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From: **Royal, Kimberly (DSHS)** <Kimberly.Royal@dshs.texas.gov>

Date: Thu, Jan 30, 2025 at 4:03 PM

Subject: Contract (HHS001315700023) expiring

To: Eduardo Olivarez <eduardo.olivarez@hchd.org>

Hello,

Please forward this email to others as needed.

The current EAIDU/SUR - Texas Epidemiology Capacity Expansion Grant (**HHS001315700023**) with the **Hidalgo County** will expire on August 31, 2025. DSHS is exercising a two (2)-year extension renewal option. The 2-year renewal extension contract begins on September 1, 2025, and ending on August 31, 2027.

The funding amount listed in this email is level funding but subject to change pending official notification of the 2026-2027 final legislative appropriations.

The amount for the 2-year renewal extension contract will be **\$295,042.00**. The available funds for FY26 expenditures will be **\$147,521.00** and the available funds for FY27 expenditures will be **\$147,521.00**.

Attached to this email is:

- **A new budget workbook Excel Template and instructions - Please complete all tabs within the spreadsheet template.**

Please return the completed Budget Workbook to me by close of business February 13th, 2025, or sooner.

Below are items **not allowed** on these budgets.

- Computers/laptops if purchased within the last two years;
- Office furniture if purchased within the last two years;
- Registration fee and travel expenses for conferences that do not relate to infectious disease surveillance or infectious disease epidemiology, or the majority of the conference's sessions/breakouts do not cover these two topics or does not meet the contracts scope of work. The following conferences will not be approved:
 - Texas Department of Emergency Management Conference
 - SETRAC Symposium
 - Association for Professionals in Infection Control
- The following two conferences will be approved for the epidemiologist funded on the budget, per the SOW:
 - the yearly ELC; and
 - NEDSS training

Note: Since NEDSS training is on-line and there is no longer a travel cost associated with this training or if the epidemiologist is already certified in NEDSS, another conference can be attended with prior approval, for example Texas Public Health Association (TPHA) Annual Education Conference, Diseases in Nature, etc. The conference must relate to infectious disease surveillance or infectious disease epidemiology.

Other items **not allowed:**

- Membership to professional organizations. (Ex. CSTE, APIC, TPHA, TSICP).
- Subscriptions to online learning services.
- Subscriptions to professional publications/journals.
- Certifications or recertification to professional licenses or certification.
- Uniforms/Jackets or any clothing.
- Promotional items with or without the LHD's logo.
- New purchases or renewal for software licenses (SAS, SPSS, etc.) that were purchased due to salary savings through an epi vacancy during a previous fiscal year that were a one-time purchase.

Lastly, please inform me via email as soon as possible, if an extension for submission of the new budget workbook is necessary.

Let me know if you have any questions.

Kind Regards,

Kimberly Royal

Kimberly Royal, CTCM, CTCD

Contract Specialist V

Contract Management Section

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