

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
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WEBSITE: www.co.hidalgo.tx.us/auditor

April 9, 2021

The Honorable Richard F. Cortez, Hidalgo County Judge
The Honorable David Fuentes, Commissioner, Precinct No. 1
The Honorable Eduardo Cantu, Commissioner, Precinct No. 2
The Honorable Everado "Ever" Villarreal, Commissioner, Precinct No. 3
The Honorable Ellie Torres, 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	Period of Performance	PURPOSE
\$147,521.00	09/01/21-08/31/22	Award No. HHS000436300016, Amendment No. 2 TECE
<u>\$147,521.00</u>	09/01/22-08/31/23	Infectious Disease Surveillance and Epidemiology Activities
\$295,042.00		

CERTIFIED BY:

Maria Arcilia Duran
Maria Arcilia Duran, CPA
Hidalgo County Auditor

4-12-21
Date



HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERY JUDGE, 12 th D.C.	PERHARDO MARTINEZ JUDGE, 17 th D.C.	J. R. "BOBBY" FLORES JUDGE, 138 th D.C.	ROSE GUERRA REYNA JUDGE, 208 th D.C.	MARLA CUELLAR JUDGE, 278 th D.C.	MARIO E. RAMIREZ, JR. JUDGE, 322 th D.C.	JOE GONZALEZ JUDGE, 378 th D.C. OVERSEER	LETICIA LOPEZ JUDGE, 388 th D.C.	L. KENDY VASQUEZ JUDGE, 398 th D.C.	ISRAEL RAMON, JR. JUDGE, 438 th D.C.	RENEE R. BETANCOURT JUDGE, 448 th D.C.	JOSE "JOE" RAMIREZ JUDGE, 464 th D.C.
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AI-80330

Health & Human Services
Dept. 25. A.

CC REGULAR AGENDA SPECIAL MTG Other

Meeting Date: 04/13/2021

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 Epidemiology Capacity Expansion Grant contract #HHS000436300016 Amendment No. 2 in the amount of \$295,042.00 for the period of 09/01/2021 to 08/31/2023 and for County Judge to e-sign the contract.
2. Requesting approval of the Certification of Revenue in the amount of \$295,042.00 and the budget appropriation of \$147,521.00 for fiscal year 22 and \$147,521.00 for fiscal year 23.

BACKGROUND

01/26/2021 - AI-79223 - Approval to submit renewal grant application and budget.
 04/01/2014 - This program supports epidemiology activities in Hidalgo County as requested by the Texas Department of State Health Services agency and has been since 04/01/2014.

Fiscal Impact

CALENDAR YEAR:	2021	ACCT. #:	1-1293-441-00-340-071-2-XXX
FUNDS AVAILABLE Y/N?:	Y	MATCHING FUNDS Y/N?:	N

BUDGETARY IMPACT:
 FY 22 BA; No local match required.

CALENDAR YEAR:	2021	ACCT. #:	1-1293-441-00-340-071-3-XXX
FUNDS AVAILABLE Y/N?:	Y	MATCHING FUNDS Y/N?:	N

BUDGETARY IMPACT:

FY 23 BA; No local match required.

Attachments

Grant Contract Amendment

BA FY 22

BA FY 23

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	04/08/2021 09:34 AM
Final Approval		
Form Started By: Mike Escaname		Started On: 04/08/2021 08:19 AM



Minerva Diaz <minerva.diaz@auditor.co.hidalgo.tx.us>

Request for Certification of Revenue - TECE FY 22 & FY 23 - \$295,042.00

1 message

Miguel Escaname <miguel.escaname@hchd.org>
To: Minerva Diaz <minerva.diaz@auditor.co.hidalgo.tx.us>
Cc: Deborah Fischer <deborah.fischer@auditor.co.hidalgo.tx.us>

Thu, Apr 8, 2021 at 8:51 AM

Minerva,

AI-80330 will be presented to CC next week to appropriate the TECE grant contract amendment.

I'd appreciate it if, after your review, you can arrange to have a Certification of Revenue prepared in the amount of \$295,042.00.

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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2 attachments

HHS000436300016_Hidalgo_County_A-2_Sign_Doc.docx.pdf
395K

AI-80330 Acceptance of TECE FY 22 n FY 23 041321.pdf
127K

DATE: April 13, 2021

DEPARTMENT HEAD: Eduardo Olivarez

DEPARTMENT NAME: Health & Human Services

ACCOUNT NUMBER: 1-1293-441-00-340-071-2-XXX

Contact Person: Mike Escaname Ph#: (956) 383-6221

2021
Appropriation
AI-80330



SUBJECT: **Budget Amendments** (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Budget Amendments (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

INCREASE ACCOUNT NUMBER(S)	ACCOUNT (OBJECT) NAME	AMOUNT
1-1293-441-00-340-071-2-113	TECE LOCAL-REG F/T EMPLOYEES	109,308.00
1-1293-441-00-340-071-2-211	TECE LOCAL-HEALTH INSURANCE	14,227.00
1-1293-441-00-340-071-2-212	TECE LOCAL-LIFE INSURANCE	88.00
1-1293-441-00-340-071-2-220	TECE LOCAL-FICA	8,314.00
1-1293-441-00-340-071-2-230	TECE LOCAL-RETIREMENT	13,835.00
1-1293-441-00-340-071-2-250	TECE LOCAL-UNEMPLOYMENT COMP	652.00
1-1293-441-00-340-071-2-260	TECE LOCAL-WORKERS COMP	0.00*
		109,308.00+
		14,227.00+
		88.00+
		8,314.00+
1-1293-441-00-340-071-2-610	TECE LOCAL-GENERAL SUPPLIES	13,835.00+
		652.00+
		1,022.00+
		75.00+
		147,521.00*
1-1293-334-10-340-071-2-000	TECE REVENUES - STATE	147,521.00
TOTAL BUDGET INCREASE (DECREASE)		147,521.00

REASON:

Appropriation of funds for TEXAS EPIDEMIOLOGY CAPACITY EXPANSION FY 22 program that starts on 09/01/2021 and ends on 08/31/2022.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

DATE: April 13, 2021

DEPARTMENT HEAD: Eduardo Olivarez

DEPARTMENT NAME: Health & Human Services

ACCOUNT NUMBER: 1-1293-441-00-340-071-3-XXX

Contact Person: Mike Escaname Ph#: (956) 383-6221

2021
Appropriation
AI-80330



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1-1293-441-00-340-071-3-230	TECE-RETIREMENT	13,835.00
1-1293-441-00-340-071-3-250	TECE-UNEMPLOYMENT COMP	652.00
1-1293-441-00-340-071-3-260	TECE-WORKERS COMP	0.00
		109,308.00+
		14,227.00+
		88.00+
		8,314.00+
		13,835.00+
1-1293-441-00-340-071-3-610	TECE-GENERAL SUPPLIES	75.00
		652.00+
		1,022.00+
		75.00+
		147,521.00*
1-1293-334-10-340-071-3-000	TECE REVENUES - STATE	147,521.00
TOTAL BUDGET INCREASE (DECREASE)		147,521.00

REASON:

Appropriation of funds for TEXAS EPIDEMIOLOGY CAPACITY EXPANSION FY 23 program that starts on 09/01/2022 and ends on 08/31/2023.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

**DSHS CONTRACT NO. HHS000436300016
AMENDMENT NO. 2**

The **DEPARTMENT OF STATE HEALTH SERVICES ("SYSTEM AGENCY")** and **HIDALGO COUNTY ("GRANTEE")**, collectively referred to as the "Parties," to that certain Grant Contract effective September 1, 2019 and denominated DSHS Contract No. HHS000436300016 ("Contract"), now desire to amend the Contract.

WHEREAS, the Parties desire to exercise the option to renew the contract term; and

WHEREAS, DSHS desires to revise the Scope of Work and Budget.

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

1. **SECTION III** of the Contract, **DURATION** is hereby amended to reflect a revised termination date of August 31, 2023.
2. **SECTION IV** of the Contract, **BUDGET** is hereby amended to add **\$147,521.00** for the period of September 1, 2021 through August 31, 2022 and **\$147,521.00** for the period of September 1, 2022 through August 31, 2023 to the Contract. The total not to exceed amount of the Contract is increased to **\$590,083.00**.

Expenditures may not exceed the above allocated amounts within the specified timeframes. All expenditures under the Contract will be in accordance with **ATTACHMENT B-1 REVISED BUDGET**.

3. **SECTION VI** of the Contract, **SERVICES, PERFORMANCE MEASURES AND REPORTING REQUIREMENTS**, is hereby amended to add the following language:

Grantee understands and agrees that upon the Effective Date (as defined below) of this Amendment, Grantee will be responsible for performing all services proposed in the Statement of Work, attached hereto as **ATTACHMENT A-2, REVISED STATEMENT OF WORK** in accordance with all federal and state laws applicable to this Contract. Further, Grantee shall be subject to the performance measures and reporting requirements as stated in **ATTACHMENT A-2, REVISED STATEMENT OF WORK**.

4. **ATTACHMENT A-1** of the Contract, **REVISED STATEMENT OF WORK** is hereby amended and replaced in its entirety with **ATTACHMENT A-2, REVISED STATEMENT OF WORK**.
5. **ATTACHMENT B** of the Contract, **BUDGET** is hereby supplemented with the addition of **ATTACHMENT B-1, SUPPLEMENTAL BUDGET**.
6. This Amendment shall be effective as of **September 1, 2021**.
7. Except as amended and modified by this Amendment, all terms and conditions of the Contract, as amended, shall remain in full force and effect.

8 Any further revisions to the Contract shall be by written agreement of the Parties.

SIGNATURE PAGE FOLLOWS

**SIGNATURE PAGE FOR AMENDMENT NO. 2
DSHS CONTRACT NO. HHS000436300016**

SYSTEM AGENCY

GRANTEE

DEPARTMENT OF STATE HEALTH SERVICES

HIDALGO COUNTY

By: _____

By: _____

Date of Signature: _____

Date of Signature: _____

**THE FOLLOWING DOCUMENT IS ATTACHED TO THIS AMENDMENT AND ITS RESPECTIVE
TERMS ARE HEREBY INCORPORATED INTO THE CONTRACT BY REFERENCE:**

ATTACHMENT A-2 REVISED STATEMENT OF WORK

ATTACHMENT B-1 SUPPLEMENTAL BUDGET

ATTACHMENT A-2 REVISED STATEMENT OF WORK

I. GRANTEE RESPONSIBILITIES

Grantee will:

- A. Be responsible for performing all activities contained in this Statement of Work. Items I through M are performance measures and are evaluated by DSHS Emerging and Acute Infectious Disease Unit ("Unit"). The performance measures reflect the level of performance of the Grantee.
- B. Perform surveillance and epidemiology activities for all notifiable conditions with an emphasis on conditions reported through the National Electronic Disease Surveillance System (NEDSS). Activities must be performed whether the Grantee uses NEDSS for disease reporting or not. Information on the NEDSS notifiable conditions can accessed at <https://txnedss.dshs.state.tx.us:8009/PHINDox/UserResources>, file name "Program Areas in NBS Reportable Disease 2016.xlsx.
- C. Use NEDSS as the primary surveillance system. If Grantee wishes to use an alternative primary surveillance system, it requires an implementation plan be negotiated and approved by the Unit and Grantee to ensure data is shared between both systems.
- D. Adhere to the Unit updated guidance when conducting surveillance and epidemiology activities including, but not limited to:
 - 1. The Emerging and Acute Infectious Disease Guidelines <http://www.dshs.texas.gov/IDCU/investigation/Investigation-Guidance.doc>;
 - 2. NEDSS Data Entry Guide- <https://txnedss.dshs.state.tx.us:8009/PHINDox/UserResources/>; and
 - 3. Epi-Case Criteria Guide- <https://www.dshs.texas.gov/IDCU/investigation/epi-case-criteria-guide/2020-Epi-Case-Criteria-Guide.pdf>.
- E. Conduct timely monitoring and management of incoming infectious disease laboratory reports. Ensure laboratory reports are entered into NEDSS when submitting a notification on a notifiable condition investigation.
- F. Maintain knowledge of all health care facilities, providers, and laboratories in the Grantee's jurisdiction that are processing infectious disease laboratory reports not received through NEDSS. Provide technical assistance to these facilities, providers, and laboratories to ensure there is an established method for receiving and processing laboratory reports in a timely manner.
- G. Ensure laboratories are contacted one-hundred percent (100%) of the time regarding the submission of required isolates for notifiable conditions reportable through NEDSS. Verify the isolates or those related to outbreak investigations have or will be submitted for confirmatory and/or molecular testing to the DSHS laboratory in Austin, Texas or to another public health laboratory as designated by DSHS and previously approved by the Unit. For a list of these notifiable conditions, see footnote #3 of the Texas Notifiable Disease Conditions document accessed at <https://www.dshs.texas.gov/IDCU/investigation/Notifiable-Conditions.aspx>.

- H.** Ensure the Epidemiologist(s):
1. Conducts case and outbreak investigations on notifiable conditions reported through NEDSS;
 2. Provides technical assistance and guidance to other Grantee staff (e.g. communicable disease nurses) who are conducting case and outbreak investigations, responding to disease reports, implementing measures to prevent further spread of disease, or coordinating prophylactic measures where appropriate; and
 3. Assesses the quality of surveillance data, perform analyses on surveillance data, and prepare situational updates on outbreaks.

- I.** Attempt to complete one-hundred percent (100%) of questionnaires requested by the Unit. Complete and submit at least seventy-five percent (75%) of questionnaires related to all pertinent case and outbreak investigations within five (5) business days after the date requested by the Unit. Completed questionnaires include those in which the patient is contacted but refuses to answer a portion of or the entire questionnaire. Questionnaires for which no contact is made with the patient do not constitute a completed interview.

This applies to the notifiable conditions in this table.

Listeriosis	Salmonellosis Clusters
Shiga toxin-producing Escherichia coli (STEC) Clusters	

- J.** Submit completed questionnaires related to notifiable conditions and outbreak investigations to DSHS through a secure electronic method to the designated Unit epidemiologist or to fax number (512) 776-7616 no later than one (1) business day after completion of interview.

This applies to the notifiable conditions in this table.

Cholera	Influenza A novel/variant
Listeriosis	Novel coronavirus
Salmonellosis Clusters	Shiga toxin-producing Escherichia coli (STEC) Clusters
Vibrio parahaemolyticus	Vibrio vulnificus infection
Vibriosis other or unspecified	

- K.** For the notifiable condition Salmonellosis Clusters, attempt to complete questionnaires related to outbreaks and notifiable conditions by making a documented effort to contact the patient at least three (3) times, on different days, during normal business hours (8:00 a.m. – 5:00 p.m.). If these attempts fail, Grantee must make an effort to contact the patient at least once after normal business hours. Questionnaires where efforts to contact the patient were unsuccessful are considered lost to follow-up and are not considered a completed questionnaire.
- L.** Investigate and document, through NEDSS, at least seventy-five percent (75%) of risk behavior and exposure information on select case investigations. This applies to the notifiable condition Hepatitis B, acute.
- M.** For the conditions listed in the following table, investigate and document at least ninety percent (90%)

of confirmed and probable notifiable conditions correctly and completely within thirty (30) days of initial report.

Amebic meningitis/encephalitis, other	Amebic meningoencephalitis, primary (PAM)
Botulism foodborne	Botulism, infant
Botulism other/unspecified	Botulism wound
Campylobacteriosis	<i>Candida auris</i>
Carbapenem-resistant Enterobacteriaceae (CRE)	Cholera
Cryptosporidiosis	Cyclosporiasis
Ebola hemorrhagic fever	Hemolytic uremic syndrome post diarrheal
Hepatitis E acute	Influenza A novel/variant
Influenza-associated pediatric mortality	Legionellosis
Listeriosis	Novel coronavirus
Salmonella Paratyphi	<i>Salmonella</i> Typhi
Salmonellosis, non-Paratyphi/non-Typhi	Shiga toxin-producing <i>Escherichia coli</i> (STEC)
Shigellosis	Vancomycin-intermediate <i>Staphylococcus aureus</i> (VISA)
Vancomycin-resistant <i>Staphylococcus aureus</i> coagulase-positive (VRSA)	<i>Vibrio parahaemolyticus</i>
<i>Vibrio vulnificus</i> infection	Vibriosis other or unspecified
Yersiniosis	

- N. Respond to each quarterly report provided by the Unit regarding results for performance measures I through M. Responses are due twenty (20) business days after the date the quarterly report was provided by the Unit. Responses must be submitted by electronic mail to EAIDBcontracts@dshs.texas.gov.
- O. Follow corrective action plan issued by the Unit for any performance measure needing improvement.
- P. Maintain open communication with other local health departments, regional health departments, and/or the Unit as necessary to ensure investigations are conducted efficiently and expeditiously.
- Q. Follow the Grantee's established process for notifying another public health entity when a known or potential case or an exposed contact resides in that public health entity's jurisdiction. The notification must begin within one (1) business day.
- R. Ensure the respective regional health department and the Unit are informed of certain suspected cases and outbreaks. Also keep the regional health department and the Unit up-to-date on significant developments for the duration of those investigations.
- S. Educate, inform, and train the medical community and local providers on the importance of reporting notifiable conditions within Contractors jurisdiction. Ensure that providers collecting and shipping specimens for testing by the DSHS Laboratory adhere to collecting and shipping guidance in the Emerging and Acute Infectious Disease Guidelines.
- T. Present local training on epidemiology and surveillance related rules and regulations as requested. Conduct local level data analysis and utilize recent data findings to target and share recommendations/best practices for preventing disease spread.

- U.** Participate in outbreak/cluster-related conference calls and responses relevant to the Grantee's jurisdiction as directed by DSHS.
- V.** Participate in conference calls, scheduled by the Unit, specific to this SOW to provide updates, progress reports, and other necessary communications.
- W.** Work with DSHS during any technical reviews and quality assurance visits conducted by DSHS;
- X.** Provide epidemiology surge capacity to surrounding jurisdictions in the event of a major statewide or regional outbreak or disaster, as directed by DSHS.
- Y.** Retain Epidemiologist(s), as specified in the approved budget, dedicated to conducting infectious disease surveillance and epidemiology activities. The Epidemiologist(s) must have a Master of Public Health (MPH) or equivalent degree, or at least two years working experience as an Epidemiologist performing infectious disease epidemiology and surveillance activities.
- Z.** Require its staff to attend training, conferences, and meetings, as directed by the Unit. Epidemiologist(s) funded by this contract will be required to attend the workshop and training listed below. Should additional funding become available, other DSHS sponsored training, workshops, and conferences may be attended with prior Unit approval.
 - 1. The annual Epidemiology and Laboratory Capacity (ELC) Workshop conducted by the Unit or another Unit-approved substitute training; and
 - 2. The DSHS NEDSS training, including certification, to be completed within sixty (60) days of hire (if not already a certified NEDSS user).
- AA.** Obtain prior approval from the Unit of any redirection of duties for Epidemiologist(s) funded by this contract.
- BB.** Notify the Unit within forty-eight (48) hours of any personnel actions, including the details and outcome of such actions, involving any staff funded by this contract. A written report will be submitted to the Unit within seventy-two (72) hours of the personnel actions. Personnel actions include issues that develop regarding violations of the project, state, and/or Federal policies, procedures, requirements, and laws.
- CC.** Ensure staff funded by this contract are compliant with the following Texas rules and statute related to infectious disease data confidentiality and security:
 - 1. Texas Administrative Code (TAC), Title 25 Health Services, Section 97.10-
[https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tl oc=&p_ploc=&pg=1&p_tac=&ti=25&pt=1&ch=97&rl=10](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tl oc=&p_ploc=&pg=1&p_tac=&ti=25&pt=1&ch=97&rl=10); and
 - 2. Texas Health and Safety Code 81.046-
<https://statutes.capitol.texas.gov/Docs/HS/pdf/HS.81.pdf>.
- DD.** Ensure newly hired staff funded by this contract successfully complete local confidentiality and security training 30 days from hire and continue to receive refreshed training as appropriate thereafter.

- EE.** Continue to monitor for breaches in confidential data and security of protected health information. If a breach is found, please follow local health department plans for reporting a confidentiality data or protected health information breach and notify the Unit.
- FF.** Continue to use established communication procedures when relaying patient documentation for jurisdictions located outside of Texas regarding patients that live in that jurisdiction.
- GG.** Coordinate with the appropriate Unit staff member when an investigation in the grantee jurisdiction extends outside of Texas and is considered high profile (e.g. involvement from the Commissioner of Health).
- HH.** Submit a monthly report that lists all reported clusters and outbreaks along with information on investigation findings on the tracking sheet provided by the Unit. Monthly reports are due on or before the 15th of each month. Each report must cover activities that occurred during the preceding month. Submit monthly reports by electronic mail to EAIDBcontracts@dshs.texas.gov. All reports should be clearly identified with the Grantees Name, Contract Number, IDCU/SUR, and the month the report covers. Monthly reports are required even if no activities were conducted during the reporting period.
- II.** Provide a written report, when requested by the Unit, detailing at least three (3) success stories relating to disease investigations and/or epidemiological work conducted by staff funded by this contract.
- JJ.** Complete the Vacancy Report whenever an Epidemiologist position funded by this Contract becomes vacant and when the vacancy is filled. Within five (5) business days of the vacancy, the Vacancy Report must be submitted by email to EAIDBcontracts@dshs.texas.gov. Vacant positions existing for more than sixty (60) days may result in a decrease in funds.
- KK.** Grantee shall initiate the purchase of all Equipment approved in writing by the DSHS in the first quarter of the Contract term, as applicable. Failure to timely initiate the purchase of Equipment may result in the loss of availability of funds for the purchase of Equipment. Requests to purchase previously approved Equipment after the first quarter in the Contract must be submitted to the assigned DSHS contract manager.
- LL.** Controlled Assets include firearms, regardless of the acquisition cost, and the following assets with an acquisition cost of \$500 or more, but less than \$5,000: desktop and laptop computers (including notebooks, tablets and similar devices), non-portable printers and copiers, emergency management equipment, communication devices and systems, medical and laboratory equipment, and media equipment. Controlled Assets are considered Supplies.
- MM.** Grantee shall maintain an inventory of Equipment, supplies defined as Controlled Assets, and real property and submit an annual cumulative report of the equipment and other property on DSHS Contractor's Property Inventory Report (GC-11) located at <http://www.dshs.state.tx.us/grants/forms.shtm> by e-mail to COSSEquip@dshs.texas.gov and CMSInvoices@dshs.texas.gov not later than October 15 of each year.
- NN.** DSHS funds must not be used to purchase buildings or real property without prior written approval from the DSHS. Any costs related to the initial acquisition of the buildings or real property are not

allowable without written pre-approval.

II. PERFORMANCE MEASURES

DSHS will monitor the Grantee's performance of the requirements in **ATTACHMENT A-2 REVISED STATEMENT OF WORK** and compliance with the Contract's terms and conditions.

III. INVOICE AND PAYMENT

- A. Grantee will request payments using the State of Texas Purchase Voucher (Form B-13) at <http://www.dshs.state.tx.us/grants/forms.shtm>. Voucher and any supporting documentation will be mailed, submitted by fax, or submitted by electronic mail to the addresses/number below.

Department of State Health Services
Claims Processing Unit, MC 1940
1100 West 49th Street
P.O. Box 149347
Austin, Texas 78714-9347
FAX: (512) 776-7442
EMAIL: Invoices@dshs.texas.gov
EMAIL: CMSInvoices@dshs.texas.gov
EMAIL: EAIDBcontracts@dshs.texas.gov

- B. Grantee will be paid on a cost reimbursement basis and in accordance with **ATTACHMENT B-1 REVISED BUDGET** of this Contract. Travel costs must not exceed General Services Administration (GSA) rates located at <https://www.gsa.gov/travel/plan-book/per-diem-rates> unless the Grantee has an established travel policy that has been reviewed and approved by DSHS.
- C. Grantee will submit requests for reimbursement (Form B-13) and financial expenditure template monthly by the last business day of the month following the month in which expenses were incurred or services provided. Grantee shall maintain all documentation that substantiate invoices and make the documentation available to the DSHS upon request. In the event a cost reimbursed under the Contract is later determined to be unallowable then the Grantee will reimburse DSHS for that cost.
- D. Grantee will submit quarterly Financial Status Reports (FSR) located at <http://www.dshs.state.tx.us/grants/forms.shtm> by email to FSRGrants@dshs.texas.gov and CMSInvoices@dshs.texas.gov by the last business day of the month following the end of each quarter of the Contract for DSHS review and financial assessment.
- E. Grantee will submit request for reimbursement (B-13) as a final close-out invoice not later than forty-five (45) calendar days following the end of the term of the Contract. Reimbursement requests received in the DSHS office more than forty-five (45) calendar days following the termination of the Contract may not be paid.
- F. Grantee will submit a final FSR for the service period of September 1, 2021 through August 31, 2022 by October 20, 2022. Grantee will submit a final FSR for the service period of September 1, 2022 through August 31, 2023 by October 20, 2023.

**ATTACHMENT B-1
SUPPLEMENTAL BUDGET**

Contract No. HHS000436300016

Categorical Budget	September 1, 2021 to August 31, 2022	September 1, 2022 to August 31, 2023	Total Contract Amount
PERSONNEL	\$109,308.00	\$109,308.00	\$218,616.00
FRINGE BENEFITS	\$38,138.00	\$38,138.00	\$76,276.00
TRAVEL	\$0.00	\$0.00	\$0.00
EQUIPMENT	\$0.00	\$0.00	\$0.00
SUPPLIES	\$75.00	\$75.00	\$150.00
CONTRACTUAL	\$0.00	\$0.00	\$0.00
OTHER	\$0.00	\$0.00	\$0.00
TOTAL DIRECT CHARGES	\$147,521.00	\$147,521.00	\$295,042.00
INDIRECT CHARGES	\$0.00	\$0.00	\$0.00
TOTAL	\$147,521.00	\$147,521.00	\$295,042.00