



Memorandum

TO: Ryan White Administrative Agency Executive Directors
 Ryan White Administrative Agency Contact Persons

FROM: Patricia A. Melchior, Unit Director
 Contract Management Unit
 Division of Prevention and Preparedness *pm 10/8/10*

DATE: October 8, 2010

SUBJECT: Services and Administrative (HIV/RW) Renewal Guidance for 2011-2012 Project Year (04/01/11 – 03/31/12)

Enclosed are the documents required for your agency's renewal for Services and Administrative (HIV/RW) contract with the Department of State Health Services (DSHS) for the period April 1, 2011 through March 31, 2012. 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 forms are in the renewal document. If you have questions, please contact Susana Garcia, at (512) 458-7111 ext. 2118.

Please note the following updates for the Project Year 2011-2012 Contract Renewal:

- Keeping in line with last year, the administrative and service delivery contract will remain as one contract (HIV/RW). Therefore, this renewal document will address the administrative and services functions. You will note DSHS is requesting information regarding Ryan White and State Services. The State Services information will be used for next year's renewal (09/01/2011-03/31/2012); please note this is only 6 months due to the five year term on this competitive cycle is about to expire. However, the HIV/RW contract will only include Ryan White administrative and service delivery allocations.
- Contractors **shall not** exceed the allocated administrative amount for the Administrative Agencies administrative costs during this contract term.
- Prepare a twelve (12) month budget for this contract renewal (04/01/11 – 03/31/12). The breakdown of the service delivery allocation is in pdf file attached. The administration and service delivery allocation is in the *Table A 12 month funding allocations* in this document.
- Revised budget forms are attached. Please note that State Service budget information is not requested at this time. This information will be requested during the next State Services Renewal.
- Revised voucher support form for reimbursement requests is attached for PY 2011-2012.

Important Due dates:

	Due Date
HIV/RW Renewal Guidance Budget Forms HIV/RW and HIV/SRVS State Services Table 1	November 30, 2010
HIV/RW Table 2	April 30, 2011

Categorical Budget Justification and/or Fee for Service Form for each subcontractor.	April 30, 2011

Please submit one (1) electronic copy of the renewal to the email address listed below, one (1) electronic copy to your HIV Services Consultant, and one (1) electronic copy to your Public Health Regional HIV/STD Program Manager. The face page must be scanned in as a .pdf file and sent to:

Hiv-srvscontracts@dshs.state.tx.us

Contract Management Unit

Texas Department of State Health Services

Hard copies of Renewals are not required for submission.