

# COUNTY of HIDALGO



EDINBURG, TEXAS 78539

HIDALGO COUNTY AUDITOR'S OFFICE  
Hidalgo County Administration Building  
2808 South Business Highway 281  
Edinburg, Texas 78539-6243  
PHONE: (956) 318-2511  
FAX: (956) 318-2577  
WEBSITE: [www.co.hidalgo.tx.us/auditor](http://www.co.hidalgo.tx.us/auditor)

June 7, 2013

The Honorable Ramon Garcia, Hidalgo County Judge  
The Honorable A.C. Cuellar, Jr., Commissioner, Precinct No. 1  
The Honorable Hector "Tito" Palacios, Commissioner, Precinct No. 2  
The Honorable Jose M. Flores, Commissioner, Precinct No. 3  
The Honorable Joseph Palacios, Commissioner, Precinct No. 4

**RE: Certification of Revenue**

Dear Judge and Commissioners:

Pursuant to Local Government Code § 111.0706 SPECIAL BUDGET FOR GRANT OR AID MONEY:


The county auditor shall certify to the commissioners court the receipt of all public or private grant or aid money that is available for disbursement in a fiscal year but not included in the budget for that fiscal year. On certification, the court shall adopt a special budget for the limited purpose of spending the grant or aid money for its intended purpose.

I, Ray Eufrazio, County Auditor of Hidalgo County, certify to the Hidalgo County Commissioners Court the receipt of an award from the Texas Department of State Health Services. These funds may now be made available by creating a new special budget or amending a current budget for its intended purposes.

AMOUNT  
\$10,000.00

PURPOSE  
Award No. 2013-043641-001 Do Well (Diabetes Empowerment Education Program/Do Well, Be Well Program)

CERTIFIED BY:

  
\_\_\_\_\_  
Raymundo Eufrazio, CPA  
Hidalgo County Auditor

4-10-13  
\_\_\_\_\_  
Date

**HIDALGO COUNTY DISTRICT JUDGES**

- RICARDO P. RODRIGUEZ, JR. JUDGE, 12<sup>th</sup> D.C.
- RODOLFO DELGADO JUDGE, 93<sup>rd</sup> D.C.
- J. R. "BOBBY" FLORES JUDGE, 139<sup>th</sup> D.C.
- ROSE GUERRA REYNA JUDGE, 206<sup>th</sup> D.C.
- JUAN R. PARTIDA JUDGE, 275<sup>th</sup> D.C.
- MARIO E. RAMIREZ, JR. JUDGE, 312<sup>nd</sup> D.C.
- NOE GONZALEZ JUDGE, 370<sup>th</sup> D.C. OVERSEER
- LETICIA LOPEZ JUDGE, 389<sup>th</sup> D.C.
- AIDA SALINAS FLORES JUDGE, 398<sup>th</sup> D.C.
- ISRAEL RAMON, JR. JUDGE, 430<sup>th</sup> D.C.
- JESSE CONTRERAS JUDGE, 449<sup>th</sup> D.C.



**Debbie Tamez**

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**From:** Mike Escaname [miguel.escaname@hchd.org]  
**Sent:** Tuesday, June 04, 2013 4:27 PM  
**To:** Debbie Tamez - Grant Accountant  
**Subject:** FW: RE: HPCDP/CVD-DEEPDW- DSHS Contract NO.: 2013-043641-001 HIDALGO COUNTY  
**Attachments:** Hidalgo CO\_2013-043641-001\_Core Contract.pdf; Hidalgo CO\_2013-043641-001\_Program Attachment.pdf  
  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello Debbie:

We need a program number for this grant and the Certification of Revenue.

Thanks,

Mike E.

**From:** Eddie Olivarez [mailto:eddie.olivarez@hchd.org]  
**Sent:** Tuesday, June 04, 2013 4:00 PM  
**To:** Mike Escaname  
**Subject:** FW: RE: HPCDP/CVD-DEEPDW- DSHS Contract NO.: 2013-043641-001 HIDALGO COUNTY

**Eduardo Olivarez**  
**Chief Administrative Officer**  
**Hidalgo County Health and Human Services**  
**1304 South 25<sup>th</sup> Ave.**  
**Edinburg, Texas 78542**  
**956-383-8858 Office**  
**[www.twitter.com/hidalgohealth](http://www.twitter.com/hidalgohealth)**

**From:** Dukes, Cheryl (DSHS) [mailto:Cheryl.Dukes@dshs.state.tx.us]  
**Sent:** Tuesday, June 04, 2013 2:46 PM  
**To:** 'eddie.olivarez@hchd.org'; 'norma.longoria@wic.co.hidalgo.tx.us'  
**Cc:** Gambrell, Jon (DSHS); Fox, Pamela (DSHS)  
**Subject:** FW: RE: HPCDP/CVD-DEEPDW- DSHS Contract NO.: 2013-043641-001 HIDALGO COUNTY

Vonda,  
Please review and approve the attached files for emailing to OP.

Hello Contractor,

Attached are files that contain your Department of State Health Services (DSHS) contract. Please print two copies of each file, in the order they appear in this email, sign and return two copies to this unit as soon as possible.



To expedite contract execution, ensure that all forms are completed, signed and returned via overnight mail to the physical address below.

Your contract will be signed by DSHS and returned to your agency.

Changes made to any portion of the contract document (s) are considered a counter-offer and are not valid without DSHS written concurrence.

DSHS will not pay for reimbursements submitted/postmarked more than 60 days after the end of the contract term. Additional information regarding this policy is available on the DSHS website at <http://www.dshs.state.tx.us>.

NOTE: Return both copies of the contract in their entirety to one of the two addresses below. Contracts returned to any other address may result in contract delays.

<b>Physical Address for Overnight Mail</b>	<b>Mailing Address for Regular Mail</b>
Client Services Contracting Unit MC 1886 Department of State Health Services 1100 W.49 <sup>th</sup> Street Austin, TX 78756 Attn: Cheryl Dukes	Client Services Contracting Unit MC 1886 Department of State Health Services PO Box 149347 Austin, TX 78714- 9347 Attn: Cheryl Dukes

Please reference the DSHS contract number in all future correspondence.

If you have questions, contact Cheryl Dukes at (512) 776-2090 or via email at [cheryl.dukes@dshs.state.tx.us](mailto:cheryl.dukes@dshs.state.tx.us).

Thank you,

*Cheryl Dukes,CTCM,CTPM*  
*Texas Department of State Health Services*  
*Contract Specialist IV- CSCU*  
☎ Telephone: 512-776-2090  
☎ Fax#: 512-776-7351  
✉ [cheryl.dukes@dshs.state.tx.us](mailto:cheryl.dukes@dshs.state.tx.us)

Click here for contracting resources: <http://online.dshs.state.tx.us/finance/cscu.htm>

1. The first part of the document is a list of names and addresses of the members of the committee.

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## DEPARTMENT OF STATE HEALTH SERVICES



This contract, number 2013-043641 (Contract), is entered into by and between the Department of State Health Services (DSHS or the Department), an agency of the State of Texas, and HIDALGO COUNTY (Contractor), a Government Entity, (collectively, the Parties).

1. **Purpose of the Contract.** DSHS agrees to purchase, and Contractor agrees to provide, services or goods to the eligible populations as described in the Program Attachments.

2. **Total Amount of the Contract and Payment Method(s).** The total amount of this Contract is \$10,000.00, and the payment method(s) shall be as specified in the Program Attachments.

3. **Funding Obligation.** This Contract is contingent upon the continued availability of funding. If funds become unavailable through lack of appropriations, budget cuts, transfer of funds between programs or health and human services agencies, amendment to the Appropriations Act, health and human services agency consolidation, or any other disruptions of current appropriated funding for this Contract, DSHS may restrict, reduce, or terminate funding under this Contract.

4. **Term of the Contract.** This Contract begins on 04/15/2013 and ends on 06/29/2013. DSHS has the option, in its sole discretion, to renew the Contract as provided in each Program Attachment. DSHS is not responsible for payment under this Contract before both parties have signed the Contract or before the start date of the Contract, whichever is later.

5. **Authority.** DSHS enters into this Contract under the authority of Health and Safety Code, Chapter 1001.

6. **Documents Forming Contract.** The Contract consists of the following:

- a. Core Contract (this document)
- b. Program Attachments:

2013-043641-001 DoWell (Diabetes Empowerment Education Program/Do Well, Be Well Program)

- c. General Provisions (Vendor)
- d. Solicitation Document(s), and (N/A)
- e. Contractor's response(s) to the Solicitation Document(s).(N/A)
- f. Exhibits (N/A)

Any changes made to the Contract, whether by edit or attachment, do not form part of the Contract unless expressly agreed to in writing by DSHS and Contractor and incorporated herein.

# THE HISTORY OF THE UNITED STATES

The history of the United States is a story of growth and change. From the first settlers to the present day, the nation has evolved through various stages of development.

In the early years, the colonies were established as separate entities, each with its own local government and customs.

Over time, these colonies began to unite, sharing common interests and concerns. This led to the formation of a more cohesive national identity.

The American Revolution was a pivotal moment in the nation's history, as the colonies declared their independence from British rule.

The new nation faced many challenges, including the need to establish a strong central government and a system of laws.

The Constitution was drafted to address these challenges, providing a framework for the government and protecting the rights of citizens.

Throughout its history, the United States has been a land of opportunity and innovation, attracting people from all over the world.

The nation's growth has been remarkable, from a small group of colonies to a global superpower.

Today, the United States continues to shape the world, with its values and ideals influencing many other nations.

The history of the United States is a testament to the power of human ingenuity and the pursuit of a better life.

As we look to the future, we can draw inspiration from the challenges and triumphs of our past.

The United States remains a land of hope and possibility, where dreams can be realized and progress is always within reach.

Let us continue to build a better future for ourselves and for the world.

7. **Conflicting Terms.** In the event of conflicting terms among the documents forming this Contract, the order of control is first the Core Contract, then the Program Attachment(s), then the General Provisions, then the Solicitation Document, if any, and then Contractor's response to the Solicitation Document, if any.

8. **Payee.** The Parties agree that the following payee is entitled to receive payment for services rendered by Contractor or goods received under this Contract:

Name: HIDALGO COUNTY  
Address: HIDALGO COUNTY TREASURER 2810 S BUSINESS 281  
EDINBURG, TX 78539-6243  
Vendor Identification Number: 17460007176060

9. **Entire Agreement.** The Parties acknowledge that this Contract is the entire agreement of the Parties and that there are no agreements or understandings, written or oral, between them with respect to the subject matter of this Contract, other than as set forth in this Contract.

By signing below, the Parties acknowledge that they have read the Contract and agree to its terms, and that the persons whose signatures appear below have the requisite authority to execute this Contract on behalf of the named party.

DEPARTMENT OF STATE HEALTH SERVICES

HIDALGO COUNTY

By: \_\_\_\_\_  
Signature of Authorized Official

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Bob Burnette, C.P.M., CTPM

\_\_\_\_\_  
Printed Name and Title

Director, Client Services Contracting Unit

\_\_\_\_\_  
Address

1100 WEST 49TH STREET  
AUSTIN, TEXAS 78756

\_\_\_\_\_  
City, State, Zip

(512) 458-7470

\_\_\_\_\_  
Telephone Number

Bob.Burnette@dshs.state.tx.us

\_\_\_\_\_  
E-mail Address for Official Correspondence

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CONTRACT NO. 2013-043641  
PROGRAM ATTACHMENT NO. 001  
PURCHASE ORDER NO. 0000394619

CONTRACTOR: HIDALGO COUNTY

DSHS PROGRAM: DoWell (Diabetes Empowerment Education Program/Do Well, Be Well Program)

TERM: 04/15/2013

THRU: 06/29/2013

SECTION I. STATEMENT OF WORK:

Contractor shall develop a diabetes and cardiovascular disease awareness campaign and educational outreach program, based on the Diabetes Empowerment and Education Program (DEEP) curriculum. The awareness campaign and educational outreach program will target the employees of Hidalgo County and their family members.

The goal of the awareness campaign and educational outreach program is to increase the awareness of diabetes and its connection to cardiovascular disease among Hidalgo County Health Department employees and their families and to increase the number of persons who are enrolled in a chronic disease or diabetes self-management program, such as DEEP. While this contract shall be used to create a sustainable campaign and educational outreach program, because of the short time-frame, only the first DEEP module will be conducted within this contract's project period. However, it is expected that this contract will be utilized to prepare for complete implementation of DEEP's curriculum; therefore, resources will largely be directed to the awareness campaign, DEEP participant recruitment, and obtaining all necessary resources for the DEEP program.

Contractor shall develop a detailed work plan with timeline to include sequential activities and milestones toward accomplishing project goals.

SECTION II. PERFORMANCE MEASURES:

The following performance measures(s) will be used to assess, in part, Contractor's effectiveness in providing the services described SECTION I STATEMENT OF WORK in this Program Attachment, without waiving the enforceability of any of the other terms of the contract.

By May 1, 2013, Contractor shall submit a detailed work plan to the DSHS Cardio-Vascular Disease (CVD) and Stroke Program. The work plan shall include:

- goals and objectives;
- list of team members, and their roles in the project;
- intended target population (reach);

THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF CHEMISTRY  
PHYSICAL CHEMISTRY

February 1954

Dear Mr. Tolman:

Thank you for

your letter of the 12th inst. regarding the

question of the relative rates of the two

reactions. I have been thinking about this

question for some time and

am sorry that I

cannot give you a definite answer at

present. I will be glad to discuss this

with you if you

- marketing data (how the program will be advertised and participants will be recruited e.g. flyers, brochures, company newsletter, in-person);
- sustainability plan; and
- evaluation plan.

Work plan must be approved by CVD and Stroke Program staff prior to its implementation.

Contractor will provide CVD staff with bi-weekly project status reports in writing to include: implementation status, barriers and methods to address those barriers, opportunities to enhance activities, and next steps. Bi-weekly progress reports will be due on the following dates: May 10, 2013; May 24, 2013; June 7, 2013; and June 21, 2013.

By June 1, 2013, Contractor shall develop and submit copies of all marketing materials used for the campaign and to recruit DEEP or Do Well, Be Well participants to the DSHS CVD and Stroke Program for approval prior to use.

By June 29, 2013, Contractor shall conduct one module of DEEP or Do Well, Be Well to participants.

By June 29, 2013, Contractor shall submit participation numbers for one module of DEEP or Do Well, Be Well to DSHS CVD Program.

By June 29, 2013, Contractor shall provide ongoing project status reports to CVD and Stroke Program.

### SECTION III. SOLICITATION DOCUMENT:

Exempt-Governmental Entity

### SECTION IV. RENEWALS:

N/A

### SECTION V. PAYMENT METHOD:

Deliverables

### SECTION VI. BILLING INSTRUCTIONS:

Contractor shall request payment using the State of Texas Purchase Voucher (Form B-13) and acceptable supporting documentation for reimbursement of the required services/deliverables. The B-13 can be found at the following link <http://www.dshs.state.tx.us/grants/forms.shtm>. Vouchers



and supporting documentation should be mailed or submitted by fax or electronic mail to the addresses/number below.

**Department of State Health Services  
 Claims Processing Unit, MC1940  
 1100 West 49<sup>th</sup> Street  
 P.O. Box 149347  
 Austin, Texas 78714-9347**

The fax number for submitting State of Texas Purchase Voucher (Form B-13) to the Claims Processing Unit is (512) 776-7442. The email address is [invoices@dshs.state.tx.us](mailto:invoices@dshs.state.tx.us).

**SECTION VII. BUDGET**

**SOURCE OF FUNDS: CFDA 93.283**

DSHS will make payment to Contractor upon completion and approval of each deliverable referenced below and upon receipt of a completed State of Texas purchase voucher as described in Section VI. **BILLING INSTRUCTIONS.**

Types of Services or Deliverables:

Deliverables	Due Date	Amount
Detailed work plan, as described in Section II.	May 1, 2013	\$2,500
All marketing materials used for the campaign and to recruit DEEP or Do Well, Be Well participants.	June 1, 2013	\$2,500
Provide participation sign-in to document that one module of DEEP or Do Well, Be Well was conducted.	June 29, 2013	\$5,000
Total Amount Not to Exceed		\$10,000

**SECTION VIII. SPECIAL PROVISIONS:**

General Provisions, **Article XII. General Terms, Section 12.14 Amendment**, is amended to include the following:

Contractor must submit all amendment and revision requests in writing to the Division Contract Management Unit at least ninety (90) days prior to the end of the term of this Program Attachment.

1. The first part of the document is a list of names and addresses of the members of the committee.

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AI-39083

Health & Human Services Dept. 20. E.

CC REGULAR

Meeting 06/11/2013  
Date:

Submitted For: Eddie Olivarez

Submitted By: Mike Escaname, HEALTH & HUMAN SERVICES DEPT.

Department: HEALTH & HUMAN SERVICES DEPT.

**Information**

**CAPTION**

1. Requesting approval to accept the Do Well grant contract # 2013-043641-001 in the amount of \$10,000.00.
2. Requesting approval of the Certification of Revenue as certified by the County Auditor.
3. Requesting approval of the Budget Appropriation.

**BACKGROUND**

**Fiscal Impact**

**FISCAL YEAR: 2013**

**ACCT. #: 3-1293-441-00-340-058-3-XXX**

**FUNDS AVAILABLE Y/N?: Y**

**MATCHING FUNDS Y/N?: N**

**BUDGETARY IMPACT:**

No local matching funds required.

**Attachments**

**Grant**

**Budget Appropriation**

**Form Review**

<b><u>Inbox</u></b>	<b><u>Reviewed By</u></b>	<b><u>Date</u></b>
Budget & Management	Obdett Calzada	06/05/2013 01:22 PM
Budget & Management	Obdett Calzada	06/05/2013 01:22 PM
Obdett Calzada		
Auditor's Office		
Purchasing Department		
Form Started By: Mike Escaname		Started On: 06/04/2013 04:31 PM





The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud. The text also mentions the need for regular audits and the role of independent auditors in ensuring the reliability of financial statements.

In addition, the document highlights the significance of transparency and accountability in financial reporting. It states that stakeholders, including investors and the public, have a right to know how their money is being managed. This requires the provision of clear, concise, and timely information about the organization's financial performance and position.

The text further discusses the challenges faced by organizations in implementing robust financial controls. These challenges include the complexity of financial transactions, the rapid pace of technological change, and the need for continuous monitoring and improvement of internal control systems. It suggests that organizations should adopt a risk-based approach to internal control, focusing on areas of high risk and potential fraud.

Moreover, the document stresses the importance of a strong corporate culture that values ethical behavior and integrity. It argues that a culture of honesty and transparency is essential for the long-term success of any organization. This culture should be reinforced through training, communication, and the consistent application of ethical standards.

The text also touches upon the role of external stakeholders in promoting financial integrity. It notes that regulatory bodies, industry associations, and the media can play a significant role in monitoring and reporting on organizational behavior. Organizations should therefore engage with these stakeholders and be open to external scrutiny.

In conclusion, the document underscores the need for a comprehensive and integrated approach to financial integrity. This approach should encompass strong internal controls, transparent reporting, a robust corporate culture, and active engagement with external stakeholders. By adopting these practices, organizations can enhance their financial reliability and contribute to the overall stability and confidence of the financial system.

The document also includes a section on the importance of staying up-to-date with the latest developments in financial reporting and internal control. It suggests that organizations should regularly review and update their policies and procedures to reflect changes in the regulatory environment and best practices. This ongoing process is crucial for maintaining the effectiveness of financial controls.

Finally, the document emphasizes the role of leadership in setting the tone for financial integrity. It states that senior management and the board of directors are responsible for establishing the organization's financial reporting framework and ensuring its effective implementation. Their actions and decisions have a profound impact on the organization's financial health and reputation.

In summary, the document provides a detailed overview of the key elements of financial integrity. It offers practical guidance on how organizations can strengthen their financial reporting and internal control systems, foster a culture of ethical behavior, and engage with external stakeholders. By following these principles, organizations can ensure the accuracy and reliability of their financial information and build trust with their stakeholders.