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BPU2018 info on Supplemental Awards

1 message

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You are receiving this email as a contact on the **FY2018 Border Prosecution Unit** grant.

As indicated in the memorandum from Tom Krampitz dated 08/15/17, the Border Prosecution Unit (BPU) Board of Directors has reviewed and approved FY2018 supplemental grant allocations in the total amount of \$558,000. This email describes how to manage the supplemental amounts in eGrants, and is addressed to the entire BPU so as to also mention the classification of costs in the budget, especially for Training and Travel.

(A) Cost Classifications in the Budget

Travel & Training can be separated into three different components. Your local travel policy dictates reimbursement practices for these costs. Some of the grants have a significant dollar amount in Training; for consistency across the BPU, please categorize funds into separate budget lines as follows:

1. Mileage – Mileage rate calculation while using a personal vehicle on BPU business, whether local or with travel.
2. Training/Registration fees – Costs for grant-funded personnel to attend training (seminar or registration fee only).
3. Travel – Travel-related costs, such as lodging, rental car, airfare, per diem or meals.

Travel and Training expenses outside of these descriptions shall go on a separate budget line.

Other Budget Lines:

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Vehicle Operating Costs – Prorated actual costs related to using an agency vehicle on BPU business, whether local or with travel.

Contractual/Training - When a person or organization outside your agency provides training, these costs shall be captured in a Contractual line item.

Presentation and/or Training Supplies – cost of producing handouts, brochures, pamphlets.

For Reference Material – use a separate line under Office Supplies (if printed)

–or– Computer Software (if paying for online access).

If funds in your budget are not categorized as described here, a grant adjustment may be processed in eGrants to move funds into the relevant categories. Contact me with any questions about interpretation.

(B) BPU2018 Supplemental Funds

Initially, BPU2018 grant funds are being awarded in the total amounts as requested in the applications from each agency. Early in 2018, OOG will review the status of amounts expended on each grant; monthly financial reporting is preferred (!). If the initial award amount has been consistently exhausted throughout the grant year, and you expect to need the supplemental funds to finish out your FY2018 grant, a supplemental grant adjustment may be processed in eGrants to increase the total award amount by the approved supplemental dollar amount for your agency.

Personnel – The performance period of the BPU2018 grant begins today 09/01/17. As such, all personnel positions (new or existing) may become effective as of that date.

Determine whether a grant adjustment is required at this time based on whether (a) new budget lines would be created –or- (b) supplemental funds are being added to existing budget lines.

If the supplement adds a new position and/or a new budget line:

(a) A grant adjustment may be processed now to create the new position/budget line, temporarily moving funds from another category. Adjustments to the budget may be made as necessary, as long as the total award amount does not change. Early in 2018, when supplemental grant adjustments are processed, funds may be replenished to the budget lines previously (temporarily) adjusted downward.

If the supplement adds funds to an existing position and/or budget line:

(b) No specific action is required at this time, except perhaps updating the budget description (through a grant adjustment) to reflect the new salary and fringe benefit amounts for Personnel.

(C) Award Statement

The setup in eGrants for BPU2018 has been updated to reflect the \$6,000,000 total amount appropriated for FY2018. For a corrected copy of your award statement: select the grant number from the My.Home Tab, go to the Summary Tab, then Award.Statement Tab and generate another copy.

(D) HSGD FAQ Document

The Homeland Security Grants Division (HSGD) has posted an update to the “**HSGD General FAQs**” document on the eGrants website. To access the FAQs, click on the Updates link from the eGrants home page, click on the “Forms and Guides” link, go to the “Frequently Asked Questions (FAQs)” section, and click on the “HSGD General FAQs” link.

As always, if you have any questions, feel free to contact me, or Arturo Mendez, Border Security Program Manager, at 512-936-2238.

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Homeland Security Grants Division

Office of the Governor, Texas