

## Mike Escaname

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**From:** Adams,Jason (DSHS) <Jason.Adams@dshs.state.tx.us>  
**Sent:** Friday, March 11, 2016 3:34 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:** FY17 Allocation  
**Attachments:** Blank FY17 Contract Renewal Checklist.xlsx; Blank FY17-BP5 Budget Templates with Match.xls  
**Importance:** High

Dear FY17 Contractor,

Your FY17 allocation dollar amount is \$574,166.00 for Program ID: CPS/HAZARDS.

- The FY17 contract will be in effect from **July 1, 2016 through June 30, 2017.**
- Attached are the Budget Templates, including the Face Page, Contact Page, and Renewal Checklist.
- The budget will be reviewed and processed in the order in which it is received. Please note that the FY17 contractor are required to provide **matching funds of 10%** of the allocation amount.
- **As a reminder**, the budget templates are locked to prevent the deletion of formulas. Budgets will only be accepted on the new budget templates labeled FY 2017 (Face Page).
- **Dollar amounts must be in whole numbers.**
- **Please limit FTEs to two decimal places due to eGrants programing.**
- **Please 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.

Please complete the Budget Templates and Checklist and e-mail the completed documents back to me by **Friday, close of business, March 29, 2016.**

Please contact me regarding any questions.

**Thank you for your support in this matter.**

Jason Adams, MS, CTCM  
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DCPS/RLHS Contract Management Unit  
Texas Department of State Health Services  
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