



Memorandum

TO: State Services Contractors

FROM: Patricia A. Melchior, Director
Contract Management Unit

DATE: April 30, 2006

SUBJECT: Renewal Application for HIV Health and Social Services (State Services)

Enclosed are the documents required for the renewal of your agency's HIV Health and Social Services (SS) contract with the Texas Department of State Health Services (DSHS) for the period of September 1, 2007 – August 31, 2008. This renewal document will be posted on the HIV/STD Program's website at: <http://www.dshs.state.tx.us/hivstd/funding/default.shtm>. Instructions for completing the application are in the renewal document. If you have questions, please contact Liza Hinojosa, Contract Manager, at 512/458-7111 ext. 3212.

Please take note of the following changes for the FY2008 budget period:

- Administrative Agency (AA) expenditures are no longer supported on this contract. Beginning April 1, 2007, all HIV services administrative expenditures must be allocated to the AA contract.
- Reference revised State Services Allocations (attached with application)
- Table 1 is due with your application on May 21, 2007.
- Table 2 and Subcontractor forms are due to DSHS no later than September 30, 2007.
- Take special note of changes in Performance Measures (see PM Guidelines in application) for this contract.
- Prepare a twelve (12) month budget for this contract renewal (09/01/07 – 08/31/08).

Please submit an original and six (6) copies of your renewal document with the attached forms by May 21, 2007 to:

**Liza Hinojosa, Contract Manager
Contract Management Unit
Texas Department of State Health Services
1100 W. 49th Street
Austin, Texas 78756**

And one (1) copy to your Public Health Regional HIV/STD Program Manager