



## COLLIN COUNTY

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### MEMORANDUM

DATE: January 06, 2014

TO: Commissioners Court

FROM: Kelley Stone  
Director of Homeland Security

REF: Amendment to DSHS PPCPS/HAZARDS - Public Health Emergency  
Preparedness Contract #2014-001267 Amendment #01

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This is to request Commissioners Court approval for a revision to the Public Health Emergency Preparedness (PPCPS/HAZARDS) grant contract #2014-001267. This revision comes at the request of the Texas Department of State Health Services (DSHS), and is meant to “add language to the Statement of Work and Special Provisions.” The effective date of this amendment is retroactive to September 1<sup>st</sup>, 2013, because the amendment module in DSHS’s online contract management system did not become accessible until November 2013.

The amendment would modify the contract as follows:

- Add attendance requirement for in-person attendance at 2 of 4 quarterly PHEP meetings in Austin
- Add requirement for volunteer management and use of the state’s Texas Disaster Volunteer Registry (TDVR) system to manage volunteers; Collin County is already utilizing this system to manage Medical Reserve Corps volunteers
- Add specific due dates for Financial Status Reports
- Specify additional reporting deadlines for programmatic reports
- Specify funding allocations for periods within the program term, to align with federal grant budget periods from the Centers for Disease Control and Prevention
- Amend reimbursement request deadlines for grant close-out
- Amend due date requirement for strategic planning map to November 29, 2013

The contract attached is the fully revised version incorporating the proposed changes.

If you have any questions do not hesitate to contact me.

KS/JB