

## Mike Escaname

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**From:** Wilczynski,Jonah (DSHS) <Jonah.Wilczynski@dshs.state.tx.us>  
**Sent:** Friday, June 26, 2015 3:56 PM  
**To:** 'Eddie Olivarez' (eddie.olivarez@hchd.org); Eva Rubio (evangelina.rubio@hchd.org); 'mike.escaname@hchd.org'  
**Subject:** BP4 - One Time Allocation  
**Attachments:** Blank FY16 Contract Renewal Checklist.xlsx; Blank FY16-BP4 Budget Templates with Match.xls

Dear FY16 Contractor,

Please find attached the FY16/BP4 PHEP base flat rate budget with the following information to be completed:

- Your FY16 allocation dollar amount is \$77,344 for Program ID: CPS/OT-UNIQUE. Please note that this is one time funding.
- The FY16 contract will be in effect from **November 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 contractor are required to provide **matching funds of 10%** of the allocation amount.
- In the attachments are the Budget Templates, including the Face Page and Contact Page 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 **Friday, July 10, 2015**.

Please contact me regarding any questions.

Thank you,

**Jonah Wilczynski, CTCM**  
**Contract Manager**

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