



TEXAS

Health and Human Services

Cecile E. Young, Executive Commissioner

Request for Applications (RFA)

Grant for

2-1-1 Texas Information and Referral Network Operations

RFA No. HHS0015545

DEADLINE FOR SUBMISSION OF APPLICATIONS

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

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Section I. Introduction , Definitions, and Statutory Authority

1.1 INTRODUCTION

The Texas Health and Human Services Commission (HHSC), the System Agency, is accepting applications for the 2-1-1 Texas Information and Referral Network (TIRN).

The purpose of this program is to provide information and referrals to governmental and community programs and services by phone, web-based chat, online at 211texas.org, and outreach efforts to the public in Texas

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

Grant Name:	2-1-1 Texas Information and Referral Network Operations
RFA No.:	HHS0015545
Deadline for Submission of Applications:	April 17, 2025, by 10:30 a.m. Central Time
Deadline for Submitting Questions or Requests for Clarifications:	March 28, 2025, by 5:00 p.m. Central Time
Estimated Total Available Funding:	\$56,213,574.60
Estimated Total Number of Awards:	Multiple
Estimated Max Award Amount:	\$11,242,714.92 Per Fiscal Year
Match Required, if any:	N/A
Anticipated Project Start Date:	September 1, 2026
Length of Project Period:	Five (5) years

Eligible Applicants:	Refer to Article III. Applicant Eligibility Requirements
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To be considered for screening, evaluation and award, Applicants must provide and submit all required information and documentation as set forth in **Section VIII. Application Organization and Submission Requirements** and **Section XIII. Submission Checklist** by the Deadline for Submission of Applications established in **Section VII. RFA Administrative Information and Inquiries, 7.1, Schedule of Events**, or subsequent Addenda. See **Section IX. Application Screening and Evaluation, 9.2, Initial Compliance Screening of Applications**, for further details.

1.2 DEFINITIONS AND ACRONYMS

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

Refer to all Exhibits to this RFA for additional definitions.

[“2-1-1 Texas Information & Referral Network \(TIRN\)”](#) 2-1-1 is an easy-to-remember and universally recognizable number that connects individuals with community-based organizations and government agencies that provide referrals with the goal of encouraging prevention and fostering self-sufficiency.

[“Accrual Basis Accounting Method”](#) is an accounting method where revenue or expenses are recorded when a transaction occurs versus when a payment is made or received. The method follows a matching principle, which says that revenues and expenses must be recognized in the same period.

[“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 applies 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.”](#)

“Area Information Centers” means the regional locations that provide general information and referral (I&R) services to individuals in Texas.

“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.

“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.

“Business Day(s)” means Monday through Friday from 8 a.m. to 5 p.m. local time. Business Day excludes Saturday, Sunday, and holidays designated by a federal or state agency.

“Calendar Day(s)” means every day shown on the calendar.

“Client” means a member of the target population to be served under a Grant Agreement as a result of this RFA.

“Communication Plan” means the plan that provides administrative oversight and support for Project discussions, ongoing and successful coordination between HHSC and the Grantee, and decision-making between HHSC and the Grantee to ensure compliance with the requirements of the Grant Agreement.

“Contact Specialist” means the staff hired by the Grantee to conduct service delivery for Information and Referral (I&R) services.

“Grant Agreement” means the agreement entered into by the System Agency and the Subrecipient 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.”

“Contract Monitoring Questionnaire” or “CMQ” means the questionnaire, that the Grantee provides to HHSC with detailed information regarding the Grantee’s internal controls and general processes important to HHSC contracting. HHSC uses the CMQ as part of the contract risk evaluation process.

“Controlled Asset” is an item that has a useful life one year or more and valued between \$500 to \$9,999.99. Controlled assets purchased with Supplemental Nutrition Assistance Program, Community Partner Program (SNAP-CPP) Grant Project funds will require pre-approval and must be tracked on the HHSC Inventory Log.

“Cost Reimbursement” contract type is an agreement between the Grantee and HHSC in which the Grantee is reimbursed for allowable costs incurred in performing the work under the grant agreement. Costs must be incurred, paid, and supported by adequate documentation (e.g., timesheets, vendor invoices and receipts, mileage travel logs or

reports with point-to-point mileage and required travel details, bank statements, business credit card statements), prior to requesting reimbursement from HHSC.

“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.

“Emergency Service and Escalation Centers” means AIC who additionally contracted to Emergency Services and Escalation Centers (ESECs) (formerly referred to as “Warm Centers.”) take on additional responsibilities during disasters or emergency events to provide expanded call coverage, oversight of database administrative functions, and support to affected AIC Regions.

“General Office Supplies” means consumable supplies that will be used by the project staff. (i.e., paper, notepads, pens, pencils, staplers, staples, tape, tape dispensers, etc.) Consumable supplies must be used within the fiscal year in which they are purchased.

“Governance” means the act or process of overseeing the Project.

“Governance Structure” means the Grantee’s administrative or leadership oversight structure.

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

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

“Indirect Cost Rate” 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.

“Information and Referral (I&R)” means the art, science, and practice of bringing people with resources around a specific need or within a community.

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

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

“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.”

“Solicitation,” “Funding Announcement” or “Request for Applications (RFA)” means the document (including all exhibits, attachments, and published addenda), issued by the System Agency under which applications for grant funds were requested, which is incorporated by reference in the Grant Agreement for all purposes in its entirety.

“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 (SFY)” or “Fiscal Year (FY)” means the year begins on September 1st and ends on August 31st of the following year.

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

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

“Unique Entity Identifier” or “UEI ID Number” means the number assigned to entities by the System Award Management (SAM) used to identify organizations doing business with the federal government.

“VPTS” or “Vendor Performance Tracking System” means the tracking system maintained by the Statewide Procurement Division (SPD) of the Texas Comptroller of Public Accounts (CPA) that provides the state procurement community with a comprehensive tool for evaluating vendor performance to reduce risk in the contract awarding process.

1.3 STATUTORY AUTHORITY

The System Agency is requesting Applications under Chapter 531, Subchapter B., Section 531.0312. State funds for this Grant Project are authorized under the Texas General Appropriations Act, under the 88th Legislature, as amended and codified in House Bill 1, Article II Health and Human Services All awards are subject to the availability of appropriated state funds and any modifications or additional requirements that may be imposed by law.

Federal funding for this Grant Project is authorized under the Federal Grant and Cooperative Agreement Act of 1977, as amended and codified in 31 U.S.C. Section 6301-6308. All awards are subject to the availability of appropriated federal funds and any modifications or additional requirements that may be imposed by law. Federal funding awarded to the System Agency is through the program(s) listed below:

Federal Grant Program:	Temporary Assistance for Needy Families (TANF)
Federal Awarding Agency:	U.S. Department of Health and Human Services, Administration for Children and Families (ACF)
Funding Opportunity No.:	2701TXTANF
Assistance Listing Number and Program Title:	93.558

Federal Grant Program:	Supplemental Nutrition Assistance Program (Food Stamps)
Federal Awarding Agency:	U.S. Department of Agriculture (USDA) Food Nutrition Services (FNS)
Funding Opportunity No.:	277TX105S2514
Assistance Listing Number and Program Title:	10.561

Federal Grant Program:	Children’s Health Insurance Program (CHIP)
Federal Awarding Agency:	The Centers for Medicare and Medicaid Services (CMS)
Funding Opportunity No.:	2705TX3002
Assistance Listing Number and Program Title:	93.767

Federal Grant Program:	Medicaid
Federal Awarding Agency:	The Centers for Medicare and Medicaid Services (CMS)
Funding Opportunity No.:	2705TX5MAP
Assistance Listing Number and Program Title:	93.778

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 2-1-1 TIRN. The funds will be provided to the AIC for service delivery and operations. The purpose of this program is to provide I&R to governmental and community programs and services. Service delivery and operations for I&R will be provided by phone, web-based chat, outreach, and online at <https://www.211texas.org/>.

The goal is to connect the public in Texas with resources, encourage prevention, and foster self-sufficiency. The outcomes of the information and referral services provided include: decreased unmet needs; accessible disaster response, participation in special projects and/or initiatives; increased outreach and marketing for 2-1-1 TIRN and community resource awareness; and the provision of information necessary to support community planning activities, internal analysis, and advocacy.

The 2-1-1 TIRN is committed to continuous improvement of the efficiency and quality of services. Refer to **Exhibit U, 2-1-1 Texas Information & Referral Network (TIRN) Quality-Standards & Definitions Guide**. In addition to providing services during normal operations and public emergency events, AICs also participate in special initiatives and collaborative projects that serve Texas residents. The Applicant must demonstrate the capacity to expand their programming to accommodate these types of initiatives.

2.2 PROGRAM BACKGROUND

HHSC administers TIRN, which is comprised of 25 Regional locations that provide general I&R services to individuals in Texas. Refer to **Exhibit S, AIC Regions and Estimated Funding Amounts**. Information and referral services are provided 24 hours a day, seven (7) days a week, 365 days a year. HHSC developed the 2-1-1 TIRN which provides a single, statewide number and database for consumers to dial for information about community resources. Each multi-county regional AIC is responsible for collecting, providing, and updating accurate, well-organized, and accessible information from State and local HHS programs. Refer to **Exhibit T, 2-1-1 Texas Information and Referral Network Database Inclusion/Exclusion Criteria**.

Individuals and families seeking I&R can contact their local AIC by dialing “2-1-1” which is the national abbreviated dialing code for free access to HHS I&R. Individuals can also access information through the TIRN by visiting the public website at: <https://www.211texas.org/>.

In addition to providing comprehensive I&R services to all counties in their Regions, AICs play an integral role in the Governor’s Homeland Security Strategic Plan by providing information to the public in the event of a disaster or emergency.

2.2.1 ESEC

AIC ESECs (formerly referred to as “Warm Centers”) play key roles in disaster or emergency event-related situations. In Texas, several AICs contract with HHSC/TIRN to take on additional responsibilities during disasters or emergency events to provide disaster/event monitoring, network communication, expanded call coverage, oversight of database administrative functions, and support to affected AIC Regions. ESECs have the capability to quickly increase their call handling capacity to provide 24 hour services. Applicants interested in applying to be an ESEC must provide services in accordance with the specifications contained in this RFA and within **Exhibit D, Emergency Services and Escalation Centers Grant Requirements (ESEC)** and **Exhibit W, AIC Emergency Management Protocols 2024**.

2.2.2 STEAR

AIC ESECs must provide State of Texas Emergency Assistance Registry (“STEAR”) services as part of ESEC funding. Applicants interested in applying to be an ESEC and provide STEAR services must adhere to **Exhibit D, Emergency Services and Escalation Centers Grant Requirements (ESEC)**, and provide cost information. Refer to **Section 6.1, Narrative Proposal** and **Section 6.2, Requested Budget** for exhibits and forms.

2.3 ELIGIBLE POPULATION

The eligible population to be served under this RFA consists of any individual. The specific population would consist of residents of the 254 Texas counties. 2-1-1 is a public service and any individual who has access to the connect with 2-1-1 will be eligible to be served by the Grantee using these funds.

2.4 ELIGIBLE SERVICE AREAS

The service areas eligible for project funding under this RFA are the 25 Regions, which together include all 254 Texas counties. Services are provided to the public, specifically for the State of Texas.

For information on the 25 Regions, reference <https://www.211texas.org/add-or-edit-your-2-1-1-listing/>.

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.

The primary focus of the RFA is providing comprehensive information, referral, and outreach services to individuals and families throughout the state. The Applicant must possess and maintain the knowledge, skills, experience, and abilities necessary to deliver 2-1-1 TIRN services, achieve contract outcomes, satisfy technical requirements, and meet all required responsibilities. The Applicant shall demonstrate the capacity to provide services in accordance with the specifications contained in this RFA and **Exhibit C, Grant Requirements** and **Exhibit D, Emergency Services and Escalation Centers Grant Requirements (ESEC)**, if Applicant is applying to provide ESEC services.

2.6 PROGRAM REQUIREMENTS

2.6.1 TIRN

To meet the mission and objectives of the 2-1-1 TIRN program, Grantee shall meet the following requirements of this Solicitation and the requirements set forth in **Exhibit C, Grant Requirements** and **Exhibit J, Health and Human Services (HHS) Additional Provisions-Grant Funding v.1.0.**

2.6.2 ESEC

If an applicant would like to be considered an ESEC Applicant eligible for evaluations, Applicant shall meet the following minimum requirements:

- A. ESECs play key roles in disaster/event-related situations by quickly ramping up to increase their call handling capacity. As part of this RFA, additional funding will be awarded to multiple Applicants that demonstrate the capacity to conduct the AIC operations described in **Exhibit D, Emergency Services and Escalation Centers Grant Requirements(ESEC)**, as well as the additional capacity necessary to perform the functions of an ESEC. See **Exhibit S, AIC Regions and Estimated Funding Amounts** to review funds available for ESECs.
- B. Only Applicants that apply to be an AIC will be considered for ESEC funding. HHSC will not accept, review, or award applications for standalone ESECs. HHSC may at its sole discretion, redirect the funding to meet the ESEC business needs.

2.7 REQUIRED REPORTS

The System Agency will monitor Grantee's performance, including, but not limited to, the review of financial and programmatic reports, deliverables, and performance measures, under any Grant Agreement awarded as a result of this RFA. Each Applicant awarded a Grant Agreement as a result of this RFA shall submit the reports referenced in **Exhibit F, Deliverables**, by the designated due dates. HHSC will monitor the Grantee's performance by reviewing their financial and programmatic deliverables and the established performance measures.

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 available for HHSC review, upon request. Failure to comply with submission deadlines for required reports, Financial Status Reports (FSRs) or other requested information may result in System Agency, at 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.

2.8 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 shall 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 shall submit the necessary information and documentation regarding all requirements, including reports and other deliverables and will be expected to report monthly, quarterly, semiannually, annually, as needed on the following measures:

The Applicant must meet or exceed all performance requirements and business practices in the development of **Exhibit F, Deliverables**, and **Exhibit G, Key Performance Requirements(KPRs)**.

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 Project Period. To remain eligible for renewal funding, if any,

the Grantee shall 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.

2.9 FINANCIAL STATUS REPORTS (FSRs)

Except as otherwise provided, for Grant Agreements with categorical budgets, Grantee must submit quarterly FSRs to System Agency by the last Business Day of the month following the end of each state fiscal quarter for System Agency review and financial assessment. Through submission of a FSR, Grantee certifies that (1) any applicable invoices have been reviewed to ensure all grant-funded purchases of goods or services have been completed, performed or delivered in accordance with Grant Agreement requirements; (2) all Grantee-performed services have been completed in compliance with the terms of the Grant Agreement; (3) that the amount of the FSR added to all previous approved FSRs does not exceed the maximum liability of the Grant Award; and (4) all expenses shown on the FSR are allocable, allowable, actual, reasonable, and necessary to fulfill the purposes of the Grant Agreement.

2.10 FINAL BILLING SUBMISSION

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

2.11 DATA USE AGREEMENT

By submitting an Application in response to this RFA, Applicant agrees to be bound by the terms of either **Exhibit H, HHS Data Use Agreement (DUA) v. 8.5** or **Exhibit H-1, Governmental Entity Version HHS Data Use Agreement (DUA)- v.8.5** (as is applicable to the Applicant), including but not limited to the terms and conditions set forth in **Exhibit H-2, Texas HHS System–Data Use Agreement- Attachment 2 - Security and Privacy Inquiry (SPI)**, attached to this RFA.

2.12 LIMITATIONS ON GRANTS TO UNITS OF LOCAL GOVERNMENT

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

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 like those provided by:

- A. 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);
- B. §§556.004, 556.005, and 556.006, Government Code; and
- C. §§2113.012 and 2113.101, Government Code.

In this section, "unit of local government" means:

- A. A council of governments, a regional planning commission, or a similar regional planning agency created under Chapter 391, Local Government Code.
- B. A local workforce development board; or
- C. 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 must 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. Be a nonprofit or governmental organization.
- B. Applicants must either be fully accredited by the <https://www.informusa.org/inform-usa-accredited-organizations>, formerly known as Alliance of Information and Referral Systems (AIRS) or currently be in reaccreditation status from Inform USA at the time of application, referenced in the **Exhibit R, Inform USA Standards and Quality Indicators for Professional Information and Referral v.10.0.**
- C. Applicants must have demonstrated a minimum of three (3) years of experience providing I&R, or similar, services.
- D. Applicants must provide three (3) years of audited financial reports and evidence of adequately capital within their provided Certified Public Accountant's Statement of Tangible Net Worth for the most current State Fiscal Year.

- E. Applicant must submit a Certificate of Fact-Status or Certificate of Good Standing from the <https://www.sos.state.tx.us/corp/copies.shtml> as evidence that the Applicant is authorized to do business in the State of Texas.
- F. Applicant's staff members, including the executive director, must not serve as voting members on Applicant's governing board.

Applicants must meet these requirements throughout the application process and, if selected for a Grant Award, must continue to meet them throughout the Grant term. HHSC expressly reserves the right to review and analyze the documentation submitted and request additional documentation to determine the Applicant's eligibility to compete for a Grant Award.

Applications received for proposed services in multiple regions that do not include an Expenditure Proposal for each AIC Region will not be accepted and will not move to the evaluation phase.

3.3 GRANT AWARD ELIGIBILITY

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

- A. Applicant and all 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.
- B. 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.
- C. Applicant must remain in good standing and eligible to conduct its business in Texas and must comply with all applicable requirements of the Texas Secretary of State and the Texas Comptroller of Public Accounts.
- D. Applicant is currently in good standing with all licensing, permitting, or regulatory bodies that regulate any or all aspects of Applicant's operations; and
- E. Applicant is not delinquent in taxes owed to any taxing authority of the State of Texas as of the effective date of this Grant Agreement.

3.4 GRANTS FOR POLITICAL POLLING PROHIBITED

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

Section IV. Project Period

4.1 PROJECT PERIOD

The initial term of the Grant Agreement is **September 1, 2026** through **August 31, 2029**. The System Agency may, at its sole discretion, extend the term for up to two (2) additional years, not to exceed a five-year Grant Term.

A. The initial term will include three Project Periods as follows:

1. First Project Period: September 1, 2026 through August 31, 2027;
2. Second Project Period: September 1, 2027 through August 31, 2028;
3. Third Project Period: September 1, 2028 through August 31, 2029.

4.2 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 Grantee's project annual reconciliation and close-out date is 45 Calendar Days after the Grant Agreement end date, unless otherwise noted in the original or amended Grant Agreement. The System Agency will have 45 Calendar Days to review the Grantee's reconciliation to complete the project closeout. 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 FUND

The total amount of state and federal funding available for the Texas 2-1-1 TIRN grant program is **\$56,213,574.60** for the entire Project Period. The total amount of Federal funding is **\$28,300,724.13** and State funding is **\$27,912,850.47**. It is the System Agency's intention to make multiple awards to Applicants that successfully demonstrates that they can implement an effect program that qualifies for state and federal funding.

Applicants are strongly cautioned to only apply for the amount of grant funding they can responsibly expend during the Project Period to avoid lapsed funding at the end of the grant term. Applications may not be funded to the full extent of Applicant's Requested Budgets

(Project Budget) in order to ensure grant funds are available for the broadest possible array of communities and programs.

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

5.2 NO GUARANTEE OF REIMBURSEMENT AMOUNTS

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

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

5.3 GRANT FUNDING PROHIBITIONS

Grant funds may not be used to support the following services, activities, and costs:

- A. Any use of grant funds to replace (supplant) funds that have been budgeted for the same purpose through non-grant sources.
- B. Inherently religious activities such as prayer, worship, religious instruction, or proselytization.
- C. Lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy (cf. 18 U.S.C. § 1913), whether conducted directly or indirectly.
- D. Any portion of the salary of, or any other compensation for, an elected or appointed government official.
- E. Vehicles for general agency use; to be allowable, vehicles must have a specific use related to Project objectives or activities.
- F. Entertainment, amusement, or social activities and any associated costs including but not limited to admission fees or tickets to any amusement park, recreational activity, or sporting event unless such costs are incurred for components of a program approved by the grantor agency and are directly related to the program's purpose.
- G. Costs of promotional items, and memorabilia, including models, gifts, and souvenirs.

- H. Food, meals, beverages, or other refreshments, except for eligible per diem associated with grant-related travel, where pre-approved for working events, or where such costs are incurred for components of a program approved by the grantor agency and are directly related to the program's purpose.
- I. Membership dues for individuals.
- J. Any expense or service that is readily available at no cost to the grant Project.
- K. Any activities related to fundraising.
- L. Equipment and other capital expenditures such as capital improvements, property losses and expenses, real estate purchases, mortgage payments, remodeling, the acquisition or construction of facilities, or other items that are unallowable pursuant to 2 CFR 200.439; Any other prohibition imposed by federal, state, or local law; and
- M. Other unallowable costs as listed under TxGMS, Appendix 7, Selected Items of Cost Supplement Chart and/or 2 CFR 200, Subpart E – Cost Principles, General Provisions for Selected Items of Cost, where applicable.

5.4 COST SHARING OR MATCHING REQUIREMENTS

Matching funds are not a requirement for this RFA.

5.5 PAYMENT METHOD

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

Section VI. Application Exhibits and Forms 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, Narrative Proposal**, attached to this RFA, Applicants must provide an executive summary and describe their proposed activities, processes, and methodologies to satisfy all objectives described in **Section II, Scope of Grant Project**, within the following Sections:

- A. Executive Summary and Organizational Capacity;

- B. Performance Requirements/Project Work Plan ;
- C. Key Staffing and Organizational Structure;
- D. Expenditure Proposal; and
- E. Emergency Services and Escalation Center (ESEC)

Applicants applying to provide services in multiple AIC Regions and for an ESEC must include in **Form C, Narrative Proposal**, proposed activities, processes, and methodologies to satisfy all objectives described in **Section II, Scope of Grant Project** for each AIC Region, and in **Exhibit D, Emergency Services and Escalation Centers Grant Requirements(ESEC)**, if Applicant is applying to provide ESEC services. Applicants must identify all proposed tasks to be performed, including all Project activities, during the Grant Project Period. Applicants must complete and submit all required attachments.

6.2 REQUESTED BUDGET

Attached **Exhibit E, Expenditure Proposal Template**, of this RFA is the template for submitting the Requested Budget. Applicants must develop the Requested Budget to support their Proposed Project which must align with the requirements described in this RFA.

Applicants proposing to serve multiple AIC Regions must submit an **Exhibit E, Expenditure Proposal Template** for each AIC Region. If the Applicant is applying to be an ESEC, the costs must also be budgeted in the Applicant's **Exhibit E, Expenditure Proposal Template** for the AIC region in which they applied.

Applicants must ensure that Project costs outlined in the Requested Budget are reasonable, allowable, allocable, and developed in accordance with applicable State and federal grant requirements. Reasonable costs are those if, in nature and amount, do not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. A cost is allocable to a particular cost objective if the cost is chargeable or assignable to such cost objective in accordance with relative benefits received. See 2 CFR Part 200.403 or TxGMS Cost Principles, Basic Considerations (pgs. 32-33), for additional information related to factors affecting allowability of costs.

Applicants must utilize the budget template provided, **Exhibit E, Expenditure Proposal Template**, and clearly describe all Budget 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.

Submission of Exhibit E, Expenditure Proposal Template, is mandatory. Applicants that fail to submit an Expenditure Proposal for each AIC Region as set forth in this RFA with their application will be disqualified.

Costs will be reviewed for compliance with Texas Grant Management Standards (TxGMS), 2 CFR Part 200, and 45 CFR Part 75 with effect given to whichever provision imposes the more stringent requirement in the event of a conflict.

Applicants must enter costs included in the Requested Budget into Budget tables and support them with narrative descriptions of the need for the requested cost and include a calculation demonstrating how the cost was derived.

6.3 INDIRECT COSTS

Applicants must have an approved indirect cost rate (ICR) or request the de minimis rate to recover indirect costs. All Applicants are required to complete and submit **Form E, Texas Health and Human Services System Indirect Costs Rate (ICR) 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:

- A. Federally Approved Indirect Cost Rate Agreement; and
- B. 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 the 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 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 must respond within 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 – 15% 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**, and **D** attached to this RFA, Applicant must provide satisfactory evidence of its ability as an organization to manage and coordinate the types of activities described in this RFA.

A. 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 v.2.6**. 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.

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	March 20, 2025
Applicant Conference Attendance is Optional	March 25, 2025 at 10:30 a.m. Central Time

Deadline for Submitting Questions or Requests for Clarification	March 28, 2025 by 5:00 p.m. Central Time
Tentative Date Answers to Questions or Requests for Clarification Posted	April 2, 2025
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.	April 17, 2025 by 10:30 a.m. Central Time
Anticipated Notice of Award	April 2026
Anticipated Project Start Date	September 1, 2026

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 of Applications will be published by posting an addendum to the [HHS Grants RFA](#) website. After the Deadline for Submission of Applications, if there are delays that significantly impact the anticipated award date, HHSC, 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	Michelle Boyd
Title	Contract Administrative Manager, HHSC Procurement and Contracting Services
Address	Procurement and Contracting Services Building 1100 W 49th St. MC: 2020 Austin, TX 78756
Phone	512-776-2831
Email	Michelle.Boyd@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 for Submitting Questions or Requests for Clarification 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:

- A. RFA Number;
- B. Section or Paragraph number from this Solicitation;
- C. Page Number of this Solicitation;

- D. Exhibit or other Attachment and Section or Paragraph number from the Exhibit or other Attachment;
- E. Page Number of the Exhibit;
- F. Language, Topic, Section Heading being questioned; and
- G. Question.

The following contact information must be included in the e-mail submitted with questions or requests for clarification:

- A. Name of individual submitting question or request for clarification;
- B. Organization name;
- C. Phone number; and
- D. E-mail address.

Questions or other written requests for clarification must be received by the Sole Point of Contact by the Deadline for Submitting Questions or Requests for Clarification 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 for Submitting Questions or Requests for Clarification.

7.4 AMBIGUITY, CONFLICT, DISCREPANCY, CLARIFICATIONS

Applicants must notify the Sole Point of Contact of any ambiguity, conflict, discrepancy, exclusionary specification, omission, or other error in the RFA in the manner and by the Deadline for Submitting Questions or Requests for Clarification. 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 website 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

Applicants are highly encouraged, in lieu of including exceptions in their Applications, to address all issues that might be advanced by way of exception by submitting an **Exhibit Q, Exceptions** or 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.

7.8 APPLICANT CONFERENCE

HHSC will conduct an Applicant Conference on the date and time set out in **Section 7.1, Schedule of Events** to review the key elements of this RFA. Attendance is optional and not required, however, is strongly encouraged.

People with disabilities who wish to attend the meeting and require auxiliary aids or services must contact the Sole Point of Contact identified in **Section 7.2, Sole Point of Contact**, at least 72 hours before the meeting in order to have reasonable accommodations made by HHSC.

The Applicant Conference may be held by webinar, conference call or both. Attendees are required to sign a conference attendance log and those joining via conference call are required to send an email to the **Sole Point of Contact, Section 7.2, Sole Point of Contact**, advising of participation in the conference. Whether signing the conference attendance log in person or sending email notification, each attendee must provide his/her name, attendee's company name, and attendee email address.

All questions and requests for clarification must be presented in writing at the conference. Reference **Section 7.3, RFA Questions and Requests for Clarification** for the required format and information to be included.

During the conference, HHSC may provide responses; however, HHSC will consolidate the official responses to all questions and requests for clarifications received during the conference and include in an Addendum posted on the HHS Grants RFA website.

HHSC reserves the right to amend responses to questions and requests for clarification after posting 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.

WEBINAR INFORMATION:

The conference will be held through GoToWebinar, which may be accessed at:

<https://www.gotomeeting.com/webinar/join-webinar>.

Webinar Instructions:

- A. Enter Webinar ID: 636-571-875
- B. Enter Attendee's business email.
- C. To register, the participants must have the following information ready:
 1. First and last name of each attendee/registrant;
 2. E-mail address for the attendee/registrant;

3. Applicant's legal name; and
4. Job title of attendee/registrant.

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 must allow for adequate time for submission before the posted Deadline for Submission of Applications.

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

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) because 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 must upload the following documents to the Online Bid Room utilizing the procedures in **Exhibit P, HHS Online Bid Room**. **File Size Limitation:** Restriction to 250MB per file attachment.

- A. One (1) copy marked as “Original Application” that contains the Applicant’s entire application in a Portable Document Format (“.pdf”) file.
- B. One (1) copy of **each** completed **Exhibit E, Expenditure Proposal Template** in its original Excel format. *Note: An Expenditure Proposal is required for each AIC Region.*
- C. One (1) copy of the complete Application marked as “Public Information Act Copy,” if applicable, in accordance with **Section 12.1, Texas Public Information Act-Application Disclosure Requirements**, 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:

- A. 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 E, Expenditure Proposal Template**, in its original Excel format.
- B. 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-Application Disclosure Requirements**. The copy must be in a Portable Document Format (“.pdf”) file. Include the USB in a separate envelope within the sealed package and mark the USB and envelope with “Public Information Act Copy” or “PIA Copy.”

Sealed packaged must be clearly labeled with the following:

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

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

Overnight/Express/Priority Mail	Hand Delivery
Health and Human Services Commission	Health and Human Services Commission ATTN: Michelle Boyd

Overnight/Express/Priority Mail	Hand Delivery
<p style="text-align: center;">ATTN: Michelle Boyd Tower Building Room 108 1100 W. 49th St., MC 2020 Austin, Texas 78756</p>	<p style="text-align: center;">Procurement & Contracting Services Building 1100 W. 49th St., MC 2020 Austin, Texas 78756</p>

8.4 COSTS INCURRED FOR APPLICATION

All costs and expenses incurred in preparing and applying 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:

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

8.6 APPLICATION ORGANIZATION

The complete application file .pdf must:

- A. Be organized in the order outlined in the **Section XIII, Submission Checklist**, and include all required sections (e.g., Narrative Proposal, Requested Budget, Indirect Costs, Administrative Applicant Information, Exhibits to be Submitted with Application, and Signed Addenda)
 - 1. **Exhibit E, Expenditure Proposal Template(s)**, is to be submitted in its original Excel format.
 - 2. Each Application section must have a cover page with the Applicant’s legal name, RFA number, and Name of Grant identified.

- B. Include all required documentation, exhibits, and forms completed and signed, as applicable. Copies of forms are acceptable, but all copies must be identical to the original. All exhibits must be submitted and obtained directly from the posted RFA package; previous versions and copies are not allowed or acceptable.

8.7 APPLICATION WITHDRAWALS OR MODIFICATIONS

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

- A. Withdraw its application by submitting a written request to the Sole Point of Contact; or
- B. Modify its application by submitting an entirely new submission, complete in all respects, using 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 four-step selection process will be used:

- A. Application screening to determine whether the Applicant meets the minimum requirements of this RFA;
- B. Evaluation based upon specific criteria for non ESEC award;
- C. Evaluation based upon specific criteria for ESEC award; and
- D. 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 v2.6**, or **Exhibit E, Expenditure Proposal Template(s)**).

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 NON-ESEC EVALUATION CRITERIA

Applications for AIC awards will be evaluated and scored in accordance with the following scoring criteria using **Exhibit N, Evaluation Tool (Non-ESEC)**.

Scoring Criteria: Qualified Applications will be evaluated based upon:

- A. Narrative and Qualification (15%);
- B. Performance Requirements/Project Workplan (40%);

- C. Personnel and Organization (15%); and
- D. Cost Proposal (30%).

9.5 ESEC EVALUATION CRITERIA

Applicants that meet the minimum scoring criteria to be awarded AIC funds and have applied to be an ESEC will move to the ESEC Evaluation phase to be considered for ESEC funding. Applications for ESEC will be evaluated and scored in accordance with the following scoring criteria using **Exhibit O, Evaluation Tool – ESEC** to award Emergency Services and Escalation Centers (ESEC) funds.

Scoring Criteria: Qualified Applications will be evaluated based upon:

- A. Emergency Management Preparedness (30%);
- B. Emergency Management Escalation (20%);
- C. Project Workplan for State of Texas Emergency Assistance Registry (STEAR) (30%);
and
- D. Cost (20%).

9.6 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:

- A. Notices of termination;

- B. Cure notices;
- C. Assessments of liquidated damages;
- D. Litigation;
- E. Audit reports; and
- F. Non-renewals of grants or contracts based on Applicant's unsatisfactory performance.

Applicants also may be rejected because 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:

- A. 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,
- B. Applicant is currently under a corrective action plan through HHSC or DSHS, OR,
- C. Applicant has had repeated, negative vendor performance reports for the same reason, OR,
- D. Applicant has a record of repeated non-responsiveness to vendor performance issues, OR,
- E. Applicant has contracts or purchase orders that have been cancelled in the previous 12 months for non-performance or substandard performance, OR
- F. Any other performance issue that demonstrates that awarding a Grant Agreement to Applicant would not be in the best interest of the State.

9.7 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:

A. State of Texas Debarment and Warrant Hold

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

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

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

<https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf>

C. 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><https://comptroller.texas.gov/purchasing/publications/divestment.php>

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

D. HHS Office of Inspector General

Applicant must not be listed on the HHS Office of Inspector General Texas Exclusions List for people or businesses excluded from participating as a provider:

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

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

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

<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:

- A. Applicant eligibility;
- B. Applicant evaluation score(s);
- C. Geographical area for proposed services;
- D. State priorities for 2-1-1 TIRN Services, such as the Emergency Services and Escalation Center (ESEC) award;
- E. Reasonableness;
- F. Cost-effectiveness of proposed services; and
- G. Availability of funding.

The System Agency will make final funding decisions based on Applicant eligibility, evaluation rankings, the funding methodology above, and other relevant factors.

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

Applicants that apply and are awarded a grant to provide services in multiple AIC Regions will be issued a separate contract for each of the AIC Region. This will ensure that the funds allocated for each AIC Region are awarded and expended in the respective Regions.

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:

- A. An in-depth discussion of the submitted Application and **Exhibit E, Expenditure Proposal Template**; and
- B. 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 because 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/filinginfo/1295/>.

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 multiple Grant Agreements because 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) because 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 2-1-1 Texas Information and Referral Network (TIRN) 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:

A. Mark Original Application:

1. Mark the Original Application, at the top of the front page, with the words “CONTAINS CONFIDENTIAL INFORMATION” in large, bold, capitalized letters (the size of, or equivalent to, 12-point Times New Roman font); and
2. Identify, adjacent to each portion of the Application that Applicant claims is exempt from public disclosure, the claimed exemption from disclosure (NOTE: no redactions are to be made in the Original Application);

B. Certify in Original Application – HHS Solicitation: Certify, in the designated section of the **Exhibit A, HHS Solicitation Affirmations v.2.6**, Applicant's confidential information assertion and the filing of its Public Information Act Copy; and

C. Submit Public Information Act Copy of Application: Submit a separate “Public Information Act Copy” of the Original Application (in addition to the original and all copies otherwise required under the provisions of this RFA). The Public Information Act Copy must meet the following requirements:

1. The copy must be clearly marked as “Public Information Act Copy” on the front page in large, bold, capitalized letters (the size of, or equivalent to, 12-point Times New Roman font).
2. Each portion Applicant claims is exempt from public disclosure must be redacted (blacked out); and
3. Applicant must identify, adjacent to each redaction, the claimed exemption from disclosure. Each identification provided as required in **Subsection C** of this section must be identical to those set forth in the Original Application as required in **Subsection A.2.**, 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 v2.6, 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.

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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 v2.6 (completed and signed), and Exhibit E, Expenditure Proposal Template (completed), will be disqualified. See Section IX. Application Screening and Evaluation, 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:

A. Administrative Applicant Information

- 1. Form A: Face Page – Applicant Information _____
- 2. Form B: Administrative Information _____
- 3. Form B-1: Governmental Entity _____
- 4. Form B-2: Nonprofit Entity, if applicable _____
- 5. Form D: Financial Management and Administration Questionnaire _____

B. Narrative Proposal

Form C: Narrative Proposal _____

C. Indirect Costs

Form E: Texas Health and Human Services System Indirect Costs Rate(ICR) Questionnaire _____

D. Requested Budget

Exhibit E - Expenditure Proposal Template (Excel) _____

This Expenditure Proposal Template is mandatory and must be submitted with the Application, in the original format (Excel), for the Application to be considered responsive. Applications received without the completed Expenditure Proposal Template will be disqualified.

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

- 1. Exhibit A – HHS Solicitation Affirmations v2.6 _____
Per Section 9.2, Application Screening Requirements, Exhibit A, HHS Solicitation Affirmations v2.6 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.

- 2. Exhibit H-2 – Texas HHS System–Data Use Agreement-Attachment 2, Security and Privacy Inquiry (SPI) _____
- 3. Exhibit K – Assurances – Non-Construction Programs _____
- 4. Exhibit L – Certification Regarding Lobbying _____
- 5. Exhibit M – HHS Federal Funding Accountability Transparency Act (FFATA) Certification Form _____
- 6. Exhibit Q – Exceptions Form _____
- 7. Exhibit V – HHS Information Security Acceptable Use Agreement _____

F. Signed Addenda:

Each Addendum, if any, must be signed and submitted with the Application. _____

Section XIV. List of Exhibits and Forms Attached to RFA

Exhibits

Exhibit A – HHS Solicitation Affirmations v.2.6

Exhibit B – HHS Uniform Terms and Conditions – Grant, Version 3.5

Exhibit C – Grant Requirements

Exhibit D – Emergency Services and Escalation Center (ESEC) Grant Requirements

Exhibit E – Expenditure Proposal Template

Exhibit E-1 Expenditure Proposal Instructions

Exhibit F – Deliverables

Exhibit G – Key Performance Requirements (KPRs)

Exhibit H – HHS Data Use Agreement v.8.5

Exhibit H-1 – Governmental Entity Version HHS Data Use Agreement- v.8.5

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

Exhibit I – Insurance Requirements

Exhibit J – HHS Additional Provisions – Grant Funding, v.1.0

Exhibit K – Assurances – Non-Construction Programs

Exhibit L – Certification Regarding Lobbying

Exhibit M – Federal Funding Accountability and Transparency Act (FFATA) Certification Form

Exhibit N – Evaluation Tool – Non ESEC

Exhibit O – Evaluation Tool – ESEC

Exhibit P – Online Bid Room

Exhibit Q – Exceptions

Exhibit R – Inform USA Standards and Quality Indicators for Professional Information and Referral v.10.0

Exhibit S – AIC Regions and Estimated Funding Amounts

Exhibit T – 2-1-1 Texas Information and Referral Network Database Inclusion/Exclusion Criteria

Exhibit U – 2-1-1 Texas Information & Referral Network (TIRN) Quality Standards & Definitions Guide

Exhibit V – HHS Information Security Acceptable Use Agreement

Exhibit W – AIC Emergency Management Protocols 2024 (Updated May 2024)

Forms

Form A – Face Page

Form B – Administrative Information

Form B-1 – Governmental Entity – Authorized Officials

Form B-2 – Non-Profit Entity – Authorized Officials

Form C – Narrative Proposal

Form D – Financial Management and Administration Questionnaire

Form E – Texas HHS System Indirect Costs Rate (ICR) Questionnaire

Form F – HHS Information Security Acceptable Use Policy