



TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

COMMISSIONER
John J. Specia, Jr.

July 24, 2014

Re: FY 2015 - County Legal Services AND Welfare Board IV-E Annual Review

Contract Number: 23941008 / 23941009

Dear Honorable Judge Ramon Garcia:

The 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. This may include obtaining and approving a revised budget or confirmation of the continued use of the most current budget;
- ensuring documentation of the most current signature designation authority as documented on Form 2031, Signature Authority Designation; and
- obtaining a current Form 4734 Federal Funding Accountability and Transparency Act (FFATA) Certification.

Attached are the documents required to be maintained:

- Budget Form 2030CLIVE and Budget Form 2030CWIVE
- Signature Authority Designation, Form 2031;
- Federal Funding Accountability and Transparency Act (FFATA) Certification Form 4734; and

Please return the budget forms and their associated narrative to support the projected expenditures. If your agency claims an indirect rate, return your agency's most current and approved indirect rate. **If a revised budget is not necessary, indicate in your return correspondence that the budget will remain as previously submitted.**

Return Form 2031 only if the signature authority has changed.

Return completed Form 4734.

Please return the appropriate enclosed documents to Elizabeth Garza via email to elizabeth.garza@dfps.state.tx.us by August 1, 2014.

If you have any questions regarding the proper completion of the enclosed documents, please contact Elizabeth Garza at (956) 316-8270 or elizabeth.garza@dfps.state.tx.us.

Sincerely,

Clerissa Castillo

Clerissa Castillo
Contract Manager

cc: Edna Fuentes, CPS Contracts Program Director

Enclosure(s):

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