



TEXAS

Health and Human Services

Cecile E. Young, Executive Commissioner

**Request for Applications (RFA)
For
Healthy Community Collaborative Grant Program**

RFA No. HHS0009306

Date of Release: January 13, 2021

Responses Due: February 25, 2021 by 10:30 a.m. Central Time

NIGP Class/Item Code:

**952-55 Homelessness Prevention Services
952-59 Human Services (Not Otherwise Classified)
952-62 Mental Health Services: Vocational, Residential, Etc.
952-85 Support Services**

Contents

Article I. Executive Summary, Definitions, and Authority 4

- 1.1 Executive Summary4
- 1.2 Definitions4
- 1.3 Authority7

Article II. Scope of Grant Award..... 7

- 2.1 Program Background7
- 2.2 Grant Award and Term8
 - 2.2.1 Available Funding 8
 - 2.2.2 Grant Term 8
 - 2.2.3 Match 9
- 2.3 Eligible Applicants10
- 2.4 Program Requirements10
 - 2.4.1 Project Design 10
 - 2.4.2 Community Collaborative Requirements 11
 - 2.4.3 Subcontracting 12
- 2.5 Scope of Work12
 - 2.5.1 Core Services and Activities 12
 - 2.5.2 Optional Project Services and Activities 13
- 2.6 Performance Measures14
- 2.7 Reporting15
 - 2.7.1 Statewide Behavioral Health Coordinating Council Reports 15
 - 2.7.2 Performance Reports 16
 - 2.7.3 Expenditure and Match Reports..... 17
- 2.8 Prohibitions18
- 2.9 Standards.....18
 - 2.9.1 Texas Administrative Code..... 19
 - 2.9.2 Federal Rules 20
- 2.10 Data Use Agreement21
- 2.11 No Guarantee of Volume, Usage or Compensation21

Article III. Administrative Information 22

- 3.1 Schedule of Events22
- 3.2 Changes, Amendment, or Modification to Solicitation22
- 3.3 Irregularities22
- 3.4 Inquiries23
 - 3.4.1 Sole Point of Contact 23
 - 3.4.2 Prohibited Communications..... 23
 - 3.4.3 Questions 23
 - 3.4.4 Clarification Request Made by Respondent 24
 - 3.4.5 Responses 24
 - 3.4.6 Pre-submittal Respondent Webinar 24
- 3.5 Solicitation Response Composition24
- 3.6 Solicitation Response Submission and Delivery25
 - 3.6.1 Deadline 25
 - 3.6.2 Labeling (Submission Option #1)..... 25
 - 3.6.3 Delivery 26

3.6.4	Alterations, Modifications, and Withdrawals	27
Article IV.	Solicitation Response Evaluation and Award Process.....	27
4.1	Generally.....	27
4.2	Eligibility Screening	27
4.3	Evaluation	27
4.3.1	Specific Selection Criteria	28
4.4	Final Selection	28
4.5	Negotiation and Award.....	28
4.6	Questions or Requests for Clarification By the System Agency	30
Article V.	Narrative Proposal	30
5.1	Narrative Proposal	30
Article VI.	Required Respondent Information.....	30
6.1	Administrative Entity Information.....	30
6.2	Litigation and Contract History	30
6.3	Conflicts.....	31
6.4	Grant Application Disclosure	31
6.5	Affirmations, Certifications, and Exhibits.....	32
6.6	HUB.....	32
Article VII.	Expenditure Proposal	32
7.1	Expenditure Proposal.....	32
7.1.1	Indirect Cost Rate Questionnaire	33
7.1.2	Funding Match	33
7.1.3	Internal Controls	34
Article VIII.	General Terms and Conditions	34
8.1	General Conditions	34
8.1.1	Costs Incurred	34
8.1.2	Contract Responsibility.....	34
8.1.3	Public Information Act - Respondent Requirements Regarding Disclosure	35
8.1.4	News Releases	37
8.1.5	Additional Information	37
Article IX.	Submission Checklist.....	38
Article X.	List of Attachment, Exhibits, and Forms	39

ARTICLE I. EXECUTIVE SUMMARY, DEFINITIONS, AND AUTHORITY

1.1 EXECUTIVE SUMMARY

The State of Texas, by and through the Health and Human Services Commission (HHSC), seeks qualified Respondents to be considered for funding through the Healthy Community Collaborative (HCC) Grant Program. HCC will support expanding Community Collaboratives which seek to serve the Unmet Behavioral Health Needs of persons experiencing homelessness or at imminent risk of homelessness.

Unmet Behavioral Health Needs can lead to homelessness, disproportionate resource utilization, and loss of productivity that impacts both individuals and society. HCC is designed to build formal Community Collaboratives to support the ongoing recovery, housing stability, and community integration of persons experiencing homelessness with Unmet Behavioral Health Needs. Through Grant funding and access to recovery-oriented services, eligible persons experiencing homelessness will be able to:

- A. Secure and maintain safe, permanent housing;
- B. Secure and maintain employment that results in income at or above 100% of the Federal Poverty Income Level;
- C. Build or improve existing relationships; and
- D. Achieve and maintain ongoing recovery.

To be considered for award, Respondents must execute **Exhibit A, HHS Solicitation Affirmations** 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** for additional definitions. 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."

“Client” means a member of the target population to be served by the Respondent’s or Applicant’s organization.

“Community Collaborative” means the lead applicant and any group of partner agencies working together to provide services to Clients. It can include, but is not limited to, the local mental health authority, local government agencies, non-profit agencies, faith-based agencies, and for-profit social service providers. It can include agencies that received funding from this Grant or not.

“Coordinated Entry” means a system that provides a single-entry point for people experiencing homelessness to access vital community resources. The Coordinated Entry team develops, implements, and oversees a system that ensures community providers collaboratively and efficiently connect households to the services and support programs to help end their homelessness. A Coordinated Entry system is required by HUD’s Continuum of Care (CoC) Program interim rule at 24 CFR 578.7(a)(8) and all CoCs must use a Coordinated Entry system to determine who is prioritized for housing in a community receiving HUD CoC funding. HUD’s primary goal for the Coordinated Entry process is that assistance be allocated as effectively as possible and that it be easily accessible no matter where or how people present.

“Cost Reimbursement Contract” means a contract under which a Grantee is reimbursed for costs, which are reasonable, allowable and allocable in accordance with the contract terms and consistent with the budget approved by HHSC.

“ESBD” means the Electronic State Business Daily, the electronic marketplace where State of Texas contract opportunities over \$25,000 are posted. The ESBD may be accessed at <http://www.txsmartbuy.com/sp>.

“Grant” means a contract awarded by HHSC to an entity through this Solicitation for Healthy Community Collaborative Grant Program (HCC) services.

“Grantee” means an entity awarded a contract pursuant to this Solicitation to provide public goods and/or services. Used interchangeably with the term “Contractor” for this procurement.

“Health and Human Services Commission” or “HHSC” means the administrative agency, its officers, employees or authorized agents established under Chapter 531, Texas Government Code or its designee.

“Homeless” means individuals or families who lack a fixed, regular and adequate nighttime residence, unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless, and individuals or families fleeing and/or attempting to flee domestic violence.

“Housing First Model” means a homeless assistance approach that prioritizes providing permanent housing to people experiencing homelessness, thus ending their homelessness

and serving as a platform from which they can pursue personal goals and improve their quality of life.

“Key Personnel” means a Respondent organization's Project Contact, Fiscal Contact, and Executive Director and/or any other key stakeholders in the Proposed Project.

“Project” means the work and activities for which grant funding is awarded and information is provided as part of the response to this Solicitation. During the open Application period and before selection of grant recipients are made, the Project will be known as the Proposed Project.

“Proposed Project” means the open Application period and before selection of Grant recipients are made.

“Respondent” means the entity responding to this Solicitation. May also be referred to as “Applicant.”

“Response/Application” means a document submitted by an Respondent in response to this RFA. Used interchangeably with the term “Application.” “Solicitation” means this RFA including any exhibits and Addenda, if any.

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

“State Fiscal Year” means the twelve-month period beginning September 1st and ending August 31st.

“Successful Respondent” means an organization that receives a grant award as a result of this RFA. May also be referred to as “Grantee,” “Awarded Applicant,” or “Grant Recipient.”

“System Agency” has the same meaning as the definition in **Exhibit B, HHSC Uniform Terms and Conditions-Grant.**

“Trauma-Informed” means a strengths-based framework that is grounded in an understanding of and responsiveness to the impact of trauma, that emphasizes physical, psychological, and emotional safety for both providers and survivors, and that creates opportunities for survivors to rebuild a sense of control and empowerment.

“Unmet Behavioral Health Needs” means diagnosed or suspected behavioral health needs that are not being clinically addressed or are not being adequately addressed.

“Worst-case-needs Housing” means individuals who rent a home with very low incomes who do not receive government assistance for housing assistance and who pay more than one-half of their income for rent and live in severely inadequate housing. Low-income is defined by HUD as no more than 50% of the Area Median Income. Severely inadequate

housing refers to units having one or more serious physical problems related to heating, plumbing, and electrical systems or maintenance.

1.3 AUTHORITY

The System Agency is requesting Applications for the Healthy Community Collaborative Grant Program under Texas Government Code Title 4, Subtitle I, Chapter 539.

ARTICLE II. SCOPE OF GRANT AWARD

2.1 PROGRAM BACKGROUND

Behavioral health services in Texas – including services for 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 this investment included Senate Bill (S.B.) 58, 83rd Legislature, Regular Session, 2013, which created the Healthy Community Collaborative (HCC) Grant Program by enactment of Texas Government Code Chapter 539, aimed at providing communities with resources to serve persons experiencing homelessness with unmet behavioral health needs. The initial program awarded Grant funds to the five most populous cities: Austin, Dallas, Fort Worth, Houston, and San Antonio.

S.B. 1849, 85th Legislature, Regular Session, 2017, amended Texas Government Code Chapter 539 to require HHSC to expand HCC into less densely populated areas of the state by requiring preference be given to Community Collaboratives serving two or more counties, each with a population of less than 100,000.

House Bill (H.B.) 4468, 86th Legislature, Regular Session, 2019, further amended Texas Government Code Chapter 539 to reduce the matching requirement for HHC Grantees serving counties with populations of 250,000 or less to 25% of the state award. Additionally, funding for the Health Community Collaborative Grant Program was renewed through the 2020-21 General Appropriations Act (House Bill (H.B.) 1, 86th Legislature, Regular Session, 2019, Article II, Health and Human Services, Rider 56), and Rider 56 specifies that up to \$10 million of the \$25 million allocated for the biennium can be used to expand HCC to rural areas of the state.

HCC is well-aligned with the Texas Statewide Behavioral Health Strategic Plan for Fiscal Years 2017-2021 and the 2019 updated Strategic Plan, which identifies a vision for behavioral health in Texas: *to ensure that all Texans have access care at the right time and place*. The focus of a Community Collaborative shall be the eventual successful transition of persons from receiving services from the collaborative to becoming integrated into the community served by the collaborative through community relationships and family supports.” (Texas Government Code, Title 4, Subtitle I, Section 539.004(b)).

2.2 GRANT AWARD AND TERM

2.2.1 Available Funding

The total amount of state funding available for the HCC Grant Program is **\$9,900,000.00** 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. Funds allocated in subsequent Grant terms may be more or less than the amount awarded for the initial term.

Grant awards may be used to fund personnel, fringe benefits, staff travel, contractual services, equipment, supplies, other direct costs, and indirect costs per state and federal requirements and in accordance with provisions outlined in this Solicitation. All proposed costs must be reasonable, allocable, allowable, and acceptable under [Section 539.003 of the Texas Government Code](#).

Grants awarded as a result of this RFA will be funded on a cost reimbursement basis and only to the extent that matching funds have been certified by the grant recipient on a dollar-for-dollar basis. Under the cost reimbursement method of funding, Grant Recipients are required to finance operations with their own working capital with Grant payments made by HHSC to reimburse the Grant Recipients for actual cash disbursements to be supported by adequate documentation.

Regarding indirect costs, only costs associated with an existing approved indirect cost rate (as supported by letter/statement issued by a state or federal entity), Central Service Cost Allocation Plan, or the De Minimis Rate of ten percent (10%) will be allowable. A copy of the cost rate certificate and cost allocation plan will be required during the completion of the detailed Grant Project Budget.

2.2.2 Grant Term

The initial grant funding period for this grant will begin **September 1, 2021** and continues through **August 31, 2023**. At the sole discretion of HHSC, and contingent on the continued availability of funds appropriated by the Texas Legislature, Grants may be renewed without reprocurement through August 31, 2028.

If a Grantee is unable to make use of all awarded funding and complete Grant activities on or before August 31, 2028, HHSC may, at its sole discretion, extend contracts beyond the Grant term to allow for the full expenditure of awarded Grant funds and completion of Grant activities. No additional Grant funds will be awarded to the Grantee during this extension period.

Reimbursement will only be made for those allowable expenses that occur within the term of the Grant. No pre-award spending shall be allowed.

2.2.3 Match

Grantees will match State funds awarded with non-local, non-state, and non-federal sources in the following manner:

- A. If the Grant Project is to serve one or more counties, and the population of each county is less than 250,000, match must be no less than twenty-five percent (25%) of the value of the State funds requested. The match must be **cash** provided by private or philanthropic sources. Funding from local, state, and federal government entities cannot be used as match. Additionally, in-kind match is not allowed.
- B. If the Grant Project is to serve one or more counties, and if any county has a population of 250,000 or larger, matching funds must equal one-hundred percent (100%) of the State funds requested. The match may be **cash or in-kind** contributions committed specifically for the proposed project. Funding from local, state, and federal government entities cannot be used as match.
- C. County population figures must be consistent with the 2018 Texas Demographic Center, Texas Population Estimates:
<https://demographics.texas.gov/Data/TPEPP/Estimates/>.
- D. For purposes of this RFA, “Match” means the proportion of Grant Project costs not paid by funds from local, state, or federal government entities. All matching funds and all in-kind contributions must meet all the following criteria:
 1. Are verifiable from the funding Grantee’s records;
 2. Are not included as contributions for any other state or federal award;
 3. Are necessary and reasonable for accomplishment of the Grant project;
 4. Are allowable under the Grant Agreement;
 5. Are not paid by local, state, or federal government entities; and
 6. Are provided for in the approved Grant Project budget.
- E. When allowable, the value of donations may be used to meet matching requirements. If a third party donates supplies, the contribution will be valued at the market value of the supplies at the time of donation. If a third party donates the use of equipment or space in a building, but retains title, the contribution will be valued at the fair rental rate of the equipment or space. If a third party donates equipment, building, or land, and title passes to Grantee, the treatment of the donated property will be determined based on Texas Grant Management Standards (TxGMS), Matching or Cost Sharing. Unrecovered indirect costs, including indirect costs on cost sharing or matching may be included as part of cost sharing or matching. Unrecovered indirect cost means the difference between the amount charged to the award and the amount which could have been charged to the award under the Applicant’s indirect cost rate. Refer to CFR, Title 2, Subtitle A, Chapter II, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and the Texas Grant Management Standards issued by the Texas Comptroller of Public Accounts for additional Match information and requirements.

2.3 ELIGIBLE APPLICANTS

In order to be awarded a contract as a result of this RFA, a Respondent must:

1. Be established as a legal entity;
2. Have a physical business address in Texas, located within the proposed service area;
3. Have the authority to do business in the State of Texas;
4. Be either:
 - a. A nonprofit organization;
 - b. A faith-based organization;
 - c. A governmental entity as defined by [Texas Government Code Chapter 771](#); or
 - d. A local government as defined by [Texas Government Code Chapter 791](#).

2.4 PROGRAM REQUIREMENTS

To meet the mission and objectives of Healthy Community Collaborative Grant Program, Respondents must include a proposed plan for:

- A. Eligible participants that address people experiencing homelessness who also have mental health or substance use issues; and
- B. Implementation of a Community Collaborative funded by this procurement that must be self-sustaining within seven years.

Successful Applicants will be responsible for creating a public plan that details the collaborative's benefits to the community as specified within [Chapter 539, Section 539.0051 of the Texas Government Code](#).

2.4.1 Project Design

Using **Form B, Project Narrative**, Applicants must provide a project design describing their Proposed Project.

Proposed Project must:

- A. Use a collaborative approach to maximize existing community resources and avoid duplication of effort;
- B. Be time-limited in nature and designed to address Grant funding expiring and sustainability;
- C. Enhance systems and local processes to make it easier for people to transition to, from, and between services;

- D. Address barriers to ensure services are accessible to people regardless of setting or location;
- E. Promote improvement and recovery through coordinated housing, mental health, transitional, integrated, and/or supportive services;
- F. Be part of a housing continuum spanning homelessness prevention, rapid rehousing, shared housing, and permanent supportive housing;
- G. Be part of a coordinated Homeless response to include diversion, quick sheltering, prioritizing the most vulnerable, and matching services with individual need;
- H. Trauma-Informed;
- I. Implemented with model fidelity to an evidence-based program;
- J. Planned in partnership with the Client and inclusive of peers and/or family members;
- K. Provided in an environment that is most appropriate and based on a Client's preference;
- L. Implement and follow [National CLAS Standards](#);
- M. Tailored to a Client's unique strengths and needs; and
- N. Holistic in integrating housing services with other services, including mental health, substance use disorder, intellectual and/or developmental disability, and physical health services.

2.4.2 Community Collaborative Requirements

Proposed Projects must be implemented by a Community Collaborative. The focus of the Community Collaborative should be the successful transition and integration of Clients into their community through Grant-supported services, community relationships, and family supports.

Community Collaboratives must provide evidence of significant coordination and collaboration with at least one representative from the following sectors:

- A. Local elected officials, or their representatives, from each county and city within the proposed service area;
- B. Leadership from both county and city law enforcement agencies;
- C. Substance use treatment and recovery providers;
- D. County and city housing partners;
- E. Primary health care providers,
- F. Local Mental Health Authorities/Local Behavioral Health Authorities;
- G. Representatives from the local Homeless coalition or Continuum of Care (CoC);
- H. Faith-based community organizations, and
- I. Private sector employers.

Community Collaboratives must also provide evidence of a local law enforcement policy to divert appropriate Clients from jails or other detention facilities to an entity affiliated with a community collaborative for the purpose of providing services to those Clients .

2.4.3 Subcontracting

For all contractual relationships established to perform work associated with an award, as a result of this RFA, by the Grantee and another party (i.e., subcontractor), the Grantee must:

- A. Contract/procure services in a method following the Grantee’s own written policies and consistent with all State and Federal laws including the Uniform Grant Management Standards;
- B. Identify and document Grantee and Community Collaborative’s relationship to the subcontractor as that of a subrecipient or a vendor/contractor consistent with Title 2 CFR Subtitle A, Chapter II, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards and/or the Uniform Grant Management Standards;
- C. Ensure the requirements associated with this RFA and any resulting Grant are passed through to the subcontractors, as appropriate;
- D. Maintain policies and procedures for the administration and financial oversight of subcontracts; and,
- E. Ensure the proper documentation, tracking, and disposition of any purchased equipment or controlled assets by the Grantee.

2.5 SCOPE OF WORK

2.5.1 Core Services and Activities

Proposed Projects may include funding housing, services or may complement existing housing services provided by the Community Collaborative partners.

Proposed Projects must include the provision of, or provision of immediate access to, the following core services:

- A. **Intake Centers/Coordinated Entry.** The Coordinated Entry process helps communities prioritize assistance based on vulnerability and severity of needs to ensure that people who need assistance the most can receive it in a timely manner. Procurement, implementation, and operation of a Homeless Management Information System (HMIS) may be an allowable cost.
- B. **Mental Health Services.** Services may include, but are not limited to, counseling and case management.
- C. **Substance Use Treatment Services.** Services may include, but are not be limited to, detoxification units, residential treatment, and outpatient treatment.
- D. **Jail Diversion Services.** These are “post-arrest” services that:

1. Identify Clients who meet HCC eligibility criteria and have been arrested; and
 2. Divert those arrested Clients from jails or other detention facilities to an entity affiliated with the Community Collaborative to provide them with services.
- E. **Benefit Application Assistance.** The Community Collaborative shall assist Clients with Application for Social Security Disability Insurance (SSDI), Supplemental Security Income (SSI), Supplemental Nutrition Assistance Program (SNAP), and Temporary Assistance to Needy Families (TANF).
- F. **Transportation Services.** This service includes meeting the transportation needs of Clients to locations where they can receive Community Collaborative services. This can include providing a bus passes, transportation vouchers such as for a cab, or staff driving clients to a service location.

2.5.2 Optional Project Services and Activities

In addition to services listed above in **Section 2.5.1, Core Services and Activities**, the Applicant may propose to provide, or provide immediate access to, any of the following:

- A. **Community Collaborative start-up costs and infrastructure development.** This includes but is not limited to the costs of staffing or facilities required to start a Community Collaborative. Costs to coordinate Community Collaborative functions, such as personnel and travel are also allowable. Travel expenses must be within the GSA Travel Allowances.
- B. **Emergency Shelter.** Emergency Shelter means any facility the primary purpose of which is to provide a temporary shelter for persons experiencing homelessness that does not require occupants to sign leases or an occupancy agreement.
- C. **Shelter Diversion.** Services providing rapid assessment and triaging of Clients presenting to the Coordinated Entry system and then diverted from entering the emergency shelter system using community resources, formal, or informal support.
- D. **Criminal Justice Services.** These are an array of services addressing the successful reintegration of Clients recently released from jails or prison into their community. This includes reentry programs with a continuum of housing and employment services to support the Client and groups that help prevent recidivism.
- E. **Mental Health Crisis Services.** Includes access to crisis respite, crisis residential, crisis stabilization units, state hospital beds, and private psychiatric hospital beds. May also include connecting Clients to services and transportation to inpatient psychiatric facilities, if clinically indicated.
- F. **Integrated Medical Services.** This promotes providing an array of primary, chronic, and urgent medical care services. Allowable costs may include establishing an integrated clinic where the provision of medical and behavioral health services occur in the same facility.
- G. **Housing Case Management Services.** These span a continuum of services and includes housing placement and landlord outreach to help a participant find and maintain their housing.

- H. **Rental Assistance.** This includes financial assistance to directly pay for a Client’s rent and/or utilities to secure and maintain housing. It may be used for temporary housing, sober housing, and bridging to community-based supportive housing. Provision of housing or housing services is not contingent on participating in other services and Applicants should utilize a Housing First Model. Additionally, Applicant may not impose conditions that impinge on Clients’ autonomy, including choice in housing that is decent, safe, affordable, and integrated.
- I. **Minor Home Renovation.** This activity supports people living in Worst-case-needs Housing and in imminent risk of homelessness by bringing the housing up to minimum [HUD Habitability Standards for Permanent Housing](#). See **Section 2.7, Prohibitions**, in this RFA, for additional information on construction and acquisition of facilities not permitted under this procurement.
- J. **Education, Job Training and/or Employment Services.** Services may include educational centers to provide adult literacy, General Equivalency Diploma (GED) services, and workforce training. Services may also include supported employment services that encourage participation in the workforce and actively assist Clients with access to services with workforce training centers.
- K. **Peer Services.** Peer support services are peer-delivered services that can help Clients engage in and benefit from the full array of services provided through the Community Collaborative, including mental health and substance abuse treatment, independent living skills training, recovery-oriented services, supportive housing services, and/or supported employment or job training.
- L. **Family Services.** Services may include but are not limited to case management, psychoeducational groups and wraparound services for a family experiencing homelessness.
- M. **Provision of Clothing, Grooming Services and Hygiene Products.** These are supplies and services that meet a Client’s basic hygiene needs. Funds for these products would go to the vendor and not the Client.

2.6 PERFORMANCE MEASURES

In alignment with the [Strategic Plan](#), HCC encourages use of practices based on evidence and best available research in providing and coordinating housing and behavioral health services. HHS will monitor the performance of Grants awarded under this Solicitation. All services and deliverables under the Grant shall be provided at an acceptable quality level and in a manner consistent with acceptable industry standard, custom, and practice. Grant Recipient should collect and maintain data that measures the performance and effectiveness of activities under this Grant. If requested by HHS, the Grant Recipient shall report on the progress towards completion of the Grant and other relevant information as determined by HHS to demonstrate that their activities and services effectively address and achieve the program’s stated purpose.

Noncompliance with performance requirements will be addressed per **Exhibit B, HHSC Uniform Terms and Conditions-Grant, Article VIII. Contract Management and Early Termination.** HHSC will determine details including frequency, format, and submission method for each of the following reporting requirements throughout the Grant term:

REPORT	FREQUENCY AND DUE DATES
A. Statewide Behavioral Health Coordinating Council (SBHCC) Reports	Twice annually: March 30 and September 30
B. Performance Measures Report	Quarterly: December 30, March 30, June 30, September 30.
C. Expenditure and Match Report submitted with invoices and supporting documentation	Monthly: October 15, November 15, December 15, January 15, February 15, March 15, April 15, May 15, June 15, July 15, August 15, September 15.

If a report due date falls on a Saturday or Sunday, the report shall be due the following Monday.

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

HHSC will identify, in collaboration with the Grantee, performance measures using a standardized menu of outputs and outcomes, depending on the type of work funded. HHSC anticipates providing an approved list of measurement instruments to use for data collection.

2.7 REPORTING

2.7.1 Statewide Behavioral Health Coordinating Council Reports

- A. Grantees will provide data that will be presented to the SBHCC twice annually regarding:
 - 1. The impact community collaboration activities have made on the success of each Grant Project; and
 - 2. Behavioral health outcomes for communities and population(s) served by the Grants.
- B. These reports serve as opportunities for all HHSC behavioral health matching grant program Grantees to reflect and emphasize:
 - 1. Increased collaboration and effort among State and local community entities; and

2. The Grant's contributions to a systemic approach to delivering enhanced behavioral health services.

2.7.2 Performance Reports

- A. Grantee will submit a Performance Report no later than thirty (30) calendar days after the end of each State Fiscal Year 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 Clients as a result of services/activities received such as positive changes in 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.
 1. See **Attachment A, HCC Performance Measures** for output measures to be negotiated and incorporated into Contracts. Negotiated measures must meet the requirements listed at Texas Government Code §539.005;
 2. Examples of outcomes:
 - a. Clients will show improved quality of life after program participation. (e.g. self-reported satisfaction with life, fulfillment, and positive emotions and mood. The Client has positive social connections, is engaged with the community, and can achieve self-directed goals);
 - b. Mental health programs will show a decrease in occurrence of adverse events (including but not limited to hospitalization, justice involvement, suicide); and
 - c. Housing services demonstrate an increase in housing stability.
- C. 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 [Clinical Management for Behavioral Health Services \(CMBHS\)](#).
 2. Applicants should identify resources needed for data collection, analysis, and reporting in their submitted Application, 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.
- D. During the Grant 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. 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; and
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.

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 for 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.

2.7.3 Expenditure and Match Reports

Grantee must submit a completed expenditure and match report each month throughout the Grant term using a system chosen by HHSC. This report must be submitted on or before the 15th calendar day after the end of the month. HHSC will issue reimbursement payments to the Grantee on a monthly basis for reported actual cash disbursements which are 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 to be reimbursed from state funds;
- B. Matching funds or resources expended during the reporting period; and
- C. Adequate supporting documentation and any additional information as requested by HHSC.

2.8 PROHIBITIONS

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 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 that is readily available at no cost to the grant project;
- K. Any use of grant funds to replace (supplant) funds that have been budgeted for the same purpose through non-grant sources;
- L. Fundraising;
- M. Statewide projects;
- N. Any other prohibition imposed by federal, state, or local law; and
- O. The acquisition or construction of facilities. Minor home modification, generally understood to mean an alteration to an existing structure, would be included in construction and, therefore not permitted under this program. However, costs related to minor renovations and minor improvements to existing structures may be considered on a case-by-case basis.

2.9 STANDARDS

Grantees shall comply with the rules and statutes set forth in the following subsections. Any entities with whom the Grantee has entered into a written vendor and/or subrecipient contract shall have documentation of compliance from the applicable regulatory agencies that establish and maintain Client safety, the rights and benefits of individuals who participate in their program, or who are offered service.

2.9.1 Texas Administrative Code

- A. Grantee, vendor or subrecipient operating as a mental health treatment provider shall comply with standards for mental health providers contained in Title 25 Texas Administrative Code (TAC), including the following chapters and/or subchapters.
1. [Chapter 404, Subchapter E, Rights of Persons Receiving Mental Health Services.](#)
 2. [Chapter 411, Subchapter J, Standards of Care and Treatment in Psychiatric Hospitals](#)
 3. [Chapter 415, Subchapter F, Interventions in Mental Health Programs.](#)
 4. [Chapter 417, Subchapter A, Standard Operating Procedures](#)
- B. Grantee, vendor or subrecipient operating as a substance use treatment provider shall comply with standards for substance use treatment providers contained in Title 25 TAC, including the following chapters.
1. [Chapter 441, General Provisions.](#)
 2. [Chapter 448, Subchapter B, Standard of Care Applicable to All Providers](#)
 3. [Chapter 448, Subchapter I, Treatment Program Services.](#)
 4. [Chapter 229, Subchapter J, Minimum Standards for Narcotic Treatment Programs](#)
- C. In addition to complying with all existing HHSC rules and regulations and the terms of this contract, if the Grantee is a Local Mental Health Authority (LMHA) or Local Behavioral Health Authority (LBHA) contracted to provide services on behalf of HHSC, the Grantee's mental health service providers and substance abuse treatment providers shall also comply with the terms and conditions of their current HHSC contract.
- D. Grantees that are not LMHA/LBHAs, but still provide crisis, respite, residential, 48-hour observation, or any other crisis facility services, shall adhere to Crisis Service Standards.
1. [Texas Administrative Code, §46.11, Contracting to Provide Assisted Living and Residential Care Services,](#)
 2. [Texas Administrative Code, §49.205 Standards for Type A and Type B Assisted Living Facilities.](#)
 3. [Health and Safety Code, Title 4, Health Facilities, Subtitle B, Licensing of Health Facilities, Chapter 247, Assisted Living Facilities.](#)

4. [Health and Safety Code, Title 7, Mental Health and Intellectual Disability, Subtitle C, Texas Mental Health Code, Chapter 577, Private Mental Hospitals and Other Mental Health Facilities.](#)
5. Grantees shall require facilities operated by LMHAs to comply with these Crisis Service Standards; however, in addition, an LMHA shall comply with Texas Health and Safety Code Chapter 247 and Texas Health and Safety Code Chapter 577 or obtain an exemption.
6. Grantees that are not HHSC-funded substance abuse treatment providers, but still provide services such as detoxification, residential substance abuse treatment, outpatient substance abuse treatment, and methadone maintenance services, shall comply with [Texas Administrative Code, Chapter 448, Subchapter I: Treatment Program Services for detoxification services, residential services, and outpatient treatment programs.](#) Grantee will adhere to [Texas Administrative Code, Chapter 229, Subchapter J: Minimum Standards for Narcotic Treatment Programs.](#)

2.9.2 Federal Rules

Grantees operating as a housing provider shall maintain compliance with the following federal housing laws.

- A. [The Fair Housing Act.](#)
- B. [Fair Housing Act Nondiscrimination Requirements Related to Disability.](#)
- C. [Section 504 of the Rehabilitation Act of 1973.](#)
- D. [Title VI of the Civil Rights Act of 1964.](#)
- E. [Americans with Disabilities Act\(ADA\).](#)
- F. [Age Discrimination Act of 1975.](#)
- G. Local landlord tenant law within its jurisdiction.
- H. Any entities with whom the Grantee has entered into a written vendor and/or subrecipient contract shall have documentation of compliance from the applicable regulatory agencies that establish and maintain Client safety, the rights and benefits of individuals who participate in their program, or who are offered service.

Grantees 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 200)*; the [Texas Grant Management Standards \(TxGMS\)](#), and all statutes, requirements, and guidelines applicable to this funding.

Grantees 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 Health and Human Services Commission (HHSC) Civil Rights Office website at: <https://hhs.texas.gov/about-hhs/your-rights/civil-rights-office>

Upon request, a Grantee must provide the HHSC Civil Rights Office with copies of all the Grantee's civil rights policies and procedures. Grantees 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 Grantee must ensure that its policies do not have the effect of excluding or limiting the participation of persons in the Grantee'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.

Grantees must comply with Executive Order 13279, and its implementing regulations at [45 CFR Part 87](#), 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.

2.10 DATA USE AGREEMENT

By entering into a Grant Agreement with the System Agency as a result of this Solicitation, Respondent agrees to be bound by the terms of the Data Use Agreement attached as **Exhibit C, Data Use Agreement v.8.5** or **Exhibit C-1, Data Use Agreement Government Entity v.8.5** and **Exhibit C-2, Attachment 2: Security and Privacy Inquiry Form (SPI)**. Successful Applicants will be required to complete and submit the SPI upon award and the DUA will be signed and incorporated at the time of execution of the final Grant Agreement.

If the Applicant has a previously negotiated DUA with HHSC, that DUA may be substituted for the **Exhibit C, Data Use Agreement v.8.5** or **Exhibit C-1, Data Use Agreement Government Entity v.8.5** at the request of the Applicant. The Applicant must issue this request using **Exhibit D, Exceptions Form**

2.11 NO GUARANTEE OF VOLUME, USAGE OR COMPENSATION

The System Agency 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.

The System Agency 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 III. ADMINISTRATIVE INFORMATION

3.1 SCHEDULE OF EVENTS

EVENT	DATE/TIME
Solicitation Release Date	January 13, 2021
Pre-Submittal Webinar Conference (optional)	January 20, 2021 at 2:00 p.m. Central Time
Deadline for Submitting Questions	January 29, 2021 by 5:00 p.m. Central Time
Tentative Date Answers to Questions Posted	February 5, 2021
Deadline for Submission of Solicitation Responses [NOTE: Responses must be RECEIVED by HHSC by the deadline.]	February 25, 2021 by 10:30 a.m. Central Time
Anticipated Notice of Award	September 1, 2021
Anticipated Contract Start Date	September 1, 2021

Note: These dates are a tentative schedule of events. The System Agency reserves the right to modify these dates at any time upon notice posted to the [HHS Grants](#) and [ESBD](#) websites . Any dates listed after the Solicitation Response deadline will occur at the discretion of the System Agency and may occur earlier or later than scheduled without notification on the [HHS Grants](#) and [ESBD](#) websites.

3.2 CHANGES, AMENDMENT, OR MODIFICATION TO SOLICITATION

The System Agency 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 the System Agency and will post on the [HHS Grants](#) and [ESBD](#) websites. It is the responsibility of Respondent to periodically check the [HHS Grants](#) and [ESBD](#) websites 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 Sole 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 Sole Point of Contact

All requests, questions or other communication about this Solicitation shall be made in writing to the System Agency's Point of Contact addressed to the person listed below (Sole Point of Contact). All communications between Respondents and other System Agency 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: Grants Specialist
Address: 1100 West 49th Street; Mail Code 2020
Building S, Austin, TX 78756
Email: Carolyn.deboer@hhs.texas.gov

However, if expressly directed in writing by the Sole Point of Contact, Respondent may communicate with another designated System Agency representative, e.g., during contract negotiations, if any.

3.4.2 Prohibited Communications

All communications between Respondents and other System Agency staff members concerning the Solicitation may not be relied upon and Respondents should send all questions or other communications to the Sole 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

The System Agency will allow written questions and requests for clarification of this Solicitation. Questions must be submitted in writing and sent by U.S. First class mail or email to the Sole Point of Contact listed in **Section 3.4.1** above. 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; and
- F. Question.

Note: Questions or other written requests for clarification must be received by the Sole Point of Contact by the deadline set forth in Section 3.1, Schedule of Events above. However, the System Agency, at its sole discretion, may respond to questions or other written requests received after the deadline. Please provide entity name, address, phone number, fax number, e-mail address, and name of contact person when submitting 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 may be posted on the [HHS Grants](#) and [ESBD](#) websites. The System Agency reserves the right to amend answers prior to the deadline of Solicitation Responses. Amended answers may be posted on the [HHS Grants](#) and [ESBD](#) websites. It is Respondent's responsibility to check the [HHS Grants](#) and [ESBD](#) websites or contact the Sole Point of Contact for updated responses. The System Agency also reserves the right to decline to answer any question or questions or to provide a single consolidated response of all questions they choose to answer in any manner at the System Agencies sole discretion.

3.4.6 Pre-submittal Respondent Webinar

The System Agency will conduct an **optional** pre-submittal respondent webinar on January 20, 2021 at 2:00 p.m. Central Time. Respondents may register at the below link: <https://attendee.gotowebinar.com/register/4202046879625170188>

The respondent conference is **optional**, registration is limited to the first 100 registrants.

3.5 SOLICITATION RESPONSE COMPOSITION

All Applications must be:

- A. Clearly legible;
- B. Sequentially page-numbered and include the respondents name at the top of each page;
- C. Organized in the sequence outlined in **Article IX** - Submission Checklist;
- D. In Arial or Times New Roman font, size 12 or larger for normal text, no less than size 10 for tables, graphs, and appendices;
- E. 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;
- F. Correctly identified with the RFA number and submittal deadline;
- G. Responsive to all RFA requirements; and
- H. Signed by an authorized official in each place a signature is needed (copies must be signed but need not bear an original signature).

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 System Agency no later than the date and time specified in **Section 3.1**.

3.6.2 Labeling (Submission Option #1)

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

<u>SOLICITATION NO.:</u>	HHS0009306
SOLICITATION NAME:	Healthy Community Collaborative
SOLICITATION RESPONSE DEADLINE:	February 25, 2021 by 10:30 a.m. Central Time
PURCHASER NAME:	Carolyn R DeBoer
RESPONDENT’S NAME:	_____

The System Agency will not be held responsible for any Solicitation Response that is mishandled prior to receipt by the System Agency. It is Respondent’s responsibility to mark appropriately and deliver the Solicitation Response to the System Agency by the specified date and time. The System Agency will not be responsible for any technical issues that result in late delivery, inappropriately identified documents, or other submission error that may lead to disqualification (including substantive or administrative) or nonreceipt of the Respondent’s Application.

3.6.3 Delivery

Respondent must correctly 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.

Submission Option #1:

Respondent shall submit responsive Applications via USB on two USB drives – One (1) labeled “Original” and One (1) labeled “Copy”- to the correct mailing address that is dependent upon mailing method identified in this section:

- A. Each USB must contain one file named “Original Proposal” that contains the Respondent’s entire proposal, except Form D, Expenditure Proposal, in searchable portable document format (PDF) and one file named Form D, Expenditure Proposal in the Original Format.
- B. In accordance with **Section 8.1.3**, if applicable, each USB must contain one additional file named “Public Information Copy” that contains the Respondent’s entire proposal in searchable PDF.

U.S. Postal Service	Overnight/Express Mail or Hand Delivery
HHSC Procurement and Contracting Services (PCS) Bid Room Attn: Carolyn R. DeBoer P.O. Box 149166 Austin, TX 78714-9166	HHSC Procurement and Contracting Services (PCS) Bid Room Attn: Carolyn R. DeBoer 1100 West 49 th Street; Mail Code 2020 Building S Austin, TX 78756

NOTE: All Solicitation Applications become the property of HHSC after submission and will not be returned to Applicant. It is the Applicant’s responsibility to appropriately mark and deliver the Solicitation Application to HHSC by the specified date. A U.S. Postal Service (USPS) postmark; a mail receipt with the date of mailing, stamped by the USPS; a dated shipping label, invoice of receipt from a commercial carrier; or, any other documentation in lieu of the on-site time stamp by submission deadline may not be considered an eligible Application under this Solicitation.

Submission Option #2: Respondent shall submit the following through the Online Bid Room utilizing the procedures in **Exhibit F, HHS Online Bid Room Information:**

- A. One file named “Original Proposal” that contains the Respondent’s entire proposal, except Form D, Expenditure Proposal, in searchable portable document format (PDF) and one file named Form D, Expenditure Proposal in the Original Format.
- B. In accordance with **Section 8.1.3**, one file named “Public Information Copy” that contains the Respondent’s entire proposal in searchable PDF, if applicable.

- C. Applicants must be registered for the enterprise portal specifically the Online bid room. If the Applicant has access to the enterprise portal for another Application, the Applicant must log in to the portal and request access for "Contract Bidder."

3.6.4 Alterations, Modifications, and Withdrawals

Prior to the Solicitation submission deadline, a Respondent may: (1) withdraw its Solicitation Response by submitting a written request to the Sole Point of Contact identified in **Section 3.4.1**; or (2) modify its Solicitation Response by submitting a written amendment to the Sole Point of Contact identified in **Section 3.4.1**. The System Agency may request Solicitation Response Modifications at any time.

ARTICLE IV. SOLICITATION RESPONSE EVALUATION AND AWARD PROCESS

4.1 GENERALLY

A three-step selection process will be used:

- A. Eligibility screening;
- B. Evaluation based upon specific selection criteria; and
- C. Final Selection based upon State priorities.

4.2 ELIGIBILITY SCREENING

Applications will be reviewed for eligibility, minimum qualifications, and completeness. All complete Applications meeting the minimum qualifications will move to the Evaluation stage. Minimum qualifications are:

- A. Application is received by published deadline;
- B. Application is complete and includes required exhibits, forms, and addenda per the requirements of this RFA;
- C. Application is fully signed by an authorized representative in all places where signature is needed; and
- D. Applicant must meet criteria listed in **Section 2.3, Eligible Applicants**.

4.3 EVALUATION

Applications will be evaluated and scored in accordance with the factors required by authorizing legislation, program criteria, and in this Solicitation using **Exhibit E, Evaluation Tool**.

4.3.1 Specific Selection Criteria

Grant Applications shall be evaluated based upon:

- A. **Local Unmet Needs and Community Collaboration (15%):** data is used to prioritize community-level issues to identify unmet needs; Community Collaborative partners coordinate to develop strategies to address unmet needs;
- B. **Proposed Project Design (55%):** proposed model of coordinated services is likely to address the identified unmet needs in the community;
- C. **Applicant Ability to Execute (20%):** proposal includes a reasonable Project management plan and demonstrated ability to provide administrative oversight of complex, high-cost contracts to ensure the Project is executed successfully; and
- D. **Project Costs (10%):** costs are sufficiently documented, reasonable, justified, and would likely result in the successful performance of the Project, in compliance with all federal and state regulations.

4.4 FINAL SELECTION

It is HHSC's intent to make multiple awards. After initial screening for eligibility, Application completeness, and initial scoring of the elements listed above in **Section 4.3**, HHSC will look at all eligible Applicants to determine which proposals should be awarded that will most effectively accomplish state priorities. HHSC will recommend grant awards to the HHSC Executive Commissioner, or designee, who will make the final award approvals.

HHSC considers the following in recommending awards:

- A. Evaluation scores of Applications;
- B. Risk evaluations of Applications and Applicants;
- C. Geographic distribution of funding and services represented by Applications;
- D. Prior grantee performance, with a preference given to existing projects demonstrating success;
- E. Minimizing duplication of effort and maximizing existing resources in service areas with an emphasis on addressing service gaps; and
- F. Statutory requirements and limitations governing the use and award of HCC funds.

4.5 NEGOTIATION AND AWARD

The specific dollar amount awarded to each successful Applicant will depend upon the merit and scope of the Application, HHSC representatives' recommendation, and the decision of the Executive Commissioner or designee. Not all Applicants who are deemed eligible to receive funds are assured of receiving an award.

- A. The negotiation phase will involve direct contact between the successful Applicant and HHSC representatives via phone, video conference, and/or email. During negotiations, successful Applicants may expect:
1. An in-depth discussion of the submitted proposal, performance measures, and budget; and
 2. Requests from HHSC for clarification or additional detail regarding submitted Application.

The final funding amount and the provisions of the contract will be determined at the sole discretion of HHSC staff.

HHSC may announce tentative or Apparent Grant Recipients once the Executive Commissioner, or designee, has given approval to initiate negotiation and execute contracts.

Any exceptions to the requirements, terms, conditions, or certifications in the RFA or attachments, addendums, or revisions to the RFA or General Provisions, sought by the Applicant must be specifically detailed in writing by the Applicant on Exhibit D, Exceptions Form in this proposal and submitted to HHSC for consideration. HHSC will accept or reject each proposed exception. HHSC will not consider exceptions submitted separately from the Applicant's proposal or at a later date.

HHSC will post to the [HHS Grants](#) and [ESBD](#) websites and may publicly announce a list of Applicants whose Applications are selected for final award. This posting does not constitute HHSC's agreement with all the terms of any Applicant's proposal and does not bind HHSC to enter into a contract with any Applicant whose award is posted.

- B. Additionally, successful Applicants must meet and comply with the criteria listed below prior to contract execution and continue to meet and comply with criteria through the contract term.
1. Applicant shall not be debarred, suspended, or otherwise excluded or ineligible for participation in federal or state assistance programs.
 2. As part of the pre-compliance check for responsiveness to this Solicitation, using Chrome, HHSC will perform a vendor check for debarment/suspension through the federal System for Award Management (SAM) website at: <https://sam.gov/SAM/> and the [Texas Comptroller of Public Accounts \(CPA\) Debarred Vendor List](#). In compliance with CPA rules, HHSC will conduct a name search of all Grantees during the contract award phase using the websites listed in this section. An Applicant will be considered ineligible to contract with HHSC, regardless of funding source, if a name match is found on any of the following lists:
 - a. [CPA list of Vendors Debarred](#) from doing business with the State of Texas;
 - b. [CPA Franchise Tax Account Status](#) (for status of good standing);

- c. [CPA Divestment Statute Lists](#):
 - i. Companies that Boycott Israel;
 - ii. Scrutinized Companies with ties to Sudan;
 - iii. Scrutinized Companies with ties to Iran;
 - iv. Designated Foreign Terrorist Organizations; and
 - v. Scrutinized Companies with ties to Foreign Terrorist Organizations;
 - vi. [The Office of the Inspector General List of Excluded Individuals/Entities](#).

4.6 QUESTIONS OR REQUESTS FOR CLARIFICATION BY THE SYSTEM AGENCY

The System Agency reserves the right to ask questions or request clarification from any Respondent at any time during the Application or contract negotiation process.

ARTICLE V. NARRATIVE PROPOSAL

5.1 NARRATIVE PROPOSAL

Using **Form B, Project Narrative**, Applicants will describe all proposed services, processes, and methodologies for meeting all components described in **Article II, Scope of Grant Award**, including the Applicant's approach to meeting the timeline and associated milestones.

Applicant should identify all tasks to be performed, including all Project activities, to take place during the Grant funding period. Applicant will also include all requested documents to demonstrate fulfillment of all requirements in **Article II, Scope of Grant Award**.

ARTICLE VI. REQUIRED RESPONDENT INFORMATION

6.1 ADMINISTRATIVE ENTITY INFORMATION

Applicants must provide satisfactory evidence of ability to manage and coordinate the Proposed Project and types of activities described in this Solicitation. As part of the Solicitation Response requested in **Article III, Administrative Information**, Applicant must complete and submit the following forms:

- A. **Form A, Administrative Information**; and
- B. **Form A-1, Governmental Entity**; or
- C. **Form A-2, Non-Profit or For-Profit Entity**

6.2 LITIGATION AND CONTRACT HISTORY

Applicant must include in its Solicitation Response:

- A. Complete disclosures of any alleged or significant contractual failures using **Form A, Administrative Information**.
- B. Disclose any civil or criminal litigation or investigation pending over the last five (5) years that involves the Applicant or in which the Applicant has been judged guilty or liable. Failure to comply with terms of this provision may disqualify Applicant.
- C. Solicitation Response may be rejected 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

Respondent must certify that it does not have any personal or business interests that present a conflict of interest with respect to the RFA and any resulting contract. Additionally, if applicable, the respondent must disclose all potential conflicts of interest. The respondent must describe the measures it will take to ensure that there will be no actual conflict of interest and that its fairness, independence and objectivity will be maintained. The System Agency will determine to what extent, if any, a potential conflict of interest can be mitigated and managed during the term of the contract. Failure to identify actual and potential conflicts of interest may result in disqualification of a Solicitation Response or termination of a contract.

Please include any activities of affiliated or parent organizations and individuals who may be assigned to this Contract, if any.

Additionally, pursuant to Section 2252.908 of the Texas Government Code, a successful respondent awarded a Contract with a value of \$1 million dollars or more 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 APPLICATION 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 or Community Collaborative organization within the past two (2) years which provides mental health services and supports to Texans.

6.5 AFFIRMATIONS, CERTIFICATIONS, AND EXHIBITS

Respondent must complete and return all of the following affirmations, exhibits and forms. A complete list of required exhibits and forms is included as **Article IX**.

- A. **Exhibit A, HHS Solicitation Affirmations;**
- B. **Exhibit C or Exhibit C-1, Data Use Agreement v.8.5;**
- C. **Exhibit C-2, Attachment 2: Security and Privacy Inquiry Form (SPI);** and
- D. **Exhibit D, Exceptions Form**

6.6 HUB

If a successful Respondent chooses to contract for goods and services using the funding awarded in this grant, HHSC encourages the Respondent to use HUBs to provide those goods and services where possible.

ARTICLE VII. EXPENDITURE PROPOSAL

7.1 EXPENDITURE PROPOSAL

Form D, Expenditure Proposal of this RFA includes the template for submitting the Expenditure Proposal. If using Option #1, Respondents must complete this form and name it as a separate file within the USB, clearly marked with the respondent's name, the RFA number, and the RFA submission date. If using Option #2, Respondents must complete this form and name it as a separate file, clearly marked with the respondent's name, the RFA number, and the RFA submission date.

Respondents must base their Expenditure Proposal on the Scope of Work described in **Article II**. This section should include any 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 and identify costs to be requested from HHSC and costs to be matched. 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 for compliance with TxGMS and federal grant guidance found in 2 CFR Part 200, as modified by TxGMS, with effect given to whichever provision imposes the more stringent requirement in the event of a conflict.

Costs included in the Expenditure Proposal will 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, including both anticipated matching funds and funds being certified in the proposal. Grantees will match State funds awarded with non-local, non-state, and non-federal sources per **Section 2.2.3, Match** of this RFA.

The value of donated materials, professional services, and volunteer time is to be calculated in accordance with TXGMS.

7.1.1 Indirect Cost Rate Questionnaire

Form E, HHS Indirect Cost Rate Questionnaire. This form includes an assessment designed to approve an Indirect Cost Rate, or Federally Approved Cost Allocation Plan for HHS System contracts.

7.1.2 Funding Match

- A. Federal, state, and local government (county or city) funds cannot be used to satisfy the match requirement. This includes contracts, Grants, goods, services and any other funding allocated by, awarded to, or passed-through from state or federal governmental entities.
- B. Applicants are not required to have all matching funds committed as part of the Application process. However:
 - 1. State awards must ultimately be matched by the Grant recipient through the reporting of utilized match during the Grant period.
 - 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. Matching funds to be used outside of the Project period may not be counted.
- C. Matching funds must be sufficiently documented per [Texas Grant Management Standards \(TxGMS\)](#) and [Title 2, Part 200, §200.306 of the Code of Federal Regulations](#).

7.1.3 Internal Controls

The Applicant must have financial systems in place to maintain internal controls, ensure proper management of state funds, maximize non-federal resources, and maintain solvency. The Applicant's accounting and internal control systems must meet the following requirements:

- A. The systems must be appropriate for the size of the organization.
- B. The accounting system must consist of source documents, a chart of accounts, journals, ledgers, and routine financial reports.
- C. The accounting system must be capable of producing expenditure reports, cost center analyses, budget formats, and automated reports as required by, and without additional support from, HHSC.
- D. The internal controls system must safeguard the contractor's assets, produce accurate accounting data, promote efficient operations, and encourage adherence to prescribed accounting policies and procedures.
- E. Effective internal control must have a division of responsibility among different employees for a sequence of related functions, clear establishment of each employee's responsibilities and duties, and use of standards such as procurement policies, proofs, checks, and other security measures.

Applicant must complete the Organizational Financial Information and Internal Controls Questionnaire contained in **Form C, Organizational Financial Information and Internal Controls Questionnaire** and submit it with the proposal.

ARTICLE VIII. 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 System Agency to award a contract or to pay any costs incurred by a Respondent in the preparation of a response to this Solicitation. The System Agency 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

The System agency 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 - Respondent Requirements Regarding Disclosure

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

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

A. Mark Original Proposal:

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

B. Certify in Original Proposal – HHS Solicitation Affirmations (attached as **Exhibit A** to this Solicitation):

Certify, in the designated section of the HHS Solicitation Affirmations, Respondent’s confidential information assertion and the filing of its Public Information Act Copy; and

C. Submit Public Information Act Copy of Proposal:

Submit a separate “Public Information Act Copy” of the Original Proposal (in addition to the original and all copies otherwise required under the provisions of this Solicitation). The Public Information Act Copy must meet the following requirements:

1. The copy must be clearly marked as “Public Information Act Copy” on the front page in large, bold, capitalized letters (the size of, or equivalent to, 12-point Times New Roman font or larger);
2. Each portion Respondent claims is exempt from public disclosure must be redacted (blacked out); and
3. Respondent must identify, adjacent to each redaction, the claimed exemption from disclosure. Each identification provided as required in Subsection (C) of this section must be identical to those set forth in the Original Proposal as required in Subsection (A)(2), above. The only difference in required markings

and information between the Original Proposal and the “Public Information Act Copy” of the proposal will be redactions - which can only be included in the “Public Information Act Copy.” There must be no redactions in the Original Proposal.

By submitting a response to this Solicitation, Respondent agrees that, if Respondent does not mark the Original Proposal, provide the required certification in the Affirmations and Solicitation Acceptance, and submit the Public Information Act Copy, Respondent’s proposal will be considered to be public information that may be released to the public in any manner including, but not limited to, in accordance with the Public Information Act, posted on the System Agency’s public website, and posted on the Legislative Budget Board’s public website.

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

Respondent should not submit a Public Information Act Copy indicating that the entire proposal is exempt from disclosure. Merely making a blanket claim that the entire proposal is protected from disclosure because it contains any amount of confidential, proprietary, trade secret, or privileged information is not acceptable, and may make the entire proposal subject to release under the PIA.

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

The System Agency will strictly adhere to the requirements of the PIA regarding the disclosure of public information. As a result, by participating in this solicitation process, Respondent acknowledges that all information, documentation, and other materials submitted in the proposal in response to this Solicitation may be subject to public disclosure under the PIA. The System Agency does not have authority to agree that any information submitted will not be subject to disclosure. Disclosure is governed by the PIA and by rulings of the Office of the Texas Attorney General. 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. The System Agency assumes no obligation or responsibility relating to the disclosure or nondisclosure of information submitted by Respondents.

For more information concerning the types of information that may be withheld under the PIA or questions about the PIA, please refer to the Public Information Act Handbook published by the Office of the Texas Attorney General or contact the attorney general’s

Open Government Hotline at (512) 478-OPEN (6736) or toll-free at (877) 673-6839 (877-OPEN TEX). To access the Public Information Act Handbook, please visit the attorney general's website at <http://www.texasattorneygeneral.gov>.

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 III**.

8.1.5 Additional Information

By submitting a proposal, 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 a proposal, 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 proposals.

The remainder of this page is intentionally left blank.

ARTICLE IX. SUBMISSION CHECKLIST

This checklist is provided for Respondent's convenience only and identifies documents that are requested in this Solicitation.

Original Solicitation Response Package

The Solicitation Package must include the Solicitation Response in one of the approved submission methods identified in **Section 3.6**.

A. Administrative Information (Forms A, A-1, & A-2)

- 1. Form A: Administrative Information _____
- 2. Form A-1: Governmental Entity or _____
- 3. Form A-2: Non-Profit or For-Profit Entity _____

B. Narrative Proposal Attachments, Expenditure Proposal and Forms (Forms B through E, Attachment A)

- 1. Form B: Project Narrative _____
- 2. Form C: Organizational Financial Information and Internal Controls Questionnaire _____
- 3. Form D: Expenditure Proposal _____
- 4. Form E: HHS Indirect Cost Rate Questionnaire _____
- 5. Attachment A: HCC Performance Measures _____

C. Applicable Exhibits (to be included in Solicitation Package)

- 1. Exhibit A: HHS Solicitation Affirmations _____
- 2. Exhibit C or C-1: Data Use Agreement v.8.5 _____
- 3. Exhibit C-2: Attachment 2: Security and Privacy Inquiry Form (SPI) _____
- 4. Exhibit D: Exceptions Form, return even if blank _____

Files to be provided

Option #1 _____

___ Two USBs – One Labeled “Copy” and One Labeled “Original” with all of the files below.

___ One file named “Original Proposal” that contains the Respondent’s entire proposal in searchable portable document format (PDF).

___ One file named “Public Information Copy” that contains the Respondent’s entire proposal in searchable PDF, if applicable.

Or

Option #2

___ One file named “Original Proposal” that contains the Respondent’s entire proposal in searchable portable document format (PDF).

___ In accordance with **Section 8.1.3**, one file named “Public Information Copy” that contains the Respondent’s entire proposal in searchable PDF, if applicable.

ARTICLE X. LIST OF ATTACHMENT, EXHIBITS, AND FORMS

ATTACHMENT A: HCC PERFORMANCE MEASURES

EXHIBIT A: HHS SOLICITATION AFFIRMATIONS

EXHIBIT B: HHSC UNIFORM TERMS AND CONDITIONS-GRANT

EXHIBIT C: DATA USE AGREEMENT GOVERNMENTAL ENTITY

EXHIBIT C-1: DATA USE AGREEMENT v.8.5

EXHIBIT C-2: ATTACHMENT 2: SECURITY AND PRIVACY INQUIRY FORM (SPI)

EXHIBIT D: EXCEPTIONS FORM, RETURN EVEN IF BLANK

EXHIBIT E: EVALUATION TOOL

EXHIBIT F: ONLINE BID ROOM INFORMATION

FORM A: ADMINISTRATIVE INFORMATION

FORM A-1: GOVERNMENTAL ENTITY OR

FORM A-2: NON-PROFIT OR FOR-PROFIT ENTITY

FORM B: PROJECT NARRATIVE

FORM C: ORGANIZATIONAL FINANCIAL INFORMATION AND INTERNAL CONTROLS

QUESTIONNAIRE

FORM D: EXPENDITURE PROPOSAL

FORM E: HHS INDIRECT COST RATE QUESTIONNAIRE