

# SEVEN FLAGS REGIONAL ADVISORY COUNCIL (SFRAC) BOARD MEETING

**AGENDA** 



Regular Meeting of the SFRAC Board of Directors Friday, May 28, 2021, 9:00 a.m.

Webinar via Zoom (https://zoom.us/j/94643178353?pwd=OXZCWTBDcmpFS3BocGY2eVArZnd3UT09)

## MEETING OF THE SFRAC BOARD of DIRECTORS AGENDA

- 21-72 <u>Item 21-72</u> Call to Order Chairman, Guillermo Heard.
  - a. Roll Call Chairman.
  - b. Introduction of Guests Chairman.
- **21-73** (*Tab 1*) Item 21-73: Presented to the Board for Review and Possible Action is the approval of the Minutes to the SFRAC Board meeting held April 9, 2021 Chairman.
- 21-74 (Tab 2) Item 21-74: Presented to the Board for Review and Possible Action is the Approval of the March 2021 and April 2021 Bank Fund Account Statements and Program Expense Report Juan Canavati, Treasurer.
- 21-75 (Tab 3) <a href="Item 21-75">Item 21-75</a>: Presented to the Board for Review and Possible Action to Ratify Approval of the 3<sup>rd</sup>. and 4<sup>th</sup> Quarter FY21 Program Financial Report as Submitted to DSHS Consisting of the FY21 EMS RAC (Regular), FY21 EMS RAC (Alignment Funding), FY21 System Development (Tobacco), FY21 Local Planning Grant (LPG) submitted to the Texas Department of State Health Services Chairman.
- 21-76 (Tab 4) Item 21-76: Presented to the Board for Review and Possible Action to Ratify Approval of the Senate Bill 500 January 1, 2021 to March 31, 2021 Progress Report submitted to the Texas Department of State Health Services Chairman.
- 21-77(Tab 5) Item 21-77: Presented to the Board for Discussion and Possible Action is the Acceptance and Approval of the Recommendation made by Retiring SFRAC Member and SFRAC STEMI/Stroke Committee Chairman, Jessica Martinez, to Nominate Jennifer Garcia, Laredo Medical Center Chest Pain Coordinator, as Chairman of the STEMI/Stroke Committee and Further to Nominate Doctor's Hospital Stoke Coordinator, Angela Alvarez as Vice-chairman for the Same Committee Chairman.
- 21-78 Item 21-78: Presented to the Board for Discussion and Possible Action is the Approval to Nominate and Appoint a New Chairman to Serve on the EMS/Pre-Hospital Committee to Fill the Vacancy Left by Chief Juan Meza's Retirement Chairman.
- 21-79 Item 21-79: Presented to the Board for Discussion and Possible Action is the Approval to Create a Memorandum of Understanding (MOU) Between Seven Flags RAC Members and Local Hospitals/Fee Standing Emergency Room Facilities to Facilitate Non-Emergency Transports Chairman.
- 21-80(Tab 6) <a href="Item-21-80">Item 21-80</a>: Presented to the Board for Discussion and Possible Action is the Approval to Purchase Tracking Wristbands as Part of the Implementation of Phase I of the Senate Bill 500 State Project (Wristband Project), and in doing so, Determine the Quantity Needed to be Purchased for the Region Chairman.



- 21-81(Tab 7) Item 21-81: Presented to the Board for Discussion and Possible Action is the Approval to Ratify the Renewal of Contract No. HHS000124600014, Amendment No. 3, Between Seven Flags RAC and the Texas Department of State Health Services for the Period of September 1, 2021 thru August 31, 2022, to Include a Total of \$12,021 Under the FY21 Local Planning Grant (FY21), and a Combined Total of \$144,160 for FY22 EMS/County (\$72,634), FY22 EMS/RAC (\$33,790), and FY22 System Development (\$37,736) Chairman.
- 21-82(Tab 8) Item 21-82: Presented to the Board for Discussion and Possible Action to Approve Taking Measures Necessary as Determined by the Board to Assist in Selecting a Project(s) to be Funded thru the Senate Bill 500 Local/Regional Portion of the Grant, Totaling Approximately \$23,000, in Meeting the Deadline of June 30, 2021, and to Authorize Moving Forward in Making the Necessary Expenditure(s) and/or Purchase(s) Associated with the Selection of Chosen Project(s) Chairman.
- 21-83 Item 21-83: Presented to the Board is the Approval of the SFRAC Committees Reports Chairman.

Trauma/Injury Prevention Committee (Chairman: Letisia Colon; Vice-Chairman: Joe Gonzalez)
Perinatal/NICU Committee (Chairman: Nancy Puig; Vice-Chairman: Lupita Cisneros)
EMS/Prehospital Committee: (Chairman - Vacant; Vice-Chairman - Victor Villarreal)
Stroke/STEMI Committee: (Chairman: Vacant; Vice-Chairman: Geovanni Melchor)

21-84 (Tab 9) Item 21-84: Other Business - Chairman.

- a. Report on FY21 April Membership Summary
- b. Report on the Status of the FY21 EMS County Assistance Regular and Alignment Grant and FY21 System Development (Tobacco) Grant Entity Reimbursements Submitted and Those Outstanding.
- c. Discussion Regarding the Selection of a Project for Utilization of the FY21 Local Planning Grant Funds Totaling \$12,021, which Needs to be Spent by August 31, 2021.
- d. Presentation by Touch Stone Communities.
- e. City of Laredo Health Department Report on COVID-19 Status in the Region.
- f. Report on Hospital Preparedness Program: Coastal Bend RAC Representative.
- 21-85 (Tab 10) Item 21-85 Communications/Correspondence Chairman.
- 21-86 <u>Item 21-86</u>: Open Forum Chairman.

#### 21-87 <u>Item 21-87</u>: Next SFRAC Board meeting – Chairman.

FY21 Meeting Schedule  Date						
Location						
TBD						
TBD						
TBD						
TBD						
TBD						
TBD						

Name	Title/Location	Cell
<b>Guillermo Heard</b>	TSA-T Chair	(956) 236-3254
John Keiser	TSA-T Administrator	
	1011 1 /tammistrator	(956) 693-0536

21-88 Item 21-88: Adjournment - Chairman.



# ITEM 21-73 (TAB 1)



Regular (Rescheduled) Meeting of the SFRAC Board of Directors
Friday, April 9, 2021, 10:00 a.m.

Webinar via Zoom (https://zoom.us/j/92786517582?pwd=c0sxd293RHFiSjkvUVE2R1NwZVBZQT09)

#### RESCHEDULED MEETING OF THE SFRAC BOARD of DIRECTORS

#### **AGENDA**

#### **MEETING MINUTES**

21-58 <u>Item 21-58</u> Call to Order – Chairman, Guillermo Heard.

Presiding Chairman, Jorge Delgado called the meeting to order at 10:02. a.m.

a. Roll Call - Chairman.

Presiding Chairman, Jorge Delgado, SFRAC Vice-Chairman, asked that Mr. John Keiser (Administrator) conduct the roll call. Mr. Keiser, SFRAC Administrator proceeded:

Air Evac Lifeteam: Jason Delattre (Director) - Present

Angel Care Ambulance: Ricardo Jaime (Director) - Present

Bronze Star Ambulance: Absent

City of Laredo Fire/EMS: Guillermo Heard (Chairman) – Absent Doctors Hospital of Laredo: Letisia Colon (Director) – Present Doctors Hospital of Laredo: Jessica Martinez (Alternate) – Present

Prestige EMS: Jorge Delgado (Vice-Chairman) – Present Laredo Medical Center: Joe Gonzalez (Director) – Present Laredo Medical Center: Brenda Lopez (Alternate) – Present

Medpoint Ambulance: Absent

South Texas Ambulance Response: Juan Canavati (Treasurer) – Present Webb County Volunteer Fire/EMS: Chief Ricardo Rangel (Director) – Present Webb County Volunteer Fire/EMS: Francisco Martinez (Alternate) – Present

Zapata County Fire/EMS: Roy Arriaga (Director) - Present

Victorious Care Ambulance Service: Absent

Laredo Lifeline: Peter Gonzalez (Director) – Present Laredo Lifeline: Gabriela Santos (Alternate) – Present Lalitas Ambulance: Rene Castillo (Director) – Present

Julie Tijerina (Member-At-Large) - Absent

Capital Care EMS: Absent

Texas Superior Ambulance Service: Gilberto Guardiola (Director) - Present

Jenisis Emergency Service: Gladys Luna (Alternate) - Present

Skyline EMS: Juan F. Cordero (Alternate) - Present

Laredo Hope Ambulance: Absent

#### Seven Flags Regional Advisory Council Trauma Service Area "T"

A quorum for purposes of conducting the meeting was established, as announced by Administrator.

b. Introduction of Guests – Chairman.

No guests in attendance.

**21-59** (*Tab 1*) <u>Item 21-59</u>: Presented to the Board for Review and Possible Action is the approval of the Minutes to the SFRAC Board meeting held February 4, 2021 – Chairman.

Motion to accept the meeting minutes of February 4, 2021, as presented was made by Mr. John Cordero, and seconded by Mr. Joe Gonzalez. Motion passes, unanimously.

21-60 (Tab 2) Item 21-60: Presented to the Board for Review and Possible Action is the approval of the Minutes to the SFRAC Board Special Meeting held March 19, 2021 – Chairman.

Motion to accept the meeting minutes of March 19, 2021, as presented was made by Mr. John Cordero, and seconded by Mr. Joe Gonzalez. Motion passes, unanimously.

21-61 (Tab 3) <u>Item 21-61</u>: Presented to the Board for Review and Possible Action is the Approval of the January and February 2021 Bank Fund Account Statements and Program Expense Report – Juan Canavati, Treasurer.

A motion to accept the January and February 2021 Bank Fund Account Statements and Program Expense Report as presented by Mr. Canavati and Mr. Keiser was made by Mr. Ricardo Jaime and seconded by Mr. Joe Gonzalez. Motion passes, unanimously.

21-62 (Tab 4) <a href="Item-21-62">Item 21-62</a>: Presented to the Board for Review and Possible Action to Ratify Approval of the 2<sup>nd</sup> and 3<sup>rd</sup>. Quarter FY21 Program Financial Report as Submitted to DSHS Consisting of the FY21 EMS RAC, FY21 EMS RAC (Alignment Funding), FY21 System Development (Tobacco), FY21 Local Planning Grant (LPG), and FY21 EMS County Assistance Advance Award Report to be submitted to the Texas Department of State Health Services - Chairman.

Administrator presented the financial reports to the Board. A motion to accept the 2<sup>nd</sup> and 3<sup>rd</sup>. Quarter FY21 Program Financial Report as Submitted to DSHS Consisting of the FY21 EMS RAC, FY21 EMS RAC (Alignment Funding), FY21 System Development (Tobacco), FY21 Local Planning Grant (LPG), and FY21 EMS County Assistance Advance Award Report was made by Mr. Juan Canavati and seconded by Mr. Joe Gonzalez. Motion passes, unanimously.

**21-63** (*Tab 5*) <u>Item 21-63</u>: Presented to the Board for Review and Possible Action to Ratify Approval of the 3<sup>rd</sup> Quarter Senate Bill Financial Report to be submitted to the Texas Department of State Health Services – Chairman.

A motion to accept the ratification of the 3<sup>rd</sup> Quarter Senate Bill Financial Report submitted to the Texas Department of State Health Services was made by Mr. Juan Canavati and seconded by Mr. Joe Gonzalez. Motion passes, unanimously.



21-64(Tab 6) Item 21-64: Presented to the Board for Discussion and Possible Action is the Approval to accept the results of the RFP proposal scoring results and to authorize the selection of the consultant firm to enter into contract with the Seven Flags RAC (SFRAC) to complete work associated with the revision and update of the SFRAC Regional Trauma System Plan – Chairman.

Administrator presented the Board with the results of the scoring which took place by the Board members for the selection of the consultants to work on the update revision to the SFRAC Regional Trauma Plan. He informed the Board that two (2) respondents to the request for services had submitted proposals, those being: HealthCare Strategies and Health Access Consulting. He further reminded that the Board had scored the proposals based on the scoring criteria included on the RFP document and that the scoring was based on the tally of maximum scores assigned to the different categories on the scoring sheet. Those areas included: 1) Experience (25 pts.); Work Performance (25 pts.); Capacity to Perform (10 pts.); and Proposed Cost (40 pts.). Mr. Keiser then presented the Board with the total points for the two consultants: HealthCare Strategies = 90/100; and Health Access Consulting = 59/100. The highest scorer was announced as being HealthCare Strategies.

A motion to accept the results of the scoring and to enter into contract with the HealthCare Strategies was made by Mr. Juan Canavati and seconded by Mr. Joe Gonzalez. Motion passes, unanimously.

**21-65**(*Tab 7*) Item 21-65: Presented to the Board for Discussion and Possible Action is the Review and Acceptance of the Pixl Lab Produced One-Minute COVID-19 PSA Video - Chairman.

The Board was presented with the final version of the PSA. Administrator played the video for the Board's review several times. The Board deemed the PSA video acceptable. A motion by Mr. Canavati to accept the PSA video as presented was made and seconded by Ms. Jessica Martinez. Motion passes, unanimously.

21-66 Item 21-66: Presented to the Board is the Approval of the SFRAC Committees Reports - Chairman.

Trauma/Injury Prevention Committee (Chairman: Letisia Colon; Vice-Chairman: Joe Gonzalez)

No items to report.

Perinatal/NICU Committee (Chairman: Nancy Puig; Vice-Chairman: Lupita Cisneros)

Ms. Perez reported that both hospitals are participating in the ongoing state perinatal committee concerning the temperature project.

EMS/Prehospital Committee: (Chairman - Vacant; Vice-Chairman - Victor Villarreal)

No items to report.



Stroke/STEMI Committee: (Chairman: Jessica Martinez; Vice-Chairman: Geovanni Melchor)

No items to report.

21-67(Tab 8) Item 21-67: Other Business - Chairman.

a. Report on FY21 February Membership Summary

Administrator presented the Board with the membership summary, indicating that most members had submitted all the required membership documentation and had paid the membership fee, except for two. He encouraged that the entities still pending items to submit do so as soon as possible. He also reminded the Board members to try and avoid being absent fir a Board meeting three consecutive times to avoid incurring a "not in good standing" status, which would make a member ineligible to receive funding during the year. He further indicated that this rule could be found in the SFRAC By-Laws.

 Status of the FY21 EMS County Assistance Grant Program Allocations and Award Distribution.

Administrator informed the Board that the regular issuance of the EMS County Assistance Grant award has been issued since November 2021 and that only five (5) entities thus far had submitted their reimbursement requests and three (3) were still pending in submitting the reimbursement form for the EMS County Assistance regular issuance. Administrator named the entities having already submitted the forms as well as those that had not. Administrator also pointed out that he would be issuing a new second allocation to eligible entities under the EMS County Assistance Grant, falling under the "Alignment" portion of the grant. He indicated that the totals would be different (less) than the regular EMS County Assistance regular award. In addition, he indicated that the System Development Grant award would also be issued in April 2021. Finally, he reminded the Board that the grants and the submittal of the reimbursement form have deadlines of July 2021.

c. Discussion Regarding the Senate Bill 500 State-Wide Wrist Band Project: Purchase and Implementation.

Administrator advised the Board that the Senate Bill 500 project, consisting of two projects under that same grant, the state-wide wrist band project, and the local/regional project, have a deadline of June 30, 2021. Further, he wanted to take the opportunity to make the Board aware that thus far no determination regarding the selection of a local/regional project had been determined.

 d. Presentation of the DSHS required informational video, "What Every Non-Profit Board Member Needs to Know".



Administrator informed the Board that each year the Board is required to watch an informational video entitled, What Every Non-Profit Board Member Needs to Know". The video was played for the members present during the meeting.

e. City of Laredo Health Department Report on COVID-19 Status in the Region.

No report from the City of Laredo.

f. Report on Hospital Preparedness Program: Coastal Bend RAC Representative.

No report from the Coastal Bend RAC.

21-68 (Tab 9) Item 21-68 Communications/Correspondence - Chairman.

Administrator presented the Board with several items related to Communications and Correspondence, including an email sent by DSHS sent to Laredo Medical Center; a participation letter written by the SFRAC Administrator to Doctors Hospital; and a sample of a letter of support to be sent to state legislative representatives asking to reject SB 1, which reduces funding to the RAC in Texas.

21-69 <u>Item 21-69</u>: Open Forum – Chairman.

Ms. Letisia Colon, Board Director, expressed concern regarding the lack of discussion and direction in deciding on a project(s) for the Senate Bill 500 funding. Administrator indicated that he would send out the all the SFRAC Board members information on what type of projects are eligible/allowable under the Senate Bill 500 grant.

21-70 <u>Item 21-70</u>: Next SFRAC Board meeting – Chairman.

Date	Location
Thursday, December 17, 2020	TBD
Friday, January 29, 2021	TBD
Tuesday, March 30, 2021	TBD
Friday, May 28, 2021	TBD
Friday, July 30, 2021	TBD
Monday, August 30, 2021	TBD



Name	Title/Location	Cell
Guillermo Heard	TSA-T Chair	(956) 236-3254
John Keiser	TSA-T Administrator	
	TOR T Administrator	(956) 693-0536

#### 21-71 Item 21-71: Adjournment – Chairman.

A motion to adjourn the meeting was made by Mr. Juan Canavati and seconded by Joe Gonzalez. Motion passes, unanimously. Meeting stood adjourned.



# ITEM 21-74 (TAB 2)

# SEVEN FLAGS REGIONAL ADVISORY COUNCIL ACCOUNTS STATEMENT REPORT

S	SFRAC BANK	PROGRAM FUND	ACCOUNTS AN	SFRAC BANK PROGRAM FUND ACCOUNTS AND ENDING BALANCE REPORT	NCE REPORT	
Period Ending	EMS County Assistance Fund Closing Balance	EMS RAC Fund Closing Balance	General Fund Closing Balance	System Development (i.e., Tobacco) Fund Closing Balance	Holding Account Closing Balance	Total
September 30, 2020	\$11,824.40	\$32,085.00	\$16,191.64	\$11,084.40	68,588.02	\$139,773.46
October 31, 2020	\$66,511.40	\$32,091.00	\$17,982.13	\$7,275.36	\$142,229.02	\$266,088.91
November 30, 2020	\$66,511.40	\$32,091.00	\$22,394.63	\$7,275.36	\$142,229.02	\$270,501.41
December 31, 2020	\$51,125.40	\$32,091.00	\$23,894.63	\$50,927.36	\$98,577.02	\$256,615.41
January 31, 2021	\$43,432.40	\$32,091.00	\$23,700.53	\$50,927.36	\$98,577.02	\$248,728.31
February 28, 2021	\$28,046.40	\$16,048.50	\$26,238.03	\$50,927.36	\$98,577.02	\$219,837.31
March 31, 2021	\$28,046.40	\$16,048.50	\$26,238.03	\$50,922.36	\$98,572.02	\$219,827.31
April 30, 2021	\$16,080.40	\$16,048.50	\$26,688.03	\$50,922.36	\$98,572.02	\$208,311.31



P.O. Box 659507 San Antonio, Texas 78265-9507 00000303 TI307S04012102393200 06 000000000 0000000 001

SEVEN FLAGS REGIONAL ADVISORY COUNCIL ON P O BOX 450094 Laredo TX 78045

Customer Number: Statement Date: Statement Period: Enclosure Items: Page Number:

2210910129 03/31/2021 03/01/2021 - 03/31/2021 1 of 1

EMS CO. ASST.

#### **Contact Information**

Address:

Commerce Bank 5800 SAN DARIO LAREDO TX 78041

Bank Phone: IBC Voice: Nisit us Online:

1- (956) 724-1616 1- (956) 791-1616

www.IBC.com

Mobile Banking:

Download app or visit at: www.myIBC.com

Biz Rite		Accoun	t Recap	Account Numb	er: 2210910129
Beginning Balance 28,046.40	Number of Credits 0	Deposits & Credits 0.00	Number of Debits 0	Withdrawals & Debits 0.00	Closing Balance 28,046.40
AREAST IN		Balance S	Summary		TENTES SE
Average Collect	ed Balance	28,046.40			
		Daily Endir	ng Balance		
<b>Date</b> 03/01	Amount 28,046.40				





P.O. Box 659507 San Antonio, Texas 78265-9507 00000371 TI307S05012103513900 04 000000000 0000000 002

SEVEN FLAGS REGIONAL ADVISORY COUNCIL ON P O BOX 450094 Laredo TX 78045

Customer Number: Statement Date: Statement Period: Enclosure Items: Page Number:

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1 of 2

EMS Co. Asst **Contact Information** 



#### Address:

Commerce Bank 5800 SAN DARIO LAREDO TX 78041

Mobile Banking:

Bank Phone: IBC Voice: Wisit us Online:

1- (956) 724-1616 1- (956) 791-1616

www.IBC.com

Download app or visit at: www.mylBC.com

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Beginning Number of Balance Credits 28,046.40 1			Depos Cred 1.0	lits	Number of Debits 3	Withdrawals & Debits 11,967.00	Closing Balance 16,080.40
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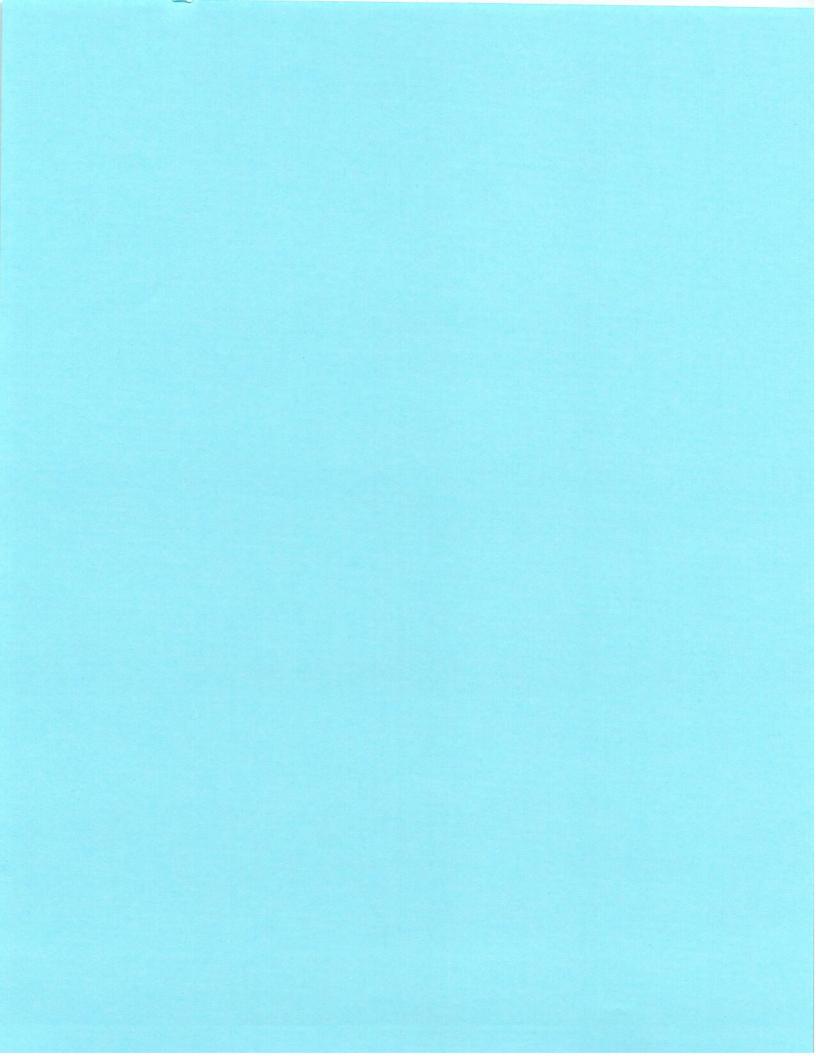
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SEVEN FLAGS REGIONAL ADVISORY COUNCIL ON TRAUMA TRAUMA SERVICE AREA T PO BOX 450094 LAREDO TX 78045 Customer Number: Statement Date: Statement Period: Enclosure Items: Page Number:

2210910161 03/31/2021 03/01/2021 - 03/31/2021 0

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#### Contact Information



Commerce Bank 5800 SAN DARIO LAREDO TX 78041

Mobile Banking:

Bank Phone:
IBC Voice:

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1- (956) 724-1616 1- (956) 791-1616 www.IBC.com

Download app or visit at: www.mylBC.com

Biz Rite			t Recap	Account Numb	er: 2210910161
Beginning Balance 16,048.50	Credits	Deposits & Credits 0.00	Number of Debits	Withdrawals & Debits 0.00	Closing Balance 16,048.50
		Balance S	Summary		
Average Coll	ected Balance	16,048.50			
		Daily Endir	ng Balance		
<b>Date</b> 03/01	Amount 16,048.50				





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Customer Number: Statement Date: Statement Period: Enclosure Items: Page Number:

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#### Contact Information



Commerce Bank 5800 SAN DARIO LAREDO TX 78041

Mobile Banking:

Bank Phone: IBC Voice:

Nisit us Online:

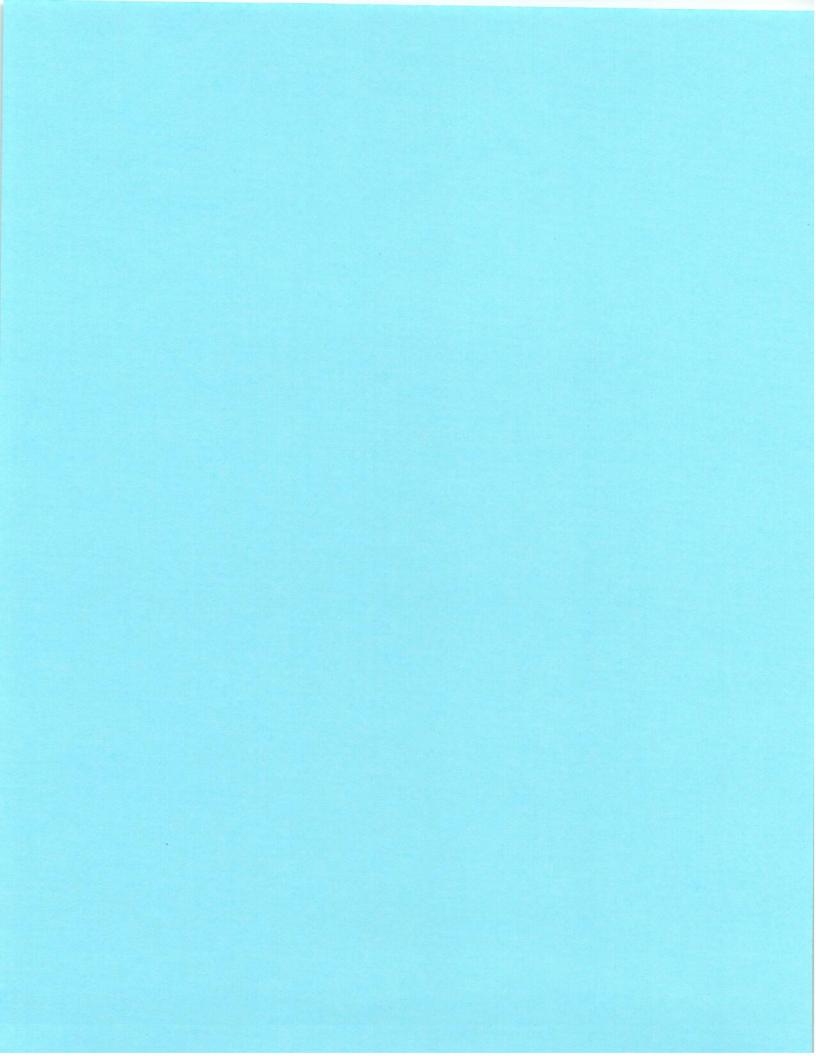
1- (956) 791-1616 www.IBC.com

1- (956) 724-1616

Download app or visit at: www.myIBC.com

Biz Rite		Account	Recap	Account Numb	er: 2210910161
Beginning Balance 16,048.50	Number of Credits 1	Deposits & Credits 1.00	Number of Debits 1	Withdrawals & Debits 1.00	Closing Balance 16,048.50
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04/16	Transfer Deposit FROM ACCOUNT XXXXXX0145				
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		Daily Endin	g Balance		<b>全种性</b>
<b>Date</b> 04/01	<b>Amount</b> 16,048.50	<b>Date</b> 04/16	<b>Amount</b> 16,048.50		







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SEVEN FLAGS REGIONAL ADVISORY COUNCIL ON P O BOX 450094 Laredo TX 78045

Customer Number: Statement Date: Statement Period: Enclosure Items: Page Number:

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#### Contact Information

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Commerce Bank 5800 SAN DARIO LAREDO TX 78041 Bank Phone:

Mobile Banking:

IBC Voice: Visit us Online:

1- (956) 724-1616 1- (956) 791-1616

www.IBC.com

Download app or visit at: www.mylBC.com

Biz Rite		Accoun	t Recap	Account Numb	er: 2210910145
Beginning Balance 26,238.03	Number of Credits 0	Deposits & Credits 0.00	Number of Debits 0	Withdrawals & Debits 0.00	Closing Balance 26,238.03
	er entre en en	Balance S	Summary		<b>计算。对于</b>
Average Collec	ted Balance	26,238.03			
		Daily Endir	ng Balance		
<b>Date</b> 03/01	Amount 26,238.03				





P.O. Box 659507 San Antonio, Texas 78265-9507 00000373 TI307S05012103513900 04 000000000 0000000 002



SEVEN FLAGS REGIONAL ADVISORY COUNCIL ON P O BOX 450094 Laredo TX 78045

Customer Number: Statement Date: Statement Period: Enclosure Items: Page Number:

2210910145 04/30/2021 04/01/2021 - 04/30/2021

1 of 2

Fund

#### Contact Information



#### Address:

Commerce Bank 5800 SAN DARIO LAREDO TX 78041

Bank Phone: IBC Voice:

1- (956) 724-1616 1- (956) 791-1616 www.IBC.com

Visit us Online: Mobile Banking:

Download app or visit at: www.myIBC.com

Biz Rit	e		Ac	count Rec	ар	Account Numb	er: 2210910145
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	Checks (Debits)						
<b>Date</b> 04/12	Alliquit D			Check #	Amount 500.00		
	* Indicates a skip in check number sequence						
			Elec	tronic Acti	vity		
Date	Desc	ription		Credits			Amount
04/16	Transfer Deposit FROM ACCOUNT XXXXXX0161				1.00		
Date	Debits						
04/16	Description Transfer Withdrawal TO ACCOUNT XXXXXX0161					Amount	
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Date	Am	ount	Date		mount	Date	
04/01 04/12	26,23 25,23		04/16		738.03	04/19	<b>Amount</b> 26,688.03





Customer Number: Statement Date: Statement Period: Page Number:

2210910145 04/30/21 04/01/21 - 04/30/21 2 of 2



COMMERCE BANK			
Amount: 1950.00 USD			Checking Deposit
Account #: 2210910145			encoming Deposit
Business Date: 20210419 Brand	ch: 0212		
Transaction Time: 20210417 11	:00 AM		
Teller Id: Jonathan Speer Draw			
Customer Name:			
Currency:	\$0.	00	
Checks:	\$1,950.	00	
Subtotal:	\$1,950.	00	Sign Here For Cash Received
Less Cash Received:	\$0.	00	
Total:	\$1,950.		
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SEVEN FLAGS REGIONAL ADVISORY COUNCIL ON P O BOX 450094 Laredo TX 78045

Customer Number: Statement Date: Statement Period: Enclosure Items: Page Number:

2210910137 03/31/2021 03/01/2021 - 03/31/2021 0

#### Contact Information

Address:

Commerce Bank 5800 SAN DARIO LAREDO TX 78041

Bank Phone: IBC Voice:

Wisit us Online:

Mobile Banking:

1- (956) 724-1616 1- (956) 791-1616

www.IBC.com

Download app or visit at: www.myIBC.com

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Beginning Balance 50,927.36	Number of Credits 0	Deposits & Credits 0.00	Number of Debits 1	Withdrawals & Debits 5.00	Closing Balance 50,922.36
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P.O. Box 659507 San Antonio, Texas 78265-9507 00000372 TI307S05012103513900 04 000000000 0000000 001

SEVEN FLAGS REGIONAL ADVISORY COUNCIL ON P O BOX 450094 Laredo TX 78045

Customer Number: Statement Date: Statement Period: Enclosure Items: Page Number:

2210910137 04/30/2021 04/01/2021 - 04/30/2021

#### **Contact Information**



#### Address:

Commerce Bank 5800 SAN DARIO LAREDO TX 78041

Mobile Banking:

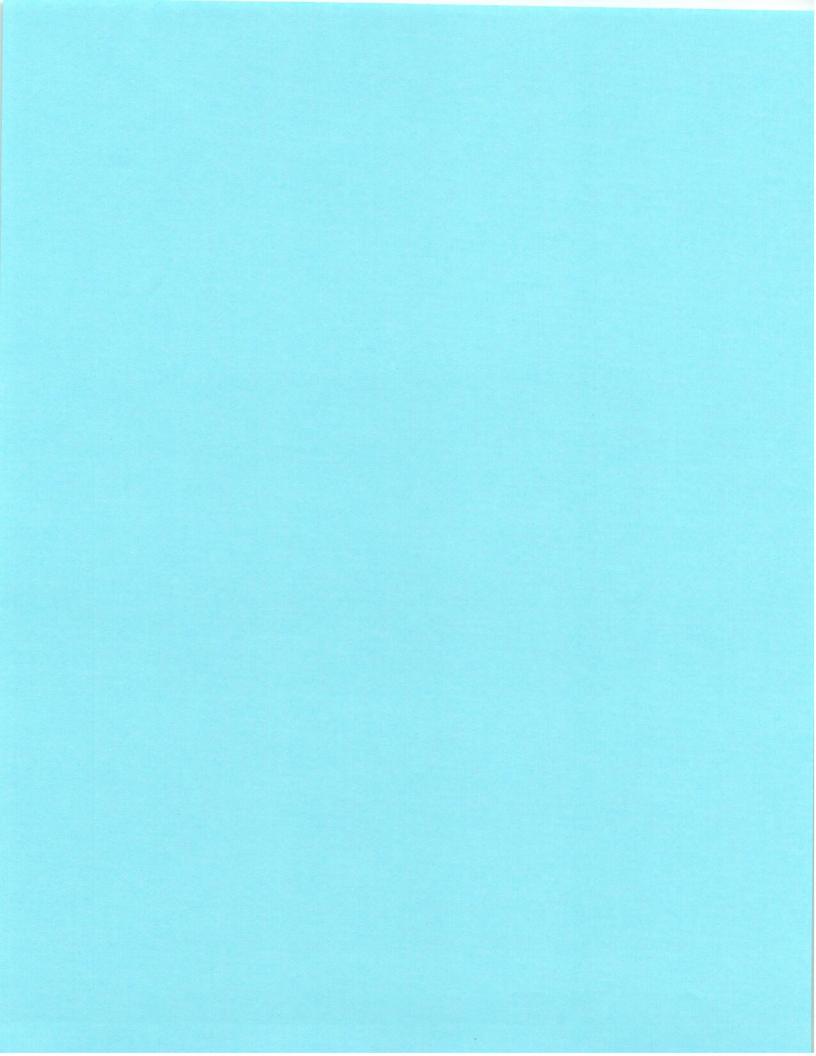
Bank Phone: IBC Voice: Nisit us Online:

1- (956) 724-1616 1- (956) 791-1616 www.IBC.com

Download app or visit at: www.mylBC.com

Biz Rite		Account	Recap	Account Numb	er: 2210910137
Beginning Balance 50,922.36	Number of Credits 2	Deposits & Credits 2.00	Number of Debits 2	Withdrawals & Debits 2.00	Closing Balance 50,922.36
		Balance S	ummary		2000年
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<b>Date</b> 04/01	<b>Amount</b> 50,922.36	<b>Date</b> 04/16	Amount 50,922.36		







P.O. Box 659507 San Antonio, Texas 78265-9507 00000307 TI307S04012102393200 06 000000000 0000000 001

SEVEN FLAGS REGIONAL ADVISORY COUNCIL ON TRAUMA TRAUMA SERVICE AREA T PO BOX 450094 LAREDO TX 78045

Customer Number: Statement Date: Statement Period: Enclosure Items: Page Number:

2210910188 03/31/2021 03/01/2021 - 03/31/2021

com.

1 of 1

**Contact Information** 



Address:

tolal

Commerce Bank 5800 SAN DARIO LAREDO TX 78041

Mobile Banking:

Bank Phone: IBC Voice: Wisit us Online:

1- (956) 724-1616 1- (956) 791-1616

www.IBC.com

Download app or visit at: www.myIBC.com

Biz Rite		Account	Recap	Account Numb	er: 2210910188
Beginning Balance 98,577.02	Number of Credits 0	Deposits & Credits 0.00	Number of Debits 1	Withdrawals & Debits 5.00	Closing Balance 98,572.02
		Balance S	ummary		NEW THE RESERVE
Average Collect	ed Balance	98,577.02			
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的原理學學學		Daily Endin	g Balance		
<b>Date</b> 03/01	<b>Amount</b> 98,577.02	<b>Date</b> 03/31	Amount 98,572.02		





P.O. Box 659507 San Antonio, Texas 78265-9507 00000375 TI307S05012103513900 04 000000000 0000000 001

SEVEN FLAGS REGIONAL ADVISORY COUNCIL ON TRAUMA TRAUMA SERVICE AREA T PO BOX 450094 LAREDO TX 78045

Customer Number: Statement Date: Statement Period: Enclosure Items: Page Number:

2210910188 04/30/2021 04/01/2021 - 04/30/2021 1 of 1

**Contact Information** 

Address:

Commerce Bank 5800 SAN DARIO LAREDO TX 78041

Mobile Banking:

Bank Phone: IBC Voice: Nisit us Online:

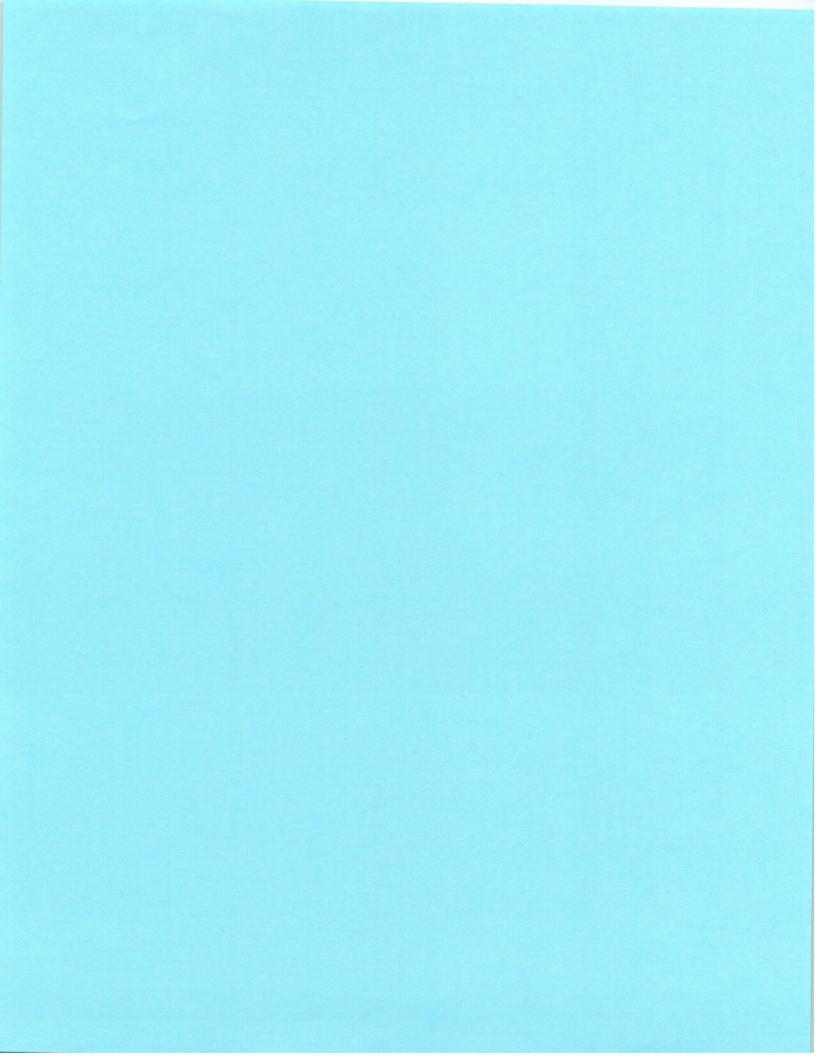
1- (956) 724-1616 1- (956) 791-1616

www.IBC.com

Download app or visit at: www.myIBC.com

Biz Rite		Account	Recap	Account Numb	er: 2210910188
Beginning Balance 98,572.02	Number of Credits 1	Deposits & Credits 1.00	Number of Debits 1	Withdrawals & Debits 1.00	Closing Balance 98,572.02
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### FISCAL YEAR 21 OPERATING BUDGET SEPT. 1, 2020 THRU AUGUST 31, 2021: CASH FLOW REPORT (MARCH - APRIL 2021)

#### FY21 SFRAC GENERAL FUND MEMBERSHIP REVENUE SUMMARY

General Fund Projected
Membership Revenue for
FY21
Actual Membership Funds
Collected to Date

Total (+/-)
\$612.50

#### FY21 GRANT PROGRAM FUNDS

**EMS County Assistance** \$66,492.00 Grant (Regular) **EMS County Assistance** Grant ("Alignement" Funding) Senate Bill 500 Funding \$27,811.00 System Development (i.e., \$43,652.00 Local Planning Grant (LPG) \$12,021.00 EMS RAC Grant (Regular) \$32,085.00 **EMS RAC Grant** \$32,085.00 ("Alignment" Funding) Total

#### **General Fund Expenditure**

Total Under (-)/Over Budget:

	Projected Cost	Actual Cost (Paid)	Difference
Post Office Fee	\$106.00		\$106.00
VFIS Insurance	\$1,431.00		\$1,431.00
TETAF Dues	\$900.00	\$900.00	\$0.00
Administrative Fee to STDC (4th Qtr.)	\$2,915.00		\$2,915.00
CPA IRS Filing/Income Statement	\$600.00		\$600.00
GETAC Travel (May 2021, Austin, Tx.)	\$1,500.00		\$1,500.00
GETAC Travel (August 2021 Austin, Tx., Required)	\$1,500.00		\$1,500.00
TETAF Annual Workshop/Confernce	\$0.00	\$0.00	\$0.00
GoDaddy Web Site Renewal	\$354.00	\$354.00	\$0.00
Other (Laredo Morning Times)	\$194.00	\$194.00	\$0.00
Pixi Labs (Re: PSA)	\$610.00	\$1,500.00	-\$890.00
Subtotal	\$10,110.00	\$2,948.00	\$7,162,00

-\$7,162.00

#### **EMS County Assistance Grant (Regular Issuance)**

	Projected Cost	Actual Cost Paid	Difference
Bronze Starr Ambulance	\$7,693.00	\$7,693.00	\$0.00
Laredo Fire Department EMS/Fire	\$7,693.00	\$0.00	\$7,693.00
Angel Care Ambulance	\$7,693.00	\$7,693.00	\$0.00
South Texas Ambulance Response	\$7,693.00	\$7,693.00	\$0.00
Webb County Volunteer Fire/EMS	\$7,693.00	\$7,693.00	\$0.00
Victorious Care Ambulance	\$7,693.00	\$0.00	\$7,693.00
Prestige EMS	\$7,693.00	\$7,693.00	\$0.00
Zapata County Fire/EMS	\$12,641.00	\$0.00	\$12,641.00
Other	\$0.00	\$0.00	\$0.00
Subtotal	\$66,492.00	\$38,465.00	\$28,027.00

#### **EMS County Assistance Grant ("Alignment" Funding)**

	Projected Cost	Actual Cost Paid	Difference
Bronze Starr Ambulance	\$5,983.00	\$0.00	\$5,983.00
Laredo Fire Department EMS/Fire	\$5,983.00	\$0.00	\$5,983.00
Angel Care Ambulance	\$5,983.00	\$5,983.00	\$0.00
South Texas Ambulance Response	\$5,983.00	\$5,973.00	\$10.00
Webb County Volunteer Fire/EMS	\$5,983.00	\$5,983.00	\$0.00
Victorious Care Ambulance	\$5,983.00	\$0.00	\$5,983.00
Prestige EMS	\$5,983.00	\$5,983.00	\$0.00
Zapata County Fire/EMS	\$12,645.00	\$0.00	\$12,645.00
Laredo Lifeline	\$5,983.00	\$0.00	\$5,983.00
Texas Superior	\$5,983.00	\$0.00	\$5,983.00
Subtotal	\$66,492.00	\$23,922.00	\$42,570.00

#### System Development Grant (i.e., Tobacco)

	Projected Cost	Actual Cost	Difference
Bronze Starr Ambulance	\$3,357.76	\$0.00	\$3,357.76
Laredo Fire Department EMS/Fire	\$3,357.76	\$0.00	\$3,357.76
Angel Care Ambulance	\$3,357.76	\$3,357.76	\$0.00
South Texas Ambulance Response	\$3,357.76	\$0.00	\$3,357.76
Webb County Volunteer Fire/EMS	\$3,357.76	\$3,357.76	\$0.00
Victorious Care Ambulance	\$3,357.76	\$0.00	\$3,357.76
Prestige EMS	\$3,357.76	\$3,357.76	\$0.00
aredo Lifeline	\$3,357.76	\$0.00	\$3,357.76
Capital Care EMS	\$3,357.76	\$0.00	\$3,358.85
Texas Superior Ambulance	\$3,357.76	\$0.00	\$3,357.76
Zapata County Fire/EMS	\$3,357.77	\$0.00	\$3,357.77
aredo Medical Center	\$3,357.77	\$3,357.77	\$0.00
Ooctors Hospital of Laredo	\$3,357.77	\$0.00	\$3,357.77
Subtotal			\$30,220.95

#### Other

	Projected Cost	Actual Cost	Difference
			\$0.00
			\$0.00
			\$0.00
Subtotal			\$0.00

#### **EMS RAC Grant (Regular Issuance)**

	Projected Cost	Actual Cost Paid	Difference
Administrative Fee (1st Qtr.)	\$8,021.25	\$8,021.25	\$0.00
Administrative Fee (2nd Qtr.)	\$8,021.25	\$8,021.25	\$0.00
Administrative Fee (3rd Qtr.)	\$8,021.25	\$0.00	\$8,021.25
Adminstrative Fee (4th Qtr.)	\$8,021.25	\$0.00	\$8,021.25
			\$0.00
			\$0.00
Subtotal	\$32,085.00	\$16,042.50	\$16,042.50

#### EMS RAC Grant ("Alignment" Funding)

	Projected Cost	Actual Cost Paid	Difference
Regional Project: Contract of Consultant Services for Revision/Update of SFRAC Trauma Plan	\$32,085.00	\$0.00	\$32,085.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Subtotal	\$32,085.00	\$0.00	\$32,085.00

#### FY20-21 Senate Bill 500 Funding

	Projected Cost	Actual Cost	Difference
State Project Allocation	\$3,000.00	\$0.00	\$3,000.00
Regional Project Allocation	\$24,811.00	\$0.00	\$24,811.00
Subtotal			\$27,811.00

#### FY22 Local Planning Grant (LPG)

	Projected Cost	Actual Cost	Difference
FY21 Local Planning Grant	\$12,021.00	\$0.00	\$12,021.00
			\$0.00
			\$0.00
Subtotal			\$12,021.00



# ITEM 21-75 (TAB 3)

		Total Expenditives			Years	Tables 1 Tables 1 Tables 1 Tables 1 Tables
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Name & phone number of Person Completing this Form

John R. Keiser / 956-722-3995

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# ITEM 21-76 (TAB 4)

### **EMS RAC-UNIQUE (SB500) Quarterly Progress Report** Reporting Period: January 1, 2021 to March 31, 2021 RAC Name: Seven Flags Regional Advisory Council Address: P.O. Box 450094, Laredo, Texas 78045 Contact Person Name: John R. Keiser Contract Number: HHS000709900001 TSA Region: Reporting Requirement: The Quarterly Progress Report must demonstrate evidence of improving emergency management services and in accordance with Trauma Capacity and Response infrastructure as required in Senate Bill 500.

# **Quarterly Progress Report:**

On April 20, 2021 the Seven Flags RAC administrator coordinated a meeting involving the RAC Board and members from surrounding RACs (i.e., Coastal Bend RAC, Lower Rio Grand Valley RAC and the Heart of Texas RAC), to participate in discussion and information sharing regarding the status of the SB 500 state/regional project among the SFRAC and neighboring regions. Mr. Francisco Villa, from the Heart of Texas RAC presented the meeting attendees with a presentation on the wrist band project, in general. Discussion ensued among the participants and it was clear as a result of the meeting's discussion that the project was a phased project, and that the first step would be to purchase the wrist bands that would initially be used as a first step in Phase I. SFRAC administrator will be making an initial purchase of wrist bands for the SFRAC region (i.e. TSA T) during the month of May 2021, but no later that the first weeks on June 2021.

In addition to the presentation and discussion on the state wrist band project, the participants also discussed their regional projects and shared with the participants present projects that had been selected for implemented or to be used to cover the local/regional portion of the project made possible by Senate Bill 500 funding.

Submitted by:	John R. Keiser		
Date Submitted:	May 4, 2021		



# ITEM 21-77 (TAB 5)

#### John R. Keiser

From:

Martinez, Jessica K < Jessica.Martinez3@uhsinc.com>

Sent:

Thursday, May 6, 2021 5:25 PM

To:

John R. Keiser; JD Delgado; Salinas, Angelica; Jennifer Garcia; Guillermo Heard; Juan

Canavati; Colon, Letisia; Ricardo Jaime

Subject:

RAC STEMI/Stroke Committee

Good afternoon team,

I think I mentioned this in our last meeting, but just in case I didn't, I wanted to make it official...

Just wanted to inform you that as of April 19<sup>th</sup> I resigned my position of Chest Pain Coordinator at DHL with my last day being next Friday, May 14<sup>th</sup>. This means that I will be resigning my position as a RAC member and STEMI/Stroke Committee chair. DHL has not yet hired a replacement, but both Leti and Angie can keep you all up to date as a replacement is hired. Jennifer Garcia, Chest Pain Coordinator at LMC, is currently co-chair of the STEMI/Stroke Committee. It is my suggestion/nomination that Jennifer become chair and that Angie Alvarez, Stroke Coordinator at DHL become co-chair. This allows both hospitals to be equally represented as they have been. If possible, please add this to your next meeting with my nominations as mentioned.

It was a pleasure working with all of you! If you ever need anything, both personally or professionally, I will still be available....you can come see me at Gateway  $\odot$ .

Thanks,

Jessica K, Martinez, MSN, FNP-BC Chest Pain Program Coordinator Doctors Hospital of Laredo 10700 McPherson Rd. Laredo, Texas 78045 (956)523-2738



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# ITEM 21-80 (TAB 6)

#### John R. Keiser

From:

Andy Elgin <andy\_elgin@bradycorp.com>

Sent:

Wednesday, May 26, 2021 9:53 AM

To:

John R. Keiser

Cc: Subject:

Reyna Merrifield Re: Wristband Purchase

John,

Thanks for your patience!

Here is the rough estimate for the shipping charges for the wristbands.

Rough estimate shipping costs 90 boxes \$185 180 boxes \$ 370

Please let me know if you have any questions or need anything else at this time.

Thank you,

Andy



## **Andy Elgin**

District Sales Manager Mobile: 817.247.7388

Office: 800.233.0298 ext 7432 andy elgin@bradycorp.com

On Fri, May 21, 2021 at 9:17 AM John R. Keiser < irkeiser@stdc.cog.tx.us > wrote:

Thanks, Andy. I will present this information to the Seven Flags RAC Board of Director at their next meeting on May 28, 2021, and at that point inform you of which option they have chosen. I'll be back in touch. By the way what is the cost for freight/shipping for either order, so that I may have a more concise dollar figure.

John R. Keiser

Regional Programs Director/Trauma Council Administrator (TSA-T)

South Texas Development Council

1002 Dicky Lane

Laredo, Texas 78043

P.O. Box 2187

Laredo, Texas 78044

Phone(Office): 956-722-3995

Phone (Cell): 956-693-0536

FAX: 956-722-3995

jrkeiser@stdc.cog.tx.us



From: Andy Elgin < andy elgin@bradycorp.com >

Sent: Friday, May 21, 2021 9:08 AM

To: John R. Keiser < irkeiser@stdc.cog.tx.us>

Cc: Reyna Merrifield < reyna merrifield@bradycorp.com >

Subject: Re: Wristband Purchase

John,

Thanks for reaching out to me. I look forward to working with you!

The cost of the wristbands is \$38.25 per carton plus shipping charges. Each carton contains 500 wristbands.

So 45,000 wristbands would be 90 cartons and would cost \$3,442.50 plus shipping charges.

And 90,000 wristbands would be 180 cartons and would cost \$6,885.00 plus shipping charges.

Based on that information, if you can let me know approximately how many wristbands you would like to order I can get a formal quote for you!

Also, I have copied Reyna Merrifield in this email. Reyna is my Inside Sales Partner and her & I share responsibility for your account.

Her is Reyna's Contact Information as well:

Reyna Merrifield

Inside Sales Manager

Office: 800.233.0298 x7314

Reyna merrifield@bradycorp.com

Thank you,

Andy



**Andy Elgin** 

District Sales Manager

Mobile: 817.247.7388

Office: 800.233.0298 ext 7432

andy elgin@bradycorp.com

On Fri, May 21, 2021 at 8:45 AM John R. Keiser < irkeiser@stdc.cog.tx.us > wrote:

Good morning, Andy, I acquired your information from Francisco at Heart of Texas RAC. I need to request a quote for the purchase of wristbands for the Seven Flags RAC. Can you provide me with a cost quote? Depending on the cost, I am looking at a range of about 45,000 to 90,000 wristbands.

Thanks.

John R. Keiser

Regional Programs Director/Trauma Council Administrator (TSA-T)

South Texas Development Council

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Laredo, Texas 78043

P.O. Box 2187

Laredo, Texas 78044

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FAX: 956-722-3995

jrkeiser@stdc.cog.tx.us



# EMS Transports by Entity Names and Counties, TSA T, 2019

Entity Name	Incident County	Counts
City Of Laredo Fire Department	Webb	28,783
Zapata County Fire/Ems Dept	Zapata	1,114
Hidalgo County Emergency Service Foundation	Jim Hogg	562
Angel Care Ambulance Service, Llc	Webb	244
Air Evac Lifeteam 93 - Laredo	Zapata	38
Quad City Volunteer Fire/Ems (Webb Co Sheriff)	Webb	25
Halo-Flight, Inc.	Jim Hogg	23
Air Evac Lifeteam 93 - Laredo	Webb	7
Zapata County Fire/Ems Dept	Webb	5
Express Care Ambulance Service	Webb	*
Prestige Ems Llc	Webb	*
Air Evac Lifeteam 71 - Carrizo Springs	Zapata	*
Air Evac Lifeteam 93 - Laredo	Jim Hogg	*
Lonestar Ambulance 1 Llc - Sherman	Jim Hogg	*
Quad City Volunteer Fire/Ems (Webb Co Sheriff)	Jim Hogg	*
Skyline Ems Inc Dba	Jim Hogg	*
Bronzestar Ambulance Service Llc	Webb	*
Capital Care Ems	Webb	*
City Of Mathis Ems	Webb	*
Corpus Christi, City Fire & Ems	Webb	*
Eagle Pass Fire Department	Webb	*
Hidalgo County Emergency Service Foundation	Webb	*
Laredo Lifeline Llc	Webb	*
Primary Ambulance	Webb	*
Total		30,823



# ITEM 21-81 (TAB 7)

# DEPARTMENT OF STATE HEALTH SERVICES CONTRACT NO. HHS000124600014 AMENDMENT NO. 3

The Department of State Health Services (DSHS) and The Seven Flags Regional Advisory Council on Trauma, Trauma Service Area (TSA)-T (Grantee), Parties to the Emergency Medical Services/County Regional Advisory Council (EMS/CO-RAC) Grant Program contract denominated DSHS Contract No. HHS000124600014 (the "Contract"), now want to amend the Contract further.

Whereas, the Parties want to add \$12,021.00 to the State Fiscal Year (SFY) 2021 budget;

Whereas, DSHS wants to renew the Contract for SFY 2022;

Whereas, the Parties want to add \$144,160.00 to the Contract to pay for services provided in SFY 2022;

Whereas, the Parties want to amend the SFY 2021 Statement of Work; and

Whereas, the Parties want to add a Statement of Work for SFY 2022 services.

The Parties therefore agree as follows:

# 1. Amendments to Article IV

Article IV of the Contract, Budget, is hereby amended as follows:

- (1) by adding \$12,021.00 to the SFY 2021 budget. The total not-to-exceed amount of the SFY 2021 budget is therefore increased from \$529,637.00 to \$541,658.00;
- (2) by adding \$144,160.00 to the Contract to pay for services provided in SFY 2022; and
- (3) by increasing the total Contract value from \$529,637.00 to \$685,818.00.

# 2. Amendments to the Statement of Work

- (1) Attachment A-3, FY21 Statement of Work, is hereby amended and replaced in its entirety with Attachment A-3.1, Revised SFY21 Statement of Work.
- (2) Attachment A-4, SFY22 Statement of Work, is hereby added to the Contract.

# 3. Amendment to Attachment B-2, EMS Allocation

Attachment B-2, EMS Allocation-EMS/County FY2020 Eligible EMS Providers is hereby amended and replaced in its entirety with Attachment B-2.1.

- This Amendment shall be effective upon the date last signed below.
- Except as modified by this Amendment, all terms and conditions of the Contract shall remain in effect.

Any further revision to the Contract shall be by written agreement of the Parties.

Signature Page Follows

# HHS000124600014 SEVEN FLAGS RAC A-3 Signature Page.pdf

DocuSign Envelope ID: 25A80B6E-0186-41FC-8083-F516A246DD1B

# SIGNATURE PAGE FOR AMENDMENT NO. 3 DSHS CONTRACT NO. HHS000124600014

DEPARTMENT OF STATE HEALTH SERVICES	THE SEVEN FLAGS REGIONAL ADVISORY COUNCIL (RAC) ON TRAUMA, TRAUMA SERVICE AREA		
Ву:	By: Gullermo Heard		
Printed Name: Stephen Pahl	Printed Name: Guillermo Heard		
Title: Associate Commissioner	Title: Chair		
Date of Signature: May 20, 2021	Date of Signature: May 19, 2021		

The following documents are hereby incorporated into the Contract by reference:

Attachment A-3.1 Revised SFY21 Statement of Work

Attachment A-4 SFY22 Statement of Work

Attachment B-2.1 EMS Allocation – EMS/County FY20 Eligible EMS Providers

Attachments Follow

### Attachment A-3.1 Revised SFY21 Statement of Work

#### GRANTEE RESPONSIBILITIES & REQUIREMENTS I.

# A. Emergency Medical Services/COUNTY—Grantee shall:

- 1. Notify the Department of State Health Services (DSHS) whether Emergency Medical Services (EMS)/COUNTY funds will be distributed to EMS providers as an advance or as a reimbursement. Documentation packets for EMS providers which received funds as an advance must be reconciled immediately upon the funds being expended by the EMS provider and Grantee-reconciled packets must be submitted to DSHS on a quarterly basis;
- Submit a Distribution Plan on the template located at <a href="http://www.dshs.texas.gov/">http://www.dshs.texas.gov/</a> emstraumasystems/formsresources.shtm which delineates how the Grantee shall distribute funds to eligible EMS providers in the Grantee's trauma service area (TSA) counties to ensure coordination within the appropriate TSA (see Attachment B-2.2). Upon DSHS receipt, the Distribution Plan shall be incorporated as part of this Contract:
- Distribute funds as detailed in the most current Distribution Plan on file with DSHS. Any redirection of funds allocated to an EMS provider as documented on the Distribution Plan now being redirected to another EMS provider requires that the Distribution Plan be resubmitted to DSHS for review prior to distributing the funds. Funds not distributed as detailed in the most current Distribution Plan may result in disallowed costs upon the end-of-the-year reconciliation by DSHS Contract Management Section (CMS). Funds distributed to EMS providers as an advance may not be reduced by the Grantee for the cost of dues, fees, or services provided by the Grantee and that are billed to the EMS providers;
- Prioritize, in the order listed below, EMS provider reimbursements to ensure the viability of the organization to ensure continued emergency medical services are
  - a. EMS operational expenses used to maintain the viability of the organization;
  - b. EMS supplies;
  - c. EMS education and training:
    - i. Cost of meals during overnight travel may be reimbursed only if EMS personnel are attending meetings or conferences that relate to the EMS/COUNTY Grant Program and technical information is being disseminated; and
    - ii. Subgrantees must have travel policies that specify maximum reimbursement limits for meals, lodging, and the mileage rate. Otherwise, the State of Texas travel policies and regulations will be applied;
  - d. EMS equipment;
  - e. EMS ambulances (other vehicles may be considered upon request and prior approval by DSHS); and
  - f. EMS communication systems.

- 5. Ensure Contract funds <u>are not</u> used for the following:
  - Buildings or real property, unless Grantee obtains prior written approval from DSHS. Any costs related to the initial acquisition of the buildings or real property are not allowable without written pre-approval;
  - b. Purchase and improvement of land;
  - c. Food (other than as specified under A(4)(c)(i));
  - d. Investments (such as stocks, bonds, or mutual funds); and
  - e. Expenses associated with a person or entity that has been hired to affect the outcome of legislation.
- If necessary, utilize EMS/Regional Advisory Council or Systems Development funds to administer the EMS/CO deliverables;
- 7. In the event that funds are distributed to EMS providers as an advance, submit quarterly complete, reconciled, and verified accurate EMS Provider Expenditure Reports on the template located at: <a href="http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm">http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm</a>.

The EMS Provider Expenditure Report should include the required back-up documentation by the dates included on the Deliverables Reporting Calendar until all EMS Provider Expenditure Reports have been submitted but no later than the final due date on the Deliverables Reporting Calendar. EMS Provider Expenditure Reports not reconciled by DSHS by the date included on the Deliverables Reporting Calendar will result in the EMS provider not being eligible to receive funds in the following Contract term;

- 8. In the event funds are distributed to EMS providers as a reimbursement, Grantee shall submit complete, reconciled, and verified accurate EMS Provider Expenditure Reports on the template located at <a href="http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm">http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm</a> with the required back-up documentation by the date included on the Deliverables Reporting Calendar;
- 9. Submit on the template provided by DSHS, located at <a href="http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm">http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm</a>, a complete and accurate EMS Provider Summary Report that lists all EMS providers receiving funds, which aligns with the Distribution Plan on file with DSHS, by the date listed on the Deliverables Reporting Calendar;
- 10. Review Grant Technical Assistance Guide, located online at <a href="https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/vendor-contract-information/grant-technical-assistance-guide.pdf">https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/vendor-contract-information/grant-technical-assistance-guide.pdf</a>, for acceptable source documents to support expenditures identified in the EMS Provider Expenditure Report. Acceptable forms of documentation are also listed on the templates;
- 11. Respond to email from the Office of EMS/Trauma Systems that requests a list of the eligible EMS providers that met the RAC's eligibility requirements, participated in performance improvement activities as requested, and utilized the RAC's regional protocols regarding patient destination and transport;
- 12. Comply with the reporting requirements on the most current Deliverables Reporting Calendar, which shall be emailed to Grantee by DSHS no later than 30 days after the start of the Contract term. The Deliverables Reporting Calendar is incorporated

- herein by reference and made a part of this Contract. The Deliverables Reporting Calendar will include deadlines for all deliverables described herein; and
- 13. Submit all the above-referenced reports and deliverables, as well as any additional requested reports, to <a href="mailto:CMUReg.svcs@dshs.texas.gov">CMUReg.svcs@dshs.texas.gov</a>.

## B. EMS/RAC—Grantee shall:

- Comply with all applicable laws including Health and Safety Code Sections 241.182–185, 773.122, and 780.003–006. If DSHS determines that Grantee disbursed funds to a RAC in violation of Health and Safety Code Sections 241.182– 185, 773.122, and 780.003–006, then DSHS may refrain from distributing funds to Grantee for a period of at least one year but not more than three years;
- Use funds as provided for in this Contract for the enhancement and delivery of patient care in the Grantee's TSA;
- 3. Ensure that funds are used for the following allowable costs:
  - a. Supplies;
  - b. Operational expenses;
  - c. Education and training;
  - d. Equipment; and
  - e. Communication systems;
- 4. Ensure that funds are **not** used for the following:
  - a. Vehicles:
  - Improvements to buildings or real property without prior written approval from DSHS. Any costs related to the initial acquisition of the buildings or real property are not allowable without written pre-approval;
  - c. Purchase and improvement of land;
  - d. Investments (such as stocks, bonds, or mutual funds);
  - e. Expenses associated with a person or entity that has been hired to affect the outcome of legislation;
  - f. Salaries of Grantee's Executive Board members or executive officers, as applicable; and
  - g. Food, except that the cost of meals for RAC staff and RAC board members attending meetings or conferences that pertain to carrying out activities under the Contract where there is dissemination of technical information is allowable. In addition, same-day meal expense may be reimbursable if the RAC staff person or RAC board member is outside of his or her designated headquarters for at least six consecutive hours;

- 5. Submit Supporting Documentation Reports which capture monthly expenditures (i.e., Personnel, Fringe, Travel, Equipment, Supplies, Contractual, Other, and Indirect Costs) as well as programmatic and administrative costs. Program income earned from funds directly associated with this program (i.e., fees or co-pays for services performed, income from the sale of items or services, registration fees collected, etc.) should also be reported. Rebates, refunds, discounts, and adjustments or credits should be treated as applicable credits and not as program income;
- Submit a Final Supporting Documentation Report that includes expenditures from September 1, 2020, to August 31, 2021;
- Submit a Final Narrative describing specifically how the funds were utilized to enhance and improve the delivery of EMS and trauma patient care in the region served;
- 8. Convene, at a minimum, three general membership meetings and provide during the meetings a financial report, which includes funds expended, planned expenditures, and remaining balance. Submit a copy of the financial report and agenda to DSHS. The deliverable due dates are as listed on the current Deliverables Reporting Calendar. A general membership meeting should be held within each of the following time frames:
  - a. May 1 to October 31;
  - b. November 1 to March 31; and
  - c. April 1 to August 31;
- 9. Review Grant Technical Assistance Guide located online at: <a href="https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/vendor-contract-information/grant-technical-assistance-guide.pdf">https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/vendor-contract-information/grant-technical-assistance-guide.pdf</a>. Grantee shall maintain as part of its accounting records and prepare to submit to DSHS within 14 days <a href="https://www.upon request">upon request</a>, the following source documents to support expenditures identified in the Supporting Documentation Reports:
  - A detailed general ledger, specific to this program, which identifies and reconciles to costs reported in the Supporting Documentation Reports;
  - b. Timesheets or other record of actual hours worked, which reflect an after-the-fact distribution of the actual time spent on each activity, or documentation to support compliance with a substitute timekeeping system previously accepted by DSHS;
  - A payroll register, or similar report, that reflects 100% of the gross pay for employees charged to the Contract;
  - d. A labor distribution report, or similar document, that reflects the portion of an employee's gross pay charged to the Contract;
  - Vendor invoices for health, dental and similar fringe benefits; quarterly payroll
    tax reports for Federal Insurance Contributions Act and unemployment; and any
    other pertinent information necessary to support fringe benefits charged to the
    Contract;
- f. Travel expense reports, including hotel bills and other applicable receipts, mileage logs, and the RAC Travel Policy to support travel costs charged to the Contract;

- g. Purchase orders, invoices, receiving reports, and any other pertinent source documents for expenses charged to the Contract in the Equipment, Supplies, and Other categories;
- Reimbursement requests, vouchers, or invoices to support costs charged to the Contractual category;
- Evidence of programmatic and financial monitoring efforts (i.e., review and analysis of supporting documentation, reconciliation of costs to general ledger, reports, etc.) on reimbursed subcontractors; and
- Records to support the amount of program income earned from funds directly associated with this program;
- 10. Comply with the reporting requirements on the most recent Deliverables Reporting Calendar, which will be emailed no later than thirty (30) days after the start of the Contract term. The Deliverables Reporting Calendar shall be incorporated herein by reference and made a part of this Contract and includes deadlines for all deliverables; and
- 11. Submit all above reports and deliverables to <a href="mailto:CMUReg.svcs@dshs.texas.gov">CMUReg.svcs@dshs.texas.gov</a>.

# C. RAC SYSTEMS DEVELOPMENT - Grantee shall:

- Perform activities to develop, implement, and monitor a regional EMS and trauma system plan by facilitating trauma and emergency health care system networking within the Grantee's own TSA or among a group of TSAs throughout Texas;
- 2. Comply with all applicable laws and regulations established at federal and state levels as these regulations now appear or may be amended during the period of this Contract. Standards and guidelines referenced are those in effect at the beginning date of this Contract and include:
  - a. Texas Health and Safety Code §§780.003-6;
  - b. Texas Health and Safety Code Chapter 773;
  - c. Title 25 Texas Administrative Code §§ 157.123, 157.130 and 157.131;
  - d. Texas Health and Safety Code §§241.182-185;
  - e. Title 25 Texas Administrative Code Chapter 133, Subchapter J; and
  - f. Title 25 Texas Administrative Code Chapter 133, Subchapter K;
- Assist DSHS, as requested, in identifying critical evacuation issues for Texas hospitals and EMS providers;
- 4. Participate in state and regional post-incident review activities as requested;
- 5. Ensure that the RAC Chair, or a RAC Executive Board member, and the person completing the Supporting Documentation Reports submitted to DSHS attend any scheduled meetings with the DSHS Program and CMS staff regarding the review of regional systems development activities and contractual requirements. DSHS may require the Grantee to travel to Austin, Texas to attend a meeting;
- Support the Perinatal Care Region (PCR) within the Grantee's TSA for descriptive and regional planning purposes and ensure patient referral is not restricted by:
  - a. Supporting the PCR;
  - b. Ensuring that the PCR members have fair and equitable representation on the

RAC Board;

- c. Having the PCR consider and facilitate transfer agreements through regional coordination; and
- d. Reviewing the written plan annually to identify all resources available within the PCR for perinatal care including resources for emergency and disaster preparedness, and submit that information to DSHS upon request;
- 7. Ensure the following requirements are in Grantee's RAC bylaws or standard operating procedures or a comparable document. The document, which must be submitted to DSHS for review and approval, must contain:
  - An election process, roles and responsibilities, terms of offices, and process for succession and removal of RAC Executive Board members and RAC officers;
  - b. A clearly defined process where the Grantee's executive director or equivalent and the RAC Board participate in the approval of the spending plan and expenditures that are to be presented to the general membership;
  - c. DSHS meeting attendance requirements for the RAC Chair and/or an Executive Board member to attend the <u>mandatory</u> RAC Chair meetings in February and August. The bylaws must also specifically include a defined process that discloses and addresses the mandatory attendance requirement to ensure compliance and addresses the removal of the RAC Chair and/or Executive Board member from office for failure to attend the mandatory meetings without prior written DSHS approval;
  - d. A defined process that discloses and addresses all possible conflicts of interest for the RAC Executive Board members, RAC officers, and RAC staff with potential vendors;
  - e. Clearly defined participation requirements for designated hospitals and EMS providers that collectively ensure ongoing regional review of resources, processes, DSHS EMS/Trauma Registry-derived (at minimum) outcome data, and system performance improvement meetings;
  - f. A requirement to have job descriptions for each staff person, whether contracted or employed by the Grantee;
  - g. An annual evaluation requirement of staff using pre-determined performance standards related to the responsibilities in the respective job descriptions; and
  - h. A requirement for the establishment and maintenance of a website for public access to include current information such as the following, at minimum:
    - i. RAC physical address;
    - ii. RAC hours of operation;
    - iii. Executive Board officers, RAC officers, and staff contact information;
    - iv. RAC meetings (general and special);
    - v. Educational opportunities; and
    - vi. Regional system development activities.
- 8. Adhere to the following programmatic allowable costs:
  - a. The following eligible expenses are considered programmatic costs. These include but are not limited to:
    - Supplies/equipment and costs of personnel for EMS and injury prevention and education programs;

- Costs of personnel, supplies and equipment to conduct trauma-related courses (Trauma Nursing Core Course, Advanced Trauma Life Support, Basic Trauma Life Support, etc.);
- iii. Updating and sharing with the RAC general membership the regional EMS/Trauma System Plan;
- iv. Education of the public or trauma care providers about the regional EMS/Trauma System Plan;
- Expenditures or grants to entities related to the delivery of trauma patient care and/or expediting the implementation of the Texas EMS/Trauma System;
- vi. System performance improvement meetings, newsletters, regional registry, regional communication systems; and
- vii. Associated travel and registration fees for RAC staff to attend meetings/conferences related to EMS/Trauma Systems;
- Comply with the following funding restrictions:
  - a. Costs related to improvements to buildings or real property are not allowable without prior written approval from DSHS. Any costs related to the initial acquisition of the buildings or real property are not allowable without prior written approval; and
  - b. Expenses associated with membership in business, technical, and professional organizations involved in lobbying are not allowable expenses under this Contract. However, if an organization is not involved in lobbying and the Grantee can demonstrate how membership in a professional/technical organization benefits the DSHS program(s), cost of membership may be allowed with prior approval from DSHS;
- 10. Comply with the following non-allowable costs:
  - a. Food, except that the cost of meals for RAC staff and RAC board members attending meetings or conferences that pertain to carrying out activities under the Contract where there is dissemination of technical information is allowable. In addition, same-day meal expense may be reimbursable if the RAC staff person or RAC board member is outside of his or her designated headquarters for at least six consecutive hours;
  - a. Purchase and improvement of land;
  - b. Investments (stocks, bonds, mutual funds, etc.); and
  - c. No more than 20% of the RAC Systems Development funds to be utilized for administrative costs, which are defined as costs related to the business of the RAC. These costs include, but may not be limited to:
    - i. Personnel, rent, utilities, office expense (postage, copying, phone), leased office equipment and supplies, mailboxes;
    - Travel to and from required statewide meetings including lodging for the Executive Director (or equivalent) and RAC Executive Board members;
    - iii. Training related to the business functions of the RAC (financial and grant writing, etc.);
    - iv. Professional services (accountant, attorney, auditor);
    - v. Internet access, furniture, and travel for above-mentioned costs; and
    - vi. Costs associated with the administration of the EMS/CO program are allowable expenses under this Contract.

- 11. Submit Supporting Documentation Reports which capture monthly expenditures (i.e., Personnel, Fringe, Travel, Equipment, Supplies, Contractual, Other, and Indirect Costs) as well as programmatic and administrative costs. Program income earned from funds directly associated with this program (i.e., fees or co-pays for services performed, income from the sale of items or services, registration fees collected, etc.) should also be reported. Rebates, refunds, discounts, and adjustments/credits should be treated as applicable credits and not as program
- 12. Convene, at a minimum, three general membership meetings and provide during the meeting a financial report, which includes funds expended, planned expenditures, and remaining balance. Submit a copy of the financial report and agenda to DSHS. The financial report due dates are as listed on the current Deliverables Reporting Calendar. A general membership meeting should be held within each of the following time frames:
  - a. May 1 to October 31;
  - b. November 1 to March 31; and
  - c. April 1 to August 31;
- 13. Submit Final Expenditures and Reports to DSHS. The final reports shall consist of
  - a. An Annual Report, on the template provided by DSHS, located at http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm, Grantee's activities to include:
    - i. Evidence of the uses of the most recently completed year regional injury mortality and morbidity data, from the DSHS EMS/Trauma Registry used in developing the annual needs assessment, as well as a copy of the current Regional Trauma System Plan;
    - ii. Documentation of training to enhance trauma care provided to all entities on the Regional Trauma System Plan;
    - iii. Results of the annual needs assessment; and
    - iv. Evidence of ongoing system performance improvement.
  - b. An Annual Participation Report which includes a list of participation on regional local committees for development/maturation of the regional system for the
    - i. Designated hospitals and hospitals seeking designation;
    - ii. EMS providers;
    - iii. Recognized First Responder Organizations; and
    - iv. Any other stakeholders;
  - c. A Final Supporting Documentation Report that includes September 1, 2020 to August 31, 2021 expenditures; and
  - d. A Final Narrative describing specifically how the funds were utilized to enhance and improve the delivery of EMS and trauma patient care in the region served;
- 14. Review Grant Technical Assistance Guide https://hhs.texas.gov/sites/default/files/documents/doing-business-withlocated online hhs/vendor-contract-information/grant-technical-assistance-guide.pdf. shall maintain as part of its accounting records and prepare to submit to DSHS within fourteen days upon request, the following source documents to support expenditures identified in the Supporting Documentation Reports:

- a. A detailed general ledger specific to this program that identifies and reconciles to costs reported in the Supporting Documentation Reports;
- b. Timesheets or other record of actual hours worked that reflect an after-the-fact distribution of the actual time spent on each activity, or documentation to support compliance with a substitute timekeeping system previously accepted by DSHS;
- c. A payroll register, or similar report, that reflects 100% of the gross pay for employees charged to the Contract;
- d. A labor distribution report, or similar document, that reflects the portion of an employee's gross pay charged to the Contract;
- e. Vendor invoices for health, dental and similar fringe benefits; quarterly payroll tax reports for Federal Insurance Contributions Act and unemployment; and any other pertinent information necessary to support fringe benefits charged to the
- f. Travel expense reports (including hotel bills and other applicable receipts) and/or mileage logs and the RAC Travel Policy to support travel costs charged to the Contract;
- g. Purchase orders, invoices, receiving reports, and any other pertinent source documents for expenses charged to the Contract in the Equipment, Supplies, and other categories;
- h. Reimbursement requests, vouchers, or invoices to support costs charged to the Contractual category;
- i. Evidence of programmatic and financial monitoring efforts (i.e., review/analysis of supporting documentation, reconciliation of costs to general ledger, reports, etc.) on reimbursed subgrantees; and
- j. Records to support the amount of program income earned from funds directly associated with this program.
- 15. Comply with the reporting requirements on the most recent Deliverables Reporting Calendar, which will be emailed to Grantee no later than thirty days from the start of the Contract term and shall be incorporated herein by reference and made a part of this Contract. The Deliverables Reporting Calendar will include deadlines for all
- 16. Submit all above reports/deliverables to <a href="mailto:CMUReg.svcs@dshs.texas.gov">CMUReg.svcs@dshs.texas.gov</a>.

# D. EMS/LOCAL PROJECT GRANT (LPG) - Grantee shall:

- 1. Be allowed to choose to complete any of the following projects within the first four months of the Contract term (May 1, 2020, through August 31, 2020) and upon execution of Contract amendment to add additional LPG funds for FY21, through August 31, 2021. Project Spending Plans must be submitted to CMUReg.svcs@dshs.texas.gov for approval prior to expending funds.
  - a. Promote and conduct bleeding control courses for stakeholders and public members of the community;
  - b. Complete injury prevention projects based on current data derived from the trauma registry;
  - c. Provide continuing education programs as described below:
    - i. Certification training;

- ii. Specialty training related to pre-hospital health care management; and
- iii. Other education programs related to EMS/Trauma Systems;
- d. Purchase allowable equipment and/or Controlled Assets as described below:
  - i. Communication:
  - ii. Patient care; and
  - iii. Other equipment as related to EMS/Trauma Systems;
- e. COVID-19 Vaccine Administration Effort which may include:
  - i. Vaccine event planning;
  - ii. Communication;
  - iii. Procurement (equipment and supplies);
  - iv. Operations and training;
  - v. Administration and clinical training; and
  - vi. Documentation and reporting.
- f. Additional programs or projects that serve to support and improve the development of the Texas Emergency Health Care System and increase the availability and quality of emergency pre-hospital health care with DSHS
- 2. Ensure that each eligible recipient of the funds is:
  - a. A legal entity organized under Texas statutes and maintains good standing with DSHS and other state and federal programs such as: i. DSHS-licensed EMS providers;

    - ii. DSHS-licensed First Responder Organizations;
    - iii. Regional Advisory Councils;
    - iv. DSHS-approved EMS education organizations;
    - v. Pre-hospital injury prevention organizations; and/or
    - vi. Other state or federal agencies or organizations.
  - b. RAC participation will not be a determining factor for distribution of additional
- 3. Not use Contract funds for the following:
  - a. Projects to attain medical equipment for distribution to organizations that are not DSHS-licensed providers or not licensed First Responder Organizations;
  - b. Disposable supplies/equipment not related to COVID-19 (handouts, books, copies, gloves, prescription drugs, etc.);
  - c. Administrative costs not related to COVID-19;
  - d. Salaries;
  - e. Fringe benefits;
  - f. Capital projects;
  - g. Travel;
  - h. Food;
  - i. Indirect costs;
  - j. Day-to-day operating expenses (fuel, insurance, loan payments, etc.); and
  - k. Stocks, bonds, or to purchase or improve land.
- GENERAL RESPONSIBILITIES Grantee shall: II.

- Provide DSHS with current 24/7 contact information for the RAC Chair, Vice-Chair, Executive Director or comparable staff member, and Executive Board members within five business days of any change to the roster;
- Serve as a point of contact for disseminating communications from DSHS to all Grantee's RAC members;
- 3. Ensure Grantee's RAC Chair, Executive Board member, or Executive Director attend all Office of EMS/Trauma Systems Coordination RAC Chair meetings as directed by DSHS. The RAC Chair or an Executive Board member is required to attend two mandatory meetings, scheduled in February and August. If the Grantee is unable to have appropriate representation at the required meetings, a waiver request with justification for not meeting this contractual requirement must be submitted in writing to DSHS two days prior to the meeting for approval;
- Submit a list of all board members and executive officers which includes their term in office, if applicable;
- 5. Submit a "Board Members and Executive Officers Responsibilities Attestation Form" signed by all <u>new</u> members that have not previously signed and submitted a form. The form acknowledges their personal accountability for Contract funds and affirms that they viewed the DSHS online training prior to signing. Members added after the signed Attestation Form is submitted must complete the online training, and submit a completed attestation form within 60 calendar days of assuming office;
- Respond to all surveys requested by DSHS in the specified time frame and if applicable, on the template provided;
- 7. Initiate the purchase of all EMS/RAC and RAC Systems Development equipment and supplies defined as Controlled Assets, pre-approved in writing by DSHS, on or before July 1, 2021. Failure to timely initiate the purchase of equipment and Controlled Assets may result in disallowed costs. Exception: See Article I, Section D (EMS/LPG). All FY20 funds must be expended on or before August 31, 2020. FY20 funds expended after August 31, 2020, will be disallowed. All FY21 funds must be expended on or before August 31, 2021. FY21 funds expended after August 31, 2021, will be disallowed;
- 8. Maintain and submit annually the cumulative DSHS Contractor's Property Inventory Report which contains an inventory of equipment, supplies defined as Controlled Assets, and real property. The report should be submitted no later than October 15 to the <a href="mailto:COSequip@dshs.texas.gov">COSequip@dshs.texas.gov</a> and <a href="mailto:CMUReg.svcs@dshs.texas.gov">CMUReg.svcs@dshs.texas.gov</a> mailboxes. Controlled Assets are defined as follows:
  - a. Controlled Assets include firearms, regardless of the acquisition cost, and assets with an acquisition cost of \$500 or more, but less than \$5,000; and
  - b. Controlled Assets consist of desktop and laptop computers (including notebooks, tablets and similar devices); non-portable printers and copiers; emergency management equipment; communication devices and systems; medical and laboratory equipment; and media equipment. Controlled Assets are considered Supplies.
- Submit a quarterly Financial Status Report (FSR-269A) which documents the quarterly expenditures by budget category. The reporting information may be obtained from Grantee's Supporting Documentation Report. The form is located at

- http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm and should be submitted to the <a href="mailto:invoices@dshs.texas.gov">invoices@dshs.texas.gov</a>, <a href="mailto:FSRGrants@dshs.texas.gov">FSRGrants@dshs.texas.gov</a>, <a href="mailto:CMUReg.svcs@dshs.texas.gov">CMSInvoices@dshs.texas.gov</a>, and the <a href="mailto:CMUReg.svcs@dshs.texas.gov">CMUReg.svcs@dshs.texas.gov</a> mailboxes.
- 10. At the expiration or termination of this Contact for any reason, ownership to any remaining equipment and supplies purchased with funds under this Contract reverts to DSHS. Title may be transferred to any other party designated by DSHS. DSHS may, at its option and to the extent allowed by law, transfer the reversionary interest in such property to Grantee.

# III. PERFORMANCE MEASURES

- A. DSHS will monitor Grantee's performance of the requirements in Attachment A-3.1 and compliance with the Contract's terms and conditions.
- B. Grantee shall submit additional reports as requested by DSHS.
- C. DSHS will inform the Grantee, in writing, of any changes to applicable federal and state laws, rules, regulations, standards, or guidelines. If Grantee is unable to continue its performance due to a change under this section, then Grantee shall inform DSHS, in writing, within thirty days of receipt. DSHS may terminate the Contract immediately or within a reasonable period after receiving such notice from Grantee.

## IV. FUNDING INFORMATION

- A. Grantee must establish and maintain a separate cost center to capture costs incurred for carrying out the FY21 activities for each allocation within this Contract as provided below.
- B. Grantee's allocations are as follows:
  - 1. EMS/CO
    - a. \$66,492.00 (One lump sum payment).
    - b. Funds availability term:
      - May 1, 2020, through June 30, 2021, if funds are distributed as an advance to the EMS providers; or
      - May 1, 2020, through July 31, 2021, if funds are distributed as a reimbursement.
  - 2. EMS/CO (Alignment Funding for a 12-month Contract term)
    - a. \$66,492.00 (One lump sum payment).
    - b. Funds availability term:
      - September 1, 2020, through June 30, 2021, if funds are distributed as an advance to the EMS providers; or
      - ii. September 1, 2020, through July 31, 2021, if funds are distributed as a reimbursement.

#### 3. EMS/RAC

- a. \$32,085.00 (One lump sum payment).
- b. Funds availability term: May 1, 2020, through August 31, 2021.
- 4. EMS/RAC (Alignment Funding for a 12-month Contract term)
  - a. \$32,085.00 (One lump sum payment).

- b. Funds availability term: September 1, 2020, through August 31, 2021.
- 5. RAC SYSTEMS DEVELOPMENT
  - a. \$43,652.00 (One lump sum payment).
  - b. Funds availability term: September 1, 2020, through August 31, 2021.
- 6. EMS/LPG (FY20 allocation)
  - a. \$12,946.00 (One lump sum payment).
  - b. Funds availability term: May 1, 2020, through August 31, 2020.
- 7. EMS/LPG (FY21 allocation)
  - a. \$12,021 00 (One lump sum payment).
  - Funds availability term: Upon execution of this Contract amendment, through August 31, 2021.

## V. INVOICE AND PAYMENT

A. Grantee shall request payments using the State of Texas Purchase Voucher (Form B-13), which may be found at <a href="https://www.dshs.texas.gov/grants/forms/b13form.doc">https://www.dshs.texas.gov/grants/forms/b13form.doc</a>. Grantee shall submit a completed Form B-13, along with all supporting documentation, to the Claims Processing Unit via any of the following means.

By Mail:

Department of State Health Services Claims Processing Unit, MC 1940 P.O. Box 149347 Austin, TX 78714-9347 By E-mail:

invoices@dshs.texas.gov

By Fax:

(512) 776-7442

In addition to submitting a completed Form B-13, along with all supporting documentation, to the Claims Processing Unit via U.S. mail, e-mail, or fax, Grantee must also e-mail a copy of the Form B-13, along with all supporting documentation, to each of the following e-mail addresses: <a href="mailto:CMSInvoices@dshs.texas.gov">CMSInvoices@dshs.texas.gov</a> and <a href="mailto:CMUReg.svcs@dshs.texas.gov">CMSInvoices@dshs.texas.gov</a> and

- B. DSHS will pay Grantee on a lump sum basis as described below:
  - 1. EMS/CO funds:

Grantee shall be paid a lump sum payment of \$66,492.00 approximately 30 days after May 1, 2020, and a second lump sum payment of \$66,492.00 approximately 30 days after September 1, 2020.

EMS/RAC funds:

Grantee shall be paid a lump sum payment of \$32,085.00 approximately 30 days after May 1, 2020, and a second lump sum payment of \$32,085.00 approximately 30 days after September 1, 2020.

RAC Systems Development funds:
 Grantee shall be paid a lump sum payment of \$43,652.00 approximately 30 days after September 1, 2020.

## 4. EMS/LPG funds:

Grantee shall be paid a lump sum payment of \$12,946.00 approximately 30 days after May 1, 2020 and a second lump sum payment of \$12,021.00 approximately 30 days after execution of this Contract amendment.

- C. Grantee shall return all funds not expended to DSHS no later than 30 days after the end of the Contract term. Contact your Contract Manager for instructions.
- D. Grantee shall not be reimbursed more than the total Contract amount without the execution of a written amendment executed by both Parties.
- E. DSHS will distribute funds to maximize the implementation of the Texas EMS/Trauma System. DSHS will monitor Grantee's billing activity on a quarterly basis. If utilization is above or below the Grantee's projected total Contract amount, as provided in the Signature Document to this Contract, Grantee's allocated amount may be subject to an increase or decrease for the remainder of the Contract period. Grantee may be subject to Contract amount increases during the Contract period if Grantee's billing activity exceeds projections and funds are available. Grantee may be subject to Contract amount decreases if Grantee's billing activity is less than projected.
- F. DSHS may pay for additional services as specified in this Contract if provided by Grantee during the term of this Contract (but not otherwise paid during the term of this Contract) if it is in the best interest of the State of Texas and DSHS to do so. If Grantee exceeds the total amount of the Contract, Grantee shall continue to submit itemized invoices to DSHS for the services provided. DSHS may pay for these additional services if funds become available later.
- G. If DSHS determines that the Grantee disbursed funds in violation of Health and Safety Code Sections 241.182–185, 773.122 or 780.003–006, then DSHS will not distribute funds to the Grantee for a period of at least one year but not more than three years.

## Attachment A-4 SFY22 Statement of Work

# I. GRANTEE RESPONSIBILITIES & REQUIREMENTS

- A. Emergency Medical Services/COUNTY—Grantee shall:
  - Notify the Department of State Health Services (DSHS) whether Emergency Medical Services (EMS)/COUNTY funds will be distributed to EMS providers as an advance or as a reimbursement. Documentation packets for EMS providers which received funds as an advance must be reconciled immediately upon the funds being expended by the EMS provider and Grantee-reconciled packets must be submitted to DSHS on a quarterly basis;
  - Submit a Distribution Plan on the template located at <a href="http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm">http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm</a> which delineates how the Grantee shall distribute funds to eligible EMS providers in the Grantee's trauma service area (TSA) counties. Upon DSHS receipt, the Distribution Plan shall be incorporated as part of this Contract;
  - 3. Distribute funds as detailed in the most current Distribution Plan on file with DSHS. Any redirection of funds allocated to an EMS provider as documented on the Distribution Plan now being redirected to another EMS provider requires that the Distribution Plan be resubmitted to DSHS for review prior to distributing the funds. Funds not distributed as detailed in the most current Distribution Plan may result in disallowed costs upon the end-of-the-year reconciliation by DSHS Contract Management Section (CMS). Funds distributed to EMS providers as an advance may not be reduced by the Grantee for the cost of dues, fees, or services provided by the Grantee and that are billed to the EMS providers;
  - 4. Prioritize, in the order listed below, EMS provider reimbursements to ensure the viability of the organization to ensure continued emergency medical services are provided:
    - a. EMS operational expenses used to maintain the viability of the organization;
    - b. EMS supplies;
    - c. EMS education and training:
      - Cost of meals during overnight travel may be reimbursed <u>only</u> if EMS personnel are attending meetings or conferences that relate to the EMS/COUNTY Grant Program and technical information is being disseminated; and
      - Subgrantees must have travel policies that specify maximum reimbursement limits for meals, lodging, and the mileage rate. Otherwise, the State of Texas travel policies and regulations will be applied;
    - d. EMS equipment;
    - e. EMS ambulances (other vehicles may be considered upon request and prior approval by DSHS); and
    - f. EMS communication systems.

- 5. Ensure Contract funds <u>are not</u> used for the following:
  - Buildings or real property, unless Grantee obtains prior written approval from DSHS. Any costs related to the initial acquisition of the buildings or real property are not allowable without written pre-approval;
  - b. Purchase and improvement of land;
  - c. Food (other than as specified under A(4)(c)(i));
  - d. Investments (such as stocks, bonds, or mutual funds); and
  - e. Expenses associated with a person or entity that has been hired to affect the outcome of legislation;
- 6. If necessary, utilize EMS/Regional Advisory Council or Systems Development funds to administer the EMS/CO deliverables;
- 7. In the event that funds are distributed to EMS providers as an advance, submit quarterly complete, reconciled, and verified accurate EMS Provider Expenditure Reports on the template located at: <a href="http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm.">http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm.</a>
  - The EMS Provider Expenditure Report should include the required back-up documentation by the dates included on the Deliverables Reporting Calendar until all EMS Provider Expenditure Reports have been submitted but no later than the final due date on the Deliverables Reporting Calendar. EMS Provider Expenditure Reports not reconciled by DSHS by the date included on the Deliverables Reporting Calendar will result in the EMS provider not being eligible to receive funds in the following Contract term;
- 8. In the event funds are distributed to EMS providers as a reimbursement, Grantee shall submit complete, reconciled, and verified accurate EMS Provider Expenditure Reports on the template located at <a href="http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm">http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm</a> with the required back-up documentation by the date included on the Deliverables Reporting Calendar;
- 9. Submit on the template provided by DSHS, located at <a href="http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm">http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm</a>, a complete and accurate EMS Provider Summary Report that lists all EMS providers receiving funds, which aligns with the Distribution Plan on file with DSHS, by the date listed on the Deliverables Reporting Calendar;
- 10. Review Grant Technical Assistance Guide, located online at <a href="https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/vendor-contract-information/grant-technical-assistance-guide.pdf">https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/vendor-contract-information/grant-technical-assistance-guide.pdf</a>, for acceptable source documents to support expenditures identified in the EMS Provider Expenditure Report. Acceptable forms of documentation are also listed on the templates;
- 11. Provide a list of the eligible EMS providers that met the RAC's eligibility requirements, participated in performance improvement activities as requested, and utilized the RAC's regional protocols regarding patient destination and transport;
- 12. Comply with the reporting requirements on the most current Deliverables Reporting Calendar, which shall be emailed to Grantee by DSHS no later than 30 days after the start of the Contract term. The Deliverables Reporting Calendar is incorporated

- herein by reference and made a part of this Contract. The Deliverables Reporting Calendar will include deadlines for all deliverables described herein; and
- 13. Submit all the above-referenced reports and deliverables, as well as any additional requested reports, to <a href="mailto:CMUReg.svcs@dshs.texas.gov">CMUReg.svcs@dshs.texas.gov</a>.

## B. EMS/RAC – Grantee shall:

- Comply with all applicable laws including Health and Safety Code Sections 241.182-185, 773.122, and 780.003-006. If DSHS determines that Grantee disbursed funds to a RAC in violation of Health and Safety Code Sections 241.182-185, 773.122, and 780.003-006, then DSHS may refrain from distributing funds to Grantee for a period of at least one year but not more than three years;
- Use funds as provided for in this Contract for the enhancement and delivery of patient care in the Grantee's TSA;
- 3. Ensure that funds are used for the following allowable costs:
  - a. Supplies;
  - b. Operational expenses;
  - c. Education and training;
  - d. Equipment; and
  - e. Communication systems;
- 4. Ensure that funds are <u>not</u> used for the following:
  - a. Vehicles;
  - Improvements to buildings or real property without prior written approval from DSHS. Any costs related to the initial acquisition of the buildings or real property are not allowable without written pre-approval;
  - c. Purchase and improvement of land;
  - d. Investments (such as stocks, bonds, or mutual funds);
  - e. Expenses associated with a person or entity that has been hired to affect the outcome of legislation;
  - f. Salaries of Grantee's Executive Board members or executive officers, as applicable; and
  - g. Food, except that the cost of meals for RAC staff and/or RAC board members attending meetings or conferences, which pertain to carrying out activities under the Contract where there is dissemination of technical information, is allowable. In addition, same-day meal expense may be reimbursable if the RAC staff person or RAC board member is outside of his or her designated headquarters for at least six consecutive hours;
- 5. Submit Supporting Documentation Reports which capture monthly expenditures (i.e., Personnel, Fringe, Travel, Equipment, Supplies, Contractual, Other, and Indirect Costs) as well as programmatic and administrative costs. Program income earned from funds directly associated with this program (i.e., fees or co-pays for services performed, income from the sale of items or services, registration fees collected, etc.) should also be reported. Rebates, refunds, discounts, and adjustments or credits should be treated as applicable credits and not as program income;

- Submit a Final Supporting Documentation Report that includes expenditures from September 1, 2021, to August 31, 2022;
- Submit a Final Narrative describing specifically how the funds were utilized to enhance and improve the delivery of EMS and trauma patient care in the region served;
- Schedule general membership meetings and provide during the meeting a financial report, which includes funds expended, planned expenditures, and remaining balance. A general membership meeting should be held within the current Contract term.
- 9. Review Grant Technical Assistance Guide located online at: <a href="https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/vendor-contract-information/grant-technical-assistance-guide.pdf">https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/vendor-contract-information/grant-technical-assistance-guide.pdf</a>. Grantee shall maintain as part of its accounting records and prepare to submit to DSHS within 14 days <a href="majority-upon request">upon request</a>, the following source documents to support expenditures identified in the Supporting Documentation Reports:
  - A detailed general ledger, specific to this program, which identifies and reconciles to costs reported in the Supporting Documentation Reports;
  - Timesheets or other record of actual hours worked, which reflect an after-thefact distribution of the actual time spent on each activity, or documentation to support compliance with a substitute timekeeping system previously accepted by DSHS;
  - A payroll register, or similar report, that reflects 100% of the gross pay for employees charged to the Contract;
  - d. A labor distribution report, or similar document, that reflects the portion of an employee's gross pay charged to the Contract;
  - e. Vendor invoices for health, dental and similar fringe benefits; quarterly payroll tax reports for Federal Insurance Contributions Act and unemployment; and any other pertinent information necessary to support fringe benefits charged to the Contract;
  - f. Travel expense reports, including hotel bills and other applicable receipts, mileage logs, and the RAC Travel Policy to support travel costs charged to the Contract;
  - g. Purchase orders, invoices, receiving reports, and any other pertinent source documents for expenses charged to the Contract in the Equipment, Supplies, and Other categories;
  - Reimbursement requests, vouchers, or invoices to support costs charged to the Contractual category;
  - Evidence of programmatic and financial monitoring efforts (i.e., review and analysis of supporting documentation, reconciliation of costs to general ledger, reports, etc.) on reimbursed subcontractors; and
  - Records to support the amount of program income earned from funds directly associated with this program;
- 10. Comply with the reporting requirements on the most recent Deliverables Reporting Calendar, which will be emailed no later than thirty (30) days after the start of the Contract term. The Deliverables Reporting Calendar shall be incorporated herein

by reference and made a part of this Contract and includes deadlines for all deliverables; and

11. Submit all above reports and deliverables to <a href="mailto:CMUReg.svcs@dshs.texas.gov">CMUReg.svcs@dshs.texas.gov</a>.

#### RAC SYSTEMS DEVELOPMENT - Grantee shall: C.

- 1. Perform activities to develop, implement, and monitor a regional EMS and trauma system plan by facilitating trauma and emergency health care system networking within the Grantee's own TSA or among a group of TSAs throughout Texas;
- Comply with all applicable laws and regulations established at federal and state levels as these regulations now appear or may be amended during the period of this Contract. Standards and guidelines referenced are those in effect at the beginning date of this Contract and include:
  - Texas Health and Safety Code §§780.003-6;
  - b. Texas Health and Safety Code Chapter 773;
  - c. Title 25 Texas Administrative Code §§ 157.123, 157.130 and 157.131;
  - d. Texas Health and Safety Code §§241.182-185;
  - e. Title 25 Texas Administrative Code Chapter 133, Subchapter J; and
  - f. Title 25 Texas Administrative Code Chapter 133, Subchapter K;
- 3. Assist DSHS, as requested, in identifying critical evacuation issues for Texas hospitals and EMS providers;
- Participate in state and regional post-incident review activities as requested;
- Ensure that the RAC Chair, or a RAC Executive Board member, and the person completing the Supporting Documentation Reports submitted to DSHS attend any scheduled meetings with the DSHS Program and CMS staff regarding the review of regional systems development activities and contractual requirements. DSHS may require the Grantee to participate and attend a virtual meeting;
- Support the Perinatal Care Region (PCR) within the Grantee's TSA for descriptive and regional planning purposes and ensure patient referral is not restricted by:
  - a. Supporting the PCR;
  - b. Ensuring that the PCR members have fair and equitable representation on the RAC Board;
  - c. Having the PCR consider and facilitate transfer agreements through regional coordination; and
  - d. Reviewing the written plan annually to identify all resources available within the PCR for perinatal care including resources for emergency and disaster preparedness, and submit [that information to DSHS] upon request;
- 7. Ensure the following requirements are in Grantee's RAC bylaws or standard operating procedures or a comparable document and available on the RAC website:
  - a. An election process, roles and responsibilities, terms of offices, and process for succession and removal of RAC Executive Board members and RAC officers;
  - b. A clearly defined process where the Grantee's executive director or equivalent and the RAC Board participate in the approval of the spending plan and expenditures that are to be presented to the general membership;

- c. DSHS meeting attendance requirements for the RAC Chair and/or an Executive Board member to attend the **mandatory** RAC Chair meetings. The bylaws must also specifically include a defined process that discloses and addresses the mandatory attendance requirement to ensure compliance and addresses the removal of the RAC Chair and/or Executive Board member from office for failure to attend the mandatory meetings without prior written DSHS approval;
- d. A defined process that discloses and addresses all possible conflicts of interest for the RAC Executive Board members, RAC officers, and RAC staff with potential vendors:
- e. Clearly defined participation requirements for designated hospitals and EMS providers that collectively ensure ongoing regional review of resources, processes, DSHS EMS/Trauma Registry-derived (at minimum) outcome data, and system performance improvement meetings;
- f. A requirement to have job descriptions for each staff person, whether contracted or employed by the Grantee;
- g. An annual evaluation requirement of staff using pre-determined performance standards related to the responsibilities in the respective job descriptions; and
- h. A requirement for the establishment and maintenance of a website for public access to include current information such as the following, at minimum:
  - i. RAC physical address;
  - ii. RAC hours of operation;
  - iii. Executive Board officers, RAC officers, and staff contact information;
  - iv. RAC meetings (general and special);
  - v. Educational opportunities; and
  - vi. Regional system development activities.
- 8. Adhere to the following programmatic allowable costs:
  - a. The following eligible expenses are considered programmatic costs. These include but are not limited to:
    - i. Supplies/equipment and costs of personnel for EMS and injury prevention and education programs;
    - ii. Costs of personnel, supplies and equipment to conduct trauma-related courses (Trauma Nursing Core Course, Advanced Trauma Life Support, Basic Trauma Life Support, etc.);
    - iii. Updating and sharing with the RAC general membership the regional EMS/Trauma System Plan;
    - iv. Education of the public or trauma care providers about the regional EMS/Trauma System Plan;
    - v. Expenditures or grants to entities related to the delivery of trauma patient care and/or expediting the implementation of the Texas EMS/Trauma
    - vi. System performance improvement meetings, newsletters, regional registry, regional communication systems; and
  - vii. Associated travel and registration fees for RAC staff to attend meetings/conferences related to EMS/Trauma Systems;
- Comply with the following funding restrictions:
  - a. Costs related to improvements to buildings or real property are not allowable without prior written approval from DSHS. Any costs related to the initial

- acquisition of the buildings or real property are not allowable without prior written approval; and
- b. Expenses associated with membership in business, technical, and professional organizations involved in lobbying are not allowable expenses under this Contract. However, if an organization is not involved in lobbying and the Grantee can demonstrate how membership in a professional/technical organization benefits the DSHS program(s), cost of membership may be allowed with prior approval from DSHS;
- 10. Comply with the following non-allowable costs:
  - a. Food, except that the cost of meals for RAC staff and RAC board members attending meetings or conferences that pertain to carrying out activities under the Contract where there is dissemination of technical information is allowable. In addition, same-day meal expense may be reimbursable if the RAC staff person or RAC board member is outside of his or her designated headquarters for at least six consecutive hours;
  - b. Purchase and improvement of land;
  - c. Investments (stocks, bonds, mutual funds, etc.); and
  - d. No more than 20% of the RAC Systems Development funds to be utilized for administrative costs, which are defined as costs related to the business of the RAC. These costs include, but may not be limited to:
    - Personnel, rent, utilities, office expense (postage, copying, phone), leased office equipment and supplies, mailboxes;
    - ii. Travel to and from required statewide meetings including lodging for the Executive Director (or equivalent) and RAC Executive Board members;
    - Training related to the business functions of the RAC (financial and grant writing, etc.);
    - iv. Professional services (accountant, attorney, auditor);
    - v. Internet access, furniture, and travel for above-mentioned costs; and
    - vi. Costs associated with the administration of the EMS/CO program are allowable expenses under this Contract.
- 11. Submit Supporting Documentation Reports which capture monthly expenditures (i.e., Personnel, Fringe, Travel, Equipment, Supplies, Contractual, Other, and Indirect Costs) as well as programmatic and administrative costs. Program income earned from funds directly associated with this program (i.e., fees or co-pays for services performed, income from the sale of items or services, registration fees collected, etc.) should also be reported. Rebates, refunds, discounts, and adjustments/credits should be treated as applicable credits and not as program income;
- 12. Schedule general membership meetings and provide during the meeting a financial report, which includes funds expended, planned expenditures, and remaining balance. Submit a copy of the financial report and agenda to DSHS. A general membership meeting should be held within the current Contract term.
- 13. Submit Final Expenditures and Reports to DSHS. The final reports shall consist of the following:
  - a. An Annual Report, on the template provided by DSHS, located at <a href="http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm">http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm</a>, of the Grantee's activities to include:

- Evidence of the uses of the most recently completed year regional injury mortality and morbidity data, from the DSHS EMS/Trauma Registry used in developing the annual needs assessment, as well as a copy of the current Regional Trauma System Plan;
- Documentation of training to enhance trauma care provided to all entities on the Regional Trauma System Plan;
- iii. Results of the annual needs assessment; and
- iv. Evidence of ongoing system performance improvement;
- b. An Annual Participation Report which includes a list of participation on regional local committees for development/maturation of the regional system for the following:
  - i. Designated hospitals and hospitals seeking designation;
  - ii. EMS providers;
  - iii. Recognized First Responder Organizations; and
  - iv. Any other stakeholders;
- A Final Supporting Documentation Report that includes September 1, 2021, to August 31, 2022, expenditures; and
- d. A Final Narrative describing specifically how the funds were utilized to enhance and improve the delivery of EMS and trauma patient care in the region served;
- 14. Review Grant Technical Assistance Guide located online at: <a href="https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/vendor-contract-information/grant-technical-assistance-guide.pdf">https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/vendor-contract-information/grant-technical-assistance-guide.pdf</a>. Grantee shall maintain as part of its accounting records and prepare to submit to DSHS within fourteen days <a href="https://www.upon.request">upon.request</a>, the following source documents to support expenditures identified in the Supporting Documentation Reports:
  - A detailed general ledger specific to this program that identifies and reconciles to costs reported in the Supporting Documentation Reports;
  - Timesheets or other record of actual hours worked that reflect an after-the-fact distribution of the actual time spent on each activity, or documentation to support compliance with a substitute timekeeping system previously accepted by DSHS;
  - A payroll register, or similar report, that reflects 100% of the gross pay for employees charged to the Contract;
  - d. A labor distribution report, or similar document, that reflects the portion of an employee's gross pay charged to the Contract;
  - e. Vendor invoices for health, dental and similar fringe benefits; quarterly payroll tax reports for Federal Insurance Contributions Act and unemployment; and any other pertinent information necessary to support fringe benefits charged to the Contract;
- f. Travel expense reports (including hotel bills and other applicable receipts) and/or mileage logs and the RAC Travel Policy to support travel costs charged to the Contract;
- g. Purchase orders, invoices, receiving reports, and any other pertinent source documents for expenses charged to the Contract in the Equipment, Supplies, and other categories;
- Reimbursement requests, vouchers, or invoices to support costs charged to the Contractual category;

- Evidence of programmatic and financial monitoring efforts (i.e., review/analysis
  of supporting documentation, reconciliation of costs to general ledger, reports,
  etc.) on reimbursed subgrantees; and
- Records to support the amount of program income earned from funds directly associated with this program;
- 15. Comply with the reporting requirements on the most recent Deliverables Reporting Calendar, which will be emailed to Grantee no later than thirty days from the start of the Contract term and shall be incorporated herein by reference and made a part of this Contract. The Deliverables Reporting Calendar will include deadlines for all deliverables; and
- 16. Submit all above reports/deliverables to <a href="mailto:CMUReg.svcs@dshs.texas.gov">CMUReg.svcs@dshs.texas.gov</a>.

# II. GENERAL RESPONSIBILITIES – Grantee shall:

- Provide DSHS with current 24/7 contact information for the RAC Chair, Vice-Chair, Executive Director or comparable staff member, and Executive Board members within five business days of any change to the roster;
- Serve as a point of contact for disseminating communications from DSHS to all Grantee's RAC members;
- 3. Ensure Grantee's RAC Chair, Executive Board member, or Executive Director attend all EMS/Trauma Systems Coordination RAC Chair meetings as directed by DSHS. The RAC Chair or an Executive Board member is required to attend mandatory meetings scheduled by DSHS. If the Grantee is unable to have appropriate representation at the required meetings, a waiver request with justification for not meeting this contractual requirement must be submitted in writing to DSHS two days prior to the meeting for approval;
- 4. Submit a list of all board members & executive officers which includes their term in office, if applicable;
- 5. Submit a "Board Members and Executive Officers Responsibilities Attestation Form" signed by all <u>new</u> members that have not previously signed and submitted a form. The form acknowledges their personal accountability for Contract funds and affirms that they viewed the DSHS online training prior to signing. Members added after the signed Attestation Form is submitted must complete the online training, and submit a completed attestation form within 60 calendar days of assuming office;
- Respond to all surveys requested by DSHS in the specified time frame and if applicable, on the template provided;
- 7. Initiate the purchase of all EMS/RAC and RAC Systems Development equipment and supplies defined as Controlled Assets, pre-approved in writing by DSHS, on or before July 1, 2022. Failure to timely initiate the purchase of equipment and Controlled Assets may result in disallowed costs.
- 8. Maintain and submit annually the cumulative DSHS Contractor's Property Inventory Report which contains an inventory of equipment, supplies defined as Controlled Assets, and real property. The report should be submitted no later than October 15 to the <a href="mailto:COSequip@dshs.texas.gov">COSequip@dshs.texas.gov</a> and <a href="mailto:CMUReg.svcs@dshs.texas.gov">CMUReg.svcs@dshs.texas.gov</a> mailboxes. Controlled Assets are defined as follows:

- a. Controlled Assets include firearms, regardless of the acquisition cost, and assets with an acquisition cost of \$500 or more, but less than \$5,000; and
- Controlled Assets consist of desktop and laptop computers (including notebooks, tablets and similar devices); non-portable printers and copiers; emergency management equipment; communication devices and systems; medical and laboratory equipment; and media equipment. Controlled Assets are considered Supplies;
- 9. Submit a quarterly Financial Status Report (FSR-269A) which documents the quarterly expenditures by budget category. The reporting information may be obtained from Grantee's Supporting Documentation Report. The form is located at <a href="http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm">http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm</a> and should be submitted to the <a href="maintenastration">invoices@dshs.texas.gov</a>, <a href="maintenastration">FSRGrants@dshs.texas.gov</a>, <a href="maintenastration">CMSInvoices@dshs.texas.gov</a>, and the <a href="maintenastration">CMUReg.svcs@dshs.texas.gov</a> mailboxes.</a>
- 10. At the expiration or termination of this Contact for any reason, ownership to any remaining equipment and supplies purchased with funds under this Contract reverts to DSHS. Title may be transferred to any other party designated by DSHS. DSHS may, at its option and to the extent allowed by law, transfer the reversionary interest in such property to Grantee.

### III. PERFORMANCE MEASURES

- A. DSHS will monitor Grantee's performance of the requirements in Attachment A-4 and compliance with the Contract's terms and conditions.
- B. Grantee shall submit additional reports, as requested by DSHS.
- C. DSHS will inform the Grantee, in writing, of any changes to applicable federal and state laws, rules, regulations, standards, or guidelines. If Grantee is unable to continue its performance due to a change under this section, then Grantee shall inform DSHS, in writing, within thirty days of receipt. DSHS may terminate the Contract immediately or within a reasonable period after receiving such notice from Grantee.

### IV. FUNDING INFORMATION

- A. Grantee must establish and maintain a separate cost center to capture costs incurred for carrying out the FY22 activities for each allocation within this Contract as provided below.
- B. Grantee's allocations are as follows:
  - EMS/CO
    - a. \$72,634.00 (One lump sum payment).
    - b. Funds availability term:
      - i. September 1, 2021, through June 30, 2022, if funds are distributed as an advance to the EMS providers; or
      - ii. September 1, 2021, through July 31, 2022, if funds are distributed as a reimbursement.

#### EMS/RAC

- a. \$33,790.00 (One lump sum payment).
- b. Funds availability term: September 1, 2021, through August 31, 2022.

# 3. RAC SYSTEMS DEVELOPMENT

- a. \$37,736.00 (One lump sum payment).
- b. Funds availability term: September 1, 2021, through August 31, 2022.

### V. INVOICE AND PAYMENT

A. Grantee shall request payments using the State of Texas Purchase Voucher (Form B-13), which may be found at <a href="https://www.dshs.texas.gov/grants/forms/b13form.doc">https://www.dshs.texas.gov/grants/forms/b13form.doc</a>. Grantee shall submit a completed Form B-13, along with all supporting documentation, to the Claims Processing Unit via any of the following means.

By Mail:

Department of State Health Services Claims Processing Unit, MC 1940 P.O. Box 149347 Austin, TX 78714-9347 By E-mail to: invoices@dshs.texas.gov

By Fax:

(512) 776-7442

In addition to submitting a completed Form B-13, along with all supporting documentation, to the Claims Processing Unit via U.S. mail, e-mail, or fax, Grantee must also e-mail a copy of the Form B-13, along with all supporting documentation, to each of the following e-mail addresses: <a href="mailto:CMSInvoices@dshs.texas.gov">CMSInvoices@dshs.texas.gov</a> and <a href="mailto:CMUReg.svcs@dshs.texas.gov">CMSInvoices@dshs.texas.gov</a> and

- B. DSHS will pay Grantee on a lump sum basis as described below:
  - 1. EMS/CO funds:

Grantee shall be paid a lump sum payment of \$72,634.00 approximately 30 days after September 1, 2021.

EMS/RAC funds:

Grantee shall be paid a lump sum payment of \$33,790.00 approximately 30 days after September 1, 2021.

3. RAC Systems Development funds:

Grantee shall be paid a lump sum payment of \$37,736 00 approximately 30 days after September 1, 2021.

- C. Grantee shall return all funds not expended to DSHS no later than 30 days after the end of the Contract term. Contact your Contract Manager for instructions.
- D. Grantee shall not be reimbursed more than the total Contract amount without the execution of a written amendment executed by both Parties.
- E. DSHS will distribute funds to maximize the implementation of the Texas EMS/Trauma System. DSHS will monitor Grantee's billing activity on a quarterly basis. If utilization is above or below the Grantee's projected total Contract amount, as provided in the

Signature Document to this Contract, Grantee's allocated amount may be subject to an increase or decrease for the remainder of the Contract period. Grantee may be subject to Contract amount increases during the Contract period if Grantee's billing activity exceeds projections and funds are available. Grantee may be subject to Contract amount decreases if Grantee's billing activity is less than projected.

- F. DSHS may pay for additional services as specified in this Contract if provided by Grantee during the term of this Contract (but not otherwise paid during the term of this Contract) if it is in the best interest of the State of Texas and DSHS to do so. If Grantee exceeds the total amount of the Contract, Grantee shall continue to submit itemized invoices to DSHS for the services provided. DSHS may pay for these additional services if funds become available later.
- G. If DSHS determines that the Grantee disbursed funds in violation of Health and Safety Code Sections 241.182-185, 773.122 or 780.003-006, then DSHS will not distribute funds to the Grantee for a period of at least one year but not more than three years.

# ATTACHMENT B-2.1 EMS Allocation - EMS/County FY20 Eligible EMS Providers

# The Seven Flags RAC on Trauma TSA-T

Initial Funds 5/01/2020

Realignment Funds 9/01/2020

Webb

\$53,851

\$53,851

Angel Care Ambulance Svc. LLC

BronzeStar Ambulance Service

City of Laredo Fire Department

Prestige EMS, LLC

South Texas Ambulance Response

Victorious Care Ambulance Service, LLC

Webb County Volunteer Fire Department DBA Webb County Volunteer Fire/EMS

Laredo Lifeline, LLC

Texas Superior Ambulance Service, LLC

Zapata

\$12,641

\$12,641

Zapata Co Fire/EMS Dept

Allocations

\$66,492

\$66,492

**Total Dollar Amount** 

\$132,984

# **DocuSign**

### Certificate Of Completion

Envelope Id: 25A80B6E018641FC8083F516A246DD1B

Subject: Amending \$685,818; HHS000124600014; Seven Flags RAC A-3; DSHS - EMS/CO-RAC

Source Envelope:

Document Pages: 39 Certificate Pages: 2

AutoNav: Enabled

Envelopeld Stamping: Enabled

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

Status: Sent

Envelope Originator:

Texas Health and Human Services Commission

1100 W. 49th St. Austin, TX 78756

PCS\_DocuSign@hhsc.state.tx.us

IP Address: 167.137.1.18

#### **Record Tracking**

Status: Original

5/18/2021 3:26:49 PM

Holder: Texas Health and Human Services

Commission

Signature

Signatures: 0

Initials: 0

PCS\_DocuSign@hhsc.state.tx.us

Location: DocuSign

### Signer Events

Guillermo Heard

gheard@ci.laredo.tx.us

Chair

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Stephen Pahl

stephen.pahl@dshs.texas.gov

Security Level: Email, Account Authentication

(None)

**Electronic Record and Signature Disclosure:** 

Not Offered via DocuSign

#### **Timestamp**

Sent: 5/19/2021 5:21:02 AM Viewed: 5/19/2021 8:44:17 AM

In Person	Signer	<b>Events</b>
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# Signature

Timestamp

#### **Editor Delivery Events**

# Status

Timestamp

### **Agent Delivery Events**

# Status

Timestamp

# Intermediary Delivery Events

# Status

Timestamp

#### **Certified Delivery Events**

# Status

Timestamp

### Carbon Copy Events

CMS Inbox

cmucontracts@dshs.texas.gov

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure: Not Offered via DocuSign

Samiyah Bailey

samiyah.bailey@dshs.texas.gov

Security Level: Email, Account Authentication

(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

COPIED

COPIED

Sent: 5/19/2021 5:21:01 AM Viewed: 5/19/2021 8:29:22 AM

Sent: 5/19/2021 5:21:01 AM

### **Carbon Copy Events**

John Keiser

irkeiser@stdc.cog.tx.us

SFRAC Administrator

Witness Events

**Notary Events** 

**Payment Events** 

Envelope Sent

Security Level: Email, Account Authentication

Electronic Record and Signature Disclosure: Not Offered via DocuSign

**Envelope Summary Events** 

Status

COPIED

**Timestamp** 

Sent: 5/19/2021 5:21:02 AM Viewed: 5/19/2021 1:15:14 PM

Signature

Signature

Status

Hashed/Encrypted

Status

**Timestamp** 

Timestamp

**Timestamps** 

5/19/2021 5:21:01 AM

**Timestamps** 

# DEPARTMENT OF STATE HEALTH SERVICES CONTRACT NO. HHS000124600014 AMENDMENT NO. 3

The Department of State Health Services (DSHS) and The Seven Flags Regional Advisory Council on Trauma, Trauma Service Area (TSA)-T (Grantee), Parties to the Emergency Medical Services/County Regional Advisory Council (EMS/CO-RAC) Grant Program contract denominated DSHS Contract No. HHS000124600014 (the "Contract"), now want to amend the Contract further.

Whereas, the Parties want to add \$12,021.00 to the State Fiscal Year (SFY) 2021 budget;

Whereas, DSHS wants to renew the Contract for SFY 2022;

Whereas, the Parties want to add \$144,160.00 to the Contract to pay for services provided in SFY 2022;

Whereas, the Parties want to amend the SFY 2021 Statement of Work; and

Whereas, the Parties want to add a Statement of Work for SFY 2022 services.

The Parties therefore agree as follows:

### 1. Amendments to Article IV

Article IV of the Contract, Budget, is hereby amended as follows:

- by adding \$12,021.00 to the SFY 2021 budget. The total not-to-exceed amount of the SFY 2021 budget is therefore increased from \$529,637.00 to \$541,658.00;
- (2) by adding \$144,160.00 to the Contract to pay for services provided in SFY 2022; and
- (3) by increasing the total Contract value from \$529,637.00 to \$685,818.00.

# 2. Amendments to the Statement of Work

- (1) Attachment A-3, FY21 Statement of Work, is hereby amended and replaced in its entirety with Attachment A-3.1, Revised SFY21 Statement of Work.
- (2) Attachment A-4, SFY22 Statement of Work, is hereby added to the Contract.

# 3. Amendment to Attachment B-2, EMS Allocation

Attachment B-2, EMS Allocation-EMS/County FY2020 Eligible EMS Providers is hereby amended and replaced in its entirety with Attachment B-2.1.

- 4. This Amendment shall be effective upon the date last signed below.
- Except as modified by this Amendment, all terms and conditions of the Contract shall remain in effect.

6. Any further revision to the Contract shall be by written agreement of the Parties.

Signature Page Follows

# SIGNATURE PAGE FOR AMENDMENT NO. 3 DSHS CONTRACT NO. HHS000124600014

DEPARTMENT OF STATE HEALTH SERVICES	THE SEVEN FLAGS REGIONAL ADVISORY COUNCIL (RAC) ON TRAUMA, TRAUMA SERVICE AREA (TSA)-T	
Ву:	Ву:	
Printed Name:	Printed Name:	
Title:	Title:	
Date of Signature:		

The following documents are hereby incorporated into the Contract by reference:

Attachment A-3.1 Revised SFY21 Statement of Work

Attachment A-4 SFY22 Statement of Work

Attachment B-2.1 EMS Allocation – EMS/County FY20 Eligible EMS Providers

**Attachments Follow** 

### Attachment A-3.1 Revised SFY21 Statement of Work

# I. GRANTEE RESPONSIBILITIES & REQUIREMENTS

# A. Emergency Medical Services/COUNTY—Grantee shall:

- Notify the Department of State Health Services (DSHS) whether Emergency Medical Services (EMS)/COUNTY funds will be distributed to EMS providers as an advance or as a reimbursement. Documentation packets for EMS providers which received funds as an advance must be reconciled immediately upon the funds being expended by the EMS provider and Grantee-reconciled packets must be submitted to DSHS on a quarterly basis;
- 2. Submit a Distribution Plan on the template located at <a href="http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm">http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm</a> which delineates how the Grantee shall distribute funds to eligible EMS providers in the Grantee's trauma service area (TSA) counties to ensure coordination within the appropriate TSA (see Attachment B-2.2). Upon DSHS receipt, the Distribution Plan shall be incorporated as part of this Contract;
- 3. Distribute funds as detailed in the most current Distribution Plan on file with DSHS. Any redirection of funds allocated to an EMS provider as documented on the Distribution Plan now being redirected to another EMS provider requires that the Distribution Plan be resubmitted to DSHS for review prior to distributing the funds. Funds not distributed as detailed in the most current Distribution Plan may result in disallowed costs upon the end-of-the-year reconciliation by DSHS Contract Management Section (CMS). Funds distributed to EMS providers as an advance may not be reduced by the Grantee for the cost of dues, fees, or services provided by the Grantee and that are billed to the EMS providers;
- 4. Prioritize, in the order listed below, EMS provider reimbursements to ensure the viability of the organization to ensure continued emergency medical services are provided:
  - a. EMS operational expenses used to maintain the viability of the organization;
  - b. EMS supplies;
  - c. EMS education and training:
    - Cost of meals during overnight travel may be reimbursed only if EMS personnel are attending meetings or conferences that relate to the EMS/COUNTY Grant Program and technical information is being disseminated; and
    - Subgrantees must have travel policies that specify maximum reimbursement limits for meals, lodging, and the mileage rate. Otherwise, the State of Texas travel policies and regulations will be applied;
  - d. EMS equipment;
  - e. EMS ambulances (other vehicles may be considered upon request and prior approval by DSHS); and
  - f. EMS communication systems.

- 5. Ensure Contract funds <u>are not</u> used for the following:
  - Buildings or real property, unless Grantee obtains prior written approval from DSHS. Any costs related to the initial acquisition of the buildings or real property are not allowable without written pre-approval;
  - b. Purchase and improvement of land;
  - c. Food (other than as specified under A(4)(c)(i));
  - d. Investments (such as stocks, bonds, or mutual funds); and
  - e. Expenses associated with a person or entity that has been hired to affect the outcome of legislation.
- 6. If necessary, utilize EMS/Regional Advisory Council or Systems Development funds to administer the EMS/CO deliverables;
- 7. In the event that funds are distributed to EMS providers as an advance, submit quarterly complete, reconciled, and verified accurate EMS Provider Expenditure Reports on the template located at: <a href="http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm">http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm</a>.

The EMS Provider Expenditure Report should include the required back-up documentation by the dates included on the Deliverables Reporting Calendar until all EMS Provider Expenditure Reports have been submitted but no later than the final due date on the Deliverables Reporting Calendar. EMS Provider Expenditure Reports not reconciled by DSHS by the date included on the Deliverables Reporting Calendar will result in the EMS provider not being eligible to receive funds in the following Contract term;

- 8. In the event funds are distributed to EMS providers as a reimbursement, Grantee shall submit complete, reconciled, and verified accurate EMS Provider Expenditure Reports on the template located at <a href="http://www.dshs.texas.gov/emstraumasystems/">http://www.dshs.texas.gov/emstraumasystems/</a> formsresources.shtm with the required back-up documentation by the date included on the Deliverables Reporting Calendar;
- 9. Submit on the template provided by DSHS, located at <a href="http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm">http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm</a>, a complete and accurate EMS Provider Summary Report that lists all EMS providers receiving funds, which aligns with the Distribution Plan on file with DSHS, by the date listed on the Deliverables Reporting Calendar;
- 10. Review Grant Technical Assistance Guide, located online at <a href="https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/vendor-contract-information/grant-technical-assistance-guide.pdf">https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/vendor-contract-information/grant-technical-assistance-guide.pdf</a>, for acceptable source documents to support expenditures identified in the EMS Provider Expenditure Report. Acceptable forms of documentation are also listed on the templates;
- 11. Respond to email from the Office of EMS/Trauma Systems that requests a list of the eligible EMS providers that met the RAC's eligibility requirements, participated in performance improvement activities as requested, and utilized the RAC's regional protocols regarding patient destination and transport;
- 12. Comply with the reporting requirements on the most current Deliverables Reporting Calendar, which shall be emailed to Grantee by DSHS no later than 30 days after the start of the Contract term. The Deliverables Reporting Calendar is incorporated

- herein by reference and made a part of this Contract. The Deliverables Reporting Calendar will include deadlines for all deliverables described herein; and
- 13. Submit all the above-referenced reports and deliverables, as well as any additional requested reports, to <a href="MUReg.svcs@dshs.texas.gov">CMUReg.svcs@dshs.texas.gov</a>.

### B. EMS/RAC—Grantee shall:

- Comply with all applicable laws including Health and Safety Code Sections 241.182–185, 773.122, and 780.003–006. If DSHS determines that Grantee disbursed funds to a RAC in violation of Health and Safety Code Sections 241.182– 185, 773.122, and 780.003–006, then DSHS may refrain from distributing funds to Grantee for a period of at least one year but not more than three years;
- 2. Use funds as provided for in this Contract for the enhancement and delivery of patient care in the Grantee's TSA;
- 3. Ensure that funds are used for the following allowable costs:
  - a. Supplies;
  - b. Operational expenses;
  - c. Education and training;
  - d. Equipment; and
  - e. Communication systems;
- 4. Ensure that funds are **not** used for the following:
  - a. Vehicles;
  - Improvements to buildings or real property without prior written approval from DSHS. Any costs related to the initial acquisition of the buildings or real property are not allowable without written pre-approval;
  - c. Purchase and improvement of land;
  - d. Investments (such as stocks, bonds, or mutual funds);
  - e. Expenses associated with a person or entity that has been hired to affect the outcome of legislation;
  - f. Salaries of Grantee's Executive Board members or executive officers, as applicable; and
  - g. Food, except that the cost of meals for RAC staff and RAC board members attending meetings or conferences that pertain to carrying out activities under the Contract where there is dissemination of technical information is allowable. In addition, same-day meal expense may be reimbursable if the RAC staff person or RAC board member is outside of his or her designated headquarters for at least six consecutive hours;

- 5. Submit Supporting Documentation Reports which capture monthly expenditures (i.e., Personnel, Fringe, Travel, Equipment, Supplies, Contractual, Other, and Indirect Costs) as well as programmatic and administrative costs. Program income earned from funds directly associated with this program (i.e., fees or co-pays for services performed, income from the sale of items or services, registration fees collected, etc.) should also be reported. Rebates, refunds, discounts, and adjustments or credits should be treated as applicable credits and not as program income;
- Submit a Final Supporting Documentation Report that includes expenditures from September 1, 2020, to August 31, 2021;
- Submit a Final Narrative describing specifically how the funds were utilized to enhance and improve the delivery of EMS and trauma patient care in the region served;
- 8. Convene, at a minimum, three general membership meetings and provide during the meetings a financial report, which includes funds expended, planned expenditures, and remaining balance. Submit a copy of the financial report and agenda to DSHS. The deliverable due dates are as listed on the current Deliverables Reporting Calendar. A general membership meeting should be held within each of the following time frames:
  - a. May 1 to October 31;
  - b. November 1 to March 31; and
  - c. April 1 to August 31;
- 9. Review Grant Technical Assistance Guide located online at: <a href="https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/vendor-contract-information/grant-technical-assistance-guide.pdf">https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/vendor-contract-information/grant-technical-assistance-guide.pdf</a>. Grantee shall maintain as part of its accounting records and prepare to submit to DSHS within 14 days <a href="majority-upon request">upon request</a>, the following source documents to support expenditures identified in the Supporting Documentation Reports:
  - a. A detailed general ledger, specific to this program, which identifies and reconciles to costs reported in the Supporting Documentation Reports;
  - Timesheets or other record of actual hours worked, which reflect an after-thefact distribution of the actual time spent on each activity, or documentation to support compliance with a substitute timekeeping system previously accepted by DSHS;
  - A payroll register, or similar report, that reflects 100% of the gross pay for employees charged to the Contract;
  - A labor distribution report, or similar document, that reflects the portion of an employee's gross pay charged to the Contract;
  - e. Vendor invoices for health, dental and similar fringe benefits; quarterly payroll tax reports for Federal Insurance Contributions Act and unemployment; and any other pertinent information necessary to support fringe benefits charged to the Contract;
  - f. Travel expense reports, including hotel bills and other applicable receipts, mileage logs, and the RAC Travel Policy to support travel costs charged to the Contract;

- g. Purchase orders, invoices, receiving reports, and any other pertinent source documents for expenses charged to the Contract in the Equipment, Supplies, and Other categories;
- Reimbursement requests, vouchers, or invoices to support costs charged to the Contractual category;
- Evidence of programmatic and financial monitoring efforts (i.e., review and analysis of supporting documentation, reconciliation of costs to general ledger, reports, etc.) on reimbursed subcontractors; and
- Records to support the amount of program income earned from funds directly associated with this program;
- 10. Comply with the reporting requirements on the most recent Deliverables Reporting Calendar, which will be emailed no later than thirty (30) days after the start of the Contract term. The Deliverables Reporting Calendar shall be incorporated herein by reference and made a part of this Contract and includes deadlines for all deliverables; and
- 11. Submit all above reports and deliverables to <a href="mailto:CMUReg.svcs@dshs.texas.gov">CMUReg.svcs@dshs.texas.gov</a>.

# C. RAC SYSTEMS DEVELOPMENT - Grantee shall:

- 1. Perform activities to develop, implement, and monitor a regional EMS and trauma system plan by facilitating trauma and emergency health care system networking within the Grantee's own TSA or among a group of TSAs throughout Texas;
- 2. Comply with all applicable laws and regulations established at federal and state levels as these regulations now appear or may be amended during the period of this Contract. Standards and guidelines referenced are those in effect at the beginning date of this Contract and include:
  - a. Texas Health and Safety Code §§780.003-6;
  - b. Texas Health and Safety Code Chapter 773;
  - c. Title 25 Texas Administrative Code §§ 157.123, 157.130 and 157.131;
  - d. Texas Health and Safety Code §§241.182-185;
  - e. Title 25 Texas Administrative Code Chapter 133, Subchapter J; and
  - f. Title 25 Texas Administrative Code Chapter 133, Subchapter K;
- Assist DSHS, as requested, in identifying critical evacuation issues for Texas hospitals and EMS providers;
- 4. Participate in state and regional post-incident review activities as requested;
- 5. Ensure that the RAC Chair, or a RAC Executive Board member, and the person completing the Supporting Documentation Reports submitted to DSHS attend any scheduled meetings with the DSHS Program and CMS staff regarding the review of regional systems development activities and contractual requirements. DSHS may require the Grantee to travel to Austin, Texas to attend a meeting;
- Support the Perinatal Care Region (PCR) within the Grantee's TSA for descriptive and regional planning purposes and ensure patient referral is not restricted by:
  - Supporting the PCR;
  - b. Ensuring that the PCR members have fair and equitable representation on the

RAC Board:

- c. Having the PCR consider and facilitate transfer agreements through regional coordination; and
- d. Reviewing the written plan annually to identify all resources available within the PCR for perinatal care including resources for emergency and disaster preparedness, and submit that information to DSHS upon request;
- 7. Ensure the following requirements are in Grantee's RAC bylaws or standard operating procedures or a comparable document. The document, which must be submitted to DSHS for review and approval, must contain:
  - An election process, roles and responsibilities, terms of offices, and process for succession and removal of RAC Executive Board members and RAC officers;
  - b. A clearly defined process where the Grantee's executive director or equivalent and the RAC Board participate in the approval of the spending plan and expenditures that are to be presented to the general membership;
  - c. DSHS meeting attendance requirements for the RAC Chair and/or an Executive Board member to attend the <u>mandatory</u> RAC Chair meetings in February and August. The bylaws must also specifically include a defined process that discloses and addresses the mandatory attendance requirement to ensure compliance and addresses the removal of the RAC Chair and/or Executive Board member from office for failure to attend the mandatory meetings without prior written DSHS approval;
  - d. A defined process that discloses and addresses all possible conflicts of interest for the RAC Executive Board members, RAC officers, and RAC staff with potential vendors;
  - e. Clearly defined participation requirements for designated hospitals and EMS providers that collectively ensure ongoing regional review of resources, processes, DSHS EMS/Trauma Registry-derived (at minimum) outcome data, and system performance improvement meetings;
  - f. A requirement to have job descriptions for each staff person, whether contracted or employed by the Grantee;
  - g. An annual evaluation requirement of staff using pre-determined performance standards related to the responsibilities in the respective job descriptions; and
  - h. A requirement for the establishment and maintenance of a website for public access to include current information such as the following, at minimum:
    - i. RAC physical address;
    - ii. RAC hours of operation;
    - iii. Executive Board officers, RAC officers, and staff contact information;
    - iv. RAC meetings (general and special);
    - v. Educational opportunities; and
    - vi. Regional system development activities.
- Adhere to the following programmatic allowable costs:
  - a. The following eligible expenses are considered programmatic costs. These include but are not limited to:
    - Supplies/equipment and costs of personnel for EMS and injury prevention and education programs;

- Costs of personnel, supplies and equipment to conduct trauma-related courses (Trauma Nursing Core Course, Advanced Trauma Life Support, Basic Trauma Life Support, etc.);
- iii. Updating and sharing with the RAC general membership the regional EMS/Trauma System Plan;
- iv. Education of the public or trauma care providers about the regional EMS/Trauma System Plan;
- Expenditures or grants to entities related to the delivery of trauma patient care and/or expediting the implementation of the Texas EMS/Trauma System;
- vi. System performance improvement meetings, newsletters, regional registry, regional communication systems; and
- vii. Associated travel and registration fees for RAC staff to attend meetings/conferences related to EMS/Trauma Systems;
- 9. Comply with the following funding restrictions:
  - a. Costs related to improvements to buildings or real property are not allowable without prior written approval from DSHS. Any costs related to the initial acquisition of the buildings or real property are not allowable without prior written approval; and
  - b. Expenses associated with membership in business, technical, and professional organizations involved in lobbying are not allowable expenses under this Contract. However, if an organization is not involved in lobbying and the Grantee can demonstrate how membership in a professional/technical organization benefits the DSHS program(s), cost of membership may be allowed with prior approval from DSHS;
- 10. Comply with the following non-allowable costs:
  - a. Food, except that the cost of meals for RAC staff and RAC board members attending meetings or conferences that pertain to carrying out activities under the Contract where there is dissemination of technical information is allowable. In addition, same-day meal expense may be reimbursable if the RAC staff person or RAC board member is outside of his or her designated headquarters for at least six consecutive hours:
  - a. Purchase and improvement of land;
  - b. Investments (stocks, bonds, mutual funds, etc.); and
  - c. No more than 20% of the RAC Systems Development funds to be utilized for administrative costs, which are defined as costs related to the business of the RAC. These costs include, but may not be limited to:
    - Personnel, rent, utilities, office expense (postage, copying, phone), leased office equipment and supplies, mailboxes;
    - Travel to and from required statewide meetings including lodging for the Executive Director (or equivalent) and RAC Executive Board members;
    - iii. Training related to the business functions of the RAC (financial and grant writing, etc.);
    - iv. Professional services (accountant, attorney, auditor);
    - v. Internet access, furniture, and travel for above-mentioned costs; and
    - vi. Costs associated with the administration of the EMS/CO program are allowable expenses under this Contract.

- 11. Submit Supporting Documentation Reports which capture monthly expenditures (i.e., Personnel, Fringe, Travel, Equipment, Supplies, Contractual, Other, and Indirect Costs) as well as programmatic and administrative costs. Program income earned from funds directly associated with this program (i.e., fees or co-pays for services performed, income from the sale of items or services, registration fees collected, etc.) should also be reported. Rebates, refunds, discounts, and adjustments/credits should be treated as applicable credits and not as program income;
- 12. Convene, at a minimum, three general membership meetings and provide during the meeting a financial report, which includes funds expended, planned expenditures, and remaining balance. Submit a copy of the financial report and agenda to DSHS. The financial report due dates are as listed on the current Deliverables Reporting Calendar. A general membership meeting should be held within each of the following time frames:
  - a. May 1 to October 31;
  - b. November 1 to March 31; and
  - c. April 1 to August 31;
- 13. Submit Final Expenditures and Reports to DSHS. The final reports shall consist of the following:
  - a. An Annual Report, on the template provided by DSHS, located at <a href="http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm">http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm</a>, of the Grantee's activities to include:
    - Evidence of the uses of the most recently completed year regional injury mortality and morbidity data, from the DSHS EMS/Trauma Registry used in developing the annual needs assessment, as well as a copy of the current Regional Trauma System Plan;
    - Documentation of training to enhance trauma care provided to all entities on the Regional Trauma System Plan;
    - iii. Results of the annual needs assessment; and
    - iv. Evidence of ongoing system performance improvement.
  - b. An Annual Participation Report which includes a list of participation on regional local committees for development/maturation of the regional system for the following:
    - i. Designated hospitals and hospitals seeking designation;
    - ii. EMS providers;
    - iii. Recognized First Responder Organizations; and
    - Any other stakeholders;
  - c. A Final Supporting Documentation Report that includes September 1, 2020 to August 31, 2021 expenditures; and
  - d. A Final Narrative describing specifically how the funds were utilized to enhance and improve the delivery of EMS and trauma patient care in the region served;
- 14. Review Grant Technical Assistance Guide located online at: <a href="https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/vendor-contract-information/grant-technical-assistance-guide.pdf">https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/vendor-contract-information/grant-technical-assistance-guide.pdf</a>. Grantee shall maintain as part of its accounting records and prepare to submit to DSHS within fourteen days <a href="https://www.upon.request">upon.request</a>, the following source documents to support expenditures identified in the Supporting Documentation Reports:

- A detailed general ledger specific to this program that identifies and reconciles to costs reported in the Supporting Documentation Reports;
- Timesheets or other record of actual hours worked that reflect an after-the-fact distribution of the actual time spent on each activity, or documentation to support compliance with a substitute timekeeping system previously accepted by DSHS;
- A payroll register, or similar report, that reflects 100% of the gross pay for employees charged to the Contract;
- d. A labor distribution report, or similar document, that reflects the portion of an employee's gross pay charged to the Contract;
- e. Vendor invoices for health, dental and similar fringe benefits; quarterly payroll tax reports for Federal Insurance Contributions Act and unemployment; and any other pertinent information necessary to support fringe benefits charged to the Contract;
- f. Travel expense reports (including hotel bills and other applicable receipts) and/or mileage logs and the RAC Travel Policy to support travel costs charged to the Contract;
- g. Purchase orders, invoices, receiving reports, and any other pertinent source documents for expenses charged to the Contract in the Equipment, Supplies, and other categories;
- Reimbursement requests, vouchers, or invoices to support costs charged to the Contractual category;
- Evidence of programmatic and financial monitoring efforts (i.e., review/analysis
  of supporting documentation, reconciliation of costs to general ledger, reports,
  etc.) on reimbursed subgrantees; and
- Records to support the amount of program income earned from funds directly associated with this program.
- 15. Comply with the reporting requirements on the most recent Deliverables Reporting Calendar, which will be emailed to Grantee no later than thirty days from the start of the Contract term and shall be incorporated herein by reference and made a part of this Contract. The Deliverables Reporting Calendar will include deadlines for all deliverables; and
- 16. Submit all above reports/deliverables to <a href="mailto:CMUReg.svcs@dshs.texas.gov">CMUReg.svcs@dshs.texas.gov</a>.

# D. EMS/LOCAL PROJECT GRANT (LPG) – Grantee shall:

- 1. Be allowed to choose to complete any of the following projects within the first four months of the Contract term (May 1, 2020, through August 31, 2020) and upon execution of Contract amendment to add additional LPG funds for FY21, through August 31, 2021. Project Spending Plans must be submitted to <a href="mailto:CMUReg.svcs@dshs.texas.gov">CMUReg.svcs@dshs.texas.gov</a> for approval prior to expending funds.
  - a. Promote and conduct bleeding control courses for stakeholders and public members of the community;
  - Complete injury prevention projects based on current data derived from the trauma registry;
  - c. Provide continuing education programs as described below:
    - Certification training;

- ii. Specialty training related to pre-hospital health care management; and
- iii. Other education programs related to EMS/Trauma Systems;
- d. Purchase allowable equipment and/or Controlled Assets as described below:
  - i. Communication;
  - ii. Patient care; and
  - iii. Other equipment as related to EMS/Trauma Systems;
- e. COVID-19 Vaccine Administration Effort which may include:
  - i. Vaccine event planning;
  - ii. Communication;
  - iii. Procurement (equipment and supplies);
  - iv. Operations and training;
  - v. Administration and clinical training; and
  - vi. Documentation and reporting.
- f. Additional programs or projects that serve to support and improve the development of the Texas Emergency Health Care System and increase the availability and quality of emergency pre-hospital health care with DSHS approval.
- 2. Ensure that each eligible recipient of the funds is:
  - a. A legal entity organized under Texas statutes and maintains good standing with DSHS and other state and federal programs such as:
    - i. DSHS-licensed EMS providers;
    - ii. DSHS-licensed First Responder Organizations;
    - iii. Regional Advisory Councils;
    - iv. DSHS-approved EMS education organizations;
    - v. Pre-hospital injury prevention organizations; and/or
    - vi. Other state or federal agencies or organizations.
  - RAC participation will not be a determining factor for distribution of additional funds;
- Not use Contract funds for the following:
  - Projects to attain medical equipment for distribution to organizations that are not DSHS-licensed providers or not licensed First Responder Organizations;
  - Disposable supplies/equipment not related to COVID-19 (handouts, books, copies, gloves, prescription drugs, etc.);
  - c. Administrative costs not related to COVID-19;
  - d. Salaries;
  - e. Fringe benefits;
  - f. Capital projects;
  - g. Travel;
  - h. Food;
  - i. Indirect costs;
  - j. Day-to-day operating expenses (fuel, insurance, loan payments, etc.); and
  - k. Stocks, bonds, or to purchase or improve land.
- II. GENERAL RESPONSIBILITIES Grantee shall:

- Provide DSHS with current 24/7 contact information for the RAC Chair, Vice-Chair, Executive Director or comparable staff member, and Executive Board members within five business days of any change to the roster;
- Serve as a point of contact for disseminating communications from DSHS to all Grantee's RAC members;
- 3. Ensure Grantee's RAC Chair, Executive Board member, or Executive Director attend all Office of EMS/Trauma Systems Coordination RAC Chair meetings as directed by DSHS. The RAC Chair or an Executive Board member is required to attend two mandatory meetings, scheduled in February and August. If the Grantee is unable to have appropriate representation at the required meetings, a waiver request with justification for not meeting this contractual requirement must be submitted in writing to DSHS two days prior to the meeting for approval;
- Submit a list of all board members and executive officers which includes their term in office, if applicable;
- 5. Submit a "Board Members and Executive Officers Responsibilities Attestation Form" signed by all <u>new</u> members that have not previously signed and submitted a form. The form acknowledges their personal accountability for Contract funds and affirms that they viewed the DSHS online training prior to signing. Members added after the signed Attestation Form is submitted must complete the online training, and submit a completed attestation form within 60 calendar days of assuming office;
- Respond to all surveys requested by DSHS in the specified time frame and if applicable, on the template provided;
- 7. Initiate the purchase of all EMS/RAC and RAC Systems Development equipment and supplies defined as Controlled Assets, pre-approved in writing by DSHS, on or before July 1, 2021. Failure to timely initiate the purchase of equipment and Controlled Assets may result in disallowed costs. Exception: See Article I, Section D (EMS/LPG). All FY20 funds must be expended on or before August 31, 2020. FY20 funds expended after August 31, 2020, will be disallowed. All FY21 funds must be expended on or before August 31, 2021. FY21 funds expended after August 31, 2021, will be disallowed;
- 8. Maintain and submit annually the cumulative DSHS Contractor's Property Inventory Report which contains an inventory of equipment, supplies defined as Controlled Assets, and real property. The report should be submitted no later than October 15 to the <a href="mailto:COSequip@dshs.texas.gov">COSequip@dshs.texas.gov</a> and <a href="mailto:CMUReg.svcs@dshs.texas.gov">CMUReg.svcs@dshs.texas.gov</a> mailboxes. Controlled Assets are defined as follows:
  - a. Controlled Assets include firearms, regardless of the acquisition cost, and assets with an acquisition cost of \$500 or more, but less than \$5,000; and
  - b. Controlled Assets consist of desktop and laptop computers (including notebooks, tablets and similar devices); non-portable printers and copiers; emergency management equipment; communication devices and systems; medical and laboratory equipment; and media equipment. Controlled Assets are considered Supplies.
- Submit a quarterly Financial Status Report (FSR-269A) which documents the quarterly expenditures by budget category. The reporting information may be obtained from Grantee's Supporting Documentation Report. The form is located at

- http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm and should be submitted to the <a href="mailto:invoices@dshs.texas.gov">invoices@dshs.texas.gov</a>, and the <a href="mailto:CMUReg.svcs@dshs.texas.gov">CMSInvoices@dshs.texas.gov</a>, and the <a href="mailto:CMUReg.svcs@dshs.texas.gov">CMUReg.svcs@dshs.texas.gov</a> mailboxes.
- 10. At the expiration or termination of this Contact for any reason, ownership to any remaining equipment and supplies purchased with funds under this Contract reverts to DSHS. Title may be transferred to any other party designated by DSHS. DSHS may, at its option and to the extent allowed by law, transfer the reversionary interest in such property to Grantee.

# III. PERFORMANCE MEASURES

- A. DSHS will monitor Grantee's performance of the requirements in Attachment A-3.1 and compliance with the Contract's terms and conditions.
- B. Grantee shall submit additional reports as requested by DSHS.
- C. DSHS will inform the Grantee, in writing, of any changes to applicable federal and state laws, rules, regulations, standards, or guidelines. If Grantee is unable to continue its performance due to a change under this section, then Grantee shall inform DSHS, in writing, within thirty days of receipt. DSHS may terminate the Contract immediately or within a reasonable period after receiving such notice from Grantee.

# IV. FUNDING INFORMATION

- A. Grantee must establish and maintain a separate cost center to capture costs incurred for carrying out the FY21 activities for each allocation within this Contract as provided below.
- B. Grantee's allocations are as follows:
  - 1. EMS/CO
    - a. \$66,492.00 (One lump sum payment).
    - b. Funds availability term:
      - i. May 1, 2020, through June 30, 2021, if funds are distributed as an advance to the EMS providers; or
      - May 1, 2020, through July 31, 2021, if funds are distributed as a reimbursement.
  - 2. EMS/CO (Alignment Funding for a 12-month Contract term)
    - a. \$66,492.00 (One lump sum payment).
    - b. Funds availability term:
      - September 1, 2020, through June 30, 2021, if funds are distributed as an advance to the EMS providers; or
      - ii. September 1, 2020, through July 31, 2021, if funds are distributed as a reimbursement.

#### 3. EMS/RAC

- a. \$32,085.00 (One lump sum payment).
- b. Funds availability term: May 1, 2020, through August 31, 2021.
- 4. EMS/RAC (Alignment Funding for a 12-month Contract term)
  - a. \$32,085.00 (One lump sum payment).

- b. Funds availability term: September 1, 2020, through August 31, 2021.
- 5. RAC SYSTEMS DEVELOPMENT
  - a. \$43,652.00 (One lump sum payment).
  - b. Funds availability term: September 1, 2020, through August 31, 2021.
- EMS/LPG (FY20 allocation)
  - a. \$12,946.00 (One lump sum payment).
  - b. Funds availability term: May 1, 2020, through August 31, 2020.
- 7. EMS/LPG (FY21 allocation)
  - a. \$12,021 00 (One lump sum payment).
  - b. Funds availability term: Upon execution of this Contract amendment, through August 31, 2021.

### V. INVOICE AND PAYMENT

A. Grantee shall request payments using the State of Texas Purchase Voucher (Form B-13), which may be found at <a href="https://www.dshs.texas.gov/grants/forms/b13form.doc">https://www.dshs.texas.gov/grants/forms/b13form.doc</a>. Grantee shall submit a completed Form B-13, along with all supporting documentation, to the Claims Processing Unit via any of the following means.

By Mail: Department of State Health Services Claims Processing Unit, MC 1940

P.O. Box 149347 Austin, TX 78714-9347

By Fax:

(512) 776-7442

By E-mail:

invoices@dshs.texas.gov

In addition to submitting a completed Form B-13, along with all supporting documentation, to the Claims Processing Unit via U.S. mail, e-mail, or fax, Grantee must also e-mail a copy of the Form B-13, along with all supporting documentation, to each of the following e-mail addresses: <a href="mailto:CMSInvoices@dshs.texas.gov">CMSInvoices@dshs.texas.gov</a> and <a href="mailto:CMUReg.svcs@dshs.texas.gov">CMSInvoices@dshs.texas.gov</a> and

- B. DSHS will pay Grantee on a lump sum basis as described below:
  - EMS/CO funds:

Grantee shall be paid a lump sum payment of \$66,492.00 approximately 30 days after May 1, 2020, and a second lump sum payment of \$66,492.00 approximately 30 days after September 1, 2020.

EMS/RAC funds:

Grantee shall be paid a lump sum payment of \$32,085.00 approximately 30 days after May 1, 2020, and a second lump sum payment of \$32,085.00 approximately 30 days after September 1, 2020.

 RAC Systems Development funds: Grantee shall be paid a lump sum payment of \$43,652.00 approximately 30 days after September 1, 2020.

### 4. EMS/LPG funds:

Grantee shall be paid a lump sum payment of \$12,946.00 approximately 30 days after May 1, 2020 and a second lump sum payment of \$12,021.00 approximately 30 days after execution of this Contract amendment.

- C. Grantee shall return all funds not expended to DSHS no later than 30 days after the end of the Contract term. Contact your Contract Manager for instructions.
- D. Grantee shall not be reimbursed more than the total Contract amount without the execution of a written amendment executed by both Parties.
- E. DSHS will distribute funds to maximize the implementation of the Texas EMS/Trauma System. DSHS will monitor Grantee's billing activity on a quarterly basis. If utilization is above or below the Grantee's projected total Contract amount, as provided in the Signature Document to this Contract, Grantee's allocated amount may be subject to an increase or decrease for the remainder of the Contract period. Grantee may be subject to Contract amount increases during the Contract period if Grantee's billing activity exceeds projections and funds are available. Grantee may be subject to Contract amount decreases if Grantee's billing activity is less than projected.
- F. DSHS may pay for additional services as specified in this Contract if provided by Grantee during the term of this Contract (but not otherwise paid during the term of this Contract) if it is in the best interest of the State of Texas and DSHS to do so. If Grantee exceeds the total amount of the Contract, Grantee shall continue to submit itemized invoices to DSHS for the services provided. DSHS may pay for these additional services if funds become available later.
- G. If DSHS determines that the Grantee disbursed funds in violation of Health and Safety Code Sections 241.182–185, 773.122 or 780.003–006, then DSHS will not distribute funds to the Grantee for a period of at least one year but not more than three years.

### Attachment A-4 SFY22 Statement of Work

### I. GRANTEE RESPONSIBILITIES & REQUIREMENTS

- A. Emergency Medical Services/COUNTY—Grantee shall:
  - Notify the Department of State Health Services (DSHS) whether Emergency Medical Services (EMS)/COUNTY funds will be distributed to EMS providers as an advance or as a reimbursement. Documentation packets for EMS providers which received funds as an advance must be reconciled immediately upon the funds being expended by the EMS provider and Grantee-reconciled packets must be submitted to DSHS on a quarterly basis;
  - Submit a Distribution Plan on the template located at <a href="http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm">http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm</a> which delineates how the Grantee shall distribute funds to eligible EMS providers in the Grantee's trauma service area (TSA) counties. Upon DSHS receipt, the Distribution Plan shall be incorporated as part of this Contract;
  - 3. Distribute funds as detailed in the most current Distribution Plan on file with DSHS. Any redirection of funds allocated to an EMS provider as documented on the Distribution Plan now being redirected to another EMS provider requires that the Distribution Plan be resubmitted to DSHS for review prior to distributing the funds. Funds not distributed as detailed in the most current Distribution Plan may result in disallowed costs upon the end-of-the-year reconciliation by DSHS Contract Management Section (CMS). Funds distributed to EMS providers as an advance may not be reduced by the Grantee for the cost of dues, fees, or services provided by the Grantee and that are billed to the EMS providers;
  - 4. Prioritize, in the order listed below, EMS provider reimbursements to ensure the viability of the organization to ensure continued emergency medical services are provided:
    - a. EMS operational expenses used to maintain the viability of the organization;
    - b. EMS supplies;
    - c. EMS education and training:
      - i. Cost of meals during overnight travel may be reimbursed only if EMS personnel are attending meetings or conferences that relate to the EMS/COUNTY Grant Program and technical information is being disseminated; and
      - ii. Subgrantees must have travel policies that specify maximum reimbursement limits for meals, lodging, and the mileage rate. Otherwise, the State of Texas travel policies and regulations will be applied;
    - d. EMS equipment;
    - e. EMS ambulances (other vehicles may be considered upon request and prior approval by DSHS); and
    - f. EMS communication systems.

- 5. Ensure Contract funds <u>are not</u> used for the following:
  - Buildings or real property, unless Grantee obtains prior written approval from DSHS. Any costs related to the initial acquisition of the buildings or real property are not allowable without written pre-approval;
  - b. Purchase and improvement of land;
  - c. Food (other than as specified under A(4)(c)(i));
  - d. Investments (such as stocks, bonds, or mutual funds); and
  - e. Expenses associated with a person or entity that has been hired to affect the outcome of legislation;
- If necessary, utilize EMS/Regional Advisory Council or Systems Development funds to administer the EMS/CO deliverables;
- 7. In the event that funds are distributed to EMS providers as an advance, submit quarterly complete, reconciled, and verified accurate EMS Provider Expenditure Reports on the template located at: <a href="http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm.">http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm.</a>
  - The EMS Provider Expenditure Report should include the required back-up documentation by the dates included on the Deliverables Reporting Calendar until all EMS Provider Expenditure Reports have been submitted but no later than the final due date on the Deliverables Reporting Calendar. EMS Provider Expenditure Reports not reconciled by DSHS by the date included on the Deliverables Reporting Calendar will result in the EMS provider not being eligible to receive funds in the following Contract term;
- 8. In the event funds are distributed to EMS providers as a reimbursement, Grantee shall submit complete, reconciled, and verified accurate EMS Provider Expenditure Reports on the template located at <a href="http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm">http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm</a> with the required back-up documentation by the date included on the Deliverables Reporting Calendar;
- 9. Submit on the template provided by DSHS, located at <a href="http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm">http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm</a>, a complete and accurate EMS Provider Summary Report that lists all EMS providers receiving funds, which aligns with the Distribution Plan on file with DSHS, by the date listed on the Deliverables Reporting Calendar;
- 10. Review Grant Technical Assistance Guide, located online at <a href="https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/vendor-contract-information/grant-technical-assistance-guide.pdf">https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/vendor-contract-information/grant-technical-assistance-guide.pdf</a>, for acceptable source documents to support expenditures identified in the EMS Provider Expenditure Report. Acceptable forms of documentation are also listed on the templates;
- 11. Provide a list of the eligible EMS providers that met the RAC's eligibility requirements, participated in performance improvement activities as requested, and utilized the RAC's regional protocols regarding patient destination and transport;
- 12. Comply with the reporting requirements on the most current Deliverables Reporting Calendar, which shall be emailed to Grantee by DSHS no later than 30 days after the start of the Contract term. The Deliverables Reporting Calendar is incorporated

- herein by reference and made a part of this Contract. The Deliverables Reporting Calendar will include deadlines for all deliverables described herein; and
- 13. Submit all the above-referenced reports and deliverables, as well as any additional requested reports, to <a href="mailto:CMUReg.svcs@dshs.texas.gov">CMUReg.svcs@dshs.texas.gov</a>.

# B. EMS/RAC - Grantee shall:

- Comply with all applicable laws including Health and Safety Code Sections 241.182-185, 773.122, and 780.003-006. If DSHS determines that Grantee disbursed funds to a RAC in violation of Health and Safety Code Sections 241.182-185, 773.122, and 780.003-006, then DSHS may refrain from distributing funds to Grantee for a period of at least one year but not more than three years;
- Use funds as provided for in this Contract for the enhancement and delivery of patient care in the Grantee's TSA;
- 3. Ensure that funds are used for the following allowable costs:
  - a. Supplies;
  - b. Operational expenses;
  - c. Education and training;
  - d. Equipment; and
  - e. Communication systems;
- 4. Ensure that funds are <u>not</u> used for the following:
  - a. Vehicles;
  - Improvements to buildings or real property without prior written approval from DSHS. Any costs related to the initial acquisition of the buildings or real property are not allowable without written pre-approval;
  - c. Purchase and improvement of land;
  - d. Investments (such as stocks, bonds, or mutual funds);
  - e. Expenses associated with a person or entity that has been hired to affect the outcome of legislation;
  - f. Salaries of Grantee's Executive Board members or executive officers, as applicable; and
  - g. Food, except that the cost of meals for RAC staff and/or RAC board members attending meetings or conferences, which pertain to carrying out activities under the Contract where there is dissemination of technical information, is allowable. In addition, same-day meal expense may be reimbursable if the RAC staff person or RAC board member is outside of his or her designated headquarters for at least six consecutive hours;
- 5. Submit Supporting Documentation Reports which capture monthly expenditures (i.e., Personnel, Fringe, Travel, Equipment, Supplies, Contractual, Other, and Indirect Costs) as well as programmatic and administrative costs. Program income earned from funds directly associated with this program (i.e., fees or co-pays for services performed, income from the sale of items or services, registration fees collected, etc.) should also be reported. Rebates, refunds, discounts, and adjustments or credits should be treated as applicable credits and not as program income;

- Submit a Final Supporting Documentation Report that includes expenditures from September 1, 2021, to August 31, 2022;
- Submit a Final Narrative describing specifically how the funds were utilized to enhance and improve the delivery of EMS and trauma patient care in the region served;
- Schedule general membership meetings and provide during the meeting a financial report, which includes funds expended, planned expenditures, and remaining balance. A general membership meeting should be held within the current Contract term.
- 9. Review Grant Technical Assistance Guide located online at: <a href="https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/vendor-contract-information/grant-technical-assistance-guide.pdf">https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/vendor-contract-information/grant-technical-assistance-guide.pdf</a>. Grantee shall maintain as part of its accounting records and prepare to submit to DSHS within 14 days <a href="majority-upon request">upon request</a>, the following source documents to support expenditures identified in the Supporting Documentation Reports:
  - a. A detailed general ledger, specific to this program, which identifies and reconciles to costs reported in the Supporting Documentation Reports;
  - Timesheets or other record of actual hours worked, which reflect an after-thefact distribution of the actual time spent on each activity, or documentation to support compliance with a substitute timekeeping system previously accepted by DSHS;
  - c. A payroll register, or similar report, that reflects 100% of the gross pay for employees charged to the Contract;
  - d. A labor distribution report, or similar document, that reflects the portion of an employee's gross pay charged to the Contract;
  - e. Vendor invoices for health, dental and similar fringe benefits; quarterly payroll tax reports for Federal Insurance Contributions Act and unemployment; and any other pertinent information necessary to support fringe benefits charged to the Contract;
  - f. Travel expense reports, including hotel bills and other applicable receipts, mileage logs, and the RAC Travel Policy to support travel costs charged to the Contract;
  - g. Purchase orders, invoices, receiving reports, and any other pertinent source documents for expenses charged to the Contract in the Equipment, Supplies, and Other categories;
  - Reimbursement requests, vouchers, or invoices to support costs charged to the Contractual category;
  - i. Evidence of programmatic and financial monitoring efforts (i.e., review and analysis of supporting documentation, reconciliation of costs to general ledger, reports, etc.) on reimbursed subcontractors; and
  - Records to support the amount of program income earned from funds directly associated with this program;
- 10. Comply with the reporting requirements on the most recent Deliverables Reporting Calendar, which will be emailed no later than thirty (30) days after the start of the Contract term. The Deliverables Reporting Calendar shall be incorporated herein

by reference and made a part of this Contract and includes deadlines for all deliverables; and

11. Submit all above reports and deliverables to <a href="Mailto:CMUReg.svcs@dshs.texas.gov">CMUReg.svcs@dshs.texas.gov</a>.

# C. RAC SYSTEMS DEVELOPMENT – Grantee shall:

- 1. Perform activities to develop, implement, and monitor a regional EMS and trauma system plan by facilitating trauma and emergency health care system networking within the Grantee's own TSA or among a group of TSAs throughout Texas;
- 2. Comply with all applicable laws and regulations established at federal and state levels as these regulations now appear or may be amended during the period of this Contract. Standards and guidelines referenced are those in effect at the beginning date of this Contract and include:
  - a. Texas Health and Safety Code §§780.003-6;
  - b. Texas Health and Safety Code Chapter 773;
  - c. Title 25 Texas Administrative Code §§ 157.123, 157.130 and 157.131;
  - d. Texas Health and Safety Code §§241.182-185;
  - e. Title 25 Texas Administrative Code Chapter 133, Subchapter J; and
  - f. Title 25 Texas Administrative Code Chapter 133, Subchapter K;
- 3. Assist DSHS, as requested, in identifying critical evacuation issues for Texas hospitals and EMS providers;
- 4. Participate in state and regional post-incident review activities as requested;
- 5. Ensure that the RAC Chair, or a RAC Executive Board member, and the person completing the Supporting Documentation Reports submitted to DSHS attend any scheduled meetings with the DSHS Program and CMS staff regarding the review of regional systems development activities and contractual requirements. DSHS may require the Grantee to participate and attend a virtual meeting;
- 6. Support the Perinatal Care Region (PCR) within the Grantee's TSA for descriptive and regional planning purposes and ensure patient referral is not restricted by:
  - a. Supporting the PCR;
  - b. Ensuring that the PCR members have fair and equitable representation on the RAC Board;
  - c. Having the PCR consider and facilitate transfer agreements through regional coordination; and
  - d. Reviewing the written plan annually to identify all resources available within the PCR for perinatal care including resources for emergency and disaster preparedness, and submit [that information to DSHS] upon request;
- 7. Ensure the following requirements are in Grantee's RAC bylaws or standard operating procedures or a comparable document and available on the RAC website:
  - An election process, roles and responsibilities, terms of offices, and process for succession and removal of RAC Executive Board members and RAC officers;
  - b. A clearly defined process where the Grantee's executive director or equivalent and the RAC Board participate in the approval of the spending plan and expenditures that are to be presented to the general membership;

- c. DSHS meeting attendance requirements for the RAC Chair and/or an Executive Board member to attend the **mandatory** RAC Chair meetings. The bylaws must also specifically include a defined process that discloses and addresses the mandatory attendance requirement to ensure compliance and addresses the removal of the RAC Chair and/or Executive Board member from office for failure to attend the mandatory meetings without prior written DSHS approval;
- d. A defined process that discloses and addresses all possible conflicts of interest for the RAC Executive Board members, RAC officers, and RAC staff with potential vendors:
- e. Clearly defined participation requirements for designated hospitals and EMS providers that collectively ensure ongoing regional review of resources, processes, DSHS EMS/Trauma Registry-derived (at minimum) outcome data, and system performance improvement meetings;
- f. A requirement to have job descriptions for each staff person, whether contracted or employed by the Grantee;
- g. An annual evaluation requirement of staff using pre-determined performance standards related to the responsibilities in the respective job descriptions; and
- h. A requirement for the establishment and maintenance of a website for public access to include current information such as the following, at minimum:
  - i. RAC physical address;
  - ii. RAC hours of operation;
  - iii. Executive Board officers, RAC officers, and staff contact information;
  - iv. RAC meetings (general and special);
  - v. Educational opportunities; and
  - vi. Regional system development activities.
- 8. Adhere to the following programmatic allowable costs:
  - a. The following eligible expenses are considered programmatic costs. These include but are not limited to:
    - i. Supplies/equipment and costs of personnel for EMS and injury prevention and education programs;
    - ii. Costs of personnel, supplies and equipment to conduct trauma-related courses (Trauma Nursing Core Course, Advanced Trauma Life Support, Basic Trauma Life Support, etc.);
    - iii. Updating and sharing with the RAC general membership the regional EMS/Trauma System Plan;
    - iv. Education of the public or trauma care providers about the regional EMS/Trauma System Plan;
    - v. Expenditures or grants to entities related to the delivery of trauma patient care and/or expediting the implementation of the Texas EMS/Trauma
    - vi. System performance improvement meetings, newsletters, regional registry, regional communication systems; and
  - vii. Associated travel and registration fees for RAC staff to attend meetings/conferences related to EMS/Trauma Systems;
- Comply with the following funding restrictions:
  - a. Costs related to improvements to buildings or real property are not allowable without prior written approval from DSHS. Any costs related to the initial

- acquisition of the buildings or real property are not allowable without prior written approval; and
- b. Expenses associated with membership in business, technical, and professional organizations involved in lobbying are not allowable expenses under this Contract. However, if an organization is not involved in lobbying and the Grantee can demonstrate how membership in a professional/technical organization benefits the DSHS program(s), cost of membership may be allowed with prior approval from DSHS;
- 10. Comply with the following non-allowable costs:
  - a. Food, except that the cost of meals for RAC staff and RAC board members attending meetings or conferences that pertain to carrying out activities under the Contract where there is dissemination of technical information is allowable. In addition, same-day meal expense may be reimbursable if the RAC staff person or RAC board member is outside of his or her designated headquarters for at least six consecutive hours;
  - b. Purchase and improvement of land;
  - c. Investments (stocks, bonds, mutual funds, etc.); and
  - d. No more than 20% of the RAC Systems Development funds to be utilized for administrative costs, which are defined as costs related to the business of the RAC. These costs include, but may not be limited to:
    - Personnel, rent, utilities, office expense (postage, copying, phone), leased office equipment and supplies, mailboxes;
    - Travel to and from required statewide meetings including lodging for the Executive Director (or equivalent) and RAC Executive Board members;
    - iii. Training related to the business functions of the RAC (financial and grant writing, etc.);
    - iv. Professional services (accountant, attorney, auditor);
    - v. Internet access, furniture, and travel for above-mentioned costs; and
    - vi. Costs associated with the administration of the EMS/CO program are allowable expenses under this Contract.
- 11. Submit Supporting Documentation Reports which capture monthly expenditures (i.e., Personnel, Fringe, Travel, Equipment, Supplies, Contractual, Other, and Indirect Costs) as well as programmatic and administrative costs. Program income earned from funds directly associated with this program (i.e., fees or co-pays for services performed, income from the sale of items or services, registration fees collected, etc.) should also be reported. Rebates, refunds, discounts, and adjustments/credits should be treated as applicable credits and not as program income;
- 12. Schedule general membership meetings and provide during the meeting a financial report, which includes funds expended, planned expenditures, and remaining balance. Submit a copy of the financial report and agenda to DSHS. A general membership meeting should be held within the current Contract term.
- 13. Submit Final Expenditures and Reports to DSHS. The final reports shall consist of the following:
  - a. An Annual Report, on the template provided by DSHS, located at <a href="http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm">http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm</a>, of the Grantee's activities to include:

- Evidence of the uses of the most recently completed year regional injury mortality and morbidity data, from the DSHS EMS/Trauma Registry used in developing the annual needs assessment, as well as a copy of the current Regional Trauma System Plan;
- Documentation of training to enhance trauma care provided to all entities on the Regional Trauma System Plan;
- iii. Results of the annual needs assessment; and
- iv. Evidence of ongoing system performance improvement;
- b. An Annual Participation Report which includes a list of participation on regional local committees for development/maturation of the regional system for the following:
  - i. Designated hospitals and hospitals seeking designation;
  - ii. EMS providers;
  - iii. Recognized First Responder Organizations; and
  - iv. Any other stakeholders;
- A Final Supporting Documentation Report that includes September 1, 2021, to August 31, 2022, expenditures; and
- d. A Final Narrative describing specifically how the funds were utilized to enhance and improve the delivery of EMS and trauma patient care in the region served;
- 14. Review Grant Technical Assistance Guide located online at: <a href="https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/vendor-contract-information/grant-technical-assistance-guide.pdf">https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/vendor-contract-information/grant-technical-assistance-guide.pdf</a>. Grantee shall maintain as part of its accounting records and prepare to submit to DSHS within fourteen days <a href="https://www.upon.request">upon.request</a>, the following source documents to support expenditures identified in the Supporting Documentation Reports:
  - a. A detailed general ledger specific to this program that identifies and reconciles to costs reported in the Supporting Documentation Reports;
  - Timesheets or other record of actual hours worked that reflect an after-the-fact distribution of the actual time spent on each activity, or documentation to support compliance with a substitute timekeeping system previously accepted by DSHS;
  - A payroll register, or similar report, that reflects 100% of the gross pay for employees charged to the Contract;
  - d. A labor distribution report, or similar document, that reflects the portion of an employee's gross pay charged to the Contract;
  - e. Vendor invoices for health, dental and similar fringe benefits; quarterly payroll tax reports for Federal Insurance Contributions Act and unemployment; and any other pertinent information necessary to support fringe benefits charged to the Contract;
  - f. Travel expense reports (including hotel bills and other applicable receipts) and/or mileage logs and the RAC Travel Policy to support travel costs charged to the Contract;
  - g. Purchase orders, invoices, receiving reports, and any other pertinent source documents for expenses charged to the Contract in the Equipment, Supplies, and other categories;
  - Reimbursement requests, vouchers, or invoices to support costs charged to the Contractual category;

- i. Evidence of programmatic and financial monitoring efforts (i.e., review/analysis of supporting documentation, reconciliation of costs to general ledger, reports, etc.) on reimbursed subgrantees; and
- Records to support the amount of program income earned from funds directly associated with this program;
- 15. Comply with the reporting requirements on the most recent Deliverables Reporting Calendar, which will be emailed to Grantee no later than thirty days from the start of the Contract term and shall be incorporated herein by reference and made a part of this Contract. The Deliverables Reporting Calendar will include deadlines for all deliverables; and
- 16. Submit all above reports/deliverables to <a href="mailto:CMUReg.svcs@dshs.texas.gov">CMUReg.svcs@dshs.texas.gov</a>.

### II. GENERAL RESPONSIBILITIES - Grantee shall:

- Provide DSHS with current 24/7 contact information for the RAC Chair, Vice-Chair, Executive Director or comparable staff member, and Executive Board members within five business days of any change to the roster;
- 2. Serve as a point of contact for disseminating communications from DSHS to all Grantee's RAC members;
- 3. Ensure Grantee's RAC Chair, Executive Board member, or Executive Director attend all EMS/Trauma Systems Coordination RAC Chair meetings as directed by DSHS. The RAC Chair or an Executive Board member is required to attend mandatory meetings scheduled by DSHS. If the Grantee is unable to have appropriate representation at the required meetings, a waiver request with justification for not meeting this contractual requirement must be submitted in writing to DSHS two days prior to the meeting for approval;
- 4. Submit a list of all board members & executive officers which includes their term in office, if applicable;
- 5. Submit a "Board Members and Executive Officers Responsibilities Attestation Form" signed by all <u>new</u> members that have not previously signed and submitted a form. The form acknowledges their personal accountability for Contract funds and affirms that they viewed the DSHS online training prior to signing. Members added after the signed Attestation Form is submitted must complete the online training, and submit a completed attestation form within 60 calendar days of assuming office;
- 6. Respond to all surveys requested by DSHS in the specified time frame and if applicable, on the template provided;
- 7. Initiate the purchase of all EMS/RAC and RAC Systems Development equipment and supplies defined as Controlled Assets, pre-approved in writing by DSHS, on or before July 1, 2022. Failure to timely initiate the purchase of equipment and Controlled Assets may result in disallowed costs.
- 8. Maintain and submit annually the cumulative DSHS Contractor's Property Inventory Report which contains an inventory of equipment, supplies defined as Controlled Assets, and real property. The report should be submitted no later than October 15 to the <a href="COSequip@dshs.texas.gov">COSequip@dshs.texas.gov</a> and <a href="CMUReg.svcs@dshs.texas.gov">CMUReg.svcs@dshs.texas.gov</a> mailboxes. Controlled Assets are defined as follows:

- a. Controlled Assets include firearms, regardless of the acquisition cost, and assets with an acquisition cost of \$500 or more, but less than \$5,000; and
- Controlled Assets consist of desktop and laptop computers (including notebooks, tablets and similar devices); non-portable printers and copiers; emergency management equipment; communication devices and systems; medical and laboratory equipment; and media equipment. Controlled Assets are considered Supplies;
- 9. Submit a quarterly Financial Status Report (FSR-269A) which documents the quarterly expenditures by budget category. The reporting information may be obtained from Grantee's Supporting Documentation Report. The form is located at <a href="http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm">http://www.dshs.texas.gov/emstraumasystems/formsresources.shtm</a> and should be submitted to the <a href="invoices@dshs.texas.gov">invoices@dshs.texas.gov</a>, <a href="fstratsgrants@dshs.texas.gov">FSRGrants@dshs.texas.gov</a>, <a href="fstratsgrants
- 10. At the expiration or termination of this Contact for any reason, ownership to any remaining equipment and supplies purchased with funds under this Contract reverts to DSHS. Title may be transferred to any other party designated by DSHS. DSHS may, at its option and to the extent allowed by law, transfer the reversionary interest in such property to Grantee.

### III. PERFORMANCE MEASURES

- A. DSHS will monitor Grantee's performance of the requirements in Attachment A-4 and compliance with the Contract's terms and conditions.
- B. Grantee shall submit additional reports, as requested by DSHS.
- C. DSHS will inform the Grantee, in writing, of any changes to applicable federal and state laws, rules, regulations, standards, or guidelines. If Grantee is unable to continue its performance due to a change under this section, then Grantee shall inform DSHS, in writing, within thirty days of receipt. DSHS may terminate the Contract immediately or within a reasonable period after receiving such notice from Grantee.

#### IV. FUNDING INFORMATION

- A. Grantee must establish and maintain a separate cost center to capture costs incurred for carrying out the FY22 activities for each allocation within this Contract as provided below.
- B. Grantee's allocations are as follows:

#### EMS/CO

- a. \$72,634.00 (One lump sum payment).
- b. Funds availability term:
  - i. September 1, 2021, through June 30, 2022, if funds are distributed as an advance to the EMS providers; or
  - ii. September 1, 2021, through July 31, 2022, if funds are distributed as a reimbursement.

#### 2. EMS/RAC

- a. \$33,790.00 (One lump sum payment).
- b. Funds availability term: September 1, 2021, through August 31, 2022.

# 3. RAC SYSTEMS DEVELOPMENT

- a. \$37,736.00 (One lump sum payment).
- b. Funds availability term: September 1, 2021, through August 31, 2022.

#### V. INVOICE AND PAYMENT

A. Grantee shall request payments using the State of Texas Purchase Voucher (Form B-13), which may be found at https://www.dshs.texas.gov/grants/forms/b13form.doc. Grantee shall submit a completed Form B-13, along with all supporting documentation, to the Claims Processing Unit via any of the following means.

By Mail: Department of State Health Services Claims Processing Unit, MC 1940

P.O. Box 149347

Austin, TX 78714-9347

By E-mail to: invoices@dshs.texas.gov

By Fax:

(512) 776-7442

In addition to submitting a completed Form B-13, along with all supporting documentation, to the Claims Processing Unit via U.S. mail, e-mail, or fax, Grantee must also e-mail a copy of the Form B-13, along with all supporting documentation, to each of the following e-mail addresses: CMSInvoices@dshs.texas.gov CMUReg.svcs@dshs.texas.gov.

- B. DSHS will pay Grantee on a lump sum basis as described below:
  - 1. EMS/CO funds:

Grantee shall be paid a lump sum payment of \$72,634.00 approximately 30 days after September 1, 2021.

EMS/RAC funds:

Grantee shall be paid a lump sum payment of \$33,790.00 approximately 30 days after September 1, 2021.

3. RAC Systems Development funds:

Grantee shall be paid a lump sum payment of \$37,736 00 approximately 30 days after September 1, 2021.

- C. Grantee shall return all funds not expended to DSHS no later than 30 days after the end of the Contract term. Contact your Contract Manager for instructions.
- D. Grantee shall not be reimbursed more than the total Contract amount without the execution of a written amendment executed by both Parties.
- E. DSHS will distribute funds to maximize the implementation of the Texas EMS/Trauma System. DSHS will monitor Grantee's billing activity on a quarterly basis. If utilization is above or below the Grantee's projected total Contract amount, as provided in the

- Signature Document to this Contract, Grantee's allocated amount may be subject to an increase or decrease for the remainder of the Contract period. Grantee may be subject to Contract amount increases during the Contract period if Grantee's billing activity exceeds projections and funds are available. Grantee may be subject to Contract amount decreases if Grantee's billing activity is less than projected.
- F. DSHS may pay for additional services as specified in this Contract if provided by Grantee during the term of this Contract (but not otherwise paid during the term of this Contract) if it is in the best interest of the State of Texas and DSHS to do so. If Grantee exceeds the total amount of the Contract, Grantee shall continue to submit itemized invoices to DSHS for the services provided. DSHS may pay for these additional services if funds become available later.
- G. If DSHS determines that the Grantee disbursed funds in violation of Health and Safety Code Sections 241.182-185, 773.122 or 780.003-006, then DSHS will not distribute funds to the Grantee for a period of at least one year but not more than three years.

#### ATTACHMENT B-2.1 EMS Allocation - EMS/County FY20 Eligible EMS Providers

#### The Seven Flags RAC on Trauma TSA-T

Initial Funds 5/01/2020 Realignment Funds 9/01/2020

Webb

\$53,851

\$53,851

Angel Care Ambulance Svc. LLC

BronzeStar Ambulance Service

City of Laredo Fire Department

Prestige EMS, LLC

South Texas Ambulance Response

Victorious Care Ambulance Service, LLC

Webb County Volunteer Fire Department DBA Webb County Volunteer Fire/EMS

Laredo Lifeline, LLC

Texas Superior Ambulance Service, LLC

Zapata

\$12,641

\$12,641

Zapata Co Fire/EMS Dept

Allocations

\$66,492

\$66,492

**Total Dollar Amount** 

\$132,984

## DocuSign

#### Certificate Of Completion

Envelope Id: 25A80B6E018641FC8083F516A246DD1B

Subject: Amending \$685,818; HHS000124600014; Seven Flags RAC A-3; DSHS - EMS/CO-RAC

Source Envelope:

Document Pages: 39 Certificate Pages: 2

Signatures: 0 Initials: 0

AutoNav: Enabled

Envelopeld Stamping: Enabled

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

Status: Sent

Envelope Originator:

Texas Health and Human Services Commission

1100 W. 49th St. Austin, TX 78756

PCS\_DocuSign@hhsc.state.tx.us

IP Address: 167.137.1.18

#### **Record Tracking**

Status: Original

5/18/2021 3:26:49 PM

Holder: Texas Health and Human Services

Commission

Signature

PCS\_DocuSign@hhsc.state.tx.us

Location: DocuSign

#### Signer Events

Guillermo Heard

gheard@ci.laredo.tx.us

Security Level: Email, Account Authentication

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Stephen Pahl

stephen.pahl@dshs.texas.gov

ecurity Level: Email, Account Authentication

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

#### Timestamp

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In Person	Signer	<b>Events</b>
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Signature

**Timestamp** 

**Editor Delivery Events** 

Status

**Timestamp** 

**Agent Delivery Events** 

Status

**Timestamp** 

Intermediary Delivery Events

Status

Timestamp

#### **Certified Delivery Events**

Status Status

Timestamp

#### **Carbon Copy Events**

**CMS Inbox** 

cmucontracts@dshs.texas.gov

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure: Not Offered via DocuSign

Samiyah Bailey

samiyah.bailey@dshs.texas.gov

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure: Not Offered via DocuSign

COPIED

COPIED

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Sent: 5/19/2021 5:21:01 AM

Sent: 5/19/2021 5:21:01 AM Viewed: 5/19/2021 8:29:22 AM

#### **Carbon Copy Events**

John Keiser

keiser@stdc.cog.tx.us

SFRAC Administrator

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure: Not Offered via DocuSign

Status

COPIED

**Timestamp** 

Sent: 5/19/2021 5:21:02 AM

Viewed: 5/19/2021 1:15:14 PM

Witness Events	Signature	Timestamp

**Notary Events** Signature **Timestamp** 

**Envelope Summary Events** Status **Timestamps** 

Envelope Sent Hashed/Encrypted 5/19/2021 5:21:01 AM

**Payment Events** Status **Timestamps** 



# ITEM 21-82 (TAB 8)

#### John R. Keiser

Subject:

FW: [EXTERNAL] FW: SB 500 Grant Expenditures

From: White, Ebony (DSHS) < Ebony. White@dshs.texas.gov>

Sent: Friday, May 7, 2021 4:14 PM

To: John R. Keiser < irkeiser@stdc.cog.tx.us>

Cc: Bailey, Samiyah (DSHS) < Samiyah. Bailey@dshs.texas.gov >; Hernandez, Indra (DSHS)

<<u>Indra.Hernandez@dshs.texas.gov</u>> **Subject:** RE: SB 500 Grant Expenditures

Good afternoon John:

I have listed your question in black font and my response in blue font below.

<u>Contractor Question:</u> Greetings Ebony, a quick question regarding SB500, for the regional/local projects can the funds be used for trainings and other allowable expenses which have occurred at an earlier point in time within the contract period, making them a reimbursement expense? Or does the expenditure (utilization of funds) need to be for a new project?

### **DSHS Response:**

RE DSHS Contract No. HHS000709900001

(SB500 Grant)

Contract Award Amount: \$27,811.00

Contract Term: 12/20/2019 - 06/06/2021

Contractor: TSA-T (The Seven Flags RAC)

I have provided snippets of the contract down below highlighting information related to your question. Since the lump sum disbursement was an advanced payment, the Seven Flags RAC may use SB500 funds for the trainings listed in the contract and other allowable expenses that occurred earlier within the contract period shown above for reimbursement. Please be sure to review the contract to ensure any trainings that occurred early on during the contract period are allowable per the contract. If you are not sure, please send in the trainings that you may be referring to, so that I may vet through Program first.

#### ATTACHMENT A - STATEMENT OF WORK

#### I. GRANTEE RESPONSIBILITIES & REQUIREMENTS

#### Grantee will:

- A. Perform activities to develop, implement, and improve emergency management services in Trauma Service Areas ("TSAs") by facilitating trauma and emergency health care system networking within the Grantee's own TSA or among a group of TSAs throughout Texas.
  - Activities are to align with the directive outlined in Section 17 of Senate Bill ("SB") 500 of the 86th Texas Legislature, Regular Session to improve emergency management services.
  - Emergency Management Services is being defined to include services related to trauma, emergency, and disaster incidents.
- B. Participate in a uniform statewide project and supporting regional efforts addressing identifiable and accountable improvements related to emergency management as an integrated system with resources and capabilities networked together to manage emergencies are identified, but not limited to, topic guidelines outlines below:

#### 1. Statewide Project

- a. Texas EMS Wristband Project: this is the statewide project and each RAC will collaboratively participate in developing and implementing the plan within the RAC.
- b. The wristbands will provide a unique identifier that can be used to link records or patient data delivered from EMS throughout the continuum of care

#### 2. Regional Project(s)

- a. Emergency Health Education for the public of all regional, state, or federal agencies such as but not limited to: Stop the Bleed, Active Threat Training, Recognizing and Preventing Human Trafficking, Opioid Abuse, Hands Only CPR.
- b. Professional Development and Training Courses of all regional, state, or federal agencies such as but not limited to any course offered by the following organizations: Association for the Advancement of Automotive Medicine (AAAM). American College of Surgeons (ACS), Society of Trauma Nurses (STN), American Heart Association (AHA), National Association of Emergency Medical Technicians (NAEMT), National Highway Traffic Safety Administration (NTSA), Texas Health and Human Services (HHS) and/or associated state agencies of HHS.
- c. Disaster Preparedness and Response: all regional, state, or federal agencies professional development and training courses or other programmatic needs.

- d. Regional Priority Initiatives otherwise not defined and with prior approval by the Department of State Health Services (DSHS), Office of EMS/Trauma Systems (OEMS/TS).
- C. Collaborate with all 22 RAC's to provide statewide and regional project development and implementation updates at designated meetings (Quarterly RAC Chairs Meeting) or at the request of DSHS.
- D. Adhere to the following programmatic allowable costs:
  - Supplies/equipment and costs of personnel for SB500 projects and/or project support;
  - Costs of personnel, supplies and equipment to conduct SB500 related courses (identity, etc.);
  - Grantee may allocate funds toward the statewide projects and/or regional projects described above and in accordance with Trauma Capacity and Response Infrastructure:
  - 4. Use funds for the following categories of items for SB 500 projects and/or project support:
    - a. Supplies
    - Operational expenses
    - c. Education and training
    - d. Equipment
    - e. Vehicles
    - f. Communication systems
- E. Comply with the following funding restrictions:
  - Buildings or real property without prior written approval from DSHS. Any costs related to the initial acquisition of the buildings or real property are not allowable without prior written approval; and
  - 2. Expenses associated with membership in business, technical, and professional organizations involved in lobbying are not allowable expenses under this Contract; however, if an organization is not involved in lobbying and the Grantee can demonstrate how membership in a professional/technical organization benefits the DSHS programs(s), cost of membership may be allowed with prior approval from DSHS.
- F. Comply with the following non-allowable costs:
  - Food (the cost of meals for RAC staff or RAC board members attending meeting and/or conferences that pertain to carrying out activities under the Contract where there is dissemination of technical information is allowable);
  - 2. Land:
  - Investments (stocks, bonds, mutual funds, etc.)

### **HHSC Uniform Terms & Conditions (pg 6)**

#### ARTICLE II. PAYMENT METHODS AND RESTRICTIONS

#### 2.1 PAYMENT METHODS

- A. Except as otherwise provided by this Contract, the payment method will be one or more of the following:
  - Cost Reimbursement. This payment method is based on an approved budget and submission of a request for reimbursement of expenses Grantee has incurred at the time of the request;
  - Unit rate/fee-for-service. This payment method is based on a fixed price or a specified rate(s) or fee(s) for delivery of a specified unit(s) of service and acceptable submission of all required documentation, forms and/or reports; or
  - iii. Advance payment. This payment method is based on disbursal of the minimum necessary funds to carry out the Program or Project where the Grantee has

HHSC Grantee Uniform Terms and Conditions Page 6 of 21

v. 2.16.1 Effective 03/26/2019

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implemented appropriate safeguards. This payment method will only be utilized in accordance with governing law, state and federal regulations, and at the sole discretion of the System Agency.

B. Grantee shall bill the System Agency in accordance with the Contract. Unless otherwise specified in the Contract, Grantee shall submit requests for reimbursement or payment monthly by the last business day of the month following the month in which expenses were incurred or services provided. Grantee shall maintain all documentation that substantiates invoices and make the documentation available to the System Agency upon request.

Thank you,

Ebony

#### **Ebony White, CTCM**

Texas Department of State Health Services (DSHS)

P.O.Box 149347



# ITEM 21-84 (TAB 9)



# ITEM 21-84-a. (TAB 9)

FY21 SFRAC Membership Summary for April 2021

21									
1 08/30/21 Board Meeting									
07/30/21 Board Meeting									
No Board Meeting June 2021									
05/28/21 Board Meeting									
Board Meeting April 9, 2021	۵	۵	A	<	۵	۵	۵	٩	٥
03/30/21 Board Meeting Rescheduled									
Board Meeting February 4, 2021	a.	۵	۵	۵	۵	۵	۵	٩	۵
01/30/21 Board Meeting Rescheduled									
12/30/20 Board Meeting	4	۵	۵	۵	۵	۵	<	۵	
No Board Meeting November 2020									
10/30/21 Page Board Meeting	۵	۵	۵	0.	۵	N/A	<	۵	
9/30/20 Board Meeting	<	۵	۵	۵	۵	N/A	<	م	4
Amount B	FY21 Membership Fees: \$750/Paid: \$0.00/Bal. \$850	FY21 Membership Fees: \$750/Paid: \$750/Bal.\$0.00	FY21 Membership Fees: \$750/Paid: \$750 / Bal. \$0.00	FY21 Membership Fees: \$750/Paid: \$0.00/Bal. \$750	FY21 Membership Fees: \$1,500/Paid: \$1,500/Bal. \$0.00	FY21 Membership Fees \$625/Paid: \$625 Bal. \$0.00	FY20 Membership Fee; \$750 w/lae Fees Added = \$850 + FY21 Membership Fees: \$750/fotal Due; \$1,600 / Paid; \$1,600 / Bal; \$0.00	FY21 Membership Fees; \$750/Paid: \$750/Paid: \$750 / Bal.	FY21 Membership Fees: \$750/Paid: \$750/Bal.
Check		#11105 \$	#5330 \$	L Z L W W	N N Fr	E 5 E % %	C A T W A C A T 12 O U U U U	M M Fe 53 47 57 57 57 57 57 57 57 57 57 57 57 57 57	Y N N Y Y
Date Paid/Date Deposited		10-1-2020 /	11-4-2020/		9-15-2020 /	11-18-2020 /	2-11-2021 / 2-16-2021	10-6-2020 /	10/30/2020 /
Needs Assessment P Submitted	No	1 1 Yes	Yes 1	O.	Yes 9	1 1 Yes		10 July 46s 10	
EMS Affidavit / Submitted	No	Yes	Yes	N ON	Yes	Yes	Yes	Yes	
Application B	No	Yes	Yes	No No	Yes	Yes	, , , , , , , , , , , , , , , , , , ,		3
County	Webb		Webb	Webb	Webb	Webb	Webb	Webb	440
Entity Name	Air Evac Lifeteam (Vested)	Angel Care Ambulance, LCC (Vested)	Bronze Star Ambulance Service, LLC (Vested)	City of Laredo Fire Department (Vested)	Doctors Hospital of Laredo (Vested)	Genesis Emergency Services, Inc. (Membership Initiated 10/30/20	Lalitas Ambulance Care (Membership Initiated 7/31/2020)	Laredo Lífeline, LLC (Membership initiated 5/30/2020)	Texas Superior Ambulance (Membership Initated 2/26/2020)
ISA	T	T Ar	T Br	5 8	<u>8</u>	- G	E all	Lar	Tex

FY21 SFRAC Membership Summary for April 2021

9 9 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	Feas:  5750/Padd:	Fees:  6 2750/Ped:  6 2750/Ped:  6 2750/Ped:  6 2750/Ped:  6 2750/Ped:  6 2750/Ped:  7 2500/Ped:  8 2500/Ped:	Captial Care EMS (Member Since 10/30/2020 Yes Yes									A STATE OF THE PARTY OF THE PAR						CALL STATE			
Membership   P   P   P   P   P   P   P   P   P	Manufecting   P   P   P   P   P   P   P   P   P	Membership   P   P   P   P   P   P   P   P   P		Webb Yes Yes	Yes Yes	Yes	Yes		10-6-7	10-6-2020 /		Membership Fees: \$750/Paid: \$750 / Bal. \$0.00	۵	4		٧	4		٨		
PF21   Membership   P	PF21	Membership   P   P   P   P   P   P   P   P   P	4-14-2021 / 4- A-14-2021 / 4- A-14-2	Yes Yes	Yes Yes	Yes	Yes		4-14-2021	/4-	#380799	FY21 Membership Fees: \$1,950/Paid: \$1.950/Bal. 50.00	۵	۵		a.	۵		۵		
Pr21   Membership   P	FY21   Membership   Fees:   SYS0/Balt   P   P   P   P   P   P   P   P   P	PF21   Wentership   PF21   P	12-15-2020/ Webb Yes Yes 12-31-2020	Yes Yes	Yes Yes	Yes	Yes		12-15-2020/ 12-31-2020			FY21 Membership Fees: \$750/Paid: \$750 / Bal. 50.00	۵	۵		۵	۵		۵		
FY21   Membership   Fees: \$750/Paid: \$500/Paid: \$750.00(Fall   P   P   P   P   P   P   P   P   P	FY21   Membership   Fees: \$750,Paid: \$750,	Membership   Fees:   S750/Padd:   S750/Pad	Medpoint Ambulance, Inc. (Member Since 8/18/2020 Yes Yes Yes 11-21-2020	Webb Yes Yes	Yes Yes	Yes	Yes		10-30-2020 /			FY21 Membership Fees: \$750/Paid: \$750 / Bal. \$0.00	۵	۵		<u>a</u>	۵		a		
FY21   Membership   Fees: \$750/Paid:   Fees: \$750/Paid:   Fees: \$750/Paid:   Fees: \$750/Paid:   Fees: \$750/Paid:   Fees: \$750/Paid:   FY21   Membership   Fees: \$500/Paid:   FY21   Membership   Fees: \$750/Paid:   FY21   Membership   Fees: \$437.50 / Paid: \$4	FY21   Membership   Fees: \$750/Paid: \$750/	FY21   Membership   Fees: \$750/Paid: \$750/	South Texas Ambulance Response, Inc. (Vested) Yes Yes Yes 12/19/2020	Webb Yes Yes	Yes Yes	s s	s s		12-18-2020/			FY21 Membership Fees: \$750/Paid: \$750.00/Bal.	۵	۵		۵	۵		۵		
FY21  Membership Fees: \$750/Paid: \$750/Paid: \$750/Paid: \$750/Paid: \$500/Paid: \$500/Paid: \$500/Paid: \$500/Paid: \$500/Paid: \$500/Paid: \$500/Paid: \$750/Paid:	FY21  Membership Fees: \$750/Paid:	FY21  Membership Fees: 5750/Paid: 5750/Paid: 5500/Paid: 5750/Paid:	9-23-2020 / 9- 18-2020 Victorious Care Ambulance (Vested) Webb Yes Yes	Webb Yes Yes	Yes Yes	Yes	Yes		9-23-2020 / 9-			FY21 Membership Fees: \$750/Paid: \$750 / Bal. S0.00	<	۵		Δ.	A		4		
FY21  Membership Feas: \$500/Paid: \$500/Paid: \$500 Bal. Membership Feas: \$750/Paid: \$750/	FY21 Membership Feas: \$500/Paid: \$500/Paid: \$500/Paid: \$500/Paid: \$7 \$0.00 Feas: \$750/Paid: \$750/Pa	FY21  Membership Fees: \$500/Bal. Ni/A N/A P P P P P P P P P P P P P P P P P P P	11.5-2020 / 11.5-2020 / 11.21-2020 / 11.21-2020 / Yes Yes Yes	Webb Yes Yes	Yes Yes	Y	Y		11-5-2020 /			FY21 Membership Fees: \$750/Paid: \$750 / Bal. \$0.00	۵	۵		۵	۵		d.		
FY21 Membership Fess: 5750/Paid: 5750/Paid: 6750/Paid:	FY21 Membership Fees: \$750/Paid: \$750 / Baid. \$0.00 FY21 Membership Fees: \$437.50 / Paid: \$437	FY21 Membership Fees: \$750/Paid:	Skyline EMS, Membership Initiated December 17, 2020) Jim Hogg Yes Yes	Jim Hogg Yes Yes Yes	Yes Yes	Yes	Yes		2-2-2021 / 2-			FY21 Membership Fees: \$500/Paid: \$0.00	NjA	N/A		Δ.	۵.		۵		
N/A N/A P	N/A N/A P	N/A N/A P	9-15-2020 / 9-28-2020   2apata   Yes   Yes   #	9-15-2020 / 9- 28-2020 Zapata Yes Yes	9-15-2020 / 9- 28-2020 Yes Yes	9-15-2020 / 9- 28-2020 Yes	9-15-2020 / 9- 28-2020 Yes	9-15-2020 / 9-		#		FY21 Membership Fees: 5750/Paid: 5750 / Bal. 50.00	4	۵		α.	۵		۵		
			Laredo Hope Ambulance, Initiated Membership February 4, 2021) Webb Yes Yes 16-2021	Webb Yes Yes	Yes Yes	Yes	Yes		2-11-2021 / 2- 16-2021					A)	Ž	Ą	۵		4		
													T							_	



# ITEM 21-84-c. (TAB 9)

FY21 Contract Dates: 5/1/2021-8/31/2021

5/1/2021-8/31/2021 EMS Local Project Grants (EMS/LPG)

		Glani	S (EMS/LPG)
TSA	Regional Advisory Council		
Α	RAC A - Panhandle	\$	47,941
В	RAC B - BRAC	\$	40,678
С	RAC C - North Texas (NTRAC)	\$ \$ \$	17,092
D	RAC D - Big Country	\$	29,213
Е	RAC E - North Central Texas	\$	72,259
F	RAC F - Northeast Texas	\$	12,154
G	RAC G - Piney Woods	\$ \$ \$ \$	29,966
Н	RAC H - Deep East Texas	\$	11,571
I	RAC I - Far West / Border RAC	\$	21,482
J	RAC J - JRAC (Texas J RAC)	\$	61,919
K	RAC K - Concho Valley	\$	32,645
L	RAC L - Central Texas	\$	12,903
М	RAC M - Heart Of Texas RAC	\$	10,397
N	RAC N - Brazos Valley	\$	11,282
0	RAC O - Capital Area Trauma	\$	29,525
Р	RAC P - Southwest Texas RAC	\$	64,919
Q	RAC Q - Southeast Texas Trauma RAC	\$	58,554
R	RAC R - East Texas Gulf Coast	\$	21,206
S	RAC S - Golden Crescent	\$	10,172
Т	RAC T - Seven Flags	\$	12,021
U	RAC U - Coastal Bend	\$	25,291
V	RAC V - Lower Rio Grande Valley	\$	16,809
	GRAND TOTALS	\$	650,000

### EMS/LPG

### Local Projects Grant Spending Plan Information Sheet

Please refer to this document when completing the Spending Plan

#### **Eligible Organizations**

- An organization that is a legal entity under state statutes and is in good standing with the DSHS and other state and federal programs.
  - DSHS-licensed EMS providers;
  - DSHS-licensed First Responder Organizations:
  - Regional Advisory Councils;
  - DSHS-approved EMS education organizations;
- RAC participation will not be a determining factor for distribution of additional funds.

#### **Allowable Spending**

- Funds provided through this amendment may be expended on the following:
  - Promote and conduct Bleeding Control (BCon) courses for stakeholders and public members of the community;
  - o Injury prevention projects based on current data derived from the trauma registry;
  - Continuing education programs;
  - Certification training;
  - o Specialty training related to pre-hospital health care management;
  - Other education programs related to EMS/trauma system;
  - Equipment and Controlled Assets;
  - Communication;
  - Patient care;
  - Other equipment needs related to EMS/trauma system; and
  - Additional programs or projects that serve to support and improve the development of the Texas Emergency Health Care System and increase the availability and quality of emergency pre-hospital health care with the approval of DSHS.

#### **Spending Restrictions**

- Funds are not to be used for the following:
  - Projects to attain medical equipment for distribution to organizations that are not DSHS licensed providers, not licensed First Responder Organizations, or Freestanding Emergency Departments;
  - Disposable supplies (handouts, books, copies, gloves, prescription drugs, etc.);
  - Salaries;
  - Fringe benefits;
  - Capital projects;
  - Travel;
  - o Food:
  - Indirect costs;
  - o Day-to-day operating expenses (fuel, insurance, loan payments, etc.); and
  - Stocks, bonds, or land purchases.

		EMS/ LOCAL PROJECTS GRANT (LPG) SPENDING PLAN	(LPG)		
	Date Completed:		Person Completing Form:		
	Grantee Name:				
	Grantee Address:				
	Phone Number:		Contract No.:		
	Contract Year:	FY21	Contract Term:	05/2021 - 8/31/2021	1
	List each Project or Goal on a separate line. Quotes and/or specifications are to be submitted upon DSHS request only. Spending Plan must be approved prior to expending funds.  Deviations from the approved Spending Plan must be resubmitted for re-as	only. re-approval.Faiture to resubmit plan may result in disallowed costs.	Planned expenditures must be in line with the Spe No expenditures expended effer August 31, 2021 Submit Plan to the following mailboxes: CM Indra.Hernandez@dshs.fexas.gov	Planned expenditures must be in line with the Spending Plan Information Sheet No expenditures expended after August 31, 2021.  Submit Plan to the following mailboxes: CMUReg.svcs@dshs.fexas.gov & Indra.Hernandez@dshs.fexas.gov	30v &
PROJECT #	GOAL / PROJECT; You may select a PROJECT/GOAL from the list below or add your own. For each applicable project, include the amount to be expended in the	DESCRIPTION of PURCHASE, list items or services, etc.	UNIT COST, if applicable or PROJECT TOTAL COST	QUANTITY, if provided PROJECT TOTAL COST in previous column this should be "1"	TOTAL AMOUNT of PROJECT or PURCHASE
1	Bleeding Control (BCon)	Promote and conduct Bleeding Control (BCon) courses for stakeholders and public members of the community	\$0.00		\$0.00
2	Injury Prevention	Injury prevention projects based on current data derived from the trauma registry	\$0.00		\$0.00
en .	Education	Continuing education programs or education programs related to EMS/trauma system			\$0.00
4	Certification Training	Certification training	\$0.00		\$0.00
2	Specialty Training	Specialty training related to pre-hospital health care management	\$0.00		\$0.00
9	Equipment and Controlled Assets	Equipment and Controlled Assets or Other equipment needs related to EMS/trauma system	\$0.00		\$0.00
7	Communication	Communication	\$0.00		\$0.00
∞	Patient Care	Patient care	\$0.00		\$0.00
б	Additional Programs or Projects. Please Specify Project Name Below:	Additional programs or projects that serve to support and improve the development of the Texas Emergency Health Care System and increase the availability and quality of emergency pre-hospital health care: Provide Description Below with Corresponding Goal/Project:			
10			\$0.00		\$0.00
11			\$0.00		\$0.00
12			\$0.00		\$0.00
13			\$0.00		\$0.00
14			\$0.00		\$0.00
15			\$0.00		\$0.00
16				TOTAL	\$0.00



# ITEM 21-85 (TAB 10)



# **CERTIFICATE of ACHIEVEMENT**

This is to certify that

# john Keiser

has completed the course

HHS Information Security/Cybersecurity Training for Contractors

April 30, 2021

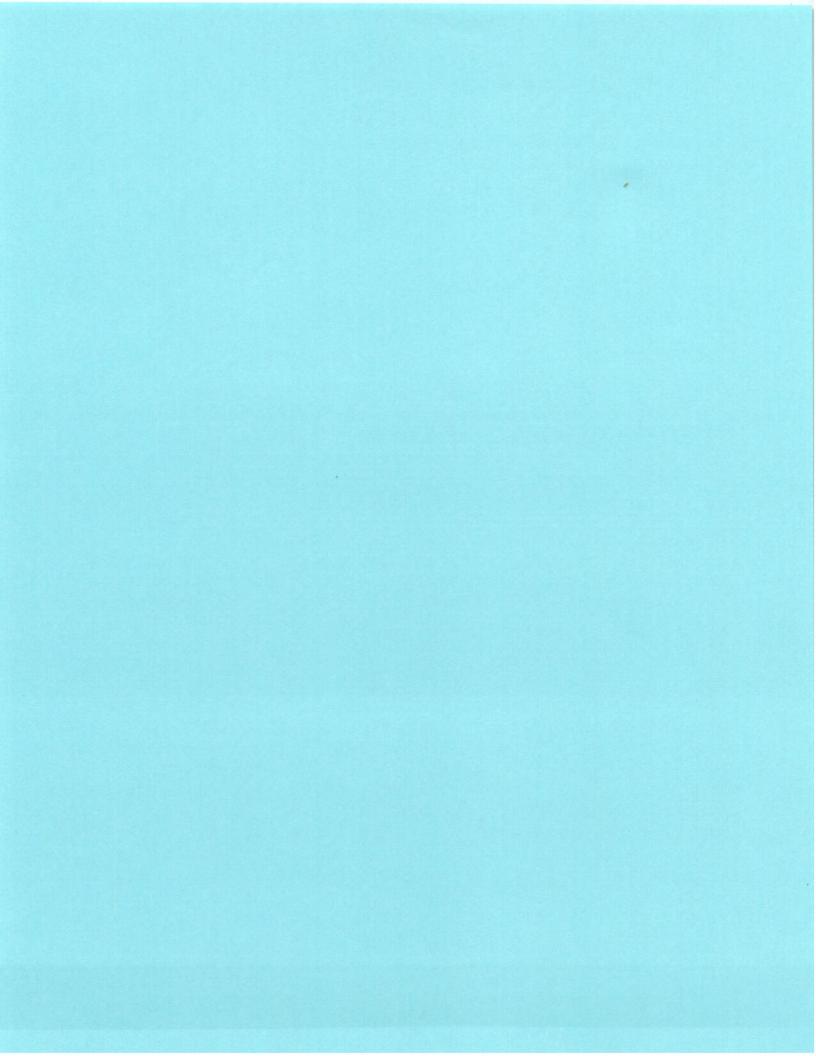
dGtEIGK0Rt



## Written Acknowledgement of Completion of Cybersecurity Training Program

In accordance with Texas Government Code 2054.5192, Texas Health and Human Services requires any contractor, which includes the contractor's employees, officers and subcontractors, to complete a cybersecurity training program certified by the Department of Information Resources. Additional information is available at <a href="https://dir.texas.gov/View-About-DIR/Information-Security/Pages/Content.aspx?id=154">https://dir.texas.gov/View-About-DIR/Information-Security/Pages/Content.aspx?id=154</a>.

By signing below, I certify all employees, officers and sur	ocontractors of
Seven Flags Regional Advisory Council	17429154937
Name of Legal Entity	Texas Identification No.
who have access to a Texas Health and Human Service training program certified by the Department of Informati	s system, computer system or database, completed a cybersecurity on Resources under Section 2054.519, Texas Government Code.
Signature of Legal Entity Representative	05/03/2021 Date
John R. Keiser Printed Name	Administrator  Title





### Seven Flags Regional Advisory Council Trauma Service Area - T

April 15, 2021

Jorie Klein, MSN, MHA, BSN, RN Director, EMS / Trauma Systems Section Department of State Health Services Attn: Neonatal Designation Program 8407 Wall Street Austin, Texas 78754

Dear Ms. Klein:

This letter is to confirm that Doctors Hospital of Laredo is an active participant of the Seven Flags Advisory Council (SFRAC) and in good standing with the organization. Attendance of the Regional Advisory Council Board meetings by Doctors Hospital's representatives serving on the SFRAC is maintained at a level of compliance with attendance rules. All membership fees and registration documentation associated with Doctors Hospital of Laredo's active participation in the SFRAC are current and on file.

Furthermore, Doctors Hospital's involvement in the SFRAC includes active participation among the SFRAC's various committees, in particular the Perinatal/NICU Committee, of which Guadalupe P. Cisneros BSN, RN, Director of Labor and Delivery/Post-partum serves as the Vice-Chairman for this committee, and Lilliana L Macias, RNC-NIC Neonatal Program Manager is a member as well. In addition to participating in the Perinatal/NICU SFRAC Committee, Ms. Macias also serves as the Neonatal representative for Trauma Services Area - T in Texas Collaborative for Healthy Mothers and Babies (TCHMB) Neonatal Committee.

Should you have any questions or require additional information please feel free to contact me at your earliest convenience at 956-722-3995 or via email at jrkeiser@stdc.cog.tx.us.

Sincerely,

John R. Keiser

SFRAC Administrator