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**TO:** State HIV Prevention Contractor

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

**DATE:** March 5, 2009

**SUBJECT:** FY 2010 HIV Prevention Renewal

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Enclosed are the forms and assurances required for renewal of your HIV Prevention contract for the period September 1, 2009 through August 31, 2010. Instructions for completing the forms are located in this renewal guidance document. Complete all forms that are appropriate for the interventions for which you are funded. The application forms should be submitted in alphabetical order. Please submit an electronic copy of the Renewal Guidance in Microsoft Word format to [hiv-prevcontracts@dshs.state.tx.us](mailto:hiv-prevcontracts@dshs.state.tx.us) and one (1) electronic copy to your Public Health Regional HIV/STD Program Manager. Scan only the face page with applicable signature as a .pdf file. The budget may be submitted in Microsoft Excel format. Submit the application electronically no later than April 6, 2009. 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.