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Pre-Submittal Applicant Conference

**Request for Applications No. HHS0014507
Aging and Disability Resource Center (ADRC) Services
May 13, 2024, at 10:00 a.m. CT**





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Agenda

1. Introductions
2. Housekeeping Items
3. Project Overview & Scope
4. Funding Stream Updates & Tracking
5. Grant Term
6. Program Requirements & Allowable Activities
7. Prohibitions
8. Closing Comments



Introductions

Speakers

- **Julia Solis**, Grants Specialist
Sole Point of Contact for RFA
Health and Human Services Commission (HHSC) Procurement and Contracting Services (PCS)
- **La Shonte McKinney**, Contract Manager, OADRC
- **Bessie Felton**, Contract Administration Manager, OADRC
- **Keely Lee**, Director, OADRC



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Procurement Roles

Procurement Team

- Health and Human Services Commission (HHSC) Procurement and Contracting Services (PCS) is responsible for all procurement and solicitation activities.
- Aging and Disability Resource Center (ADRC) Services is responsible for contract management activities throughout the life of the Grant Agreements including, contract development, execution, and monitoring.
- ADRC is responsible for project scope, requirements, performance, results, and monitoring.



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Schedule of Events

Deadline for Submitting Questions

May 15, 2024, by 2:00 p.m.

Any questions arising prior to the question deadline must be submitted in writing to julia.solis@hhs.texas.gov



Tentative Date Answers to Questions Posted

Estimated: May 22, 2024



Deadline for Submission of Solicitation Applications

June 4, 2024 by 10:30 a.m.



Anticipated Grant Agreements Start Date

September 1, 2024



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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/rfa.cfm>

HHSC reserves the right to cancel this RFA, or to make no award if it determines such action is in the best interest of the State.

HHSC may, in its discretion, reject any and all applications or portions thereof.



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Sole Point of Contact

- All communications relating to this RFA must be directed in writing to Julia Solis Sole Point of Contact at julia.solis@hhs.texas.gov.
- All communications between applicants and HHSC staff members, or any other HHS staff members, concerning this RFA are **strictly prohibited**.
- Failure to comply with these requirements may result in application disqualification.



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Executive Summary of Program

- The Texas Health and Human Services Commission (HHSC), the System Agency, is accepting applications for the Aging and Disability Resource Center (ADRC) Program.
- ADRCs are part of Texas' No Wrong Door (NWD) System. The NWD System initiative is a collaborative effort of Administration for Community Living (ACL), the Centers for Medicare & Medicaid Services (CMS), and the Veterans Health Administration (VHA).



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Available Funding

- There are 7 ADRC Planning and Service Areas (PSAs) in Texas.
- Funding will be awarded to one ADRC for each ADRC PSA that will serve the counties designated within each PSA.
- Estimated Total Available Funding: \$8,866,200.00
- Estimated Total Number of Awards: 7 awards



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Source Documentation & Tracking Funds

HHS Funding Sources are tracked in the Budget Workbook

- State General Revenue (SGR)
- Housing Navigator (HN)
- Local Contact Agency (LCA)
- SGR Promoting Independence (PI)
- Medicare Improvements Patients & Providers (MIPPA)
- SGR Respite



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Grant Term

- Anticipated Project Start Date: September 1, 2024
- Project End Date: August 31, 2029



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Eligible Applicants

- Individuals who are 60+ years;
- Individuals with intellectual disabilities, developmental disabilities, physical, and/or chronic diseases or conditions;
- Family caregivers;
- Veterans;
- Families with children with disabilities; and
- Other individuals planning for future LTSS needs.



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Allowable Services

- Specialized Information Referral, and Assistance (IR&A);
- Referrals to Respite Care services;
- Local Contact Agency services;
- Housing Navigator services;
- Outreach and education activities under the Medicare Improvement for Patients and Providers Act (MIPPA);
- Local initiatives, Pilot Programs, and Special Projects; and
- Collaborative Efforts.



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Prohibitions

- Any use of grants funds to replace (supplant) funds that have been budgeted for the same purpose through non-grant sources;
- Lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy (cf. 18 U.S.C. § 1913), whether conducted directly or indirectly;
- Any portion of the salary of, or any other compensation for, an elected or appointed government official;
- Any other prohibition imposed by federal, State, or local law; and
- Other unallowable costs as listed under TxGMS, Appendix 7, Selected Items of Cost Supplement Chart and/or 2 CFR 200, Subpart E – Cost Principles, General Provisions for Selected Items of Cost, where applicable.



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Submission of Forms

Applicants must complete and submit Forms A through E and Exhibits A through Q in accordance with the RFA, Article XIII, Submission Checklist.



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Evaluation Process

A three-step selection process will be used:

1. Eligibility screening based upon Section 3.3, Grant Award Eligibility, and Section 3.2, Application Screening Requirements.
2. Evaluation based upon Section 9.4, Evaluation Criteria.
3. Final Selection is based upon Section 10.1, Final Selection.



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Specific Selection Criteria

All eligible applications will be evaluated based upon:

- Qualifications and Experience (20%);
- Project Work Plan (50%); and
- Requested Budget – Cost (30%).



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Submission of Exhibits

Applicants must complete and submit the exhibits in accordance with the RFA, Article XIII, Submission Checklist.



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Delivery for Submission Option

Applicant must correctly deliver Solicitation Responses by the method below:

- **Submission Option #1:** Applicant shall submit the application through the HHS Online Bid Room utilizing the procedures identified in Exhibit J, HHS Online Bid Room Instructions.
- **Submission Option #2 with USB Drives:** Applicants shall submit each of the following on separate USB drives to the correct mailing address, which is dependent upon mailing method identified in this section (see mailing address options in the RFA, Section 8.3, Required Submission Method).



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Questions and Answers

All questions **must** be submitted in writing to the Sole Point of Contact using the formatting below from the RFA, Section 7.3, RFA Questions and Requests for Clarification:

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

Submit via email to: julia.solis@hhs.texas.gov



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Question Deadline

- Questions are due by **2:00 p.m. on Wednesday, May 15, 2024.**
- Questions received after this deadline cannot be responded to.
- An addendum will be posted to the HHS Grants Website with the answers to questions **on or after May 22, 2024.**



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Closing Comments

- Applicants are responsible for meeting the RFA requirements, including any addendums.
- All Addendums must be signed and submitted with the original application.
- Applicants must check the HHS Grants website frequently for any addendums that may have been added to this solicitation.



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HHS Grants Website

The link is:

<https://resources.hhs.texas.gov/rfa/hhs0014507>





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Thank you!

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