

Section XIII. Submission Checklist

HHSC, in its sole discretion, will review all Applications received and will determine if any or all Applications which do not include complete, signed copies of these exhibits and/or addenda, will be disqualified or whether additional time will be permitted for submission of the incomplete or missing exhibits. If additional time is permitted, Applicants will be notified in writing of the opportunity to provide the missing documentation by a specified deadline. Failure by an Applicant to submit the requested documentation by the deadline WILL result in disqualification. Applications that do not include Exhibit A, HHS Solicitation Affirmations (completed and signed), and Exhibit H, FY 2026 BCCS Budget Workbook (completed), will be disqualified. See Section 9.2, Initial Compliance Screening of Applications for further detail.

This Submission Checklist identifies the documentation, forms, and exhibits that are required to be submitted as part of the Application.

The Application must be organized in the order below and include each required section and the forms and exhibits identified within a section:

1. Administrative Information

- a. Form A: Face Page _____
- b. Form B: Administrative Information _____
- c. Form B-1: Governmental Entity, if applicable _____
- d. Form B-2: Nonprofit Entity, if applicable _____

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: Matching Contributions Table _____
- b. Form D: Texas Counties Served by Region _____
- c. Form E: Work Plan _____
 - i. Attachment A – General Ledger _____
- d. Form F: Subcontracting Information _____

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

- a. Exhibit A: HHS Solicitation Affirmations _____

Per Section 3.2, Application Screening Requirements, Exhibit A is mandatory and must be completed, signed, and submitted for the Application to be considered responsive. Applications received without Exhibit A or with an unsigned Exhibit A may be disqualified.

- b. Exhibit D-1: HHS Data Use Agreement V.8.5 _____
- c. Exhibit D-2: Governmental Entity Version HHS Data Use Agreement v.8.5, if applicable _____
- d. Exhibit D-3: Texas HHS System Data Use Agreement - Attachment 2 Security and Privacy Inquiry (SPI) _____
- e. Exhibit F: Exceptions Form _____
- f. Exhibit H: FY2026 BCCS Budget Workbook (Excel) _____

This FY 2026 BCCS Budget Workbook is mandatory and must be submitted with the Application, in the original format (Excel), for the Application to be complete to be considered responsive. Applications received without the completed FY 2026 BCCS Budget Workbook will be disqualified.

- g. Form G: Texas HHS System Indirect Cost Rate (ICR) Questionnaire _____
- h. Form H: Litigation and Contract History _____
- i. Form I: Internal Controls Questionnaire, Financial Management and Administration _____
- j. Exhibit I: Federal Funding Accountability and Transparency Act (FFATA) Certification Form _____
- k. Exhibit J: Federal Assurances – Non-Construction Programs _____
- l. Exhibit K: Certification Regarding Lobbying _____

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

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