

Meredith

Meredith S. Nurge, MPA

Public Health Emergency Preparedness Coordinator
Collin County Health Care Services
825 N. McDonald St. Suite #110
McKinney, TX 75069
mnurge@co.collin.tx.us
972-548-4708

Need a COVID-19 Vaccine? [Click Here!](#)



CONFIDENTIAL DISCLAIMER-In accordance with the HIPAA (Health Insurance Portability and Accountability Act), this email/attachment contains protected health information and is for the sole use of the intended recipient(s). Any unauthorized use, disclosure, dissemination, or copying of this information is prohibited. If you receive this in error, please notify the sender immediately (or call 972-548-4707) and delete the information from your computer.(U) Warning: This document contains FOR OFFICIAL USE ONLY information. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C 552). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in a manner that will not result in the release of the information to the public, the media, or other personnel who do not have a valid need-to-know.

From: Boggs,Jennifer (DSHS) <Jennifer.Boggs@dshs.texas.gov>
Sent: Tuesday, January 25, 2022 10:41 AM
To: Meredith Nurge <mnurge@co.collin.tx.us>
Subject: [Not Virus Scanned] FW: FY23 Hazards Renewal Budget & Work Plan Request – Collin County Health Department

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

From: Boggs,Jennifer (DSHS)
Sent: Wednesday, January 5, 2022 4:01 PM
To: jbenson-caponera@co.collin.tx.us; cblair@co.collin.tx.us; tburton@co.collin.tx.us; edickey@co.collin.tx.us; aldavis@co.collin.tx.us; mnurge@co.collin.tx.us; cjimenez@co.collin.tx.us; asaylor@co.collin.tx.us
Subject: FY23 Hazards Renewal Budget & Work Plan Request – Collin County Health Department

Dear Partner,

For Fiscal Year 2023 (FY23) contracts, 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, 2022. **Please read the following carefully.**

Please find attached a blank FY23 Budget Template, FY23 PHEP Work Plan and an FY23 Contract Renewal Checklist for your completion. All documents should be completed and returned to Assigned Contract Manager (ACM) by **Tuesday January 25, 2022.**

To ensure the contract amendment is executed before July 1, 2022, please complete the FY23 Budget Template **using the provided funding allocation** for FY23.

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 FY23 allocation dollar amount is **\$562,786.00** for Program ID: **CPS/HAZARDS**.

- The FY23 PHEP contract is effective from July 1, 2022 through June 30, 2023.
- The submitted budget will be reviewed and processed in the order in which it is received. Please note FY23 contractors 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 FY 2023 on the Face Page.
- 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.

Please complete the FY23 Budget Template and Contract Renewal Checklist and email and send to **Jennifer Boggs** at **Jennifer.Boggs@dshs.texas.gov** and CC the PHEP inbox (**PHEP@dshs.texas.gov**) by **Tuesday January 25, 2022.**

Please contact me with any questions.

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