



## TEXAS DEPARTMENT OF STATE HEALTH SERVICES

DAVID L. LAKEY, M.D.  
COMMISSIONER

1100 West 49th Street • Austin, Texas 78756  
P.O. Box 149347 • Austin, Texas 78714-9347  
1-888-963-7111 • [www.dshs.state.tx.us](http://www.dshs.state.tx.us)  
TTY: 1-800-735-2989

July 1, 2013

Dear Contractor:

Enclosed is the approved copy of your Department of State Health Services (DSHS) amendment. Please file it with the office of record for your agency.

DSHS will not pay for reimbursements submitted/postmarked more than 60 days after the end of the contract term. Additional information regarding this policy is available on the DSHS website at <http://www.dshs.state.tx.us>.

Please reference the DSHS contract and attachment number in all future correspondence. If you have questions, please contact Mary Moore at 512-776-6975 via email at [mary.moore@dshs.state.tx.us](mailto:mary.moore@dshs.state.tx.us).

Sincerely,

A handwritten signature in black ink that reads "Bob Burnette".

Bob Burnette, Director  
Client Services Contracting Unit

Enclosures

COUNTY JUDGE  
RECEIVED  
JUL 05 2013

# DEPARTMENT OF STATE HEALTH SERVICES



## Amendment

The Department of State Health Services (DSHS) and FORT BEND COUNTY (Contractor) agree to amend the Program Attachment # 001A (Program Attachment) to Contract # 2013-042335 (Contract) in accordance with this Amendment No. 001B: Tobacco Community Coalition, effective 03/12/2013.

The purpose of this Amendment is to revise the TCC Program Attachment, Section B. #2, #7, and Section E. Reporting Requirements adding TPCC Final Evaluation Report Draft due 6/15/13 and TPCC Final Evaluation Report due 8/15/13, and removing the County Epidemiological Assessment Report and Strategic Plan.

Therefore, DSHS and Contractor agree as follows:

**B. SERVICE REQUIREMENTS** listed below are revised to read as follows:

2. Conduct an annual needs assessment that determines the tobacco use and related health consequences and tobacco-related health disparities within the targeted community in Section III, Program Service Area stated below. Conduct a community resource assessment that identifies existing strengths and assets of community tobacco prevention and control and substance abuse prevention programs and other services in the targeted community in Section III, Program Service Area stated below. Convene a CEW to conduct the needs and resource assessment and prepare a County Epidemiological Assessment Report. The County Epidemiological Assessment Report data must be included in TPCC Final Evaluation Report.
7. Develop a TPCC five year evaluation report that outlines and details outcomes and accomplishments for the TPCC comprehensive community-based tobacco prevention and control activities, including evidence-based prevention, enforcement, cessation, tobacco-related health disparities and secondhand smoke strategies. The purpose of the final evaluation is to provide the coalition and stakeholders with a summary report of activities, processes, and results, which allows the coalition to Recognize coalition achievements, including capacity gains and short- and long-term outcomes.
  - a. Acknowledge stakeholder's work over the five years of TCC funding
  - b. Identify approaches that worked, and devise steps to ensure they're used in the future.
  - c. Contractor must use the Final Evaluation Report template provided by the DSHS-funded statewide evaluation contractor. Contractor shall submit the TPCC Final Evaluation Report DRAFT by June 15, 2013
  - d. Submit TPCC Final Evaluation Report by August 15, 2013.

**E. REPORTING REQUIREMENTS** are revised to read as follows:

Contractor's duty to submit documents survives the termination or expiration of this Program Attachment.

Report Name	Due Date
Financial Status Report (FSR)	Due last business day of the month following the end of each quarter of the Program Attachment term. * <i>Final Financial Status Report (FSR) due within 60 days after Program Attachment end date</i>

Performance Measures	15 <sup>th</sup> of the month following the month being reported
CMBHS Security Attestation Form and List of Authorized Users	September 15, 2012 & March 15, 2013
Closeout documents	Annual Reports due 60 days after Program Attachment end date.
TPCC Final Evaluation Report DRAFT	June 15, 2013
TPCC Final Evaluation Report	August 15, 2013
Local Media Activities Report	Reports are due the 15th following the quarter being reported. Submit report to DSHS by December 15, 2012, March 15, 2013, June 15, 2013, September 15, 2013
Store Alert Project Report	Reports are due the 15th following the quarter being reported. Submit report to DSHS by December 15, 2012, March 15, 2013, June 15, 2013, September 15, 2013

All other terms and conditions not hereby amended are to remain in full force and effect. In the event of a conflict between the terms of the Contract and the terms of this Amendment, this Amendment shall control.

Department of State Health Services

*Bob Burnette*

Signature of Authorized Official

Date: July 1, 2013

Bob Burnette, C.P.M., CTPM

Director, Client Services Contracting Unit

1100 WEST 49TH STREET  
AUSTIN, TEXAS 78756

(512) 458-7470

Bob.Burnette@dshs.state.tx.us

FORT BEND COUNTY

*Robert E. Hebert*

Signature of Authorized Official

Date: April 23, 2013

Name: Robert E. Hebert

Title: County Judge

Address: 301 Jackson

Richmond, TX 77469

Phone: (281) 633-7680

Email: RobinMcGuire@fortbendcountytx.gov