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**TO:** State HIV Prevention Contractor

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

**DATE:** March 12, 2010

**SUBJECT:** FY 2011 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, 2010 through August 31, 2011. Instructions for completing the forms are located in the attached Renewal Guidance documents. Complete all forms that are appropriate for the interventions for which you are funded.

Please submit an electronic copy of the Renewal Guidance documents alphabetically in Microsoft Word format to [hiv-prevcontracts@dshs.state.tx.us](mailto:hiv-prevcontracts@dshs.state.tx.us) with a copy to your Program Consultant and Public Health Regional HIV/STD Program Manager on or before April 12, 2010. Scan only the face page with applicable signature as a .pdf file. The budget may be submitted in Microsoft Excel format. 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.