**Form B**

**Administrative Information**

This form provides information regarding identification and contract history of Applicant, executive management, project management, governing board members, and/or principal officers. Respond to each request for information **or provide the required supplemental document behind this form**. Double click on checkboxes in this form *and select “Checked” under “Default value”* to check each item. If responses require multiple pages, identify the supporting pages/documentation with the applicable request.

***NOTE: Administrative Information may be used in screening and/or evaluating Applications.***

|  |  |
| --- | --- |
| **Legal Business Name of Applicant:** |  |

**Identifying Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Applicant must attach the following information:** | | | | | |
|  | **If a Governmental Entity,** **complete Form B-1.**   * Full names (last, first, middle) and addresses for the officials who are authorized to enter into a Grant Agreement on behalf of Applicant. | | | | | |
|  |  | | | | | |
|  | **If a Non-Governmental Entity, complete Form B-2.**   * Full names (last, first, middle), addresses, telephone numbers, titles, and occupation of members of the Board of Directors or any other principal officers. Indicate the office held by each member (e.g., chairperson, president, vice-president, treasurer, etc.). | | | | | |
|  |  | | | | | |
| **2.** | **Is Applicant a nonprofit organization?** | | | | | |
|  |  | | | | | |
|  |  |  | **YES** |  | **NO** |  |
|  |  | | | | | |
|  | *If YES, Applicant must include evidence of its nonprofit status with the Application. Any one of the following is acceptable evidence. Check the appropriate box for the attached evidence.* | | | | | |

|  |  |  |
| --- | --- | --- |
|  |  | (a) A copy of a currently valid IRS exemption certificate. |
|  |  |  |
|  |  | (b) A statement from a state taxing body, state attorney general, or other appropriate state official certifying that Applicant organization has a nonprofit status and that none of the net earnings accrue to any private shareholders or individuals. |
|  |  |  |
|  |  | (c) A copy of the organization’s certificate of formation or similar document if it clearly establishes the nonprofit status of the organization. |
|  |  |  |
|  |  | (d) Any of the above proof for a state or national parent organization, and a statement signed by the parent organization that Applicant organization is a local nonprofit affiliate. |

**Conflict of Interest and Contract History**

Applicant must disclose any existing or potential conflict of interest relative to the performance of the requirements of this RFA. Examples of potential conflicts include an existing or potential business or personal relationship between Applicant, its principal, or any affiliate or subcontractor and the Texas Health and Human Services Commission (HHSC) or any other entity or person involved in any way in any project that is the subject of this RFA. Similarly, any existing or potential personal or business relationship between Applicant, the principals, or any affiliate or subcontractor, with any employee of HHSC must be disclosed. Any such relationship that might be perceived, or represented as a conflict, must be disclosed. Failure to disclose any such relationship may be cause for Grant Agreement termination or disqualification of the Application. If, following a review of this information, it is determined by HHSC that a conflict of interest exists, Applicant may be disqualified from further consideration for the award of a Grant Agreement.

Pursuant to Texas Government Code § 2155.004, an Applicant is ineligible to receive an award under this RFA if the Application includes financial participation with Applicant by a person who received compensation from HHSC to participate in preparing the specifications or the RFA on which the Application is based.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **3.** | **Does anyone in Applicant organization have an existing or potential conflict of interest relative to the performance of the requirements of this RFA?** | | | | | |
|  |  | | | | | |
|  |  |  | **YES** |  | **NO** |  |
|  |  | | | | | |
|  | *If YES, detail any such relationship(s) that might be perceived or represented as a conflict. (Attach no more than one (1) additional page.)* | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **4.** | **Will any person who received compensation from HHSC for participating in the preparation of the specifications or documentation for this RFA participate financially with Applicant as a result of an award under this RFA?** | | | | | |
|  |  | | | | | |
|  |  |  | **YES** |  | **NO** |  |
|  |  | | | | | |
|  | *If YES, indicate their name, job title, agency employed by, separation date, and reason for separation*. | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **5.** | **Will any provision of services or other performance under any Grant Agreement that may result from this RFA constitute an actual or potential conflict of interest or create the appearance of impropriety?** | | | | | |
|  |  | | | | | |
|  |  |  | **YES** |  | **NO** |  |
|  |  | | | | | |
|  | *If YES, detail any such actual or potential conflict of interest that might be perceived or represented as a conflict. (Attach no more than one (1) additional page.)* | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **6.** | **Are any current or former employees of Applicant current or former employees of HHSC (within the last 24 months)?** | | | | | |
|  |  | | | | | |
|  |  |  | **YES** |  | **NO** |  |
|  |  | | | | | |
|  | *If YES, indicate their name, job title, agency employed by, separation date, and reason for separation*. | | | | | |
| **7.** | **Are any proposed personnel related to any current or former employees of HHSC?** | | | | | |
|  |  | | | | | |
|  |  |  | **YES** |  | **NO** |  |
|  |  | | | | | |
|  | *If YES, indicate their name, job title, agency employed by, separation date, and reason for separation*. | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **8.** | **Has any member of Applicant’s executive management, project management, governing board, or principal officers been employed by HHSC in the 24 months prior to the Application due date?** | | | | | | | | | | |
|  |  | | | | | | | | | | |
|  |  | |  | | **YES** | |  | | **NO** | |  |
|  |  | | | | | | | | | | |
|  | *If YES, indicate their name, job title, agency employed by, separation date, and reason for separation*. | | | | | | | | | | |
| **9.** | **If Applicant is a private non-profit organization, does the executive director or other staff serve as voting members on the organization’s governing board?** | | | | | | | | | | |
|  |  | | | | | | | | | | |
|  |  | |  | | **YES** | |  | | **NO** | |  |
|  |  | | | | | | | | | | |
| **10.** | | **Is Applicant or any member of Applicant’s executive management, project management, board members, or principal officers:** | | | | | | | | | |
|  | | • Delinquent on any State, federal, or other debt;  • Affiliated with an organization which is delinquent on any State, federal, or other debt; or  • In default on an agreed repayment schedule with any funding organization? | | | | | | | | | |
|  | |  | |  | | **YES** | |  | | **NO** |  |
|  | |  | | | | | | | | | |
|  | | *If YES, please explain. (Attach no more than one (1) additional page.)* | | | | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **11.** | **Has Applicant had a contract and/or grant suspended or terminated prior to expiration of contract/grant or not been renewed under an optional renewal by any local, State, or federal department or agency, or non-profit entity?** | | | | | |
|  |  |  | **YES** |  | **NO** |  |
|  |  | | | | | |
|  | *If YES, indicate the reason for such action that includes the name and contact information of the local, State, or federal department or agency, or non-profit entity, the date of the contract and/or grant and a contract reference number, and provide copies of any and all decisions or orders related to the suspension, termination, or non-renewal by the contracting entity.* | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **12.** | **Does this Application include financial participation by a person or entity that has been convicted of violating federal law, or been assessed a penalty in a federal civil administrative enforcement action, in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricanes Rita or Katrina or any other disaster occurring after September 24, 2005, under Texas Government Code 2261.053?** | | | | | |
|  |  |  | **YES** |  | **NO** |  |
|  |  | | | | | |
|  | *If YES, please explain. (Attach no more than one (1) additional page.)* | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **13.** | **Has Applicant had a contract and/or grant with HHSC within the past 24 months?** | | | | | | | |
|  |  | | | | | | | |
|  |  |  | **YES** |  | **NO** |  | |  |
|  |  | | | | | | | |
|  | *If YES, list the HHSC contract number(s):* | | | | | | | |
|  |  | | | | | | | |
|  |  | | | | | |  | |
|  |  | | | | | |  | |
|  |  | | | | | |  | |
|  |  | | | | | |  | |

|  |
| --- |
| ***If NO, Applicant must be able to demonstrate fiscal solvency****. Submit a copy of the organization’s most recently audited balance sheet, statement of income and expenses, and accompanying financial footnotes. If an organization does not have audited financial statements, submit a copy of the organization’s most recent IRS Form 990 and an explanation why an audited financial statement is not available. HHSC will review the documents that are submitted and may, at its sole discretion, reject the Application on the grounds of Applicant’s financial capability.* |

**ALL ADDITIONAL PAGES REQUIRED BY RESPONSES TO THIS FORM SHOULD BE INSERTED HERE.**