



TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

COMMISSIONER

John J. Specia, Jr.

July 12, 2013

Mr. Michael Morris
Director of Parks & Recreation
City of Corpus Christi
606 N. Carancahua, Suite 105
Corpus Christi, Texas 78401

RE: Contract Renewal Notice of Award – Fiscal Year 2014
23792861, Community Youth Development (CYD)

Dear Mr. Morris:

Contract renewals for Division of Prevention and Early Intervention (PEI) programs must be finalized by August 31, 2013. Your agency may develop a Fiscal Year 2014 budget for a reimbursable amount up to \$386,769.67. Additional information will be forthcoming about how these funds may be utilized, including the process for pre-approval.

For FY2014, the target for the average number of youths to be served monthly will be **430** and annual number of unduplicated youth to be served will be **1376**.

Renewal forms and instructions are attached. All renewal forms that require signatures must be signed in [blue ink](#) by the contract's authorized signatory.

If a board, judge, or other governing body must approve your renewal packet, please ensure that you have planned for this process within the available time and advise your contract manager of key dates.

All renewal information is due no later than **Monday, July 15, 2013**.

Please send renewal documents to my attention at the following address:

DFPS/PEI (if sending by regular mail)
P. O. Box 149030, Mail Code Y-987
Austin, TX 78714-9030

OR (if sending by courier)
DFPS/PEI
2401 Ridgepoint Drive, M/C Y987 Austin, TX 78754

Your partnership in expediting the renewal process is greatly appreciated. If you do not intend to renew your contract with DFPS, please contact me immediately so that we may initiate contract closure.

Mr. Morris
July 12, 2013
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Please contact me at 512/929-6962 if you have any questions regarding this letter or the enclosed documents.

Sincerely,

John Norton
CYD Contract Manager
Prevention and Early Intervention

Documents sent by e-mail:

Single Audit Cost Information Request Form
Additional Authorized Signature Designation Form
Contract Renewal Checklist
Provider Information Form
Subcontractor Spreadsheet
FY14 Plan of Operations
Inventory Spreadsheet
Forms 2031, 2030 (Budget), 2033, 2282 & 3 Attachments, 4732, 4734 (FFATA), 4736 (Proof of Insurance), 9007 (ICC), and 9105