



TEXAS

Health and Human Services

Cecile E. Young, Executive Commissioner

Request for Applications (RFA)

Grant for

Alzheimer's Disease and Related Dementias

(ADRD) RFA No. HHS0014455

APPLICATION SUBMISSION DEADLINE

*June 28, 2024, by 10:30 a.m. Central Standard
Time*

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Section I. Executive Summary, Definitions, and Statutory Authority

1.1 EXECUTIVE SUMMARY

The State of Texas, by and through the Texas Department of State Health Services (System Agency or DSHS), announces the expected availability of State funding for the Grants to Increase Local Dementia Support (GILDS) program to provide support to (1) persons with Alzheimer’s Disease and Related Dementias (ADRD); (2) their Caregivers; and (3) promote Early Detection and Diagnosis as set forth in this Request for Applications (RFA). The Projects supported through this RFA reflect the priorities and strategies in the [*Healthy Brain Initiative, State and Local Public Health Partnerships to Address Dementia: The 2023 - 2027 Road Map \(Road Map\)*](#).

Applicants should reference **Section II, Scope of Grant Project**, for further detailed information regarding the purpose, background, eligible population, eligible activities and requirements.

Grant Name:	Alzheimer’s Disease and Related Dementias (ADRD)
RFA No.:	HHS0014455
Deadline for Applications:	June 28, 2024
Deadline for Submitting Questions or Requests for Clarifications:	May 27, 2024, at 5:00 p.m.
Estimated Total Available Funding:	\$1,200,000.00
Estimated Total Number of Awards:	10
Estimated Max Award Amount:	\$150,000.00
Anticipated Project Start Date:	September 1, 2024
Length of Project Period:	Twelve (12) months with option of four annual renewals.
Eligible Applicants:	A. An Applicant must be a governmental entity, a non-governmental entity, a not-for-profit organization, a for-profit entity, or an association. Individuals are not eligible to apply.

	<p>B. An Applicant must be able to provide services in the eligible counties that they propose to serve. An Applicant must have a physical location in one of the counties.</p> <p>C. Applicant is not required to meet cost match under this grant.</p>
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To be considered for screening, evaluation and award, Applicants must provide and submit all required information and documentation as set forth in **Section VIII, Application Organization and Submission Requirements** and **Section 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 for 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.

[“Addendum”](#) 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.

[“Alzheimer’s Disease”](#) is an irreversible, progressive brain disorder caused by damage to neurons in the brain. It is the most common cause of Dementia. Early symptoms include difficulty with memory and thinking. As the disease progresses, symptoms include impaired communication and judgment, confusion, behavior changes and challenges with basic bodily functions. Symptoms usually develop slowly and worsen over time, becoming severe enough to interfere with daily tasks. Alzheimer’s Disease is fatal.

[“Alzheimer’s Disease and Related Dementias”](#) or [“ADRD”](#) refers to Alzheimer’s Disease as well as vascular contributions to Cognitive Impairment and Dementia, Lewy body Dementia, frontotemporal Dementia, Parkinson’s disease, Hippocampal Sclerosis, mixed etiology Dementias and many other less common diseases, disorders and conditions that can result in Dementia. This term is sometimes referenced as ADRD (Alzheimer’s Disease and Related Dementias) in scientific publications.

[“Applicant”](#) 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 [“Respondent.”](#)

“Application” 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 “Solicitation Response.”

“Budget” means the financial plan for carrying out the Grant Project, as formalized in the Grant Agreement, including awarded funds and any required match, submitted as part of the Application in response to this RFA. An Applicant’s requested Budget may differ from the DSHS-approved Budget executed in the final Grant Agreement.

“Caregivers” refers to people who provide care to people who need some degree of ongoing assistance with everyday tasks on a regular basis. The recipients of care can live either in the community or institutional settings, range from children to older adults and have chronic illnesses or disabling conditions. Because of their partnership with people living with Dementia in making joint decisions to enhance their care and quality of life, caregiver can also be referred to as “care partners” or “carers.”

“CDC” means the Centers for Disease Control and Prevention, a federal agency that is charged with working with State and local governments on public health program.

“CFR” 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.

“Client” means a member of the eligible population to be served by the Applicant's organization to provide education, support, and Referrals to community resources funding opportunity.

“Cognitive Decline” refers to the changes in memory, thinking and/or reasoning that are worsening over time.

“Community-Clinical Linkages” refers to the connections between community and clinical sectors that aim to improve health within a community. They are an effective, evidence-based approach to preventing and managing chronic diseases such as Alzheimer’s and other Dementias.

“Dementia” is a general term for a particular group of symptoms, including difficulties with memory, language, and skills that are severe enough to interfere with daily life. Alzheimer’s Disease is the most common cause of Dementia. Other causes include vascular contributions to Cognitive Impairment and Dementia (VCID), Lewy body Dementia (LBD), frontotemporal Dementia (FTD), Parkinson’s disease, Hippocampal Sclerosis, mixed etiology Dementias (MED) and many other less common diseases, disorders and conditions that can result in Dementia.

“Direct Cost” means those costs that can be identified specifically with a particular 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.

“DSHS” means Department of State Health Services, Health and Human Services, or both, that will be a party to any Grant Agreement resulting from the RFA.

“Eligible Population(s)” means all residents living within the Grantee’s Service Area.

“Equipment” (pursuant to 2 CFR § 200.1) 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 2 CFR §200.1 for capital assets, computing devices, general purpose Equipment, informationtechnology systems, special purpose Equipment, and supplies.

“Early Detection and Diagnosis” or “Secondary Prevention” refers to identifying diseases in the earliest stages, before the onset of more severe symptoms. Public health plays a unique role in building relationships between communities and health systems to assure equitable access for all people to diagnostic services.

“Grant Agreement” means the agreement entered into by DSHS and the Grantee as a result of this RFA, including the Signature Document and all attachments and amendments. May also be referred to in this RFA or its exhibits as “Contract.”

“Grantee” 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 “subrecipient” or “contractor”.

“Healthy Brain Initiative” or “HBI” is an initiative of the Centers for Disease Control and Prevention and the Alzheimer’s Association with a multi-component approach that aims to fully integrate cognitive health into public health practice, reducing the risk and impact of Alzheimer’s and other Dementias.

“HHS” means Health and Human Services and includes both HHSC and DSHS. “HHSC” means the Health and Human Services Commission.

“Indirect Cost” means those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Indirect Costs represent the expenses of doing business that are not readily identified with the Grant Project responsive to this RFA but are necessary for the general operation of the organization and the conduct of activities it performs.

“Indirect Cost Rate” means a device for determining in a reasonable manner the proportion of Indirect Costs each program should bear. It is the ratio (expressed as a percentage) of the Grantee’s Indirect Costs to a Direct Cost base.

“Key Personnel” means an Applicant organization's Project contact, fiscal contact, and Executive Director or any other key stakeholders for the proposed Project(s).

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

"Project Period" means the initial period of time set forth in the Grant Agreement during which Grantees 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, "Grant Term" is used.

"Provider" refers to any individual who promotes, protects, and improves the health of individuals and communities. This includes health care Providers, first responders, paid Caregivers and others who provide care or services to people living with Dementia and/or their Caregivers.

"RFA" means this Request for Applications, including all parts, exhibits, forms, attachments, and Addenda posted on the HHS Grants RFA website. May also be referred to herein as "Solicitation."

"Referral" means directing Clients to relevant and available resources to address their healthcare and social needs.

"TxGMS" means the Texas Grant Management Standards published by the Texas Comptroller of Public Accounts.

"Work Plan" means a written plan describing how services will be delivered to the eligible population. Details from the Work Plan must be approved by DSHS and will be incorporated in the Grant Agreement.

1.3 LEGISLATIVE AUTHORITY

State funding for this Grant Project is authorized under House Bill 1, Article II, Rider 31, 88th Legislature, Regular Session, 2023, Alzheimer's Disease Program, and Texas Health and Safety Code Section 99A.001.

1.4 STANDARDS

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

Section II. Scope of Grant Project

2.1 PURPOSE

The State of Texas, by and through the Texas Department of State Health Services (System Agency or DSHS), announces the expected availability of State funding for grants to provide education, support, and Referrals to community resources to persons with ADRD and their Caregivers and promote Early Detection and Diagnosis as set forth in this Request for Applications (RFA). The Projects supported through this RFA reflect the priorities and strategies in the [*Healthy Brain Initiative, State and Local Public Health Partnerships to Address Dementia: The 2023-2027 Road Map*](#) (Road Map).

2.2 PROGRAM BACKGROUND

All activities conducted under this funding component shall support the goals and objectives of the Healthy Brain Initiative, State and Local Road Map for Public Health, 2023-2027. The goals include:

1. Increased capacity to address ADRD in Grantee's service area.
2. Increased education opportunities for the general public that provide information on ADRD topics and the needs of Caregivers.
3. Increased Community-Clinical Linkages among health Providers and systems, public health agencies, and community-based organizations.
4. Increased availability of data to assess effectiveness and sustainability of GILDS activities.

2.3 ELIGIBLE POPULATION

All residents living within Grantee's Service Area.

2.4 ELIGIBLE SERVICE AREAS

The Service Area served by Grantee as identified in their Application. Grantees must serve a city, county, multi-city, multi-county, or regional area. Statewide service areas are not eligible.

2.5 ELIGIBLE ACTIVITIES

This grant program may fund activities and costs as allowed by the laws, regulations, rules, and guidance governing fund use identified in Section 1.4 and other the relevant sections of this RFA. Only grant-funded activities authorized under this RFA are eligible for reimbursement and payment under any Grant Agreement awarded as a result of this RFA.

2.6 PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Grantee Responsibilities:

A. Grantee shall conduct the following activities to achieve desired program outcomes:

1. Train at least one new or existing staff person to serve as a Dementia resource specialist. The staff member must dedicate at least 50 percent of their time to grant activities.
2. Conduct a community needs assessment, or analyze a recent community needs assessment, to:
 - a. Identify existing community resources related to ADRD; and
 - b. Identify gaps in existing resources related to ADRD.
3. Strengthen existing or develop new Referral relationships with local healthcare Providers and community organizations.
4. Catalog and disseminate information about existing resources to persons with ADRD, their Caregivers, healthcare Providers, and community partners.
5. Provide education to persons with ADRD and their Caregivers on topics identified by the community needs assessment.
 - a. Education may be virtual or in person and may be via wellness classes, support groups, community events, etc.
 - b. Education opportunities shall be targeted to populations that are highly impacted by ADRD as identified by Grantee.
6. Provide Referrals for persons with ADRD and their Caregivers to community organizations, local healthcare Providers, and resources.
7. Refer the general public to the [DSHS Alzheimer's Disease Partnership \(ADP\) website](#) and other appropriate ADRD sources for information on Early Detection and Diagnosis.
8. Refer health care Providers to the Early Detection and Diagnosis education modules on the [DSHS ADP website](#) and other appropriate ADRD sources; and
9. Document strategies for program sustainability and best practices.

B. Grantees will achieve the following outcomes by the end of the period of performance:

1. Increase capacity to address ADRD in Grantee's service area.

2. Increased education opportunities for the general public that provide information on ADRD topics and the needs of Caregivers.
3. Increased Community-Clinical Linkages among health Providers and systems, public health agencies, and community-based organizations; and
4. Increased availability of data to assess effectiveness and sustainability of GILDS activities.

2.7 QUALITY MANAGEMENT AND ASSURANCE ACTIVITIES

Grantee shall:

- A. Maintain written monitoring and evaluation records of all staff involved in program activities, including those of any subgrantees. DSHS may specify which evaluation and monitoring tools to use. Information related to quality assurance activities, along with any other documentation associated with activities under any Grant Agreement awarded as a result of this RFA, is subject to review by the DSHS Program staff during program reviews and at any other time deemed necessary by DSHS.
- B. On an annual basis, develop an assessment tool and solicit feedback (e.g., Client surveys) from Clients served and create a summary of the Client feedback for each program component. The feedback assessment tool and feedback summary shall be available for review by DSHS Program staff during site visits.
- C. Use collected data, together with input from Clients and stakeholders, to improve services and ensure they meet the intended outcomes and emerging needs of the Priority Populations.
- D. Designate and train staff to be responsible for quality assurance activities, including ensuring accurate and consistent data collection and reporting.

Additionally, if Grantee enters into any Agreement(s) with a subgrantee:

- A. Grantee shall be entirely responsible to DSHS for all obligations under the Contract and for the performance of the subgrantee.
- B. Grantee shall adequately monitor the implementation of interventions and other grant-funded activities including, but not limited to, the efficient and effective use of resources by the subgrantee(s), the capacity and performance of subgrantee staff, and ensure the subgrantee is properly collecting and reporting data. DSHS, at its sole discretion, may monitor the subgrantees' activities and conduct periodic site visits with prior notification to Grantee.
- C. Grantee shall maintain expertise in any subcontracted Project content, protocols, and methods, and provide technical assistance to subgrantee staff, as needed.
- D. Grantee shall individually, and with relevant subgrantee(s), cooperate with DSHS policies to address all concerns or problems identified during any Grant Agreement

awarded as a result of this RFA.

2.8 TRAINING REQUIREMENTS

- A. Authorize and require staff (including volunteers) to attend training, conferences, and meetings as directed by DSHS.
- B. Take required trainings identified by DSHS on ADRD topics that include but are not limited to:
 - 1. Basics of ADRD and understanding symptoms of ADRD
 - 2. Early detection and diagnosis
 - 3. Risk Reduction
 - 4. Living with ADRD
 - 5. Dementia caregiving, and
 - 6. Caregiver wellness

2.9 REQUIRED REPORTS

DSHS will monitor Grantee's performance, including, but not limited to, through review of financial and programmatic reports and performance measures, 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
Work Plan	Due within thirty (30) business days of award.
Progress Report	Due on or before the 15th of each month following the end of the quarter being reported.
Community Needs Assessment	Due within ninety (90) business days of award.
Financial Status Report	Due on or before the last business day of the month following the end of each bi-annual period of the Grant Term.

Annual Progress Report	Due annually on or before September 16 th
Annual Inventory Report	Due annually on or before October 15 th

**All reporting due dates are subject to change based on CDC and DSHS reporting requirements.*

Grantee shall submit the above-referenced reports to alzheimers@DSHS.Texas.gov. Grantee shall provide all applicable reports in the format specified by DSHS in an accurate, complete, and timely manner and shall maintain appropriate supporting backup documentation. Failure to comply with submission deadlines for required reports, Financial Status Reports (FSRs) or other requested information may result in DSHS, in its sole discretion, placing the Grantee on financial hold without first requiring a corrective action plan in addition to pursuing any other corrective or remedial actions under the Grant Agreement.

2.10 PERFORMANCE MEASURES AND MONITORING

DSHS will look solely to Grantee for the performance of all Grantee obligations and requirements in a Grant Agreement resulting from this RFA. Grantee shall not be relieved of its obligations for any nonperformance by its subgrantees or subcontractors, if any.

Grant Agreement(s) awarded as a result of this RFA are subject to DSHS’s performance monitoring activities throughout the duration of the Grant Project Period. This evaluation may include a reassessment of Project activities and services to determine whether they continue to be effective throughout the Grant Term.

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 DSHS. Grantees must submit the necessary information regarding all requirements, including reports and other deliverables and will be expected to report annually or as additionally required adjustments are made on the following measures:

Program Monitoring, Progress Reporting, and Performance Measures

- A. Grantee must provide a Work Plan, **Form E: Work Plan**, that demonstrates how Grantee will fulfill the requirements described in the DSHS RFA. DSHS may require recipients to submit a more detailed Work Plan within the first six months of the award. DSHS will offer supplemental guidance at the time of funding and work with funded programs during the first six months of funding to facilitate developing the Work Plan.
- B. Grantee (and each subgrantee or volunteer, if applicable) shall cooperate with direct monitoring by DSHS. DSHS will conduct monitoring via on-site or virtual visits and may or may not announce the visits. This monitoring may consist of the review of

records and reports, interviews with staff, required forms, educational materials, and other materials pertaining to this Project, including testing documents (if applicable).

- C. Grantee must submit required annual progress reports in a format approved by DSHS and by deadlines given by DSHS that include a cumulative data summary of its compliance with the Work Plan and a detailed response to all items listed in the report.
- D. Grantee must provide the above-referenced reports to alzheimers@DSHS.Texas.gov. DSHS will regularly assess the performance of Grantee, including but not limited to compliance with program policies and procedures referenced herein, attainment of performance measures, maintenance of adequate staff, and submission of required data and narrative reports. Failure to comply with stated requirements and contractual conditions will constitute a breach of Contract.
- E. If requested by DSHS, Grantee shall report on the progress towards completion of the Grant Project and other relevant information as determined by DSHS during the Grant Project Period. To remain eligible for renewal funding, if any, 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 the Project's stated purpose.

Section 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 entire duration of the Grant Term, if awarded. All requirements apply with equal force to Applicant and, if the recipient of an award, Grantee and its subgrantees or subcontractors, if any.

Each Applicant may only submit one (1) Grant Application.

3.2 APPLICATION SCREENING REQUIREMENTS

In order to be considered an Applicant eligible for evaluations, Applicant must meet the following minimum requirements:

- A. Be a governmental entity, a non-governmental entity, a not-for-profit organization, a for-profit entity, a religious organization, or an association. Individuals are not eligible to apply.
- B. Be able to provide services in the eligible cities or counties that they propose to serve. An Applicant must have a physical location that they propose to serve in one of the counties.

3.3 ELIGIBLE ENTITIES

Eligibility is open to local and regional entities that provide direct caregiver support and/or promote the early detection and diagnosis of Alzheimer’s Disease and Related Dementias.

Eligibility is statewide, but priority will be given to Applicants working in DSHS Public Health Regions (PHRs) with high prevalence of Cognitive Decline, including PHRs 5 and 11. Additionally, priority will be given to Applicants whose service area includes counties with high prevalence of both Cognitive Decline and social vulnerability, including El Paso (PHR 10), Tarrant (PHR 3), Angelina (PHR 4/5N), Jefferson (PHR 6/5S), Hidalgo (PHR 11), Cameron (PHR 11), and Nueces (PHR 11).

The System Agency intends to fund city, county, or district/regional health departments, area agencies on aging, aging and disability resource centers, hospital districts, health centers, community-based organizations, local agencies, universities, councils of government or tribal governments that meet eligible population requirements.

3.4 GRANT AWARD ELIGIBILITY

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

1. Applicant and all of its identified subsidiaries intending to participate in the Grant Agreement are eligible to perform grant-funded activities, if awarded, and are not subject to suspension, debarment, or a similar ineligibility determined by any state or federal entity;
2. Applicant is in good standing under the laws of Texas and has provided HHS with any requested or required supporting documentation in connection with this certification;
3. Applicant shall remain in good standing and eligible to conduct its business in Texas and shall comply with all applicable requirements of the Texas Secretary of State and the Texas Comptroller of Public Accounts;
4. Applicant is currently in good standing with all licensing, permitting, or regulatory bodies that regulate any or all aspects of Applicant’s operations; and
5. Applicant is not delinquent in taxes owed to any taxing authority of the State of Texas as of the effective date of this Grant Agreement.

3.5 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.

Section IV. Project Period

4.1 PROJECT PERIOD

The Project Period is anticipated to be **September 1, 2024**, through **August 31, 2025**. Reimbursement will only be made for those allowable expenses that occur within the term of the grant.

4.2 PROJECT CLOSEOUT

DSHS will programmatically and financially close the grant award and end the Grant Agreement when DSHS determines Grantee has completed all applicable actions and work in accordance with Grant Agreement 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 end date, unless otherwise noted in the original or amended Grant Agreement. Funds not obligated by Grantee by the end of the Grant Agreement term and not expended by the Project close-out date will revert to DSHS.

Section V. Grant Funding and Reimbursement Information

5.1 GRANT FUNDING SOURCE AND AVAILABLE FUNDING

The anticipated total amount of State funding for the Alzheimer's and Related Dementias Grant is \$1,200,000.00 for the entire Project Period. It is DSHS's intention to make multiple awards to Applicants that successfully demonstrate to provide support to persons with Alzheimer's Disease and Related Dementias (ADRD) and their Caregivers via Dementia resource specialists, who will provide education, support, and Referrals to community resources and promote Early Detection and Diagnosis.

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

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

All awards are subject to the availability of appropriated State funds and any modifications or additional requirements that may be imposed by law.

DSHS has estimated the number of awards to be made in each eligible area and has set award caps. The typical awards noted below should not be considered minimum awards.

Applicants must make reasonable estimates of the costs of their proposed programs when creating their Budgets. DSHS reserves the right to change the funding allocations based on the quality and number of Applications for each opportunity or the availability of funds.

Table 1: Anticipated Levels of Funding for twelve (12) months for the RFA

Program	Anticipated Funding Awards	Typical Award	Award Cap
Grants to Increase Local Dementia Support (GILDS)	Anticipated number of awards: 10	\$100,000.00	\$150,000.00

Funding awarded will be based on the merit and scope of the Application. DSHS will also consider coverage throughout the State of Texas and will consider Public Health Regions (PHRs) with high prevalence of Cognitive Decline and high prevalence of social vulnerability and other considerations and is at the sole discretion of DSHS. No pre-award spending is allowed. The amount of funding is subject to the availability of funds. Additional funding may become available during the five-year performance period. DSHS has the right to reallocate funding and eligible service areas.

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. Grantees should not expect to receive additional or continued funding under future RFA opportunities and 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. Any use of grant funds to replace (supplant) funds that have been Budgeted for the same purpose through non-grant sources; Inherently religious activities such as prayer, worship, religious instruction, or proselytization;
- C. Lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy (cf. 18 U.S.C. § 1913), whether conducted directly or indirectly;
- D. Any portion of the salary of, or any other compensation for, an elected or appointed

government official;

- E. Vehicles for general agency use; to be allowable, vehicles must have a specific use related to Project objectives or activities;
- F. Entertainment, amusement, or social activities and any associated costs including but not limited to admission fees or tickets to any amusement park, recreational activity, or sporting event unless such costs are incurred for components of a program approved by the grantor agency and are directly related to the program's purpose;
- G. Costs of promotional items, and memorabilia, including models, gifts, and souvenirs but such items may be pre-approved by DSHS for working events or where such costs are incurred for components of a program and are directly related to the program's purpose;
- H. Food, meals, beverages, or other refreshments, except for eligible per diem associated with grant-related travel, where pre-approved for working events, or where such costs are incurred for components of a program approved by the grantor agency and are directly related to the program's purpose;
- I. Membership dues for individuals;
- J. Any expense or service that is readily available at no cost to the Grant Project;
- K. Any activities related to fundraising;
- L. Equipment and other capital expenditures such as capital improvements, property losses and expenses, real estate purchases, mortgage payments, remodeling, the acquisition or construction of facilities, or other items that are unallowable pursuant to 2 CFR § 200.439;
- M. Any other prohibition imposed by federal, State, or local law; and
- N. Other unallowable costs as listed under TxGMS, Appendix 7, Selected Items of Cost Supplement Chart and/or 2 CFR 200, Subpart E – Cost Principles, General Provisions for Selected Items of Cost, where applicable.

5.4 COST SHARING OR MATCHING REQUIREMENTS

Matching funds are not required under this grant program.

Refer to Title 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and TxGMS issued by the Texas Comptroller of Public Accounts for additional match information and requirements.

5.5 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, 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.

Section VI. Application Forms and Exhibits for Submission

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

6.1 NARRATIVE PROPOSAL

Using **Forms C, Executive Summary** through **Form H, Internal Controls Questionnaire** attached to this RFA, Applicants must provide an executive summary and describe their proposed activities, processes, and methodologies to satisfy all objectives described in **Article II, Scope of Grant Project**. 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.

Applicants must submit the necessary information and documentation required in **Form E, Work Plan** that demonstrates how Applicant will fulfill the requirements described in this RFA. DSHS may require Applicant to submit a more detailed Work Plan within the first six (6) months of any grant award resulting from this RFA. DSHS will provide guidance at the time of Grant Award and work with Grantee during the first six (6) months of funding to facilitate development of the Work Plan.

6.2 REQUESTED BUDGET

Attached **Form F, Requested Budget Template**, of this RFA is the template for submitting the requested Budget.

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 2 CFR § 200.403 or TxGMS Cost Principles, Basic Considerations (pgs. 32-33), for additional information related to factors affecting allowability of costs.

Applicants must utilize the Budget templates provided, **Form F, Requested Budget Template**, and identify all Budget line items. 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. For Personnel costs, Applicants must only include staff from up to two levels of supervision/management.

If selected for a grant award under this RFA, only the DSHS-approved Budget items in the requested Budget may be considered eligible for reimbursement.

Submission of Form F, Requested Budget Template, is mandatory. Applicants that fail to submit the requested Budget as set forth in this RFA with their Application 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 G, Texas HHS System Indirect Cost Rate Questionnaire**, with required supporting documentation. The questionnaire initiates the acknowledgment or approval of an ICR for use with the DSHS cost-reimbursable Grant Agreements. Entities declining the use of Indirect Cost cannot recover Indirect Costs on any DSHS award or use unrecovered Indirect Costs as match.

HHS typically accepts the following approved ICRs:

1. Federally Approved Indirect Cost Rate Agreement
2. State of Texas Approved Indirect Cost Rate

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 successful Grantees.

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 applicable Grantees after Grant Agreement execution to initiate and complete the ICR process. Grantees should respond within thirty (30) business 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 the three Indirect Cost approval letters: ICR Acknowledgement Letter, ICR Acknowledgement Letter – Ten Percent De Minimis, or the ICR Agreement Letter.

If an Indirect Cost Rate Letter is required but it is not issued at the time of Grant Agreement execution, the Grant Agreement will be amended to include the Indirect Cost Rate Letter after the ICR Letter 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 APPLICANT INFORMATION

Using **Forms A, Applicant Information Page** through **B-2, Nonprofit or For-Profit Entity - Board of Directors and Principal Officers (if applicable)** attached to this RFA, Applicant shall provide satisfactory evidence of its ability as an organization to manage and coordinate the types of activities described in this RFA.

If Applicant, prior to responding to this RFA, committed to providing funding for activities defined in the Scope of Grant Project, then the Grantee shall provide the amount of funding previously committed in addition to the amount requested under this RFA.

1. Litigation and Contract History

2. Internal Controls Questionnaire

Applicant must complete **Form H, Internal Controls Questionnaire**, and submit with its Application.

Section VII. RFA Administrative Information and Inquiries

7.1 SCHEDULE OF EVENTS

EVENT	DATE/TIME
Funding Announcement Posting Date RFA Posted to HHS Grants RFA and Texas eGrants websites	May 17, 2024
Deadline for Submitting Questions or Requests for Clarification	May 27, 2024, at 5:00 p.m. Central Time
Tentative Date Answers to Questions or Requests for Clarification Posted	On or after June 10, 2024, at 5:00 p.m. Central Time
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.	June 28, 2024, at 10:30 a.m. Central Standard Time
Anticipated Notice of Award	September 1, 2024
Anticipated Project Start Date	September 1, 2024

Applicants must ensure 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 [HHS Grants RFA](#) 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 [HHS Grants RFA](#) website. After the Deadline for Submission of Applications, if there are delays that significantly impact the anticipated award date, HHSC and/or DSHS, at its sole discretion, may post updates regarding the anticipated award date to the [Procurement Forecast](#) on the HHS Procurement Opportunities [website](#). Each Applicant is responsible for checking the HHS Grants RFA website and Procurement Forecast 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 Grant Specialist designated as HHSC's Sole Point of Contact listed below:

Name	Barbara Logan
Title	Grant Specialist, HHSC Procurement and Contracting Services
Address	Procurement and Contracting Services Building 1100 W 49th St. MC: 2020 Austin, TX 78756
Phone	512-406-2483
Email	barbara.logan@hhs.texas.gov

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

However, if expressly directed in writing by the Sole Point of Contact, Applicant may communicate with another designated HHS representative, e.g., 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 HHS personnel for the purposes of conducting business unrelated to this RFA.

Failure of an Applicant or its representatives 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 of this RFA are permitted if submitted by email to the Sole Point of Contact by the deadline established in **Section 7.1, Schedule of Events**, or as may be amended in Addenda, if any, posted to the [HHS Grants RFA](#) websites.

Applicants' names will be removed from questions in any responses released. All questions and requests for clarification 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

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
4. E-mail address

Questions or other written requests for clarification must be received by the Sole Point of Contact by the deadline set forth in this Section 7.1, Schedule of Events, or as may be amended in Addenda, if any, posted to the HHS Grants RFA website.

DSHS may review and, at its sole discretion, may respond to questions or other written requests received after the deadline.

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. Each Applicant submits its Application at its own risk.

If Applicant fails to properly and timely notify the Sole Point of Contact of any ambiguity, conflict, discrepancy, exclusionary specification, omission or other error in the RFA, Applicant, 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 [HHS Grants RFA](#) 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 [HHS Grants RFA](#) website in a separate, new Addendum or Addenda. It is Applicant's responsibility to check the [HHS Grants RFA](#) 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 [HHS Grants RFA](#) website.

It is the responsibility of each Applicant to periodically check the HHS Grants RFA website for any additional information regarding this RFA. Failure to check posting websites will in no way release any Applicant or awarded Grantee 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 awarded Grantee 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**.

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 the System Agency.

Section 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.

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.

Note: 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 Grant Agreement(s) as a result of this RFA.

8.2 APPLICATION SUBMISSION

By submitting an Application in response to this Solicitation, 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.

8.3 REQUIRED SUBMISSION METHOD

A. 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 one of the approved methods identified below. Applications submitted by any other method (e.g. facsimile, email) will not be considered and will be disqualified.

B. **Submission Option #1 HHS Online Bid Room:** Applicants shall upload the following documents to the Online Bid Room utilizing the procedures in **Exhibit F. HHS Online Bid Room Instructions**. **File Size Limitation:** Restriction to 250MB per file attachment.

1. One (1) copy marked as "Original Application" that contains the Applicant's entire Application in a Portable Document Format (".pdf") file.
2. One (1) copy of the completed **Form F, 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 Portable Document Format (".pdf") file.

C. **Submission Option #2 Sealed Package with USB Drives:** Applicants shall submit

each of the following on separate USB drives:

1. One (1) USB drive with the complete Application file marked as “Original Application” in a Portable Document Format (“.pdf”) file. Include the USB in a separate envelope within the sealed Application package and mark the USB and envelope with “Original Application.” USB drive must include the completed **Form F, 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. The copy must be in a Portable Document Format (“.pdf”) file. Include the USB in a separate envelope within the sealed package and mark the USB and envelope with “Public Information Act Copy” or “PIA Copy.”

Sealed packaged must be clearly labeled with the following:

- A. RFA Number
- B. RFA Title
- C. Application Response Deadline
- D. Sole Point of Contact’s name
- E. Applicant’s legal name

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

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

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 entirely the responsibility of the Applicant.

8.5 APPLICATION COMPOSITION

All Applications must:

- Be responsive to all RFA requirements;
- Be clearly legible;
- 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;
- Include page numbering for each section of the proposal; and
- 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 complete Application file .pdf must:

- Be organized in the order outlined in the **Section XIII, Submission Checklist**, and include all required sections (e.g., "Administrative Information," "Narrative Proposal," "Exhibits to be Submitted with Application," and "Addenda")
 - **Form F, Requested Budget Template, is to be submitted in it's original Excel format.**
 - Each Application section must have a cover page with the Applicant's legal name, RFA number, and Name of Grant identified.
- 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:

1. Withdraw its Application by submitting a written request to the Sole Point of Contact; or
2. Modify its Application by submitting an entirely new submission, complete in all respects, using one of the approved methods 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.

Section IX. Application Screening and Evaluation

9.1 OVERVIEW

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**.

9.2 INITIAL COMPLIANCE SCREENING OF APPLICATIONS

All Applications received by the Deadline for Submission of Applications as outlined in **Section 7.1, Schedule of Events**, or subsequent Addenda, will be screened by HHSC to determine which Applications meet all the minimum requirements of this RFA and are deemed responsive and qualified for further consideration. See **Section 3.2, 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., **Exhibit A, HHS Solicitation Affirmations**, or **Form F, Requested Budget**).

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

System Agency 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. System Agency reserves the right to select qualified Applications received in response to this RFA without discussion of the Applications with Applicants.

9.4 EVALUATION CRITERIA

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

Scoring Criteria: Qualified Applications shall be evaluated based upon:

1. Qualifications and Experience– 25%
2. Performance Requirements/Deliverables– 55%
3. Budget– 20%

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 System Agency in its sole discretion, may result in System Agency removing the Applicant from further consideration for award.

Past performance information regarding Applicants may include, but is not limited to:

- Notices of termination;
- Cure notices;
- Assessments of liquidated damages;

- Litigation;
- Audit reports; and
- Non-renewals of grants or Contracts based on Applicant’s unsatisfactory performance.

Applicants also 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.

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 CPA Vendor Performance Tracking System (VPTS). VPTS may be accessed at: <https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/>, OR,
2. Applicant is currently under a corrective action plan through 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, OR,
5. Applicant has Contracts or purchase orders that have been cancelled in the previous 12 months for non-performance or substandard performance, OR
6. Any other performance issue that 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

Prior to award of a Grant Agreement as a result of this RFA and in addition to the initial screening of Applications, all required verification checks will be conducted.

The information (e.g., legal name and, if applicable, assumed name (d/b/a), tax identification number, DUNS number) provided by Applicant will be used to conduct these checks. At System Agency’s 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 solicitation, pending satisfactory resolution of all compliance issues.

Checks include:

1. 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-performance-tracking/debarred-vendors.php>) or have an active warrant or payee hold placed by the Comptroller of Public Accounts (CPA).

2. 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/SAM/pages/public/searchRecords/search.jsf>

3. Divestment Statute Lists

Applicant must not be listed on the Divestment Statute Lists provided by CPA, which may be accessed at: <https://comptroller.texas.gov/purchasing/publications/divestment.php>

- a. Companies that boycott Israel;
- b. Companies with Ties to Sudan;
- c. Companies with Ties to Iran;
- d. Foreign Terrorist Organizations; and
- e. Companies with Ties to Foreign Terrorist Organizations.

4. 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: <https://oig.hhsc.texas.gov/exclusions>

5. 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: <https://exclusions.oig.hhs.gov/>.

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.

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

HHSC and DSHS reserves the right to conduct additional checks to determine eligibility to receive a Grant Agreement.

Section 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**, the System Agency may apply other considerations such as program policy or other selection factors that are essential to the process of selecting Applications that individually or collectively achieve program objectives. In applying these factors, the System Agency may consult with internal and external subject matter experts. The funding methodology for issuing final Grant Agreements will include the following identified factors:

1. Local rates of reported Cognitive Decline or other estimates of Alzheimer's Disease and Related Dementias (ADRD) burden in the population;
2. County of Service;
3. Cost effectiveness;
4. Availability of funding.

DSHS will make final funding decisions based on Applicant eligibility, evaluation rankings, the funding methodology above, and geographic distribution across the State, State priorities, reasonableness, and other relevant factors.

All funding recommendations will be considered for approval by the DSHS Commissioner or their designee.

10.2 NEGOTIATIONS

After selecting Applicants 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 is considered a step to finalize the application to a state of approval and discuss proposed grant activities. During negotiations, selected Applicants may expect:

1. An in-depth discussion of the submitted Application and Requested Budget; and
2. Requests from the System Agency 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, Disclosure of Interested Parties, applies to a Contract of a State agency that has a value of \$1 million or more; requires an action or vote by the governing body of the entity or agency before the Contract may be signed; or is for services that would require a person to register as a lobbyist under Chapter 305 of the Texas Government Code.

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 submit a Form 1295, Certificate of Interested Parties, to the System Agency at the time the business entity submits the signed Contract.

Applicant represents and warrants that, if selected for award of a Grant Agreement as a result of this RFA, Applicant will submit to the System Agency a completed, certified and signed Form 1295, Certificate of Interested Parties, at the time the potential Grantee submits the signed Grant Agreement.

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

Additional instructions and information to be used to process the Form 1295 will be provided by the System Agency to the potential Grantee(s). Grantee may contact Sole Point of Contact or designated Contract Manager for information needed to complete Form 1295.

If the potential Grantee does not submit a completed, certified and signed TEC Form 1295 to the System Agency with the signed Grant Agreement, the System Agency is prohibited

by law from executing a contract, even if the potential Grantee is otherwise eligible for award. The System Agency, 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 or more Grant Agreements as a result of this RFA. However, 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) as a result of this RFA, HHSC will post a notification of all grants awarded to the HHS Grants RFA website.

Section XI. General Terms and Conditions

11.1 GRANT APPLICATION DISCLOSURE

In an effort to maximize state resources and reduce duplication of effort, the System Agency, at its discretion, may require the Applicant to disclose information regarding the application for or award of state, federal, and/or local grant funding to the Applicant or subgrantee or subcontractor (i.e. organization who will participate, in part, in the operation of the Project) within the past two years to provide Alzheimer's and Related Dementias Grant

11.2 TEXAS HISTORICALLY UNDERUTILIZED BUSINESSES (HUBS)

In procuring goods and services using funding awarded under this RFA, Grantee must use HUBs or other designated businesses as required by law or the terms of the State or federal grant under which this RFA has been issued. See, e.g., 2 CFR 200.321. If there are no such requirements, System Agency encourages Applicant to use HUBs to provide goods and services.

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

Section XII. Application Confidential or Proprietary Information

12.1 TEXAS PUBLIC INFORMATION ACT – APPLICATION DISCLOSURE REQUIREMENTS

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

1. **Mark Original Application:**
 - a. **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
 - b. 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);
2. **Certify in Original Application – HHS Solicitation:** Certify, in the designated section of the **Exhibit A, HHS Solicitation Affirmations**, Applicant's

confidential information assertion and the filing of its Public Information Act Copy; and

3. **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:
 - a. 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);
 - b. Each portion Applicant claims is exempt from public disclosure must be redacted (blacked out); and
 - c. 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 Exhibit A, HHS Solicitation Affirmations, and submit the Public Information Act Copy, the Application will be considered to be 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 the System Agency’s 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, the System Agency, 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. The System Agency 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 SOLICITATION 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.

Section 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 and/or addenda, will be disqualified or whether additional time will be permitted for submission of the incomplete or missing exhibits. If additional time is permitted, Applicants will be notified in writing of the opportunity to provide the missing documentation by a specified deadline. Failure by an Applicant to submit the requested documentation by the deadline WILL result in disqualification. Applications that do not include Exhibit A, HHS Solicitation Affirmations v. 2.4 (completed and signed), and Form G, Budget Requested Template (completed), will be disqualified. See Section 9.2, Initial Compliance Screening of Applications for further detail.

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

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

1. Administrative Information

- a. Form A, Applicant Information Page _____
- b. Form B, Entity Information, Contract, and Litigation History _____
- c. Form B-1, Governmental Entity – Authorized Officials, if applicable _____
- d. Form B-2, Nonprofit or For-Profit Entity, if applicable _____
- e. Form G, Texas HHS System Indirect Cost Rate Questionnaire _____
- f. Form H, Internal Controls Questionnaire _____

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

- a. Form C, Executive Summary _____
- b. Form D, Organizational Approach _____
- c. Form E, Work Plan _____

3. Form F, Requested Budget Template _____

This Requested Budget Template is mandatory and must be submitted with the Application, in the original format (Excel), for the Application to be

considered responsive. Applications received without the completed Requested Budget Template will be disqualified.

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

a. Exhibit A – HHS Solicitation Affirmations, v. 2.4 _____

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

b. Exhibit D, Exceptions _____

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

Section XIV. List of Forms and Exhibits Attached to RFA

Forms

Form A, Applicant Information Page

Form B, Entity Information, Contract, and Litigation History

Form B-1, Governmental Entity – Authorized Officials only

Form B-2, Nonprofit or For-Profit Entity, if applicable

Form C, Executive Summary

Form D, Organizational Approach

Form E, Work Plan

Form F, Requested Budget Template

Form G, Texas HHS System Indirect Cost Rate Questionnaire

Form H, Internal Controls Questionnaire

Exhibits

Exhibit A, HHS Solicitation Affirmations v. 2.4

Exhibit B, HHS Uniform Terms and Conditions - Grant Version 3.3

Exhibit C, HHS Data Use Agreement v.8.5

Exhibit C-1, DUA- Governmental Entity, v. 8.5

Exhibit C-2, Security and Privacy Inquiry (SPI), Att 2 to DUA

Exhibit D, Exceptions

Exhibit E, Evaluation Tool

Exhibit F, HHS Online Bid Room Instructions

Exhibit G, Select Terms Defined