

Mike Escaname

From: Wilczynski,Jonah (DSHS) <Jonah.Wilczynski@dshs.state.tx.us>
Sent: Wednesday, April 08, 2015 2:54 PM
To: Eddie.Olivarez@hchd.org; Evangelina.Rubio@hchd.org; mike.escaname@hchd.org; josie.escalante@hchd.org; sandra.garza@hchd.org; nancy.trevino@hchd.org
Subject: FY16 Renewal - HAZARDS
Attachments: Blank BP4-FY16 Budget Templates with Match.xls; Blank FY16 Support Documentation.xlsx; FY16 Contract Renewal Checklist.xlsx

Dear FY16 Contractor,

Please find attached the FY16 Renewal packet and budget with the following information to be completed:

- Your FY16 allocation dollar amount is \$574,166 for Program ID: CPS/HAZARDS.
- The FY16 contract will be in effect from **July 1, 2015** through **June 30, 2016**.
- The budget will be reviewed and processed in the order in which it is received. Please note that you as the FY16 contractor are required to provide **matching funds of 10%** of the allocation amount.
- In the attachments are the Budget Templates, including the Face Page, Contact Page, and Renewal Checklist to be completed.
- Budgets will only be accepted on the attached **new** budget template labeled FY 2016 (Face Page).
- The budget templates are locked to prevent the deletion of formulas. Dollar amounts must be in whole numbers; do not use cents or formulas in the Excel cells.
- Budgets with dollar amounts not represented as whole numbers or inadequate justifications will be returned for revision.
- Return the completed Budget Template and Checklist in an email to me by **close of business on Wednesday, April 22, 2015**.

Please contact me regarding any questions.

Jonah Wilczynski, CTCM
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