

Multi-Assistance Center Demonstration Project

Exhibit E, Statement of Work



TEXAS
Health and Human
Services

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1. Purpose

Refer to **RFA Sections, 1.1, Executive Summary, 2.1, Purpose and 2.2, Program Background.**

2. Eligible Project Recipients

Refer to **RFA, Section 2.3 Eligible Population.**

3. Grantee's Responsibilities and Requirements

Refer to **RFA Section 2.5, Eligible Activities, 2.6, Program Requirements and 2.11 Data Use Agreement.**

4. Performance Measures and Monitoring

A. Performance Measures

HHSC reserves the right to employ remedies, including adjustments to payments, based on an evaluation of the Grantee's performance as it relates to fulfillment of the performance and measures set forth below, as reported in its Monthly Activity Report.

Refer to **RFA, Sections 2.7, Required Reports and 2.8 Performance Measures and Monitoring.**

B. Performance Monitoring

Refer to **RFA, Sections 2.7, Required Reports and 2.8 Performance Measures and Monitoring.**

5. Reporting Requirements

Submissions of required information must be sent electronically to the contacts identified below. When the Grantee submits electronic submissions, it must maintain original submission for its records. The deliverables will be due as set forth below. If the due date falls on a weekend or holiday, the deliverables will be due the following business day.

All reporting requirements, unless otherwise specified, must be submitted to IDDPerformance.Contracts@hhsc.state.tx.us.

A. Monthly Activity Reports

Refer to the **RFA, Section 2.7 Required Reports.**

B. Financial Status Reports

Refer to **RFA, Section 2.7 Required Reports** and **Section 2.10 Financial Status Reports (FSRs).**

C. Interest list

Refer to **RFA, Sections 2.6, Program Requirements and 2.7 Required Reports.**

D. Single Audit

Refer to **RFA, Section 2.7 Required Reports.**

E. Equipment Log and Future Invoice Purchase Request

Refer to **RFA, Section 2.7 Required Reports.**

F. Geographic Distribution of Services Report

Refer to **RFA, Section 2.7 Required Reports.**

G. Data Use Requirements

Refer to **RFA, Sections 2.6, Program Requirements, 2.7, Required Reports 2.8, Performance Measures and Monitoring and 2.11, Data Use Agreement.**

6. Invoice and Payment

Refer to **RFA Sections 2.7 Required Reports and 2.9 Final Billing Submission.**