TEXAS DEPARTMENT OF STATE HEALTH SERVICES

P.O. Box 149347
Austin, Texas 78714-9347
1-888-963-7111
TTY: 1-800-735-2989
www.dshs.state.tx.us

DAVID L. LAKEY, M.D.
COMMISSIONER

SA Contractor Broadcast MSG0143

May 11, 2011

TO: Substance Abuse Prevention, Intervention, Treatment & Tobacco Contractors

FROM: Juanita Salazar, Manager, Substance Abuse Contracts Management Unit
Mental Health and Substance Abuse Division

SUBJECT: **Deadline for Budget-Program Amendments and Contract Revision Requests**

May 23, 2011, is the final day to request changes to your budgets, programs, school sites, or community sites for FY11 Substance Abuse and Tobacco Program Attachments. Budget-Program Amendment (BPA) or Contract Revision Request (CRR) received after the deadline may not be considered.

Unit Rate and Cost Reimbursement BPA forms are attached. Please use these forms when requesting changes. BPAs must be received by the deadline date and submitted to the Substance Abuse Amendment mailbox at SubstanceAbuseAmendment@dshs.state.tx.us. BPAs sent to a different email address will not be considered.

CRRs require an original signature. Submit two signed original CRRs by deadline date to your assigned Contract Manager.

Via Regular Mail:
Department of State Health Services
ATTN: Assigned Contract Manager name
Contract Management Unit (MC 2058)
P.O. Box 149347
Austin TX 78714-9347

Physical Address for Overnight Delivery:
Department of State Health Services
ATTN: Assigned Contract Manager name
Contract Management Unit (MC 2058)
909 W. 45th Street, Building 4
Austin TX 78751

BPA and CRR requests must be received by **Friday, May 23, 2011**, for processing. Submittal of a BPA does not constitute DSHS approval. BPA submittals will be reviewed on a first-come, first-serve basis. Please contact your Contract Manager within 2-3 days of submittal to ensure receipt of the BPA and/or CRR request.