

## Mike Escaname

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**From:** Eva Rubio [evangelina.rubio@hchd.org]  
**Sent:** Wednesday, July 20, 2011 4:13 PM  
**To:** 'Mike Escaname'  
**Subject:** FW: Public Health Emergency Preparedness-PHEP allocation-PPCPS/HAZARDS-Hidalgo County HD

FYI

### *Evangelina Rubio*

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-----Original Message-----

**From:** Lundry, Lucia (DSHS) [mailto:Lucia.Lundry@dshs.state.tx.us]  
**Sent:** Friday, July 01, 2011 5:07 PM  
**To:** Eddie.Olivarez@hchd.org; Evangelina.Rubio@hchd.org; nancy.trevino@hchd.org  
**Cc:** Lundry, Lucia (DSHS)  
**Subject:** Public Health Emergency Preparedness-PHEP allocation-PPCPS/HAZARDS-Hidalgo County HD

Dear Contractor,

**Your FY2012 allocation for your Community Preparedness Hazards (PHEP) project is \$\_\_\_\_\_ \$509,389.00\_\_\_\_\_ for Program ID: \_\_\_\_\_ PPCPS/HAZARDS\_\_\_\_. The FY12 contract will be a 12-month term from August 1, 2011 thru July 31, 2012. Also attached are the Budget Templates, Face Page, Contact Page, and Checklist. Please complete each document and e-mail the completed documents back to me by July 11, 2011.**

**\*\*The budget will be reviewed and processed in the order that they are received.**

**Please do not alter the Budget Templates, Face Page, or Contact Page.** As a reminder, the budget template is locked to prevent the deletion of formulas and **you can only copy and paste to and from the formula bar.** In other words click on the cell you want to copy but then copy the verbiage from the formula bar up top and not from the cell itself; you can then paste into the budget template cell. If you do a copy and paste from cell to cell without the formula bar you may cause the entire work book to lock up. Budgets will only be accepted on the new budget template. *Also, all dollar amounts must be in whole numbers, budgets with cents will be returned to be revised.*

Additional information regarding budget requirements can be found in the **Contractor's Financial Procedures Manual** which is located at <http://www.dshs.state.tx.us/contracts/cfpm.shtm>.

Please contact me regarding any questions. We look forward to receiving your documents and completing your contracts for our FY2012.

7/20/2011

Thank you,

Lucia Lundry, CTPM  
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Prevention and Preparedness Division  
Department of State Health Services  
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