



## Memorandum

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**TO:** Federal STD Prevention Contractors

**FROM:** Patricia A. Melchior, Director  
Contract Management Unit  
Division for Prevention and Preparedness

**DATE:** July 15, 2010

**SUBJECT:** 2011 Federal STD Prevention Renewal

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Enclosed are the forms and assurances required for renewal of the above project for the period January 1, 2011 through December 31, 2011. Instructions for completing the forms are located in this renewal guidance document. Please submit an electronic copy of the Renewal Guidance forms in Microsoft Word format to [hiv-prevcontracts@dshs.state.tx.us](mailto:hiv-prevcontracts@dshs.state.tx.us) and an 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. Submit the application electronically no later than August 19, 2010. 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.