



TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

COMMISSIONER
John J. Specia, Jr.

July 14, 2015

Re: FY 2016 - 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;
- obtaining a current Form 4734 Federal Funding Accountability and Transparency Act (FFATA) Certification; and
- ensuring current areas of associated risk to the agency are annually identified.

Attached are the documents required to be maintained:

- Budget Form 2030CWIVE;
- Signature Authority Designation, Form 2031;
- Federal Funding Accountability and Transparency Act (FFATA) Certification Form 4734;
- Internal Control Certification, Form 9007ICC
- Risk Analysis Questionnaire, Form 9105.

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, approved indirect rate. If a revised budget is not necessary, indicate in your return correspondence that the budget will remain as previously submitted and attached budget form do not need to be completed.

Return Forms 4734, 9007ICC and 9105.

Return Form 2031 only if the signature authority has changed.

Please return the appropriate enclosed documents to my Linda Mendez via email to linda.mendez@dfps.state.tx.us or via mail at the following address by July 28, 2015.

Linda Mendez MC 108-1
Contract Manager
2520 S. Veterans Blvd.
Edinburg, Texas 78539
linda.mendez@dfps.state.tx.us

If you have any questions regarding the proper completion of the enclosed documents, please contact Linda Mendez at [956-316-8269](tel:956-316-8269) or linda.mendez@dfps.state.tx.us.

Sincerely,

Elizabeth Garza

Elizabeth Garza
Contract Manager

cc: Edna Fuentes, CPS Contracts Director, Edinburg, 108-1

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)
- Internal Control Certification, Form 9007ICC
- Risk Analysis Questionnaire, Form 9105