

From: [Taylor Burton](#)
To: [Eric Dickey](#)
Subject: FW: FY25 PHEP Base Contract Budget Request –Collin County Health Department
Date: Tuesday, February 20, 2024 4:33:36 PM
Attachments: [PHEP FY25 Blank Budget Templates with Match.xls](#)
[PHEP FY25 Blank Contract Renewal Checklist.xlsx](#)
[-attachment E-1-spi.pdf](#)

From: Boggs, Jennifer (DSHS) <Jennifer.Boggs@dshs.texas.gov>
Sent: Monday, January 22, 2024 8:08 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>; 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] FY25 PHEP Base Contract Budget Request –Collin County Health Department

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

Dear Partner,

For Fiscal Year 2025 (FY25) new contract cycle, 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, 2024. **Please read the following carefully.**

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 FY25 allocation dollar amount is **\$562,786.00** for Program ID: **CPS/PHEP.**

- FY25 PHEP Budget term is effective from July 1, 2024, through June 30, 2025.
- The submitted budget will be reviewed and processed in the order in which it is received. Please note FY25 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 FY25 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.

To ensure your FY25 Contract is executed before July 1, 2024, please review the attached checklist, and submit all required documents to your Assigned Contract Manager (ACM) by **February 5, 2024**.

Please contact me with any questions.

Attachments:

- PHEP FY25 Blank Contract Renewal Checklist
- PHEP FY25 Blank Budget Templates with Match
- Attachment E-1 Texas HHS System-Data Use Agreement -A.2 Security and Privacy Inquiry (SPI)