

Cecile E. Young, Executive Commissioner

Request for Applications (RFA)

Grant for Sexually Transmitted Diseases (STD)/Texas Infertility Prevention Project (TIPP) RFA No. HHS0012010

DEADLINE FOR SUBMISSION OF APPICATIONS

January 12, 2023 by 10:30 a.m. Central Time

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ARTICLE I. EXECUTIVE SUMMARY, DEFINITIONS, AND STATUTORY AUTHORITY

1.1 EXECUTIVE SUMMARY

The Texas Health and Human Services Commission (HHSC) is accepting Applications on behalf of the Texas Department of State Health Services (DSHS or the System Agency) for the Sexually Transmitted Diseases / Texas Infertility Prevention Project (STD/TIPP).

The purpose of the STD/TIPP is to provide support for partner sites – such as local health departments and clinics that support family planning, maternity health, and the prevention of sexually-transmitted disease (STD) – with respect to:

- a. Training and technical assistance;
- b. Data management and evaluation;

c. The purchase and dissemination of *Neisseria gonorrhoeae* and *Chlamydia trachomatis* test kits; and

d. Laboratory fees associated with the analysis of tests.

DSHS has identified \$1,597,122.00 of funding per year (*i.e.*, the Project Period), which may be renewed for up to four (4) additional one-year periods. However, renewal of funding beyond the initial year is not guaranteed.

Applicants should reference **Article II**, **Scope of Grant Project** for detailed information regarding the purpose, background, eligible population, eligible activities, and requirements of the STD/TIPP.

Grant Name:	Sexually Transmitted Diseases (STD) / Texas Infertility Prevention Project (TIPP)
RFA No.:	HHS0012010
Deadline for Submission of Applications:	January 12, 2023 by 10:30 a.m. Central Time
Deadline for Submitting Questions or Requests for Clarifications:	December 9, 2022 by 5:00 p.m. Central Time
Estimated Total Number of Awards:	One (1)
Estimated Max Award Amount per Project Period:	\$1,597,122.00
Estimated Total Available Funding for the Grant Term:	\$7,985,610.00

Anticipated Project Start Date:	January 1, 2024
Length of Project Period:	One (1) year

To be considered for screening, evaluation, and award, Applicants must fulfill all requirements and submit all the required information and documentation set forth in **Article III, Applicant Eligibility Requirements**, **Article VIII, Application Organization and Submission Requirements**, and **Article XIII, Submission Checklist** by the Deadline for Submission of Applications established in Section 7.1, Schedule of **Events**, or subsequent Addenda. See Section 9.2, Initial Compliance Screening of Applications for further details.

1.2 DEFINITIONS AND ACRONYMS

Unless a different definition is specified, or the context clearly indicates otherwise, the definitions and acronyms given to a term below apply whenever the term appears in this RFA. All other terms have their ordinary and common meaning.

Refer to all exhibits to this RFA for additional definitions including <u>Exhibit A</u>, <u>HHS</u> <u>Solicitation Affirmations</u>, <u>Version 2.3</u> and <u>Exhibit B</u>, <u>HHS Uniform Terms and</u> <u>Conditions – Grant, Version 3.2</u>.

"<u>Addendum</u>" means a written clarification or revision to this RFA, including exhibits, forms, and attachments, as issued and posted by HHSC to the HHS Grants RFA website.

"<u>Applicant</u>" means any person or legal entity that submits an Application in response to this RFA. The term includes the individual submitting the Application who is authorized to sign the Application on behalf of the Applicant and to bind the Applicant under any Grant Agreement that may result from the submission of the Application. May also be referred to in this RFA or its exhibits as "<u>Respondent</u>".

"<u>Application</u>" means all documents the Applicant submits in response to this RFA, including all required forms and exhibits. May also be referred to in this RFA as "<u>Solicitation Response</u>".

"<u>Budget</u>" means the financial plan for carrying out the Grant Project, as formalized in the Grant Agreement, and submitted as part of the Application in response to this RFA. An Applicant's requested Budget may differ from DSHS-approved Budget executed in the final Grant Agreement. May also be referred to in this RFA as "<u>Expenditure Proposal</u>".

"<u>CFR</u>" means the Code of Federal Regulations, which is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the federal government.

"<u>Client</u>" means a member of the target population to be served under a Grant Agreement as a result of this RFA.

"<u>Contract</u>" or "<u>Grant Agreement</u>" means the agreement entered into by DSHS and the grant awardee under this RFA, including the Signature Document and all attachments and amendments.

"<u>Day</u>" shall mean "calendar" day(s), unless explicitly identified as "business" day(s). The due date of any obligation that falls on a holiday (federal or State) or weekend shall be the business day that falls immediately after the holiday or weekend. A "business day" is defined as any day from Monday through Friday that does not fall on a holiday.

"<u>Direct Cost</u>" means costs that can be identified with a specific final cost objective under the Grant Project responsive to this RFA or other internally- or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or indirect costs. Direct Costs include, but are not limited to, salaries, travel, Equipment, and supplies directly benefiting the grant-supported Project or activity.

"Equipment", as defined in <u>2 CFR § 200.1</u>, means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also the definitions of capital assets, computing devices, general purpose equipment, information technology systems, special purpose equipment, and supplies in <u>2 CFR § 200.1</u>.

"<u>Grant Project</u>" or "<u>Project</u>" means the specific work and activities that are supported by the funds provided under the Grant Agreement as a result of this RFA.

"<u>Grantee</u>" means the Party receiving funds under any Grant Agreement awarded under this RFA. May also be referred to in this RFA or its exhibits as "<u>Subrecipient</u>" or "<u>Contractor</u>".

"Grant Term" means the Project Period plus any renewal or extension periods.

"<u>HUB</u>" means Historically Underutilized Business, which is as defined by <u>Chapter 2161</u> of the Texas Government Code and <u>Title 34 Texas Administrative Code Part 1, Chapter</u> 20, Subchapter D, Division 1, § 20.282.

"<u>Indirect Cost</u>" means those costs of doing business that are not readily assignable to a specific cost objective under the Grant Project responsive to this RFA but are incurred for the overall operation of the organization and the activities it performs. Indirect Costs include, but are not limited to, employees performing general office or accounting duties, and shared costs such as the copier rental cost or utilities indirectly benefiting the grant-supported Project or activity.

"<u>Indirect Cost Rate</u>" means the proportion of general (non-direct) expenses that the Grant Project should bear. It is expressed as a ratio of general expenses to Direct Costs.

"<u>Project Period</u>" is the initial period of time set forth in the Grant Agreement during which the Grantee may perform approved grant-funded activities to be eligible for reimbursement or payment. Unless otherwise specified, the Project Period begins on the Grant Agreement effective date and ends on the Grant Agreement termination or expiration date, and represents the base Project Period, not including extensions or renewals. When referring to the base Project Period plus anticipated renewal or extension periods, "<u>Grant Term</u>" is used.

"<u>State</u>" means the State of Texas and its instrumentalities, including DSHS and any other State agency, its officers, employees, or authorized agents.

"<u>U.S. Code</u>" means the United States Code, which is the codification of the general and permanent laws of the United States by subject matter.

1.3 STATUTORY AUTHORITY

Federal funding for this Grant Project is authorized under Section 318 of the Public Health Service Act, as amended and codified in U.S. Code, Title 42 § 247c. All awards are subject to the availability of appropriated federal funds and any modifications or additional requirements that may be imposed by law. Federal funding awarded to DSHS is through the program(s) listed below:

Federal Grant Program:	Strengthening STD Prevention and Control for Health Departments (STD PCHD)
Federal Awarding Agency:	Centers for Disease Control and Prevention
Funding Opportunity No.:	CDC-RFA-PS19-1901
Assistance Listing Number and Program Title:	93.977 Preventive Health Services Sexually Transmitted Disease Control Grants

1.4 STANDARDS

Any award made under this RFA is subject to all policies, terms, and conditions set forth in or included with this RFA as well as the applicable statutes, requirements, and guidelines including, but not limited to, provisions of the Texas Grant Management Standards ("TxGMS") and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).

ARTICLE II. SCOPE OF GRANT PROJECT

2.1 PROJECT BACKGROUND

The National Infertility Prevention Project (IPP) was a multi-faceted, multi-state project funded by the Centers for Disease Control and Prevention (CDC) for more than 20 years. The overall mission of the National IPP was to implement effective prevention strategies to reduce the prevalence of *Chlamydia trachomatis* (chlamydia) and its potentially destructive complications in women. Over the years, the National IPP collected a wealth of data and evolved to include screening for *Neisseria gonorrhoeae* (gonorrhea) and testing of male partners. The National IPP was modified in 2014. Today, the CDC encourages IPP areas to follow their data and direct resources to activities that decrease the burden and long-term health effects of STDs in both men and women. Because of the success of the IPP model, and the important collaborative relationships built because of the National IPP, STD/TIPP continues.

The STD/TIPP began supporting increased gonorrhea and chlamydia testing in 2015 by using data analysis and evaluation to identify areas in Texas with increased morbidity in adolescents, young adults, and other at-risk populations. The Project is a partnership with DSHS and a variety of sentinel provider sites across the state. These providers are critical for carrying out the goals of the Project, which include identifying, screening, and treating men and women at high risk for chlamydia and gonorrhea infection; counseling infected and at-risk individuals on risk-reduction and safer sex practices; treating and counseling partners of infected individuals; and referring men and women for other medical services as appropriate. In order for the screening sites to perform these services, the Project provides the sites with screening supplies, laboratory services, medications for treatment, training, information, and other resources to enhance patient services. In exchange for these resources, the sentinel sites follow STD/TIPP chlamydia/gonorrhea screening and treatment guidelines and submit demographic and behavioral data that are used for local and statewide Project planning.

The STD/TIPP screening sites include selected family-planning clinics, maternity clinics, STD clinics, and other health service providers. Some sites have been collecting chlamydia and gonorrhea data for the Project since 1996. Over the years, the number and variety of sites have increased. The highest chlamydia positivity rates both in Texas and across the United States are generally found among STD clinic clients. Positivity rates vary across the state based upon the geographic region and the type of service provider collecting the data. Mirroring the national trends, most reported chlamydia and gonorrhea infections occur among men and women who are 15-24 years of age.

2.2 PROJECT REQUIREMENTS

2.2.1 Mission and Objectives for STD/TIPP

To meet the mission and objectives for the Project, the Grantee selected under this RFA must:

- a. Have established, or will establish upon grant award, an office in Travis, Hays, or Williamson County, Texas;
- b. Have recently been in business for a minimum of three (3) years, or the principals/owners must have had recent ownership/executive management experience in a previous company that provided comprehensive program management services; and
- c. Have demonstrated experience in working with federal or state STD and familyplanning programs.

2.2.2 Program Services and Training Requirements

- a. The Grantee shall make recommendations to DSHS regarding possible Texas clinical facilities to be designated as special Project sites based on the following selection criteria:
 - 1. Population served (adolescents and young adults under 25 years of age);
 - 2. Chlamydia positivity level of 5% or greater;
 - 3. Ability to provide recommended treatment to persons identified with gonorrhea and/or chlamydia based on Centers for Disease Control and Prevention: Sexually Transmitted Disease (STD) Treatment Guidelines (located at http://www.cdc.gov/std/treatment/default.htm);
 - 4. Ability to provide recommended treatment (or referrals for treatment) based on CDC STD Treatment Guidelines to persons identified with syphilis and/or HIV;
 - 5. Ability to provide core data elements, preferably through electronic data transfer from a lab or clinic database. Core data elements are date of collection, provider type, gender, date of birth, race, ethnicity, reason for exam, source of specimen, test type, and test result; and
 - 6. Must meet the eligibility requirements for the HHSC Texas Women's Health Program if the facility provides women's health services. See TAC, Title 1, Part 15, Chapter 382 for governing regulations.
- b. The Grantee shall provide orientation to staff at sites designated as special Project sites.
- c. The Grantee shall conduct or assist in conducting when DSHS conducts the site reviews, a minimum of six (6) site reviews of high priority special Project sites to determine compliance with the DSHS Program Operation Procedures and Standards (POPS) and CDC STD Treatment Guidelines to include adequate procedures for screening, treatment, prevention education, and partner follow-up for gonorrhea and chlamydia cases.
- d. The Grantee shall provide technical assistance to special Project sites throughout Texas as needed. This assistance will be given on-site (or by telephone) regarding disease morbidity, medication, identifying and reaching target populations, and testing supply utilization trends.

- e. The Grantee shall provide technical assistance to DSHS, other STD/TIPP grantees, regional staff, and family-planning public health sites providing TB/HIV/STD/viral hepatitis treatment and prevention services, as requested. This may include the use of subject matter experts including, but not limited to, licensed registered nurse consultants, HIV/STD program managers, HIV/STD first line supervisors (FLS), disease intervention specialists (DIS), and/or HIV/STD surveillance staff.
- f. The Grantee shall administer travel reimbursements for local health department staff to participate on the state Rapid Response Team (RRT) and others who are requested to assist with disease intervention activities in acute STD outbreaks in Texas based on the following requirements:
 - 1. RRT travel must be pre-approved by DSHS;
 - 2. Reimbursements are not to be made to DSHS staff;
 - 3. Reimbursements must be consistent with the terms of the Grantee's reimbursement procedure and travel guidelines;
 - 4. Reimbursements for in-state travel is subject to the most current DSHS per diem rates found at <u>http://online.dshs.internal/traveloffice.aspx;</u>
 - 5. Out of state travel is reimbursed according to federal per diem rates found at http://www.gsa.gov/portal/category/100120; and
 - 6. Total reimbursements cannot exceed the allotted budget amount.
- g. The Grantee shall conduct a training needs assessment with DSHS and special Project sites. After DSHS staff reviews the assessment, the Grantee (at the direction of DSHS staff) must arrange the logistics for training of personnel at special Project sites. These logistics will include locating and hiring appropriate trainers, preparing notices to eligible special Project site personnel, and obtaining appropriate meeting/training space and materials.
- h. The Grantee shall partner with DSHS staff to establish laboratory supply allotments and distribution to laboratories.
- i. The Grantee shall assist DSHS staff with purchasing and distributing laboratory supplies for special Project providers that use a private lab or use laboratory equipment and diagnostic products to process chlamydia, gonorrhea, and other STD specimens.
- j. The Grantee shall partner with DSHS staff members to advance amplified extragenital gonorrhea and chlamydia testing activities. These activities may include (but not necessarily be limited to) strategic planning, site recruitment, supporting laboratory validation studies, provision of laboratory supplies or processing fees, and providing technical assistance.
- k. The Grantee shall write and coordinate responses to required components of the federal Improving Sexually Transmitted Disease Programs through Assessment, Assurance, Policy Development and Prevention Strategies (STD AAPPS) grant and submit them to DSHS by DSHS' designated deadline. The Grantee is also expected to write and coordinate responses to the required federal progress reports, which first will be

submitted to DSHS for review. Then, the Grantee shall make any revisions directed by DSHS according to the schedule that DSHS provides.

- 1. The Grantee shall conduct training presentations, with topics to be pre-approved by DSHS no fewer than 30 calendar days before the scheduled training, for special Project sites defined by DSHS. The Grantee shall work with DSHS to determine a specific date and convenient location for participants. Date, location, and agenda are to be proposed by the Grantee with final approval by DSHS. Coordination of activities will include notifying participants a minimum of 45 calendar days prior to training, obtaining a suitable facility, and reimbursing participants for travel and lodging (consistent with State-approved travel and lodging rates, within 60 calendar days of their request, subject to DSHS approval.
- m. The Grantee shall plan and attend collaborative meetings in Austin, as well as other related meetings as directed by DSHS. This includes, but is not limited to, setting an agenda, arranging meeting space, preparing handouts, inviting attendees, taking minutes, and submitting the minutes to DSHS for review and approval all within 25 calendar days of the meeting.
- n. The Grantee shall assist in developing and/or presenting STD and special Project information at workshops and conferences, as directed by DSHS STD/TIPP staff.
- o. The Grantee shall attend at least one (1) DSHS-approved statewide collaborative conference or workshop, as directed by DSHS.
- p. The Grantee shall attend at least one (1) DSHS-approved STD conference or workshop, as directed by DSHS.
- q. The Grantee shall meet with DSHS staff, at least weekly in Austin, Texas (or more frequently as directed), to review, present, and discuss relevant issues surrounding the activities described in the Grant Agreement.

2.2.3 Data Maintenance Requirements

The Grantee shall:

- a. Maintain an electronic database to combine data from all participating special Project sites that include all required data elements. The database must be compatible with Statistical Package for the Social Sciences (SPSS). (See http://www.spss.com/software/?source=homepage&hpzone=nav_bar);
- b. Perform quality-control activities to verify that statewide special Project data are complete and free of inconsistencies, while also correcting data errors as necessary and appropriate;
- c. Perform SPSS programming data analysis (quarterly at a minimum), as directed by DSHS. Minimum frequencies and cross-tabulations of special Project data include chlamydia and gonorrhea tests by sex, age, race, ethnicity, clinic site, clinic type, laboratory, risk factors, and lab results; and

d. Perform data segmentation for substantive comparisons of chlamydia and gonorrhea infections (and syphilis and/or HIV testing if data are available from one or more laboratories) as a function of age, race/ethnicity, clinical type, laboratory test type, and other variables as directed by DSHS staff.

2.2.4 Reporting Requirements

The Grantee shall:

- a. Develop quarterly data reports that include chlamydia and gonorrhea tests by sex, age, race, ethnicity, clinic site, clinic type, laboratory, risk factors, and lab results, utilizing the proper CDC format as specified by DSHS.
- b. Disseminate the quarterly data reports to DSHS staff within 30 calendar days after the end of each quarter.
- c. Submit special Project site visit reports to DSHS within calendar 30 days after each site visit. DSHS will provide the Grantee with the standard format to use for special Project site visits within calendar 30 days of the effective date of the Grant Agreement.
- d. Provide quarterly reports for chlamydia and gonorrhea screening activities for each participating site on or before April 15th, July 15th, October 15th, and January 15th in a manner and format required by DSHS. These quarterly reports shall break out the screening activities by sex (male or female) and by month to identify data trends and/or problems. The reports shall also contain the following core elements:
 - 1. Sex;
 - 2. Age;
 - 3. Race;
 - 4. Ethnicity;
 - 5. Clinic Site;
 - 6. Clinic Type;
 - 7. Laboratory;
 - 8. Date of specimen collection;
 - 9. Specimen source; and
 - 10. Laboratory test result(s)
- e. Submit semi-annual reports to DSHS on or before July 31st and January 31st to document all data collected, screening activities, site visits, and/or technical assistance visits conducted, quarterly collaborative meetings held (including agenda items discussed), and other related activities that occurred during the reporting period. The semi-annual data reports shall document chlamydia and gonorrhea positivity rates by sex (male or female) and clinic type for the following categories:
 - 1. Age groups;

- 2. Race; and
- 3. Ethnicity.
- f. Submit semi-annual **Financial Status Repots (FSRs)** per **Section 2.2.7**, on or before July 31st for the reporting period January through June, and February 15th for the reporting period July through December.

2.2.5 Administrative and Fiscal Requirements

The Grantee shall:

- a. Provide the services outlined herein in compliance with all applicable federal and state statutes, regulations, standards, and guidelines, including, but not limited to, the following:
 - 1. DSHS Standards for Public Health Clinic Services (<u>http://www.dshs.state.tx.us/qmb/dshsstndrds4clinicservs.pdf</u>) revised August 2004, or latest revision;
 - 2. Texas Health and Safety Code, Chapters 81 (relating to Communicable Disease Prevention and Control Act) and 85 (relating to Human Immunodeficiency Virus Services Act);
 - 3. Texas Administrative Code (TAC), Title 25, Part I, Chapter 97 (relating to Communicable Diseases);
 - 4. U.S. Code, Title 42 (Public Health Service Act, as amended) §300 (relating to Project grants and contracts for family planning services);
 - 5. Social Security Act (P.L. 74-271, as amended); and
 - 6. U.S. Code, Title 42, Subchapter V (relating to Maternal and Child Health Services Block Grant); and
- b. Ensure that funds, supplies or in-kind activities are provided only to eligible STD/TIPP entities. All women's health service facilities that are enrolled in STD/TIPP must certify that they meet eligibility requirements for the HHSC Texas Women's Health Program. See <u>TAC</u>, <u>Title 1</u>, <u>Part 15</u>, <u>Chapter 382</u> for governing regulations.

2.2.6 Staffing and Administrative Security Requirements

The Grantee shall designate, from its staff, a local responsible party (LRP) who has the overall responsibility for ensuring the security of the TB/HIV/STD confidential information that the Grantee maintains pursuant to the Grant Agreement. The LRP must:

a. Ensure that appropriate policies and procedures are in place for handling confidential information, for the release of confidential TB/HIV/STD data, and for the rapid response to suspected breaches of protocol and/or confidentiality. These policies and procedures must comply with DSHS policies and procedure. However, the Grantee may choose to adopt those DSHS policies and procedures as its own;

- b. Ensure not only that security policies are reviewed periodically for efficacy but also that it keeps abreast of evolving technology (*e.g.*, new methods/technology for protecting confidential data) on an on-going basis to ensure that the Project's data remain as secure as possible;
- c. Approve any Grantee staff requiring access to TB/HIV/STD confidential information. LRP will grant authorization to Grantee staff who have a work-related need to view TB/HIV/STD confidential information, as determined appropriate and approved by DSHS;
- d. Maintain a list of authorized Grantee staff who have been granted permission to view and work with TB/HIV/STD confidential information. The LRP will review the authorized user list within ten (10) calendar days from the effective date of the Grant Agreement to ensure that it is current. All Grantee staff with access to confidential information shall have a signed copy of a confidentiality agreement on file, which shall be updated once during the term of the Grant Agreement;
- e. Ensure that all Grantee staff with access to confidential information are trained on TB/HIV/STD security policies and procedures before access to confidential information is granted and that this training will be renewed once during the term of the Grant Agreement;
- f. Ensure that all Grantee staff with access to confidential information, who are not already trained, will be trained on federal and state privacy laws and policies before access to confidential information is granted and that this training will be renewed once during the term of the Grant Agreement;
- g. Thoroughly and quickly investigate all suspected breaches of confidentiality in consultation with the DSHS LRP, all in compliance with the DSHS Program Policy TB/HIV/STD and Viral Hepatitis Breach of Confidentiality Response Policy, found at http://www.dshs.state.tx.us/hivstd/policy/security.shtm;
- h. Ensure that all required quarterly reports are submitted on time; and
- i. Include the following in the Grantee's security procedures:
 - 1. Ensure computers and networks meet DSHS security standards, as certified by the DSHS IT staff;
 - 2. Provide DSHS with a list of all personnel who have access to secured areas and of all personnel who have received security training;
 - 3. Provide DSHS with a list of all personnel who have access to all network drives where confidential information is stored;
 - 4. Requests for TB/HIV/STD systems user account terminations are sent to DSHS within one (1) business day of the identification of need for account termination;
 - 5. Transfer secure data electronically using the Public Health Information Network;
 - 6. A visitors log for individuals entering the secured areas and reviewed quarterly by the LRP;

- 7. TB/HIV/STD system user passwords changes verified by the LRP at least every 90 calendar days;
- 8. Confidential data are maintained in a secured area and locked when not in use;
- 9. Confidential documents are not left in plain sight and are shredded before disposal; and
- 10. Portable devices that are used to store confidential data are approved by the LRP and encrypted.

2.2.7 Financial Status Reports (FSRs)

Grantee must submit biannual Financial Status Reports (FSRs) to DSHS at two reporting intervals during the contract term. Also see **Section 2.2.4, Reporting Requirements, f.** FSR's will be submitted to: <u>FSRGrants@dshs.texas.gov</u>. Through submission of a FSR, Grantee certifies that (1) any applicable invoices have been reviewed to ensure all grant-funded purchases of goods or services have been completed, performed or delivered in accordance with Grant Agreement requirements; (2) all Grantee-performed services have been completed in compliance with the terms of the Grant Agreement; (3) that the amount of the FSR added to all previous approved FSRs does not exceed the maximum liability of the Grant Award; and (4) all expenses shown on the FSR are allocable, allowable, actual, reasonable, and necessary to fulfill the purposes of the Grant Agreement.

2.2.8 Final Billing Submission

Unless otherwise directed by the System Agency, Grantee shall submit a reimbursement or payment request as a final close-out invoice not later than forty-five (45) calendar days following the end of the term of the Grant Agreement. Reimbursement or payment requests received after the deadline may not be paid.

2.3 PERFORMANCE MEASURES AND MONITORING

All services and deliverables under the Grant Agreement must be provided at an acceptable quality level and in a manner consistent with acceptable industry standard, custom, and practice. DSHS will monitor the Grantee's performance for compliance under the terms and conditions of the Grant Agreement.

Grant Agreements awarded as a result of this RFA are subject to DSHS performance monitoring activities throughout the duration of each grant term. This evaluation may include a reassessment of Grant Agreement activities and services to determine whether they continue to be effective throughout the grant term.

Grantee must regularly collect and maintain data that measures the performance and effectiveness of activities under each Grant Agreement resulting from this RFA in the manner, and within the timeframes specified in this RFA and resulting Grant Agreement,

Page 16 of 41 HHS0012010 or as otherwise specified by DSHS. Grantee must submit the necessary information and documentation regarding all requirements, including reports and other deliverables.

To remain eligible for renewal funding, if any, the Grantee must be able to show the scope of services provided and their impact, quality, and levels of performance against approved goals, and that Grantee's activities and services effectively address and achieve each Grant Agreement's stated purpose.

2.4 STANDARDS AGAINST DISCRIMINATION

In addition to the governing criteria set forth above in **Section 1.4, Standards** of this RFA, the Grantee also must conduct Project 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: <u>http://www.hhs.state.tx.us/aboutHHS/CivilRights.shtml</u>.

Upon request, the Grantee must provide the HHSC Civil Rights Office with copies of all the Grantee's civil rights policies and procedures. The Grantee must notify HHSC's Civil Rights Office of any civil rights complaints received relating to performance under the Grant Agreement no more than ten (10) business 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

The Grantee must ensure that its policies do not have the effect of excluding or limiting the participation of any person with respect to its programs, benefits, or activities on the basis of national origin, and must take reasonable steps to provide services 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.

The Grantee must comply with Executive Order 13279, and its implementing regulations at CFR, Title 45, Part 87 or CFR, Title 7, Part 16, which provide that any organization that participates in programs funded by direct financial assistance from the U.S. Dept. of Agriculture or U.S. Dept. of Health and Human Services must not, in providing services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

2.5 LIMITATIONS ON GRANTS TO UNITS OF LOCAL GOVERNMENT

Pursuant to the General Appropriations Act, Article IX, Section 4.04,

- a. In each Grant Agreement with a unit of local government, grant funds appropriated under the General Appropriations Act will be expended subject to limitations and reporting requirements similar to those provided by:
 - 1. Parts 2, 3, and 5 of Article IX of the General Appropriations Act (except there is no requirement for increased salaries for local government employees);
 - 2. §§556.004, 556.005, and 556.006, Government Code; and
 - 3. §§2113.012 and 2113.101, Government Code.
- b. In this section, "unit of local government" means:
 - 1. A council of governments, a regional planning commission, or a similar regional planning agency created under Chapter 391, Local Government Code;
 - 2. A local workforce development board; or
 - 3. A community center as defined by Health and Safety Code, §534.001(b).

ARTICLE III. APPLICANT ELIGIBILITY REQUIREMENTS

3.1 LEGAL AUTHORITY TO APPLY

By submitting an Application in response to this RFA, Applicant certifies that it has legal authority to apply for the Grant Agreement that is the subject of this RFA and is eligible to receive awards. Further, Applicant certifies it will continue to maintain any required legal authority and eligibility throughout the duration of the Grant Term, if awarded. All requirements apply with equal force to Applicant and, if the recipient of an award, the Grantee and its subgrantees or subcontractors, if any. Each Applicant may submit only one response to this RFA.

3.2 ELIGIBLE APPLICANTS AND APPLICATION SCREENING REQUIREMENTS

Eligible Applicants include governmental entities, and public and private organizations (for profit as well as non-profit). Each Applicant must meet all of the following minimum requirements in order to be: (1) considered eligible for evaluations; and (2) awarded a Grant Agreement under this RFA:

- a. Application must be submitted by designated deadline;
- b. Submitted Application must be complete per RFA Submission Checklist and contain specific required documents;
- c. All required documents must contain the required signature(s);

- d. Applicant must meet the specific licensing requirements as required by the State of Texas to perform specific services;
- e. Applicant must be registered to do business in the State of Texas;
- f. Applicant must be financially solvent and adequately capitalized; and
- g. Applicant must be in active status with the System for Award Management (SAM) at <u>https://sam.gov/content/entity-information</u>.

3.3 GRANT AWARD ELIGIBILITY

By submitting an Application in response to this RFA, Applicant certifies that:

- a. If awarded a Grant Agreement under this RFA, Applicant and all of its identified subsidiaries that intend to operate under the Agreement are eligible to perform grant-funded activities and are not subject to suspension, debarment, or a similar ineligibility determined by any State or federal entity;
- b. Applicant is in good standing under the laws of Texas and has provided HHS with all requested or required supporting documentation in connection with this certification;
- c. Applicant shall remain in good standing, eligible to conduct its business in Texas, and comply with all applicable requirements of the Texas Secretary of State and the Texas Comptroller of Public Accounts (Texas Comptroller);
- d. Applicant is currently in good standing with all licensing, permitting, or regulatory bodies that regulate any or all aspects of Applicant's operations; and
- e. Applicant is not delinquent in taxes owed to any taxing authority of the State of Texas as of the effective date of the Application submitted in response to this RFA.

3.4 GRANTS FOR POLITICAL POLLING PROHIBITED

Pursuant to the General Appropriations Act, Article IX, Section 4.03, none of the funds appropriated by the General Appropriations Act may be granted to or expended by any entity which performs political polling. This prohibition does not apply to a poll conducted by an academic institution as part of the institution's academic mission that is not conducted for the benefit of a particular candidate or party. By submitting a response to this RFA, Applicant certifies that it is not ineligible for a Grant Agreement pursuant to this prohibition.

ARTICLE IV. PROJECT PERIOD AND GRANT TERM

4.1 **PROJECT PERIOD**

The Project Period begins on January 1, 2024 and runs through December 31, 2024.

No-cost Extension: DSHS, at its sole discretion, may extend the Project Period to allow time for the completion of Grant activities. No additional funding will be added to the Project Period.

4.2 **GRANT TERM**

DSHS, at its sole discretion, may opt to renew the Grant Agreement for up to four (4) additional one-year periods. The Grant Term, which includes all extensions or renewals, may not exceed five (5) years.

4.3 **PROJECT CLOSEOUT**

DSHS will programmatically and financially close the grant award and end the Grant Agreement when DSHS determines that the Grantee has completed all obligations in accordance with all contractual requirements. The Grantee must submit all required financial, performance, and other reports as required in the Grant Agreement. The Project close-out date is 45 calendar days after the Grant Agreement ending date, unless otherwise noted in the original or amended Grant Agreement. Funds not obligated by the Grantee by the end of the contractual term and not expended by the Project close-out date will revert to DSHS.

ARTICLE V. GRANT FUNDING AND REIMBURSEMENT INFORMATION

5.1 GRANT FUNDING SOURCE AND AVAILABLE FUNDING

The total amount of federal funding available under the grant for the Project is **\$7,985,610.00** for the entire Grant Term. It is DSHS' intention to make one (1) award to one Applicant that successfully demonstrates the ability to improve the health of Texans by increasing access to screening and testing for *Neisseria gonorrhoeae* and *Chlamydia trachomatis* and other STDs in underserved areas within the state.

Applicants are strongly cautioned to apply only for the amount of grant funding they can expend responsibly during the Project Period so as to avoid lapsed funding at the end of the Grant Term. The successful Application 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 be made only for actual, allowable, and allocable expenses that occur within the Project Period. No spending or costs incurred prior to the effective date of the Grant Agreement will be eligible for reimbursement.

5.2 NO GUARANTEE OF REIMBURSEMENT AMOUNTS

There is no guarantee of total reimbursements to be paid to any Grantee under any Grant Agreement, if any, resulting from this RFA. Likewise, the Grantee resulting from this RFA is not guaranteed to receive any additional or continued funding under future RFA opportunities and, therefore, should maintain sustainability plans in case of discontinued grant funding. Any additional funding or future funding may require submission of a new Application through a subsequent RFA.

Receipt of an Application in response to this RFA does not constitute an obligation or expectation of any award of a Grant Agreement or funding of a grant award at any level under this RFA.

5.3 **GRANT FUNDING 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. Vehicles or equipment for government agencies that are for general agency use and/or do not have a clear nexus to terrorism prevention, interdiction, and disruption (i.e., mobile data terminals, body cameras, in-car video systems, or radar units, etc. for officers assigned to routine patrol);
- e. Weapons, ammunition, tracked armored vehicles, weaponized vehicles, or explosives (exceptions may be granted when explosives are used for bomb squad training);
- f. Admission fees or tickets to any amusement park, recreational activity, or sporting event;
- g. Promotional gifts;
- h. Food, meals, beverages, or other refreshments, except for eligible per diem associated with grant-related travel or where pre-approved for working events;
- i. Membership dues for individuals;
- j. Any expense or service that is readily available at no cost to the Project;
- k. Any use of grant funds to replace (supplant) funds that have been budgeted for the same purpose through non-grant sources;
- 1. Fundraising;
- m. Statewide projects;
- n. Any other prohibition imposed by federal, state, or local law; and
- o. The acquisition or construction of facilities.

5.3 **PAYMENT METHOD**

Grant Agreement(s) awarded under this RFA will be funded on a cost reimbursement basis for reasonable, allowable, and allocable Grant Project costs. Under the cost reimbursement payment method, the Grantee is required to finance operations and will only be reimbursed for actual, allowable, and allocable costs incurred on a monthly basis and supported by adequate documentation. No additional payments will be rendered unless an advanced payment is approved.

5.4 Cost Sharing or Matching Requirements

There is no cost sharing or matching requirements under this Grant Project.

ARTICLE VI. APPLICATION EXHIBITS AND FORMS FOR SUBMISSION

Note: Applicants must refer to **Article XIII**, **Submission Checklist**, for the complete checklist of documents that must submitted with an Application under this RFA.

6.1 NARRATIVE PROPOSAL

Using <u>Form C, Executive Summary</u> and <u>Form D, Work Plan</u>, attached to this RFA, Applicants must provide an Executive Summary and Work Plan describing their proposed activities, processes, and methodologies for satisfying all the goals and objectives described in Article II, Scope of Grant Project, including the Applicant's applicable supporting data, Project approach and activities, organizational capacity, performance management, and target population. Applicants should identify all proposed tasks to be performed, including all Project activities, during the Grant Project Period. Applicants must complete and submit all required attachments.

6.2 **REQUESTED BUDGET**

- a. The attached <u>Exhibit C, Expenditure Proposal</u>, of this RFA is the template for submitting the requested Budget. Applicants must develop the requested Budget to support their Proposed Project and in alignment with the requirements described in this RFA;
- b. Applicants must base their Expenditure Proposal on the Program Requirements described in Article II of this RFA. The Expenditure Proposal should include any business, economic, legal, programmatic, or practical assumptions that underlie each proposed expenditure. HHSC reserves the right to accept or reject any assumptions. All assumptions not expressly identified and incorporated into the Grant Agreement resulting from this RFA are deemed rejected by HHSC;
- c. Applicants must separately identify value-added benefits, cost-savings and costavoidance methods and measures, and the effect of such methods on the Expenditure Proposal and Scope of Work;

- d. Applicants must ensure that Project costs outlined in the requested Budget are reasonable, allowable, allocable, and developed in accordance with applicable State and federal grant requirements. Reasonable costs are those if, in nature and amount, do not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. A cost is allocable to a particular cost objective if the cost is chargeable or assignable to such cost objective in accordance with relative benefits received. See CFR, Title 2, § 200.403 or TxGMS Cost Principles, Basic Considerations (pp. 32-33), for additional information related to factors affecting allowability of costs;
- e. Applicants must utilize the Budget template provided, <u>Exhibit C</u>, <u>Expenditure</u> <u>Proposal</u>, and identify all Budget line items necessary costs. Budget categories must be broken out into specific Budget line items that allow DSHS to determine if proposed costs are reasonable, allowable, and necessary for the successful performance of the Project. Applicants must enter all costs in the Budget tables and explain why the cost is necessary and how the cost was established.
- f. If selected for a grant award under this RFA, only DSHS-approved Budget items in the requested Budget may be considered eligible for reimbursement.
- g. Submission of the Expenditure Proposal is mandatory. See <u>Exhibit C, Expenditure</u> <u>Proposal</u> for the template. Applicants that fail to submit the requested Budget with their Application, as set forth in this RFA, will be disqualified.

6.3 INDIRECT COSTS

Applicants must have an approved indirect cost rate (ICR) or request the de minimis rate to recover indirect costs. All Applicants are required to complete and submit Form E, Texas Health and Human Services System Indirect Costs Rate Questionnaire, with required supporting documentation. The questionnaire initiates the acknowledgment or approval of an ICR for use with DSHS' cost-reimbursable Grant Agreements. Entities declining the use of Indirect Cost cannot recover indirect costs on any DSHS award.

HHS typically accepts the following approved ICRs:

- a. Federally approved ICR agreement; and
- b. State of Texas approved ICR. DSHS, at its discretion, may request additional information to support any approved ICR agreement.

If the Applicant does not have an approved ICR agreement, the Applicant may be eligible for the ten percent (10%) de minimis rate or may request to negotiate an ICR with HHS.

For Applicants requesting to negotiate an ICR with HHS, the ICR Proposal Package will be provided by the HHS Federal Funds Indirect Cost Rate Group to the grant awardee. The ICR Proposal Package must be completed and returned to the HHS Federal Funds Indirect Cost Rate Group no later than three (3) months post-award.

The HHS Federal Funds Indirect Cost Rate Group will contact the grant awardee after the Grant Agreement is fully signed to initiate and complete the ICR process. The Grantee

must respond within 30 calendar days, or the request will be cancelled, and indirect costs may be disallowed.

Once HHS acknowledges an existing rate or approves an ICR, the Grantee will receive one of three Indirect Cost approval letters: (1) ICR Acknowledgement Letter; (2) ICR Acknowledgement Letter – Ten Percent De Minimis; or (3) ICR Agreement Letter.

If an ICR Letter is required but it is not issued at the time of Grant Agreement execution, the Grant Agreement will be amended to include the ICR Letter once it is issued.

Approval or acceptance of an ICR will not result in an increase in the amount awarded or affect the agreed-upon service or performance levels throughout the life of the award.

6.4 **ADMINISTRATIVE INFORMATION**

Using <u>Forms</u>, <u>A</u> through <u>D</u>, attached to this RFA, Applicant must provide satisfactory evidence of its ability as an organization to manage and coordinate the types of activities described in this RFA.

a. Applicant Litigation and Contract History

Applicant must include in its Application a complete disclosure of any alleged or significant contractual or grant failures.

In addition, Applicant must disclose any civil or criminal litigation or investigation pending over the last five (5) 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. See **Exhibit A**, **HHS Solicitation Affirmations**. Applicant certifies it does not have any existing claims against or unresolved audit exceptions with the State of Texas or any agency of the State of Texas.

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 or grant obligations.

ARTICLE VII. RFA ADMINISTRATIVE INFORMATION AND INQUIRIES

7.1 SCHEDULE OF EVENTS

EVENT	DATE/TIME
Funding Announcement Posting Date	December 1, 2022
Posted to HHS Grants RFA and Texas eGrants websites	

Deadline for Submitting Questions or Requests for Clarification	December 9, 2022 by 5:00 p.m. Central Time
Tentative Date Answers to Questions or Requests for Clarification Posted	December 30, 2022
Deadline for Submission of Applications NOTE: Applications must be <u>RECEIVED</u> by HHSC by this deadline if not changed by subsequent Addenda to be considered eligible.	January 12, 2023 by 10:30 a.m. Central Time
Anticipated Notice of Award	June 2023
Anticipated Project Start Date	January 1, 2024

Applicants that respond to this RFA must ensure that their Applications are received by HHSC in accordance with the *Deadline for Submission of Applications* (date and time) indicated in this Schedule of Events or as changed by subsequent Addenda posted to the <u>HHS Grants RFA</u> website.

All dates are tentative and HHSC and/or DSHS reserve the right to change these dates at any time. At the sole discretion of HHSC and/or DSHS, 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 of Applications* will be published by posting an Addendum to the <u>HHS Grants RFA</u> website. After the *Deadline for Submission of Applications*, 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 <u>Procurement Forecast</u> on the HHS Procurement Opportunities <u>website</u>. Each Applicant is responsible for checking the <u>HHS Grants RFA</u> website and <u>Procurement Forecast</u> for updates.

7.2 SOLE POINT OF CONTACT

All requests, questions, or other communication about this RFA shall be made by email **only** to the following Grant Specialist designated as HHSC's Sole Point of Contact:

Name:	John Norton
Title:	Grant Specialist, HHSC Procurement and Contracting Services
Email:	John.Norton2@hhs.texas.gov

Applicants shall not use this e-mail address for submission of an Application. Follow the instructions for submission as outlined in Article VIII, Application Organization and Submission Requirements.

However, if expressly directed in writing by the Sole Point of Contact, Applicant may communicate with another designated HHSC representative (such as during grant negotiations as part of the normal grant review process, if any).

Prohibited Communications: Applicants and their representatives shall not contact other HHS personnel regarding this RFA.

This restriction (on only communicating in writing by email with the Sole Point of Contact identified above) does not preclude discussions between Applicant and agency personnel for the purposes of conducting business unrelated to this RFA.

Failure of an Applicant (or its representative(s)) to comply with these requirements may result in disqualification of the Application.

7.3 **RFA QUESTIONS AND REQUESTS FOR CLARIFICATION**

Written Questions and Requests for Clarification for this RFA must be delivered via email to the Sole Point of Contact by the Deadline for Submitting Questions or Requests for Clarification in **Section 7.1, Schedule of Events**, or as may be amended in Addenda (if any) posted to the <u>HHS Grants RFA</u> website. DSHS may review and, at its sole discretion, may respond to questions or other written requests received after the Deadline. Applicants' names will be removed from questions in any responses released.

- a. Questions and Requests for Clarification will <u>not</u> be accepted unless they include the information:
 - 1. RFA number;
 - 2. Section or paragraph number from this RFA;
 - 3. Page number of this RFA;
 - 4. Exhibit or other attachment and section or paragraph number from the exhibit or other attachment;
 - 5. Page number of the exhibit;
 - 6. Language, topic, section heading being questioned; and
 - 7. Question.
- b. The following contact information must be included in the e-mail submitted with questions or requests for clarification:
 - 1. Name of individual submitting question or request for clarification;
 - 2. Organization name;
 - 3. Phone number; and
 - 4. E-mail address.

7.4 AMBIGUITY, CONFLICT, DISCREPANCY, CLARIFICATIONS

Applicants must notify the Sole Point of Contact of any ambiguity, conflict, discrepancy, exclusionary specification, omission, or other error in the RFA in the manner and by the

Deadline for Submitting Questions or Requests for Clarification in Section 7.1, Schedule of Events. Each Applicant submits its Application at its own risk.

Applicants that fail to properly and timely notify the Sole Point of Contact of any ambiguity, conflict, discrepancy, exclusionary specification, omission, or other error in the RFA, whether awarded a Grant Agreement or not:

- a. Shall have waived any claim of error or ambiguity in the RFA and any resulting Grant Agreement;
- b. Shall not contest the interpretation by the DSHS of such provision(s); and
- c. Shall not be entitled to additional reimbursement, relief, or time by reason of any ambiguity, conflict, discrepancy, exclusionary specification, omission, or other error or its later correction.

7.5 **RESPONSES TO QUESTIONS OR REQUEST FOR CLARIFICATIONS**

Responses to questions or other written requests for clarification will be consolidated and HHSC will post responses in one or more Addenda on the <u>HHS Grants RFA</u> website. Responses will not be provided individually to requestors.

DSHS reserves the right to amend answers previously posted at any time prior to the Deadline for Submission of Applications. Amended answers will be posted on the <u>HHS</u> <u>Grants RFA</u> website in a separate, new Addendum or Addenda. It is Applicant's responsibility to check the <u>HHS Grants RFA</u> website or contact the Sole Point of Contact for a copy of the Addendum with the amended answers.

7.6 CHANGES, AMENDMENT, OR MODIFICATION TO RFA

DSHS reserves the right to change, amend, modify, or cancel this RFA. All changes, amendments and modifications or cancellation will be posted by Addendum on the <u>HHS</u> <u>Grants RFA</u> website.

It is the responsibility of each Applicant to periodically check the <u>HHS Grants RFA</u> for any additional information regarding this RFA. Failure to check the posting website will in no way release any Applicant or the grant awardee from the requirements of posted Addenda or additional information. No HHS agency will be responsible or liable in any regard for the failure of any individual or entity to receive notification of any posting to the websites or for the failure of any Applicant or the grant awardee to stay informed of all postings to these websites. If the Applicant fails to monitor these websites for any changes or modifications to this RFA, such failure will not relieve the Applicant of its obligation to fulfill the requirements as posted.

7.7 EXCEPTIONS AND ASSUMPTIONS

Applicants are highly encouraged, in lieu of including exceptions in their Applications, to address all issues that might be advanced by way of exception or assumptions by submitting questions or requests for clarification pursuant to Section 7.3, RFA Questions and Requests for Clarification. Completing and submitting <u>Exhibit K</u>, <u>Exceptions</u>, is required for submitting any exceptions.

No exception, nor any other term, condition, or provision in an Application that differs, varies from, or contradicts this RFA, will be considered to be part of any Grant Agreement resulting from this RFA unless expressly made a part of the Grant Agreement in writing by DSHS.

ARTICLE VIII. APPLICATION ORGANIZATION AND SUBMISSION REQUIREMENTS

8.1 APPLICATION RECEIPT

Applications must be received by HHSC by the Deadline for Submission of Applications specified in **Section 7.1, Schedule of Events,** or subsequent Addenda. HHSC will date and time stamp all Applications upon receipt. Applications received after the Deadline for Submission of Applications may be ruled ineligible. Applicants should allow for adequate time for submission before the posted Deadline for Submission of Applications.

No HHS agency will be held responsible for any Application that is mishandled prior to receipt by HHSC. It is the Applicant's responsibility to ensure its Application is received by HHSC before the Deadline for Submission of Applications. No HHS agency will be responsible for any technical issues that result in late delivery, non-receipt of an Application, inappropriately identified documents, or other submission issue that may lead to disqualification.

<u>Note</u>: All Applications become the property of DSHS after submission and receipt and will not be returned to Applicant.

Applicants understand and acknowledge that issuance of this RFA or retention of Applications received in response to this RFA in no way constitutes a commitment to award a Grant Agreement under this RFA.

8.2 **APPLICATION SUBMISSION**

By submitting an Application in response to this RFA:

a. Applicant represents and warrants that the individual submitting the Application and any related documents on behalf of the Applicant is authorized to do so and to binds the Applicant under any Grant Agreement that may result from the submission of an Application; and b. Applicant agrees to be bound by the terms of <u>Exhibit D-1</u>, <u>HHS Data Use Agreement</u> <u>v.8.5</u>, including, but not limited to, the terms and conditions regarding <u>Exhibit D-2</u>, <u>HHS Data Use Agreement v.8.5</u> - <u>Governmental Entity Version</u>, and <u>Exhibit E</u>, <u>Texas HHS System-Data Use Agreement-Attachment 2 Security and Privacy</u> <u>Inquiry (SPI)</u> attached to this RFA.

8.3 **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 or email) will not be considered and will be disqualified.

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

- a. One (1) copy marked as "Original Application" that contains the Applicant's entire Application in a Portable Document Format (".pdf") file.
- b. One (1) copy of the completed <u>Exhibit C</u>, <u>Expenditure Proposal</u>, in its original Excel format.
- c. 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.

8.4 COSTS INCURRED FOR APPLICATION

All costs and expenses incurred in preparing and submitting an Application in response to this RFA and participating in the RFA selection process are borne entirely by the Applicant.

8.5 **APPLICATION COMPOSITION**

All Applications must:

- a. Be responsive to all RFA requirements;
- b. Be clearly legible;
- c. Be presented using font type Verdana, Arial, or Times New Roman, font size 12 pt., with one (1) inch margins and 1.5 line spacing; the sole 12-point font size exception is no less than size 10 pt. for tables, graphs, and appendices;
- d. Include page numbering for each section of the Application; and
- e. Include signature of Applicant's authorized representative on all exhibits and forms requiring a signature. Copies of the Application documents should be made after signature.

8.6 **APPLICATION ORGANIZATION**

The entire Application must be in submitted in *.pdf file format. The Application also must:

- a. Be organized in the order outlined in the **Article XIII, Submission Checklist**, and include all required sections (e.g., "Administrative Information," "Narrative Proposal," and "Exhibits to be Submitted with Application,").
 - 1. <u>Exhibit C, Expenditure Proposal</u>, is to be submitted in its original Excel format.
 - 2. Each Application section must have a cover page with the Applicant's legal name, RFA number, and Name of Grant identified, and a page header and/or footer stating the respective exhibit letter, form letter, and page numbers in the form of "Page X of Y" for each exhibit and form.
- b. Include all required documentation, exhibits, and forms completed and signed, as applicable. Copies of forms are acceptable, but all copies must be identical to the original. All exhibits must be submitted and obtained directly from the posted RFA package; previous versions and copies are not allowed or acceptable.

8.7 APPLICATION WITHDRAWALS OR MODIFICATIONS

Prior to the Deadline for Submission of Applications set forth in Section 7.1, Schedule of Events, or subsequent Addenda, an Applicant may:

- a. Withdraw its Application by submitting a written request to the Sole Point of Contact; or
- b. Modify its Application by submitting an entirely new submission, complete in all respects, using the method of submission set forth in this RFA. The modification must be received by HHSC by the *Deadline for Submission of Applications* set forth in **Section 7.1, Schedule of Events,** or subsequent Addenda.

No withdrawal or modification request received after the *Deadline for Submission of Applications*, set forth in **Section 7.1**, **Schedule of Events**, or subsequent Addenda, will be considered. Additionally, in the event of multiple Applications received, the most timely received and/or modified Application will replace the Applicant's original and all prior submission(s) in its entirety and the original submission(s) will not be considered.

ARTICLE IX. APPLICATION SCREENING AND EVALUATION

9.1 **OVERVIEW**

The following three-step process will be applied to each Application:

a. Application will be screened to determine whether the Applicant meets the minimum requirements of this RFA;

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- b. Application will be evaluated based upon the specified criteria; and
- c. Final selection will be based upon State priorities and the factors outlined in Section 10.1, Final Selection.

9.2 INITIAL COMPLIANCE SCREENING OF APPLICATIONS

All Applications received by the Deadline for Submission of Applications, specified in Section 7.1, Schedule of Events, or subsequent Addenda, will be screened by HHSC to determine which ones meet all the minimum requirements of this RFA, are responsive, and are deemed qualified for further consideration. See Section 3.2, Eligible Applicants and Application Screening Requirements.

At the sole discretion of HHSC, in coordination with DSHS, Applications with errors, omissions, or compliance issues may be considered non-responsive and may not be considered. The remaining Applications will continue to the evaluation stage and will be considered in the manner and form as which they are received. HHSC reserves the right to waive minor informalities in an Application. A "minor informality" is an omission or error that, in the determination of HHSC if waived or modified, would not give an Applicant an unfair advantage over other Applicants or result in a material change in the Application or RFA requirements. **Note:** Any disqualifying factor set forth in this RFA does not constitute an informality (e.g., <u>Exhibit A</u>, <u>HHS Solicitation Affirmations</u> and <u>Exhibit C</u>, <u>Expenditure Proposal</u>.

HHSC, at its sole discretion, may give an Applicant the opportunity to submit missing information or make corrections at any point after receipt of Application. The missing information or corrections must be submitted to the Sole Point of Contact e-mail address in **Section 7.2**, **Sole Point of Contact**, by the deadline set by HHSC. Failure to respond by the deadline may result in the rejection of the Application and the Applicant's not being considered for award.

9.3 QUESTIONS OR REQUESTS FOR CLARIFICATION FOR APPLICATIONS

DSHS reserves the right to ask questions or request clarification or revised documents for a submitted Application from any Applicant at any time prior to award. DSHS reserves the right to select qualified Applications received in response to this RFA without discussion of the Applications with Applicants.

9.4 EVALUATION CRITERIA

Qualified Applications shall be evaluated and scored in accordance with the following scoring criteria used in <u>Exhibit H</u>, <u>Evaluation Tool</u>:

- a. Narrative Proposal: Executive Summary (10%);
- b. Narrative Proposal: Work Plan (40%);
- c. Organizational capacity, qualifications, and experience (40%); and

d. Proposed Budget (Expenditure Proposal) (10%).

9.5 **PAST PERFORMANCE**

DSHS reserves the right to request additional information and conduct investigations as necessary to evaluate any Application. By submitting an Application, the Applicant generally releases from liability and waives all claims against any party providing information about the Applicant at the request of DSHS.

DSHS may examine Applicant's past performance which may include, but is not limited to, information about Applicant provided by any governmental entity, whether an agency or political subdivision of the State of Texas, another state, or the federal government.

DSHS, at its sole discretion, may also initiate investigations or examinations of Applicant performance based upon media reports. Any negative findings, as determined by DSHS in its sole discretion, may result in DSHS removing the Applicant from further consideration for award.

- a. Past performance information regarding Applicants may include, but not necessarily be limited to:
 - 1. Notices of termination;
 - 2. Cure notices;
 - 3. Assessments of liquidated damages;
 - 4. Litigation;
 - 5. Audit reports; and
 - 6. Non-renewals of grants or contracts based on Applicant's unsatisfactory performance.

Applicants may be rejected as a result of unsatisfactory past performance under any grant(s) or contract(s) as reflected in vendor performance reports, reference checks, or other sources. An Applicant's past performance may be considered in the initial screening process and prior to making an award determination.

- b. Reasons for which an Applicant may be denied a Grant Agreement at any point after Application submission include, but are not limited to:
 - 1. If applicable, Applicant has an unfavorable report or grade on the Texas Comptroller's Vendor Performance Tracking System (VPTS). VPTS may be accessed at: <u>https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/;</u> or
 - 2. Applicant is currently under a corrective action plan imposed by HHSC or DSHS; or
 - 3. Applicant has had repeated, negative vendor performance reports for the same reason; or

- 4. Applicant has a record of repeated non-responsiveness to vendor performance issues within the past 12 months; or
- 5. Applicant has substandard expenditure rates within the past 12 months; or
- 6. Applicant has contracts or purchase orders, which have been cancelled within the past 12 months for non-performance or substandard performance; or
- 7. Applicant has had any other performance issue, which demonstrates that awarding a Grant Agreement to Applicant would not be in the best interest of the State.

9.6 COMPLIANCE FOR PARTICIPATION IN STATE CONTRACTS

The information provided by Applicant (*e.g.*, legal name and, if applicable, assumed name (d/b/a), tax identification number, Unique Entity Identifier ("UEI", a unique identifier created via SAM.gov, which replaces the previously used DUNS)) will be used to conduct these checks.

In addition to the initial screening of Applications, all required verification checks will be conducted before DSHS awards a Grant Agreement under this RFA.

At DSHS' sole discretion, Applicants found to be barred, prohibited, or otherwise excluded from award of a Grant Agreement may be disqualified from further consideration under this RFA, pending satisfactory resolution of all compliance issues.

Verification checks shall include the following:

a. State of Texas Debarment and Warrant Hold

Applicant must not be debarred from doing business with the State of Texas (https://comptroller.texas.gov/purchasing/programs/vendor-performancetracking/debarred-vendors.php) or have an active warrant or payee hold placed by the Texas Comptroller.

b. U.S. System of Award Management (SAM) Exclusions List

Applicant must not be excluded from contract participation at the federal level. This verification is conducted through SAM, the official website of the U.S. Government which may be accessed at:

https://www.sam.gov/content/exclusions

c. Texas Comptroller's Divestment Statute Lists

Applicant must not be on any of the following Lists (which may be found at <u>https://comptroller.texas.gov/purchasing/publications/divestment.php</u>):

- 1. Companies that boycott Israel;
- 2. Scrutinized Companies with Ties to Sudan;
- 3. Scrutinized Companies with Ties to Iran;
- 4. Designated Foreign Terrorist Organizations; and

5. Scrutinized Companies with Ties to Foreign Terrorist Organizations

d. HHS Office of Inspector General

Applicant must not be listed on the HHS Office of Inspector General Texas Exclusions List for people or businesses excluded from participating as a provider: <u>https://oig.hhsc.texas.gov/exclusions</u>

e. U.S. Department of Health and Human Services

Applicant must not be listed on the U.S. Department of Health and Human Services Office of Inspector General's List of Excluded Individuals/Entities (LEIE), excluded from participation as a provider, unless a valid waiver is currently in effect: <u>https://oig.hhs.texas.gov/exclusions.</u>

Additionally, if a Subrecipient under a federal award, the Grantee shall comply with requirements regarding registration with the U.S. Government's System for Award Management (SAM). This requirement includes maintaining an active SAM registration and the accuracy of the information in SAM. The Grantee shall review and update information at least annually after initial SAM registration and more frequently as required by 2 CFR Part 25.

If the Grantee may make procurements using grant funds awarded under the Grant Agreement, the Grantee must check SAM Exclusions that contain the names of ineligible, debarred, and/or suspended parties. The Grantee certifies through acceptance of a Grant Agreement that it will not conduct business with any entity that is an excluded entity under SAM.

HHS reserves the right to conduct additional checks to determine eligibility to receive a Grant Agreement.

ARTICLE X. AWARD OF GRANT AGREEMENT PROCESS

10.1 FINAL SELECTION

After initial screening for eligibility and Application completeness, and initial evaluation against the criteria listed in **Section 9.4**, **Evaluation Criteria**, DSHS may apply other considerations such as program policy, the needs of the State, or other selection factors that are essential to the process of selecting Applications that individually or collectively achieve Project objectives. In applying these factors, DSHS may consult with internal and external subject matter experts.

All funding recommendations will be considered for approval by the HHSC Program Deputy Executive Commissioner, or their designee/DSHS Deputy Commissioner, or their designee.

10.2 NEGOTIATIONS

After selecting Applicant for award, DSHS may engage in negotiations with selected Applicants. As determined by DSHS, the negotiation phase may involve direct contact between the selected Applicant and HHS representatives by virtual meeting, by phone, and/or by email. Negotiations should not be interpreted as a preliminary intent to award funding unless explicitly stated in writing by DSHS and are considered to be a step to finalize the Application to a state of approval and discuss proposed grant activities. During negotiations, selected Applicants may expect:

- a. An in-depth discussion of the submitted Application and requested Budget; and
- b. Requests from DSHS for revised documents, clarification, or additional detail regarding the Applicant's submitted Application. These clarifications and additional details, as required, must be submitted in writing by Applicant as finalized during the negotiation.

10.3 DISCLOSURE OF INTERESTED PARTIES

Subject to certain specified exceptions, Section 2252.908 of the Texas Government Code (relating to Disclosure of Interested Parties): (1) applies to a Grant Agreement of a State agency that has a value of \$1 million or more; (2) requires an action or vote by the governing body of the entity or agency before the Grant Agreement may be signed; or (3) is for services that would require a person to register as a lobbyist under <u>Chapter 305 of the Texas Government Code</u>.

One of the requirements of Section 2252.908 is that a business entity (defined as "any entity recognized by law through which business is conducted, including a sole proprietorship, partnership, or corporation") must sign and submit a Form 1295 (Certificate of Interested Parties) to DSHS at the time that the business entity submits the Grant Agreement to DSHS. Applicant represents and warrants that, if selected for award of a Grant Agreement under this RFA, it will fulfill this requirement.

The Form 1295 involves an electronic process through the Texas Ethics Commission (TEC). The online process for completing the Form 1295 may be found on the TEC public website at: <u>https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm</u>.

Additional instructions and information to be used to process the Form 1295 will be provided by DSHS to the Grantee. The Grantee may contact Sole Point of Contact or designated contract manager for information needed to complete Form 1295.

If the Grantee does not submit a completed, certified, and signed TEC Form 1295 to DSHS with the signed Grant Agreement, DSHS is prohibited by law from executing a Grant Agreement, even if the Grantee is otherwise eligible for award. DSHS, as determined in its sole discretion, may award the Grant Agreement to the next qualified Applicant, who will then be subject to this procedure.

10.4 EXECUTION AND ANNOUNCEMENT OF GRANT AGREEMENT(S)

DSHS intends to award one Grant Agreement under this RFA. Therefore, not all Applicants who are deemed eligible to receive funds are assured of receiving a Grant Agreement.

At any time and at its sole discretion, DSHS reserves the right to cancel this RFA, make partial award, or decline to award any Grant Agreement(s) as a result of this RFA.

The final funding amount and the provisions of the grant will be determined at the sole discretion of DSHS.

HHSC may announce tentative funding awards through an "Intent to Award Letter" once the DSHS Deputy Commissioner and relevant HHSC approval authorities have given approval to initiate and/or execute grants. Receipt of an "Intent to Award Letter" does not authorize the recipient to incur expenditures or begin Project activities, nor does it guarantee current or future funding.

Upon execution of a Grant Agreement(s) under this RFA, HHSC will post a notification of all grants awarded to the <u>HHS Grants RFA</u> website.

ARTICLE XI. GENERAL TERMS AND CONDITIONS

11.1 GRANT APPLICATION DISCLOSURE

DSHS, at its discretion and in an effort to maximize State resources and reduce duplication of effort, may require each Applicant to disclose information regarding the Application for or award of State, federal, and/or local grant funding to the subgrantee or subcontractor (i.e., organization who will participate, in part, in the operation of the Project) within the past two years to provide the services described above under **Article II**, **Scope of Grant Project**.

11.2 TEXAS HISTORICALLY UNDERUTILIZED BUSINESSES (HUBS)

Though there are no requirements to use HUBs, DSHS encourages the Grantee to use HUBs to provide goods and services.

For information regarding the Texas HUB program, please refer to the Texas Comptroller's website: <u>https://comptroller.texas.gov/purchasing/vendor/hub/</u>.

ARTICLE XII. APPLICATION CONFIDENTIAL OR <u>PROPRIETARY INFORMATION</u>

12.1 TEXAS PUBLIC INFORMATION ACT – APPLICATION DISCLOSURE REQUIREMENTS

Applications and resulting Grant Agreements are subject to the Texas Public Information Act (PIA) and Texas Government Code Chapter 552 and, thus, may be disclosed to the public upon request. Other legal authority also requires DSHS to post grants 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:

a. Mark Original Application:

- 1. Mark the Original Application, at the top of the front page, with the words "CONTAINS CONFIDENTIAL INFORMATION" in large, bold, capitalized letters (the size of, or equivalent to, 12-point Times New Roman font); 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 HHS Solicitation Affirmations: Certify, in the designated section of the <u>Exhibit A</u>, <u>HHS Solicitation Affirmations</u>, Applicant's confidential information assertion and the filing of its Public Information Act Copy; and
- 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 as "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);
 - 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 (3) of this section must be identical to those set forth in the Original Application as required in Subsection 1(b), 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 which can only be included in the "Public Information Act Copy." There must be no redactions in the Original Application.

By submitting an Application under this RFA, Applicant agrees that, if Applicant does not mark the Original Application, provide the required certification in <u>Exhibit</u> <u>A</u>, <u>HHS Solicitation Affirmations</u>, and submit the Public Information Act Copy, the Application will be considered public information that may be released to the public in any manner including, but not limited to, in accordance with the Public

Information Act, posted on HHS' public website, and posted on the Legislative Budget Board's public website.

If any or all Applicants submit partial, but not complete, information suggesting inclusion of confidential information and failure to comply with the requirements set forth in this section, HHS, 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.

No Applicant should 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 DSHS and all other State agencies, without cost or liability.

DSHS will strictly adhere to the requirements of the PIA regarding the disclosure of public information. As a result, by participating in this RFA, Applicant acknowledges that all information, documentation, and other materials submitted in its Application may be subject to public disclosure under the PIA. DSHS 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. DSHS 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.

12.2 APPLICANT WAIVER – INTELLECTUAL PROPERTY

SUBMISSION OF ANY DOCUMENT TO ANY HHS AGENCY IN RESPONSE TO THIS RFA CONSTITUTES AN IRREVOCABLE WAIVER, AND AGREEMENT BY THE SUBMITTING PARTY TO FULLY INDEMNIFY THE STATE OF TEXAS AND HHS FROM ANY CLAIM OF INFRINGEMENT REGARDING THE INTELLECTUAL PROPERTY RIGHTS OF THE SUBMITTING PARTY OR ANY THIRD PARTY FOR ANY MATERIALS SUBMITTED TO HHS BY THE SUBMITTING PARTY.

ARTICLE XIII. SUBMISSION CHECKLIST

HHSC, in coordination with DSHS, 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, 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 <u>Exhibit A</u>, <u>HHS Solicitation Affirmations</u> (completed and signed), will be disqualified. See Section 9.2, Initial Compliance Screening of Applications for further detail.

Applications that do not include a completed <u>Exhibit C</u>, <u>Expenditure Proposal</u> will be disqualified. The attached, expenditure proposal template is mandatory and must be submitted with the Application, in the original format (Excel), for the Application to be considered responsive.

This Submission Checklist identifies the documentation, exhibits and forms 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:

a. Administrative Information

1.	Form A, Face Page			
2.	Form B, Administrative Information			
3.	Form B-1, Governmental Entity - Authorized Officials, if applicable			
4.	Form B-2, Nonprofit or For-Profit Entity - Authorized Officials, if applicable			
Narrative Proposal				
	Documents must include the Applicant's Legal Name, the RFA No., and the name of the Grant Program. Use the following titles for each required section:			
1.	Form C, Executive Summary			
2.	Form D, Work Plan			

 Form E, Texas Health and Human Services System Indirect Costs Rate Rate Questionnaire

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

b.

Exhibits A, C through G, and J through K are mandatory and must be completed, signed, and submitted for the Application to be considered responsive. Applications received that contain no Exhibit A or with an Exhibit A that is unsigned shall be disqualified.

1.	Exhibit A, HHS Solicitation Affirmations, Version 2.3	
2.	Exhibit C, Expenditure Proposal (Excel)	
3.	Exhibit D-1, HHS Data Use Agreement v.8.5	
4.	Exhibit D-2, HHS Data Use Agreement v.8.5 - Governmental Entity	
	Version	
5.	Exhibit E, Texas HHS System- Data Use Agreement -Attachment 2-	
	Security and Privacy Inquiry (SPI)	
6.	Exhibit F, Assurances – Non-Construction Programs	
7.	Exhibit G, Certification Regarding Lobbying	
8.	Exhibit J, Federal Funding Accountability and Transparency Act	
	(FFATA) Certification Form	
9.	Exhibit K, Exceptions, if applicable	
10.	. Signed Addendum or Addenda Acknowledgement, if applicable	

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ARTICLE XIV. LIST OF EXHIBITS AND FORMS ATTACHED TO <u>RFA</u>

Exhibits

Exhibit A, HHS Solicitation Affirmations, Version 2.3

Exhibit B, HHS Uniform Terms and Conditions - Grant, Version 3.2

Exhibit C, Expenditure Proposal

Exhibit D-1, HHS Data Use Agreement v.8.5

Exhibit D-2, HHS Data Use Agreement v.8.5 – Governmental Entity Version

Exhibit E, Texas HHS System- Data Use Agreement -Attachment 2- Security and Privacy Inquiry (SPI)

Exhibit F, Assurances - Non-Construction Programs

Exhibit G, Certification Regarding Lobbying

Exhibit H, Evaluation Tool

Exhibit I, Online Bid Room Instructions

Exhibit J, Federal Funding Accountability and Transparency Act (FFATA) Certification Form

Exhibit K, Exceptions

Forms

Form A, Face Page

Form B, Administrative Information

Form B-1, Governmental Entity - Authorized Officials

Form B-2, Nonprofit or For-Profit Entity – Authorized Officials

Form C, Executive Summary

Form D, Work Plan

Form E, Texas Health and Human Services System Indirect Costs Rate Questionnaire