

FORT BEND COUNTY

HOMELAND PREPAREDNESS PROJECT

Robert E. Hebert, County Judge



Bill Ray, Executive Director

Date



Date

ATTEST:

Laura Richard, County Clerk

AUDITOR'S CERTIFICATE

I hereby certify that funds are available in the amount of \$_____ to accomplish and pay the obligation of Fort Bend County under this contract.

Robert E. Sturdivant, Fort Bend County Auditor

- EXHIBIT A: Public Health Volunteer Recruiting Agreement
- EXHIBIT B: FY 2017 Department of Homeland Security Standard Terms and Conditions

EXHIBIT A

**PUBLIC HEALTH VOLUNTEER RECRUITING AGREEMENT
2018**

**Public Health Volunteer Coordination Contract
For
Fort Bend County Health and Human Services
2018**



This Contract is executed by and between **FORT BEND COUNTY, TEXAS**, hereinafter referred to as "County," acting by and through its Commissioners' Court and **HOMELAND PREPAREDNESS PROJECT**, hereinafter referred to as "HPP", authorized to conduct business in the State of Texas.

Term:

This contract will commence upon execution of all parties to this Contract and shall terminate on December 31, 2018. This Contract is subject to termination by any party, without cause, by providing thirty (30) days written notice. This contract may be renewed annually by mutual agreement of the parties in writing.

This Contract is subject to the terms described herein.

Background:

Ft. Bend County Health and Human Services is required by the State of Texas to be prepared to provide preventive medication to the entire population of the county in a 48-hour period in the case of a public health emergency. The Health and Human Services Public Health Preparedness Team (PHPT) has developed a plan to accomplish this task that requires approximately 4000 volunteers.

Volunteers are essential to achieve a successful outcome, however, recruiting of volunteers is very time consuming and labor intensive.

The volunteers have also been used for a variety of other activities including staffing alternative treatment centers, offsite triage, shelters or other types of activity for which they are trained.

The Houston Area Urban Area Security Initiative Community Preparedness Working Group has recognized the need for the enhancement of Medical Reserve Corps programs in our region and has provided funding to that end.

Over the past eight years, HPP has developed a Corp of 3673 Medical Reserve Corps Volunteers. After consultation with the PHPT, we believe with this base of volunteers the focus of our efforts should now turn to improving the capability of these volunteers so that they can perform in leadership roles during a public health emergency. To that end, we will provide more in-depth training to the volunteers while continuing to recruit new members in a more limited fashion.

Operational Requirements:

When deployed, the Public Health Volunteers will report to a predetermined site, be issued identification items, and be assigned to various tasks required for the operation of one of the Points Of Dispensing or other tasks. Most of these tasks require no medical background and very limited training. Homeland Preparedness Project will not be responsible for any medical training. Homeland Preparedness Project will promote the use of the ESARVHP program for credentialing purposes and encourage current and future licensed medical volunteers to register in the system. When deployed, all volunteers will be under the direction and control of the PHPT.

2833 Cytherea Circle
Alvin, TX 77511
281-844-3653

Public Health Volunteer Coordination Contract – Continued -

Strategy:

Homeland Preparedness Project (HPP) will work to increase the capability of our existing MRC volunteers by increasing engagement and recognition.

Engagement:

- HPP will work to develop cohesive, mission-oriented POD leadership Teams through the efforts of a Volunteer Team Coordinator.
- The Volunteer Team Coordinator (VTC) will:
 - Make direct contact with individuals after they have completed the initial MRC Orientation to help facilitate further engagement with on-going missions.
 - Publish regular updates to all volunteers to further engagement.
 - Publish updates to the HPP website and other social media outlets.
 - Publish press releases and other media items to promote the MRC and its activities.
 - Facilitate training and exercises for mission-focused teams.
 - Track all volunteer training facilitated by or reported to HPP.
 - Maintain contact and application data for all MRC volunteers.
 - Develop and implement a recognition program for MRC volunteers.
 - Recommend additional training needs as identified.
 - Assist in facilitating and/or developing additional training needs.
 - Coordinate with Fort Bend County Volunteer Coordinator and engage CERT volunteers with cross training opportunities.
 - Work with FBCHHS and other stakeholders to coordinate the development of an integrated 5-year strategic plan for the MRC program.

Deliverables:

HPP will provide the following:

1. Staff will make direct contact with volunteers who have completed orientation to facilitate further participation in MRC activities.
 - 1.1. Minimum performance standard
 - 1.1.1. Personally contact 30 volunteers each reporting period
2. Publish Email updates to all MRC volunteers
 - 2.1. Minimum performance standard
 - 2.1.1. Publish at least one update each month
3. Facilitate training and exercises for mission-focused teams.
 - 3.1. Minimum performance standard
 - 3.1.1. Offer at least seven training opportunities for a mission-focused team during the contract period.
 - 3.1.2. Offer at least three exercises of the mission-focused team during the contract period. Exercises will be coordinated with Fort Bend County Health and Human Services throughout the term of the contract.
4. Update the MRC National website
 - 4.1. Minimum performance standard
 - 4.1.1. At least one update per reporting period.
5. Produce reports describing all activities under this contract
 - 5.1. Minimum performance standard
 - 5.1.1. One report per reporting period
6. Provide and maintain a roster of command staff for each POD location.

Reporting:

2833 Cytherea Circle
Alvin, TX 77511
281-844-3653



- Continued -

HPP will provide performance reports according to the following schedule:

Report	Reporting Period Start Date	Reporting Period End Date	Report Due Date
Report 1	Contract acceptance	30 JUN 18	15 JUL 18
Report 2	01 JUL 18	30 SEP 18	15 OCT 18
Report 3	01 OCT 18	31 DEC 18	15 JAN 19

Each report will include the following data:

- Number of volunteers personally contacted during the reporting period
- Date and time of each email update published
- Copies of each email update
- Number of team trainings and/or exercise offered during the reporting period
- Lists of participants in each team training/exercise

All reports will be provided electronically to the PHPT Lead in Word and/or Excel format.

Performance

The deliverables described above represent the minimum performance requirements related to this professional services contract. If Fort Bend County believes HPP has failed to meet these standards during any reporting period, Fort Bend County must notify HPP in writing of the deficiency. HPP will have 15 days from the date the notice is received to rectify the deficiency. If the deficiency is not corrected within 15 days, Fort Bend may reconsider the contract and may terminate the contract by giving appropriate written notice as stated in this contract. Payment for all work done up to the termination date will be due and payable by the date of termination.

Resource Requirements:

HPP will provide staff with administrative support to perform volunteer team coordination services to the Ft. Bend PHPT. This team member will work closely with the PHPT staff to meet the team's objectives.

Due to the nature of volunteerism, HPP cannot guarantee any specific number of volunteers will participate in any activity. We will make all reasonable efforts to meet the PHPT's goals for volunteers. HPP expects that it may take several years to train a complete cadre of volunteers for the specific missions of this project.

HPP will provide all equipment for presentations related to this project.

Information and Data:

At the end of the contract period, HPP will provide the PHPT with a complete copy of all volunteer data related to this program including names, addresses, contact information, and detailed data relating to activity by the volunteers under this program. A copy of the data will be provided in electronic format and will be the property of the PHPT.

Fee:

The cost to Fort Bend County for the proposed services will be \$50,000. The fee will be paid in four (4) payments. The first payment of \$20,000.00 must be received by HPP before HPP provides any services under this contract. Three (3) subsequent payments of \$10,000.00 will be made based on the submission of invoices submitted with activity reports as described in Section – Reporting to Fort Bend County Health and Human Services. The period of the program will be from contract acceptance to 31 DEC 18. If either party wishes to change the scope or nature of the services provided under this contract, both parties must agree to the proposed change in writing prior to those changes taking effect.

2833 Cytherea Circle
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281-844-3653

Payment Due	Amount
Contract Acceptance	\$20000
15 JUL 18	\$10000
15 OCT 18	\$10000
31 DEC 18	\$10000
Total	\$50000

HPP shall submit invoices to Fort Bend County and Fort Bend County shall pay each statement within thirty (30) days after the County's written approval provided however, that the approval or payment of any invoice shall not be considered to be conclusive evidence of performance by HPP to the point indicated by such invoice or of receipt or acceptance by the County of the services covered by such statement.

Fort Bend County will be responsible for payment in full of all payments outstanding under this contract. All monies paid to HPP are non-refundable.

Prior to the execution of this Contract, HPP has been advised by Fort Bend County, and HPP clearly understands and agrees, such understanding and agreement being of the absolute essence to this contract, that County shall have available the total maximum sum of \$50,000.00, including reimbursable expenses, if any, specifically allocated to fully discharge any and all liabilities which may be incurred by Fort Bend County.

HPP does further understand and agree, said understanding and agreement also being of the absolute essence of this contract, that the total maximum compensation that HPP may become entitled to hereunder and the total maximum sum that Fort Bend County shall become liable to pay to HPP hereunder shall not under any conditions, circumstances or interpretations thereof exceed the sum of \$50,000.00.

Notices

Written notices as required under this contract will be made to the parties at the addresses listed below:

Homeland Preparedness Project
Attn: Executive Director
2833 Cytherea Circle
Alvin, TX 77511

Ft. Bend County Public Health Preparedness Team
Attn: David W. Olinger
PHP Coordinator
Fort Bend County HHS
4520 Reading Rd., STE A
Rosenberg, TX 77471

2833 Cytherea Circle
Alvin, TX 77511
281-844-3653



- Continued -

Execution

This Contract shall not become effective until executed by all parties hereto.

FORT BEND COUNTY:

Robert E. Hebert, County Judge

Date

Attest:

Laura Richard, County Clerk

HOMELAND PREPAREDNESS PROJECT:



Bill Ray, Executive Director

28 JAN 18
Date

AUDITOR'S CERTIFICATE

I hereby certify that funds are available in the amount of \$50,000.00 to accomplish and pay the obligation of Fort Bend County under this contract.

Ed Sturdivant, Fort Bend County Auditor



EXHIBIT B

**FY 2017 Department of Homeland Security
Standard Terms and Conditions**

The Department of Homeland Security Standard Terms and Conditions 2017

The FY 2017 DHS Standard Terms and Conditions apply to all new federal financial assistance awards funded in FY 2017. The terms and conditions of DHS financial assistance awards flow down to subrecipients, unless a particular award term or condition specifically indicates otherwise.

Assurances, Administrative Requirements, Cost Principles, and Audit Requirements

DHS financial assistance recipients must complete either the OMB Standard Form [424B Assurances – Non-Construction Programs](#), or OMB Standard Form [424D Assurances – Construction Programs as applicable](#). Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the financial assistance office if you have any questions.

DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at [2 C.F.R. Part 200](#), and adopted by DHS at [2 C.F.R. Part 3002](#).

DHS Specific Acknowledgements and Assurances

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. If, during the past three years, recipients have been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex, age, disability, religion, or familial status, recipients must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS financial assistance office and the [DHS Office of Civil Rights and Civil Liberties](#) (CRCL) by e-mail at crcl@hq.dhs.gov or by mail at U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties Building 410, Mail Stop #0190 Washington, D.C. 20528.
6. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including LEP), sex, age, disability, religion, or familial status against the recipient, or the recipient settles a case or matter alleging such discrimination, the recipient must forward a copy of the complaint and findings to the DHS financial assistance office and the CRCL office by e-mail or mail at the addresses listed above.

The United States has the right to seek judicial enforcement of these obligations.

Acknowledgment of Federal Funding from DHS

All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

Activities Conducted Abroad

All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

The Department of Homeland Security Standard Terms and Conditions 2017

Age Discrimination Act of 1975

All recipients must comply with the requirements of the *Age Discrimination Act of 1975* ([Title 42 U.S. Code, § 6101 et seq.](#)), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

Americans with Disabilities Act of 1990

All recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities. ([42 U.S.C. §§ 12101–12213](#)).

Best Practices for Collection and Use of Personally Identifiable Information (PII)

DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. All recipients who collect PII are required to have a publically-available privacy policy that describes standards on the usage and maintenance of PII they collect. Recipients may also find the DHS Privacy Impact Assessments: [Privacy Guidance](#) and [Privacy template](#) as useful resources respectively.

Civil Rights Act of 1964 – Title VI

All recipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* ([42 U.S.C. § 2000d et seq.](#)), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at [6 C.F.R. Part 21](#) and [44 C.F.R. Part 7](#).

Civil Rights Act of 1968

All recipients must comply with [Title VIII of the Civil Rights Act of 1968](#), which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex ([42 U.S.C. § 3601 et seq.](#)), as implemented by the Department of Housing and Urban Development at [24 C.F.R. Part 100](#). The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See [24 C.F.R. § 100.201](#).)

Copyright

All recipients must affix the applicable copyright notices of [17 U.S.C. §§ 401 or 402](#) and an acknowledgement of U.S. Government sponsorship (including award number) to any work first produced under federal financial assistance awards.

Debarment and Suspension

All recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) [12549](#) and [12689](#), and [2 C.F.R. Part 180](#). These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Drug-Free Workplace Regulations

All recipients must comply with the *Drug-Free Workplace Act of 1988* ([41 U.S.C. § 701 et seq.](#)), which requires all organizations receiving grants from any federal agency agree to maintain a drug-free workplace. DHS has adopted the Act's implementing regulations at [2 C.F.R. Part 3001](#).

Duplication of Benefits

Any cost allocable to a particular federal award provided for in [2 C.F.R. Part 200, Subpart E](#) may not be charged to other federal awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or



The Department of Homeland Security Standard Terms and Conditions 2017

federal award terms and conditions, or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more federal awards in accordance with existing federal statutes, regulations, or the federal award terms and conditions.

Education Amendments of 1972 (*Equal Opportunity in Education Act*) – Title IX

All recipients must comply with the requirements of Title IX of the Education Amendments of 1972 ([20 U.S.C. § 1681 et seq.](#)), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at [6 C.F.R. Part 17](#) and [44 C.F.R. Part 19](#)

Energy Policy and Conservation Act

All recipients must comply with the requirements of [42 U.S.C. § 6201](#) which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

False Claims Act and Program Fraud Civil Remedies

All recipients must comply with the requirements of [31 U.S.C. § 3729- 3733](#) which prohibits the submission of false or fraudulent claims for payment to the federal government. (See [31 U.S.C. § 3801-3812](#) which details the administrative remedies for false claims and statements made.)

Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See [OMB Circular A-129](#).)

Federal Leadership on Reducing Text Messaging while Driving

All recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in [E.O. 13513](#), including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

Fly America Act of 1974

All recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under [49 U.S.C. § 41102](#)) for international air transportation of people and property to the extent that such service is available, in accordance with the *International Air Transportation Fair Competitive Practices Act of 1974* ([49 U.S.C. § 40118](#)) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981 [amendment](#) to Comptroller General Decision B-138942.

Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, [15 U.S.C. § 2225a](#), all recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, as amended, [15 U.S.C. § 2225](#).

Limited English Proficiency (*Civil Rights Act of 1964*, Title VI)

All recipients must comply with the *Title VI of the Civil Rights Act of 1964* (Title VI) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.



The Department of Homeland Security Standard Terms and Conditions 2017

Lobbying Prohibitions

All recipients must comply with [31 U.S.C. § 1352](#), which provides that none of the funds provided under an award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action concerning the award or renewal.

National Environmental Policy Act

All recipients must comply with the requirements of the [National Environmental Policy Act](#) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. All recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

Non-supplanting Requirement

All recipients receiving awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

Notice of Funding Opportunity Requirements

All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in your award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

Patents and Intellectual Property Rights

Unless otherwise provided by law, recipients are subject to the [Bayh-Dole Act, Pub. L. No. 96-517](#), as amended, and codified in [35 U.S.C. § 200](#) et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards located at [37 C.F.R. Part 401](#) and the standard patent rights clause located at 37 C.F.R. § 401.14.

Procurement of Recovered Materials

All recipients must comply with Section 6002 of the [Solid Waste Disposal Act](#), as amended by the [Resource Conservation and Recovery Act](#). The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at [40 C.F.R. Part 247](#) that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Rehabilitation Act of 1973

All recipients must comply with the requirements of Section 504 of the [Rehabilitation Act of 1973, 29 U.S.C. § 794](#), as amended, which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Reporting of Matters Related to Recipient Integrity and Performance

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all federal assistance office exceeds \$10,000,000 for any period of time during the period of performance of this federal award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters



The Department of Homeland Security Standard Terms and Conditions 2017

located at [2 C.F.R. Part 200, Appendix XII](#), the full text of which is incorporated here by reference in your award terms and conditions.

Reporting Subawards and Executive Compensation

All recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at [2 C.F.R. Part 170, Appendix A](#), the full text of which is incorporated here by reference in your award terms and conditions.

SAFECOM

All recipients who receive awards made under programs that provide emergency communication equipment and its related activities must comply with the [SAFECOM](#) Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

Terrorist Financing

All recipients must comply with [E.O. 13224](#) and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of recipients to ensure compliance with the Order and laws.

Trafficking Victims Protection Act of 2000

All recipients must comply with the requirements of the government-wide award term which implements Section 106(g) of the *Trafficking Victims Protection Act of 2000*, (TVPA) as amended ([22 U.S.C. § 7104](#)). The award term is located at [2 C.F.R. § 175.15](#), the full text of which is incorporated here by reference in your award terms and conditions.

Universal Identifier and System of Award Management (SAM)

All recipients are required to comply with the requirements set forth in the government-wide award term regarding the System for Award Management and Universal Identifier Requirements located at [2 C.F.R. Part 25, Appendix A](#), the full text of which is incorporated here by reference in your terms and conditions.

USA Patriot Act of 2001

All recipients must comply with requirements of the [Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act \(USA PATRIOT Act\)](#), which amends [18 U.S.C. §§ 175–175c](#).

Use of DHS Seal, Logo and Flags

All recipients must obtain permission from their financial assistance office, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

Whistleblower Protection Act

All recipients must comply with the statutory requirements for whistleblower protections (if applicable) at [10 U.S.C § 2409](#), [41 U.S.C. 4712](#), and [10 U.S.C. § 2324](#), [41 U.S.C. §§ 4304](#) and [4310](#).



Research Terms and Conditions

Effective with publication of the notice in the Federal Register dated January 17, 2008, DHS research programs will utilize the updated Research Terms and Conditions (RTC) that will address and implement the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([2 C.F.R. Part 200](#)) issued by OMB.

While the Uniform Guidance outlines provisions that are specific to research, these terms and conditions:

- Incorporate the entire Uniform Guidance by reference, clarifying or supplementing select provisions where appropriate and consistent with government-wide research policy
- Incorporate the latest version of the Frequently Asked Questions for the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200 (located at <https://cfo.gov/cofar-resources>), and
- Apply to an award when included as part of the award or when incorporated in the award by reference. Use of the RTCs is envisioned as a streamlined approach that supports the implementation of the Uniform Guidance by providing clarification, supplementary guidance, and, where appropriate, selected options, while meeting the spirit and intent of a uniform implementation.

To use the final Research Terms and Conditions and Appendices, see: <http://www.nsf.gov/awards/managing/rtc.jsp>.



FORT BEND COUNTY

Robert E. Hebert, County Judge

HOMELAND PREPAREDNESS PROJECT

Bill Ray, Executive Director

4-11-2017

Date

3/27/17

Date

ATTEST:

Laura Richard, County Clerk



- EXHIBIT A: Public Health Volunteer Coordination Agreement
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EXHIBIT A



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For
Fort Bend County Health and Human Services
2017**



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Volunteers are essential to achieve a successful outcome, however, recruiting of volunteers is very time consuming and labor intensive.

The volunteers have also been used for a variety of other activities including staffing alternative treatment centers, offsite triage, shelters or other types of activity for which they are trained.

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2833 Cytherea Circle
Alvin, TX 77511
281-844-3653

A handwritten signature in blue ink, located in the bottom right corner of the page. The signature is stylized and appears to be the initials of the person who signed the document.

Public Health Volunteer Coordination Contract – Continued -

Strategy:

Homeland Preparedness Project (HPP) will work to increase the capability of our existing MRC volunteers by increasing engagement and recognition.

Engagement:

- HPP will work to develop cohesive, mission-oriented POD leadership Teams through the efforts of a Volunteer Team Coordinator.
- The Volunteer Team Coordinator (VTC) will:
 - Make direct contact with individuals after they have completed the initial MRC Orientation to help facilitate further engagement with on-going missions.
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 - Work with FBCHHS and other stakeholders to coordinate the development of an integrated 5-year strategic plan for the MRC program.

Deliverables:

HPP will provide the following:

1. Staff will make direct contact with volunteers who have completed orientation to facilitate further participation in MRC activities.
 - 1.1. Minimum performance standard
 - 1.1.1. Personally contact 30 volunteers each reporting period
2. Publish Email updates to all MRC volunteers
 - 2.1. Minimum performance standard
 - 2.1.1. Publish at least one update each month
3. Facilitate training and exercises for mission-focused teams.
 - 3.1. Minimum performance standard
 - 3.1.1. Offer at least seven training opportunities for a mission-focused team during the contract period.
 - 3.1.2. Offer at least three exercises of the mission-focused team during the contract period. Exercises will be coordinated with Fort Bend County Health and Human Services throughout the term of the contract.
4. Update the MRC National website
 - 4.1. Minimum performance standard
 - 4.1.1. At least one update per reporting period.
5. Produce reports describing all activities under this contract
 - 5.1. Minimum performance standard
 - 5.1.1. One report per reporting period
6. Provide and maintain a roster of command staff for each POD location.

Reporting:

2833 Cytherea Circle
Alvin, TX 77511
281-844-3653

- Continued -

HPP will provide performance reports according to the following schedule:

Report	Reporting Period Start Date	Reporting Period End Date	Report Due Date
Report 1	Contract acceptance	30 JUN 17	15 JUL 17
Report 2	01 JUL 17	30 SEP 17	15 OCT 17
Report 3	01 OCT 17	31 DEC 17	15 JAN 18

Each report will include the following data:

- Number of volunteers personally contacted during the reporting period
- Date and time of each email update published
- Copies of each email update
- Number of team trainings and/or exercise offered during the reporting period
- Lists of participants in each team training/exercise

All reports will be provided electronically to the PHPT Lead in Word and/or Excel format.

Performance

The deliverables described above represent the minimum performance requirements related to this professional services contract. If Fort Bend County believes HPP has failed to meet these standards during any reporting period, Fort Bend County must notify HPP in writing of the deficiency. HPP will have 15 days from the date the notice is received to rectify the deficiency. If the deficiency is not corrected within 15 days, Fort Bend may reconsider the contract and may terminate the contract by giving appropriate written notice as stated in this contract. Payment for all work done up to the termination date will be due and payable by the date of termination.

Resource Requirements:

HPP will provide staff with administrative support to perform volunteer team coordination services to the Ft. Bend PHPT. This team member will work closely with the PHPT staff to meet the team's objectives.

Due to the nature of volunteerism, HPP cannot guarantee any specific number of volunteers will participate in any activity. We will make all reasonable efforts to meet the PHPT's goals for volunteers. HPP expects that it may take several years to train a complete cadre of volunteers for the specific missions of this project.

HPP will provide all equipment for presentations related to this project.

Information and Data:

At the end of the contract period, HPP will provide the PHPT with a complete copy of all volunteer data related to this program including names, addresses, contact information, and detailed data relating to activity by the volunteers under this program. A copy of the data will be provided in electronic format and will be the property of the PHPT.

Fee:

The cost to Fort Bend County for the proposed services will be \$50,000. The fee will be paid in four (4) payments. The first payment of \$20,000.00 must be received by HPP before HPP provides any services under this contract. Three (3) subsequent payments of \$10,000.00 will be made based on the submission of invoices submitted with activity reports as described in Section – Reporting to Fort Bend County Health and Human Services. The period of the program will be from contract acceptance to 31 DEC 17. If either party wishes to change the scope or nature of the services provided under this contract, both parties must agree to the proposed change in writing prior to those changes taking effect.

2833 Cytherea Circle
Alvin, TX 77511
281-844-3653

- Continued -

Payment Due	Amount
Contract Acceptance	\$20000
15 JUL 17	\$10000
15 OCT 17	\$10000
31 DEC 17	\$10000
Total	\$50000

HPP shall submit invoices to Fort Bend County and Fort Bend County shall pay each statement within thirty (30) days after the County's written approval provided however, that the approval or payment of any invoice shall not be considered to be conclusive evidence of performance by HPP to the point indicated by such invoice or of receipt or acceptance by the County of the services covered by such statement.

Fort Bend County will be responsible for payment in full of all payments outstanding under this contract. All monies paid to HPP are non-refundable.

Prior to the execution of this Contract, HPP has been advised by Fort Bend County, and HPP clearly understands and agrees, such understanding and agreement being of the absolute essence to this contract, that County shall have available the total maximum sum of \$50,000.00, including reimbursable expenses, if any, specifically allocated to fully discharge any and all liabilities which may be incurred by Fort Bend County.

HPP does further understand and agree, said understanding and agreement also being of the absolute essence of this contract, that the total maximum compensation that HPP may become entitled to hereunder and the total maximum sum that Fort Bend County shall become liable to pay to HPP hereunder shall not under any conditions, circumstances or interpretations thereof exceed the sum of \$50,000.00.

Notices

Written notices as required under this contract will be made to the parties at the addresses listed below:

Homeland Preparedness Project
Attn: Executive Director
2833 Cytherea Circle
Alvin, TX 77511

Ft. Bend County Public Health Preparedness Team
Attn: David W. Olinger
PHP Coordinator
Fort Bend County HHS
4520 Reading Rd., STE A
Rosenberg, TX 77471

2833 Cytherea Circle
Alvin, TX 77511
281-844-3653



- Continued -

Execution

This Contract shall not become effective until executed by all parties hereto.

FORT BEND COUNTY:

Robert E. Hebert, County Judge

Date

Attest:

Laura Richard, County Clerk

HOMELAND PREPAREDNESS PROJECT:



Bill Ray, Executive Director

28 FEB 17
Date

AUDITOR'S CERTIFICATE

I hereby certify that funds are available in the amount of \$50,000.00 to accomplish and pay the obligation of Fort Bend County under this contract.

Ed Sturdivant, Fort Bend County Auditor



EXHIBIT B



The Department of Homeland Security Standard Terms and Conditions 2017

The FY 2017 DHS Standard Terms and Conditions apply to all new federal financial assistance awards funded in FY 2017. The terms and conditions of DHS financial assistance awards flow down to subrecipients, unless a particular award term or condition specifically indicates otherwise.

Assurances, Administrative Requirements, Cost Principles, and Audit Requirements

DHS financial assistance recipients must complete either the OMB Standard Form [424B Assurances – Non-Construction Programs](#), or OMB Standard Form [424D Assurances – Construction Programs as applicable](#). Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the financial assistance office if you have any questions.

DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at [2 C.F.R. Part 200](#), and adopted by DHS at [2 C.F.R. Part 3002](#).

DHS Specific Acknowledgements and Assurances

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. If, during the past three years, recipients have been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex, age, disability, religion, or familial status, recipients must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS financial assistance office and the [DHS Office of Civil Rights and Civil Liberties](#) (CRCL) by e-mail at crcl@hq.dhs.gov or by mail at U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties Building 410, Mail Stop #0190 Washington, D.C. 20528.
6. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including LEP), sex, age, disability, religion, or familial status against the recipient, or the recipient settles a case or matter alleging such discrimination, the recipient must forward a copy of the complaint and findings to the DHS financial assistance office and the CRCL office by e-mail or mail at the addresses listed above.

The United States has the right to seek judicial enforcement of these obligations.

Acknowledgment of Federal Funding from DHS

All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

Activities Conducted Abroad

All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.



The Department of Homeland Security Standard Terms and Conditions 2017

Age Discrimination Act of 1975

All recipients must comply with the requirements of the *Age Discrimination Act of 1975* ([Title 42 U.S. Code, § 6101 et seq.](#)), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

Americans with Disabilities Act of 1990

All recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities. ([42 U.S.C. §§ 12101–12213](#)).

Best Practices for Collection and Use of Personally Identifiable Information (PII)

DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. All recipients who collect PII are required to have a publically-available privacy policy that describes standards on the usage and maintenance of PII they collect. Recipients may also find the DHS Privacy Impact Assessments: [Privacy Guidance](#) and [Privacy template](#) as useful resources respectively.

Civil Rights Act of 1964 – Title VI

All recipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* ([42 U.S.C. § 2000d et seq.](#)), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at [6 C.F.R. Part 21](#) and [44 C.F.R. Part 7](#).

Civil Rights Act of 1968

All recipients must comply with [Title VIII of the Civil Rights Act of 1968](#), which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex ([42 U.S.C. § 3601 et seq.](#)), as implemented by the Department of Housing and Urban Development at [24 C.F.R. Part 100](#). The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See [24 C.F.R. § 100.201](#).)

Copyright

All recipients must affix the applicable copyright notices of [17 U.S.C. §§ 401 or 402](#) and an acknowledgement of U.S. Government sponsorship (including award number) to any work first produced under federal financial assistance awards.

Debarment and Suspension

All recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) [12549](#) and [12689](#), and [2 C.F.R. Part 180](#). These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Drug-Free Workplace Regulations

All recipients must comply with the *Drug-Free Workplace Act of 1988* ([41 U.S.C. § 701 et seq.](#)), which requires all organizations receiving grants from any federal agency agree to maintain a drug-free workplace. DHS has adopted the Act's implementing regulations at [2 C.F.R. Part 3001](#).

Duplication of Benefits

Any cost allocable to a particular federal award provided for in [2 C.F.R. Part 200, Subpart E](#) may not be charged to other federal awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or

The Department of Homeland Security Standard Terms and Conditions 2017

federal award terms and conditions, or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more federal awards in accordance with existing federal statutes, regulations, or the federal award terms and conditions.

Education Amendments of 1972 (*Equal Opportunity in Education Act*) – Title IX

All recipients must comply with the requirements of Title IX of the Education Amendments of 1972 ([20 U.S.C. § 1681 et seq.](#)), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at [6 C.F.R. Part 17](#) and [44 C.F.R. Part 19](#)

Energy Policy and Conservation Act

All recipients must comply with the requirements of [42 U.S.C. § 6201](#) which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

False Claims Act and Program Fraud Civil Remedies

All recipients must comply with the requirements of [31 U.S.C. § 3729- 3733](#) which prohibits the submission of false or fraudulent claims for payment to the federal government. (See [31 U.S.C. § 3801-3812](#) which details the administrative remedies for false claims and statements made.)

Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See [OMB Circular A-129](#).)

Federal Leadership on Reducing Text Messaging while Driving

All recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in [E.O. 13513](#), including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

Fly America Act of 1974

All recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under [49 U.S.C. § 41102](#)) for international air transportation of people and property to the extent that such service is available, in accordance with the *International Air Transportation Fair Competitive Practices Act of 1974* ([49 U.S.C. § 40118](#)) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981 [amendment](#) to Comptroller General Decision B-138942.

Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, [15 U.S.C. § 2225a](#), all recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, as amended, [15 U.S.C. § 2225](#).

Limited English Proficiency (*Civil Rights Act of 1964*, Title VI)

All recipients must comply with the *Title VI of the Civil Rights Act of 1964* (Title VI) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.



The Department of Homeland Security Standard Terms and Conditions 2017

Lobbying Prohibitions

All recipients must comply with [31 U.S.C. § 1352](#), which provides that none of the funds provided under an award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action concerning the award or renewal.

National Environmental Policy Act

All recipients must comply with the requirements of the [National Environmental Policy Act](#) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. All recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

Non-supplanting Requirement

All recipients receiving awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

Notice of Funding Opportunity Requirements

All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in your award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

Patents and Intellectual Property Rights

Unless otherwise provided by law, recipients are subject to the [Bayh-Dole Act, Pub. L. No. 96-517](#), as amended, and codified in [35 U.S.C. § 200](#) et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards located at [37 C.F.R. Part 401](#) and the standard patent rights clause located at 37 C.F.R. § 401.14.

Procurement of Recovered Materials

All recipients must comply with Section 6002 of the [Solid Waste Disposal Act](#), as amended by the [Resource Conservation and Recovery Act](#). The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at [40 C.F.R. Part 247](#) that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Rehabilitation Act of 1973

All recipients must comply with the requirements of Section 504 of the [Rehabilitation Act of 1973, 29 U.S.C. § 794](#), as amended, which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Reporting of Matters Related to Recipient Integrity and Performance

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all federal assistance office exceeds \$10,000,000 for any period of time during the period of performance of this federal award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters



The Department of Homeland Security Standard Terms and Conditions 2017

located at [2 C.F.R. Part 200, Appendix XII](#), the full text of which is incorporated here by reference in your award terms and conditions.

Reporting Subawards and Executive Compensation

All recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at [2 C.F.R. Part 170, Appendix A](#), the full text of which is incorporated here by reference in your award terms and conditions.

SAFECOM

All recipients who receive awards made under programs that provide emergency communication equipment and its related activities must comply with the [SAFECOM](#) Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

Terrorist Financing

All recipients must comply with [E.O. 13224](#) and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of recipients to ensure compliance with the Order and laws.

Trafficking Victims Protection Act of 2000

All recipients must comply with the requirements of the government-wide award term which implements Section 106(g) of the *Trafficking Victims Protection Act of 2000*, (TVPA) as amended ([22 U.S.C. § 7104](#)). The award term is located at [2 C.F.R. § 175.15](#), the full text of which is incorporated here by reference in your award terms and conditions.

Universal Identifier and System of Award Management (SAM)

All recipients are required to comply with the requirements set forth in the government-wide award term regarding the System for Award Management and Universal Identifier Requirements located at [2 C.F.R. Part 25, Appendix A](#), the full text of which is incorporated here by reference in your terms and conditions.

USA Patriot Act of 2001

All recipients must comply with requirements of the [Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act \(USA PATRIOT Act\)](#), which amends [18 U.S.C. §§ 175–175c](#).

Use of DHS Seal, Logo and Flags

All recipients must obtain permission from their financial assistance office, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

Whistleblower Protection Act

All recipients must comply with the statutory requirements for whistleblower protections (if applicable) at [10 U.S.C § 2409](#), [41 U.S.C. 4712](#), and [10 U.S.C. § 2324](#), [41 U.S.C. §§ 4304](#) and [4310](#).



Research Terms and Conditions

Effective with publication of the notice in the Federal Register dated January 17, 2008, DHS research programs will utilize the updated Research Terms and Conditions (RTC) that will address and implement the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([2 C.F.R. Part 200](#)) issued by OMB.

While the Uniform Guidance outlines provisions that are specific to research, these terms and conditions:

- Incorporate the entire Uniform Guidance by reference, clarifying or supplementing select provisions where appropriate and consistent with government-wide research policy
- Incorporate the latest version of the Frequently Asked Questions for the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200 (located at <https://cfo.gov/cofar-resources>), and
- Apply to an award when included as part of the award or when incorporated in the award by reference. Use of the RTCs is envisioned as a streamlined approach that supports the implementation of the Uniform Guidance by providing clarification, supplementary guidance, and, where appropriate, selected options, while meeting the spirit and intent of a uniform implementation.

To use the final Research Terms and Conditions and Appendices, see: <http://www.nsf.gov/awards/managing/rtc.jsp>.



ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

**Public Health Volunteer Recruiting Contract
For
Fort Bend County Health and Human Services
FYE 2016**



This Contract is executed by and between **FORT BEND COUNTY, TEXAS**, hereinafter referred to as "County," acting by and through its Commissioners' Court and **HOMELAND PREPAREDNESS PROJECT**, hereinafter referred to as "HPP", authorized to conduct business in the State of Texas.

Term:

This Extension will commence upon execution of all parties to this Contract and shall terminate on June 30, 2016. This Contract is subject to termination by any party, without cause, by providing thirty (30) days written notice. This contract may be renewed annually by mutual agreement of the parties in writing.

This Contract is subject to the terms described herein.

Background:

Ft. Bend County Health and Human Services is required by the State of Texas to be prepared to provide preventive medication to the entire population of the county in a 48-hour period in the case of a public health emergency. The Health and Human Services Public Health Preparedness Team (PHPT) has developed a plan to accomplish this task that requires approximately 4000 volunteers.

Volunteers are essential to achieve a successful outcome, however, recruiting of volunteers is very time consuming and labor intensive.

The volunteers can also be used for a variety of other activities including staffing alternative treatment centers, offsite triage, shelters or other types of activity for which they are trained.

Over the past five years, HPP has developed a Corp of 2700 Medical Reserve Corps (MRC) Volunteers. After consultation with the PHPT, we believe with this base of volunteers the focus of our efforts should now turn to improving the capability of these volunteers so that they can perform in leadership roles during a public health emergency. To that end, we will provide more in-depth training to the volunteers while continuing to recruit new members in a more limited fashion.

Operational Requirements:

When deployed, the Public Health Volunteers will report to a predetermined site, be issued identification items, and be assigned to various tasks required for the operation of one of the Points Of Dispensing or other tasks for which they have been trained. Most of these tasks require no medical background and very limited training. Homeland Preparedness Project will not be responsible for any medical training or credentialing of licensed medical volunteers. When deployed, all volunteers will be under the direction and control of the PHPT.

Strategy:

Homeland Preparedness Project (HPP) will promote these volunteer opportunities through an integrated strategy of awareness, outreach, and public information.

Recruiting:

2833 Cytherea Circle
Alvin, TX 77511
281-844-3653

- Continued -

- HPP will recruit volunteers through a variety of outlets, including radio and print media, the Internet, and presenting programs at civic and public venues. (Capability 15.1)
 - HPP will utilize existing media contacts, Public Service Announcements, and existing community group contacts to generate publicity for the campaign.
 - HPP will conduct presentations to civic groups and other potential volunteer groups identified by HPP and the PHPT, including churches, PTA's, and civic associations. (Capability 1.2)
- HPP will provide initial contact for potential volunteers through phone and electronic communication. HPP will provide interested volunteers with appropriate information supplied by the PHPT in electronic format via the Internet. (Capability 15.1)
 - Electronic versions of general information about the program, applications, and other relevant material will be available on the HPP website for people who are interested in volunteering. These documents may also be e-mailed to prospects when requested and appropriate.
 - HPP will actively promote the use of electronic media such as e-mail and Internet materials as resources for people who are interested in volunteering.
- In the limited instances when the prospective volunteer does not have Internet or e-mail access, or access to other locations where printed materials are available, hard copy of requested information will be mailed to the prospect at HPP's expense.
- The PHPT will be responsible for producing and providing printed materials for distribution by HPP at public events, for requested mailings and public distribution sites, and on-site presentations.
- Additionally, HPP will place the provided printed materials in public locations e.g. Court House, Libraries, etc. (Capability 15.1)
- HPP will provide the PHPT with a list of all identified potential volunteers on a quarterly basis. (Capability 15.1)
- The PHPT will designate a contact person and an alternate contact that will communicate with HPP.
- HPP will provide screening of potential volunteers based on the following criteria:
 - Prospect must have attained his/her 18th birthday, or 16th birthday when accompanied by a responsible adult, prior to initial orientation.
 - Prospect must be available for deployment during a Public Health Emergency
 - Prospects will be screened using the US Department of Justice online sex offenders database
- HPP will advise volunteers that they are ineligible if they do not meet the basic criteria and direct them to more appropriate volunteer opportunities, if available.
- The PHPT is solely responsible for final selection or rejection of potential volunteers. The PHPT will advise HPP which volunteers are approved/rejected.
- The PHPT will advise those volunteers who are rejected of their status.

Orientation:

- HPP will hold orientation for those selected when sufficient numbers of volunteers are selected and at a time and place agreed to by HPP and the PHPT. Class size and availability of staff and resources will determine when training will be held. (Capability 15.1)

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- Continued -

- Orientation will consist of a maximum of 3 hours per volunteer.
- A plan will be developed by the HPP staff for positions that require specialized or additional training.
- HPP will work with the PHPT to develop appropriate orientation topics based on State approved materials and requirements.
- The PHPT will produce all orientation materials to be provided to volunteers.
- HPP will distribute the provided orientation materials during the Orientation per the instructions of the PHPT.
- HPP will check each volunteer who completes the orientation against the public US Department of Justice Sex Offenders Registry website by name and Date of Birth.
- HPP will encourage all Medical Professionals who complete Orientation to register with the Texas Disaster Volunteer Registry. (Capability 15.1)

Management:

- HPP will maintain a database of volunteers who were recruited for the Public Health Preparedness Team program. This database will contain contact and orientation status for all volunteers. (Capability 15.1)
- HPP will maintain, as a part of its existing web presence, an informational website for Fort Bend County volunteers and will allow them to track their service hours through the HPP online database.
- HPP will administer the Texas Disaster Volunteer Registry for those volunteers who self-identify as licensed medical professionals. (Capability 15.1)
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- HPP will develop retention and recognition programs for the volunteers to encourage them to remain active in the program. These programs will include service level recognition, awards, and other methods to increase retention of volunteers.
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 - HPP will conduct the following retention activities during this contract period:
 - Provide awards under the President's Volunteer Service Award Program to those volunteers who complete and document the required hours of service as described on the national website, <http://www.presidentialserviceawards.gov/> .
 - Facilitate a minimum of one Volunteer recognition event.

Capability Enhancement:

- HPP will work with the PHPT staff to more fully engage the team members from the local Independent School Districts and County employees. (Capability 1.4)

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- Continued -

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- HPP will offer Advanced Training in coordination with other local groups. Some of the possible topics include:
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- HPP will, during all training events and through communications with the volunteers, promote the Computer Based Training produced for the PHPT.

Deliverables:

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- Volunteer recruiting services for the Public Health Emergency Preparedness Team.
- During each reporting period HPP will perform a minimum of the following:
 - Add 30 volunteers to the volunteer roster during each reporting period.
 - Attend 3 meetings related to recruiting of volunteers

2. Orientation

- Provide at minimum one (1) Volunteer Orientations per reporting period.

3. Management

- Perform quarterly updates to the online Fort Bend County Medical Reserve Corps unit profile with the Surgeon General's Office.
- Provide two (2) ID Cards to each volunteer that completes the Orientation program. The ID will include a photo, name, and other identifiers including the MRC and HPP logos. Design to be approved by the PHPT.
- Provide the PHPT with a list of all oriented volunteers whose names and Dates of Birth match the Texas Sex Offenders Registry per the public website¹ within 30 days of the volunteer's orientation. If for any reason the website becomes unavailable or HPP would incur costs for use of the site, HPP will not provide this service.

¹ https://records.txdps.state.tx.us/DPS_WEB/Sor/Index.aspx?PageIndex=Search

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- Continued -

- Perform four tests of the volunteer callout system during the contract period.

4. **Capability Enhancement**

- Offer two Advanced Training Opportunities per reporting period.
- Facilitate one Special Interest Group meeting per reporting period.

5. **Reporting**

Provide a budget demonstrating the use of all funds received under this contract. This report will be submitted after the initial payment under this contract is received by the contractor.

Produce activity reports on the following schedule:

Monthly reports:

A report will be due on the 10th of each month outlining prior month activities for the duration of the contract. That report will include:

- Number of volunteers participating in events each month.
- The number of events held each month
- The number of volunteer hours provided during the report month.

Quarterly reports:

Report	Reporting Period Start Date	Reporting Period End Date	Report Due Date
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Report 2	01 OCT 15	31 DEC 15	10 JAN 16
Report 3	01 JAN 16	31 MAR 16	10 APR 16
Final Report	01 APR 16	30 JUN 16	30 JUN 16

Each quarterly report will include the following data:

- Number of volunteers recruited during the reporting period.
- Number of volunteers completing orientation during the reporting period.
- A complete listing of all volunteer data to date including names, addresses, phone numbers and e-mail addresses (when available).
- Number of orientations completed during the reporting period.
- Copies of all sign in sheets for the reporting period.

All reports will be provided electronically to the PHPT Lead in Excel format using the template agreed upon by the parties.

6. **Performance**

The deliverables described above represent the minimum performance requirements related to this professional services contract. If Fort Bend County believes HPP has failed to meet these standards during any reporting period, Fort Bend County must notify HPP in writing of the deficiency. HPP will have 15 days from the date the notice is received to rectify the deficiency. If the deficiency is not corrected within 15 days, Fort Bend may reconsider the contract and may terminate the contract by giving appropriate written notice as stated in this contract. Payment for all work done up to the termination date will be due and payable by the date of termination.

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- Continued -

Resource Requirements:

HPP will provide 1 full time equivalent staff with administrative support to perform recruiting, orientation, and advanced training services to the Ft. Bend PHPT. This team member will work closely with the PHPT staff to meet the team's objectives.

Due to the nature of volunteerism, HPP cannot guarantee any specific number of volunteers will be enrolled, oriented, and/or trained. We will make all reasonable efforts to meet the PHPT's goals for volunteers. HPP expects that it may take several years to recruit a complete cadre of volunteers for this project.

HPP has developed instructional materials to meet the objectives for PHPT volunteers. These materials can be customized to meet the specific requirements for Ft. Bend County.

HPP will provide all equipment for presentations related to this project.

Information and Data:

At the end of the contract period, HPP will provide the PHPT with a complete copy of all volunteer data related to this program including names, addresses, contact information, and detailed data relating to activity by the volunteers under this program. A copy of the data will be provided in electronic format and will be the property of the PHPT.

Fee:

The cost to Fort Bend County for the proposed services will be \$72,000. The fee will be paid in five payments. The first payment of \$14,400 must be received by HPP before HPP provides any services under this contract. Four (4) subsequent payments of \$14,400 will be made based on the submission of quarterly invoices submitted with activity reports as described in Section 1 – Deliverables to Fort Bend County Health and Human Services. The period of the program will be from contract acceptance to 30 JUN 16. If either party wishes to change the scope or nature of the services provided under this contract, both parties must agree to the proposed change in writing prior to those changes taking effect.

Payment Due	Amount
Contract Acceptance	\$14,400
10 AUG 15	\$14,400
10 JAN 16	\$14,400
10 APR 16	\$14,400
30 JUN 16	\$14,400
Total	\$72,000

HPP shall submit invoices to Fort Bend County and Fort Bend County shall pay each statement within thirty (30) days after the County's written approval provided however, that the approval or payment of any invoice shall not be considered to be conclusive evidence of performance by HPP to the point indicated by such invoice or of receipt or acceptance by the County of the services covered by such statement.

Fort Bend County will be responsible for payment in full of all payments outstanding under this contract. All monies paid to HPP are non-refundable.

Prior to the execution of this Contract, HPP has been advised by Fort Bend County, and HPP clearly understands and agrees, such understanding and agreement being of the absolute essence to this contract, that County shall have available the total maximum sum of \$72,000.00, including reimbursable

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- Continued -

expenses, if any, specifically allocated to fully discharge any and all liabilities which may be incurred by Fort Bend County.

HPP does further understand and agree, said understanding and agreement also being of the absolute essence of this contract, that the total maximum compensation that HPP may become entitled to hereunder and the total maximum sum that Fort Bend County shall become liable to pay to HPP hereunder shall not under any conditions, circumstances or interpretations thereof exceed the sum of \$72,000.00.

Notices

Written notices as required under this contract will be made to the parties at the addresses listed below:

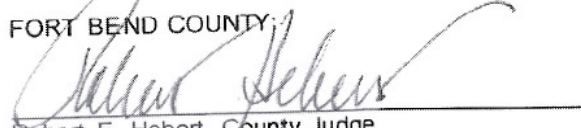
Homeland Preparedness Project
Attn: Executive Director
2833 Cytherea Circle
Alvin, TX 77511

Ft. Bend County Public Health Preparedness Team
Attn: David W. Olinger
PHP Coordinator
Fort Bend County HHS
4520 Reading Rd., STE A
Rosenberg, TX 77471

Execution

This Contract shall not become effective until executed by all parties hereto.

FORT BEND COUNTY:



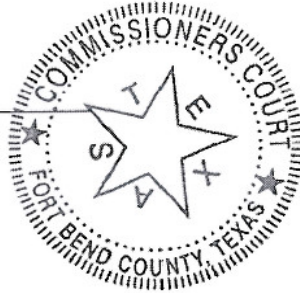
Robert E. Hebert, County Judge

August 25, 2015
Date

Attest:



Laura Richard, County Clerk



Homeland Preparedness Project

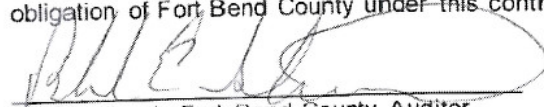


Bill Ray, Executive Director

03 AUG 15
Date

AUDITOR'S CERTIFICATE

I hereby certify that funds are available in the amount of \$72,000.00 to accomplish and pay the obligation of Fort Bend County under this contract.



Ed Sturdivant, Fort Bend County Auditor

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281-844-3653

**Public Health Volunteer Recruiting Contract
For
Fort Bend County Health and Human Services
FYE 2017**

This Contract is executed by and between **FORT BEND COUNTY, TEXAS**, hereinafter referred to as "County," acting by and through its Commissioners' Court and **HOMELAND PREPAREDNESS PROJECT**, hereinafter referred to as "HPP", authorized to conduct business in the State of Texas.

Term:

This Extension will commence upon execution of all parties to this Contract and shall terminate on June 30, 2017. This Contract is subject to termination by any party, without cause, by providing thirty (30) days written notice. This contract may be renewed annually by mutual agreement of the parties in writing.

This Contract is subject to the terms described herein.

Background:

Ft. Bend County Health and Human Services is required by the State of Texas to be prepared to provide preventive medication to the entire population of the county in a 48-hour period in the case of a public health emergency. The Health and Human Services Public Health Preparedness Team (PHPT) has developed a plan to accomplish this task that requires approximately 4000 volunteers.

Volunteers are essential to achieve a successful outcome, however, recruiting of volunteers is very time consuming and labor intensive.

The volunteers can also be used for a variety of other activities including staffing alternative treatment centers, offsite triage, shelters or other types of activity for which they are trained.

Over the past five years, HPP has developed a Corp of 3029 Medical Reserve Corps (MRC) Volunteers. After consultation with the PHPT, we believe with this base of volunteers the focus of our efforts should now turn to improving the capability of these volunteers so that they can perform in leadership roles during a public health emergency. To that end, we will provide more in-depth training to the volunteers while continuing to recruit new members in a more limited fashion.

Operational Requirements:

When deployed, the Public Health Volunteers will report to a predetermined site, be issued identification items, and be assigned to various tasks required for the operation of one of the Points Of Dispensing or other tasks for which they have been trained. Most of these tasks require no medical background and very limited training. Homeland Preparedness Project will not be responsible for any medical training or credentialing of licensed medical volunteers. When deployed, all volunteers will be under the direction and control of the PHPT.

Strategy:

Homeland Preparedness Project (HPP) will promote these volunteer opportunities through an integrated strategy of awareness, outreach, and public information.

Recruiting:

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- Continued -

- HPP will recruit volunteers through a variety of outlets, including radio and print media, the Internet, and presenting programs at civic and public venues. (Capability 15.1)
 - HPP will utilize existing media contacts, Public Service Announcements, and existing community group contacts to generate publicity for the campaign.
 - HPP will conduct presentations to civic groups and other potential volunteer groups identified by HPP and the PHPT, including churches, PTA's, and civic associations. (Capability 1.2)
- HPP will provide initial contact for potential volunteers through phone and electronic communication. HPP will provide interested volunteers with appropriate information supplied by the PHPT in electronic format via the Internet. (Capability 15.1)
 - Electronic versions of general information about the program, applications, and other relevant material will be available on the HPP website for people who are interested in volunteering. These documents may also be e-mailed to prospects when requested and appropriate.
 - HPP will actively promote the use of electronic media such as e-mail and Internet materials as resources for people who are interested in volunteering.
- In the limited instances when the prospective volunteer does not have Internet or e-mail access, or access to other locations where printed materials are available, hard copy of requested information will be mailed to the prospect at HPP's expense.
- The PHPT will be responsible for producing and providing printed materials for distribution by HPP at public events, for requested mailings and public distribution sites, and on-site presentations.
- Additionally, HPP will place the provided printed materials in public locations e.g. Court House, Libraries, etc. (Capability 15.1)
- HPP will provide the PHPT with a list of all identified potential volunteers on a quarterly basis. (Capability 15.1)
- The PHPT will designate a contact person and an alternate contact that will communicate with HPP.
- HPP will provide screening of potential volunteers based on the following criteria:
 - Prospect must have attained his/her 18th birthday, or 16th birthday when accompanied by a responsible adult, prior to initial orientation.
 - Prospect must be available for deployment during a Public Health Emergency
 - Prospects will be screened using the US Department of Justice online sex offenders database
- HPP will advise volunteers that they are ineligible if they do not meet the basic criteria and direct them to more appropriate volunteer opportunities, if available.
- The PHPT is solely responsible for final selection or rejection of potential volunteers. The PHPT will advise HPP which volunteers are approved/rejected.
- The PHPT will advise those volunteers who are rejected of their status.

Orientation:

- HPP will hold orientation for those selected when sufficient numbers of volunteers are selected and at a time and place agreed to by HPP and the PHPT. Class size and availability of staff and resources will determine when training will be held. (Capability 15.1)

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- Continued -

- Orientation will consist of a maximum of 3 hours per volunteer.
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- Continued -

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- Continued -

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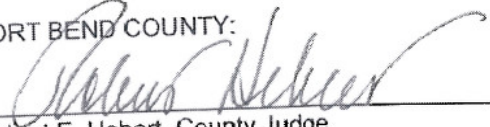
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Fort Bend County HHS
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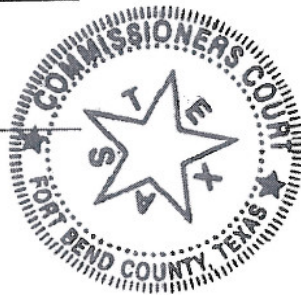
FORT BEND COUNTY:


Robert E. Hebert, County Judge

August 23, 2016
Date

Attest:


Laura Richard, County Clerk




Homeland Preparedness Project


Bill Ray, Executive Director

16 MAY 16
Date

AUDITOR'S CERTIFICATE

I hereby certify that funds are available in the amount of \$72,000.00 to accomplish and pay the obligation of Fort Bend County under this contract.


Ed Sturdivant, Fort Bend County Auditor

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