

## Mike Escaname

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**From:** Ruiz, Kevin (DSHS) <Kevin.Ruiz@dshs.texas.gov>  
**Sent:** Wednesday, March 14, 2018 10:34 AM  
**To:** eddie.olivarez@hchd.org; mike.escaname@hchd.org  
**Cc:** Furdek, Natalie A (DSHS)  
**Subject:** FY19 Zika Health Care Services Program renewal notice for Contract# HHS000059600001  
**Attachments:** FY19 DSHSCostsOnlyBudgetInstructions.xls; FY19 DSHSCostsOnlyBudgetTemplate.xls; LHD SOW year 2 DRAFT.DOCX; Face Page for FY19 Zika-HCS.docx

Good morning Mr. Olivarez,

DSHS is in the process of developing the FY19 Zika Health Care Services Program (DFCHS/ZIKA-HCS) contract renewal for the period July 1, 2018 through June 30, 2019 with one option to renew contract based on the availability of funding.

- DSHS expects contractors' budget descriptions for FY19 to remain the same as in the initial FY18 budget with the exception of hiring two additional staff and a computer if needed for the additional staff. Please base your budget on the attached Draft FY19 SOW.
- Please use the attached Budget Template to develop a FY19 categorical budget for the project with the following funding allocations.

Hidalgo County

CMS allocation amount	\$ 298,177.00
Title V allocation amount	\$ 207,441.00
Total allocation amount:	<b>\$ 505,618.00</b>

- In addition please complete the attached FY19 Face Page (no signature required on the form). It is critical to notate the signature authority and the program contact person on the form. In addition, when returning the form via email, please provide the names of anyone else that would need to complete and sign other renewal attachments i.e. (FFATA form).

DSHS will send the upcoming contract renewal to your authorized representative via DocuSign® email; which allows you to view and sign the renewal electronically.

**Submit budget and face page to me, Kevin Ruiz, by Thursday, noon, March 22, 2018.**

As a reminder, the budget templates are locked to prevent the deletion of formulas.

- 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.

Please contact me regarding any questions.

Sincerely,

Kevin Ruiz, CTCM, CTPM  
Texas Department of State Health Services  
Contract Management Section, MC 1990  
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\*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.