

Mike Escaname

From: Burrell,Deserie (DSHS) <Deserie.Burrell@dshs.state.tx.us>
Sent: Friday, December 02, 2016 8:15 AM
To: Eddie.Olivarez@hchd.org; Evangelina.Rubio@hchd.org; graciela.lopez@hchd.org; mike.escaname@hchd.org
Subject: FY18 HAZARDS Contract Information
Attachments: Blank FY18 Contract Renewal Checklist.xlsx; Blank FY18 Budget Templates with Match.xls

Dear FY18 Hazards (Public Health Emergency Preparedness) Contractor,

For FY 18 contracts, TX Health and Human Services Commission (HHSC) is requiring all contracts to be **executed** by June 1, 2017. This early date has several implications for you as a contractor with the TX Department of State Health Services (DSHS). **Please read the following carefully.**

Attached with this correspondence you will find a blank FY 18 Budget Template for your completion as well as a blank FY 18 Contract Renewal Checklist. Both documents should be completed and returned to me, Deserie Burrell, by **Friday, close of business, December 16, 2016.**

In order to meet the contract execution date of June 1, 2017, we request you complete the FY 18 budget template **with the assumption of level funding** for FY 18. Please note DSHS will not receive the federal Funding Opportunity Announcement (FOA) to include the state Public Health Emergency Preparedness allocation until after the due date for your budget submission has passed and, therefore, is unable to provide an accurate figure for your FY 18 allocation at this time.

Again, the FY allocation below is an estimate only based on the assumption of level funding to the state. Should there be any fluctuation in the state allocation, it may change the actual FY 18 allocation to local level contractors. In September, 2017, a contract amendment will be processed to include a corrected Scope of Work based on the federal FOA and allocation adjustment, if indicated. **Contract amendments cannot be initiated prior to September, 2017.**

Assuming level funding, your FY18 allocation dollar amount is **\$574,166** for Program ID: CPS/HAZARDS.

- The FY18 Hazards contract will be in effect from **July 1, 2017 through June 30, 2018.**
- Attached are the Budget Templates, including the Face Page, Contact Page, and Renewal Checklist.
- The submitted budget will be reviewed and processed in the order in which it is received. Please note FY18 contractors 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 2018 (Face Page).
- **Dollar amounts must be in whole numbers.** Budgets with dollar amounts not represented as whole numbers or inadequate justifications will be returned for revision.
- **Please limit FTEs to two decimal places.**

- **Please do not use cents or formulas in the Excel cells.**

Please complete the Budget Templates and Checklist and email the completed documents back to deserie.burrell@dshs.state.tx.us by **Friday, close of business, December 16, 2016.**

Please contact me regarding any questions.

Deserie Burrell, CTCM

Contract Manager
Department of State Health Services
Regional Local Health Services & Compliance Branch
DCPS/RLHS Contract Management Unit
PO Box 149347, MC1990
Austin, TX 78714

Deserie.burrell@dshs.state.tx.us

Phone: (512) 776-3967

Fax: (512) 776-7391