



Memorandum

TO: Texas Infertility Prevention Project Contractor

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

DATE: July 15, 2010

SUBJECT: Project Renewal

Dear HIV/STD Services Provider:

Enclosed are the forms and assurances required for renewal of your contract for the above-named 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 in Microsoft Word format to hiv-prevcontracts@dshs.state.tx.us. Scan only the face page and other signature pages with applicable signature as a .pdf file. Submit the application electronically no later than August 13, 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.