COMMISSIONERS COURT COMMUNICATION

COURT ORDER NUMBER 145736

DATE: 8/19/2025

SUBJECT: **CONSIDERATION OF AMENDMENT NO. 4 TO THE FISCAL YEAR 2025-2026 TEXAS DEPARTMENT OF STATE HEALTH SERVICES HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS CONTRACT**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider Amendment No. 4 to the FY 2025-2026 Texas Department of State Health Services (DSHS) Housing Opportunities for Persons with AIDS (HOPWA) Contract.

BACKGROUND

Tarrant County annually receives funding from DSHS HOPWA in the form of grants. The DSHS HOPWA program helps low-income persons living with HIV and their households to establish or maintain affordable and stable housing. Stable housing reduces the risk of homelessness and improves health outcomes.

On June 06, 2023, the Commissioners Court, through Court Order #140986, approved the FY23-24 Texas DSHS HOPWA Grant Contract in the amount of $312,416.00.

On April 16, 2024, the Commissioners Court, through Court Order #140986, approved Amendment No. 1 to the FY 2024-2025 Texas DSHS HOPWA Contract in the amount of $312,416.00, for a total of $624,832.00.

On September 04, 2024, the Commissioners Court, through Court Order #143794, approved Amendment No. 2 to the FY 2024-2025 Texas DSHS HOPWA Contract in the amount of $667.00, for a total of $625,449.00.

On May 06, 2025, the Commissioners Court through Court Order #145150, approved Amendment No. 3 to the FY 2025-2026 Texas DSHS HOPWA Contract in the amount of $313,083.00, for a total of $938,582.00.

With approval of Amendment No. 4 to the FY 2025-2026 Texas DSHS HOPWA Contract, funding will increase by $23,870.00 for a total of $962,452.00.

The project period is September 1, 2023, through August 31, 2026. The term of this contract is September 1, 2025, through August 31, 2026.

The Criminal District Attorney's Office has reviewed these documents as to form.

FISCAL IMPACT

All associated costs will be paid from grant allocations in E0037-2026.

SUBMITTED BY	HIV Administrative Agency	PREPARED BY:	Dulce Lozano
		APPROVED BY:	Lisa McKamie-Muttiah

Administrative Funding: $0.00

No match or operating subsidy required

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TEXAS
Health and Human Services

Texas Department of State Health Services

Jennifer A. Shuford, M.D., M.P.H.
Commissioner

The Honorable Tim O'Hare, County Judge
Tarrant County
100 East Weatherford Street
Fort Worth, Texas 76196-0101

Subject: HIV/Housing Opportunities for Persons with AIDS (HOPWA)
Contract Number: HHS001317100005, Amendment No. 4
Contract Amount: $962,452.00
Contract Term: September 1, 2023, through August 31, 2026

Dear Judge O'Hare:

Enclosed is Amendment No. 4 to the above-referenced HIV/HOPWA contract between the Department of State Health Services and Tarrant County.

The purpose of this contract is to meet the housing needs of low-income persons living with HIV (PLWH) and their households within the State of Texas and provide stable, accessible housing that will help facilitate clients' entry into, or continuation of, primary medical care and other support services.

This amendment increases the contract by $23,870.00.

Please let me know if you have any questions or need additional information.

Sincerely,

Nadine Bautista, CTCM
Contract Manager
Phone: 512-776-6524
Email: Nadine.Bautista@dshs.texas.gov

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DEPARTMENT OF STATE HEALTH SERVICES
CONTRACT NO. HHS001317100005
AMENDMENT No. 4

The **DEPARTMENT OF STATE HEALTH SERVICES** ("DSHS" or "System Agency") and **TARRANT COUNTY** ("Grantee"), collectively referred to as the "Parties" to that certain grant contract for HIV/Housing Opportunities for Persons with AIDS ("HOPWA") services, effective September 1, 2023, and denominated DSHS Contract No. HHS001317100005 (the "Contract"), as amended, now desire to further amend the Contract.

WHEREAS, DSHS desires to add funds to the Contract for State Fiscal Year 2026 (September 1, 2025, through August 31, 2026), and revise the Budget accordingly.

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

1. **SECTION V, BUDGET AND INDIRECT COST RATE**, of the Contract is amended to add $23,870.00 for authorized services provided from September 1, 2025, through August 31, 2026, for a new total not-to-exceed Contract amount of $962,452.00. All payments under the Contract shall be made in accordance with **ATTACHMENT B-4, REVISED BUDGET.**

2. **ATTACHMENT B-3, REVISED BUDGET,** of the Contract is deleted in its entirety and replaced with **ATTACHMENT B-4, REVISED BUDGET**, which is attached to this Amendment No. 4 and incorporated into and made part of the Contract for all purposes.

3. This Amendment No. 4 shall be effective on the signature date of the latter of the Parties to sign this Amendment.

4. Except as amended and modified by this Amendment, all terms and conditions of the Contract, as previously amended, shall remain in full force and effect.

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

6. Each Party represents and warrants that the person executing this Amendment No. 4 on its behalf has full power and authority to enter into this Amendment.

Signature page follows

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SIGNATURE PAGE FOR AMENDMENT NO. 4
DSHS CONTRACT NO. HHS001317100005

DEPARTMENT OF STATE HEALTH SERVICES	TARRANT COUNTY
By: _____	By: Separate Electronic Signature Page
Printed Name: _____	Printed Name: Tim O'Hare
Title: _____	Title: County Judge
Date of Signature: _____	Date of Signature: 08/19/2025

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ATTACHMENT B-4
REVISED BUDGET

Budget Categories and Amounts

A. The Grantee's expenditures under this Contract shall align with the following cost categories:

Budget Categories – State Fiscal Year 2026 (9/1/2025 – 8/31/2026)	
Personnel	$0.00
Fringe Benefits	$0.00
Travel	$0.00
Equipment	$0.00
Supplies	$0.00
Contractual	$336,953.00
Other	$0.00
Total Direct Charges	**$336,953.00**
Indirect Charges	$0.00
Total	**$336,953.00**

B. Grantee must obtain DSHS' written approval prior to making any fund transfers between budget categories. Grantee's written request to DSHS must include a detailed explanation that supports the request for fund transfer. DSHS, in its sole discretion, may approve fund transfers between budget categories by providing written notice to Grantee.

C. The Grantee shall submit a Financial Status Report (FSR) for the two reporting intervals outlined below by the respective due date. If the due date falls on a weekend or holiday, the due date is the following business day.

Reporting Period	Due Date
September 1, 2025 – February 28, 2026	March 31, 2026
March 1, 2026 – August 31, 2026	October 15, 2026

Grantee must email the FSR to: FSRGrants@dshs.texas.gov and send a copy to the DSHS Contract Manager. Grantee must submit invoices monthly to prevent delays in subsequent months. Even if the Grantee does not incur expenses for a month, the Grantee must still submit timely "zero dollar" invoices. Grantee must email invoices and all supporting documentation to invoices@dshs.texas.gov and cmsinvoices@dshs.texas.gov simultaneously. The Grantee shall submit an annual close-out invoice and final FSR no later than forty-five (45) calendar days after the end of the State Fiscal Year. DSHS may deny payment for invoices received more than forty-five (45) calendar days after the end of the State Fiscal Year.

Certificate Of Completion

Envelope Id: BC9A7C50-BAC1-42AB-999E-E6D5FDCB0FB9
Status: Sent
Subject: Please DocuSign: HHS001317100005; Tarrant County; Amendment No. 4
Source Envelope:
Document Pages: 4
Signatures: 0
Certificate Pages: 2
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-06:00) Central Time (US & Canada)

Envelope Originator:
CMS Internal Routing Mailbox
11493 Sunset Hills Road
#100
Reston, VA 20190
CMS.InternalRouting@dshs.texas.gov
IP Address: 167.137.1.11

Record Tracking

Status: Original
8/1/2025 10:40:48 AM
Holder: CMS Internal Routing Mailbox
CMS.InternalRouting@dshs.texas.gov
Location: DocuSign

Signer Events	Signature	Timestamp
Judge Tim O'Hare countyjudgegrants@tarrantcountytx.gov Tarrant County Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign		Sent: 8/1/2025 10:45:23 AM
Helen Whittington helen.whittington@dshs.texas.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign		
Patty Melchior Patty.Melchior@dshs.texas.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign		
Imelda Garcia ImeldaM.Garcia@dshs.texas.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Barbara Kakembo bakakembo@tarrantcountytx.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 8/1/2025 10:45:22 AM
Lisa Muttiah lmuttiah@tarrantcountytx.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 8/1/2025 10:45:22 AM Viewed: 8/1/2025 10:45:59 AM
Tarrant County TCAAFinancial@tarrantcountytx.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 8/1/2025 10:45:21 AM
CMS Internal Routing Mailbox CMS.InternalRouting@dshs.texas.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign		
Nadine Bautista nadine.bautista@dshs.texas.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign		

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/1/2025 10:45:22 AM

Payment Events	Status	Timestamps

SIGNED AND EXECUTED this _____ day of _____, 2025.

COUNTY OF TARRANT
STATE OF TEXAS

By: Separate Electronic Signature Page
Tim O'Hare
County Judge

APPROVED AS TO FORM:

James Marvin Nichols
Criminal District Attorney's Office*

*By law, the Criminal District Attorney's Office may only approve contracts for its clients. We reviewed this document as to form from our client's legal perspective. Other parties may not rely on this approval. Instead, those parties should seek contract review from independent counsel.

CERTIFICATION OF FUNDS IN THE AMOUNT OF $_____

_____ Date: _____
Auditor