

Applicant Questions and Answers

RFA Number HHS0016936		RFA/Grant Name Family Support Services (FSS) Community Services		
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+/- Row	#	Reference	Applicant Question	Agency/Program Response
 	1	Section 3.2, Page 23, Application Screening Requirements	██████████ is already providing services to uninsured community in State of Texas under multiple grant agreements with HHSC. We are not qualified for Single Audit since our grant amount is under \$750,000. We also does not have Audited Financials, however we have our year-end unaudited financial statements. Will this suffice the requirements for applying under this grant?	Refer to Addendum 2.
	2	Section 2.4, Page 10-11, Eligible Service Areas	In addition, the counties listed in the RFA No. HHS0016936, are we allowed to serve additional counties surrounding those areas, such as Wharton, Matagorda, and Colorado counties?	No. Applicants may propose CSG programming and services in the counties listed in RFA Section 2.4, Eligible Services Areas .
	3	Section 2.5, Page 11, Eligible Activities	Are we allowed to offer direct services to families to resolve any of their needs outside of service coordination or resource navigation?	No. Applicants may propose CSG programming and services as stated in the RFA.
	4	Section 2.5, Page 11-12, Eligible Activities, Section D	How long are we allowed to keep a case open to serve a family? Is there a limit to how many times you can serve a family after closing?	There is no definitive time limit. Applicants may propose CSG programming and services as stated in RFA.
	5	Section 2.5, Page 11-12, Eligible Activities, Section C	Can we include membership to any local coalition or does Coalition involvement have to be with a Early Childhood Coalition or PEI Coalition?	Local community coalition engagement should be applicable to RFA activities.
	6	Section 2.5 & 2.6, Page 10- 11, Eligible Activities & Program Requirements	Are we allowed to offer any services? In prior RFP, we were not authorized to provide any services to those in need, outside of service coordination/navigation.	Prior solicitations are not within the scope of this RFA. Refer to RFA HHS0016936.
	7	Section 2.5, Page 12, Eligible Activities, Section D	What are approved case management activities in this grant?	Refer to RFA Section 2.5, Eligible Activities (B) .
	8	Section 2.6.7,	Is there an approved list of services that	Refer to Form G, Community Services Grant

		Page 16, Required Recordkeeping	can be included under the service summary of the project work plan? Are we authorized to include any FSS-funded service?	Project Work Plan.
	9	Section 2.6, Page 12, Program Requirements, Section C	Are we allowed to use grant funds to purchase basic need items for clients in need or provide emergency financial assistance for things like food, rental assistance, diapers, education, job training, etc?	Refer to RFA Section 5.3, Grant Funding Prohibitions.
	10	Section 2.4, Page 10, Eligible Service Areas	The RFA identifies nine eligible counties in the greater Houston area. May an Applicant propose to serve all nine counties in a single Application, and if so, will HHSC evaluate the capacity and infrastructure required to cover the full service area when scoring the Application?	Refer to RFA Section 9.4, Evaluation Criteria , and Exhibit H, Evaluation Tool, for all scoring for this solicitation.
	11	Section 2.5, Page 11, Eligible Activities	Section 2.5(D) requires Applicants to describe plans for use of technology to support data-driven case management. Does HHSC have an approved or preferred case management platform, or is the Applicant free to propose any technology solution that meets the requirement?	Applicants are free to propose any technology solution for data-driven case management.
	12	Section 2.6.1, Page 12, Organizational Experience	Section 3.2(F) requires a minimum of one year of operational experience connecting individuals in need with community services. Does experience gained through a sub-awardee or partner organization satisfy this requirement, or must the Applicant organization itself hold this experience?	Refer to Addendum 2, RFA Section 2.6.1, Organizational Qualifications and Experience, Section 6.1, Narrative Proposal , and Form F, Community Services Grant Program Narrative.
	13	Section 2.6.2, Page 13, Program Director Qualifications	Section 2.6.2(B) states that HHSC “recommends” the Program Director hold a bachelor’s degree and five years of relevant experience. Can HHSC confirm whether this is a recommendation only and not a minimum eligibility requirement, and whether equivalent demonstrated experience will be considered?	Refer to RFA Section 9.4, Evaluation Criteria , Exhibit H, Evaluation Tool for scoring of Applications. Refer to Addendum 2 for Application Screening Requirements.
	14	Section 2.6.3, Page 15, Website Approval Process	Section 2.6.3(A)(2) requires that the Project-specific website and all content be approved in writing by HHSC within 120 calendar days of Grant Agreement execution. Can HHSC describe its typical review and approval timeline for website content submissions so Grantees can plan their development schedule accordingly?	All content must be approved in writing by HHSC within 120 calendar days of the Grant Agreement execution. The request for typical review and approval timeline are not within the scope of this RFA.
	15	Section 2.8, Page 20, Performance Measures	Table 2 requires Applicants to propose a monthly and annual number of Participants to be served. Can HHSC provide any historical data or a target range from similar programs to assist Applicants in developing realistic and competitive	The request being made is not within the scope of this RFA. Refer to RFA Section V, Grant Funding and Reimbursement Information.

			Participant projections?	
	16	Section 5.1, Page 25, Award Amount / Budget	Section 5.1 indicates individual annual awards typically range from \$800,000 to \$1,500,000, with total estimated funding of \$2,400,000 per State Fiscal Year across all awards. Can HHSC clarify the anticipated number of awards per year and whether Applicants covering more counties are expected to request amounts at the higher end of that range?	Refer to RFA Section V, Grant Funding and Reimbursement Information.
	17	Section 5.3, Page 26, Funding Prohibitions	Section 5.3(H) prohibits use of grant funds for food, meals, or beverages except where pre-approved for working events or where directly related to an approved program component. Can HHSC clarify what constitutes a “working event” in the context of this program, and what the pre-approval process entails?	Refer to RFA Section 2.5, Eligible Activities.
	18	Section 9.4, Page 41, Evaluation Criteria	Section 9.4 identifies Partnerships and Service Facilitation as 40% of the evaluation score. Will Applicants receive credit for documenting letters of intent or informal partnerships with community organizations at time of application, or are only formal, executed partnership agreements considered?	Refer to Exhibit H, Evaluation Tool, for all Criteria and Subcriteria.
	19	Section 4.1, Page 24, Project Period Extension	Section 4.1 states HHSC may extend the Project Period by up to one year, for a maximum of six years total. What criteria or process will HHSC use to determine whether to exercise this extension, and will Grantees be notified in advance of the anticipated project end date to allow adequate transition planning?	Refer to RFA Section 4.2, Project Closeout.