



TEXAS

Department of Family and Protective Services

Audrey O'Neill, DFPS Commissioner

Request for Applications (RFA)

Grant for

**Preparation for Adult Living (PAL) Transition and Financial Support
Services**

RFA No. HHS0016644

APPLICATION SUBMISSION DEADLINE

May 22, 2026 by 10:30 a.m. Central Time

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Section I. Executive Summary, Definitions, and Statutory Authority

1.1 EXECUTIVE SUMMARY

The State of Texas, by and through the Texas Health and Human Services Commission (HHSC) on behalf of the Texas Department of Family and Protective Services (DFPS) Child Protective Services (CPS) Program seeks Applicants to provide Preparation for Adult Living (PAL) Transition and Financial Support Services in an effective and efficient manner in DFPS Regions 1 to 5 and Regions 7 to 11 (Refer **Section 2.4, DFPS Regions**) to DFPS Youth and Young Adults to help them successfully transition to adulthood.

DFPS will award one (1) Grant in each DFPS Region (**Refer to Section 2.4, DFPS Regions**).

This Request for Application (RFA) services is not being sought by DFPS for DFPS Region 6 (see Section 2.4).

DFPS will award one Grant in each of the above referenced DFPS Region (see Section 2.4).

This RFA' s PAL Life Skills Training and Assessment Services were previously procured through a Request for Application.

1.2 GRANT OVERVIEW

Grant Name	PAL Transition and Financial Support Services
RFA No.	HHS0016644
Deadline for Applications	May 22, 2026, by 10:30AM CST
Deadline for Submitting Questions or Requests for Clarifications	May 6, 2026, at 5:00PM CST
Estimated Total Available Funding	\$14,433,080.00
Estimated Total Number of Awards	10

Estimated Max Award Amount	\$2,886,616.00. Refer to the table in Section 5.1, Grant funding Source and Available Funding , for the historical amounts for each Region.
Match Required, if any:	No
Anticipated Project Start Date	September 1, 2026
Length of Project Period	60 Months
Eligible Applicants	Refer to Section 3.2, Application Screening Requirements .

1.3 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"](#) 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 the Applicant and returned with its Application.

["Aftercare Room and Board"](#) is a Chaffee-funded program available to Young Adults who have aged out of care. The program provides funding to Young Adults, which is utilized to prevent or alleviate homelessness, and help Young Adults achieve more positive outcomes in adulthood.

["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 the Applicant and to bind the Applicant under any Grant Contract that may result from the submission of the Application. May also be referred to in the RFA as ["Respondent"](#).

["Application"](#) means all documents the 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 Contract, including awarded funds and any required Match, submitted as part of the application in response to this RFA. An Applicant's requested Budget may differ from the DFPS-approved Budget executed in the final Grant Contract.

"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.

"Calendar Day(s)" refers to the total number of days in a particular month.

"Clients" mean Youth or Young Adults.

"DFPS Conservatorship" means Children in DFPS Legal Responsibility; see https://www.dfps.texas.gov/About_DFPS/Data_Book/Child_Protective_Services/Conservatorship/Children_in_Conservatorship.asp.

"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.

"Equipment" pursuant to 2 CFR § 200.1, means tangible personal property (including information technology systems) having a useful life of more than one 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 Capital assets, Computing devices, General purpose equipment, Information technology systems, Special purpose equipment, and Supplies.

"Extended Foster Care" means a voluntary program that offers Young Adults, turning 18 in DFPS care, opportunities to continue foster care placement and facilitate the transition to independence with DFPS supervision, if there is an available placement.

"Grant Contract" means the agreement entered into by DFPS and the 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" or "Grant Contract".

"Grantee" means the Party receiving funds under any Grant Agreement awarded under this RFA. May also be referred to as "Subrecipient".

"HHS" includes both the Health and Human Services Commission (HHSC).

"HHSC" means the Health and Human Services Commission.

"Host Home" means housing situations for individuals with intellectual and developmental disabilities who are unable to live independently in their own home.

"Indirect Cost" means those costs incurred for a common or joint purpose benefitting more than one 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 device 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.

"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. When referring to the base project period plus anticipated renewal or extension periods, "Grant Term" is used.

"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 herein as "Solicitation".

"Third Party Provider" means a vendor or service provider that is an independent company or individual outside the Grantee that supplies goods or services to PAL Youth or Young Adults.

"Transition Centers" provide comprehensive services for foster youth, through a one-stop approach that includes access and referrals to community partners and resources. Services may include employment assistance, training,

educational support, and various transitional living services geared specifically to meet the individual needs of current and former foster youth age 15 to 25.

"TxGMS" means the Texas Grant Management Standards published by the Texas Comptroller of Public Accounts.

"Young Adult" means young people who are: In Extended Foster Care age 18 but younger than age 21; Age 18 but younger than age 21 who have aged out of DFPS Conservatorship or conservatorship in another state and who are not in Extended Foster Care; or Have legally been removed of disabilities of minority (emancipated) while in DFPS Conservatorship and are younger than age 21.

"Youth" means young people up to age 18, who are in DFPS Conservatorship.

1.4 STATUTORY AUTHORITY

DFPS is requesting applications under Chapter 264 of the Texas Family Code. State funds for this Grant Project are authorized under the 2026-2027 Texas General Appropriations Act, S.B. 1, 89th Legislature, Regular Session, 2025, Article II, DFPS. 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 Sec. 477, [42 U.S.C. 677] of the Social Security Act. 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 the DFPS is through the program(s) listed below:

Federal Grant Program	John H. Chafee Foster Care Program for Successful Transition to Adulthood
Federal Awarding Agency	Health and Human Services Administration for Children and Families
Funding Opportunity No.	2501TXCILP
Assistance Listing Number and Program Title	93.674 John F. Chafee Foster Care Program for Successful Transition to Adulthood Grants

1.5 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

2.1.1 DFPS shall refer eligible Youth and Young Adults to Grantee to receive PAL Transition and Financial Support Services to help them transition to adulthood and assist them to identify education, career and life goals..

2.1.2 Transition Support Services assists Youth and Young Adults with updating or developing a Child’s Plan of Service (CPOS) for self-sufficiency, monitors a Youth or Young Adult’s progress toward meeting their goals and refers them for community services to meet their needs. There are two types, which are Pre- and Post Transition Support Services.

2.1.3 Financial Support Services, which apply only to recipients of Post Transition Support Services and provides financial assistance. These services are provided in coordination with Transition Support Services to Young Adults who demonstrate an emergency or stabilizing need.

2.1.4 DFPS has established eligibility criteria for the services outlined in this RFA in the CPS Handbook at [10200 Preparation for Adult Living \(PAL\)](#).

2.1.5 DFPS PAL Forms that the Applicants will use to provide these PAL Transition and Financial Support Services are in **Exhibit J, Forms Directory**.

2.2 PROGRAM BACKGROUND

2.2.1 The PAL program prepares Youth and Young Adults for adult life when they leave foster care by providing services, benefits, resources, and support to help Youth and Adults become healthy, productive adults, and connect them with community resources they need to successfully transition to adulthood.

2.2.2 DFPS refers eligible Youth or Young Adults to the Grantee to receive one or more of the services outlined in this RFA, which include Transition Support Services and Financial Support Services. Transition Support Services and

Financial Support Services are needed to help prepare eligible Youth or Young Adults to make the transition to a successful adulthood.

2.3 ELIGIBLE POPULATION

DFPS PAL staff will determine the eligibility of each referred Youth and Young Adult for the services. Grantees provide these PAL services to the following Youth and Young Adults:

2.3.1 PRE-TRANSITION SUPPORT SERVICES

- A. Youth age 17 or older in DFPS Conservatorship; or
- B. Young Adults in Extended Foster Care age 18 but younger than age 21.

2.3.2 POST TRANSITION SUPPORT SERVICES

- A. Young Adults who are 18 up to their 21st birthday, who have aged out of care; or
- B. Youth and Young Adults who have legally been removed of disabilities of minority (emancipated) while in DFPS Conservatorship.

2.3.3 OTHER POPULATIONS SERVED

- A. Youth 17 and older who are Title IV-E certified and who have been placed in foster care by the Texas Juvenile Justice Department or a county juvenile probation department and who will remain in a Title IV-E placement until they turn age 18.
- B. Youth who are age 17 and older placed in Texas from another state of origin.

2.4 DFPS REGIONS

DFPS will award one (1) Grant Contract for each Region under this RFA for PAL Transition and Financial Assistance Services in DFPS Regions 1-5 and Regions 7-11. A map of DFPS Regions is at https://www.dfps.texas.gov/Contact_Us/map.asp.

For these DFPS Regions, successful Applicants must demonstrate a clear understanding of the services in the RFA, and the demand, available resources, and service gaps in the Region that they are applying to serve. They also need to develop specific strategies for meeting the particular and unique needs of the Youth and Young Adults served in that Region. An Applicant can apply to serve more than one (1) Region, however, a separate Application and Region specific Project Work Plan must be submitted for each Region.

2.5 ELIGIBLE ACTIVITIES

This Grant will fund DFPS PAL Transition and Financial Support Services activities and costs as allowed by the laws, regulations, rules, and guidance as provided for in the resulting RFA Contracts.

2.6 PROGRAM REQUIREMENTS

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

2.6.1 DFPS Referrals & Service Authorization (Form 2054)

- A. DFPS will determine the Youth or Young Adult's eligibility for PAL Transition and Financial Support Services.
- B. Youth or Young Adult may make a self-referral to the Grantee. Prior to providing PAL Transition and Financial Support Services, the Grantee must contact DFPS PAL staff. Grantee will verify their eligibility and obtain a Service Authorization (Form 2054) and Transition and Financial Support Services Referral (Form 5619).
- C. Grantee must receive the Service Authorization Form (Form 2054) prior to initiation of the service(s) authorized and must maintain the Form 2054 on file. DFPS will not reimburse the cost of any services provided prior to Grantee's receipt of the Service Authorization (Form 2054).

2.6.2 Pre-Transition Support Services

- A. Grantee must provide task-oriented assistance as provided by DFPS on Transition and Financial Support Services Referral (Form 5619), which includes the following.
 - 1. **Housing.** Assisting the Youth or Young Adult with applications for housing, services through local housing authorities, and navigating housing assessments and other services when needed.
 - 2. **Education.** Assisting the Youth or Young Adult with completing applications for post-secondary education, completing their Free Application for Federal Student Aid (FAFSA) applications, applying for scholarships, applying for and accessing Educational Training Voucher (ETV) funds, and assisting with registration for classes to correspond with school start dates and application deadlines.
 - 3. **Employment.** Assisting the Youth or Young Adult with accessing and navigating job training and placement services in their area, including

but not limited to Workforce Services, and any known local job training programs.

- B.** Youth and Young Adults are not eligible for non-referred services. Grantee must inform DFPS PAL staff of any of their needs that are discovered during Pre-Transition Support Services.
- C.** Youth and Young Adults in Pre-Transition Support Services are not eligible for any Financial Support Services. Grantee must inform DFPS PAL staff of any of their financial needs that are discovered during Pre-Transition Support Services within seven Calendar Days.
- D.** Grantee will participate in the Circles of Support (COS) for Youth and Young Adults referred by DFPS PAL staff, as requested by DFPS or the Youth or Young Adult.
 - 1. This meeting is Youth or Young Adult-driven and involves them, their family, foster family, relatives, friends, professionals who have been involved with and care for their future, and anyone else they want to invite.
 - 2. These meetings are to help them update or develop their plans for transitioning to a successful adulthood and meetings will address educational, employment, financial, medical, cultural, and basic life skill needs that will help them become more self-sufficient.

2.6.3 Required Contacts and Scheduling for Pre-Transition Support Services

- A.** Grantee will only meet with the Youth and Young Adults as needed, and for the purpose of completing specifically identified tasks in those areas identified as eligible for Pre-Transition Support Services.
 - 1. Subsequent ones may be either in person or through other methods agreed to by the Youth or Young Adult as necessary to complete the tasks.
 - 2. These contacts must be included in the Grantee Monthly Report (Form 5511).
- B.** The Grantee must inform DFPS PAL staff if they are unable to make contact with a referred Youth or Young Adult and they may require the Grantee to make further attempts to contact them.
- C.** All contacts with them must be documented in the Individual Monthly Progress Report (Form 5525 for Pre-Transitional and Form 5526 for Post Transitional).

- D. Face-to-face contact at school and/or place of employment should be avoided except in emergency situations and when requested by the Youth or Young Adult.

2.6.4 Outreach Efforts for Pre-Transition Support Services

- A. The Grantee must initiate Pre-Transition Support Services.
- B. Initiation must be within seven Calendar Days of receipt of the Service Authorization (Form 2054) and Transition and Financial Support Services Referral (Form 5619) from DFPS.
- C. The Grantee must inform DFPS PAL staff if they determine that no initial contact with a referred Youth or Young Adult can be made and they may require the Grantee to make further attempts to contact the Youth or Young Adult to start services.
- D. The Grantee will make the initial individual contact, either in person or through virtual communications platforms provide face-to-face contact.
- E. Face-to-face contact must be documented in the Grantee Monthly Report (Form 5511) and Individual Monthly Progress Report (Form 5525 for Pre-Transitional and Form 5526 for Post Transitional).
- F. Grantee will ask the Youth or Young Adult their preferred method and location for contacts and must document any variances.
- G. Face-to-face contact at school and/or place of employment should be avoided except in emergency situations and when requested by the Youth or Young Adult.

2.6.5 Post Transition Support Services

- A. Transition Services must be provided based on a Child's Plan of Service (CPOS) as provided for in Section 2.6.6, that is updated or developed with the Youth or Young Adult's involvement.
1. Grantee is required to utilize a previously developed CPOS if one is provided by DFPS staff
 2. If a CPOS is not provided, the Grantee will use the Initial or Review CPOS Signature Sheet (Form 5516) that requires the Young Adult to be the primary performer of the Plan's tasks and achiever of the Plan's goals.
- B. Applicant must have a process for ensuring the continuous updating of the Initial or Review CPOS Signature Sheet (Form 5516). The plan must include a process for the initial development of the Initial or Review CPOS Signature Sheet (Form 5516) for situations when the CPOS is not provided.

2.6.6 Child's Plan of Service (CPOS)

The Grantee will work with each Youth or Young Adult to review or develop their CPOS on the Initial or Review CPOS Signature Sheet (Form 5516). The Grantee will coordinate with DFPS PAL staff to determine if there is an existing CPOS for the Young Adult and if so, obtain a copy.

- A. The CPOS will address and provide the Youth or Young Adult the opportunity to engage in the practical application of the six core areas, which include, but are not limited to the following. These are based on the [PAL Life Skills training curriculum](#). For a list of these core areas' issues, see this Curriculum's outline in Transitional Living Services Resource Guide.
1. Health and safety;
 2. Housing and transportation;
 3. Job readiness;
 4. Financial management;
 5. Life decisions and responsibilities; and
 6. Personal/social relationships.
- B. The Grantee will work with the Youth or Young Adult to develop their financial plan by:
1. Using a system of gradual decrease of funding to reduce dependence; and

2. Assisting Youth or Young Adults who are at least 18 years of age and have a source of income in securing a savings or checking account when a financial institution is available.
- C. At each required contact, the Grantee should review with the Youth or Young Adult their CPOS. The Grantee must document that the CPOS has been reviewed or has attempted to review it with the Young Adult in the Individual Monthly Progress Report (Form 5526 for Post Transitional) and Initial or Review CPOS Signature Sheet (Form 5516).

2.6.7 Required Contacts and Scheduling for Post Transition Support Services

- A. The Grantee will make individual face-to-face contact with referred Young Adult no less than once every three months. Required face-to-face visits must be documented in the Grantee Monthly Report (Form 5511), Individual Monthly Progress Report (Form 5526 for Post Transitional), and the Initial or Review CPOS Signature Sheet (Form 5516).
- B. For Crisis Intervention contacts, the Grantee will have at least monthly individual face-to-face contact with referred Youth or Young Adult, including those who are homeless or have emotional/behavioral issues. Additional contacts depend on their needs.
- C. In addition to the required individual face-to-face contacts, the Grantee will make at least three attempts to make monthly contacts with the Youth or Young Adult for Planned Intervention services; and may include but is not limited to phone, text, email, or social media. All contacts must be documented on the Individual Monthly Progress Report (Form 5526 for Post Transitional).
- D. Grantee will ask the Youth or Young Adult their preferred location for required face-to-face contacts and must document any variances on the Individual Monthly Progress Report (Form 5526 for Post Transitional).
- E. The Grantee must inform DFPS PAL staff if they are unable to contact a referred Youth or Young Adult and may require the Grantee to make further attempts to contact them. All attempts must be documented by the Grantee on the Individual Monthly Progress Report (Form 5526 for Post Transitional).
- F. Face-to-face contact at school and/or place of employment should be avoided except in emergency situations and when requested by the Youth or Young Adult.

2.6.8 Outreach Efforts for Post Transition Support Services

- A. Contact initiation for Post Transition Support Services must be within seven Calendar Days of receipt of the Service Authorization (Form 2054) and Transition and Financial Support Services Referral (Form 5619) from DFPS.
- B. The Grantee must inform DFPS PAL staff if they determine that no initial contact with a referred Youth or Young Adult can be made and may require the Grantee to make further attempts to contact them to start services.
- C. The Grantee will make the initial individual contact, either face-to-face or through virtual communications platforms that provide face-to-face contact.
- D. Face-to-face contact must be documented in the Grantee Monthly Report (Form 5511) and Individual Monthly Progress Report (Form 5526 for Post Transitional).
- E. Grantee will ask the Youth or Young Adult their preferred method and location for contacts and must document any changes.
- F. Face-to-face contact at school and/or place of employment should be avoided except in emergency situations and when requested by the Youth or Young Adult.

2.6.9 Outreach Efforts for Planned or Crisis Intervention

Service must be initiated by the Grantee on either a Planned or Crisis Intervention basis.

- A. In the event of a Planned Intervention initiation:
 - 1. The Grantee must initiate Transition Support Services (face-to-face or phone contact) within seven Calendar Days of receipt of the Service Authorization (Form 2054) and Transition and Financial Support Services Referral (Form 5619) from DFPS.
 - 2. If the Grantee cannot make contact within the seven Calendar Days timeframe, the Grantee must notify the DFPS PAL staff by e-mail no later than the next business day.
- B. In the event of a Crisis Intervention initiation:
 - 1. The Grantee must make diligent efforts to initiate crisis intervention services within 24 hours of receipt of the Service Authorization (Form 2054) and Transition and Financial Support Services Referral (Form

5619). If the Grantee cannot make contact within 24 hours, the Grantee must notify the DFPS PAL staff by e-mail no later than the following business day.

2. May require the Grantee to first arrange for the Youth or Young Adult to receive immediate counseling and/or emergency shelter; and
3. Once the Youth or Young Adult's crisis needs are met, planned intervention begins as provided above.

C. **Additional Requirements for Planned or Crisis Intervention**

If the Grantee has determined the Youth or Young Adult to be in a state of persistent crisis, and unlikely to be able to overcome the situation without significant additional supports, the Grantee must:

1. Assess the situation in order to determine if, at a minimum, all possible community resources, health care benefits, and contracted services have been exhausted, or if those services are unlikely to be sufficient in order to be able to fully meet the needs of the Youth or Young Adult.
2. If the Youth or Young Adult is determined to be unlikely to overcome the situation with the currently available resources, the Grantee must initiate and lead an intervention staffing. This staffing should include the following participants.
 - a. **DFPS Caseworker or the Single Source Continuum Contractor (SSCC) equivalent**, who is the Youth or Young Adult's most recent conservatorship caseworker.

This information can be located on the Transition and Financial Support Services Transition and Financial Support Services Referral (Form 5619). If that caseworker is no longer in their position or does not respond, then the Grantee will contact the DFPS PAL staff to identify the appropriate intervention staffing participant.

- b. **DFPS PAL staff (if available).**
 - c. **Others as identified.** If needed, should consider Youth or Young Adult's needs and will collectively work to identify effective solutions, additional supports, and options.
3. If it is determined to be in the best interest of the Youth or Young Adult to return to care, then the DFPS PAL staff will start DFPS protocol for the return-to-care process.

2.6.10 Financial Support Services for Youth and Young Adults

As provided for in Section 2.6.2, Financial Support services only applies to Youth and Young Adults in Post Transition Support Services. For this service, the Grantee must provide that includes but is not limited to Auxiliary Financial Support Services, Educational/Vocational Financial Support Services, Transitional Living Allowance (TLA), and Aftercare Room and Board Financial Support Services based on an assessment of the Young Adult's needs.

A. Financial Support Services Administrative Guidelines

1. The Grantee will assess the Youth and Young Adult's current situation and financial need and determine the amount of assistance they will receive. Examples that may be used to verify the Young Adult's level of need include, but are not limited to rent receipts, employer contacts, bank statements, and tax returns. Factors to consider when assessing their financial need include:
 - a. Living arrangement;
 - b. Employment status;
 - c. Living expenses and needs;
 - d. Sources of income including [Education and Training Voucher](#) (ETV) or Transitional Living Allowance (TLA) (see Section 2.6.11);
 - e. Savings or checking account balances;
 - f. Use of community resources; and
 - g. Discussions with Youth or Young Adult about their personal budget and expenses.
2. Grantee must document an assessment of the Youth or Young Adult's need for financial assistance on the Individual Monthly Progress Report (Form 5526 for Post Transitional).
3. Grantee must accurately report expenditures on the Individual Monthly Progress Report (Form 5526 for Post Transitional).
4. After Financial Support Services are no longer available Grantee must assist the Youth or Young Adult with developing budget and financial management skills and learning ways to help themselves or accessing help in the community.
5. Grantee must make payments by check to Third Party Providers on behalf of Young Adult except as identified in Section 2.6.11(D) below.
6. Checks must not be made payable or cash provided to any employee of the Grantee or DFPS.

7. Grantee must not provide Financial Support Services if the Youth or Young Adult is living with a designated perpetrator of abuse or neglect on the Young Adult's individual case and DFPS has determined this person poses a threat to the health and safety of the Young Adult.
8. The Grantee must receive written approval from DFPS PAL staff prior to making payment directly to the Youth or Young Adult. Vouchers and gift cards are exempted (see Section 2.6.11(D) below).
9. Non-emergency disbursement and delivery of checks by the Grantee will be processed no later than ten Calendar Days following the request from the Youth or Young Adult or DFPS PAL staff.
10. Emergency disbursement and delivery of checks, vouchers, or gift cards will be completed by the Grantee within 24 hours after the request from the Youth or Young Adult or DFPS PAL staff.
11. Receipts for allowable expenses paid will be maintained in the Youth or Young Adult's file (see Section 2.8.1(L)).
12. The Grantee must maintain a record that includes at a minimum:
 - a. The check number;
 - b. Disbursement amount;
 - c. Reason for amount;
 - d. Name of person or entity it was disbursed to;
 - e. The date each check was delivered to Youth or to third party vendor;
 - f. Manner of disbursement;
 - g. Date cleared the financial institution, except Transitional Living Allowance; and
 - h. If voided, the date.
13. A disbursement is considered undeliverable or void after 90 Calendar Days of issuance.
14. The undeliverable disbursement will be documented and disposed of according to the Grantee's procedures consistent with Generally Accepted Accounting Principles and their internal control structures; except for Transitional Living Allowance.
15. Vouchers or gift cards may be used. Voucher or gift card amounts that exceed \$100.00 during a calendar month require prior DFPS PAL staff approval and documentation must be maintained by the Grantee that includes:
 - a. Reasons why a voucher or gift card is being used instead of a check;

- b. Copies of the voucher or gift card with signed and dated receipt by the Youth or Young Adult verifying delivery; and
- c. Copies of the approval from DFPS PAL staff.

2.6.11 Types of Financial Support Services

A. Auxiliary Financial Support Services

The Grantee must provide Auxiliary Financial Support Services based on the Youth or Young Adult's individual needs if not covered by another funding source or community resource. These support services are provided to assist Youth or Young Adults with completion of their general goals outlined in their CPOS (see Section 2.6.6). Examples of Auxiliary Financial Support Services includes but it not limited to the following:

1. Driver's Education;
2. Household supplies;
3. Transportation;
4. Birth Certificates; and/or
5. Replacement Identification Documents.

B. Educational/Vocational Financial Support Services

The Grantee must provide Educational/Vocational Financial Support Services based on the Young Adult's individual needs if not covered by another funding source or community resource. These support services are provided to assist Young Adults with completion of their educational or vocational goals outlined in their CPOS (see **Section 2.6.6, Child's Plan of Service**). Examples of Educational/Vocational Financial Support Services include the following:

1. Tutoring;
2. Vocational Assessments;
3. Educational Testing or General Fees;
4. Application Fees for post-secondary educational institutions; and
5. Books (if not covered by the Education and Training Voucher)

C. Transitional Living Allowance (TLA)

CPS makes available TLA as a component of the Youth or Young Adult's financial management skills development. DFPS PAL staff may provide the Grantee with a TLA check to be delivered to an individual Young Adult.

1. TLA Check Delivery

- a. Grantee must deliver the TLA to the Youth or Young Adult in person when requested by DFPS.

- b. Prior to delivery of the TLA, the Grantee should verify the Youth or Young Adult's living situation with DFPS PAL staff. The Grantee must not distribute the TLA during the time a Young Adult:
 - i. Is living with a designated perpetrator of abuse or neglect on the Youth or Young Adult's individual specific case and DFPS has determined this person poses a threat to the health and safety of them;
 - ii. Is incarcerated;
 - iii. Is not employed or actively seeking employment (for those Youth or Young Adult who are able to work), in school, or receiving vocational or pre-vocational training services; or
 - iv. The Young Adult refuses to provide required information.

2. TLA Check Documentation

- a. The Grantee must use the PAL Transition Report (Form 5513) to describe how the Youth or Young Adult is spending the funds; and documents that the funds are not being used as intended, such as illegal activities or the purchase of items for other persons. This report is due within ten Calendar Days of the date the check was delivered to them.
- b. The Grantee will notify the DFPS PAL staff by e-mail within four Calendar Days of the Grantee's knowledge that the check will not be delivered due to circumstances noted in Section 2.6.11(C)(1)(b). Additionally, the following must be completed:
 - i. The Grantee must complete delivery of checks no later than ten Calendar Days, following the request from DFPS PAL staff. If the check has not been delivered in ten Calendar Days, the Grantee must document efforts to contact the Young Adult in their file;
 - ii. Verify that a Young Adult is employed or actively seeking employment (for those Young Adults who can work), in school or receiving vocational or pre-vocational training services for the Young Adult receiving a TLA; and
 - iii. A signed receipt with the Young Adult's signature documenting he or she received the TLA check which must be maintained in the Young Adult's file.

3. Check Undeliverable or Void

- a. A check is considered undeliverable or void after 90 Calendar Days of issuance.
- b. Grantee will document their efforts to deliver the check on the Individual Monthly Progress Report (Form 5526 for Post Transitional) during the 90 Calendar Day period.
- c. The Grantee must notify DFPS PAL staff if the Grantee is unable to locate the Young Adult within 30 Calendar Days of receipt of the TLA check).
- d. Undeliverable checks will be returned to the DFPS PAL staff within seven Calendar Days of the determination the check is undeliverable.

D. Aftercare Room and Board Financial Support Services

1. Aftercare Room and Board Young Adults living with a Parent

Aftercare Room and Board payments may be made to Young Adults who are living with their parent and a rental agreement exists between the parent and Young Adult when the parent is purchasing or owning the home.

In this instance, an Aftercare Room and Board payment will be paid directly to the Young Adult who will then be responsible for paying the parent their share of the rent.

2. Aftercare Room and Board Compensation for Host Home

The Grantee must consider the following factors when determining financial compensation for a Host Home:

- a. The amount of time the Young Adult will live in the home;
 - b. The employment status of the Young Adult;
 - c. The financial status of the Young Adult; and
 - d. The educational and vocational goals of the Young Adult.
3. The Grantee must determine and document eligibility for Host Home payment, prior to any disbursement.

The following requirements are the responsibility of the Grantee:

- a. Require the Host Home to identify all adults in the home;

- b. Require the Host Home to complete a criminal background check through the [Texas Department of Public Safety](#) (DPS) for all adults living in the home;
 - c. Require the Host Home complete and submit to DFPS, Form 2970, Request for Child Abuse/Neglect Central Registry Check which is available at http://www.dfps.texas.gov/site_map/forms.asp;
 - d. Obtain a copy of the DFPS results of the Central Registry Check; and
 - e. Submit a copy of both checks to the DFPS PAL staff. When the background checks produce a DPS or Central Registry Check history, the Grantee may not make a disbursement to the Host Home until written approval is received from the DFPS PAL staff.
4. Aftercare Room and Board Total Maximum Amount Assistance
- a. The cumulative payments over a lifetime of the Youth or Young Adult for Aftercare Room and Board and financial assistance for a Young Adult may not exceed \$3,000.00 for each Youth or Young Adult. Exceptions may be considered in emergency or extraordinary circumstances and be approved by the DFPS Regional PAL Supervisor prior to exceeding the \$3,000.00 limit.
 - b. An amount not to exceed \$500.00 per month of Aftercare Room and Board assistance may be provided for each Youth or Young Adult. Exceptions to the per-month limit must be approved by the DFPS Regional PAL Supervisor prior to issuing the payment.
 - c. Host Home payments must not exceed \$350.00 per month.
 - i. A rental agreement must exist between the Youth or Young Adult and the Host Home.
 - ii. A Host Home must meet the background check requirements for a verified foster home under the HHSC Child Care Licensing Minimum Standards for Child Placing Agencies as a condition of eligibility for payment.
 - iii. A DPS criminal background check and Child Abuse and Neglect Central Registry check is required for all adults in the home.
 - iv. They must submit to both checks initially and within every six-month period if a request for a Host Home payment is being requested.

- d. In emergency situations, a one-time Aftercare Room and Board payment of not more than \$200.00 may be made to the Young Adult. Payments exceeding \$50.00 require prior approval of the DFPS PAL staff and must be documented in their file.

5. Aftercare Room and Board Allowable Expenses

Aftercare Room and Board funds must only be used for the following:

- a. Rent deposits;
- b. Rent payments;
- c. Utility deposits (Not limited to gas, water, and electric);
- d. Utility payments, (Not limited to gas, water, and electric);
- e. Food/groceries;
- f. Residential housing deposits or payments available for Young Adult who are attending an institution of higher education. However, other funding options must be pursued first for this purpose and should not be duplicated for the Young Adult with this financial assistance. As a last resort, this financial assistance should only be used to prevent a Young Adult from not being able to attend an institution of higher education; and
- g. Financial compensation to Host Homes.

6. Other Financial Support – Not Classified Above

Other Financial Support needs must be approved by DFPS PAL staff including Young Adults not authorized for Aftercare Room and Board.

2.6.12 Minimum Staff Qualification Requirements

Grantee’s Transition Specialists and their supervisors who are providing Transition Services to Youth or Young Adults as provided for in this RFA must have the following minimum qualifications.

A. Pre-Transition Support Services

- 1. Associate degree; and

2. One year of full-time paid experience working with Youth or Young Adults related to housing, education, and employment.

B. Post Transition Support Services

1. Bachelor's degree plus two years of full-time paid experience working with Youth or Young Adults; or,
2. Master's degree plus one year of full-time paid experience working with Youth or Young Adults.

2.6.13 Background Checks

As provided for in the **Exhibit B, Texas DFPS Grant Uniform Terms and Conditions** Section VII (C), all Grantee staff, subgrantees, volunteers, or interns that will be providing services or have access to Youth or Young Adult's records or information under this Grant are required to have a cleared background.

2.6.14 Transportation Requirements

All Grantee staff who have the responsibility of transporting Youth or Young Adults must meet the following requirements:

- A. Have a valid Texas Driver's License;
- B. Have provided proof of vehicle liability insurance; and
- C. The Grantee must have a policy to ensure the safety of the Youth or Young Adult being transported. The Grantee must maintain copies of staff driving records that meet the Grantee's policy.

2.6.15 Additional Grantee Requirements

- A. Office Location
 1. The Grantee will be available on the contract effective date, at the office location shown on the company profile that the Grantee submitted with their Application.
 2. The Grantee is required to house direct service delivery staff within its respective Service Area. It is the Grantee's responsibility to secure a suitable office location.
- B. Availability
The Grantee will be available to deliver services during regular office hours (8:00 am to 5:00 pm CT) Monday through Friday, as well as after regular

office hours, and on weekends and holidays, as needed, to meet the needs of Youth and Young Adults served.

C. Staff Records

Grantee will maintain a file on its staff that provide PAL Transition and Financial Support Services, which includes:

1. Documentation for Grantee and its Staff Transporting Youth and Young Adults
 - a. Copy of a valid Texas driver's license;
 - b. Proof of appropriate vehicle liability insurance;
 - c. Certified DPS copy of driving record; and
 - d. Copy of completed Request for Background Check for Purchased Client Services Grantees (Form 2971c) and Disclosure and Consent to Release of Information Regarding Criminal or Abuse/Neglect History For Applicants, Employees or Volunteers of DFPS Grantees and Subcontractors (Form 2970c) and the DFPS clearance notifications, provided by DFPS by email.
2. Documentation for Transition Specialists and Supervisory Staff (see Section 2.6.12)
 - a. Copy of educational degree verifying the trainer has met the educational requirements in this RFA;
 - b. Resume that clearly establishes each transition specialist meets minimum experience requirements in this RFA;
 - c. Copy of completed Background as stated above in the Staff Records section; and
 - d. Completed DFPS approval of Review of Qualifications and Requirements (Form 5507).

D. Hotline

The Grantee will provide all Youth and Young Adults the following Texas Youth Helpline information in writing.

1. Hotline (800) 989-6884;
2. Text number (512) 872-5777; and

3. Website address at <https://www.dfps.texas.gov/youth-helpline/>.

E. Community Support Services

Grantee must collaborate with community-based organizations to assist with service provision to ensure the individual needs of the Youth or Young Adult are met.

Community support services should be used to help them understand the services available that are not provided in the Contract that results from this RFA.

Grantee will assess the needs of the Youth or Young Adult, and refer the Youth or Young Adult to the appropriate support services or providers to meet the needs of the Youth or Young Adult, which may include, but are not limited to, the following:

1. Resource Directory

- a. The Grantee must create, maintain, and provide all Youth or Young Adults a Resource Directory, and must update as needed throughout the Grant Term.
- b. This Resource Directory will have readily accessible community resource information to support the transition needs of a Youth or Young Adult.
- c. The Resource Directory must be updated as providers change, or new services become available.
- d. The Resource Directory must include phone numbers, email addresses, as well as physical and mailing addresses to support services in the area the Grantee is serving. Such services may include, but are not limited to, state and local social service agencies, civic and social groups, faith-based groups, potential employers, housing, post-secondary institutions of higher learning and foster care liaisons, scholarship opportunities, adult education, medical, dental, and mental health providers, volunteers, mentors, and sponsor families.
- e. The Grantee must provide a copy of this Resource Directory to the DFPS PAL staff for approval no later than October 1st of each year of the Contract Term and when the Resource Directory is updated.
- f. The Grantee must document on the Individual Monthly Progress Report (Form 5525 for Pre-Transitional and Form 5526 for Post

Transitional) the provision of the directory to each Youth or Young Adult.

2. Texas Workforce Center Services

- a. Applicant must have a comprehensive plan that includes how they will assess the Youth or Young Adult and determine the need for a referral to the Workforce Advocate at the local Transition Center and local workforce centers. The plan must include follow-up with the Workforce Advocate at the Transition Center and workforce centers to ensure that they in Post Transition Services are making progress toward their employment goals.
- b. The Grantee must refer Youth and Young Adults to the Workforce Advocate at the local Transition Center and local Texas Workforce Centers that provide career related services, such as career exploration, job readiness skills, job seeking skills, internships, and training opportunities. Grantee must also follow up with the Youth or Young Adult after referral has been made.
- c. Documentation of referrals to the Workforce Advocate at the Transition Center and Texas Workforce Centers must be included on the Grantee Monthly Report (Form 5511).
- d. [Texas Workforce Commission Vocational Rehabilitation Services \(TWC-VRS\)](#) provides transition services and support to Youth or Young Adults and students with disabilities to help them make the transition from school to adult life, employment, and independence. Services include career exploration, work-based learning, workplace readiness, self-advocacy, counseling on post-secondary opportunities, and other services.

3. Internships and Apprenticeships

The Grantee must refer Youth and Young Adults to internship and apprenticeship opportunities based on the Youth's and Young Adult's individual needs and community resources.

4. Health Care and Therapeutic Support

The Grantee must refer Youth or Young Adults to health care, therapeutic, mental health and psychiatric resources based on their individual needs and community resources.

5. Mentoring

The Grantee must refer Youth or Young Adults to mentoring services based on their needs through partnerships, volunteers, or other community resources.

6. Housing

The Grantee must refer Youth and Young Adults to these resources to address their housing needs:

- a. United States Department of Housing and Urban Development's Section 811 Project's Rental Assistance Program for Young Adults with disabilities;
- b. Public Housing Authority for Foster Youth to Independence (FYI);
- c. Family Unification Program (FUP); and
- d. Transitional Living Programs.

Access the following link for more information:
https://www.dfps.texas.gov/Child Protection/Youth and Young Adults/Transitional Living/youth_housing.asp.

7. Transition Centers

The Grantee must provide information and refer Youth or Young Adults to the [Transition Center](#) for services and resources to meet their individual needs.

8. Food Preparation and Nutrition Education

The Grantee must refer Youth or Young Adults to community services that assist in developing skills in food preparation and nutrition education that meets their individual needs to promote healthy food choices.

9. Bank Accounts

The Grantee must refer Youth and Young Adults to financial institutions to obtain a bank account.

10. Human Sex Trafficking and Labor Trafficking

The Grantee must refer and provide information to Youth or Young Adults about human sex trafficking and labor trafficking services and prevention resources.

2.6.16 Continuous Quality Improvements

Grantee will provide a PAL Transition Participant Evaluation Form (Form 5617) annually to Youth or Young Adults currently enrolled in Transition Support Services. Grantee must implement an on-going plan to evaluate the feedback from the Youth or Young Adults and use the information to make decisions for continuous quality improvement.

As part of the Application, the Applicant must describe their methods for continuous quality improvement

2.7 Transition and Turnover Planning

2.7.1 Transition Plan

Grantee must demonstrate operational readiness to provide all services required under this RFA on September 1, 2026.

Grantees must work with DFPS to ensure that the process of transition upon grant award results in a predictable seamless transition where services to PAL Youth and Young Adults continue to be delivered in a timely and efficient manner.

The transition will be determined to be successful if Youth, Young Adults, and DFPS do not experience any delay or degradation in services

2.7.2 Transition Phase Project Management and Implementation

Grantee must demonstrate operational readiness to provide all services required under this RFA on September 1, 2026.

Grantees must work with DFPS to ensure that the process of transition upon grant award results in a predictable seamless transition where services to PAL Youth and Young Adults continue to be delivered in a timely and efficient manner.

The transition will be determined to be successful if Youth, Young Adults, and DFPS do not experience any delay or degradation in services.

2.7.3 Turnover Activities

Turnover is defined as those activities that are required for the Grantee to perform to transition Grantee operations to a subsequent Grantee or DFPS. Turnover activities that must be performed by the Grantee include, but are

not limited to the following.

- A. Transfer of information including all Youth files (see Section 2.6.1);
- B. Ensuring all records are complete, and up to date;
- C. Preparing youth and young adults for transition to a new Grantee;
- D. Staffing critical cases with the new Grantee to include documentation of outstanding issues;
- E. Providing a list of youth and young adults who are receiving services identified in the RFA.
- F. Preparing an inventory of all equipment purchased with PAL funds; and
- G. Transferring all applicable equipment to the new Grantee.

2.8 Grant Requirements

2.8.1 Required Record Keeping

The Grantee must maintain files for Transition and Financial Support Services for each Youth or Young Adult. Forms and reports for these PAL Transition and Financial Support Services (See **Exhibit J - Forms Directory**).

- A. Service Authorization (Form 2054) authorizing services that is signed by DFPS and date-stamped with a receipt date by Grantee
 - 1. If received by email, then the copy of the email must be attached as supporting documentation for the receipt date.
 - 2. If faxed, ensure the printed copy indicates the date received or keep a copy of the transmittal or cover page.
- B. Transition and Financial Support Services Referral (Form 5619)
- C. Determination of type of intervention - Planned or Crisis;
- D. Date of service initiation contacts and/or attempted contacts with the Youth or Young Adult;
- E. CPOS for the Youth or Young Adult if one was provided by DFPS;
- F. Initial or Review CPOS Signature Sheet (Form 5516);
- G. Assessment of the Youth or Young Adult's need for Aftercare Room and Board assistance or other financial assistance;

- H. Participation in COS meetings and maintain documentation as follows;
 - 1. Record of contacts;
 - 2. A detailed description of service(s) provided;
 - 3. Dates of service; and
 - 4. Other pertinent information, such as discussion of the Youth or Young Adult's personal budget and expenses, and of involvement of caring adults in their life;
- I. Failed attempts to contact the Youth or Young Adult or request from DFPS to make further attempts;
- J. Documentation of variances of Youth or Young Adult's preferred location for face-to-face contact;
- K. Individual Monthly Progress Report (Form 5525 for Pre-Transitional and Form 5526 for Post Transitional);
- L. Original receipts, invoices and other supportive documentation for all checks written in payment for Youth or Young Adult's Aftercare Room and Board;
- M. Background checks for Host Home, as applicable;
- N. Documentation in Youth or Young Adult's file of DFPS approval of exceptions to all Aftercare Room and Board limits and assistance;
- O. Copy of rental agreement between Youth or Young Adult and parent, as applicable;
- P. Written verification from DFPS PAL staff indicating that a designated perpetrator does not pose a threat to the health and safety of the Youth or Young Adult prior to making any payments;
- Q. Signed copy of the Authorization to Release Information (Form 5512es); and
- R. Verification of TLA check delivery, which includes:
 - 1. Copy of a receipt signed and dated by the Youth or Young Adult verifying delivery of the check;
 - 2. Completed DFPS PAL Transition Report (Form 5513);
 - 3. Documentation of eligibility to receive the check, which is proof of school or vocational training enrollment, as appropriate; and

4. Documentation of attempts or non-delivery of check.

2.8.2 Additional Transition and Financial Support Service Documents

At a minimum, the Grantee must maintain these documents identified below:

- A. Copies of required reports submitted to the DFPS PAL staff with date sent;
- B. Grantee Monthly Report (Form 5511);
- C. Copies of all invoice documentation; and
- D. Complaints about the Grantee and how they were resolved.

2.8.3 Transition and Financial Support Services Monthly Reports

- A. The Grantee must provide the DFPS PAL staff the Individual Monthly Progress Report (Form 5525 for Pre-Transitional and Form 5526 for Post Transitional) on each Youth or Young Adult participating in Transition and Financial Support Services and the Grantee Monthly Report (Form 5511) by the 15th Calendar Day of the month following the month of service.
- B. To comply with federal reporting requirements, the Grantee on a weekly basis during the months of September and March must provide DFPS PAL staff documentation of PAL Transition and Financial Support Services including financial support delivered each week or part of - Sunday-Saturday on the Individual Monthly Progress Report (Form 5525 for Pre-Transitional and Form 5526 for Post Transitional), which is due by close of business on the Friday following the week of PAL Transition and Financial Support Services.
- C. If services were not delivered in any one week during these months, the Grantee must communicate the data range of the week, the month, the Grantee's name and a statement indicating no services were provided during the reporting time period on Individual Monthly Progress Report (Form 5525 for Pre-Transitional and Form 5526 for Post Transitional).

2.8.4 Required Reports

The DFPS will monitor Grantee's performance, including, but not limited to, through review of financial and programmatic records and performance measures, under any Grant Contract awarded as a result of this RFA. Each Grantee awarded a Grant Contract must submit the following reports by the noted due dates.

REPORT	DUE DATE
Pre-Transitional Monthly Progress Report (Form 5525)	The 15 th Calendar Day of each month following the month of service
Post Transitional Monthly Progress Report (Form 5526)	The 15 th Calendar Day of each month following the month of service
Grantee Monthly Report (Form 5511)	The 15 th Calendar Day of each month following the month of service
PAL Transition Report (Form 5513)	Within ten Calendar Days of the check being delivered, when applicable

Grantee will provide all applicable reports in the format specified by DFPS in an accurate, complete, and timely manner and will maintain appropriate supporting backup documentation. Failure to comply with submission deadlines for required reports, Financial Status Reports (FSRs) or other requested information may result in DFPS, in its sole discretion, placing the 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.

2.9 Performance Measures and Monitoring

The following are Performance Measures developed and utilized by DFPS to evaluate the Grantee’s performance related to the Performance Measures during the life of the contract. In addition, Contractor must develop a performance measure to support the effectiveness of the Grantee’s quality assurance process.

Outcome 1
Outcome #1: Grantee served Clients for PAL Transition and Financial Support Services
<p>Performance Period: Grantee performance for this measure is determined for one or more of the following quarterly performance periods, wholly or partially, depending on the contract start and end dates:</p> <ul style="list-style-type: none"> • September 1 through November 30 (Performance Period 1); • December 1 through February 28/29 (Performance Period 2); • March 1 through May 30 (Performance Period 3), and • June 1 through August 31 (Performance Period 4).

Indicator: Total number of unique clients served
Data Source: IMPACT (based on paid services, assigned to the month in which the service was provided not the payment date)
<p>Methodology: While performance is reported quarterly, final fiscal year totals are reconciled using year-to-date (YTD) counts to ensure all referrals are matched with services delivered through the fiscal year-end cutoff.</p> <p>Note: Withdrawal Requests and Withdrawal Reports are excluded from this measure.</p>

Outcome 2
Outcome#2: Grantee served Clients for PAL Transition and Financial Support Services
<p>Performance Period: Grantee performance for this measure is determined for one or more of the following quarterly performance periods, wholly or partially, depending on the contract start and end dates:</p> <ul style="list-style-type: none"> • September 1 through November 30 (Performance Period 1); • December 1 through February 28/29 (Performance Period 2); • March 1 through May 30 (Performance Period 3); and • June 1 through August 31 (Performance Period 4).
Indicator: Total number of unique children served per year
Data Source: IMPACT (based on paid services, assigned to the month in which the service was provided not the payment date)
<p>Methodology: Note: Submissions returned for the purpose of adding information not originally supplied by DFPS are excluded from this measure.</p>

2.10 Payment Method

Payment for services will be on a cost reimbursement basis only by submitting an invoice. Invoicing procedures will be provided to the awarded Grantee by DFPS contract staff during the orientation.

Section III. Applicant Eligibility Requirements

3.1 LEGAL AUTHORITY TO APPLY

By submitting an Application for this RFA, Applicant certifies that it has legal authority to apply for the Grant Contract 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, if any.

Each Applicant must submit one Application for each DFPS region they are wanting to provide services for.

3.2 APPLICATION SCREENING REQUIREMENTS

To be considered an Applicant eligible for evaluations, an Applicant must meet the following minimum requirements and qualifications listed below.

3.2.1 Applicants have recently been in business for a minimum of one (1) year; and

3.2.2 Applicants must be a nonprofit entity.

3.3 GRANT AWARD ELIGIBILITY

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

3.3.1 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.

3.3.2 Applicant is in good standing under the laws of Texas and has provided HHS with any requested or required supporting documentation in connection with this certification.

3.3.3 Applicant will remain in good standing and eligible to conduct their business in Texas and will comply with all applicable requirements of the Texas Secretary of State and the Texas Comptroller of Public Accounts.

3.3.4 Applicant is currently in good standing with all licensing, permitting, or regulatory bodies that regulate any or all aspects of Applicant's operations.

3.3.5 Applicant is not delinquent in taxes owed to any taxing authority of the State of Texas as of the effective date of this 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 an Application, Applicant certifies that it is not ineligible for a Grant Contract pursuant to this prohibition.

Section IV. Project Period

4.1 PROJECT PERIOD

The Project Period is September 1, 2026, through August 31, 2031.

DFPS may, at its sole discretion, extend the Project Period for up to one year to allow for the full expenditure of awarded funding and completion of Grant activities. Approved Projects may not exceed a six-year Project period.

4.2 PROJECT CLOSEOUT

DFPS will programmatically and financially close the grant award and end the Grant Agreement when DFPS determines Grantee has completed all applicable actions and work in accordance with Grant Agreement requirements. The 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 Agreement term and not expended by the project close-out date will revert to DFPS.

Section V. Grant Funding and Reimbursement Information

5.1 GRANT FUNDING SOURCE AND AVAILABLE FUNDING

The anticipated amount of state or federal funding available for FY27 is \$2,886,616.00 which will be divided between ten DFPS Regions.

Applicants are strongly cautioned to only apply for grant funding amount 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 Applicant's requested budgets in order to ensure grant funds are available for the broadest possible array of communities and programs.

The table below reflects the number of Youth or Young Adults who received PAL Transition and Financial Support Services Fiscal Year 2024 (September 1, 2023 to August 31, 2024), and the Fiscal Year 2025 (September 1, 2024 to August 31, 2025). The information provided in these tables are for informational purposes only; and, though it may be considered as a possible indicator of the level of need for these services, it does not constitute any promise or guarantee of service utilization or referrals on the part of DFPS.

Fiscal Year 2025 and Fiscal Year 2026		
Region	Fiscal Year 2025 Budgets	Fiscal Year 2026 Budgets
1	\$145,000	\$230,400
2	\$140,000	\$224,320
3	\$585,569	\$676,670
4	\$175,000	\$170,000
5	\$101,101	\$91,441
7	\$460,00	\$490,000
8	\$472,536	\$618,015
9	\$108,000	\$95,385
10	\$100,170	\$95,385
11	\$180,000	\$195,000

Fiscal Year 2024	
Region	Number of Youth Who Received PAL Transition and Financial Support Services
1	69
2	80
3	334
4	56
5	37
7	109
8	129
9	36
10	37
11	71

5.2 No Guarantee of Reimbursement Amounts

Reimbursement will only be made for actual, allowable, and allocable expenses that occur within the Project Period. No spending or costs incurred prior to the effective date of the award will be eligible for reimbursement. 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, and costs:

5.3.1 Any use of grant funds to replace (supplant) funds that have been budgeted for the same purpose through non-grant sources;

5.3.2 Inherently religious activities such as prayer, worship, religious instruction, or proselytization;

5.3.3 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;

5.3.4 Any portion of the salary of, or any other compensation for, an elected or appointed government official;

5.3.5 Vehicles for general agency use; to be allowable, vehicles must have a specific use related to Project objectives or activities;

5.3.6 Entertainment, amusement, 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;

5.3.7 Costs of promotional items, which includes but is not limited to memorabilia, including models, gifts, and souvenirs;

5.3.8 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;

5.3.9 Membership dues for individuals;

5.3.10 Any expense or service that is readily available at no cost to the grant Project;

5.3.11 Any activities related to fundraising;

5.3.12 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;

5.3.13 Any other prohibition imposed by federal, state, or local law; and

5.3.14 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.

Section VI. Application Forms and Exhibits for Submission

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 PROJECT WORK PLAN

Using **Exhibit E, Project Work Plan**, attached to this RFA, Applicants will provide an executive summary and describe 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 Project Period.

6.2 REQUESTED BUDGET

As part of their Application, Applicants must develop the requested Budget (Refer to **Exhibit I, Budget Form with Narrative**) to support their Proposed Project and align with the requirements described in this RFA.

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 if, in terms of nature and amount, do not exceed those which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

The cost is allocable to a particular cost objective if the cost is chargeable or assignable to such cost objective in accordance with the relative benefits received.

See 2 CFR Part 200.403 or TxGMS Cost Principles, Basic Considerations (pages 32-33), for additional information related to factors affecting the allowability of costs.

Applicants must utilize the budget template provided, **Exhibit I, Budget Form with Narrative**, and identify all budget line items. Refer to **Exhibit I-1, Instructions for Exhibit I, Budget Form with Narrative** for budget preparation guidance. Budget categories must be divided into specific budget line items that allow DFPS 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. Matching funds are not required under this RFA.

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

Submission of **Exhibit I, Budget Form with Narrative** is mandatory. Applicants that fail to submit a Requested Budget as set forth in this RFA with their application will be disqualified.

6.3 ADMINISTRATIVE APPLICANT INFORMATION

Applicant must provide satisfactory evidence of their ability to manage and coordinate the types of activities described in this RFA.

6.4.1 Applicant

Use **Form A, Face Page – Applicant Information** to complete basic information about the Applicant and Project, including the signature of the authorized representative.

6.4.2 Non-Profit or For-Profit Information

Complete **Form B, Non-Governmental Entity – Board of Directors and Principal Officers** and provide information required for Non-Profit Entity.

6.4.3 Administrative Information

Use **Exhibit H, Administrative Information** to provide information regarding identification and contract or grant history of the Applicant, executive management, Project management, governing board members, and principal officers.

Respond to each request for information or provide the required supplemental document behind this form. If Applications require multiple pages, identify the supporting documentation with the applicable request.

6.4.4 Litigation and Contract History

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

Applicant must disclose any civil or criminal litigation or investigation pending over the last five years that involves Applicant or in which Applicant has been judged guilty or liable.

Under **Exhibit A, HHS Solicitation Affirmations v. 2.10**, 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.

Section VII. RFA Administrative Information and Inquiries

7.1 SCHEDULE OF EVENTS

EVENT	DATE/TIME
Funding Announcement Posting Date Posted to HHS Grants RFA	April 30, 2026
Deadline for Submitting Questions or Requests for Clarification	May 6, 2026, at 5:00PM Central Time
Date Answers to Questions or Requests for Clarification Posted	On or after May 18, 2026
Deadline for Submission of Applications, unless an updated deadline is posted in a subsequent Addenda to be considered eligible.	May 22, 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 and/or DFPS reserve the right to change these dates at any time. At the sole discretion of HHSC and/or DFPS, 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 will be published by posting an addendum to the [HHS Grants RFA](#) website. After the Deadline for Submission, 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 will be made by email only to the Grant Specialist designated as HHSC's Sole Point of Contact listed below:

Name	John Norton
Title	Grant Specialist, HHSC Procurement and Contracting Services
Address	Procurement and Contracting Services Building 1100 W 49th St. MC: 2020 Austin, TX 78756
Phone	(512) 776-6140
Email	John.Norton2@hhs.texas.gov

Applicants will not use this e-mail 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 will 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.

7.3 RFA QUESTIONS AND REQUESTS FOR CLARIFICATION

7.3.1 Written questions and requests for clarification of this RFA are permitted if submitted by email to the Sole Point of Contact by the deadline established in Section 7.1, or as may be amended in Addenda, if any, posted to the HHS Grants RFA websites.

7.3.2 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 RFA;
- C. Page Number of this RFA;
- 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, Section Heading being questioned; and
- G. Question.

7.3.3 The following contact information must be included in the e-mail 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. E-mail address.

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

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

7.4 AMBIGUITY, CONFLICT, DISCREPANCY, CLARIFICATIONS

7.4.1 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.

7.4.2 Each Applicant submits its Application at its own risk.

7.4.3 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 Contract or not:

- A. Will have waived any claim of error or ambiguity in the RFA and any resulting Grant Contract;
- B. Will not contest the interpretation by the HHSC or, as applicable, DFPS of such provision(s); and

- C. Will 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.
- D. Applicants must notify the Sole Point of Contact of any ambiguity or conflict.

7.5 RESPONSES TO QUESTIONS OR REQUEST FOR CLARIFICATIONS

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

HHSC or, as applicable, DFPS 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 or, as applicable, DFPS reserves the right to change, amend, modify or cancel this RFA. All changes, amendments and modifications or cancellations 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 websites or for the failure of any Applicant or awarded Grantee to stay informed of all postings to these websites. If the Applicant fails to monitor these websites for any changes or modifications to this RFA, such failure will not relieve the Applicant of its obligation to fulfill the requirements as posted.

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 **Exhibit M, Exceptions Form** or questions and/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 Contract resulting from this RFA unless expressly made a part of the Grant Contract in writing by the DFPS.

Section VIII. Application Organization and Submission Requirements

8.1 APPLICATION RECEIPT

8.1.1 Applications must be received by HHSC by the Deadline for Submission of Applications specified in Section 7.1 or deadline in subsequent Addenda.

8.1.2 HHSC will date and time stamp all Applications upon receipt.

8.1.3 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.

8.1.4 Neither HHSC nor DFPS will be held responsible for any Application that is mishandled prior to receipt by HHSC. It is the 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 issues that may lead to disqualification.

8.1.5 All Applications become the property of HHSC or, as applicable, DFPS after submission and receipt and will not be returned to Applicant.

8.1.6 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 Contract(s) as a result of this RFA.

8.2 APPLICATION SUBMISSION

By submitting an Application in response to this RFA, Applicant represents and warrants that the individual submitting the Application and any related documents on behalf of the Applicant is authorized to do so and to binds the Applicant under any Grant Contract 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, or subsequent Addenda, using one of the approved methods identified below. Applications submitted by any other method (e.g. facsimile) will not be considered and will be disqualified.

8.3.1 Submission Option #1 HHS Online Bid Room: Applicants will upload the following documents to the Online Bid Room utilizing the procedures in **Exhibit L, HHS Online Bid Room Information**. File Size Limitation is restricted to 250MB per file attachment.

- 1) One copy marked as "Original Application" that contains the Applicant's entire application in a Portable Document Format (".pdf") file.
- 2) One copy of the completed **Exhibit I, Budget Form with Narrative** in its original Excel format.
- 3) One copy of the complete Application marked as "Public Information Act Copy," if applicable, in accordance with Section 12.1 , , in a Portable Document Format (".pdf") file.

8.3.2 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 I, Budget Form with Narrative**, 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, Texas Public Information Act**. 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."

Sealed packaged 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 hand delivery to the addresses below. No HHS agency will be responsible or liable for any damage.

Overnight/Express/Priority Mail	Hand Delivery
<p style="text-align: center;">Health and Human Services Commission ATTN: John Norton Tower Building Room 108 1100 W. 49th St., MC 2020 Austin, Texas 78756</p>	<p style="text-align: center;">Health and Human Services Commission ATTN: John Norton Procurement & Contracting Services Building 1100 W. 49th St., MC 2020 Austin, Texas 78756</p>

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 the Applicant.

8.5 APPLICATION COMPOSITION

All Applications must:

8.5.1 Be responsive to all RFA requirements;

8.5.2 Be clearly legible;

8.5.3 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;

8.5.4 Include page numbering for each section of the proposal; and

8.5.5 Include signature of Applicant’s authorized representative on all Exhibits and Forms. Copies of Application documents required and should make copies of these documents after they sign i.

8.6 APPLICATION ORGANIZATION

The complete application file .pdf must:

8.6.1 Be organized in the order in the Section XIII, and include all required sections (e.g., “Administrative Applicant Information,” “Project Work Plan,” “Indirect Costs,” “Exhibits to be Submitted with Application,” and “Addenda”);

8.6.2 Each Application section must have a cover page with the Applicant's legal name, RFA number, and Name of Grant identified; and

8.6.3 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 in **Section 7.1** or subsequent Addenda, an Applicant may:

8.7.1 Withdraw its Application by submitting a written request to the Sole Point of Contact; or

8.7.2 Modify its Application by submitting an entirely new submission, complete in all respects, using one 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 or subsequent Addenda.

8.7.3 No withdrawal or modification request received after the Deadline for Submission of Applications, set forth in Section 7.1 or subsequent Addenda, will be considered. Additionally, in the event of multiple Applications received, the most timely received and/or modified Application will replace the 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

A three-step selection process will be used:

9.1.1 Application screening to determine whether the Applicant meets the minimum requirements of this RFA;

9.1.2 Evaluation based upon specific criteria; and

9.1.3 Final selection based upon State priorities and other relevant factors (see Section Initial Compliance Screening of Applications)

9.1.4 All Applications received by the deadline in Section 7.1 or subsequent Addenda, will be screened by HHSC to determine which Applications meet all the minimum requirements of this RFA, deemed responsive and qualified for further consideration (see Section 3.2).

9.1.5 At the sole discretion of HHSC, in coordination with DFPS, 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 and/or DFPS reserves the right to waive minor informalities in an Application.

A “minor informality” is an omission or error that, in the determination of HHSC or DFPS 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.

Any disqualifying factor set forth in this RFA does not constitute an informality (e.g., **Exhibits A or I**).

9.1.6 HHSC and/or DFPS, at its sole discretion, may give an Applicant the opportunity to submit missing information or make corrections at any point after receipt of Application to the Sole Point of Contact in Section 7.2, Sole Point of Contact by the deadline provided to the Applicant. Failure to respond by the deadline may result in the rejection of the Application and the Applicant’s not being considered for award.

9.2 QUESTIONS OR REQUESTS FOR CLARIFICATION FOR APPLICATIONS

DFPS 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.

DFPS reserves the right to select qualified Applications received in response to this RFA without discussion of the Applications with Applicants.

9.3 EVALUATION CRITERIA

Applications will be evaluated and scored in accordance with the following scoring criteria using Exhibit F - Evaluation Tool.

Qualified Applications will be evaluated based upon:

- 9.3.1** Experience (10%);
- 9.3.2** Pre and Post Transition Support Services (60%);
- 9.3.3** Financial Support Services (15%); and
- 9.3.4** Cost (15%).

9.4 PAST PERFORMANCE

9.4.1 DFPS reserves the right to request additional information and conduct investigations as necessary to evaluate any Application. By submitting an

Application, the Applicant generally releases from liability and waives all claims against any party providing information about the Applicant at the request of DFPS.

9.4.2 DFPS 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.

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

9.4.4 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.

9.4.5 Applicants also may be rejected because of unsatisfactory past performance under any grant or contract as reflected in vendor performance reports, reference checks, or other sources. An Applicant's past performance may be considered in the initial screening process and prior to making an award determination.

9.5.6 Reasons for which an Applicant may be denied a Grant Contract 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/>;
- B. Applicant is currently under a corrective action plan;
- C. Applicant has had repeated and negative vendor performance reports for the same reason;
- D. Applicant has a record of repeated non-responsiveness to vendor performance issues;
- 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 Contract to Applicant would not be in the best interest of the State.

9.5 COMPLIANCE FOR PARTICIPATION IN STATE CONTRACTS

Prior to award of a Grant Contract as a result of this RFA and in addition to the initial screening of Applications, the following verification checks will be conducted.

The information (e.g., legal name and, if applicable, assumed name (d/b/a), tax identification number, DUNS number) provided by Applicant will be used to conduct these checks.

At DFPS's sole discretion, Applicants found to be barred, prohibited, or otherwise excluded from award of a Grant Contract may be disqualified from further consideration under this RFA, pending satisfactory resolution of all compliance issues.

9.5.1 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).

9.5.2 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 www.sam.gov.

9.6.3 Divestment Statute Lists

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

- A. Companies that boycott Israel;
- B. Companies with Ties to Sudan;
- C. Companies with Ties to Iran;
- D. Foreign Terrorist Organizations; and
- E. Companies with Ties to Foreign Terrorist Organizations.

9.6.4 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 at <https://oig.hhsc.state.tx.us/oigportal2/Exclusions>.

9.6.5 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 at <https://exclusions.oig.hhs.gov/>.

Additionally, if a subrecipient under a federal award, the Grantee will 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. The Grantee will 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 Contract, Grantee must check SAM Exclusions that contain the names of ineligible, debarred, and/or suspended parties. Grantee certifies through acceptance of a Grant Contract it will not conduct business with any entity that is an excluded entity under SAM.

HHSC and DFPS the right to conduct additional checks to determine eligibility to receive a Grant Contract.

Section X. Award of Grant Contract Process

10.1 FINAL SELECTION

After initial screening for eligibility and Application completeness, and initial evaluation against the criteria in **Section 9.4, Evaluation Criteria**, DFPS 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, the DFPS may consult with internal and external subject matter experts. The funding methodology for issuing final Grant Contracts will include the following identified factors:

- A. The evaluation score, geographic distribution across five (5) DFPS Regions, availability of funds, cost-effectiveness, and the best interest of the State in providing services under this RFA.
- B. The final funding amount and the provisions of the contract will be determined by DFPS.

The DFPS will make final funding decisions based on Applicant eligibility, evaluation rankings, the funding methodology above, geographic distribution across the State, cost-effectiveness, and other relevant factors.

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

All funding recommendations will be considered for approval by the DFPS Deputy Commissioner, or their designee.

10.2 NEGOTIATIONS

After selecting Applicants for award, DFPS may engage in negotiations with selected Applicants. As determined by DFPS, 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 the DFPS 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 DFPS for revised documents, clarification or additional details regarding the 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

10.3.1 As provided for in Texas Government Code Section 2252.908 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 Texas Government Code Chapter 304.

10.3.2 One 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 the DFPS at the time the business entity submits the signed contract.

10.3.3 Applicant represents and warrants that, if selected for award of a Grant Contract resulting from this RFA, Applicant will submit to DFPS a completed, certified and signed Form 1295, Certificate of Interested Parties, at the time the potential Grantee submits the signed Grant Contract.

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

10.3.5 Additional instructions and information to be used to process the Form 1295 will be provided by DFPS to the potential Grantee(s). Grantee may contact Sole Point of Contact or designated Contract Manager for information needed to complete Form 1295.

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

10.4 EXECUTION AND ANNOUNCEMENT OF GRANT CONTRACT(S)

10.4.1 The DFPS intends to award one or more Grant Contracts resulting from this RFA. However, not all Applicants who are deemed eligible to receive funds are assured of receiving a Grant Contract.

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

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

10.4.4 HHSC may announce tentative funding awards through an "Intent to Award Letter" once the DFPS Commissioner, or their designee, 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.

10.4.5 Upon execution of a Grant Contract(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, the DFPS, at its discretion, may require the Applicant to disclose information regarding the application for or award of state, federal, and/or local grant funding to the Applicant or subgrantee or subcontractor (i.e. organization who will participate, in part, in the operation of the Project) within the past two years to provide PAL Transition and Financial Support Services.

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, DFPS encourages Applicant to use HUBs to provide goods and services.

For information regarding the Texas HUB program, refer to CPA's website at <https://comptroller.texas.gov/purchasing/vendor/hub/>.

Section XII. Application Confidential or Proprietary Information

12.1 TEXAS PUBLIC INFORMATION ACT – APPLICATION DISCLOSURE REQUIREMENTS

Applications and resulting Grant Contracts 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 DFPS 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:

12.1.1 Mark Original Application

- A. 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
- B. 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).

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

12.1.3 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.

- A. 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);
- B. Each portion Applicant claims is exempt from public disclosure must be redacted (blacked out); and
- C. Applicant must identify, adjacent to each redaction, the claimed exemption from disclosure. Each identification provided as required in this section must be identical to those set forth in the Original Application as required in 12.1.1 (b) 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.

12.1.4 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**, 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 the DFPS’s public website, and posted on the Legislative Budget Board’s public website.

12.1.5 If any or all Applicants submit partial, but not complete, information suggesting inclusion of confidential information and failure to comply with the requirements set forth in this section, the DFPS, 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.

12.1.6 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.

12.1.7 Applications cannot 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 DFPS and all other state agencies, without cost or liability.

12.1.8 The DFPS 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. The DFPS 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. The DFPS assumes no obligation or responsibility relating to the disclosure or nondisclosure of information submitted by Applicants.

12.1.9 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 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 RFA 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.

Section XIII. Submission Checklist

13.1 HHSC, in coordination with DFPS, 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** (completed and signed) and **Exhibit I, Budget Form with Narrative** (completed), will be disqualified (see Section 9.2 - Initial Compliance Screening of Applications).

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

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

13.3.1 Project Work Plan - The Project Work Plan must include the Applicant's Legal Name, the RFA No., and the name of the Grant Program. Use the titles below for each required section.

Exhibit E - Project Work Plan _____

13.3.2 Requested Budget

Exhibit I, Budget Form with Narrative in Excel _____

This Exhibit I 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 Exhibit I, Budget Form with Narrative will be disqualified.

13.3.3 Administrative Information

A. Form A - Face Page – Applicant Information _____

B. Form B - Non-Governmental Entity-Board of Directors and Principal Officers _____

C. Exhibit H - Administrative Information _____

13.3.4 Exhibits to be Completed, Signed, and Submitted with Application

A. Exhibit A - HHS Solicitation Affirmations _____

As provided for in Section 9.2 - Application Screening Requirements, 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.

B. Exhibit D - Certification Regarding Lobbying _____

C. Exhibit G - Assurances – Non-Construction Programs _____

D. Exhibit K DFPS Federal Funding Accountability and Transparency Act (FFATA) Certification _____

E. Exhibit M - Exceptions Form(if applicable)

13.3.5 Addenda: Each Addendum, if any, must be signed and submitted with the Application _____

Section XIV. List of Forms and Exhibits Attached to RFA

Forms

Form A, Face Page – Applicant Information

Form B, Non-Governmental Entity – Board of Directors and Principal Officers

Exhibits

Exhibit A, HHS Solicitation Affirmations v. 2.10

Exhibit B, Texas DFPS Grant Uniform Terms and Conditions – September 2025

Exhibit C, Texas DFPS Grant Supplemental and Special Conditions – September 2023

Exhibit D, Certification Regarding Lobbying

Exhibit E, Project Work Plan

Exhibit F, Evaluation Tool

Exhibit G, Assurances – Non-Construction Programs

Exhibit H, Administrative Information

Exhibit I, Budget Form with Narrative

Exhibit I-1, Instructions for Budget Form with Narrative

Exhibit J, Forms Directory

Exhibit K, FFATA Certification

Exhibit L, HHS Online Bid Room Information

Exhibit M, Exceptions Form