

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

June 1, 2018

The Honorable Ramon Garcia, Hidalgo County Judge
The Honorable David Fuentes, Commissioner, Precinct No. 1
The Honorable Eduardo Cantu, 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 commissioner's 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, Maria Arcilia Duran, 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 (TDSHS). These funds may now be made available by creating a new special budget or amending a current budget for its intended purposes.

AMOUNT	PURPOSE
\$50,000.00	Award No. 2016-003876 Amendment No. 3 HPCDP/TXHC Texas Healthy Communities

CERTIFIED BY:



Maria Arcilia Duran, CPA



Date



HIDALGO COUNTY DISTRICT JUDGES

- LUIS M. SINGLETERRY
JUDGE, 32ND D.C.
- RODOLFO DELGADO
JUDGE, 33RD D.C.
- J. R. "BOBBY" FLORES
JUDGE, 139TH D.C.
- ROSE GUERRA REYNA
JUDGE, 206TH D.C.
- JUAN R. PARTIDA
JUDGE, 275TH D.C.
- MARIO E. RAMIREZ, JR.
JUDGE, 332ND D.C.
- NOE GONZALEZ
JUDGE, 379TH D.C.
OVERSEER
- LETICIA LOPEZ
JUDGE, 389TH D.C.
- L. KENO VASQUEZ
JUDGE, 396TH D.C.
- ISRAEL RAMON, JR.
JUDGE, 438TH D.C.
- RENEE R. BETANCOURT
JUDGE, 448TH D.C.

AI-65116
CC - REGULAR

Health & Human Services Dept. 12. C.
Other

Meeting Date: 06/05/2018

Submitted For: Eddie Olivarez, HEALTH & HUMAN SERVICES DEPT.

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

Department: HEALTH & HUMAN SERVICES DEPT.

Information

CAPTION

1. Requesting approval to accept the Texas Healthy Communities grant contract Amendment #2016-003876 Amendment No. 3. The purpose of the amendment is to allow for successful completion of the Project and to add the FY 19 award allocation of \$50,000.00. The program period will run from October 1, 2018 through September 30, 2019.
2. Requesting approval for County Judge to e-sign the Texas Healthy Communities contract Amendment and related documents.
3. Requesting approval of the Certification of Revenue in the amount of \$50,000.00.
4. Requesting approval of the budget appropriation.

BACKGROUND

02/27/2018 - AI-63848 - Approval to submit renewal grant application for the TX Healthy Communities FY 19 program.

Fiscal Impact

CALENDAR YEAR: 2018

ACCT. #: 8-1293-441-00-340-061-9-XXX

FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:

No local match required.

Attachments

Grant Contract Amendment
appropriation-revised

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	05/31/2018 09:42 AM
Final Approval	Monica Salinas	06/01/2018 05:13 PM
Form Started By: Mike Escaname		Started On: 05/31/2018 08:12 AM
Final Approval Date: 06/01/2018		

Minerva Diaz

From: Mike Escaname [miguel.escaname@hchd.org]
Sent: Thursday, May 31, 2018 9:38 AM
To: minerva.diaz@auditor.co.hidalgo.tx.us
Cc: Deborah Fischer
Subject: Request for Certification of Revenue - \$50,000.00 - TX Healthy Communities FY 19
Attachments: AI-65116 Acceptance of TX Healthy FY 19 060518.pdf; OneTouch May 31, 2018 (1).PDF

Minerva,

I'd appreciate if you can arrange for a Certification of Revenue in the amount of \$50,000.00.

We have received the grant renewal for the TX Healthy Communities for the FY 19 program period.

We plan on presenting it to Commissioner's Court next Tuesday, 06/05/18, for approval and acceptance.

Let me know if you have any questions.

Thanks,

Mike Escaname

Division Manager, Financial Accounting
Hidalgo County Health & Human Services Department
1304 S. 25th Ave
Edinburg, TX 78542-7205
Main Line (956) 383-6221
Direct Line (956) 292-7000 ext. 7210

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DEPARTMENT OF STATE HEALTH SERVICES
CONTRACT NO. 2016-003876
AMENDMENT NO. 3

THE DEPARTMENT OF STATE HEALTH SERVICES ("DSHS") AND HIDALGO COUNTY ("Contractor"), each a "Party" and collectively the "Parties," to that certain grant contract effective October 1, 2015 and denominated DSHS Contract No. 2016-003876 ("Contract"), now desire to further amend the Contract.

WHEREAS, the System Agency has chosen to exercise its option to renew the Contract in accordance with Contract Section 4, Term of the Contract;

WHEREAS, the Parties desire to revise the Budget to add funds for the period beginning October 1, 2018 through September 30, 2019 (hereinafter referred to as "Fiscal Year 2019" or "FY2019");

WHEREAS, this revision will result in an addition of funds in the amount of FIFTY THOUSAND DOLLARS (\$50,000.00); and

WHEREAS, the Parties desire to revise the Statement of Work.

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

1. SECTION 2 of the Contract, TOTAL AMOUNT, is amended to increase the total amount of the contract to TWO HUNDRED THOUSAND DOLLARS (\$200,000.00).
2. SECTION 4 of the Contract, TERM OF THE CONTRACT, is hereby amended to reflect a new end date of September 30, 2019.
3. Section 7 of the Contract, STATEMENT OF WORK, is amended to add the following:

For FY19 Contractor shall:

- a. Develop, complete and submit a Project Work Plan in conjunction with DSHS. The Project Work plan must include objectives with supporting activities that address indicators identified in the FY 2018 TXHC assessment as needing improvement. A Project Work Plan Draft must be submitted, reviewed and approved by DSHS prior to the final version submission date. The Project Work Plan draft must be submitted to DSHS on or before October 17, 2018 and the final Project Work Plan submission is due to DSHS on or before October 31, 2018.
- b. Develop and submit an Evaluation Plan to DSHS. An Evaluation Plan Draft must be reviewed and approved by DSHS prior to the final version submission date. The Evaluation Plan Draft must be submitted on or before November 16, 2018 and the final Evaluation Plan version is due to DSHS on or before November 30, 2018.

- c. Submit an Interim Progress Report Draft to DSHS for review on or before March 19, 2019. The Report will include summary of all items/activities conducted to date; detailed description of progress toward achieving objectives and activities; and barriers. Submission of the final Interim Report must fully address any feedback from DSHS based on the draft Interim Report and must be submitted on or before March 29, 2019.
- d. Conduct, complete and submit the Texas Healthy Communities Assessment Draft in the Performance Management and Tracking System (PMATS) by May 16, 2019. DSHS will review and approve Draft submission prior to submission of final report in PMATS on or before May 31, 2019. Delinquent Assessments will not be accepted.
- e. Designate a member of the TXHC program to attend, in person, the TXHC Annual Meeting during the Contract term. If the member or designee is unable to attend the meeting in person, then the Contractor must notify DSHS in writing as to the reason for non-compliance.
- f. Submit a Final Progress Report Draft to DSHS for review and approval on or before August 30, 2019. Report will include summary of all items/activities conducted to date; detailed description of progress toward achieving objectives and activities; plans for sustaining activities once funding has ended; and barriers/lessons learned. Submission of Final Report must fully address any feedback from DSHS based on draft final report and must be submitted on or before September 13, 2019.
- g. Participate in twelve (12) monthly feedback calls (monthly project status reports) with DSHS Program to be conducted on or before the following dates: October 31st, November 28th, December 31st, January 30th, February 28th, March 29th, April 30th, May 29th, June 28th, July 31st, August 30th, and September 30th.
- h. Inform DSHS of delinquent submission within five (5) business days of the due date including a detailed justification and proposed submission date.
- i. Submit written monthly reports as directed by DSHS.

DSHS will monitor the Contractor's financial performance on a monthly basis to insure that the Contractor will not lapse more than 5% of the allotted funding for FY19.

Contractor certifies that it has adopted and enforces a Tobacco-Free Workplace Policy that meets or exceeds all of the following minimum standards of:

- a) Prohibiting the use of all forms of tobacco products, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff and chewing tobacco;
- b) Designating the property to which this Policy applies as a "designated area," which must at least comprise all buildings and structures where activities funded under this Contract are taking place, as well as Grantee owned, leased, or controlled sidewalks, parking lots, walkways, and attached parking structures immediately adjacent to this designated area;
- c) Applying to all employees and visitors in this designated area; and

d) Providing for or referring its employees to tobacco use cessation services.

If Contractor cannot meet these minimum standards, it must obtain a waiver from the System Agency.

4. SECTION 7 of the Contract, STATEMENT OF WORK, BILLING INSTRUCTIONS, is amended to reflect the following changes in financial documentation submission:

Department of State Health Services
 Claims Processing Unit, MC 1940
 P.O. Box 149347
 Austin, TX 78714-9347
 FAX: (512) 458-7442
 EMAIL: invoices@dshs.texas.gov & CMSinvoices@dshs.texas.gov

B-13 and supporting documentation should be sent to: invoices@dshs.texas.gov & CMSinvoices@dshs.texas.gov

FSRs should be sent to: invoices@dshs.texas.gov, CMSinvoices@dshs.texas.gov & FSRGrants@dshs.texas.gov

5. SECTION 11 of the Contract, RENEWALS, is hereby amended to reflect that there are no renewals remaining under the Contract.

6. The categorical budget is deleted in its entirety and replaced with the following budget table:

Budget Categories	FY16 Allocation	FY17 Allocation	FY18 Allocation	FY19 Allocation	Category Total
Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$1,057.00	\$2,242.00	\$3,384.00	\$3,268.00	\$9,951.00
Equipment	\$0.00	\$0.00	\$0.00	\$19,253.00	\$19,253.00
Supplies	\$23,943.00	\$5,215.00	\$12,566.00	\$4,479.00	\$46,203.00
Contractual	\$0.00	\$0.00	\$34,050.00	\$0.00	\$34,050.00
Other	\$25,000.00	\$42,543.00	\$0.00	\$23,000.00	\$90,543.00
Total Direct Costs	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$200,000.00
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$200,000.00

7. This Amendment No. 3 shall be effective as of the date upon which both Parties have signed this Amendment.

8. Except as amended and modified by this Amendment No. 3, all terms and conditions of the Contract, as amended, shall remain in full force and effect.
9. Any further revisions to the Contract shall be by written agreement of the Parties.

SIGNATURE PAGE FOLLOWS

**SIGNATURE PAGE FOR AMENDMENT NO. 3
DSHS CONTRACT NO. 2016-003876**

DEPARTMENT OF STATE HEALTH SERVICES HIDALGO COUNTY

_____	By: _____
Associate Commissioner	Name: _____
Community Health Improvement	Title: _____
Date of Execution: _____	Date of Execution: _____

**THE FOLLOWING ATTACHMENTS ARE ATTACHED TO THIS AMENDMENT AND
INCORPORATED INTO THE CONTRACT:**

ATTACHMENT A: FFATA

Fiscal Federal Funding Accountability and Transparency Act (FFATA) CERTIFICATION

As the duly authorized representative (Signor) of the Contractor, I hereby certify that the statements made by me in this certification form are true, complete and correct to the best of my knowledge.

Did your organization have a gross income, from all sources, of less than \$300,000 in your previous tax year? Yes No

If your answer is "Yes", skip questions "A", "B", and "C" and finish the certification.
If your answer is "No", answer questions "A" and "B".

A. Certification Regarding % of Annual Gross from Federal Awards.

Did your organization receive 80% or more of its annual gross revenue from federal awards during the preceding fiscal year? Yes No

B. Certification Regarding Amount of Annual Gross from Federal Awards.

Did your organization receive \$25 million or more in annual gross revenues from federal awards in the preceding fiscal year? Yes No

If your answer is "Yes" to both question "A" and "B", you must answer question "C".
If your answer is "No" to either question "A" or "B", skip question "C" and finish the certification.

C. Certification Regarding Public Access to Compensation Information.

Does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? Yes No

If your answer is "Yes" to this question, where can this information be accessed?

If your answer is "No" to this question, you must provide the names and total compensation of the top five highly compensated officers below.

Provide compensation information here:

Certificate Of Completion

Envelope Id: D13150A8C5A64652B3B7623733FF4F36
Subject: Amending S200 000, 2016-003876 Hidalgo County A-3: DSHS/CMS
Source Envelope:
Document Pages: 14 Signatures: 0
Certificate Pages: 2 Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Sent

Envelope Originator:
Texas Health and Human Services Commission
1100 W. 49th St.
Austin, TX 78756
PCS_DocuSign@hhsc.state.tx.us
IP Address: 167.137.1.16

Record Tracking

Status: Original
May 24, 2018
Holder: Texas Health and Human Services
Commission
PCS_DocuSign@hhsc.state.tx.us

Location: DocuSign

Signer Events

Ramon Garcia
Virginia.jones@co.hidalgo.tx.us
Security Level: Email, Account Authentication
(None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signature

Timestamp

Sent: May 24, 2018
Resent: May 24, 2018
Resent: May 24, 2018

Manda Hall, M.D.
Manda.Hall@dshs.texas.gov
Security Level: Email, Account Authentication
(None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Jodi Day
Jodi.Day@hhsc.state.tx.us
Security Level: Email, Account Authentication
(None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

COPIED

Sent: May 24, 2018

Jason Adams
jason.adams@dshs.state.tx.us
Contract Manager
Texas Health and Human Services Commission
Security Level: Email, Account Authentication
(None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

COPIED

Sent: May 24, 2018
Viewed: May 24, 2018

Carbon Copy Events

CMU Contract Inbox
cmucontracts@dshs.texas.gov
Security Level: Email, Account Authentication
(None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Status

COPIED

Timestamp

Sent: May 24, 2018

Eduardo Olivarez
Eddie.olivarez@hchd.org
Security Level: Email, Account Authentication
(None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

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Notary Events

Signature

Timestamp

Envelope Summary Events

Envelope Sent

Status

Hashed/Encrypted

Timestamps

May 24, 2018

Payment Events

Status

Timestamps