



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

PAGE 1 OF 7

DATE: 12/13/2022

Fully Executed Contract

SUBJECT: **APPROVAL OF AMENDMENT NO. 7 TO THE FISCAL YEAR 2018
TEXAS DEPARTMENT OF STATE HEALTH SERVICES CITIES
READINESS INITIATIVE 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) Cities Readiness Initiative Grant Contract No. 537-18-0145-00007.

BACKGROUND

On April 18, 2017, the Commissioners Court, through Court Order #125007, approved the DSHS Cities Readiness Initiative grant contract for FY 2018 for a total contract amount of \$329,222.00.

On June 5, 2018, the Commissioners Court, through Court Order #127800, approved Amendment No. 1 to the FY 2018 Cities Readiness Initiative grant contract for FY 2019 to increase funding by an additional \$329,222.00 in federal funding and \$33,101.00 in match funds, for a total contract not-to-exceed amount of \$658,444.00.

On May 21, 2019, the Commissioners Court, through Court Order #130253, approved Amendment No. 2 to the FY 2018 Cities Readiness Initiative grant contract for FY 2020 to increase funding by an additional \$329,222.00 in federal funding and \$32,922.00 in match funds, for a total contract not-to-exceed amount of \$987,666.00.

On January 28, 2020, the Commissioners Court, through Court Order #132019, approved Amendment No. 3 to the FY 2018 Cities Readiness Initiative grant Contract for FY 2021, adding \$10,535.00 in federal funding and \$1,054.00 in match funds for FY 2020.

On April 7, 2020, the Commissioners Court, through Court Order #132536, approved Amendment No. 4, increasing the budget by an additional \$341,456.00 in federal funding and \$34,146.00 in match funding for FY 2021.

On April 6, 2021, the Commissioners Court through Court Order #135171 approved Amendment No. 5, increasing the budget by an additional \$341,456.00 in federal funding and \$34,146.00 in match funding for FY2022.

On March 1, 2022, the Commissioners Court through Court Order #137578 approved Amendment No. 6, increasing the budget by an additional \$341,456.00 in federal funding and \$34,146.00 in match funding for FY 2023. The total not-to-exceed amount of the contract increased to \$2,224,827.00, of which \$2,022,569.00 represented federal funding and \$202,258.00 represented matching funds.

SUBMITTED BY: Public Health

PREPARED BY: Sabrina Vidaurri
APPROVED BY:



COMMISSIONERS COURT COMMUNICATION

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

The purpose of this amendment is to revise certain requirements in the Statement of Work to continue performing activities in support of the Cities Readiness Initiative (CRI) from the Centers of Disease Control (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/F0044-2023. 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: Cities Readiness Initiative Contract
Contract Number: 537-18-0145-00001, Amendment No. 7
Contract Amount: \$2,224,827.00
Contract Term: July 1, 2017 through June 30, 2023

Dear Judge Whitley:

Enclosed is the Cities Readiness Initiative Amendment No. 7 between the Department of State Health Services and Tarrant County.

The purpose of this amendment is to revise certain requirements in the Statement of Work to continue performing activities in support of the Cities Readiness Initiative (CRI) 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

DEPARTMENT OF STATE HEALTH SERVICES

CONTRACT NO. 537-18-0145-00001

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 Cities Readiness Initiative contract effective July 1, 2017, and denominated as System Agency Contract No. 537-18-0145-00001 (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 & CMSInvoices@dshs.texas.gov, with a copy to the System Agency contract manager.
 - b. FSR must be sent to: invoices@dshs.texas.gov; 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. 537-18-0145-00001**

DEPARTMENT OF STATE HEALTH SERVICES TARRANT COUNTY

By: DocuSigned by:
Kirk Cole
04DD3FAAF59048D...

Name: Kirk Cole

Title: Deputy Commissioner

Date of Signature: December 15, 2022

By: DocuSigned by:
B. Glen Whitley
A76BD50BB72941A...

Name: B. Glen Whitley

Title: County Judge

Date of Signature: December 15, 2022

Certificate Of Completion

Envelope Id: D9A4235608204C1C9134A58CB4876B49

Subject: 537-18-0145-00001, Tarrant County, CRI, A.7

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Certificate Pages: 5

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Reston, VA 20190

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Signer Events

B. Glen Whitley

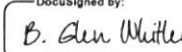
countyjudgegrants@tarrantcounty.com

County Judge

Tarrant County

Security Level: Email, Account Authentication
(None)**Signature**

DocuSigned by:



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Viewed: 12/15/2022 8:58:08 AM

Signed: 12/15/2022 8:58:39 AM

Electronic Record and Signature Disclosure:

Accepted: 12/15/2022 8:58:08 AM

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Helen Whittington

helen.whittington@dshs.texas.gov

Security Level: Email, Account Authentication
(None)**Completed**

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Electronic Record and Signature Disclosure:

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ID: 7b0efad3-2762-4581-bda8-6e8e50ca198a

PATTY MELCHIOR

Patty.Melchior@dshs.texas.gov

Director, DSHS CMS

Security Level: Email, Account Authentication
(None)**Completed**

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Electronic Record and Signature Disclosure:

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ID: f01589da-43a7-481e-996a-7c50409e5d48

Kirk Cole

Kirk.Cole@dshs.texas.gov

Deputy Commissioner

Security Level: Email, Account Authentication
(None)

DocuSigned by:



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Signature Adoption: Pre-selected Style

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<p>Sabrina Vidaurri Savidaurri@tarrantcounty.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	<p>Sent: 11/28/2022 11:24:37 AM</p>
<p>Jennifer Boggs jennifer.boggs@dshs.texas.gov Contract Manager Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	<p>Sent: 12/15/2022 2:59:39 PM</p>
<p>CMS Internal Routing Mailbox cms.internalrouting@dshs.texas.gov DSHS Contract Management Section Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	<p>Sent: 12/15/2022 2:59:41 PM</p>
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Completed	Security Checked	12/15/2022 2:59:41 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, DSHS Contract Management Section (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact DSHS Contract Management Section:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: alison.joffrion@hhsc.state.tx.us

To advise DSHS Contract Management Section of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at alison.joffrion@hhsc.state.tx.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from DSHS Contract Management Section

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to alison.joffrion@hhsc.state.tx.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with DSHS Contract Management Section

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to alison.joffrion@hhsc.state.tx.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify DSHS Contract Management Section as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by DSHS Contract Management Section during the course of your relationship with DSHS Contract Management Section.