

**Mike Escaname**

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**From:** Burrell,Deserie (DSHS) <Deserie.Burrell@dshs.texas.gov>  
**Sent:** Monday, January 22, 2018 2:55 PM  
**To:** Mike Escaname  
**Cc:** 'eddie.olivarez@hchd.org'; nancy.trevino@hchd.org; Kelley,Lucia (DSHS)  
**Subject:** Hidalgo Co FY19 HAZARDS "Renewal" Packet  
**Attachments:** Blank FY19 Contract Renewal Checklist.xlsx; Blank FY19 HAZARDS Budget Templates with Match.xls  
  
**Importance:** High

Here you go Mike! Please complete and get back to me as soon as you can per our earlier discussion.

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Dear FY19 Hazards (Public Health Emergency Preparedness) Contractor,

For FY 19 contracts, the Department of State Health Services (DSHS) in collaboration with the Health and Human Services Commission (HHSC) is requiring all contracts and contract amendments to be **executed** before the Contract Start Date. The FY19 HAZARDS (Amend to Extend) Contract has an effective date of July 1, 2018. **Please read the following carefully.**

Attached with this correspondence you will find a blank FY 19 Budget Template for your completion as well as a blank FY 19 Contract Renewal Checklist. Both documents should be completed and returned to me, **Deserie Burrell**, by **Friday, January 26, 2018.**

In order to ensure the contract amendment is executed before July 1, 2018, we request you complete the FY 19 budget template **using level funding** for FY 19. At this time, DSHS has not received the Federal Funding Opportunity Announcement (FOA) which includes the state’s Public Health Emergency Preparedness Allocation. Please note the language below which will also be included in your amendment document.

Funding for this Contract is dependent on State Appropriations and Federal Grant funds. No work may begin and no charges may be incurred until the System Agency issues a written notice to proceed to Grantee. This Notice to Proceed may include an Amended or Ratified Budget which will be incorporated into this Contract by a subsequent Amendment, as necessary.

**Level funding**, your FY19 allocation dollar amount is **\$574,166.00** for Program ID: CPS/HAZARDS.

- The FY19 Hazards contract will be in effect from July 1, 2018 through June 30, 2019.

- 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 FY19 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 2019 (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 by Friday, January 26, 2018.

Please contact me regarding any questions.

Deserie Burrell, CTCM  
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Department of State Health Services  
Contract Management Section/Regional & Local Health Operations  
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Austin, Texas 78714  
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Office Hours: Monday-Friday, 7am to 4pm

\*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.