



TEXAS

Health and Human Services

Cecile E. Young, Executive Commissioner

Request for Applications (RFA)

Grant for

Healthy Texas Women Cost Reimbursement

RFA No. HHS0015451

APPLICATION SUBMISSION DEADLINE

March 17, 2025 by 10:30 a.m. Central Time

Contents

Section I. Executive Summary, Definitions, and Statutory Authority	5
1.1 Executive Summary	5
1.2 Definitions and Acronyms	6
1.3 Statutory Authority	9
1.4 Standards.....	9
Section II. Scope of Grant Project.....	10
2.1 Purpose.....	10
2.2 Program Background	10
2.3 Eligible Population.....	10
2.4 Eligible Service Areas.....	10
2.5 Eligible Activities	11
2.6 Program Requirements.....	11
2.7 Readiness Review	15
2.8 Required Reports	16
2.9 Performance Measures and Monitoring.....	17
2.10 Financial Status Reports (FSRs).....	18
2.11 Final Billing Submission	18
2.12 Data Use Agreement.....	18
2.13 Limitations on Grants to Units of Local Government	18
Section III. Applicant Eligibility Requirements.....	20
3.1 Legal Authority to Apply.....	20
3.2 Application Screening Requirements	20
3.3 Grant Award Eligibility	20
3.4 Grants for Political Polling Prohibited.....	21
Section IV. Grant Term	22
4.1 Grant Term.....	22
4.2 Grant Project Closeout.....	22
Section V. Grant Funding and Reimbursement Information	23
5.1 Grant Funding Source and Available Funding	23
5.2 No Guarantee of Reimbursement Amounts.....	23

5.3 Grant Funding Prohibitions.....	23
5.4 Payment Method	24
Section VI. Application Forms and Exhibits for Submission	26
6.1 Narrative Proposal	26
6.2 Requested Budget	26
6.3 Indirect Costs	27
6.4 Administrative Applicant Information.....	27
Section VII. RFA Administrative Information and Inquiries.....	29
7.1 Schedule of Events.....	29
7.2 Sole Point of Contact	30
7.3 RFA Questions and Requests for Clarification.....	30
7.4 Ambiguity, Conflict, Discrepancy, Clarifications	31
7.5 Responses To Questions or Request for Clarifications.....	31
7.6 Changes, Amendment Or Modification To RFA.....	32
7.7 Exceptions and Assumptions	32
Section VIII. Application Organization and Submission Requirements	32
8.1 Application Receipt	32
8.2 Application Submission.....	33
8.3 Required Submission Method.....	33
8.4 Costs Incurred for Application.....	34
8.5 Application Composition.....	34
8.6 Application Organization.....	35
8.7 Application Withdrawals or Modifications	35
Section IX. Application Screening and Evaluation.....	36
9.1 Overview.....	36
9.2 Initial Compliance Screening of Applications.....	36
9.3 Questions or Requests for Clarification for Applications.....	36
9.4 Evaluation Criteria	37
9.5 Past Performance	37
9.6 Compliance for Participation in State Contracts.....	38
Section X. Award of Grant Agreement Process	41
10.1 Final Selection	41
10.2 Negotiations.....	41

10.3	Disclosure of Interested Parties	42
10.4	Execution and Announcement Of Grant Agreement(s).....	42
<i>Section XI. General Terms and Conditions</i>		<i>44</i>
11.1	Grant Application Disclosure	44
11.2	Texas Historically Underutilized Businesses (HUBs).....	44
<i>Section XII. Application Confidential or Proprietary Information</i>		<i>45</i>
12.1	Texas Public Information Act – Application Disclosure Requirements.....	45
12.2	Applicant Waiver – Intellectual Property	47
<i>Section XIII. Submission Checklist.....</i>		<i>48</i>
<i>Section XIV. List of Forms and Exhibits Attached to RFA</i>		<i>50</i>

Section I. Executive Summary, Definitions, and Statutory Authority

1.1 EXECUTIVE SUMMARY

The Texas Health and Human Services Commission (HHSC), the System Agency, is accepting applications for the Healthy Texas Women (HTW) Cost Reimbursement (CR) program, which includes optional funding to support Patient Navigators (NAV).

HHSC provides an array of women’s health and family planning-related services, including HTW. Through HTW CR, HHSC provides reimbursement for support services important to maintaining the HTW program and enhancing HTW direct care services.

Claims for direct clinical care services provided to clients are reimbursed using the Fee-for-Service (FFS) reimbursement method. FFS claims are not funded under HTW CR. The HTW FFS component is managed through HHSC Medicaid and CHIP Services (MCS). Information on this process, as well as general program policies and procedures, are located in the *Healthy Texas Women (HTW) Handbook*, which is included in the [Texas Medicaid Provider Procedures Manual \(TMPPM\)](#).

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:	Healthy Texas Women Cost Reimbursement
RFA No.:	HHS0015451
Deadline for Applications:	March 17, 2025 by 10:30 a.m. Central Time
Deadline for Submitting Questions or Requests for Clarifications:	February 25, 2025 by 5:00 p.m. Central Time
Estimated Total Available Funding:	\$13,455,296.00 per State Fiscal Year, and \$67,276,480.00 for the Grant Term.
Estimated Total Number of Awards:	Multiple
Estimated Max Award Amount:	Maximum award amount based on available funding and State coverage.
Match Required, if any:	Not required
Anticipated Project Start Date:	September 1, 2025

Length of Project Period:	Five (5) State Fiscal Years
Eligible Applicants:	See Section 3.2 for Applicant eligibility

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 and the Program Policy Manual 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. Each Addendum will be posted and must be signed by the Applicant and returned with its Application.

“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 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 System Agency-approved Budget executed in the final Grant Agreement.

“Business Days” refers to Monday through Friday excluding holidays as appropriately determined by federal or state recognition.

“Calendar Days” refers to the total number of days in a particular month.

“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 target population to be served under a Grant Agreement as a result of this RFA.

“Cost Reimbursement” refers to the basis for reasonable, allowable, and allocable Grant Project direct costs.

“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.

“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 \$10,000. See §200.1 for Capital assets, Computing devices, General purpose equipment, Information technology systems, Special purpose equipment, and Supplies.

“Fee-For-Service” or “FFS” means payment mechanism for services that are reimbursed on a set rate per unit of service. This is also known as unit rate.

“General Ledger” means a set of numbered accounts a business uses to keep track of the financial transactions that may include assets, liabilities, equity, revenue, and expenses.

“Grant Agreement” means the agreement entered into by the System Agency 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 as “contract.”

“Grantee” means the Party receiving funds under any Grant Agreement awarded under this RFA. May also be referred to as “subrecipient” or “contractor.”

“Grant Term” unless otherwise specified, the Grant Term begins on the Grant Agreement effective date and ends on the Grant Agreement termination or expiration date and represents the entire base Grant Term. The Grant Term is the 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.

“HHS” includes both the Health and Human Services Commission (HHSC) and the Department of State Health Services (DSHS).

“HHSC” means the Health and Human Services Commission.

“Indirect Cost” means those costs incurred for a common or joint purpose benefiting 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” is 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.

“Patient Navigator” means a person who provides individualized assistance to clients to eliminate barriers to timely care across all segments of the health care continuum, including application assistance for HTW FFS, Family Planning Program (FPP), and Breast and Cervical Cancer Services (BCCS) programs.

“Program Policy Manual” means the document Healthy Texas Women Cost Reimbursement Manual that includes all program requirements including administrative and clinical policies, eligibility and screening requirements, clinical guidelines, documentation, reimbursement, and other program-specific requirements. The Program Policy Manual is maintained by the System Agency. Requirements outlined in the policy manuals are subject to change with advance notice from the System Agency.

“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.

“Readiness Review” means HHSC process of review, assessment, and determination of Applicant’s ability, preparedness, and availability to fulfill its obligations under the Contract.

“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.”

“State” means the State of Texas and its instrumentalities, including the System Agency and any other state agency, its officers, employees, or authorized agents.

“State Fiscal Year” means the period beginning September 1 and ending August 31 each year, which is the annual accounting period for the State of Texas.

“Subgrantee” or “Subcontractor” means a third party who provides all or a specified part of the services, goods, work, and materials required in the original Grant. The Grantee remains entirely responsible to the System Agency for performance of all requirements of the Grant with the System Agency. The Grantee must closely monitor the Subgrantee’s performance.

“System Agency” means HHSC that will be a party to any Grant Agreement resulting from the RFA.

“TxGMS” means the Texas Grant Management Standards Version 2.0 published by the Texas Comptroller of Public Accounts.

“Underserved Areas,” including but not limited to “colonias,” means regions where women’s health access is limited, rural areas/counties, primary health care shortage areas, and other areas of the State where women have not or do not receive women’s health preventative services.

1.3 STATUTORY AUTHORITY

The System Agency is requesting Applications under Title 1 Texas Administrative Code (TAC) §382. State funds for this Grant Project are authorized under the 2024-25 General Appropriations Act, House Bill 1, Texas Legislature, Regular Session, 2023 (Article II, HHSC, Riders 63 and 69). All awards are subject to the availability of appropriated state funds and any modifications or additional requirements that may be imposed by law.

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

This funding opportunity invites grant Applications requesting funding for the Healthy Texas Women (HTW) Cost Reimbursement (CR) program. The purpose of this program is to provide reimbursement for support services important to maintaining the HTW program and enhancing HTW direct care services.

2.2 PROGRAM BACKGROUND

In 2016, HHSC implemented the HTW program through a combined FFS and CR model. The FFS component of HTW provides Texas women access to safe and reliable family planning services at no cost including:

1. Screening
2. Diagnostic services
3. Follow-up and appropriate referrals, and
4. Public information and education programs

The HTW CR component of the program was launched to provide funding to support provider infrastructure, to include support for overall outcomes for program Clients.

2.3 ELIGIBLE POPULATION

The eligible population to be served under this RFA consists of women who screen eligible for or are enrolled in HTW. Women may be eligible for HTW if they are:

1. Between the ages of 15 to 44 years old. (A parent or legal guardian must apply for applicants 15-17 years old);
2. Making less than the monthly family income limit of 204.2 percent of the federal poverty level;
3. A U.S. citizen or a qualified immigrant;
4. A resident of Texas;
5. Without creditable health insurance that covers family planning services;
6. Not receiving benefits through another Medicaid program or the Children's Health Insurance Program (CHIP); and
7. Not pregnant.

2.4 ELIGIBLE SERVICE AREAS

The service areas eligible for Grant Project funding under this RFA are statewide. Applicants must identify each Texas county it intends to serve using **Form D, Texas Counties Served by Region**.

The target service area for this RFA is Underserved Areas where healthcare access is limited, such as rural areas/counties, "colonias," primary health care shortage areas, and

other areas of the State where people have not or do not receive preventative and primary health care services.

System Agency defines “each Texas county it intends to serve” as a county in which the applicant plans to provide sufficient promotion and outreach strategies to ensure eligible individuals living in that county are consistently identified and navigated to the clinic or mobile sites.

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 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.

Cost reimbursement funding is used to enhance the Grantee’s capability to support overall outcomes and enhance services to a Client under the FFS component of the HTW program.

The following Budget categories are allowable expenditures of HTW CR grant funds, with prior approval from System Agency:

1. Administrative Personnel, including Patient Navigators;
2. Fringe;
3. Travel;
4. Equipment;
5. Supplies;
6. Contractual;
7. Other allowable direct costs not listed in any previous categories; and
8. Indirect Cost.

At the discretion of System Agency, additional items may be included.

2.6 PROGRAM REQUIREMENTS

All Grant Projects funded under this RFA must meet the program requirements listed below.

A. Grantee Requirements

1. Grantee must ensure compliance with all state and federal statutes and regulations and System Agency rules, policies, procedures, and guidelines governing the Program, included but not limited to, [1 TAC, §§ 382.1 - 382.29](#) and the Texas Medicaid Provider Procedures Manual (TMPPM). The foregoing rules in TAC Title 1 as they relate to the Program may be further modified and revised within their existing title during the term of the Grant Agreement. In the event of such modifications or revision, Grantee shall be required to comply with said rules.

2. Grantee must comply with all requirements under the Texas Grant Management Standards (“TxGMS”), currently available online at: [Grant Management \(texas.gov\)](#). The Texas Comptroller of Public Accounts (“CPA”), from time to time and in its sole discretion, may revise the online link provided in this subsection. Grantee is responsible for contacting CPA when Grantee cannot access the online materials to request the updated link. Grantee is always responsible for complying with the TxGMS, including any revisions to the standards during the Contract term.
3. Grantee must ensure compliance at all times with the current HTW CR Program Policy Manual available online at: [Healthy Texas Women Cost Reimbursement Manual](#). The provisions of the Program Policy Manual may be further modified and revised within their existing title during the term of the Grant Agreement. In the event of such modifications or revisions, Grantee shall be required to comply with said rules.
4. Grantee must maintain an appropriate contract administration system to ensure that all terms, conditions, and specifications of this Grant Agreement are met.

B. Support Service Requirements

To meet the mission and objective of grant funds awarded under this Grant Agreement, HTW CR funding must be used for support services that enhance services provided by the Grantee to a Client under the FFS component of the HTW program. Funds for support services may be used for:

1. Assisting eligible women with enrollment into the HTW program;
2. Administrative support staff;
3. Staff development and training related to direct service delivery in the FFS component of the HTW program;
4. Engaging in promotion and outreach activities related to the HTW program, in accordance with an annual Grantee-developed promotion and outreach plan;
5. Basic infrastructure including but not limited to rent and utilities to support the delivery of direct services through the FFS component of HTW; and
6. Direct clinical care for women screened as eligible for HTW, while awaiting a full determination of eligibility from HHSC, and whose eligibility is ultimately denied and are not eligible for any other System Agency-administered programs for which the Grantee holds a Grant Agreement.

C. Patient Navigator Requirements

Patient Navigators must perform the following functions to facilitate and expedite access to HTW program:

1. Attempt to successfully navigate individuals to the following System Agency-administered preventive and primary health programs, including but not limited to:
 - a. [Medicaid](#);
 - b. [HTW](#);
 - c. [Family Planning Program \(FPP\)](#);
 - d. [Primary Health Care \(PHC\)](#); and

- e. [Breast and Cervical Cancer Services \(BCCS\)](#).
2. Perform an assessment of the individual's barrier(s) to access and receipt of women's preventative health services. The assessment of barriers must include screening for non-medical service needs with an assessment tool provided by the System Agency. Grantee may use an alternative, comparable tool with prior written approval from System Agency. Grantees are required to provide appropriate referrals, and document follow-ups to show any resolution of barriers.
 3. Ensure and document follow-up with all individuals that were provided application assistance regardless of final eligibility determination.
 - a. Grantee must document individual refusal, lost to follow-up and good faith effort, as appropriate.
 - i. Good faith effort is defined as at least three documented attempts to assist with applications or to navigate individuals to services, via phone, email, text or other preferred method of communicating with the individual.
 - ii. Individual contact attempts can be made by office visit, phone, home visit, mail, or a combination of these methods. Attempts to contact the individual must be written or presented verbally (when appropriate) in the Client's primary language (if the Client has limited English proficiency) and must include appropriate provisions for the visually and hearing impaired.
 - b. Before closing the individual record as a refusal, a thorough review of the individual's plan, recommendations, and the following navigator's actions must be conducted to ensure proper closure.
 - i. Grantee must attempt to obtain, in writing, and document in the individual record informed refusal from the individual if the individual fails to keep appointments or refuses recommended procedures. If the individual cannot, or will not, sign an informed refusal, Grantee must document verbal refusal.
 - c. Before a Grantee can consider an individual as lost to follow-up, the Grantee must have at least three documented attempts to contact the individual. Grantee must allow enough time between contact attempts for the individual to reply or respond to the Grantee.
 4. Provide individual education and support.

D. Personnel Standards and Requirements

1. Grantee must maintain qualified staff in accordance with Program rules and the requirements established in the Program Policy Manual.
2. Grantee must have an organizational structure and related management systems that provide oversight and lines of authority appropriate for the size and scope of the Grantee organization.

3. Grantee must have current job descriptions for positions that will be fully or partially funded by this Grant, as well as key positions providing oversight to the administration and operations related to this Grant.
4. Grantee must notify in writing and provide updated contact information to System Agency of changes in CEO, CFO, program director or program manager within thirty (30) Calendar Days of change, whether funded under this contract or not. Grantee must notify in writing and provide updated contact information to System Agency of changes to any grant-funded positions.
5. Grantee must provide staff training and development to System Agency-funded Patient Navigators in the screening of Clients for Medicaid, HTW, FPP, PHC, and BCCS, in the administration of the System Agency approved non-medical service needs assessment, and in the coordination of referrals for non-medical service needs.
6. Grantee must provide System Agency in writing the contact information for any System Agency-funded Patient Navigator(s) within thirty (30) Calendar Days of hire date.
7. Grantee must ensure System Agency-funded Patient Navigator(s), or another representative of the Grantee, attends a mandatory monthly learning community facilitated by the System Agency to ensure continued development and sharing of promising practices.

E. Administrative Policies

1. Grantees must seek reimbursement for program costs by submitting monthly vouchers for expenses outlined in the System Agency-approved budget workbook, **Exhibit H, FY 2026 HTW CR Budget Workbook**. Supporting documentation must be submitted with each voucher. Supporting documentation includes the timely submission of quarterly performance measures reports in addition to a detailed General Ledger supporting expenditures.
2. To be reimbursed for activities under this Grant Agreement, Grantee must meet all requirements as an HTW provider. This includes being a Medicaid (Title XIX) provider in accordance with 1 TAC§352 and meeting all other eligibility requirements outlined in the TMPPM. Failure to comply with these requirements will result in contract termination.
3. Cost reimbursement awards may be used to fund administrative personnel, fringe benefits, staff travel, contractual services, equipment, supplies, other direct costs, and indirect costs per State and federal requirements and must be reasonable, allowable, and already allocated.
4. Grant funds must be expended within the current State Fiscal Year. Rollover of unexpended funds to the succeeding State Fiscal Years will not be allowed. Cost reimbursement awards must not exceed twenty-five percent (25%) of Grantee's HTW Fee-for-Service payments for the State Fiscal Year. Grantee compliance will be assessed biannually.
5. Grantee must not expend more than five percent (5%) of the payments received under a Grant Agreement for expenses related to performing administrative functions derived from subcontracting the terms of the Contract. Upon review each quarter, Grantees that have exceeded the five percent (5%) threshold will be asked to remit payment to System Agency for the amount over.

6. System Agency, in its sole discretion, may approve fund transfers between categories upon Grantee's written request that must include a detailed explanation that supports the need for the fund transfer. Grantee must seek System Agency's written approval prior to making any fund transfers.

F. Reimbursement and Invoicing Process

1. Grantee must finance upfront operational costs and request reimbursement from System Agency for cost incurred.
2. System Agency will reimburse Grantee for all charges determined and invoiced in accordance with terms and conditions of this Grant Agreement. All payments by System Agency under this Grant Agreement will be made in accordance with "Texas Prompt Payment Act," Chapter 2251 of the Texas Government Code.
3. Grantee must properly submit the monthly voucher packet and supporting documentation by the last Business Day of the month following service, using the monthly voucher packet received from System Agency for expenses outlined in an approved budget workbook.
4. Grantee must submit vouchers and supporting documentation to System Agency for review and concurrence in a secure, non-alterable electronic format to the email address on the monthly voucher packet with the Grantee's full name, month and year of invoice in the subject line. Upon concurrence, System Agency will submit the Voucher Packet to Accounts Payable.
5. All services must be performed to the satisfaction of System Agency. System Agency must not be liable for any payment for services that System Agency deems unsatisfactory, that fail to adhere to the terms of this Grant Agreement, or that have not been approved by System Agency.
6. Grantee must not deny a service due to Client's inability to pay in accordance with 1 TAC §382.21.
7. Grantee must comply with System Agency's rules, policies, Contract provisions, and applicable instruction manuals regarding the collection and timely submission of complete and accurate data.

2.7 READINESS REVIEW

Readiness Reviews conducted by the System Agency are required for any new Grantee who has not been awarded a Grant Agreement for HTW CR within the past five (5) years, or for any Grantee who has had a previous HTW CR Grant Agreement that was either suspended or terminated within the past five (5) years. Readiness Reviews will occur within the first ninety (90) Calendar Days of the Grant Term. The System Agency will contact the Grantee to schedule Readiness Reviews. The System Agency may elect to provide technical assistance to a new Grantee, or Grantees suspended or terminated within the past five (5) years, to correct deficiencies discovered during the Readiness Review. The System Agency retains the right to terminate the Grant Agreement if a Readiness Review determines the Grantee fails the assessment below.

System Agency may also require Grantee to submit detailed policies and procedures that document day-to-day business activities related to the Grant Agreement requirements for System Agency review and approval.

During the review, the following will be assessed:

- a. Job Descriptions of System Agency-funded positions (if applicable) – Job descriptions should include job title (brief description of the job), job purpose (provides a high-level overview of the role, level, and scope of responsibility), job duties and responsibilities (essential job functions describe the fundamental nature of the job, including type of supervisory responsibility (if applicable), importance or frequency of each job duty), required qualifications (including education, experience, knowledge, skills, and abilities), preferred qualifications and working conditions and physical demands (that relate to the essential job duties and responsibilities).
- b. Promotion and Outreach Plan – Grantees are required to develop and implement an annual plan for promotion and outreach plan. The plan should be based on an assessment of the needs of the community(ies) the Grantee serves and contain an evaluation strategy. Grantees should consider a variety of program promotion and client outreach strategies in accordance with organizational capacity, availability of existing resources and materials, and the needs and culture of the local community(ies). Additional guidance is available in the Program Policy Manual.

2.8 REQUIRED REPORTS

The System Agency 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
Monthly Voucher packet and supporting documentation	The last Business Day of the month following the month in which expenses were incurred or services provided. The final voucher is due forty-five (45) Calendar Days after the end of the Grant Term.
Financial Status Report (FSR)	Within thirty (30) Calendar Days after the end of each quarter. Final FSR due within forty-five (45) Calendar Days after the end of the Grant Term.
Patient Navigator Quarterly Performance Report	If applicable, within thirty (30) Calendar Days after the end of each quarter.

Promotion and Outreach Surveys	Fifteen (15) Calendar Days after the end of the reporting period, as outlined in the Program Policy Manual.
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Grantee shall provide all applicable reports in the format specified by System Agency 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 System Agency, 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.

2.9 PERFORMANCE MEASURES AND MONITORING

The System Agency 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 the System Agency'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 System Agency. Grantees must submit the necessary information and documentation regarding all requirements, including reports and other deliverables, and

Grantees with System Agency-funded Patient Navigators will be expected to submit the Patient Navigator Quarterly Performance Report with the following measures:

- a. Total number of active System Agency-funded Patient Navigators;
 - b. Total number of unduplicated individuals screened for any program offered at the clinic location by any staff person. This is not limited to System Agency-administered programs;
 - c. Total number of unduplicated individuals screened and served by the System Agency-funded Patient Navigators;
 - d. Total number of unduplicated individuals screened and served by the System Agency-funded Patient Navigator(s) lost to follow up or refusal of services;
 - e. Total number of unduplicated individuals served by the System Agency-funded Patient Navigators who are successfully navigated to Medicaid, HTW, FPP, PHC, and BCCS;
- and

- f. Total number of Non-Medical Service Needs identified by System Agency-funded Patient Navigators.

If requested by System Agency, the Grantee shall report on the progress towards completion of the grant project and other relevant information as determined by System Agency during the Grant Term. To remain eligible for renewal funding, if any, the Grantee must be able to show the scope of services provided and their impact, quality, and levels of performance against approved goals, and that Grantee's activities and services effectively address and achieve the project's stated purpose.

2.10 FINANCIAL STATUS REPORTS (FSRs)

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 an FSR, Grantee certifies that (1) any applicable invoices have been reviewed to ensure all grant-funded purchases of goods or services have been completed, performed or delivered in accordance with Grant Agreement requirements; (2) all Grantee-performed services have been completed in compliance with the terms of the Grant Agreement; (3) that the amount of the FSR added to all previous approved FSRs does not exceed the maximum liability of the Grant Award; and (4) all expenses shown on the FSR are allocable, allowable, actual, reasonable, and necessary to fulfill the purposes of the Grant Agreement.

2.11 FINAL BILLING SUBMISSION

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

2.12 DATA USE AGREEMENT

By submitting an Application in response to this RFA, Applicant agrees to be bound by the terms of **Exhibit D, Data Use Agreement (DUA) or Exhibit D-1 Governmental Entity Version HHS Data Use Agreement**, as applicable, including but not limited to the terms and conditions regarding **Exhibit D-2, DUA Attachment 2, Security and Privacy Inquiry (SPI)**, attached to this RFA.

2.13 LIMITATIONS ON GRANTS TO UNITS OF LOCAL GOVERNMENT

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

- (a). In each Grant Agreement with a unit of local government, grant funds appropriated under the General Appropriations Act will be expended subject to limitations and reporting requirements similar to those provided by:

- (1) Parts 2, 3, and 5 of Article IX of the General Appropriations Act (except there is no requirement for increased salaries for local government employees);
 - (2) §§556.004, 556.005, and 556.006, Government Code; and
 - (3) §§2113.012 and 2113.101, Government Code.
- (b.) In this section, "unit of local government" means:
- (1) a council of governments, a regional planning commission, or a similar regional planning agency created under Chapter 391, Local Government Code;
 - (2) a local workforce development board; or
 - (3) a community center as defined by Health and Safety Code, §534.001(b).

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 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. Applicant must be a governmental entity (health department, hospital district, university medical center, and other State or local agency), a federally qualified health center (“FQHC”) (which is a safety net provider that provides services typically given in an outpatient clinic), or a nonprofit entity, with 501(c)(3) status.

B. Applicant must have a Texas address. A post office box may be used when the Application is submitted, but the Applicant must conduct business at a physical location in Texas prior to the start of the Grant Term.

C. Applicant must be able to provide a General Ledger from Applicant’s computerized system that has accounts assigned to track financial transactions for the grant that may include assets, liabilities, equity, revenue, and expenses.

D. Applicant must be a Texas Medicaid provider or provide evidence with its Application that a Medicaid provider enrollment application has been submitted, see **Form A, Face Page**. The National Provider Identification number provided must be for the organization itself, and not for individual providers associated with the organization.

E. Applicant must be an HTW-certified provider who has submitted at least one paid claim in State Fiscal Year 2024.

An Applicant that does not meet these minimum requirements will be disqualified and not considered for a grant. HHSC expressly reserves the right to review and analyze the documentation submitted, request additional documentation, and/or determine the Applicant’s eligibility to compete for the Grant Agreement award.

3.3 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.

3.4 GRANTS FOR POLITICAL POLLING PROHIBITED

Pursuant to the General Appropriations Act, Article IX, Section 4.03 (2023) none of the monies appropriated by the General Appropriations Act may be granted to or expended by any entity which performs political polling. This prohibition regarding political polling 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. Grant Term

4.1 GRANT TERM

The Grant Project Period is **September 1, 2025** through **August 31, 2030**.

Extension of Grant Term: The System Agency may, at its sole discretion, extend the Grant Term for up to one (1) year to allow for the full expenditure of awarded funding and completion of Grant activities. Approved Projects may not exceed a six (6) year Grant Term.

4.2 GRANT PROJECT CLOSEOUT

System Agency will programmatically and financially close the grant award and end the Grant Agreement when System Agency 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 ninety (90) 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 System Agency.

Section V. Grant Funding and Reimbursement Information

5.1 GRANT FUNDING SOURCE AND AVAILABLE FUNDING

The total amount of State funding available for the Healthy Texas Women Cost Reimbursement grant program is estimated at **\$67,277,480.00** for the entire Grant Term. It is the System Agency's intention to make awards to multiple applicants that successfully demonstrate the ability to provide women's health and family planning services to eligible Clients.

The State Fiscal Year funding amounts are subject to increase or decrease as funds are appropriated throughout the Grant Agreement term from the federal government, the Texas Legislature, or both. The System Agency will issue annual amounts on a yearly basis to awarded Applicants.

Applicants are strongly cautioned to only apply for the amount of grant funding they can responsibly expend during the State Fiscal Year 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 budgets 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 Grant Term. No spending or costs incurred prior to the effective date of the award will be eligible for reimbursement.

HHSC will monitor Grantee's utilization performance. If the number of unduplicated Clients served and funds utilized is less than projected in Grantee's final approved Application, Grantee's funding award may be subject to decrease for the remainder of the State Fiscal Year.

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:

1. Any use of grant funds to replace (supplant) funds that have been budgeted for the same purpose through non-grant sources;

2. Inherently religious activities such as prayer, worship, religious instruction, or proselytization;
3. 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;
4. Any portion of the salary of, or any other compensation for, an elected or appointed government official;
5. Vehicles for general agency use; to be allowable, vehicles must have a specific use related to Project objectives or activities;
6. 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;
7. Costs of promotional items, and memorabilia, including models, gifts, and souvenirs;
8. 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;
9. Membership dues for individuals;
10. Any expense or service that is readily available at no cost to the grant Project;
11. Any activities related to fundraising;
12. 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;
13. Any other prohibition imposed by federal, state, or local law; and
14. 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 PAYMENT METHOD

Grant Agreement(s) awarded under this RFA will be funded on a cost reimbursement basis for reasonable, allowable, and allocable Grant Project direct 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.

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 **Form C, Work Plan, Form D, Texas Counties Served by Region, and Form E, Subcontracting Information** attached to this RFA, Applicants must describe their proposed activities, processes, and methodologies to satisfy all objectives described in **Section II, Scope of Grant Project**, including the Applicant's background, readiness, Texas counties served, clinical service delivery, and Subgrantee/Subcontracting information, if appropriate. Applicants should identify all proposed tasks to be performed, including all Project activities, during the Grant Term. Applicants must complete and submit all required forms and exhibits.

6.2 REQUESTED BUDGET

Exhibit H, FY 2026 HTW CR Budget Workbook is the template for submitting the estimated Budget. Applicants must develop the **FY 2026 HTW CR Budget Workbook** to support their proposed Project and in alignment with the requirements described in this RFA.

Applicants must ensure that Project costs outlined in the 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 Part 200.403 or TxGMS Cost Principles, Basic Considerations (pgs. 31-32), for additional information related to factors affecting allowability of costs.

Applicants must utilize the budget template provided, **Exhibit H, FY 2026 HTW CR Budget Workbook**, and identify all budget category line items. Budget categories must be broken out into specific budget line items that allow System Agency 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.

If selected for a grant award under this RFA, only System Agency-approved budget items in **Exhibit H, FY 2026 HTW CR Budget Workbook** may be considered eligible for reimbursement.

Submission of Exhibit H, FY 2026 HTW CR Budget Workbook is mandatory. Applicants that fail to submit the required Budget Workbook 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 F, HHS System Indirect Cost Rate Questionnaire**, with required supporting documentation. The questionnaire initiates the acknowledgment or approval of an ICR for use with the System Agency cost-reimbursable contracts. Entities declining the use of indirect cost cannot recover indirect costs on any System Agency award or use unrecovered indirect costs as match.

HHS typically accepts the following approved ICRs:

- Federally Approved Indirect Cost Rate Agreement
- State of Texas Approved Indirect Cost Rate

The System Agency, 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 fifteen percent (15%) 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 through B-2** attached to this RFA, Applicant must provide satisfactory evidence of its ability as an organization to manage and coordinate the types of activities described in this RFA.

1. Litigation and Contract History

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

In addition, Applicant must disclose any civil or criminal litigation or investigation pending over the last five (5) years that involves Applicant or in which Applicant has been judged guilty or liable. Failure to comply with the terms of this provision may disqualify Applicant. See **Exhibit A, HHS Solicitation Affirmations**. Applicant certifies it does not have any existing claims against or unresolved audit exceptions with the State of Texas or any agency of the State of Texas.

Application may be rejected based upon Applicant's prior history with the State of Texas or with any other party that demonstrates, without limitation, unsatisfactory performance, adversarial or contentious demeanor, or significant failure(s) to meet contractual or grant obligations.

2. Internal Controls Questionnaire

Applicant must complete **Form G, 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 Posted to HHS Grants RFA and Texas eGrants websites	February 14, 2025
Deadline for Submitting Questions or Requests for Clarification	February 25, 2025 by 5:00 p.m. Central Time
Date Answers to Questions or Requests for Clarification Posted	March 4, 2025 by 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.	March 17, 2025 by 10:30 a.m. Central Time
Anticipated Notice of Award	August 2025
Anticipated Project Start Date	September 1, 2025

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 reserves the right to change these dates at any time. At the sole discretion of HHSC, 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 will be published by posting an addendum to the [HHS Grants RFA](#) website. After the Deadline for Submission, if there are delays that significantly impact the anticipated award date, HHSC, at its sole discretion, may post updates regarding the anticipated award date to the [Procurement Forecast](#) on the HHS Procurement Opportunities [web page](#). 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	Julia Solis
Title	Grant Specialist, HHSC Procurement and Contracting Services
Address	Procurement and Contracting Services Building 1100 W 49th St. MC: 2020 Austin, TX 78756
Email	julia.solis@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 agency 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.

HHSC 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 HHSC 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.

HHSC 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

HHSC 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 the 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 HHSC 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

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) will not be considered and will be disqualified.

Submission Option #1 HHS Online Bid Room: Applicants shall upload the following documents to the Online Bid Room utilizing the procedures in **Exhibit G, HHS Online Bid Room. 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 **Exhibit H, FY 2026 HTW CR Budget Workbook**, 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.

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 **Exhibit H, FY 2026 HTW CR Budget Workbook**, 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:

- 1) RFA Number

- 2) RFA Title
- 3) Application Response Deadline
- 4) Sole Point of Contact's name
- 5) 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: JULIA SOLIS Tower Building Room 108 1100 W. 49th St., MC 2020 Austin, Texas 78756	Health and Human Services Commission ATTN: JULIA SOLIS 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:

1. Be responsive to all RFA requirements;
2. Be clearly legible;
3. 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;
4. Include page numbering for each section of the proposal; and
5. 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:

- 1) 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”)
 - a) **Exhibit H, FY 2026 HTW CR Budget Workbook**, is to be submitted in its original Excel format.
 - b) Each Application section must have a cover page with the Applicant’s legal name, RFA number, and Name of Grant identified.
- 2) 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, 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, Exhibit H, FY 2026 HTW CR Budget Workbook**).

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:

- a. Work Plan (40%);
- b. Promotion and Outreach (40%); and
- c. Local Unmet Needs (20%).

9.5 PAST PERFORMANCE

System Agency 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 System Agency.

System Agency 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.

System Agency, 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:

1. Notices of termination;
2. Cure notices;
3. Assessments of liquidated damages;
4. Litigation;
5. Audit reports; and
6. Non-renewals of grants or contracts based on Applicant's unsatisfactory performance.

Applicants 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 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. The highest-ranking Applicant in each of the eleven State's public health regions will be considered for funding. The public health regions can be found here: <https://www.dshs.texas.gov/center-health-statistics/texas-county-numbers-public-health-regions>.
2. If additional funds are available, the second highest ranking Applicant in each of the eleven State health regions will be considered for funding.
3. If additional funds are available, the third highest ranking Applicant in each of the eleven State health regions will be considered for funding.

The System Agency will make final funding decisions based on Applicant eligibility, evaluation rankings, the funding methodology above, and geographic distribution across the State, State priorities, reasonableness, availability of funding, cost-effectiveness, and other relevant factors.

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

10.2 NEGOTIATIONS

After selecting Applicants for award, the System Agency may engage in negotiations with selected Applicants. As determined by System Agency, 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 the System Agency 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)

The System Agency 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, System Agency 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 System Agency.

HHSC may announce tentative funding awards through an “Intent to Award Letter” once the HHSC Program Deputy Executive 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 women's health and family planning services.

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 the System Agency and all other state agencies, without cost or liability.

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

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

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

1. Administrative Information

- a. Form A: Face Page _____
- b. Form B: Administrative Entity Information _____
- c. Form B1: Governmental Entity (if applicable) _____
- d. Form B2: Nonprofit Entity (if applicable) _____

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

- a. Form C: Work Plan _____
- b. Form D: Texas Counties Served by Region _____
- c. Form E: Subcontracting Information _____

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

- a. Exhibit A – HHS Solicitation Affirmations _____

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

- b. Exhibit D-1: Governmental Entity Version HHS Data Use Agreement

- V.8.5, if applicable _____
- c. Exhibit D-2: Texas HHS System Data Use Agreement – Attachment 2
Security and Privacy Inquiry (SPI) _____
- d. Exhibit F: Exceptions Form _____
- e. Exhibit H: FY 2026 HTW CR Budget Workbook (Excel) _____

This FY 2026 HTW CR Budget Workbook 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 FY 2026 HTW CR Budget Workbook will be disqualified.

- f. Form F: HHS System Indirect Costs Rate Questionnaire _____
- g. Form G: Internal Controls Questionnaire _____
- h. Form H: Contract and Litigation History _____

4. 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	Face Page
Form B	Administrative Entity Information
Form B-1	Governmental Entity (if applicable)
Form B-2	Nonprofit Entity (if applicable)
Form C	Work Plan
Form D	Texas Counties Served by Region
Form E	Subcontracting Information
Form F	HHS System Indirect Cost Rate Questionnaire
Form G	Internal Controls Questionnaire
Form H	Contract and Litigation History

Exhibits

Exhibit A	HHS Solicitation Affirmations, version 2.6
Exhibit B	HHS Uniform Terms and Conditions – Grant, version 3.5
Exhibit C	HHS Additional Provisions – Grant Funding, version 1.0
Exhibit D-1	HHS Data Use Agreement Governmental Entity, version 8.5
Exhibit D-2	Texas HHS System Data Use Agreement Security and Privacy Inquiry (SPI)
Exhibit E	Evaluation Tool
Exhibit F	Exceptions Form
Exhibit G	Online Bid Room
Exhibit H	FY 2026 HTW CR Budget Workbook (Excel)