
From: Paradise,Caeli (DSHS) <Caeli.Paradise@dshs.texas.gov>
Sent: Tuesday, January 29, 2019 3:26 PM
To: eddie.olivarez@hchd.org;
Subject: Hidalgo contract packet for IDCU/SUR
Attachments: Budget Template.xlsx; Original Face Page.docx; ugms (1).pdf

Hello,

The current infectious disease surveillance (IDCU/SUR) contract (537-18-0322-00001) for Hidalgo County will expire on August 31, 2019. DSHS is starting the contract development process to replace that contract with a new two-year contract that will begin on September 1, 2019.

The funding amount listed in this email is the same as the current contract but subject to change pending official notification of the 2020-2021 final legislative appropriations.

The anticipated award for this 2-year contract is \$295,041. The available funds for FY20 expenditures will be \$147,521 and the available funds for FY21 expenditures will be \$147,520.

THE BUDGET

Attached is the budget template and another file which includes instructions for completing the budget. **Please complete the Budget to reflect 24 months and a total amount of \$295,041.** Include on the budget the personnel and fringe for Epidemiologist staff and the travel to attend the required EPI workshop in Austin for both years of the contract. Other costs are allowed to the extent that they are in line with the guidance contained in the **Uniform Grant Management Standards (UGMS)** document also attached to this email. It will be helpful to review **Attachment A - The General Principles for Determining Allowable Costs, C. Basic Guidelines** on page 13 prior to developing the budget for this contract. Here is a piece of the information you will find in this document which is published by the Texas Comptroller of Public Accounts:

To be allowable, costs must be necessary and reasonable for proper and efficient administration of the State award.

THE FACE PAGE

I have also included Form A: Face Page to be complete and return to me. This form has been revised and no longer requires a signature. Most notably, the revised form is now requesting information for a new LHD contact to be copied in DocuSign when the contract is routed to the LHD for signature. The second page of the form contains instructions for completion.

Please return the completed budget and Form A to me by close of business **February 8th, 2019**. DSHS is working on a very tight timeline, so if meeting this deadline is not

possible, please contact me, on a case-by-case basis we may be able to negotiate an alternative deadline.

If you have any questions or have concerns regarding completing and returning the attached documents, please contact me at caeli.paradise@dshs.texas.gov or 512-776-3767.

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