

**From:** [Christian Jimenez](#)  
**To:** [Eric Dickey](#)  
**Subject:** FW: FY24 CRI Renewal Budget Request- Collin County Health Department  
**Date:** Monday, January 23, 2023 10:02:01 AM  
**Attachments:** [CRI FY24 Blank Budget Templates with Match.xls](#)  
[CRI FY24 Blank Contract Renewal Checklist.xlsx](#)  
[image001.png](#)

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Hey Eric,

Forwarding below email from DSHS about FY24 award for the CRI contract. The turnaround to get this submitted is relatively soon before February 3.

Let me know if you want to discuss anything or help on completing this budget.

Thank you,

**Christian Jimenez**

Financial Analyst  
Collin County Health Care Services  
825 North McDonald Street, Suite 130  
McKinney, TX 75069  
(972)548-5619

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**From:** Boggs,Jennifer (DSHS) <Jennifer.Boggs@dshs.texas.gov>  
**Sent:** Monday, January 23, 2023 9:52 AM  
**To:** Janna Benson-Caponera <jbenson-caponera@co.collin.tx.us>; Candy Blair <cblair@co.collin.tx.us>; Taylor Burton <tburton@co.collin.tx.us>; Amy L. Davis <aldavis@co.collin.tx.us>; Meredith Nurge <mnurge@co.collin.tx.us>; Christian Jimenez <cjimenez@co.collin.tx.us>; Joann Gilbride <joann.gilbride@co.collin.tx.us>; Aubrey Saylor <asaylor@co.collin.tx.us>; Chris Hill <chill@co.collin.tx.us>  
**Cc:** Kelley,Lucia (DSHS) <Lucia.Kelley@dshs.texas.gov>  
**Subject:** [Not Virus Scanned] FY24 CRI Renewal Budget Request- Collin County Health Department

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Dear Partner,

For Fiscal Year 2024 (FY24) 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, 2023. **Please read the following carefully.**

Please find attached a blank FY24 Budget Template and an FY24 Contract Renewal Checklist for your completion. Both documents should be completed and returned to Assigned Contract Manager (ACM) by **Friday, February 3, 2023.**

To ensure the contract amendment is executed before July 1, 2023, please complete the FY24 Budget Template **using the provided funding allocation** for FY24.

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 FY24 allocation dollar amount is **\$133,431.00** for Program ID: **CPS/CRI.**

- FY24 PHEP contract is effective from July 1, 2023 through June 30, 2024.
- 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 24 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 **Friday, February 3, 2023.**

Please contact me with any questions.