

Meredith

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

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**From:** Boggs,Jennifer (DSHS)  
**Sent:** Wednesday, January 5, 2022 4:01 PM  
**To:** [jbenson-caponera@co.collin.tx.us](mailto:jbenson-caponera@co.collin.tx.us); [cblair@co.collin.tx.us](mailto:cblair@co.collin.tx.us); [tburton@co.collin.tx.us](mailto:tburton@co.collin.tx.us); [edickey@co.collin.tx.us](mailto:edickey@co.collin.tx.us); [aldavis@co.collin.tx.us](mailto:aldavis@co.collin.tx.us); [mnurge@co.collin.tx.us](mailto:mnurge@co.collin.tx.us); [cjimenez@co.collin.tx.us](mailto:cjimenez@co.collin.tx.us); [asaylor@co.collin.tx.us](mailto: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](mailto:Jennifer.Boggs@dshs.texas.gov) and CC the PHEP inbox ([PHEP@dshs.texas.gov](mailto:PHEP@dshs.texas.gov)) by **Tuesday January 25, 2022.**

Please contact me with any questions.

Thank you,

Jennifer Boggs, CTCM  
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Contract Management Section (CMS)  
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