

ATTACHMENT A

STATEMENT OF WORK

Background

The Texas Department of State Health Services (DSHS), Center of Health Emergency Preparedness and Response (CHEPR) functions as the state coordinating body for the local Medical Reserve Corps Units within the State of Texas. It is the responsibility of the State MRC Coordinator position to assist Units in building capacity and capability to help their respective communities be prepared for, respond to, and recover from disasters. Day-to-day, this takes the form of providing technical assistance, designing tools and resources, providing training opportunities and supporting exercise efforts. DSHS CHEPR also functions as the administrator and trainer for the ESAR-VHP volunteer management system, the Texas Disaster Volunteer Registry (TDVR).

Gaps in our volunteer management processes have been noted during the COVID-19 response and many other previous responses. The agency seeks to utilize funding to strengthen our MRC capacity and capability both on the state and local level. On the state level, funding would be used for a number of enhancements to the TDVR system. These enhancements will allow for an easier and more efficient volunteer registration and management process. The proposed enhancements have been discussed with the MRC Units and are supported. For the local MRC Units themselves, sub-contracts would be established to provide funding to support staffing, training, recruitment, and community outreach efforts.

I. GRANTEE RESPONSIBILITIES

Grantee shall perform activities in (Add the County here) in support of the Medical Reserve Corps (MRC) - State, Territory and Tribal Nations, Representative Organizations for Next Generation (MRC-STTRONG) Awards as outlined within this Statement of Work.

Grantee may:

- A. Utilize Contract funding to either supplement current Medical Reserve Corps (MRC) staff salary, hire contract staff, hire part-time staff, or hire temporary staff.
- B. Utilize Contract funding for supplies and equipment to support trainings, exercises, or incident responses related to the MRC Unit.
- C. Develop, implement, and maintain a timekeeping system for accurately documenting staff time and salary expenditures for all staff funded through this Contract, including partial full-time employees and temporary staff.
- D. Track all activities related to volunteer recruitment and community outreach efforts and report into the MRC national reporting website (<https://mrc.hhs.gov/login>) on a monthly basis. Community outreach efforts shall be defined as meetings or trainings with

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community or faith-based partners, presentations to organizations or the community, or attendance at community events.

- E. Develop new relationships with community and faith-based partners for volunteer recruitment efforts and community preparedness outreach and education; document all meetings, trainings, and events attended into the MRC national reporting website on a monthly basis.
- F. Share best practices recognized from recruitment and community outreach activities as requested by the DSHS State MRC Coordinator, Bryan Damis, Bryan.Damis@dshs.texas.gov.
- G. Train new staff hired under this Contract in reporting into the MRC national reporting website and ensure all MRC activities are logged on a monthly basis.
- H. Have MRC staff (and any designees) attend a training for the new version of the Texas Disaster Volunteer Registry (TDVR).
- I. In coordination with DSHS, provide training to MRC Unit volunteers on the new version of TDVR.
- J. Utilize funding from this Contract to support travel to a statewide MRC workshop (date and location TBD from DSHS program staff).

II. REPORTING REQUIREMENTS

Grantee shall:

- A. Complete and submit programmatic reports as needed to satisfy information-sharing requirements set forth in Texas Government Code, Sections 421.071 and 421.072 (b) and (c), as amended. Grantee shall provide System Agency other reports, including financial reports, that System Agency determines necessary to accomplish the objectives of this Contract and to monitor compliance.
- B. Grantee shall submit a Financial Status Report (FSR) in accordance with the due dates and submission methods. The first FSR (Upon execution, through December 31, 2023) is due by January 31, 2024. The second FSR (for the period January 1, 2024, through June 30, 2024) is due by August 15, 2024.
- C. All reporting documents must be submitted according to the due dates and submission

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method(s) outlined in Attachment C, FY2024 Requirement Schedule. If System Agency determines Grantee needs to submit reports by mail or fax, Grantee shall send the required information to one of the following:

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

- D. Immediately notify System Agency in writing if Grantee is legally prohibited from providing any report required under this Contract.

III. RULES

- A. Comply with all applicable federal and state laws, rules, and regulations, as amended, including, but not limited to, the following:
 - a. Public Law 109-417, Pandemic and All-Hazards Preparedness and Advancing Innovation Act (“PAHPAI”);
 - b. Texas Health and Safety Code Chapter 81; and
 - c. Section 319C-1 of the Public Health Service (PHS) Act (47 USC § 247d-3a), as amended.

IV. PERFORMANCE MEASURES

- A. Contractors will need to provide data and information (template to be provided) for quarterly progress reports to DSHS on the following dates:

| Reports | Deadline | Responsible Parties |
|----------------------------|---|----------------------------|
| Quarterly Progress Reports | Sept 25 th , 2023 December 22 nd , 2023 March 25 th , 2024 June 24 th , 2024 | Contractor |

- B.

System Agency will monitor the Grantee’s performance of the requirements in this Statement of Work and compliance with the Contract’s terms and conditions.

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V. INVOICE AND PAYMENT

A. Grantee shall request payments using the State of Texas Purchase Voucher (Form B-13). Voucher and any supporting documentation will be mailed or submitted by fax or electronic mail. Grantee will be reimbursed on a monthly basis in accordance with the budget under this contract. Reimbursement is subject to the submission of the required Form B-13 and appropriate supporting documentation, and in accordance with applicable law and governing regulations.

At a minimum, invoice should include:

1. Grantee name, address, email address, vendor identification number and telephone number;
2. DSHS Contract or Purchase Order number;
3. Identification of service(s) provided;
4. The total invoice amount; and
5. Any additional supporting documentation which is required by this Statement of Work or as requested by System Agency.

B. Grantee shall submit Form B-13 and supporting documentation to DSHS by e-mail, fax, or mail.

1. If by email, Grantee shall submit to: invoices@dshs.texas.gov, CMSInvoices@dshs.texas.gov, and a copy to the DSHS Contract Representative.
2. If by fax, Grantee shall submit to (512) 458-7442.
3. If by mail, Grantee shall submit to:
Department of State Health Services
Claims Processing Unit
P.O. Box 149347
Austin, TX 78714-9347

C. System Agency will pay Grantee monthly on a cost reimbursement basis. System Agency will reimburse Grantee only for allowable and reported expenses incurred within the grant term.

D. Grantee shall submit a Financial Status Report (FSR) twice per year in accordance with Table 2: FSR Reporting Schedule. Grantee shall submit the FSR by: (1) email to invoices@dshs.texas.gov, FSRGrants@dshs.texas.gov, with a copy to the DSHS Contract Representative; (2) fax to (512) 458-7442; or by mail to Department of State Health Services, Claims Processing Unit, P.O. Box 149347, Austin, TX 78714-9347.

Table 2: FSR Reporting Schedule

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| FY Year | 1ST FSR Period | 1ST FSR Due Date | 2nd FSR Period | 2nd FSR Due Date |
|----------------|--|------------------------------------|-----------------------------------|------------------------------------|
| 2023 | Contract execution- December 31, 2023 | January 30, 2024 | January 1, 2024- June 30, 2024 | August 15, 2024 |

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