



Texas Department of Family and Protective Services

Commissioner
Jaime Masters

Jaime Masters, Commissioner

**Request for Applications (RFA)
For
Family and Youth Success Program (FAYS)
RFA No. HHS0011988**

**Date of Release: June 15, 2022
Responses Due: October 6, 2022 by 10:30 a.m. Central Standard Time**

**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 (HHS) on behalf of the Texas Department of Family and Protective Services (DFPS) and pursuant to its Family and Youth Success (FAYS) Program, seeks Applications to provide programming statewide to promote strong Families and Youth resilience by funding local programs to increase Protective Factors in Families and communities.

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

Applicant can access information regarding DFPS and the Prevention and Early Intervention (PEI) Division at the following website:

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

To be considered for award, Applicants must execute **Exhibit A, HHSC and DFPS Affirmations and Grant Opportunity Acceptance** of this RFA and provide all other required information and documentation as set forth in this RFA. Successful Applicants must comply with all requirements outlined in **Exhibit B, DFPS Grant Uniform Terms and Conditions** and **Exhibit C, DFPS Grant Supplemental and Special Conditions**.

1.2 DEFINITIONS

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

“[Addendum](#)” or “[Addenda](#)” is a written clarification or revision to this RFA issued by DFPS.

“[Amendment](#)” is a formal revision or addition to a Grant Agreement.

“[Annual Outputs](#)” is an indicator referring to unduplicated Index Youth served annually.

“[Application](#)” means all information and materials submitted by an Applicant in response to this RFA. Used interchangeably with the term “[Response](#),” “[Grant Application](#),” and “[Original Application](#).”

“[Applicant](#)” is the entity applying in response to this RFA.

[“Assistance Listing”](#) is the publicly available listing of federal assistance programs managed and administered by the General Services Administration, formerly known as the Catalog of Federal Domestic Assistance.

[“Basic Needs Support”](#) are essentials for a Family to function and could include but are not limited to food, shelter, home furnishing, and clothes.

[“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 on 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 or Youth.

[“Case Notes”](#) are the narrative section of the Participant Case Record that documents service details.

[“Case Record”](#) means any documentation and materials in both the electronic file and external file associated with a Participant.

[“Child\(ren\)”](#) or [“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.

[“Child Protective Investigations”](#) or [“CPI”](#) is a division of Texas Department of Family and Protective Services that examines reports of child abuse or neglect to determine if any Child in the Family has been abused or neglected.

[“Child Protective Services”](#) or [“CPS”](#) is a division of Texas Department of Family and Protective Services that becomes involved with Children and Families when they are referred by the DFPS Investigations division, which investigates allegations of child abuse and neglect.

[“Community Coalition”](#) is a community-based collaborative, coalition, committee, or group.

[“Community Strengths and Needs Assessment”](#) or [“CSNA”](#) is an evaluation the Applicant develops and utilizes to identify community strengths, needs, assets, and gaps in available Youth opportunities to determine the most appropriate priorities and opportunities for the FAYS program.

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

- A. Confidential Participant information, including Protected Health Information;
- B. Non-public budget, expense, payment, and other financial information;
- C. All privileged work product;

- D. 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;
- E. Unless publicly disclosed by HHS or the State, the pricing, payments, and terms and conditions of the Grant Agreement;
- F. Information that HHS, the Grantee, or DFPS utilizes, develops, receives, or maintains to fulfill a duty or obligation under this Grant Agreement and that has not been publicly disclosed; and
- G. Any other information deemed confidential under State or federal confidentiality laws.

“[Contact](#)” is to get in touch with or communicate with via face-to-face, electronic communication (telephone, text, email, computer, or webcam), or letter.

“[Contract Performance Measures Report](#)” is a reporting tool DFPS develops and prepares to compare an individual Grantee’s performance with the metric 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.

“[Data Source](#)” is the system or process from which information about a Performance Measure is gathered.

“[Deliverable](#)” is a written, recorded, or otherwise tangible work product the Grantee prepares, develops, or procures to provide as part of the Grantee’s obligations under the Grant Agreement. A discrete type or increment of work that may involve the delivery of goods or services.

“[Department of Family and Protective Services](#)” or “[DFPS](#)” is the Texas Department of Family and Protective Services, its officers, employees, or authorized agents.

“[Effective Date](#)” is the date on which the parties agree the Grant Agreement shall take effect.

“[Emergency Respite Care](#)” is short-term, temporary care provided to a Youth aged 6-17.

“[Evidence-Based Program](#)” is a Program Model that meets the following criteria:

- A. Is research based and grounded in relevant, empirically based knowledge and program-determined Outcomes;
- B. Has comprehensive standards that ensure the highest-quality service delivery with continuous quality improvement;
- C. Has demonstrated significant positive short-term and long-term Outcomes;

- D. 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;
- E. Substantially complies with a program manual or design that specifies the purpose, Outcomes, duration, and frequency of the program; and
- F. Employs well-trained and competent staff and continually provides staff with relevant professional development opportunities.

[“Evidence-Informed Program”](#) is a Program Model that use the best available research and practice knowledge to guide program design and implementation. A solution that allows for performance and success in all conditions. Components of Evidence-Informed Programs have been tested using a randomized control trial or rigorous quasi-experimental design.

[“Family”](#) or [“Families”](#) is more than one person affiliated with a Youth receiving programming through this RFA and can include Caregivers, partners, Children, parents, aunts, uncles, cousins, and grandparents.

[“Family and Youth Success Program”](#) or [“FAYS”](#) means community-based prevention and early intervention programming funded under this RFA that target Youth and their Families at risk for juvenile delinquency and child abuse or neglect. Used interchangeably with [“FAYS Program.”](#)

[“Fee-For-Service”](#) means a method of business payment in which a Grantee is paid a fee for each individual type of service rendered. The service is typically provided in predefined units of service such as dollars per hour or dollars per session. The fee itself is calculated by careful consideration of all reasonable, allowable, and necessary costs the Grantee incurs to deliver that individual service (including all direct and indirect costs).

[“Grant”](#) means an award of financial assistance that is paid or furnished by the State or federal government to carry out a program in accordance with rules, regulations, and guidance provided by the grantor agency. In terms of this RFA, the Grant is the award from DFPS to a successful Applicant to this RFA for FAYS programming.

[“Grant Agreement”](#) is the written document that describes the terms of the agreement resulting from this RFA. 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”](#) is this Request for Applications including any Exhibits and Addenda.

[“Grantee”](#) means an entity awarded a Grant Agreement pursuant to this RFA to provide programming. Used interchangeably with the term [“Successful Applicant,”](#) [“Provider,”](#) [“Grant Recipient,”](#) or [“Contractor.”](#)

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

[“Index Child”](#) or [“Index Youth”](#) is the Child or Youth for whom a Family’s eligibility for FAYS programming is based. This RFA refers to [“Index Youth”](#) to indicate Youth served. [“Index Youth”](#) may be used interchangeably with [“Participant.”](#)

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

[“Invoice”](#) is a Grantee’s bill or written request for reimbursement under the Grant Agreement for services performed.

[“Key Personnel”](#) are those staff members who have authority and responsibility for planning, directing, and supervising aspects of this project.

[“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.

[“Mentoring”](#) is an interaction that takes place between young persons (i.e., mentees) and older or more experienced persons (i.e., mentors) who are acting in a nonprofessional helping capacity to provide support that benefits one or more areas of the mentee’s development.

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

[“Monthly Outputs”](#) is an indicator referring to unduplicated Index Youth served monthly.

[“Non-Responsive”](#) means the designation for when an Application’s noncompliance with a material aspect of the RFA results in the Application’s exclusion from Grant award consideration.

[“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 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 Grant, a Participant is a member of a Family or household who is eligible to receive PEI programming and is receiving programming under this Grant. Used interchangeably with the term [“Client”](#) for this RFA.

[“Participant Case Record”](#) is any documentation and materials in both the electronic file and external file associated with a specific case.

[“PEI”](#) is the Prevention and Early Intervention Division of DFPS.

[“PEI Program Staff”](#) are employees who work for the Department of Family and Protective Services, Prevention and Early Intervention Division.

[“PEIRS Enrollment ID”](#) is the unique identification number for the full enrollment that is generated after a new enrollment is saved in PEIRS.

[“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 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”](#) or [“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 Youth and is the person who is the primary Participant involved in FAYS program offerings.

[“Priority Characteristics”](#) are traits that identify the Youth, Caregivers, or Families who may receive programming.

[“Program Model”](#) is the Evidence-Based Program, Promising Practice Program, or Evidence-Informed Program the Grantee implements.

[“Program Staff”](#) are employees working under the auspices of FAYS Grantees, including Subawardees and volunteers who will be providing support and programming to Youth or their Families.

[“Project Work Plan”](#) or [“PWP”](#) is the documentation of how the Grantee will implement and operate the FAYS Grant to achieve the Performance Measures outlined in the Grant Agreement.

[“Promising Practice Program”](#) is a Program Model that meets the following criteria:

- A. Has an active impact evaluation program or demonstrates a schedule for implementing an active impact evaluation program;

- B. Has been evaluated by at least one Outcome-based study demonstrating effectiveness or random, controlled trial in a homogeneous sample;
- C. Substantially complies with a program manual or design that specifies the purpose, Outcomes, duration, and frequency of the program services;
- D. Employs well-trained and competent Program Staff and provides continual relevant professional development opportunities; and
- E. Is research-based and grounded in relevant, empirical knowledge, and program-determined Outcomes.

“Protected Health Information” or “PHI” is information protected by the HIPAA Privacy Rule providing federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes.

“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.

“Referral” is the process whereby a Grantee provides Families with recommended external programming or resources that extend beyond the programming the Grantee provides through this RFA.

“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.

“Region” is the Texas DFPS Regions 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and 11.

“Responsive” is the designation for when HHSC and DFPS determine that an Application complies with all material aspects of the RFA, including that Applicant has submitted all required documents.

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

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

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

[“Service Delivery Area”](#) or [“SDA”](#) means the counties within which the Applicant proposes to provide FAYS programming.

[“Service Planning and Service Coordination”](#) is a type of engagement that may include checking on Families in person or virtually, delivering Basic Needs Support or Family support items, coordinating support services, identifying issues, and providing other related support. Service Planning and Service Coordination may also include providing individualized support or coaching to Caregivers navigating a system or process.

[“Standards of Quality for Family Strengthening and Support”](#) are a tool for planning, providing, and assessing quality programming. They establish how two key frameworks in the Family Strengthening and Support field, the Principles of Family Support Practice developed by Family Support America and the Strengthening Families Framework and Approach developed by the Center for the Study of Social Policy, can be applied together programmatically. The Standards demonstrate and measure how to work with Families with a family-centered, strengths-based, multigenerational approach to support them to build research-based, evidence-informed Protective Factors that increase family stability, enhance child development, and reduce child abuse and neglect.

[“State”](#) is the State of Texas and its instrumentalities, including HHS, DFPS, and any other State Agency or its officers, employees, or authorized agents.

[“State Agency”](#) is an agency of the State of Texas as defined in Texas Government Code §2056.001.

[“Subaward”](#) is a written agreement that assigns portions of a Grantee’s obligations to a third party the Grantee selects. The third party assumes some of the Grantee’s obligations while the Grantee remains completely responsible for all actions the Subawardee performs. Subaward may be used interchangeably with the term [“Subcontract”](#) or [“Subgrant”](#) for this RFA.

[“Subawardee”](#) is any entity that has entered into a Subaward with the Grantee to assume some of the Grantee’s obligations. Used interchangeably with the term [“Subcontractor”](#) or [“Subgrantee.”](#)

[“Theory of Change”](#) is a specific methodology for planning, participation, and evaluation that Youth- and Family-serving organizations use to define long-term program goals and intended Outcomes and then map back to illustrate and identify necessary preconditions to achieve change. A Theory of Change methodology meets the following criteria:

- A. Illustrates how the activities are designed to explicitly bring about change, as well as other external factors that influence program effectiveness;
- B. Explicitly shows how activities achieve meaningful and measurable results; and
- C. Draws on relevant research and theory, illustrating the validity of the program design and how the activities align with local needs, contexts, and circumstances.

“[Uniform Terms and Conditions](#)” are the terms and conditions that govern any Application to this RFA and any Grant Agreement resulting from this RFA.

1.3 AUTHORITY

DFPS is requesting Applications under its authority in [Texas Human Resources Code §40.058](#) and [Texas Family Code §§264.301 and 264.302](#).

ARTICLE II. SCOPE OF GRANT AWARD

2.1 PROGRAM BACKGROUND

- A. PEI partners with community-based programs and agencies across the State to provide a variety of opportunities to promote positive Outcomes for Children, Youth, and Families. These programs are free of charge to the public, and participation is voluntary. As part of its array of prevention programming, PEI funds community-level Family and Youth Success (FAYS) programming in all 254 Texas counties.
- B. FAYS is the longest-standing prevention program PEI administers. Implemented in 1983, the program has expanded in scope and coverage to be a statewide program that offers programming in all 254 Texas counties. In fiscal year (FY) 2020, after much research, feedback, and deliberation, PEI rebranded the Services to At-Risk Youth (STAR) program as FAYS. While STAR evolved to meet the needs of Texas Youth and Families, the name inadvertently conveyed the presumption of a problem within the Family or with the Youth. The newly named FAYS Program truly embodies the intent of the program to build on the strengths of both Caregivers and Youth to promote strong Families and resilient Youth, whatever that might look like for each Family.
- C. The FAYS program addresses Family conflict and everyday challenges while promoting strong Families and Youth resilience. Some current topics FAYS addresses include bullying, school attendance, coping with divorce, and building healthy Family relationships. Across the State, FAYS partners with Families with Children 6-17 years of age; however, in some communities with identified need, FAYS Grantees will provide programming to Families with younger Children.
- D. The program (formerly STAR, now FAYS) is guided by statute from Texas Family Code [§264.301](#) and [264.302](#), which state the following:

Section 264.301, SERVICES FOR AT-RISK YOUTH:

- (a) The department shall operate a program to provide programming for children in at-risk situations and for the families of those children.
- (b) The services under this section may include:
 - (1) crisis family intervention;
 - (2) emergency short-term residential care;
 - (3) family counseling;

- (4) parenting skills training;
- (5) youth coping skills training;
- (6) mentoring; and
- (7) advocacy training.

Section 264.302, EARLY YOUTH INTERVENTION SERVICES.

- (a) This section applies to a child who:
 - (1) is 7 years old or older and under 17 years old; and
 - (2) has not had the disabilities of minority for general purposes removed under Chapter 31.
- (b) The department shall operate a program under this section to provide programming for children in at-risk situations and for the families of those children.
- (c) The department may not provide programming under this section to a child who has:
 - (1) at any time been referred to juvenile court for engaging in conduct that violates a penal law of this state of the grade of felony other than a state jail felony; or
 - (2) been found to have engaged in delinquent conduct under Title 3.
- (d) The department may provide programming under this section to a child who engages in conduct for which the child may be found by a court to be an at-risk child, without regard to whether the conduct violates a penal law of this state or the grade of felony other than a state jail felony, if the child was younger than 10 years old at the time the child engaged in the conduct.
- (e) The department shall provide programming for a child and the child's family if a contract to provide programming under this section is available in the county and the child is referred to the department as an at-risk child by:
 - (1) a juvenile court or probation department as part of a progressive sanctions program under Chapter 59;
 - (2) a law enforcement officer or agency under Section 52.03; or
 - (3) a justice or municipal court under Article 45.057, Code of Criminal Procedure.
- (f) The services under this section may include:
 - (1) crisis family intervention;
 - (2) emergency short-term residential care for children 10 years of age or older;
 - (3) family counseling;
 - (4) parenting skills training;
 - (5) youth coping skills training;
 - (6) advocacy training; and
 - (7) mentoring.

2.2 GRANT OVERVIEW

2.2.1 Available Funding

- A. DFPS estimates the total amount of funding for the FAYS Grant is \$24,408,007 per State of Texas fiscal year.
- B. DFPS anticipates making 25 to 30 awards. Annual awards per individual Grant typically range between \$300,000 and \$600,000 but will vary based on Service Delivery Area. The smallest current five-year award is \$1,800,000 for three counties, and the largest current five-year award is \$22,000,000 for 31 counties. Applicant can refer to **Exhibit D, Service Delivery Area Awards** for information concerning current Service Delivery Areas funded with FAYS Grants. **Exhibit D** is for context only and DFPS makes no guarantee that funding will continue in these areas at the same level.
- C. To account for a potential extension and increases to available funding, DFPS values this RFA at up to \$202,500,000. DFPS may not fully fund Applications to ensure that funds are available for the broadest possible array of communities. DFPS will award only one Applicant per Service Delivery Area (SDA) for this RFA.
- D. Applicants must use **Exhibit E, Projected Expenses and Proposed Unit Rates** to project expenses for the 12-month period beginning September 1, 2023, through August 31, 2024.
- E. DFPS funds FAYS primarily with State general revenue and funds from U.S. Department of Health and Human Services Assistance Listing number 93.556, Promoting Safe and Stable Families. DFPS determines the exact distribution between State and federal funding at the end of each fiscal year. DFPS will provide the Grantee, in writing, the exact amount of federal or State dollars paid to Grantee upon written request from the Grantee. DFPS reserves the right to fund this RFA with other federal sources during the life cycle of the Grant. DFPS considers the Grantee a subrecipient.
- F. DFPS reserves the right to increase, decrease, or cancel funding for Grantees at any time during the Period of Performance. Any change in number of awards or funding amounts is at DFPS's sole discretion.

2.2.2 Fee-For-Service Grant

- A. DFPS will pay Grants awarded from this RFA primarily on a Fee-For-Service basis. Applicants will use **Exhibit E, Projected Expenses and Proposed Unit Rates** to develop a budget that incorporates cost factors that will contribute to the development of no more than four proposed unit rates. Proposed unit rates must cover all direct and indirect costs for the Grant that are allowable, reasonable, and necessary.

- B. DFPS will pay a portion of this Grant with a cost reimbursement component for ancillary expenses such as travel, Basic Needs Support, Program Model curriculum and trainings (for any new Program Model during Period of Performance), and disaster response. For reimbursed expenses, Grantees must incur the cost before DFPS will reimburse Grantees for actual expenses. DFPS will only reimburse for those actual, allowable, and allocable expenses that occur within the Period of Performance. DFPS will determine the cost reimbursement budget for ancillary expenses during negotiations for Applicants selected for award.
- C. DFPS will negotiate final unit rates with the selected Applicants. For additional information about unit rates and projected costs, see **Exhibit F, FAYS Cost Considerations**.

2.2.3 Period of Performance

- A. The Period of Performance for this Grant is five years and expected to begin **September 1, 2023** and be effective through **August 31, 2028**.
- B. DFPS anticipates that the base term of any Grant Agreement resulting from this RFA shall be for a period of five years. 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 or transition to a new Grantee.
- C. DFPS will only reimburse for allowable expenses per [Texas Grant Management Standards](#) that occur within the Period of Performance. No pre-award spending will be permitted. If awards incorporate federal funds, then Grantees must also adhere to the cost principles described in [2 CFR 200, Subpart E](#).

2.2.4 Service Delivery Area

- A. DFPS intends to award Grants to ensure service provision to all 254 Texas counties. Under this RFA, Applicant may propose a Service Delivery Area (SDA) of one or more counties per Application. The proposed SDA is at the Applicant's discretion. Applicant must define and describe its selected SDA. Only one Applicant will be selected to provide programming within each county. DFPS may request an Applicant add or remove counties from the SDA during negotiations.
- B. Applicant will develop an appropriate array of programming within the SDA to meet Participant needs, including office locations, community locations, and, where appropriate, delivery of programming at a Participant's home. Applicant should use [Community Maltreatment Risk Maps](#) when developing program array within the SDA. The Community Maltreatment Risk Maps are tools that use risk mapping and geographically based risk and

resiliency models to illustrate the distribution of maltreatment rates in the State by county and ZIP Code.

2.3 ELIGIBLE APPLICANTS

To be eligible to apply to this RFA, an Applicant must be a public or private entity, including counties, municipalities, or other political subdivisions of the State.

2.4 PROGRAM OBJECTIVES

A. The goal of FAYS is to support Family well-being, address everyday challenges, and promote strong Families and Youth resilience. The FAYS Program enhances Protective Factors in Families and communities.

B. The FAYS Program encompasses an array of Family support programming such as counseling, curriculum-based sessions, group skills training, and support programming including Service Planning and Service Coordination or Basic Needs Support. Programming offered under FAYS must meet the DFPS goal of increasing Protective Factors in Youth, Families, and communities.

1. Protective Factors, as described by the [FRIENDS National Center for Community-Based Child Abuse Prevention](#), are typically organized into the following assets:

- a. Knowledge of Parenting
- b. Concrete Supports
- c. Resiliency
- d. Nurturing and Attachment
- e. Social Support
- f. Children's Social and Emotional Competence

2. According to the [FRIENDS National Center for Community-Based Child Abuse Prevention](#):

“Research has shown that the promotion of protective factors is a key intervention strategy that can improve social and emotional well-being in children and youth. Children who have experienced or are at risk for maltreatment, trauma, and/or exposure to violence can be a highly vulnerable population, however outcomes for children can substantially improve by helping children and their families build protective factors...Early work in protective factors focused on early childhood, but over time, work has extended to understanding the impact of protective factors over the lifecycle and how they can be built in individuals, Families, and communities. The research and efforts across the field continue to expand and develop...There are many organizations engaged in defining a protective factors framework, including the Administration for Children, Youth, and Families; the Centers for Disease Control and Prevention, and the Center for the Study of Social Policy/Strengthening Families.”

- C. Applicants must propose a comprehensive array of programming to increase Protective Factors in Youth, Families, and communities. Applicant should develop recommended programming based on the needs and gaps in the Service Delivery Area as identified in the Community Strengths and Needs Assessment (CSNA). The Logic Model should also guide and inform proposed programming to reach proposed Outcomes for Youth and Families.

2.5 SCOPE OF WORK

- A. The Grantee agrees to adhere to the requirements outlined in **Article II, Scope of Grant Award** in providing programming to Participants under this Grant.
- B. The Applicant must propose programming to meet the objectives described in **Section 2.4, Program Objectives**.
- C. At the time of Application submission, Applicant will detail their proposed FAYS programming in the following documents:
 1. **Exhibit G, Project Work Plan** (template provided)
 2. **Exhibit G-1, Texas Map SDA**
 3. **Exhibit G-2, CSNA**
 4. **Exhibit G-3, Logic Model**
 5. **Exhibit G-4, Agency Organization Chart**
 6. **Exhibit G-5, FAYS Program Chart**
 7. **Exhibit G-6, Subawardee Organization Chart** (if applicable)
 8. **Exhibit G-7, PEI Program Model Ranking Tool** (template provided)
 9. **Exhibit G-8, Subawardee Risk Assessment Tools** (if applicable)
 10. **Exhibit G-9, Subawardee Monitoring Tools** (if applicable)

See **Section 5.1.3, Project Work Plan** and **Exhibit G, Project Work Plan** for details on the attachments, **Exhibit G-1, Texas Map SDA**, through **Exhibit G-9, Subawardee Monitoring Tools**.

- D. Grantees must submit **Exhibit G, Project Work Plan** to PEI each year of the Grant Agreement. Grantees must also submit **Exhibit G** attachments (**Exhibit G-1, Texas Map SDA** through **Exhibit G-9, Subawardee Monitoring Tools**) if there are changes from the previous year of the Grant Agreement.

2.5.1 Community Strengths and Needs Assessment

- A. The CSNA is an assessment the Applicant develops and uses to identify community strengths, needs, assets, and gaps in available Family and Youth programming to determine the most appropriate priorities and program array for the Applicant's FAYS Program. For the purposes of the CSNA, the term "community" refers foremost to the proposed SDA.

Applicant must complete and submit a CSNA as **Exhibit G-2, CSNA** to identify community needs for strengthening Families. CSNA could be a collaborative effort involving Community Coalitions, Youth, and Caregivers who reside in the proposed SDA.

B. CSNA Guidelines

The Applicant should:

1. Develop a prioritized list of recommended programming based on the needs and gaps identified in the CSNA;
2. Use the list of recommendations provided below to design the CSNA and inform the overall FAYS Program;
3. Focus on supporting Families and promoting the Protective Factors;
4. Describe the need for programming for Youth and their Caregivers within the community;
5. Recommend opportunities that do not duplicate activities or programming already provided in the proposed SDA through other funding sources;
6. Recommend programming and activities to fill gaps in programming or complement other programming offered in the proposed SDA;
7. Include justification and relevant data if Applicant is proposing to serve Participants 0-5 years old;
8. Relate and analyze all information gathered in the CSNA in terms of the issues in the SDA that impact Youth and Families;
9. Include proposed SDA background information, typically gathered through community data collection (e.g., demographics, Community Maltreatment Risk Maps, local historical context);
10. Identify the local assets, strengths, and Protective Factors in place within the SDA;
11. Submit a CSNA that covers all counties within the proposed SDA. This may be submitted as one combined CSNA or multiple CSNAs. Combined CSNAs should include all components listed above for all counties within the proposed SDA;
12. Identify which Youth in the proposed SDA are disproportionately referred to the juvenile justice system and characteristics of Youth who have the potential to be underrepresented in the program. If an Applicant has previously served Youth in a proposed service area, the CSNA should identify characteristics of the population served (race, ethnicity, gender) relative to community Youth characteristics. Texas Juvenile Justice Department (TJJJ) data indicates that African American and Hispanic Youth are disproportionately referred to the juvenile justice system. In 2015, African American Youth in Texas were three times more likely to be referred to the juvenile justice system despite being a third of the population size of their white counterparts, and Hispanic Youth in Texas are 50% more likely than their white counterparts to be referred to the system ([TJJJ, 2016](#)). Similarly, while the Texas Youth population is nearly split between males and females, nearly three quarters of

juvenile justice referrals are for male Youth ([TJJJ, 2019](#)). Using this data, the Applicant should outline plans for Youth recruitment and outreach to reach potentially underrepresented groups and how it will align programming in **Exhibit G, Project Work Plan**;

13. Make the CSNA publicly available to interested parties, through measures such as posting on the organization’s website, presenting in public forums or local workgroups, and distributing to community stakeholders;
14. Update and submit the CSNA per schedule outlined below, with specific dates to be determined or as otherwise determined by DFPS; and

With submission of RFA Application (November 2022)	Submit Initial CSNA attached to <u>Exhibit G, Project Work Plan</u> and labeled as <u>Exhibit G-2, CSNA</u>
Fiscal Year 2024 (Sept. 2023 – August 2024)	Implement CSNA Action Plan
Fiscal Year 2025 (Sept. 2024 – August 2025)	Implement CSNA Action Plan
Fiscal Year 2026 (Sept. 2025 – August 2026)	Updated CSNA due in Spring 2026
Fiscal Year 2027 (Sept. 2026 – August 2027)	Implement CSNA Action Plan
Fiscal Year 2028 (Sept. 2027 – August 2028)	Implement CSNA Action Plan

15. If the updated CSNA reveals that any programming or activities no longer meet community needs, the Grantee must identify new programming or activities in the Conclusions, Recommendations, and CSNA Action Plan component of the CSNA. If programming continues to be a good match for the community’s needs, the Grantee may continue to provide those program opportunities.

C. Essential CSNA Components

PEI requires all the following components to be included in the Applicant’s CSNA, as outlined in **Exhibit H, FAYS CSNA Tool Kit**:

1. **Title Page** provides the Applicant’s name and title and the date;
2. **Introduction** provides background information as to the CSNA’s purpose, history, area of focus, and time frame and any sponsors, supporters, and partners;
3. **Service Delivery Area Description** provides a comprehensive overview of the SDA’s history, demographics, geography, map, and any other key data points;
4. **Data Collection Methods** describes how and where the data was collected, including from whom and a description of the instrument(s) or data collection tool questions;

5. **Data Analysis** provides an overview of how the data was analyzed. This overview should be appropriate for the CSNA’s audience, for example, “Program Staff analyzed interview notes for common themes.”;
6. **Results** includes a discussion and illustration of findings and a comparison to county-, regional-, state-, or national-level data. This section should be the bulk of the CSNA and should address gaps in programming;
7. **Implications of Findings** discusses the identified needs, including how those needs were prioritized and how they impact the community;
8. **Conclusions, Recommendations, and CSNA Action Plan** includes a recap of the CSNA’s purpose, its primary findings, and any limitations. This section describes how the results should shape FAYS programming to address issues or facilitate community collaborative efforts to improve the community. Conclusion must include recommendations and the associated CNSA Action Plan. The CSNA Action Plan is a narrative that outlines next steps for implementing recommendations from the CSNA to better align future FAYS activities and program opportunities with community needs;
9. **References** provides a complete list of references; and
10. **Appendices** could include data collection instruments (not data), lists of community partners or sponsors, recruitment materials, maps, data tables, etc.

D. Data Collection Methods and Data Sources

1. Applicant should use a variety of methods to collect data for the CSNA, including focus groups, surveys (online, paper, mailed, or telephone), community forums, interviewing key informants, existing data from schools, etc.;
2. Applicant should gather information from the community and not just existing FAYS Participants and stakeholders; and
3. Applicant should use a variety of data sources to complete the CSNA. Suggested data sources include, but are not limited to:
 - a. PEI and UT Population Health Community Maltreatment Risk Maps, <https://www.maltreatment-risk.txsafebabies.org/>;
 - b. Office of Juvenile Justice and Delinquency Prevention, www.ojjdp.ojp.gov;
 - c. Census information, <https://census.gov/>;
 - d. Bureau of Labor Statistics, <https://www.bls.gov>;
 - e. County Health Rankings, <https://www.countyhealthrankings.org>;
 - f. Data from Texas State Agency sources (Texas Juvenile Justice Department, Texas Department of State Health Services, Texas Education Agency, etc.); and
 - g. **Exhibit H, FAYS CSNA Tool Kit** for additional data sources.

2.5.2 Logic Model

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. A good Logic Model demonstrates the Applicant's program Theory of Change in a measurable format.

- A. Each Applicant should submit a Logic Model for its FAYS Program with the Application attached to **Exhibit G, Project Work Plan** and labeled **Exhibit G-3, Logic Model**.
- B. Applicant may use any Logic Model format. Suggested sources for development of a Logic Model include, but are not limited to:
 1. W.K. Kellogg Foundation, [Kellogg Foundation-Logic Model Development Guide](#);
 2. Family Resource Information, Education, and Network Development Service, <https://friendsnrc.org/evaluation/logic-models/>; and
 3. The University of Kansas, <https://ctb.ku.edu/en/table-of-contents/overview/models-for-community-health-and-development/logic-model-development/main>.
- C. Applicants should update the Logic Model when any component changes such as program activities or resources, or at least annually with annual submission of the Project Work Plan.

2.5.3 Eligible Population

- A. The eligible population is:
 1. Families with Youth 6-17 years old who could benefit from FAYS programming designed to promote strong Families and Youth resilience;
 2. An 18-year-old Youth may participate in FAYS if they enrolled in the program prior to turning 18. This Youth's program participation will conclude when the Youth has met program goals or at the end of the fiscal year, whichever comes first;
 3. Families with Youth 0-5 years old if the Grantee can demonstrate the need to serve the additional age group through the CSNA;
 4. Youth whose cases are pre-adjudicated or informally adjudicated, or whose adjudication has been deferred, are eligible for FAYS programming;
 5. Youth who have been adjudicated and convicted of either a misdemeanor or state jail felony offense are **NOT** eligible for FAYS programming;
 6. Youth in the conservatorship of DFPS (named in a Child Protective Services [CPS] referral or open case) are eligible to receive FAYS programming if the Intake and assessment process indicates the Youth would be appropriately served by available programming. FAYS programming should not be duplicative of other DFPS services provided to the Youth;
 7. Participants with a current or previous history with Child Protective Investigations (CPI) or CPS are eligible to be served; however, outreach efforts must focus on those with priority characteristics who have not been previously involved with CPI or CPS. It is intended that the bulk of recipients of FAYS programming not have a confirmed

or open CPI or CPS case as the FAYS Program has a focus on primary and secondary prevention. DFPS may monitor the number of Participants served under a Grantee's program that have a history with CPI or CPS; and

8. PEI reserves the right to alter eligibility criteria during the Period of Performance.

B. To be eligible to participate in Grantee's FAYS program, Youth must exhibit at least two of the following priority characteristics:

1. Behavioral concern
2. Current or former military connection
3. Current or past alcohol abuse – Caregiver
4. Current or past alcohol abuse – Index Youth
5. Current or past child maltreatment or child welfare involvement
6. Current or past conflict at school
7. Current or past criminal justice involvement – Index Youth*
8. Current or past domestic or interpersonal violence
9. Current or past use or abuse of other substance – Index Youth
10. Developmental delay or disability – Caregiver
11. Developmental delay or disability – Index Youth
12. Family dynamics or structure concern*
13. Family or household conflict*
14. High stress level*
15. Homeless or runaway*
16. Household contains an enrollee who is pregnant and under 21*
17. Household has a Child with developmental delays or disabilities
18. Household has a history of alcohol abuse or a need for alcohol abuse treatment
19. Household has a history of substance abuse or needs substance abuse treatment
20. Low school attainment – Caregiver
21. Low-income household
22. Mental health concern – Caregiver
23. Mental health concern – Index Youth
24. Parenting skills concern
25. School engagement concern*
26. Social support concern

* Grantee should give priority to serving Youth with characteristics denoted with an asterisk.

2.5.4 Participant Requirements

The awarded Grantee agrees to adhere to all the following conditions for FAYS:

A. All Participants must enter the program voluntarily. Voluntarily means that the Family or Youth must not be coerced, court ordered, or mandated to participate in FAYS.

- B. Grantee cannot charge Participants a fee for participating in FAYS or for any FAYS participation-related costs.
- C. Grantee must provide programming to Families without regard to their economic status.
- D. The average number of unduplicated Index Youth served monthly must meet the minimum established in the Grant Agreement. An unduplicated Index Youth is an Index Youth with a unique PEIRS Enrollment ID number who is only counted one time per month for monthly Output and one time during the State fiscal year for the annual Output.

2.5.5 Organizational Qualifications and Requirements

Applicant should meet the following qualifications:

- A. Applicant should have at least five years of experience providing prevention programs to Youth and Families including experience in developing and managing family-focused, community-based, short-term service programs.
- B. Applicant should have at least five years of experience managing budgets and grants or contracts for social services and demonstrate that the organization is competent in managing and budgeting its programs; this could be demonstrated with monitoring reports from any Texas State Agency or federal funding entity or with audits performed on Applicant's organization in the past five years.
- C. Subawardees must have at least two years of experience providing programs to Youth and Families.

2.5.6 Organizational Competence

Applicant should propose and implement improvements to its organization to further the goals of competently supporting FAYS Participants by promoting the Protective Factors in Families and communities. Areas to address should include the following:

- A. Strategically hire Program Staff. The most effective staffing structure for competently supporting FAYS Participants incorporates intentional recruitment of Program Staff with diverse backgrounds, demographics, and experience supporting Families;
- B. Strategically hire organizational leadership. Organizational leadership should have diverse backgrounds, demographics, and experiences and be reflective of the community served;
- C. Make support available to all Family members through FAYS program sites that are easy to get to and have flexible hours;
- D. Cultivate FAYS Participant voices and perspectives;

- E. Brand the FAYS program and recruitment materials in ways that resonate with Families in their communities;
- F. Conduct strategic outreach to include engaging Participants in outreach strategies such as word-of-mouth and culturally relevant promotional campaigns;
- G. Involve FAYS Program alumni in FAYS activities and program development;
- H. Acknowledge and respect the diversity of Youth and Families, including their cultural traditions, languages, values, socioeconomic status, Family structures, sexuality, gender identification, religion, individual abilities, and other aspects;and
- I. Promote diversity, equity, and inclusion as an organizational priority. Examples could include: developing an action plan for diversity, equity, and inclusion; conducting employee trainings; reviewing and revising policies and procedures; or conducting an annual equity assessment.

2.5.7 Staffing Requirements

The Applicant must 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 that includes minimum educational or experience requirements for direct service staff, administrative staff, Subawardee staff, and volunteers.

If the Applicant elects to enter into a Subaward for any programming, the same minimum staffing qualifications apply to Subawardee staff. The Program Staff who are primarily responsible for delivering the direct service programming and related components must be adults 18 years or older.

A. Staffing plan, at a minimum, should include the following requirements for all Program Staff:

- 1. Appropriate labor skill set;
- 2. Minimum education and experience requirements;
- 3. Detailed position descriptions;
- 4. Comprehensive employee training plan; and
- 5. Succession plan for all program positions.

B. The Applicant should develop a staffing structure for their FAYS program that encompasses the roles and qualifications outlined in **Section 2.5.8, Program Staff Roles and Qualifications**.

C. PEI does not require separate positions for each of these roles. Applicants may assign duties as a full-time or part-time position based on program size and scope.

D. PEI reserves the right to authorize each position funded under the Grant.

2.5.8 Program Staff Roles and Qualifications

Applicant may decide to assign the responsibilities and activities, as detailed below, to an existing role or position, or Applicant may propose a dedicated role depending on the size and scope of the overall FAYS Program. If the Applicant is not creating a dedicated role for the staff positions detailed below, the Applicant must integrate these activities into the roles of other managers who meet the qualifications listed below. Applicant must have a clear organizational structure with program director and financial manager responsibilities clearly accounted for and assigned to the qualified Program Staff.

A. Program Director

The program director role, or equivalent position, is the primary program contact and is responsible for program oversight, all program activities and offerings, and supervision.

1. Qualifications

a. The program director should:

- i. Have a bachelor's degree, at minimum, in a relevant field;
- ii. Have three years of relevant program management and supervisory experience; and
- iii. Have experience with performance evaluation, data analysis, reporting, and Youth and Family programming.

b. Applicant may substitute experience for education on a year-for-year basis if the person holding the program director position does not have a bachelor's degree.

2. Responsibilities and Activities

a. The program director is responsible for the following activities:

- i. Serve as primary FAYS program contact and liaison;
- ii. Provide program oversight, to include managing operations, supporting and monitoring performance related to the project, and planning for improvements where needed;
- iii. Ensure that program operations and activities adhere to all applicable policies, procedures, and guidelines required by the Grantee, the FAYS Grant, and selected Program Model(s);
- iv. Ensure that FAYS Program goals are met, especially related to Deliverables, Outputs, and processes;
- v. Assist in budget planning, ensuring that the budget aligns with program goals and operations;
- vi. Hire, train, and supervise project staff;
- vii. Ensure regular administrative supervision and Reflective Supervision of direct service staff; and

- viii. Ensure proper clinical consultation and oversight for counselors if applicable.

B. Financial Manager (if applicable)

The financial manager role, or equivalent position, is the primary financial contact.

1. Qualifications

- a. The financial manager should have a bachelor's degree or higher in a relevant field such as accounting or finance with a minimum of two years of work experience in accounting and have proficient skill in automated accounting system(s) and Microsoft Excel.
- b. Applicant may substitute experience for education on a year-for-year basis if the person holding the financial manager position does not have a bachelor's degree.

2. Responsibilities and Activities

The financial manager is responsible for the following activities:

- a. Serve as the primary financial contact and liaison;
- b. Assist in budget planning to ensure that the budget is aligned with program goals and operations; and
- c. Provide financial oversight of the Grant.

C. Data Support

The data entry support role, or equivalent position, is responsible for timely and accurate data entry into PEIRS.

1. Qualifications

The data support role should:

- a. Have a high school diploma or higher;
- b. Have relevant work experience; and
- c. Have a minimum of two years of relevant data entry experience.

2. Responsibilities and Activities

The data support role is responsible for the following activities:

- a. Assist with Performance Measure tracking, data analysis, and reporting;
- b. Coordinate with the program director;
- c. Ensure accurate data entry into PEIRS;
- d. Enter all data for a specific month into the system no later than 30 calendar days following the close of the month in which an enrollment occurred, programming was provided, or Participant was discharged; and
- e. Enter data prior to the 30 calendar days following the close of the month to meet billing requirements.

D. Standards of Quality for Family Strengthening and Support Coordinator (Quality Coordinator)

The quality coordinator oversees and manages the Standards of Quality for Family Strengthening and Support initiative and implementation processes for the Grantee and all Subawardees (if applicable).

1. Qualifications

The quality coordinator should:

- a. Have relevant experience; and
- b. Have a high school diploma; PEI prefers an associate or bachelor's degree.

2. Responsibilities and Activities

The quality coordinator is responsible for the following activities:

- a. Manage planning and implementing the Standards of Quality, including conducting the program self-assessment and completing and submitting required Deliverables;
- b. Schedule trainings for identified staff and stakeholders;
- c. Coordinate and lead Program Staff through the program self-assessments;
- d. Manage implementation plan and activities; and
- e. Prepare and submit required Deliverables.

E. Family Support Specialist

The family support specialist may provide Family and individual sessions, curriculum-based parent and Youth skills groups, and other approved programming.

1. Qualifications

a. The family support specialist should:

- i. Have a bachelor's degree; and
- ii. Have at least one year of relevant program experience.

b. Applicant may substitute experience for education on a year-for-year basis if the person holding the family support specialist position does not have a bachelor's degree.

2. Responsibilities and Activities

The family support specialist is responsible for the following activities:

- a. Report to appropriate supervisor;
- b. Complete required training necessary to deliver program curriculum;
- c. Complete required program documentation; and
- d. Conduct other approved duties as determined by the Grantee.

F. Counselor

A counselor may provide Family and Individual Counseling and any other approved programming.

1. Qualifications

a. Counselor should be licensed in one of the following:

- i. Licensed Master of Social Work;

- ii. Licensed Clinical Social Worker;
- iii. Licensed Professional Counselor;
- iv. Licensed Professional Counselor-Associate;
- v. Licensed Marriage and Family Therapist;
- vi. Licensed Marriage and Family Therapist-Associate;
- vii. Licensed Psychological Associate; or
- viii. Licensed Psychologist.

b. Counselor should have at least one year of experience in counseling or direct service practice.

2. Responsibilities and Activities

The counselor is responsible for the following activities:

- a. Report to appropriate supervisor;
- b. Complete required training necessary to deliver program curriculum or counseling modality;
- c. Complete required program documentation; and
- d. Conduct other Grantee determined approved duties.

2.5.9 Organizational Training Requirements

A. To ensure that the following training requirements are met, Applicant should submit a training plan that includes both initial and ongoing training for all Program Staff including volunteers, Subaward employees, and anyone else working on the Grant. Staff training must include the following competencies:

- 1. New employee orientation;
- 2. Diversity, equity, and inclusion trainings (required annually; topics are at the discretion of the organization but could include cultural competencies);
- 3. Evidence-Based or Promising Practice Program training (when appropriate);
- 4. Standards of Quality for Family Strengthening and Support (when appropriate); and
- 5. Additional training topics may include, but are not limited to:
 - a. Healthy relationships;
 - b. Effective collaboration;
 - c. Effective group facilitation;
 - d. Ethics;
 - e. Child and Youth development;
 - f. Positive Youth development;
 - g. Protective Factors;
 - h. Crisis intervention;
 - i. Trauma-Informed care;
 - j. Mental Health First Aid Training;
 - k. Referrals and service connections;
 - l. Substance use;

- m. Internet safety for Youth;
 - n. Case documentation;
 - o. Case management;
 - p. Bullying; and
 - q. Suicide prevention and postvention.
- B. Grantee must participate and involve appropriate staff in webinars, trainings, and conference calls, including the annual Partners in Prevention (PIP) conference, as required by PEI.
- C. Grantee must develop and follow processes to track all required training in personnel files. All training must be noted in the regular program quarterly reports.
- D. Subawardees performing programming under this Grant must meet the same training requirements.

2.5.10 General Program Requirements

Applicants should refer to **Section 2.5.11, FAYS Programming** to propose programming in **Exhibit G, Project Work Plan**. Proposed programming should be based on the needs and gaps in the Service Delivery Area as identified in the Community Strengths and Needs Assessment and include evidence-based programming. The Logic Model should also guide and inform proposed programming.

A. Evidence-Based Program

1. The Applicant must complete and submit **Exhibit G-7, PEI Program Model Ranking Tool** for any proposed Program Model or curriculum with the Application. If the Applicant's proposed Program Model is listed on a clearinghouse as Evidence-Based, the Applicant only needs to complete Section I of **Exhibit G-7**. Although the Applicant must propose to deliver at least one Evidence-Based Model, additional supportive programming may be allowed. Applicant should refer to **Exhibit S, PEI-Approved Program Models** for a list of approved Program Models.
2. The following is a non-comprehensive list of possible Evidence-Based clearinghouses, databases, and resources for consideration when selecting an Evidence-Based Model:
 - a. [Results First Clearinghouse Database](#);
 - b. [Substance Abuse and Mental Health Services Administration](#);
 - c. [California Evidence-Based Clearinghouse for Child Welfare](#);
 - d. [Youth.gov Program Directory](#);
 - e. [The Office of Juvenile Justice and Delinquency Prevention's \(OJJDP\) Model Programs Guide](#);

- f. [The U.S. Department of Education “What Works” Clearinghouse](#);
 - g. [Title IV-E Prevention Services Clearinghouse](#);
 - h. Program Models listed on **Exhibit S, PEI-Approved Program Models**; or
 - i. Evidence-Based Models rated “promising or higher” on any other database or clearinghouse entities that rank Evidence-Based Models that result in positive Outcomes for Youth.
3. The Applicant must describe in their Application how the proposed Evidence-Based Model will meet the needs in the SDA with fidelity to the Program Model.

B. Standards of Quality for Family Strengthening and Support Requirements

1. Grantees are required to implement the National Family Support Network (NFSN) Standards of Quality for Family Strengthening and Support (Standards) to strengthen organizational practices and quality of programming. The Standards aim to encourage continual program quality improvement and create a standard language across Grantees. Research shows program quality is indicative of achieving positive Outcomes. The Standards demonstrate and measure how to work with Families with a family-centered, strengths-based, multigenerational approach to support them to build research-based, evidence-informed Protective Factors that increase Family stability, enhance Child development, and reduce child abuse and neglect. To learn more about NFSN’s Standards of Quality for Family Strengthening and Support see the [National Family Support website](#).
2. At a minimum, Grantees must:
 - a. Utilize the Standards of Quality for Family Strengthening and Support as a framework to assess and strengthen offerings and organizational practices.
 - b. Complete an annual implementation plan outlining activities related to the Standards of Quality for Family Strengthening and Support the Grantee will implement.
 - c. Conduct implementation activities to strengthen program and organizational practices.
 - d. Complete an annual Program Self-Assessment and identify at least two areas for strengthening and growth.
 - e. Complete training of Program Staff in the Standards of Quality within the first year and as needed thereafter. PEI will arrange and cover the cost for Standards of Quality training.
3. Deliverables related to the Standards of Quality for Family Strengthening and Support will be as follows:

Deliverable	Item	Due Date Each Fiscal Year
Deliverable 1	Implementation Plan	September 30
Deliverable 2	Implementation Activities (September-February)	March 30

Deliverable 3	Implementation Activities (March-August)	August 31
Deliverable 4	Program Self-Assessment	July 30

C. Telephone and Virtual Programming

PEI prefers face-to-face programming which should encompass most program delivery methods; however, Grantee may provide telephone and video programming. Applicants should address the following items, at a minimum, in their Application:

1. Describe policies and procedures for telephone and virtual programming and plan for assessing program quality.
2. Describe which programming can be provided by telephone or virtual platform and the platform to be used.
3. Describe how Parent/Youth Participant preference drives program delivery method.
4. Describe initial Intake procedures. PEI encourages in-person initial Intakes.

2.5.11 FAYS Programming

A. Applicant’s proposed programming should be based on the needs and gaps in the Service Delivery Area as identified in the Community Strengths and Needs Assessment.

Applicant should propose multiple programming options to build comprehensive support for Youth and Families. It is at the discretion of the Applicant to determine programming based on existing community resources and identified community needs. PEI must approve all proposed Program Models. The following are potential areas and programming options under this RFA (full descriptions below in B):

1. Caregiver education
 - a. Family Sessions
 - b. Caregiver Individual Sessions
 - c. Caregiver Skills Training-Group
2. Youth skills training
 - a. Youth Skills Training-Group
 - b. Youth Individual Sessions
3. Counseling
 - a. Family counseling
 - b. Individual counseling
4. Service Planning and Service Coordination
5. Academic support
6. Basic needs support
7. FAYS Express
8. Emergency Respite Care
9. Helpline
10. Transportation to FAYS programming

11. Child care in conjunction with FAYS programming
12. Universal Prevention and Community Awareness (UPCA)

B. Program Descriptions

1. Caregiver Education

a. Family Sessions and Caregiver Individual Sessions

PEI defines Family and Caregiver Individual Sessions as curriculum-based skills approach sessions designed to promote strong Families and Youth resilience. The purpose of Family and Caregiver Individual Sessions is to build skills, enhance Protective Factors, and promote resiliency. Family and Caregiver Individual Sessions are not a substitute for individuals who need intensive or long-term counseling or psychiatric care. Grantees must ensure the following:

- i. Include at least one Evidence-Based Program, which may include a PEI-approved Program Model.
- ii. **Exhibit G, Project Work Plan** must include a description of how each of the proposed Program Model will meet the needs of Caregivers and Families and how the selected Program Model will be used to fidelity.
- iii. Grantee must monitor for fidelity to the Program Model including adhering to delivery and oversight.

b. Caregiver Skills Training-Group

PEI defines Caregiver Skills Training-Group as a Program Model delivered to a group of adult Caregivers. Grantees must:

- i. Include a Program Model that is a Promising Practice Program or higher.
- ii. Describe in **Exhibit G, Project Work Plan** how the proposed Program Model will meet the needs of Caregivers as well as how the Applicant will implement the Program Model with fidelity.
- iii. Grantee must monitor for fidelity to the Program Model including adhering to delivery and oversight.

2. Youth Skills Training

a. Youth Skills Training-Group

PEI defines Youth Skills Training-Group as a curriculum delivered to a group of enrolled Youth. Grantees must:

- i. Include a Program Model that is a Promising Practice Program or higher.
- ii. Describe in **Exhibit G, Project Work Plan** how the proposed Program Model will meet the needs of Caregivers and be used with fidelity to the Program Model.
- iii. Grantee must monitor for fidelity to the Program Model including adhering to delivery and oversight.

b. Youth Individual Sessions

PEI defines Youth Individual Sessions as curriculum-based skills approach sessions designed to promote strong Families and Youth resilience. The purpose of Youth Individual Sessions is to build skills, enhance Protective Factors, and promote resiliency. Youth Individual Sessions are not a substitute for individuals who need intensive or long-term counseling or psychiatric care. Grantees must ensure the following:

- i. The family support specialist or counselor will work with the Youth to identify the presenting concern, subsequent concerns, and individual strengths.
 - ii. **Exhibit G, Project Work Plan** must include a description of how the proposed Program Model will meet the needs of Youth and Families and how the Applicant will implement the selected Program Model with fidelity.
 3. Counseling-Family and Individual Counseling
 - a. PEI defines Family and Individual Counseling as a therapeutic intervention designed to promote strong Families and Youth resilience. The purpose of Family and Individual Counseling is to build skills, enhance Protective Factors, and promote resiliency. Family and Individual Counseling is not a substitute for individuals who need intensive or long-term counseling or psychiatric care.
 - b. Grantees must ensure the following:
 - i. The counselor works with the Family and/or Youth to identify the presenting concern, subsequent concerns, and Family and individual strengths.
 - ii. **Exhibit G, Project Work Plan** must include a description of what evidence-based therapeutic approaches will be implemented with FAYS Participants.
 - iii. The counselor providing Family and Individual Counseling Sessions is a licensed professional.
 - c. Because FAYS is a Family strengthening program, the Grantee should make strong efforts to promote and provide the majority of FAYS programming as Family based. If a Primary Caregiver is unable to participate in FAYS Family Sessions/Counseling, the Grantee must document in the Participant Case Record the Primary Caregiver's reason(s) for not participating.
 4. FAYS Express – Caregiver and Youth Skills Training-Group
 - a. PEI defines FAYS Express as a one-time skills training group delivered to Youth and/or Caregivers on a specific topic.
 - b. The Grantee must enroll the Youth or Caregiver in PEIRS as a FAYS Express Participant and must complete the enrollment form. The initial Intake and assessment process does not apply to FAYS Express Participants. If a FAYS

- Express Participant wishes to receive full FAYS programming, an initial Intake and assessment must be completed with the Family.
- c. FAYS Express Participants must be discharged from PEIRS immediately after they complete the skills training group.
 - d. The Grantee must document participation using a group sign-in sheet.
 - e. PEI does not require Case Notes, Pre/post Protective Factors Surveys, and Program Experience Surveys for FAYS Express Participants.
5. Helpline
- A helpline can include live telephone coverage of a publicized toll-free number in multiple languages for areas related to Caregiver or Family support, resource connection, or other topic(s) Applicant identifies.
6. Transportation for FAYS Programs
- a. Grantee facilitates Participant transportation to and from FAYS activities.
 - b. Transportation options could include, but are not limited to:
 - i. Program Staff transporting a Participant in a personal or Grantee-owned vehicle;
 - ii. Purchasing a bus or metro pass; and
 - iii. Paying for a taxi or ride-sharing service.
 - c. A Participant may use this service as often as needed in conjunction with FAYS Programs.
7. Child Care for FAYS Programs
- Grantee must provide supervised child care during any FAYS Program for an enrolled Caregiver.
8. Academic Support
- a. Academic support includes providing skills, classes, tutoring or other support dedicated to the academic success of Youth and purchasing reasonable and necessary items related to a positive educational experience.
 - b. Academic support provided by Program Staff may include but is not limited to:
 - i. College preparation activities;
 - ii. Researching and applying to schools;
 - iii. Researching student aid and scholarships;
 - iv. Helping to understand grade point averages; and
 - v. Other activities designed to increase Youth engagement in the learning process and improve academic performance.
9. Basic Needs Support
- a. Grantee provides Basic Needs Support through Referrals, in-kind, purchased, or donated items to fill basic needs that are essential for a Family to function. PEI reimburses Basic Needs Support costs in adherence with PEI policy.
 - b. Basic Needs Support could include, but is not limited to:
 - i. Food;

- ii. Shelter;
- iii. Home furnishings;
- iv. Baby items;
- v. Clothes;
- vi. Hygiene items;
- vii. Utility assistance;
- viii. Job training;
- ix. Transportation (not related to FAYS Programs. See “6. Transportation for FAYS Programs”);
- x. Healthcare related items (prescription eyeglasses, first-aid kits);
- xi. Driver education classes and license fees;
- xii. Test preparation study courses;
- xiii. College application fees;
- xiv. Graduation cap and gown;
- xv. College entrance exam or other educational or workforce exams; and
- xvi. Other related items to fulfill unmet personal and household needs.

10. Service Planning and Service Coordination

- a. PEI defines Service Planning and Service Coordination as a different, shorter engagement type that may include checking on Families in person or virtually, delivering Basic Needs Support or Family support items, coordinating support services, identifying issues, and providing other related support. Service Planning and Service Coordination may also include providing individualized support or coaching to Caregivers navigating a system or process. Examples include, but are not limited to:
 - i. Assisting a Caregiver in gaining access to benefits;
 - ii. Supporting a Caregiver through a legal matter;
 - iii. Empowering Caregivers to advocate for their Youth within a school system (e.g., Individualized Education Plan or Admission, Review, Discharge meetings);
 - iv. Assisting a Family with an immediate need such as locating a community food bank or food pick-up information;
 - v. Contacting another community organization to facilitate a warm Referral (warm Referrals can include phoning the service for the person, passing on information to the service with the person's consent and, in some cases, where people need more support, helping them to navigate the service system); and
 - vi. A call with a current Participant addressing heightened stress and helping navigate to immediate resources.

- b. Service Planning and Service Coordination activities must meet the following requirements:
 - i. Grantee must justify Grantee's level of Service Planning and Service Coordination.
 - ii. PEI will closely monitor spending on Service Planning and Service Coordination across all grantees including the percent makeup in the Grant budget.
11. Emergency Respite Care
- a. Emergency Respite Care is defined as short-term, temporary care provided to a Youth aged 6-17. Placement of a Youth in emergency care should be used only after crisis interventions have been provided, an attempt to de-escalate the situation has been made, and all other options have been explored and exhausted.
 - b. Emergency Respite Care is not the primary scope of the FAYS Program; it is short-term with the goal of reuniting the Family as soon as possible.
 - c. Emergency Respite Care should not exceed 15 calendar days in a fiscal year per enrolled Youth. PEI must approve in advance Emergency Respite Care exceeding 15 calendar Emergency Respite Care days per enrolled Youth.
 - d. Placement of a Youth in Emergency Respite Care must always be preceded by an initial Intake and assessment by FAYS Program Staff to ensure that the placement is appropriate and that all applicable laws regarding contact with Caregivers have been followed.
 - e. All programming must be documented and maintained in the Participant's Case Record.
 - f. Youth receiving Emergency Respite Care must be enrolled in PEIRS.
 - g. The prevailing [24-Hour Residential Child Care Rates](#) for Emergency Respite Care (emergency shelter care) will apply for billing purposes.
12. Universal Prevention and Community Awareness (UPCA)
- a. Grantees may conduct Universal Prevention and Community Awareness activities within their SDA. These activities should be conducted at the general population level and align with community needs as determined by the CSNA. Topics may include, but are not limited to, healthy parenting, Youth development, child abuse prevention, Protective Factors, and mental health wellness.
 - b. Examples of UPCA activities may include media campaigns, educational presentations, participation in community-wide events, and public awareness campaigns.
 - c. Grantees may include details of UPCA activities in **Exhibit G, Project Work Plan**.
 - d. Grantees must document UPCA activities under the events section in PEIRS.
13. Other Programming

- a. Applicants may propose other programming not listed above by including details in **Exhibit G, Project Work Plan**. DFPS will approve any other programming proposed during negotiations or upon approval of the annual Project Work Plan.
- b. Applicant should describe programming, the community need the programming will remedy, and why the Applicant selected the programming; if available, description should refer to the CSNA.

2.5.12 Family Resource Center

- A. Grantee may choose to implement a Family Resource Center (FRC) as an avenue to provide programming in the community. FRCs serve as a welcoming community- or school-based hub of support, programming, and opportunities for Families that utilize an approach that is multigenerational, strengths-based, and family-centered; reflects and are responsive to community needs and interests; and provide support at no cost for Participants. FRCs seek to support Families and communities to be strong, healthy, and successful. FRCs contribute to building a strong and healthy community and reduce the likelihood of Child maltreatment through building research-based Protective Factors. FRCs in other states have been instrumental in increasing Protective Factors and supporting Children's safety through Family support.
- B. FRCs may be center-based, virtual, or mobile, but will be located within the community it serves and accessible to Families in the community. FRCs must provide supportive Family programming that reflect the needs of the community.

2.5.13 Intake and Assessment Requirements

- A. Grantee must conduct a formal Intake and assessment at the time of enrollment to determine appropriate FAYS programming.
- B. Applicant should include expected duration of initial Intake and assessment in the Project Work Plan.
- C. Initial Intake and assessment is a service for first-time Participants or returning Participants reopening a case that has been closed for 121 days or longer. An initial Intake and assessment is the first session scheduled with the Family where the enrollment form, the Protective Factors Survey, and any Grantee-specific documentation are completed. The FAYS Program Staff will work with the Family and/or Caregiver to identify the presenting concern, subsequent concerns, and Family and individual strengths.

2.5.14 Recruitment and Outreach

- A. Applicants should develop outreach plans and strategies to connect to eligible Youth and Families. In addition to standard means of program outreach and marketing, such as Program Staff giving out brochures, using social media, and sharing program information at events, outreach to eligible Youth and Families within the community should involve innovative and

targeted approaches that could include, but are not limited to, recruiting past Participants to distribute program materials or participate in community outreach events.

- B. Applicants should develop outreach plans for the community at large. Grantees should conduct outreach and awareness focused on primary and secondary prevention. Outreach plans should not be targeted toward agencies and organizations that already have a strong connection with CPS. For example, FAYS Programs that are part of a foster care agency should not recruit Participants served through their foster care programs.
- C. Applicants should propose how they will alleviate barriers to engagement and participation. Outreach and retention plans should include consideration of proposed SDA context and information gathered from the CSNA such as Youth and Families with the potential to be underserved in programming.
- D. Grantees are not permitted to engage in program outreach outside their SDA. Grantees are permitted to serve Participants from a different SDA if it is in the best interest of the Participant.
- E. Applicant may propose the use of incentives to address barriers to engagement and participation. Applicant should elaborate on the proposed incentives including how they were chosen and how they will benefit the Participants and FAYS. For information on effective incentive types and strategies, please consult the field guide and webinar slides available here: <http://www.buildingbetterprograms.org/2016/12/14/using-incentives-in-human-services-field-guide-literature-review-and-webinar/>.
- F. Grantee must add their programming to their region's 2-1-1 Area Information Center and must update their information appropriately within 30 days of any changes in the scope of their program. Subawardee information should also be available on the [Texas 2-1-1 website](#).

2.5.15 Service Authorization and Enrollment

Grantee must have an enrollment process that includes completing the PEI enrollment form or a Grantee enrollment form capturing all required data, which includes a Primary Caregiver's signed consent to participate, a review of eligibility criteria, and any additional surveys and assessments as required by PEI. Grantee must complete all fields of the enrollment form. The Grantee must ask for social security number; however, if a Participant refuses to provide their social security number, Grantee must document refusal on the form. The expectation is that Grantees will make a good faith effort to obtain social security numbers. Grantees should complete the enrollment form in its entirety and ensure that all required data is entered in PEIRS. Primary Caregivers must sign the enrollment form giving consent prior to the provision of programming. Applicant must document their enrollment process in **Exhibit G, Project Work Plan**.

2.5.16 Annual Data Authorization

Grantee must complete a new data authorization form for each participating Primary Caregiver either at the beginning of each fiscal year, or at the beginning of the program year after services begin, or on each anniversary of Participant enrollment in the program, for as long the Participant receives programming.

2.5.17 Close of Program Participation

- A. Grantee must have a closure process that includes collecting any required surveys from Participants and documenting any additional Referrals. Grantee must document closure on the discharge form and in PEIRS.
- B. If an Index Youth and their Family have not received a service in 90 days, the Grantee must complete the discharge process.
- C. If the Index Youth and their Family return within the next 30 days (120 days since their last service), the “Undo Discharge” function should be used to reactivate the registration in PEIRS rather than reenrolling the Index Youth and their Family.
- D. For all former Participants, whose PEIRS enrollment has been closed for more than 120 days, Program Staff should review their enrollment form to ensure that information is still current. If any information is outdated, Program Staff must open a new enrollment and complete any paperwork required by PEI or the Grantee.

2.5.18 Required Record Keeping

Grantee will track all FAYS activities provided in accordance with the Grantee’s approved **Exhibit G, Project Work Plan**.

- A. Grantee must ensure that all program documentation is complete, accurate, and maintained in an organized fashion.
- B. Grantee must maintain records in a manner that protects the Confidential Information of the Index Youth and their Family.
- C. Grantee must maintain individual Participant Case Records that include the following:
 - 1. PEI Enrollment form;
 - 2. Annual Data Authorization form;
 - 3. Required PEI surveys;
 - 4. Service activity documentation;

5. Outgoing Service Referrals;
 6. PEI Discharge form; and
 7. Other agency documentation or documentation required by Program Model (if applicable).
 8. Grantees must keep Case Notes. Case Notes are the narrative section of the Participant Case Record where the Grantee documents program details. Case Notes support the sessions delivered and billed to DFPS. Case Notes must include, at a minimum:
 - a. Programming type;
 - b. Date and duration of programming;
 - c. Participants in the program;
 - d. Briefly identify topic or concern discussed;
 - e. Program Model used;
 - f. Response or communication from the Participant; and
 - g. Effectiveness of interventions and plans for next steps.
- D. Grantee must develop and maintain a tracking system to record Participants referred to the Grantee for FAYS. Documentation must include:
1. Date of Referral;
 2. Origin of the Referral;
 3. Participant eligibility; and
 4. Date Participant began program.
- E. Grantee must ensure compliance with all record-keeping requirements in this RFA.
- F. Grantee may maintain records electronically.
- G. Grantee must make all FAYS records available and accessible to DFPS upon request.

2.5.19 Program Surveys

- A. Protective Factors Surveys
1. Prior to FAYS Program delivery, the Grantee must administer a preservice Protective Factors Survey (PFS) to primary Caregivers. The Grantee may also administer this survey to any secondary Caregivers who are participating in programming. The survey should be administered during the initial Intake session. Grantee must enter the survey data into PEIRS within the required data entry time frame.
 2. The Grantee must administer a post-service PFS to primary Caregivers at the end of program participation. Grantee must make concerted effort to have the Caregiver complete this survey and document any efforts to administer the survey in the Participant Case Record. Grantee may also administer the post-service PFS to any

secondary Caregivers who are participating in programming. Grantee must enter the survey data into PEIRS within the required data entry time frame.

3. The preservice and post-service PFS must be completed by the same Caregiver.
4. The Grantee must maintain the preservice and post-service PFS in the Participant Case Record.

B. Program Experience Surveys

1. Grantee will administer the Program Experience Survey (PES) at discharge.
2. Grantee will administer the PES to the Participant or the Primary Caregiver based on the age of the Participant at discharge. Participants ages 10 and up should complete the survey. Primary Caregiver should complete the survey for Participants 0-9 years old.
3. Grantee must document attempts to administer the PES in the Participant Case Record.
4. The same Participant must complete the PES at discharge.

2.5.20 Community and Systems Support Requirements

A. Community Coalition Overview

1. Grantee must create or participate in an existing community-based collaborative, coalition, committee, or group. It is up to the Applicant to choose and justify the structure that will best meet the needs of the SDA to further the needs of Youth and Families.
2. Grantee should include Youth and Families as part of the coalition to promote the Youth and Family voice.
3. Grantee should include diverse social service agency representatives such as Texas Juvenile Justice Division, Child Protective Services, other PEI Grantees who are serving the same geographic area as the Grantee, local school representatives, community resource and collaboration group members, mental and physical health care service providers, and members of law enforcement, as well as area residents and service recipients, businesses, the faith-based community, community leaders, and Youth. Applicant should include a proposed collaboration plan in the Application that includes a list of entities that will participate in the Community Coalition.
4. Applicant may propose more than one Community Coalition to meet the needs of their Service Delivery Area.
5. Grantee must submit goals and plans for the Community Coalition through **Exhibit G, Project Work Plan**, including how any recommendations from the most recent CSNA will be incorporated into coalition efforts. Updates about the Community Coalition activities must be submitted to PEI in the quarterly reports including participation by active members and how coalition efforts are responding to the ongoing needs of FAYS.

6. The Community Coalition must meet at least once per calendar year quarter.
7. The Applicant should choose a name that best fits the Community Coalition.

B. Examples of Community Coalition Activities:

1. Review and assist with the CSNA to determine program gaps and opportunities to meet the needs of the SDA and avoid duplication of existing programming;
2. Determine how to integrate and promote FAYS in the SDA. Examples may include conducting community outreach events, utilizing existing resources, identifying external funding sources, and connecting to community stakeholders and other existing Family support systems;
3. Encourage collaboration among area agencies to provide an integrated means of identifying barriers to program delivery and finding solutions to these barriers, providing a diverse menu of resources to meet a range of Youth and Family needs. Examples of barriers may include transportation, basic needs, child care for younger siblings of Participants or when there is a programming need, recruitment, retention or timing, and location of programming; and
4. Work collectively to promote strong Families and Youth resilience in the Service Delivery Area. Examples may include participation in community-wide prevention and awareness efforts such as local Youth mental health, healthy relationships, substance use, human trafficking, and Youth and Family safety.

2.5.21 Collaborating with PEI Grantees within Service Delivery Area

- A. Applicant must outline initial plan for working with other PEI Grantees within the SDA in **Exhibit G, Project Work Plan**. To learn more about other PEI Grantees in your community visit:

https://www.dfps.state.tx.us/Prevention_and_Early_Intervention/About_Prevention_and_Early_Intervention/programs.asp.

- B. Applicant must work with PEI Grantees within the SDA and develop formal partnerships within 60 calendar days of the Grant Agreement execution. One example is 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/documents/fysb/mou_508.pdf.

2.5.22 Performance Reporting for Cross-System Efforts

Grantees are required to complete, track, and report cross-system efforts. Table 1 below outlines PEI’s primary methods of tracking and evaluating the Grantee’s FAYS-focused collaboration efforts.

Table 1: Reporting Cross-systems Efforts

Activity	Reporting Method
Coalition or collaboration meetings, topics, number of attendees	Reported monthly in PEIRS “Events” tab of primary workflow
Coalition and community-level actions	Reported in quarterly report
Joint efforts undertaken through new and ongoing relationships, including agreements established to coordinate resources and activities	Reported in quarterly report

2.5.23 PEIRS Database

- A. Grantees must enter all service data for Participants served through FAYS into PEIRS. Data that must be entered into PEIRS includes:
 - 1. Participant enrollment information;
 - 2. Service data; and
 - 3. Survey data.

- B. Grantees must ensure accurate data entry into PEIRS and must enter all data for a specific month into the system no later than 30 calendar days following the close of the month in which an enrollment occurred, programming was provided, or a Participant and/or Family was discharged. For example, all data for October should be entered no later than November 30th.

- C. Grantees must use a secure internet connection to complete PEIRS data entry and ensure that the computer equipment used for data entry meets minimum requirements established by PEI for efficient connection to PEIRS. At the time of this RFA, the minimum requirements are Internet Explorer 11 (or higher) or Google Chrome 99 (or higher).

- D. To have access to PEIRS, Program Staff must:
 - 1. Have cleared a background check, as defined in **Exhibit B, DFPS Grant Uniform Terms and Conditions** (Section VII. C.); and
 - 2. Annually complete DFPS’s cybersecurity training. Information on DFPS’s Cybersecurity Training Requirements for PEIRS Users can be found at the following link:https://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Providers/cybersecurity.asp.

2.5.24 Reports

Grantee must submit quarterly reports to PEI to provide ongoing information regarding implementation efforts, achievements, and challenges. PEI Program Staff will provide a unique quarterly report template to Grantees to use for each reporting period. PEI requires quarterly reports for each year of the Grant Term.

The reporting periods and due dates for the quarterly reports are as follows:

- A. Quarter 1 (September, October, November): Due January 15th
- B. Quarter 2 (December, January, February): Due April 15th
- C. Quarter 3 (March, April, May): Due July 15th
- D. Quarter 4 (June, July, August, and Annual): Due October 15th

If the due date is on a weekend or holiday, the report is due the first Business Day following the weekend or holiday.

2.5.25 Background Checks

Grantee must comply with the Background History Checks and Right of Removal detailed in **Exhibit B, DFPS Grant Uniform Terms and Conditions**, see Section VII. C. The Grantee must first receive notice of an approved background check from DFPS before Program Staff can complete any of the activities below:

- A. Provide direct FAYS programming;
- B. Have direct Contact with a Participant;
- C. Access PEIRS; or
- D. Access Participant records.

Grantee must complete background checks every two years for all staff members who complete any of the activities above.

2.5.26 Financial Requirements

Grantee must create and maintain reliable and accurate records to support all actions related to invoicing, payments, and adjustments for programming provided to FAYS Participants. Records must include the following:

- A. Copies of all signed Forms 4116, State of Texas Purchase Vouchers;
- B. Form 2014, monthly mileage log, monthly Participant activity log, and incentives log; and
- C. Any other supporting documentation required by DFPS.

PEI will provide required forms after Grant award.

2.5.27 Billing Requirements

- A. Grantee will submit an Invoice and purchase voucher through PEIRS monthly to request reimbursement from PEI.
- B. Grantee will submit the Invoice and purchase voucher through PEIRS no later than the last day of the month following that in which the expenditures occurred. If the last day of the month falls on a weekend or holiday, the Invoice and purchase voucher are due the next Business Day.

- C. Upon receipt of a proper and verified Invoice, and after deduction of any known previous overpayment made by DFPS, PEI will pay Grantee from available funds for programming rendered in accordance with the terms of the Grant Agreement.
- D. Grantee shall submit a final close-out Invoice in PEIRS no later than 45 calendar days following the end of the Grant Term. DFPS may not pay reimbursement requests received more than 45 calendar days following the termination of the Grant Agreement.

2.5.28 Additional Program Requirements

- A. Grantee must comply with all policy updates and clarifications DFPS issues during the Period of Performance.
- B. Grantee must participate in all DFPS required webinars, trainings, and conference calls. Grantee must include appropriate Program Staff relevant to the topic area.

2.5.29 Use of Subawards

- A. Grantee may choose to enter into a Subaward for the provision of any direct programming described within this RFA. Subawardees providing programming under this RFA shall meet the same requirements and levels of experience as required of the Applicant.
- B. No Subaward under this RFA shall relieve the Grantee of the responsibility for ensuring that the requested programming is provided according to standards.
- C. Application will include work to be performed by Subawardees and will include proposed Subawardee budget or budgets.
- D. Grantee will award Subawards based on its own internal policies and processes. Grantee will notify PEI in writing if the Subawardee changes.
- E. After award, Grantee and Subawardee must negotiate any needed changes to the Subawardee SDA and report requested changes to PEI. Any proposed change from the Grantee or Subawardee to the direct programming provided, or proposed change that would require a new Subawardee, must have prior approval from PEI.
- F. If Grantee terminates any Subaward, and the Grantee has not fully expended the funds obligated to the Subawardee during the Grant year, the Grantee must find a replacement Subawardee within 60 calendar days or obligate those funds in a manner consistent with the purposes of FAYS. PEI must approve any changes.

2.5.30 Transition Plan

At the end of the Period of Performance, including any extensions or other Grant termination or cancellation, the Grantee will work in coordination with PEI to transition programming, data, and Participant Case Record to a new Grantee, if applicable.

2.6 PERFORMANCE MEASURES

- A. PEI requires Outputs and Outcomes for each Grant Agreement awarded as a result of this RFA.
- B. Grantee reports on Outputs and Outcomes in the quarterly report detailed in **Section 2.5.24, Reports.**
- C. Performance Measures incorporated into all FAYS Grants include, but are not limited to, those included in **Table 2: Grantee Target Outputs and Outcomes**, below:

Table 2 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 monthly.	Applicant will propose the number of Index Youth served monthly*
Output 3: Primary Caregivers will complete both preservice and post-service Protective Factors Survey	60%
Output 4: Primary Caregiver or Index Youth over age ten will complete the PEI Program Experience Survey at discharge	50%
Outcome 1: Primary Caregivers who complete the pre- and post-Protective Factors Survey will show an average increase in the score for at least one protective factor.	75%
Outcome 2: 10- to 17-year-old Index Youth will not engage in delinquent behavior.	100%
Outcome 3: Primary Caregiver or Index Youth over age ten will report positive outcomes in at least one domain of the Program Experience Survey at discharge.	80%
Outcome 4: Index Youth remain safe while receiving programming.	100%

* Outputs are subject to negotiation based on available funds and PEI requirements

- D. Applicants will propose the following target Outputs and Outcomes listed above in Table 2: Grantee Target Outputs and Outcomes, at the time of Application submission in **Exhibit G, Project Work Plan**:
 - 1. Total number of Index Youth served annually; and
 - 2. Average number of Index Youth served monthly.
- E. PEI will negotiate these target Outputs and Outcomes with Applicants prior to award of a Grant Agreement based on available funds and PEI requirements.
- F. Grantee will report to PEI on required Outputs and Outcomes through PEIRS, along with any additional reports that may be developed, implemented, and maintained by PEI during the Grant Term.
- G. In addition to Outputs and Outcomes listed in Table 2, PEI will track the Grantee's progress toward:
 - 1. Index Youth remain Safe 12 months after discharge; and
 - 2. Index Youth remain Safe 3 years after discharge.

2.7 PROHIBITIONS

Grant funds may 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. Purchase of 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 the FAYS Program, preapproved by PEI, and are directly related to the FAYS Program's purpose;
- G. Promotional gifts unless such costs are incurred for components of the FAYS Program, preapproved by PEI, and directly related to the FAYS Program's purpose;
- H. Food, meals, beverages, or other refreshments, except for eligible per diem associated with Grant-related travel, where preapproved for working events, or where preapproved by PEI, and must be directly related to the FAYS Program's purpose;
- I. Membership dues for individuals except when preapproved by PEI and required for FAYS 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. Any allocation of Grant funds to individuals that do not meet the requirements outlined in **Section 2.5.3, Eligible Population;**
- N. Any other prohibition imposed by federal, State, or local law; and
- O. The acquisition or construction of facilities.

2.8 STANDARDS

Grantees must comply with the requirements applicable to this funding source cited in the [Texas Grant Management Standards \(TxGMS\)](#), and all statutes, requirements, and guidelines applicable to this funding. Grantees must also comply with [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(2 CFR 200\)](#).

Grantees must conduct Grant 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 (HHSC) Civil Rights Office website at: <https://www.hhs.texas.gov/about-hhs/your-rights/civil-rights-office/>.

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

HHSC 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 programming 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.

2.9 NO GUARANTEE OF VOLUME, USAGE OR COMPENSATION

HHSC and DFPS make 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	June 15, 2022
Applicant Conference (optional)	July 29, 2022 at 1:00 pm Central Standard Time
Deadline for Submitting Questions	August 12, 2022 at 5:00 pm Central Standard Time
Tentative Date Answers to Questions Posted	August 26, 2022 at 5:00 pm Central Standard Time
Deadline for Submission of RFA Applications [NOTE: Applications must be <u>RECEIVED</u> by HHSC by the deadline.]	October 6, 2022 at 10:30 am Central Standard Time
Anticipated Notice of Award	September 1, 2023
Anticipated Contract Start Date	September 1, 2023

Note: All dates are tentative, and HHSC or DFPS reserves the right to change these dates at any time. At the sole discretion of HHSC and DFPS, events listed in the Schedule of Events are subject to scheduling changes and cancellation. Scheduling changes or cancellation determinations made prior to the Deadline for Submission will be published by posting an Addendum to the [HHS Grants website](#). After the Deadline for Submission, if there are delays that significantly impact the anticipated award date, HHSC, at its sole discretion, may post updates regarding the anticipated award date to the [Procurement Forecast](#) on the HHS Procurement Opportunities web page. Each Applicant is responsible for checking the [HHS Grants website](#) and Procurement Forecast for updates.

3.2 CHANGES, AMENDMENT OR MODIFICATION TO RFA

HHS and DFPS reserve 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 any such decision will be posted 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 Sole 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 must be made in writing addressed to the HHSC Sole Point of Contact listed below. All communications between Applicants and other DFPS or HHSC 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 Application.**

Name:	Dedra Williams, CTCD, CTCM
Title:	Grant Specialist, HHSC Procurement and Contracting Services
Email:	Dedra.Williams@hhs.texas.gov

NOTE: Respondents shall not use this email address for submission of an Application. Follow the instructions for submission as outlined in **Section 3.6, RFA Application Submission and Delivery.**

However, if expressly directed in writing by the Sole Point of Contact, Applicant may communicate with another designated HHSC or DFPS representative, for instance, during any negotiations.

3.4.2 Prohibited Communications with HHSC or DFPS Staff

Potential Applicants should address all communications regarding the application process or submission requirements of the RFA to the Sole Point of Contact.

3.4.3 Questions and Requests for Clarification

DFPS will allow written questions and requests for clarification of this RFA. Questions must be submitted in writing and sent by U.S. first class mail or 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. Applicants must submit questions in the following format, and submissions that deviate from this format may not be accepted:

- A. Identifying RFA number;
- B. Section number;
- C. Paragraph number;
- D. Page number;

E. Text of passage being questioned; and

F. Question.

Note: The Sole Point of Contact must receive questions or other written requests for clarification by the deadline set forth in **Section 3.1, Schedule of Events**, 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, fax 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.

3.4.5 Responses

Responses to questions or other written requests for clarification may be posted on the [HHS Grants website](#). DFPS reserves the right to amend answers prior to the deadline of RFA Responses. Amended answers may be posted on the [HHS Grants website](#). It is Applicant's responsibility to check the [HHS Grants website](#) or Contact the Sole Point of Contact for updated responses. DFPS also reserves the right to decline to answer any question or to provide a single consolidated response to all questions they choose to answer in any manner at DFPS's sole discretion.

3.4.6 Applicant Conference

HHSC and DFPS will conduct an **optional** pre-submittal Applicant webinar on July 29, 2022 at 1:00pm Central Standard Time. You may register by accessing the following link at <https://attendee.gotowebinar.com/register/803873165770781965> or dial (562) 247-8422 and enter access code 826-152-171.

3.5 RFA APPLICATION REQUIREMENTS

All Applications must:

- A. Be clearly legible;
- B. Be sequentially page numbered and include the Applicant's name at the top of each page;
- C. Be organized in the sequence outlined in **Article IX, Submission Checklist**;
- D. Be in Arial, Calibri, or Times New Roman font, size 12 or larger for normal text and no less than size 10 for tables, graphs, and appendices;
- E. Use blank forms provided in the Exhibits (electronic reproduction of the forms is acceptable; however, all forms must be identical to the original forms provided); do not change the font used on forms provided;
- F. Be correctly identified with the RFA number and submittal deadline;

- G. Respond to all RFA requirements; and
- H. Be signed by an authorized official in each place a signature is needed (copies must be signed but need not bear an original signature).

3.6 RFA APPLICATION SUBMISSION AND DELIVERY

3.6.1 Deadline

HHSC must receive and time stamp Applications at the address in **Section 3.6.3, Delivery for Individual Submission Options**, no later than the date and time specified in **Section 3.1, Schedule of Events**.

3.6.2 Labeling

Applications submitted via USB by mail or hand delivery will be placed in a sealed box and clearly labeled as follows:

RFA NO.: RFA HHS0011988

RFA NAME: PEI Family and Youth Success Program (FAYS)

RFA APPLICATION DEADLINE: October 6, 2022

PURCHASER NAME: Dedra Williams

APPLICANT'S NAME:

HHSC and DFPS will not be held responsible for any Application that is mishandled prior to receipt by HHSC. HHSC will not be responsible for any technical issues that result in late delivery, inappropriately identified documents, or other submission error that may lead to disqualification (including substantive or administrative) or nonreceipt of the Applicant's Application.

3.6.3 Delivery for Individual Submission Options

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

A. Submission Option #1: Applicant may submit the following through the Online Bid Room utilizing the procedures in **Exhibit I, HHS Online Bid Room Instructions**:

One file named "Original Application" that contains the Applicant's entire Application in searchable portable document format (PDF).

One copy of the completed **Exhibit E, Projected Expenses and Proposed Unit Rates**, in original Excel format.

In accordance with **Section 8.1.3, Public Information Act – Applicant Requirements Regarding Disclosure**, one file named “Public Information Copy” that contains the Applicant’s entire Application in searchable PDF, if applicable.

B. Submission Option #2: Applicant may submit responsive Applications via USB on two USB drives, one labeled “Original” and one labeled “Copy,” to the correct mailing address as determined by the mailing method identified in this section:

Each USB must contain one file named “Original Application” that contains the Applicant’s entire Application in searchable PDF.

The USB must also contain **Exhibit E, Projected Expenses and Proposed Unit Rates** in original Excel format.

In accordance with **Section 8.1.3, Public Information Act – Applicant Requirements Regarding Disclosure**, if applicable, one additional file named “Public Information Copy” that contains the Applicant’s entire Application in searchable PDF.

Overnight/Express/Priority Mail	Hand Delivery
Health and Human Services Commission ATTN: Response Coordinator Tower Building, Room 108 1100 W. 49th St., MC 2020 Austin, Texas 78756	Health and Human Services Commission ATTN: Response Coordinator Procurement & Contracting Services Building 1100 W. 49th St., MC 2020 Austin, Texas 78756

NOTE: All Applications become the property of HHSC after submission and will not be returned to Applicant. It is the Applicant’s responsibility to appropriately mark and deliver the Application to HHSC by the specified date. A U.S. Postal Service (USPS) postmark; a mail receipt with the date of mailing, stamped by the USPS; a dated shipping label or invoice of receipt from a commercial carrier; or any other documentation in lieu of the on-site time stamp by submission deadline may render an Application ineligible under this RFA.

3.6.4 Alterations, Modifications, and Withdrawals

Prior to the RFA submission deadline, an Applicant may:

Withdraw its Application by submitting a written request to the Sole Point of Contact identified in **Section 3.4.1**; or

Modify its Application by submitting a written amendment to the Sole Point of Contact identified in Section 3.4.1. DFPS may request RFA Application modifications at any time.

ARTICLE IV. APPLICATION EVALUATION AND AWARD PROCESS

4.1 GENERALLY

HHSC and DFPS will use a three-step selection process:

- A. Eligibility screening;
- B. Evaluation based on specific selection criteria; and
- C. Final selection based on State priorities.

4.2 ELIGIBILITY SCREENING

HHSC will review Applications for minimum qualifications and completeness. All complete Applications meeting 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 FAYS Grant and other factors deemed relevant by DFPS.

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

4.3.1 Specific Selection Criteria

DFPS will evaluate Grant Applications based on and using **Exhibit J, Evaluation Score Tool**:

- A. Applicant's Background and Experience (35%)
- B. Program Delivery (45%)
- C. Administrative and Financial Capacity (10%)
- D. Reasonable Project Cost (10%)

4.4 FINAL SELECTION

DFPS intends to make multiple awards. After initial screening for eligibility, Application completeness, and initial scoring of the elements listed above in **Section 4.3, Evaluation**, a selection committee will look at all eligible Applicants to determine which Applications should be awarded to most effectively accomplish State priorities. The selection committee will recommend Applicants for negotiations to the DFPS Commissioner, who will approve those Applicants selected for negotiation and, if successful, award.

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

4.5 NEGOTIATION AND AWARD

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

The negotiation phase will involve direct Contact between the selected Applicants and DFPS via web conference, phone, and email. During negotiations, selected Applicants may expect:

- A. An in-depth discussion of the Application to include Performance Measures and Expenditure Proposal; and
- B. Requests from HHSC or DFPS for clarification or additional detail regarding submitted Application.

The final funding amount and the provisions of the Grant will be determined at the sole discretion of DFPS staff. DFPS may announce tentative or Apparent Grant Recipients once the DFPS Commissioner has given approval to initiate negotiation and execute Grant Agreements.

Any exceptions to the requirements, terms, conditions, or certifications in the RFA or attachments, addendums, or revisions to the RFA or General Provisions sought by the Applicant must be specifically detailed in writing by the Applicant on **Exhibit K, Exceptions Form**, in this Application and submitted to HHSC for consideration. DFPS will accept or reject each proposed exception. DFPS will not consider exceptions submitted separately from the Application or at a later date.

HHSC 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's 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 CLARIFICATIONS 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 PROPOSAL

5.1 NARRATIVE PROPOSAL

5.1.1 Executive Summary

Applicant must use **Exhibit L, Executive Summary** to provide a high-level overview of the Applicant's approach to meeting the RFA's requirements. The summary must demonstrate an understanding of the goals and objectives of the Grant. Applicant must limit the Executive Summary to one (1) page.

5.1.2 Program Narrative

Applicant must use **Exhibit M, Program Narrative** to describe their background and experience. The Program Narrative must not exceed fifteen (15) pages (excluding attachments). Applicant may attach letter(s) of support to **Exhibit M** and label as **Exhibit M-1, Letters of Support**.

5.1.3 Project Work Plan

Applicant must use **Exhibit G, Project Work Plan** to describe the proposed programming, processes, and methodologies for meeting all components described in Article II, Scope of Grant Award. Applicant will also include all required Attachment documents requested as part of completing **Exhibit G** to demonstrate fulfilling Article II requirements.

Applicant must include the following attachments:

- A. **Exhibit G-1, Texas Map SDA**
- B. **Exhibit G-2, CSNA**
- C. **Exhibit G-3 Logic Model**
- D. **Exhibit G-4, Agency Organization Chart**
- E. **Exhibit G-5, FAYS Program Chart**
- F. **Exhibit G-6, Subawardee Organization Chart** (if applicable)
- G. **Exhibit G-7, PEI Program Model Ranking Tool**
- H. **Exhibit G-8, Subawardee Risk Assessment Tools** (if applicable)
- I. **Exhibit G-9, Subawardee Monitoring Tools** (if applicable)

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.

6.1.1 Applicant Information

Use **Exhibit N, Applicant Information** to complete basic information about the Applicant and project, including the signature of the authorized representative.

6.1.2 Governmental, Non-Profit, or For-Profit Information

- A. Complete **Exhibit O-1, Governmental Entity Information** if Applicant is a governmental entity; or
- B. Complete **Exhibit O-2, Non-Profit or For-Profit Entity Information** if Applicant is not a governmental entity.

6.1.3 Administrative Information

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

6.2 LITIGATION AND CONTRACT HISTORY

Applicant must use **Exhibit P, Administrative Information** to disclose any alleged or significant contractual failures.

In addition, Applicant must disclose any civil or criminal litigation or investigation pending over the last five years that involves Applicant or in which Applicant has been judged guilty or liable. Failure to comply with the terms of this provision may disqualify Applicant.

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.

6.3 CONFLICTS

Applicant must use **Exhibit P, Administrative Information** to 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 Contract. Additionally, 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 contract. Failure to identify actual and potential conflicts of interest may result in disqualification of an Application or termination of a Grant.

Please include any activities of affiliated or parent organizations and individuals who may be assigned to this Grant.

Additionally, pursuant to Section 2252.908 of the Texas Government Code, a successful Applicant awarded a Grant with a value of \$1 million or more or awarded a Grant 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 the State Agency at the time the business entity submits the signed Grant Agreement. Rules and filing instructions may be found on the Texas Ethics Commissions public website (<https://www.ethics.state.tx.us/>), and HHSC will give successful Applicants additional instructions.

6.4 AFFIRMATIONS, CERTIFICATIONS, AND EXHIBITS

Applicant must complete and return all the following affirmations, assurances, certifications, and exhibits. A complete list of exhibits is included as **Article X, Submission Checklist**.

- A. **Exhibit A, HHSC and DFPS Affirmations and Grant Opportunity Acceptance;**
- B. **Exhibit K, Exceptions Form,** if applicable;
- C. Federally Required Assurances and Certifications:
 - 1. **Exhibit Q, Assurances – Non-Construction Programs;** and
 - 2. **Exhibit Q-1, Certification Regarding Lobbying.**

6.5 OTHER REPORTS

6.5.1 Internal Control Structure Questionnaire (ICSQ) for Fee-For-Service Grants

Applicant must submit **Exhibit R, ICSQ for Fee-For-Service Grants**. Applicant must include all required attachments. This document serves to supply evidence of financial capacity sufficient to demonstrate the reasonable stability and solvency appropriate to the requirements of this RFA.

6.6 HUB

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

ARTICLE VII. EXPENDITURE PROPOSAL

7.1 EXPENDITURE PROPOSAL

Applicant must complete and submit **Exhibit E, Projected Expenses and Proposed Unit Rates** in Excel format clearly marked with the Applicant's name, the RFA number, and the RFA submission date.

Applicants must base **Exhibit E, Projected Expenses and Proposed Unit Rates** on the Scope of Work described in Article II, Scope of Grant Award. Applicants should project expenses for the 12-month period beginning September 1, 2023, through August 31, 2024. Applicants must list rates for the full five-year Period of Performance in **Exhibit E**.

Applicant should refer to **Section 2.2.1, Available Funding** and **Section 2.2.2, Fee-For-Service Grant** for more information.

7.1.1 Projected Expenses

- A. Applicants must use **Exhibit E, Projected Expenses and Proposed Unit Rates** to demonstrate that project costs are reasonable, allowable, allocable, and developed in accordance with applicable State and federal Grant requirements.
- B. Grantee will enter costs in **Exhibit E** and support the costs with narrative descriptions describing the need for the requested cost and a calculation showing how the Applicant derived the cost.
 1. Applicants must follow instructions to complete and submit a budget that clearly demonstrates each proposed budget line item and how that allocation of funds supports the proposed programming.
 2. Applicants should fully explain and justify each proposed expense line included to support the unit rate justification.
- C. Applicant should reference and include all applicable associated costs referred to in **Exhibit F, FAYS Cost Considerations** and other costs necessary to provide the FAYS programming outlined in the Applicant's Application.
 1. Direct costs are those that are easily relatable to FAYS programming. These should include the time and cost for staff involved in providing the programming (e.g., counselors, mentors, caseworkers, supervisors, admin support staff; the cost of materials and supplies; rent; travel costs, etc.). Direct costs can be determined by various means such as direct observation, staff reports, timesheets, review of Invoices or budgets, and so forth.

2. Indirect costs are those that are not easily relatable to FAYS programming but are necessary for the general operation of the Grantee to conduct FAYS activities. If the Applicant has a federally approved indirect cost rate, submit this documentation with the Application; otherwise, once the direct costs are calculated, Applicants should calculate a 10% de minimis indirect cost rate as defined in [45 CFR 75.414\(f\)](#).
- D. DFPS will review costs for compliance with [TxGMS](#) and federal Grant guidance found in [2 CFR Part 200](#), as modified by [TxGMS](#), with effect given to whichever provision imposes the more stringent requirement in the event of a conflict.
 - E. The proposed expenses outlined in **Exhibit E, Projected Expenses and Proposed Unit Rates** form the basis for establishing a unit rate.

7.1.2 Unit Rate

A. Developing the Unit Rate

Applicants must use **Exhibit E, Projected Expenses and Proposed Unit Rates** to develop, justify, and submit a unit rate(s) for specific FAYS programming. To determine the unit rate for FAYS programming, Applicants must incorporate the following steps and include the calculations in **Exhibit E, Projected Expenses and Proposed Unit Rates**:

1. Programming analysis:
 - Applicant should assess the needs of the Service Delivery Area and the program capacity to determine the anticipated number of units of programming the Applicant will provide annually and document how the Applicant made this determination. Applicant should also project the anticipated number of units of programming the Applicant will provide monthly. Applicant must also:
 - a. Review and compare current market rates for the same or similar programming, which includes consideration of local economic influences and geographic location; and
 - b. Determine the intensity, type, and quality of the programming proposed.
 2. Total annual budgeted costs:

Applicant should add the direct and indirect costs to determine the projected total annual costs for the FAYS Program.
 3. Proposed number of Participants served:

Exhibit E, Projected Expenses and Proposed Unit Rates divides the total annual budgeted cost by the projected annual number of Participants served to get the proposed unit rate.
- B. Applicant may propose up to four rates depending on the complexities and requirements of proposed programming. Applicant must fully define the rate, explain how it was calculated, and provide justification to include a market analysis or comparison of similar rates in that geographic area. The proposed unit rate amount(s) should fall within the range of the current market analysis cost rate. Applicant's rates should incorporate all proposed programming (See **Section 2.5.11, FAYS**

Programming for all options for programming.)

DFPS reimburses Emergency Respite Care at the established [24-Hour Residential Child Care Rates](#), and Applicant should not include Emergency Respite Care in **Exhibit E**.

7.1.3 Match

Although DFPS does not require match funding for this Grant, requests for funding may not be fully funded to ensure that funds are available for the broadest possible array of communities and programs. DFPS encourages Applicants to outline match in **Exhibit E, Projected Expenses and Proposed Unit Rates**.

Applicant may provide matching funds through local philanthropic, private, or city or county funds or through pooled funds from partner organizations committed specifically to the FAYS Grant. Applicant may not use State or federal funds as match. Applicant should calculate value of donated materials, professional services, and volunteer time in accordance with [TxGMS](#).

7.1.4 Disaster Response

DFPS will issue guidance on appropriate ways to use funds and program flexibility in the event of a declared disaster. Grantee may also request to use funds or temporarily alter programming to support Participant and their Families in response to a local disaster.

ARTICLE VIII. GENERAL TERMS AND CONDITIONS

8.1 GENERAL CONDITIONS

8.1.1 Costs Incurred

Applicants understand that issuance of this RFA in no way constitutes a commitment by DFPS to award a Grant or to pay any costs an Applicant incurs in preparing the Application for this RFA. DFPS is not liable for any costs an Applicant incurs prior to issuance of or entering into a formal Grant Agreement. Costs of developing Applications are entirely the responsibility of the Applicant and will not be reimbursed in any manner by the State of Texas.

8.1.2 Grant Responsibility

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

8.1.3 Public Information Act - Applicant Requirements Regarding Disclosure

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

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

A. Mark Original Application

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

B. Certify in Original Application

1. Submit Affirmations and Grant RFA Acceptance (attached as **Exhibit A, HHSC and DFPS Affirmations and Grant Opportunity Acceptance** to this RFA); and
2. Certify, in the designated section of **Exhibit A, HHSC and DFPS Affirmations and Grant Opportunity Acceptance**, Applicant’s confidential information assertion and the filing of its Public Information Act Copy.

C. Submit Public Information Act Copy of Application

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

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

By submitting an Application, Applicant agrees that if Applicant does not mark the Original Application, provide the required certification in Exhibit A, HHSC and DEPS Affirmations and Grant Opportunity Acceptance, and submit the Public Information Act Copy, Applicant’s Application will be considered to be public information that may be released to the public in any manner including but not limited to, in accordance with the Public Information Act, posting on DFPS’s public website, and posting on the Legislative Budget Board’s public website.

If any or all Applicants submit partial, incomplete information that suggests inclusion of confidential information and failure to comply with the requirements set forth in this section, DFPS, in its sole discretion, reserves the right to (1) disqualify all Applicants that fail to fully comply with the requirements set forth in this section or (2) to offer all Applicants that fail to fully comply with the requirements set forth in this section additional time to comply.

Applicant should not submit a Public Information Act Copy indicating that the entire Application is exempt from disclosure. Merely making a blanket claim that the entire Application is protected from disclosure because it contains any amount of confidential, proprietary, trade secret, or privileged information is not acceptable and may make the entire Application subject to release under the PIA.

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

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

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

8.1.4 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 the RFA. Applicant should direct requests to the HHSC Point of Contact identified in **Section 3.4.1, Sole Point of Contact**.

8.1.5 Additional Information

By submitting an Application, the Applicant grants HHSC 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 requirements. By submitting an Application, the Applicant generally releases from liability and waives all claims against any party providing HHSC or DFPS information about the Applicant. HHSC and DFPS may take such information into consideration in evaluating Applications.

ARTICLE IX. SUBMISSION CHECKLIST

This checklist is provided for Applicant's convenience only and identifies documents that must be submitted with this RFA for an Application to be considered Responsive. Any Grant Application received without these requisite documents may be deemed Non-Responsive.

Original RFA Application Package

The Application must contain the documents in the checklist below and be submitted in one of the approved submission methods identified in **Section 3.6.3, Delivery for Individual Submission Options**. Each document listed below must be submitted as an individual file. In the submitted Application, name and arrange files as listed below.

A. Administrative Information (Exhibits N through P)

- 1. Exhibit N, Applicant Information _____
- 2. Exhibit O-1, Governmental Entity Information, if applicable _____
- 3. Exhibit O-2, Non-Profit or For-Profit Entity Information,
if applicable _____
- 4. Exhibit P, Administrative Information _____

B. Narrative Proposal (Exhibits G, L, and M) (Article V)

- 1. Exhibit G, Project Work Plan _____
Attachments to Exhibit G
 - a. Exhibit G-1, Texas Map SDA (template not included) _____
 - b. Exhibit G-2, CSNA (template not included) _____
 - c. Exhibit G-3 Logic Model (template not included) _____
 - d. Exhibit G-4, Agency Organization Chart
(template not included) _____
 - e. Exhibit G-5, FAYS Program Chart (template not included) _____
 - f. Exhibit G-6, Subawardee Organization Chart
(if applicable, template not included) _____
 - g. Exhibit G-7, PEI Program Model Ranking Tool _____
 - h. Exhibit G-8, Subawardee Risk Assessment Tools
(if applicable, template not included) _____
 - i. Exhibit G-9, Subawardee Monitoring Tools
(if applicable, template not included) _____
- 2. Exhibit L, Executive Summary _____
- 3. Exhibit M, Program Narrative _____
 - a. Exhibit M-1 Letters of Support (Optional) _____

C. Expenditure Proposal and Financial Information (Exhibits E and R) (Article VII)

- 1. Exhibit E, Projected Expenses and Proposed Unit Rates _____
(submit in Excel format)
- 2. Exhibit R, ICSQ for Fee-For-Service Grant _____
- 3. Federally Approved Indirect Cost Rate, if applicable _____

D. Required Exhibits (Article VI, Section 6.4)

- 1. Exhibit A, HHSC and DFPS Affirmations and Grant Opportunity Acceptance _____
- 2. Exhibit K, Exceptions Form, if applicable _____
- 3. Exhibit Q, Assurances – Non-Construction Programs _____
- 4. Exhibit Q-1, Certification Regarding Lobbying _____

FILES TO BE PROVIDED

__ One USB Memory Storage device with a file named “Original Application” that contains the entire Application in searchable portable document format (PDF). The device must also contain **Exhibit E, Projected Expenses and Proposed Unit Rates** in original Excel format.

__ One USB Memory Storage device with a file named “Public Information Copy” that contains the entire Application in searchable PDF, if applicable. The USB must also contain **Exhibit E, Projected Expenses and Proposed Unit Rates** in original Excel format.

ARTICLE X. LIST OF EXHIBITS

- Exhibit A, HHSC 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, Service Delivery Area Awards
- Exhibit E, Projected Expenses and Proposed Unit Rates
- Exhibit F, FAYS Cost Considerations
- Exhibit G, Project Work Plan
 - *Exhibit G-1, Texas Map SDA (template not included)
 - *Exhibit G-2, CSNA (template not included)
 - *Exhibit G-3, Logic Model (template not included)
 - *Exhibit G-4, Agency Organization Chart (template not included)
 - *Exhibit G-5, FAYS Program Chart (template not included)
 - *Exhibit G-6, Subawardee Organization Chart (if applicable, template not included)
 - *Exhibit G-7, PEI Program Model Ranking Tool
 - *Exhibit G-8, Subawardee Risk Assessment Tools (if applicable, template not included)
 - *Exhibit G-9, Subawardee Monitoring Tools (if applicable, template not included)
- Exhibit H, FAYS CSNA Tool Kit
- Exhibit I, HHS Online Bid Room Instructions
- Exhibit J, Evaluation Score Tool
- Exhibit K, Exceptions Form
- Exhibit L, Executive Summary
- Exhibit M, Program Narrative
 - **Exhibit M-1 Letters of Support (Optional)
- Exhibit N, Applicant Information
- Exhibit O-1, Governmental Entity Information
- Exhibit O-2, Non-Profit or For-Profit Entity Information
- Exhibit P, Administrative Information
- Exhibit Q, Assurances – Non-Construction Programs
 - Exhibit Q-1, Certification Regarding Lobbying
- Exhibit R, ICSQ for Fee-For-Service Grant

Exhibit S, PEI-Approved Program Models

*Submit as Attachments to Exhibit G

**Submit as Attachment to Exhibit M