
From: Silva, Jennifer (DSHS) [<mailto:Jennifer.Silva@dshs.texas.gov>]
Sent: Tuesday, September 19, 2023 12:06 PM
To: Aubrey Saylor <asaylor@co.collin.tx.us>
Cc: Kelley, Lucia (DSHS) <Lucia.Kelley@dshs.texas.gov>; Bell, Michael (DSHS) <Michael.Bell@dshs.texas.gov>; Birnberg, Dana (DSHS) <Dana.Birnberg@dshs.texas.gov>
Subject: FY24 CPS/MRC-ASPR STTRONG Budget – Collin County Health Department

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

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 CPS/MRC-ASPR STTRONG contract will start upon execution. **Please read the following carefully.**

Please find attached a blank FY24 Budget Template, for your completion. The document should be completed and returned to **Jennifer Silva** your Contract Manager (ACM) by **Tuesday, October 3rd, 2023.**

To ensure the contract is executed in a timely manner, 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 **\$47,242** for Program ID: **CPS/MRC-ASPR STTRONG.**

- The FY24 CPS/MRC STTRONG contract is effective upon execution through May 30, 2025.
- The submitted budget will be reviewed and processed in the order in which it is received.
- 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 contact me with any questions.

Jennifer Silva, CTCM
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Contract Management Section (CMS)
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Please note that I am currently working remotely due to the COVID-19 response. My regular work hours are Monday through Friday, 7:00am – 4:00pm.