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Applicant Conference

Request for Applications No. HHS0015831
Supplemental Nutrition Assistance Program Education (SNAP-Ed)

May 7, 2025, at 11:00 AM CST



Agenda



1. Introductions
2. Procurement activities
3. Project Overview & Scope
4. Program Requirements & Allowable Activities
5. Grant Term & Available Funding
6. Grant Funding Prohibitions
7. Evaluation Criteria and Process
8. PCS Closing Comments



Introductions

Speakers

Dedra Williams, Grants Specialist
Sole Point of Contact for RFA
Procurement and Contracting Services (PCS)
Health and Human Services Commission (HHSC)



Procurement Roles

Procurement Team

- Health and Human Services Commission (HHSC) Procurement and Contracting Services (PCS) is responsible for all procurement and solicitation activities.
- SNAP-Ed is responsible for contract management activities throughout the life of the Grant Agreements including, contract development, execution, and monitoring.
- SNAP-Ed is responsible for project scope development, program requirements, performance, outcomes, and monitoring.



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Schedule of Events



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EVENT	DATE/TIME
Funding Announcement Posting Date Posted to HHS Open Grant Opportunities (RFA) website.	May 1, 2025
Applicant Conference Attendance is Optional	May 7, 2025 at 11:00 a.m. Central Time
Deadline for Submitting Questions or Requests for Clarification	May 12, 2025 by 5:00 p.m. Central Time
Tentative Date Answers to Questions or Requests for Clarification Posted	May 16, 2025 by 5:00 p.m. Central Time
Deadline for Submission of Applications NOTE: To be considered compliant and eligible, Applications must be <u>RECEIVED</u> by HHSC by this deadline if not changed by subsequent Addenda.	June 2, 2025 by 10:30 a.m. Central Time
Anticipated Notice of Award	May 2026
Anticipated Project Start Date	October 2026



Solicitation Access

HHSC will post all official communication regarding this RFA on the following website, including the notice of award:

- The [HHS Grants website](https://resources.hhs.texas.gov/rfa/hhs0015831) is located at <https://resources.hhs.texas.gov/rfa/hhs0015831>

HHSC reserves the right to cancel this RFA or not make an award if it determines such action is in the best interest of the State.

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



Sole Point of Contact

- All communications relating to this RFA must be directed in writing to **Dedra Williams**, Sole Point of Contact at **dedra.Williams@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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Scope of Grant Project

This funding opportunity invites grant Applications from qualified Applicants to request funding to provide the Supplemental and Nutrition Assistance Program Education (SNAP-Ed) services.

The purpose of the SNAP-Ed program is to provide nutrition education, obesity prevention, and physical activity interventions to low-income individuals who are eligible for benefits under SNAP or other means-tested federal assistance programs, such as Medicaid or Temporary Assistance for Needy Families (TANF), across the State of Texas.



Scope of Grant Project (cont'd)

Texas SNAP-Ed is an evidence-based program designed to help low-income, eligible individuals make healthier nutrition choices despite Budget constraints. SNAP-Ed plays a key role in reducing nutrition-related chronic illnesses and obesity by teaching participants how to shop for, cook nutritious meals, and maintain physically active lifestyles.

The program partners with state and local organizations to meet individuals where they are in their journey toward healthier nutrition. SNAP-Ed initiatives include nutrition education classes, sustained physical activity programs, social marketing campaigns, and multi-level and multi-sector efforts to improve policies, systems, and environments that support better nutrition outcomes for targeted populations across Texas.



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Program Requirements

The Applicant must align with the requirements set forth in **Exhibit B, Grant Requirements** in their Application in **Form C-1: SNAP-Ed Annual Project Work Plan**.

The Applicant must include a detailed plan outlining how each selected goal and its respective objectives will be addressed. All objectives must be completed within the project's timeline for each proposed Project Priorities and must align with the eligible activities and requirements set forth in **Exhibit B, Grant Requirements**.

To effectively meet the objectives of the SNAP-Ed Program, the Applicant must implement the Projects in accordance with the specifications outlined in **Exhibit B, Grant Requirements**.

Grantee must carry insurance in the types and amounts in accordance with the requirements in **Exhibit L, Insurance Requirements** through the duration of the Contract. 



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Application Screening Requirements

Eligible Applicants include state, tribal and local governments, school districts, and public or private non-profit 501(c)(3) organizations. All Applicants must comply with the criteria listed below in this RFA at the time the Application is submitted.

To be considered an Applicant eligible for evaluation, the Application must meet the following criteria:

1. Submit a complete and signed Application by the deadline stated in this RFA.
2. Provide documentation from the U.S. Internal Revenue Service to support the organizations legal entity type (i.e., government, non-profit).



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Application Screening Requirements (cont'd)

3. Provide documentation from the U.S. Internal Revenue Service and the Texas Secretary of State to support the organization is in good standing.
4. Provide documented evidence that the Applicant has a current physical location and provides services within the State of Texas.

The Applicant must complete and submit the **RFA Form A, Applicant Information** with the supporting documentation to prove that the Applicant meets the criteria listed above.



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Grant Term and Project Periods

The initial term of the Grant Agreement is October 1, 2026 through September 30, 2029. HHSC may, at its sole discretion, extend the term for one two-year renewal, not to exceed a five-year Grant Term.

The initial term will include three Project Periods, as follows:

- 1. First Project Period:** October 1, 2026 through September 30, 2027;
- 2. Second Project Period:** October 1, 2027 through September 30, 2028;
- 3. Third Project Period:** October 1, 2028 through September 30, 2029.



Available Funding

The total amount of Federal funding available for the SNAP-Ed grant program is **\$124,618,585** for the five-year Project Period.

It is HHSC's intention to make multiple awards to Applicants that successfully demonstrate the ability to provide nutrition education, obesity prevention, and physical activity interventions to low-income individuals eligible to receive SNAP benefits.

Applicants must reference **RFA Section II. Scope of Grant Project**, for further detailed information regarding the purpose, background, Eligible Population, eligible activities, and requirements.



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Available Funding (cont'd)

Applicants are strongly cautioned to only apply for the grant funding they can expend during the Project Period to avoid lapsed funding at the end of the grant term. Successful Applications may not be funded to the full extent of Applicant's requested Budgets in order to ensure grant funds are available for the broadest possible array of communities and programs.

Reimbursement will only be made for actual, allowable, and allocable expenses that occur within the Project Period. No spending or costs incurred prior to the effective date of the award will be eligible for reimbursement.



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Grant Funding Prohibitions

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

1. Any use of grant funds to replace (supplant) funds that have been budgeted for the same purpose through non-grant sources;
2. Inherently religious activities such as prayer, worship, religious instruction, or proselytization;
3. 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;
4. Any portion of the salary of, or any other compensation for, an elected or appointed government official;



Grant Funding Prohibitions (cont'd)

5. Vehicles for general agency use; to be allowable, vehicles must have a specific use related to Project objectives or activities;
6. Facilities (rental or modifications)
7. Entertainment, amusement, or social activities and any associated costs including but not limited to admission fees or tickets to any amusement park, recreational activity or sporting event unless such costs are incurred for components of a program approved by the grantor agency and are directly related to the program's purpose (e.g., meals as provided during SNAP-Ed staff training events).
8. Maintenance and repair expenses;



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Grant Funding Prohibitions (cont'd)

9. Food, meals, beverages, or other refreshments, except for eligible per diem associated with grant-related travel, where pre-approved for working events and conference attendance, or where such costs are incurred for components of a program approved by HHSC and are directly related to the program's purpose;
10. Any expense or service that is readily available at no cost to the grant Project;
11. Any activities related to fundraising;
12. Any other prohibition imposed by federal, State, or local law;



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Grant Funding Prohibitions (cont'd)

13. 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; and
14. Implementing Agencies must adhere to the Exhibit P, FY2025 SNAP-Ed Plan Guidance. The Guidance is updated annually in the spring and is subject to change. Grantee must adhere to the most recent SNAP-Ed Plan Guidance.



Required Submission Method

Applicants must submit their completed Applications by the Deadline for Submission of Applications provided in the **Section 7.1, Schedule of Events**, or subsequent Addenda, using the approved method identified below. Applications submitted by any other method (e.g., facsimile) will not be considered and will be disqualified.

Submission Option #1: HHS Online Bid Room:

Applicants shall upload the following documents to the Online Bid Room utilizing the procedures in **Exhibit M, HHS Online Bid Room Instructions**. **File Size Limitation:** Restriction to 250MB per file attachment.



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Required Submission Method (cont'd)

1. **One (1) copy marked** as **"Original Application"** that contains the Applicant's entire Application in a Portable Document Format (".pdf") file.
2. **One (1) copy of the completed Exhibit E, Expenditure Proposal,** in its original Excel format.
3. **One (1) copy of the complete Application marked** as "Public Information Act Copy," if applicable, in accordance with Section 12.1, Texas Public Information Act, in a Portable Document Format (".pdf") file.



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Required Submission Method (cont'd)

Submission Option #2: Sealed Package with USB

Drives: Applicants shall submit each of the following on separate USB drives:

1. One (1) USB drive with the complete Application file marked as "Original Application" in a Portable Document Format (".pdf") file. Include the USB in a separate envelope within the sealed Application package and mark the USB and envelope with "Original Application." USB drive must include the completed **Exhibit E, Expenditure Proposal Template**, in its original Excel format.



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Required Submission Method (cont'd)

2. One (1) USB drive with a copy of the complete Application file marked as "Public Information Act Copy," if applicable and in accordance with **Section 12.1, Texas Public Information Act-Application Disclosure Requirements**. The copy must be in a Portable Document Format (".pdf") file. Include the USB in a separate envelope within the sealed package and mark the USB and envelope with "Public Information Act Copy" or "PIA Copy."




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Required Submission Method (cont'd)

Sealed package must be clearly labeled with the following:

- A. RFA Number;
- B. RFA Title;
- C. Deadline for Submission of Applications;
- D. Sole Point of Contact's name; and
- E. Applicant's legal name.

Applicants are solely responsible for ensuring the USB drives are submitted in sealed packaging that is sufficient to prevent damage to contents and delivered by U.S. Postal Service, overnight or express mail, or hand delivery to the addresses below. No HHS agency will be responsible or liable for any damage. 



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Required Submission Method (cont'd)

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



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Evaluation Criteria

Applications will be evaluated and scored in accordance with the following scoring criteria using **Exhibit O, Evaluation Tool**.

Scoring Criteria: Qualified Applications will be evaluated based on the following criteria:

1. Personnel and Organization (15%);
2. Required Interventions (30%);
3. Grant Requirements (10%)
4. Annual Project Work Plan (15%); and
5. Cost (30%).



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Submission Checklist-Forms

The Application must be organized in the order below and include each required section, the Forms, and Exhibits identified within a section:

1. Administrative Information

- a. Form A, Face Page – Applicant Information
- b. Form B, Administrative Information
- c. Form B-1, Authorized Officials - Governmental Entity, if applicable
- d. Form B-2, Authorized Officials - Nonprofit Entity, if applicable



Submission Checklist-Forms (cont'd)

2. Narrative Proposal [The Narrative Proposal must be titled “Narrative Proposal” and include the Applicant’s Legal Name, the RFA No., and the name of the Grant Program. Use the titles below for each required section.]

- a. Form C, Narrative Proposal
- b. Form C-1, SNAP-Ed Annual Project Work Plan
- c. Form D, Financial Management & Administrative Questionnaire
- d. Form E, Texas HHS System Indirect Costs Rate Questionnaire



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Submission Checklist-Exhibits

3. Exhibits to be Completed, Signed, and Submitted with Application

- a. Exhibit A, HHS Solicitation Affirmations v. 2.6
- b. Exhibit E, Expenditure Proposal
- c. Exhibit H, HHS Data Use Agreement v. 8.5
- d. Exhibit H-1, Texas HHS System – Data Use Agreement - Attachment 2 Security and Privacy Inquiry V.2.1
- e. Exhibit H-2, Governmental Entity Version HHS Data Use Agreement v. 8.5
- f. Exhibit I, Assurances – Non-Construction Programs, V1.1
- g. Exhibit J, Certification Regarding Lobbying



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Submission Checklist-Exhibits (cont'd)

- h. Exhibit K, Federal Funding and Accountability and Transparency Act (FFATA) Certification Form
- i. Exhibit N, Exceptions, if applicable

4. Addenda: Each Addendum, if any, must be signed and submitted with the Application.



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Application Screening and Evaluation

A three-step selection process will be used:

1. Eligibility screening based upon RFA 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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Final Selection

After initial screening for eligibility and Application completeness, and initial evaluation against the criteria listed in **Section 9.4, Evaluation Criteria**, HHSC may apply other considerations such as program policy or other selection factors that are essential to the process of selecting Applications that individually or collectively achieve program objectives. In applying these factors, HHSC may consult with internal and external subject matter experts. The funding methodology for issuing final Grant Agreements will include the following identified factors:

1. Applicant Eligibility
2. Application Evaluation Scores
3. Geographical area for proposed services



Final Selection

Continued

HHSC will make final funding decisions based on Applicant eligibility, evaluation rankings, the funding methodology above, and include as applicable: geographic distribution across the State, State priorities, reasonableness, availability of funding, cost-effectiveness, and other relevant factors.



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Questions and Answers

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

1. Identifying Solicitation number;
2. Section number;
3. Paragraph number;
4. Page number;
5. Text of passage being questioned; and
6. The question.

Submit via email to: Dedra.Williams@hhs.texas.gov **by 5:00PM on May 12, 2025**



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Question Deadline

- Questions are due by **5:00 P.M. Central Standard Time on May 12, 2025.**
- 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 16, 2025.**



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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.



HHS Grants Website

Link: <https://resources.hhs.texas.gov/rfa/hhs0015831>





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Thank you!

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Supplemental Nutrition Assistance Program Education (SNAP-Ed)

