

From: Adams,Jason (DSHS) [<mailto:Jason.Adams@dshs.texas.gov>]
Sent: Friday, February 16, 2018 2:12 PM
To: Adams,Jason (DSHS)
Cc: Brea,Cecily (DSHS)
Subject: FY19 TxHC Renewal Packet
Importance: High

Dear FY19 Contractor,

Your FY19 allocation dollar amount is **\$50,000.00** for Program ID: **HPCDP/TXHC** (Texas Healthy Communities).

- The FY19 contract will be in effect from **October 1, 2018 through September 30, 2019.**
- 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.
- **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 on the top of the Face Page.
- **Dollar amounts must be in whole numbers.**
- **Please limit FTEs to two decimal places.**
- **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 email the requested documents back to me by **Friday, close of business, March 2, 2018.**

If you have any questions, please let me know.

Thank you for your support in this matter.

Jason Adams, MS, CTCM
Contract Manager
(Case Management, Family Support-Community Resources, Zoonosis, & Texas Health Communities)
CHI/LIDS Unit
Contract Management Section
Texas Department of State Health Services
P.O. Box 149347, MC 1914
Austin, TX 78714
512-776-2109 (office)
512-776-7713 (fax)
Office Hours – 8:00am to 4:30pm