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

**FROM:** Debbie Hightower, Contract Manager  
Contract Management Unit  
Division of Prevention and Preparedness

**DATE:** June 3, 2014

**SUBJECT:** Administrative Agency, State Services and Ryan White Services Delivery  
(AA/SS/RWSD) Renewal Request for Fiscal Year 2015 (09/01/14 – 08/31/2015)

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Enclosed are the documents required for your agency's Administrative Agency, State Service and Ryan White Service Delivery (AA, SS and RWSD) contract renewal with the Department of State Health Services (DSHS) for the period September 1, 2014 through August 31, 2015. These contracts were combined last year into one contract for the funding year; accordingly, you are now required to **complete only ONE renewal packet**.

This 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 included below. If you have questions, please contact Debbie Hightower at (512) 776-3767.

### **Please note the following requirements for Fiscal Year 2015 Contract Renewal:**

- Complete Forms A through E
- Prepare 12 month budget(s) for this contract renewal period (09/01/14 – 8/31/2015). (budget forms are attached.) The AA, SS and RW Service Delivery allocations are located in Table A.
- Complete Budget Templates: Complete all tabs, as appropriate.
- Reminder - Contractors **shall not** exceed the allocated amount for the administrative costs during this contract term.
- Table 1 is due with your application. **Note: A separate Table 1 is required for RW and SS. Please use the program codes RW or SS (in the drop-down menu) to differentiate the forms.**
- Table 2: Subcontractor Data Sheets submitted through ARIES by September 30, 2014
- **RWSRVS Administrative and Services Summary**

## INSTRUCTIONS FOR SUBMISSION

**Submit all forms in their original Word or Excel formats. Do not combine them into a PDF format. This is necessary in order to upload documents to the new contract management system.**

Please submit one (1) electronic copy of the required contract renewal forms to the email address listed below and one (1) electronic copy to your Public Health Regional HIV/STD Program Manager on or before 5:00 pm Tuesday, June 24, 2014. **Because of the new contract management system, it is very important we receive your packet by the deadline, to avoid any unnecessary delays in executing your new contract.**

[Hiv-srvscontracts@dshs.state.tx.us](mailto:Hiv-srvscontracts@dshs.state.tx.us)

Contract Management Unit  
Texas Department of State Health Services

Hard copies of contract guidance (forms) are not required for submission.