TEXAS Health and Human Services

Solicitation Title: Texas Veterans+Family Alliance Grant Program
Solicitation Number: HHS0007424

Vendor Questions and Answers

Question #	RFA Section #	Paragraph #	Page #	Text of Passage being questioned	Question	Response
1	3.5.2	2	24	"Electronic submissions must be separated by parts using file names that relate to each part." And, from page 25: "The number of copies and directions for submitting an "original" and "copies" are outlined in article IX.	Question To clarify, we need to submit 2 flash drives (1 an original and the other a copy), but no paper copies. Is that correct?	Per Article IX. Submission Checklist, Files to be provided are: _2_ Two USBs – One Labeled "Copy" and One Labeled "Original" with all the files below. _1_ One file named "Public Information Copy" that contains the Applicant's entire Grant Application in searchable PDF, if applicable. Per Section 8.1.3, a public information copy only needs to be submitted if the Respondent asserts that information provided in its Solicitation Response is exempt from disclosure under the Public Information Act (PIA). Hardcopies are not to be submitted.

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2	3.5.2	3	25	"All forms should be saved as individual documents, do not merge any documents/forms."	The text above says to not merge documents/forms, but some of the forms say to attach various items (such as Form M). Should we include the attachment as a PDF with that form, or save it separately with the corresponding attachment number (I.e attachment #N-1, Attachment #N-1B, etc).	All requested attachments should be saved separately and properly labeled identifying the corresponding form or exhibit.
3	Form B	paragraphs 1-6	1	Respond to each request for information or provide the required supplemental document behind this form." (...) " and "If a Nonprofit or For-Profit Entity: Full names (last, first, middle), addresses, telephone numbers, titles and occupation of members of the Board of Directors or any other principal officers ..."	Do we have to add this list of names and their information in Form B, and then include them in Forms C/C1? Or just in Form C/C1? As I understand forms C and C-1, they provide a space to add the list of names of the authorized officials/board members/Partner, officer, and director, and their information.	Each form is independent from each other and must be filled out completely and submitted with the application. The list of names should be provided in Forms C/C1 in lieu of attaching a separate document to Form B.

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4	Section 2.2.3	1st paragraph	11	"The anticipated term is September 1, 2021, through August 31, 2023."	I would like to confirm the expected beginning date. In section 3.1. Sept 1 is the anticipated Notice of Award and in section 2.2.1 its says that the grant funds are for SFY 2022-2023.	State Fiscal Year 2022 is September 1, 2021 through August 31, 2022; State Fiscal Year 2023 is September 1, 2022 through August 31, 2023. HHSC will execute contracts with successful applicants prior to the anticipated grant period start date of September 1, 2021.
5	Addendum 1 and 2	All	1		Do we have to attach the signed addendums in the application? Also, the link of addendum 1 https://apps.hhs.texas.gov/PCS/HHS0007424/HHS0007424-Addendum-1.pdf) is not working very well.	Any or all Addendum(s) are part of the original solicitation and must be signed and submitted with the original applicant response. Failure to do so may result in disqualification of response. Check the web browser or use Google Chrome or Internet Explorer to download or access posted Addednums.

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6	Form L	Section 1	1	Texas Identification Number	Question Form L, as well as other forms, ask for the Texas Identification Number. We submitted an application for a TIN when we applied for ESG funding, but we have not heard about the status of that proposal and therefore have not been given a TIN number yet. How should we proceed with regards to the areas that ask for our TIN?	If the Applicant does not have a TIN number, the Applicant may indicate "not applicable" or "N/A" in the form field.
7	Exhibit F	N/A	N/A	match and other sources of funding	Question Exhibit F (most every tab) refers to "funding source 1," 'match," and "funding from other sources." First question is: funding source 1 is this solicitation, (#HHS0007424), correct? Second: what is the difference between match and funding from other sources? I've understood them to be the same in the past, so I want to make sure I'm delineating them accurately.	In response to the question, "Funding Source 1" are those funds awarded through contract by the state. "Match" is described in section 2.2.2 of the RFA. "Funding from other sources" requested to be included in an applicant's budgeting process which cannot be counted as match nor are reimbursable, but are intended by the applicant to operate the grant project.

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8	Section 3.5.2 Section 3.6.3		24	Section 3.5.2 (page 24) says that electronic submissions must be separated by parts using file names and submitted on USB Drive. Section 3.6.3 (page 25) says to submit 2 USB drives (Original and Copy) that have one file named Original Proposal with the entire Grant Application, then one file named Public Information Copy that also contains the entire Grant Application. I am confused on whether the USBs should have the sections in separate labeled folders, as in 3.5.2 or in one complete file as indicated in 3.6.3. Also, 3.6.3 states "one of the methods" and I only see one option - USB drives. On Article IX. Submission Checklist (page 36) it states that files to be provided are 2 USBs, Copy and Original, plus 1 file Public Information Copy and again says to submit in one of the approved methods of 3.6.....	My questions: 1. On the USBs do you want them as one Original Proposal with all sections or as separate files? 2) Besides the USBs, do we send a paper copy as well? 3) Is the Public Information Copy a USB or paper?	Per Section 3.5.2, the Grant Application must be separated by parts using file names that relate to each part and submitted on USB drive (i.e. flash drive). The number of copies and directions for submitting an "Original" and "Copies" are outlined in Article IX, Submission Checklist. Per Section 8.1.3, a public information copy only needs to be submitted if the Respondent asserts that information provided in its Solicitation Response is exempt from disclosure under the Public Information Act (PIA). Hardcopies are not to be submitted.

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9	Exhibit F	N/A	N/A		Presuming the Exhibit F Budget Template_Instructions and Examples is the form which we are to use to input budget information, is there a way to unlock lines to input requested information? Specifically looking at the tab for BUDGET SUMMARY Example, "Enter Program Title" on line 1 is protected, as are lines 4 through 10 for Legal Name, Address, City/State/Zip, Contract Number, and Tax ID Number. Also, line 1 indicates "Enter Program Title" – is this simply "Texas Veterans + Family Alliance Grant Program" or is there another title?	To access and input information for Exhibit F in Excel, select Review and Unprotected from the tool bar. The file is not password protected. The RFA program title is Texas Veterans+Family Alliance Grant Program.

10	Form M	N/A	N/A		Also a question regarding potential Conflict of Interest. Form M Internal Control Structure Questionnaire regarding potential conflict of interest, but there are no key employees or relatives or stakeholders involved. We are not sure if this question falls into this area or not. A Subcontractor is currently providing therapeutic services for our organization, and she is not currently funded by us in any state or federal grant program. We would like to include her on this new TV+FA program as a part time contract therapist. She has also just accepted a Board position (Volunteer Committees Department) at the San Antonio State Hospital, for which she signed a Conflict of Interest and Confidentiality Agreement indicating she was not under any other State funded compensation. If we include her services on the budget we are proposing, and if she is paid by SASH for her Board duties, is there a conflict?	In regards to Form M, there is no conflict of interest under this program as this does not concern a key employee. However, if awarded funds, she should confer with San Antonio State Hospital regarding any conflict of interest with her employer.

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					If she is NOT paid by SASH (or any other state agency), is there a conflict?	