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ACTION REQUIRED: Contract Extensions

DSHS Health Disparities <healthdisparities@dshs.texas.gov>
Cc: "Hyde, Jessica R (DSHS)" <JessicaR.Hyde@dshs.texas.gov>

Mon, Oct 10, 2022 at 7:58 AM

ACTION REQUIRED BY 10/24/22

Hello,

The Centers for Disease Control and Prevention (CDC) approved our request for a no-cost extension of the Community Conversations on Health (CCOH) Grant project period to May 31, 2024. This no-cost extension allows us additional time to complete grant activities but does NOT provide additional funding.

All contractors must complete [this Smartsheet form](#) to confirm interest in an extension of your CCOH contract through May 2024. If interested, you must also upload a letter of intent through the Smartsheet form that includes:

- **Activity Summary:** a high-level summary of activities that would be completed in the additional year (June 2023 - May 2024).
- **Statement of Need:** beyond requesting additional time to spend down grant funds, please explain the need for additional time to complete grant activities.

Please complete this Smartsheet form no later than close of business on **Monday, October 24, 2022**. **Even if your team is not interested in extending, each contractor must complete the Smartsheet form.**

After your extension request is reviewed, we will begin the contract amendment process. For your awareness, we will make the following additions to all scopes of work:

- Completion of an updated work plan to forecast activities through May 2024. DSHS will provide templates and technical assistance.
- Submission of at least one success story deliverable at the conclusion of the grant. DSHS will provide templates and technical assistance.
- Requirement to participate in brief evaluation activities, such as surveys or short interviews.

As always, please reach out to healthdisparities@dshs.texas.gov with any questions. We hope to receive your letter of intent soon!

Best regards,

Jessica R. Hyde, MS, CHES*Director of Public Health Partnerships*

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