

**DEPARTMENT OF STATE HEALTH SERVICES  
CONTRACT NO. HHS000721600001  
AMENDMENT NO. 1**

The Department of State Health Services (DSHS) and **Feeding Texas** (Grantee) collectively referred to as the Parties to DSHS Contract No. HHS000721600001 effective September 1, 2020 (the Contract), now want to amend the Contract. Under the Contract as amended, Grantee will continue to provide oversight and technical assistance to one or more food banks that serve low-income families.

Whereas, DSHS has chosen to exercise its option to renew the Contract in accordance with Section III of the Contract; and

Whereas, the Parties desire to make additional funds available and amend the Statement of Work in support of the services provided under the Contract.

The Parties therefore agree as follows:


1. Section III of the Contract is hereby amended to extend the termination date of the Contract to September 30, 2023.
2. Section IV of the Contract is hereby amended to add \$45,133.00 to the Contract for services delivered from September 1, 2021 to September 30, 2022 and \$43,333.00 to the Contract for services delivered from October 1, 2022 to September 30, 2023 (Fiscal Year 2023). The total Contract amount is not to exceed \$131,799.00.
3. Attachment A of the Contract, the Statement of Work, is hereby deleted in its entirety and replaced with Attachment A-1.
4. **Attachment B** of the Contract, **Budget**, is hereby amended and restated as provided in **Attachment B-1**.
5. This Amendment shall be effective on September 1, 2021.
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. 1  
DSHS CONTRACT NO. HHS000721600001**

**DEPARTMENT OF STATE HEALTH SERVICES**

**FEEDING TEXAS**

By:  \_\_\_\_\_  
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By:  \_\_\_\_\_  
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Printed Name: Manda Hall, MD

Printed Name: Celia Cole

Title: May 18, 2021

Title: CEO

**Date** \_\_\_\_\_ **of** **Date of** \_\_\_\_\_  
**Signature:** Associate Commissioner, Community Health Improvement **Signature:** May 18, 2021

**THE FOLLOWING DOCUMENTS ARE ATTACHED TO THIS AMENDMENT AND THEIR TERMS ARE  
HEREBY INCORPORATED INTO THE CONTRACT BY REFERENCE:**

- ATTACHMENT A-1 – FY2022 – FY2023 STATEMENT OF WORK**
- ATTACHMENT B-1 – FY2022 – FY2023 BUDGET**

**ATTACHMENTS FOLLOW**

**ATTACHMENT A-1**  
**FY2022-FY2023**  
**STATEMENT OF WORK**

**I. GRANTEE RESPONSIBILITIES**

To meet the mission and objectives of the Food Service Guidelines - Food Bank Program and State Physical Activity and Nutrition Program CDC-RFA-DP18-1807 funding opportunity, Grantee will:

- A. Coordinate efforts with DSHS' Obesity Prevention Program with one to two Texas food banks to implement an internal nutrition policy by exploring technology, reviewing food service practices, exploring partner agency behaviors, and initiating conversations with internal procurement, inventory, and communications teams.
- B. Provide technical assistance to the selected food bank(s) to implement the nutrition policy at the selected food bank(s).
- C. Collaborate with the selected food bank(s) to share lessons learned of this project with the statewide network of Texas food banks.
- D. Develop and submit an annual work plan to DSHS in preparation for Fiscal Year 2022 (FY22), which runs from October 1, 2021 through September 30, 2022, and Fiscal Year (FY23), which runs from October 1, 2022 through September 30, 2023. The work plan must contain activities that support the strategies described as well as staff/organizational responsibility and timeframe. A 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>
FY22 Draft	10/01/21 – 09/30/22	08/01/21
FY22 Final	10/01/21 – 09/30/22	09/30/21
FY23 Draft	10/01/22 – 09/30/23	08/01/22
FY23 Final	10/01/22 – 09/30/23	09/30/22

- E. Conduct activities based on the FY22 and FY23 Work Plans approved by DSHS. Work plans must be reviewed and approved by DSHS prior to conducting activities. DSHS will provide written approval and confirmation that work plan activities may be completed. The FY22 Work Plan will be due at the end of FY21. The FY23 Work Plan will be due at the end of FY22.
- F. Within two months of Contract execution, Grantee will prepare and submit for DSHS feedback a draft evaluation plan to evaluate the processes and outcomes of implementing the nutrition policy, including methods for collecting data from

the selected food bank and capturing stakeholder perspectives and suggestions for improvement. Grantee will submit a revised evaluation plan and, following DSHS approval, implement all plan activities. The FY22 Evaluation Plan will be due by August 31, 2021. The FY23 Work Plan will be due by August 31, 2022. 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>
FY22 Draft	10/01/21 – 09/30/22	11/01/21
FY22 Final	10/01/21 – 09/30/22	12/31/21
FY23 Draft	10/01/22 – 09/30/23	11/01/22
FY23 Final	10/01/22 – 09/30/23	12/31/22

- G. Grantee will submit a draft evaluation report to DSHS. The report should summarize evaluation findings including work plan progress, barriers, data collection methods, data analysis, interpretation of results, and recommendations for future activities. Evaluation report draft and final due dates are as follows:

<b>Evaluation Report</b>	<b>Period Covered by the Evaluation Report</b>	<b>Due Date</b>
FY22 Draft	10/01/21 – 09/30/22	09/01/22
FY22 Final	10/01/21 – 09/30/22	09/30/22
FY23 Draft	10/01/22 – 09/30/23	09/01/23
FY23 Final	10/01/22 – 09/30/23	09/30/23

- H. Develop and submit an annual success story with two photographs and two 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	08/01/22
FY22 Final	10/01/21 – 09/30/22	09/30/22
FY23 Draft, with 2 photographs and 2 photo release forms	10/01/22 – 09/30/23	08/01/23
FY23 Final	10/01/22 – 09/30/23	09/30/23

- I. Participate in monthly feedback calls (i.e., monthly project status reports) with DSHS' Obesity Prevention 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' Obesity Prevention Program.
- J. Submit quarterly Progress Reports to DSHS. Grantee will submit narrative reports on progress updates, barriers, and data on performance measures listed

in Section II due every 90 days from the date of grant execution to the end of the grant period on September 30, 2023. The information and documentation required in the Progress Reports will be based on the 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 - 12/30/21	01/15/21
FY22 Quarter 2	01/01/22 – 03/31/22	04/15/22
FY22 Quarter 3	04/01/22 – 06/31/22	07/15/22
FY22 Quarter 4	07/01/22 – 09/30/22	10/31/22
FY23 Quarter 1	10/01/22 - 12/30/22	01/15/22
FY23 Quarter 2	01/01/23 – 03/31/23	04/15/23
FY23 Quarter 3	04/01/23 – 06/31/23	07/15/23
FY23 Quarter 4	07/01/23 – 09/30/23	09/30/23

## **II. PERFORMANCE MEASURES**

DSHS will monitor the Grantee's performance of the requirements in the Statement of Work and compliance with the grant's terms and conditions to include compliance with the fiscal requirements of the State Physical Activity and Nutrition Program, CDC-RFA-DP18-1807.

## **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) and [cmsinvoices@dshs.texas.gov](mailto:cmsinvoices@dshs.texas.gov)

- B. Grantee will be paid in accordance with the Budget in Attachment B-1 of this Contract.
- C. All invoices must reference the Contract number and Purchase Order# once issued.

**ATTACHMENT B-1****BUDGET**

<b>BUDGET CATEGORIES</b>	<b>Sept. 1, 2020 through Aug. 31, 2021</b>	<b>Sept. 1, 2021 through Sept. 30, 2022</b>	<b>Oct. 1, 2022 through Sept. 30, 2023</b>
Personnel	\$6,048.00	\$7,572.00	\$6,096.00
Fringe Benefits	\$1,935.00	\$2,272.00	\$1,829.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$350.00	\$289.00	\$408.00
Contractual	\$35,000.00	\$35,000.00	\$35,000.00
Other	\$0.00	\$0.00	\$0.00
Total Direct Charges	\$43,333.00	\$45,133.00	\$43,333.00
Indirect Charges	\$0.00	\$0.00	\$0.00
<b>TOTAL BUDGET</b>	<b>\$43,333.00</b>	<b>\$45,133.00</b>	<b>\$43,333.00</b>