



Memorandum

TO: Community Planning Group Financial Management Assistance Providers

**FROM: Sharon K. Melville, M.D., MP.H.
Manager
HIV/STD Epidemiology and Surveillance Branch**

DATE: July 15, 2005

**SUBJECT: Renewal Application for Financial Management Assistance for Texas HIV/STD
Community Planning Groups**

The application for renewal of your agency's contract for the provision of financial management assistance to the Texas HIV/STD community planning groups with the Texas Department of State Health Services has been posted to the HIV/STD program's website at www.tdh.state.tx.us/hivstd/grants. The renewal application has also been e-mailed to your executive director. Instructions for completing the application and the deadline for submission are in the renewal application.

Agencies must submit budgets for their level-funding amount. Should you have questions regarding your level-funding amount, please consult your Planning Specialist. Questions related to the renewal application should be directed to the contact person identified in the renewal application.