

**DEPARTMENT OF STATE HEALTH SERVICES  
CONTRACT NO. HHS000069100001**

**AMENDMENT NO. 4**

The **DEPARTMENT OF STATE HEALTH SERVICES** (“DSHS” or “System Agency”) and **CITY OF LAREDO** (“Grantee”), collectively referred to as the “Parties” to that certain grant Contract to reduce the impact of obesity and related chronic diseases in the state of Texas, effective February 1, 2018 and denominated as Contract No. HHS000069100001 (the “Contract), as amended, now desire to further amend the Contract.

**WHEREAS**, the System Agency has chosen to exercise its option to renew the Contract in accordance with Contract Section III, Duration; and

**WHEREAS**, the Parties desire to revise the Statement of Work and add funds in support of the services provided under the Contract.

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

1. **SECTION III** of the Contract, **DURATION** is hereby amended to reflect a revised termination date of September 30, 2022.
2. **SECTION IV** of the Contract, **BUDGET**, is hereby amended to add **\$31,000.00** for the period of September 1, 2020 through September 30, 2021 for a revised fiscal year 2021 total of **\$156,000.00**, and **\$144,000.00** for the period of October 1, 2021, through September 30, 2022, for a revised total not-to-exceed contract amount of **\$694,000.00**.
3. **ATTACHMENT A-3**, of the Contract, **STATEMENT OF WORK**, is hereby supplemented with the addition of **ATTACHMENT A-4, FY22 STATEMENT OF WORK** for the period of October 1, 2021 through September 30, 2022.
4. **ATTACHMENT B-2** of the Contract, **REVISED BUDGET**, is hereby supplemented with the addition of **ATTACHMENT B-3, BUDGET**.
5. This Amendment shall be effective as of the date last signed below.
6. Except as modified by this Amendment, all terms and conditions of the Contract shall remain in effect.
7. Any further revision to the Contract shall be by written agreement of the Parties.

**Signature Page to follow**

**SIGNATURE PAGE FOR AMENDMENT NO. 4  
DSHS CONTRACT NO. HHS000069100001**

**DEPARTMENT OF STATE HEALTH SERVICES    CITY OF LAREDO HEALTH DEPARTMENT**

DocuSigned by:  
*Manda Hall, M.D*  
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DocuSigned by:  
*Robert Eads*  
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Manda Hall, M.D

Robert Eads

Associate Commissioner, Community Health Improvement    City Manager

Date of Execution: April 1, 2021

Date of Execution: April 1, 2021

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

- ATTACHMENT A-4: FY22 STATEMENT OF WORK**
- ATTACHMENT B-3: BUDGET**

**ATTACHMENTS FOLLOW**

**ATTACHMENT A-4  
FY22  
STATEMENT OF WORK**

**I. GRANTEE RESPONSIBILITIES**

Grantee will:

- A.** Provide System Agency with evidence of activity implementation related to the Community and Clinical Health Bridge (CCHB) project. The CCHB project aims to reduce the impact of obesity and related chronic diseases in the State of Texas by focusing on locally driven clinical and community systems-level enhancements.

Grantee is responsible for coordinating with clinical and community partners within their service area to implement a minimum of three total strategies for the CCHB project.

Grantee is responsible for implementing at least two priority strategies. Grantee selected:

1. Priority Strategy 1: Enhance health information technology for healthcare system quality improvement;
2. Priority Strategy 2: Develop community-clinical referral mechanisms for improved obesity and related chronic disease systems of care; and
3. Priority Strategy 3: Facilitate evidence-based education and training for providers, patients and the community to ensure consistent messaging of reliable health information and collaboration.

Grantee is responsible for implementing at least one optional strategy. Grantee selected:

1. Optional Strategy 4: Encourage healthy lifestyles for individuals, families, and communities through health promotion, outreach, and marketing.
2. TXPAN Strategy B: Implement Interventions Supportive of Breastfeeding that Address Birthing Facilities, Continuity of Care / Community Support, and Worksites
3. TXPAN Strategy D: Establish New or Improved Pedestrian, Bicycle, or Transit Transportation Systems that are Combined with New or Improved Land Use or Environmental Design

- B.** Conduct activities based on the FY22 Work Plan that was previously approved by DSHS.

Approved activities include:

1. Facilitate meetings with health systems/agencies/primary care providers to discuss integration of mobile app technology into the health system/agencies' electronic health record (EHR)/integration into Health Information Exchange. (Priority Strategy #1).
2. Contract with one (1) local health system/agency to integrate mobile app technology into the health system/agency's EHR system (Priority Strategy #1).
3. Engage and partner with four (4) health systems/agencies and other clinical/community stakeholders on overweight and obesity management (Priority Strategy #2).
4. Review current referral procedures and identify opportunities to integrate bi-directional feedback loop(s) (Priority Strategy #2).

5. Develop and maintain a list of available community resources for chronic disease prevention and management (Priority Strategy #3).
6. Engage clinical providers and community members to become certified disease-self management peer educators (Priority Strategy #3).
7. Inform clinical and community providers about local resources and encourage cross-collaboration where gaps exist (Priority Strategy #3).
8. Develop marketing plan for a targeted media campaign (Optional Strategy #4).
9. Promote healthy lifestyle campaign through traditional media and social media (Optional Strategy #4).
10. Create recognition programs for businesses to set up comprehensive, high-quality breastfeeding support programs in the workplace. Establish and maintain a breastfeeding friendly worksite list published on City of Laredo Health Department's webpage (TXPAN Strategy B).
11. Plan and conduct a summit of employers, business organizations, and other key decision makers to address ongoing challenges to implementing comprehensive, high-quality breastfeeding support programs in the workplace (TXPAN Strategy B).
12. Develop and guide community organizations and business through the process of becoming a breastfeeding friendly workplace (TXPAN Strategy B).
13. Establish or update the Local Pedestrian and Bicycle Master Plan (TXPAN Strategy D).
14. Develop, tailor, and distribute messages supporting active lifestyles. (TXPAN Strategy D).
15. Provide or promote training to educate local staff, and local coalition members, and opinion leaders on combined built environment approaches to increase physical activity (TXPAN Strategy D).

The Work Plans must be reviewed and approved by DSHS prior to conducting activities. System Agency will provide written approval and confirmation that activities may be completed.

**C. Conduct evaluation activities based on the FY22 Evaluation Plan approved by DSHS. Approved activities must assess progress in the following focus areas:**

1. Partnerships: The quality, contributions and impacts of the partnerships created or enhanced through this funding opportunity.
2. Process: The extent to which the work plan was implemented as planned.
3. Program Outcomes: The extent to which activities outlined in the work plan yielded the intended results.

The Evaluation Plans must be reviewed and approved by DSHS prior to conducting activities. System Agency will provide written approval and confirmation that activities may be completed.

**D. Develop and submit an annual Success Story with two (2) photographs and two (2) photograph release forms to DSHS. A Success Story Draft must be reviewed and approved by DSHS prior to the final version submission date. Success story draft and**

final due dates are as follows:

<b>Success Story</b>	<b>Period Covered</b>	<b>Due Date</b>
FY22 Draft, with 2 photographs and 2 photo release forms	10/01/21 – 09/30/22	07/01/22
FY22 Final	10/01/21 – 09/30/22	09/30/22

- E. Develop and submit an annual Project Work Plan in preparation for fiscal year 2023 to DSHS. The Work Plan must contain activities that support the priority and optional strategies selected as well as staff/organizational responsibility and timeframe. A Project Work Plan draft must be reviewed and approved by DSHS prior to the final version submission date. Work Plan draft and final due dates are as follows:

<b>Work Plan</b>	<b>Period Covered by the Work Plan</b>	<b>Due Date</b>
FY23 Draft	10/01/22 – 09/30/23	07/01/22
FY23 Final	10/01/22 – 09/30/23	09/30/22

- F. Develop and submit an annual Evaluation Plan in preparation for fiscal year 2023 to DSHS. The Evaluation Plan must contain activities that evaluate progress toward the priority and optional strategies and activities submitted in the Work Plan. An Evaluation Plan Draft must be reviewed and approved by DSHS prior to the final version submission date. Evaluation Plan draft and final due dates are as follows:

<b>Evaluation Plan</b>	<b>Period Covered by the Evaluation Plan</b>	<b>Due Date</b>
FY23 Draft	10/01/22 – 09/30/23	07/01/22
FY23 Final	10/01/22 – 09/30/23	09/30/22

- G. Participate in monthly feedback calls (i.e., monthly project status reports) with DSHS Program to be conducted on or before the 15th of each month of the contract term, unless otherwise agreed to in writing by DSHS. On the calls, Grantee will discuss the following 1) Implementation status, 2) barriers and methods to address those barriers, 3) opportunities to enhance the activities, 4) lessons learned, and 5) next steps. Other calls may be added, as appropriate, with Grantee and DSHS Program.

- H. Submit quarterly Progress Reports to DSHS via the electronic Performance Management and Tracking System (PMATS). The information and documentation required in the Progress Reports will be based on the CCHB priority and optional strategies selected. Progress report due dates are as follows:

<b>Progress Report #</b>	<b>Period Covered</b>	<b>Due Date</b>
FY22 Quarter 1	10/01/21-12/31/21	01/15/22
FY22 Quarter 2	01/01/22-03/31/22	04/15/22
FY22 Quarter 3	04/01/22-06/30/22	07/15/22
FY22 Quarter 4	07/01/22-09/30/22	10/15/22

## **II. PERFORMANCE MEASURES**

The System Agency will monitor the Grantee's performance of the requirements in Attachment A-4 and compliance with the Contract's terms and conditions.

**III. INVOICE AND PAYMENT**

- A. Grantee will request payments using the State of Texas Purchase Voucher (Form B-13) at <http://www.dshs.texas.gov/grants/forms/b13form.doc>. Voucher and any supporting documentation will be mailed or submitted by fax or electronic mail to the address/number below.

Department of State Health Services  
Claims Processing Unit, MC 1940  
1100 West 49<sup>th</sup> Street  
P.O. Box 149347  
Austin, TX 78714-9347  
FAX: (512) 458-7442  
EMAIL: [invoices@dshs.texas.gov](mailto:invoices@dshs.texas.gov) & [cmsinvoices@dshs.texas.gov](mailto:cmsinvoices@dshs.texas.gov)

- B. Grantee will be paid in accordance with the Budget in Attachment B-4 of this Contract.
- C. All invoices must reference Contract # and PO#.

**ATTACHMENT B-3  
BUDGET**

Categorical Budget: September 1, 2020 – September 30, 2022

	9/1/2020-9/30/2021	10/1/2021-9/30/2022
PERSONNEL	\$81,011.00	\$76,578.00
FRINGE BENEFITS	\$35,232.00	\$32,993.00
TRAVEL	\$6,500.00	\$1,296.00
EQUIPMENT	\$0.00	\$0.00
SUPPLIES	\$4,808.00	\$8,629.00
CONTRACTUAL	\$16,814.00	\$0.00
OTHER	\$11,635.00	\$24,504.00
TOTAL DIRECT CHARGES	\$156,000.00	\$144,000.00
INDIRECT CHARGES	\$0.00	\$0.00
Total Budget	<b>\$156,000.00</b>	<b>\$144,000.00</b>