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Applicant Conference

**Family and Youth Success Program (FAYS)
Request for Applications (RFA) HHS0011988**

July 29, 2022, at 1:00 PM

Applicant Conference Agenda

- Welcome and Introductions
- Grant Opportunity Activities
- Family and Youth Success Program (FAYS) RFA Overview
- Questions Submittal Process
- Closing Comments



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Introductions

Speakers

- **Dedra Williams**, Grants Specialist, Procurement and Contacting Services (PCS), Health and Human Services Commission (HHSC)
- **Ashely Hudson**, Youth and Family Program Specialist, Prevention and Early Intervention (PEI), Department of Family and Protective Services (DFPS)
- **Kimberly Lee**, Division Administrator, Prevention and Early Intervention (PEI), Department of Family and Protective Services (DFPS)



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Grant Opportunity Activities

Procurement and Contracting Services (PCS)

Grant Opportunity Roles

- **Procurement and Contracting Services (PCS)**
Responsible for all procurement and grant opportunity activities.
- **Prevention & Early Intervention (PEI)**
Responsible for project scope, requirements, performance, results, and contract management and monitoring.



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Schedule of Events

Deadline for Submitting Questions

August 12, 2022, at 5:00PM

Any questions arising from today's webinar or anytime prior to the questions deadline, must be submitted in writing to Dedra.Williams@hhs.texas.gov



HHSC Posts Responses to Applicant Questions

Estimated Deadline **August 26, 2022**



Deadline for Submission of Solicitation Responses

October 6, 2022, at 10:30AM



Anticipated Operations Start Date

September 1, 2023



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Solicitation Access

- HHSC will post all official communication regarding this RFA on the following website, including the notice of award:
 - The HHS Grants Website is located at: <https://apps.hhs.texas.gov/PCS/HHS0011988/>
- DFPS reserves the right to cancel this RFA or to make no award if it determines such action is in the best interest of the State.
- DFPS may, in its discretion, reject any and all applications or portions thereof.



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Submission Methods

Applicants must correctly deliver Solicitation Responses by one of the methods below:

- Option #1: Applicant shall submit the following through the Online Bid Room utilizing the procedures in [Exhibit I, HHS Online Bid Room Instructions](#).

OR

- Option #2: Applicant shall submit responsive applications via USB on three USB drives – One (1) labeled “Original” and One (1) labeled “Copy” and one labeled “Public Information Copy” to the correct mailing address at:

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



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Submission Methods

Please note:

To gain access to the Online Bid Room, current grantees will need to register on the Enterprise Portal again, using a different email address. Please register at the link below and make sure to choose the fourth option (I represent a business or organization responding to an HHSC, DFPS, DSHS, OIG, TCCO solicitation using the HHS Online Bid Room). This will ensure current grantees get access to the Online Bid Room. Once the current grantees have re-registered, PCS will process the grantee's account immediately and the credentials for the Portal and Online Bid Room will be sent to the applicant by PCS's system.

<https://hhsportal.hhs.state.tx.us/iam/portal/Home/portalHome/reqappaccess/>



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HHS Sole Point of Contact

- Please direct all communication regarding administration of this RFA to the HHSC Sole Point of Contact, Dedra Williams, in writing at Dedra.Williams@hhs.texas.gov.
- To promote fairness in the application process, HHSC prohibits all communication between applicants and other HHSC-PCS or DFPS-PEI staff members concerning administration of this RFA.



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Project Overview

Prevention and Early Intervention (PEI)

FAYS Program Overview

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.

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.



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FAYS Program Objectives

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.



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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. 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.

FAYS Program Objectives (Continued)

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

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.



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FAYS Grant Opportunity Overview

- The Period of Performance for this Grant is five years and is expected to begin September 1, 2023, and be effective through August 31, 2028.
- DFPS estimates the total amount of funding for the FAYS Grant is \$24,408,007 per State of Texas fiscal year.
- 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.
- DFPS will pay Grants awarded from this RFA primarily on a Fee-For-Service basis.



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Eligibility and Minimum Qualifications

- Applicant must be a public or private entity, including counties, municipalities, or other political subdivisions of the State.
- Applicant may propose a Service Delivery Area (SDA) of one or more counties per Application
- *Applications that do not meet the criteria above will be ineligible to evaluate.



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Service Delivery Area

- 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.
- 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.



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COMMUNITY STRENGTHS & NEEDS ASSESSMENT

- 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. (RFA Section 2.5.1)



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Logic Model

- Each Applicant should submit a Logic Model for its FAYS Program as Exhibit G-3, Logic Model.
- Applicant may use any Logic Model format.



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Eligible Population

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;



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Eligible Population (Continued)

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.

To be eligible to participate in Grantee's FAYS program, Youth must exhibit at least two of the Priority Characteristics listed in the RFA (see Section 2.5.3, Eligible Population).



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FAYS Participant Requirements

- 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.



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Organizational Qualifications and Requirements

- 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.



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Program Requirements

Grantees will be expected to meet program requirements related to service provision, implementation, and community partnership, as addressed in **RFA Sections 2.5.9 to 2.5.14**:

- Organizational Training Requirements (Section 2.5.9)
- General Program Requirements (Section 2.5.10)
 - Evidence-Based Programs
 - Standards of Quality for Family Strengthening and Support Requirements (NFSN)
 - Telephone and Virtual Programming



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Program Requirements Continued



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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. Childcare in conjunction with FAYS programming
12. Universal Prevention and Community Awareness (UPCA)

Program Requirements Continued

- FAYS Programming (Section 2.5.11)
- Family Resource Center (Section 2.5.12)
- Intake and Assessment Requirements (Section 2.5.13)
- Recruitment and Outreach (Section 2.5.14)



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Additional Program Requirements

Grantees will also be expected to meet PEI requirements regarding the following:

- Service Authorizations and Enrollment (Section 2.5.15)
- Annual Data Authorization (Section 2.5.16)
- Close of Program Participation (Section 2.5.17)
- Required Record Keeping (Section 2.5.18)
- Program Surveys (Section 2.5.19)
- Community and Systems Support Requirements (Section 2.5.20)
- Collaborating with PEI Grantees Within SDA (Section 2.5.21)
- Performance Reporting for Cross-Systems Efforts (Section 2.5.22)
- PEIRS Database (Section 2.5.23)
- Reports (Section 2.5.24)



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Performance Measures – Outputs & Outcomes

Applicants will propose the following target Outputs and Outcomes at the time of Application submission in Exhibit G, Project Work Plan (see next slide for Table 2: Grantee Target Outputs and Outcomes):

1. Total number of Index Youth served annually; and
2. Average number of Index Youth served monthly.

These target Outputs and Outcomes will be negotiated with PEI prior to award of a Grant Agreement based on available funds and DFPS requirements.

Grantee will report to DFPS on required Outputs and Outcomes through PEIRS, along with any additional reports that DFPS may develop, implement, and maintain during the Grant Term.



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Performance Measures – Outputs & Outcomes



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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

Use of Subawards

- 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.
- No Subaward under this RFA shall relieve the Grantee of the responsibility for ensuring that the requested programming is provided according to standards.
- Application will include work to be performed by Subawardees and will include proposed Subawardee budget or budgets.



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Use of Subawards (Continued)

- Grantee will award Subawards based on its own internal policies and processes. Grantee will notify PEI in writing if the Subawardee changes.
- 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.
- 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.



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Contract, Billing, and Finance Requirements

Grantees must follow all requirements pertaining to the following:

- PEIRS Database (Section 2.5.23)
- Background Checks (Section 2.5.25)
- Financial Requirements (Section 2.5.26)
- Billing Requirements (Section 2.5.27)



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Exhibit E – Cost Proposal Instructions

- Applicants will propose the following cost proposal elements at the time of Application submission in Exhibit E, Projected Expenses and Proposed Unit Rates
- Required cost proposal elements are listed on the next slide.



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Exhibit E - TABS

Instructions-Projected Expenses

Projected Expenses Summary

Projected Expenses

Instructions- Unit Rate

Unit Rate 1

Unit Rate 2

Unit Rate 3

Unit Rate 4

Unit Rate Summary

Asset Inventory

- Instructions – Projected Expenses
- Projected Expenses Summary
- Projected Expenses
- Instructions – Unit Rate
- Unit Rates (Unit Rate 1 – Unit Rate 4)
- Unit Rate Summary
- Asset Inventory



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Exhibit E (Instructions – Projected Expenses)



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7/29/2022

	A	B	C	D
	Exhibit E, Projected Expenses and Proposed Unit Rates			
1	RFA HHS0011988 Family and Youth Success Program (FAYS)			
2	Texas Department of Family and Protective Services			
3	The following sections allows the Applicant to provide detail budgeted line items that contribute to the proposed unit rates. Ensure that you include all applicable line items in the projected expense tab to formulate the total cost for the program. Once cost are compiled, a unit rate can be determined by dividing the number of unit			
4	<i>These instructions will explain how to complete Exhibit E, Projected Expenses and Proposed Unit Rates.</i>			
5	Projected Expenses Tab			
6	<i>In general, only enter amounts or information in non-shaded areas. The shaded cells are protected because the content is either a formula or carried forward from another cell.</i>			
7	List the Applicant organization's name in C3, and the Applicant organization's name will populate throughout the workbook. DFPS will provide the funding source. Please identify the individual in the Applicant's organization that is preparing and approving this budget.			
8	On the "Projected Expenses" tab, in column C, enter the methodology for the Applicant's budget line items. The Applicant's methodology should provide a level of detail that will allow the DFPS staff to understand the cost make-up of the total amount budgeted. In many instances, it will be more efficient to provide the details and eliminate assumptions.			
9	In columns D and E, please enter the amount and methodology for the Grant budget line items that will be included as match. The methodology should provide a level of detail that will allow DFPS staff to approve the amount of funds being requested. In many instances, it will be more efficient to provide the details and eliminate assumptions.			
10	The Total DFPS Grant Obligation in cell C6 will auto populate with the total for each category. The Total Match in cell C7 will auto populate with the total for each category.			
11	The following sections will explain how to provide budget information for the individual Budget Categories:			
12				
13				
14	SALARIES			
15	In column A, list the titles for <i>each</i> individual staff person directly working on this Grant. Do not list employee names. This includes all proposed staff whose salaries are 100% or partially charged to grant salaries that are 100% or partially contributing to Match.			
16	In column G, list the Annual Salary for each individual.			
17	Please propose any pay raises that will occur during the Grant Term. In the methodology section (column C and/or column E), clearly indicate the number of months at one pay rate and the number of months at the increased pay rate. The methodology should calculate to the Annual Salary being listed in Column G.			
18	In column H, list whether the individual is full time (1.0) or part time. If part time, identify the amount of time the individual is employed (0.5 for half time, 0.75 for 3/4 time, etc.).			
19	In column I, list the percentage of time this individual will be allocated to this Grant (e.g., 100%, 50%).			
20	If match is included, in column J, list the percentage of salary this individual will contribute to the Applicant's Match requirement (e.g., 0%, 50%).			
21	In column K, list the number of months each individual will work on this Grant during each State fiscal year.			
22	In column L, indicate whether the staff member is in a direct service or administrative role by using the drop-down arrow (will need to scroll up to see the Direct Services option).			

Exhibit E (Projected Expenses Summary)

Please complete:

- Certified By
- Name
- Title
- Date



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Exhibit E, Projected Expenses and Proposed Unit Rates											
RFA HHS0011988 Family and Youth Success Program (FAYS)											
Texas Department of Family and Protective Services											
Projected Expenses											
Grantee	0										
Agency Account ID:	TBD										
DFPS PAC#	30000										
PEI Program:	FAYS										
Total DFPS Grant Obligation:	\$0.00										
Cost Categories	(A.)	(B.)	(C.)								
	Reimbursable	Other (Match)	Program Total								
(1A) Personnel - Salaries	\$0.00	\$0.00	\$0.00								
(1B) Personnel - Fringe Benefits - by Employee	\$0.00	\$0.00	\$0.00								
(1C) Personnel - Fringe Benefits - by Type	\$0.00	\$0.00	\$0.00								
(2) Travel	\$0.00	\$0.00	\$0.00								
(3) Supplies and Controlled Assets	\$0.00	\$0.00	\$0.00								
(4) Capital Equipment (greater than \$5K)	\$0.00	\$0.00	\$0.00								
(5) Other Costs	\$0.00	\$0.00	\$0.00								
(6) Contractual	\$0.00	\$0.00	\$0.00								
Direct Costs Total	\$0.00	\$0.00	\$0.00								
Indirect Costs Total	\$0.00	\$0.00	\$0.00								
TOTAL	\$0.00	\$0.00	\$0.00								
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;">Certified By :</td> </tr> <tr> <td></td> <td>Name :</td> </tr> <tr> <td></td> <td>Title:</td> </tr> <tr> <td></td> <td>Date :</td> </tr> </table>					Certified By :		Name :		Title:		Date :
	Certified By :										
	Name :										
	Title:										
	Date :										

Exhibit E

(Projected Expenses)

	A	B	C	D	E
1	Exhibit E, Projected Expenses and Proposed Unit Rates				
1	RFA HHS0011988 Family and Youth Success Program (FAYS)				
2	ANNUAL PROJECTED EXPENSES				
3		Applicant/Grantee:		Agency Account ID:	TBD
4		DFPS PAC #	30000	Budget Preparer:	
5		PEI Program:	FAYS	Certifying Approver:	
6		Total DFPS Grant Obligation:	\$0.00		
7		Total Match:	\$0.00		
8		Funding Period:	ANNUAL PROJECTION		



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Please complete:

- Applicant/Grantee (C3)
- Budget Preparer (E4)
- Certifying Approver (E5)

Exhibit E (Projected Expenses - Salaries)

	A	B	C	D	E	F	G	H	I	J	K	L
	PERSONNEL - SALARIES	DFPS Grant Budget	Methodology for Grant Budget Narrative	Match Budget	Methodology for Match Budget Narrative		Total Salary	FTE	% Time Allocated to DFPS Grant	% Time Allocated to Match	Number of months on Grant	Direct Service or Admin?
21												
22		0		0			\$ -					

Please complete:

- Position Title (A22)
- Methodology – brief position description, hours per week (C22)
- Total Salary (G22)
- FTE (H22) ex: 1/0.5
- Position percentage of time allocated to DFPS Grant (I22)
- Position number of months worked on DFPS Grant (K22)
- Direct Service or Admin. (L22)



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Exhibit E (Projected Expenses - Fringe)

Fringe by Employee - or – Fringe by Type of Benefit

	A	B	C	D	E	F	G	H	I	J	K	L
	FRINGE by EMPLOYEE	DFPS Grant Budget	Methodology for Grant Budget Narrative	Match Budget	Methodology for Match Budget Narrative		Total Fringe per Employee	FTE	% Fringe Allocated to DFPS Grant	% Fringe Allocated to Match	Number of months on grant	Fringe % of Salary
75												
76	0	0		0			\$ -	0.00	0.00%	0.00%	0	0.00%



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Exhibit E (Projected Expenses - Fringe)

Fringe by Employee - or – Fringe by Type of Benefit

	A	B	C	D	E	F	G	H	I
	FRINGE by TYPE of BENEFIT	DFPS Grant Budget	Methodology for Grant Budget Narrative	Match Budget	Methodology for Match Budget Narrative		Total Fringe for DFPS Program Benefits	% Fringe Allocated to DFPS Grant	% Fringe Allocated to Match
129									
130	Social Security (FICA)	-		-		\$	-	0.00%	0.00%
131	State Unemployment Tax Act (SUTA)	-		-		\$	-	0.00%	0.00%
132	Retirement	-		-		\$	-	0.00%	0.00%
133	Insurance- Medical	-		-		\$	-	0.00%	0.00%
134	Insurance- Dental	-		-		\$	-	0.00%	0.00%
135	Insurance- Vision	-		-		\$	-	0.00%	0.00%
136	Insurance- Worker's Compensation	-		-		\$	-	0.00%	0.00%
137	Insurance- Unemployment	-		-		\$	-	0.00%	0.00%
138	Short-Term Disability	-		-		\$	-	0.00%	0.00%
139	Long-Term Disability	-		-		\$	-	0.00%	0.00%
140	Life Insurance	-		-		\$	-	0.00%	0.00%
141	Other Fringe	-		-		\$	-	0.00%	0.00%



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Exhibit E (Projected Expenses cont.)

- **Travel**
- **Supplies and Controlled Assets**
- **Capital Equipment**
- **Other**
- **Contractual – Contract or Subawards (if applicable)**
- **Indirect Costs**



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Exhibit E (Instructions – Unit Rate)

Exhibit E, Projected Expenses and Proposed Unit Rates
RFA HHS0011988 Family and Youth Success Program (FAYS)

Instructions for Developing the Proposed Unit Rate

Applicants must use the Unit Rate tabs to develop, justify, and submit up to 4 unit rates for FAYS programming. To determine the unit rate for FAYS programming (See Section 2.5.11 of the RFA), Applicants must incorporate the following steps:

1. Applicant can incorporate or combine any of the programming listed in Section 2.5.11 of the RFA to determine up to 4 unit rates. To determine the unit rate for FAYS programming, Applicants must incorporate the following steps.
2. Applicant should assess the needs of the Service Delivery Area and the program capacity to determine the anticipated number of units (both monthly and annually) for each unit rate proposed. Enter the number of monthly and annual units on each Unit Rate tab and document how the Applicant made this determination in the justification section of the Unit Rate tab. Applicant must review and compare current market rates for the same or similar programming, which includes consideration of local economic influences and geographic location as well as the intensity, type, and quality of the units proposed.

The projected expenses for each proposed unit rate in cell E5 must not exceed the Projected Expenses in cell D23 of the Projected Expenses Summary tab.

Applicants who propose to serve multiple geographic areas or various intensity levels of service should consider these factors in the rate determination. Applicant must provide justification for any variance in proposed rates.

Applicants may propose between one and four separate unit rates depending on the complexities and requirements of proposed programming. Applicants 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(s) amount should fall within the range of the current market analysis cost rate.

Applicants may propose an increase to proposed rates for the Period of Performance for Fiscal Years 2025-28. Include explanation of any increase in the justification on each Unit Rate tab. An increase in rate does not guarantee an increase in funding for the Grantee during the Period of Performance.



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Exhibit E

(Unit Rate)

	A	B	C	D	E
1	Exhibit E, Projected Expenses and Proposed Unit Rates RFA HHS0011988 Family and Youth Success Program (FAYS)				
2	Proposed Unit Rate Table				
3	Applicant Name:	0			
4	Unit Rate #1	Unit of Measurement	Annual # of Units (FY24)	Monthly # of Units (FY24)	Projected Expenses for Unit Rate #1
5	(Insert name of Unit Rate)				\$ -
6					
7	Description of Unit Rate:				
8					
9	FY24 UNIT RATE	FY25 UNIT RATE	FY26 UNIT RATE	FY27 UNIT RATE	FY28 UNIT RATE
10	#DIV/0!				
11	Justification:				
12					
13	Market Analysis:				
14					
15					
16					
17					
18					
19					
20					
21					



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Exhibit E

(Unit Rate Summary)



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Texas Department of Family and Protective Services						
Prevention and Early Intervention						
SUMMARY		Grantee :	0			
		Contract No.:				
		Period of Performance				
		DFPS PAC #	30000			
		PEI Program:	FAYS			
Unit Rate #	Name of Unit Rate	FY24	FY25	FY26	FY27	FY28
1	(Insert name of Unit Rate)	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00
2	(Insert name of Unit Rate)	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00
3	(Insert name of Unit Rate)	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00
4	(Insert name of Unit Rate)	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00
		Certified By :				
		Name :				
		Title:				
		Date :				

Exhibit E

(Asset Inventory)

Tracks controlled assets that are purchased with PEI funds. The State of Texas Comptroller defines Controlled Assets as property classes with acquisition costs between \$500 and \$5,000. A single unit's acquisition cost that is \$5,000 or greater should be reported as a Capital Asset and is not tracked on this spreadsheet. We are requesting PEI's Grantees to track these acquisition using this same methodology."

The table on the next slide includes the items the Comptroller requires DFPS to report to the State Property Accounting system. Your organization should have an internal review to ensure you know who has these items and where they are at all time.



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Exhibit E

(Asset Inventory cont.)

Controlled (at any cost)	
Class Code	Property Item
106	HAND GUNS
107	RIFLES & SHOTGUNS

Controlled (\$500.00 to \$4,999.99)	
Class Code	Property Item
129	SOUND SYSTEMS AND OTHER AUDIO EQUIPMENT
130	CAMERA – PORTABLE – DIGITAL, SLR
131	TVs, VIDEO PLAYERS/RECORDERS
204	COMPUTER, DESKTOP
218	DATA PROJECTORS
219	SMARTPHONES, TABLETS & OTHER HAND HELD DEVICES
284	LAPTOP COMPUTERS



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Contract, Billing, and Finance Requirements

Grantee will submit an Invoice and purchase voucher through PEIRS monthly to request reimbursement from PEI.

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 services rendered in accordance with the terms of the Grant Agreement.



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Application Exhibits

- There are multiple exhibits that must be submitted to ensure a complete Application.
- **Article IX, Submission Checklist**, contains a complete list of exhibits the Application must contain to be considered responsive.
- Exhibits include a **Program Narrative** and **Project Work Plan**, which includes a list of exhibits that must be attached to the Project Work Plan and submitted with the Application:
 - See RFA Section 5.1.3, Project Work Plan, to determine if these exhibits apply.
 - See **Article X, List of Exhibits**, for the complete list and notice regarding available exhibit templates.
- Evaluation and final selection criteria are detailed in the RFA; see Sections 4.3 and 4.4.



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Exceptions

Any exceptions to the requirements, terms, conditions, or certifications in the RFA or attachments, addendums, or revisions to the RFA, including terms and conditions, 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.**



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Questions Submittal Process

Procurement and Contracting Services (PCS)

Questions Submittal Process

All questions **must** be submitted in writing to the Sole Point of Contact using the formatting below from **Section 3.4.3, Questions and Requests for Clarification**, of the RFA HHS0011988:

- A. Identifying RFA number;
- B. Section number;
- C. Paragraph number;
- D. Page number;
- E. Text of passage being questioned; and
- F. Question.

Submit via email to: Dedra.Williams@hhs.texas.gov by 5PM on August 12, 2022.

HHSC and DFPS cannot respond to questions received after this deadline.

Tentative date answers to questions posted on HHS Grants website as an addendum to the RFA HHS0011988 is **August 26, 2022 by 5PM.**



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Closing Comments

Procurement and Contracting Services (PCS)

Closing Comments

- In the event of any conflict between this presentation and the RFA, the RFA language controls.
- Applicants are responsible for meeting the RFA requirements, including any Addenda.
- All Addenda must be signed and submitted with the original Application.
- Applicants must check the HHS Grants website frequently for any Addenda that may have been added to this solicitation.



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HHS Grants Website Link:

<https://apps.hhs.texas.gov/PCS/HHS0011988/>

Sole Point of Contact

Dedra Williams

HHSC Procurement and
Contracting Services (PCS)

Dedra.Williams@hhs.texas.gov



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Thank you

Family and Youth Success Program

RFA No. HHS0011988