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FY26 PHEP Renewal Contract Budget Request – Hidalgo County Public Health District

1 message

Silva, Jennifer (DSHS) <Jennifer.Silva@dshs.texas.gov>

Fri, Jan 17, 2025 at 3:22 PM

To: DAIREN SARMIENTO <dairén.sarmiento@hchd.org>, "Miguel.escaname@hchd.org" <Miguel.escaname@hchd.org>, "Clarissa.perez@hchd.org" <Clarissa.perez@hchd.org>, Diana Cortes-Rodriguez <diana.cortes@hchd.org>, "Carlos.oliva@hchd.org" <Carlos.oliva@hchd.org>

Cc: "Kelley, Lucia (DSHS)" <Lucia.Kelley@dshs.texas.gov>, DSHS PHEP <PHEP@dshs.texas.gov>

Dear Partner,

For Fiscal Year 2026 (FY26) contract renewal, 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, 2025. **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 FY26 allocation dollar amount is **\$592,548.00** for Program ID: **CPS/PHEP**.

- FY26 PHEP Budget term is effective from July 1, 2025, through June 30, 2026.
- The submitted budget will be reviewed and processed in the order in which it is received. Please note FY26 grantees 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 FY26 on the Face Page.
- ***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. An FTE must be included. No one person can have more than 1 FTE. This includes the amount listed on the Match tab, if applicable.
- Please do not use formulas in the Excel cells.

To ensure your FY26 Contract is executed before July 1, 2025, please review the attached checklist, and submit all required documents to your Assigned Contract Manager (ACM) by **January 31, 2025**.

Please contact me with any questions.

Attachments:

- o PHEP FY26 Blank Contract Renewal Checklist

PHEP FY26 Blank Budget Templates with Match

Thank you,

Jennifer Silva, CTCM

Contract Specialist V

Contract Management Section (CMS)

Department of State Health Services

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Please note that I am currently working remotely due to the COVID-19 response. My regular work hours are Monday through Friday, 7:00am – 4:00pm.

2 attachments



PHEP FY26 Blank Contract Checklist.xlsx

15K



PHEP FY26 Blank Budget Templates with Match.xlsx

188K