

**DEPARTMENT OF STATE HEALTH SERVICES  
CONTRACT NO. HHS001409300014  
AMENDMENT NO. 2**

**THE DEPARTMENT OF STATE HEALTH SERVICES** (“System Agency”), and **BRAZORIA COUNTY** (“Grantee”), who are collectively referred to herein as the "Parties," to that certain Medical Reserve Corps Grant Contract effective April 23, 2024, and denominated DSHS Contract No. HHS001409300014 (the “Contract”), now desire to amend the Contract.

**WHEREAS**, the Parties desire to revise the Scope of Work, and amend **SECTION III, DURATION** of the Contract to include the option to extend to allow the Parties additional time to utilize their remaining funds.

**NOW, THEREFORE**, the Parties hereby amend and modify the Contract as follows:

1. **SECTION III, DURATION**, is hereby amended to add the following language:

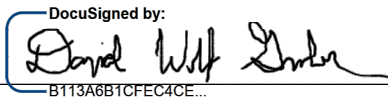
Upon mutual written agreement, the Parties may extend this Contract for up to one (1) additional one-year (1-year) term.

2. **ATTACHMENT A** of the Contract, **SCOPE OF WORK FY24**, is deleted in its entirety and replaced with **ATTACHMENT A-1, REVISED SCOPE OF WORK (FY 2025)**, which is attached to this Amendment and incorporated into and made part of the Contract for all purposes, and all references to **ATTACHMENT A, SCOPE OF WORK FY24**, are replaced with **ATTACHMENT A-1, REVISED SCOPE OF WORK (FY 2025)**.
3. This Amendment No. 2 shall be effective as of the date last signed below.
4. Except as modified by this Amendment No. 2, 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.

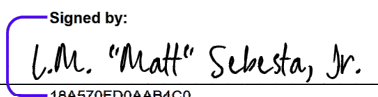
**SIGNATURE PAGE FOLLOWS**

**SIGNATURE PAGE FOR AMENDMENT NO. 2  
SYSTEM AGENCY CONTRACT No. HHS001409300014**

**DEPARTMENT OF STATE HEALTH SERVICES    BRAZORIA COUNTY**

By:  DocuSigned by:  
B113A6B1CFEC4CE...

David Gruber  
Deputy Commissioner for RLHO

By:  Signed by:  
18A570FD0AAB4C0...

Name: L.M. "Matt" Sebesta, Jr.

Title: Brazoria County Judge

Date of Signature: May 28, 2025

Date of Signature: May 27, 2025

**ARTICLE 1. THE FOLLOWING ATTACHMENT IS ATTACHED AND INCORPORATED AS PART OF THE CONTRACT:**

**ATTACHMENT A-1    REVISED SCOPE OF WORK (FY 2025)**

## **ATTACHMENT A-1 REVISED STATEMENT OF WORK**

### **Background**

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

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

### **I. GRANTEE RESPONSIBILITIES**

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

Grantee may:

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

## **ATTACHMENT A-1 REVISED STATEMENT OF WORK**

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

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

## **II. REPORTING REQUIREMENTS**

Grantee shall:

- A. Complete and submit programmatic reports as needed to satisfy information-sharing requirements set forth in Texas Government Code, Sections 421.071 and 421.072 (b) and (c), as amended. Grantee shall provide System Agency other reports, including financial reports, that System Agency determines necessary to accomplish the objectives of this Contract and to monitor compliance.
- B. Grantee shall submit a Financial Status Report (FSR) in accordance with the due dates and submission methods. The first FSR (Upon execution, through December 31, 2023) is due by January 31, 2024. The second FSR (for the period January 1, 2024, through June 30, 2024) is due by July 31, 2024. The third FSR (for the period July 1, 2024, through December 31, 2024) is due January 31, 2025. The fourth FSR (for the period January 1, 2025, through May 30, 2025) is due by June 30, 2025. The fifth FSR (July 1, 2025, through December 31, 2025) is due by January 31, 2026. The sixth FSR (January 1, 2026 through May 30, 2026) is due by June 30, 2026.

## **ATTACHMENT A-1 REVISED STATEMENT OF WORK**

C. All reporting documents must be submitted according to the due dates and submission method(s) outlined in Performance Measures below. If System Agency determines Grantee needs to submit reports by mail or fax, Grantee shall send the required information to one of the following:

1. For submission by mail, use address below:

Department of State Health Services  
Claims Processing Unit  
P.O. Box 149347  
Austin, TX 78714-9347

2. For submission by fax, use number below:

(512) 458-7442

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

### **III. RULES**

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

### **IV. PERFORMANCE MEASURES**

- A. System Agency will monitor the Grantee’s performance of the requirements in this Attachment A-1 and compliance with the Contract’s terms and conditions.

## **ATTACHMENT A-1 REVISED STATEMENT OF WORK**

### **V. REPORTING REQUIREMENTS**

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

B.

<b>Reports</b>	<b>Deadline</b>	<b>Responsible Parties</b>
Quarterly Progress Reports	September 23, 2023 December 22, 2023 March 25, 2024 June 24, 2024 September 23, 2024 December 23, 2024 March 24, 2025 June 23, 2025 June 26, 2026	Contractor

C. System Agency may waive quarterly progress reports when all funds have been spent and all activities reported.

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

### **VI. INVOICE AND PAYMENT**

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

## ATTACHMENT A-1 REVISED STATEMENT OF WORK

law and governing regulations. Grantee must submit a final close-out invoice at the end of each contract fiscal term. Invoices received more than thirty (30) days after each fiscal year are subject to denial of payment.

At a minimum, invoice should include:

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

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

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

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

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

## ATTACHMENT A-1 REVISED STATEMENT OF WORK

**Table 2: FSR Reporting Schedule**

<b>FY 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>
2024	Contract execution- December 31, 2023	January 31, 2024	January 1, 2024, through June 30, 2024	July 31, 2024
2025	July 1, 2024, through December 31, 2024	January 31, 2025	January 1, 2025 – May 30, 2025	June 30, 2025
2026	July 1, 2025, through December 31, 2025	January 31, 2026	January 1, 2026 – May 30, 2026	June 30, 2026



## Certificate Of Completion

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Source Envelope:

Document Pages: 8

Signatures: 2

Envelope Originator:

Certificate Pages: 2

Initials: 0

CMS Internal Routing Mailbox

AutoNav: Enabled

11493 Sunset Hills Road

Envelopeld Stamping: Enabled

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

Reston, VA 20190

CMS.InternalRouting@dshs.texas.gov

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## Record Tracking

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Holder: CMS Internal Routing Mailbox

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CMS.InternalRouting@dshs.texas.gov

## Signer Events

L.M. "Matt" Sebesta, Jr.

MattS@brazoriacountytx.gov

Brazoria County Judge

Security Level: Email, Account Authentication (None)

## Signature

Signed by:  
  
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Signature Adoption: Pre-selected Style

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Signed: 5/27/2025 1:30:15 PM

## Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Jonah Wilczynski

jonah.wilczynski@dshs.texas.gov

Unit Director - DSHS CMS

Security Level: Email, Account Authentication (None)

**Completed**

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Patricia Melchior

Patty.Melchior@dshs.texas.gov

Patricia Melchior, Director, DSHS CMS

Security Level: Email, Account Authentication (None)

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## Electronic Record and Signature Disclosure:

Not Offered via DocuSign

David Gruber

David.Gruber@dshs.texas.gov

Deputy Commissioner for RLHO

Texas Health and Human Services Commission

Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
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Signature Adoption: Drawn on Device

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## Electronic Record and Signature Disclosure:

Not Offered via DocuSign

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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<p>Steve Rosa  SteveRosa@brazoriacounty.tx.gov  Security Level: Email, Account Authentication (None)  <b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<div>COPIED</div>	<p>Sent: 5/15/2025 3:21:17 PM</p>
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Notary Events	Signature	Timestamp
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