

**From:** [Alexander.Lacy \(DSHS\)](#)  
**To:** [Christian Jimenez](#); [Candice Akins](#); [Irma Salera](#); [Andrea Pease](#)  
**Subject:** [Not Virus Scanned] Collin County - Congratulations! Your TB-FED Contact has been approved to renew for CY2023  
**Date:** Monday, July 11, 2022 11:31:27 AM  
**Attachments:** [Blank CY23 TB FED ILA Packet.doc](#)  
[New Blank CY23 TB-FED Budget Template with Match.xls](#)

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

Good Morning,

Congratulations! Your TB/FED contract has been approved to renew for an additional year.

Please complete the attached updated budget template along with the ILA packet and return back to me by the deadline of **July 25, at Noon.**

\*\* Please be sure to use the attached budget template as there were some changes made to the budget template as mentioned in the recent training. We will be sending out the training slides and supporting information shortly.

I look forward to working with you for an additional year!

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**TB FED CY23 Funding**

DSHS Funding: \$84,572

20% Match: \$16,914

Please contact me directly with any questions or concerns. I can be reached via Teams, Email or my direct line listed below. I would also like to ask that Yvonne Monagas be CC'd in your reply, [yvonne.monagas@dshs.texas.gov](mailto:yvonne.monagas@dshs.texas.gov).

Below is a list of a few things to note from the training.

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• **Personnel:**

- Please provide a reasonable timeline for filling vacant positions identified in your budget
- For positions that were vacant and are now filled, please update your budget narrative to include the name and title of the new hire.
- Please review the salary allocation to ensure it aligns with the approved salary amount on the task profile.
- Please do not reduce or increase the percent allocation for any personnel unless the job duties have changed. If the percentage of time worked for TB decreases, we will not be able to increase it later.
- Please review longevity to ensure it aligns with any work anniversaries for the calendar year 2023.
- Please review the job summary to ensure it reflects the new hire's responsibility.

- Please include a job summary for each position whose travel will be reimbursed by federal funds and enter "0" in the amount requested column. Please include these positions under the Personnel Match tab.
- **Travel:**
  - Include in the justification all staff participating in travel by name ***or*** title whose travel expenses will be reimbursed by federal funds.
  - Update using the approved DSHS rate ***or*** attach a copy of your local travel policy.
- **Supplies:**
  - Please itemize all supplies as their own line item.  
Example: 2 boxes of Pens x \$5 per box = \$10 total.
    - Reminder to use the supplemental tabs as needed for additional room.
- **Contractual:**
  - Please include the six contractual elements for all contractors listed under the contractual tab.
    1. Name of Contractor(s)
    2. Method of Selection
    3. Period of Performance
    4. Scope of Work
    5. Method of Accountability
    6. Budget Detail and Justification

Thank you,

*Lacy Alexander, CTCM*

Tuberculosis & Hansens Disease Contract Manager  
Contract Management Section (CMS)  
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