

**SIGNATURE DOCUMENT FOR  
HEALTH AND HUMAN SERVICES COMMISSION GRANT AGREEMENT,  
CONTRACT NO. HHS001234400005  
UNDER THE  
MENTAL HEALTH COORDINATED SPECIALTY CARE GRANT PROGRAM**

The parties to this agreement (“Grant Agreement” or “Contract”) are **HEALTH AND HUMAN SERVICES COMMISSION** (“HHSC” or “System Agency”), a pass-through entity, and Camino Real Community MHMR Center d/b/a Camino Real Community Services (“Grantee”), having its principal office at 19965 FM 3175 North, Lytle, TX 78052 (each a “Party” and collectively the “Parties”).

**I. PURPOSE**

The purpose of this Grant Agreement is to provide Coordinated Specialty Care (CSC) services for individuals who are between 15 to 30 years of age and are in the early stages of a primary psychotic disorder.

**II. LEGAL AUTHORITY**

This Grant Agreement is entered into pursuant to Subparts I&III, B, Title XIX, Public Health Service Act (42 USC Section 300x, et seq.), 45 CFR Part 96, Texas Health and Safety Code Section 533.034, and the Budget Execution Order regarding mental health and school safety initiatives issued by the Office of the Governor on June 28, 2022.

**III. DURATION**

This Grant Agreement is effective on the signature date of the latter of the Parties to sign this agreement and expires on August 31, 2023, unless sooner terminated or renewed or extended. System Agency, at its sole discretion, may extend this Grant Agreement up to four (4) years for a maximum term of five (5) years.

Notwithstanding the limitation in the preceding paragraph, HHSC, at its sole discretion, also may extend the Grant Agreement beyond five (5) years as necessary to ensure continuity of service, for purposes of transition, or as otherwise determined by HHSC to serve the best interests of the State.

**IV. STATEMENT OF WORK**

The Scope of Grant Project to which Grantee is bound is incorporated into and made a part of this Grant Agreement for all purposes and included as Attachment A.

**V. BUDGET AND INDIRECT COST RATE**

The total amount of this Grant Agreement will not exceed \$316,667.00. Grantee is not required to provide matching funds.

The total not-to-exceed amount includes the following:

Total Federal Funds: \$0.00  
Total State Funds: \$316,667.00

All expenditures under the Grant Agreement will be in accordance with **ATTACHMENT B, BUDGET**.

**Indirect Cost Rate:** The Grantee's acknowledged or approved Indirect Cost Rate (ICR) is contained within **ATTACHMENT B, BUDGET** and the ICR Acknowledgement Letter/ICR Acknowledgement Letter – Ten Percent De Minimis/ICR Agreement Letter is attached to this Contract and incorporated as **ATTACHMENT F**. Grantee must have an approved or acknowledged indirect cost rate in order to recover indirect costs.

If the System Agency approves or acknowledges an updated indirect cost rate, the Grant Agreement will be amended to incorporate the new rate (and the new indirect cost rate letter, if applicable) and the budget revised accordingly.

## VI. REPORTING REQUIREMENTS

Grantee shall submit the following reports:

REPORT	FREQUENCY	DUE DATE
Quarterly Data Reporting Form	Quarterly	September 15 <sup>th</sup> ; December 15 <sup>th</sup> ; March 15 <sup>th</sup> ; and June 15 <sup>th</sup>
Invoices/Requests for Reimbursement	Monthly	The last business day of each month following the month in which the expenses were incurred.

## VII. CONTRACT REPRESENTATIVES

The following will act as the representative authorized to administer activities under this Grant Agreement on behalf of their respective Party.

### System Agency

Anita Buck  
Health and Human Services Commission  
4601 W. Guadalupe St., Mail Code 2058  
Austin, TX 78751-3146  
anita.buck@hhs.texas.gov

### Grantee

Veronica Sanchez  
Camino Real Community MHMR Center d/b/a  
Camino Real Community Services  
19965 FM 3175 North  
Lytle, TX 78052  
vsanchez@caminorealcs.org

### **VIII. NOTICE REQUIREMENTS**

- A. All notices given by Grantee shall be in writing, include the Grant Agreement contract number, comply with all terms and conditions of the Grant Agreement, and be delivered to the System Agency's Contract Representative identified above.
- B. Grantee shall send legal notices to System Agency at the address below and provide a copy to the System Agency's Contract Representative:

Health and Human Services Commission  
Attn: Office of Chief Counsel  
4601 W. Guadalupe, Mail Code 1100  
Austin, Texas 78751

- C. Notices given by System Agency to Grantee may be emailed, mailed or sent by common carrier. Email notices shall be deemed delivered when sent by System Agency. Notices sent by mail shall be deemed delivered when deposited by the System Agency in the United States mail, postage paid, certified, return receipt requested. Notices sent by common carrier shall be deemed delivered when deposited by the System Agency with a common carrier, overnight, signature required.
- D. Notices given by Grantee to System Agency shall be deemed delivered when received by System Agency.
- E. Either Party may change its Contract Representative or Legal Notice contact by providing written notice to the other Party.

### **IX. CONTRACT DOCUMENTS**

**The following documents are incorporated by reference and made a part of this Grant Agreement for all purposes.**

<b>ATTACHMENT A</b>	<b>STATEMENT OF WORK, VERSION 1</b>
<b>ATTACHMENT A-1</b>	<b>COORDINATED SPECIALTY CARE IMPLEMENTATION MANUAL</b>
<b>ATTACHMENT A-2</b>	<b>CLINICAL ELIGIBILITY EARLY ONSET PROGRAM</b>
<b>ATTACHMENT A-3</b>	<b>CSC OUTREACH AND RECRUITMENT MANUAL</b>
<b>ATTACHMENT A-4</b>	<b>ACUTE CARE MEDICAL HISTORY FORM</b>
<b>ATTACHMENT A-5</b>	<b>EARLY ONSET DATA DEFINITIONS</b>
<b>ATTACHMENT A-6</b>	<b>SECURITY ADMINISTRATOR ATTESTATION AND AUTHORIZED USERS LIST</b>
<b>ATTACHMENT A-7</b>	<b>HOUSING SUPPORTS CHECKLIST</b>
<b>ATTACHMENT A-8</b>	<b>HOUSING SUPPORT GUIDANCE</b>
<b>ATTACHMENT A-9</b>	<b>ONTRACKNY FIDELITY PROTOCOL</b>
<b>ATTACHMENT A-10</b>	<b>QUARTERLY DATA REPORTING FORM</b>
<b>ATTACHMENT B</b>	<b>BUDGET, VERSION 1</b>
<b>ATTACHMENT C</b>	<b>HHS CONTRACT AFFIRMATIONS, VERSION 2.2, MAY 2022</b>
<b>ATTACHMENT D</b>	<b>HHSC UNIFORM TERMS AND CONDITIONS, GRANT, VERSION 3.2, JULY 2022</b>
<b>ATTACHMENT E</b>	<b>DATA USE AGREEMENT, COMMUNITY CENTER VERSION 8.5,</b>

- ATTACHMENT E-1**      **NOVEMBER 22, 2022**  
**DATA USE AGREEMENT, SECURITY AND PRIVACY INQUIRY FORM,**  
**VERSION 2.1, JUNE 2018**
- ATTACHMENT F**      **INDIRECT COST RATE**

In the event of conflict, ambiguity or inconsistency between the terms and conditions set forth in the document that comprise this Contract, the controlling documents shall be this Signature Document, then the remaining documents in the following order of precedence:

- ATTACHMENT E**      **DATA USE AGREEMENT, COMMUNITY CENTER VERSION 8.5,**  
**NOVEMBER 22, 2022**
- ATTACHMENT E-1**      **DATA USE AGREEMENT, SECURITY AND PRIVACY INQUIRY FORM,**  
**VERSION 2.1, JUNE 2018**
- ATTACHMENT A-6**      **SECURITY ADMINISTRATOR ATTESTATIONS AND AUTHORIZED**  
**USERS LIST**
- ATTACHMENT A**      **STATEMENT OF WORK, VERSION 1**
- ATTACHMENT D**      **HHSC UNIFORM TERMS AND CONDITIONS, GRANT, VERSION 3.2,**  
**JULY 2022**
- ATTACHMENT C**      **HHS CONTRACT AFFIRMATIONS, VERSION 2.2, MAY 2022**
- ATTACHMENT B**      **BUDGET, VERSION 1**
- ATTACHMENT F**      **INDIRECT COST RATE**
- ATTACHMENT A-10**      **QUARTERLY DATA REPORTING FORM**
- ATTACHMENT A-1**      **COORDINATED SPECIALTY CARE IMPLEMENTATION MANUAL**
- ATTACHMENT A-3**      **CSC OUTREACH AND RECRUITMENT MANUAL**
- ATTACHMENT A-2**      **CLINICAL ELIGIBILITY EARLY ONSET PROGRAM**
- ATTACHMENT A-4**      **ACUTE CARE MEDICAL HISTORY FORM**
- ATTACHMENT A-5**      **EARLY ONSET DATA DEFINITIONS**
- ATTACHMENT A-7**      **HOUSING SUPPORTS CHECKLIST**
- ATTACHMENT A-8**      **HOUSING SUPPORTS GUIDANCE**
- ATTACHMENT A-9**      **ONTRACKNY FIDELITY PROTOCOL**

**X.      SIGNATURE AUTHORITY**

Each Party represents and warrants that the person executing this Grant Agreement on its behalf has full power and authority to enter into this Grant Agreement. Any services or work performed by Grantee before this Grant Agreement is effective or after it ceases to be effective are performed at the sole risk of Grantee.

**SIGNATURE PAGE FOLLOWS**

**SIGNATURE PAGE FOR SYSTEM AGENCY GRANT AGREEMENT,  
CONTRACT NO. HHS001234400005**

**HEALTH AND HUMAN SERVICES  
COMMISSION**

**CAMINO REAL COMMUNITY MHMR  
CENTER D/B/A CAMINO REAL COMMUNITY  
SERVICES**

DocuSigned by:  
*Trina Ita*  
2A511CE2A99E415...

DocuSigned by:  
*Veronica Sanchez*  
8610FE5284E7424...

Signature

Signature

Trina K. Ita

Veronica Sanchez

Associate Commissioner

Executive Director

Date of Signature: December 5, 2022

Date of Signature: December 5, 2022

## Attachment A – Statement of Work, Version 1

### **SECTION I: GRANTEE RESPONSIBILITIES**

#### **A. TARGET POPULATION**

Grantee shall provide Coordinated Specialty Care (CSC) services for individuals who are between 15 to 30 years of age and are in the early stages of a primary psychotic disorder as described in *Attachment A-2 Clinical Eligibility-Early Onset Program*.

#### **B. PROGRAM REQUIREMENTS**

Grantee shall:

1. Implement a CSC program for early psychosis identification and service provision in accordance with *Attachment A-1 Coordinated Specialty Care Implementation Manual*;
2. Establish a dedicated Coordinated Specialty Care/ First Episode Psychosis (CSC-FEP) Team;
3. Provide a Certified Peer Provider in accordance with the standards defined in Texas Administrative Code, Title 26, Part 1, Chapter 301, Subchapter G, Mental Health Community Services Standards; [26 TAC, §301.331](#) (relating to Competency and Credentialing);
4. Provide a Certified Family Partner who is available to meet with families of all clients who are enrolled in the CSC-FEP program;
5. Adhere to all fidelity standards in *Attachment A-1 Coordinated Specialty Care Implementation Manual* and *Attachment A-9 OnTrackNY Fidelity Protocol* in the provision of CSC-FEP services;
6. Assign one or more staff responsibility for tracking policy updates posted on System Agency's identified platform and disseminating information within the organization to ensure contractor stays informed and continues to receive updated information;
7. Provide an average of 5 hours of CSC-FEP services per month for the first 12 months an individual is enrolled in the program (Note: The service period begins when an individual is enrolled in the program and applies to the first 12 months the individual receives services, even if those 12 months are not contiguous);
8. Within 30 days of the Contract effective date, develop and submit to System Agency, an Implementation Plan that includes:
  - a. Team members' names, positions, credentials, and percentage of Full Time Equivalent (FTE);
  - b. Methods to address staff vacancies for the duration of the Contract;
  - c. Timeline for biannual independent Fidelity Reviews to ensure that services are being provided in accordance with CSC-FEP standards; and
  - d. Implementation timeline which includes benchmarks for the following:
    - i. Date the CSC-FEP Team will be in place and fully trained;
    - ii. At least 3 strategies that will be implemented to provide services;
    - iii. When services will begin for the CSC-FEP enrolled individuals;
    - iv. Team training as outlined in Section I.(D) of this document;

## Attachment A – Statement of Work, Version 1

- v. Any anticipated barriers to CSC-FEP service provision, and the strategies that will be used to address the barriers; and
- vi. Strategies for community outreach and engagement.

### C. STAFFING

Grantee shall fulfill the following minimum requirements regarding staff:

1. Grantee shall staff this program exclusively with personnel essential to the team roles described in *Attachment A-1 Coordinated Specialty Care Implementation Manual* which include each of the following:
  - a. Team Lead who is a Licensed Professional of the Healing Arts (LPHA)
  - b. Individual Placement and Support (IPS) Specialist/Supported Employment/Supported Education Specialist (SEES) [www.ipsworks.org](http://www.ipsworks.org)
  - c. Licensed Counselor if counseling is not provided by the Team Lead
  - d. Case Manager/ Skills Trainer
  - e. Certified Peer Specialist
  - f. Certified Family Partner (who is available for all enrolled in CSC-FEP)
  - g. Psychiatrist, Psychiatric Advanced Practice Nurse, or Physician Assistant.
  - h. Note: Some of these roles may be combined when appropriate. The Certified Family Partner and the Certified Peer Specialist roles cannot be combined.
  - i. Grantee must receive System Agency's prior written approval for any deviation to its staffing plan or credentialing standards.
2. Grantee shall employ at least 4.0 FTE per CSC-FEP team dedicated solely to the CSC-FEP program. The Team Lead or CSC-FEP Clinical Program Supervisor must be a full-time employee.
3. In areas with a mental health workforce shortage, Grantee may request alternate staff credentials be considered to fill the roles of the team. Any deviation from Section I (C)(1) above must receive the express prior written approval of System Agency.
4. Grantee shall not alter the quantity or quality of services due to staff vacancies. If CSC-FEP Team members leave their position, Grantee shall notify System Agency of the vacancy within 15 business days and the plan to ensure that those duties are fully executed by qualified staff until any vacancy is filled. Grantee shall make every attempt to fill all vacancies within 30 calendar days.

### D. TRAINING AND EVIDENCE-BASED CURRICULUM

1. Grantee shall use evidence-based practices in the provision of all services to individuals enrolled in the CSC-FEP program.
2. Grantee shall contract with an experienced First Episode Psychosis Training organization to provide training to all CSC-FEP team members regarding evidence-based practices for individuals enrolled in the CSC-FEP program. The training organization must have subject matter experts who can provide technical assistance and education to CSC-FEP team members.



## **Attachment A – Statement of Work, Version 1**

3. Grantees, in their first year of the program, are required to use a subcontractor for an initial 2-day, recorded training that includes the topics listed below. This training must be completed before services under the Contract commence.
  - a. Grantee shall include a copy of this Contract, with all Attachments, as part of any subcontract.
4. Grantees with established CSC-FEP programs shall provide on-going training to ensure team members are trained in the most recent evidence-based practices.
5. Grantee shall maintain records of the CSC-FEP team members' training in any evidence-based practices. Evidence-based practices for which team members may need training include, but are not limited to, the following topics:
  - a. Introduction to Coordinated Specialty Care;
  - b. Shared Decision Making;
  - c. Psychopharmacology of CSC-FEP;
  - d. Working with families of children enrolled in CSC-FEP;
  - e. Working with families of adults enrolled in CSC-FEP;
  - f. IPS/ SEES in CSC-FEP;
  - g. The Primary Clinician Role: Psychotherapy, Support and Case Management;
  - h. Skills Building;
  - i. Texas Special Education rules and regulations;
  - j. Illness Management and Recovery;
  - k. Co-Occurring substance use treatment including harm reduction;
  - l. Cognitive Behavioral Therapy for psychosis (CBT-p);
  - m. Trauma-Focused Cognitive Behavioral Therapy;
  - n. Preparing Adolescents for Young Adulthood;
  - o. Transition Age Youth;
  - p. Family Psychoeducation;
  - q. Other Substance Abuse Mental Health Services Administration (SAMHSA) evidence-based practices deemed appropriate by System Agency for the CSC-FEP program; and
  - r. Cultural Competency
6. Grantee shall ensure that all CSC-FEP team members maintain the necessary training and licensure required by law to practice their profession (such as professional certifications or licensures).

### **E. RECRUITING, ADMITTING, AND OUTREACH**

1. Within 90 days of the Contract effective date, Grantee shall achieve and maintain a caseload of no more than 30 enrolled individuals per CSC-FEP team.
2. Grantee shall serve a minimum of 20 individuals per team.
3. Grantee shall complete the Adults Uniform Assessment or Child and Adolescent Uniform Assessment at intake within 7 calendar days of referral. Grantee shall update assessments as indicated in the Utilization Management Guidelines found at the following web address: <https://hhs.texas.gov/doing-business-hhs/provider-portals/behavioral-health-services-providers/behavioral-health-provider-resources/utilization-management-guidelines-manual>, which is incorporated into this Grant Agreement by reference. Enrolled individuals shall receive assessments in



## Attachment A – Statement of Work, Version 1

- accordance with standards set forth in the Texas Administrative Code, Title 26, Part 1, Chapter 301, Subchapter G, Mental Health Community Services Standards; [26 TAC, §301.335](#) (relating to Utilization Management)
4. Grantee shall ensure that there is a Mental Health Needs Assessment and documentation to ensure that the client's story includes strengths and needs in the following areas:
    - a. Housing
    - b. Employment
    - c. Education
    - d. Social Support
    - e. Finances
    - f. Basic Living Skills
    - g. Primary Care Access
    - h. Social Skills
    - i. Family Support
    - j. Past Trauma
    - k. Legal issues especially in the past year.
    - l. Wellness assessment
  5. Grantee shall maintain, and make available to System Agency, a Recruitment Plan in accordance with *Attachment A-3 Coordinated Specialty Care Outreach and Recruitment Manual*. The Recruitment Plan shall include:
    - a. Written policies and procedures that ensure that the CSC-FEP Program caseload remains between 20 and 30 individuals per team, and outline program admission criteria;
    - b. Outreach activities that include organizing community education events on early psychosis, networking with hospitals and educational organizations, and coordinating with other facilities to identify candidates for the CSC-FEP Program.
  6. Grantee shall serve individuals in the community as outlined in the
    - a. Child and Adolescent Utilization Management Guidelines, or
    - b. Adult Utilization Management Guidelines,
    - c. Both can be found at <https://hhs.texas.gov/doing-business-hhs/provider-portals/behavioral-health-services-providers/behavioral-health-provider-resources/utilization-management-guidelines-manual>.
  7. Grantee shall build rapport and provide education about medication options and best practices to enrolled individuals for medication treatment for FEP so that enrolled individuals are willing to consider taking psychotropics medication including antipsychotic medications, if clinically appropriate.
  8. Grantee shall transition individuals from the CSC-FEP Program to the most appropriate level of care if an individual becomes ineligible for the program.
  9. Grantee shall maintain, and make available to System Agency upon request, the following information regarding enrolled individuals' primary care medical history:
    - a. Individual's name,
    - b. CSC-FEP Program admission date,
    - c. Primary care referral/linkage date,
    - d. Date of first appointment with Primary Care Physician; and
    - e. Subsequent primary care and specialty care appointment dates.

## Attachment A – Statement of Work, Version 1

Note: *Attachment A-4 Acute Care Medical History Form*, can be used.

### F. SERVICE PROVISION

1. Grantee shall ensure that all enrolled individuals who are interested have access to Individual Placement and Support Services (IPS) regardless of readiness factors, substance abuse, symptoms, history of violent behavior, cognition impairments, treatment non-adherence, or personal presentation.
2. Grantee's IPS/SEES Specialist shall assist enrolled individuals in pursuing permanent competitive jobs and academic opportunities in mainstream, integrated educational settings. Acceptable jobs include seasonal jobs and temporary jobs that are part of the labor market.
3. Grantee shall provide a 24/7 phone/hotline access for enrolled individuals and their families to use when a crisis occurs. Grantee shall provide in-person crisis support through an established Local Mental Health Authority/Local Behavioral Health Authority (LMHA/LBHA) to help connect individuals to necessary resources, including medical backup.
4. Grantee shall regularly assess all individuals during intake for suicide risk and thereafter proactively monitor suicide risk throughout out treatment; and whenever safety concerns arise. Safety Plans shall be developed and implemented for those determined to be at risk. Grantee shall use System Agency approved risk assessment tools. Safety plans shall be available to System Agency upon request.
5. Grantee shall develop a Recovery Plan the requirements of which are set forth in Texas Administrative Code, Title 26, Part 1, Chapter 306, Subchapter F, Mental Health Rehabilitative Services; [26 TAC, §306.311](#) (relating to Service Authorization and Recovery Plan).
6. Grantee's CSC-FEP Team shall periodically discuss with each enrolled individual his or her preferences for family involvement.
7. Grantee shall ensure that the length of stay in the CSC-FEP program for any individual shall not exceed 36 months.
8. Grantee's CSC-FEP program shall document efforts to support clients in meeting basic needs by directing clients to community support resources and helping individuals complete the required steps to access available resources.
9. Grantee's CSC-FEP program resources may be used to support client's basic needs if these resources are not available in the community, documented in the recovery plan, and in compliance with providers' policies and procedures and the Contract requirements.
10. Prior to spending Contract funds to assist enrolled CSC-FEP individuals with housing expenses, Grantee shall submit a request to System Agency using *Attachment A-7 Housing Supports Checklist* and receive System Agency's written approval. Note: See *Attachment A-8 Housing Support Guidance* for guidance in providing support to enrolled CSC-FEP individuals for housing expenses or needs.
11. Grantee shall ensure that recovery-oriented care be holistic and include mind, body, spirit, sleep, and nutrition. Enrolled individuals will meet with nursing staff to assess for wellness concerns and learn about available wellness services. Clients expressing wellness concerns/interests will meet with CSC-FEP staff on a continuing basis for

## Attachment A – Statement of Work, Version 1

wellness support sessions.

### G. DATA SUBMISSION AND REPORTING

1. Using the procedure codes in the current version of the Mental Health Service Array, Grantee shall report service delivery data in the Mental Retardation and Behavioral Health Outpatient Warehouse (MBOW). The Mental Health Service Array (Information Mental Health Service Array Combined) can be found in the MBOW folder located here:  
<https://hhsportal.hhs.state.tx.us> in the Consumer Analysis (CA) General Warehouse Information Specifications subfolder. If Grantee does not have access to MBOW, a request for access must be submitted to System Agency.
2. Grantee shall submit data via Clinical Management for Behavioral Health Services (CMBHS) at <https://cmbhs.dshs.state.tx.us/cmbhs/WebPages/Default.aspx> or submit batch data, if applicable, in accordance with the Child and Adolescent Utilization Management Guidelines and the Adult Utilization Management Guidelines both of which can be found here:  
<https://www.hhs.texas.gov/providers/behavioral-health-services-providers/behavioral-health-provider-resources/utilization-management-guidelines-manual>
3. Grantee shall complete *Attachment A-10 Quarterly Data Reporting Form* and submit the completed form to [mhcontracts@hpsc.state.tx.us](mailto:mhcontracts@hpsc.state.tx.us), [FEP@hhs.texas.gov](mailto:FEP@hhs.texas.gov), and the assigned Contract Manager on or before the following dates of each fiscal year:
  - a. September 15;
  - b. December 15;
  - c. March 15; and
  - d. June 15.
4. Grantee shall use *Attachment A-5 Early Onset Data Definitions* as guidance when completing *Attachment A-10 Quarterly Data Reporting Form*.
5. System Agency will gather outcome and target data from MBOW on a quarterly basis and cross reference it with Grantee's quarterly data submission. MBOW will be the official source for data once it is submitted.

### H. CLINICAL MANAGEMENT FOR BEHAVIORAL HEALTH SERVICES (CMBHS)

1. Grantee shall ensure that it has appropriate internet access and a reasonable number of computers of sufficient capability to use CMBHS. If Grantee purchases equipment with System Agency funds, the equipment shall be inventoried, maintained in working order, and appropriately secured.
2. Grantee shall notify System Agency immediately if a security violation is detected, or if Grantee has any reason to suspect that the security or integrity of CMBHS data has been or may be compromised in any way. Grantee is required to update records on a daily basis to reflect any changes in CMBHS user account status.
3. Grantee shall ensure that adequate internal controls, security, and oversight are established for the approval and electronic transfer of information regarding payments

## Attachment A – Statement of Work, Version 1

- and reporting requirements. Grantee shall ensure that the electronic payment requests and reports transmitted contain true, accurate, and complete information.
4. System Agency may limit or deny Grantee access to CMBHS at any time, at its sole discretion, and Grantee shall not incur any liability for failure to meet any Contract requirements resulting from such limited or denied access.
  5. Grantee shall use the following CMBHS components/functionality, in accordance with System Agency's instructions:
    - a. Staff Member;
    - b. User Profiles;
    - c. Assign Roles; and
    - d. Enrolled individuals Profile.
  6. Grantee's network monitoring shall include contracting or providing troubleshooting or assistance with Grantee-owned Wide Area Networks (WANs), Local Area Networks (LANs), router switches, network hubs or other equipment and Internet Service Provider (ISP). Grantee is responsible for maintaining local procedures to end-users and is responsible for data backup, data restoration, and contingency planning functions for all local data. Grantee shall:
    - a. Create, delete, and modify end-user LAN-based accounts;
    - b. Change/reset user local passwords as necessary;
    - c. Administer security additions/changes and deletions for CMBHS;
    - d. Install, maintain, monitor, and support Grantee LANs and WANs; and
    - e. Select, purchase service from, and monitor performance of its ISP.
  7. System Agency will provide support for CMBHS including problem tracking and problem resolution. System Agency will provide telephone numbers for Grantee to access expert assistance for CMBHS related problem resolution. System Agency will provide initial CMBHS training which Grantee is required to attend. Grantee shall provide subsequent ongoing end-user training, as needed.
  8. Grantee shall designate a security administrator and a back-up security administrator. The security administrator is required to implement and maintain a system for management of user accounts/user roles to ensure that all the CMBSH user accounts are current. Grantee shall develop and maintain a written security policy that ensures adequate system security and protection of confidential information to prevent unauthorized disclosure and to respond to, notify participants of, and mitigate any unauthorized use or disclosure of confidential information. Grantee shall fulfill the following requirements:
    - Grantee shall submit a signed *Attachment A-6 Security Administrator Attestation and Authorized Users List* to provide the names of employees and contracted laborers authorized to have access to secure data. Grantee shall ensure that access to CMBSH is restricted to currently authorized users only. System Agency shall, within 24 hours, remove access to users who are no longer authorized to have access to secure data. Grantee shall also use *Attachment A-6 Security Administrator Attestation and Authorized User List* to provide the name, phone number, and email address of the primary and secondary security administrators no later than two weeks following the effective date of the Contract and every 6 months thereafter. Information will be submitted via e-mail to the following e-

## Attachment A – Statement of Work, Version 1

mail address: [mhcontracts@hhsc.state.tx.usa](mailto:mhcontracts@hhsc.state.tx.usa), as well as to the assigned Contract Manager.

- Grantee shall use *Attachment A-6 Security Administrator Attestation and Authorized Users List* to notify System Agency within 10 business days of any change to the designated security administrator or the back-up security administrator.

### **SECTION II. SYSTEM AGENCY RESPONSIBILITIES**

System Agency will:

- A. Provide consultation to Grantee in the review, assessment and development of the CSC-FEP Program, including by:
  1. Meeting regularly (e.g., monthly or more frequently as needed) with Grantee through coordination calls to assess Grantee's technical assistance needs and to monitor status of the CSC-FEP Program development.
  2. Provide timely review and input of program goals and objectives.
  3. Provide subject matter expertise and guidance on relevant data, programs, research and best practices.
  4. Providing active input with information and resources that can help to support the activities of the Grantee.
  5. Provide input and review of Grantee's quarterly reports.

### **SECTION III: PERFORMANCE MEASURES**

1. Within 30 days of the Contract effective date, Grantee shall submit the Implementation Plan described in Section I(B)(8): Program Requirements.
2. Grantee shall submit all required data and reports in accordance with the instructions outlined in Section I.(G): Data Submission and Reporting.
3. Grantee shall conduct a bi-annual independent Fidelity Assessment. This information is subject to System Agency review at any time throughout the term of the Contract.
4. Grantee shall submit a Staff Roster on a quarterly basis which includes the following:
  - a. Name;
  - b. Credentials;
  - c. Amount of full time equivalent (FTE) budgeted;
  - d. Name of Position;
  - e. Team role(s);
  - f. Phone number;
  - g. Email address
5. Throughout the term of this Contract, Grantee shall maintain the following documentation:
  - a. CSC-FEP team caseload does not exceed a 12:1 ratio;
  - b. A Recruitment Plan as specified in Section I(E): Program Requirements.
  - c. Evidence that at least 35% of enrolled individuals met with a psychiatrist, psychiatric advanced practice nurse, or physician assistant at least once per quarter beyond the

## Attachment A – Statement of Work, Version 1

- initial session. The purpose of the meeting is to review medication effectiveness and side effects. Grantee shall record symptoms and side effects of medication in a manner that facilitates monitoring of an enrolled individual's changes over time.
- e. This documentation is subject to System Agency review at any time throughout the term of the Contract. Upon System Agency's request, Grantee shall submit this documentation within 5 calendar days.
  6. System Agency will monitor Grantee's performance of the requirements set forth in Attachment A and Attachment B and compliance with the Contract's terms and conditions. The Parties agree that, upon request from System Agency, the Grantee will reasonably revise any performance measures to System Agency's satisfaction and in accordance with the requirements set forth in the Contract.
  7. All required reports, documentation, and other information, including any pertaining to performance measures, shall be submitted electronically to [mhcontracts@hhsc.state.tx.us](mailto:mhcontracts@hhsc.state.tx.us), [FEP@hhs.texas.gov](mailto:FEP@hhs.texas.gov) and to the assigned Contract Manager.
  8. If System Agency determines Grantee needs to submit deliverables by mail or fax, Grantee shall send the required information to one of the following addresses:

### **U.S. Postal Mail**

Health and Human Services Commission  
Mental Health Contracts Management Unit (Mail Code 2058)  
P. O. Box 149347  
Austin, TX 78714-9347

### **Overnight Mail**

Health and Human Services Commission  
Mental Health Contracts Management Unit (Mail Code 2058)  
909 West 45<sup>th</sup> Street, Bldg. 552  
Austin, TX 78751  
Fax: (512) 467-5476

## **SECTION IV: INVOICE AND PAYMENT**

- A. Grantee shall establish and maintain an independent cost center that is accessible and identifies the source and application of funds provided under this Contract and original source documentation substantiating costs are specifically and solely allocable to this Contract and are traceable from the transaction to the general ledger.
- B. Grantee shall request payments by the 30<sup>th</sup> day following each service month using the State of Texas Purchase Voucher (Form 4116) at <https://hhs.texas.gov/laws-regulations/forms/4000-4999/form-4116-state-texas-purchase-voucher>.
- C. Grantee shall electronically submit all invoices with supporting documentation to the HHSC Accounts Payable at [HHSC AP@hhsc.state.tx.us](mailto:HHSC_AP@hhsc.state.tx.us) with a copy to [mhcontracts@hhsc.state.tx.us](mailto:mhcontracts@hhsc.state.tx.us) and the HHSC Contract Manager. Alternative submission arrangements must be approved by the assigned HHSC Contract Manager. At a minimum, invoices shall include:



## **Attachment A – Statement of Work, Version 1**

1. Name, address, and telephone number of Grantee;
  2. HHSC Contract or Purchase Order Number;
  3. Identification of service(s) provided;
  4. Dates services were delivered;
  5. Total invoice amount; and
  6. Supporting Documentation: A copy of Grantee’s General Ledger proving expenditure of funds by cost category or any other documentation which is required by this Contract or as requested by System Agency.
- D. It is recommended the Grantee use the following naming convention for the subject line of invoice submission emails: “Invoice Submission. [Legal Entity Name of Grantee]. Invoice [Number]. [Invoice Amount]. Purchase Order (PO) [Number] (if applicable). [Service Date or Month of Service].”
- E. System Agency will reimburse Grantee monthly for actual, allowable and allocable costs incurred by Grantee in performance of this Contract. Grant funding for subsequent fiscal years may be awarded on or before September 1<sup>st</sup> of each year and is contingent upon the availability of state fund. A state fiscal year is the period beginning September 1<sup>st</sup> and ending August 31<sup>st</sup> each year.
- F. At the conclusion of each state fiscal year, Grantee shall submit a final invoice for reimbursement of expenditures no later than October 15<sup>th</sup> for goods received and services rendered. Invoices received after October 15<sup>th</sup>, for the prior state fiscal year services may not be paid.
- G. Grantee shall expend 50% of the total grant funds no later than March 1<sup>st</sup> of each state fiscal year. If 50% of the funding has not been spent by March 1<sup>st</sup> of the current state fiscal year, Grantee shall immediately direct the unspent funds towards one of the following First Episode of Psychosis activities:
- a. Community outreach and education;
  - b. Additional CSC-FEP training; or
  - c. Other CSC-FEP activities as authorized by System Agency.
- Grantee shall include a report detailing the use of funds for this purpose with their monthly invoice.
- H. System Agency, at its sole discretion, may adjust the funding amount of Contract based on performance measures, outcome measures, waitlist, and/or other criteria determined by System Agency. Contingent upon availability of funds allocated for such adjustments, System Agency may implement an alternative reimbursement methodology using the rates set forth herein (or using the rates that exist at the time a contract is executed). Any revisions to the distribution of funds will result in a written amendment to the Contract.
- I. The estimated state fiscal year funding amount may either be ratified or amended at the sole discretion of the System Agency, based on changes in appropriations, budget cuts, transfer of funds between programs or agencies, amendment of the Texas General Appropriations Act, agency consolidation, or any other disruption of current funding for this Contract.

### **SECTION V: ATTACHMENTS TO STATEMENT OF WORK**

Attachment A-1 Coordinated Specialty Care Implementation Manual



## **ATTACHMENT A REVISED STATEMENT OF WORK**

Attachment A-2 Clinical Eligibility Early Onset Program  
Attachment A-3 CSC-FEP Outreach and Recruitment Manual  
Attachment A-4 Acute Care Medical History Form  
Attachment A-5 Early Onset Data Definitions  
Attachment A-6 Security Administrator Attestation and Authorized Users List  
Attachment A-7 Housing Supports Checklist  
Attachment A-8 Housing Support Guidance  
Attachment A-9 OnTrackNY Fidelity Protocol  
Attachment A-10 Quarterly Data Reporting Form

**HEALTH AND HUMAN SERVICES**  
**Contract Number HHS001234400005**  
**Attachment C **CONTRACT AFFIRMATIONS****

For purposes of these Contract Affirmations, HHS includes both the Health and Human Services Commission (HHSC) and the Department of State Health Services (DSHS). System Agency refers to HHSC, DSHS, or both, that will be a party to this Contract. These Contract Affirmations apply to all Contractors and Grantees (referred to as “Contractor”) regardless of their business form (e.g., individual, partnership, corporation).

By entering into this Contract, Contractor affirms, without exception, understands, and agrees to comply with the following items through the life of the Contract:

**1.** Contractor represents and warrants that these Contract Affirmations apply to Contractor and all of Contractor's principals, officers, directors, shareholders, partners, owners, agents, employees, subcontractors, independent contractors, and any other representatives who may provide services under, who have a financial interest in, or otherwise are interested in this Contract and any related Solicitation.

**2. Complete and Accurate Information**

Contractor represents and warrants that all statements and information provided to HHS are current, complete, and accurate. This includes all statements and information in this Contract and any related Solicitation Response.

**3. Public Information Act**

Contractor understands that HHS will comply with the Texas Public Information Act (Chapter 552 of the Texas Government Code) as interpreted by judicial rulings and opinions of the Attorney General of the State of Texas. Information, documentation, and other material prepared and submitted in connection with this Contract or any related Solicitation may be subject to public disclosure pursuant to the Texas Public Information Act. In accordance with Section 2252.907 of the Texas Government Code, Contractor is required to make any information created or exchanged with the State pursuant to the Contract, and not otherwise excepted from disclosure under the Texas Public Information Act, available in a format that is accessible by the public at no additional charge to the State.

**4. Contracting Information Requirements**

Contractor represents and warrants that it will comply with the requirements of Section 552.372(a) of the Texas Government Code. Except as provided by Section 552.374(c) of the Texas Government Code, the requirements of Subchapter J (Additional Provisions Related to Contracting Information), Chapter 552 of the Government Code, may apply to the Contract and the Contractor agrees that the Contract can be terminated if the Contractor knowingly or intentionally fails to comply with a requirement of that subchapter.

**5. Assignment**

- A. Contractor shall not assign its rights under the Contract or delegate the performance of its duties under the Contract without prior written approval from System Agency. Any attempted assignment in violation of this provision is void and without effect.
- B. Contractor understands and agrees the System Agency may in one or more transactions assign, pledge, or transfer the Contract. Upon receipt of System Agency's notice of assignment, pledge, or transfer, Contractor shall cooperate with System Agency in giving effect to such assignment, pledge, or transfer, at no cost to System Agency or to the recipient entity.

**6. Terms and Conditions**

Contractor accepts the Solicitation terms and conditions unless specifically noted by exceptions advanced in the form and manner directed in the Solicitation, if any, under which this Contract was awarded. Contractor agrees that all exceptions to the Solicitation, as well as terms and conditions advanced by Contractor that differ in any manner from HHS' terms and conditions, if any, are rejected unless expressly accepted by System Agency in writing.

**7. HHS Right to Use**

Contractor agrees that HHS has the right to use, produce, and distribute copies of and to disclose to HHS employees, agents, and contractors and other governmental entities all or part of this Contract or any related Solicitation Response as HHS deems necessary to complete the procurement process or comply with state or federal laws.

**8. Release from Liability**

Contractor generally releases from liability and waives all claims against any party providing information about the Contractor at the request of System Agency.

**9. Dealings with Public Servants**

Contractor has not given, has not offered to give, and does not intend to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with this Contract or any related Solicitation, or related Solicitation Response.

**10. Financial Participation Prohibited**

Under Section 2155.004, Texas Government Code (relating to financial participation in preparing solicitations), Contractor certifies that the individual or business entity named in this Contract and any related Solicitation Response is not ineligible to receive this Contract and acknowledges that this Contract may be terminated and payment withheld if this certification is inaccurate.

**11. Prior Disaster Relief Contract Violation**

Under Sections 2155.006 and 2261.053 of the Texas Government Code (relating to convictions and penalties regarding Hurricane Rita, Hurricane Katrina, and other disasters), the Contractor certifies that the individual or business entity named in this Contract and any related Solicitation Response is not ineligible to receive this Contract

and acknowledges that this Contract may be terminated and payment withheld if this certification is inaccurate.

**12. Child Support Obligation**

Under Section 231.006(d) of the Texas Family Code regarding child support, Contractor certifies that the individual or business entity named in this Contract and any related Solicitation Response is not ineligible to receive the specified payment and acknowledges that the Contract may be terminated and payment may be withheld if this certification is inaccurate. If the certification is shown to be false, Contractor may be liable for additional costs and damages set out in 231.006(f).

**13. Suspension and Debarment**

Contractor certifies that it and its principals are not suspended or debarred from doing business with the state or federal government as listed on the *State of Texas Debarred Vendor List* maintained by the Texas Comptroller of Public Accounts and the *System for Award Management (SAM)* maintained by the General Services Administration. This certification is made pursuant to the regulations implementing Executive Order 12549 and Executive Order 12689, Debarment and Suspension, 2 C.F.R. Part 376, and any relevant regulations promulgated by the Department or Agency funding this project. This provision shall be included in its entirety in Contractor's subcontracts, if any, if payment in whole or in part is from federal funds.

**14. Excluded Parties**

Contractor certifies that it is not listed in the prohibited vendors list authorized by Executive Order 13224, "*Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism*," published by the United States Department of the Treasury, Office of Foreign Assets Control.'

**15. Foreign Terrorist Organizations**

Contractor represents and warrants that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization, as prohibited by Section 2252.152 of the Texas Government Code.

**16. Executive Head of a State Agency**

In accordance with Section 669.003 of the Texas Government Code, relating to contracting with the executive head of a state agency, Contractor certifies that it is not (1) the executive head of an HHS agency, (2) a person who at any time during the four years before the date of this Contract was the executive head of an HHS agency, or (3) a person who employs a current or former executive head of an HHS agency.

**17. Human Trafficking Prohibition**

Under Section 2155.0061 of the Texas Government Code, Contractor certifies that the individual or business entity named in this Contract is not ineligible to receive this Contract and acknowledges that this Contract may be terminated and payment withheld if this certification is inaccurate.

**18. Franchise Tax Status**

Contractor represents and warrants that it is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171 of the Texas Tax Code.

**19. Debts and Delinquencies**

Contractor agrees that any payments due under this Contract shall be applied towards any debt or delinquency that is owed to the State of Texas.

**20. Lobbying Prohibition**

Contractor represents and warrants that payments to Contractor and Contractor's receipt of appropriated or other funds under this Contract or any related Solicitation are not prohibited by Sections 556.005, 556.0055, or 556.008 of the Texas Government Code (relating to use of appropriated money or state funds to employ or pay lobbyists, lobbying expenses, or influence legislation).

**21. Buy Texas**

Contractor agrees to comply with Section 2155.4441 of the Texas Government Code, requiring the purchase of products and materials produced in the State of Texas in performing service contracts.

**22. Disaster Recovery Plan**

Contractor agrees that upon request of System Agency, Contractor shall provide copies of its most recent business continuity and disaster recovery plans.

**23. Computer Equipment Recycling Program**

If this Contract is for the purchase or lease of computer equipment, then Contractor certifies that it is in compliance with Subchapter Y, Chapter 361 of the Texas Health and Safety Code related to the Computer Equipment Recycling Program and the Texas Commission on Environmental Quality rules in 30 TAC Chapter 328.

**24. Television Equipment Recycling Program**

If this Contract is for the purchase or lease of covered television equipment, then Contractor certifies that it is compliance with Subchapter Z, Chapter 361 of the Texas Health and Safety Code related to the Television Equipment Recycling Program.

**25. Cybersecurity Training**

- A. Contractor represents and warrants that it will comply with the requirements of Section 2054.5192 of the Texas Government Code relating to cybersecurity training and required verification of completion of the training program.
- B. Contractor represents and warrants that if Contractor or Subcontractors, officers, or employees of Contractor have access to any state computer system or database, the Contractor, Subcontractors, officers, and employees of Contractor shall complete cybersecurity training pursuant to and in accordance with Government Code, Section 2054.5192.

**26. Restricted Employment for Certain State Personnel**

Contractor acknowledges that, pursuant to Section 572.069 of the Texas Government Code, a former state officer or employee of a state agency who during the period of state service or employment participated on behalf of a state agency in a procurement or contract negotiation involving Contractor may not accept employment from Contractor before the second anniversary of the date the Contract is signed or the procurement is terminated or withdrawn.

**27. No Conflicts of Interest**

- A. Contractor represents and warrants that it has no actual or potential conflicts of interest in providing the requested goods or services to System Agency under this Contract or any related Solicitation and that Contractor's provision of the requested goods and/or services under this Contract and any related Solicitation will not constitute an actual or potential conflict of interest or reasonably create an appearance of impropriety.
- B. Contractor agrees that, if after execution of the Contract, Contractor discovers or is made aware of a Conflict of Interest, Contractor will immediately and fully disclose such interest in writing to System Agency. In addition, Contractor will promptly and fully disclose any relationship that might be perceived or represented as a conflict after its discovery by Contractor or by System Agency as a potential conflict. System Agency reserves the right to make a final determination regarding the existence of Conflicts of Interest, and Contractor agrees to abide by System Agency's decision.

**28. Fraud, Waste, and Abuse**

Contractor understands that HHS does not tolerate any type of fraud, waste, or abuse. Violations of law, agency policies, or standards of ethical conduct will be investigated, and appropriate actions will be taken. Pursuant to Texas Government Code, Section 321.022, if the administrative head of a department or entity that is subject to audit by the state auditor has reasonable cause to believe that money received from the state by the department or entity or by a client or contractor of the department or entity may have been lost, misappropriated, or misused, or that other fraudulent or unlawful conduct has occurred in relation to the operation of the department or entity, the administrative head shall report the reason and basis for the belief to the Texas State Auditor's Office (SAO). All employees or contractors who have reasonable cause to believe that fraud, waste, or abuse has occurred (including misconduct by any HHS employee, Grantee officer, agent, employee, or subcontractor that would constitute fraud, waste, or abuse) are required to immediately report the questioned activity to the Health and Human Services Commission's Office of Inspector General. Contractor agrees to comply with all applicable laws, rules, regulations, and System Agency policies regarding fraud, waste, and abuse including, but not limited to, HHS Circular C-027.

A report to the SAO must be made through one of the following avenues:

- SAO Toll Free Hotline: 1-800-TX-AUDIT
- SAO website: <http://sao.fraud.state.tx.us/>

All reports made to the OIG must be made through one of the following avenues:

- OIG Toll Free Hotline 1-800-436-6184
- OIG Website: ReportTexasFraud.com
- Internal Affairs Email: InternalAffairsReferral@hhsc.state.tx.us
- OIG Hotline Email: OIGFraudHotline@hhsc.state.tx.us.
- OIG Mailing Address: Office of Inspector General  
Attn: Fraud Hotline  
MC 1300  
P.O. Box 85200  
Austin, Texas 78708-5200

**29. Antitrust**

The undersigned affirms under penalty of perjury of the laws of the State of Texas that:

- A. in connection with this Contract and any related Solicitation Response, neither I nor any representative of the Contractor has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;
- B. in connection with this Contract and any related Solicitation Response, neither I nor any representative of the Contractor has violated any federal antitrust law; and
- C. neither I nor any representative of the Contractor has directly or indirectly communicated any of the contents of this Contract and any related Solicitation Response to a competitor of the Contractor or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Contractor.

**30. Legal and Regulatory Actions**

Contractor represents and warrants that it is not aware of and has received no notice of any court or governmental agency proceeding, investigation, or other action pending or threatened against Contractor or any of the individuals or entities included in numbered paragraph 1 of these Contract Affirmations within the five (5) calendar years immediately preceding execution of this Contract or the submission of any related Solicitation Response that would or could impair Contractor's performance under this Contract, relate to the contracted or similar goods or services, or otherwise be relevant to System Agency's consideration of entering into this Contract. If Contractor is unable to make the preceding representation and warranty, then Contractor instead represents and warrants that it has provided to System Agency a complete, detailed disclosure of any such court or governmental agency proceeding, investigation, or other action that would or could impair Contractor's performance under this Contract, relate to the contracted or similar goods or services, or otherwise be relevant to System Agency's consideration of entering into this Contract. In addition, Contractor acknowledges this is a continuing disclosure requirement. Contractor represents and warrants that Contractor shall notify System Agency in writing within five (5) business days of any changes to the representations or warranties in this clause and understands that failure to so timely update System Agency shall constitute breach of contract and may result in immediate contract termination.



**31. No Felony Criminal Convictions**

Contractor represents that neither Contractor nor any of its employees, agents, or representatives, including any subcontractors and employees, agents, or representative of such subcontractors, have been convicted of a felony criminal offense or that if such a conviction has occurred Contractor has fully advised System Agency in writing of the facts and circumstances surrounding the convictions.

**32. Unfair Business Practices**

Contractor represents and warrants that it has not been the subject of allegations of Deceptive Trade Practices violations under Chapter 17 of the Texas Business and Commerce Code, or allegations of any unfair business practice in any administrative hearing or court suit and that Contractor has not been found to be liable for such practices in such proceedings. Contractor certifies that it has no officers who have served as officers of other entities who have been the subject of allegations of Deceptive Trade Practices violations or allegations of any unfair business practices in an administrative hearing or court suit and that such officers have not been found to be liable for such practices in such proceedings.

**33. Entities that Boycott Israel**

Contractor represents and warrants that (1) it does not, and shall not for the duration of the Contract, boycott Israel or (2) the verification required by Section 2271.002 of the Texas Government Code does not apply to the Contract. If circumstances relevant to this provision change during the course of the Contract, Contractor shall promptly notify System Agency.

**34. E-Verify**

Contractor certifies that for contracts for services, Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system during the term of this Contract to determine the eligibility of:

1. all persons employed by Contractor to perform duties within Texas; and
2. all persons, including subcontractors, assigned by Contractor to perform work pursuant to this Contract within the United States of America.

**35. Former Agency Employees – Certain Contracts**

If this Contract is an employment contract, a professional services contract under Chapter 2254 of the Texas Government Code, or a consulting services contract under Chapter 2254 of the Texas Government Code, in accordance with Section 2252.901 of the Texas Government Code, Contractor represents and warrants that neither Contractor nor any of Contractor's employees including, but not limited to, those authorized to provide services under the Contract, were former employees of an HHS Agency during the twelve (12) month period immediately prior to the date of the execution of the Contract.

**36. Disclosure of Prior State Employment – Consulting Services**

If this Contract is for consulting services,

A. In accordance with Section 2254.033 of the Texas Government Code, a Contractor providing consulting services who has been employed by, or employs an individual who has been employed by, System Agency or another State of Texas agency at any time during the two years preceding the submission of Contractor’s offer to provide services must disclose the following information in its offer to provide services. Contractor hereby certifies that this information was provided and remains true, correct, and complete:

1. Name of individual(s) (Contractor or employee(s));
2. Status;
3. The nature of the previous employment with HHSC or the other State of Texas agency;
4. The date the employment was terminated and the reason for the termination; and
5. The annual rate of compensation for the employment at the time of its termination.

B. If no information was provided in response to Section A above, Contractor certifies that neither Contractor nor any individual employed by Contractor was employed by System Agency or any other State of Texas agency at any time during the two years preceding the submission of Contractor’s offer to provide services.

**37. Abortion Funding Limitation**

Contractor understands, acknowledges, and agrees that, pursuant to Article IX of the General Appropriations Act (the Act), to the extent allowed by federal and state law, money appropriated by the Texas Legislature may not be distributed to any individual or entity that, during the period for which funds are appropriated under the Act:

1. performs an abortion procedure that is not reimbursable under the state’s Medicaid program;
2. is commonly owned, managed, or controlled by an entity that performs an abortion procedure that is not reimbursable under the state’s Medicaid program; or
3. is a franchise or affiliate of an entity that performs an abortion procedure that is not reimbursable under the state’s Medicaid program.

The provision does not apply to a hospital licensed under Chapter 241, Health and Safety Code, or an office exempt under Section 245.004(2), Health and Safety Code. Contractor represents and warrants that it is not ineligible, nor will it be ineligible during the term of this Contract, to receive appropriated funding pursuant to Article IX.

**38. Funding Eligibility**

Contractor understands, acknowledges, and agrees that, pursuant to Chapter 2272 (eff. Sept. 1, 2021, Ch. 2273) of the Texas Government Code, except as exempted under that Chapter, HHSC cannot contract with an abortion provider or an affiliate of an abortion provider. Contractor certifies that it is not ineligible to contract with HHSC under the terms of Chapter 2272 (eff. Sept. 1, 2021, Ch. 2273) of the Texas Government Code.

**39. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment (2 CFR 200.216)**

Contractor certifies that the individual or business entity named in this Response or Contract is not ineligible to receive the specified Contract or funding pursuant to 2 CFR 200.216.

**40. COVID-19 Vaccine Passports**

Pursuant to Texas Health and Safety Code, Section 161.0085(c), Contractor certifies that it does not require its customers to provide any documentation certifying the customer's COVID-19 vaccination or post-transmission recovery on entry to, to gain access to, or to receive service from the Contractor's business. Contractor acknowledges that such a vaccine or recovery requirement would make Contractor ineligible for a state-funded contract.

**41. Entities that Boycott Energy Companies**

In accordance with Senate Bill 13, Acts 2021, 87th Leg., R.S., pursuant to Section 2274.002 of the Texas Government Code (relating to prohibition on contracts with companies boycotting certain energy companies), Contractor represents and warrants that: (1) it does not, and will not for the duration of the Contract, boycott energy companies or (2) the verification required by Section 2274.002 of the Texas Government Code does not apply to the Contract. If circumstances relevant to this provision change during the course of the Contract, Contractor shall promptly notify System Agency.

**42. Entities that Discriminate Against Firearm and Ammunition Industries**

In accordance with Senate Bill 19, Acts 2021, 87th Leg., R.S., pursuant to Section 2274.002 of the Texas Government Code (relating to prohibition on contracts with companies that discriminate against firearm and ammunition industries), Contractor verifies that: (1) it does not, and will not for the duration of the Contract, have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association or (2) the verification required by Section 2274.002 of the Texas Government Code does not apply to the Contract. If circumstances relevant to this provision change during the course of the Contract, Contractor shall promptly notify System Agency.

**43. Security Controls for State Agency Data**

In accordance with Senate Bill 475, Acts 2021, 87th Leg., R.S., pursuant to Texas Government Code, Section 2054.138, Contractor understands, acknowledges, and agrees that if, pursuant to this Contract, Contractor is or will be authorized to access, transmit, use, or store data for System Agency, Contractor is required to meet the security controls the System Agency determines are proportionate with System Agency's risk under the Contract based on the sensitivity of System Agency's data and that Contractor must periodically provide to System Agency evidence that Contractor meets the security controls required under the Contract.

**44. Cloud Computing State Risk and Authorization Management Program (TX-RAMP)**

In accordance with Senate Bill 475, Acts 2021, 87th Leg., R.S., pursuant to Texas Government Code, Section 2054.0593, Contractor acknowledges and agrees that, if providing cloud computing services for System Agency, Contractor must comply with the requirements of the state risk and authorization management program and that System Agency may not enter or renew a contract with Contractor to purchase cloud computing services for the agency that are subject to the state risk and authorization management program unless Contractor demonstrates compliance with program requirements. If providing cloud computing services for System Agency that are subject to the state risk and authorization management program, Contractor certifies it will maintain program compliance and certification throughout the term of the Contract.

**45. Office of Inspector General Investigative Findings Expert Review**

In accordance with Senate Bill 799, Acts 2021, 87th Leg., R.S., if Texas Government Code, Section 531.102(m-1)(2) is applicable to this Contract, Contractor affirms that it possesses the necessary occupational licenses and experience.

**46. Contract for Professional Services of Physicians, Optometrists, and Registered Nurses**

In accordance with Senate Bill 799, Acts 2021, 87th Leg., R.S., if Texas Government Code, Section 2254.008(a)(2) is applicable to this Contract, Contractor affirms that it possesses the necessary occupational licenses and experience.

**47. Foreign-Owned Companies in Connection with Critical Infrastructure**

If Texas Government Code, Section 2274.0102(a)(1) (relating to prohibition on contracts with certain foreign-owned companies in connection with critical infrastructure) is applicable to this Contract, pursuant to Government Code Section 2274.0102, Contractor certifies that neither it nor its parent company, nor any affiliate of Contractor or its parent company, is: (1) majority owned or controlled by citizens or governmental entities of China, Iran, North Korea, Russia, or any other country designated by the Governor under Government Code Section 2274.0103, or (2) headquartered in any of those countries.

**48. Critical Infrastructure Subcontracts**

For purposes of this Paragraph, the designated countries are China, Iran, North Korea, Russia, and any countries lawfully designated by the Governor as a threat to critical infrastructure. Pursuant to Section 113.002 of the Business and Commerce Code, Contractor shall not enter into a subcontract that will provide direct or remote access to or control of critical infrastructure, as defined by Section 113.001 of the Texas Business and Commerce Code, in this state, other than access specifically allowed for product warranty and support purposes to any subcontractor unless (i) neither the subcontractor nor its parent company, nor any affiliate of the subcontractor or its parent company, is majority owned or controlled by citizens or governmental entities of a designated country; and (ii) neither the subcontractor nor its parent company, nor any affiliate of the subcontractor or its parent company, is headquartered in a designated country. Contractor will notify the System Agency before entering into any subcontract that will provide direct or remote

access to or control of critical infrastructure, as defined by Section 113.001 of the Texas Business & Commerce Code, in this state.

**49. Enforcement of Certain Federal Firearms Laws Prohibited**

In accordance with House Bill 957, Acts 2021, 87th Leg., R.S., if Texas Government Code, Section 2.101 is applicable to Contractor, Contractor certifies that it is not ineligible to receive state grant funds pursuant to Texas Government Code, Section 2.103.

**50. Prohibition on Abortions**

Contractor understands, acknowledges, and agrees that, pursuant to Article II of the General Appropriations Act, (1) no funds shall be used to pay the direct or indirect costs (including marketing, overhead, rent, phones, and utilities) of abortion procedures provided by contractors of HHSC; and (2) no funds appropriated for Medicaid Family Planning, Healthy Texas Women Program, or the Family Planning Program shall be distributed to individuals or entities that perform elective abortion procedures or that contract with or provide funds to individuals or entities for the performance of elective abortion procedures. Contractor represents and warrants that it is not ineligible, nor will it be ineligible during the term of this Contract, to receive appropriated funding pursuant to Article II.

**51. False Representation**

Contractor understands, acknowledges, and agrees that any false representation or any failure to comply with a representation, warranty, or certification made by Contractor is subject to all civil and criminal consequences provided at law or in equity including, but not limited to, immediate termination of this Contract.

**52. False Statements**

Contractor represents and warrants that all statements and information prepared and submitted by Contractor in this Contract and any related Solicitation Response are current, complete, true, and accurate. Contractor acknowledges any false statement or material misrepresentation made by Contractor during the performance of this Contract or any related Solicitation is a material breach of contract and may void this Contract. Further, Contractor understands, acknowledges, and agrees that any false representation or any failure to comply with a representation, warranty, or certification made by Contractor is subject to all civil and criminal consequences provided at law or in equity including, but not limited to, immediate termination of this Contract.

**53. Permits and License**

Contractor represents and warrants that it will comply with all applicable laws and maintain all permits and licenses required by applicable city, county, state, and federal rules, regulations, statutes, codes, and other laws that pertain to this Contract.

**54. Equal Employment Opportunity**

Contractor represents and warrants its compliance with all applicable duly enacted state and federal laws governing equal employment opportunities.

**55. Federal Occupational Safety and Health Law**

Contractor represents and warrants that all articles and services shall meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Act of 1970, as amended (29 U.S.C. Chapter 15).

**56. Signature Authority**

Contractor represents and warrants that the individual signing this Contract Affirmations document is authorized to sign on behalf of Contractor and to bind the Contractor.

**Signature Page Follows**

**Authorized representative on behalf of Contractor must complete and sign the following:**

CAMINO REAL COMMUNITY MHRM CENTER

---

**Legal Name of Contractor**

CAMINO REAL COMMUNITY SERVICES

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**Assumed Business Name of Contractor, if applicable (d/b/a or 'doing business as')**

---

**Texas County(s) for Assumed Business Name (d/b/a or 'doing business as')**

**Attach Assumed Name Certificate(s) filed with the Texas Secretary of State and Assumed Name Certificate(s), if any, for each Texas County Where Assumed Name Certificate(s) has been filed.**

DocuSigned by:

*Veronica Sanchez*

8610FE5284E7424...

December 5, 2022

---

**Signature of Authorized Representative**

Veronica Sanchez

---

**Date Signed**

Executive Director

---

**Printed Name of Authorized Representative  
First, Middle Name or Initial, and Last Name**

19965 FM3175 N

---

**Title of Authorized Representative**

LYTLE, TX 78052

---

**Physical Street Address**

PO BOX 725

---

**City, State, Zip Code**

LYTLE, TX 78052

---

**Mailing Address, if different**

210-357-0300

---

**City, State, Zip Code**

830-772-3458

---

**Phone Number**

vsanchez@caminorealcs.org

---

**Fax Number**

091190004

---

**Email Address**

74-2951754

---

**DUNS Number**

17429517547

---

**Federal Employer Identification Number**

74-2951754

---

**Texas Identification Number (TIN)**

802948722

---

**Texas Franchise Tax Number**

QVK5BP6TZSL4

---

**Texas Secretary of State Filing  
Number**

---

**SAM.gov Unique Entity Identifier (UEI)**



## Attachment D



# TEXAS

## Health and Human Services

**Health and Human Services (HHS)**

**Uniform Terms and Conditions - Grant**

**Version 3.2**

Published and Effective – July 2022

Responsible Office: Chief Counsel

## **ABOUT THIS DOCUMENT**

In this document, Grantees (also referred to in this document as subrecipients or contractors) will find requirements and conditions applicable to grant funds administered and passed-through by both the Texas Health and Human Services Commission (HHSC) and the Department of State Health Services (DSHS). These requirements and conditions are incorporated into the Grant Agreement through acceptance by Grantee of any funding award by HHSC or DSHS.

The terms and conditions in this document are in addition to all requirements listed in the RFA, if any, under which applications for this grant award are accepted, as well as all applicable federal and state laws and regulations. Applicable federal and state laws and regulations may include, but are not limited to: 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; requirements of the entity that awarded the funds to HHS; Chapter 783 of the Texas Government Code; Texas Comptroller of Public Accounts' agency rules (including Uniform Grant and Contract Standards set forth in Title 34, Part 1, Chapter 20, Subchapter E, Division 4 of the Texas Administrative Code); the Texas Grant Management Standards (TxGMS) developed by the Texas Comptroller of Public Accounts; and the Funding Announcement, Solicitation, or other instrument/documentation under which HHS was awarded funds. HHS, in its sole discretion, reserves the right to add requirements, terms, or conditions.

## **TABLE OF CONTENTS**

<b>ARTICLE I. DEFINITIONS AND INTERPRETIVE PROVISIONS .....</b>	<b>6</b>
<b>1.1    DEFINITIONS .....</b>	<b>6</b>
<b>1.2    INTERPRETIVE PROVISIONS.....</b>	<b>7</b>
<b>ARTICLE II. PAYMENT PROVISIONS .....</b>	<b>8</b>
<b>2.1    PROMPT PAYMENT.....</b>	<b>8</b>
<b>2.2    TAXES .....</b>	<b>8</b>
<b>2.3    ANCILLARY AND TRAVEL EXPENSES .....</b>	<b>9</b>
<b>2.4    BILLING.....</b>	<b>9</b>
<b>2.5    USE OF FUNDS .....</b>	<b>9</b>
<b>2.6    USE FOR MATCH PROHIBITED.....</b>	<b>9</b>
<b>2.7    PROGRAM INCOME .....</b>	<b>9</b>
<b>2.8    NONSUPPLANTING.....</b>	<b>9</b>
<b>2.9    INDIRECT COST RATES.....</b>	<b>10</b>
<b>ARTICLE III. STATE AND FEDERAL FUNDING .....</b>	<b>10</b>
<b>3.1    EXCESS OBLIGATIONS PROHIBITED.....</b>	<b>10</b>
<b>3.2    NO DEBT AGAINST THE STATE.....</b>	<b>10</b>
<b>3.3    DEBTS AND DELINQUENCIES .....</b>	<b>10</b>
<b>3.4    REFUNDS AND OVERPAYMENTS .....</b>	<b>10</b>
<b>ARTICLE IV. ALLOWABLE COSTS AND AUDIT REQUIREMENTS .....</b>	<b>11</b>
<b>4.1    ALLOWABLE COSTS .....</b>	<b>11</b>
<b>4.2    AUDITS AND FINANCIAL STATEMENTS.....</b>	<b>11</b>
<b>4.3    SUBMISSION OF AUDITS AND FINANCIAL STATEMENTS .....</b>	<b>12</b>
<b>ARTICLE V. WARRANTY, AFFIRMATIONS, ASSURANCES AND CERTIFICATIONS.....</b>	<b>12</b>
<b>5.1    WARRANTY .....</b>	<b>12</b>
<b>5.2    GENERAL AFFIRMATIONS.....</b>	<b>13</b>
<b>5.3    FEDERAL ASSURANCES .....</b>	<b>13</b>
<b>5.4    FEDERAL CERTIFICATIONS .....</b>	<b>13</b>
<b>5.5    STATE ASSURANCES.....</b>	<b>13</b>

<b>ARTICLE VI. INTELLECTUAL PROPERTY .....</b>	<b>13</b>
<b>6.1 OWNERSHIP OF WORK PRODUCT.....</b>	<b>13</b>
<b>6.2 GRANTEE’S PRE-EXISTING WORKS .....</b>	<b>14</b>
<b>6.3 THIRD PARTY IP .....</b>	<b>14</b>
<b>6.4 AGREEMENTS WITH EMPLOYEES AND SUBCONTRACTORS .....</b>	<b>14</b>
<b>6.5 DELIVERY UPON TERMINATION OR EXPIRATION .....</b>	<b>15</b>
<b>6.6 SURVIVAL .....</b>	<b>15</b>
<b>6.7 SYSTEM AGENCY DATA .....</b>	<b>15</b>
<b>ARTICLE VII. PROPERTY .....</b>	<b>15</b>
<b>7.1 USE OF STATE PROPERTY.....</b>	<b>15</b>
<b>7.2 DAMAGE TO STATE PROPERTY .....</b>	<b>16</b>
<b>7.3 PROPERTY RIGHTS UPON TERMINATION OR EXPIRATION OF CONTRACT .....</b>	<b>16</b>
<b>7.4 EQUIPMENT AND PROPERTY.....</b>	<b>16</b>
<b>ARTICLE VIII. RECORD RETENTION, AUDIT, AND CONFIDENTIALITY.....</b>	<b>17</b>
<b>8.1 RECORD MAINTENANCE AND RETENTION.....</b>	<b>17</b>
<b>8.2 AGENCY’S RIGHT TO AUDIT.....</b>	<b>17</b>
<b>8.3 RESPONSE/COMPLIANCE WITH AUDIT OR INSPECTION FINDINGS .....</b>	<b>18</b>
<b>8.4 STATE AUDITOR’S RIGHT TO AUDIT .....</b>	<b>18</b>
<b>8.5 CONFIDENTIALITY .....</b>	<b>18</b>
<b>ARTICLE IX. GRANT REMEDIES, TERMINATION AND PROHIBITED ACTIVITIES.....</b>	<b>19</b>
<b>9.1 REMEDIES.....</b>	<b>19</b>
<b>9.2 TERMINATION FOR CONVENIENCE .....</b>	<b>19</b>
<b>9.3 TERMINATION FOR CAUSE .....</b>	<b>19</b>
<b>9.4 GRANTEE RESPONSIBILITY FOR SYSTEM AGENCY’S TERMINATION COSTS....</b>	<b>20</b>
<b>9.5 INHERENTLY RELIGIOUS ACTIVITIES .....</b>	<b>20</b>
<b>9.6 POLITICAL ACTIVITIES.....</b>	<b>20</b>
<b>ARTICLE X. INDEMNITY.....</b>	<b>21</b>
<b>10.1 GENERAL INDEMNITY.....</b>	<b>21</b>
<b>10.2 INTELLECTUAL PROPERTY .....</b>	<b>21</b>
<b>10.3 ADDITIONAL INDEMNITY PROVISIONS .....</b>	<b>22</b>
<b>ARTICLE XI. GENERAL PROVISIONS .....</b>	<b>22</b>
<b>11.1 AMENDMENTS .....</b>	<b>22</b>
<b>11.2 NO QUANTITY GUARANTEES.....</b>	<b>22</b>

<b>11.3</b>	<b>CHILD ABUSE REPORTING REQUIREMENTS</b> .....	22
<b>11.4</b>	<b>CERTIFICATION OF MEETING OR EXCEEDING TOBACCO-FREE WORKPLACE POLICY MINIMUM STANDARDS</b> .....	23
<b>11.5</b>	<b>INSURANCE AND BONDS</b> .....	23
<b>11.6</b>	<b>LIMITATION ON AUTHORITY</b> .....	23
<b>11.7</b>	<b>CHANGE IN LAWS AND COMPLIANCE WITH LAWS</b> .....	24
<b>11.8</b>	<b>SUBCONTRACTORS</b> .....	24
<b>11.9</b>	<b>PERMITTING AND LICENSURE</b> .....	24
<b>11.10</b>	<b>INDEPENDENT CONTRACTOR</b> .....	24
<b>11.11</b>	<b>GOVERNING LAW AND VENUE</b> .....	25
<b>11.12</b>	<b>SEVERABILITY</b> .....	25
<b>11.13</b>	<b>SURVIVABILITY</b> .....	25
<b>11.14</b>	<b>FORCE MAJEURE</b> .....	25
<b>11.15</b>	<b>NO IMPLIED WAIVER OF PROVISIONS</b> .....	26
<b>11.16</b>	<b>FUNDING DISCLAIMERS AND LABELING</b> .....	26
<b>11.17</b>	<b>MEDIA RELEASES</b> .....	26
<b>11.18</b>	<b>PROHIBITION ON NON-COMPETE RESTRICTIONS</b> .....	26
<b>11.19</b>	<b>SOVEREIGN IMMUNITY</b> .....	26
<b>11.20</b>	<b>ENTIRE CONTRACT AND MODIFICATION</b> .....	27
<b>11.21</b>	<b>COUNTERPARTS</b> .....	27
<b>11.22</b>	<b>PROPER AUTHORITY</b> .....	27
<b>11.23</b>	<b>E-VERIFY PROGRAM</b> .....	27
<b>11.24</b>	<b>CIVIL RIGHTS</b> .....	27
<b>11.25</b>	<b>ENTERPRISE INFORMATION MANAGEMENT STANDARDS</b> .....	28
<b>11.26</b>	<b>DISCLOSURE OF LITIGATION</b> .....	28
<b>11.27</b>	<b>NO THIRD PARTY BENEFICIARIES</b> .....	29
<b>11.28</b>	<b>BINDING EFFECT</b> .....	29

## ARTICLE I. DEFINITIONS AND INTERPRETIVE PROVISIONS

### 1.1 DEFINITIONS

As used in this Grant Agreement, unless a different definition is specified, or the context clearly indicates otherwise, the following terms and conditions have the meanings assigned below:

“[Amendment](#)” means a written agreement, signed by the Parties, which documents changes to the Grant Agreement.

“[Contract](#)” or “[Grant Agreement](#)” means the agreement entered into by the Parties, including the Signature Document, these Uniform Terms and Conditions, along with any attachments and amendments that may be issued by the System Agency.

“[Deliverables](#)” means the goods, services, and work product, including all reports and project documentation, required to be provided by Grantee to the System Agency.

“[DSHS](#)” means the Department of State Health Services.

“[Effective Date](#)” means the date on which the Grant Agreement takes effect.

“[Federal Fiscal Year](#)” means the period beginning October 1 and ending September 30 each year, which is the annual accounting period for the United States government.

“[GAAP](#)” means Generally Accepted Accounting Principles.

“[GASB](#)” means the Governmental Accounting Standards Board.

“[Grantee](#)” means the Party receiving funds under this Grant Agreement. May also be referred to as “subrecipient” or “contractor” in this document.

“[HHSC](#)” means the Texas Health and Human Services Commission.

“[Health and Human Services](#)” or “[HHS](#)” includes HHSC and DSHS.

“[Intellectual Property Rights](#)” means the worldwide proprietary rights or interests, including patent, copyright, trade secret, and trademark rights, as such right may be evidenced by or embodied in:

- i. any idea, design, concept, personality right, method, process, technique, apparatus, invention, discovery, or improvement;
- ii. any work of authorship, including any compilation, computer code, website or web page design, literary work, pictorial work, or graphic work;
- iii. any trademark, service mark, trade dress, trade name, branding, or other indicia of source or origin;
- iv. domain name registrations; and
- v. any other proprietary or similar rights. The Intellectual Property Rights of a Party include all worldwide proprietary rights or interests that the Party may have acquired by assignment, by exclusive license, or by license with the right to grant sublicenses.

“[Parties](#)” means the System Agency and Grantee, collectively.

“[Party](#)” means either the System Agency or Grantee, individually.

“Project” means specific activities of the Grantee that are supported by funds provided under this Grant Agreement.

“Signature Document” means the document executed by all Parties for this Grant Agreement.

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

“Solicitation Response” or “Application” means Grantee’s full and complete Solicitation response (including any attachments and addenda), which is incorporated by reference in the Grant Agreement for all purposes in its entirety.

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

“State of Texas Textravel” means the Texas Comptroller of Public Accounts’ state travel rules, policies, and guidelines.

“Statement of Work” means the description of activities Grantee must perform to complete the Project, as specified in the Grant Agreement and as may be amended.

“System Agency” means HHSC or DSHS, as applicable.

“Work Product” means any and all works, including work papers, notes, materials, approaches, designs, specifications, systems, innovations, improvements, inventions, software, programs, source code, documentation, training materials, audio or audiovisual recordings, methodologies, concepts, studies, reports, whether finished or unfinished, and whether or not included in the deliverables, that are developed, produced, generated or provided by Grantee in connection with Grantee’s performance of its duties under the Grant Agreement or through use of any funding provided under this Grant Agreement.

“Texas Grant Management Standards” or “TxGMS” means uniform grant and contract administration procedures, developed under the authority of Chapter 783 of the Texas Government Code, to promote the efficient use of public funds in local government and in programs requiring cooperation among local, state, and federal agencies. Under this Grant Agreement, TxGMS applies to Grantee except as otherwise provided by applicable law or directed by System Agency. Additionally, except as otherwise provided by applicable law, in the event of a conflict between TxGMS and applicable federal or state law, federal law prevails over state law and state law prevails over TxGMS.

## 1.2 INTERPRETIVE PROVISIONS

- A. The meanings of defined terms include the singular and plural forms.
- B. The words “hereof,” “herein,” “hereunder,” and similar words refer to this Grant Agreement as a whole and not to any particular provision, section, attachment, or schedule of this Grant Agreement unless otherwise specified.
- C. The term “including” is not limiting and means “including without limitation” and, unless otherwise expressly provided in this Grant Agreement, (i) references to contracts



(including this Grant Agreement) and other contractual instruments shall be deemed to include all subsequent Amendments and other modifications, but only to the extent that such Amendments and other modifications are not prohibited by the terms of this Grant Agreement, and (ii) references to any statute or regulation are to be construed as including all statutory and regulatory provisions consolidating, amending, replacing, supplementing, or interpreting the statute or regulation.

- D. Any references to agreements, contracts, statutes, or administrative rules or regulations in the Grant Agreement are references to these documents as amended, modified, or supplemented during the term of the Grant Agreement.
- E. The captions and headings of this Grant Agreement are for convenience of reference only and do not affect the interpretation of this Grant Agreement.
- F. All attachments, including those incorporated by reference, and any Amendments are considered part of the terms of this Grant Agreement.
- G. This Grant Agreement may use several different limitations, regulations, or policies to regulate the same or similar matters. All such limitations, regulations, and policies are cumulative.
- H. Unless otherwise expressly provided, reference to any action of the System Agency or by the System Agency by way of consent, approval, or waiver will be deemed modified by the phrase “in its sole discretion.”
- I. Time is of the essence in this Grant Agreement.
- J. Prior to execution of the Grant Agreement, Grantee must notify System Agency’s designated contact in writing of any ambiguity, conflict, discrepancy, omission, or other error. If Grantee fails to notify the System Agency designated contact of any ambiguity, conflict, discrepancy, omission or other error in the Grant Agreement prior to Grantee’s execution of the Grant Agreement, Grantee:
  - i. Shall have waived any claim of error or ambiguity in the Grant Agreement; and
  - ii. Shall not contest the interpretation by the System Agency of such provision(s).

No grantee will 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.

## **ARTICLE II. PAYMENT PROVISIONS**

### **2.1 PROMPT PAYMENT**

Payment shall be made in accordance with Chapter 2251 of the Texas Government Code, commonly known as the Texas Prompt Payment Act. Chapter 2251 of the Texas Government Code shall govern remittance of payment and remedies for late payment and non-payment.

### **2.2 TAXES**

Grantee represents and warrants that it shall pay all taxes or similar amounts resulting from the Grant Agreement, including, but not limited to, any federal, State, or local income, sales or excise taxes of Grantee or its employees. System Agency shall not be liable for any taxes resulting from the Grant Agreement.

## **2.3 ANCILLARY AND TRAVEL EXPENSES**

- A. Except as otherwise provided in the Grant Agreement, no ancillary expenses incurred by the Grantee in connection with its provision of the services or deliverables will be reimbursed by the System Agency. Ancillary expenses include, but are not limited to, costs associated with transportation, delivery, and insurance for each deliverable.
- B. Except as otherwise provided in the Grant Agreement, when the reimbursement of travel expenses is authorized by the Grant Agreement, all such expenses will be reimbursed in accordance with the rates set by the Texas Comptroller's *Textravel* guidelines, which can currently be accessed at: <https://fmx.cpa.texas.gov/fmx/travel/textravel/>.

## **2.4 BILLING**

Unless otherwise provided in the Grant Agreement, Grantee shall bill the System Agency in accordance with the Grant Agreement. Unless otherwise specified in the Grant Agreement, Grantee shall submit requests for reimbursement or payment monthly by the last business day of the month following the month in which expenses were incurred or services provided. Grantee shall maintain all documentation that substantiates invoices and make the documentation available to the System Agency upon request.

## **2.5 USE OF FUNDS**

Grantee shall expend funds under this Grant Agreement only for approved services and for reasonable and allowable expenses directly related to those services.

## **2.6 USE FOR MATCH PROHIBITED**

Grantee shall not use funds provided under this Grant Agreement for matching purposes in securing other funding without the written approval of the System Agency.

## **2.7 PROGRAM INCOME**

Program income refers to gross income directly generated by a supporting activity during the period of performance. Unless otherwise required under the Grant Agreement, Grantee shall use Program Income, as provided in TxGMS, to further the Project, and Grantee shall spend the Program Income on the Project. Grantee shall identify and report Program Income in accordance with the Grant Agreement, applicable law, and any programmatic guidance. Grantee shall expend Program Income during the Grant Agreement term, when earned, and may not carry Program Income forward to any succeeding term. Grantee shall refund Program Income to the System Agency if the Program Income is not expended in the term in which it is earned. The System Agency may base future funding levels, in part, upon Grantee's proficiency in identifying, billing, collecting, and reporting Program Income, and in using Program Income for the purposes and under the conditions specified in this Grant Agreement.

## **2.8 NONSUPPLANTING**

Grant funds must be used to supplement existing, new or corresponding programming and related activities. Grant funds may not be used to supplant (replace) existing funds that have been appropriated, allocated, or disbursed for the same purpose. System Agency may conduct Grant monitoring or audits may be conducted to review, among other things, Grantee's compliance with this provision.

## **2.9 INDIRECT COST RATES**

The System Agency may acknowledge an indirect cost rate for Grantees that is utilized for all applicable Grant Agreements. For subrecipients receiving federal funds, indirect cost rates will be determined in accordance with applicable law including, but not limited to, 2 CFR 200.414(f). For recipients receiving state funds, indirect costs will be determined in accordance with applicable law including, but not limited to, TxGMS. Grantees funded with blended federal and state funding will be subject to both state and federal requirements when determining indirect costs. In the event of a conflict between TxGMS and applicable federal law or regulation, the provisions of federal law or regulation will apply. Grantee will provide any necessary financial documents to determine the indirect cost rate in accordance with the Uniform Grant Guidance (UGG) and TxGMS.

# **ARTICLE III. STATE AND FEDERAL FUNDING**

## **3.1 EXCESS OBLIGATIONS PROHIBITED**

This Grant Agreement is subject to termination or cancellation, without penalty to System Agency, either in whole or in part, subject to the availability and actual receipt by System Agency of state or federal funds. System Agency is a state agency whose authority and appropriations are subject to actions of the Texas Legislature. If System Agency becomes subject to a legislative change, revocation of statutory authority, or lack of appropriated funds that would render either System Agency's or Grantee's delivery or performance under the Grant Agreement impossible or unnecessary, the Grant Agreement will be terminated or cancelled and be deemed null and void. In the event of a termination or cancellation under this Section, System Agency will not be liable to Grantee for any damages that are caused or associated with such termination or cancellation, and System Agency will not be required to give prior notice. Additionally, System Agency will not be liable to Grantee for any remaining unpaid funds under this Grant Agreement at time of termination.

## **3.2 NO DEBT AGAINST THE STATE**

This Grant Agreement will not be construed as creating any debt by or on behalf of the State of Texas.

## **3.3 DEBTS AND DELINQUENCIES**

Grantee agrees that any payments due under the Grant Agreement shall be directly applied towards eliminating any debt or delinquency it has to the State of Texas including, but not limited to, delinquent taxes, delinquent student loan payments, and delinquent child support during the entirety of the Grant Agreement term.

## **3.4 REFUNDS AND OVERPAYMENTS**

A. At its sole discretion, the System Agency may (i) withhold all or part of any payments to Grantee to offset overpayments, unallowable or ineligible costs made to the Grantee, or if any required financial status report(s) is not submitted by the due date(s); or (ii) require Grantee to promptly refund or credit - within thirty (30) calendar days of written notice – to System Agency any funds erroneously paid by System Agency which are not expressly authorized under the Grant Agreement.

- B. “Overpayments” as used in this Section include payments (i) made by the System Agency that exceed the maximum allowable rates; (ii) that are not allowed under applicable laws, rules, or regulations; or (iii) that are otherwise inconsistent with this Grant Agreement, including any unapproved expenditures. Grantee understands and agrees that it shall be liable to the System Agency for any costs disallowed pursuant to financial and compliance audit(s) of funds received under this Grant Agreement. Grantee further understands and agrees that reimbursement of such disallowed costs shall be paid by Grantee from funds which were not provided or otherwise made available to Grantee under this Grant Agreement.

## **ARTICLE IV. ALLOWABLE COSTS AND AUDIT REQUIREMENTS**

### **4.1 ALLOWABLE COSTS**

- A. Allowable Costs are restricted to costs that are authorized under Texas Uniform Grant Management Standards (TxGMS) and applicable state and federal rules and laws. This Grant Agreement is subject to all applicable requirements of TxGMS, including the criteria for Allowable Costs. Additional federal requirements apply if this Grant Agreement is funded, in whole or in part, with federal funds.
- B. System Agency will reimburse Grantee for actual, allowable, and allocable costs incurred by Grantee in performing the Project, provided the costs are sufficiently documented. Grantee must have incurred a cost prior to claiming reimbursement and within the applicable term to be eligible for reimbursement under this Grant Agreement. At its sole discretion, the System Agency will determine whether costs submitted by Grantee are allowable and eligible for reimbursement. The System Agency may take repayment (recoup) from remaining funds available under this Grant Agreement in amounts necessary to fulfill Grantee’s repayment obligations. Grantee and all payments received by Grantee under this Grant Agreement are subject to applicable cost principles, audit requirements, and administrative requirements including applicable provisions under 2 CFR 200, 48 CFR Part 31, and TxGMS.
- C. OMB Circulars will be applied with the modifications prescribed by TxGMS with effect given to whichever provision imposes the more stringent requirement in the event of a conflict.

### **4.2 AUDITS AND FINANCIAL STATEMENTS**

- A. Audits
  - i. Grantee understands and agrees that Grantee is subject to any and all applicable audit requirements found in state or federal law or regulation or added by this Grant Agreement
  - ii. HHS Single Audit Unit will notify Grantee to complete the Single Audit Determination Form. If Grantee fails to complete the form within thirty (30) calendar days after receipt of notice, Grantee maybe subject to sanctions and remedies for non-compliance.
  - iii. If Grantee, within Grantee’s fiscal year, expends at least SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$750,000) in federal funds awarded, Grantee shall have a single audit or program-specific audit in accordance with 2 CFR 200. The federal

threshold amount includes federal funds passed through by way of state agency awards.

- iv. If Grantee, within Grantee's fiscal year, expends at least SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$750,000) in state funds awarded, Grantee shall have a single audit or program-specific audit in accordance with TxGMS. The audit must be conducted by an independent certified public accountant and in accordance with 2 CFR 200, Government Auditing Standards, and TxGMS.
  - v. For-profit Grantees whose expenditures meet or exceed the federal or state expenditure thresholds stated above shall follow the guidelines in 2 CFR 200 or TxGMS, as applicable, for their program-specific audits.
  - vi. Each Grantee required to obtain a single audit must competitively re-procure single audit services once every six years. Grantee shall procure audit services in compliance with this section, state procurement procedures, as well as with applicable provisions of 2 CFR 200 and TxGMS.
- B. Financial Statements.  
Each Grantee that does not meet the expenditure threshold for a single audit or program-specific audit, must provide financial statements for the audit period.

#### 4.3 SUBMISSION OF AUDITS AND FINANCIAL STATEMENTS

##### A. Audits.

Due the earlier of 30 days after receipt of the independent certified public accountant's report or nine months after the end of the fiscal year, Grantee shall submit one electronic copy of the single audit or program-specific audit to the System Agency via:

- i. HHS portal at <https://hhsportal.hhs.state.tx.us/heartwebextr/hhscSau> or,
- ii. Email to: [single\\_audit\\_report@hhsc.state.tx.us](mailto:single_audit_report@hhsc.state.tx.us).

##### B. Financial Statements.

Due no later than nine months after the Grantee's fiscal year-end, Grantees not required to submit an audit, shall submit one electronic copy of their financial statements via:

- i. HHS portal at <https://hhsportal.hhs.state.tx.us/heartwebextr/hhscSau>; or,
- ii. Email to: [single\\_audit\\_report@hhsc.state.tx.us](mailto:single_audit_report@hhsc.state.tx.us).

## ARTICLE V. WARRANTY, AFFIRMATIONS, ASSURANCES AND CERTIFICATIONS

### 5.1 WARRANTY

Grantee warrants that all work under this Grant Agreement shall be completed in a manner consistent with standards under the terms of this Grant Agreement, in the applicable trade, profession, or industry; shall conform to or exceed the specifications set forth in the Grant Agreement; and all deliverables shall be fit for ordinary use, of good quality, and with no material defects. If System Agency, in its sole discretion, determines Grantee has failed to complete work timely or to perform satisfactorily under conditions required by this Grant Agreement, the System Agency may require Grantee, at its sole expense, to:

- i. Repair or replace all defective or damaged work;
- ii. Refund any payment Grantee received from System Agency for all defective or damaged work and, in conjunction therewith, require Grantee to accept the return of such work; and,

- iii. Take necessary action to ensure that Grantee's future performance and work conform to the Grant Agreement requirements.

## **5.2 GENERAL AFFIRMATIONS**

Grantee certifies that, to the extent affirmations are incorporated into the Grant Agreement, the Grantee has reviewed the affirmations and that Grantee is in compliance with all requirements.

## **5.3 FEDERAL ASSURANCES**

Grantee further certifies that, to the extent federal assurances are incorporated into the Grant Agreement, the Grantee has reviewed the federal assurances and that Grantee is in compliance with all requirements.

## **5.4 FEDERAL CERTIFICATIONS**

Grantee further certifies that, to the extent federal certifications are incorporated into the Grant Agreement, the Grantee has reviewed the federal certifications and that Grantee is in compliance with all requirements. In addition, Grantee certifies that it is in compliance with all applicable federal laws, rules, and regulations, as they may pertain to this Grant Agreement.

## **5.5 STATE ASSURANCES**

Except to the extent of any conflict under applicable law or requirements or guidelines of any federal awarding agency from which funding for this Grant Agreement originated, the Grantee must comply with the applicable state assurances included within the TxGMS which are incorporated here by reference.

# **ARTICLE VI. INTELLECTUAL PROPERTY**

## **6.1 OWNERSHIP OF WORK PRODUCT**

- A. All right, title, and interest in the Work Product, including all Intellectual Property Rights therein, is exclusively owned by System Agency. Grantee and Grantee's employees will have no rights in or ownership of the Work Product or any other property of System Agency.
- B. Any and all Work Product that is copyrightable under United States copyright law is deemed to be "work made for hire" owned by System Agency, as provided by Title 17 of the United States Code. To the extent that Work Product does not qualify as a "work made for hire" under applicable federal law, Grantee hereby irrevocably assigns and transfers to System Agency, its successors and assigns, the entire right, title, and interest in and to the Work Product, including any and all Intellectual Property Rights embodied therein or associated therewith, and in and to all works based upon, derived from, or incorporating the Work Product, and in and to all income, royalties, damages, claims and payments now or hereafter due or payable with respect thereto, and in and to all causes of action, either in law or in equity for past, present or future infringement based on the copyrights, and in and to all rights corresponding to the foregoing.
- C. Grantee agrees to execute all papers and to perform such other acts as System Agency may deem necessary to secure for System Agency or its designee the rights herein assigned.



- D. In the event that Grantee has any rights in and to the Work Product that cannot be assigned to System Agency, Grantee hereby grants to System Agency an exclusive, worldwide, royalty-free, transferable, irrevocable, and perpetual license, with the right to sublicense, to reproduce, distribute, modify, create derivative works of, publicly perform and publicly display, make, have made, use, sell and offer for sale the Work Product and any products developed by practicing such rights.
- E. The foregoing does not apply to Incorporated Pre-existing Works or Third Party IP that are incorporated in the Work Product by Grantee. Grantee shall provide System Agency access during normal business hours to all Grantee materials, premises, and computer files containing the Work Product.

## 6.2 GRANTEE'S PRE-EXISTING WORKS

- A. To the extent that Grantee incorporates into the Work Product any works of Grantee that were created by Grantee or that Grantee acquired rights in prior to the Effective Date of this Grant Agreement ("**Incorporated Pre-existing Works**"), Grantee retains ownership of such Incorporated Pre-existing Works.
- B. Grantee hereby grants to System Agency an irrevocable, perpetual, non-exclusive, royalty-free, transferable, worldwide right and license, with the right to sublicense, to use, reproduce, modify, copy, create derivative works of, publish, publicly perform and display, sell, offer to sell, make and have made, the Incorporated Pre-existing Works, in any medium, with or without the associated Work Product.
- C. Grantee represents, warrants, and covenants to System Agency that Grantee has all necessary right and authority to grant the foregoing license in the Incorporated Pre-existing Works to System Agency.

## 6.3 THIRD PARTY IP

- A. To the extent that any Third Party IP is included or incorporated in the Work Product by Grantee, Grantee hereby grants to System Agency, or shall obtain from the applicable third party for System Agency's benefit, the irrevocable, perpetual, non-exclusive, worldwide, royalty-free right and license, for System Agency's internal business or governmental purposes only, to use, reproduce, display, perform, distribute copies of, and prepare derivative works based upon such Third Party IP and any derivative works thereof embodied in or delivered to System Agency in conjunction with the Work Product, and to authorize others to do any or all of the foregoing.
- B. Grantee shall obtain System Agency's advance written approval prior to incorporating any Third Party IP into the Work Product, and Grantee shall notify System Agency on delivery of the Work Product if such materials include any Third Party IP.
- C. Grantee shall provide System Agency all supporting documentation demonstrating Grantee's compliance with this Section 6.3, including without limitation documentation indicating a third party's written approval for Grantee to use any Third Party IP that may be incorporated in the Work Product.

## 6.4 AGREEMENTS WITH EMPLOYEES AND SUBCONTRACTORS

Grantee shall have written, binding agreements with its employees and subcontractors that include provisions sufficient to give effect to and enable Grantee's compliance with Grantee's obligations under this Article VI, Intellectual Property.



## **6.5 DELIVERY UPON TERMINATION OR EXPIRATION**

No later than the first calendar day after the termination or expiration of the Grant Agreement or upon System Agency's request, Grantee shall deliver to System Agency all completed, or partially completed, Work Product, including any Incorporated Pre-existing Works, and any and all versions thereof. Grantee's failure to timely deliver such Work Product is a material breach of the Grant Agreement. Grantee will not retain any copies of the Work Product or any documentation or other products or results of Grantee's activities under the Grant Agreement without the prior written consent of System Agency.

## **6.6 SURVIVAL**

The provisions and obligations of this Article survive any termination or expiration of the Grant Agreement.

## **6.7 SYSTEM AGENCY DATA**

- A. As between the Parties, all data and information acquired, accessed, or made available to Grantee by, through, or on behalf of System Agency or System Agency contractors, including all electronic data generated, processed, transmitted, or stored by Grantee in the course of providing data processing services in connection with Grantee's performance hereunder (the "System Agency Data"), is owned solely by System Agency.
- B. Grantee has no right or license to use, analyze, aggregate, transmit, create derivatives of, copy, disclose, or process the System Agency Data except as required for Grantee to fulfill its obligations under the Grant Agreement or as authorized in advance in writing by System Agency.
- C. For the avoidance of doubt, Grantee is expressly prohibited from using, and from permitting any third party to use, System Agency Data for marketing, research, or other non-governmental or commercial purposes, without the prior written consent of System Agency.
- D. Grantee shall make System Agency Data available to System Agency, including to System Agency's designated vendors, as directed in writing by System Agency. The foregoing shall be at no cost to System Agency.
- E. Furthermore, the proprietary nature of Grantee's systems that process, store, collect, and/or transmit the System Agency Data shall not excuse Grantee's performance of its obligations hereunder.

# **ARTICLE VII. PROPERTY**

## **7.1 USE OF STATE PROPERTY**

- A. Grantee is prohibited from using State Property for any purpose other than performing Services authorized under the Grant Agreement.
- B. State Property includes, but is not limited to, System Agency's office space, identification badges, System Agency information technology equipment and networks (e.g., laptops, portable printers, cell phones, iPads or tablets, external hard drives, data storage devices, any System Agency-issued software, and the System Agency Virtual Private Network (VPN client)), and any other resources of System Agency.

- C. Grantee shall not remove State Property from the continental United States. In addition, Grantee may not use any computing device to access System Agency's network or e-mail while outside of the continental United States.
- D. Grantee shall not perform any maintenance services on State Property unless the Grant Agreement expressly authorizes such Services.
- E. During the time that State Property is in the possession of Grantee, Grantee shall be responsible for:
  - i. all repair and replacement charges incurred by State Agency that are associated with loss of State Property or damage beyond normal wear and tear, and
  - ii. all charges attributable to Grantee's use of State Property that exceeds the Grant Agreement scope. Grantee shall fully reimburse such charges to System Agency within ten (10) calendar days of Grantee's receipt of System Agency's notice of amount due. Use of State Property for a purpose not authorized by the Grant Agreement shall constitute breach of contract and may result in termination of the Grant Agreement and the pursuit of other remedies available to System Agency under contract, at law, or in equity.

## **7.2 DAMAGE TO STATE PROPERTY**

- A. In the event of loss, destruction, or damage to any System Agency or State of Texas owned, leased, or occupied property or equipment by Grantee or Grantee's employees, agents, Subcontractors, or suppliers, Grantee shall be liable to System Agency and the State of Texas for the full cost of repair, reconstruction, or replacement of the lost, destroyed, or damaged property.
- B. Grantee shall notify System Agency of the loss, destruction, or damage of equipment or property within one (1) business day. Grantee shall reimburse System Agency and the State of Texas for such property damage within ten (10) calendar days after Grantee's receipt of System Agency's notice of amount due.

## **7.3 PROPERTY RIGHTS UPON TERMINATION OR EXPIRATION OF CONTRACT**

In the event the Grant Agreement is terminated for any reason or expires, State Property remains the property of the System Agency and must be returned to the System Agency by the earlier of the end date of the Grant Agreement or upon System Agency's request.

## **7.4 EQUIPMENT AND PROPERTY**

- A. The Grantee must ensure equipment with a per-unit cost of \$5,000 or greater purchased with grant funds under this award is used solely for the purpose of this Grant or is properly pro-rated for use under this Grant. Grantee must have control systems to prevent loss, damage, or theft of property funded under this Grant. Grantee shall maintain equipment management and inventory procedures for equipment, whether acquired in part or whole with grant funds, until disposition occurs.
- B. When equipment acquired by Grantee under this Grant Agreement is no longer needed for the original project or for other activities currently supported by System Agency, the Grantee must properly dispose of the equipment pursuant to 2 CFR and/or TxGMS, as applicable. Upon termination of this Grant Agreement, use and disposal of equipment by the Grantee shall conform with TxGMS requirements.
- C. Grantee shall initiate the purchase of all equipment approved in writing by the System Agency in accordance with the schedule approved by System Agency, as applicable.

Failure to timely initiate the purchase of equipment may result in the loss of availability of funds for the purchase of equipment. Requests to purchase previously approved equipment after the first quarter in the Grant Agreement must be submitted to the assigned System Agency contract manager.

- D. Controlled Assets include firearms, regardless of the acquisition cost, and the following assets with an acquisition cost of \$500 or more, but less than \$5,000: desktop and laptop computers (including notebooks, tablets and similar devices), non-portable printers and copiers, emergency management equipment, communication devices and systems, medical and laboratory equipment, and media equipment. Controlled Assets are considered supplies.
- E. System Agency funds must not be used to purchase buildings or real property without prior written approval from System Agency. Any costs related to the initial acquisition of the buildings or real property are not allowable without written pre-approval.

## **ARTICLE VIII. RECORD RETENTION, AUDIT, AND CONFIDENTIALITY**

### **8.1 RECORD MAINTENANCE AND RETENTION**

- A. Grantee shall keep and maintain under GAAP or GASB, as applicable, full, true, and complete records necessary to fully disclose to the System Agency, the Texas State Auditor's Office, the United States Government, and their authorized representatives sufficient information to determine compliance with the terms and conditions of this Grant Agreement and all state and federal rules, regulations, and statutes.
- B. Grantee shall maintain and retain legible copies of this Grant Agreement and all records relating to the performance of the Grant Agreement, including supporting fiscal documents adequate to ensure that claims for grant funds are in accordance with applicable State of Texas requirements. These records shall be maintained and retained by the Grantee for a minimum of seven (7) years after the Grant Agreement expiration date or seven (7) years after all audits, claims, litigation or disputes involving the Grant Agreement are resolved, whichever is later.

### **8.2 AGENCY'S RIGHT TO AUDIT**

- A. Grantee shall make available at reasonable times and upon reasonable notice, and for reasonable periods, work papers, reports, books, records, supporting documents kept current by Grantee pertaining to the Grant Agreement for purposes of inspecting, monitoring, auditing, or evaluating by System Agency and the State of Texas.
- B. In addition to any right of access arising by operation of law, Grantee and any of Grantee's affiliate or subsidiary organizations, or Subcontractors shall permit the System Agency or any of its duly authorized representatives, as well as duly authorized federal, state or local authorities, unrestricted access to and the right to examine any site where business is conducted or services are performed, and all records, which includes but is not limited to financial, client and patient records, books, papers or documents related to this Grant Agreement. If the Grant Agreement includes federal funds, federal agencies that shall have a right of access to records as described in this section include: the federal agency providing the funds, the Comptroller General of the United States, the General Accounting Office, the Office of the Inspector General, and any of their authorized

representatives. In addition, agencies of the State of Texas that shall have a right of access to records as described in this section include: the System Agency, HHS's contracted examiners, the State Auditor's Office, the Office of the Texas Attorney General, and any successor agencies. Each of these entities may be a duly authorized authority.

- C. If deemed necessary by the System Agency or any duly authorized authority, for the purpose of investigation or hearing, Grantee shall produce original documents related to this Grant Agreement.
- D. The System Agency and any duly authorized authority shall have the right to audit billings both before and after payment, and all documentation that substantiates the billings.
- E. Grantee shall include this provision concerning the right of access to, and examination of, sites and information related to this Grant Agreement in any Subcontract it awards.

### **8.3 RESPONSE/COMPLIANCE WITH AUDIT OR INSPECTION FINDINGS**

- A. Grantee must act to ensure its and its Subcontractors' compliance with all corrections necessary to address any finding of noncompliance with any law, regulation, audit requirement, or generally accepted accounting principle, or any other deficiency identified in any audit, review, or inspection of the Grant Agreement and the services and Deliverables provided. Any such correction will be at Grantee's or its Subcontractor's sole expense. Whether Grantee's action corrects the noncompliance shall be solely the decision of the System Agency.
- B. As part of the services, Grantee must provide to HHS upon request a copy of those portions of Grantee's and its Subcontractors' internal audit reports relating to the services and Deliverables provided to the State under the Grant Agreement.

### **8.4 STATE AUDITOR'S RIGHT TO AUDIT**

The state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under the Grant Agreement or indirectly through a subcontract under the Grant Agreement. The acceptance of funds directly under the Grant Agreement or indirectly through a subcontract under the Grant Agreement acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. Under the direction of the legislative audit committee, an entity that is the subject of an audit or investigation by the state auditor must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.

### **8.5 CONFIDENTIALITY**

Grantee shall maintain as confidential and shall not disclose to third parties without System Agency's prior written consent, any System Agency information including but not limited to System Agency's business activities, practices, systems, conditions and services. This section will survive termination or expiration of this Grant Agreement. This requirement must be included in all subcontracts awarded by Grantee.

## ARTICLE IX. GRANT REMEDIES, TERMINATION AND PROHIBITED ACTIVITIES

### 9.1 REMEDIES

- A. To ensure Grantee's full performance of the Grant Agreement and compliance with applicable law, System Agency reserves the right to hold Grantee accountable for breach of contract or substandard performance and may take remedial or corrective actions, including, but not limited to the following:
- i. temporarily withholding cash disbursements or reimbursements pending correction of the deficiency;
  - ii. disallowing or denying use of funds for the activity or action deemed not to be in compliance;
  - iii. disallowing claims for reimbursement that may require a partial or whole return of previous payments or reimbursements;
  - iv. suspending all or part of the Grant Agreement;
  - v. requiring the Grantee to take specific actions in order to remain in compliance with the Grant Agreement;
  - vi. recouping payments made by the System Agency to the Grantee found to be in error;
  - vii. suspending, limiting, or placing conditions on the Grantee's continued performance of the Project;
  - viii. prohibiting the Grantee from receiving additional funds for other grant programs administered by the System Agency until satisfactory compliance resolution is obtained;
  - ix. withholding release of new grant agreements; and
  - x. imposing any other remedies, sanctions or penalties authorized under this Grant Agreement or permitted by federal or state statute, law, regulation or rule.
- B. Unless expressly authorized by System Agency, Grantee may not be entitled to reimbursement for expenses incurred while the Grant Agreement is suspended.
- C. No action taken by System Agency in exercising remedies or imposing sanctions will constitute or operate as a waiver of any other rights or remedies available to System Agency under the Grant Agreement or pursuant to law. Additionally, no action taken by System Agency in exercising remedies or imposing sanctions will constitute or operate as an acceptance, waiver, or cure of Grantee's breach. Unless expressly authorized by System Agency, Grantee may not be entitled to reimbursement for expenses incurred while the Grant Agreement is suspended or after termination.

### 9.2 TERMINATION FOR CONVENIENCE

The System Agency may terminate the Grant Agreement, in whole or in part, at any time when, in its sole discretion, the System Agency determines that termination is in the best interests of the State of Texas. The termination will be effective on the date specified in the System Agency's notice of termination.

### 9.3 TERMINATION FOR CAUSE

- A. Except as otherwise provided by the U.S. Bankruptcy Code, or any successor law, the System Agency may terminate the Grant Agreement, in whole or in part, upon either of the following conditions:



**i. Material Breach**

The System Agency may terminate the Grant Agreement, in whole or in part, if the System Agency determines, in its sole discretion, that Grantee has materially breached the Grant Agreement or has failed to adhere to any laws, ordinances, rules, regulations or orders of any public authority having jurisdiction, whether or not such violation prevents or substantially impairs performance of Grantee's duties under the Grant Agreement. Grantee's misrepresentation in any aspect including, but not limited to, of Grantee's Solicitation Application, if any, or Grantee's addition to the SAM exclusion list (identification in SAM as an excluded entity) may also constitute a material breach of the Grant Agreement.

**ii. Failure to Maintain Financial Viability**

The System Agency may terminate the Grant Agreement if the System Agency, in its sole discretion, determines that Grantee no longer maintains the financial viability required to complete the services and deliverables, or otherwise fully perform its responsibilities under the Grant Agreement.

- B. System Agency will specify the effective date of such termination in the notice to Grantee. If no effective date is specified, the Grant Agreement will terminate on the date of the notification.

#### **9.4 GRANTEE RESPONSIBILITY FOR SYSTEM AGENCY'S TERMINATION COSTS**

If the System Agency terminates the Grant Agreement for cause, the Grantee shall be responsible to the System Agency for all costs incurred by the System Agency and the State of Texas to replace the Grantee. These costs include, but are not limited to, the costs of procuring a substitute grantee and the cost of any claim or litigation attributable to Grantee's failure to perform any work in accordance with the terms of the Grant Agreement.

#### **9.5 INHERENTLY RELIGIOUS ACTIVITIES**

Grantee may not use grant funding to engage in inherently religious activities, such as proselytizing, scripture study, or worship. Grantees may engage in inherently religious activities; however, these activities must be separate in time or location from the grant-funded program. Moreover, grantees must not compel program beneficiaries to participate in inherently religious activities. These requirements apply to all grantees, not just faith-based organizations.

#### **9.6 POLITICAL ACTIVITIES**

Grant funds cannot be used for the following activities:

- A. Grantees and their relevant sub-grantees or subcontractors are prohibited from using grant funds directly or indirectly for political purposes, including lobbying, advocating for legislation, campaigning for, endorsing, contributing to, or otherwise supporting political candidates or parties, and voter registration campaigns. Grantees may use private, or non-System Agency money or contributions for political purposes but may not charge to, or be reimbursed from, System Agency contracts or grants for the costs of such activities.
- B. Grant-funded employees may not use official authority or influence to achieve any political purpose and grant funds cannot be used for the salary, benefits, or any other compensation of an elected official.

- C. Grant funds may not be used to employ, in any capacity, a person who is required by Chapter 305 of the Texas Government Code to register as a lobbyist. Additionally, grant funds cannot be used to pay membership dues to an organization that partially or wholly pays the salary of a person who is required by Chapter 305 of the Texas Government Code to register as a lobbyist.
- D. As applicable, Grantee will comply with 31 USC § 1352, relating to the limitation on use of appropriated funds to influence certain Federal contracting and financial transactions.

## **ARTICLE X. INDEMNITY**

### **10.1 GENERAL INDEMNITY**

- A. GRANTEE SHALL DEFEND, INDEMNIFY AND HOLD HARMLESS THE STATE OF TEXAS AND SYSTEM AGENCY, AND/OR THEIR OFFICERS, AGENTS, EMPLOYEES, REPRESENTATIVES, CONTRACTORS, ASSIGNEES, AND/OR DESIGNEES FROM ANY AND ALL LIABILITY, ACTIONS, CLAIMS, DEMANDS, OR SUITS, AND ALL RELATED COSTS, ATTORNEYS' FEES, AND EXPENSES ARISING OUT OF OR RESULTING FROM ANY ACTS OR OMISSIONS OF GRANTEE OR ITS AGENTS, EMPLOYEES, SUBCONTRACTORS, ORDER FULFILLERS, OR SUPPLIERS OF SUBCONTRACTORS IN THE EXECUTION OR PERFORMANCE OF THE GRANT AGREEMENT AND ANY PURCHASE ORDERS ISSUED UNDER THE GRANT AGREEMENT.**
- B. THIS PARAGRAPH IS NOT INTENDED TO AND WILL NOT BE CONSTRUED TO REQUIRE GRANTEE TO INDEMNIFY OR HOLD HARMLESS THE STATE OR THE SYSTEM AGENCY FOR ANY CLAIMS OR LIABILITIES RESULTING FROM THE NEGLIGENT ACTS OR OMISSIONS OF THE SYSTEM AGENCY OR ITS EMPLOYEES.**
- C. For the avoidance of doubt, System Agency shall not indemnify Grantee or any other entity under the Grant Agreement.**

### **10.2 INTELLECTUAL PROPERTY**

**GRANTEE SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE SYSTEM AGENCY AND THE STATE OF TEXAS FROM AND AGAINST ANY AND ALL CLAIMS, VIOLATIONS, MISAPPROPRIATIONS, OR INFRINGEMENT OF ANY PATENT, TRADEMARK, COPYRIGHT, TRADE SECRET, OR OTHER INTELLECTUAL PROPERTY RIGHTS AND/OR OTHER INTANGIBLE PROPERTY, PUBLICITY OR PRIVACY RIGHTS, AND/OR IN CONNECTION WITH OR ARISING FROM:**

- i. THE PERFORMANCE OR ACTIONS OF GRANTEE PURSUANT TO THIS GRANT AGREEMENT;**
- ii. ANY DELIVERABLE, WORK PRODUCT, CONFIGURED SERVICE OR OTHER SERVICE PROVIDED HEREUNDER; AND/OR**
- iii. SYSTEM AGENCY'S AND/OR GRANTEE'S USE OF OR ACQUISITION OF ANY REQUESTED SERVICES OR OTHER ITEMS PROVIDED TO SYSTEM AGENCY BY GRANTEE OR OTHERWISE TO WHICH SYSTEM**



**AGENCY HAS ACCESS AS A RESULT OF GRANTEE'S PERFORMANCE UNDER THE GRANT AGREEMENT.**

**10.3 ADDITIONAL INDEMNITY PROVISIONS**

- A. GRANTEE AND SYSTEM AGENCY AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY INDEMNITY CLAIM. GRANTEE SHALL BE LIABLE TO PAY ALL COSTS OF DEFENSE, INCLUDING ATTORNEYS' FEES.**
- B. THE DEFENSE SHALL BE COORDINATED BY THE GRANTEE WITH THE OFFICE OF THE TEXAS ATTORNEY GENERAL WHEN TEXAS STATE AGENCIES ARE NAMED DEFENDANTS IN ANY LAWSUIT AND GRANTEE MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST OBTAINING THE CONCURRENCE FROM THE OFFICE OF THE TEXAS ATTORNEY GENERAL.**
- C. GRANTEE SHALL REIMBURSE SYSTEM AGENCY AND THE STATE OF TEXAS FOR ANY CLAIMS, DAMAGES, COSTS, EXPENSES OR OTHER AMOUNTS, INCLUDING, BUT NOT LIMITED TO, ATTORNEYS' FEES AND COURT COSTS, ARISING FROM ANY SUCH CLAIM. IF THE SYSTEM AGENCY DETERMINES THAT A CONFLICT EXISTS BETWEEN ITS INTERESTS AND THOSE OF GRANTEE OR IF SYSTEM AGENCY IS REQUIRED BY APPLICABLE LAW TO SELECT SEPARATE COUNSEL, SYSTEM AGENCY WILL BE PERMITTED TO SELECT SEPARATE COUNSEL AND GRANTEE SHALL PAY ALL REASONABLE COSTS OF SYSTEM AGENCY'S COUNSEL.**

**ARTICLE XI. GENERAL PROVISIONS**

**11.1 AMENDMENTS**

Except as otherwise expressly provided, the Grant Agreement may only be amended by a written Amendment executed by both Parties.

**11.2 NO QUANTITY GUARANTEES**

The System Agency makes no guarantee of volume or usage of work under this Grant Agreement. All work requested may be on an irregular and as needed basis throughout the Grant Agreement term.

**11.3 CHILD ABUSE REPORTING REQUIREMENTS**

- A. Grantees shall comply with child abuse and neglect reporting requirements in Texas Family Code Chapter 261. This section is in addition to and does not supersede any other legal obligation of the Grantee to report child abuse.**
- B. Grantee shall use the Texas Abuse Hotline Website located at <https://www.txabusehotline.org/Login/Default.aspx> as required by the System Agency. Grantee shall retain reporting documentation on site and make it available for inspection by the System Agency.**

#### **11.4 CERTIFICATION OF MEETING OR EXCEEDING TOBACCO-FREE WORKPLACE POLICY MINIMUM STANDARDS**

- A. Grantee certifies that it has adopted and enforces a Tobacco-Free Workplace Policy that meets or exceeds all of the following minimum standards of:
- i. Prohibiting the use of all forms of tobacco products, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff and chewing tobacco;
  - ii. Designating the property to which this Policy applies as a "designated area," which must at least comprise all buildings and structures where activities funded under this Grant Agreement are taking place, as well as Grantee owned, leased, or controlled sidewalks, parking lots, walkways, and attached parking structures immediately adjacent to this designated area;
  - iii. Applying to all employees and visitors in this designated area; and
  - iv. Providing for or referring its employees to tobacco use cessation services.
- B. If Grantee cannot meet these minimum standards, it must obtain a waiver from the System Agency.

#### **11.5 INSURANCE AND BONDS**

Unless otherwise specified in this Contract, Grantee shall acquire and maintain, for the duration of this Contract, insurance coverage necessary to ensure proper fulfillment of this Contract and potential liabilities thereunder with financially sound and reputable insurers licensed by the Texas Department of Insurance, in the type and amount customarily carried within the industry as determined by the System Agency. Grantee shall provide evidence of insurance as required under this Contract, including a schedule of coverage or underwriter's schedules establishing to the satisfaction of the System Agency the nature and extent of coverage granted by each such policy, upon request by the System Agency. In the event that any policy is determined by the System Agency to be deficient to comply with the terms of this Contract, Grantee shall secure such additional policies or coverage as the System Agency may reasonably request or that are required by law or regulation. If coverage expires during the term of this Contract, Grantee must produce renewal certificates for each type of coverage. In addition, if required by System Agency, Grantee must obtain and have on file a blanket fidelity bond that indemnifies System Agency against the loss or theft of any grant funds, including applicable matching funds. The fidelity bond must cover the entirety of the grant term and any subsequent renewals. The failure of Grantee to comply with these requirements may subject Grantee to remedial or corrective actions detailed in section 10.1, General Indemnity, above.

These and all other insurance requirements under the Grant apply to both Grantee and its Subcontractors, if any. Grantee is responsible for ensuring its Subcontractors' compliance with all requirements.

#### **11.6 LIMITATION ON AUTHORITY**

- A. Grantee shall not have any authority to act for or on behalf of the System Agency or the State of Texas except as expressly provided for in the Grant Agreement; no other authority, power, or use is granted or implied. Grantee may not incur any debt,

obligation, expense, or liability of any kind on behalf of System Agency or the State of Texas.

- B. Grantee may not rely upon implied authority and is not granted authority under the Grant Agreement to:
- i. Make public policy on behalf of the System Agency;
  - ii. Promulgate, amend, or disregard administrative regulations or program policy decisions made by State and federal agencies responsible for administration of a System Agency program; or
  - iii. Unilaterally communicate or negotiate with any federal or state agency or the Texas Legislature on behalf of the System Agency regarding System Agency programs or the Grant Agreement. However, upon System Agency request and with reasonable notice from System Agency to the Grantee, the Grantee shall assist the System Agency in communications and negotiations regarding the Work under the Grant Agreement with state and federal governments.

### **11.7 CHANGE IN LAWS AND COMPLIANCE WITH LAWS**

Grantee shall comply with all laws, regulations, requirements and guidelines applicable to a Grantee providing services and products required by the Grant Agreement to the State of Texas, as these laws, regulations, requirements and guidelines currently exist and as amended throughout the term of the Grant Agreement. Notwithstanding Section 11.1, Amendments, above, System Agency reserves the right, in its sole discretion, to unilaterally amend the Grant Agreement to incorporate any modifications necessary for System Agency's compliance, as an agency of the State of Texas, with all applicable state and federal laws, regulations, requirements and guidelines.

### **11.8 SUBCONTRACTORS**

Grantee may not subcontract any or all of the Work and/or obligations under the Grant Agreement without prior written approval of the System Agency. Subcontracts, if any, entered into by the Grantee shall be in writing and be subject to the requirements of the Grant Agreement. Should Grantee subcontract any of the services required in the Grant Agreement, Grantee expressly understands and acknowledges System Agency is in no manner liable to any subcontractor(s) of Grantee. In no event shall this provision relieve Grantee of the responsibility for ensuring that the services performed under all subcontracts are rendered in compliance with the Grant Agreement.

### **11.9 PERMITTING AND LICENSURE**

At Grantee's sole expense, Grantee shall procure and maintain for the duration of this Grant Agreement any state, county, city, or federal license, authorization, insurance, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by Grantee to provide the goods or services required by this Grant Agreement. Grantee shall be responsible for payment of all taxes, assessments, fees, premiums, permits, and licenses required by law. Grantee shall be responsible for payment of any such government obligations not paid by its Subcontractors during performance of this Grant Agreement.

### **11.10 INDEPENDENT CONTRACTOR**

Grantee and Grantee's employees, representatives, agents, Subcontractors, suppliers, and third-party service providers shall serve as independent contractors in providing the services

under the Grant Agreement. Neither Grantee nor System Agency is an agent of the other and neither may make any commitments on the other party's behalf. The Grantee is not a "governmental body" solely by virtue of this Grant Agreement or receipt of grant funds under this Grant Agreement. Grantee shall have no claim against System Agency for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind. The Grant Agreement shall not create any joint venture, partnership, agency, or employment relationship between Grantee and System Agency.

#### **11.11 GOVERNING LAW AND VENUE**

The Grant Agreement shall be governed by and construed in accordance with the laws of the State of Texas, without regard to the conflicts of law provisions. The venue of any suit arising under the Grant Agreement is fixed in any court of competent jurisdiction of Travis County, Texas, unless the specific venue is otherwise identified in a statute which directly names or otherwise identifies its applicability to the System Agency.

#### **11.12 SEVERABILITY**

If any provision contained in this Grant Agreement is held to be unenforceable by a court of law or equity, such construction will not affect the legality, validity, or enforceability of any other provision or provisions of this Grant Agreement. It is the intent and agreement of the Parties this Grant Agreement shall be deemed amended by modifying such provision to the extent necessary to render it valid, legal and enforceable while preserving its intent or, if such modification is not possible, by substituting another provision that is valid, legal and enforceable and that achieves the same objective. All other provisions of this Grant Agreement will continue in full force and effect.

#### **11.13 SURVIVABILITY**

Expiration or termination of the Grant Agreement for any reason does not release Grantee from any liability or obligation set forth in the Grant Agreement that is expressly stated to survive any such expiration or termination, that by its nature would be intended to be applicable following any such expiration or termination, or that is necessary to fulfill the essential purpose of the Grant Agreement, including without limitation the provisions regarding return of grant funds, audit requirements, records retention, public information, warranty, indemnification, confidentiality, and rights and remedies upon termination.

#### **11.14 FORCE MAJEURE**

Neither Grantee nor System Agency shall be liable to the other for any delay in, or failure of performance, of any requirement included in the Grant Agreement caused by force majeure. The existence of such causes of delay or failure shall extend the period of performance until after the causes of delay or failure have been removed provided the non-performing party exercises all reasonable due diligence to perform. Force majeure is defined as acts of God, war, fires, explosions, hurricanes, floods, failure of transportation, or other causes that are beyond the reasonable control of either party and that by exercise of due foresight such party could not reasonably have been expected to avoid, and which, by the exercise of all reasonable due diligence, such party is unable to overcome.

### **11.15 NO IMPLIED WAIVER OF PROVISIONS**

The failure of the System Agency to object to or to take affirmative action with respect to any conduct of the Grantee which is in violation or breach of the terms of the Grant Agreement shall not be construed as a waiver of the violation or breach, or of any future violation or breach.

### **11.16 FUNDING DISCLAIMERS AND LABELING**

- A. Grantee shall not use System Agency's name or refer to System Agency directly or indirectly in any media appearance, public service announcement, or disclosure relating to this Grant Agreement including any promotional material without first obtaining written consent from System Agency. The foregoing prohibition includes, without limitation, the placement of banners, pop-up ads, or other advertisements promoting Grantee's or a third party's products, services, workshops, trainings, or other commercial offerings on any website portal or internet-based service or software application hosted or managed by Grantee. This does not limit the Grantee's responsibility to comply with obligations related to the Texas Public Information Act or Texas Open Meetings Act.
- B. In general, no publication (including websites, reports, projects, etc.) may convey System Agency's recognition or endorsement of the Grantee's project without prior written approval from System Agency. Publications funded in part or wholly by HHS grant funding must include a statement that "HHS and neither any of its components operate, control, are responsible for, or necessarily endorse, this publication (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)" at HHS's request.

### **11.17 MEDIA RELEASES**

- A. Grantee shall not use System Agency's name, logo, or other likeness in any press release, marketing material or other announcement without System Agency's prior written approval. System Agency does not endorse any vendor, commodity, or service. Grantee is not authorized to make or participate in any media releases or public announcements pertaining to this Grant Agreement or the Services to which they relate without System Agency's prior written consent, and then only in accordance with explicit written instruction from System Agency.
- B. Grantee may publish, at its sole expense, results of Grantee performance under the Grant Agreement with the System Agency's prior review and approval, which the System Agency may exercise at its sole discretion. Any publication (written, visual, or sound) will acknowledge the support received from the System Agency and any Federal agency, as appropriate.

### **11.18 PROHIBITION ON NON-COMPETE RESTRICTIONS**

Grantee shall not require any employees or Subcontractors to agree to any conditions, such as non-compete clauses or other contractual arrangements, that would limit or restrict such persons or entities from employment or contracting with the State of Texas.

### **11.19 SOVEREIGN IMMUNITY**

Nothing in the Grant Agreement will be construed as a waiver of the System Agency's or the State's sovereign immunity. This Grant Agreement shall not constitute or be construed as a waiver of any of the privileges, rights, defenses, remedies, or immunities available to the



System Agency or the State of Texas. The failure to enforce, or any delay in the enforcement, of any privileges, rights, defenses, remedies, or immunities available to the System Agency or the State of Texas under the Grant Agreement or under applicable law shall not constitute a waiver of such privileges, rights, defenses, remedies, or immunities or be considered as a basis for estoppel. System Agency does not waive any privileges, rights, defenses, or immunities available to System Agency by entering into the Grant Agreement or by its conduct prior to or subsequent to entering into the Grant Agreement.

#### **11.20 ENTIRE CONTRACT AND MODIFICATION**

The Grant Agreement constitutes the entire agreement of the Parties and is intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Any additional or conflicting terms in any future document incorporated into the Grant Agreement will be harmonized with this Grant Agreement to the extent possible.

#### **11.21 COUNTERPARTS**

This Grant Agreement may be executed in any number of counterparts, each of which will be an original, and all such counterparts will together constitute but one and the same Grant Agreement.

#### **11.22 PROPER AUTHORITY**

Each Party represents and warrants that the person executing this Grant Agreement on its behalf has full power and authority to enter into this Grant Agreement.

#### **11.23 E-VERIFY PROGRAM**

Grantee certifies that it utilizes and will continue to utilize the U.S. Department of Homeland Security's E-Verify system to determine the eligibility of:

- A. all persons employed to perform duties within Texas during the term of the Grant Agreement; and
- B. all persons, (including subcontractors) assigned by the Grantee to perform work pursuant to the Grant Agreement within the United States of America.

#### **11.24 CIVIL RIGHTS**

- A. Grantee agrees to comply with state and federal anti-discrimination laws, including:
  - i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d et seq.);
  - ii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794);
  - iii. Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et seq.);
  - iv. Age Discrimination Act of 1975 (42 U.S.C. §§6101-6107);
  - v. Title IX of the Education Amendments of 1972 (20 U.S.C. §§1681-1688);
  - vi. Food and Nutrition Act of 2008 (7 U.S.C. §2011 et seq.); and
  - vii. The System Agency's administrative rules, as set forth in the Texas Administrative Code, to the extent applicable to this Grant Agreement.
- B. Grantee agrees to comply with all amendments to the above-referenced laws, and all requirements imposed by the regulations issued pursuant to these laws. These laws provide in part that no persons in the United States may, on the grounds of race, color, national origin, sex, age, disability, political beliefs, or religion, be excluded from

- participation in or denied any aid, care, service or other benefits provided by Federal or State funding, or otherwise be subjected to discrimination.
- C. Grantee agrees to comply with Title VI of the Civil Rights Act of 1964, and its implementing regulations at 45 C.F.R. Part 80 or 7 C.F.R. Part 15, prohibiting a contractor from adopting and implementing policies and procedures that exclude or have the effect of excluding or limiting the participation of clients in its programs, benefits, or activities on the basis of national origin. State and federal civil rights laws require contractors to provide alternative methods for ensuring access to services for applicants and recipients who cannot express themselves fluently in English. Grantee agrees to take reasonable steps to provide services and information, both orally and in writing, in appropriate languages other than English, in order to ensure that persons with limited English proficiency are effectively informed and can have meaningful access to programs, benefits, and activities.
  - D. Grantee agrees to post applicable civil rights posters in areas open to the public informing clients of their civil rights and including contact information for the HHS Civil Rights Office. The posters are available on the HHS website at: <https://hhs.texas.gov/about-hhs/your-rights/civil-rights-office/civil-rights-posters>.
  - E. Grantee agrees to comply with Executive Order 13279, and its implementing regulations at 45 C.F.R. Part 87 or 7 C.F.R. Part 16. These provide in part that any organization that participates in programs funded by direct financial assistance from the United States Department of Agriculture or the United States Department of Health and Human Services shall not discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.
  - F. Upon request, Grantee shall provide HHSC's Civil Rights Office with copies of the Grantee's civil rights policies and procedures.
  - G. Grantee must notify HHSC's Civil Rights Office of any complaints of discrimination received relating to its performance under this Grant Agreement. This notice must be delivered no more than ten (10) calendar days after receipt of a complaint. Notice provided pursuant to this section must be directed to:
    - HHSC Civil Rights Office
    - 701 W. 51st Street, Mail Code W206
    - Austin, Texas 78751
    - Phone Toll Free: (888) 388-6332
    - Phone: (512) 438-4313
    - Fax: (512) 438-5885
    - Email: [HHSCivilRightsOffice@hhsc.state.tx.us](mailto:HHSCivilRightsOffice@hhsc.state.tx.us).

## **11.25 ENTERPRISE INFORMATION MANAGEMENT STANDARDS**

Grantee shall conform to HHS standards for data management as described by the policies of the HHS Office of Data, Analytics, and Performance. These include, but are not limited to, standards for documentation and communication of data models, metadata, and other data definition methods that are required by HHS for ongoing data governance, strategic portfolio analysis, interoperability planning, and valuation of HHS System data assets.

## **11.26 DISCLOSURE OF LITIGATION**

- A. The Grantee must disclose in writing to the contract manager assigned to this Grant Agreement any material civil or criminal litigation or indictment either threatened or



pending involving the Grantee. “Threatened litigation” as used herein shall include governmental investigations and civil investigative demands. “Litigation” as used herein shall include administrative enforcement actions brought by governmental agencies. The Grantee must also disclose any material litigation threatened or pending involving Subcontractors, consultants, and/or lobbyists. For purposes of this section, “material” refers, but is not limited, to any action or pending action that a reasonable person knowledgeable in the applicable industry would consider relevant to the Work under the Grant Agreement or any development such a person would want to be aware of in order to stay fully apprised of the total mix of information relevant to the Work, together with any litigation threatened or pending that may result in a substantial change in the Grantee’s financial condition.

- B. This is a continuing disclosure requirement; any litigation commencing after Grant Agreement Award must be disclosed in a written statement to the assigned contract manager within seven calendar days of its occurrence.

#### **11.27 NO THIRD PARTY BENEFICIARIES**

The Grant Agreement is made solely and specifically among and for the benefit of the Parties named herein and their respective successors and assigns, and no other person shall have any right, interest, or claims hereunder or be entitled to any benefits pursuant to or on account of the Grant Agreement as a third-party beneficiary or otherwise.

#### **11.28 BINDING EFFECT**

The Grant Agreement shall inure to the benefit of, be binding upon, and be enforceable against each Party and their respective permitted successors, assigns, transferees, and delegates.