

## Mike Escaname

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**From:** eddie.olivarez <eddie.olivarez@hchd.org>  
**Sent:** Friday, March 22, 2013 11:25 AM  
**Subject:** Fwd: 2014 ILA Application  
**Attachments:** Texas Counties and Regions.docx; 2014 ILA Work Plan\_Final.docx; Copy of Budget Template\_NOT PROTECTED.xls; Copy of DSHS Budget Instructions.xls; ffata form G1-A.docx; FY2014 ILA PACKET TEMPLATE Final.docx

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

From: "Wilczynski,Jonah (DSHS)" <[Jonah.Wilczynski@dshs.state.tx.us](mailto:Jonah.Wilczynski@dshs.state.tx.us)>  
Sent: 3/21/2013 4:57:48 PM  
To: "[eddie.olivarez@hchd.org](mailto:eddie.olivarez@hchd.org)" <[eddie.olivarez@hchd.org](mailto:eddie.olivarez@hchd.org)>, "[lydia.serna@hchd.org](mailto:lydia.serna@hchd.org)" <[lydia.serna@hchd.org](mailto:lydia.serna@hchd.org)>  
Cc: "Samples-Ruiz,Melissa (DSHS)" <[Melissa.Samples-Ruiz@dshs.state.tx.us](mailto:Melissa.Samples-Ruiz@dshs.state.tx.us)>, "Nunez,Ivette (DSHS)" <[Ivette.Nunez@dshs.state.tx.us](mailto:Ivette.Nunez@dshs.state.tx.us)>  
Subject: 2014 ILA Application

Dear Local Health Department Contractor:

Thank you for the work you have accomplished thus far with the 2013 contract. We now need to work on the new 2014 Inter-Local Agreement (ILA) application for the contract that will begin on September 1, 2013 and end on August 31, 2014.

Attached to this e-mail are the 2014 IMM/LOCALS ILA Contract Packet and subsequent application forms not included in the packet. Please complete all documents listed on **Form B: Table of Contents and Checklist** and submit back in its entirety to DSHS no later than **2:00 p.m. on Friday, April 5, 2013.**

As part of the ILA packet requirement please focus in on the following documents:

- 1) A new budget that reflects the new 12-month time period, (September 1, 2013 - August 31, 2014);
- 2) A complete **Work Plan** as detailed in the attachment;
- 3) A new **Face Page** signed by the authorized signatory of your organization and;

4) A new **Form C: Contact Person Information** that now needs to include an Emergency Contact designee for your agency. Please include the current contacts for Immunization Program leadership responsible for routine communications regarding contract information requests and financial updates.

The contract amount for Fiscal Year 2014 (FY2014) will remain at level funding.

The FY2014 budget should be written so that it supports the submitted scope of work and work plan. Also, please remember that indirect costs should be limited to no more than 10% of your personnel costs. Note that any funds anticipated being collected through third-party payors should be listed as Program Income with these funds being utilized first before requesting any reimbursement from DSHS. Refer to the current *Immunization Program Contractors Guide* for guidance on calculating Program Income.

Please submit all updated documents in their original format (Microsoft Word or Excel) per the instructions on the ILA packet.

If you have any questions, feel free to contact me at the number shown below.

Jonah Wilczynski, CTCM

Certified Texas Contract Manager

Contract Management Unit, CMU

Division for Disease Control and Prevention Services (DCPS)

512/776-3968 (Direct), 512/776-7391 (Fax)