

## Mike Escaname

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**From:** Kirkpatrick,Tray (DSHS) <Tray.Kirkpatrick@dshs.texas.gov>  
**Sent:** Monday, December 11, 2017 11:56 AM  
**To:** Miguel Escaname; Raymundo Eufrazio CPA; Neldez Mendez, LVN; Eduardo Olivarez ;  
Connie Sanchez  
**Subject:** Immunization/Locals-ICC: FY19 Contract Packet-Hidalgo County  
**Attachments:** FY19 ILA RENEWAL PACKET IMM 12-1-17.docx; Copy of FY19 Budget Template.xls;  
Copy of FY19 Budget Template Instructions.xls; FFATA Form G.docx; Texas Counties and  
Regions.docx

Dear Contractor:

Good morning. I am the Contract Manager for the Immunization/Locals Program. Attached is the IMM/LOCAL FY19 ILA Packet (updated List of Regional Managers), FY19 Budget Template, FY19 Budget Template with instructions, FFATA Form, and a Texas Counties and Regions Form. The FY19 Work Plan will be sent out during the month January. The contract period for the FY19 IMM/LOCALS Contract is 9/01/18 - 8/31/19.

**Please see important bullet points and instructions:**

- *We will be mailing the FY19 Contract out 4/01/18 this coming year.*
- *ILA Packet Face Page/Contact Page: Please ensure you have identified the Point of Contact or Project Contact Person and the Emergency Contact Person.*
- ***DocuSign-Two email address' will receive the contract; The "Authorized Signatory" (for electronic signature) and a secondary "Project Contact Person".** The two you assign will be the only two that will have open access to the contract from their inbox.*
- *It is important we receive the completed attached documents as they were received separately and no later than 1/05/2018.*
- *Please submit the Budget Template completed with your contract name at the top of the Budget Summary Page and in excel format.*
- *If necessary, please include as separate documents, the Travel Policy and Indirect Cost Certificate or Proposal.*
- *If necessary, please complete in full the Program Income Spending Plan (ILA Packet).*
- *Please include the Job Descriptions-Personnel Detail as separate documents.*

***Your allocation is \$674,320.00***

Please complete the attached forms as instructed and return to Tray Kirkpatrick, Contract Manager, at [tray.kirkpatrick@dshs.state.tx.us](mailto:tray.kirkpatrick@dshs.state.tx.us) by January 05, 2018.

If you have any questions or concerns, please feel free to contact me. I will be out of the office from December 26<sup>th</sup> – January 2<sup>nd</sup>.

Thank you,

Tray Kirkpatrick

***Tray Kirkpatrick, CTCM  
Contract Manager  
Contract Management Section  
Room T-502  
P.O. Box 149347  
Austin, TX 78714-Mail Code 1990***

***Phone: 512-776-3448  
Fax: 512-776-7391***

**\*Please note\*** My email address has changed to reflect @dshs.texas.gov domain. Please be sure to update your contact information with the new address.