

Attached to this e-mail are the 2015 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, May 30, 2014.**

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, 2014 - August 31, 2015);
- 2) A new **Face Page** signed by the authorized signatory of your organization and;
- 4) A new **Form C: Contact Person Information** that 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 2015 (FY2015) will remain at level funding.

Before completing the required documentation please review the attached FY15 Draft Work Plan and Statement of Work as changes have been made. Final version will be sent with the executed contract. The FY2015 budget should be written so that it supports the submitted scope of work and work plan. All dollar amounts must be in WHOLE NUMBERS, budgets with cents will be returned to be revised and will bump your renewal to the bottom of the review and processing queue. 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.

Thank you,

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