

**From:** [Boggs, Jennifer \(DSHS\)](#)  
**To:** [Christian Jimenez](#)  
**Cc:** [Kelley, Lucia \(DSHS\)](#)  
**Subject:** PH Workforce - Collin County Health Care Services  
**Date:** Monday, June 21, 2021 2:58:29 PM  
**Attachments:** [PH Workforce Budget Template.xls](#)  
[PHWF Project INSTRUCTIONS 6-21-21.docx](#)  
[PHWF Project Narrative & Work Plan Templ 6-21-21.docx](#)  
[Workforce COVID Fact Sheet.docx](#)

\*\*\*\*\* **WARNING:** External Email. Do not click links or open attachments that are unsafe. \*\*\*\*\*

Good afternoon – You have been awarded funding from the CDC Public Health Crisis Response (PHCR) Co-Ag: Public Health Workforce. The funding is intended to establish, expand, train, and sustain the public health workforce to support jurisdictional COVID-19 prevention, preparedness, response, and recovery initiatives, including school-based health programs.

Period of Performance: July 1, 2021 – June 30, 2023  
(Contract is effective upon execution – June 30, 2023)

Your allocation amount is: \$1,250,000.00 and attached are the Project Workplan and Budget templates you will need to complete. Your detailed workplan and budgets will need to be submitted to DSHS for final review by **5:00 pm on Wednesday, July 14, 2021**. In consideration of additional internal reviews and timelines to submit Grant information back to CDC, extensions to the due date will be limited and considered only on a case by case basis. Submit application packets to:  
[workforcecoag@dshs.texas.gov](mailto:workforcecoag@dshs.texas.gov), cc [Jennifer.Boggs@dshs.texas.gov](mailto:Jennifer.Boggs@dshs.texas.gov)

There are required Measures and Metrics that will need to be reported quarterly (template will be provided):

- Financial expenditures
- Number and type of staff hired
- Diversity metrics of staff hired
- Equity and inclusion activities
- Equipment purchased
- Trainings conducted

We have also attached a one-page fact sheet for your reference.

If you have questions please email: [Jennifer.boggs@dshs.texas.gov](mailto:Jennifer.boggs@dshs.texas.gov),  
[Lucia.Kelley@dshs.texas.gov](mailto:Lucia.Kelley@dshs.texas.gov) and [Jonah.Wilczynski@dshs.texas.gov](mailto:Jonah.Wilczynski@dshs.texas.gov)

Thank you,

Jennifer Boggs, CTCM  
Contract Specialist V

Contract Management Section (CMS)  
Department of State Health Services  
P.O. Box 149347  
Austin, TX 78714-9347  
(512)776-3967 (Direct)  
(512)776-7391 (Fax)  
[Jennifer.Boggs@dshs.texas.gov](mailto:Jennifer.Boggs@dshs.texas.gov)

Thank you,

Jennifer Boggs, CTCM  
Contract Specialist V  
Contract Management Section (CMS)  
Department of State Health Services  
P.O. Box 149347  
Austin, TX 78714-9347  
(512)776-3967 (Direct)  
(512)776-7391 (Fax)  
[Jennifer.Boggs@dshs.texas.gov](mailto:Jennifer.Boggs@dshs.texas.gov)