



FY21 Hazard Renewal Request - Hidalgo

1 message

Ge, QuynhNhi (DSHS) <QuynhNhi.Ge@dshs.texas.gov>

Wed, Jan 22, 2020 at 10:54 AM

To: David Leal <david.leal@hchd.org>, "Eddie.Olivarez@hchd.org" <Eddie.Olivarez@hchd.org>, "Evangalina.Rubio@hchd.org" <Evangalina.Rubio@hchd.org>

Cc: DSHS PHEP <PHEP@dshs.texas.gov>

Dear Partner,

For Fiscal Year 2021 (FY21) contracts, the Department of State Health Services (DSHS), in collaboration with the Health and Human Services Commission (HHSC), requires all contracts and contract amendments to be **executed** before the contract start date. The PHEP contract will start July 1, 2020. **Please read the following carefully.**

Please find attached a blank FY21 Budget Template and an FY21 Contract Renewal Checklist for your completion. Both documents should be completed and returned to Assigned Contract Manager (ACM) by **Tuesday, February 5, 2020.**

To ensure the contract amendment is executed before July 1, 2020, please complete the FY21 Budget Template **using the provided funding allocation** for FY21.

Funding for this contract is dependent on federal appropriations. **No work may begin and no charges may be incurred until the System Agency issues a written Notice to Proceed to the Grantee.** The Notice to Proceed may include an amended or ratified budget which will be incorporated into this contract by a subsequent amendment, as necessary.

The FY21 allocation dollar amount is **\$592,548.00** for Program ID: CPS/HAZARDS.

- The FY21 PHEP contract is effective from July 1, 2020 through June 30, 2021.
- The submitted budget will be reviewed and processed in the order in which it is received. Please note FY21 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 2021 on the Face Page.

- Dollar amounts must be in whole numbers. Budgets using cents or with inadequate justifications will be returned for revision.
- Please limit full-time equivalent (FTE) effort to two decimal places.
- Please do not use formulas in the Excel cells.

Please complete the FY21 Budget Template and Contract Renewal Checklist and email to **Quynh-Nhi Ge** at Quynhnhhi.Ge@dshs.texas.gov and CC the PHEP inbox (PHEP@dshs.texas.gov) by **Tuesday, February 5, 2020**.

Please contact me with any questions.

Quynh-Nhi Ge, CTCM

Contract Specialist V

Contract Management Section (CMS)

Department of State Health Services (DSHS)

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Email: Quynhnhhi.Ge@dshs.texas.gov

2 attachments

 **Blank FY21 Contract Renewal Checklist.xlsx**
16K

 **Blank FY21 HAZARDS Budget Templates with Match.xls**
312K