



TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

COMMISSIONER
John J. Specia, Jr.

September 3, 2015

The Honorable LeeAnn Jones
Panola County
110 South Sycamore, Room 216-A
Carthage, Texas 75633

**Subject: FFY 2016 – Title IV-E County Child Welfare Services Annual Review
Contract Number 23939005**

Dear Judge Jones:

Texas Department of Family and Protective Services (DFPS) must comply with federal regulations by conducting an annual review of your Title IV-E contract, which includes the following contract actions.

- Identifying the budget to be used for the new contract period.
- Ensuring documentation of the most current signature designation authority as documented on Form 2031, Signature Authority Designation.
- Obtaining a current Form 4734 Federal Funding Accountability and Transparency Act (FFATA) Certification.

Attached are the documents required to be maintained.

- Budget Form 2030CWIVE
 - Please sign, date and return the Budget Form.
- Federal Funding Accountability and Transparency Act (FFATA) Certification Form 4734
 - Complete and return Form 4734.
- Signature Authority Designation, Form 2031
 - Complete and return only if the signature authority has changed.

Return the completed Form 2030CWIVE, Form 4734, and Form 2031 (if any changes) to me by email at julia.conner@dfps.state.tx.us or by fax at 512-276-3080. Keep the originals for your contract record.

If you have any questions regarding the proper completion of the enclosed documents, please contact me at 936-569-5335 or via email at the address above.

Sincerely,

A handwritten signature in cursive script that reads "Julia Conner". The signature is written in black ink and is positioned above the printed name.

Julia Conner, CTCM
Contact Manager

Enclosure(s): Budget for Title IV-E County Child Welfare Services (Form 2030CWIVE),
Signature Authority Designation (Form 2031), Federal Funding Accountability and
Transparency Act (FFATA) Certifications, (Form 4734)

**Budget for Title IV-E
County Child Welfare Services Contract**

Summary

County: Panola

Contract Number: 23939005

Budget Effective Date: 10/1/2015 - 9/30/2016

Cost Category	Estimated Total Expenses Allocable to Title IV-E	Total Anticipated Federal Reimbursement	Total Anticipated County Match
A. Administration			
A.1. Direct Materials and Supplies	\$0.00	\$0.00	\$0.00
A.2. Direct Other Costs	\$0.00	\$0.00	\$0.00
Total Administration	\$0.00	\$0.00	\$0.00
B. Training			
B.1. Title IV-E Training (75%)	\$400.00	\$81.82	\$318.18
Total Training	\$400.00	\$81.82	\$318.18
C. Supplemental Foster Care Maintenance (SFCM)			
Total SFCM	\$16,550.00	\$9,455.02	\$7,094.99
Grand Total	\$16,950.00	\$9,536.83	\$7,413.17

*Estimated Federal Reimbursement for expenses based on Eligible Population Rate (EPR) during 3rd quarter of the preceding fiscal year: 27.273%

Actual reimbursement will be based on EPR in effect for the county during the month in which expenses were incurred.

* Estimated Federal Reimbursement for Supplemental Foster Care Maintenance expenses based on Federal Medicaid Assistance Percentage (FMAP) rate in effect during preceding fiscal year: 57.13%

Actual reimbursement will be based on FMAP rate in effect at the time reimbursement is made to contractor.

Contractor Certification



Signature

9-14-15

Date

LeeAnn Jones, County Judge
Printed Name & Title

**Budget for Title IV-E
County Child Welfare Services Contract**

Administration			
A.1. Direct Materials and Supplies			
		County:	Panola
		Contract Number:	23939005
		Budget Effective Date:	10/1/2015 - 9/30/2016
Materials and Supplies (description)	Estimated Total Expense*	Anticipated Federal Reimbursement (estimated EPR x 50% FFP)	Anticipated County Match
None anticipated at this time.		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
Total Direct Materials and Supplies	\$0.00	\$0.00	\$0.00

* estimated total cost for Title IV-E related activities

Note Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc
http://www.dfps.state.tx.us/handbooks/Title_IV-E_County/default.jsp

**Budget for Title IV-E
County Child Welfare Services Contract**

Administration			
A.2. Direct Other Costs			
		County:	Panola
		Contract Number:	23939005
		Budget Effective Date:	10/1/2015 - 9/30/2016
Other Costs (description)	Estimated Total Expense*	Anticipated Federal Reimbursement (estimated EPR x 50% FFP)	Anticipated County Match
None anticipated at this time.		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
Total Direct Other Costs	\$0.00	\$0.00	\$0.00

* estimated total cost for Title IV-E related activities

Note Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc
http://www.dfps.state.tx.us/handbooks/Title_IV-E_County/default.jsp

**Budget for Title IV-E
County Child Welfare Services Contract**

County: <u> Panola </u>		Contract Number: <u> 23939005 </u>		Budget Effective Date: <u> 10/1/2015 - 9/30/2016 </u>		B. Training					
B.1. Title IV-E Training (75%)											
Training (Description and Title)	Registration* (amount allocable to Title IV-E)	Lodging* (amount allocable to Title IV-E)	Meals* (amount allocable to Title IV-E)	Transportation (amount allocable to Title IV-E)	Subtotal	Number of Employees Attending	Estimated Total Expense*	Anticipated Federal Reimbursement (estimated EPR x.75% FFP)	Anticipated County Match		
NOTE: Form 9321 Training Expense Documentation Form must be submitted to DFPS for review/approval by Federal Funds prior to training.											
Title IV-E related training for Child Welfare Board Members	\$0.00	\$100.00	\$50.00	\$50.00	\$200.00	2	\$400.00	\$81.82	\$318.18		
					\$0.00		\$0.00	\$0.00	\$0.00		
					\$0.00		\$0.00	\$0.00	\$0.00		
					\$0.00		\$0.00	\$0.00	\$0.00		
					\$0.00		\$0.00	\$0.00	\$0.00		
					\$0.00		\$0.00	\$0.00	\$0.00		
					\$0.00		\$0.00	\$0.00	\$0.00		
					\$0.00		\$0.00	\$0.00	\$0.00		
					\$0.00		\$0.00	\$0.00	\$0.00		
					\$0.00		\$0.00	\$0.00	\$0.00		
					\$0.00		\$0.00	\$0.00	\$0.00		
Total Training							\$400.00	\$81.82	\$318.18		

* estimated amount allocable to Title IV-E

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc. http://www.dfps.state.tx.us/handbooks/Title_IV_E_County/default.jsp

**Budget for Title IV-E
County Child Welfare Services Contract**

C. Supplemental Foster Care Maintenance (SFCM)			
County:		Panola	
Contract Number:		23939005	
Budget Effective Date:		10/1/2015 - 9/30/2016	
Other Costs (description)	Estimated Total Expense*	Anticipated Federal Reimbursement (estimated FMAP)	Anticipated County Match
Allowances	\$6,000.00	\$3,427.80	\$2,572.20
Clothing	\$4,750.00	\$2,713.68	\$2,036.33
Gifts	\$2,800.00	\$1,599.64	\$1,200.36
Graduation Expenses	\$500.00	\$285.65	\$214.35
Personal Items	\$500.00	\$285.65	\$214.35
School Supplies	\$2,000.00	\$1,142.60	\$857.40
Reasonable Child Specific Travel	\$0.00	\$0.00	\$0.00
Total Direct Other Costs	\$16,550.00	\$9,455.02	\$7,094.99

* estimated total cost for Title IV-E related activities

Note Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc
http://www.dfps.state.tx.us/handbooks/Title_IV-E_County/default.jsp

**Budget for Title IV-E
County Child Welfare Services Contract**

Budget Narrative

County: Panola

Contract Number: 23939005

Budget Effective Date: 10/1/2015 - 9/30/2016

A. Administration

A.1. Direct Materials and Supplies

None anticipated at this time.

A.2. Direct Other Costs

None anticipated at this time.

B. Training

B.1. Title IV-E Training (75%)

Title IV-E related training and conferences related to provision of services to children in foster care for Child Welfare Board members and foster/adoptive parents.

C. Supplemental Foster Care Maintenance (SFCM)

Expenses may include allowances, clothing, gifts, graduation expenses, personal items, school supplies, and reasonable child specific travel for Title IV-E eligible children in foster care.

The Federal Funding Accountability and Transparency Act (FFATA) certifications enumerated below represent material facts upon which DFPS relies when reporting information to the federal government required under federal law. If the Department later determines that the Contractor knowingly rendered an erroneous certification, DFPS may pursue all available remedies in accordance with Texas and U.S. law. Signor further agrees that it will provide immediate written notice to DFPS if at any time Signor learns that any of the certifications provided for below were erroneous when submitted or have since become erroneous by reason of changed circumstances. **If the Signer cannot certify all of the statements contained in this section, Signer must provide written notice to DFPS detailing which of the below statements it cannot certify and why.**

Grant Award Number: PAC 271

Catalog of Federal Domestic Assistance Number (CFDA): 93.658

Did your organization complete the System for Award Management (SAM) registration?
 Yes No

Catalog Federal Domestic Assistance (CFDA) Annual Grant Document Number: PAC 271

Enter Your Dun & Bradstreet (D&B) DUNS Number, and its parent if applicable: 102739302

Did your organization have a gross income, from all sources, of less than \$300,000 in your previous tax year? Yes No N/A (if entity does not generate income)

If your answer is "Yes", skip questions "A", "B", and "C" and finish the certification.
If your answer is "No" or N/A, answer questions "A" and "B".

A. Certification Regarding % of Annual Gross from Federal Awards.

Did your organization receive 80% or more of its annual gross income from federal awards in the previous tax year? Yes No

B. Certification Regarding Amount of Annual Gross from Federal Awards.

Did your organization receive \$25 million or more in annual gross income from federal awards in the previous tax year? Yes No

If your answer is "Yes" to both question "A" and "B", you must answer question "C".
If your answer is "No" to either question "A" or "B", skip question "C" and finish the certification.

C. Certification Regarding Public Access to Compensation Information.

Does the public have access to information about the compensation [17 CFR 229.402(c)(2)] of the senior executives (e.g., officers, managing partners, or any other employees in management positions) in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? Yes No N/A (if entity reports through some other means, state how:)

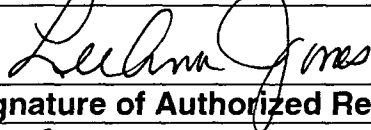
FFATA Certifications

If your answer is "No" you must provide compensation information to DFPS for FFATA reporting. If N/A, you may still be required to supply compensation information pending DFPS or federal awarding agency approval.

contractor entry columns:							contractor entry column	
B	C	D	E	F	G	H	I	J
Contractor DUNS number	Contractor DUNS+4 digits as applicable	Primary City	Primary State	9 character zip code	Primary Country	DFPS Contract Number	Contractor Compensated Amount	Contractor Legal Name
008517104	1234	LongTree	TX	087341234	USA	529-11-0001-00001	John Brown:50000; Mary Rudd:50000; Eric Landon.400000; Todd Parker.300000 Sally Thompson:300000	Henderson Clinic
					USA			
					USA			
					USA			
					USA			
					USA			
					USA			
					USA			

FFATA Certifications

As the duly authorized representative (Signatory) of the Contractor named below, I hereby certify that the responses that I have provided to the questions in this certification form are true, complete and correct to the best of my knowledge.

LeeAnn Jones	
Printed Name of Authorized Representative	Signature of Authorized Representative
County Judge	9-14-15
Title of Authorized Representative	Date
Panola County	23939005
Legal Name of Contractor	Contract Number

Signature Authority Designation

All Contractors/Potential Contractors are required to fill out and submit this form.

Completion of this form designates signature authority for Contractor: Panola County

The Contractor may: (1) designate additional signature authority by including the additional signature authority's name and title; or (2) verify that the signature below is the only signature authority designated for contracting with DFPS.

The Contractor understands that there is an ongoing duty to notify DFPS in writing of any change to signature authority during the term of the contract with DFPS. The Contractor verifies that the signature(s) below is a complete, true and correct representation of signature authority.

LeeAnn Jones
Printed Name
County Judge
Title of Authorized Representative
Panola County
Legal Name of Contractor/Potential Contractor
Signature of Authorized Representative
Date
23939005
Contract or Procurement Number

The Designated Signature Authority as referenced above has authorized the following person(s) listed below to also approve and sign on the contract functions as indicated. Please note that both the printed name and signature is required for each authorized individual.

Table with 4 columns: Printed Name, Title, Function, Signature. Row 1: Sidney Burns, County Auditor, Financial documents, [Signature].

I certify that the person(s) indicated above are designated as "Authorized Official(s)" for the purpose stated and that the signatures are valid. I further understand that it is my responsibility to immediately notify the DFPS in writing of any changes to the above list.

LeeAnn Jones, County Judge
Printed or Typed Name & Title of Contract Signatory
Signature

COPY

Signature Authority Designation

All Contractors/Potential Contractors are required to fill out and submit this form.

Completion of this form designates signature authority for Contractor: _____

The Contractor may: (1) designate additional signature authority by including the additional signature authority's name and title; or (2) verify that the signature below is the only signature authority designated for contracting with DFPS.

The Contractor understands that there is an ongoing duty to update signature authority during the term of the contract with DFPS. This is a complete, true and correct representation of signature authority.

Only complete this form if you need to make changes to the one signed 4/13/15. Julia

Printed Name

Signature of Authorized Representative

Title of Authorized Representative

Date

Legal Name of Contractor/Potential Contractor

Contract or Procurement Number

The Designated Signature Authority as referenced above has authorized the following person(s) listed below to also approve and sign on the contract functions as indicated. Please note that both the printed name and signature is required for each authorized individual.

Printed Name	Title	Function	Signature

I certify that the person(s) indicated above are designated as "Authorized Official(s)" for the purpose stated and that the signatures are valid. I further understand that it is my responsibility to immediately notify the DFPS in writing of any changes to the above list.

Printed or Typed Name & Title of Contract Signatory

Signature