



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER

PAGE 1 OF

7

DATE: 12/13/2022

SUBJECT: **APPROVAL OF AMENDMENT NO. 7 TO THE FISCAL YEAR 2018  
TEXAS DEPARTMENT OF STATE HEALTH SERVICES PUBLIC  
HEALTH PREPAREDNESS HAZARDS GRANT CONTRACT**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve Amendment No. 7 to the FY 2018 Texas Department of State Health Services (DSHS) Public Health Preparedness Hazards Grant Contract No. 537-18-0139-0001.

**BACKGROUND**

On May 16, 2017, the Commissioners Court, through Court Order #125201, approved the FY 2018 Public Health Preparedness Hazards grant contract.

On June 12, 2018, the Commissioners Court, through Court Order #127847, approved Amendment No. 1 to the FY 2018 Preparedness Hazards grant contract to extend the term for FY 2019 through June 30, 2019, amending the budget with additional federal grant funds and grantee match funds.

On May 28, 2019, the Commissioners Court, through Court Order #130295, approved Amendment No. 2 to the FY 2018 Preparedness Hazards grant contract to extend the term for FY 2020 through June 30, 2020, amending the budget with additional federal grant funds and grantee match funds.

On January 28, 2020, the Commissioners Court, through Court Order #132022 approved Amendment No. 3, amending the budget to add \$26,640.00 in federal funding and \$5,000.00 in Medical Reserve Corp (MRC) funding to the contract with the grantee providing a total of \$2,664.00 in match funds.

On April 7, 2020, the Commissioners Court, through Court Order #132538, approved Amendment No. 4 to the FY 2018 Preparedness Hazards grant contract to extend the term for FY 2021 to June 30, 2021, amending the budget to add an additional \$1,249,661.00 in federal grant funds and \$124,966.00 grantee match funds.

On April 20, 2021, the Commissioners Court, through Court Order #135275, approved Amendment No.5, increasing the budget by an additional \$1,249,661.00 in federal funding and \$124,966.00 in match funds for FY 2022.

On March 1, 2022, the Commissioners Court, through Court Order #137579, approved Amendment No.6, increasing the budget by an additional \$1,249,661.00 in federal funding and \$124,966.00 in match funding for FY 2023. The total not-to-exceed contract amount was increased to \$8,159,131.00, of which \$7,418,302.00 represents federal funding and \$740,829.00 represents match.

SUBMITTED BY:

Public Health

PREPARED BY:  
APPROVED BY:

Sabrina Vidaurri





## COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: \_\_\_\_\_ DATE: 12/13/2022 PAGE 2 OF 7

The purpose of this amendment is to revise certain reporting requirements in the Statement of Work to continue performing activities in support of the Public Health Emergency Preparedness (PHEP) Cooperative Agreement from the Centers of Disease Control and Prevention (CDC) in support of public health emergency preparedness. There is no change to the contract value. All other terms and conditions not hereby amended remain in full force and effect.

The Criminal District Attorney's Office has reviewed this document as to form.

### **FISCAL IMPACT**

All associated cost will be paid from grant fund allocations in Grant-2004/F0043-2023. There will be no impact to the County's General fund.





**TEXAS**  
**Health and Human**  
**Services**

**Texas Department of State Health Services**

Jennifer A. Shuford, M.D., M.P.H.  
*Interim Commissioner*

The Honorable B. Glen Whitley  
Tarrant County Judge  
100 E. Weatherford Street, Room 5006  
Fort Worth, Texas 76196

Subject: Public Health Emergency Preparedness Contract  
Contract Number: 537-18-0139-00001, Amendment No. 7  
Contract Amount: \$8,159,131.00  
Contract Term: July 1, 2017 through June 30, 2023

Dear Judge Whitley:

Enclosed is the Public Health Emergency Preparedness Amendment No. 7 between the Department of State Health Services and Tarrant County.

The purpose of this amendment is to revise certain reporting requirements in the Statement of Work to continue performing activities in support of the Public Health Emergency Preparedness (PHEP) Cooperative Agreement from the Centers for Disease Control and Prevention (CDC) in support of public health emergency preparedness. There is no change to the contract value.

Please let me know if you have any questions or need additional information.

Sincerely,

Jennifer Boggs, CTCM  
Contract Manager  
512-776-3967  
[Jennifer.Boggs@dshs.texas.gov](mailto:Jennifer.Boggs@dshs.texas.gov)

**DEPARTMENT OF STATE HEALTH SERVICES**

**CONTRACT NO. 537-18-0139-00001**

**AMENDMENT NO. 7**

The **DEPARTMENT OF STATE HEALTH SERVICES** ("System Agency") and **TARRANT COUNTY** ("Grantee"), each a "Party" and collectively the "Parties" to that certain Public Health Emergency Preparedness ("PHEP") contract effective July 1, 2017, and denominated as System Agency Contract No. 537-18-0139-00001 (the "Contract"), as amended, now desire to further amend the Contract.

**WHEREAS**, the Parties desire to revise the financial reporting requirements in the Statement of Work to align with updated processes.

**NOW, THEREFORE**, the Parties amend and modify the Contract as follows:

1. **SECTION III, INVOICE AND PAYMENT**, in **ATTACHMENT A.7, FY2023 STATEMENT OF WORK**, of the Contract is revised to read:
  - A. Grantee shall submit requests for reimbursement of required services/deliverables monthly using the State of Texas Purchase Voucher (Form B-13), together with supporting documentation as directed by DSHS. Forms should be mailed, faxed or e-mailed to the addresses below.
  - B. Grantee shall submit the Match Certification Form (B-13A) by August 15, 2023. Forms should be mailed, faxed or e-mailed to the addresses below.
  - C. Grantee shall submit a Financial Status Report (FSR) twice per fiscal year. The first FSR (for the period July 1, 2022 through December 31, 2022) is due by January 31, 2023. The second FSR (for the period January 1, 2023 through June 30, 2023) is due by August 15, 2023.
  - D. All reporting documents must be submitted by e-mail, fax, or mail. E-mail is preferred, but fax or mail are acceptable.
    1. For submission by mail, use address below:  
Department of State Health Services  
Claims Processing Unit  
P.O. Box 149347  
Austin, TX 78714-9347
    2. For submission by fax, use number below:  
(512) 458-7442

3. For submission by e-mail, see requirements below:

- a. Form B-13 with supporting documentation and Form B-13A must be sent to [invoices@dshs.texas.gov](mailto:invoices@dshs.texas.gov) & [CMSInvoices@dshs.texas.gov](mailto:CMSInvoices@dshs.texas.gov), with a copy to the System Agency contract manager.
- b. FSR must be sent to: [invoices@dshs.texas.gov](mailto:invoices@dshs.texas.gov); [FSRGrants@dshs.texas.gov](mailto:FSRGrants@dshs.texas.gov); and with a copy to the System Agency contract manager.

**E.** Grantee will be reimbursed on a monthly basis in accordance with the Budget in **Attachment B** of this Contract.

**F.** System Agency reserves the right to redirect grant funds in the event of financial shortfall by Grantee. System Agency will monitor Grantee's expenditures on a quarterly basis. If Grantee expenditures are below projections, System Agency, in its sole discretion, may reduce Grantee's budget for the remainder of the contract term. System Agency also may reduce Grantee's budget if Grantee has vacant positions existing for more than ninety (90) consecutive calendar days.

2. This Amendment shall be effective as of the date last signed below.
3. Except as amended by this Amendment, all terms and conditions of the Contract, as amended, shall remain in effect.
4. Any further revisions to the Contract shall be by written agreement of the Parties.
5. Each Party represents and warrants that the person executing this Amendment on its behalf has full power and authority to enter into this Amendment.

**SIGNATURE PAGE FOLLOWS**

**SIGNATURE PAGE FOR AMENDMENT No. 7**  
**SYSTEM AGENCY CONTRACT No. 537-18-0139-00001**

**DEPARTMENT OF STATE HEALTH SERVICES    TARRANT COUNTY**

By: \_\_\_\_\_

By: 

Name: \_\_\_\_\_

Name: B. Glen Whitley

Title: \_\_\_\_\_

Title: County Judge

Date of Signature: \_\_\_\_\_

Date of Signature: 12-13-2022



APPROVED AS TO FORM:

Kimberly C. Wesley  
Criminal District Attorney's Office\*

CERTIFICATION OF  
AVAILABLE FUNDS: \$ N/A

Renee Tidwell

Tarrant County Auditor

\*By law, the Criminal District Attorney's Office may only approve contracts for its clients. We reviewed this document as to form from our client's legal perspective. Other parties may not rely on this approval. Instead those parties should seek contract review from independent counsel.