

Applying for a Grant

Grant awards are determined through a multi-stage process

Funding Announcement

HHSC will publish a funding announcement opportunity through a Request for Applications (RFA) document. The RFA describes the grant program and includes program guidelines, eligibility criteria, due dates, and other grant requirements for prospective applicants to assess their eligibility, capability, and interest in the funding opportunity. RFAs are posted on the [HHS Grants Website](#).

PCS will:

- Select the correct financial assistance mechanism
- Develop and publish the RFA with ample time for application submission

Eligibility and Evaluation

Once the application submission deadline passes, completed applications received by the deadline go through intake screening. Applications that meet eligibility requirements, respond to the required elements of the RFA, and are submitted on-time are reviewed and scored based on evaluation criteria published in the RFA. Evaluations are conducted by internal and/or external reviewers to score the merits of the submitted application.

PCS will:

- Conduct initial screening to ensure application is complete and eligible
- Oversee the grant evaluation process which may include programmatic and financial review of the submitted application
- Issue letters for applications ruled non-responsive due to late submission, or ineligibility.

Grant Review and Discussion

Applications that have made it through the evaluation process may be contacted by PCS or HHSC program area staff to discuss additional elements of the application for further review and clarification. This process may include application adjustments to project activities or budget reductions based on available funding at HHSC's sole discretion. During this time, HHSC may informally notify an applicant of the agency's intent to award grant funding.

PCS will:

- Issue letters to applicants notifying them that their application has successfully made it through the evaluation stage. Note: Dependent on application volume or HHSC decision-making, communication may be limited solely to intent to award or denial letters
- Facilitate further communication with HHSC program areas as needed

Denials and Award Notices

HHSC will select applications for grant funding based on evaluation results, geographic distribution, state priorities, available funding, cost-effectiveness, or other relevant factors at HHSC sole discretion. Organizations that have previously received grant funding under the same grant program are not guaranteed to receive continuation funding under future solicitations. All grant funding decisions are discretionary and are not eligible to be protested or appealed.

PCS will:

- Issue Notice of Award or Intent to Award letters to successful applicants that contains approved budget information
- Issue denial letters to unfunded applicants notifying them their application was not selected for funding.

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Applicant responsibilities

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Applicant must:

- Review the RFA to determine eligibility
- Develop an application strategy prior to submission as required by the RFA.
- Complete any required registrations or licensing as required by the RFA. Federally-funded grant programs may require a [Data Universal Numbering System \(DUNS\)](#) number and active [System for Award Management \(SAM\)](#) registration to be eligible to receive funding.
- Develop and submit application received by HHSC Procurement and Contracting Services (PCS) by the deadline.

Eligibility and Evaluation

Applicant must:

- Respond to PCS Grant Specialist inquiries for additional or missing application documents.
Note: Incomplete applications may be ruled non-responsive or ineligible at HHSC's sole discretion.
- Only communicate with the sole point of contact listed in the RFA during this stage.

Grant Review and Discussion

Applicant must:

- Respond to inquiries for additional or missing application documents.
- Respond to HHSC program areas for additional application information or clarification.
- Make any requested application adjustments including, but not limited to:
 - budget reductions;
 - programmatic approach changes; and
 - performance measure adjustments
- Not commence any grant-funded project activities unless specifically authorized by HHSC.

Denials and Award Notices

Applicant must:

- Review the Notice of Award letter or Intent to Award letter.
- Be prepared to receive and execute a finalized grant agreement contingent upon availability of funding and final HHSC approval.
- Not commence any grant-funded project activities unless specifically authorized by HHSC through a pre-award cost letter.
- Not request any additional information until the solicitation process is complete and all grant awards have been publicly posted.