

## Mike Escaname

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**From:** Eduardo Olivarez <eddie.olivarez@hchd.org>  
**Sent:** Wednesday, May 04, 2016 7:07 AM  
**To:** 'Mike Escaname'; connie.sanchez@mail.hchd.org  
**Cc:** Nancy Trevino  
**Subject:** FW: TXHC FY 2017 Funding Notification  
**Attachments:** Budget Form Template.xls; TXHC FY2017 SOW.PDF

**Importance:** High

## Important FYI

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**From:** Brea,Cecily (DSHS) [<mailto:Cecily.Brea@dshs.state.tx.us>]  
**Sent:** Tuesday, May 03, 2016 5:10 PM  
**To:** [Eddie.olivarez@hchd.org](mailto:Eddie.olivarez@hchd.org)  
**Cc:** [misti.rains@hchd.org](mailto:misti.rains@hchd.org); Coughlin,Rachel (DSHS)  
**Subject:** TXHC FY 2017 Funding Notification  
**Importance:** High

Dear Mr. Olivarez:

DSHS has contracted with Hidalgo County health Department since October 2014 to design and implement changes in the community and adopt priority public health practices to reduce risk factors for chronic diseases. The current Texas Healthy Communities (TXHC) contract between DSHS and the Hidalgo County Health Department will expire September 30, 2016.

DSHS is pleased to announce the availability of funds to renew the TXHC contract with the Hidalgo County Health Department for Fiscal Year (FY) 2017, continuing efforts to implement environmental, policy or systems changes at the community level which promote public health practices that are proven to reduce risk factors for chronic diseases. The FY2017 contract will be continued at FY2016 level funding.

If you renew your contract, you will be expected to continue to work with a local public/private planning group to complete the following FY2017 performance objectives:

Contractor shall:

1. Develop, complete and submit a Project Work Plan in conjunction with DSHS. The Work plan must include objectives with supporting activities that address indicators identified in the FY 2016 TXHC assessment as needing improvement. A Project Work Plan Draft must be submitted, reviewed and approved by DSHS prior to the final version submission date. The Project Work Plan draft must be submitted to DSHS on or before October 17, 2016 and the final Project Work Plan submission is due to DSHS on or before October 31, 2016.

2. Develop and submit an Evaluation Plan to DSHS. An Evaluation Plan Draft must be reviewed and approved by DSHS prior to the final version submission date. The Evaluation Plan Draft must be submitted on or before November 16, 2016 and the final Evaluation Plan version is due to DSHS on or before November 30, 2016.

3. Submit an Interim Progress Report Draft to DSHS for review on or before March 17, 2017. The Report will include summary of all items/activities conducted to date; detailed description of progress toward achieving objectives and activities; and barriers. Submission of the final Interim Report must fully address any feedback from DSHS based on the draft Interim Report and must be submitted on or before March 31, 2017.
4. Conduct, complete and submit the Texas Healthy Communities Assessment Draft in the Performance Management and Tracking System by May 16, 2017. DSHS will review and approve Draft submission prior to submission of final report in Performance Management and Tracking System (PMATS) on or before May 31, 2017.
5. Submit a Final Progress Report Draft to DSHS for review and approval on or before August 31, 2017. Report will include summary of all items/activities conducted to date; detailed description of progress toward achieving objectives and activities; plans for sustaining activities once funding has ended; and barriers/lessons learned. Submission of Final Report must fully address any feedback from DSHS based on draft final report and must be submitted on or before September 14, 2017.
6. Participate in twelve (12) monthly feedback calls (monthly project status reports) with DSHS Program to be conducted on or before the following dates: October 31<sup>st</sup>, November 28<sup>th</sup>, December 31<sup>st</sup>, January 30<sup>th</sup>, February 28<sup>th</sup>, March 31<sup>st</sup>, April 30<sup>th</sup>, May 29<sup>th</sup>, June 30<sup>th</sup>, July 31<sup>st</sup>, August 31<sup>st</sup>, and September 30<sup>th</sup>. Contractor will submit written monthly reports as directed by DSHS.

**Please complete the attached budget form, and return to Jonah Wilczynski, Contract Manager, by May 16, 2016.**

Feel free to call or e-mail if you have any SOW or programmatic questions. Please contact Jonah Wilczynski, Contract Manager, for any budget or contract questions. Thank you and congratulations!

**Information in this letter is subject to change and is not binding.**

Warm regards,

Cecily E. Brea, M.Ed  
Program Coordinator  
Texas Healthy Communities Program  
Chronic Disease Branch  
Health Promotion and Chronic Disease Prevention Section  
Texas Department of State Health Services  
P.O. Box 149347 MC 1945  
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