



Commissioner
Jaime Masters

Texas Department of Family and Protective Services

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Jaime Masters, Commissioner

**Request for Applications (RFA)
for
Texas Nurse-Family Partnership Program
RFA No. HHS0007919**

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Class/Item Code:

**952/17-Child Abuse: Identification, Treatment and Prevention,
Including Sexual Abuse**

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ARTICLE I. EXECUTIVE SUMMARY, DEFINITIONS, AND 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) and pursuant to DFPS' affiliation with and use of the Texas Nurse-Family Partnership program seeks Applications from qualified public or private entities, including counties, municipalities, or other political subdivisions of the State to develop and implement a local Nurse-Family Partnership (NFP) program that provides education, information, and support services for low-income, first-time pregnant Mothers enrolled prior to 29 weeks of pregnancy, continuing until the child's second birthday in communities throughout Texas.

This Grant Opportunity includes current grantees with DFPS for the provision of Nurse-Family Partnership services, entities who seek to implement a new NFP program, and entities proposing to initiate planning and readiness activities, with the intention to progress toward full implementation of an NFP program. Applicants who currently provide Texas Nurse-Family Partnership services may propose to continue existing services or may propose to expand their program to serve additional Families.

This Request for Applications ("RFA") contains standardized requirements that all Applicants must meet to be considered for a Grant Agreement under this RFA. Failure to comply with these requirements may result in disqualification of the Application without further consideration. Each Applicant is solely responsible for the preparation and submission of an Application in accordance with instructions contained in this RFA.

Information regarding DFPS and the Prevention and Early Intervention (PEI) Division is available online and can be accessed at:

https://www.dfps.state.tx.us/prevention_and_early_intervention/.

To be considered for award, Applicants must execute **Exhibit A, Affirmations and Grant Opportunity Acceptance**, of this RFA and provide all other required information and documentation as set forth in this RFA.

1.2 DEFINITIONS

Unless the context clearly indicates otherwise, the following terms and conditions used in this RFA have the meanings assigned below:

"Addendum" means a written clarification or revision to this RFA issued by DFPS.

"Amendment" is a formal revision or addition to a Grant Agreement.

"Apparent Awardee" means an organization that has been selected to receive a Grant Award through response to this RFA but has not yet executed a Grant Agreement.

“**Application**” is a document submitted by an Applicant in response to this RFA. Used interchangeably with the term “Response.”

“**Applicant**” is the entity applying in response to this RFA.

“**Award**” is the act of communicating acceptance of an Application to the Applicant, thereby forming a Grant Agreement.

“**Awarded Applicant**” means an organization that receives a Grant Award because of this RFA. Used interchangeably with the term “Grant Recipient” “Grantee” “Subrecipient” or “Successful Applicant.”

“**Best Value**” is the optimum combination of economy and quality that is the result of fair, efficient, and practical grant award decision-making and achieves grant objectives.

“**Business Day**” is any day other than a Saturday, Sunday, or day in which Texas State offices are authorized or obligated by law or executive order to be closed.

“**Caregiver**” is an individual who attends to the needs of a Child/Youth

“**Case Record**” is any documentation and materials in both the electronic file and external file associated with a Participant.

“**Child(ren)/Youth**” is a person under 18 years of age who is not and has not been married or who has not had the disabilities of minority removed for general purposes.

“**Community Strengths and Needs Assessment (CSNA)**” is an evaluation developed and utilized by the Applicant to identify community strengths, needs, assets, characteristics, challenges and available resources.

“**Confidential Information**” is any communication or record (whether oral, written, electronically stored or transmitted, or in any other form) that consists of:

1. Confidential Participant information, including Protected Health Information;
2. All non-public budget, expense, payment and other financial information;
3. All privileged Work Product;
4. All information designated by HHS or any other State Agency as confidential, including all information designated as confidential under the Texas Public Information Act, Texas Government Code, Chapter 552;
5. Unless publicly disclosed by HHS or the State, the pricing, payments, and terms and conditions of the Grant Agreement;
6. Information that is utilized, developed, received, or maintained by HHS, the Grantee, or DFPS to fulfill a duty or obligation under this Grant Agreement and that has not been publicly disclosed; and
7. Any other information deemed confidential under State or federal confidentiality laws.

“**Contact**” means to get in touch with or communicate with via face-to-face, electronic communication (telephone, text, Email, or computer/webcam) or letter.

“Contract” is a promise or a set of promises, for breach of which the law gives a remedy, or the performance of which the law in some way recognizes as a duty. It is an agreement between two or more parties creating obligations that are enforceable or otherwise recognizable at law. The term also encompasses the written document that describes the terms of the agreement. Used interchangeably with “Grant Agreement” for this RFA.

“Contract Performance Measures Report” is a reporting tool developed and prepared by DFPS to compare an individual Grantee’s performance to the target established for the Output or Outcome.

“Contractor” is traditionally the entity awarded a Contract. To distinguish between Grants and Contracts, DFPS further clarifies that although “Contractor” may be used to describe the entity receiving a Grant pursuant to this RFA, “Grantee” is the appropriate and more frequently used term for any entity receiving a Grant.

“Child Protective Services (CPS)” means, the child welfare division of Texas Department of Family and Protective Services.

“Cultural Humility” is the ability of individuals and systems to maintain an openness to on-going learning and self-reflection around culture; recognizing that people are multi-dimensional and have their own experiences of their respective culture or cultures; and addressing any related power dynamics to build healthy partnerships among people, organizations and systems. Used interchangeably with the term “Cultural Competency.”

“Data Source” is the system or process from which information about a Performance Measure will be gathered.

“Deliverable” is a written, recorded, or otherwise tangible work product prepared, developed, or procured by the Grantee that is to be provided as part of the Grantee’s obligations under the Grant Agreement. A discrete type or increment of work. The work may involve the delivery of goods or services.

“DFPS” means the Texas Department of Family and Protective Services, its officers, employees, or authorized agents.

“Effective Date” is the date upon which the parties agree the Grant Agreement shall take effect.

“Evidence-Based Program” is a Program Model that:

1. Is research-based and grounded in relevant, empirically based knowledge and program-determined Outcomes;
2. Has comprehensive standards ensuring the highest quality service delivery with continuous improvement in the quality of service delivery;
3. Has demonstrated significant positive short-term and long-term Outcomes;
4. Has been evaluated by at least one rigorous randomized controlled research trial across heterogeneous populations or communities, the results of at least one of which has been published in a peer-reviewed journal. For youth serving curricula, a rigorous quasi-experiment may be substituted for a randomized control trial, at PEI’s discretion;

5. Substantially complies with a program manual or design that specifies the purpose, Outcomes, duration, and frequency of the program services; and
6. Employs well-trained and competent staff and provides continual relevant professional development opportunities to the staff.

“**Evidence-Informed Practices**” are practices that use the best available research and practice knowledge to guide program design and implementation. An allowable solution that allows for performance and success in all conditions. Components of Evidence-Informed practices have been tested using a randomized control trial or rigorous quasi-experimental design.

“**Family (Families)**” means a specific group of people that may be made up of Caregivers, partners, children, parents, aunts, uncles, cousins, and grandparents, related to the Mother or Index Child served through this RFA.

“**Grant**” is an Award from DFPS to an entity through this RFA for TNFP Program services.

“**Grant Agreement**” is a promise or a set of promises, for breach of which the law gives a remedy, or the performance of which the law in some way recognizes as a duty. It is an agreement between two or more parties creating obligations that are enforceable or otherwise recognizable at law. The term also encompasses the written document that describes the terms of the agreement. For State contracting purposes, it describes the terms of a purchase of services from a Grantee. Grant Agreement may be used interchangeably with “Contract.”

“**Grant Opportunity**” means this Request for Applications and includes any Exhibits and Addenda, if any.

“**Grantee**” is an entity awarded a Grant Agreement pursuant to this RFA to provide services. Used interchangeably with the term “Sub-Recipient”, “Awarded Applicant” and “Provider” for this RFA.

“**Health and Human Services (HHS)**” means the administrative agency established under Chapter 531, Texas Government Code or its designee.

“**Health and Human Services Field**” means a professional field or field of study which has a focus on the safety and welfare of individuals and families. Example fields include but are not limited to: sociology, social work, nursing, psychology, public health, and counseling.

“**Home Visiting Program**” is an Evidence-Based or Promising Practice program that requires service delivery of the program in the home or residence of a Caregiver.

“**Implementing Agency**” is an entity authorized by NFPNSO to provide NFP services.

“**Index Child/Youth**” is the child or youth on whom a Family’s eligibility for PEI services is based, whether they themselves are receiving services. This RFA refers to “Index Child” to indicate child served.

“Intake” is the act of receiving, logging, and creating an individual Family record at the Grantee’s site and indicates acceptance of the Service Authorization.

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

“Key Personnel” are those staff having authority and responsibility for planning, directing, and supervising aspects of this project.

“Local Coalition” is a community-based collaborative, coalition, committee, or group.

“Memorandum of Understanding (MOU)” is a non-financial agreement between two or more parties to memorialize an agreement to cooperate or coordinate with each other for a specific purpose.

“Mother” for the purposes of this RFA includes a pregnant woman.

“Non-Responsive” means noncompliance with a material aspect of the RFA resulting in an Application’s exclusion from Grant Award consideration.

“Nurse-Family Partnership (NFP)” indicates the Evidence-Based Program Model required for use through this RFA’s objectives and scope.

“Nurse-Family Partnership National Service Organization (NFPNSO)” is the organization that oversees the implementation of NFP.

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

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

“Participant” is a member of the population to be served by the Applicant's organization. For the purposes of this RFA, a Participant is a member of a Family or household eligible to receive PEI services and who will receive services under this RFA. Used interchangeably with the term “Client” for this RFA.

“PEI” indicates the Prevention and Early Intervention division of DFPS.

“PEI Program Staff” are employees who work for the DFPS, PEI division.

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

“Period of Performance” is the period beginning with the commencement date or Effective Date of a Grant Agreement and ending when the Grant Agreement expires in accordance with its terms, or when it has been terminated. Period of Performance may be used interchangeably with “Grant Term.”

“Prevention and Early Intervention Reporting System (PEIRS)” is the data reporting system used by PEI Grantees and PEI Program Staff to capture and report program and Grant-related information.

“Primary Caregiver” is the parent or Caregiver of the Index Child and is the person who is the primary Participant in PEI services.

“Priority Characteristics” are traits that identify the Index Child, Caregivers, and/or Families who may receive services.

“Program Model” is the Evidence-Based Program or Promising Practice Program implemented by the Awarded Applicant.

“Program Staff” are employees working under the auspices of TNFP Grantees, including Subawards and volunteers who will be providing support and services to Families.

“Project Work Plan (PWP)” is the documentation of how the Grantee will implement and operate the program to achieve the performance measures outlined in the Grant Agreement.

“Promising Practice Program” is a Program Model that:

1. Has an active impact evaluation program or demonstrates a schedule for implementing an active impact evaluation program;
2. Has been evaluated by at least one Outcome-based study demonstrating effectiveness or random, controlled trial in a homogeneous sample;
3. Substantially complies with a program manual or design that specifies the purpose, Outcomes, duration, and frequency of the program services;
4. Employs well-trained and competent staff and provides continual relevant professional development opportunities; and
5. Is research-based and grounded in relevant, empirical knowledge, and program-determined Outcomes.

“Protective Factors” are conditions or attributes in individuals, families, communities, or society that mitigate or eliminate risk in families and communities, thereby increasing the health and well-being of children and families.

“Qualified Personnel” are persons with appropriate and sufficient education, training, experience, and for some positions, credentials and/or licensure.

“Referral” includes service and/or resource recommendations and links to Families that extend beyond the services the Grantee is required to provide through this RFA.

“Reflective Practice” is the ability to reflect on one's actions to engage in a process of continuous learning. It involves paying critical attention to the practical values and theories which inform everyday actions, by examining practice reflectively and reflexively.

“Reflective Supervision” is the regular collaborative reflection between a Program Staff member (clinical or other) and supervisor that builds on the supervisee’s use of their

thoughts, feelings, and values within a service encounter. It is a necessary, supportive process within the supervisor-staff relationship.

“**Responsive**” means the Applicant has complied with all material aspects of the RFA, including submission of all required documents.

“**Safe**” means secure from maltreatment or the risk of danger or harm.

“**Scope of Work**” is a description of what the DFPS requires and what an Applicant must provide. The written statement or description and enumeration of services to be performed.

“**Service Authorization**” means the process whereby the Primary Caregiver consents to participation in services by completing an enrollment form and any other documentation required by PEI or the Grantee.

“**Service Delivery Area (SDA)**” is the geographical area designated by DFPS, within which Grant services are to be provided.

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

“**State Agency**” means an agency of the State of Texas as defined in Texas Government Code §2056.001.

“**Subaward**” is a written agreement that assigns portions of the obligations of a Grantee to a third party selected by the Grantee. The third party assumes some of the obligations of the Grantee while the Grantee remains completely responsible for all actions carried out by the Subawardee. Subaward may be used interchangeably with the term Subcontract or Subgrant for this RFA.

“**Subawardee**” Any entity that has entered into a Subaward with the Grantee to assume some of the obligations of the Grantee. Used interchangeably with the term “Subcontractor” or “Subgrantee.”

“**TNFP**” indicates the Texas Nurse-Family Partnership program as funded through PEI.

“**Trauma**” – means the results from an event, series of events, or set of circumstances experienced by an individual as physically or emotionally harmful or life-threatening with lasting adverse effects on the individual’s functioning or the individual’s mental, physical, social, emotional, or spiritual well-being.

“**Trauma-Informed**” means an individual, program, organization, or system that fully integrates knowledge about Trauma into policies, procedures, and practices by:

1. Realizing the widespread impact of Trauma, understanding potential paths for recovery, and acknowledging the compounding impact of structural inequities related to culture, history, race, gender, identity, locale, and language;
2. Recognizing the signs and symptoms of Trauma in clients, families, staff, and others involved with the system;

3. Maximizing physical and psychological safety and responding to the impact of structural inequities on individuals and communities;
4. Building healthy, trusting relationships that create mutuality among children, families, caregivers, and professionals at an individual and organizational level; and
5. Striving to avoid re-traumatization.

“Uniform Terms and Conditions (UTCs)” refers to the terms and conditions applicable to any Grant Agreement resulting from this RFA that governs the Application and any resulting Grant Agreement.

1.3 AUTHORITY

The Texas Department of Family and Protective Services (DFPS) is requesting applications under its authority in [Texas Human Resources Code Section 40.058](#) and Texas [Family Code Chapter 265](#).

ARTICLE II. SCOPE OF GRANT AWARD

2.1 PROGRAM BACKGROUND

PEI partners with community-based programs and agencies across the state to provide a variety of services that help prevent abuse, neglect, delinquency, and truancy of Texas children. Services are free of charge and participation is voluntary. As part of its array of prevention services, PEI provides for Texas Nurse-Family Partnership (TNFP) programming in different communities throughout the state.

The Nurse-Family Partnership program is a voluntary, evidence-based nurse home visiting program shown to improve the health and well-being of low-income, first-time pregnant Mothers and their children. Using the Nurse-Family Partnership (NFP) Program Model, registered nurses routinely visit Mothers at home during pregnancy and throughout the first two years of their children’s life to provide education and support services regarding maternal and child health and wellbeing, healthy child development, and parenting.

After initial NFP programming was implemented in Texas in 2006, the 80th Texas Legislature passed Senate Bill 156 directing HHS to use a competitive grant process to expand the NFP program to additional sites throughout Texas. This legislation allowed for the development of the TNFP Program. The Legislature appropriated \$7.9 million dollars in Fiscal Year 2009 to serve 1800 families. In September 2008, HHS awarded grants to implement the TNFP Program throughout the state. In 2009, the 81st Legislature appropriated additional funds to serve more families.

In 2015, HHS released a new Grant Opportunity and awarded grants to begin in FY2016. The TNFP Program moved to DFPS in 2016 as part of the HHS Agency consolidation and transformation efforts to merge prevention programs into the PEI division of DFPS. Additional state funding from the 86th Texas Legislature permitted the expansion of NFP

services to additional counties as well as allowed for existing agencies to increase staff and service numbers. In 2019, TNFP programs served nearly 3,000 families across the state.

2.2 GRANT OVERVIEW

2.2.1 Service Delivery Area

- A. The Service Delivery Area for this Grant includes any of the following:
 - 1. Counties with existing TNFP Programs: Bexar, Dallas, El Paso, Galveston, Harris, Henderson, Hidalgo, Jefferson, Lubbock, McLennan, Tarrant, Travis, Webb, Willacy, and Williamson counties;
 - 2. Any county in Texas in which an Applicant is prepared to implement a new NFP program;
 - 3. Any county in Texas in which an Applicant will engage in planning and readiness activities with the intention to implement a new NFP program;
 - 4. Any counties contiguous to counties with an existing TNFP Program.
- B. Applicants can apply for one county or for any combination of counties in their Application.

2.2.2 Available Funding

- A. The total amount of funding anticipated annually for the TNFP program is **\$15,938,000**. DFPS anticipates making fifteen (15) to eighteen (18) awards. Annual awards may range between \$50,000 and \$2,000,000. The anticipated minimum award for the five-year term of the Grant is \$250,000 and the anticipated maximum award \$10,000,000. To account for potential increases to available funding, this RFA is valued at up to \$100,000,000 for the five-year period. DFPS may not fully fund Applications to ensure that funds are available for the broadest possible array of communities.
- B. Priority will be given to Applications proposing to sustain or expand existing NFP programming and those proposing to readily implement new NFP programming. Alternately, Applicants may propose to engage in planning and readiness activities in communities without existing NFP programming to move toward implementation. DFPS anticipates any annual award(s) for planning and readiness activities to range from \$50,000 to \$75,000, if awarded.
- C. Grants awarded from this RFA are on a cost reimbursement basis. Under the cost reimbursement method of funding, Grantees are required to finance operations with their own working capital with grant payments made by DFPS to reimburse Grantees for eligible and approved project activities supported by adequate documentation. DFPS will only reimburse allowable expenses that occur within the Period of Performance.
- D. TNFP services may be funded with State general revenue or the U.S Department of Health and Human Services, Temporary Assistance for Needy Families (TANF), CFDA 93.558; and/or Promoting Safe and Stable Families (PSSF), CFDA 93.556. The exact amount of State and/or federal funding is determined at the end of the fiscal year. DFPS will notify the Grantee in writing the exact amount of federal and/or state dollars

used to fund the Grant upon written request from the Grantee. The Awarded Applicant will be considered a Sub-Recipient.

- E. DFPS reserves the right to increase funding for Awarded Applicants through supplemental amendments if PEI identifies additional funds at any time during the Period of Performance. Alternatively, DFPS may reduce awards or cancel a Grant if funding is decreased during the Period of Performance. Any increase or decrease in number of awards or funding amounts are at DFPS' sole discretion.

2.2.3 Period of Performance

- A. The period of performance for this Grant is five (5) years and is expected to begin **September 1, 2021** and be effective through **August 31, 2026**.
- B. DFPS anticipates that the initial term of any Grant Agreement resulting from this RFA shall be for a period of five (5) years (base term). Following the base term, DFPS, at its sole option, may extend any resulting Grant Agreement for one additional 12-month term to complete a new RFA and/or to transition to a new Grantee.

2.3 ELIGIBLE APPLICANTS

Applicant must be a public or private entity, including counties, municipalities, or other political subdivisions of the State.

2.4 PROGRAM OBJECTIVES

- A. DFPS seeks to award Grants to qualified Eligible Applicants to provide NFP programming and services throughout the State of Texas. Awards established through this Grant Opportunity will support planning for and/or implementation and operation of local NFP programs to provide education and support to low-income, first-time pregnant Mothers through visits by trained registered nurses.
- B. The goals of the TNFP program are to:
 - 1. Improve pregnancy Outcomes by helping Mothers engage in good health practices and reduce behaviors or mitigate conditions that would negatively impact maternal or child health and safety;
 - 2. Advance child health, development, and well-being by helping parents provide nurturing and competent care;
 - 3. Improve the stability and well-being of participating Families by helping parents advance a vision for their future, continue education, and/or continue or find work; and
 - 4. Increase Protective Factors in Families, support healthy and Safe homes for children, and reduce the risk of child abuse, neglect, and other negative Outcomes in accordance with specifications contained in this RFA.

2.5 SCOPE OF WORK

- A. The Awarded Applicant agrees to adhere to the requirements outlined in Article II Scope of Grant Award in the provision of services to Participants under this Grant.

- B. The Applicant should propose programming or planning efforts and activities to meet the objectives described in Section 2.4. Applicant should propose resources and activities that incorporate the characteristics and needs of the eligible service population as defined in Section 2.5.2.
- C. Applicants must propose one of the following for the identified Service Delivery Area county(ies):
 1. To sustain or expand an existing NFP program; or
 2. To implement a new NFP program; or
 3. To conduct planning and readiness activity in a county that does not have an existing NFP program.

2.5.1 Community Strengths and Needs Assessment (CSNA)

The CSNA is an evaluation developed and utilized by the Applicant to identify community strengths, needs, assets, characteristics, challenges and available resources.

- A. Applicant should conduct or utilize a current CSNA, paying specific attention to this Grant’s identified Participant population with a focus on supporting pregnant Mothers and families with young children.
- B. Applicant should take care to identify the available assets, community resources, and services in the proposed Service Delivery Area. In addition, the CSNA should specify additional supports that the Applicant will make available to the identified Participant population.
- C. The results of the CSNA should align with the proposed NFP services and programming in the Application.
- D. Applicant may use multiple sources to inform its CSNA including, but not limited to:
 1. PEI and UT Population Health Maltreatment Risk Mapping, <https://utsys-pop-health.maps.arcgis.com/apps/Cascade/index.html?appid=265e988d96464d789c744a56dc79e0d0%20>;
 2. Medicaid and WIC eligible population and use information;
 3. Census information, <https://census.gov/>;
 4. Bureau of Labor Statistics, <https://www.bls.gov/>;
 5. County Health Rankings, <https://www.countyhealthrankings.org/>; and
 6. Data from Texas State Agency Sources.

2.5.2 Eligible Service Population

- A. The eligible service population consists of low-income, first-time Mothers enrolled prior to 29 weeks of pregnancy.
- B. Awarded Applicants may also identify one or more of the following Priority Characteristics for each Participant enrollment, if applicable:

1. Behavioral concern;
 2. Current or former military connection;
 3. Current or past alcohol abuse – Caregiver;
 4. Current or past child maltreatment or child welfare involvement;
 5. Current or past domestic or interpersonal violence;
 6. Developmental delay or disability – Caregiver;
 7. Family dynamics/structure concern;
 8. Family or household conflict;
 9. High stress level;
 10. Homeless/runaway;
 11. Household has a child with developmental delays or disabilities
 12. Household has a history of alcohol abuse or a need for alcohol abuse treatment;
 13. Household has a history of substance abuse or needs substance abuse treatment;
 14. Low school attainment – Caregiver;
 15. Low-income household;
 16. Mental health concern – Caregiver;
 17. Parenting skills concern;
 18. Social support concern;
 19. Someone in the household has attained low school achievement or has a child with low student achievement;
 20. Someone in the household uses tobacco products in the home; or
 21. Household contains an enrollee who is Pregnant and under 21 years of age.
- C. Awarded Applicant should plan to serve and target outreach and recruitment efforts toward pregnant foster Youth who meet NFP eligibility criteria. Awarded Applicant may receive Referrals for pregnant foster Youth directly from DFPS or another State Agency; Awarded Applicant will be expected to prioritize these Referrals, provide services as applicable, and follow PEI data collection and reporting requirements.

2.5.3 Service Population Requirements

Mothers served through this RFA, must meet the following requirements:

1. Mothers must be first-time pregnant Mothers (i.e. pregnant women who have not previously delivered a child);
2. Mothers must be enrolled in the NFP program before 29 weeks of pregnancy;
3. Mothers must qualify as low-income according to established Awarded Applicant's guidelines;
4. All Participants must enter and participate in services voluntarily;
5. Awarded Applicant cannot charge Participants any fees to participate in programming and cannot charge Participants for any participation-related costs; and
6. Awarded Applicant must only recruit and enroll first-time pregnant Mothers that are not already receiving similar services.

2.5.4 Organizational Qualifications and Requirements

Applicant should meet all the following qualifications:

1. Applicant should have at least five (5) years' experience working with expectant and parenting individuals, as well as, vulnerable families or overseeing services to this population;
2. Applicant should have provided services in the identified Service Delivery Area county(ies) for a minimum of three (3) years immediately preceding the submission of the Application;
3. Applicant should demonstrate competency in working with individuals and families experiencing the following, either through the Applicant's own experience and programming or through formal partnerships with local service providers who have expertise in the following:
 - a. Mental and emotional distress;
 - b. Trauma;
 - c. Perinatal mood disorder(s); and
 - d. Substance use.
4. Applicant should have at least five (5) years' experience managing budgets and grants/contracts for social services;
5. Applicant that has monitoring reports from any Texas State Agency, or federal funding entity, and/or audits performed on Applicant's organization during the past three (3) years should be able to demonstrate that the organization is competent in managing and budgeting its programs and operations;
6. Applicant should have a financial manager responsible for fiscal oversight of the Awarded Applicant's organization; and
7. These same organizational qualifications must be met by Subawardees performing services under this Award.

2.5.5 Organizational Competence

- A. Applicants proposing to sustain, expand, or implement new TNFP programming must demonstrate preparedness to implement the NFP program and service provision to expectant and parenting Mothers. Some considerations to address could include:
 1. Ability to strategically hire Nurse Home Visitors and Nurse Supervisor(s) to ensure successful program implementation and quality service provision;
 2. Ability to make support available to Participants through accessible service hours, service delivery methods, and schedules;
 3. Ability to ensure staff are competent in connecting with and serving Participants who have high Trauma exposure/history or other adverse experiences;

4. Ability to promote the program and utilize recruitment materials in a manner that is relevant and compelling to first-time pregnant Mothers and those who support them; and
 5. Ability to reach and engage diverse and high-need first-time pregnant Mothers across proposed communities.
- B. Applicants may propose to use the [National Support Network's Standards of Quality](#), or propose another quality framework to assess the Applicant's organization and services for responsiveness to the needs of Participants and the community and to enhance their approach and services for the Period of Performance.

2.5.6 Staffing Requirements and Qualifications

- A. The Applicant will develop and provide a staffing plan that includes concrete processes to recruit, hire, and train qualified Nurse Home Visitors, Nurse Supervisors, administrative staff, and Subaward staff and volunteers as applicable.
- B. The staffing plan should ensure quality NFP programming and service delivery with fidelity to the NFP model elements and requirements. The plan must address:
1. Minimum educational and licensing requirements;
 2. Required experience and skills;
 3. Detailed position descriptions;
 4. Comprehensive training plan; and
 5. Continuity of services in the event of a vacancy.

2.5.7 Nurse Home Visitor Responsibilities and Requirements

- A. Nurse Home Visitors are responsible for providing home visits to Participants until the child turns two (2) years old.
- B. Nurse Home Visitors provide assessment, education, and support as they assist Mothers and their Families in attaining identified goals. Nurse Home Visitors provide education and support in the areas of prenatal and postpartum care, health, nutrition, parenting, family dynamics, child health, family planning, and special health care needs as well as facilitate access to resources in the community to improve maternal and child Outcomes.
- C. Nurse Home Visitors must adhere to standards of clinical nursing practice as well as agency and NFP model requirements, policies, procedures, and guidelines.
- D. Nurse Home Visitors must, at minimum:
1. Have a Bachelor of Science in Nursing (BSN); and
 2. Be a Registered Nurse (RN) with a current license to practice in Texas.
- E. Nurse Home Visitors must satisfy the following requirements:

1. Meet vaccination and health screening requirements as defined by HHS;
 2. Adhere to all rules and standards of the current Texas Board of Nursing, Nursing Practice Act - Texas Occupations Code and Statutes Regulating the Practice of Nursing;
(https://www.bon.texas.gov/pdfs/law_rules_pdfs/nursing_practice_act_pdfs/NURSINGPRACTICEACT2017.pdf);
 3. Complete all required training specified by PEI and NFPNSO, including web-based and onsite education conducted by NFPNSO in Denver, CO as well as any required local trainings;
 4. Employ the clinical and strengths-based methods promoted by the NFPNSO;
 5. Obtain and maintain annual certification of Acknowledgement of Paternity from the Texas Office of the Attorney General and provide each Participant enrolled in the program with information about the rights, responsibilities and benefits of establishing paternity, as appropriate;
 6. Assist Participants with applying for Medicaid and other state resources as needed;
 7. Carry a Participant caseload within the recommended model guidelines, not to exceed thirty (30) Participants per Nurse Home Visitor;
 8. Provide services to Participants within the designated Service Delivery Area;
 9. Be available to work a flexible schedule that may include evenings and weekends to accommodate Participants' needs.
- F. If the Awarded Applicant elects to Subaward any services, the same minimum staffing qualifications and requirements will apply to Subaward staff, including Nurse Home Visitors.

2.5.8 Program Director Staffing Requirements

- A. The program director role, or equivalent position, will be the primary program contact and will be responsible for program oversight, services, and supervision;
- B. Any person holding the program director position or performing program director responsibilities should have at least a bachelor's degree in a relevant field, with relevant work experience, and a minimum of five (5) years of relevant program management and supervisory experience or a master's degree in a relevant field, along with a minimum of three (3) years program management and supervisory experience is preferred;
- C. The program director must have experience with performance evaluation, data analysis, reporting, budget oversight, and social service programming; and
- D. The following responsibilities and activities are required of the program director role and/or must be integrated into other appropriate manager roles where qualifications are

met. Clear organizational structure is required, with program director responsibilities clearly accounted for and assigned to the qualified FTE(s). The program director will:

1. Serve as the primary program contact and liaison;
2. Provide program oversight, to include managing operations, supporting and monitoring performance related to the project, and planning for improvements where needed;
3. Ensure program operations and activities adhere to all applicable policies, procedures, and guidelines regarding the Grant Agreement, organization, and selected Program Model(s);
4. Ensure program goals are met, especially related to Deliverables, Performance Measures, and processes;
5. Coordinate budget planning, ensuring budget is aligned with program goals and operations;
6. Hire, train, and supervise project employees; and
7. Provide for regular administrative, clinical, and Reflective Supervision of direct service staff, to include twice monthly Reflective Supervision for any clinical staff.

2.5.9 Organizational Training Requirements

- A. The Awarded Applicant's organization must implement any required and proposed training.
- B. The Applicant must submit a training plan for all TNFP Program Staff, including Subaward employees, volunteers and anyone else working on the Grant that includes both initial and ongoing training.
 - 1. Awarded Applicant must develop and follow process to track all required training in personnel files.
 - 2. All training must be noted in the regular program quarterly reports.
 - 3. The same minimum training requirements must be met by any Subawardee performing services under this RFA.
- C. Staff training must include the following competencies:
 - 1. New employee orientation;
 - 2. Cultural Humility;
 - 3. Mental health first aid training;
 - 4. Required NFP trainings;
- D. Additional training topics may include, but are not limited to:
 - 1. Breastfeeding;
 - 2. Case documentation;
 - 3. Case management;
 - 4. Child development;
 - 5. Co-Parenting;
 - 6. Healthy relationships;
 - 7. Effective collaboration;
 - 8. Effective group or meeting facilitation;
 - 9. Ethics;
 - 10. Motivational interviewing;
 - 11. Referrals and service connections;
 - 12. Reflective practice /reflective supervision;
 - 13. Safe sleep;
 - 14. Standards of Quality for Family Strengthening and Support (if applicable);
 - 15. Substance use; and
 - 16. Trauma-Informed Care approaches.

2.5.10 Programming Requirements

- A. The Awarded Applicant must:
 - 1. Implement the NFP program with fidelity to the Program Model;
 - 2. Provide Reflective Supervision for Nurse Home Visitors and other direct service staff, a minimum of two (2) times per month;
 - 3. Integrate case discussion, ongoing education, and professional development as part of supervision;
 - 4. Maintain caseloads of no more than thirty (30) Families for each full-time Nurse Home Visitor; and
 - 5. Meet requirements and preferred qualifications of the NFP program.
- B. Awarded Applicants must incorporate intentional, ongoing efforts to support and make resources available to Participants and their Families.
- C. The Applicant may propose supplemental initiatives or additional support services to address needs of Participants, that could include:
 - 1. Resources and Referrals to connect program Participants to supports and services apart from those available through the Applicant or its Subawardees;
 - 2. Mental health services and/or consultation;
 - 3. Basic needs support;
 - 4. Parenting support groups;
 - 5. Childcare and respite care.

2.5.11 Recruitment and Outreach

- A. Applicants should develop and provide an outreach plan to connect to eligible Mothers and that describes recruitment strategies. In addition to standard means such as dissemination of brochures and attending community events, outreach to eligible individuals within the community should include innovative and targeted approaches as well. Innovative approaches could include, but are not limited to, connecting with foster youth service providers, establishing relationships with businesses that cater to families, use of social media, connecting with OB practices, WIC offices, schools, and community colleges, etc.
- B. Applicants should describe how they will alleviate barriers to engagement and participation. Outreach and retention plans should include consideration of community context, geographic location, and other relevant factors. The Applicant should elaborate on proposed incentives, how they were chosen, and how they will benefit the Participants. For information on effective incentive types and strategies, please consult the field guide and webinar for using incentives in human services, available here: <http://www.buildingbetterprograms.org/2016/12/14/using-incentives-in-human-services-field-guide-literature-review-and-webinar/>.
- C. Efforts must be made by the Awarded Applicant to ensure that eligible Mothers are not denied or delayed services due to a wait list. The Awarded Applicant must have

Referral policies and procedures in place that provide alternative service options either through the Awarded Applicant or through other community resources when the Awarded Applicant is at capacity.

- D. Area Information Center 2-1-1: Awarded Applicant must add their services to the 2-1-1 Area Information Center for the Region in which the Awarded Applicant's Service Delivery Area is located and must update information provided to the 2-1-1 Area Information Center within thirty (30) calendar days of any changes in the scope of their program. Awarded Applicant information should also be available on the Texas 2-1-1 website.

2.5.12 Service Authorization and Enrollment

- A. The enrollment process must include completion of the PEI enrollment form, which includes a review of eligibility criteria, authorization, and any additional Participant surveys and assessments as required by PEI or the Nurse-Family Partnership model.
- B. Awarded Applicants must have a process for enrolling Participants and assessing Families' strengths and needs for services to be provided.
- C. Awarded Applicants' Intake process must ensure the program is suitable to meet the Participant's needs.
- D. Any Intake process undertaken must be documented in each Participant's case file/record.

2.5.13 Required Record Keeping

Participant case records and Grantee service documentation must be maintained by Awarded Applicants in order maintain details of services requested by DFPS and to support programming efforts and improvements.

- A. Applicant will track all services provided in accordance with the Applicant's approved Project Work Plan (PWP) and by using the appropriate PEI, agency, and model documentation forms.
- B. Applicant must ensure that all service documentation is complete, accurate, and maintained in an organized fashion.
- C. Applicant must maintain records in a manner which protects the confidentiality of the Families being served.
- D. The Applicant must maintain individual Participant records.
- E. The Applicant must ensure compliance with all record keeping requirements stated in this document.
- F. All records must be maintained in a central location and made available and accessible to DFPS without limitations.
- G. Records may be maintained electronically; however, Applicant must be able to promptly produce an easily legible hard copy of any records, if requested by DFPS.
- H. Referrals Tracking

1. Awarded Applicant must develop and maintain a tracking system to record Participants referred to the Awarded Applicant for program, to include:
 - a. Date of Referral;
 - b. Origin of the Referral;
 - c. Participant eligibility for services; and
 - d. Date Participant began program.
2. Awarded Applicant must also track reasons that services were not provided or that a Participant did not engage in program or was determined to be ineligible.

I. Participant Case Record and Service Documentation

Awarded Applicant must maintain the following forms in the Participant record/file.

- a. Enrollment form;
- b. Annual Data Authorization form;
- c. Valid documentation consenting to TNFP Program participation;
- d. Required PEI assessments and surveys;
- e. Assessments and surveys required by agency and model;
- f. Service plans;
- g. Service activity documentation;
- h. For Participants in group services like curriculum-based groups or support groups, documentation should include dated service notes with a general description of topics covered as well as any achievements or issues on which to follow up; and
- i. Service Referrals.

J. Surveys

1. Prior to service delivery, the Awarded Applicant may provide a pre-service Protective Factors survey to Primary Caregivers. The Awarded Applicant may provide this survey to any secondary Caregivers who are participating in program services. The survey may be provided either shortly before or at the beginning of the first service session. Awarded Applicant must enter the survey data into the Prevention and Early Intervention Reporting System (PEIRS) database within the required data entry timeframe.
2. The Awarded Applicant may complete a post-service Protective Factors survey with the Primary Caregivers when the Family meets the timeframe for completing the program or on an annual basis from the time that services began. It is expected that the Applicant makes a concerted effort to have the Primary Caregiver complete a post-survey if they leave the program prior to completion. Secondary Caregivers participating in the program may also complete the survey. Applicant must enter the survey data into the PEIRS database within the required data entry timeframe.

3. It is expected that the Awarded Applicant will complete the Program Experience Survey with Primary Caregivers when exiting the program, including those Participants who have completed the program and those who are exiting early.

K. Case Closure Procedure

1. The process for closing Participant files must include the collection of any required PEI or NFP surveys.
2. When programs are completed, the Applicant must document closure of the case through the Participant discharge form and in the PEIRS database or other data reporting tools.
3. Any Referrals made for additional services to other local social service providers must be entered into PEIRS within thirty (30) calendar days of discharge.

2.5.14 Community and Systems Support Requirements

A. Local Coalitions

1. Each Awarded Applicant must engage with a local or regional coalition of community organizations, businesses, area residents, and service Participants who share a common goal of supporting healthy early childhood development, promoting maternal health, preventing child abuse and neglect, or a combination of these.
2. PEI's intent is that this coalition and community coordination will lead to improved community conditions, services, and Outcomes related to maternal and early childhood health and wellbeing.
3. It is recommended an Applicant engage with an existing coalition to meet these goals where possible. Coalitions may be population- or issue-focused or have a subcommittee or task force to promote awareness and address goals.
4. Awarded Applicant must be actively involved in a coalition and Awarded Applicant will document coalition meetings in the "events" section of the PEIRS database and report on efforts and Outcomes in the quarterly report.

B. Examples of coalition activities include:

1. Improving coordination of existing services and resources and advocating for additional services or resources to improve experiences and Outcomes for pregnant and parenting individuals and Families with young children;
2. Engaging the Participant population in community service planning or community development efforts; and
3. Developing a subcommittee to assess and improve service delivery for pregnant and parenting individuals and Families with young children in the community.

2.5.15 Collaborating with PEI Grantees

- A. Awarded Applicant must work with other PEI Grantees within their identified county(ies) in addition to PEI Grantees in the region to plan for formalized partnerships. For an example of a non-binding Memorandum Of Understanding

(MOU), see this resource published by the Administration for Children and Families: https://www.acf.hhs.gov/sites/default/files/fysb/mou_508.pdf.

- B. Through partnership and awareness of other Grantees’ service array, Applicant will avoid duplication of services and create a continuum of services in the community. Awarded Applicant must try to avoid duplication of any existing State or federal programs.

2.5.16 Performance Measures

- A. Through the negotiation process, Outputs and Outcomes related to service provision will be identified. Some identified Outputs and Outcomes will be required by every Awarded Applicant.
- B. To determine any additional Outcomes, Applicants must:
 1. Describe additional intended Outcome(s).
 2. Define identified Outcome(s) as a quantitative measure (i.e. % of Participants demonstrating new or optimal behavior, % of Participants engaging in desired activity, etc.).
 3. Confirm that desired Outcomes are linked to Outputs or activities. Ensure that it is reasonable to expect desired Outcomes would be achieved based on Applicant’s program activities.
 4. Implement these measures and track over time.
 5. Demonstrate program impact and value through data and performance tracking.
- C. Required Outputs and Outcomes will be tracked through PEIRS and other data sources developed and maintained by DFPS.
- D. Examples of measures likely to be incorporated into all TNFP Grants include, but are not limited to:

Outputs	
Grantee will meet all the following Outputs.	
Output #1: Expected number of Families served monthly.	<i>Applicant shall propose the number of Families served monthly based on NHV FTEs. *</i>
Output #2: Expected number of Families served annually.	<i>Applicant shall propose the number of Families served annually based on NHV FTEs. *</i>
Output #3: Staff members are trained to deliver the Evidence-Based Program Model.	100%
Output #4: Families will remain engaged in the program for a minimum of one year.	50%

Output #5: Grantee will participate in or lead a local early childhood coalition.	Demonstrated regular coordination or participation through quarterly reporting.
Outcomes Grantee will meet two or more of the following Outcomes.	
Outcome #1: Mothers will breastfeed for at least six (6) months postpartum.	15%
Outcome #2: Children will attend recommended well child visits.	80%
Outcome #3: Babies will be born at full term.	87%
Outcome #4: Primary Caregiver(s) and/or Family members will read, tell stories, or sing songs daily with their child(ren).	80%
Outcome #5: Parent-child interaction will improve.	80%
Outcome #6: Primary Caregiver(s) will exit the program working and/or attending an educational program.	60%

*Final Output numbers will be established and confirmed during Grant negotiations.

2.5.17 PEIRS Database

- A. Grantees must enter all service data for Participants served through the TNFP Program into the PEIRS database. Data entered into the PEIRS database includes Participant enrollment information, service data, and Outcomes data (may include survey and assessment data).
- B. Grantees must ensure accurate data entry into the PEIRS database and must enter all data for a specific month into the system no later than thirty (30) calendar days following the close of the month in which an enrollment occurred, services were provided, or a Family was discharged.
- C. Grantees must use a secure internet connection to complete PEIRS data entry and ensure that computer equipment used for data entry meets minimum requirements established by DFPS for efficient connection to the PEIRS database (at the time of this Grant Opportunity, Internet Explorer 11 or higher and/or Google Chrome 47 or higher).
- D. For any person to be approved for database access, prior DFPS and criminal background check clearance must be obtained and completed every two (2) years.
- E. Any person given permission to enter or view TNFP Program data must adhere to DFPS rules, regulations and standards for confidentiality, security, and integrity of program data. See **Exhibit C, DFPS Grant Supplemental and Special Conditions**.

2.5.18 Required Reports

In addition to required PEIRS data entry, Grantees are required to submit quarterly reports to provide information regarding program implementation efforts, achievements, challenges, and other issues relevant to performance. These quarterly reports are required during each year of the Grant. Quarterly reports are due as follows:

- Quarter 1 - September, October, November, due December 15
- Quarter 2 - December, January, February, due March 15
- Quarter 3 - March, April, May, due June 15
- Quarter 4 - June, July, August, due September 15

2.5.19 Background Checks

Grantee will comply with the Background History Checks and Right of Removal referenced in **Exhibit B DFPS Grant Uniform Terms and Conditions, Section VII. C.**

Before the employee, subgrantee, or volunteer is allowed to provide direct services, have direct contact, or access Participant records, the Grantee must receive notice from DFPS that the background check has been approved.

2.5.20 Required Personnel Records

To support and maintain for monitoring purposes, evidence of the Awarded Applicant's minimum requirements for employees, Subawardees, and volunteers with regards to qualifications, individual files for each employee, Subawardee, and volunteer must include at a minimum the following documentation:

- A. Documentation clearly establishing that the Applicant's Program Staff meet the minimum qualifications as required*;
- B. Background checks requirements;
- C. Business files to support compliance with insurance requirements; and
- D. Completed training.

*An employee, Subawardee, or volunteer's qualifications are substantiated through records that include, but are not limited to, the job description, transcripts or degree certifications, and a resume.

2.5.21 Financial Requirements

To support and maintain for monitoring purposes evidence of payments (Invoices) and adjustments related to services provided by the Applicant and billed to DFPS, Awarded Applicant must create and maintain reliable and accurate records to support all actions related to invoicing, payments, and adjustments for services provided to Participants. Records must include at a minimum, but are not limited to the following:

- A. Copy of all Invoices submitted by the Applicant,
- B. Form 4116, State of Texas Purchase Voucher,

- C. Documentation clearly establishing date signed Invoice was submitted,
- D. Monthly mileage log, basic needs support receipts and log, monthly Participant activity log, incentives log,
- E. Any other supporting documentation requested by DFPS.

2.5.22 Billing Requirements

- A. Payments for cost reimbursement will be made monthly in response to a requisite Invoice and purchase voucher from Grantee.
- B. Grantee will submit an Invoice and purchase voucher in the PEIRS database monthly, no later than the last day of the month following that in which the expenditure occurred. If the last day falls on a weekend or holiday, the documents are due the next business day.
- C. Grantee shall submit a final close-out Invoice in the PEIRS database not later than forty-five (45) calendar days following the end of the term of the Grant. Reimbursement requests received more than forty-five (45) calendar days following the end of the term of the Grant may not be paid.
- D. PEI will pay Grantee from available funds for services rendered in accordance with the terms of this Grant upon receipt of a proper and verified statement and after deduction of any known previous overpayment made by DFPS.

2.5.23 Additional Program Requirements

- A. Awarded Applicant is responsible for remaining current with and following all policy updates and clarifications issued by DFPS during the Period of Performance.
- B. Awarded Applicant must participate in webinars, trainings, and conference calls as scheduled by DFPS. Awarded Applicant must ensure at least one staff member who is knowledgeable about the program and is authorized to make decisions attends the webinar, training, or conference call.

2.5.24 Use of Subawards

- A. Awarded Applicant will provide direct Participant services or Subaward for the provision of direct Participant services as described within the RFA.
- B. Subawardees providing services under this RFA must meet the same requirements and levels of experience as that required of the Applicant.
- C. No Subaward under the RFA shall relieve the Applicant of the responsibility for ensuring the requested services are provided according to required standards.
- D. Awarded Applicant will award Subawards based on their own internal policies and processes. Applicant will clearly identify work to be performed by Subawardees and include proposed Subawardee budget or budgets in the Application.
- E. Grantee will notify DFPS in writing of any Subawardee changes.

2.5.25 Transition Plan

At the end of the Grant term, including Grant renewals, other Grant termination or cancellation, the Awarded Applicant shall in good faith and in reasonable cooperation with PEI, aid in the transition to any new arrangement or service provider.

2.6 PROHIBITIONS

Grant funds must not be used to support the following services, activities, and costs:

- A. Inherently religious activities such as prayer, worship, religious instruction, or proselytization;
- B. Lobbying;
- C. Any portion of the salary of, or any other compensation for, an elected or appointed government official;
- D. Vehicles or equipment for government agencies that are for general agency use;
- E. Weapons, ammunition, tracked armored vehicles, weaponized vehicles, or explosives;
- F. Admission fees or tickets to any amusement park, recreational activity, or sporting event **unless such costs are incurred for components of a program approved by the grantor agency and are directly related to the program's purpose;**
- G. Promotional gifts;
- H. Food, meals, beverages, or other refreshments, except for eligible per diem associated with Grant-related travel, where pre-approved for working events, or **approved by the grantor agency and are directly related to the program's purpose;**
- I. Membership dues for individuals **except where approved by the grantor and required for program implementation;**
- J. Any expense or service that is readily available at no cost to the Grant project;
- K. Any use of Grant funds to replace (supplant) funds that have been budgeted for the same purpose through non-Grant sources;
- L. Fundraising;
- M. The acquisition or construction of facilities; and
- N. Any other prohibition imposed by federal, State, or local law.

2.7 STANDARDS

Grantees must comply with the requirements applicable to this funding source cited in the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (2 CFR 200); the *Uniform Grant Management Standards (UGMS)*, and all statutes, requirements, and guidelines applicable to this funding.

Grantees are required to conduct Project activities in accordance with federal and State laws prohibiting discrimination. Guidance for adhering to non-discrimination requirements can be found on the Health and Human Services Commission (HHS) Civil Rights Office website at: [HHS Civil Rights Office](#).

Upon request, a Grantee must provide the HHS Civil Rights Office with copies of all the Grantee's civil rights policies and procedures. Grantees must notify HHS's Civil Rights Office of any civil rights complaints received relating to performance under the Grant no more than ten (10) calendar days after receipt of the complaint. Notice must be directed to:

HHS Civil Rights Office
701 W. 51st Street, Mail Code W206
Austin, TX 78751
Phone Toll Free (888) 388-6332
Phone: (512) 438-4313
TTY Toll Free (877) 432-7232
Fax: (512) 438-5885

A Grantee must ensure that its policies do not have the effect of excluding or limiting the participation of persons in the Grantee's programs, benefits or activities on the basis of national origin, and must take reasonable steps to provide services and information, both orally and in writing, in appropriate languages other than English, in order to ensure that persons with limited English proficiency are effectively informed and can have meaningful access to programs, benefits, and activities.

Grantees must comply with Executive Order 13279, and its implementing regulations at 45 CFR Part 87 or 7 CFR Part 16, which provide that any organization that participates in programs funded by direct financial assistance from the U.S. Dept. of Agriculture or U.S. Dept. of Health and Human Services must not, in providing services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

2.8 NO GUARANTEE OF VOLUME, USAGE OR COMPENSATION

DFPS makes no guarantee of volume, usage, or total compensation to be paid to any Applicant under any awarded grant, if any, resulting from this RFA. Any awarded grant is subject to appropriations and the continuing availability of funds.

DFPS reserves the right to cancel, make partial award, or decline to award a grant under this RFA at any time at its sole discretion.

There should be no expectation of additional or continued funding on the part of the Grant Recipient. Any additional funding or future funding may require submission of an application through a subsequent RFA.

ARTICLE III. ADMINISTRATIVE INFORMATION

3.1 SCHEDULE OF EVENTS

EVENT	DATE/TIME
RFA Release Date	September 1, 2020
Applicant Webinar	September 14, 2020 at 11:00am CST
Deadline for Submitting Questions	October 12, 2020 at 2:00pm CST
Answers to Questions Tentatively Posted	October 21, 2020
Deadline for submission of Grant Applications [Note: Applications must be <u>received</u> by HHS by the deadline.]	November 17, 2020 at 2:00pm CST
Anticipated Notice of Award	June 1, 2021
Anticipated Grant Start Date	September 1, 2021

Note: These dates are a tentative schedule of events. DFPS reserves the right to modify these dates at any time upon notice posted to the [HHS Grants](#) website. Any dates listed after the Grant Application deadline will occur at the discretion of the DFPS and may occur earlier or later than scheduled without notification on the [HHS Grants](#) website.

3.2 CHANGES, AMENDMENT OR MODIFICATION TO RFA

DFPS reserves the right to change, amend or modify any provision of this RFA, or to withdraw this RFA, at any time prior to Award, if it is in the best interest of DFPS and will post such on the [HHS Grants](#) website. It is the responsibility of Applicant to periodically check the [HHS Grants](#) website to ensure full compliance with the requirements of this RFA.

3.3 IRREGULARITIES

Any irregularities or lack of clarity in this RFA should be brought to the attention of the Point of Contact listed in **Section 3.4.1** as soon as possible so corrective addenda may be furnished to prospective Applicants.

3.4 INQUIRIES

3.4.1 Sole Point of Contact

All requests, questions or other communication about this RFA shall be made in writing to DFPS's Sole Point of Contact addressed to the person listed below. All communications between Applicants and DFPS staff members concerning the RFA are strictly prohibited, unless noted elsewhere in this RFA. **Failure to comply with these requirements may result in disqualification of Applicant's Grant Application.**

Jennifer Kim, CTCD, CTCM

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Health and Human Services Commission
1100 West 49th Street; Mail Code 2020
Building S
Austin, TX 78756
jennifer.kim@hhsc.state.tx.us

3.4.2 Prohibited Communications

All communications between Applicants and DFPS staff members concerning the RFA may not be relied upon and Applicant should send all questions or other communications to the Sole Point of Contact. This restriction does not preclude discussions between affected parties for the purposes of conducting business unrelated to this RFA. **Failure to comply with these requirements may result in disqualification of Applicant's Grant Application.**

3.4.3 Questions

DFPS will allow written questions and requests for clarification of this RFA. Questions must be submitted in writing and sent by email to the Sole Point of Contact listed in **Section 3.4.1** above. Applicants' names will be removed from questions in any responses released. Questions shall be submitted in the following format:

- A. Identifying RFA Number
- B. Section Number
- C. Paragraph Number
- D. Page Number
- E. Text of passage related to question
- F. Question

Submissions that deviate from this format may not be accepted or addressed.

Note: Questions or other written requests for clarification must be received by the Sole Point of Contact by the deadline set forth in Section 3.1 above. However, DFPS, at its sole discretion, may respond to questions or other written requests received after the deadline. Please provide entity name, address, phone number; email address and name of Contact person when submitting questions.

3.4.4 Clarification Request Made by Applicant

Applicants must notify the Sole Point of Contact of any ambiguity, conflict, discrepancy, exclusionary specifications, omission or other error in the RFA in the manner and by the deadline for submitting questions in **Section 3.4.3**.

3.4.5 Responses

Responses to questions or other written requests for clarification will be posted on the [HHS Grants](#) website. DFPS reserves the right to amend answers prior to the deadline of Grant Applications. Amended answers will be posted on the [HHS Grants](#) website. It is

Applicant's responsibility to check the websites or contact the Sole Point of Contact for updated responses. DFPS also reserves the right to provide a single consolidated response of all similar questions in any manner at DFPS' sole discretion.

3.4.6 Applicant Webinar

DFPS will conduct an **optional** pre-submittal Applicant webinar on September 14, 2020 at 11:00am Central Time. Applicants may register for this optional webinar here <https://attendee.gotowebinar.com/register/4836175914818286607>.

3.5 GRANT APPLICATION COMPOSITION

All Applications must be:

1. Clearly legible;
2. Sequentially page-numbered and include the Applicant's name at the top of each page;
3. Organized in the sequence outlined in Article IX - Submission Checklist;
4. In Arial or Times New Roman font, size 11 or larger for normal text, no less than size 10 for tables, graphs, and appendices;
5. Blank forms provided in the Attachments must be used (electronic reproduction of the forms is acceptable; however, all forms must be identical to the original form(s) provided); do not change the font used on forms provided;
6. Correctly identified with the RFA number and submittal deadline;
7. Responsive to all RFA requirements; and
8. Signed by an authorized official in each place a signature is needed.

3.6 GRANT APPLICATION SUBMISSION AND DELIVERY

3.6.1 Deadline

Grant Applications must be received at the address in **Section 3.6.3** time-stamped by HHS Procurement and Contracting Services (PCS) no later than the date and time specified in **Section 3.1**.

3.6.2 Labeling

Grant Applications shall be clearly labeled as follows:

RFA NO.: HHS0007919

RFA NAME: DFPS TNFP GRANT APPLICATION

GRANT APPLICATION DEADLINE: November 17, 2020 2:00pm CST

ATTN: Jennifer Kim

HHS will not be held responsible for any Grant Application that is mishandled prior to receipt by HHS. It is the Applicant's responsibility to mark appropriately and deliver the Grant Application to HHS by the specified date and time.

3.6.3 Delivery

Applicant must correctly deliver Application by one of the methods below. Applications submitted by any other method (e.g. facsimile, telephone, email) will NOT be considered.

1. **Submission Option #1:** Applicant shall submit the following through the Online Bid Room utilizing the procedures in **Exhibit D, HHS Online Bid Room Instructions**:
 - a. One file named “Original Application” that contains the Applicant’s entire Application in searchable portable document format (PDF).
 - b. If applicable, in accordance with Section 8.1.4, one file named “Public Information Copy” that contains the Applicant’s entire proposal in searchable PDF.
2. **Submission Option #2:** Applicant shall submit the following on two USB drives – One (1) labeled “Original” and One (1) labeled “Copy”- to the mailing address identified in this section:
 - a. Each USB must contain one file named “Original Application” that contains the Applicant’s entire Application in searchable portable document format (PDF).
 - b. If applicable, in accordance with Section 8.1.4, one file named “Public Information Copy” that contains the Applicant’s entire Application in searchable PDF.

To be delivered by U.S. Postal Service, overnight or express mail, or hand delivery to:

HHSC Procurement and Contracting Services (PCS)
Attn: Jennifer Kim
1100 W. 49th Street, MC 2020
Service Building (Building S)
Austin, Texas 78756

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

3.6.4 Alterations, Modifications, and Withdrawals

Prior to the RFA submission deadline, an Applicant may: (1) withdraw its Grant Application by submitting a written request to the Sole Point of Contact identified in **Section 3.4.1**; or (2) modify its Grant Application by submitting a written Amendment to the Point of Contact identified in **Section 3.4.1**. DFPS may request Grant Application Modifications at any time.

ARTICLE IV. GRANT APPLICATION EVALUATION AND AWARD PROCESS

4.1 GENERALLY

Those Applicants selected through the evaluation process will be invited to submit additional information and to participate in a negotiation process which will determine final selection. The specific dollar amount awarded to each Successful Applicant will depend upon the merit and scope of the Application and negotiations and available funds. Funded amounts may differ from those requested. Not all Applicants who are deemed eligible to receive funds are assured of receiving an Award.

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

4.2 ELIGIBILITY SCREENING

Applications will be reviewed for minimum qualifications (see **Section 2.3 Eligible Applicants**) and completeness. All complete Applications received by the deadline that meet the minimum qualifications will move to the Evaluation stage.

4.3 EVALUATION

Applications will be evaluated and scored in accordance with the factors required by the TNFP Grant and other factors deemed relevant by DFPS.

DFPS will select Applicants to receive Awards based on eligibility criteria, planned service delivery, geographical distribution, staffing, scores, and the best interest of the State.

4.3.1 Specific Selection Criteria

Grant Applications shall be evaluated based on and using **Exhibit E-1, Evaluation Score Tool – Implementation or Exhibit E-2, Evaluation Score Tool – Planning** depending whether the Applicant is proposing program implementation or planning activities in the Application:

1. Applicant's Background and Experience (25%)
2. Needs Assessment and Goals (10%)
3. Project Delivery (45%)
4. Financial Stability (10%)
5. Reasonable Project Cost (10%)

4.4 FINAL SELECTION

After initial screening for eligibility, Application completeness and scoring of the elements listed above in **Section 4.3.1**, a selection committee will look at all eligible Applicants to determine which combination of Applications should be awarded to most effectively accomplish State priorities. The selection committee will recommend grant awards to the DFPS Commissioner, who will make final approvals for awards.

DFPS will make all final funding decisions based on eligibility, geographic distribution, State priorities, reasonableness, availability of funding, cost-effectiveness, and other relevant factors.

4.5 NEGOTIATION AND AWARD

4.5.1 Negotiations

The specific dollar amount awarded to each Awarded Applicant will depend upon the merit and scope of the Application, the recommendation of the selection committee, the number of selected Applicants, and the decision of the DFPS Commissioner. Not all Applicants who are deemed eligible to receive funds are assured of receiving an Award.

The negotiation phase will involve direct contact between the Awarded Applicant and HHS PCS and DFPS representatives via phone and/or email. During negotiations, Awarded Applicants may expect:

1. An in-depth discussion of the submitted Application and budget;
2. Requests from DFPS for clarification or additional detail regarding Application; and
3. Requests from DFPS for modifications to Application.

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

4.5.2 Exceptions

Any exceptions to the requirements, terms, conditions, or certifications in the RFA or attachments, Addendums, or revisions to the RFA, Uniform Terms and Conditions and Supplemental and Special Conditions, sought by the Applicant must be specifically detailed in writing by the Applicant on **Exhibit F, Exceptions Form** in this Application and submitted to HHS for consideration. DFPS will accept or reject each proposed exception. DFPS will not consider exceptions submitted separately from the Applicant's Application.

4.5.3 Posting Awards

HHS will post to the [HHS Grants](#) website and may publicly announce a list of Applicants whose applications are selected for final award. This posting does not constitute DFPS' agreement with all the terms of any Application and does not bind DFPS to enter into a Grant Agreement with any Applicant whose award is posted.

4.6 QUESTIONS OR REQUESTS FOR CLARIFICATION BY DFPS

DFPS reserves the right to ask questions or request clarification from any Applicant at any time during the Application process.

ARTICLE V. NARRATIVE APPLICATION

5.1 NARRATIVE APPLICATION

Utilizing the Exhibits attached to this RFA, Applicants will describe the proposed services, processes, and methodologies for meeting all components described in **Article II**, including the Applicant's approach to meeting service delivery requirements. Applicant should identify all tasks to be performed, including all project activities, to take place during the Period of Performance. Applicant will also include all documents requested as part of completing forms to demonstrate fulfilling **Article II** requirements.

5.1.1 Executive Summary

Applicant will complete **Exhibit G, Executive Summary** attached to this RFA. Applicants will provide a high-level overview with a broad understanding of the Applicant's approach to meeting the RFA's business requirements. The summary must demonstrate an understanding of DFPS's goals and objectives of this RFA. The Applicant should address program goals and propose at least three (3) objectives for the proposed program. Limit the Executive Summary to one (1) page.

5.1.2 Program Narrative

Applicant will complete either **Exhibit H-1, Program Narrative for Implementation or Exhibit H-2, Program Narrative for Planning and Readiness** attached to this RFA. Applicant will provide a detailed description of the Applicant's background and experience; needs assessment and goals; and program delivery. Application must support all the business activities and requirements described in this RFA. The detailed description must reflect a clear understanding of the work undertaken. Applicant will also include all documents requested as part of completing **Exhibit H-1 or H-2** to demonstrate fulfilling Article II requirements. The Program Narrative should not exceed fifteen (15) pages (excluding attachments).

5.1.3 Project Work Plan (PWP)

- A. Applicant will complete either **Exhibit I-1, PWP for Implementation or Exhibit I-2 PWP for Planning and Readiness** attached to this RFA. Applicant will describe its plan for service delivery to the eligible service population in the proposed Service Delivery Area county(ies) to meet all the requirements outlined in Article II or describe its proposed planning and readiness activities.
- B. Applicant will also include all documents requested as part of completing Exhibit I-1 or I-2 to demonstrate fulfilling Article II requirements.

5.1.4 Subawards

Applicant must identify any Subawards whom Applicant intends to award to provide TNFP services. Provide this information in **Exhibit I-1, PWP for Implementation or Exhibit I-2 PWP for Planning and Readiness** attached to this RFA

ARTICLE VI. REQUIRED APPLICANT INFORMATION

6.1 ADMINISTRATIVE ENTITY INFORMATION

Applicant must provide satisfactory evidence of its ability to manage and coordinate the types of activities described in this RFA and to produce the specified goods or services on time. As a part of the Grant Application requested in Article III, Applicant must provide the following information: Applicant must provide satisfactory evidence of its ability to manage and coordinate the types of activities described in this RFA and to produce the specified goods or services on time. As a part of the Grant Application requested in Article III, Applicant must provide the following information:

6.1.1 Applicant Information

Use Exhibit J, Applicant Information to complete basic information about the Applicant and project, including the signature of the authorized representative. The face page is the cover page of the Application and must be completed in its entirety.

6.1.2 Governmental/For Profit/Non-Profit Information

1. Complete Exhibit K-1, Governmental Entity Information if Applicant is governmental entity; or
2. Complete Exhibit K-2, Non-Profit or For-Profit Entity Information if Applicant is a for profit or non-profit entity.

6.1.3 Grantee Payment Set Up and Direct Deposit Authorization

Use Exhibit L, Texas Application for Payee Identification Number and Direct Deposit Authorization to provide information required for DFPS to establish the Texas Identification Number (TIN) and direct deposit for a Successful Applicant.

6.1.4 Administrative Information

Use Exhibit M, Administrative Information to provide information regarding identification and contract/grant history of the Applicant, executive management, project management, governing board members, and/or principal officers. Respond to each request for information or provide the required supplemental documents behind this form. If the response requires multiple pages, identify the supporting pages/documentation with the applicable request.

6.2 LITIGATION AND CONTRACT HISTORY

Applicant must include in its Grant Application a complete disclosure of any alleged or significant contractual failures, including any that occurred between Applicant and DFPS. In addition, Applicant must disclose any civil or criminal litigation or investigation over the last five (5) years that involves Applicant or in which Applicant has been found guilty or liable including any allegations of such that are currently pending.

Applicant must also disclose any settlement Agreements entered into in the last five (5) years related to alleged contractual failures. Failure to comply with the terms of this provision may disqualify Applicant. Grant 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 obligations.

Failure to comply with the terms of this provision may disqualify Applicant. Grant 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 obligations. Provide this information in **Exhibit M, Administrative Information**.

6.3 CONFLICTS

Applicant must certify that it does not have any personal or business interests that present a conflict of interest with respect to the RFA and any resulting Grant. Additionally, if applicable, the Applicant must disclose all potential conflicts of interest. The Applicant must describe the measures it will take to ensure that there will be no actual conflict of interest and that its fairness, independence and objectivity will be maintained. DFPS will determine to what extent, if any, a potential conflict of interest can be mitigated and managed during the term of the Grant. Failure to identify actual and potential conflicts of interest may result in disqualification of a Grant Application or termination of a Grant.

Please include any activities of affiliated or parent organizations and individuals who may be assigned to this Grant, if any. Provide this information in **Exhibit M, Administrative Information**.

Additionally, pursuant to Section 2252.908 of the Texas Government Code, a Successful Applicant awarded a Contract greater than \$1 million dollars or awarded a Contract that would require the Successful Applicant to register as a lobbyist under Texas Government Code Chapter 305, must submit a disclosure of interested parties to DFPS at the time the business entity submits the signed Contract. Rules and filing instructions may be found on the Texas Ethics Commission's public website and additional instructions will be given by HHS to Successful Applicants.

6.4 INTERNAL CONTROLS STRUCTURE QUESTIONNAIRE (ICSQ)

Exhibit N, Internal Controls Structure Questionnaire for Cost Reimbursement Grant including all required attachments must be included in the Application.

6.5 AFFIRMATIONS AND CERTIFICATIONS

Applicant must **execute** and return all the following listed Exhibits.

1. Exhibit A, HHSC and DFPS Affirmations and Grant Opportunity Acceptance;
2. Exhibit N, Internal Controls Structure Questionnaire for Cost Reimbursement Grant;
3. Exhibit O, Certification Regarding Lobbying; and
4. Exhibit P, Assurances – Non-Construction Programs

Note: A complete list of all required Exhibits is included in Article IX Submissions Checklist.

6.6 HUB

If a Successful Applicant chooses to contract for goods and services using the funding awarded in this Grant, DFPS encourages the Applicant to use HUBs to provide those goods and services where possible.

ARTICLE VII. EXPENDITURE PROPOSAL

7.1 EXPENDITURE PROPOSAL

- A. Attached **Exhibit Q, Expenditure Proposal** of this RFA includes the template for submitting the Cost Estimate. Applicants must complete this form and place it in a separate, sealed package, clearly marked with the Applicant's name, the RFA number, and the RFA submission date.
- B. Expenditure Proposal should include the costs of services listed in **Article II, Scope of Work** and shall include all labor, materials, tools, supplies, equipment, and personnel, including, but not limited to, travel expenses, associated costs and incidental costs necessary to provide the products and services according to the minimum specifications, requirements, provisions, terms, and conditions set forth in this RFA.
- C. The Expenditure Proposal shall indicate the necessary expenses on the proposed budget tab along with a narrative description of the methodology used to calculate the costs.
- D. Applicants must demonstrate that project costs outlined in the Expenditure Proposal are reasonable, allowable, allocable, and developed in accordance with applicable state and federal grant requirements.
- E. Costs will be reviewed for compliance with UGMS and federal Grant guidance found in 2 CFR Part 200, as modified by UGMS, with effective given to whichever provision imposes the more stringent requirement in the event of a conflict.

ARTICLE VIII. GENERAL TERMS AND CONDITIONS

8.1 GENERAL CONDITIONS

8.1.1. Amendment

HHS reserves the right to change, amend or modify any provision of this RFA, or to withdraw this RFA, at any time prior to award, if it is in the best interest of HHS. Any such revisions will be posted as addenda on the [HHS Grant Website](#) thus becoming part of the original RFA. Applicants must return each addendum acknowledgment form as instructed, failure to do so may result in disqualification of Application. It is the responsibility of Applicant to periodically check **HHS Grants Website** to ensure full compliance with the requirements of this RFA.

8.1.2 Costs Incurred

Applicants understand that issuance of this RFA in no way constitutes a commitment by any DFPS to award a Grant or to pay any costs incurred by an

Applicant in the preparation of this Application. DFPS is not liable for any costs incurred by an Applicant prior to issuance of or entering into a formal Agreement, Contract, or purchase order. Costs of developing Grant Applications, preparing for or participating in oral presentations and site visits, or any other similar expenses incurred by an Applicant are entirely the responsibility of the Applicant, and will not be reimbursed in any manner by the State of Texas.

8.1.3 Grant Responsibility

DFPS will look solely to Applicant for the performance of all Grant obligations that may result from an Award based on this RFA. Applicant shall not be relieved of any its obligations for any nonperformance by Subawardees.

8.1.4 Public Information Act

Grant Applications are subject to the Texas Public Information Act (PIA), Texas Government Code Chapter 552, and may be disclosed to the public upon request. Subject to the PIA, certain information may be protected from public release. Applicants who wish to protect portions of the Grant Application from public disclosure should familiarize themselves with this law. Information pertaining to the RFA will be withheld or released only in accordance with the PIA.

Amendments to the PIA passed during the 86th Legislative Session, specifically make “contracting information” public information that must be disclosed in response to a public information request unless otherwise excepted by the Act. Tex. Gov’t Code §§ 552.003(7), 552.0222.

In addition, pursuant to Texas Government Code Section 2261.253(a), DFPS is required to post executed Grant Awards and the associated RFA documents on the agency website. Grant Award documents posted to the web may include the Grant Application of any Applicant receiving a Grant Award.

DFPS does not have authority to agree that any information submitted will not be subject to disclosure. Disclosure is governed by the PIA. 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. If it is necessary for Applicant to include proprietary or confidential information (which may include, but is not limited to, trade secrets or privileged information), Applicant must clearly mark in bold red letters the term “CONFIDENTIAL” using at least 14-point font, on that specific part or page of the submittal which Applicant believes to be confidential. All submittals and parts of submittals that are not marked confidential will be automatically considered to be public information. Should trade secrets or proprietary or otherwise confidential information be included in the submitted electronic copy, the content should be marked in the same manner as the original as stated above. In addition, Applicant should mark the medium with the word “Confidential.” If DFPS receives a public information request seeking information marked by Applicant as confidential, the Applicant will receive notice of the request as required by the Texas Public Information Act.

If DFPS receives a public information request for submittals and parts of submittals that are not marked confidential, the information will be disclosed to the public as required by the Texas Public Information Act. Note that pricing is not generally considered confidential under the Texas Public Information Act. Making a blanket claim that the entire Grant Application is protected from disclosure because it contains any amount of proprietary or confidential information is not acceptable and may make the entire Grant Application subject to release under the PIA.

8.1.5 News Releases

Prior to final Award an Applicant may not issue a press release or provide any information for public consumption regarding its participation in this Grant Opportunity. Requests should be directed to the HHS Point of Contact identified in Article III.

8.1.6 Additional Information

By applying, the Applicant grants HHS and DFPS the right to obtain information from any lawful source regarding the Applicant's and its directors', officers', and employees': (1) past business history, practices, and conduct; (2) ability to supply the goods and services; and (3) ability to comply with Grant Award requirements. By applying, an Applicant generally releases from liability and waives all claims against any party providing HHS or DFPS information about the Applicant. DFPS may take such information into consideration in evaluating Applications.

8.1.7 DFPS Terms and Conditions

Applicant agrees to comply with **Exhibit B, DFPS Grant Uniform Terms and Conditions** and **Exhibit C, DFPS Grant Supplemental and Special Conditions**. Any terms and conditions attached to a Grant Application will not be considered unless specifically referred to in the Grant Application.

ARTICLE IX. SUBMISSION CHECKLIST

This checklist is provided for Applicant's convenience only and identifies documents that must be submitted with this RFA to be considered Responsive. Any Grant Application received without these requisite documents may be deemed Non-Responsive and may not be considered for Grant Award.

Original Grant Application Package

The Grant Application Package must include the Application in one of the approved submission methods identified in **Section 3.6** in the order outlined below:

1. Administrative Information (Exhibit J-M) (Section 6.1-6.4)

- a. Exhibit J, Applicant Information (Section 6.1.1) _____
- b. Exhibit K-1, Governmental Entity Information (Section 6.1.2) _____
- c. Exhibit K-2, Non-Profit or For-Profit Entity Information (Section 6.1.2) _____
- d. Exhibit L, Texas Application for Payee Identification Number and Direct Deposit Authorization (Section 6.1.3) _____
- e. Exhibit M, Administrative Information (Sections 6.1.4, 6.2 and 6.3) _____

2. Narrative Application Forms (Exhibit G through I) (Section 5.1)

- a. Exhibit G, Executive Summary _____
- b. Exhibit H-1, Program Narrative for Implementation (or) _____
- c. Exhibit H-2, Program Narrative for Planning and Readiness _____
- d. Exhibit I-1, PWP for Implementation (or) _____
- e. Exhibit I-2, PWP for Planning and Readiness _____

3. Cost Estimate (template included) (Article VII)

- a. Exhibit Q, Expenditure Proposal _____

4. Applicable Exhibits (to be included in RFA Package) (Section 6.5)

- a. Exhibit A, HHSC and DFPS Affirmations and Grant Opportunity Acceptance _____
- b. Exhibit F, Exceptions Form (if applicable) _____
- c. Exhibit N, Internal Controls Structure Questionnaire for Cost Reimbursement Grant (Section 6.4) _____
- d. Exhibit O, Certification Regarding Lobbying (Section 6.4) _____
- e. Exhibit P, Assurances – Non-Construction Programs _____

ARTICLE X. EXHIBITS

Exhibit A, HHS and DFPS Affirmations and Grant Opportunity Acceptance
Exhibit B, DFPS Grant Uniform Terms and Conditions
Exhibit C, DFPS Grant Supplemental and Special Conditions
Exhibit D, HHS Online Bid Room Instructions
Exhibit E-1, Evaluation Score Tool – Implementation
Exhibit E-2, Evaluation Score Tool - Planning
Exhibit F, Exceptions Form
Exhibit G, Executive Summary
Exhibit H-1, Program Narrative for Implementation
Exhibit H-2, Program Narrative for Planning and Readiness
Exhibit I-1, PWP for Implementation
Exhibit I-2, PWP for Planning and Readiness
Exhibit J, Applicant Information
Exhibit K-1, Governmental Entity Information
Exhibit K-2, Non-Profit or For-Profit Entity Information
Exhibit L, Texas Application for Payee Identification Number and Direct Deposit Authorization
Exhibit M, Administrative Information
Exhibit N, Internal Controls Structure Questionnaire (ICSQ) for Cost-Reimbursement Grant
Exhibit O, Certification Regarding Lobbying
Exhibit P, Assurances – Non-Construction Programs
Exhibit Q, Expenditure Proposal