



**TEXAS**  
Health and Human  
Services

**Texas Department of State Health Services**

Jennifer A. Shuford, M.D., M.P.H.  
*Commissioner*

The Honorable K.P. George  
Fort Bend County Judge  
Fort Bend County Health & Human Services  
4520 Reading Road, Suite A-100  
Rosenberg, Texas 77471

Subject: CPS/PH Workforce Contract  
Contract Number: HHS001084500001, Amendment No. 2  
Contract Amount: \$2,205,169.00  
Contract Term: August 16, 2021 through June 30, 2024

Dear Judge George:

Enclosed is the CDC Public Health Crisis Response (PHCR) Co-Ag: Public Health Workforce contract between the Department of State Health Services and Fort Bend County Health & Human Services.

The purpose of this amendment is to add a no-cost extension to continue to establish, expand, train and sustain public health workforce in support of Coronavirus 2019 (COVID-19) response and in alignment with the Public Health Crisis Response Cooperative Agreement for Emergency Response (Funding Opportunity Number CDC-RFA-TP18-1802) from the Centers for Disease Control and Prevention (CDC).

Please let me know if you have any questions or need additional information.

Sincerely,

Fred L. Waterman, CTCM  
Contract Manager  
512-776-6585  
Fred.Waterman@dshs.texas.gov

**DEPARTMENT OF STATE HEALTH SERVICES  
CONTRACT NO. HHS001084500001  
AMENDMENT NO. 2**

The Department of State Health Services (System Agency) and Fort Bend County Health & Human Services (Grantee), collectively the Parties to that certain contract for activities to establish, expand, train and sustain public health workforce in support of Coronavirus 2019 (COVID-19) response and in alignment with the Public Health Crisis Response Cooperative Agreement for Emergency Response (Funding Opportunity Number CDC-RFA-TP18-1802) from the Centers for Disease Control and Prevention (CDC), effective August 16, 2021 and denominated DSHS Contract No. HHS001084500001 (the Contract), now elect to amend the Contract.

**WHEREAS**, System Agency has elected to extend the term of the Contract in accordance with Contract **SECTION III, CONTRACT PERIOD AND RENEWAL**, to allow for continued support of the Public Health Work Force activities; and

**WHEREAS**, the Parties desire to revise the financial reporting requirements in the Statement of Work to align with updated processes.

The Parties therefore agree as follows:

1. **SECTION III, CONTRACT PERIOD AND RENEWAL**, is hereby amended to reflect a revised termination date of June 30, 2024.
2. **SECTION IV, INVOICE AND PAYMENT**, in **ATTACHMENT A, FY2023 STATEMENT OF WORK**, of the Contract is hereby amended and restated in its entirety:
  - A. Grantee shall submit requests for reimbursement of required services/deliverables monthly using the State of Texas Purchase Voucher (Form B-13), together with supporting documentation as directed by DSHS. Forms should be mailed, faxed or e-mailed to the addresses below.
  - B. Grantee shall submit a Financial Status Report (FSR) biannually each year beginning July 1, 2022 through August 15, 2024.

<b>Year</b>	<b>1<sup>ST</sup> FSR Period</b>	<b>1<sup>ST</sup> FSR Due Date</b>	<b>2<sup>nd</sup> FSR Period</b>	<b>2<sup>nd</sup> FSR Due Date</b>
2023	July 1, 2022 - December 31, 2022	January 31, 2023	January 1, 2023- June 30, 2023	July 31, 2023
2024	July 1, 2023 – December 31, 2023	January 31, 2024	January 1, 2024- June 30, 2024	August 15, 2024

- C. All financial reporting documents must be submitted by e-mail, fax, or mail. E-mail is preferred, but fax or mail are acceptable.

1. For submission by mail, use address below:  
Department of State Health Services  
Claims Processing Unit  
P.O. Box 149347  
Austin, TX 78714-9347
2. For submission by fax, use number below:  
(512) 458-7442
3. For submission by e-mail, see requirements below:
  - a. Form B-13 with supporting documentation must be sent to [invoices@dshs.texas.gov](mailto:invoices@dshs.texas.gov) & [CMSInvoices@dshs.texas.gov](mailto:CMSInvoices@dshs.texas.gov), with a copy to the System Agency contract manager.
  - b. FSR must be sent to: [invoices@dshs.texas.gov](mailto:invoices@dshs.texas.gov); [FSRGrants@dshs.texas.gov](mailto:FSRGrants@dshs.texas.gov); and with a copy to the System Agency contract manager.

Grantee will be reimbursed on a monthly basis in accordance with the Budget in **Attachment B** of this Contract. Reimbursement shall be subject to the submission of required and appropriate documentation, and in accordance with applicable law and governing regulations.

3. This Amendment shall be effective as of the date last signed below.
4. Except as modified by this Amendment, all terms and conditions of the Contract, as amended, shall remain in effect.
5. Any further revisions to the Contract shall be by written agreement of the Parties.

**SIGNATURE PAGE FOLLOWS**

**SIGNATURE PAGE FOR AMENDMENT NO. 2  
SYSTEM AGENCY CONTRACT NO. HHS001084500001**

**DEPARTMENT OF STATE HEALTH SERVICES**

**GRANTEE-FORT BEND COUNTY HEALTH &  
HUMAN SERVICES**

By: DocuSigned by:  
**Kirk Cole**  
04DD3FAAF59048D...

By: DocuSigned by:  
*kp George*  
F546587DD2BD433...

Name: Kirk Cole

Name: county.judge@fortbendcountytexas.gov

Title: Deputy Commissioner

Title: County Judge

Date of Signature: April 27, 2023

Date of Signature: April 25, 2023

**Certificate Of Completion**

Envelope Id: FB2CDF7787BC4D64B61DF5141ABEA247

Status: Completed

Subject: Please DocuSign: HHS001084500001, Fort Bend County, A-2, CPS/PH Workforce

Source Envelope:

Document Pages: 4

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

CMS Internal Routing Mailbox

AutoNav: Enabled

11493 Sunset Hills Road

Enveloped Stamping: Enabled

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Time Zone: (UTC-06:00) Central Time (US &amp; Canada)

Reston, VA 20190

CMS.InternalRouting@dshs.texas.gov

IP Address: 167.137.1.15

**Record Tracking**

Status: Original

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Location: DocuSign

4/11/2023 2:02:20 PM

CMS.InternalRouting@dshs.texas.gov

**Signer Events****Signature****Timestamp**

KP George

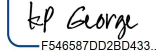
county.judge@fortbendcountytexas.gov

County Judge

Fort Bend County

Security Level: Email, Account Authentication  
(None)

DocuSigned by:



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Viewed: 4/25/2023 2:22:43 PM

Signed: 4/25/2023 2:22:54 PM

Signature Adoption: Pre-selected Style

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**Electronic Record and Signature Disclosure:**

Accepted: 8/2/2021 3:59:58 PM

ID: 474773d2-9ba5-441a-b77e-59bd9f48590f

Helen Whittington

helen.whittington@dshs.texas.gov

Security Level: Email, Account Authentication  
(None)**Completed**

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Viewed: 4/25/2023 2:38:24 PM

Signed: 4/25/2023 2:39:54 PM

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**Electronic Record and Signature Disclosure:**

Accepted: 4/25/2023 2:38:24 PM

ID: 602f0c42-eb2d-47f3-9fdf-901704991091

PATTY MELCHIOR

Patty.Melchior@dshs.texas.gov

Director, DSHS CMS

Security Level: Email, Account Authentication  
(None)**Completed**

Sent: 4/25/2023 2:39:56 PM

Viewed: 4/25/2023 5:07:15 PM

Signed: 4/25/2023 5:07:24 PM

Using IP Address: 167.137.1.7

**Electronic Record and Signature Disclosure:**

Accepted: 5/5/2022 12:43:08 PM

ID: f01589da-43a7-481e-996a-7c50409e5d48

Kirk Cole

Kirk.Cole@dshs.texas.gov

Deputy Commissioner

Security Level: Email, Account Authentication  
(None)

DocuSigned by:



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Signature Adoption: Pre-selected Style

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**Electronic Record and Signature Disclosure:**

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**In Person Signer Events****Signature****Timestamp**

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Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
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Fred L. Waterman Fred.Waterman@dshs.texas.gov Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"><b>COPIED</b></div>	Sent: 4/27/2023 3:56:56 PM
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<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Signing Complete	Security Checked	4/27/2023 3:56:53 PM
Completed	Security Checked	4/27/2023 3:56:56 PM
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<b>Electronic Record and Signature Disclosure</b>		

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From time to time, DSHS Contract Management Section (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact DSHS Contract Management Section:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [alison.joffrion@hhsc.state.tx.us](mailto:alison.joffrion@hhsc.state.tx.us)

### **To advise DSHS Contract Management Section of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [alison.joffrion@hhsc.state.tx.us](mailto:alison.joffrion@hhsc.state.tx.us) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from DSHS Contract Management Section**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [alison.joffrion@hhsc.state.tx.us](mailto:alison.joffrion@hhsc.state.tx.us) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with DSHS Contract Management Section**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [alison.joffrion@hhsc.state.tx.us](mailto:alison.joffrion@hhsc.state.tx.us) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify DSHS Contract Management Section as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by DSHS Contract Management Section during the course of your relationship with DSHS Contract Management Section.