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Services

APPLICANT WEBINAR CONFERENCE

**Request for Application No. HHS0014160
Construction Grant Program for Mental Health Facilities**

February 26, 2024, at 10:00AM CT

AGENDA



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- **Welcome / Introduction**
- **Procurement Activities**
- **Project/RFA Overview**
- **Closing Comments**

Introduction

Speakers

- Amy Pearson, Grants Specialist / Sole Point of Contact
HHSC Procurement and Contracting Services (PCS)
- Whitney Smith-Nelson, Project Manager
Chief Program and Services Office



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Procurement Activities

Procurement Roles

HHSC Procurement Team

Procurement and Contracting Services (PCS)- Responsible for all procurement activities.

Chief Program & Services Office (CPSO) - Responsible for project scope, ensuring compliance with requirements, performance, results, contract management and monitoring.



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Schedule of Events

Deadline for Submitting Questions

**February 27, 2024, by
2:00PM**

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

HHSC Posts Responses to Applicant Questions

Estimated Deadline March 8, 2024

Deadline for Submission of Solicitation Responses

March 18, 2024, by 10:30AM CST

Anticipated Operations Start Date

September 1, 2024



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Solicitation Access

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

- **The HHSC Grants website is located at <https://apps.hhs.texas.gov/pcs/rfa.cfm>**

HHSC reserves the right to cancel this RFA, or to make no award if it determines such action is in the best interest of the State. HHSC may, in its discretion, reject any and all proposals or portions thereof.



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HHSC Sole Point of Contact

All communications relating to this RFA must be directed in writing to Amy Pearson, HHSC Sole Point of Contact at amy.pearson@hhs.texas.gov

All communications between respondents and other HHSC staff members concerning this RFA is **strictly prohibited**.

Failure to comply with these requirements may result in proposal disqualification.



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Project/RFA Overview

**Construction Grant Program
for Mental Health Facilities**

Executive Summary

The purpose of this program is to establish a one-time community mental health program for County-Based Community Collaboratives. Under this program, HHSC's Chief Program and Services Office ("Office") will accept applications for the construction of the following facility types:

1. Jail Diversion
2. Step Down Facilities
3. Permanent Supportive Housing (a facility that provides this service)
4. Crisis Stabilization Unit
5. Crisis Respite Unit

The construction of office space may not be accomplished with the use of the grant funds, nor is the cost of the construction of office space counted toward the minimum match calculation.



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Grant Award & Term

Available Funding

- Estimated Total Available Funding: \$100,000,000

Grant Term

- September 1, 2024, through August 31, 2027



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Eligible Applicants

County-based Community Collaboratives - includes a county, a local mental health authority or local behavioral health authority that operates in the county, and each hospital district located in the county, if any. A community collaborative may include other local entities designated by the collaborative's members.



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Eligible Population

The facilities constructed under this RFA must serve individuals who need behavioral health services who have limited to no resources. Approved grantees will construct facilities which will be utilized to provide support to individuals in the community and can help bridge service gaps by providing needed services in medically underserved areas or to medically underserved populations.



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Refer to Section 2.3 Eligible Population

Eligible Service Areas

The service areas eligible for construction project funding under this RFA are all counties in Texas.



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Refer to Section 2.4 Eligible Service Areas

Eligible Activities

This grant program may fund construction activities and costs as allowed by the laws, regulations, rules, and guidance governing fund use identified in the relevant sections of this RFA.

Construction projects can include the construction of new facilities, expansion of existing facilities, or remodeling of an existing facility that is not currently being used to provide mental health services. A constructed facility may be used as one or more of the facilities allowable for construction.

The construction of office space may not be accomplished with the use of the grant funds, nor is the cost of the construction of office space counted toward the minimum match calculation under this RFA.



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Refer to Section 2.5 Eligible Activities

Program Requirements

All Grant Projects funded under this RFA must meet the following program requirements:

1. Construct one of the following types of facilities within three years of the date that grant funds are distributed by HHSC:
 - a) Jail Diversion
 - b) Step Down Facilities
 - c) Permanent Supportive Housing
 - d) Crisis Stabilization Unit
 - e) Crisis Respite Unit
2. Provide a local match, in the form of additional funding or in-kind contributions from private contributors or local governments, excluding state or federal funds, in an amount that is at least equal to the highest of the following amounts:
 - a. Twenty-five percent (25%) of the grant amount if the collaborative includes a county with a population of less than one hundred thousand (100,000);



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Program Requirements

- b. Fifty percent (50%) of the grant amount if the collaborative includes a county with a population of at least one hundred thousand (100,000) but less than two hundred fifty thousand (250,000);
 - c. One hundred percent (100%) of the grant amount if the collaborative includes a county with a population of two hundred fifty thousand (250,000) or more.
3. Effectively collaborate with community partners. A community collaborative approach is defined as two or more organizations working together to address an unmet need in a way that achieves efficiency, continuity and effectiveness that would not be realized by one organization. Community collaboratives should aim at maximizing existing resources and avoiding duplication of effort.
4. Provide services in the constructed facilities for the purpose the facility was constructed. The facility must be used for at least five (5) years for the purpose in which it was constructed. At the expiration of five (5) years, if the facility is no longer needed for the originally authorized purpose, or if the Grantee would like to change that purpose, it must receive written approval from HHSC.



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Refer to Section 2.6 Program Requirements

Required Reports

The System Agency will monitor Grantee's performance, including, but not limited to, through review of financial and performance reports, under any Grant Agreement awarded as a result of this RFA.

Each Grantee awarded a Grant Agreement as a result of this RFA must submit the following reports by the noted due dates:

REPORT	DUE DATE
Financial Status Report – Quarterly	The last day of each month following the quarter being reported.
Performance Report – Quarterly	The last day of each month following the quarter being reported.
Single Audit Report – Annually	Nine (9) months after the Grantee's fiscal year end.

Refer to Section 2.7 Required Reports



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Financial Status Report

Except as otherwise provided, for Grant Agreements with categorical budgets, Grantee shall submit quarterly FSRs to System Agency by the last business day of the month following the end of each State fiscal quarter for System Agency review and financial assessment. 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.



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Refer to Section 2.9 Financial Status Report

Performance Report

Grantees must regularly collect and maintain data that measures the performance and effectiveness of activities under a Grant Agreement resulting from this RFA in the manner, and within the timeframes specified in this RFA and resulting Grant Agreement, or as otherwise specified by System Agency. Grantees must submit the necessary information and documentation regarding all requirements, including reports and other deliverables and will be expected to report quarterly on the following measures:

1. Status of construction and targeted completion date;
2. Detail of the work completed by the Grantee during the quarter;
3. Status of contracts such as those for architectural, engineering, and construction services;
4. Status of applicable licensing and permitting;
5. Total expenditures to date; and
6. Total match contributed to date.

Refer to Section 2.10 Performance Report



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Matching Requirements

Match is defined as the non-state share of costs the Grantee is required to contribute to accomplish the purpose of the Grant Project. Match must be treated consistently with grant funds and used only for allowable and allocable purposes

A Grantee must provide a local match, in the form of additional funding or in-kind contributions from private contributors or local governments excluding state or federal funds in an amount that is at least equal to the highest of the following amounts:

1. Twenty-five percent (25%) of the grant amount if the collaborative includes a county with a population of less than one hundred thousand (100,000);
2. Fifty percent (50%) of the grant amount if the collaborative includes a county with a population of at least one hundred thousand (100,000) but less than two hundred fifty thousand (250,000); or
3. One hundred percent (100%) of the grant amount if the collaborative includes a county with a population of two hundred fifty thousand (250,000) or more.



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Matching Requirements

All matching funds must meet the following criteria:

1. Are verifiable from the Grantee's records;
2. Are not included as contributions for any other state award;
3. Are necessary and reasonable for accomplishment of Grant Project objectives;
4. Are allowable under the Grant Agreement;
5. Are not paid by the State; and
6. Are provided for in the approved Grant Project Budget.

Matching funds may be in the form of land and/or building for the purpose of program. The value of the property will be the lesser of: (1) The value of the remaining life of the property recorded in the local government's accounting records at the time of donation; or (2) The current fair market value. However, when there is sufficient justification, HHSC may approve the use of the current fair market value of the donated property, even if it exceeds the value described in (1) at the time of donation.

Refer to Section 5.4 Matching Requirements



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Evaluation Process

A three-step selection process will be used:

1. Application screening to determine whether the Applicant meets the minimum requirements of this RFA;
2. Evaluation based upon specific criteria; and
3. Final selection based upon State priorities and other relevant factors, as outlined in Section 10.1, Final Selection.



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Evaluation Criteria

Qualified Applications shall be evaluated based upon:

- a. Project Plan and Timeline (30%);
- b. Project Budget (25%);
- c. Meeting Local Need (25%); and
- d. Community Engagement (20%).



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PCS CLOSING COMMENTS

Submission Of Forms

Applicants must complete and submit Forms A through D per Article XIII. Submission Checklist to address all requirements of application.

- 1. Form A, Applicant Information**
- 2. Form B, Administrative Information**
- 3. Form B-1, Governmental Entity, if applicable**
- 4. Form B-2, Nonprofit Entity, if applicable**
- 5. Form C, Internal Control Questionnaire**
- 6. Form D, Narrative Proposal**



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Refer to Section 13. Submission Checklist

Submission Of Exhibits

Applicants must complete (sign) and submit per Article XIII. Submission Checklist the Exhibits listed below to address all requirements of application:

- 1. Exhibit A, HHS Solicitation Affirmations v2.3**
- 2. Exhibit D, Certification Regarding Lobbying**
- 3. Exhibit E, Exceptions Form, *if applicable***
- 4. Exhibit H, Requested Budget Template (EXCEL)**
- 5. Exhibit I, HHS Solicitation Affirmations for State Architectural/Engineering and Construction Projects, v. 2.0**



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Refer to Section 13. Submission Checklist

Delivery For Submission Options

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

- A. Submission Option #1: HHS Online Bid Room** - Applicant shall submit the following through the HHS Online Bid Room utilizing the procedures in **Exhibit G, HHS Online Bid Room Instructions**.

Applicants shall upload the following documents:

1. *One (1) copy marked as "Original Application" that contains the Applicant's entire application in a Portable Document Format ("PDF") file; and*
2. *One (1) copy of the completed **Exhibit H, Requested Budget Template**, 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 PDF file.*



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Delivery For Submission Options

B. Submission Option #2: Sealed Package with USB Drives

- Applicant shall submit responsive applications via USB on two (2) USB drives:

- 1) One (1) USB drive with the complete Application file marked as "Original Application" in a 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 H, Requested Budget Template**, in its original **Excel** format.
- 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.

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

Refer to Section 8.3 Required Submission Method



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Questions & Answers

All questions must be submitted in writing to the Sole Point of Contact. All questions must include the following information. Submissions that do not include this information may not be accepted:

1. RFA number;
2. Section or paragraph number from this solicitation;
3. Page number of this solicitation;
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.



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Question Deadline

Questions must be received by the Sole Point of Contact by the Deadline for Submitting Questions set forth in Article 7.1, Schedule of Event.

Questions are due **February 27, 2024, by 2:00PM**

Questions received *after* this deadline **cannot** be responded too.

An addendum will be posted HHS Grants Website with the answers to questions tentatively on March 8, 2024.



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Closing Comments

Applicants are responsible for meeting the RFA requirements, including any addendums.

All Addendums must be signed and submitted with the original response.

Applicants must check HHS Grants website *frequently* for any addendums that may have been added to this solicitation.



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HHS Website

The link is: <https://resources.hhs.texas.gov/rfa>



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Thank You!

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