



Memorandum

TO: Federal HIV Prevention Contractor

FROM: Debbie Bennett, Acting Director
Contract Management Unit
Division of Prevention and Preparedness

DATE: July 1, 2009

SUBJECT: FY 2010 HIV Prevention Renewal

Enclosed are the forms and assurances required for renewal of your HIV Prevention contract for the period January 1, 2010 through December 31, 2010. Instructions for completing the forms are located in this renewal guidance document. Complete all forms that are appropriate for the interventions for which you are funded. The application forms should be submitted in alphabetical order. Please submit an electronic copy of the Renewal Guidance in Microsoft Word format to hiv-prevcontracts@dshs.state.tx.us and one (1) electronic copy to your Public Health Regional HIV/STD Program Manager. Scan only the face page and other signature pages with applicable signature as a .pdf file. The budget may be submitted in Microsoft Excel format. Submit the application electronically no later than August 3, 2009. Hard copies are not required for submission. If you have questions concerning this renewal guidance, please contact Ms. Tasha Clifton, Contract Manager, at 512-458-7111 extension 2152.