



## COLLIN COUNTY

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### MEMORANDUM

DATE: May 08, 2012

TO: Commissioners Court

FROM: Kelley Stone  
Director of Homeland Security

REF: FY 2012 Public Health Emergency Preparedness (PHEP) Grant Budget  
Amendment #001C, Contract #2011-038807

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This is to request Commissioners Court approval of an amendment to the FY 2012 PHEP Grant budget. The Texas Department of State Health Services (DSHS) will be realigning the grant Contract Period to coincide with the State's Fiscal Year. As a result, DSHS is accepting budget revisions to cover an additional one month of expenses (August) to bridge the gap between the current end of the Contract Period (July 31, 2012) and the revised start date of the FY13 Contract Period budget (September 1, 2012). The total amendment amount is +\$3,569.

This amendment also incorporates budget revisions that would have previously fallen under a 10% notification provision and one that would have required a separate amendment (moving \$75,000 previously added in Amdt. 001B to another project code). The net of these changes, plus additional funds for August expenses, results in the net increase of +\$3,569. Items listed categorically in the budget attachment may differ, which is the result of revisions to matching funds in budget categories. With more precise projections through the end of FY12, matching fund items were reduced a total of - \$3,251.

In total, this amendment increases direct budget costs by +\$6,820 and decreases matching costs by -\$3,251, resulting in a net budget change of +\$3,569.

Revisions to direct cost categories in this amendment include:

- Personnel (+ \$1,663): additional funds needed for salary at existing levels for all grant employees for one month (August)
- Fringe Benefits (- \$9,330): reduction in fringe benefits needed for current staff
- Travel (+ \$2,241): additional funds for two yearly conferences for two staff members, both of which had been previously cut at the beginning of the FY12 budget
- Supplies (+ \$4,107): additional grant program and office supplies

- Contractual (+ \$75,000): an existing line item for enrollment in the RollCall syndromic surveillance program. This item was incorrectly listed in the Other project code and must be moved before DSHS will allow expenditure
- Other (- \$66,861): reduction to accommodate RollCall movement to Contractual, additional staff and volunteer training, and additional recurring operating costs for lease space and cell phones

If you have any questions do not hesitate to contact me.

KS/JB