

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
COMMUNITY SERVICES BLOCK GRANT PROPOSED BUDGET
PY 2020**

*Please enter the requested information into the yellow highlighted cells
on each page and sign the Summary Page below*

Subrecipient:	Hidalgo County Community Services Agency
Service Area:	Hidalgo County
CSBG Allocation:	
\$ 1,678,747.00	

IMPORTANT! This "Summary Page" will self-populate as you complete each of the worksheets (B.1 - B.9):

BUDGET CATEGORIES	AMOUNT
B.1 Personnel	\$ 693,399.86
B.2 Fringe Benefits	\$ 293,612.44
B.3 Travel	\$ 26,100.00
B.4 Equipment	\$ 6,500.00
B.5 Supplies	\$ 13,750.00
B.6 Contractual	\$ 27,100.00
B.7 Other/B.8 Client Services	\$ 618,284.70
B.9 Indirect Costs <small>(If subrecipient has an approved Indirect Cost Rate Agreement from cognizant agency, enter detail on B.9).</small>	\$ -
TOTAL BUDGET*	\$ 1,678,747.00

***TOTAL BUDGET" must equal the "CSBG Allocation" above.**

Diff.: \$

0.00

Subrecipient Approval

<i>Signature of Preparer</i>	<i>Date</i>
<i>Signature of Approver</i>	<i>Date</i>

Personnel - B.1

Subrecipient:	Hidalgo County Community Services Agency			
Personnel				
Section 1: Administrative and Management Staff				
Identify Job Title NOT staff names	No. of Months	Annual Salary	% of CSBG Support	Amount Budgeted to CSBG Funds
Executive Director	12	\$ 95,444	75%	\$ 71,582.94
Manager, Administrative Operations	12	\$ 63,865	60%	\$ 38,319.09
Executive Secretary	12	\$ 41,221	80%	\$ 32,976.48
Executive Assistant I	12	\$ 43,796	80%	\$ 35,036.80
Administrative Assistant	12	\$ 25,709	60%	\$ 15,425.28
Accountant IV	12	\$ 60,000	45%	\$ 27,000.00
Ombudsperson/ Payroll Accounting Sp	12	\$ 39,142	60%	\$ 23,484.99
Finance Clerk	12	\$ 25,709	50%	\$ 12,854.40
Accountant II	12	\$ 46,350	51%	\$ 23,638.50
A/P Specialist	12	\$ 32,007	60%	\$ 19,204.47
Accounting Specialist	12	\$ 27,595	60%	\$ 16,556.84
IT Security Engineer/Systems Analyst	12	\$ 49,447	60%	\$ 29,668.33
Lead Data Entry Clerk	12	\$ 31,729	60%	\$ 19,037.49
Data Entry Processing Clerk	12	\$ 25,709	60%	\$ 15,425.28
CCFS Supervisor	12	\$ 51,500	60%	\$ 30,900.00
CCFS Clerk	12	\$ 25,709	60%	\$ 15,425.28
Switchboard Operator/Administrative	12	\$ 25,709	50%	\$ 12,854.40
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Subtotal Section 1 (CSBG ONLY):				\$ 439,390.57
Section 2: Program Staff/Direct Client Support Staff				
Identify Job Title NOT staff names	No. of Months	Annual Salary	% of CSBG Support	Amount Budgeted to CSBG Funds
Lead Case Study Manager	12	\$ 37,286	90%	\$ 33,557.40
Case Study Manager	12	\$ 32,115	90%	\$ 28,903.86
Case Study Manager	12	\$ 32,115	90%	\$ 28,903.86
Case Study Manager	12	\$ 32,115	90%	\$ 28,903.86
EWI	12	\$ 27,187	40%	\$ 10,874.82
EWII	12	\$ 29,801	20%	\$ 5,960.20
EWII (6)	12	\$ 178,806	20%	\$ 35,761.19
EWII	12	\$ 29,801	20%	\$ 5,960.20
EWII	12	\$ 29,801	20%	\$ 5,960.20
EWIII	12	\$ 34,643	35%	\$ 12,124.91
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

Personnel - B.1

Subrecipient:	Hidalgo County Community Services Agency	
	Subtotal Section 2 (CSBG ONLY):	\$ 196,910.50
	Total Section 1 and 2:	\$ 636,301.07
	Subtotal Section 3:	\$ 57,098.79
Total Personnel Tab		\$ 693,399.86

Personnel - B.1

Subrecipient:	Hidalgo County Community Services Agency			
				\$ -
				\$ -
				\$ -
Subtotal:				\$ -

Enter Next Program

Personnel - B.1

Subrecipient:	Hidalgo County Community Services Agency			
Program:				
Budget Categories - Job Title	No. of Months	Annual Salary	% of CSBG Support	Amount Budgeted to CSBG Funds
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Subtotal:				\$ -

Enter Next Program

Program:				
Budget Categories - Job Title	No. of Months	Annual Salary	% of CSBG Support	Amount Budgeted to CSBG Funds
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Subtotal:				\$ -

Fringe - B.2

Subrecipient:	Hidalgo County Community Services Agency
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Fringe Benefits

Section 1: Administrative & Management Staff

Items	Amount	
F.I.C.A	\$ 34,000.00	
Unemployment	\$ 13,500.00	
Workman's Comp. Insurance	\$ 3,405.00	
Health Insurance	\$ 81,000.00	
Dental Insurance		
Life Insurance	\$ 1,000.00	
Retirement Contribution	\$ 31,000.00	
Others (List):	Longevity Pay	\$ 1,425.00
Subtotal Section 1 (CSBG ONLY):		\$ 165,330.00

Section 2: Program Staff/Direct Client Support Staff

Items	Amount	
F.I.C.A	\$ 17,000.00	
Unemployment	\$ 11,000.00	
Workman's Comp. Insurance	\$ 2,000.00	
Health Insurance	\$ 53,142.44	
Dental Insurance	\$ -	
Life Insurance	\$ 500.00	
Retirement Contribution	\$ 14,000.00	
Others (List):	Longevity Pay	\$ 1,960.00
Subtotal Section 2 (CSBG ONLY):		\$ 99,602.44

Total Section 1 and 2 (CSBG ONLY):		\$ 264,932.44
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Subtotal Section 3:		\$ 28,680.00
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Total Fringe Benefits Tab		\$ 293,612.44
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Scroll down and complete the tables below to identify CSBG Support for Other Programs

Section 3: CSBG Support for Other Programs

FRINGE BENEFITS for OTHER PROGRAM(S): List Fringe Benefits for other program(s) being supported by CSBG: *(Please use separate attachment if more space is needed, & transfer the totals from the separate attachments to a line on any of the available pages below):*

Program:	RSVP
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Items:	Amount	
F.I.C.A	\$ 5,239.00	
Unemployment	\$ 1,651.00	
Workman's Comp. Insurance	\$ 107.00	
Health Insurance	\$ 15,000.00	
Dental Insurance	\$ -	
Life Insurance	\$ 100.00	
Retirement Contribution	\$ 5,718.00	
Others (List):	Longevity Pay	\$ 865.00
Subtotal:		\$ 28,680.00

Enter Next Program

Program:	
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Items:	Amount
F.I.C.A	
Unemployment	
Workman's Comp. Insurance	
Health Insurance	

Fringe - B.2

Dental Insurance	
Life Insurance	
Retirement Contribution	
Others (List):	
Subtotal:	\$ -

Enter Next Program

Program:	
Items	Amount
F.I.C.A	
Unemployment	
Workman's Comp. Insurance	
Health Insurance	
Dental Insurance	
Life Insurance	
Retirement Contribution	
Others (List):	
Subtotal:	\$ -

Enter Next Program

Program:	
Items	Amount
F.I.C.A	
Unemployment	
Workman's Comp. Insurance	
Health Insurance	
Dental Insurance	
Life Insurance	
Retirement Contribution	
Others (List):	
Subtotal:	\$ -

Enter Next Program

Program:	
Items	Amount
F.I.C.A	
Unemployment	
Workman's Comp. Insurance	
Health Insurance	
Dental Insurance	
Life Insurance	
Retirement Contribution	
Others (List):	
Subtotal:	\$ -

Travel - B.3

Subrecipient:	Hidalgo County Community Services Agency		
Travel			
	Miles	x Fed. Rate*	Amount
Local Travel (*Rate cannot be higher than the Federal rate)	15,000	0.58	\$ 8,700.00
Per Diem			\$ 5,400.00
Non-Local Travel			\$ 12,000.00
Board Member Reimbursement			
Total Travel Tab			\$ 26,100.00

Supplies - B.5

Subrecipient:		Hidalgo County Community Services Agency
Supplies		
Office Supplies		\$ 9,000.00
Maintenance Supplies		\$ 2,000.00
Program Supplies		\$ 1,000.00
Postage		
Others (List):	Computer Supplies/Hardware	\$ 1,750.00
Total Supplies Tab		\$ 13,750.00

Contractual - B.6

Subrecipient:	Hidalgo County Community Services Agency		
Contractual			
CSBG Budget Items (Categories)	Total Cost	% Budgeted to CSBG	Amount Budgeted to CSBG
Legal Services			\$ -
Audit Services	\$35,000.00	55%	\$ 19,250.00
Accounting Services	\$11,000.00	60%	\$ 6,600.00
Other Costs			\$ -
			\$ -
			\$ -
			\$ -
Subtotal (CSBG):			\$ 25,850.00
Subtotal (Other Program(s) supported by CSBG):			\$ 1,250.00
Total Contractual Tab			\$ 27,100.00

Note: "TOTAL" on this page must equal "Contractual" line item on the "Summary Page 1"

CSBG Support For Other Program(s) - List all Programs being supported:			
Program:			
CSBG Budget Items (Categories)	Total Cost	% Budgeted to CSBG	Amount Budgeted to CSBG
Legal Services			\$ -
Audit Services	\$25,000.00	5%	\$ 1,250.00
Accounting Services			\$ -
Other Costs			\$ -
			\$ -
			\$ -
			\$ -
Subtotal:			\$ 1,250.00

Enter Next Program

Program:			
CSBG Budget Items (Categories)	Total Cost	% Budgeted to CSBG	Amount Budgeted to CSBG
Legal Services			\$ -
Audit Services			\$ -
Accounting Services			\$ -
Other Costs			\$ -
			\$ -
			\$ -
			\$ -

Contractual - B.6

Subtotal:	\$ -
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Enter Next Program

Contractual - B.6

Program:			
CSBG Budget Items (Categories)	Total Cost	% Budgeted to CSBG	Amount Budgeted to CSBG
Legal Services			\$ -
Audit Services			\$ -
Accounting Services			\$ -
Other Costs			\$ -
			\$ -
			\$ -
			\$ -
Subtotal:			\$ -

Enter Next Program

Program:			
CSBG Budget Items (Categories)	Total Cost	% Budgeted to CSBG	Amount Budgeted to CSBG
Legal Services			\$ -
Audit Services			
Accounting Services			\$ -
Other Costs			\$ -
			\$ -
			\$ -
			\$ -
Subtotal:			\$ -

Enter Next Program

Program:			
CSBG Budget Items (Categories)	Total Cost	% Budgeted to CSBG	Amount Budgeted to CSBG
Legal Services			\$ -
Audit Services			
Accounting Services			\$ -
Other Costs			\$ -
			\$ -
			\$ -
			\$ -
Subtotal:			\$ -

Other - B.7

Subrecipient:	Hidalgo County Community Services Agency		
Other			
Other Items (such as copying, rent, utilities, phone, insurance, etc.) Itemize below:	Total Costs	% Budgeted to CSBG	Amount Budgeted to CSBG
Training and Meetings	\$12,000.00	55.0%	\$ 6,600.00
Permits	\$1,000.00	55.0%	\$ 550.00
Software Maint.	\$25,000.00	55.0%	\$ 13,750.00
Vehicle Rental	\$2,000.00	55.0%	\$ 1,100.00
Board Elections	\$2,000.00	100.0%	\$ 2,000.00
Liability Insurance	\$28,000.00	50.0%	\$ 14,000.00
Memberships	\$7,500.00	59.0%	\$ 4,425.00
Copiesand Repro. Fees	\$6,000.00	46.0%	\$ 2,760.00
Printing	\$2,000.00	50.0%	\$ 1,000.00
Office Lease	\$165,000.00	44.0%	\$ 72,600.00
Storage Rental	\$4,000.00	49.0%	\$ 1,960.00
Advertisement	\$3,000.00	50.0%	\$ 1,500.00
Telephone and Internet	\$24,230.77	55.0%	\$ 13,326.92
Postage	\$8,000.00	51.0%	\$ 4,080.00
Utilities	\$34,443.08	51.0%	\$ 17,565.97
Janitorial Service	\$12,500.00	49.0%	\$ 6,125.00
Network/Hardware Maint.	\$10,000.00	55.0%	\$ 5,500.00
Equipment Rental	\$5,000.00	45.0%	\$ 2,250.00
Bank Charges	\$3,600.00	100.0%	\$ 3,600.00
Subtotal for Other Items (CSBG):			\$ 174,692.89
Subtotal for Other Items from tables below (CSBG Support for Other Program(s)):			\$ 19,800.24
Total Other Tab			\$ 194,493.13
Note: "TOTAL AMOUNT" must equal "Other" on the "Summary Page 1" Scroll down to view tables on pages 2 to 3 (if needed)!			
CSBG Support For Other Program(s) - List all Programs being supported:			
Program:	RSVP		
Other Budget Categories	Total Costs	% Budgeted to CSBG	Amount Budgeted to CSBG
Memberships	\$250.00	20.0%	\$ 50.00
Equipment Rental	\$500.00	100.0%	\$ 500.00
Criminal Background Check	\$100.00	100.0%	\$ 100.00
Telephone and Internet	\$24,230.77	2.0%	\$ 484.62
Postage	\$8,000.00	4.0%	\$ 320.00
Copiesand Repro. Fees	\$6,000.00	4.0%	\$ 240.00
Office Lease	\$165,000.00	7.0%	\$ 11,550.00
Utilities	\$34,443.08	4.0%	\$ 1,377.72
Volunteer Reporter Software	\$345.00	100.0%	\$ 345.00
Graphic Software Brochures	\$400.00	25.0%	\$ 100.00
Volunteer Insurance	\$3,650.00	100.0%	\$ 3,650.00
Recognition	\$4,165.00	26.0%	\$ 1,082.90
Subtotal:			\$ 19,800.24

Other - B.7

Subrecipient:

Hidalgo County Community Services Agency

Enter Next Program

Other - B.7

Subrecipient:	Hidalgo County Community Services Agency			
Program:				
Other Budget Categories	Total Costs	% Budgeted to CSBG	Amount Budgeted to CSBG	
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
Subtotal:				\$0.00
Enter Next Program				
Program:				
Other Budget Categories	Total Costs	% Budgeted to CSBG	Amount Budgeted to CSBG	
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
Subtotal:			\$	-
Enter Next Program				
Program:				
Other Budget Categories	Total Costs	% Budgeted to CSBG	Amount Budgeted to CSBG	
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
Subtotal:			\$	-

Other - B.7

Subrecipient:	Hidalgo County Community Services Agency
Subtotal:	\$ -

Other - B.7

Subrecipient:	Hidalgo County Community Services Agency		
Enter Next Program			
Program:			
Other Budget Categories	Total Costs	% Budgeted to CSBG	Amount Budgeted to CSBG
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Subtotal:			\$ -

Client Services - B.7

Subrecipient:	Hidalgo County Community Services Agency		
Client Services			
Direct Services to Case Management Clients to Transition into Self-Sufficiency (TSS) or TOP. Subrecipients are encouraged to allocate a reasonable amount of CSBG funds to assist clients transitioning into self-sufficiency. (TSS/TOP allocation % will be auto-populated above the TSS/TOP allocation entered in the cell to the right).	Total Costs	% Budgeted to CSBG	Amount Budgeted to CSBG
	\$1,678,747.00		
	10.0%		
	\$167,875.00	100.0%	\$ 167,875.00
Subtotal for Direct Services TSS & TOP (CSBG):			\$ 167,875.00
Emergency Assistance/Direct Services to Clients not working towards Self-Sufficiency or TOP (Option to itemize below or group simply as emergency assistance)	Total Costs	% Budgeted to CSBG	Amount Budgeted to CSBG
	Other Direct Services	\$118,408.25	100.0%
Emergency Supplies	\$137,508.32	100.0%	\$ 137,508.32
			\$ -
			\$ -
			\$ -
			\$ -
Subtotal for Emergency Assistance/Direct Services to non-TOP (CSBG):			\$ 255,916.57
Total Client Services Tab			\$ 423,791.57

Indirect Costs - B.8

Subrecipient:	Hidalgo County Community Services Agency		
Indirect Costs			
Budget Categories			CSBG Amount
Indirect Costs			
%	Base	CSBG Indirect Costs	\$0.00
		\$0.00	
<i>Space left blank intentionally</i>			
Subtotal (CSBG):			\$ -
Subtotals (Program(s) Supported by CSBG):			\$ -
Total Indirect Costs Tab			\$ -

Note: This page "Total Amount" must equal "Indirect Costs" line item on the "Summary Page 1"

CSBG Support For Other Program(s) - List all Programs being supported:			
Program:			
Budget Categories			Amount
Indirect Costs			
%	Base	CSBG Indirect Costs	\$0.00
		\$0.00	
Subtotal (Other Program):			\$ -
Enter Next Program			
Program:			
Budget Categories			Amount
Indirect Costs			
%	Base	Indirect Cost	\$0.00
		\$0.00	
Subtotal (Other Program):			\$ -
Enter Next Program			
Program:			
Budget Categories			Amount
Indirect Costs			
%	Base	Indirect Cost	\$0.00
		\$0.00	
Subtotal (Other Program):			\$ -