Dr. Courtney N. Phillips, Executive Commissioner

Request for Applications (RFA)
For
Community Mental Health Grant Program

RFA No. HHS0004771

Date of Release: November 1, 2019
Responses Due: December 4, 2019 by 2:00 p.m.

Class/Item Code:

952/05- Alcohol and Drug Detoxification, Including Rehabilitation
952/06- Alcohol and Drug Prevention
952/15- Case Management
952/17- Child Abuse: Identification, Treatment, and Prevention, Including Sexual Abuse
952/21-Counseling Services
952/43-Family and Social Services, Including Shopping and Buying Services
952/59- Human Services (Not Otherwise Classified)
952/62- Mental Health Services: Vocational, Residential, Etc.
952/67-Parenting Intervention Services
952/74-Referral Services
952/85-Support Services
961/87-Volunteer Services

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ARTICLE 1. EXECUTIVE SUMMARY, DEFINITIONS, AND AUTHORITY

1.1 EXECUTIVE SUMMARY

This procurement is intended to solicit applications to be considered for funding through the Community Mental Health Grant (CMHG) Program.

House Bill (HB) 13, 85th Legislature, Regular Session, 2017, directed HHSC to establish a state-funded grant program to support communities providing and coordinating mental health treatment and services with transition or supportive services for persons experiencing mental illness. Funding for the 2020-2021 biennium was renewed through HB 1, 86th Legislature, Regular Session, 2019 (Article II, Health and Human Services, Rider 68).

The Community Mental Health Grant Program is designed to support comprehensive, data-driven mental health systems that promote both wellness and recovery by funding community-partnership efforts that will provide mental health treatment, prevention, early intervention, and/or recovery services, and assist with persons with transitioning between or remaining in mental health treatment, services, and supports.

To be considered for award, Respondents must execute **Exhibit A, Affirmations and Solicitation Acceptance**, of this Solicitation and provide all other required information and documentation as set forth in this Solicitation.

1.2 DEFINITIONS

Refer to **Exhibit B, HHSC Uniform Terms and Conditions - Grant, v. 2.16.1**, Exhibit C, HHSC Grantee Special Conditions, **Exhibit D, Assurances-Non-Construction Programs, Exhibit D-1, Certification Regarding Lobbying.** Additionally, as used in this Solicitation, unless the context clearly indicates otherwise, the following terms and conditions have the meanings assigned below:

"Addendum" means a written clarification or revision to this Solicitation issued by the System Agency.

"Apparent Awardee" means an organization that has been selected to receive a grant award through response to this RFA but has not yet executed a grant agreement or contract. May also be referred to as "Apparent Grant Recipient" or "Apparent Grantee."

"Applicant" - the entity responding to this Solicitation; the organization with which HHSC contracts, to which HHSC disburses grant funds, and that handles any funds to be distributed to collaborative partner organizations.
May also be referred to as "Lead Applicant" or "Respondent".

"Application" - documents the Applicant completes and provides in response to this RFA including all required forms and exhibits. May also be referred to as "Proposal", "Grant Proposal", "Application Package" or "Response".

"Budget" - the financial plan for carrying out a Proposed Project. The Applicant provides a proposed budget, which includes both state-awarded funds and match, as part of a response to this Solicitation. May also be referred to as "Project Budget".

"Client" - a member of the population to be served through the Proposed Project as the Applicant describes in its response to this RFA. For the purposes of this grant program, a client is a person that receives services and/or treatment through a grant-supported project. **The Applicant may further define Client eligibility in its response to this RFA.**

"Community Collaborative" - an entity including but not limited to federal, state, and local governmental entities, nonprofit community organizations, and faith-based community organizations which bring public and private sectors together to coordinate and provide mental health services and supportive services essential to providing mental health services to Clients. The Community Collaborative may be made up of member organizations that are not directly involved in providing services and supports as part of the Proposed Project. May also be referred to as "Collaborative".

"Cost Reimbursement" - a method of funding wherein a Grantee organization must initially pay for project activities with its own funds. HHSC then issues reimbursement payments to the Grantee on a scheduled basis for reported actual cash disbursements supported by adequate documentation.

"Grant" - a financial award provided to a Successful Applicant as a result of its response to a Solicitation. May also be referred to as "Award" or "Grant Award".

"Grant Program" - A program, such as the Community Mental Health Grant Program, administered internally by an organization that provides grant awards. Grant programs are different from grant projects (see "Project".)

"Indirect Cost" - a business expense not readily identified with a Project activity but necessary for an organization's general operations and activities.

"Key Personnel" - an Applicant's Project Contact, Fiscal Contact, Executive Director, and/or any other key stakeholders who will perform key Project activities.

"Match" - share of costs the Applicant and/or Partners must contribute to accomplish the purposes of the grant program and Proposed Project. Cash match includes funds contributed by the Applicant, contributed by Partner Organizations, or donations from third parties. In-kind match includes the value of personnel, volunteer time, goods,

services, direct costs, and indirect costs. All match, both cash and in-kind, can only come from non-federal and non-State sources.

"Outcome"- Measures showing **benefits to program participants** as a result of services/activities received such as positive changes to knowledge, skills and/or behaviors.

"Output" - Counts or percentages that show **the amount** of services/activities or encounters delivered.

"Partner Organization" - a Collaborative member that helps implement the Proposed Project and is not the Applicant. May also be referred to as "Partner."

"Project" or "Grant-Supported Project". During the application period and before Apparent Awardees are identified, a Project may also be referred to as a "Proposed Project".

"Respondent" - an entity responding to this Solicitation. May also be referred to as "Applicant".

"State" - the State of Texas and its instrumentalities, including HHSC, the System Agency and any other state agency, its officers, employees, or authorized agents.

"Successful Respondent" - an organization receiving a grant award as a result of its response to this RFA. May also be referred to as "Awarded Applicant", "Grant Recipient", or "Successful Applicant".

1.3 AUTHORITY

The System Agency is requesting applications under Chapter 531.0991of the Texas Government Code.

ARTICLE 2. SCOPE OF GRANT AWARD

2.1 PROGRAM BACKGROUND

The 2016-17 General Appropriations Act, H.B. 1, 84th Legislature Regular Session, 2015 (Article IX, Section 10.04) created the Statewide Behavioral Health Coordinating Council (SBHCC) comprised of state agencies receiving state funding for behavioral health services to draft a five-year statewide behavioral health strategic plan and a statewide coordinated expenditure proposal.

The Texas Statewide Behavioral Health Strategic Plan, Fiscal Years 2017-21 ("Strategic Plan"), initially drafted in 2016, identified a vision for Texas: **to ensure that all Texans have access to care at the right time and place**.

As the Strategic Plan notes, behavioral health services in Texas – including both mental health and substance use disorders (SUD) – have evolved and transformed over the past decade. Much of this transformation is due to the large investment and stewardship of the Texas Governor and Legislature to improve the behavioral health service delivery system.

Part of that recent investment included HB 13, 85th Legislature Regular Session, 2017, which created the **Community Mental Health Grant (CMHG) Program,** aimed at providing communities with resources to serve persons with mental illness. Eligible CMHG applicants include local mental health and behavioral health authorities (LMHAs/LBHAs) as well as nonprofit organizations and local governments. To that end, the CMHG program awards grants to both governmental entities and **private** non-profit organizations making up the behavioral health landscape in Texas.

The CMHG program was initially appropriated $30 million for the 2018-19 biennium, and as a result, HHSC awarded grants to 56 organizations – comprised of 25 LMHAs/LBHAs and 31 nonprofits, county governments, and universities – in almost 130 counties across the state.

This procurement continues the CMHG program funding by soliciting new applications from eligible organizations that seek to improve behavioral health outcomes for persons and address critical unmet community needs.

2.2 GRANT AWARD AND TERM

2.2.1 Available Funding

The anticipated total amount of state funding available for the CMHG is **TWENTY MILLION DOLLARS ($20,000,000.00)** per state fiscal year during the grant term. It is HHSC's intention to make multiple awards through this solicitation to support selected grant projects.

2.2.2 Matching Funds

Match, or cost-sharing, reflects a community's commitment to address unmet needs of persons experiencing mental illness.

Each CMHG Program Awardee must dedicate matching funds equal to a certain percentage of the state award, based on the population of the counties proposed to be served through the Proposed Project. Matching funds may include cash or in-kind contributions but must not include funds from state or federal sources.

A. Projects providing or coordinating services in a county with a population of 250,000 or greater must match 100 percent of the amount of state funds awarded;
B. Projects providing or coordinating services in a county with a population of less than 250,000 must match 50 percent of the amount of state funds awarded;
C. Projects providing or coordinating services in multiple counties must match the percentage required based on the county with the largest population in the proposed project service area.

2.2.3 Population Funding Strategy

To the extent possible, HHSC will reserve 50 percent of total awarded funds for proposed projects serving individuals in counties each with a population of less than 250,000.

2.2.4 Grant Term

The anticipated initial award period is **September 1, 2020** through **August 31, 2022**. At the sole discretion of HHSC, and contingent on the continued availability of funds appropriated by the Texas Legislature, grants may be renewed without re-procurement through August 31, 2025. The full grant term for this RFA is September 1, 2020 through August 31, 2025.

If a Grantee is unable to make use of all awarded funding and complete grant activities on or before August 31, 2025, HHSC may, at its sole discretion, extend contracts beyond the grant term to allow for the full expenditure of awarded funding and completion of grant activities. No additional grant funds will be awarded to the Grantee during the grant extension period.

2.3 ELIGIBLE APPLICANTS

To be eligible for an award as a result of this Solicitation, an applicant must be established as a legal entity, have the authority to do business in Texas, and either be a nonprofit organization or a governmental entity (i.e., An "agency" as defined in Texas Government Code Chapter 771, Interagency Cooperation Act, or "local government" as defined in Texas Government Code Chapter 791, Interlocal Cooperation Contracts). In addition, Respondents must meet and comply with the criteria listed below prior to contract execution and continue to meet the eligibility conditions throughout the grant term.

A. Respondent must have a physical business address in Texas located within the service area proposed to be served.
B. Respondent must not be ineligible to apply for funds under this RFA due to being currently debarred, suspended, or otherwise excluded or ineligible for participation in Federal or State assistance programs. As part of the pre-compliance check for responsiveness to this RFA, HHSC will perform a check for debarment/suspension through the System for Award Management (SAM) and the Comptroller of Public Accounts (CPA). In compliance with CPA rules, a name search will be conducted using the websites listed in this section prior to the development of a contract. A Respondent will be considered ineligible to contract with HHSC, regardless of the funding source, if a name match is found on any of the following lists:

1. Texas Comptroller of Public Accounts (CPA) Debarred Vendor List;
2. Texas Comptroller of Public Accounts (CPA) Franchise Tax Check;
3. Iran, Sudan, & Foreign Terrorist Organizational Check and Boycott Israel;
4. The General Services Administration's (GSA), System of Award Management (SAM) for parties excluded from receiving federal contracts, certain subcontracts and from certain types of federal financial and non-financial assistance and benefits;
5. The Office of the Inspector General, (OIG), List of Excluded Individuals/Entities

C. Respondent must have demonstrated financial history to fund activities/cover project costs prior to receiving reimbursement. Respondent may not be eligible for award if audit reports or financial statements submitted with the application identify concerns regarding the future viability of the Respondent, material non-compliance, or material weaknesses that were not satisfactorily addressed, as determined by HHSC.

2.4 PROGRAM REQUIREMENTS

2.4.1 Goals in Alignment with Texas Statewide Behavioral Health Strategic Plan

The Community Mental Health Grant Program is designed to support comprehensive, data-driven mental health systems that promote both wellness and recovery. CMHG Program goals align with those outlined in the 2016 Texas Statewide Behavioral Health Strategic Plan and its 2019 update. Applicants must prioritize Strategic Plan gaps to be addressed through proposed projects. Applicants are encouraged to review the following documents outlining gaps and needs identified by other state-related entities:

A. Texas Statewide Behavioral Health Strategic Plan and its 2019 update
B. Addendum A: A Comprehensive Plan for State-Funded Inpatient Mental Health Services, (see Ongoing Initiatives: Strengthening the Continuum of Care)
C. Report of the Joint Committee on Access to Forensic Services for Fiscal Year 2018
D. Select Committee on Mental Health Interim Report

Applicants are encouraged to coordinate with their LMHAs/LBHAs to review the authority's Texas Consolidated Local Service Plan.

2.4.2 Project Design

A. Applicants must use one or more of the following designs. Communities should strategically and collaboratively identify which design(s) best meets the needs of its citizens:
   1. Use of innovative and/or new services, treatment, delivery systems; and/or
   2. Enhancement, scaling, and/or expansion of existing services.

B. Regardless of project design, all Applicants must:
   1. Identify a critical gap in the public mental health system or a critical need in the broader system, and demonstrate how the critical gap/need are supported by data

and was collaboratively identified by the community and its providers to be addressed through this project; and

2. Include in its Application a description of how the Applicant and community will prevent anticipated negative consequences of HHSC grant funding expiring at the end of the contract.

C. Additionally, Applicants are encouraged to emphasize the following components in the design of their Proposed Projects. Projects should:
   1. Be time-limited in nature and designed to address grant funding expiring;
   2. Use a collaborative approach to maximize existing community resources and avoid duplication of effort;
   3. Enhance systems and local processes to make it easier for persons to transition to, from, and between services;
   4. Address barriers to ensure services are accessible to persons regardless of setting or location;
   5. Increase use and/or strengthen the practice of prevention and early intervention services to reduce the likelihood of a person experiencing adverse events; and
   6. Promote improvement and recovery through coordinated mental health and transitional, integrated, and/or supportive services.

D. To be effective, services and treatment provided as part of a Proposed Project should be:
   1. Trauma-informed;
   2. Implemented with model fidelity to an evidence-based program or based upon best available research;
   3. Planned in partnership with the person and inclusive of peers and family members;
   4. Provided in an environment that is most appropriate and based on a person's preference;
   5. Culturally and linguistically sensitive;
   6. Tailored to a person's unique strengths and needs; and
   7. Holistic in integrating mental health with other services including substance use disorder, intellectual and/or developmental disability, and physical health services.

E. Applicants are encouraged to:
   1. Maximize existing community resources and minimize duplication of effort.
      a. Projects proposing to address unmet needs of special populations that more appropriately align with or could be funded through other HHSC funding opportunities may not receive preference.
      b. HHSC prefers that communities work together to streamline projects serving the same geographic area that seek to address the same gaps and unmet needs.
   2. Demonstrate effective results. While HHSC endorses the creation of innovative projects to improve mental health outcomes for persons, preference may be given to existing projects that have demonstrated success.

2.4.3 Project Services/Activities

The CMHG Program supports a range of clinical mental health and non-clinical supportive services for persons with unmet mental health needs. Proposed Projects should include the following three preferred strategies:

A. Provision of mental health treatment, prevention, early intervention, and/or recovery services such as, but not limited to:
   1. Client education and skills development,
   2. Screening and assessment,
   3. Case management,
   4. Integrated medical services, including medication management,
   5. Mental health rehabilitation,
   6. Psychotherapy,
   7. Nursing support,
   8. Co-occurring treatment, and
   9. Peer services.

B. Activities and/or services that assist with persons transitioning between or remaining engaged in mental health services such as but not limited to:
   1. Care coordination and/or navigation services,
   2. Childcare,
   3. Transportation,
   4. Employment and education services,
   5. Housing.

C. Community partnership and coordination activities to identify unmet local needs, develop strategies, and implement activities.

2.4.4 Optional Strategies

Applicants may also include optional strategies that complement preferred strategies, including but not limited to:

A. Workforce enhancement strategies such as training or educational stipends;
B. Strategies that increase access to services;
C. Needs assessments;
D. Evaluations;
E. Sustainability strategies; and/or
F. Population-based strategies such as awareness campaigns.

2.4.5 Client Eligibility

The CMHG Program seeks to improve mental health outcomes for persons through provision of services and activities and addressing system-related barriers to access. Through strategic planning, communities are encouraged to design programs that best meet the needs of its citizens. As such, Applicants may identify specific client populations

to be served through project activities in the Application based on assessed community need.

Each Grantee must ensure clients served through the Proposed Project are eligible to receive services before the Grantee requests reimbursement or applies match for those services. Each Grantee must maintain documented verification of client eligibility.

2.5 AWARD CONSIDERATION

To be considered for award, Respondents must execute **Exhibit A, Affirmations and Solicitation Acceptance** of this Solicitation and provide all other required information and documentation set forth in this Solicitation.

A. In developing a response to this RFA, all Respondents must complete and submit the following administrative information, as described in Article 6, and applicable exhibits, as described in Article 10:
   1. **Form A, Face Page;**
   2. **Form B, Entity Information and Contract and Litigation History; and**
   3. **Form C, Organizational Financial Information and Internal Controls Questionnaire**
   4. **Exhibit A, Affirmations and Solicitation Acceptance;**
   5. **Exhibit D, Assurances-Non-Construction Programs;**
   6. **Exhibit D-1, Certification Regarding Lobbying; and**
   7. **Exhibit E, Exceptions and Assumptions**

B. Applicants proposing more than one project as part of their Application must complete the following narrative and expenditure proposals, as described in Articles 5 and 7, **for each Proposed Project**:
   1. **Form D, Summary Proposed Project Information** and **D-1, Texas Counties to be Served by Project**;
   2. **Form E, Local Critical Gaps and Unmet Needs;**
   3. **Form F, Project Design;**
   4. **Form G, Cultural Competence;**
   5. **Form H, Project Timeline and Milestones;**
   6. **Form I, Performance Measures;**
   7. **Form J, Sustainability**;
   8. **Form K, Applicant Experience Administering Similar Projects;**
   9. **Form L, Match;**
   10. **Form M, Expenditure & Match Proposal (Form L and Form M are in the same Excel spreadsheet, different tabs); and**
   11. **Form N, HHS Indirect Cost Rate Questionnaire (ICRQ)**

Any exceptions the Applicant seeks to RFA requirements, terms, conditions, or certifications, or attachments, addendums, or revisions to the RFA or General Provisions, must be specifically detailed in writing on **Exhibit E, Exception and Assumptions Form** and submitted by the Applicant to HHSC for consideration. HHSC reserves the right to accept or reject each proposed exception.

HHSC will not consider exceptions submitted separately from a Response or after the Application due date.

2.5.1 Narrative Proposal

By completing all required forms comprising the Narrative Proposal and submitting all required attachments as requested, Applicants will describe the proposed services and activities, processes, and methodologies to be used in implementing the proposed project. Applicants must identify all services and program activities to be performed during the grant funding period. Additional instruction is included in Article 5. Narrative Proposal and in application forms.

2.5.2 Expenditure and Match Proposal

By completing all required forms comprising the Expenditure and Match Proposal and submitting all required attachments as requested, Applicants will:

A. Identify all costs to be requested from HHSC, and those costs to be matched.
B. Demonstrate project costs outlined are reasonable, allocable, and developed in accordance with applicable state and federal grant requirements.
C. Utilize the template provided as **Form M, Expenditure and Match Proposal** and per the instructions outlined in Article 7.
D. Complete **Form N, Indirect Cost Rate Questionnaire (ICRQ)**

2.6 PROJECT PERFORMANCE AND REPORTING REQUIREMENTS

In alignment with the Statewide Behavioral Health Strategic Plan, the CMHG Program encourages use of practices based on evidence and best available research in providing and coordinating mental health and supportive transition services.

Grantees will**:**

A. Track and measure implementation progress and performance using HHSC-approved performance measures and HHSC-approved reporting formats.
B. Agree to implement Project activities at quality levels consistent with industry standard and practice.

HHSC monitors performance of grant contracts awarded resulting from this Solicitation and noncompliance with performance requirements will be addressed per **Exhibit B, HHSC Uniform Terms and Conditions, Grant v.2.16.1**. HHSC will determine details, including frequency, format, and submission method, regarding each of the following reporting requirements:

REPORT	FREQUENCY
A. Statewide Behavioral Health Coordinating Council (SBHCC) Reports	Twice annually
B. Performance Measure Reports	Quarterly
C. Expenditure and Match Reports	Monthly

Submitted with invoice(s) and supporting documentation	

All Applicants receiving Awards resulting from this Solicitation must submit these reports timely and accurately throughout the grant term, regardless of Project progress or expenditure status, to report on Project progress and implementation.

2.6.1 Statewide Behavioral Coordinating Council Reports

Grantees will provide data that will be presented to the SBHCC twice annually regarding:

A. The impact community collaboration activities have made on the success of each Grant Project, and
B. Behavioral health outcomes for communities and population(s) served by the grants.

These reports serve as opportunities for all HHSC behavioral health matching Grantees to reflect and emphasize:

A. Increased collaboration and effort among state and local community entities, and
B. How these grants contribute to a systemic approach to delivering enhanced behavioral health services.

2.6.2 Performance Reports

A. Grantee will submit a Performance Report no later than thirty (30) calendar days after the end of each State Fiscal Quarter, which comprises the reporting period for that report. Performance reports must show progress towards both:

    1. **Outputs:** Counts or percentages that show **the amount** of services/activities or encounters delivered; and,
    2. **Outcomes:** Measures showing **benefits to program participants** as a result of services/activities received such as positive changes to knowledge, skills and/or behaviors.

B. Specific outputs and outcomes will be negotiated during the contract award process. HHSC anticipates negotiating performance measures using a standardized menu of outputs and outcomes, depending on the type of work funded. HHSC additionally anticipates providing an approved list of measurement instruments to use for data collection. Examples of output measures to be negotiated and incorporated into contracts include, but are not limited to:
    1. The number of unduplicated individuals served annually (by state fiscal year).
    2. The number of encounters, treatment/services provided, activities occurring per month.
    3. The percentage of service slots that are filled per month.
    4. The percentage of individuals that receive the intended number of service encounters.
    5. The percentage of individuals that receive the required screenings/assessments.
    6. The percentage of individuals who complete required survey instruments (e.g. satisfaction surveys).

C. Examples of outcome areas include, but are not limited to:
   1. Individuals will show improvements in client functioning after program participation (e.g. an ability to complete activities of daily living and basic functions with symptoms and/or substance use does not disrupt activities or social interactions).
   2. Individuals will show improvements in autonomy after program participation (e.g. requiring less intervention and/or less-restrictive care, an ability to complete instrumental activities of daily living, and/or an ability to earn wages, maintain housing in the community, or access resources when needed).
   3. Individuals will show improved quality of life after program participation (e.g. self-reported satisfaction with life, fulfillment, and positive emotions and mood. The individual has positive social connections, is engaged with the community, and is able to achieve self-directed goals)
   4. Mental health programs will show a decrease in occurrence of adverse events (including but not limited to hospitalization, justice involvement, suicide)
   5. Participants will report satisfaction with services and self-perceived improvement after program participation.

D. Grantee will track outputs/outcomes:
   1. Collect data, including data collected using HHSC-approved measurement instruments, at a minimum of pre and post service on each individual client served;
   2. Document and track the amount of service received per client;
   3. Collect standard demographic information for each client, such gender, race, ethnicity, income, education, age; and,
   4. Collect information on adverse events (including but not limited to hospitalization, justice involvement, suicide) avoided for program participants.

E. Initially, Grantees must develop a process to document and aggregate information for clients served by funded Projects.
   1. This information will be used to report aggregate-level data to HHSC on a quarterly basis, using a system chosen by HHSC, such as CMBHS.
   2. Applicants should identify resources needed for data collection, analysis, and reporting in their submitted Application Package, including, but not limited to the Narrative Proposal and the Expenditure and Match Proposal. Costs for these efforts may be negotiated during the contract award process.

F. During the contract period, HHSC anticipates making adjustments that will require grantees to enter individual-level data for clients served into database or data system HHSC identifies and provides. HHSC will work with Grantees to identify resources needed for this and how to repurpose existing funds for this purpose. HHSC may negotiate with Grantees if additional resources are needed in order to meet the revised data entry requirements. Grantee will demonstrate ability to use a data system chosen by HHSC by adhering to the following requirements:

1. Have Internet access and computers to report data to HHSC. If Grantee purchases computers with HHSC funds, the computers must be inventoried, maintained in working order, and secured.
2. Monitor Grantee-owned Wide Area Networks (WANs), Local Area Networks (LANs), router switches, network hubs or other equipment and Internet Service Provider (ISP) resources. Grantee must maintain responsibility for local end-user procedures and is responsible for data back-up, restore, and contingency planning functions for all local data.
3. May be required to designate a Security Administrator and a back-up Security Administrator to develop and manage local user accounts/user roles in accessing the database or data system.
4. Maintain an electronic data security policy that protects confidential information. Grantee shall notify HHSC immediately if a security violation is detected, or if Grantee has any reason to suspect that the security or integrity of an HHSC database or data system has been or may be compromised.
5. Develop and maintain internal controls, security, and oversight for the approval and electronic transfer of data into a database or data system. Grantee must submit data that is true, accurate, and complete at the time of submission.

G. HHSC will provide support for the database or data system, including problem tracking and problem resolution, which may include the provision of telephone numbers for Grantees to access expert assistance with problem resolution. HHSC, in its sole discretion, may limit or deny Grantee's access to the database or data system at any time. If HHSC limits or denies access to the database or data system, HHSC must approve alternative data submission arrangements.

2.6.3 Expenditure and Match Reports

Grantee will submit a completed Expenditure and Match Report each month throughout the grant term using a system chosen by HHSC, such as CMBHS. This report is generally expected on or before the 15th calendar day after close or a month. HHSC then issues reimbursement payments to the Grantee on a monthly basis for reported actual cash disbursements supported by adequate documentation. Invoice approval and payment is contingent upon receipt of the monthly Expenditure and Match Reports and adequate supporting documentation. Expenditure and Match Reports include:

A. Expenses the Grantee incurred and paid for during the reporting period, to be reimbursed from state funds,
B. Matching funds or resources expended during the reporting period,
C. Adequate supporting documentation and any additional information as requested by HHSC.

2.7 PROHIBITIONS

These prohibitions apply to state-awarded funds **and** match. State and federal funds and resources may **not** be used as match for this grant. Grant funds may not be used to support the following services, activities, and costs:

A. Inherently religious activities such as prayer, worship, religious instruction, or proselytization;
B. Lobbying;
C. Any portion of the salary of, or any other compensation for, an elected or appointed government official;
D. Vehicles or equipment for government agencies that are for general agency use and/or do not have a clear nexus to terrorism prevention, interdiction, and disruption (i.e. mobile data terminals, body cameras, in-car video systems, or radar units, etc. for officers assigned to routine patrol);
E. Weapons, ammunition, tracked armored vehicles, weaponized vehicles or explosives (exceptions may be granted when explosives are used for bomb squad training);
F. Admission fees or tickets to any amusement park, recreational activity or sporting event;
G. Promotional gifts;
H. Food, meals, beverages, or other refreshments, except for client food, eligible per diem associated with grant-related travel, **or where pre-approved** for working events;
I. Membership dues for individuals;
J. Any expense or service readily available at no cost to the grant project;
K. Any use of grant funds to replace (supplant) funds budgeted for the same purpose through other dollars;
L. Fundraising as defined by 2 CFR Part 200;
M. Projects serving the entire state;
N. Any other prohibition imposed by federal, state, or local law; and
O. Acquisition or construction of facilities.

2.8 STANDARDS

Respondents must comply with the requirements applicable to this funding source cited in the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements* for Federal Awards (2 CFR Part 200); the *Uniform Grant Management Standards (UGMS)*, and all statutes, requirements, and guidelines applicable to this funding.

Respondents are required to conduct Project activities in accordance with federal and state laws prohibiting discrimination. Guidance for adhering to non-discrimination requirements can be found on the HHSC Civil Rights Office website at: https://hhs.texas.gov/about-hhs/your-rights/civil-rights-office

Upon request, a Respondent must provide the HHSC Civil Rights Office with copies of all the Respondent's civil rights policies and procedures. Respondents must notify HHSC's Civil Rights Office of any civil rights complaints received relating to performance under the contract no more than 10 calendar days after receipt of the complaint. Notice must be directed to:

HHSC Civil Rights Office
701 W. 51st Street, Mail Code W206
Austin, TX 78751

Phone Toll Free (888) 388-6332
Phone: (512) 438-4313
TTY Toll Free (877) 432-7232
Fax: (512) 438-5885

A Respondent must ensure that its policies do not have the effect of excluding or limiting the participation of persons in the Respondent's programs, benefits or activities on the basis of national origin, and must 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.

Respondents must comply with Executive Order 13279, and its implementing regulations at 45 CFR Part 87 or 7 CFR Part 16, which provide that any organization that participates in programs funded by direct financial assistance from the U.S. Dept. of Agriculture or U.S. Dept. of Health and Human Services must not, in providing services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

2.9 DATA USE AGREEMENT

By entering into a Grant Agreement with HHSC as a result of this Solicitation, Respondent agrees to be bound by the terms of the Data Use Agreement attached as **Exhibit F, Data Use Agreement** and **Exhibit F Attachment 2, HHSC DUA SPI**.

If the Respondent has a previously-approved DUA with HHSC, that DUA may be substituted for the **Exhibit F, Data Use Agreement** at the request of the Applicant. The Applicant **must** issue this request using **Exhibit E, Exceptions and Assumptions Form.**

2.10 NO GUARANTEE OF VOLUME, USAGE OR COMPENSATION

HHSC makes no guarantee of volume, usage, or total compensation to be paid to any Respondent under any awarded Grant, if any, resulting from this Solicitation. Any awarded Grant is subject to appropriations and the continuing availability of funds.

HHSC reserves the right to cancel, make partial award, or decline to award a Grant under this Solicitation at any time at its sole discretion.

There should be no expectation of additional or continued funding on the part of the Grant Recipient. Any additional funding or future funding may require submission of an application through a subsequent RFA.

ARTICLE 3. ADMINSTRATIVE INFORMATION

3.1 EVENT SCHEDULE

EVENT	DATE/TIME
Solicitation Release Date	November 1, 2019
Pre-Submittal Webinar (Optional)	November 8, 2019
Deadline for Submitting Questions	November 15, 2019 at 5:00 p.m.
Estimated Deadline for Posting Questions &Answers	November 20, 2019
Deadline for submission of Solicitation Responses [NOTE: Responses must be RECEIVED by HHSC by the deadline.]	December 4, 2019 at 2:00 p.m.
Anticipated Notice of Award	February 2020
Anticipated Contract Start Date	September 1, 2020

Note: These dates are a tentative schedule of events. HHSC reserves the right to modify these dates at any time upon notice posted to the HHSC Grants and Texas.gov eGrants websites. Any dates listed after the Solicitation Response deadline will occur at the discretion of HHSC and may occur earlier or later than scheduled without notification on the HHSC Grants website.

3.2 SOLICITATION CHANGES, AMENDMENTS OR MODIFICATIONS

HHSC reserves the right to change, amend or modify any provision of this Solicitation, or to withdraw this Solicitation, at any time prior to award, if it is in the best interest of HHSC and will post such on the HHSC Grants and Texas.gov eGrants websites. It is the responsibility of the Respondent to periodically check the HHSC Grants website to ensure full compliance with the requirements of this Solicitation.

3.3 IRREGULARITIES

Any irregularities or lack of clarity in this Solicitation should be brought to the attention of the Point of Contact listed in **Section 3.4.1** as soon as possible so corrective addenda may be furnished to prospective Respondents.

3.4 INQUIRIES

3.4.1 Point of Contact

All requests, questions or other communication about this Solicitation shall be made in writing to the HHSC's Point of Contact addressed to the person listed below. All communications between Respondents and other HHSC staff members concerning the

Solicitation are strictly prohibited, unless noted elsewhere in this RFA. **Failure to comply with these requirements may result in disqualification of Respondent's Solicitation Response.**

Name:	Carolyn R. DeBoer, CTCD, CTCM
Title:	Purchaser
Address:	1100 West 49th Street, Austin, TX 78756
Phone:	512-406-2447
Email:	Carolyn.Deboer@hhsc.state.tx.us

3.4.2 Prohibited Communications

All communications between Respondents and other HHSC staff members concerning the Solicitation may not be relied upon and Respondent should send all questions or other communications to the Point-of Contact. This restriction does not preclude discussions between affected parties for the purposes of conducting business unrelated to this Solicitation. **Failure to comply with these requirements may result in disqualification of Respondent's Solicitation Response.**

3.4.3 Questions

HHSC will allow written questions and requests for clarification of this Solicitation. Questions must be submitted to the Point of Contact listed in **Section 3.4.1** above by (1) e-mail; or (2) via Portable Document Format (PDF) uploaded to a USB drive and sent by U.S. First class mail. Respondents' names will be removed from questions in any responses released. Questions shall be submitted in the following format. Submissions that deviate from this format may not be accepted:

A. Identifying Solicitation number
B. Section Number
C. Paragraph Number
D. Page Number
E. Text of passage being questioned
F. Question

Note: Questions or other written requests for clarification must be received by the Point of Contact by the deadline set forth in Section 3.1 above. Please provide entity name, address, phone number; fax number, e-mail address, and name of contact person when submitting questions. Illegible questions or questions submitted in formats that are inaccessible to HHSC will not be addressed. HHSC will not be held responsible for any issues a Respondent encounters as a result of the submission of illegible or inaccessible questions.

3.4.4 Clarification Request Made by Respondent

Respondents must notify the Point of Contact of any ambiguity, conflict, discrepancy, exclusionary specifications, omission or other error in the Solicitation in the manner and by the deadline for submitting questions

3.4.5 Responses

Responses to questions or other written requests for clarification will be posted on the HHSC Grants website. HHSC reserves the right to amend answers prior to the deadline of Solicitation Responses. Amended answers will be posted on the HHSC Grants website. It is the Respondent's responsibility to check the HHSC Grants website. HHSC also reserves the right to provide a single consolidated response of all similar questions in any manner at HHSC's sole discretion.

3.4.6 Pre-Submittal Webinar Conference

HHSC will conduct an **optional** Pre-Submittal Webinar in the month of November. Respondents will need to register for the webinar using the following link.
https://attendee.gotowebinar.com/register/5981311771653823243

After registering, you should receive a confirmation email containing information about joining the webinar.

3.5 SOLICITATION RESPONSE COMPOSITION

3.5.1 General Instructions

All Applications must be:

A. Clearly legible;
B. Sequentially page-numbered and include the Respondent's name at the top of each page;
C. Organized in the sequence outlined in **Article 9 - Submission Checklist;**
D. Blank forms provided in the Attachments must be used (electronic reproduction of the forms is acceptable; however, all forms must be identical to the original form(s) provided); do not change the font used on forms provided;
E. Correctly identified with the RFA number and submittal deadline;
F. Responsive to all RFA requirements; and
G. Signed by an authorized official in each place a signature is needed (electronic or digital signature will be necessary to submit via USB drive).
H. Page is defined as front only print. A paper with print on front and back is considered two pages.

3.5.2 Submission in Separate Parts

Electronic submissions must be separated by parts using file names that relate to each part and submitted on a USB drive.

The entire Solicitation Response – all electronic copies – must then be submitted in one package to HHSC at the address listed in **Section 3.6.3**. The number of copies and directions for submitting an "Original" and "Copies" are outlined in Article 9, Submission Checklist:

A. Respondent Information, including all forms;
B. Narrative Proposal, including all forms;
C. Expenditure and Match Proposal; and
D. Applicable Exhibits, Forms and Addendums.

3.6 SOLICITATION RESPONSE SUBMISSION AND DELIVERY

3.6.1 Deadline

Solicitation Responses must be received at the address in **Section 3.6.3** time-stamped by the HHSC no later than the date and time specified in **Section 3.1**.

3.6.2 Labeling

Solicitation Responses shall be placed in a sealed box and clearly labeled as follows:

SOLICITATION NO.:	HHS0004771
SOLICITATION NAME:	Community Mental Health Grant Program
RESPONSE DEADLINE:	December 4, 2019@ 2:00 p.m.
PURCHASER'S NAME:	Carolyn R. DeBoer
RESPONDENTS'S NAME:	_____

HHSC will not be held responsible for any Solicitation Response that is mishandled prior to receipt by HHSC. It is Respondent's responsibility to mark appropriately and deliver the Solicitation Response to HHSC by the specified date and time in **Section 3.1, Schedule of Events**.

3.6.3 Delivery

Respondent must deliver Solicitation Responses by one of the methods below. Solicitation Responses submitted by any other method (e.g. facsimile, telephone, email) will **NOT** be considered.

U.S. Postal Service/Overnight/Express Mail/Hand Delivery

Health and Human Services Commission Procurement and Contracting Services Building ATTN: Response Coordinator 1100 W 49th. MC 2020 Austin, Texas 78756

Note: All Solicitation Responses become the property of HHSC after submission and will not be returned to Respondent.

3.6.4 Alterations, Modifications, and Withdrawals

Prior to the Solicitation submission deadline, a Respondent may:

A. Withdraw its Solicitation Response by submitting a written request to the Point of Contact identified in **Section 3.4.1**; or
B. Modify its Solicitation Response by submitting a written amendment to the Point of Contact identified in **Section 3.4.1**. HHSC may request Solicitation Response Modifications at any time.

ARTICLE 4. SOLICITATION RESPONSE EVALUATION AND AWARD PROCESS

4.1 SELECTION PROCESS

A twostep selection process will be used:

A. Eligibility screening; and
B. Evaluation based upon specific selection criteria.

4.2 ELIGIBILITY AND RISK SCREENING

4.2.1 Eligibility Screening

Applications are reviewed for eligibility. Applications that do not meet all eligibility criteria may not be evaluated or considered for award. All complete applications meeting these minimum qualifications move to the Evaluation stage:

A. Application is received by published deadline.
B. Application is complete and includes all required exhibits, forms and addendums
C. Application is fully signed by Authorized Representative.
D. Applicant must:
    1. Be established as a legal entity,
    2. Have the authority to do business in Texas,
    3. Be either a nonprofit organization or a governmental entity (i.e. an agency as defined in Texas Government Code Chapter 771, Interagency Cooperation Act, or “local government” as defined in Texas Government Code Chapter 791, Interlocal Cooperation Contracts), and

4. Have a physical business address in Texas located within the proposed service area as identified in the response to this RFA.

E. Applicant does not have an exclusion record in the System for Award Management.

4.3 EVALUATION

4.3.1 Specific Criteria

Applications will be evaluated and scored in accordance with the factors required by authorizing legislation and by this procurement package using **Exhibit G, Evaluation Score Tool**.

A. Project Effectiveness
   1. **Local Critical Gaps and Unmet Need (25%):** Data is used to prioritize community-level issues to identify critical gaps and unmet needs;
   2. **Project Design (50%):** Proposed model of coordinated services is likely to address the critical gaps and unmet needs identified;
   3. **Applicant Ability to Execute (15%)**: Has a reasonable project management plan and demonstrated ability to provide administrative oversight of complex, high-cost contracts to ensure Project is executed successfully.

B. Project Costs
   1. **Project Costs, Expenditure and Match Proposal (10%)**

4.4 FINAL SELECTION

4.4.1 Selection Committee

After eligibility and risk screening, and evaluation/scoring using criteria listed in **Section 4.3**, a Selection Committee reviews information to determine which Proposed Projects should be awarded funds to most effectively accomplish State priorities.

The Selection Committee considers the following in recommending grant awards to the HHSC Executive Commissioner or her designee:

A. Evaluation Scores of Applications;
B. Geographic distribution of funding and services across the State as represented by recommended applications to meet legislative requirements; and
C. Distribution of funds to minimize duplication of effort and maximize existing resources in service areas.

4.5 NEGOTIATION AND AWARD

4.5.1 Award

HHSC will notify each Successful Applicant of its selection to receive an award. The dollar amount awarded to each Apparent Awardee depends on the:

A. Available funding,
B. Response merit and scope,

C. Selection Committee recommendations, and
D. Executive Commissioner or designee decision.

Each contract resulting from this RFA will be funded:

A. On a **cost-reimbursement** basis, and
B. Only to the extent the Grantee commits, uses, and reports state funds and required matched funds within each expenditure and match reporting period.

Under the cost-reimbursement method, the Grantee must initially pay for Proposed Project activities using its own funds. HHSC then issues reimbursement payments to the Grantee on a monthly basis for reported actual cash disbursements supported by adequate documentation. Upon execution of a contract resulting from this RFA, HHSC may disburse an initial payment of a percentage of the state award to the Grantee in accordance with Texas Uniform Grant Management Standards.

Not all Applicants deemed eligible to receive funds are assured of receiving Awards. HHSC will post to the HHS Grants Website and may publicly announce Applicants whose Applications are selected for award. Neither activity constitutes HHSC agreement with all terms of any Response and does not bind HHSC to enter into a contract with any Applicant whose award is posted.

4.5.2 Negotiations

Before executing contracts, HHSC may enter into negotiations with each Successful Applicant to determine:

A. The award period,
B. The final award amount, and
C. The grant contract terms.

Reimbursement is made only for allowable and reported expenses the Grantee incurs within the grant term.

The negotiation phase involves direct contact between the Apparent Awardee and HHSC representatives via phone and/or email. During negotiations, Apparent Awardees may expect:

A. In-depth discussions of the Response and Proposed Project, and
B. Requests for clarification or additional detail regarding the Response and Proposed Project.

Final funding amounts and contract provisions are determined at the sole discretion of HHSC staff.

4.6 QUESTIONS OR REQUEST FOR CLARIFICATIONS

HHSC reserves the right to ask questions or request clarification from any Respondent at any time during the Application process.

ARTICLE 5. NARRATIVE PROPOSAL

5.1 NARRATIVE PROPOSAL

5.1.1 Proposed Project Information and Executive

Using **Form D, Summary Proposed Project Information** and **D-1, Texas Counties to be Served by Project**, provide a high-level overview of the Proposed Project and Respondent's approach to meeting RFA requirements.

5.1.2 Project Work Plan

Using Form **E, Local Critical Gaps and Unmet Needs, Form F, Project Design, Form G, Cultural Competence, Form H, Project Timeline and Milestones, Form I, Performance Measures, Form J, Sustainability** and **Form K, Applicant Experience Administering Similar Projects)** attached to this RFA, Respondents will describe proposed services, processes, and methodologies for meeting all components described in **Article 2**, including the Respondent's approach to meeting the timeline and associated milestones.

Respondent must identify all tasks to be performed, including all project activities, to take place during the grant funding period. Respondent will also include all documents requested as part of completing Forms to demonstrate fulfilling **Article 2** requirements.

ARTICLE 6. REQUIRED RESPONDENT INFORMATION

6.1 ADMINISTRATIVE ENTITY INFORMATION

Applicant must provide:

A. Satisfactory evidence of its ability to manage and coordinate the Proposed Project and types of activities described in this Solicitation.
B. The following information using **Form A, Face Page, Form B, Entity Information and Contract and Litigation History,** and **Form C, Organizational Financial Information and Internal Controls Questionnaire** attached to this RFA.

6.2 LITIGATION AND CONTRACT HISTORY

Applicant must:

A. Include complete disclosures of any alleged or significant contractual failures using **Form B, Entity Information and Contract and Litigation History**.
B. Disclose any civil or criminal litigation or investigation pending over the last five (5) years involving Applicant or in which Applicant has been judged guilty or liable.
C. Failure to comply with terms of this provision may disqualify Applicant.
   HHSC may reject a Response based upon Applicant's prior history with the State of Texas or with any other party that demonstrates, without limitation:
   1. Unsatisfactory performance,
   2. Adversarial or contentious demeanor, or
   3. Significant failure(s) to meet contractual obligations.

6.3 CONFLICTS

The Applicant must, using **Form B, Entity Information and Contract and Litigation History**:

A. Certify it has no personal or business interests that may present conflict(s) of interest with respect to the RFA and any resulting grant contract or agreement.
B. Disclose all potential conflicts of interest.
C. Describe measures it will take to ensure there will be no actual conflict of interest and that its fairness, independence and objectivity will be maintained.
D. Include any activities of affiliated or parent organizations and individuals who may be assigned to the Contract.

HHSC will determine to what extent, if any, a potential conflict of interest can be mitigated and managed during the contract term. Failure to identify actual and potential conflicts of interest may result in disqualification of an Application Package or contract termination.

Additionally, pursuant to Section 2252.908 of the Texas Government Code, a successful Respondent awarded a contract greater than $1 million dollars or awarded a Contract that would require the successful Respondent to register as a lobbyist under Texas Government Code Chapter 305 must submit a Disclosure of Interested Parties to the state agency at the time the business entity submits the signed contract. Rules and filing instructions may be found on the Texas Ethics Commissions' public website and additional instructions will be given by HHSC to successful Respondents.

6.4 GRANT APPLICATIONS DISCLOSURE

To maximize state resources and reduce duplication of effort, HHSC, at its discretion, may require the Applicant to disclose information regarding application for, or award of, state, federal, and/or local grant funding by the Applicant, Partner, or Community

Collaborative Organization within the past two (2) years to provide mental health services and supports to Texans.

6.5 AFFIRMATIONS AND CERTIFICATIONS

Respondent must complete and return all following listed forms and exhibits. All Exhibits are listed **Article 9, Submission Checklist**.

A. **Exhibit A, Affirmations and Solicitation Acceptance**
B. **Exhibit D, Assurances Non-Construction**
C. **Exhibit D-1 Certification Regarding Lobbying**
D. **Exhibit E, Exceptions and Assumptions Form**
E. **Exhibit F, Data Use Agreement**
F. **Exhibit F Attachment 2, HHSC DUA SPI**
G. **Exhibit H, Signature Page**

ARTICLE 7. EXPEDITURE PROPOSAL

7.1 EXPENDITURE AND MATCH PROPOSAL

7.1.1 Proposed Project Budget

Form L, Match and **Form M, Expenditure & Match Proposal** include templates for submitting Proposed Project budget expenditure and match information. **Form N, Indirect Cost Rate Questionnaire (ICRQ)** is required for current and potential HHS Contractors that received grant funding.

All Proposed Project funds and resources (expenditure and match) must support and align with:

A. The Scope of Work described in **Article 2** and
B. The Respondent's Narrative Proposal

7.1.2 Match

A. Using **Form L, Match** and **Form M, Expenditure & Match Proposal**, the Applicant notes each organization providing the match and if each match is committed, anticipated, or to be raised per UGMS requirements noted.
State or federal funds must not be used as match. This includes contracts, grants, goods, services and any other funding allocated by, awarded to, or passed-through from state or federal governmental entities.
Applicants are not required to have 100 percent of matching funds committed at the time of application submissions. However:

1. The Grantee must ultimately match state awarded funds on at least a dollar for dollar basis.
2. No state funds are released before the Grantee demonstrates an equivalent amount of committed, expended match to HHSC.
3. The Grantee must report matching funds monthly as they are used.
4. All match must be used within the contract period.
5. Applications demonstrating higher levels of committed match may receive preference over Applications with lesser amounts of committed match.

B. Matching funds may be:
   1. Cash provided through unrestricted funding provided specifically for the Proposed Project by the Applicant, Partners, and/or local philanthropic, private, city, or county funds,
   2. In-kind contributions of goods, services and/or resources committed specifically for the Proposed Project by the Applicant and/or Partners,
   3. Volunteer time to accomplish activities specifically for the Proposed Project.

C. For grant program purposes, matching funds may be characterized as:
   1. "Committed" - funds or resources have been received or documentation is provided by the donor committing resources for the purpose of meeting this grant's match requirement.
   2. "Anticipated" - funds or resources have been identified but are not yet received or there is no documentation to support the identified match.
   3. "To be Raised" - matching funds or resources have not yet been identified and/or a commitment for funds or resources has not yet been secured.

D. The Applicant must identify committed <u>and</u> anticipated matching funds.
   1. Matching funds must support Project activities.
   2. Matching funds to be used outside of the Project period may not be counted.

E. To document matching funds as committed, the Applicant must provide documentation listed and determination of the value of donated materials, professional services, and volunteer time calculated in accordance with UGMS Section .24, Subpart C.

F. For cash contributions:
   1. A letter from the donor on the donor's letterhead to the Applicant demonstrating donor intent to meet the Applicant's match,
   2. A written resolution or consent from the Applicant's governing board or senior official that a donation obtained by the Applicant will meet the Applicant's match, or
   3. A donor's notation on a check reflecting the purpose of the donation, <u>and</u>
   4. Copies of cancelled donor checks or bank statement showing the transfer of funds by wire or receipt of credit card payments.

G. For donated or discounted materials or services: a commitment of resources and their retail value described on the donor's letterhead.

H. For in-kind resources including donated professional services: a letter from the donor organization on the donor's letterhead committing specific resources and stating the retail value of the specific resources.

I. For volunteer labor: a signed letter of commitment from the Applicant's governing board or senior official outlining:

1. The number of volunteers,
2. The number of volunteer hours,
3. Volunteer activity description, and
4. The rate at which volunteer labor will be valued.

J. Volunteer labor to be provided to an Applicant by individuals will be valued at rates consistent with those ordinarily paid for similar work in the Applicant's organization. If the Applicant does not have employees performing similar work, the rates will be consistent with those ordinarily paid by other employers for similar work in the same labor market.

K. Grantees must report all cash and in-kind match used on a monthly basis throughout the contract period.

7.1.3 Expenditure and Match Proposal

This section should include any and all business, economic, legal, programmatic, or practical assumptions that underlie the Expenditure Proposal. HHSC reserves the right to accept or reject any assumptions. All assumptions not expressly identified and incorporated into the contract resulting from this RFA are deemed rejected by HHSC.

Respondents must demonstrate that Project costs outlined in the Expenditure Proposal are reasonable, allowable, allocable, and developed in accordance with applicable state and federal grant requirements.

Respondent must utilize the HHSC template provided as **Form M, Expenditure & Match Proposal** and identify all costs to be requested from HHSC and costs to be matched. Costs must align with project activities as described throughout the Response. Costs must be broken out to a degree that is sufficient to determine if costs are reasonable, allowable, and necessary for the successful performance of the Project.

Costs will be reviewed by HHSC, for compliance with UGMS and federal grant guidance found in 2 CFR Part 200, as modified by UGMS, with effect given to whichever provision imposes the more stringent requirement in the event of a conflict.

Costs included in the Expenditure Proposal must be entered into budget tables and supported by narrative descriptions describing the need for the requested cost and a calculation demonstrating how the cost was arrived at.

Matching funds must also be identified in the Expenditure Proposal. Applicant must detail funds and resources to match state-requested grant dollars and identify each as committed, anticipated, or to be raised. State or federal funds may not be used as match.

The value of donated materials, professional services, and volunteer time is to be calculated in accordance with Section .24, Subpart C, of UGMS.

ARTICLE 8. GENERAL TERMS AND CONDITIONS

8.1 GENERAL CONDITIONS

8.1.1 Costs Incurred

Respondents understand that issuance of this Solicitation in no way constitutes a commitment by any HHSC to award a contract or to pay any costs incurred by a Respondent in the preparation of a response to this Solicitation. HHSC is not liable for any costs incurred by a Respondent prior to issuance of or entering into a formal agreement, contract, or purchase order. Costs of developing Solicitation Responses, preparing for or participating in oral presentations and site visits, or any other similar expenses incurred by a Respondent are entirely the responsibility of the Respondent, and will not be reimbursed in any manner by the State of Texas.

8.1.2 Contract Responsibility

HHSC will look solely to Respondent for the performance of all contractual obligations that may result from an award based on this Solicitation. Respondent shall not be relieved of its obligations for any nonperformance by its contractors.

8.1.3 Public Information Act

Solicitation Responses are subject to the Texas Public Information Act (PIA), Texas Government Code Chapter 552, and may be disclosed to the public upon request. Subject to the PIA, certain information may be protected from public release. Respondents who wish to protect portions of the Solicitation Response from public disclosure should familiarize themselves with this law. Information pertaining to the Solicitation will be withheld or released only in accordance with the PIA. Amendments to the PIA passed during the 86th Legislative Session, specifically make "contracting information" public information that must be disclosed in response to a public information request unless otherwise excepted by the Act. S.B. 943, Acts 2019, 86th Leg., R.S. (to be codified as Tex. Gov't Code §§ 552.003(7), 552.0222). Legislative bills are available on the Texas Legislature Online website: https://capitol.texas.gov/Home.aspx.

In addition, pursuant to Texas Government Code Section 2261.253(a), HHSC is required to post executed contracts and the associated solicitation documents on the agency website. Contract documents posted to the web may include the Solicitation Response of any Respondent receiving a Contract.

HHSC does not have authority to agree that any information submitted will not be subject to disclosure. Disclosure is governed by the PIA. Respondents are advised to consult with their legal counsel concerning disclosure issues resulting from this process and to take precautions to safeguard trade secrets and proprietary or otherwise confidential information. If it is necessary for Respondent to include proprietary or confidential information (which may include, but is not limited to, trade secrets or privileged information), Respondent must clearly mark in bold red letters the term "CONFIDENTIAL" using at least 14point font, on that specific part or page of the submittal which Respondent believes to be confidential. All submittals and parts of

submittals that are not marked confidential will be automatically considered to be public information. Should trade secrets or proprietary or otherwise confidential information be included in the submitted electronic copy, the content should be marked in the same manner as the original as stated above. In addition, Respondent should mark the medium with the word "CONFIDENTIAL." If HHSC receives a public information request seeking information marked by Respondent as confidential, Respondent will receive notice of the request as required by the Texas Public Information Act.

If HHSC receives a public information request for submittals and parts of submittals that are not marked confidential, the information will be disclosed to the public as required by the Texas Public Information Act. Merely making a blanket claim that the entire Solicitation Response is protected from disclosure because it contains any amount of proprietary or confidential information is not acceptable and may make the entire Solicitation Response subject to release under the PIA.

8.1.4 News Releases

Prior to final award a Respondent may not issue a press release or provide any information for public consumption regarding its participation in the procurement. Requests should be directed to the HHSC Point of Contact identified in **Article 3**.

8.1.5 Additional Information

By submitting an application, the Respondent grants HHSC the right to obtain information from any lawful source regarding the Respondent's and its directors', officers', and employees': (1) past business history, practices, and conduct; (2) ability to supply the goods and services; and (3) ability to comply with contract requirements. By submitting an application, a Respondent generally releases from liability and waives all claims against any party providing HHSC information about the Respondent. HHSC may take such information into consideration in evaluating applications.

ARTICLE 9. SUBMISSION CHECKLIST

The checklist identifies documents that must be submitted for an Application responding to this RFA to be considered responsive. **An Application received without these may be deemed nonresponsive and may not be considered for award.**

Original Solicitation Response Package

The Solicitation Response Package must include the "Original" Response **submitted in electronic-copy on a USB drive** in Portable Document Format (PDF) and, where applicable, Microsoft Excel Workbook format (.xlsx) and must consist of the four parts below. Each of the four parts must be loaded onto the USB drive in separate, clearly named folders. In each Folder, each Form must be clearly labeled "Original" with the Form Name in the filename. All forms

requiring a signature must have an electronic or digital signature in the "Original" electronic copy response.

A. Submission Checklist _____

B. Administrative Information (Forms A, B, and C)
Form A: Face Page _____
Form B: Entity Information and Contract Litigation History _____
Form C: Organizational Financial Information and Internal Controls Questionnaire

C. Narrative Proposal (Forms D through K)
Form D: Summary Proposed Project Information _____
Form D-1: Texas Counties to Be Served by Project _____
Form E: Local Critical Gaps and Unmet Needs _____
Form F: Project Design _____
Form G: Cultural Competence _____
Form H: Project Timeline and Milestones _____
Form I: Performance Measures _____
Form J: Sustainability _____
Form K: Applicant Experience Administering Similar Projects _____

D. Expenditure and Match Proposal (Forms L, M and N)
Form L: Match Form _____
Form M: Expenditure and Match Proposal _____
Form N: HHS Indirect Cost Rate Questionnaire for Request for Application _____

E. Applicable Exhibits and any Signed Addendums
Exhibit A - Affirmations and Solicitation Acceptance _____
Exhibit D-Assurances Non-Construction _____
Exhibit D-1 Certification Regarding Lobbying _____
Exhibit E - Exceptions and Assumptions Form _____
Exhibit F- Data Usage Agreement _____
Exhibit F Att 2- Security and Privacy Initial Inquiry Information _____
Exhibit H- Signature Page _____
Signed Addendums _____

Copies of Solicitation Response Package

Respondent will provide the following number of **electronic** copies (all clearly labeled as "copy") in addition to the electronic-copy "Original" Solicitation Response. Electronic copies must be submitted on a USB Drive and separated by folders.

- **1** Electronic copy of **Administrative Information**
- **1** Electronic copy of **Narrative Proposal**
- **1** Electronic copy of **Expenditure Proposal**
- **1** Electronic copy of **Applicable Exhibits**

ARTICLE 10. EXHIBITS AND FORMS

EXHIBIT A: AFFIRMATIONS AND SOLICITATION ACCEPTANCE	**SECTIONS 1.1, 2.5, 6.5**
EXHIBIT B: HHSC UNIFORM TERMS AND CONDITIONS Grant v.2.16.1	**SECTION 1.2**
EXHIBIT C: HHSC GRANTEE SPECIAL CONDITIONS	**SECTION 1.2**
EXHIBIT D: ASSURANCES NON-CONSTRUCTION PROGRAMS	**SECTIONS 1.2, 2.5, 6.5**
EXHIBIT D-1: CERTIFICATION REGARDING LOBBYING	**SECTIONS 1.2, 2.5, 6.5**
EXHIBIT E: EXCEPTIONS AND ASSUMPTIONS	**SECTIONS 2.5, 2.9, 6.5**
EXHIBIT F: DATA USE AGREEMENT (DUA) **EXHIBIT F: ATTACHMENT 2: HHSC DUA SECURITY AND PRIVACY INITIAL INQUIRY (SPI)**	**SECTIONS 2.9, 6.5**
EXHIBIT G: EVALUATION TOOL	
EXHIBIT H: SIGNATURE PAGE	**SECTIONS 6.5**
EXHIBIT I: INSTRUCTIONS EXCEL FORMS	
FORM A: FACE PAGE	**SECTIONS 2.5, 6.1**
FORM B: ENTITY INFORMATION AND CONTRACT AND LITIGATION HISTORY	**SECTIONS 2.5, 6.1, 6.2, 6.3**
FORM C: ORGANIZATIONAL FINANCIAL INFORMATION AND INTERNAL CONTROLS QUESTIONNAIRE	**SECTION 2.5, 6.1**
FORM D: SUMMARY PROPOSED PROJECT INFORMATION **FORM D-1: TEXAS COUNTIES TO BE SERVED BY PROJECT**	**SECTIONS 2.5, 5.1.1**
FORM E: LOCAL CRITICAL GAPS AND UNMET NEEDS	**SECTIONS 2.5, 5.1.2**
FORM F: PROJECT DESIGN	**SECTIONS 2.5, 5.1.2**
FORM G: CULTURAL COMPETENCE	**SECTIONS 2.5, 5.1.2**
FORM H: PROJECT TIMELINE AND MILESTONES	**SECTIONS 2.5, 5.1.2**
FORM I: PERFORMANCE MEASURES	**SECTIONS 2.5, 5.1.2**
FORM J: SUSTAINABILITY	**SECTIONS 2.5, 5.1.2**
FORM K: APPLICANT EXPERIENCE ADMINISTERING SIMILAR PROJECTS	**SECTIONS 2.5, 5.1.2**
FORM L: MATCH	**SECTIONS 2.5, 7.1, 7.1.2**
FORM M: EXPENDITURE & MATCH PROPOSAL	**SECTIONS 2.5, 2.5.2, 7.1, 7.1.2, 7.1.3**
FORM N: HHS INDIRECT COST RATE QUESTIONNAIRE (ICRQ)	**SECTIONS 2.5, 2.5.2, 7.1**