



TEXAS

Health and Human Services

Cecile E. Young, Executive Commissioner

Request for Applications (RFA)

Grant for

Supplemental Nutrition Assistance Program

Education (SNAP-Ed)

RFA No. HHS0015831

DEADLINE FOR SUBMISSION OF APPLICATIONS

June 2, 2025 by 10:30 a.m. Central Time

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Section I. Executive Summary, Definitions and Statutory Authority

1.1 EXECUTIVE SUMMARY

The Texas Health and Human Services Commission (HHSC) seeks qualified Applicants to provide Supplemental Nutrition Assistance Program Education (SNAP-Ed) Services.

The SNAP-Ed mission is to work with partners to provide food and nutrition education to eligible individuals that promotes healthy food choices and physical activity consistent with the most current dietary and physical activity federal guidelines. SNAP-Ed conducts these efforts to improve the likelihood that eligible persons will make healthy food choices within a limited budget and choose physically active lifestyles that support obesity prevention and reduced diet-related chronic disease. The SNAP-Ed vision is to educate, connect, and support individuals as they attempt to live healthier lives on a budget through Direct Education, targeted Social Marketing efforts, environmental strategies to encourage healthy food selection, and use of technology to reach people and communities.

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

Grant Name:	Supplemental Nutrition Assistance Program Education (SNAP-Ed)
RFA No.:	HHS0015831
Deadline for Submission of Applications:	June 2, 2025 by 10:30 a.m. Central Time
Deadline for Submitting Questions or Requests for Clarifications:	May 12, 2025 by 5:00 p.m. Central Time
Estimated Total Available Funding:	\$124,618,585.00
Estimated Total Number of Awards:	Multiple
Estimated Max Award Amount:	\$24,923,717.00 per Federal Fiscal Year
Anticipated Project Start Date:	October 1, 2026

Length of Project Period:	Five (5) years
Eligible Applicants:	To be eligible for a grant award, all Applicants must be qualified to do business in Texas and meet the requirements in Section III. Applicant Eligibility Requirements

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 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 or in Exhibits or Forms attached to this RFA. All other terms have their ordinary and common meaning.

[“Accrual Basis Accounting Method”](#) means 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 Open Grant Opportunities (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.

[“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 HHSC-approved Budget executed in the final Grant Agreement.

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

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

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

“Contract” or “Grant Agreement” means the agreement entered into by the Parties, including the Signature Document, the Uniform Terms and Conditions, along with any attachments and amendments that may be issued by the HHSC. For additional information on subrecipient and Contractor determinations, see 2 CFR § 200.331 and 45 CFR §75.351. See also the definition of subaward in this section.

“Contract Monitoring Questionnaire” or “CMQ” means the questionnaire, which the Applicant provides to HHSC with detailed information regarding the Applicant’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 an estimated life of greater than one year and valued between \$500 to \$9,999.99. Controlled assets purchased with SNAP-Ed Grant Project funds will require pre-approval and must be tracked on HHSC Inventory Log.

“Cost Reimbursement” is a payment method based on an approved Budget and submission of a request for reimbursement of expenses Applicant has incurred at the time of the request.

“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.

“Direct Education” or “DE” is an evidence-based, behavior-focused nutrition education and physical activity intervention conducted at the individual and interpersonal levels with an intensity and duration that supports behavior change and allows for active engagement in person, in a live online format, or through interactive media.

“Eligible Population” The Eligible Population for SNAP-Ed includes individuals and families who are eligible for SNAP benefits, as well as other low-income individuals who reside in communities with significant rates of poverty.

“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.

“Federal Tax ID Number” means the number used to identify individuals, businesses, and other legal entities for tax purposes pursuant to the Internal Revenue Code (IRC) and specific tax laws that affect different types of legal entities.

“Fiscal Year” or “Federal Fiscal Year (FFY)” means the that the year begins on October 1st and ends on September 30th of the following year. For this RFA, the Fiscal Year aligns with the starting and ending dates of the Project Period.

“FNA” means Food and Nutrition Act.

“FNS” refers to the Food and Nutrition Service. The Food and Nutrition Service is an agency of the United States Department of Agriculture. The FNS is the federal agency responsible for administering the nation’s domestic nutrition assistance programs. The service helps to address the issue of hunger in the United States.

“FPL” means Federal Poverty Level.

“FTE” means Full Time Equivalent.

“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.)

“Grant Agreement” means the agreement entered into by the HHSC and the Applicant 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.”

“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.

“IA” means Implementing Agency. This is the term used for awarded Applicants who implement Projects for SNAP-Ed.

“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 Applicant’s Indirect Costs to a Direct Cost base.

“Key Personnel” means an Applicant organization's Project Contact, Fiscal Contact, Executive Director, Signature Authority, and/or any other key stakeholders in the Proposed Project.

“N-PEARS” refers to the National Program and Reporting System. Awarded Implementing Agencies must use N-PEARS to enter annual State plan, Budget, and annual reports.

“PEARS” refers to the Program Evaluation and Reporting System. This is a web-based data management system that awarded Implementing Agencies must enter their SNAP-Ed program data for reporting purposes.

“Project Priorities” refers to initiatives and programs specifically designed to serve historically under-served populations and/or that involve innovative collaboration with community partners.

“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 aligned with and defined as each Federal Fiscal Year (begins on October 1st and ends on September 30th of the following year) during which Applicants may perform approved, grant-funded activities to be eligible for reimbursement or payment. Unless otherwise specified, the Project Period begins on October 1st and ends on September 30th of the following year.

“PSE” means Policy, System, and Environment.

“Level of Influence” means large-scale local, State, territorial, and tribal Approaches that have the potential to transform conditions for a large segment of the population and be sustained over time. Examples of sectors of influence include the food industry, government, public health and health care education, community design, public safety media, agriculture, and commercial marketing..

“SNAP-Ed Target Audience” means SNAP participants and low-income individuals eligible to receive SNAP benefits or other means-tested Federal assistance programs, such as Medicaid or Temporary Assistance for Needy Families, as well as individuals residing in communities with a significant low-income population.

“Social Marketing” means the use of marketing theory, skills, and practice to achieve social change, promote general health, raise awareness, and induce changes in behavior.

“Solicitation,” “Funding Announcement” or “Request for Applications (RFA)” means this document (including all exhibits, attachments, and published addenda), issued by the HHSC under which Applications for grant funds are 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 HHSC and any other state agency, its officers, employees, or authorized agents.

“TANF” means Temporary Assistance for Needy Families.

“TxGMS” means the Texas Grant Management Standards published by the Texas Comptroller of Public Accounts and can be accessed at: [Grant Management](https://comptroller.texas.gov/purchasing/grant-management/) - <https://comptroller.texas.gov/purchasing/grant-management/>

“VPTS” means Vendor Performance Tracking System.

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

“USDA” means United States Department of Agriculture.

1.3 STATUTORY AUTHORITY

Federal funding for this Grant Project is authorized under the Section 18(a)(1) of the 2008 Food and Nutrition Act, as amended and codified in 7 U.S.C. 2036a, Section 28(d). 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:	SNAP Nutrition Education and Obesity Prevention (SNAP-Ed)
Federal Awarding Agency:	USDA Food and Nutrition Service
Funding Opportunity No.:	246TX176Q3903
Assistance Listing Number and Program Title:	10.561

1.4 STANDARDS

Awards made as a result of this RFA are subject to all policies, terms, and conditions set forth in or included within 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 SNAP-Ed Program. The purpose of this program is to provide nutrition education, obesity prevention, and physical activity interventions to low-income individuals who are eligible for benefits under SNAP or other means-tested federal assistance programs, such as Medicaid or TANF, across the State of Texas.

2.2 PROGRAM BACKGROUND

Texas SNAP-Ed is an evidence-based program designed to help low-income, eligible individuals make healthier nutrition choices despite Budget constraints. By teaching participants how to shop for, cook nutritious meals, and maintain physically active lifestyles, SNAP-Ed plays a key role in reducing nutrition-related chronic illnesses and obesity. The program partners with state and local organizations to meet individuals where they are in their journey toward healthier nutrition. SNAP-Ed initiatives include nutrition education classes, sustained physical activity programs, Social Marketing campaigns, and multi-level, multi-sector efforts to improve policies, systems, and environments that support better nutrition outcomes for targeted populations across Texas.

2.3 ELIGIBLE POPULATION

The Eligible Population to be served under this RFA is referenced in **Exhibit B, Grant Requirements**.

2.4 ELIGIBLE SERVICE AREAS

The service areas eligible for Project funding under this RFA are any geographical location within the State of Texas where Project activities will be implemented to benefit the designated population. HHSC reserves the right to negotiate with Applicant regarding specific geographic coverage.

Applicants may propose Projects targeting any geographical area within the State, provided that the proposed activities and outcomes align with the goals and objectives outlined in this RFA. Projects must demonstrate the capacity to effectively serve and positively impact the designated populations across the State.

2.5 ELIGIBLE ACTIVITIES

This grant program funds activities and costs as permitted by the laws, regulations, rules, and guidance governing the use of funds, as identified in the relevant sections of this RFA. Only activities authorized under this RFA are eligible for reimbursement and payment under any Grant Agreement awarded as a result of this Solicitation.

The Grantee must provide evidence-based nutrition education and obesity prevention activities to SNAP Eligible Populations. The activities must be provided through the implementation of strategies and interventions for the selected approaches for the Project Priorities.

The Grantee must provide the services as required and in accordance with the requirements in this RFA, and **Exhibit B, Grant Requirements**.

2.6 PROGRAM REQUIREMENTS

All activities funded under this RFA must meet all the requirements set forth in **Exhibit B, Grant Requirements**.

The Grantee must carry insurance in accordance with the requirements set forth in **Exhibit L, Insurance Requirements** throughout the duration of the Contract.

2.7 REQUIRED REPORTS

HHSC will monitor the Grantee's performance, including, but not limited to, through review of financial and programmatic reports and performance measures, under any Grant Agreement awarded as result of this RFA.

The Grantee must complete and submit all the applicable Required Reports in **Exhibit C, Required Reports**, in the format and by the date specified by HHSC. The Required Reports must be supported by documentation of the activities and services provided.

Grantee must provide all applicable reports in the format specified by HHSC 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.

2.8 PERFORMANCE MEASURES AND MONITORING

HHSC will look solely to the Grantee's 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 HHSC's performance monitoring activities throughout the duration of each 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.

Grantee 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 HHSC. Grantees must submit the necessary information and documentation regarding all requirements, including all Required Reports and will be expected to report on all Key Performance Requirements as outlined in **Exhibit D, Key Performance Requirements** and **Exhibit C, Required Reports**.

If requested by HHSC, the Grantee must report on the progress towards completion of the Grant Project and other relevant information as determined by HHSC during the Grant Project Period. To remain eligible for renewal funding 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 the Grantee's activities and services effectively addressed and achieved the project's stated purpose.

2.9 FINANCIAL STATUS REPORTS (FSRs)

Except as otherwise provided, for Grant Agreements with categorical Budgets, Grantee shall submit quarterly FSRs to HHSC by the last Business Day of the month following the end of each Federal Fiscal Year quarter for HHSC 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 HHSC, Grantee shall submit a reimbursement or payment request as a final close-out invoice not later than 45 Calendar Days following the end of

each Federal Fiscal Year of the grant term. 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 **Exhibit H, HHS Data Use Agreement** or **Exhibit H-2, Governmental Entity Version HHS Data Use Agreement**, including but not limited to the terms and conditions regarding **Exhibit H-1, 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 Texas General Appropriations Act for the 2024-2025 Biennium, 88th Texas Legislature, Regular Session 2023, 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 similar to 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. Sections 556.004, 556.005, and 556.006 of the Texas Government Code; and
- C. Sections 2113.012 and 2113.101 of the Texas 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 of the Local Government Code;
- B. A local workforce development board; or
- C. A community center as defined by Section 534.001(b) of the Health and Safety Code.

Section III. Applicant Eligibility Requirements

3.1 LEGAL AUTHORITY TO APPLY

By submitting an Application in response to this RFA, the 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 the 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

Eligible Applicants include state, tribal and local governments, school districts, and public or private non-profit 501(c)(3) organizations. All Applicants must comply with the criteria listed below in this RFA at the time the Application is submitted.

In order to be considered an Applicant eligible for evaluation, Application must meet the following criteria:

- A. Submit a complete and signed Application by the Deadline for Submission of Applications stated in **Section 7.1, Schedule of Events**.
- B. Provide documentation from the U.S. Internal Revenue Service to support the organizations legal entity type (i.e., government, non-profit).
- C. Provide documentation from the U.S. Internal Revenue Service and the Texas Secretary of State to support the organization is in good standing.
- D. Provide documented evidence that the Applicant has a current physical location and provides services within the State of Texas.

3.3 GRANT AWARD ELIGIBILITY

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

- A. 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;
- 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 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;
- 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. Grant Term and Project Periods

4.1 PROJECT PERIOD

The initial term of the Grant Agreement is October 1, 2026, through September 30, 2029. HHSC may, at its sole discretion, extend the term for one (1) two-year renewal, not to exceed a five-year Grant Term.

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

1. First Project Period: October 1, 2026, through September 30, 2027;
2. Second Project Period: October 1, 2027, through September 30, 2028;
3. Third Project Period: October 1, 2028, through September 30, 2029.

4.2 PROJECT CLOSEOUT

HHSC will programmatically and financially close the grant award and end the Grant Agreement when HHSC determines Grantee has completed all applicable actions and work in accordance with Grant Agreement requirements. The Grantee must submit all required financial, performance, and other reports as required in the Grant Agreement. The Project close-out date is 45 Calendar Days after the end of the Federal Fiscal Year, unless otherwise noted in the original or amended Grant Agreement. Funds not obligated by the end of the Grant Agreement term and not expended by the Project close-out date will revert to HHSC.

Section V. Grant Funding and Reimbursement Information

5.1 GRANT FUNDING SOURCE AND AVAILABLE FUNDING

The total amount of Federal funding available for the SNAP-Ed grant program is **\$124,618,585.00** for the entire Project Period. It is HHSC's intention to make multiple awards to Applicants that successfully demonstrate the ability to provide nutrition education, obesity prevention, and physical activity interventions to low-income individuals eligible to receive SNAP benefits. Applicants should reference **Section II, Scope of Grant Project**, for further detailed information regarding the purpose, background, Eligible Population, eligible activities, and requirements.

Applicants are strongly cautioned to only apply for the grant funding they can expend during the Project Period to avoid lapsed funding at the end of the grant term. Successful Applications may not be funded to the full extent of Applicant's requested 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 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. Facilities (rental or modifications);
- G. 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 (e.g., meals as provided during SNAP-Ed staff training events).

- H. Maintenance and repair expenses;
- I. Food, meals, beverages, or other refreshments, except for eligible per diem associated with grant-related travel, where pre-approved for working events and conference attendance, or where such costs are incurred for components of a program approved by HHSC and are directly related to the program's purpose;
- J. Any expense or service that is readily available at no cost to the grant Project;
- K. Any activities related to fundraising;
- L. Equipment and other capital expenditures such as capital improvements, property losses and expenses, real estate purchases, mortgage payments, remodeling, the acquisition or construction of facilities, or other items that are unallowable pursuant to 2 CFR 200.439;
- M. Any other prohibition imposed by federal, State, or local law;
- N. Other unallowable costs as listed under [TxGMS](#), Appendix 7, Selected Items of Cost Supplement Chart and/or 2 CFR 200, Subpart E – Cost Principles, General Provisions for Selected Items of Cost, where applicable; and
- O. Implementing Agencies must adhere to the **Exhibit P, FY2025 Supplemental Nutrition Assistance Program Education (SNAP-Ed) Plan Guidance**. FNS updates the Guidance is updated annually in the spring and is subject to change. Grantee must adhere to the most recent SNAP-Ed Plan Guidance.

5.4 COST SHARING OR MATCHING REQUIREMENTS

There is no match requirement for this grant program.

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 on a monthly basis 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 are required to use this template for submitting the personnel, and organizational narrative. All Applicants must use this form to detail the Applicant's mission and purpose, experience, and capacity in managing similar Projects, approach to meeting the Projects requirements, and Key Personnel and Organizational Staffing Plans. This form is essential as it ensures that all Applicants deliver consistent and comprehensive services, enabling a thorough evaluation of their ability to successfully execute the Supplemental Nutrition Assistance Program Education (SNAP-Ed) Project.

6.2 ANNUAL WORK PLAN

The Applicant must complete and submit **Form C-1, SNAP-Ed Annual Project Work Plan** included in this RFA with their grant Application. All Applicants are required to use this form and provide detailed responses to the questions outlined, including Project Description, State Priority Goals, and Intervention Approaches. **Form C-1, SNAP-Ed Annual Project Work Plan** is required as it ensures that all Applicants deliver consistent and comprehensive services, enabling a thorough evaluation of their ability to successfully execute the Supplemental Nutrition Assistance Program Education (SNAP-Ed) Project.

6.3 EXPENDITURE PROPOSAL

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

Applicants must ensure that Project costs outlined in the Expenditure Proposal 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 identify all Budget line items and matching costs, if applicable. Budget categories must be broken out into specific Budget line items that allow HHSC 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. Matching funds must also be identified in the requested Expenditure Proposal.

If selected for a grant award under this RFA, only HHSC-approved Budget items in the Requested Budget may be considered eligible for reimbursement. Refer to **Exhibit E-1, Expenditure Proposal Instructions for instructions.**

6.4 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 HHS System Indirect Costs Rate (ICR) Questionnaire**, with the required supporting documentation. The questionnaire initiates the acknowledgment or approval of an ICR for use with HHSC cost-reimbursable Contracts. Entities declining the use of Indirect Cost cannot recover Indirect Costs on any HHSC award or use unrecovered Indirect Costs as Match.

HHSC typically accepts the following approved ICRs:

- A. Federally Approved Indirect Cost Rate Agreement; and
- B. State of Texas Approved Indirect Cost Rate

HHSC, 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 15% de minimis rate or may request to negotiate an ICR with HHSC.

For Applicants requesting to negotiate an ICR with HHSC, 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 must respond within 30 Calendar Days, or the request will be cancelled, and Indirect Costs may be disallowed.

Once HHSC 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 – Fifteen 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.

6.5 ADMINISTRATIVE APPLICANT INFORMATION

Using **Forms A**, through **Form 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. **Form A, Applicant Information** should include the supporting documentation in **Section 3.2, Application Screening Requirements**, to prove that the Applicant meets the criteria.

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, 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.

B. Applicant must complete **Form D, Financial Management and Administrative 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 Open Grant Opportunities (RFA) website.	May 1, 2025

Applicant Conference Attendance is Optional	May 7, 2025 at 11:00 a.m. Central Time
Deadline for Submitting Questions or Requests for Clarification	May 12, 2025 by 5:00 p.m. Central Time
Tentative Date Answers to Questions or Requests for Clarification Posted	May 16, 2025 by 5:00 p.m. Central Time
Deadline for Submission of Applications NOTE: To be considered compliant and eligible, Applications must be <u>RECEIVED</u> by HHSC by this deadline if not changed by subsequent Addenda.	June 2, 2025 by 10:30 a.m. Central Time
Anticipated Notice of Award	May 2026
Anticipated Project Start Date	October 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 Open Grant Opportunities \(RFA\)](#) 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 Open Grant Opportunities \(RFA\)](#) 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 Open Grant Opportunities (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	Dedra Williams
Title	Grant Specialist, HHSC Procurement and Contracting Services
Address	Procurement and Contracting Services Building 1100 W 49th St. MC: 2020 Austin, TX 78756
Phone	512-406-2412
Email	dedra.williams@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 Open Grant Opportunities \(RFA\)](#) website.

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
- 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 Open Grant Opportunities \(RFA\)](#) 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 Open Grant Opportunities \(RFA\)](#) 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 Open Grant Opportunities \(RFA\)](#) website in a separate, new Addendum or Addenda. It is the Applicant's responsibility to check the [HHS Open Grant Opportunities \(RFA\)](#) 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 Open Grant Opportunities \(RFA\)](#) website.

It is the responsibility of each Applicant to periodically check the [HHS Open Grant Opportunities \(RFA\)](#) website. 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 an **Exhibit N, Exceptions** or 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 HHSC.

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 should 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 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 (see **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 Open Grant Opportunities \(RFA\)](#) 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 Open Grant Opportunities \(RFA\)](#) website in a separate, new Addendum or Addenda.

WEBINAR INFORMATION:

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

<https://attendee.gotowebinar.com/register/2265528762061279835>

Webinar Instructions:

- A. Enter Webinar ID: 148-482-659
- 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
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 should 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) 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 the approved method 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 M, HHS Online Bid Room Instructions**. **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 the completed **Exhibit E, Expenditure Proposal Template**, in its original Excel format.
- 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. Deadline for Submission of Applications;
- 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
<p>Health and Human Services Commission</p> <p>ATTN: Dedra Williams</p> <p>Tower Building Room 108</p> <p>1100 W. 49th St., MC 2020</p> <p>Austin, Texas 78756</p>	<p>Health and Human Services Commission</p> <p>ATTN: Dedra Williams</p> <p>Procurement & Contracting Services Building</p> <p>1100 W. 49th St., MC 2020</p> <p>Austin, Texas 78756</p>

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:

- 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 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;
- 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 should be made after signature.

8.6 APPLICATION ORGANIZATION

The complete Application file .pdf must:

Be organized in the order outlined in the **Section XIII, Submission Checklist**, and include all required sections (e.g., “Administrative Applicant Information,” “Narrative Proposal,” “Annual Work Plan,” “Expenditure Proposal,” “Indirect Costs,” “Exhibits to be Submitted with Application,” and “Signed Addenda”)

- A. **Exhibit E, Expenditure Proposal Template**, must 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.

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 RFA package posted on the HHS Open Grant Opportunities (RFA) website; 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 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:

- A. Application screening to determine whether the Applicant meets the minimum requirements of this RFA;

- B. Evaluation based upon specific criteria; and
- C. 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., submission of **Exhibit A, HHS Solicitation Affirmations v. 2.6** with signature, or completed **Exhibit E, Expenditure Proposal Template**).

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 with the exception of **Exhibit A, HHS Solicitation Affirmations v 2.6** or **Exhibit E, Expenditure Proposal Template.** 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

HHSC 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 O, Evaluation Tool**.

Scoring Criteria: Qualified Applications shall be evaluated based upon:

- A. Personnel and Organization (15%);
- B. Required Interventions (30%);
- C. Grant Requirement (10%)
- D. Annual Project Work Plan (15%); and
- E. Cost (30%).

9.5 PAST PERFORMANCE

HHSC 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 HHSC.

HHSC 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.

HHSC, at its sole discretion, may also initiate investigations or examinations of Applicant performance based upon media reports. Any negative findings, as determined by the HHSC in its sole discretion, may result in the HHSC 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 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:

- 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.

9.6 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 HHSC'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

Applicants 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.hhsc.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, Application completeness, and initial evaluation against the criteria listed in **Section 9.4, Evaluation Criteria**, the HHSC 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, HHSC 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. Application Evaluation Scores; and
- C. Geographical area for proposed services

HHSC will make final funding decisions based on Applicant eligibility, evaluation rankings, the funding methodology above, and include as applicable: 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 HHSC Executive Commissioner.

10.2 NEGOTIATIONS

After selecting Applicants for award, HHSC 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 Requested Budget; and
- B. Requests from HHSC 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 HHSC 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 HHSC 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 HHSC 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 HHSC with the signed Grant Agreement, HHSC is prohibited by law from executing a Contract, even if the potential Grantee is otherwise eligible for award. HHSC, 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)

HHSC 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, HHSC 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 HHSC.

HHSC may announce tentative funding awards through an “Intent to Award Letter” once 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 Open Grant Opportunities \(RFA\)](#) website.

Section XI. General Terms and Conditions

11.1 GRANT APPLICATION DISCLOSURE

In an effort to maximize State resources and reduce duplication of effort, HHSC, 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 SNAP- Ed 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, HHSC 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 v. 2.6, 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 the 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 v. 2.6 (completed and signed), and Exhibit E, Expenditure Proposal (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:

A. Administrative Applicant Information

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

B. 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.

Form C, Narrative Proposal _____

Submission of Form C, Narrative Proposal is mandatory. Applicants that fail to submit a SNAP-Ed Annual Work Plan as set forth in this RFA with their Application will be disqualified.

C. Requested Budget

Exhibit E, Expenditure Proposal Template _____

This Requested Expenditure Proposal 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 Exhibit E, Expenditure Proposal Template will be disqualified.

D. Annual Work Plan

Form C-1, SNAP-Ed Annual Project Work Plan _____

Submission of Form C-1, SNAP-Ed Annual Project Work Plan is required. Applicants who fail to submit a Form C-1, SNAP-Ed Annual Work Plan with their Application as set forth in this RFA will be disqualified.

E. Indirect Costs

Form E, Texas HHS System Indirect Costs Rate Questionnaire _____

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

1. Exhibit A, HHS Solicitation Affirmations v. 2.6 _____

Per Section 9.2, Initial Compliance Screening of Applications, Exhibit A is mandatory and must be completed, signed, and submitted for the Application to be considered responsive. Applications received without Exhibit A or with an unsigned Exhibit A will be disqualified.

2. Exhibit H, HHS Data Use Agreement v. 8.5 _____

3. Exhibit H-1, Texas HHS System–Data Use Agreement-Attachment 2 Security and Privacy Inquiry V.2.1 _____

4. Exhibit H-2, Governmental Entity Version HHS Data Use Agreement v. 8.5 _____

5. Exhibit I, Assurances – Non-Construction Programs, V1.1 _____

6. Exhibit J, Certification Regarding Lobbying _____

7. Exhibit K, Federal Funding and Accountability and Transparency Act (FFATA) Certification Form _____

8. Exhibit N, Exceptions, if applicable _____

G. 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, Grant Requirements

Exhibit C, Required Reports

Exhibit D, Key Performance Requirements

Exhibit E, Expenditure Proposal

Exhibit E-1, Expenditure Proposal Instructions

Exhibit F, Health and Human Services (HHS) Uniform Terms and Conditions Grant v 3.5

Exhibit G, Additional Provisions – Grant Funding V.1.0

Exhibit H, HHS Data Use Agreement v.8.5 (DUA)

Exhibit H-1, Texas HHS System–Data Use Agreement-Attachment 2 Security and Privacy Inquiry V.2.1

Exhibit H-2, Governmental Entity Version HHS Data Use Agreement v. 8.5 (DUA)

Exhibit I, Assurances – Non-Construction Programs V1.1

Exhibit J, Certification Regarding Lobbying

Exhibit K, Federal Funding Accountability and Transparency Act (FFATA) Certification Form

Exhibit L, Insurance Requirements

Exhibit M, HHS Online Bid Room Instructions

Exhibit N, Exceptions, if applicable

Exhibit O, Evaluation Tool

Exhibit P, FY2025 Supplemental Nutrition Assistance Program Education (SNAP-Ed) Plan Guidance

Forms

Form A, Face Page – Application Information

Form B, Administrative Information

Form B-1, Authorized Officials - Governmental Entity, if applicable

Form B-2, Authorized Officials - Nonprofit Entity, if applicable

Form C, Narrative Proposal

Form C-1, SNAP-Ed Annual Project Work Plan

Form D, Financial Management and Administrative Questionnaire

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