

**DEPARTMENT OF STATE HEALTH SERVICES
CONTRACT NO. HHS001186200001
AMENDMENT NO. 1**

The **DEPARTMENT OF STATE HEALTH SERVICES** (“DSHS” or “System Agency”) and the **HIDALGO COUNTY HEALTH AND HUMAN SERVICES** (“Grantee”), each a “Party” and together the “Parties” to the certain grant contract for services to help reduce the impact of obesity and related chronic diseases in the State of Texas effective October 1, 2022 and denominated **DSHS CONTRACT NO. HHS001186200001** (the “Contract”), now desire to amend the Contract.

WHEREAS, the Parties desire to renew the Contract and add funds for State Fiscal Year 2024; and

WHEREAS, the Parties desire to update the Statement of Work to align with State Fiscal Year 2024 reporting deadlines.

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

1. **ARTICLE III, DURATION**, of the Contract is amended to reflect a revised termination date of **August 31, 2024**.
2. **ARTICLE V, BUDGET**, of the Contract is amended by adding \$125,000.00 for services being provided during State Fiscal Year (“FY”) 2024 (from September 1, 2023 through August 31, 2024). The resulting total not-to-exceed Contract amount is **\$250,000.00**. All expenditures for FY24 under the Grant Agreement will be in accordance with **ATTACHMENT B-1, FY2024 BUDGET**.
3. **ATTACHMENT A-1, FY 2024 SCOPE OF GRANT**, of the Contract is attached to this Amendment and incorporated into the Contract for all purposes.
4. **ATTACHMENT B-1, FY 2024 BUDGET**, is attached to this Amendment and incorporated into this Contract for all purposes.
5. **ATTACHMENT F-1, FISCAL FEDERAL FUNDING ACCOUNTABILITY TRANSPARENCY ACT (FFATA) CERTIFICATION FORM**, is attached to this Amendment and incorporated into this Contract for all purposes.
6. This Amendment shall be effective as of the date last signed below.
7. Except as modified by this Amendment, all terms and conditions of the Contract shall remain in effect.
8. Any further revision to the Contract shall be by written agreement of the Parties.
9. 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 TO FOLLOW

**SIGNATURE PAGE FOR AMENDMENT NO. 1
DSHS CONTRACT NO. HHS001186200001**

DEPARTMENT OF STATE HEALTH SERVICES

**HIDALGO COUNTY HEALTH AND HUMAN
SERVICES**

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date of Signature: _____

Date of Signature: _____

**ATTACHMENT A-1
FY 2024 SCOPE OF GRANT**

This Scope of Work outlines Grantee responsibilities and requirements for Fiscal Year (FY) 2024 (September 1, 2023 through August 31, 2024).

I. GRANTEE RESPONSIBILITIES

A. Grantee shall provide DSHS with evidence of activity implementation related to the Community and Clinical Health Bridge (CCHB) project. The CCHB project aims to reduce the impact of obesity and related chronic diseases in the State of Texas by focusing on locally driven clinical and community systems-level enhancements.

1. Grantee shall coordinate with clinical and community partners within its service area to implement strategies under the CCHB project.
2. Grantee shall implement the following three strategies, which Grantee selected under the CCHB project:
 - a. Develop community-clinical referral mechanisms for improved obesity and related chronic disease systems of care (referred to as “Priority Strategy 2”);
 - b. Facilitate evidence-based education and training for providers, patients, and the community to ensure consistent messaging of reliable health information and collaboration (referred to as “Priority Strategy 3”); and
 - c. Encourage healthy lifestyles for individuals, families, and communities through health promotion, outreach, and marketing (referred to as “Optional Strategy 4”).

B. Grantee shall conduct activities based on the FY 2024 Work Plan, which is subject to review and approval by DSHS. Activities must not be conducted until approved by DSHS, which include the following:

1. Utilize the bi-directional referral mechanism to connect residents with appropriate community health organizations (Priority Strategy #2);
2. Conduct follow-up phone calls and emails to program participants (Priority Strategy #2);
3. Conduct virtual Eating Smart-Being Active program (Priority Strategy #3);
4. Conduct virtual workout classes (Priority Strategy #3);
5. Inform clinical and community providers about the Eating Smart-Being Active program as a local resource (Priority Strategy #3); and
6. Promote healthy messages and local resources through Hidalgo County Health website, social media, and community events (Optional Strategy #4).

C. Grantee shall conduct evaluation activities based on the FY 2024 Evaluation Plan, which is subject to review and approval by DSHS. Activities must not be conducted until approved by DSHS. Grantee shall assess progress of the activities in the following focus areas:

1. Partnerships: The quality, contributions and impacts of the partnerships created or enhanced through this funding opportunity;
2. Process: The extent to which the work plan was implemented as planned; and

3. Program Outcomes: The extent to which activities outlined in the work plan yielded the intended results.

- D. Grantee shall develop and submit the FY24 Success Story with two photographs and two photograph release forms to DSHS. The Success Story draft version with the photographs and release forms must be reviewed and approved by DSHS prior to the FY24 final version due date. Grantee shall submit each FY24 Success Story, photographs, and release forms version to DSHS through the electronic Performance Management and Tracking System (PMATS). The FY24 Success Story must be submitted in accordance with the dates below:

Success Story	Period Covered	Due Date
FY24 Success Story draft version, with 2 photographs and respective photo release forms	09/01/23 – 08/31/24	07/01/24
FY24 Success Story final version, with the 2 photographs and respective photo release forms	09/01/23 – 08/31/24	08/31/24

- E. Grantee shall develop and submit the FY25 Project Work Plan to DSHS. The FY25 Project Work Plan must contain activities that support the Grantee's selected strategies as well as staff and organizational responsibility and timeframe. The FY25 Project Work Plan draft version must be reviewed and approved by DSHS prior to the FY25 Project Work Plan final version due date. Grantee shall submit each FY25 Project Work Plan version to DSHS through PMATS. The FY25 Work Plan must be submitted in accordance with the dates below:

Work Plan	Period Covered by the Work Plan	Due Date
FY25 Project Work Plan draft version	09/01/24 – 08/31/25	07/01/24
FY25 Project Work Plan final version	09/01/24 – 08/31/25	08/31/24

- F. Grantee shall develop and submit the FY25 Evaluation Plan to DSHS. The FY25 Evaluation Plan must contain activities that evaluate progress toward the strategies and activities submitted under the Work Plan. The FY25 Evaluation Plan draft version must be reviewed and approved by DSHS prior to the FY25 Evaluation Plan final version due date. Grantee shall submit each FY25 Evaluation Plan version to DSHS through PMATS. The FY25 Evaluation Plan must be submitted in accordance with the dates below:

Evaluation Plan	Period Covered by the Evaluation Plan	Due Date
FY25 Evaluation Plan draft version	09/01/24 – 08/31/25	07/01/24
FY25 Evaluation Plan final version	09/01/24 – 08/31/25	08/31/24

- G. Grantee shall participate in monthly feedback calls (i.e., monthly project status reports) with DSHS to be conducted on or before the 15th of each month, unless otherwise agreed

to in writing by DSHS. Grantee shall discuss the following on each call: 1) implementation status; 2) barriers and methods to address those barriers; 3) opportunities to enhance the activities; 4) lessons learned; and 5) next steps. Other calls may be added, as appropriate, with coordination between Grantee and DSHS.

- H.** Grantee shall submit quarterly Progress Reports to DSHS through PMATS. The information and documentation required in the Progress Reports is based on the Grantee's selected strategies. Grantee shall submit the Progress Reports in accordance with the due dates below:

Progress Report No.	Period Covered	Due Date
FY24 Quarter 1	09/01/23-11/30/23	12/15/23
FY24 Quarter 2	12/01/23-02/29/24	03/15/24
FY24 Quarter 3	03/01/24-05/31/24	06/15/24
FY24 Quarter 4	06/01/24-08/31/24	08/31/24

II. PERFORMANCE MEASURES

DSHS will monitor the Grantee's performance of the requirements in this Statement of Work and in compliance with the Contract 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.texas.gov/grants/forms/b13form.doc>. Voucher and any supporting documentation must be submitted by mail, fax, or email.

1. If by mail, Grantee shall submit to:

Department of State Health Services
 Claims Processing Unit
 P.O. Box 149347
 Austin, TX 78714-9347

2. If by fax, Grantee shall submit to (512) 458-7442.
 3. If by email, Grantee shall submit to invoices@dshs.texas.gov and cmsinvoices@dshs.texas.gov.

- B.** Grantee will submit a Financial Status Report (FSR) twice per year for System Agency review and financial assessment to FSRGrants@dshs.texas.gov and in accordance with the reporting periods and deadlines outlined below:

Reporting Period	Due Date
September 1, 2023 – February 29, 2024	March 31, 2024
March 1, 2024 – August 31, 2024	September 30, 2024

- C.** Grantee will be paid in accordance with the budget of this Contract.
D. All invoices must reference the Contract number and PO number.

**ATTACHMENT B-1
FY 2024 BUDGET**

Categorical Budget Period: September 1, 2023 – August 31, 2024	Amount
PERSONNEL	\$79,631.00
FRINGE BENEFITS	\$36,152.00
TRAVEL	\$2,998.00
EQUIPMENT	\$0.00
SUPPLIES	\$6,189.00
CONTRACTUAL	\$0.00
OTHER	\$30.00
TOTAL DIRECT CHARGES	\$125,000.00
INDIRECT CHARGES	\$0.00
TOTAL	\$125,000.00