TEXAS
Health and Human Services

Pre-Submittal Applicant Webinar

DFPS Community Youth Development

RFA No. HHS0008417

October 05, 2020

Pre-Submittal Applicant Webinar Agenda

TEXAS
Health and Human Services

- Grant Opportunity Overview
- Programmatic Overview
- Questions and Answers
- Closing Commentary

Introductions

Speakers

- **Jennifer Kim**, Procurement Contact, HHSC Procurement and Contracting Services (PCS)
- **Felicia Hays, Solicitation and Policy Lead**, DFPS Prevention and Early Intervention Division (PEI)
- **Anjulie Chaubal, Division Administrator for Youth and Family Programs,** DFPS Prevention and Early Intervention Division (PEI)
- **Abby Bettini, Program Lead for Youth and Family Programs**, DFPS Prevention and Early Intervention Division (PEI)

TEXAS
Health and Human Services

Grant Opportunity Roles

HHSC Grant Opportunity Team

- **PCS** - Responsible for Grant Opportunity activity.
- **PEI** - Responsible for project scope, requirements, performance, results, contract management, and monitoring.

TEXAS
Health and Human Services

Schedule of Events

Upcoming Events

Deadline for Submitting Questions	
October 19, 2020 by 2:00 p.m. CST	Any questions arising from today's webinar or any time prior to the questions deadline, must be submitted in writing to Jennifer.kim@hhs.texas.gov .

HHSC Posts Responses to Grantee Questions
Estimated Posting Deadline by October 28, 2020

Deadline for submission of Grant Applications
December 14, 2020 at 2:00 p.m. CST

Anticipated Grant Start Date
September 1, 2021

TEXAS
Health and Human Services

Grant Opportunity Access

HHSC will post all official communication regarding this RFA including the Notice of Award on the following website:

- The HHSC website located at https://apps.hhs.texas.gov/PCS/HHS0008417/
- HHSC reserves the right to cancel this RFA, or to make no award if it determines such action is in the best interest of the State.
- HHSC may, in its discretion, reject any and all Applications or portions thereof.

TEXAS
Health and Human Services

HHSC Sole Point of Contact

- ***All*** communications relating to this RFA ***must*** be directed to the HHSC Sole Point of Contact.

- ***All*** communications between Applicants and other HHSC or DFPS staff members concerning this RFA are ***strictly prohibited.***

- Failure to comply with these requirements may result in Application disqualification.

TEXAS
Health and Human Services

Sole Point of Contact

Contact Information

HHSC Procurement Contact

Jennifer Kim

Jennifer.kim@hhs.texas.gov

TEXAS
Health and Human Services

Grant Overview

- The Period of Performance for this Grant is five years and is expected to begin September 1, 2021 and be effective through August 31, 2026.
- The total amount of funding anticipated annually for the CYD Grant is $8,400,000. DFPS anticipates making twelve (12) to twenty (20) awards. Annual awards per individual Grant may range between $300,000 and $600,000. The estimated minimum award for the five-year Period of Performance is $1,500,000 and the estimated maximum award is $3,000,000..
- Grants awarded from this RFA are on a cost-reimbursement basis.
- Applicant must be a nonprofit organization as defined by the Texas Business Organization Code, Chapter 22, or a governmental entity.

CYD Overview

TEXAS
Health and Human Services

Table 1	Current Services			
County	CYD Service Area - ZIP Codes			
Bexar	78207			
Cameron	78520			
Dallas	75210	75215	75216	75241
El Paso	79924			
Galveston	77550			
Harris	77081	77506		
Hidalgo	78501	78577		
Lubbock	79403	79404	79415	
McLennan	76705	76707		
Nueces	78415			
Potter	79107			
Tarrant	76106	76164		
Travis	78744			
Webb	78046			
Willacy	78569	78580		

Program Objectives

TEXAS
Health and Human Services

- CYD provides an array of Positive Youth Development program opportunities such as Mentoring, Youth Leadership Development, and Post-High School Readiness in select ZIP Codes.

- Supports offered under CYD should meet the DFPS goal to increase Protective Factors and Developmental Assets, thus increasing the likelihood of positive outcomes for Youth.

- Programs under this RFA must be intentionally designed and built to promote the growth of these 40 Developmental Assets in Youth.

Community Strengths and Needs Assessment

TEXAS
Health and Human Services

Community Strengths and Needs Assessment (CSNA) is an evaluation developed and utilized by the Applicant to identify community strengths, needs, assets, and gaps in available Youth programming to determine the most appropriate priorities and program array for the local CYD program.

- Applicant must complete and submit a CSNA to identify local community needs for strengthening Positive Youth Development.
- Applicant should develop a prioritized list of recommended programming based on the needs and gaps identified by the community through the CSNA.
- Applicant should use the list of recommendations provided below to design the CSNA and inform the overall CYD offerings.
- The CSNA must be updated and submitted every two years.

Logic Model

TEXAS
Health and Human Services

A Logic Model is a program map. It is a simple, logical illustration of what the program does, why, and how the Applicant will know if the program is successful. There are a wide variety of Logic Model formats, but most have the same key components including: resources or inputs, activities, Outputs, Outcomes, and impact.

- Each Applicant should submit a Logic Model for CYD with the Application as a part of their Project Work Plan.

Eligible Population

TEXAS
Health and Human Services

- Grantee will serve Youth ages 6-17 and their Families who live in or attend public school in the proposed ZIP Code(s) or attend school at a public middle or high school located outside of the proposed ZIP Code(s) that has at least 30% enrollment from the ZIP Code(s.)

- The target age range for Youth served is 10 - 17 years. Youth under age 6 are not eligible for CYD. Youth served from ages 6-9 cannot exceed 30% of the Performance Measure for annual unduplicated Index Youth served.

- Youth who are currently on probation are not eligible for the CYD program. A Youth is eligible 12 months post probation. Youth whose cases are pre-adjudicated, informally adjudicated, or whose adjudication has been deferred are eligible to participate in CYD.

- To be eligible to participate in Grantee's CYD program, Youth must exhibit at least two of the priority characteristics on pgs. 21-22 of the RFA

CYD Participant Requirements

- All Participants must enter the program voluntarily.
- Grantee cannot charge Participants a fee for participating in a program or for any program participation-related costs.
- Grantee must provide programming to Families without regard to their economic status.
- The average number of unduplicated Youth served monthly must meet the minimum established in the Grant Agreement. An unduplicated Youth is an Index Youth with a unique enrollment ID number who receives at least one service and is only counted one time during the Period of Performance, once per month for monthly output.
- Grantee can serve Youth regardless of involvement with CPS.

Organizational Qualifications & Requirements

TEXAS
Health and Human Services

- Applicant should have at least five (5) years' experience providing programs to Youth and families;
- Applicant should have at least five (5) years' experience managing budgets and grants or contracts for social services;
- Applicant that has monitoring reports from any Texas State Agency, or federal funding entity, or audits performed on Applicant's organization in the past three years should be able to demonstrate the organization is competent in managing and budgeting its programs and operations; and
- Subawardees must have at least two (2) years' experience providing programs to Youth and families.

Organizational Competence & Youth Program Quality Assessment

TEXAS
Health and Human Services

- Grantees are required to utilize the Youth Program Quality Assessment (YPQA) to assess the Grantee's activities and program offerings for responsiveness to the needs of CYD Youth and enhance their approach across the lifespan of the Grant. At a minimum, Grantees must complete the YPQA Basics Training within year one of the Grant.

- The Applicant will develop and provide a staffing plan that includes, at least, minimum educational or experience requirements for direct service workers, administrative staff, Subaward staff, and volunteers.

- If the Grantee elects to Subaward any programming, the same minimum staffing qualifications would apply to Subawardee staff.

- The Applicant should develop, provide, and manage a staffing plan to ensure delivery of competent and robust programming and continuity of programs in the event of a vacancy.

Roles and Training

TEXAS
Health and Human Services

Staff Roles

- Program Director
- Financial Manager (if applicable)
- Program Coordinator (if applicable)
- YAC Coordinator
- Data Support
- YPQA Coordinator

Organizational Training

- New employee orientation
- Cultural Humility (required annually;)
- Youth development (required annually;)
- Evidence-Based or Promising Practice Program training (when appropriate)
- 40 Developmental Assets Training
- Youth Program Quality Assessment Training.

CYD Programming

TEXAS
Health and Human Services

Required Programming:

- Mentoring
- Youth Advisory Committee (YAC)
- Youth Leadership Development (YLD)
  - Leadership Knowledge
  - Leadership Skill Building
  - Leadership in Action
- Post-High School Readiness (PHSR)

Ancillary CYD Program Components:

- Youth-based curriculum class
- Family-Based Curriculum Class
- Family focused activity
- Sports and Movement
- Arts and Cultural Enrichment
- Academic Support
- Service Planning and Coordination

YLD Scope and Sequence

TEXAS
Health and Human Services

- Youth Leadership Development (YLD)
  - Leadership Knowledge
  - Leadership Skill Building
  - Leadership in Action

- YLD programs should be created with a Scope and Sequence that provide opportunities for Youth to engage in all three of the above elements over the course of the program cycle,

- Applicant should include YLD Scope and Sequence in **Exhibit D, Project Work Plan**.

- Please refer to **Exhibit G, YLD Scope and Sequence** for a template and example Scope and Sequence of a multi-week YLD program incorporating all three YLD elements.

Family and Caregiver Engagement Requirements

TEXAS
Health and Human Services

- Applicant must demonstrate a commitment to the meaningful involvement of Families and Primary Caregivers in CYD.
- Applicants must outline a plan for Family and Caregiver engagement in Exhibit D, Project Work Plan.
- At a minimum, one Family or Primary Caregiver event should be held each month of the fiscal year.
- Activities or workshops serving only the Primary Caregiver such as parenting training or parenting skills classes, counseling, or stand-alone Parent Cafés will not fulfill the Family and Primary Caregiver engagement requirement of this RFA.

Additional Program Requirements

TEXAS
Health and Human Services

- Most of the programming during the school year should be offered during Out-of-School Time hours. This includes before school, afterschool, evenings and weekends.
- Each CYD program should provide opportunities for Youth to increase developmental assets through participation.
- Grantee must ensure that Youth are not denied or delayed services due to a wait list.
- Applicant should offer programming that reflect a mix of intensive activities that serve a limited number of Youth (e.g. one on one Mentoring) with lower intensity activities that serve a higher number of Youth (e.g. group recreation).
- Grantee must provide programming or activities each month of the fiscal year, including during the summer months.
- Youth may not participate solely in one-time activities.
- Applicant must submit documentation of evidence-base, research or information on each proposed program with a curriculum.
- Grantee must ensure services are easily accessible to Youth.
- Grantee must outline educational benefits of any planned field trips and how the field trips align with the goals of CYD in their Project Work Plan.
- Services are intended to be face-to-face in person.

Additional Program Requirements

TEXAS
Health and Human Services

- Recruitment and Outreach
- Service Authorization and Enrollment
- Annual Data Authorization
- Close of Program Participation
- Required Record Keeping
- Surveys

Community and Systems Support Requirements

TEXAS
Health and Human Services

- Local Coalition Overview
  - Grantee must create or participate in an existing community-based collaborative, coalition, committee or group.
  - Youth must be actively involved in collaborative leadership and decision-making.

- Collaborating with PEI Grantees within Service Delivery Area (SDA)
  - Applicant must work with PEI Grantees within the SDA in addition to PEI Grantees in the region and develop a plan for partnerships within 60 calendar days of the Grant Agreement execution.
  - CYD Grantee must partner and collaborate with their local Family and Youth Success program (FAYS).

TEXAS
Health and Human Services

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

PEIRS Database

TEXAS
Health and Human Services

- Grantees must enter all service data for Participants served through CYD into the PEIRS database.
- 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.
- For any person to be approved for database access, prior DFPS and criminal background check clearance must be obtained and completed every two years.
- DFPS requires annual cybersecurity training for all CYD staff who access the PEIRS database. For more information on annual cybersecurity training see page 45 of the RFA.

Reports

TEXAS
Health and Human Services

- Grantee is required to submit PEI quarterly reports to provide ongoing information regarding implementation efforts, achievements, and challenges. Quarterly reports are due as follows:
  - Quarter 1 (September, October, November), Due January 15th
  - Quarter 2 (December, January, February), Due April 15th
  - Quarter 3 (March, April, May), Due July 15th
  - Quarter 4 (June, July, August and Annual), Due October 15th

Background Checks and Required Personnel Records

TEXAS
Health and Human Services

Background Checks

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

- Before the employee, Subgrantee or volunteer can provide direct services, have direct contact with a Participant or access Participant records, the Grantee must receive notice from DFPS that the background check has been approved.

Required Personnel Records

- Evidence of the Grantee'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:
  - Documentation clearly establishing that the Applicant's Program Staff meet the minimum qualifications as required;
  - Background checks requirements;
  - Business files to support compliance with insurance requirements; and
  - Completed training.

Billing and Finance

TEXAS
Health and Human Services

Billing Requirements

- PEI will pay Grantee on a monthly cost-reimbursement basis in response to an Invoice and purchase voucher.
- 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.
- Grantee shall submit a final close-out Invoice in the PEIRS database no later than forty-five (45) calendar days following the end of the term of the Grant Agreement.
- PEI will pay Grantee from available funds for services rendered in accordance with the terms of the Grant Agreement upon receipt of a proper and verified Invoice and after deduction of any known previous overpayment made by DFPS.

Financial Requirements

- Grantee must create and maintain reliable and accurate records to support all actions related to invoicing, payments and adjustments for services provided to CYD Participants. Records must include at a minimum, but are not limited to the following:
  - Copy of all Invoices submitted by the Applicant;
  - Signed Form 4116, State of Texas Purchase Voucher;
  - Documentation to include: Form 2030, Monthly mileage log, monthly Participant activity log, incentives log; and
  - Any other documentation to support an expense billed to the Grant.

Subawards

TEXAS
Health and Human Services

Use of Subawards

- Grantee may provide or Subaward for the provision of direct services as described within the RFA. Subawardees providing services under this RFA shall meet the same requirements and level of experience as required of the Applicant.

- No Subaward under the RFA shall relieve the Grantee of the responsibility for ensuring the requested services are provided according to required standards.

- Application will include work to be performed by Subawardees and will include proposed Subawardee budget or budgets. Grantee will award Subawards based on its own internal policies and processes. Grantee will notify DFPS in writing if the Subawardee changes.

- Any changes in Subaward Service Delivery Area (SDA) must be negotiated between the Grantee and their Subawardee and reported to DFPS. Any changes to the type of services provided, or requiring a new Subaward, must be approved in advance by DFPS.

- If any Subaward is terminated, and the Grantee has not fully expended the funds obligated to the Subaward during the grant year, the Grantee has a maximum of 60 days to find a replacement Subawardee and obligate those funds in a manner consistent with the purposes of CYD.

Proposal Exhibits

TEXAS
Health and Human Services

- Please note there are a number of exhibits that must be submitted with each proposal.
- Please see Article IX and Article X of the RFA for the full list of exhibits and required submissions.

TEXAS
Health and Human Services

Questions

Jennifer Kim, PCS

Jennifer.kim@hhs.texas.gov

Questions and Answers

All questions must be submitted in writing to the Procurement contact at: Jennifer.kim@hhs.texas.gov

Answers will be posted per the RFA.

Do not submit in PDF.

Do not password protect.

Reminder: All additional questions, requests for clarification, etc., are due in writing **no later than October 19, 2020 at 2:00 p.m. CST.**

TEXAS
Health and Human Services

Sole Point of Contact

Contact Information

HHSC Procurement Contact

Jennifer Kim

Jennifer.kim@hhs.texas.gov

TEXAS
Health and Human Services

TEXAS
Health and Human Services

Closing Remarks

HHSC

RFA No. HHS0008417