



TEXAS

Health and Human Services

Stephanie Muth, Executive Commissioner

Request for Applications (RFA)

Grant for

HIV/Part B Minority AIDS Initiative (MAI)

For Dallas HIV Service Delivery Areas (Dallas HSDA)

RFA No. HHS0016793

DEADLINE FOR SUBMISSION OF APPLICATIONS

October 7, 2026 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) is accepting applications on behalf of the Texas Department of State Health Services (DSHS), the System Agency, for the HIV/STD Section, HIV Care and Medications Unit program, and for the Ryan White (RW) Part B Minority AIDS Initiative (MAI) program for the Dallas HIV Service Delivery Areas (HSDA).

The purpose of the MAI Program is to provide transitional services to incarcerated and Recently Released racial/ethnic Minorities living with HIV by increasing enrollment into the Texas HIV Medication Program (THMP) and facilitating linkage to HIV medical and support services to ensure a continuity of care when returning to the community.

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

Grant Name:	HIV/Part B Minority AIDS Initiative
RFA No.:	HHS0016793
Deadline for Submission of Applications:	October 7, 2026 by 10:30 a.m. Central Time
Deadline for Submitting Questions or Requests for Clarifications:	September 17, 2026 by 5:00 p.m. Central Time
Estimated Total Available Funding:	\$1,250,000.00
Estimated Total Number of Awards:	One (1)
Estimated Max Award Amount:	\$1,250,000.00
Match Required, if any:	N/A
Anticipated Project Start Date:	April 2027
Length of Project Period:	One (1) year

Eligible Applicants:	Refer to Section 3.2, Application Screening Requirements.
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To be considered for screening, evaluation and award, Applicants must provide and submit all required information and documentation as set forth in **Section VIII, Application Organization and Submission Requirements** and **Section XIII, Submission Checklist** by the Deadline for Submission of Applications established in **Section 7.1, Schedule of Events**, or subsequent Addenda. See **Section 9.2, Initial Compliance Screening for Applications**, for further details.

1.2 DEFINITIONS AND ACRONYMS

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

Refer to all exhibits to this RFA for additional definitions.

“Acquired Immunodeficiency Syndrome” or “AIDS” means a disease of the human immune system that is characterized cytologically by reduction in the numbers of CD4-bearing helper T cells to 20 percent or less of normal thereby rendering the subject highly vulnerable to life-threatening conditions and to some that become life threatening and that is caused by infection with HIV commonly transmitted in infected blood especially during illicit intravenous drug use and in bodily secretions during sexual intercourse.

“Addendum” means a written clarification or revision to this RFA, including exhibits, forms, and attachments, as issued and posted by HHSC to the [HHS Grants RFA](#) and the CPA Electronic State Business Daily [ESBD](#) websites. Each Addendum will be posted and must be signed by the Applicant and returned with its Application.

“Antiretroviral Treatment” or “ART” means the management of HIV/AIDS, normally including the use of multiple drugs in an attempt to control the HIV infection.

“Applicant” means any person or legal entity that submits an Application in response to this RFA. The term includes the individual submitting the Application who is authorized to sign the Application on behalf of the Applicant and to bind the Applicant under any Grant Agreement that may result from the submission of the Application. May also be referred to in this RFA as “Respondent.”

“Application” means all documents the Applicant submits in response to this RFA, including all required forms and exhibits. May also be referred to in this RFA as “Solicitation Response.”

“Budget” means the financial plan for carrying out the Grant Project, as formalized in the Grant Agreement, including awarded funds and any required Match, submitted as part of the application in response to this RFA. An Applicant’s requested Budget may differ from the System Agency-approved Budget executed in the final Grant Agreement.

“Business Day(s)” means Monday through Friday, excluding Saturdays, Sundays, and federal or state-recognized holidays on which the applicable offices are closed.

“Calendar Day(s)” means every day counted consecutively from a start date, including weekends (Saturdays and Sundays), and state and federal holidays.

“CFR” means the Code of Federal Regulations which is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government.

“Client” means a member of the eligible population (an incarcerated or Recently Released Minority Person or People Living with HIV (PLWH)) who has met criteria and has enrolled in the MAI Program and is served by the Applicant’s organization.

“Community-Based Organization” or “CBO” means a public or private nonprofit organization that is representative of a community or a significant segment of a community and works to meet community needs.

“Corrective Action Plan” or “CAP” means a step-by-step plan of action that is developed to achieve targeted outcomes for resolution of identified issues, problems, non-compliance, or underperformance to improve performance and/or reduce risk.

“Dallas HIV Service Delivery Areas” or “Dallas HSDA” consists of the following counties: Collin, Cook, Dallas, Denton, Ellis, Fannin, Grayson, Hunt, Kaufman, Navarro, and Rockwall.

“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.

“DSHS” means the Department of State Health Services.

“Emergency Financial Assistance” or “EFA” means an allowable MAI Program support service under the Ryan White HIV/AIDS Program relating to the provision of limited, onetime, or short-term payments to assist Clients with an emergent need for paying for essential groceries and food vouchers.

“ESBD” means the Electronic Business Daily, an online directory where State of Texas solicitations over \$25,000 are posted. The ESBD may currently be accessed at <http://www.txsmartbuy.com/esbd>.

“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 \$10,000.00 See §200.1 for Capital assets, Computing devices, General purpose Equipment, Information technology systems, Special purpose Equipment, and Supplies.

“Grant Agreement” means the agreement entered into by the System Agency and the Grantee as a result of this RFA, including the Signature Document and all attachments and amendments. May also be referred to in this RFA as “Contract.”

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

“HHS” means Health and Human Services which 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.

“Health Education/Risk Reduction” or “HE/RR” means an allowable MAI Program support service under the Ryan White HIV/AIDS Program. relating to the provision of education to Clients living with HIV about HIV transmission and how to reduce the risk of HIV transmission. It includes sharing information about medical and psychosocial support services and counseling with Client to improve their health status.

“Health Resources and Services Administration” or “HRSA” means the agency of the U.S. Department of Health and Human Services which is the primary federal agency for improving health care to people who are geographically isolated or economically or medically vulnerable.

“Human Immunodeficiency Virus” or “HIV” means the virus that causes AIDS by destroying large numbers of cells that help the human body fight infection.

“HIV Service Delivery Areas” or “HSDA” means the geographic area within Texas counties that serves as the basis for resource allocation, service delivery, and planning and evaluation of HIV prevention and services.

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

“Indirect Cost Rate” is a device for determining in a reasonable manner the proportion of Indirect Costs each program should bear. It is the ratio (expressed as a percentage) of the Grantee’s Indirect Costs to a Direct Cost base.

[“Medical Transportation”](#) or [“MT”](#) means an allowable support service under the Ryan White HIV/AIDS Program relating to the provision of transportation services for an eligible individual to access HIV-related health services, including services needed to maintain the Client in HIV/AIDS medical care.

[“Minority AIDS Initiative”](#) or [“MAI”](#) means the initiative in accordance with the Public Health Service Act, Section 2693(a) for the purpose of carrying out activities under this section to evaluate and address the disproportionate impact of HIV/AIDS on, and the disparities in access, treatment, care, and outcomes for, racial and ethnic minorities (including African Americans, Alaska Natives, Latinos, American Indians, Asian Americans, Native Hawaiians, and Pacific Islanders).

[“Outpatient/Ambulatory Services”](#) means an allowable core medical service under the Ryan White HIV/AIDS Program for the provision of diagnostic and therapeutic-related activities by a licensed healthcare provider in an outpatient setting.

[“Outreach Services”](#) means an allowable MAI Program support service under the Ryan White HIV/AIDS Program for the identification of prospective and current Clients who either do not know their HIV status, or who know their status but are not currently in care.

[“Pharmacy Assistance Program”](#) or [“PAP”](#) means programs created by pharmaceutical and medical supply manufacturers to help financially needy Clients purchase necessary medications and supplies.

[“PLWH”](#) means a person or people living with HIV.

[“Program Income”](#) means gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance except as provided in 45 CFR §75.307(f).

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

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

[“Recently Released”](#) means an individual who was released from federal, State, or local adult or juvenile correctional facility within 180 Calendar Days.

[“Recipient”](#) means an entity, usually but not limited to, non-federal entities, that receives a federal award directly from a federal awarding agency to carry out an activity under a federal program. The term [“Recipient”](#) does not include Subrecipients.

“RFA” means this Request for Applications, including all parts, exhibits, forms, attachments, and addenda posted on the [HHS Grants RFA](#) and the CPA Electronic State Business Daily [ESBD](#) websites. May also be referred to herein as “Solicitation.”

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

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

“Take Charge Texas” or “TCT” means the secure, web-based application administered by DSHS that streamlines eligibility determination for HIV Care Services (CARE) and the Texas HIV Medication Program (THMP), processes medication orders, and records client-level data for Ryan White and State Services programs. It supports case management, reporting, and data sharing. It serves as the Uniform Reporting System (URS) for HIV Care Services to ensure continuity of care while safeguarding PHI, PII, and SPI.

“Texas HIV Medication Program” or “THMP” means a program that provides medications for the treatment of HIV and its related complications for low-income Texans.

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

1.3 STATUTORY AUTHORITY

DSHS is authorized to enter into Contracts through Texas Health and Safety Code Chapter 1001 and 81. Federal funding for the federal CARE Act reauthorized in 2006 by Public Law 101-381, as amended by Public Law 106-345, the Ryan White CARE Act Amendments. 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 listed below:

Federal Grant Program:	HIV/Part B Minority AIDS Initiative (MAI)
Federal Awarding Agency:	Health Resources and Services Administration, Ryan White HIV/AIDS Program, Part B.
Funding Opportunity No.:	X0700054
Assistance Listing Number and Program Title:	93.917 – HIV Care Formula Grants

1.4 STANDARDS

Awards made as a result of this RFA are subject to all policies, terms, and conditions set forth in or included with this RFA as well as applicable statutes, requirements, and guidelines including, but not limited to applicable provisions of the Texas Grant Management Standards (TxGMS) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200).

Section II. Scope of Grant Project

2.1 PURPOSE

This funding opportunity invites grant Applications requesting funding for the MAI Program. The purpose of the MAI Program is to provide transitional support to incarcerated and Recently Released Minorities living with HIV, to increase enrollment into THMP, and ensure entry into Outpatient/Ambulatory Health Services and access to other services in the community in support of health outcomes.

Services will be provided to the Dallas HSDA, one (1) of the State's highest morbidity location. Objectives include the number of Clients enrolling into THMP and the number of Clients reengaged into Outpatient/Ambulatory Health Services upon release from incarceration.

2.2 PROGRAM BACKGROUND

The goal of the MAI Program is to increase individual health outcomes for the eligible population via the services provided under this Grant Agreement, and to document increased and sustained participation in the THMP and Outpatient/Ambulatory Health Services. This is accomplished by incarceration and community service providers working together to provide transitional discharge planning (TDP) to Clients who are within 180 Calendar Days of being released or are Recently Released.

Specifically, MAI Program aims to:

- A. Provide comprehensive TDP to Clients who are within 180 Calendar Days of release from incarceration. TDP includes (but is not limited to) the use of Outreach Services for linkage or reengagement into core medical and support services, assisting with medication access, completing THMP application for medication assistance and the Texas Insurance Assistance Program (TIAP-PLUS) for health insurance premium and medication co-payments, enrollment into PAP, verifying eligibility, and linkage to engage Clients into the community assistance programs; and HE/RR to increase knowledge and to reduce transmission and share information about core medical and psychosocial support services to improve health;

- B. Increase number of Clients who enroll into THMP;
- C. Increase the number of Clients who are linked into Outpatient/Ambulatory Health Services after release;
- D. Increase access for Clients to RW HIV/AIDS Program services with emphasis on entry to Outpatient/Ambulatory Health Services;
- E. Enroll Recently Released Clients into THMP within a time frame that allows for continued ART regimen adherence while transitioning from incarceration to the community;
- F. Provide education and access to community services that benefit Clients;
- G. Provide EFA and MT services to Clients;
- H. Provide services to Clients within service locations including local city and county jails, prisons, federal correctional facilities, and adult and juvenile correctional facilities; and
- I. Provide education to Clients living with HIV about HIV transmission and how to reduce the risk of HIV transmission.

2.3 ELIGIBLE POPULATION

The eligible population to be served under this RFA consists of individuals who meet the eligibility requirements of [DSHS Policy 220.001 “Eligibility to Receive HIV Services,”](https://www.dshs.texas.gov/hivstd/policy/220-001) accessible at <https://www.dshs.texas.gov/hivstd/policy/220-001>.

Due to recent incarceration, Clients may not have standard documents required for enrollment, and this must not be an obstacle to receiving services. Refer to **Section 2.6, Program Requirements**.

2.4 ELIGIBLE SERVICE AREAS

The service area eligible for Project funding under this RFA is the Dallas HSDA which consists of the following counties: Collin, Cook, Dallas, Denton, Ellis, Fannin, Grayson, Hunt, Kaufman, Navarro, and Rockwall.

Eligible service areas must have a physical location in at least one (1) of the Dallas HSDA Counties it serves.

2.5 ELIGIBLE ACTIVITIES

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

Grantee must provide HE/RR and Outreach Services for the Dallas HSDA to support the transition of Clients out of federal, State, or local adult and juvenile correctional facilities for 180 Calendar Days prior to or after being released from incarceration. EFA and MT can be provided to eligible Recently Released Clients.

The DSHS HIV Medical and Support Services Categories, Section 6, Minority AIDS Initiative (MAI), HE/RR and Outreach standards can be accessed at:
<https://www.dshs.texas.gov/hivstd/taxonomy#section6>

2.5.1 HE/RR Services

The Grantee must comply with Section 6, The MAI HE/RR Service Standard in the provision of HE/RR services to clients.

The permitted HE/RR activities include, but are not limited to:

- A. Assessments of health literacy, HIV-related knowledge, educational needs, and unmet service needs;
- B. Education on health promotion, risk reduction, and available services that may improve Client's health status; and
- C. Administering pre-assessments and post-assessments to gauge the effectiveness of interventions.

2.5.2 HE/RR Curriculum

- A. Grantee must reference the HE/RR MAI Service Standard and implement evidence informed HE/RR curriculum that focuses on health and social resource topics. Curriculum must consider Client needs, environment, and time allotted for services to be provided.
- B. Grantee must use HE/RR curriculum topics to provide HE/RR to Clients. The implemented curriculum must prioritize Client needs, incarceration status, the amount of time available and environment in which services are provided.

2.5.3 Training of MAI Personnel

- A. All Grantee personnel providing services under the Grant Agreement (MAI Personnel) must train on the HE/RR curriculum within 30 Calendar Days of:
 - 1. Being assigned to provide services under the Grant Agreement; and
 - 2. Revisions to the curriculum.
- B. Grantee shall keep documented evidence that its MAI Personnel have been trained in HE/RR curriculum as required by the Grant Agreement and provide such documentation to DSHS upon request.

2.5.4 HE/RR Documentation

- A. Documentation in Client files shall specify health and social service topics discussed during HE/RR sessions.

- B. Grantee shall record all HE/RR units in the TCT. 15 minutes HE/RR services will count as one (1) unit of HE/RR.
- C. Grantee shall report quarterly HE/RR units and Clients served in the Quarterly Narrative Report. Refer to **Section 2.7, Required Reports**.

2.5.5 Outreach Services

The Grantee, in the provision of Outreach services to clients, must comply with Section 6. Minority AIDS Initiative (MAI), Outreach Services standards, which can be accessed at: <https://www.dshs.texas.gov/hivstd/taxonomy#section6>.

- A. Grantee must comply with the [Outreach Services Service Standard Minority AIDS Initiative](#) in the provision of Outreach Services to Clients.
- B. Grantee must provide Outreach Services. Permitted Outreach activities include, but are not limited to:
 - 1. Identification of prospective Clients who do not know their HIV status. When Outreach Services are provided to persons living with HIV (PLWH) who may not know their HIV status, Grantee must attempt to re-engage PLWH into care. When these activities identify a PLWH, Grantee must attempt to re-engage eligible Clients into Ryan White HIV/AIDS Program services. Locations with a high probability of encountering PLWH may include (but are not limited to) correctional facilities, parole and probation offices, and community housing for Recently Released individuals. Provision of Transitional Discharge Planning (TDP) to Clients who are within 180 Calendar Days of being released or are Recently Released (RR),
 - 2. Linkage or re-engagement of Clients into HRSA R W HIV/AIDS Program services, including the provision of information about health coverage options;
 - 3. Activities related to connecting Clients to community case management, THMP, and Outpatient/Ambulatory Health Services upon release and following up to ensure that re-engagement has occurred. These activities can include (but are not limited to):
 - a. Providing medical and service referrals to Clients;
 - b. Assisting Clients with medication access;
 - c. Assisting Clients in completing THMP Applications;
 - d. Assisting Clients with enrollment into TIAP-PLUS;
 - e. Attending medical appointments with Clients;
 - f. Verifying eligibility of Clients;
 - g. Providing MT services to Clients. Refer to **Section 2.5, Eligible Activities**; and
 - h. Providing EFA to Clients. Refer to **Section 2.5, Eligible Activities**.
 - 4. Outreach Services cannot be delivered anonymously.

- a. Grantee must document follow-up on all individual Outreach Services. Follow-ups can be with a client, medical clinic, or the social service provider.
- b. Activities related to re-engaging a Recently Released Client into care can include the following:
 - i. Communicating with Clients by letter, telephone, or seeking out the Client at a last known address or place frequented.
 - ii. Communicating with partner agencies such as Texas Department of Criminal Justice (TDCJ), probation, parole, medical providers, or THMP.
5. Prior to closing a Client file who has become lost to care, Grantee shall make at least three (3) attempts to contact the Client utilizing multiple methods of contact. The Client shall have 30 Calendar Days from the initial contact to respond before being considered “lost to care”.
6. Grantee shall report all Outreach service units in TCT. 15 minutes of Outreach services will count as one (1) unit of Outreach.
7. Grantee shall report Outreach service units and Clients served in the Quarterly Narrative Report. Refer to **Section 2.7, Required Reports**.

2.5.6 EFA Service Standard

Grantee must provide EFA to Clients and shall comply with the Texas Health and Human Services, DSHS [Emergency Financial Assistance Service Standard](https://www.dshs.texas.gov/sites/default/files/hivstd/taxonomy/files/EFAStandards.pdf), available at <https://www.dshs.texas.gov/sites/default/files/hivstd/taxonomy/files/EFAStandards.pdf>.

- A. Permitted use of EFA funds include limited one-time or short-term payments to assist a Client with an urgent need for food (including groceries and food vouchers).
- B. EFA must occur as direct payment to an agency or through a voucher program.
- C. Grantee shall report all EFA units (as described in the EFA Service Standard) into TCT.
- D. Grantee shall report EFA units in the Quarterly Narrative Report. Refer to **Section 2.7, Required Reports**.

2.5.7 MT Service Standards

Grantee must provide the transportation services to Clients and shall comply with the DSHS [Medical Transportation Service - Service Standard](https://www.dshs.texas.gov/sites/default/files/hivstd/taxonomy/files/MedicalTransportationStandards.pdf), accessible at <https://www.dshs.texas.gov/sites/default/files/hivstd/taxonomy/files/MedicalTransportationStandards.pdf>. MT Services include transportation to:

- A. Public and private outpatient medical care and services;
- B. Case management services;
- C. Substance abuse services;
- D. Mental health services;
- E. Pharmacies; and
- F. Other services essential to Client well-being.

2.5.8 MT Funds

MT funds may also be used for:

- A. Contracts with providers of transportation services, including ride-share service providers;
- B. Mileage reimbursement (non-cash system) that enables Clients to travel to needed medical or other support services. Any such reimbursement must not exceed the established rates for federal programs (see [Federal Joint Travel Regulations](https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/), available at <https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/>).
- C. Purchase or lease of organizational vehicles for Client transportation programs if the funder has given prior approval for the purchase of a vehicle; and
- D. Voucher or token systems.
- E. Grantee shall enter all MT units, as described in the MT Service Standard, into TCT.
- F. Grantee shall report MT units in the Quarterly Narrative Report. Refer to **Section 2.7, Required Reports**.

2.6 PROGRAM REQUIREMENTS

All Grant Projects funded under this RFA must meet the following program requirements:

- A. Grantee must report Client-level information on the browser-based Client-level software known as TCT. The data reported must include information about everyone who receives services under this Grant Agreement, along with units of services provided for each Client encounter (as contemplated by the applicable [Service Standards](https://www.dshs.texas.gov/hivstd/taxonomy), accessible at <https://www.dshs.texas.gov/hivstd/taxonomy>).
- B. Grantee shall collaborate with Clients to gather sufficient eligibility documentation for expedited enrollment. Expedited enrollment into MAI services will allow individuals to obtain more traditional eligibility documents for enrollment into their local system of care and other Ryan White HIV/AIDS Program services.
- C. Grantee must ensure all required data elements are entered into TCT as outlined in DSHS policy and guidance. If Grantee is uploading from another system, such as an Electronic Health Record (EHR), it must be done no less than once per month. Grantee must ensure reporting deadlines are met as outlined in DSHS policy and reporting schedules.
- D. Grantee is required to comply with current and updated [HIV-STD Program Policies and Procedures](https://www.dshs.texas.gov/hivstd/policy), accessible at <https://www.dshs.texas.gov/hivstd/policy>.

2.7 REQUIRED REPORTS

DSHS will monitor Grantee's performance, including, but not limited to, review of financial and programmatic reports and performance measures under any Grant Agreement

awarded as a result of this RFA. The Grantee must submit reports to the DSHS Care Services MAI Coordinator with the noted due dates:

REPORT	DUE DATE
THMP Matching Report	5 th of every month.
Quarterly Narrative Report	30 Calendar Days following the end of the quarter being reported. The last Quarterly Narrative Report is due April 30 th .
Annual Renewal Packet	Annually with annual renewal documents.
Ryan White HIV/AIDS Program Service Report (“RSR”)	February 15 th
Financial Status Report (FSRs)– Semiannually	October 31 st and April 30 th
Annual Narrative Report	30 Calendar Days after contract close.
Annual Final Performance Measures	30 Calendar Days after contract close.

Grantee shall utilize the MAI Program Quarterly Report template provided by DSHS for all reports required under the Grant Agreement.

DSHS must receive all data elements required for quarterly reports via TCT. Quarterly outcomes on the Quarterly Report must match TCT data.

Grantee must annually submit a Ryan White HIV/AIDS Program Service Report (RSR) for services provided during each year of the Grant Agreement. Payment of final voucher will be contingent upon proper submission of Grantee’s final RSR.

Grantee must submit a THMP Matching Report on the 5th of every month. The MAI Matching Report is submitted to DSHS via Global Scape by the 5th of every month with Client information for the month prior. Clients are then matched with the THMP database, TCT. It verifies if the Client(s) has enrolled in THMP, and the date medication was picked up by Client(s) for months one (1) through three (3). New Clients are added to this report monthly. Clients who have not enrolled in THMP remain in the report. DSHS completes the MAI Match and uploads the report to Global Scape for agency access by the 15th of each month. Strategies to overcome barriers that prevent Clients from enrolling in THMP shall be documented on the Quarterly Narrative Report submitted to DSHS.

Grantee must annually submit Annual Narrative report 30 Calendar Days after contract closes.

Grantee must annually submit their final Performance Measures and total expenditures 30 Calendar Days after contract closes.

Grantee shall provide all applicable reports in the format specified by DSHS 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 DSHS, in its sole discretion, placing the Grantee on financial hold without first requiring a CAP in addition to pursuing any other corrective or remedial actions under the Grant Agreement.

2.8 PERFORMANCE MEASURES AND MONITORING

DSHS will look solely to Grantee for the performance of all Grantee obligations and requirements in a Grant Agreement resulting from this RFA. Refer to **Section 6.1 Narrative Proposal**, for required forms to be returned pertaining to this section. 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 DSHS's performance monitoring activities throughout the duration of the Grant Project Period. This evaluation may include a reassessment of Project activities and services to determine whether they continue to be effective throughout the Grant Term.

Grantees must regularly collect and maintain data that measures the performance and effectiveness of activities under a Grant Agreement resulting from this RFA in the manner, and within the timeframes specified in this RFA and resulting Grant Agreement, or as otherwise specified by DSHS. Grantees must submit the necessary information and documentation regarding all requirements, including reports and other deliverables, and will be expected to report annually on the following measures:

- A. Number of new unduplicated Clients served by service category (a Client is counted only one time during the Project's fiscal year regardless of the number of visits, encounters, or units they receive). The Grant Agreement funds four service categories: HE/RR, Outreach Services, EFA, and MT.
- B. Number and type of each service provided, to seek, link, and ultimately enroll Clients into THMP and Outpatient Ambulatory Health Services and other community health services.
- C. Number of Clients within ethnic and racial communities of color served and amount of funds allocated and expended by service category. Specific output and outcomes will be negotiated during the Grant Agreement award process. HHSC anticipates negotiating performance measures using a standardized menu of outputs and outcomes, depending on the type of work funded.

If requested by DSHS, the Grantee shall report on the progress towards completion of the Grant Project and other relevant information as determined by DSHS during the Grant Project Period. To remain eligible for renewal funding, if any, the Grantee must be able to show the scope of services provided and their impact, quality, and levels of performance

against approved goals, and that Grantee's activities and services effectively address and achieve the Project's stated purpose.

2.9 FINANCIAL STATUS REPORTS (FSRs)

Except as otherwise provided, for Grant Agreements with categorical budgets, Grantee shall submit semi-annual FSRs to DSHS by the last Business Day of the month following the end of the first six (6) month period and 45 Calendar Days following the end of the second six (6) month period for DSHS 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) The amount of the FSR added to all previous approved FSRs does not exceed the maximum liability of the Grant Agreement; and (4.) All expenses shown on the FSR are allocable, allowable, actual, reasonable, and necessary to fulfill the purposes of the Grant Agreement.

2.10 FINAL BILLING SUBMISSION

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

2.11 DATA USE AGREEMENT

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

2.12 LIMITATIONS ON GRANTS TO UNITS OF LOCAL GOVERNMENT

Pursuant to the General Appropriations Act, Article IX, Section 4.04, in each Grant Agreement with a unit of local government, grant funds appropriated under the General Appropriations Act will be expended subject to limitations and reporting requirements 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. §§556.004, 556.005, and 556.006, Government Code; and
- C. §§2113.012 and 2113.101, Government Code.
- D. In this section, “unit of local government” means:
 - 1. A council of governments, a regional planning commission, or a similar regional planning agency created under Chapter 391, Local Government Code;
 - 2. A local workforce development board; or
 - 3. A community center as defined by Health and Safety Code, §534.001(b).

Section III. Applicant Eligibility Requirements

3.1 LEGAL AUTHORITY TO APPLY

By submitting an Application in response to this RFA, Applicant certifies that it has legal authority to apply for the Grant Agreement that is the subject of this RFA and is eligible to receive awards. Further, Applicant certifies it will continue to maintain any required legal authority and eligibility throughout the entire duration of the Grant Term, if awarded. All requirements apply with equal force to Applicant and, if the Recipient of an award, Grantee and its subgrantees or subcontractors, if any.

Each Applicant may only submit one Grant Application.

3.2 APPLICANT SCREENING REQUIREMENTS

To be considered an Applicant eligible for evaluations as part of the Application screening process, Applicant must meet the following minimum qualification requirements:

- A. An Applicant must be a CBO, domestic public and private non-profit entity, federally recognized American Indian/Alaska Native Tribe (AI/AN) tribal organization, or urban Indian organization. That means non-profit CBOs, faith-based organizations, colleges and universities, health care delivery organizations, territories, and local governments are eligible to apply. Refer to **Section VI, Application Exhibits and Forms for Submission**.
- B. Applicant must be authorized to conduct business in Texas and have a physical business address in at least one (1) of the Dallas HSDA counties it serves. Refer to **Section 2.4, Eligible Services Areas**.
- C. The Application is received on or before the Deadline for Submission of Applications due date and time;
- D. The Application provides all required documents with original or electronic signature of the Applicant organization’s authorized official; and
- E. The Applicant did not submit more than one (1) Application in response to this RFA.

3.3 GRANT AWARD ELIGIBILITY

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

- A. Applicant must have experience working with Minority P LWH, and/or working with previously incarcerated individuals with HIV or chronic health conditions.
- B. 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;
- C. 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;
- D. 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;
- E. Applicant is currently in good standing with all licensing, permitting, or regulatory bodies that regulate any or all aspects of Applicant's operations; and
- F. Applicant is not delinquent in taxes owed to any taxing authority of the State of Texas as of the effective date of the Grant Agreement.

3.4 GRANTS FOR POLITICAL POLLING PROHIBITED

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

Section IV. Project Period

4.1 PROJECT PERIOD

The initial anticipated Project Period is **April 1, 2027** through **March 31, 2028**. System Agency may, at its sole discretion, extend the Grant Term up to four (4) one-year periods, not to exceed a five-year Project Period.

4.2 PROJECT CLOSEOUT

System Agency will programmatically and financially close the grant award and end the Grant Agreement when System Agency determines Grantee has completed all applicable actions and work in accordance with Grant Agreement requirements. Grantee must submit all required financial, performance, and other reports as required in the Grant Agreement.

The Grant Agreement close-out date is 90 Calendar Days after the final Project Period end date, unless otherwise noted in the original or amended Grant Agreement. Funds not obligated by Grantee by the end of the final Grant Agreement Project Period and not expended by the final Project Period closeout date will revert to DSHS.

Section V. Grant Funding and Reimbursement Information

5.1 GRANT FUNDING SOURCE AND AVAILABLE FUNDING

The total amount of Federal funding available for the MAI Program Grant program is \$250,000.00 per Project Period with an estimated not-to-exceed total amount of **\$1,250,000.00** for a five-year Project Period. It is the System Agency's intention to make one (1) award to an Applicant for the Dallas HSDA.

Applicants are strongly cautioned to only apply for the amount of grant funding they can responsibly expend for the services performed during the Project Period to avoid lapsed funding at the end of the Grant Agreement term. Grant Agreement may not be funded to the full extent of Applicant's requested Budget in order to ensure grant funds are available for the broadest possible array of communities and programs.

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

5.2 NO GUARANTEE OF REIMBURSEMENT AMOUNTS

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

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

5.3 GRANT FUNDING PROHIBITIONS

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

- A. Any use of grant funds to replace (supplant) funds that have been Budgeted for the same purpose through non-grant sources;
- B. Inherently religious activities such as prayer, worship, religious instruction, or proselytization;
- C. Lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy (cf. 18 U.S.C. § 1913), whether conducted directly or indirectly;
- D. Any portion of the salary of, or any other compensation for, an elected or appointed government official;
- E. Vehicles for general agency use; to be allowable, vehicles must have a specific use related to Project objectives or activities;
- F. Entertainment, amusement, social activities, and any associated costs including but not limited to admission fees or tickets to any amusement park, recreational activity, or sporting event unless such costs are incurred for components of a program approved by the grantor agency and are directly related to the program's purpose;
- G. Costs of promotional items, and memorabilia, including models, gifts, and souvenirs;
- H. Food, meals, beverages, or other refreshments, except for eligible per diem associated with grant-related travel
- I. Membership dues for individuals;
- J. Any expense or service that is readily available at no cost to the Grant Project;
- K. Any activities related to fundraising;
- L. Equipment and other capital expenditures such as capital improvements, property losses and expenses, real estate purchases, mortgage payments, remodeling, the acquisition or construction of facilities, or other items that are unallowable pursuant to 2 CFR 200.439;
- M. Any other prohibition imposed by federal, state, or local law; and
- 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.

5.4 COST SHARING OR MATCHING REQUIREMENTS

Matching funds are not required under 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 or quarterly basis, or whatever is appropriate to the grant] and supported by adequate documentation. No additional payments will be rendered unless advanced payment is approved.

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 **Forms C - F** attached to this RFA, Applicants shall provide an executive summary and describe their proposed activities, processes, and methodologies to satisfy all objectives described in **Section II, Scope of Grant Project**. Applicants should identify all proposed tasks to be performed, including all Project activities, during the Grant Project Period. Applicants must complete and submit all required attachments.

6.2 REQUESTED BUDGET

Attached **Form G, Requested Budget Template** of this RFA is the template for submitting the Requested Budget. Applicants must develop the Requested Budget to support their proposed Project and in alignment with the requirements described in this RFA.

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

Applicants must utilize the Budget template provided, **Form G, Requested Budget Template**, and identify all Budget line items. Budget categories must be broken out into specific Budget line items that allow DSHS to determine if proposed costs are reasonable, allowable, and necessary for the successful performance of the Project. Applicants must

enter all costs in the Budget tables and explain why the cost is necessary and how the cost was established.

If selected for a grant award under this RFA, only DSHS-approved Budget items in the Requested Budget may be considered eligible for reimbursement.

Submission of Form G, Requested Budget Template, is mandatory. Applicants that fail to submit a Requested Budget as set forth in this RFA with their Application will be disqualified.

6.3 INDIRECT COSTS

Applicants must have an approved Indirect Cost Rate (ICR) or request the de minimis rate to recover Indirect Costs. All Applicants are required to complete and submit **Form H, Texas Health and Human Services System Indirect Costs Rate (ICR) Questionnaire**, with required supporting documentation. The questionnaire initiates the acknowledgment or approval of an ICR for use with the System Agency cost-reimbursable contracts. Entities declining the use of Indirect Cost cannot recover Indirect Costs on any System Agency award or use unrecovered Indirect Costs as Match.

HHS typically accepts the following approved ICRs:

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

The System Agency, at its discretion, may request additional information to support any approved ICR agreement.

If the Applicant does not have an approved ICR agreement, the Applicant may be eligible for the 15% de minimis rate or may request to negotiate an ICR with HHS.

For Applicants requesting to negotiate an ICR with HHS, the ICR Proposal Package will be provided by the HHS Federal Funds Indirect Cost Rate Group to successful Grantees. The ICR Proposal Package must be completed and returned to the HHS Federal Funds Indirect Cost Rate Group no later than three (3) months post-award.

The HHS Federal Funds Indirect Cost Rate group will contact applicable Grantees after Grant Agreement execution to initiate and complete the ICR process. Grantees should respond within 30 Business Days, or the request will be cancelled, and Indirect Costs may be disallowed.

Once HHS acknowledges an existing rate or approves an ICR, the Grantee will receive one of the three Indirect Cost approval letters: ICR Acknowledgement Letter, ICR Acknowledgement Letter – 15% De Minimis, or the ICR Agreement Letter.

If an Indirect Cost Rate Letter is required but it is not issued at the time of Grant Agreement execution, the Grant Agreement will be amended to include the Indirect Cost Rate Letter after the ICR Letter is issued.

Approval or acceptance of an ICR will not result in an increase in the amount awarded or affect the agreed-upon service or performance levels throughout the life of the award.

6.4 ADMINISTRATIVE APPLICANT INFORMATION

Using **Forms A - B-2**, and **I** attached to this RFA, Applicant must provide satisfactory evidence of its ability as an organization to manage and coordinate the types of activities described in this RFA.

A. Litigation and Contract History

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

In addition, Applicant must disclose any civil or criminal litigation or investigation pending over the last five (5) years that involves Applicant or in which Applicant has been judged guilty or liable. Failure to comply with the terms of this provision may disqualify Applicant. See **Exhibit A, HHS Solicitation Affirmations v2.10**. 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. Internal Controls Questionnaire

Applicant must complete **Form I, Internal Controls Questionnaire**, and submit with its Application.

Section VII. RFA Administrative Information and Inquiries

7.1 SCHEDULE OF EVENTS

EVENT	DATE/TIME
Posted to HHS Grants RFA and ESBD websites	September 10, 2026
Applicant Conference Attendance is Optional	September 16, 2026 at 10:30 a.m. Central Time

Deadline for Submitting Questions or Requests for Clarification	September 17, 2026 by 5:00 p.m. Central Time
Date Answers to Questions or Requests for Clarification Posted	September 24, 2026
Deadline for Submission of Applications NOTE: Applications must be <u>RECEIVED</u> by HHSC by this deadline if not changed by subsequent Addenda to be considered eligible.	October 7, 2026 by 10:30 a.m. Central Time
Anticipated Notice of Award	March 2027
Anticipated Project Start Date	April 2027

Applicants must ensure their Applications are received by HHSC in accordance with the Deadline for Submission of Applications (date and time) indicated in this Schedule of Events or as changed by subsequent Addenda posted to the [HHS Grants RFA](#) and [ESBD](#) websites.

All dates are tentative, and System Agency reserves the right to change these dates at any time. At the sole discretion of System Agency, events listed in the Schedule of Events are subject to scheduling changes and cancellation. Scheduling changes or cancellation determinations made prior to the Deadline for Submission will be published by posting an Addendum to the [HHS Grants RFA](#) and [ESBD](#) websites. After the Deadline for Submission of Applications, if there are delays that significantly impact the anticipated award date, HHSC, at its sole discretion, may post updates regarding the anticipated award date to the [Procurement Forecast](#) on the HHS Procurement Opportunities [web page](#). Each Applicant is responsible for checking the [HHS Grants RFA](#) and [ESBD](#) websites 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	Barbara Logan
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Title	Grant Specialist, HHSC Procurement and Contracting Services
Address	Procurement and Contracting Services Building 1100 W 49th St. MC: 2020 Austin, TX 78756
Email	barbara.logan@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 Request For Clarification established in **Section 7.1, Schedule of Events**, or as may be amended in Addenda, if any, posted to the [HHS Grants RFA](#) and [ESBD](#) websites.

Applicants' names will be removed from questions in any responses released. All questions and requests for clarification must include the following information. Submissions that do not include this information may not be accepted:

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

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

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

Questions or other written requests for clarification must be received by the Sole Point of Contact by the Deadline for Submitting Questions or Requests for Clarification set forth in Section 7.1, Schedule of Events, or as may be amended in Addenda, if any, posted to the [HHS Grants RFA](#) and [ESBD](#) websites.

DSHS may review and, at its sole discretion, may respond to questions or other written requests received after the deadline.

7.4 AMBIGUITY, CONFLICT, DISCREPANCY, CLARIFICATIONS

Applicants must notify the Sole Point of Contact of any ambiguity, conflict, discrepancy, exclusionary specification, omission, or other error in the RFA in the manner and by the deadline for submitting questions. Each Applicant submits its Application at its own risk.

If Applicant fails to properly and timely notify the Sole Point of Contact of any ambiguity, conflict, discrepancy, exclusionary specification, omission, or other error in the RFA, Applicant, whether awarded a Grant Agreement or not:

- A. Shall have waived any claim of error or ambiguity in the RFA and any resulting Grant Agreement;
- B. Shall not contest the interpretation by DSHS 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 (1) or more Addenda on the [HHS Grants RFA](#) and [ESBD](#) websites. Responses will not be provided individually to requestors.

DSHS reserves the right to amend answers previously posted at any time prior to the deadline for submission of Applications. Amended answers will be posted on the [HHS Grants RFA](#) and [ESBD](#) websites in a separate, new Addendum or Addenda. It is Applicant's responsibility to check the [HHS Grants RFA](#) and [ESBD](#) websites 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

DSHS reserves the right to change, amend, modify, or cancel this RFA. All changes, amendments and modifications or cancellation will be posted by Addendum on the [HHS Grants RFA](#) and [ESBD](#) websites.

It is the responsibility of each Applicant to periodically check the [HHS Grants RFA](#) and [ESBD](#) websites for any additional information regarding this RFA. Failure to check the posting website will in no way release any Applicant or awarded Grantee from the requirements of posted Addenda or additional information. No HHS agency will be responsible or liable in any regard for the failure of any individual or entity to receive notification of any posting to the websites or for the failure of any Applicant or awarded Grantee to stay informed of all postings to these websites. If the Applicant fails to monitor these websites for any changes or modifications to this RFA, such failure will not relieve the Applicant of its obligation to fulfill the requirements as posted.

7.7 EXCEPTIONS

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

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 will be held by MS TEAMS webinar. 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 Grants RFA](#) and [ESBD](#) websites.

HHSC reserves the right to amend responses to questions and requests for clarification after posting at any time prior to the Deadline for Submission of Applications. Amended answers will be posted on the [HHS Grants RFA](#) and [ESBD](#) websites in a separate, new Addendum or Addenda.

WEBINAR INFORMATION:

The conference will be held through MS TEAMS, which may be accessed at: <https://events.teams.microsoft.com/event/>

Webinar Instructions:

- A. Enter Attendee's business email
- B. To register, the participants must have the following information ready:
 - 1. First and last name of each attendee/registrant;
 - 2. E-mail address for the attendee/registrant;
 - 3. Applicant's legal name; and
 - 4. Job title of attendee/registrant.

Section VIII. Application Organization and Submission Requirements

8.1 APPLICATION RECEIPT

Applications must be received by HHSC by the Deadline for Submission of Applications specified in **Section 7.1, Schedule of Events**, or subsequent Addenda. HHSC will date and time stamp all Applications upon receipt. Applications received after the Deadline for Submission of Applications may be ruled ineligible. Applicants should allow for adequate time for submission before the posted Deadline for Submission.

No HHS agency will be held responsible for any Application that is mishandled prior to receipt by HHSC. It is the Applicant's responsibility to ensure its Application is received by HHSC before the Deadline for Submission of Applications. No HHS agency will be

responsible for any technical issues that result in late delivery, non-receipt of an Application, inappropriately identified documents, or other submission issue that may lead to disqualification.

Note: All Applications become the property of HHSC or, as applicable 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 **Section 7.1, Schedule of Events**, or subsequent Addenda, using one of the approved methods identified below. Applications submitted by any other method (e.g., facsimile) will not be considered and will be disqualified.

Submission Option #1 HHS Online Bid Room: Applicants shall upload the following documents to the Online Bid Room utilizing the procedures in **Exhibit I, HHS Online Bid Room Information**. **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 **Form G, Requested Budget 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 **Form G, Requested Budget**, 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:

1. RFA Number;
2. RFA Title;
3. Deadline for Submission of Applications;
4. Sole Point of Contact’s name; and
5. Applicant’s legal name

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

Overnight/Express/Priority Mail	Hand Delivery
Health and Human Services Commission ATTN: Response Coordinator Tower Building Room 108 1100 W. 49th St., MC 2020 Austin, Texas 78756	Health and Human Services Commission ATTN: Response Coordinator Procurement & Contracting Services Building 1100 W. 49th St., MC 2020 Austin, Texas 78756

8.4 COSTS INCURRED FOR APPLICATION

All costs and expenses incurred in preparing and submitting an Application in response to this RFA and participating in the RFA selection process are entirely the responsibility of the Applicant.

8.5 APPLICATION COMPOSITION

All Applications must:

- 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:

- A. Be organized in the order outlined in the **Section XIII, Submission Checklist**, and include all required sections (e.g., "Administrative Applicant Information," "Narrative Proposal," "Requested Budget," "Indirect Costs," "Exhibits to be Submitted with Application," and "Signed Addenda").
 1. **Form G, Requested Budget Template**, is to be submitted in its original Excel format.
 2. Each Application section must have a cover page with the Applicant's legal name, RFA number, and Name of Grant identified.
- B. Include all required documentation, exhibits, and forms completed and signed, as applicable. Copies of forms are acceptable, but all copies must be identical to the original. All exhibits must be submitted and obtained directly from the posted RFA package; previous versions and copies are not allowed or acceptable.

8.7 APPLICATION WITHDRAWALS OR MODIFICATIONS

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

- A. Withdraw its Application by submitting a written request to the Sole Point of Contact; or
- B. Modify its Application by submitting an entirely new submission, complete in all respects, using one of the approved methods of submission set forth in this RFA. The modification must be received by HHSC by the Deadline for Submission of Applications set forth in **Section 7.1, Schedule of Events**, or subsequent Addenda.

No withdrawal or modification request received after the Deadline for Submission of Applications, set forth in **Section 7.1, Schedule of Events**, or subsequent Addenda, will be considered. Additionally, in the event of multiple Applications received, the most timely received and/or modified Application will replace the Applicant's original and all prior submission(s) in its entirety and the original submission(s) will not be considered.

Section IX. Application Screening and Evaluation

9.1 OVERVIEW

A 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. Refer to **Section 3.2, Application Screening Requirements**.

At the sole discretion of HHSC, in coordination with System Agency, Applications with errors, omissions, or compliance issues may be considered non-responsive and may not be considered. The remaining Applications will continue to the evaluation stage and will be considered in the manner and form as which they are received. HHSC reserves the right to waive minor informalities in an Application. A “minor informality” is an omission or error that, in the determination of HHSC if waived or modified, would not give an Applicant an unfair advantage over other Applicants or result in a material change in the Application or RFA requirements.

Note: Any disqualifying factor set forth in this RFA does not constitute an informality (e.g., **Exhibit A, HHS Solicitation Affirmations v2.10**, or **Form G, Requested Budget 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. 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.

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9.3 QUESTIONS OR REQUESTS FOR CLARIFICATION FOR APPLICATIONS

System Agency reserves the right to ask questions or request clarification or revised documents for a submitted Application from any Applicant at any time prior to award. System Agency reserves the right to select qualified Applications received in response to this RFA without discussion of the Applications with Applicants.

9.4 EVALUATION CRITERIA

Applications will be evaluated and scored in accordance with the following scoring criteria using **Exhibit H, Evaluation Tool**.

Scoring Criteria: Qualified Applications shall be evaluated based upon:

- A. Project Abstract (5%);
- B. Project Narrative (50%)
- C. Experience (25%);
- D. Performance Measures (10%); and
- E. Cost (10%).

9.5 PAST PERFORMANCE

System Agency reserves the right to request additional information and conduct investigations as necessary to review any Application. By submitting an Application, the Applicant generally releases from liability and waives all claims against any party providing information about the Applicant at the request of System Agency.

System Agency may examine Applicant's past performance which may include, but is not limited to, information about Applicant provided by any governmental entity, whether an agency or political subdivision of the State of Texas, another State, or the Federal government.

System Agency, at its sole discretion, may also initiate investigations or examinations of Applicant performance based upon media reports. Any negative findings, as determined by System Agency in its sole discretion, may result in System Agency removing the Applicant from further consideration for award.

Past performance information regarding Applicants may include, but is not limited to:

- A. Notices of termination;
- B. Cure notices;
- C. Assessments of liquidated damages;
- D. Litigation;

- E. Audit reports; and
- F. Non-renewals of grants or contracts based on Applicant's unsatisfactory performance.

Applicants also may be rejected 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 Comptroller of Public Accounts (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 CAP 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 System Agency's sole discretion, Applicants found to be barred, prohibited, or otherwise excluded from award of a Grant Agreement may be disqualified from further consideration under this Solicitation, pending satisfactory resolution of all compliance issues.

Checks include:

A. State of Texas Debarment and Warrant Hold

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

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

Applicant must not be excluded from Contract participation at the federal level. This verification is conducted through SAM, the official website of the U.S. Government which may be accessed at: <https://www.sam.gov>.

C. Divestment Statute Lists

Applicant must not be listed on the Divestment Statute Lists provided by CPA at: <https://comptroller.texas.gov/purchasing/publications/divestment.php>.

D. HHS Office of Inspector General

Applicant must not be listed on the HHS Office of Inspector General Texas Exclusions List for people or businesses excluded from participating as a provider: <https://oig.hhs.texas.gov/exclusions>

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

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

Additionally, if a Subrecipient under a federal award, the Grantee shall comply with requirements regarding registration with the U.S. Government's System for Award Management (SAM). This requirement includes maintaining an active SAM registration and the accuracy of the information in SAM. The Grantee shall review and update information at least annually after initial SAM registration and more frequently as required by 2 CFR Part 25.

For Grantees that may make procurements using grant funds awarded under the Grant Agreement, Grantee must check SAM Exclusions that contain the names of ineligible, debarred, and/or suspended parties. Grantee certifies through acceptance of a Grant Agreement will not conduct business with any entity that is an excluded entity under SAM.

HHSC and System Agency reserve the right to conduct additional checks to determine eligibility to receive a Grant Agreement.

Section X. Award of Grant Agreement Process

10.1 FINAL SELECTION

After initial screening for eligibility and Application completeness, and initial evaluation against the criteria listed in **Section 9.4, Evaluation Criteria**, the System Agency may apply other considerations such as program policy or other selection factors that are essential to the process of selecting Applications that individually or collectively achieve program objectives. In applying these factors, the System Agency may consult with internal and external subject matter experts. The funding methodology for issuing final Grant Agreements will include the following identified factors:

- A. Eligibility;
- B. Geographic distribution across the State;
- C. State priorities;
- D. Reasonableness;
- E. Availability of funding; and
- F. Cost effectiveness.

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

10.2 NEGOTIATIONS

After selecting Applicants for award, the System Agency may engage in negotiations with selected Applicants. As determined by System Agency, the negotiation phase may involve direct contact between the selected Applicant and HHS representatives by virtual meeting, by phone and/or by email. Negotiations should not be interpreted as a preliminary intent to award funding unless explicitly stated in writing by the System Agency and is considered a step to finalize the Application to a State of approval and discuss proposed grant activities. During negotiations, selected Applicants may expect:

- A. An in-depth discussion of the submitted Application and Requested Budget; and
- B. Requests from the System Agency for revised documents, clarification or additional detail regarding the Applicant's submitted Application. These clarifications and additional details, as required, must be submitted in writing by Applicant as finalized during the negotiation.

10.3 DISCLOSURE OF INTERESTED PARTIES

Subject to certain specified exceptions, Section 2252.908 of the Texas Government Code, Disclosure of Interested Parties, applies to a Contract of a state agency that has a value of \$1 million or more; requires an action or vote by the governing body of the entity or agency before the Contract may be signed; or is for services that would require a person to register as a lobbyist under Chapter 305 of the Texas Government Code.

One of the requirements of Section 2252.908 is that a business entity (defined as "any entity recognized by law through which business is conducted, including a sole proprietorship, partnership, or corporation") must submit a Form 1295, Certificate of Interested Parties, to the System Agency at the time the business entity submits the signed contract.

Applicant represents and warrants that, if selected for award of a Grant Agreement as a result of this RFA, Applicant will submit to the System Agency a completed, certified, and signed Form 1295, Certificate of Interested Parties, at the time the potential Grantee submits the signed Grant Agreement.

Form 1295 involves an electronic process through the Texas Ethics Commission (TEC). The online 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 Form 1295 will be provided by the System Agency to the potential Grantee(s). Grantee may contact Sole Point of Contact or designated Contract Manager for information needed to complete Form 1295.

If the potential Grantee does not submit a completed, certified, and signed TEC Form 1295 to the System Agency with the signed Grant Agreement, the System Agency is prohibited by law from executing a contract, even if the potential Grantee is otherwise eligible for award. The System Agency, as determined in its sole discretion, may award the Grant Agreement to the next qualified Applicant, who will then be subject to this procedure.

10.4 EXECUTION AND ANNOUNCEMENT OF GRANT AGREEMENT(S)

The System Agency intends to award one (1) Grant Agreement as a result of this RFA. However, not all Applicants who are deemed eligible to receive funds are assured of receiving a Grant Agreement.

At any time and at its sole discretion, System Agency reserves the right to cancel this RFA, make partial award, or decline to award any Grant Agreement(s) as a result of this RFA.

The final funding amount and the provisions of the grant will be determined at the sole discretion of System Agency.

HHSC may announce tentative funding awards through an “Intent to Award Letter” once the HHSC Deputy Commissioner and relevant System Agency approval authorities have given approval to initiate and/or execute the Grant Agreement. Receipt of an “Intent to Award Letter” does not authorize the potential Grantee to incur expenditures or begin Project activities, nor does it guarantee current or future funding.

Upon execution of a Grant Agreement(s) as a result of this RFA, HHSC will post a notification of all grants awarded to the [HHS Grants RFA](#) and [ESBD](#) websites.

Section XI. General Terms and Conditions

11.1 GRANT APPLICATION DISCLOSURE

In an effort to maximize State resources and reduce duplication of effort, the System Agency, at its discretion, may require the Applicant to disclose information regarding the application for 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 (2) years to provide MAI Program services.

11.2 TEXAS HISTORICALLY UNDERUTILIZED BUSINESSES (HUBS)

In procuring goods and services using funding awarded under this RFA, Grantee must use HUBs or other designated businesses as required by law or the terms of the state or federal grant under which this RFA has been issued. See, e.g., 2 CFR 200.321. If there are no such requirements, System Agency encourages Applicant to use HUBs to provide goods and services.

For information regarding the Texas HUB program, refer to CPA's website: <https://comptroller.texas.gov/purchasing/vendor/hub/>.

Section XII. Application Confidential or Proprietary Information

12.1 TEXAS PUBLIC INFORMATION ACT – APPLICATION DISCLOSURE REQUIREMENTS

Applications and resulting Grant Agreements are subject to the Texas Public Information Act (PIA), Texas Government Code Chapter 552, and may be disclosed to the public upon request. Other legal authority also requires System Agency to post grants and Applications on its public website and to provide such information to the Legislative Budget Board for posting on its public website.

Under the PIA, certain information is protected from public release. If Applicant asserts that information provided in its Application is exempt from disclosure under the PIA, Applicant must:

A. Mark Original Application:

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

B. Certify in Original Application – HHS Solicitation: Certify, in the designated section of the **Exhibit A, HHS Solicitation Affirmations v 2.10**, 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 2.10, and submit the Public Information Act Copy, the Application will be considered to be public information that may be released to the public in any manner including, but not limited to, in accordance with the Public Information Act, posted on the System Agency’s public website, and posted on the Legislative Budget Board’s public website.

If any or all Applicants submit partial, but not complete, information suggesting inclusion of confidential information and failure to comply with the requirements set forth in this section, the System Agency, in its sole discretion, reserves the right to (1) disqualify all Applicants that fail to fully comply with the requirements set forth in this section, or (2) to offer all Applicants that fail to fully comply with the requirements set forth in this section additional time to comply.

No Applicant should submit a Public Information Act Copy indicating that the entire Application is exempt from disclosure. Merely making a blanket claim that the entire Application is protected from disclosure because it contains any amount of confidential, proprietary, trade secret, or privileged information is not acceptable, and may make the entire Application subject to release under the PIA.

Applications should not be marked or asserted as copyrighted material. If Applicant asserts a copyright to any portion of its Application, by submitting an Application, Applicant agrees to reproduction and posting on public websites by the State of Texas, including the System Agency and all other state agencies, without cost or liability.

The System Agency will strictly adhere to the requirements of the PIA regarding the disclosure of public information. As a result, by participating in this RFA, Applicant acknowledges that all information, documentation, and other materials submitted in its Application may be subject to public disclosure under the PIA. The System Agency does not have authority to agree that any information submitted will not be subject to disclosure. Disclosure is governed by the PIA and by rulings of the Office of the Texas Attorney

General. Applicants are advised to consult with their legal counsel concerning disclosure issues resulting from this process and to take precautions to safeguard trade secrets and proprietary or otherwise confidential information. The System Agency assumes no obligation or responsibility relating to the disclosure or nondisclosure of information submitted by Applicants.

For more information concerning the types of information that may be withheld under the PIA or questions about the PIA, please refer to the Public Information Act Handbook published by the Office of the Texas Attorney General or contact the attorney general's Open Government Hotline at (512) 478-OPEN (6736) or toll-free at (877) 673-6839 (877-OPEN TEX). To access the Public Information Act Handbook, please visit the [Attorney General's](#) website

12.2 APPLICANT WAIVER – INTELLECTUAL PROPERTY

SUBMISSION OF ANY DOCUMENT TO ANY HHS AGENCY IN RESPONSE TO THIS SOLICITATION CONSTITUTES AN IRREVOCABLE WAIVER, AND AGREEMENT BY THE SUBMITTING PARTY TO FULLY INDEMNIFY THE STATE OF TEXAS AND HHS FROM ANY CLAIM OF INFRINGEMENT REGARDING THE INTELLECTUAL PROPERTY RIGHTS OF THE SUBMITTING PARTY OR ANY THIRD PARTY FOR ANY MATERIALS SUBMITTED TO HHS BY THE SUBMITTING PARTY.

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Section XIII. Submission Checklist

HHSC, in coordination with System Agency, 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 2.10 (completed and signed), and Form G, Requested Budget Template (completed), will be disqualified. Refer to 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 includes each required section and the forms and exhibits identified within a section:

A. Administrative Applicant Information

1. Form A: Applicant Information _____
2. Form B: Entity Information, and Contract and Litigation History _____
3. Form B-1: Governmental Entity – Authorized Officials only (if applicable) _____
4. Form B-2: Non-Profit Entity Board of Directors and Principal Officers (if applicable)_____
5. Form I: Internal Controls 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. Use the titles below for each required section.

1. Form C: Project Abstract _____
2. Form D: Applicant Background and Experience _____
 - a. Attachment 1: Organizational Chart (provided by Applicant.) _____
 - b. Attachment 2: Staffing Plan (provided by Applicant.) _____
 - c. Attachment 3: Proposed Collaborators (provided by Applicant). _____
3. Form E: Performance Measures and Service Standards _____
4. Form F: Project Narrative _____
 - a. Attachment 1: Work Plan (provided by Applicant) _____

C. Requested Budget

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

Form G: Requested Budget Template (Excel) _____

D. Indirect Costs

Form H: Texas HHS System Indirect Costs Rate (ICR) Questionnaire _____

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

1. Exhibit A: HHS Solicitation Affirmations, Version 2.10 _____

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 C: HHS Data Use Agreement, v 8.5 (if applicable) _____

3. Exhibit C-1: Governmental Entity Version HHS Data Use Agreement v.8.5
(if applicable) _____

4. Exhibit C-2: Texas HHS System-Data Use Agreement -Attachment 2-Security and
Privacy Inquiry (SPI) _____

5. Exhibit D: Assurances – Non-Construction Programs _____

6. Exhibit E: Exceptions (if applicable) _____

7. Exhibit F: Fiscal Federal Funding Accountability Transparency Act (FFATA) _____

8. Exhibit G: Certification Regarding Lobbying _____

F. Signed Addenda: Each Addendum, if any, must be signed and submitted with the Application. _____

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Section XIV. List of Exhibits and Forms Attached to RFA

Exhibits

Exhibit A	HHS Solicitation Affirmations, v2.10
Exhibit B	HHS Uniform Terms and Conditions – Grant, Version 3.5
Exhibit C	HHS Data Use Agreement v8.5
Exhibit C-1	Governmental Entity Version HHS Data Use Agreement v.8.5
Exhibit C-2	Texas HHS System-Data Use Agreement-Attachment 2-Security and Privacy Inquiry (SPI)
Exhibit D	Assurances – Non-Construction Programs
Exhibit E	Exceptions (if applicable)
Exhibit F	Federal Funding Accountability and Transparency Act (FFATA) Certification
Exhibit G	Certification Regarding Lobbying
Exhibit H	Evaluation Tool
Exhibit I	HHS Online Bid Room Instructions
Exhibit J	HHS Additional Provisions – Grant Funding v 1.0

Forms

Form A	Applicant Information
Form B	Entity Information, Contract, and Litigation History
Form B-1	Governmental Entity – Authorized Officials only
Form B-2	Non-Profit Entity Board of Directors and Principal Officers (if applicable)
Form C	Project Abstract
Form D	Applicant Background and Experience
Form E	Performance Measures and Service Standards
Form F	Project Narrative
Form G	Requested Budget Template
Form H	Texas Health and Human Services System Indirect Costs Rate (ICR) Questionnaire
Form I	Internal Controls Questionnaire

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