



Ramiro Sendejo <ramiro.sendejo@da.co.hidalgo.tx.us>

Fwd: VCLG 1772391 Hidalgo County Criminal District Attorney's Office

2 messages

Rosalinda Cantu <rosalinda.cantu@da.co.hidalgo.tx.us>
To: "sendejo, ramiro" <ramiro.sendejo@da.co.hidalgo.tx.us>

Wed, Aug 31, 2016 at 2:25 PM

Hi Ramiro,

Please review this email and let me know once we have complied with this request.

Sincerely,

Rosalinda Cantu

HR Coordinator/ Office Administrator
Hidalgo County
Office of the Criminal District Attorney
100 E. Cano, Courthouse Annex III, 2nd Floor
Edinburg, Texas 78539
Office No. (956) 292-7604 ext. 8085 Fax (956) 318-2078
rosalinda.cantu@da.co.hidalgo.tx.us

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----- Forwarded message -----

From: Ratra, Bobby <Bobby.Ratra@texasattorneygeneral.gov>
Date: Wed, Aug 31, 2016 at 1:05 PM
Subject: VCLG 1772391 Hidalgo County Criminal District Attorney's Office
To: "rosalinda.cantu@da.co.hidalgo.tx.us" <rosalinda.cantu@da.co.hidalgo.tx.us>, "ramon.garcia@co.hidalgo.tx.us" <ramon.garcia@co.hidalgo.tx.us>, "ray.eufracio@auditor.co.hidalgo.tx.us" <ray.eufracio@auditor.co.hidalgo.tx.us>
Cc: "Sanchez, Jenny" <Jenny.Sanchez@texasattorneygeneral.gov>

Dear Grantee,

Attached is your agency's Fiscal Year 2017 Detailed Budget which was derived from your current FY 2016 budget approved by the Office of the Attorney General (OAG). You will notice under the Other Direct Operating Expenses category, there may be a new line item called "Reallocated Funds". These funds need to be reallocated to an approved category as needed for your agency.

In order to make changes to the reallocated funds or to make any other changes, a revised budget must be submitted to your grant manager, prior to receiving your final approved detailed budget. We ask that you carefully read and follow the steps indicated below:

Important note:

- This reallocation will not count towards your agency's one budget adjustment for the grant year.
- If changes are not necessary, email the Detailed Budget to your grant manager, indicating **no changes are warranted.**

Budget

1. Review your Agency's FY 2017 approved budget to identify needed revisions.
2. Add additional staff positions for FY2017 under "Salary" and "Fringe". Submit job descriptions for new staff positions with the revised budget.
3. Enter the number of hours the staff works per week and the correct number of hours per week each staff will work on this grant in FY 2017 into the "Hrs/Week" column. (Do not leave this column blank). The percentage (%) of time will automatically calculate.
4. Add new line items to the appropriate budget category. Provide justifications for new line items in the Grant Budget Adjustments and Changes Request Form.
5. List the new budget amounts in the "FY 2017 Budget Adjustment" column.
6. Unless you have a previously approved exception, a minimum of 75% of the budget total must be allocated to the salary and fringe budget categories.
7. The "Total Budget" amount for FY 2017 must remain the same as originally approved by the OAG.
8. Save your updated budget using the following file format: grant # Agency Name FY 2017 Budget (i.e. 1550000 XYZ Organization FY 2017 Budget).
9. Submit your Detailed Budget and Grant Budget Adjustment and Changes Request form to your grant manager via email.

If at any time during the course of the grant contract period you have any changes or modifications that need to be made, please review the Budget Adjustment and Changes Form instructions to follow the budget approval process.

Invoice and Financial Status Report (FSR)

Your agency's individualized invoice, FSR, and instructions on how to fill out the forms will be sent when your revised budget, as discussed above, has been approved.

Any budget questions may be directed to either your grant manager and/or finance staff.

Thank you,

Contracts and Asset Management Division

NOTE: Although approved budgets will not be released until contracts are executed by the Office of the Attorney General, the Grants Administration Division is facilitating the review of your budget early. This will allow the OAG to provide you with the reporting forms promptly.

Bobby S Ratra

Contracts and Asset Management Division

Office of the Attorney General

P. O. Box 12548 MC-005

Austin Texas 78711-2548

Phone 512-936-6397

Fax 512-370-9905

Bobby.Ratra@texasattorneygeneral.gov

3 attachments

 **Budget Adjustments and Changes Instructions FY17 PDF.pdf**
35K

 **Budget Adjustments and Modifications Request Form FY17.xlsx**
35K

 **1772391 Hidalgo County Criminal District Attorney's Office.xlsx**
21K

Ramiro Sendejo <ramiro.sendejo@da.co.hidalgo.tx.us>
To: Ramiro Sendejo <ramiro.sendejo@da.co.hidalgo.tx.us>

Thu, Sep 1, 2016 at 2:11 PM

[Quoted text hidden]

Ramiro Sendejo
Accountant III
Administration Section
Office of Criminal District Attorney
Hidalgo County, Texas
100 E. Cano, Rm. #131
Edinburg, TX 78539
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3 attachments

 **Budget Adjustments and Changes Instructions FY17 PDF.pdf**
35K

 **Budget Adjustments and Modifications Request Form FY17.xlsx**
35K

 **1772391 Hidalgo County Criminal District Attorney's Office.xlsx**
21K