

**CONTRACTOR INFORMATION**1) **LEGAL BUSINESS NAME:** Fort Bend County2) **MAILING Address Information** (include mailing address, street, city, county, state and 9-digit zip code): ☐ Check if address change  
4520 Reading Road, Suite A-200 Rosenberg, Texas 774713) **PAYEE Name and Mailing Address, including 9-digit zip code** (if different from above): ☐ Check if address change  
Fort Bend County Auditor – 301 Jackson Street, Suite 701 – Richmond, Texas 774694) **DUNS Number (9-digit) required if receiving federal funds:**5) **Federal Tax ID No. (9-digit), State of Texas Comptroller Vendor ID Number (14-digit) or Social Security Number (9-digit):** 746001969*\*The respondent acknowledges, understands and agrees that the respondent's choice to use a social security number as the vendor identification number for the contract, may result in the social security number being made public via state open records requests.*6) **TYPE OF ENTITY** (check all that apply):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> City                        | <input type="checkbox"/> Nonprofit Organization*      | <input type="checkbox"/> Individual                                      |
| <input checked="" type="checkbox"/> County           | <input type="checkbox"/> For Profit Organization*     | <input type="checkbox"/> Federally Qualified Health Centers              |
| <input type="checkbox"/> Other Political Subdivision | <input type="checkbox"/> HUB Certified                | <input type="checkbox"/> State Controlled Institution of Higher Learning |
| <input type="checkbox"/> State Agency                | <input type="checkbox"/> Community-Based Organization | <input type="checkbox"/> Hospital  |
| <input type="checkbox"/> Indian Tribe                | <input type="checkbox"/> Minority Organization        | <input type="checkbox"/> Private   |
|  | <input type="checkbox"/> Faith Based (Nonprofit Org)  | <input type="checkbox"/> Other (specify): _____                          |

*\*If incorporated, provide 10-digit charter number assigned by Secretary of State:*7) **PROPOSED BUDGET PERIOD:** Start Date: 09/01/2017 End Date: 08/31/20198) **COUNTIES SERVED BY PROJECT:**  
Fort Bend County9) **AMOUNT OF FUNDING REQUESTED:** 319,01910) **PROJECTED EXPENDITURES**Does respondent's projected federal expenditures exceed \$500,000, or its projected state expenditures exceed \$500,000, for respondent's current fiscal year (excluding amount requested in line 9 above)? \*\*Yes ☐ No ☒*\*\*Projected expenditures should include anticipated expenditures under all federal grants including "pass through" federal funds from all state agencies, or all anticipated expenditures under state grants, as applicable.*11) **PROJECT CONTACT PERSON**Name: Kaye Reynolds, DrPh  
Phone: 281-238-3519  
Fax: 281-342-7371  
Email: Kaye.Reynolds@fortbendcountytx.gov12) **FINANCIAL OFFICER**Name: Ed Sturdivant  
Phone: 281-341-3790  
Fax: 281-3374  
Email: Ed.Sturdivant@fortbendcountytx.gov

The facts affirmed by me in this proposal are truthful and I warrant the respondent is in compliance with the assurances and certifications contained in **DSHS Assurances and Certifications**. I understand the truthfulness of the facts affirmed herein and the continuing compliance with these requirements are conditions precedent to the award of a contract. This document has been duly authorized by the governing body of the respondent and I (the person signing below) am authorized to represent the respondent.

13) **AUTHORIZED REPRESENTATIVE**Check if change ☐Name: Robert Hebert  
Title: County Judge  
Phone: 281-341-8608  
Fax: 281-341-6809  
Email: Robert.Hebert@fortbendcountytx.gov14) **SIGNATURE OF AUTHORIZED REPRESENTATIVE**15) **DATE**

February 28, 2017

## CONTACT PERSON INFORMATION

### Legal Business

Name of Contractor FORT BEND COUNTY

*This form provides information about the appropriate contacts in the respondent's organization in addition to those on FORM A: FACE PAGE. If any of the following information changes during the term of the contract, please send written notification to the Contract Management Unit. **Please provide at least one (1) Emergency Contact as noted below.***

<b>Emergency Contact:</b>	Kaye Reynolds, DrPh	<b>Mailing Address (incl. street, city, county, state, &amp; zip):</b>
Title:	Deputy Director	4520 Reading Road, Suite A-100
Phone:	281-238-3519 Ext.	Rosenberg, Texas 77471
Fax:	281-342-7371	
Email:	Kaye.Reynolds@fortbendcountytx.gov	
<b>Contact:</b>	Ngombe Bitendelo, RN,MPH	<b>Mailing Address (incl. street, city, county, state, &amp; zip):</b>
Title:	CHS Director	4520 Reading Road, Suite A-200
Phone:	281-238-3548 Ext.	Rosenberg, Texas 77471
Fax:	281-342-7371	
Email:	Ngombe.Bitendelo@fortbendcountytx.gov	
<b>Contact:</b>	Catalina Lozano	<b>Mailing Address (incl. street, city, county, state, &amp; zip):</b>
Title:	Epidemiologist	4520 Reading Road, Suite A-200
Phone:	281-238-3579 Ext.	Rosenberg, Texas 77471
Fax:	281-342-7371	
Email:	Catalina.Lozano@fortbendcountytx.gov	
<b>Contact:</b>		<b>Mailing Address (incl. street, city, county, state, &amp; zip):</b>
Title:		
Phone:	Ext.	
Fax:		
Email:		
<b>Contact:</b>		<b>Mailing Address (incl. street, city, county, state, &amp; zip):</b>
Title:		
Phone:	Ext.	
Fax:		
Email:		

## INSTRUCTIONS

This form provides basic information about the Contractor and the proposed project with the Department of State Health Services (DSHS), including the signature of the authorized representative. Please follow the instructions below to complete the form and return to the Contractor Management Unit.

- 1) **LEGAL BUSINESS NAME** - Enter the legal name of the respondent.
- 2) **MAILING ADDRESS INFORMATION** - Enter the respondent's complete physical address and mailing address, city, county, state, and 9-digit zip code.
- 3) **PAYEE NAME AND MAILING ADDRESS** - Payee - Entity involved in a contractual relationship with respondent to receive payment for services rendered by respondent and to maintain the accounting records for the contract; i.e., fiscal agent. Enter the PAYEE's name and mailing address, including 9-digit zip code, if PAYEE is different from the respondent. The PAYEE is the corporation, entity or vendor who will be receiving payments.
- 4) **DUNS Number** - 9- digit Dun and Bradstreet Data Universal Numbering System (DUNS) number. . This number is required if receiving **ANY** federal funds and can be obtained at: <http://fedgov.dnb.com/webform>
- 5) **FEDERAL TAX ID or STATE OF TEXAS COMPTROLLER VENDOR ID NUMBER OR SOCIAL SECURITY NUMBER** - Enter the Federal Tax Identification Number (9-digit) or the Texas Vendor Identification Number assigned by the Texas State Comptroller (14-digit). \*The respondent acknowledges, understands and agrees the respondent's choice to use a social security number as its vendor identification number for the contract, may result in the social security number being made public via state open records requests.
- 6) **TYPE OF ENTITY** - Check the type of entity as defined by the Secretary of State at <http://www.sos.state.tx.us/corp/businessstructure.shtml> and/or the Texas State Comptroller at [https://fmxcpa.state.tx.us/fmx/pubs/tins/tinsguide/2009-04/TINS\\_Guide\\_0409.pdf](https://fmxcpa.state.tx.us/fmx/pubs/tins/tinsguide/2009-04/TINS_Guide_0409.pdf) and check all other boxes that describe the entity.

Historically Underutilized Business: A minority or women-owned business as defined by Texas Government Code, Title 10, Subtitle D, Chapter 2161. (<http://www.window.state.tx.us/procurement/prog/hub/>)

State Agency: an agency of the State of Texas as defined in Texas Government Code §2056.001.ii

Institutions of higher education as defined by §61.003 of the Education Code.

MINORITY ORGANIZATION is defined as an organization in which the Board of Directors is made up of 50% racial or ethnic minority members.

If a Non-Profit Corporation or For-Profit Corporation, provide the 10-digit charter number assigned by the Secretary of State.

- 7) **PROPOSED BUDGET PERIOD** - Enter the budget period for this contract.
- 8) **COUNTIES SERVED BY PROJECT** - Enter the proposed counties served by the project.
- 9) **AMOUNT OF FUNDING REQUESTED** - Enter the amount of funding requested from DSHS for proposed project activities (not including possible renewals). This amount must match column (1) row K from the BUDGET SUMMARY used for cost reimbursement budgets.
- 10) **PROJECTED EXPENDITURES** - If respondent's projected federal expenditures exceed \$500,000 or its projected state expenditures exceed \$500,000 for respondent's current fiscal year, respondent must arrange for a financial compliance audit (Single Audit).
- 11) **PROJECT CONTACT PERSON** - Enter the name, phone, fax, and email address of the person responsible for the proposed project.
- 12) **FINANCIAL OFFICER** - Enter the name, phone, fax, and email address of the person responsible for the financial aspects of the proposed project.
- 13) **AUTHORIZED REPRESENTATIVE** - Enter the name, title, phone, fax, and email address of the person authorized to represent the respondent. Check the "Check if change" box if the authorized representative is different from previous submission to DSHS.
- 14) **SIGNATURE OF AUTHORIZED REPRESENTATIVE** - The person authorized to represent the respondent must sign in this blank.
- 15) **DATE** - Enter the date the authorized representative signed this form.

## CONTACT PERSON INFORMATION INSTRUCTIONS

**Please provide at least one (1) Emergency Contact.**

# **FORM I: BUDGET SUMMARY (REQUIRED)**

Legal Name of Respondent:

Fort Bend County

Budget Categories	Total Budget (1)	DSHS Funds Requested (2)	Direct Federal Funds (3)	Other State Agency Funds* (4)	Local Funding Sources (5)	Other Funds (6)
A. Personnel	\$221,280	\$221,280	\$0	\$0	\$0	\$0
B. Fringe Benefits	\$97,739	\$97,739	\$0	\$0	\$0	\$0
C. Travel	\$0	\$0	\$0	\$0	\$0	\$0
D. Equipment	\$0	\$0	\$0	\$0	\$0	\$0
E. Supplies	\$0	\$0	\$0	\$0	\$0	\$0
F. Contractual	\$0	\$0	\$0	\$0	\$0	\$0
G. Other	\$0	\$0	\$0	\$0	\$0	\$0
H. Total Direct Costs	\$319,019	\$319,019	\$0	\$0	\$0	\$0
I. Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0
J. Total (Sum of H and I)	\$319,019	\$319,019	\$0	\$0	\$0	\$0
K. Program Income - Projected Earnings	\$0	\$0				

**NOTE: The "Total Budget" amount for each Budget Category will have to be allocated (entered) manually among the funding sources. Enter amounts in whole dollars. After amounts have been entered for each funding source, verify that the "Distribution Total" below equals the respective amount under the "Total Budget" from column (1).**

	Budget Category	Distribution Total	Budget Total	Budget Category	Distribution Total	Budget Total
Check Totals For:	Personnel	\$221,280	\$221,280	Fringe Benefits	\$97,739	\$97,739
	Travel	\$0	\$0	Equipment	\$0	\$0
	Supplies	\$0	\$0	Contractual	\$0	\$0
	Other	\$0	\$0	Indirect Costs	\$0	\$0

<b>TOTAL FOR:</b>	<b>Distribution Totals</b>	<b>\$319,019</b>	<b>Budget Total</b>	<b>\$319,019</b>
-------------------	----------------------------	------------------	---------------------	------------------

\*Letter(s) of good standing that validate the respondent's programmatic, administrative, and financial capability must be placed after this form if respondent receives any funding from state agencies other than DSHS related to this project. If the respondent is a state agency or institution of higher education, letter(s) of good standing are not required. DO NOT include funding from other state agencies in column 4 or Federal sources in column 3 that is not related to activities being funded by this DSHS project.

# **FORM I-1: PERSONNEL Budget Category Detail Form**

Legal Name of Respondent:

Fort Bend County

PERSONNEL		Vacant Y/N	Justification	FTE's	Certification or License (Enter NA if not required)	Total Average Monthly Salary/Wage	Number of Months	Salary/Wages Requested for Project
Epidemiologist	E = Existing or P = Proposed	N	This position will work with local and state health department to improve the investigation and reporting of all outbreaks.	1	N/A	\$4,713.00	24	\$113,112
Epidemiologist		N	This position will work with local and state health department to improve the investigation and reporting of all outbreaks.	1	N/A	\$4,507.00	24	\$108,168
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
TOTAL FROM PERSONNEL SUPPLEMENTAL BUDGET SHEETS								\$0
SalaryWage Total								\$221,280

FRINGE BENEFITS	Itemize the elements of fringe benefits in the space below:	Fringe Benefit Rate %
Payroll Taxes 7.65% - Retirement 11.95% - Worker Comp 3.8%, Insurance 11,561.00		44.17%

	Fringe Benefits Total	\$97,739
--	-----------------------	----------