees must complete enrollments as required and ensure that all required data is entered in PEIRS.
- D. Grantees must complete a new data authorization form for each participating primary caregiver either at the beginning of each State fiscal year, at the beginning of the program year after services begin, or on each anniversary of Participant enrollment in services, for as long the Participant receives programming.

- E. Annual Data Authorization: Grantees must complete a new data authorization form for each participating youth either at the beginning of each State fiscal year, at the beginning of the program year after services begin, or on each anniversary of Participant enrollment in the program, for as long as the Participant receives programming.

2.6.9 Referrals

- A. Grantees must track all referrals made to other service providers for additional services for Participants or their families.
- B. Grantees must enter information regarding referrals made to other service providers in PEIRS as instructed by HHSC.

2.6.10 Program Surveys

Applicant must describe plans for the administration of the following surveys:

A. Pre- and Post-Surveys

1. HHSC will provide direction to Applicant on the pre- and post-surveys to administer to Index Youth.
2. Prior to service delivery, Grantee must provide a pre-service survey to the youth. The survey should be administered within the first 30 calendar days after enrollment.
3. Grantees must administer a post-service survey to the youth at the end of program participation or at discharge. Grantees must make a concerted effort to have the youth complete this survey and document any efforts to administer the survey in the Participant record.
4. Grantees must maintain the pre-service and post-service surveys in the Participant record.

B. Program Experience Survey

Grantees must complete the Program Experience Survey (PES) with the primary caregiver when programming ends. The PES must be completed for those Participants who have completed services as well as for those who may be exiting early.

2.6.11 Service Completion

- A. Grantees must document service completion in PEIRS when services are completed as required by HHSC.
- B. Grantees must have a documented process for service completion and forms completion that includes collecting any required surveys from Participants and documenting any additional referrals when Participant exits the program.
- C. Applicant must describe the process for service completion and discharge. Refer to **Section 6.1, Narrative Proposal**, for required forms and instruction.

2.6.12 Required Recordkeeping

Grantees must maintain Participant records and service documentation to reflect details of required programming and services and to support programmatic efforts and improvements. Grantee must:

- A. Have Participant records and service activity documentation system(s), processes, and procedures.
- B. Have policies and procedures regarding how records and service activity documentation are maintained and utilized to support Participant services. These must identify the information required in Participant records and service activity notes.
- C. Have a quality assurance process pertaining to Participant records and service activity documentation.
- D. Track all CYD activity attendance and initiatives in accordance with Grantee's approved PWP. Refer to **Section 6.1, Narrative Proposal**, for required forms and instruction.
- E. Maintain electronic and/or physical records related to grant programming, activities, and operations.
- F. Ensure that all program documentation is complete, accurate, and maintained in an organized fashion.
- G. Maintain Participant records in a manner that protects the confidential information of all members of the Participant's family.
- H. Maintain individual Participant records that include the following:
 - 1. Enrollment form;
 - 2. Annual data authorization form;
 - 3. Required assessments and surveys;
 - 4. Service activity documentation, including sign-in records documenting service activity to include:
 - a. Youth first and last name;
 - b. Session date and time;
 - c. Session activity description and/or learning objectives;
 - d. Program component or service type for session/activity;
 - e. Name of organization providing service; and
 - f. Staff signature/verification.
 - 5. Basic needs support documentation;
 - 6. Outgoing service referrals;
 - 7. Discharge form and information; and

8. Other agency documentation or documentation required by Program Model (if applicable).
- I. Develop and maintain a system tracking Participants referred to Grantee for program services. Referral tracking system should include:
 1. Date of referral;
 2. Origin of the referral;
 3. Participant eligibility; and
 4. Date Participant began program.
- J. Ensure compliance with all recordkeeping requirements in this RFA and must make all program records available and accessible to HHSC upon request.

2.6.13 Community and Systems Support Requirements

Applicant must describe plans for community and systems-level engagement. The following should be considered:

- A. Youth, families, and CYD programming benefit from an organized system of community resources that support family strengthening and well-being. An organized system can help families and their youth connect to and access information, resources, and supports.
- B. Community coalitions can enhance community coordination to support youth outcomes, strengthen family well-being, and promote community involvement. Community coalitions can assess, plan, and coordinate for improved community services and outcomes for youth and families. Community coalitions could be a community-based collaborative, local or regional coalition, committee, or community groups.
 1. Grantees must engage with a coalition of community organizations, partners, businesses, area residents, parents, and stakeholders who share a common goal of alleviating conditions in the family and community that lead to juvenile crime. Coalitions may be population- or issue-focused or have a subcommittee or task force to promote awareness and address goals.
 2. Where possible, Grantee should engage with an existing coalition to leverage infrastructure and partnerships to promote and meet community coalition goals.
 3. Examples of coalition activities may include:
 - a. Improving coordination of existing services and resources for youth and families.
 - b. Planning for additional services or resources to improve systems and outcomes for youth and families.
 - c. Engaging the Participant population in service planning or community development efforts.
 - d. Developing a subcommittee to assess and improve service availability and coordination of CYD programming in the community.

4. A community coalition that is an appropriate fit for a Grantee under this RFA should:
 - a. Encourage collaboration among area agencies and stakeholders to address a range of the needs for youth and families; and
 - b. Identify and work to address barriers to service delivery and promote access to resources and supports.
 5. Grantee will document coalition efforts in PEIRS and report on efforts and impact in the quarterly report.
 6. Applicant may propose more than one (1) community coalition to meet the needs of their service area.
- C. Grantees must partner and collaborate with other FSS grantees within the service area and are encouraged to also collaborate with FHS grantees, to ensure optimal coordination of services for Participants and to strengthen impact of grant investments in the community.
1. Applicants should outline any plans for connecting to and collaborating with other FSS and FHS grantees and providers within the proposed service area. Refer to **Section 6.1, Narrative Proposal**, for required forms and instruction.
 2. To learn more about current FSS grantees in Applicant's community, visit the following URL: <https://fss.hhs.texas.gov/default.asp>.
 3. To learn more about many of the current FHS grantees in Applicant's community, visit the following URLs: <https://www.hhs.texas.gov/services/health/women-children> and <https://fss.hhs.texas.gov/default.asp>.

2.7 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. Each Grantee awarded a Grant Agreement as a result of this RFA must submit the following reports by the noted due dates.

2.7.1 Quarterly Reports

Grantee must submit quarterly reports to HHSC regarding implementation efforts, achievements, challenges, and other issues relevant to performance. HHSC will provide quarterly report templates to Grantees. The following table provides due dates for all quarterly reports. If the due date falls on a weekend or holiday, the quarterly report is due the next Business Day.

Report	Due Date
Quarter 1 Report (September, October, November)	December 15
Quarter 2 Report (December, January, February)	March 15

Quarter 3 Report (March, April, May)	June 15
Quarter 4 Report (June, July, August)	September 15

2.7.2 PEIRS Data Entry

- A. Grantees are required to enter data pertaining to Participant enrollments, service activities, and program events activities in PEIRS. Required PEIRS data entry includes the following:
 1. Participant enrollment information;
 2. Index Child or Index Youth enrollment information;
 3. Service data;
 4. Survey data;
 5. Participant discharge information; and
 6. Program events and activities data.
- B. Grantee must ensure accurate and complete data entry for a specific month into PEIRS no later than 30 calendar days following the close of the month in which an enrollment occurred, programming was provided, an event was held, or a Participant was discharged.
- C. Grantee must use a secure internet connection to complete PEIRS data entry and ensure that computer equipment used for data entry meets minimum requirements established by FSS for connection to PEIRS. At the time of this RFA, the minimum requirements are Microsoft Edge or Google Chrome 99 or higher.
- D. Grantee must have documented procedures to ensure the accuracy and timeliness of data entry for all services provided, including training and quality assurance.
- E. To have access to PEIRS, Program Staff must:
 1. Have cleared a background check;
 2. Complete PEIRS training (refer to <https://learningportal.hhs.texas.gov/>); and
 3. Annually complete HHSC's cybersecurity training, a version of which is located at the following URL:
<https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/contracting/hhs-information-security-cybersecurity-training-for-contractors.pdf>.

2.7.3 Invoices/Requests for Reimbursement – Monthly

- A. FSS will provide required forms to Grantee after grant award.
- B. Grantee must create and maintain reliable and accurate records to support all actions related to invoicing, payments, and adjustments for any activities under the Grant Agreement.

- C. Upon receipt of a proper and verified Invoice, and after deduction of any known previous overpayment made by HHSC, HHSC will pay Grantee from available funds for programming rendered in accordance with the terms of the Grant Agreement.
- D. Grantee must submit an Invoice and purchase voucher in PEIRS monthly, no later than 30 calendar days following the month in which expenses were incurred or services provided.
- E. Grantee must work with HHSC during the last month of each State fiscal year to submit accurate year-end expenditures as soon as possible.

2.7.4 Compliance with Reporting Requirements

Grantee shall provide all applicable reports in the format specified by System Agency in an accurate, complete, and timely manner, and shall maintain appropriate supporting backup documentation. Failure to comply with submission deadlines for required reports or other requested information may result in System Agency, in its sole discretion, placing Grantee on financial hold without first requiring a corrective action plan in addition to pursuing any other corrective or remedial actions under the Grant Agreement.

2.8 PERFORMANCE MEASURES AND MONITORING

System Agency will look solely to Grantee for the performance of all Grantee obligations and requirements in a Grant Agreement resulting from this RFA. Grantee shall not be relieved of its obligations for any nonperformance by its Sub-awardees, if any.

Grant Agreement(s) awarded as a result of this RFA are subject to System Agency's performance monitoring activities throughout the duration of the Grant Term. This review may include a reassessment of Project activities and services to determine whether they continue to be effective throughout the Grant Term.

Grantees must regularly collect and maintain data that measures the performance and effectiveness of activities under a Grant Agreement resulting from this RFA in the manner and within the timeframes specified in this RFA and resulting Grant Agreement, or as otherwise specified by System Agency. Grantees must submit the necessary information and documentation regarding all requirements, including reports and other deliverables, and will be expected to report on the following measures:

- A. FSS requires Outputs and Outcomes for each Grant Agreement awarded as a result of this RFA.
- B. Performance Measures incorporated into all CYD grants include, but are not limited to, those found in the proposed Statement of Work template. Refer to **Section 6.1, Narrative Proposal**, for required forms and instruction. Outputs are subject to negotiation based on available funds and FSS requirements.
- C. Final Outputs and Outcomes will be determined through the negotiations process, prior to award of a Grant Agreement, and based on available funds and requirements. HHSC reserves the right to make final determination on Outputs and Outcomes for any Grant Agreement awarded as a result of this RFA. Additional Outputs or Outcomes may be added during the Grant Term.

- D. Grantees are required to enter data related to required Outputs and Outcomes in PEIRS.

If requested by System Agency, Grantee must report on the progress towards completion of the Grant Project and other relevant information as determined by System Agency during the grant Project Period.

To remain eligible for renewal funding, if any, Grantee must be able to show the scope of services provided and their impact, quality, and levels of performance against approved goals, and that Grantee's activities and services effectively address and achieve the Project's stated purpose.

2.9 FINANCIAL MANAGEMENT SYSTEM

Grantee must have a financial management system in place to maintain internal controls, ensure proper management of federal and State funds, maximize non-federal resources, and maintain solvency. Grantee's accounting and internal controls systems must meet the following requirements:

- A. The systems must be appropriate to the size of the organization.
- B. The accounting system must consist of source documents, a chart of accounts, journals, ledgers, and routine financial reports.
- C. The accounting system must be capable of producing expenditure reports, cost center analyses, Budget formats, and automated reports as required by, and without additional support from, HHSC.
- D. The systems must include records that adequately identify the source and application of funds for federally funded activities. These records must contain information on federal awards, authorizations, financial obligations, unobligated balances, assets, expenditures, income and interest, and be supported by source documentation.
- E. The systems must demonstrate Grantee's effective control over, and accountability for, all funds, property, and other assets. The systems must ensure all funds and assets are adequately safeguarded and are solely used for authorized purposes.
- F. The internal controls system must safeguard the Grantee's assets, produce accurate accounting data, promote efficient operations, and ensure adherence to prescribed accounting policies and procedures.
- G. Effective internal controls must involve a division of responsibility among different employees for a sequence of related functions, clear establishment of each employee's responsibilities and duties, and use of standards such as procurement policies, proofs, checks, and other security measures.
- H. The systems must meet the minimum standards for financial management systems under 7 CFR § 277.6, Standards for Financial Management Systems, and under 2 CFR § 200.302, Financial Management.

- I. Grantee must use the accrual basis accounting method for all financial deliverables. This includes, but is not limited to, Invoices or any other financial documents or reports as requested by HHSC. This requirement does not constitute a change to Applicant's financial management system. Refer to 45 CFR § 75.302, Financial Management and Standards for Financial Management Systems.

2.10 FINAL BILLING SUBMISSION

Unless otherwise directed by System Agency, Grantee shall submit a reimbursement or payment request as a final close-out invoice not later than 45 calendar days following the end of the term of the Grant Agreement. Reimbursement or payment requests received after the deadline may not be paid.

2.11 DATA USE AGREEMENT

By submitting an Application in response to this RFA, Applicant agrees to be bound by the terms of Exhibit E, HHS Data Use Agreement, v.8.5, or Exhibit E-1, Governmental Entity Version HHS Data Use Agreement –v.8.5, including, but not limited to, the terms and conditions regarding Exhibit E-2, Texas HHS System-Data Use Agreement- Attachment 2 Security and Privacy Inquiry (SPI), attached to this RFA.

2.12 LIMITATIONS ON GRANTS TO UNITS OF LOCAL GOVERNMENT

In each Grant Agreement with a unit of local government, grant funds appropriated under the General Appropriations Act will be expended pursuant to the General Appropriations Act, Article IX, Section 4.04, subject to limitations and reporting requirements similar to those provided by:

- A. Parts 2, 3, and 5 of Article IX of the General Appropriations Act (except there is no requirement for increased salaries for local government employees);
- B. §§556.004, 556.005, and 556.006, Government Code; and
- C. §§2113.012 and 2113.101, Government Code.
- D. In this section, "unit of local government" means:
 1. A council of governments, a regional planning commission, or a similar regional planning agency created under Chapter 391, Local Government Code;
 2. A local workforce development board; or
 3. A community center as defined by Health and Safety Code, §534.001(b).

Section III. Applicant Eligibility Requirements

3.1 LEGAL AUTHORITY TO APPLY

By submitting an Application in response to this RFA, Applicant certifies that it has legal authority to apply for the Grant Agreement that is the subject of this RFA and is eligible to receive awards. Further, Applicant certifies it will continue to maintain any required legal authority and eligibility throughout the entire duration of the Grant Term, if awarded. All requirements apply with equal force to Applicant and, if the recipient of an award, Grantee and its Subgrantees or Subcontractors, if any.

3.2 APPLICATION SCREENING REQUIREMENTS

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

- A. Applicant must be a nonprofit entity as described by Chapter 22 of the Texas Business Organizations Code or be a governmental entity.
- B. Applicant must submit a complete Application by the date identified as the “Deadline for Submission of Applications,” established at **Section 7.1, Schedule of Events**.
- C. Applicant must submit a complete Application that meets population and service area requirements as defined in **Section 2.3, Eligible Population**, and **Section 2.4, Eligible Service Areas**.

3.3 GRANT AWARD ELIGIBILITY

By submitting an Application in response to this RFA, Applicant certifies that:

- A. Applicant and all of its identified subsidiaries intending to participate in the Grant Agreement are eligible to perform grant-funded activities, if awarded, and are not subject to suspension, debarment, or a similar ineligibility determined by any State or federal entity;
- B. Applicant is in good standing under the laws of Texas and has provided HHSC with any requested or required supporting documentation in connection with this certification;
- C. Applicant shall remain in good standing and eligible to conduct its business in Texas and shall comply with all applicable requirements of the Texas Secretary of State and the Texas Comptroller of Public Accounts;
- D. Applicant is currently in good standing with all licensing, permitting, or regulatory bodies that regulate any or all aspects of Applicant’s operations; and
- E. Applicant is not delinquent in taxes owed to any taxing authority of the State of Texas as of the Effective Date of the Grant Agreement.

3.4 GRANTS FOR POLITICAL POLLING PROHIBITED

Pursuant to the General Appropriations Act, Article IX, Section 4.03, none of the funds appropriated by the General Appropriations Act may be granted to or expended by any entity which performs political polling. This prohibition does not apply to a poll conducted by an academic institution as part of the institution's academic mission that is not conducted for the benefit of a particular candidate or party. By submitting a response to this RFA, Applicant certifies that it is not ineligible for a Grant Agreement pursuant to this prohibition.

Section IV. Project Period

4.1 PROJECT PERIOD

The Project Period is anticipated to be **September 1, 2026**, through **August 31, 2031**.

Extension of Project Period: System Agency may, at its sole discretion, extend the Project Period for up to one (1) year to allow for the full expenditure of awarded funding and completion of Grant activities. The Grant Term may not exceed six (6) years.

4.2 PROJECT CLOSEOUT

System Agency will programmatically and financially close the grant award and end the Grant Agreement when System Agency determines Grantee has completed all applicable actions and work in accordance with Grant Agreement requirements. Grantee must submit all required financial, performance, and other reports as required in the Grant Agreement. The Project close-out date is 90 calendar days after the Grant Agreement end date, unless otherwise noted in the original or amended Grant Agreement. Funds not obligated by Grantee by the end of the Grant Term and not expended by the Project close-out date will revert to System Agency.

Transition Plan: At the end of the Grant Term, or upon termination or cancellation of a Grant Agreement, Grantee will work in coordination with HHSC to transition programming, data, and Participant records to a new grantee, if applicable.

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Section V. Grant Funding and Reimbursement Information

5.1 GRANT FUNDING SOURCE AND 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 System Agency's intention to make multiple awards to Applicants that successfully demonstrate the ability to promote PYD 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 (5) years, plus an additional 25% to allow for increases in 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 Applicants' Requested Budgets in order to ensure grant funds are available for the broadest possible array of communities and programs.

Reimbursement will only be made for actual, allowable, and allocable expenses that occur within the Project Period. Spending or costs incurred prior to the Effective Date of the Grant Agreement will be allowed to the extent that the costs would have been allowable if incurred after the date of award and only with the written approval of System Agency through a Pre-Agreement Cost Letter.

5.2 NO GUARANTEE OF REIMBURSEMENT AMOUNTS

There is no guarantee of total reimbursements to be paid to any Grantee under any Grant Agreement, if any, resulting from this RFA. Grantees should not expect to receive additional or continued funding under future RFA opportunities and should maintain sustainability plans in case of discontinued grant funding. Any additional funding or future funding may require submission of a new application through a subsequent RFA.

Receipt of an Application in response to this RFA does not constitute an obligation or expectation of any award of a Grant Agreement or funding of a grant award at any level under this RFA.

5.3 GRANT FUNDING PROHIBITIONS

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

- A. Any use of grant funds to replace (supplant) funds that have been budgeted for the same purpose through non-grant sources;
- B. Inherently religious activities such as prayer, worship, religious instruction, or proselytization;
- C. 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;
- D. Any portion of the salary of, or any other compensation for, an elected or appointed government official;
- E. Vehicles for general agency use; to be allowable, vehicles must have a specific use related to Project objectives or activities;
- F. 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;
- G. Costs of promotional items and memorabilia, including models, gifts, and souvenirs;
- H. 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;
- I. 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;
- J. Any expense or service that is readily available at no cost to the Grant Project;
- K. Any activities related to fundraising;
- L. Any allocation of grant funds to individuals that do not meet the requirements outlined in **Section 2.3, Eligible Population**;
- M. 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;
- N. Any other prohibition imposed by federal, State, or local law; and
- O. 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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5.4 COST SHARING

Cost Sharing must be treated consistently with grant funds and used only for allowable and allocable purposes.

HHSC does not require Cost Sharing for this grant; however, awards may not cover the entire cost of the Grant Project. Requests for funding may not be fully met to ensure that funds are available for the broadest array of communities and programs. Awarded funding for the Project Period may be fixed and may not cover increasing or unexpected costs.

All Cost Sharing funds and contributions must meet the following criteria:

- A. Are verifiable from Grantee's records;
- B. Are not included as contributions for any other State or federal award;
- C. Are necessary and reasonable for accomplishment of Grant Project objectives;
- D. Are allowable under the Grant Agreement;
- E. Are not paid by the State or federal government; and
- F. Are provided for in the approved Grant Project Budget.

Donations: The value of donated services may be used as Cost Sharing. If a third party donates supplies, the contribution will be valued at the market value of the supplies at the time of donation. If a third party donates the use of Equipment or space in a building, but retains title, the contribution will be valued at the fair rental rate of the Equipment or space. If a third party donates Equipment, building, or land, and title passes to Grantee, the treatment of the donated property will be determined based on TxGMS, Cost Sharing or Matching Section.

Applicant may provide Cost Sharing funds through local philanthropic, private, city, or county funds, or through pooled funds from partner organizations committed specifically to the CYD Program. Applicant may not use State or federal funds as Cost Sharing funds. Applicant should calculate the value of donated materials, professional services, and volunteer time in accordance with TxGMS (for more details see <https://comptroller.texas.gov/purchasing/grant-management/>).

5.5 PAYMENT METHOD

Grant Agreement(s) awarded under this RFA will be funded on a cost reimbursement basis for reasonable, allowable, and allocable Grant Project Direct Costs. Under the cost reimbursement payment method, Grantee is required to finance operations and will only be reimbursed for actual, allowable, and allocable costs incurred on a monthly basis and supported by adequate documentation. No additional payments will be rendered unless an advance payment is approved.

Upon execution of a Grant Agreement(s), if any, resulting from this RFA, System Agency may disperse to Grantee(s) a one-time initial advance payment of no more than 10% of the funding awarded for eligible start-up costs.

5.6 NOTICE TO PROCEED

The State fiscal year funding amounts are subject to increase or decrease as funds are appropriated throughout the Grant Term from the federal government, Texas Legislature, or both. HHSC Contract Representative will issue a written Notice to Proceed (NTP) annually to Grantee on or around July 1 containing the award amount for the upcoming State fiscal year (September 1–August 31). HHSC reserves the right to modify the annual award amount at any time during the Grant Term by issuing a written revised NTP to Grantee. No expenses may be incurred and no work may begin until HHSC issues an NTP to Grantee. HHSC may send the NTP to Grantee by regular mail, electronic mail, or facsimile transmission. Grantee will be notified of a change to the availability of funds through the NTP.

Although the NTP may issue a Budget amount less than the total not-to-exceed amount of the Grant Agreement, the NTP must not effectuate a total Budget of the Grant Agreement that results in a total not-to-exceed Grant Agreement amount that exceeds the amount specified in the Budget section of the Grant Agreement. Such changes to the total not-to-exceed amount specified in the Grant Agreement must be effectuated by amendment. Any expenditures made beyond the dollar amounts specified in the NTP(s) will be at Grantee's sole risk.

Section VI. Application Exhibits and Forms for Submission

Note: Applicants must refer to **Section XIII, Submission Checklist**, for the complete checklist of documents that must be submitted with an Application under this RFA.

6.1 NARRATIVE PROPOSAL

Using **Forms E** through **G** and **Exhibit D** of this RFA, Applicants must provide an executive summary, a program narrative, proposed Statement of Work, and a PWP that describes their proposed activities, processes, and methodologies to satisfy all objectives described in **Section II, Scope of Grant Project**. Applicants should identify all proposed tasks to be performed, including all Project activities, during the Grant Term. Applicants must complete and submit all required attachments.

6.2 REQUESTED BUDGET

Attached **Exhibit F, Requested Budget Template**, of this RFA is the template for submitting the Requested Budget. Applicant must develop the Requested Budget in alignment with the requirements described in this RFA to support its proposed Project.

Applicants must ensure that Project costs outlined in the Requested Budget are reasonable, allowable, allocable, and developed in accordance with applicable State and federal grant requirements. Reasonable costs are those that, in nature and amount, do not exceed that which would be incurred by a prudent person under the circumstances

prevailing at the time the decision was made to incur the cost. A cost is allocable to a particular cost objective if the cost is chargeable or assignable to such cost objective in accordance with relative benefits received. See 2 CFR Part 200.403 or TxGMS Cost Principles, Basic Considerations (pgs. 31-32), for additional information related to factors affecting allowability of costs.

Applicants must utilize the Budget template provided, **Exhibit F, Requested Budget Template**, and identify all Budget line items and matching costs. Budget categories must be broken out into specific Budget line items that allow System Agency to determine if proposed costs are reasonable, allowable, and necessary for the successful performance of the Project. Applicants must enter all costs in the Budget tables and explain why the cost is necessary and how the cost was established. Cost Sharing funds must also be identified in the Requested Budget, if applicable.

If selected for a grant award under this RFA, only System Agency-approved Budget items in the Requested Budget may be considered eligible for reimbursement.

Submission of Exhibit F, Requested Budget Template, is mandatory. Applicants that fail to submit a Requested Budget as set forth in this RFA with their Application will be disqualified.

6.3 INDIRECT COSTS

Applicants must have an approved Indirect Cost Rate (ICR) or request the de minimis rate to recover Indirect Costs. All Applicants are required to complete and submit **Form D, Texas Health and Human Services System Indirect Costs Rate (ICR) Questionnaire**, with required supporting documentation. The questionnaire initiates the acknowledgment or approval of an ICR for use with System Agency cost-reimbursable contracts. Entities declining the use of Indirect Cost cannot recover Indirect Costs on any System Agency award or use unrecovered Indirect Costs as Cost Sharing.

HHS typically accepts the following approved ICRs:

- A. Federally Approved Indirect Cost Rate Agreement; and
- B. State of Texas Approved Indirect Cost Rate.

System Agency, at its discretion, may request additional information to support any approved ICR agreement.

If Applicant does not have an approved ICR agreement, Applicant may be eligible for the 15% de minimis rate or may request to negotiate an ICR with HHS.

For Applicants requesting to negotiate an ICR with HHS, the HHS Federal Funds Indirect Cost Rate Group will provide the ICR Proposal Package to successful Grantees. The ICR Proposal Package must be completed and returned to the HHS Federal Funds Indirect Cost Rate Group no later than three (3) months post-award.

The HHS Federal Funds Indirect Cost Rate group will contact applicable Grantees after Grant Agreement execution to initiate and complete the ICR process. Grantees should respond within 30 Business Days or the request will be cancelled, and Indirect Costs may be disallowed.

Once HHS acknowledges an existing rate or approves an ICR, Grantee will receive one (1) of the three (3) Indirect Cost Rate approval letters: ICR Acknowledgement Letter, ICR Acknowledgement Letter – 15% De Minimis, or ICR Agreement Letter.

If an Indirect Cost Rate Letter is required but is not issued at the time of Grant Agreement execution, the Grant Agreement will be amended to include the ICR Letter after the ICR Letter is issued.

Approval or acceptance of an ICR will not result in an increase in the amount awarded or affect the agreed-upon service or performance levels throughout the life of the award.

6.4 ADMINISTRATIVE APPLICANT INFORMATION

Using **Forms A** through **D** attached to this RFA, Applicant must provide satisfactory evidence of its ability as an organization to manage and coordinate the types of activities described in this RFA.

A. Litigation and Contract History

Applicant must include in its Application a complete disclosure of any alleged or significant contractual or grant failures.

In addition, Applicant must disclose any civil or criminal litigation or investigation pending over the last five (5) years that involves Applicant or in which Applicant has been judged guilty or liable. Failure to comply with the terms of this provision may disqualify Applicant (see **Exhibit A, HHS Solicitation Affirmations v2.9**).

Applicant certifies it does not have any existing claims against or unresolved audit exceptions with the State of Texas or any agency of the State of Texas.

Application may be rejected based upon Applicant's prior history with the State of Texas or with any other party that demonstrates, without limitation, unsatisfactory performance, adversarial or contentious demeanor, or significant failure(s) to meet contractual or grant obligations.

B. Financial Management and Administrative Questionnaire

Applicant must complete **Form C, Financial Management and Administrative Questionnaire**, and submit it with its Application.

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Section VII. RFA Administrative Information and Inquiries

7.1 SCHEDULE OF EVENTS

EVENT	DATE/TIME
Posted to HHS Grants RFA website	January 29, 2026
Applicant Conference Attendance is Optional	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	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

Applicants must ensure their Applications are received by HHSC in accordance with the Deadline for Submission of Applications (date and time) indicated in this Schedule of Events or as changed by subsequent Addenda posted to the [HHS Grants RFA](#) website.

All dates are tentative and HHSC reserves the right to change these dates at any time. At the sole discretion of HHSC, events listed in the Schedule of Events are subject to scheduling changes and cancellation. Scheduling changes or cancellation

determinations made prior to the Deadline for Submission of Applications will be published by posting an Addendum to the [HHS Grants RFA](#) website. After the Deadline for Submission of Applications, if there are delays that significantly impact the anticipated award date, HHSC, at its sole discretion, may post updates regarding the anticipated award date to the [Procurement Forecast](#) on the HHS Procurement Opportunities [web page](#). Each Applicant is responsible for checking the HHS Grants RFA website and Procurement Forecast for updates.

7.2 SOLE POINT OF CONTACT

All requests, questions, or other communication about this RFA shall be made by email **only** to the Grant Specialist designated as HHSC's Sole Point of Contact listed below:

Name	Dedra Williams
Title	Grant Specialist, HHSC Procurement and Contracting Services
Address	Procurement and Contracting Services Building 1100 W 49th St. MC: 2020 Austin, TX 78756
Email	Dedra.Williams@hhs.texas.gov

Applicants shall not use this email address for submission of an Application. Follow the instructions for submission as outlined in Section VIII, Application Organization and Submission Requirements.

However, if expressly directed in writing by the Sole Point of Contact, Applicant may communicate with another designated HHS representative, e.g., during grant negotiations as part of the normal grant review process, if any.

Prohibited Communications: Applicants and their representatives shall not contact other HHS personnel regarding this RFA.

This restriction (on only communicating in writing by email with the sole point of contact identified above) does not preclude discussions between Applicant and agency personnel for the purposes of conducting business unrelated to this RFA.

Failure of an Applicant or its representatives to comply with these requirements may result in disqualification of the Application.

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7.3 RFA QUESTIONS AND REQUESTS FOR CLARIFICATION

Written questions and requests for clarification of this RFA are permitted if submitted by email to the Sole Point of Contact by the Deadline for Submitting Questions and Requests for Clarification established in **Section 7.1, Schedule of Events**, or as may be amended in Addenda, if any, posted to the HHS Grants RFA website.

Applicants' names will be removed from questions in any responses released. All questions and requests for clarification must include the following information. Submissions that do not include this information may not be accepted:

- A. RFA number;
- B. Section or paragraph number from this Solicitation;
- C. Page number of this Solicitation;
- D. Exhibit or other attachment and section or paragraph number from the exhibit or other attachment;
- E. Page number of the exhibit;
- F. Language, topic, and section heading being questioned; and
- G. Question.

The following contact information must be included in the email submitted with questions or requests for clarification:

- A. Name of individual submitting question or request for clarification;
- B. Organization name;
- C. Phone number; and
- D. Email address.

Questions or other written requests for clarification must be received by the Sole Point of Contact by the deadline set forth in this Section 7.1, Schedule of Events, or as may be amended in Addenda, if any, posted to the HHS Grants RFA website.

HHSC may review and, at its sole discretion, may respond to questions or other written requests received after the deadline.

7.4 AMBIGUITY, CONFLICT, DISCREPANCY, CLARIFICATIONS

Applicants must notify the Sole Point of Contact of any ambiguity, conflict, discrepancy, exclusionary specification, omission, or other error in the RFA in the manner and by the deadline for submitting questions. Each Applicant submits its Application at its own risk.

If Applicant fails to properly and timely notify the Sole Point of Contact of any ambiguity, conflict, discrepancy, exclusionary specification, omission, or other error in the RFA, Applicant, whether awarded a Grant Agreement or not:

- A. Shall have waived any claim of error or ambiguity in the RFA and any resulting Grant Agreement;
- B. Shall not contest the interpretation by HHSC of such provision(s); and
- C. Shall not be entitled to additional reimbursement, relief, or time by reason of any ambiguity, conflict, discrepancy, exclusionary specification, omission, or other error or its later correction.

7.5 RESPONSES TO QUESTIONS OR REQUEST FOR CLARIFICATIONS

HHSC will consolidate its responses to questions or other written requests for clarification and will post the responses in one (1) or more Addenda on the [HHS Grants RFA](#) website. HHSC will not provide responses individually to requestors.

HHSC reserves the right to amend answers previously posted at any time prior to the Deadline for Submission of Applications. Amended answers will be posted on the [HHS Grants RFA](#) website in a separate, new Addendum or Addenda. It is Applicant's responsibility to check the [HHS Grants RFA](#) website or contact the Sole Point of Contact for a copy of the Addendum with the amended answers.

7.6 CHANGES, AMENDMENT OR MODIFICATION TO RFA

HHSC reserves the right to change, amend, modify, or cancel this RFA. All changes, amendments and modifications or cancellation will be posted by Addendum on the HHS Grants RFA website.

It is the responsibility of each Applicant to periodically check the HHS Grants RFA website for any additional information regarding this RFA. Failure to check the posting website will in no way release any Applicant or awarded Grantee from the requirements of posted Addenda or additional information. No HHS agency will be responsible or liable in any regard for the failure of any individual or entity to receive notification of any posting to the website or for the failure of any Applicant or awarded Grantee to stay informed of all postings to the website. If Applicant fails to monitor the website for any changes or modifications to this RFA, such failure will not relieve Applicant of its obligation to fulfill the requirements as posted.

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7.7 EXCEPTIONS

Applicants are highly encouraged, in lieu of including exceptions in their Applications, to address all issues that might be advanced by way of exception by submitting an **Exhibit I, Exceptions Form**, or questions or requests for clarification pursuant to **Section 7.3, RFA Questions and Requests for Clarification**.

No exception, nor any other term, condition, or provision in an Application that differs, varies from, or contradicts this RFA, will be considered to be part of any Grant Agreement resulting from this RFA unless expressly made a part of the Grant Agreement in writing by System Agency.

7.8 APPLICANT CONFERENCE

HHSC will conduct an Applicant conference on the date and time set out in **Section 7.1, Schedule of Events**, to review the key elements of this RFA. Attendance is optional and not required, however, it is strongly encouraged.

People with disabilities who wish to attend the meeting and require auxiliary aids or services should contact the Sole Point of Contact identified in **Section 7.2, Sole Point of Contact**, at least 72 hours before the meeting in order to have reasonable accommodations made by HHSC.

The conference may be held by webinar, conference call, or both. Attendees are required to sign a conference attendance log and those joining via conference call are required to send an email to the Sole Point of Contact (identified in **Section 7.2, Sole Point of Contact**) advising of participation in the conference. Whether signing the conference attendance log in person or sending an email notification, each attendee must provide their name, attendee's company name, and attendee email address.

All questions and requests for clarification must be presented in writing at the conference. Reference **Section 7.3, RFA Questions and Requests for Clarification**, for the required format and information to be included.

During the conference, HHSC may provide responses; however, HHSC will consolidate the official responses to all questions and requests for clarifications received during the conference and include in an Addendum posted on the [HHS Grants RFA](#) website.

HHSC reserves the right to amend responses to questions and requests for clarification after posting at any time prior to the Deadline for Submission of Applications. Amended answers will be posted on the HHS Grants RFA website in a separate, new Addendum or Addenda.

WEBINAR INFORMATION:

The conference will be held through GoToWebinar, which may be accessed at:

<https://attendee.gotowebinar.com/register/8903997347318458201>

Webinar Instructions:

A. To register, the participants must have the following information ready:

1. First and last name of each attendee/registrant; and
2. Email address for the attendee/registrant;

Section VIII. Application Organization and Submission Requirements

8.1 APPLICATION RECEIPT

Applications must be received by HHSC by the Deadline for Submission of Applications specified in **Section 7.1, Schedule of Events**, or subsequent Addenda. HHSC will date and time stamp all Applications upon receipt. Applications received after the Deadline for Submission of Applications may be ruled ineligible. Applicants should allow for adequate time for submission before the posted Deadline for Submission of Applications.

No HHS agency will be held responsible for any Application that is mishandled prior to receipt by HHSC. It is Applicant's responsibility to ensure its Application is received by HHSC before the Deadline for Submission of Applications. No HHS agency will be responsible for any technical issues that result in late delivery, non-receipt of an Application, inappropriately identified documents, or other submission issue that may lead to disqualification.

Note: All Applications become the property of HHSC after submission and receipt and will not be returned to Applicant.

Applicants understand and acknowledge that issuance of this RFA or retention of Applications received in response to this RFA in no way constitutes a commitment to award Grant Agreement(s) as a result of this RFA.

8.2 APPLICATION SUBMISSION

By submitting an Application in response to this Solicitation, Applicant represents and warrants that the individual submitting the Application and any related documents on behalf of Applicant is authorized to do so and to bind Applicant under any Grant Agreement that may result from the submission of an Application.

8.3 REQUIRED SUBMISSION METHOD

Applicants must submit their completed Applications by the Deadline for Submission of Applications provided in **Section 7.1, Schedule of Events**, or subsequent Addenda, using one (1) of the approved methods identified below. Applications submitted by any other method (e.g., facsimile) will not be considered and will be disqualified.

- 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.
- 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.

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

8.4 COSTS INCURRED FOR APPLICATION

All costs and expenses incurred in preparing and submitting an Application in response to this RFA and participating in the RFA selection process are entirely the responsibility of Applicant.

8.5 APPLICATION COMPOSITION

All Applications must:

- A. Be responsive to all RFA requirements;
- B. Be clearly legible;
- 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 than size 10 pt. for tables, graphs, and appendices;
- D. Include page numbering for each section of the proposal; and
- E. Include signature of Applicant's authorized representative on all exhibits and forms requiring a signature. Copies of the Application documents should be made after signature.

8.6 APPLICATION ORGANIZATION

The complete Application file .pdf must:

- A. Be organized in the order outlined in **Section XIII, Submission Checklist**, and include all required sections (e.g., "Administrative Applicant Information,"

“Narrative Proposal,” “Requested Budget,” “Indirect Costs,” “Exhibits to be Submitted with Application,” and “Signed Addenda”).

1. **Exhibit F, Requested Budget Template**, is to be submitted in its original Excel format.
 2. Each Application section must have a cover page with Applicant’s legal name, RFA number, and name of grant identified.
- B. Include all required documentation, exhibits, and forms completed and signed, as applicable. Copies of forms are acceptable, but all copies must be identical to the original. All exhibits must be submitted and obtained directly from the posted RFA package; previous versions and copies are not allowed or acceptable.

8.7 APPLICATION WITHDRAWALS OR MODIFICATIONS

Prior to the Deadline for Submission of Applications set forth in **Section 7.1, Schedule of Events**, or subsequent Addenda, an Applicant may:

- A. Withdraw its Application by submitting a written request to the Sole Point of Contact; or
- B. Modify its Application by submitting an entirely new submission, complete in all respects, using one (1) of the approved methods of submission set forth in this RFA. The modification must be received by HHSC by the Deadline for Submission of Applications set forth in **Section 7.1, Schedule of Events**, or subsequent Addenda.

No withdrawal or modification request received after the Deadline for Submission of Applications, set forth in **Section 7.1, Schedule of Events**, or subsequent Addenda, will be considered. Additionally, in the event of multiple Applications received, the most timely received and/or modified Application will replace Applicant’s original and all prior submission(s) in its entirety and the original submission(s) will not be considered.

Section IX. Application Screening and Evaluation

9.1 OVERVIEW

HHSC uses a three-step selection process:

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

9.2 INITIAL COMPLIANCE SCREENING OF APPLICATIONS

HHSC will screen all Applications received by the Deadline for Submission of Applications as outlined in **Section 7.1, Schedule of Events**, or subsequent Addenda, to determine which Applications meet all the minimum requirements of this RFA and are deemed responsive and qualified for further consideration. Refer to **Section 3.2, Application Screening Requirements**.

At the sole discretion of HHSC, Applications with errors, omissions, or compliance issues may be considered non-responsive and may not be considered. The remaining Applications will continue to the evaluation stage and will be considered in the manner and form as which they are received. HHSC reserves the right to waive minor informalities in an Application. A “minor informality” is an omission or error that, in the determination of HHSC if waived or modified, would not give an Applicant an unfair advantage over other Applicants or result in a material change in the Application or RFA requirements. **Note:** Any disqualifying factor set forth in this RFA does not constitute an informality (e.g., **Exhibit A, HHS Solicitation Affirmations v2.9**, or **Exhibit F, Requested Budget Template**).

HHSC, at its sole discretion, may give an Applicant the opportunity to submit missing information or make corrections at any point after receipt of the Application. The missing information or corrections must be submitted to the Sole Point of Contact email address in **Section 7.2, Sole Point of Contact**, by the deadline set by HHSC. Failure to respond by the deadline may result in the rejection of the Application and Applicant not being considered for award.

9.3 QUESTIONS OR REQUESTS FOR CLARIFICATION FOR APPLICATIONS

System Agency reserves the right to ask questions or request clarification or revised documents for a submitted Application from any Applicant at any time prior to award. System Agency reserves the right to select qualified Applications received in response to this RFA without discussion of the Applications with Applicants.

9.4 EVALUATION CRITERIA

System Agency 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%).

9.5 PAST PERFORMANCE

System Agency reserves the right to request additional information and conduct investigations as necessary to review any Application. By submitting an Application, Applicant generally releases from liability and waives all claims against any party providing information about Applicant at the request of System Agency.

System Agency may examine Applicant's past performance which may include, but is not limited to, information about Applicant provided by any governmental entity, whether an agency or political subdivision of the State of Texas, another state, or the federal government.

System Agency, at its sole discretion, may also initiate investigations or examinations of Applicant performance based upon media reports. Any negative findings, as determined by System Agency in its sole discretion, may result in System Agency removing Applicant from further consideration for award.

Past performance information regarding Applicants may include, but is not limited to:

- A. Notices of termination;
- B. Cure notices;
- C. Assessments of liquidated damages;
- D. Litigation;
- E. Audit reports; and
- F. Non-renewals of grants or contracts based on Applicant's unsatisfactory performance.

System Agency may also reject Applicants as a result of unsatisfactory past performance under any grant(s) or contract(s) as reflected in vendor performance reports, reference checks, or other sources. System Agency may consider an Applicant's past performance in the initial screening process and prior to making an award determination.

Reasons for which System Agency may deny an Applicant a Grant Agreement at any point after Application submission include, but are not limited to:

- A. If applicable, Applicant has an unfavorable report or grade on the CPA Vendor Performance Tracking System (VPTS). VPTS may be accessed at: <https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/>; OR
- B. Applicant is currently under a corrective action plan through HHSC or DSHS; OR
- C. Applicant has received multiple negative vendor performance reports about the same failure(s); OR
- D. Applicant has a record of repeated non-responsiveness to vendor performance issues; OR
- E. Applicant has contracts or purchase orders that have been cancelled in the previous 12 months for non-performance or substandard performance; OR
- F. Any other performance issue that demonstrates that awarding a Grant Agreement to Applicant would not be in the best interest of the State.

9.6 COMPLIANCE FOR PARTICIPATION IN STATE CONTRACTS

Prior to award of a Grant Agreement as a result of this RFA and in addition to the initial screening of Applications, HHSC will conduct all required verification checks.

HHSC will use the information (e.g., legal name and, if applicable, assumed name (d/b/a), tax identification number, Unique Entity Identifier) provided by Applicant to conduct these checks. At System Agency's sole discretion, Applicants found to be barred, prohibited, or otherwise excluded from award of a Grant Agreement may be disqualified from further consideration under this Solicitation, pending satisfactory resolution of all compliance issues.

Checks include:

A. State of Texas Debarment and Warrant Hold

Applicant must not be debarred from doing business with the State of Texas (<https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/debarred-vendors.php>) or have an active warrant or payee hold placed by the Comptroller of Public Accounts (CPA).

B. U.S. System of Award Management (SAM) Exclusions List

Applicant must not be excluded from contract participation at the federal level. This verification is conducted through SAM, the official website of the U.S. Government, which may be accessed at:
<https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf>.

C. Divestment Statute Lists

Applicant must not be listed on the Divestment Statute Lists provided by CPA, which may be accessed at:
<https://comptroller.texas.gov/purchasing/publications/divestment.php>

D. HHS Office of Inspector General

Applicant must not be listed on the HHS Office of Inspector General Texas Exclusions List for people or businesses excluded from participating as a provider:
<https://oig.hhsc.texas.gov/exclusions>.

E. U.S. Department of Health and Human Services

Applicant must not be listed on the U.S. Department of Health and Human Services Office of Inspector General's List of Excluded Individuals/Entities (LEIE), excluded from participation as a provider, unless a valid waiver is currently in effect:
<https://exclusions.oig.hhs.gov/>.

Additionally, if a subrecipient under a federal award, Grantee shall comply with requirements regarding registration with the U.S. Government's System for Award Management (SAM). This requirement includes maintaining an active SAM registration and the accuracy of the information in SAM. Grantee shall review and update information at least annually after initial SAM registration and more

frequently as required by 2 CFR Part 25.

For Grantees that may make procurements using grant funds awarded under the Grant Agreement, Grantee must check SAM Exclusions that contain the names of ineligible, debarred, and/or suspended parties. Grantee certifies through acceptance of a Grant Agreement it will not conduct business with any entity that is an excluded entity under SAM. This verification is conducted through SAM, the official website of the U.S. Government which may be accessed at:

<https://sam.gov/SAM/pages/public/searchRecords/search.jsf>

HHSC reserves the right to conduct additional checks to determine eligibility to receive a Grant Agreement.

Section X. Award of Grant Agreement Process

10.1 FINAL SELECTION

After initial screening for eligibility and Application completeness, and initial evaluation against the criteria listed in **Section 9.4, Evaluation Criteria**, System Agency may apply other considerations, such as program policy or other selection factors, that are essential to the process of selecting Applications that individually or collectively achieve program objectives. In applying these factors, System Agency may consult with internal and external subject matter experts.

System Agency will make final awards based on evaluation scores, geographic distribution across the State, Applicant past performance (if applicable), 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.

All funding recommendations will be considered for approval by the HHSC Program Deputy Executive Commissioner or their designee.

10.2 NEGOTIATIONS

After selecting Applicants for award, System Agency may engage in negotiations with selected Applicants. As determined by System Agency, the negotiation phase may involve direct contact between the selected Applicant and HHS representatives by virtual meeting, by phone, and/or by email. Negotiations should not be interpreted as a preliminary intent to award funding unless explicitly stated in writing by System Agency and is considered a step to finalize the Application to a state of approval and discuss proposed grant activities. During negotiations, selected Applicants may expect:

A. An in-depth discussion of the submitted Application and Requested Budget; and

- B. Requests from System Agency for revised documents, clarification or additional detail regarding Applicant's submitted Application. These clarifications and additional details, as required, must be submitted in writing by Applicant as finalized during the negotiation.

10.3 DISCLOSURE OF INTERESTED PARTIES

Subject to certain specified exceptions, Section 2252.908 of the Texas Government Code, Disclosure of Interested Parties, applies to a contract of a State agency that has a value of \$1 million or more, requires an action or vote by the governing body of the entity or agency before the contract may be signed, or is for services that would require a person to register as a lobbyist under Chapter 305 of the Texas Government Code.

One (1) of the requirements of Section 2252.908 is that a business entity (defined as "any entity recognized by law through which business is conducted, including a sole proprietorship, partnership, or corporation") must submit a Form 1295, Certificate of Interested Parties, to System Agency at the time the business entity submits the signed contract.

Applicant represents and warrants that, if selected for award of a Grant Agreement as a result of this RFA, Applicant will submit to System Agency a completed, certified, and signed Form 1295, Certificate of Interested Parties, at the time the potential Grantee submits the signed Grant Agreement.

The Form 1295 involves an electronic process through the Texas Ethics Commission (TEC). The online process for completing the Form 1295 may be found on the TEC public website at: <https://www.ethics.state.tx.us/filinginfo/1295/>.

Additional instructions and information to be used to process the Form 1295 will be provided by System Agency to the potential Grantee(s). Grantee may contact Sole Point of Contact or designated contract manager for information needed to complete Form 1295.

If the potential Grantee does not submit a completed, certified, and signed TEC Form 1295 to System Agency with the signed Grant Agreement, System Agency is prohibited by law from executing a contract, even if the potential Grantee is otherwise eligible for award. System Agency, as determined in its sole discretion, may award the Grant Agreement to the next qualified Applicant, who will then be subject to this procedure.

10.4 EXECUTION AND ANNOUNCEMENT OF GRANT AGREEMENT(S)

System Agency intends to award one (1) or more Grant Agreements as a result of this RFA. However, not all Applicants who are deemed eligible to receive funds are assured of receiving a Grant Agreement.

At any time and at its sole discretion, System Agency reserves the right to cancel this RFA, make partial award, or decline to award any Grant Agreement(s) as a result of this RFA.

The final funding amount and the provisions of the grant will be determined at the sole discretion of System Agency.

HHSC may announce tentative funding awards through an “Intent to Award Letter” once the HHSC Program Deputy Executive Commissioner and relevant HHSC approval authorities have given approval to initiate and/or execute grants. Receipt of an “Intent to Award Letter” does not authorize the recipient to incur expenditures or begin Project activities, nor does it guarantee current or future funding.

Upon execution of a Grant Agreement(s) as a result of this RFA, HHSC will post a notification of all grants awarded to the [HHS Grants RFA](#) website.

Section XI. General Terms and Conditions

11.1 GRANT APPLICATION DISCLOSURE

In an effort to maximize State resources and reduce duplication of effort, System Agency, at its discretion, may require Applicant to disclose information regarding the application for or award of State, federal, and/or local grant funding to Applicant or Sub-awardee (i.e., organization who will participate, in part, in the operation of the Project) within the past two (2) years to provide services to promote Positive Youth Development (PYD) by increasing availability and accessibility of CYD services to youths and families in the State of Texas.

11.2 TEXAS HISTORICALLY UNDERUTILIZED BUSINESSES (HUBS)

In procuring goods and services using funding awarded under this RFA, Grantee must use HUBs or other designated businesses as required by law or the terms of the State or federal grant under which this RFA has been issued. See, e.g., 2 CFR 200.321. If there are no such requirements, System Agency encourages Applicant to use HUBs to provide goods and services.

Section XII. Application Confidential or Proprietary Information

12.1 TEXAS PUBLIC INFORMATION ACT – APPLICATION DISCLOSURE REQUIREMENTS

Applications and resulting Grant Agreements are subject to the Texas Public Information Act (PIA), Texas Government Code Chapter 552, and may be disclosed to the public upon request. Other legal authority also requires System Agency to post grants and applications on its public website and to provide such information to the Legislative Budget Board for posting on its public website.

Under the PIA, certain information is protected from public release. If Applicant asserts that information provided in its Application is exempt from disclosure under the PIA, Applicant must:

A. Mark Original Application:

1. Mark the Original Application, at the top of the front page, with the words “CONTAINS CONFIDENTIAL INFORMATION” in large, bold, capitalized letters (the size of, or equivalent to, 12-point Times New Roman font); and
2. Identify, adjacent to each portion of the Application that Applicant claims is exempt from public disclosure, the claimed exemption from disclosure (NOTE: no redactions are to be made in the Original Application);

B. Certify in Original Application – HHS Solicitation: Certify, in the designated section of the Exhibit A, HHS Solicitation Affirmations v2.9, Applicant’s confidential information assertion and the filing of its Public Information Act Copy; and

C. Submit Public Information Act Copy of Application: Submit a separate “Public Information Act Copy” of the Original Application (in addition to the original and all copies otherwise required under the provisions of this RFA). The Public Information Act Copy must meet the following requirements:

1. The copy must be clearly marked as “Public Information Act Copy” on the front page in large, bold, capitalized letters (the size of, or equivalent to, 12-point Times New Roman font);
2. Each portion Applicant claims is exempt from public disclosure must be redacted (blacked out); and
3. Applicant must identify, adjacent to each redaction, the claimed exemption from disclosure. Each identification provided as required in **Subsection C** of this section must be identical to those set forth in the Original Application as required in **Subsection A(2)**, above. The only difference in required markings and information between the Original Application and the “Public Information Act Copy” of the Application will be redactions – which can only be included in the “Public Information Act Copy.” There must be no redactions in the Original Application.

By submitting an Application under this RFA, Applicant agrees that, if Applicant does not mark the Original Application, provide the required certification in

Exhibit A, HHS Solicitation Affirmations v2.9, and submit the Public Information Act Copy, the Application will be considered to be public information that may be released to the public in any manner including, but not limited to, in accordance with the Public Information Act, posted on System Agency's public website, and posted on the Legislative Budget Board's public website.

If any or all Applicants submit partial, but not complete, information suggesting inclusion of confidential information and fail to comply with the requirements set forth in this section, System Agency, in its sole discretion, reserves the right to (1) disqualify all Applicants that fail to fully comply with the requirements set forth in this section, or (2) to offer all Applicants that fail to fully comply with the requirements set forth in this section additional time to comply.

No Applicant should submit a Public Information Act Copy indicating that the entire Application is exempt from disclosure. Merely making a blanket claim that the entire Application is protected from disclosure because it contains any amount of confidential, proprietary, trade secret, or privileged information is not acceptable, and may make the entire Application subject to release under the PIA.

Applications should not be marked or asserted as copyrighted material. If Applicant asserts a copyright to any portion of its Application, by submitting an Application, Applicant agrees to reproduction and posting on public websites by the State of Texas, including System Agency and all other State agencies, without cost or liability.

System Agency will strictly adhere to the requirements of the PIA regarding the disclosure of public information. As a result, by participating in this RFA, Applicant acknowledges that all information, documentation, and other materials submitted in its Application may be subject to public disclosure under the PIA. System Agency does not have authority to agree that any information submitted will not be subject to disclosure. Disclosure is governed by the PIA and by rulings of the Office of the Texas Attorney General. Applicants are advised to consult with their legal counsel concerning disclosure issues resulting from this process and to take precautions to safeguard trade secrets and proprietary or otherwise confidential information. System Agency assumes no obligation or responsibility relating to the disclosure or nondisclosure of information submitted by Applicants.

For more information concerning the types of information that may be withheld under the PIA or questions about the PIA, please refer to the Public Information Act Handbook published by the Office of the Texas Attorney General or contact the attorney general's Open Government Hotline at (512) 478-OPEN (6736) or toll-free at (877) 673-6839 (877-OPEN TEX). To access the Public Information Act Handbook, please visit the Texas Attorney General's website at <http://www.texasattorneygeneral.gov>.

12.2 APPLICANT WAIVER – INTELLECTUAL PROPERTY

SUBMISSION OF ANY DOCUMENT TO ANY HHS AGENCY IN RESPONSE TO THIS SOLICITATION CONSTITUTES AN IRREVOCABLE WAIVER AND AGREEMENT BY THE SUBMITTING PARTY TO FULLY INDEMNIFY THE STATE OF TEXAS AND HHS FROM ANY CLAIM OF INFRINGEMENT REGARDING THE INTELLECTUAL PROPERTY RIGHTS OF THE SUBMITTING PARTY OR ANY THIRD PARTY FOR ANY MATERIALS SUBMITTED TO HHS BY THE SUBMITTING PARTY.

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Section XIII. Submission Checklist

HHSC, in its sole discretion, will review all Applications received and will determine if any or all Applications which do not include complete, signed copies of these exhibits and/or Addenda, will be disqualified or whether additional time will be permitted for submission of the incomplete or missing exhibits. If additional time is permitted, Applicants will be notified in writing of the opportunity to provide the missing documentation by a specified deadline. Failure by an Applicant to submit the requested documentation by the deadline WILL result in disqualification. Applications that do not include Exhibit A, HHS Solicitation Affirmations v2.9 (completed and signed), and Exhibit F, Budget Request Template (completed), will be disqualified. See Section 9.2, Initial Compliance Screening of Applications, for further detail.

This Submission Checklist identifies the documentation, forms, and exhibits that are required to be submitted as part of the Application.

The Application must be organized in the order below and include each required section and the forms and exhibits identified within a section:

A. Narrative Proposal: The Narrative Proposal must be titled “Narrative Proposal” and include Applicant’s Legal Name, the RFA No., and the name of the Grant Program. Use the titles below for each required section.

1. Form E, Community Youth Development (CYD) Executive Summary _____
2. Form F, Community Youth Development (CYD) Program Narrative _____
 - a. Attachment F-1, Logic Model (Applicant provides) _____
 - b. Attachment F-2, Letters of Support (optional) (Applicant provides) _____
3. Form G, Community Youth Development (CYD) Project Work Plan _____
4. Exhibit D, Community Youth Development (CYD) Proposed Statement of Work (SOW) Template _____

For the attachments listed above that state “(Applicant provides),” HHSC is not including a template to this RFA or otherwise providing one. Applicant is responsible for labeling the requested information with the attachment title.

B. Requested Budget Template (Excel): This Requested Budget Template is mandatory and must be submitted with the Application, in the original format (Excel), for the Application to be considered responsive. Applications received without the completed Requested Budget Template will be disqualified.

Exhibit F, Requested Budget Template _____

C. Indirect Costs

Form D, Texas Health and Human Services System Indirect Costs Rate (ICR)
Questionnaire _____

D. Administrative Applicant Information

1. Form A, Face Page – Applicant Information _____
2. Form B, Administrative Information _____
3. Form B-1, Governmental Entity, if applicable _____
4. Form B-2, Non-Governmental Entity, if applicable _____
5. Form C, Financial Management and Administrative Questionnaire _____

E. Exhibits to be completed, signed, and submitted with Application.

1. Exhibit A, HHS Solicitation Affirmations v2.9 _____

Per Section 9.2, Initial Compliance Screening of Applications, Exhibit A is mandatory and must be completed, signed, and submitted for the Application to be considered responsive. Applications received without Exhibit A or with an unsigned Exhibit A may be disqualified.

2. Exhibit E-2, Texas HHS System - Data Use Agreement - Attachment 2
Security and Privacy Inquiry (SPI) _____
3. Exhibit I, Exceptions Form (If applicable) _____
4. Exhibit J, Assurances – Non-Construction Programs _____
5. Exhibit K, Certification Regarding Lobbying _____
6. Exhibit L, Federal Funding Accountability and Transparency Act (FFATA)
Certification Form _____

F. Signed Addenda:

Each Addendum, if any, must be signed and submitted with the Application. _____

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Section XIV. List of Exhibits and Forms Attached to RFA

Exhibits

Exhibit A, HHS Solicitation Affirmations v2.9

Exhibit B, HHS Uniform Terms and Conditions – Grant, Version 3.5

Exhibit C, Additional Provisions – Grant Funding, Version 1.0

Exhibit D, Community Youth Development (CYD) Proposed Statement of Work (SOW) Template

Exhibit E, HHS Data Use Agreement v.8.5

Exhibit E-1, Governmental Entity Version HHS Data Use Agreement v.8.5

Exhibit E-2, Texas HHS System - Data Use Agreement - Attachment 2 Security and Privacy Inquiry (SPI)

Exhibit F, Requested Budget Template

Exhibit G, Online Bid Room Information

Exhibit H, Evaluation Tool

Exhibit I, Exceptions Form (if applicable)

Exhibit J, Assurances – Non-Construction Program

Exhibit K, Certification Regarding Lobbying

Exhibit L, Federal Funding Accountability and Transparency Act (FFATA) Certification Form

Forms

Form A, Face Page – Applicant Information

Form B, Administrative Information

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 D, Texas HHS System Indirect Costs Rate (ICR) Questionnaire

Form E, Community Youth Development (CYD) Executive Summary

Form F, Community Youth Development (CYD) Program Narrative

Form G, Community Youth Development (CYD) Project Work Plan