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From: **Alexander, Megan (DSHS)** <Megan.Alexander@dshs.texas.gov>

Date: Tue, Jan 14, 2025 at 3:40 PM

Subject: RLSS/LPHS New Contract Budget Request – Hidalgo County

To: amy.gonzalez@hchd.org <amy.gonzalez@hchd.org>

Cc: DAIREN SARMIENTO <dairen.sarmiento@hchd.org>

Dear Partner,

Funding for this contract is dependent on federal appropriations. **No work may begin and no charges may be incurred until the DSHS 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 total allocation dollar amount is **\$204,806.00** for Program ID: **RLSS/LPHS**.

- RLSS/LPHS budget terms are:
 - Year 1 – 9/1/2025-8/31/2026
 - Year 2 – 9/1/2026-8/31/2027

- The submitted budget will be reviewed and processed in the order in which it is received.

- As a reminder, the budget templates are locked to prevent the deletion of formulas. Budgets will only be accepted on the provided budget templates.

- **NEW Budget Section** The Additional Docusign Instructions Section has been added to the “Contact” tab on the FY26 Budget. In this section, Grantees may list special

DocuSign routing instructions. For additional technical assistance contact your assigned Contract Manager.

- 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.
- NEW: Please include all details relating to travel (traveler name and/or position, location, dates, and all costs associated with the travel)
- NEW: Please include the name of employee as well as the position title in the personnel section

Budgets are due by January 28, 2025

Please contact me with any questions.

Attachments:

- Blank Budget Template.
- Contact Information
- Project Service Delivery Plan

Thank You,

Megan Alexander, CTCM

Contract Manager V

Contract Management Section (CMS)

Department of State Health Services

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Work Phone: 512-776-3389

*****I am currently working remotely. My work hours are 7:30 am to 4:00 pm and I am available via email at megan.alexander@dshs.texas.gov*****