



Carlos Oliva <carlos.oliva@hchd.org>

Fwd: FY25 PHEP Base Contract Budget Request – Hidalgo County

Carlos Oliva <carlos.oliva@hchd.org>
To: Carlos Oliva <carlos.oliva@hchd.org>

Mon, Jan 29, 2024 at 10:47 AM

From: **Waterman, Fred (DSHS)** <Fred.Waterman@dshs.texas.gov>
Date: Mon, Jan 22, 2024 at 10:41 AM
Subject: FY25 PHEP Base Contract Budget Request – Hidalgo County
To: Miguel Escaname <mike.escaname@hchd.org>, DAIREN SARMIENTO <dairan.sarmiento@hchd.org>, Guillermo Palacios <guillermo.palacios@hchd.org>, eduardo.olivarez@hchd.org <eddie.olivarez@hchd.org>, Clarissa Guerrero <clarissa.guerrero@hchd.org>
Cc: Kelley, Lucia (DSHS) <Lucia.Kelley@dshs.texas.gov>

Dear Partner,

For Fiscal Year 2025 (FY25) new contract cycle, 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, 2024. **Please read the following carefully.**

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 FY25 allocation dollar amount is **\$592,548.00** for Program ID: **CPS/PHEP**.

- FY25 PHEP Budget term is effective from July 1, 2024 through June 30, 2025.
- The submitted budget will be reviewed and processed in the order in which it is received. Please note FY25 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 FY25 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.

To ensure your FY25 Contract is executed before July 1, 2024, please review the attached checklist and submit all required documents to your Assigned Contract Manager (ACM) by **February 5, 2024**.

Please contact me with any questions.

Attachments:

- PHEP FY25 Blank Contract Renewal Checklist
- PHEP FY25 Blank Budget Templates with Match
- Attachment E-1 Texas HHS System-Data Use Agreement -A.2 Security and Privacy Inquiry (SPI)

Respectfully,

FRED L. WATERMAN, CTCM

Contract Specialist V

Regional & Local Health Operations

Contract Management Section (CMS)

Department of State Health Services (DSHS)

P.O. Box 149347, MC:1990

Austin, Texas 78714-9347

Phone: (512) 776-6585 (Direct)

Email: Fred.Waterman@dshs.texas.gov

Please note: I am currently working remotely. My regular work hours are Monday through Friday, 8:00am – 5:00pm.

3 attachments

 **PHEP FY25 Blank Contract Renewal Checklist.xlsx**
16K

 **PHEP FY25 Blank Budget Templates with Match.xls**
325K

 **-attachment E-1-spi.pdf**
940K