

Aubree Hitchman

19,345

FILED FOR RECORD

at 1:20 o'clock P M

**From:** Mendez,Michelle (DFPS) <Sandra.Mendez2@dfps.texas.gov>  
**Sent:** Friday, February 28, 2025 11:51 AM  
**To:** Bobby W. Stovall; Paige Ashley; Aubree Hitchman  
**Cc:** Espinoza,Rachel N (DFPS)  
**Subject:** New Contract HHS00015827\_Hunt County Title IV-E Legal  
**Attachments:** N502-Form-2282GCLIVE Grant Contract.docx; Form 2030CLIVE-IR Budget for Title IV-E County Legal Service Contract- Independent Representation.xlsx; Form 2030CLIVE Budget for Title IV-E County Legal Service Contract.xlsx; N502-Form 2031 Signature Authority Designation.docx; Form 9007 CIVE (ICSQ) Internal Control Structure Questionnaire for Title IV-E County ≥\$25,000.doc; Form 9007 CIVE\_S (ICSQ) Internal Control Structure Questionnaire for Title IV-E County Between \$10,000 and \$24,999.doc; F502 Form-4734 FFATA CERTIFICATION.pdf; Attachment A – Statement of Work.docx; Attachment C – Grant Uniform Terms & Conditions.pdf; Attachment D – Grant Supplemental & Special Conditions.docx; Attachment E – Federal Assurances and Certifications.pdf

By BECKY LANDRUM  
County Clerk, Hunt County, Tex.

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

*\*\*Please disregard my previous email and refer to this message instead.*

The Honorable Judge Bobby Stovall,

I am writing to notify you that your current contract HHS000285100055 with the Texas Department of Family and Protective Services will expire on September 30, 2025. If you wish to continue to contract with DFPS, new documents must be submitted to establish a new seven-year Agreement that will begin 10/1/2025 and end 9/30/2032. Attached are all the Title IV-E Legal documents for the new contract effective October 1, 2025.

If the grantee information on Form 2282G has changed, please notify me and I will provide you with an updated Form 2282G.

*Please submit the following required documents to the Regional Contracts Mailbox: **dfpscpsregionalcontracts03@dfps.texas.gov** no later than **March 21, 2025**, to ensure the contract is fully executed before the current contract expires.*

**Review, sign, and date:** Ensure the legal name of the entity is listed correctly and each document is completed in its entirety.

- N502 Form-2282G Grant Contract
- Attachment B – \*Budget Form 2030 for Legal Services and/or Independent Representation and Cost Allocation Plan
  - Form 2030CLIVE Budget for Title IV-E County Legal Service Contract
  - Form 2030CLIVE-IR Budget for Title IV-E County Legal Service Contract
- Attachment E – \*Federal Assurances and Certifications
  - Form OMB Number: 4040-0007 Assurances – Non-Construction Programs
- N502- Form 2031 Signature Authority Designation
- Form 9007 CIVE (ICSQ) Internal Control Structure Questionnaire for Title IV-E County ≥25,000

- Form 9007 CIVE\_S (ICSQ) Internal Control Structure Questionnaire for Title IV-E County Between \$10,000 and \$24,999
- F502 Form-4734 FFATA Certification

**Grant Contract Attachments:**

- Attachment A – Statement of Work
- Attachment B – \*Budget Form 2030 for Legal Services and/or Independent Representation and Cost Allocation Plan
- Attachment C – Grant Uniform Terms & Conditions
- Attachment D – Grant Supplemental & Special Conditions
- Attachment E – \*Federal Assurances and Certifications

If you require more information or have any questions, feel free to contact me.

Thank you,

***Michelle Mendez. CTCM***

CPS-PCS Regional Contract Specialist

1200 E. Copeland Rd., Ste. 400

Arlington, Texas 76011

Cell: 817-504-0004

Fax: 512-276-3524

***Sandra.mendez2@dfps.texas.gov***



**Texas Department of  
Family and Protective Services**  
*Child Protective Services*

**TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES  
GRANT CONTRACT**

**I. PURPOSE.**

The Texas Department of Family and Protective Services (DFPS) and Hunt County (Grantee) (referred to herein as each a "Party" and collectively as the "Parties") enter into this Contract for the Performing Agency to receive federal funds to increase the amount of legal staff and services available to process child welfare cases (Contract).

**II. LEGAL AUTHORITY.**

This Contract is entered under DFPS' statutory authority in Texas Human Resources Code Section 40.056 and Texas Government Code Chapter 791.

**III. CONTRACT TERM.**

This Contract starts on upon execution and ends on September 30, 2032, and can be renewed, extended, or terminated as provided for in this Contract.

**IV. CONTRACT BUDGET.**

All expenditures under this Contract will be in accordance with the DFPS approved Attachment B: Budget and Cost Allocation Plan (Attachment B). No later than September 1<sup>st</sup> of each year, Contractor will submit its proposed Attachment B: Budget and Cost Allocation Plan for the upcoming State of Texas fiscal year to DFPS. If DFPS approves the Attachment B, both parties agree to incorporate the approved Attachment B into this Contract in lieu of any and all prior budget documents. If Contractor fails to submit a proposed Attachment B: Budget and Cost Allocation Plan for the upcoming State of Texas fiscal year, both parties agree to assume that Contractor will have the same budget and expenditures and use the most recently DFPS approved Attachment B as the budget for the next State of Texas fiscal year. This clause does not prohibit DFPS and Contractor from negotiating budgetary changes throughout the course of the Contract.

**V. STATEMENT OF WORK.**

The Grantee will perform the work and provide services as provided for in Attachment A (Statement of Work). All work and services provided under this Contract must be in accordance with all state, federal laws, rules, and regulations.

**VI. CONTRACT MANAGER.**

The following will act as the Contract Managers authorized to administer activities and receive general correspondence under this Contract.

**A. DFPS**

DFPS will provide written notice of the assigned contract manager. All correspondence will be sent to:

CPS Regional Contracts

Address: 1200 E Copeland Rd, Ste. 400 Arlington TX 76011

Email: [dfpscpsregionalcontractsr03@dfps.texas.gov](mailto:dfpscpsregionalcontractsr03@dfps.texas.gov)

**A. GRANTEE**

Name: Hunt County

Title: Bobby Stovall

Address: 2507 Lee Street, 2<sup>nd</sup> Floor, Greenville, TX 75401

Phone: 903-408-4123

Email: [Bstovall@huntcounty.net](mailto:Bstovall@huntcounty.net)

**VII. ATTACHMENTS.**

The Parties agree to comply with following Attachments and that they are attached and incorporated as part of this Contract.

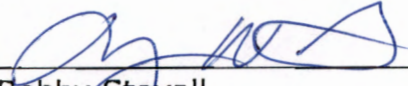
1. Attachment A – Statement of Work
2. Attachment B – Budget Form 2030 for Legal Services and/or Independent Representation and Cost Allocation Plan
3. Attachment C – Grant Uniform Terms & Conditions
4. Attachment D – Grant Supplemental & Special Conditions
5. Attachment E – Federal Assurances and Certifications

CONTRACT NUMBER: HHS0015827  
AGENCY ID:

N502 FORM-2282G  
JUNE 2022

By signing below, the following signatories certify that they have the requisite legal authority to bind their respective Party.

**GRANTEE**

  
\_\_\_\_\_  
Bobby Stovall  
County Judge  
Date: March 11, 2025

**DFPS**

\_\_\_\_\_  
Erica Bañuelos  
Associate Commissioner, CPS  
Date: \_\_\_\_\_



The Federal Funding Accountability and Transparency Act (FFATA) annual certification enumerated below represent material facts upon which DFPS relies when reporting information to the federal government required under federal law. If the Department later determines that the subrecipient knowingly rendered an erroneous certification, DFPS may pursue all available remedies in accordance with Texas and U.S. law. Signor further agrees that it will provide immediate written notice to DFPS if at any time Signor learns that any of the certifications provided for below were erroneous when submitted or have since become erroneous by reason of changed circumstances.

**If the signatory cannot certify all of the statements contained in this section, signatory must provide written notice to DFPS detailing which of the below statements it cannot certify and why.**

Enter your organization's Unique Entity Identifier  
(generated by SAM.gov):

UBBUFVUHSCD8

Enter the parent Unique Entity Identifier, if applicable:

Did your organization have gross income, from all sources, of less than \$300,000 in your previous tax year?

Yes ☐ No ☒ N/A ☐ (if entity does not generate income)

If your answer is **Yes**, skip Parts **A**, **B**, **C**, and **D** and complete Part **E**.

If your answer is **No** or **N/A**, complete Parts **A** and **B**.

**PART A. Certification Regarding % of Annual Gross from Federal Awards**

Did your organization receive 80% or more of its annual gross income from federal awards in the previous tax year?

Yes ☐ No ☒

**PART B. Certification Regarding Amount of Annual Gross from Federal Awards**

Did your organization receive \$25 million or more in annual gross income from federal awards in the previous tax year?

Yes ☐ No ☒



If your answer is **Yes** to both **A** and **B**, you must complete Part **C**.

If your answer is **No** to either **A** or **B**, skip Parts **C** and **D**, and complete Part **E**.

**PART C. Certification Regarding Public Access to Compensation Information**

Does the public have access to information about the compensation [17 CFR 229.402(c)(2)] of the senior executives (e.g., officers, managing partners, or any other employees in management positions) in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78(d)) or section 6104 of the Internal Revenue Code of 1986?

**Yes** ☐      **No** ☐      **N/A** ☐ (if entity reports through some other means, state how:)

If your answer is **Yes**, skip Part **D** and complete Part **E**.

If your answer is **No**, you must provide compensation information to DFPS for FFATA reporting in Part **D**.

If **N/A**, you may still be required to supply compensation information pending DFPS or federal awarding agency approval. Skip Part **D** until requested to supply compensation information and proceed to complete Part **E**.

**PART D. Certification Regarding Executive Compensation**

The Names and Total Compensation of the top five (5) executives if:

- More than 80% of annual gross revenues from the Federal government,
- Those revenues are greater than \$25M annually, and
- Compensation information is not already available through reporting to the SEC.

**Subrecipient Executive Names**

**Total Compensation**



**PART E. General FFATA Certification**

As the duly authorized representative of the subrecipient named below, I hereby certify that the responses that I have provided to the questions in this certification form are true, complete, and correct to the best of my knowledge.

**Bobby Stovall**

**Printed Name of Authorized  
Representative**

  
**Signature of Authorized  
Representative**

**County Judge**

**Title of Authorized Representative**

**Date**  
*March 11, 2025*

**Hunt County**

**Legal Name of Subrecipient**

**Greenville, Hunt County**

**Principal Place of Performance (POP)  
(Enter City, County)**

**Agency Account ID Number**

**Tx**      **75401**

**State**

**9-Character Zip  
Code**

**(ZIP+4 code)**

**POP Congressional District:** 4th Congressional District



## **ATTACHMENT A**

### **TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES GRANT STATEMENT OF WORK**

#### **I. GRANTEE RESPONSIBILITIES.**

Grantee will:

- A. Assist DFPS in providing fair, adequate and expeditious judicial determinations and services regarding children eligible for services under Title IV-E of the Social Security Act (Title IV-E);
- B. Provide services in accordance with Attachment B and Title IV-E Handbook for County Contracts (Handbook) at [https://www.dfps.texas.gov/handbooks/Title\\_IVE\\_County/Files/IVEC\\_pg\\_5000.asp#IVEC\\_5000](https://www.dfps.texas.gov/handbooks/Title_IVE_County/Files/IVEC_pg_5000.asp#IVEC_5000) to children referred by DFPS;
- C. Assist DFPS in identifying and meeting the needs of the children in the Grantee's County who are referred by DFPS;
- D. Develop an estimated annual budget for the operations for this Contract, recommend it to the Commissioners Court and appear in support of it at budget hearings;
- E. Maintain staffing at the level approved by the Commissioners' Court in its annual budget for each year in which the Contract is in effect;
- F. Authorize the expenditure of Grantee funds and other special funds for the children in the Grantee's County referred by DFPS;
- G. Review on a monthly basis expenditures, receipts and services delivered;
- H. The Grantee will certify that the expenditures reported to DFPS on the 4116X, State of Texas Voucher (Invoice) are allowable expenditures under Title IV-E;
- I. Use DFPS' financial and statistical reporting systems as directed by DFPS; and
- J. Submit on an annual basis Federal Assurances and Certifications as directed by the Contract Manager.

#### **II. DFPS RESPONSIBILITIES.**

DFPS will:

- A. Provide the Grantee with child population each quarter.
- B. Process and pay the federally reimbursable portion of County-certified IV-E allowable expenditures on the submitted and approved invoice.

### **III. INVOICE AND PAYMENT.**

#### **A. Budget.**

1. Grantee must provide its Contract Manager written notice on an annual basis if the Attachment B will not change.
2. If there is no change to Attachment B, then the Budget will carry over to the next Federal Fiscal Year.
3. If the Grantee is going to include Indirect costs in its invoice, the Grantee will include by reference either the Grantee's approved Indirect Cost Agreement with the Federal Government or the appropriate documentation certifying the Grantee's official indirect cost rate.

#### **B. Invoice.**

1. Grantee will request payments using the invoice and in an accurate and timely manner for each federal quarter by the end of the following federal quarter and the expenditures in the invoice must include the information necessary to support these expenditures.
2. If the quarterly expenditures for the Grantee average or are expected to average less than \$1,000 per quarter, the Grantee may request approval from the Contract Manager to submit Invoices on an annual basis with the invoice for each federal quarter submitted and documented separately but at the same time before the end of the first federal quarter of the following federal fiscal year.

## Signature Authority Designation

All Contractors/Potential Contractors are required to fill out and submit this form.

Completion of this form designates signature authority for  
Contractor:

Hunt County

The Contractor may: (1) designate additional signature authority by including the additional signature authority's name and title; or (2) verify that the signature below is the only signature authority designated for contracting with DFPS.

The Contractor understands that there is an ongoing duty to notify DFPS in writing of any change to signature authority during the term of the contract with DFPS. The Contractor verifies that the signature(s) below is a complete, true and correct representation of signature authority.

Bobby Stovall  
Printed Name

  
Signature of Authorized Representative

County Judge  
Title of Authorized Representative

March 11, 2025  
Date

Hunt County  
Legal Name of Contractor/Potential Contractor

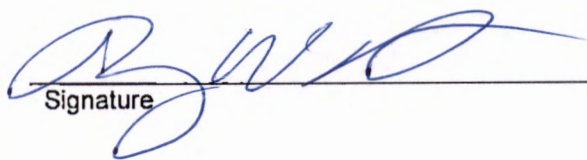
Procurement Number or Agency Account ID

The Designated Signature Authority as referenced above has authorized the following person(s) listed below to also approve and sign on the contract functions as indicated. Please note that *both* the printed name and signature is required for each authorized individual.

Printed Name	Title	Function	Signature
Printed Name	Title	Function	Signature
Printed Name	Title	Function	Signature
Printed Name	Title	Function	Signature
Printed Name	Title	Function	Signature
Printed Name	Title	Function	Signature

I certify that the person(s) indicated above are designated as "Authorized Official(s)" for the purpose stated and that the signatures are valid. I further understand that it is my responsibility to immediately notify the DFPS in writing of any changes to the above list.

Bobby Stovall, County Judge  
Printed or Typed Name & Title of Contract Signatory

  
Signature

**TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES GRANT  
UNIFORM TERMS AND CONDITIONS**

**SECTION I  
FUNDING AVAILABILITY AND FINANCIAL**

**A. FUNDING AVAILABILITY.**

1. This Contract is contingent upon the continued availability of funding. If funds become unavailable through the lack of appropriations, legislative or executive budget cuts, amendment of the Appropriations Act, state agency consolidation, or any other disruptions of current appropriations, DFPS will reduce or terminate this Contract.
2. DFPS is prohibited from incurring obligations in excess of amounts lawfully appropriated by the Texas Legislature over the course of a biennium.

**B. TRAVEL EXPENSES.**

Travel expenses authorized by this Contract will be reimbursed according to the rates set by the State of Texas TexTravel (or its successor) program. Furthermore, DFPS reserves the right to reimburse at a rate equal to the rate DFPS employees receive even if the rates set by TexTravel are higher.

**C. NO DEBT AGAINST THE STATE.**

For Grantees that are not governmental entities, this Contract will not be construed as creating any debt by or on behalf of the State of Texas.

**D. DEBT TO STATE.**

If a law prohibits the Texas Comptroller of Public Accounts from making a payment, the Grantee acknowledges that DFPS's payments under the Contract will be applied toward eliminating the Grantee's debt or delinquency, regardless of when it arises.

**E. RECAPTURE OF FUNDS.**

Grantee agrees that:

1. DFPS will withhold all or part of any payments to Grantee to offset overpayments made to Grantee. Overpayments, as used in this Section, include payments made by DFPS that exceed the maximum allowable rates; that are not allowed under applicable laws, rules, or regulations; or that are otherwise inconsistent with this Contract, including any unapproved expenditures.
2. It will return to DFPS any amounts paid that are disallowed pursuant to any financial and compliance audit of funds received under this Contract; and
3. It will reimburse such disallowed costs from funds that were not provided or otherwise made available to Grantee under this Contract or from a source of federal funds derived from programs administered by DFPS or the State of Texas.

#### **F. FINANCIAL REMEDIES.**

In addition to any other remedy under law, DFPS reserves the right to implement financial remedies based on monitoring or audit findings related to violations of this Contract's requirements including recovery of all actual damages DFPS accrues as a result of a Grantee's noncompliance. As applicable to this Contract, additional financial remedies or liquidated damages may be provided for in this Contract's Supplemental and Special Conditions.

#### **G. ALLOWABLE COSTS.**

DFPS will reimburse the allowable costs incurred in performing the Contract that are sufficiently documented. Grantee must have incurred a cost prior to claiming reimbursement and within the applicable term to be eligible for reimbursement under this Contract. DFPS will determine whether costs submitted by Grantee are allowable and eligible for reimbursement. If DFPS has paid funds to Grantee for unallowable or ineligible costs, DFPS will notify Grantee in writing, and Grantee shall return the funds to DFPS within 30 calendar days of the date of this written notice. DFPS will withhold all or part of any payments to Grantee to offset reimbursement for any unallowable or ineligible expenditure that Grantee has not refunded to DFPS or if financial status reports required under the Financial Status Reports section are not submitted by the due dates. DFPS will take repayment (recoup) from funds available under this Contract in amounts necessary to fulfill Grantee's repayment obligations. Applicable cost principles, audit requirements, and administrative requirements include the following chart. Furthermore, OMB Circulars will be applied with the modifications prescribed by the Texas Grant Management Standards (TxGMS) with effect given to whichever provision imposes the more stringent requirement in the event of a conflict.

<b>Applicable Entity</b>	<b>Applicable Cost Principles</b>	<b>Audit Requirements</b>	<b>Administrative Requirements</b>
State, Local and Tribal Governments	2 CFR, Part 225	2 CFR Part 200, Subpart F and TxGMS	2 CFR Part 200 and TxGMS
Educational Institutions	2 CFR, Part 220	2 CFR Part 200, Subpart F and TxGMS	2 CFR Part 200 and TxGMS
Non-profit Organizations	2 CFR, Part 230	2 CFR Part 200, Subpart F and TxGMS	2 CFR Part 200 and TxGMS
For-profit Organization other than a hospital	48 CFR, Part 31 Contract Cost Principles Procedures, or uniform cost accounting standards that comply with cost principles acceptable to the federal or state awarding agency	2 CFR Part 200, Subpart F and TxGMS	2 CFR Part 200 and TxGMS

#### **H. INDEPENDENT SINGLE OR PROGRAM-SPECIFIC AUDIT.**

If Grantee, within Grantee's fiscal year, expends a total amount of at least \$750,000 in federal funds awarded, Grantee shall have a single audit or program-specific audit in accordance with 2 CFR 200. The \$750,000 federal threshold amount includes federal funds passed through by way of state agency awards. If Grantee, within Grantee's fiscal year, expends a total amount of at least \$750,000 in state funds awarded, Grantee must have a single audit or program-specific audit in accordance with TxGMS, State of Texas Single Audit Circular. The audit must be conducted by an independent certified public accountant and in accordance with 2 CFR 200 Government Auditing Standards, and TxGMS. For-profit Grantees whose expenditures meet or exceed the federal or state expenditure thresholds stated above shall follow the guidelines in 2 CFR 200 or TxGMS, as applicable, for their program-specific audits. Texas Health and Human Services Commission (HHSC) Single Audit Services will notify Grantee to complete the Single Audit Determination Form. If Grantee fails to complete the Single Audit Determination Form within 30 calendar days after notification by HHSC Single Audit Services to do so, then Grantee shall be subject to the DFPS sanctions and remedies for non-compliance with this Contract. Each Grantee that is required to obtain a single audit must competitively re-procure single audit services once every six years. Grantee shall procure audit services in compliance with this section and state procurement procedures as well as with the provisions of TxGMS.



**I. SUBMISSION OF AUDIT.**

Within 30 days after receipt of the independent certified public accountant's report or nine months after the end of the fiscal year, Grantee shall submit electronically one copy of the Single Audit or Program-Specific Audit to DFPS as directed in this Contract and another copy to:  
[single\\_audit\\_report@hhsc.texas.gov](mailto:single_audit_report@hhsc.texas.gov).

**J. INSURANCE.**

For Grantees that are not governmental entities, the following apply:

1. Unless otherwise specified in this Contract, its Supplemental and Special Conditions or the solicitation that this Contract resulted from, Grantee will acquire and maintain, for the duration of this Contract, insurance coverage necessary to ensure proper fulfillment of this Contract and potential liabilities thereunder with financially sound and reputable insurers licensed by the Texas Department of Insurance and in the type and amount customarily carried within the industry or as determined by DFPS.
2. Grantee will provide evidence of insurance upon request by DFPS.
3. If any policy is determined by DFPS to be deficient and to not comply with the terms of this Contract, Grantee will secure such additional coverage as required by DFPS, law, or regulation.
4. If coverage expires during the term of this Contract, Grantee must produce renewal certificates for each type of coverage.

**K. NONSUPPLANTING.**

Grantee shall not use funds from this Contract to replace or substitute for existing funding from other sources but shall use funds from this Contract to supplement existing state or local funds currently available. Grantee shall make a good faith effort to maintain its current level of support. Grantee will be required to submit documentation substantiating that a reduction in state or local funding, if any, resulted for reasons other than receipt or expected receipt of funding under this Contract.

**SECTION II  
RECORDS- ACCESS, AUDIT, AND RETENTION**

**A. RECORDS RETENTION AND ACCESS.**

1. Grantee will keep and maintain accurate and complete records necessary to determine compliance with this Contract and applicable laws.
2. Grantee will provide access to its records to DFPS, the Texas State Auditor's Office (SAO), the federal government, and their authorized representatives.
3. Unless otherwise specified in this Contract, Grantee will maintain legible copies of Subcontracts under this Contract and all related documentation for a minimum of seven years after the termination of this Contract or seven years after the completion of any litigation or dispute involving the Contract, whichever is longer.

**GRANTEE WILL NOT DISPOSE OF RECORDS BEFORE PROVIDING THE DFPS CONTRACT MANAGER WRITTEN NOTICE OF ITS INTENT TO DISPOSE OF RECORDS AND RECEIVING WRITTEN APPROVAL FROM THE DFPS CONTRACT MANAGER.**

**B. SAO AUDIT.**

1. Grantee understands that acceptance of funds under this Contract or through a Subcontract acts as acceptance of the authority of the SAO, or any successor agency, to conduct an audit or investigation in connection with those funds.
2. Under the direction of the Legislative Audit Committee, an entity that is the subject of an SAO audit or investigation must provide the SAO access to any information that is considered relevant.
3. Grantee agrees to cooperate fully with the SAO, or its successor, in the conduct of the audit or investigation, including providing all records requested.
4. Grantee will ensure that this clause concerning the authority to audit funds received indirectly by Subgrantees related to this contract and the requirement to cooperate is included in any subcontracts it awards.

**C. COMPLIANCE WITH AUDIT OR INSPECTION FINDINGS.**

1. Grantee will implement all corrections necessary to address any finding of noncompliance with any law, regulation, audit requirement, accounting principle, or deficiency identified in any audit, review, or inspection of this Contract.
2. Any such correction will be at Grantee or its Subgrantee's sole expense.
3. Whether Grantee's action corrects the noncompliance will be solely the decision of DFPS.
4. Grantee must provide, at DFPS's request, a copy of those portions of Grantee's and its Subgrantees' internal audit reports relating to this Contract.

**D. CONFIDENTIAL INFORMATION.**

1. Grantee agrees to only use DFPS confidential information for the purpose of this Contract and to comply with all applicable state and federal laws when it receives and stores DFPS confidential information, including but not limited to the following enumerated. This includes any communication or record regardless of form or format provided or made available through any means and includes records or information that identifies DFPS children or clients:
  - a. Section 106 of the Child Abuse Prevention and Treatment Act, codified at 42 U.S.C. 5106a;
  - b. Section 471 of Title IV-E of the Social Security Act, codified at 42 U.S.C. 671(a)(8), and related federal rules at 45 CFR 1355.30 and 45 CFR 205.50;
  - c. Social Security Administration data, including without limitation Medicaid information (Social Security Act, 42 U.S.C. Chapter 7);



- d. Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 CFR Part 99;
  - e. Protected health information, including electronic protected health information or unsecured protected health information under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), 42 U.S.C. Chapter 7, Subchapter XI, Part C; 45 CFR Parts 160 and 164;
  - f. Confidentiality of Alcohol and Drug Abuse Patient Records, 42 U.S.C. §290dd-2, 42 CFR Part 2;
  - g. Federal Tax Information, Internal Revenue Code, Title 26 of the United States Code including IRS Publication 1075;
  - h. The Privacy Act of 1974, as amended by the Computer Matching and Privacy Protection Act of 1988, 5 U.S.C. §552a;
  - i. Personal identifying information defined by Texas Business and Commerce Code Chapter 521, and OMB Memorandum 07-16,
  - j. Safeguarding Against and Responding to the Breach of Personally Identifiable Information;
  - k. Texas Family Code §261.201 and related provisions in Chapters 261 and 264;
  - l. Texas Health and Safety Code §81.046 and Chapters 181 and 611;
  - m. Texas Human Resources Code §12.003, §40.005, and Chapter 48;
  - n. Texas Public Information Act, Texas Government Code Chapter 552;
  - o. 19 Texas Administrative Code Chapter 702 Subchapter F (Child Protective Services) and Chapter 705 Subchapter M (Adult Protective Services); and
  - p. Criminal History Record Information guidelines in the FBI's Criminal Justice Information Services (CJIS) Security Policy.
- 2. Grantee will notify DFPS immediately, but not later than 24 hours, after Grantee discovers any possible or actual unauthorized disclosure or breach of DFPS confidential information. Grantee will also fully cooperate with DFPS in investigating, mitigating, and issuing notifications for an unauthorized disclosure or breach as directed by DFPS.
  - 3. Grantee will only disclose information according to applicable law and will notify DFPS as required by the applicable law when it makes a disclosure.
  - 4. In the event the Grantee receives a request or demand for confidential information or records in connection with any discovery, investigative, civil, criminal, or other similar legal process, they will provide DFPS with written notice of this request or demand within two business days of receiving it.

**E. PUBLIC INFORMATION ACT.**

- 1. Information related to this Contract will be subject to the Public Information Act (PIA) found at Texas Government Code Chapter 552 and withheld from public disclosure or released only in accordance with the PIA.
- 2. In accordance with Section 2252.907 of the Texas Government Code, the Grantee is required to make any information created or exchanged with DFPS pursuant to the Contract, and not otherwise excepted from disclosure under the PIA, available in a format that is accessible by the public at no additional charge to DFPS.

### **SECTION III OWNERSHIP AND INTELLECTUAL PROPERTY**

#### **A. OWNERSHIP.**

DFPS owns all work produced by Grantee under this Contract.

#### **B. INTELLECTUAL PROPERTY.**

1. To the extent any services, deliverables, or work performed by Grantee results in the creation of intellectual property, all rights, title, and interest in and to such intellectual property will vest in DFPS upon creation and will be deemed to be a "work made for hire" and made in the course of the services rendered pursuant to this Contract.
2. To the extent that title to any such intellectual property will not by law vest in DFPS, or such intellectual property will not be considered a "work made for hire," Grantee hereby irrevocably assigns all rights, title, and interest therein to DFPS.
3. Grantee must give DFPS and the State of Texas, as well as any person designated by DFPS or the State of Texas, all assistance required to perfect the rights defined in this Section without any additional charge or expense beyond the stated amount payable to Grantee authorized under this Contract.

### **SECTION IV NOTICE AND REPORTING**

#### **A. NOTICE OF LEGAL MATTER OR LITIGATION.**

Grantee will notify their assigned DFPS Contract Manager of any litigation or legal matter related to or affecting this Contract within seven calendar days of Grantee becoming aware of the litigation or legal matter.

#### **B. NOTICE OF CHANGE IN CONTACT PERSON OR KEY PERSONNEL OR MATTERS IMPACTING CONTRACT.**

Grantee will notify their assigned DFPS Contract Manager within 10 days of any change to the Grantee's Contact Person or Key Personnel in the Contract or any matter impacting the Contract, which includes but is not limited to changes to Grantee's name or identity, ownership, control, or governing board membership, any problem or potential problem associated with its performance or services, or payee identification number.

#### **C. COMPLAINT REPORTING.**

Unless otherwise noted in this Contract, DFPS will contact the Grantee when it receives a complaint about the Grantee and advise the Grantee whether DFPS will conduct an investigation or will coordinate with the Grantee for an investigation. When DFPS requires the Grantee to conduct any part of the complaint investigation, Grantee must respond in writing to DFPS with all information and according to DFPS's requirements and specified time frames.

**D. REPORTING ABUSE, NEGLECT, OR EXPLOITATION.**

In addition to any other reporting requirement, Grantee will report any suspected case of abuse, neglect, or exploitation to the appropriate authority as required by the Texas Family Code Chapter 261. All reports must be made within 24 hours of the discovery of the suspected abuse, neglect, or exploitation to DFPS Statewide Intake by either phone at **1-800-252-5400** or online at <https://www.txabusehotline.org/Login/Default.aspx>.

**E. REPORTING CRIMINAL CONDUCT**

In addition to any other reporting requirement, if the Grantee, DFPS, or their employees become aware of either Grantee's, DFPS's or their employees' conduct against a person receiving DFPS's services that could constitute a criminal offense, they must report it to a local law enforcement agency no later than 48 hours after becoming aware of such criminal conduct.

**SECTION V  
AMENDMENT**

**A. BILATERAL AMENDMENT.**

Except as provided for in the Unilateral Amendment section below, this Contract can only be changed by a Bilateral Amendment executed by both Parties.

**B. UNILATERAL AMENDMENT.**

A Unilateral Amendment will be effective on the date that is specified in it. DFPS has sole discretion to issue a Unilateral Amendment to modify a Contract's requirements, terms, or conditions as follows:

1. Correct an obvious clerical error;
2. Modify a Contract or Grant Number or Agency ID Number;
3. Incorporate new or revised state or federal laws, regulations, rules, or policies;
4. Comply with a court order or judgment;
5. Update service-level description or daily rates;
6. Update Grantee's name as recorded by the Secretary of State, as required by law, or as authorized by DFPS;
7. Change either Party's Contract or Grant Manager or contact information;
8. Change any recorded license number based on information obtained from the agency or entity issuing the license; and
9. For Open Enrollments only, add or delete a geographic service area, service delivery location, or service type as long as it is part of a current Open Enrollment.

**SECTION VI  
TERMINATION**

**A. TERMINATION FOR CONVENIENCE.**

DFPS will terminate the Contract, in whole or in part, at any time when in its sole discretion, DFPS determines that termination is in the best interests of the

State of Texas. The termination will be effective on the date specified in DFPS's notice of termination.

**B. TERMINATION FOR CAUSE.**

1. If the Grantee fails to provide the services or goods required by this Contract or fails to comply with any terms or conditions of it, DFPS will terminate the Contract in whole or part.
2. In addition to any other remedy allowed by law, Grantee will be responsible to DFPS for all costs incurred by DFPS and the State of Texas to replace the Grantee. These costs include but are not limited to the costs of procuring a substitute Grantee and the cost of any claim or litigation that is reasonably attributable to Grantee's failure to provide services or goods.

**C. EQUITABLE SETTLEMENT.**

Any early termination under this Contract will be subject to the equitable settlement of the respective interests of the Parties up to the date of termination.

**SECTION VII  
GENERAL PROVISIONS**

**A. GOVERNING LAW AND VENUE.**

This Contract and the rights and obligations of the Parties will be governed by and construed according to the laws of the State of Texas, exclusive of any conflicts of law provisions. Venue for any suit brought under this Contract will be in a court of competent jurisdiction in Travis County, Texas, unless DFPS elects otherwise. Grantee irrevocably waives any objection, including any objection to personal jurisdiction or the laying of venue or based on the grounds of forum non conveniens, which it will now or hereafter have to the bringing of any action or proceeding in such jurisdiction with respect to this Contract.

**B. INDEMNITY.**

THE FOLLOWING APPLIES TO GRANTEES THAT ARE NOT GOVERNMENTAL ENTITIES.

1. GRANTEE WILL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE STATE OF TEXAS AND ITS OFFICERS AND EMPLOYEES, AND DFPS AND ITS OFFICERS AND EMPLOYEES, FROM AND AGAINST ALL CLAIMS, ACTIONS, SUITS, DEMANDS, PROCEEDINGS, COSTS, DAMAGES, AND LIABILITIES, INCLUDING ATTORNEYS' FEES AND COURT COSTS, ARISING OUT OF OR RESULTING FROM:
  - a. GRANTEE'S PERFORMANCE UNDER THE CONTRACT, INCLUDING ANY NEGLIGENT ACTS OR OMISSIONS OF GRANTEE, OR ANY AGENT, EMPLOYEE, SUBGRANTEE, OR SUPPLIER OF THE GRANTEE, OR ANY THIRD PARTY UNDER THE CONTROL OR SUPERVISION OF THE GRANTEE, IN THE EXECUTION OR PERFORMANCE OF THIS CONTRACT;
  - b. ANY BREACH OR VIOLATION OF A STATUTE, ORDINANCE, GOVERNMENTAL REGULATION, STANDARD, OR RULE OF CONTRACT BY

THE GRANTEE OR ANY AGENT, EMPLOYEE, SUBGRANTEE, OR SUPPLIER OF THE GRANTEE, OR ANY THIRD PARTY UNDER THE CONTROL OR SUPERVISION OF THE GRANTEE, IN THE EXECUTION OR PERFORMANCE OF THIS CONTRACT;

- c. EMPLOYMENT OR ALLEGED EMPLOYMENT DISCRIMINATION, INCLUDING CLAIMS OF DISCRIMINATION AGAINST GRANTEE, ITS OFFICERS, OR ITS AGENTS; OR
  - d. WORK UNDER THIS CONTRACT THAT INFRINGES OR MISAPPROPRIATES ANY RIGHT OF ANY THIRD PERSON OR ENTITY BASED ON COPYRIGHT, PATENT, TRADE SECRET, OR OTHER INTELLECTUAL PROPERTY RIGHTS.
2. NOTHING IN THIS CONTRACT WILL BE CONSTRUED AS A WAIVER OF DFPS'S SOVEREIGN IMMUNITY.
3. IF DFPS IS A NAMED DEFENDANT IN ANY SUIT INVOLVING THIS CONTRACT, THE DEFENSE WILL BE COORDINATED BY THE GRANTEE WITH THE OFFICE OF THE TEXAS ATTORNEY GENERAL. GRANTEE MAY NOT AGREE TO ANY SETTLEMENT REGARDING SUITS INVOLVING THIS CONTRACT IF DFPS IS A NAMED DEFENDANT WITHOUT FIRST OBTAINING THE CONCURRENCE OF THE TEXAS ATTORNEY GENERAL.

**C. BACKGROUND HISTORY CHECKS AND RIGHT OF REMOVAL.**

1. Before providing direct services or having direct client contact, or access to client records, the Grantee will submit information necessary for DFPS to conduct background checks on its employees, Subgrantees, or volunteers according to the DFPS Background Checks Handbook under the applicable policy section at [http://www.dfps.texas.gov/handbooks/Background\\_Checks/default.asp](http://www.dfps.texas.gov/handbooks/Background_Checks/default.asp), including any required disclosures. Furthermore, before the employee, Subgrantee, or volunteer can provide direct services, have direct contact, or access client records, the Grantee must receive notice from DFPS that the background check has been approved.
2. If while providing direct services or having direct client contact or access to client records, the Grantee becomes aware of any new arrest or investigation of abuse or neglect conducted by any federal, state, or local agency or board of an employee, Subgrantee, Subcontractor or volunteer, then the Grantee will notify DFPS within 10 business days of becoming aware of it. DFPS will determine if and when the employee, subgrantee, or volunteer can have direct contact with clients.

**D. ASSIGNMENTS.**

Grantee will not assign all or any portion of its rights under, interests in, or duties required under this Contract without prior written consent of DFPS. Any attempted assignment in violation of this Section is void and without effect. This Section will not prohibit collateral assignment of payments for the purpose of secured lending arrangements in the ordinary course of business.

Grantee agrees that DFPS may, in one or more transactions, assign, pledge, or transfer this Contract.

**E. SEVERABILITY.**

If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract will be construed as if such provision did not exist, and the non-enforceability of such provision will not be held to render any other provisions of this Contract unenforceable.

**F. SURVIVABILITY.**

Termination or expiration of this Contract will not release either Party from any liabilities or obligations that the Parties have expressly agreed will survive any such termination or expiration, that remain to be performed, or that by their nature would be intended to be applicable following any such termination or expiration, including maintaining confidentiality of information and retaining records.

**G. FORCE MAJEURE.**

Except with respect to the obligation of payments under this Contract, if either of the Parties after a good faith effort is prevented from complying with any express or implied covenant of this Contract by reason of war, terrorism, rebellion, riots, strikes, acts of God, any valid order, rule, or regulation of any governmental authority, or similar events that are beyond the control of the affected Party (collectively referred to as force majeure events), then while so prevented, the affected Party's obligation to comply with such covenant will be suspended, and the affected Party will not be liable for damages for failure to comply with such covenant. In any such event, the Party claiming force majeure will promptly notify the other Party of the force majeure event in writing of the reason for such delay, estimated duration of the delay, and the steps taken to minimize the delay.

**H. AUTHORITY OF DFPS STAFF.**

DFPS staff are not authorized to sign non-DFPS forms unless DFPS has given prior approval to those forms. DFPS is not bound to the terms of any forms signed by unauthorized staff.

**I. DISPUTE RESOLUTION.**

For Grantees that are not governmental entities, the Parties will use the dispute resolution process in Texas Government Code Chapter 2260 to resolve any dispute that arises under this Contract. Grantee's Notice of Claim of Breach of Contract is delivered to their DFPS Contract Manager in their Contract and to the DFPS Office of General Counsel at the address listed below, by hand, certified mail return receipt requested, or other verifiable delivery service, and is effective on date received.



**Office of General Counsel Physical Address**  
**4900 N. Lamar Blvd.**  
**Austin, TX 78751**

**Mailing Address**  
P.O. Box 149030  
Austin, TX 78714-9030  
Mail Code: E611

**J. WAIVER.**

DFPS's failure to enforce any provision of this Contract or its payment for services or goods provided under this Contract will not constitute a waiver of any provision of the Contract.

**K. CIVIL RIGHTS.**

1. Grantee agrees to comply with state and federal anti-discrimination laws, including:
  - a. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d et seq.);
  - b. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794);
  - c. Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et seq.);
  - d. Age Discrimination Act of 1975 (42 U.S.C. §§6101-6107);
  - e. Title IX of the Education Amendments of 1972 (20 U.S.C. §§1681-1688);
  - f. Food and Nutrition Act of 2008 (7 U.S.C. §2011 et seq.); and
  - g. DFPS's administrative rules, as set forth in the Texas Administrative Code, to the extent applicable to this Contract.
2. Grantee agrees to comply with all amendments to these laws and all requirements imposed by the regulations issued pursuant to these laws. These laws provide in part that no persons in the United States will on the grounds of race, color, national origin, sex, age, disability, political beliefs, or religion be excluded from participation in or denied any service or other benefit provided by federal or state funding or otherwise be subjected to discrimination.
3. Grantee agrees to comply with Title VI of the Civil Rights Act of 1964 and its implementing regulations found at 45 CFR Part 80 or 7 CFR Part 15 that prohibit a Grantee from adopting and implementing policies and procedures that exclude or have the effect of excluding or limiting the participation of clients in its programs, benefits, or activities on the basis of national origin. Civil rights laws require Grantees to provide alternative methods for ensuring access to services for applicants and recipients who cannot express themselves fluently in English. Grantee agrees to take reasonable steps to provide services and information, orally, in writing, and electronically, in appropriate languages other than English to ensure that persons with limited English proficiency are effectively informed and can have meaningful access to government-funded programs, benefits, and activities.
4. Grantee agrees to post applicable civil rights posters in areas open to the public informing clients of their civil rights and including contact information for the HHSC Civil Rights Office. The posters are available on the HHSC

website at <https://www.hhs.texas.gov/about/your-rights/civil-rights-office/civil-rights-posters>.

5. Grantee agrees to comply with Executive Orders 13279 and 13559 and their implementing regulations at 45 CFR Part 87 or 7 CFR Part 16. These provide in part that any organization that participates in programs funded by direct financial assistance from the United States Department of Agriculture or the United States Department of Health and Human Services will not discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief. Grantee must provide written notice to beneficiaries of these rights.
6. Upon request, Grantee will provide the HHSC Civil Rights Office with copies of the Grantee's civil rights policies and procedures.
7. Grantee must notify HHSC's Civil Rights Office of any civil rights complaints received relating to its performance under this Contract. This notice must be delivered no more than 10 calendar days after receipt of a complaint. This notice must be directed to:

HHSC Civil Rights Office  
North Austin Complex  
4601 W. Guadalupe Street, Mail Code W206  
Austin, TX 78751

Phone Toll Free: (888) 388-6332  
Phone: (512) 438-4313  
TTY Toll Free: (877) 432-7232  
Fax: (512) 438-5885

#### **L. PERMIT AND LICENSE.**

Grantee will be responsible at its expense for obtaining all permits and licenses required by city, county, state or federal rules, regulations, or laws necessary or required for the Grantee to provide services or goods under this Contract.

#### **M. WARRANTY.**

Grantee warrants that all services, deliverables, and work done under this Contract will be completed in a manner consistent with generally accepted standards in the applicable trade, profession, or industry; conform to or exceed the specifications set forth in the Contract; be fit for ordinary use and of good quality; and contain no material defects.

#### **N. E-VERIFY/EMPLOYEE ELIGIBILITY.**

By entering into this Contract, Grantee certifies and ensures that it utilizes and will continue to utilize, for the term of this Contract, the U.S. Department of Homeland Security's e-Verify system to determine the eligibility of all persons employed during the Contract term to perform duties within Texas and all persons (including Subgrantees) the Grantee assigns to perform services, deliverables, and work pursuant to the Contract.



**O. REPORT OF WASTE, FRAUD, OR ABUSE.**

Grantees who suspect fraud, waste, or abuse (including employee misconduct that would constitute fraud, waste, or abuse) are required to immediately contact both the Texas HHSC Office of the Inspector General at 1-800-436-6184 and the Texas State Auditor's Office at <https://sao.fraud.texas.gov/ReportFraud/>.

**P. STANDARDS OF SERVICE DELIVERY.**

1. Grantee will make reasonable efforts to provide services that take into consideration the intellectual functioning, literacy, level of education, and comprehension ability of each DFPS Child or Client in order to present information in a way that meets their individual needs.
2. Grantee will provide services in the language that will best meet the Child or Client's needs either directly by Grantee or a DFPS approved translator.

**Q. PUBLICITY.**

1. Unless prior written authorization is given by DFPS, Grantee must not use the name of, or directly or indirectly refer to DFPS in any media release, public announcement, or public disclosure relating to the Contract or its subject matter, including in any promotional or marketing materials, customer lists, or business presentations.
2. Grantee will publish, at its sole expense, results of Grantee performance under the Contract with DFPS's prior review and written approval, which DFPS will withhold at its sole discretion. Grantee will acknowledge the support received in all format types (written, visual, and audio) from DFPS and the Federal Agency, as applicable.

**R. LIMITATION OF DFPS NAME, SEAL, OR LOGO.**

1. Grantee will not use the DFPS name, seal, or logo in any form or manner without the prior written approval of DFPS.
2. Grantee will not use the DFPS name, seal, or logo to imply any DFPS endorsement, approval, or sponsorship of Grantee's goods or services.

**S. SUBCONTRACTING AND SUBAWARDING.**

As applicable under the Contract, Grantee will comply with the following:

1. Grantee will be responsible to DFPS for all Subcontractors' and Subgrantees' performance under this Contract. Subcontractors and Subgrantees providing services under the Contract will meet the same requirements and level of experience as required of Grantee.
2. No Subcontract or Subaward under the Contract will relieve Grantee of responsibility for ensuring the requested services are provided.
3. Grantee cannot subcontract or subaward case management services without prior written DFPS permission.
4. Grantees planning to subcontract or subaward all or a portion of the work to be performed will identify the proposed Subcontractors and Subgrantees.
5. Subcontracting and Subawarding will be solely at Grantee's expense.

6. DFPS retains the right to check Subcontractors' and Subgrantees' backgrounds and to approve or reject the use of submitted Subcontractors and Subgrantees.
7. Grantee will be the sole contact for DFPS, and Grantee will list a designated point of contact for all DFPS inquiries.
8. Grantee will include a term in all subcontracts and subawards that incorporates this Contract by reference and binds Subcontractors and Subgrantees to all the requirements, terms, and conditions of this Contract related to the service being provided by the Subcontractor and Subgrantee as well as explicitly hold that this Contract controls in the event of any conflict with Subcontractor. DFPS approval of Grantee's use of any Subcontractor and Subgrantee is conditioned upon the extent that any subcontract and subaward does not conflict with any requirements of the Contract between DFPS and Grantee.

**T. INFORMATION SECURITY AND CYBERSECURITY TRAINING REQUIREMENTS.**

As applicable to this Contract, the Grantee must comply with DFPS's Data and System Security Requirements at [http://www.dfps.texas.gov/Doing\\_Business/documents/Contractor\\_Data\\_and\\_System\\_Security\\_Requirements.pdf](http://www.dfps.texas.gov/Doing_Business/documents/Contractor_Data_and_System_Security_Requirements.pdf) and agrees to periodically check for, and comply with, any updates made to this document.

**U. REMOVAL OF ACCESS.**

Grantee will immediately remove access capabilities to any DFPS automated/internet-based applications, or immediately notify DFPS that access to such applications needs to be terminated for any employee, Subcontractor, Subawardee, or volunteer whose employment, subcontract, or volunteer term with Grantee has ended for any reason.

**V. BUSINESS CONTINUITY AND DISASTER RECOVERY PLANS.**

Upon request from DFPS, Grantee will provide copies of its most recent business continuity and disaster recovery plans.

**W. UNIFORM ACCESSIBILITY REQUIREMENTS.**

As applicable to this Contract, the Grantee must comply with DFPS's Uniform Accessibility Requirements at [http://www.dfps.texas.gov/Doing\\_Business/documents/DFPS-Uniform-Accessibility-Requirements-Section508-WCAG2.0.pdf](http://www.dfps.texas.gov/Doing_Business/documents/DFPS-Uniform-Accessibility-Requirements-Section508-WCAG2.0.pdf) and agrees to periodically check for, and comply with, any updated requirements made to this document.

**X. MILITARY INFORMED CARE OR CULTURAL COMPETENCY TRAINING.**

In accordance with Texas Government Code §434.352(e), if the Grantee is awarded a grant from DFPS to provide mental health services to veterans or veterans' families, the Grantee is required to:

1. Have a prior history of successful execution of a grant from DFPS;
2. Provide personnel who provide mental health services to veterans or

veterans' families with military informed care or military cultural competency training; or

3. Require personnel who provide mental health services to veterans or veterans' families to complete military competency training provided by any of the following:
  - a. Texas Veterans Commission;
  - b. HHSC;
  - c. Military Veteran Peer Network;
  - d. Substance Abuse and Mental Health Services Administration;
  - e. United States Department of Defense;
  - f. United States Department of Veterans Affairs; or
  - g. Nonprofit organization that is exempt from federal income taxation under Section 501(a), Internal Revenue Code of 1986, by being listed as an exempt entity under Section 501(c)(3) of that code, with experience in providing training or technical assistance to entities that provide mental health services to veterans or veterans' families.

## **SECTION VIII CERTIFICATIONS AND AFFIRMATIONS**

As applicable to this Contract, Grantee certifies and affirms by entering into this Contract that these certifications and affirmations apply to Grantee and all of Grantee's principals, officers, directors, shareholders, partners, owners, agents, employees, Subgrantees, independent contractors, and any other representatives who will provide services under or who have a financial or other interest in this Contract.

- A. Dealing with Public Servants.** Grantee has not given or offered to give and does not intend to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with this Contract.
- B. Prior Disaster Relief Contract Violation.** Under Texas Government Code §2155.004 (regarding the prohibition of certain financial participation by persons) and §2155.006 and §2261.053 (both relating to ability to receive this Contract, and convictions or penalties regarding Hurricane Rita, Hurricane Katrina, or other disasters), Grantee acknowledges that it is not ineligible to receive this Contract and that this Contract will be terminated and payment withheld if this certification is found to be inaccurate.
- C. Child Support Affirmation Obligation.** Under Texas Family Code §231.006 (relating to delinquent child support), Grantee acknowledges that it is not ineligible to receive the specified Grant, loan, or payment and acknowledges that this Contract will be terminated and payment will be withheld if this certification is found to be inaccurate.
- D. Suspension and Debarment.** Grantee is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency under the regulations implementing Executive Order 12549 and Executive Order 12689, 2 CFR Part 376 Debarment and Suspension and any relevant regulations promulgated by the department or agency funding this project. Grantee agrees

that this provision will be included in its entirety in Grantee's subcontracts if payment in whole or in part is from federal funds. Furthermore, Grantee acknowledges that it has not been subjected to suspension, debarment, or similar ineligibility determined by any state or local governmental entity.

- E. Excluded Parties.** Grantee is not listed on the federal government's terrorism watch list described in Executive Order 13224. Entities ineligible for federal procurement or award are listed at <https://sam.gov/search/?index>. This Contract will be terminated, and payment withheld if this certification is inaccurate. Grantee must include this provision in its entirety in Grantee's Contracts, subawards, and subcontracts.
- F. Executive Head of a State Agency Affirmation.** Under Texas Government Code §669.003 (relating to contracting with the executive head of a state agency), Grantee acknowledges that it is not the executive head of DFPS, was not at any time during the past four years the executive head of DFPS and does not employ a current or former executive head of DFPS.
- G. Franchise Tax Status.** Grantee acknowledges that it is not currently delinquent in the payment of any franchise taxes owed to the State of Texas under Texas Tax Code Chapter 171.
- H. Lobbying Prohibition.** Payments to Grantee and Grantee's receipt of appropriated or other funds under this Contract are not prohibited by Texas Government Code §556.005, §556.0055, or §556.008 (relating to use of appropriated money or state funds to employ or pay lobbyists, lobbying expenses, or influence legislation).
- I. Buy Texas Affirmation.** If this Contract is for services, the Grantee will comply with Texas Government Code §2155.4441 for the purchase of products and materials produced in the State of Texas. However, this §2155.4441 is not applicable to Contracts or Contracts with federal funding that further prohibits the use of geographic preferences.
- J. Antitrust Affirmation.** Grantee has not violated state or federal antitrust laws and has not communicated its bid for this Contract directly or indirectly to any competitor or any other person engaged in such line of business. Grantee hereby assigns to DFPS any claims for overcharges associated with this Contract under 15 U.S.C. §1, et seq., and Texas Business and Commerce Code §15.01, et seq.
- K. Entities that Boycott Israel.** If the Grantee is a "Company" under Texas Government Code §808.001, at the time of executing this Contract, the Grantee is certifying that it does not boycott Israel and will not boycott Israel during the term of this Contract.
- L. Human Trafficking Prohibition.** Under Texas Government Code §2155.0061, Grantee certifies that it is not ineligible to receive this Grant and acknowledges that this Contract may be terminated, and payment withheld if it is found that during the five-year period preceding the date of this Contract, the Grantee was convicted of any offense related to the direct support or promotion of human trafficking.
- M. Foreign Terrorist Organizations.** Under Texas Government Code §2252.152, the Grantee warrants that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization.
- N. Contracting Information Responsibilities.** The requirements of Texas

Government Code 552, Subchapter J may apply to this Contract, and the Grantee agrees that this Contract can be terminated if the Grantee knowingly or intentionally fails to comply with a requirement of this Subchapter.

**O. COVID-19 Vaccine Documentation.** Grantee represents and warrants that it is in compliance with Section 161.0085(c) of the Texas Health and Safety Code and is eligible pursuant to that section to receive a grant or enter into a contract with DFPS payable with state funds.

**P. Firearm and Ammunition Industries Discrimination Prohibition.** For Contracts entered into on or after September 1, 2021, if Grantee is a Company under Texas Government Code § 2274.002 at the time of executing this Contract, Grantee certifies that it is exempt under that section, or it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and will not discriminate during the term of the Contract against a firearm entity or firearm trade association.

**Q. Abortion Provider and Affiliate Transactions Prohibited.** Grantee certifies that this Contract is not a taxpayer resource transaction prohibited by Texas Government Code §2273.003 made by DFPS to the Grantee and Grantee's Receipt of appropriated funds under this Contract are not prohibited by Article IX, Section 6.24 of the General Appropriations Act.

**R. Foreign Adversary Ownership Prohibited.** By entering into this Contract, Grantee certifies and ensures that for the term of this Contract, Grantee is not and, if applicable, any of its holding companies or subsidiaries, is not:

1. Listed in Section 889 of the 2019 National Defense Authorization Act (NDAA);
2. Listed in Section 1260H of the 2021 NDAA;
3. Owned by the government of a country on the U.S. Department of Commerce's foreign adversaries list under 15 C.F.R. § 791.4; or
4. Controlled by any governing or regulatory body located in a country on the U.S. Department of Commerce's foreign adversaries list under 15 C.F.R. § 791.4.

**ATTACHMENT D**  
**DFPS GRANT SUPPLEMENTAL & SPECIAL CONDITIONS**

**SECTION I**  
**SUPPLEMENTAL CONDITIONS**

The DFPS Uniform Terms and Conditions are modified for this Contract as follows.

- A.** Section II (D) is modified by adding the following language as Subsection 5:
5. The County may, without prior DFPS approval, provide access to records and/or information concerning children receiving services under this Contract by the DFPS to properly identified individuals appointed by a court of competent jurisdiction that are volunteers or employees of Court Appointed Special Advocates (CASA), guardians ad litem, and/or attorneys ad litem in accordance with Texas Family Code Section 107.006. In order to confirm that an individual who is accessing records and information is appointed by a court of competent jurisdiction, the County should:
- a. If such individual is an employee of the CASA, guardian ad litem, or attorney ad litem, review for a valid court order;
  - b. If such individual is a CASA volunteer, review for a valid court order and a notification letter of volunteer assignment and acceptance, that clarifies the individual's appointment to the child for whom records or information is sought; or
  - c. If County cannot readily determine the identity or authority of an individual appointed by a court of competent jurisdiction, then County should obtain written approval from DFPS prior to granting access to records or information.
- B.** Section VII (C) is deleted from the DFPS Uniform Terms and Conditions.



## **SECTION II SPECIAL CONDITIONS**

In addition to the DFPS Grant Uniform Terms and Conditions, the Grantee agrees to comply with the following DFPS Grant Special Conditions.

### **A. PAYMENTS UNDER STATE PLANS APPROVED UNDER TITLE IV-E AND TANF.**

As applicable, Grantees must seek payment or adjustment to payments in accordance with the time limit specified in 45 Code of Federal Regulations (CFR) 95.1 that provides a two-year (eight quarter) time limit for a State to claim Federal financial participation in expenditures under State plans approved under Title IV-E and Temporary Assistance for Needy Families (TANF).

Any invoice or amended invoice, that is submitted to DFPS later than seven quarters after the end of the quarter of the expense will not be processed unless DFPS determines that submission for payment of the bill to the federal government can be executed within the time limits provided in the CFR.

### **B. REPORTING ABUSE, NEGLECT, OR EXPLOITATION.**

Grantee will report any suspected case of abuse, neglect, or exploitation to the appropriate authority as required by the Texas Family Code Chapter 261. All reports must be made within 24 hours of the discovery of the suspected abuse, neglect, or exploitation.

### **C. SUBCONTRACTING.**

As applicable under the Contract, Grantee will comply with the following.

1. Grantee will be responsible to DFPS for any subgrantee's performance under this Contract. Subgrantees providing services under the Contract will meet the same requirements and level of experience as required of Grantee.
2. No subcontract under the Contract will relieve Grantee of responsibility for ensuring the requested services are provided.
3. Grantees planning to subcontract all, or a portion, of the work to be performed will identify the proposed subgrantees.
4. Subcontracting will be solely at Grantee's expense.
5. DFPS retains the right to check subgrantee's background and approve or reject the use of submitted subgrantees.

6. Grantee will be the sole contact for DFPS and Grantee will list a designated point of contact for all DFPS inquiries.
7. Grantee will include a term in all subcontracts that incorporates this Contract by reference and binds subgrantees to all the requirements, terms, and conditions of this Contract related to the service being provided by the subgrantee, as well as explicitly hold that this Contract controls in the event of any conflict with subcontract. DFPS approval of Grantee's use of any subgrantee is conditioned upon the extent that any subcontract does not conflict with any requirements of the Contract between DFPS and Grantee.
8. Payments to subgrantees will be made pursuant to the Texas Prompt Payment Act (Texas Government Code Chapter 2251).

#### **D. INFORMATION SECURITY REQUIREMENTS.**

Grantee must comply with the following:

1. The DFPS IT Security Policy located at:  
[http://www.dfps.texas.gov/Doing\\_Business/documents/Contractor\\_Data\\_and\\_System\\_Security\\_Requirements.pdf](http://www.dfps.texas.gov/Doing_Business/documents/Contractor_Data_and_System_Security_Requirements.pdf)
2. Upon reasonable notice, Grantee must provide, and cause its subgrantees and agents to provide, DFPS or its designee, prompt, reasonable, and adequate access to any information security records, books, documents, and papers that are directly pertinent to the performance of the Contract including, but not limited to:
  - a. Grantee information security policies, procedures, standards, guidelines;
  - b. Grantee security violation reports;
  - c. Grantee employee security acknowledgement agreements; and
  - d. Lists of Grantee's employees, subgrantees, and agents with authorized access to DFPS confidential information.
3. The information in Subsection 2 above is subject to DFPS' review and approval. Neither DFPS' review or approval, nor its failure to review or approve, will relieve, waive, or satisfy any of Grantee's obligations under this Contract.
4. Grantee will provide, and will cause its subgrantees and agents to provide, to DFPS, upon reasonable notice, written certifications of compliance with controls and provisions relating to information security, including but not limited to, those related to confidential data transfers and the handling and disposal of Personally Identifiable Information (PII). Acceptable forms of written compliance may be, but are not limited to:
  - a. The American Institute of Certified Public Accountants' Statement on Standards of Attestation Engagements 18 ("SSAE 18") or similar subsequent report;



- b. General Security Controls Audit;
- c. Application Controls Audit;
- d. Vulnerability Assessment; and
- e. Network/Systems Penetration Test.

**E. REMOVAL OF ACCESS.**

Grantee will immediately remove access capabilities to any DFPS automated/internet-based application(s), or immediately notify DFPS that access to such applications needs to be terminated for an employee, subgrantee, or volunteer whose employment, subcontract, or volunteer term with Grantee has ended for any reason.

### ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

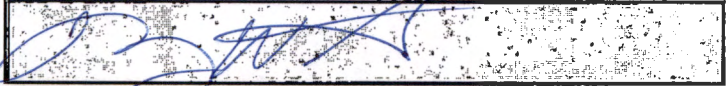
**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE County Judge
APPLICANT ORGANIZATION 	DATE SUBMITTED March 11, 2005

## Aubree Hitchman

---

**From:** Amy Hoffmann <ahoffmann@jbi-ltd.com>  
**Sent:** Thursday, March 6, 2025 12:47 PM  
**To:** Aubree Hitchman  
**Cc:** Paige Ashley  
**Subject:** Hunt County, TX FY 2026 Title IV-E Legal Budget  
**Attachments:** FY26 2030CLIVE-IR Hunt County HHS000285100055.pdf; FY26 2030CLIVE Hunt County HHS000285100055.pdf

Caution! This message was sent from outside your organization.

Hello Aubree,

Attached please find the FY 2026 Title IV-E Legal Budgets for approval and signature. Please note there are two separate budgets. One budget for all the independent representation fees and the other for the attorney's office expenses.

Please complete the following:

- ❖ Review the attached documents.
- ❖ Sign the summary page (page 1) for each budget.
- ❖ Email the signed pages back to JBI.
- ❖ Include the signed budgets in the packet back to Michelle Mendez at TDFPS.

Please let me know if you have any questions.

Thank you,

Amy E. Hoffmann  
Senior Vice President, Financials  
**JBI (Justice Benefits, Inc.)**  
**Government Consulting Firm**  
1711 East Beltline Road  
Coppell, TX 75019  
TOLL FREE: 800-835-2164, ext. 703  
LOCAL: (972) 406-3703 FAX: (972) 406-3763  
MOBILE: (972) 762-1654  
[ahoffmann@jbi-ltd.com](mailto:ahoffmann@jbi-ltd.com)



JUSTICE BENEFITS, INC.

*Government Consulting Firm*  
1711 East Belt Line Rd.  
Coppell, TX 75019

Toll Free: (800) 835-2164  
Phone: (972) 406-3700

©2025 Justice Benefits, Inc.

***JB! Gets Results!***

# JUSTICE BENEFITS, INC.

JB!-LTD.COM

## Hunt County, Texas

### Title IV-E Legal Assistance Independent Legal Representation Budget

October 1, 2025-September 30, 2026



**Budget for Title IV-E  
County Legal Services Contract**

**CLIVE Summary**

Please select your County and Budget Effective Date from drop down boxes below.

County: HUNT COUNTY

Contract Number: HHS000285100055

Budget Effective Date: 10/1/2025-9/30/2026

Cost Category	Estimated Total Expenses Allocable to Title IV-E	Total Anticipated Federal Reimbursement	Total Anticipated County Match
<b>A. Administration</b>			
A.1. Direct Personnel Salaries	\$257,436.52	\$32,509.08	\$224,927.44
A.2. Direct Personnel Fringe Benefits	\$108,826.44	\$13,742.60	\$95,083.84
A.3. Direct Personnel Travel	\$0.00	\$0.00	\$0.00
A.4. Direct Materials and Supplies	\$4,031.85	\$509.14	\$3,522.71
A.5. Direct Equipment	\$2,277.88	\$287.65	\$1,990.23
A.6. Direct Other Costs	\$8,014.22	\$1,012.04	\$7,002.18
<b>Total Administration</b>	<b>\$380,586.91</b>	<b>\$48,060.52</b>	<b>\$332,526.40</b>
<b>B. Training</b>			
B.1. Title IV-E Training (75%)	\$5,788.50	\$1,096.46	\$4,692.04
B.2. Title IV-E Fostering Connections Training (75%)	\$0.00	\$0.00	\$0.00
B.3. Non-Title IV-E Training (50%)	\$0.00	\$0.00	\$0.00
<b>Total Training</b>	<b>\$5,788.50</b>	<b>\$1,096.46</b>	<b>\$4,692.04</b>
<b>C. Indirect Costs (if applicable)</b>			
<b>Total Indirect Costs</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Grand Total</b>	<b>\$386,375.41</b>	<b>\$49,156.97</b>	<b>\$337,218.44</b>

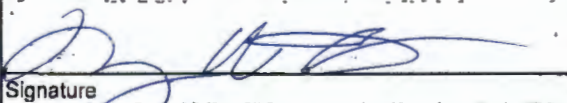
Estimated Federal Reimbursement for expenses based on Eligible Population Rate (EPR) during 2nd quarter of the preceding fiscal year. Actual reimbursement will be based on EPR in effect for the county during the month in which expenses were incurred.

25.26%

Indirect Cost Rate, if applicable (attach a copy of the approved Certificate of Indirect Costs):

0.00%

**Contractor Certification**

  
Signature

3-11-2025  
Date

Bobby W. Stovall County Judge  
Printed Name & Title

**Budget for Title IV-E  
County Legal Services Contract**

<b>Administration</b>
<b>A.1. Direct Personnel Salaries</b>

**County:** HUNT COUNTY  
**Contract Number:** no IV-E contract  
**Budget Effective Date:** 10/1/2025-9/30/2026

Position or Title	Monthly Salary	% of Time Spent on IV-E Activities	Number of Months of Service	Estimated Total Expense* (BxCxD)
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>Total Direct Personnel Salaries:</b>				<b>\$0.00</b>

**Budget Effective Date:** 10/1/2025-9/30/2026

**Refer to Title IV-E Financial Handbook for additional information:**



### A.3. Direct Personnel Travel

**Budget Effective Date:** 10/1/2025-9/30/2026

Type of Travel Expense Note: only include travel NOT related to personnel training	Estimated Total Expense*
<b>Total Direct Personnel Travel:</b>	<b>\$0.00</b>

#### **A.4. Direct Materials and Supplies**

**Budget Effective Date:** 10/1/2025-9/30/2026

Materials and Supplies (description)	Estimated Total Expense*
<b>Total Direct Materials and Supplies:</b>	<b>\$0.00</b>

#### **A.5. Direct Equipment.**

**Budget Effective Date:** 10/1/2025-9/30/2026

<b>Equipment (description)</b>	<b>Method Used (rent/lease/ purchase)</b>	<b>Estimated Total Expense*</b>
<b>Total Direct Equipment:</b>		<b>\$0.00</b>

Other Costs (description)	Estimated Total Expense*
Parent & Child Legal Representation	\$550,000.00
<b>Total Other Costs:</b>	<b>\$550,000.00</b>

[illegible]

[illegible]

[illegible]



**Budget for Title IV-E  
County Legal Services Contract**

**Budget Narrative**

County: HUNT COUNTY

Contract Number: no IV-E contract

Budget Effective Date: 10/1/2025-9/30/2026

**Note:** Each cell is limited to 1024 characters in order for word wrap to function properly. If you need to type more than 1024 characters, you will have to either manually insert a return at the end of each line (Alt-Enter) or go to the next row/cell below to type the remaining text.

Clearly describe each expense to be incurred and billed to this contract, including justification for expense related to Independent Representation.

Refer to Title IV-E Financial Handbook for additional information:

[http://www.dfps.state.tx.us/handbooks/Title\\_IV-E\\_County/default.asp](http://www.dfps.state.tx.us/handbooks/Title_IV-E_County/default.asp)

**A. Administration**

**A.1. Direct Personnel Salaries**

**A.2. Direct Personnel Fringe Benefits**

**A.3. Direct Personnel Travel**

**A.4. Direct Materials and Supplies**

**A.5. Direct Equipment**

**A.6. Direct Other Costs**

Attorney Representation includes costs associated with attorneys representing certain children and their parents in child welfare legal proceedings. These fees are based on the amounts spent for last fiscal year. The fees are 100% court appointed attorneys for CPS cases.

**B. Training**

**B.1. Title IV-E Training (75%)**

**B.2. Title IV-E Fostering Connections Training (75%)**

**B.3. Non-Title IV-E Training (50%)**

**C. Indirect Costs (if applicable)**

End of worksheet



JUSTICE BENEFITS, INC.

*Government Consulting Firm*  
1711 East Belt Line Rd.  
Coppell, TX 75019

Toll Free: (800) 835-2164  
Phone: (972) 406-3700

©2025 Justice Benefits, Inc.

***JB! Gets Results!***

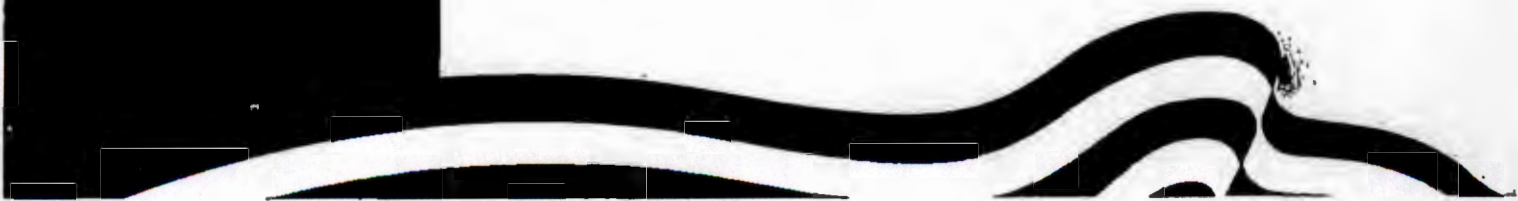
# JUSTICE BENEFITS, INC.

JB!-LTD.COM

## Hunt County, Texas

### Title IV-E Legal Assistance Budget

October 1, 2025-September 30, 2026



**Budget for Title IV-E  
County Legal Services Contract**

**CLIVE-IR Summary**

Please select your County and Budget Effective Date from drop down boxes below.

County: HUNT COUNTY

Contract Number: no IV-E contract

Budget Effective Date: 10/1/2025-9/30/2026

Cost Category	Estimated Total Expenses Allocable to Title IV-E	Total Anticipated Federal Reimbursement*	Total Anticipated County Match
<b>A. IR Administration</b>			
A.1. Direct Personnel Salaries	\$0.00	\$0.00	\$0.00
A.2. Direct Personnel Fringe Benefits	\$0.00	\$0.00	\$0.00
A.3. Direct Personnel Travel	\$0.00	\$0.00	\$0.00
A.4. Direct Materials and Supplies	\$0.00	\$0.00	\$0.00
A.5. Direct Equipment	\$0.00	\$0.00	\$0.00
A.6. Direct Other Costs	\$550,000.00	\$69,454.00	\$480,546.00
<b>Total Administration</b>	<b>\$550,000.00</b>	<b>\$69,454.00</b>	<b>\$480,546.00</b>
<b>B. IR Training</b>			
B.1. Title IV-E Training (75%)	\$0.00	\$0.00	\$0.00
B.2. Title IV-E Fostering Connections Training (75%)	\$0.00	\$0.00	\$0.00
B.3. Non-Title IV-E Training (50%)	\$0.00	\$0.00	\$0.00
<b>Total Training</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>C. IR Indirect Costs (if applicable)</b>			
<b>Total Indirect Costs</b>	\$0.00	\$0.00	\$0.00
<b>Grand Total</b>	<b>\$550,000.00</b>	<b>\$69,454.00</b>	<b>\$480,546.00</b>

\*Estimated Federal Reimbursement for expenses based on Eligible Population Rate (EPR) during 2nd quarter of the preceding fiscal year. Actual reimbursement will be based on EPR in effect for the county during the month in which expenses were incurred.

25.26%

Indirect Cost Rate, if applicable (attach a copy of the approved Certificate of Indirect Costs):

0.00%

**Contractor Certification**

Signature

Date

Printed Name & Title

*Bobby W. Stouall*

*3-11-2025*

**Budget for Title IV-E  
County Legal Services Contract**

**A.1. Direct Personnel Salaries**

**County:** HUNT COUNTY  
**Contract Number:** HHS000285100055  
**Budget Effective Date:** 10/1/2025-9/30/2026

Position or Title	Monthly Salary	% of Time Spent on IV-E Activities	Number of Months of Service	Estimated Total Expense* (BxCxD)
Attorney	\$11,135.43	100%	12	\$133,625.18
Attorney	\$10,083.32	100%	12	\$120,999.84
Admin Asst	\$4,083.33	1%	12	\$490.00
Admin Asst	\$4,083.33	1%	12	\$490.00
Investigator	\$7,550.01	1%	12	\$906.00
Investigator	\$7,712.51	1%	12	\$925.50
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>Total Direct Personnel Salaries:</b>				<b>\$257,436.52</b>

\*estimated total cost for Title IV-E related activities

Refer to Title IV-E Financial Handbook for additional information:  
[http://www.dfps.state.tx.us/handbooks/Title\\_IVE\\_County/default.asp](http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.asp)  
End of worksheet

**Budget for Title IV-E  
County Legal Services Contract**

**A.2. Direct Personnel Fringe Benefits**

**County:** HUNT COUNTY

**Contract Number:** HHS000285100055

**Budget Effective Date:** 10/1/2025-9/30/2026

Type of Fringe Benefits	Estimated Total Expense*
Group Medical	\$54,953.42
FICA Taxes	\$21,955.35
Retirement	\$30,622.69
Unemployment Ins.	\$432.80
Workers Compensation	\$862.18
<b>Total Direct Personnel Fringe Benefits:</b>	<b>\$108,826.44</b>

\*estimated total cost for Title IV-E related activities

Refer to Title IV-E Financial Handbook for additional information:

[http://www.dfps.state.tx.us/handbooks/Title IV-E County/default.asp](http://www.dfps.state.tx.us/handbooks/Title_IV-E_County/default.asp)

End of worksheet

**County:** HUNT COUNTY  
**Contract Number:** HHS000285100055  
**Budget Effective Date:** 10/1/2025-9/30/2026

End of worksheet



**Budget for Title IV-E  
County Legal Services Contract**

**A.4. Direct Materials and Supplies**

County: HUNT COUNTY

Contract Number: HHS000285100055

Budget Effective Date: 10/1/2025-9/30/2026

Materials and Supplies (description)	Estimated Total Expense*
Operating Supplies	\$4,031.85
<b>Total Direct Materials and Supplies:</b>	<b>\$4,031.85</b>

\*estimated total cost for Title IV-E related activities

Refer to Title IV-E Financial Handbook for additional information:

[http://www.dfps.state.tx.us/handbooks/Title\\_IV\\_E\\_County/default.asp](http://www.dfps.state.tx.us/handbooks/Title_IV_E_County/default.asp)

End of worksheet



End of worksheet



**Budget Effective Date:** 10/1/2025-9/30/2026

End of worksheet

**Budget Effective Date:** 10/1/2025-9/30/2026

**End of worksheet**

**Budget Effective Date: 10/1/2025-9/30/2026**

Refer to Title IV-E Financial Handbook for additional information:  
[http://www.dfps.state.tx.us/handbooks/Title\\_IV\\_E\\_County/default.asp](http://www.dfps.state.tx.us/handbooks/Title_IV_E_County/default.asp)  
 End of Worksheet

**Budget for Title IV-E  
County Legal Services Contract**

**Budget Narrative**

County: HUNT COUNTY  
Contract Number: HHS000285100055  
Budget Effective Date: 10/1/2025-9/30/2026

**Note:** Each cell is limited to 1024 characters in order for word wrap to function properly. If you need to type more than 1024 characters, you will have to either manually insert a return at the end of each line (Alt-Enter) or go to the next row/cell below to type the remaining text.

Clearly describe each expense to be incurred and billed to this contract, including justification for expense.

Refer to Title IV-E Financial Handbook for additional information:  
[http://www.dfps.state.tx.us/handbooks/Title\\_IV-E\\_County/default.asp](http://www.dfps.state.tx.us/handbooks/Title_IV-E_County/default.asp)

**A. Administration**

**A.1. Direct Personnel Salaries**

Two attorneys have been assigned full-time (100%) to CPS related cases. Two administrative assistants and two investigators have been assigned part time (1%) to CPS related cases.

**A.2. Direct Personnel Fringe Benefits**

Fringe benefits are allocated per employee based on the percent of time attributed to the IV-E Program. Only those benefits normally paid or provided to all county employees are included.

**A.3. Direct Personnel Travel**

**A.4. Direct Materials and Supplies**

Materials and supplies included in this budget are made up of operating supplies which are general office supplies. These expenditures are allocated based on the percent of time attributed to the IV-E Program.

**A.5. Direct Equipment**

Equipment budgeted for this year includes expendable equipment, postage meter rental/supplies, and copier rental and supplies. These are allocated based on the percent of time attributed to the IV-E Program.

**A.6. Direct Other Costs**

These expenditures include software-repair and maintenance and membership dues. These are allocated based on the percent of time attributed to the IV-E Program.

**B. Training**

**B.1. Title IV-E Training (75%)**

**CACC Conference Description:**

Annual conference presented by the Dallas Children's Advocacy Center conducted to provide training to those employed by government or nonprofit agencies in the fields of law enforcement, child protective services, social work, children's advocacy, therapy, and medicine who work directly with child victims of crime.

**Advanced Family Law Description:**

Considered the largest CLE in the nation, Advanced Family Law covers custody litigation, marital property litigation, legislative and case law updates and all other aspects of family law.

**B.2. Title IV-E Fostering Connections Training (75%)**

**B.3. Non-Title IV-E Training (50%)**

**C. Indirect Costs (if applicable)**

End of worksheet



**JUSTICE BENEFITS, INC.**

*Government Consulting Firm*  
1711 East Belt Line Rd.  
Coppell, TX 75019

Toll Free: (800) 835-2164  
Phone: (972) 406-3700

©2025 Justice Benefits, Inc.

***JB! Gets Results!***

# **JUSTICE BENEFITS, INC.**

**JB!-LTD.COM**

## **Hunt County, Texas**

### **Title IV-E Legal Assistance Budget**

**October 1, 2025-September 30, 2026**





**Budget for Title IV-E  
County Legal Services Contract**

**CLIVE Summary**

Please select your County and Budget Effective Date from drop down boxes below.

County: **HUNT COUNTY**

Contract Number: **HHS000285100055**

Budget Effective Date: **10/1/2025-9/30/2026**

Cost Category	Estimated Total Expenses Allocable to Title IV-E	Total Anticipated Federal Reimbursement	Total Anticipated County Match
<b>A. Administration</b>			
A.1. Direct Personnel Salaries	\$257,436.52	\$32,509.08	\$224,927.44
A.2. Direct Personnel Fringe Benefits	\$108,826.44	\$13,742.60	\$95,083.84
A.3. Direct Personnel Travel	\$0.00	\$0.00	\$0.00
A.4. Direct Materials and Supplies	\$4,031.85	\$509.14	\$3,522.71
A.5. Direct Equipment	\$2,277.88	\$287.65	\$1,990.23
A.6. Direct Other Costs	\$8,014.22	\$1,012.04	\$7,002.18
<b>Total Administration</b>	<b>\$380,586.91</b>	<b>\$48,060.52</b>	<b>\$332,526.40</b>
<b>B. Training</b>			
B.1. Title IV-E Training (75%)	\$5,788.50	\$1,096.46	\$4,692.04
B.2. Title IV-E Fostering Connections Training (75%)	\$0.00	\$0.00	\$0.00
B.3. Non-Title IV-E Training (50%)	\$0.00	\$0.00	\$0.00
<b>Total Training</b>	<b>\$5,788.50</b>	<b>\$1,096.46</b>	<b>\$4,692.04</b>
<b>C. Indirect Costs (if applicable)</b>			
<b>Total Indirect Costs</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Grand Total</b>	<b>\$386,375.41</b>	<b>\$49,156.97</b>	<b>\$337,218.44</b>

Estimated Federal Reimbursement for expenses based on Eligible Population Rate (EPR) during 2nd quarter of the preceding fiscal year. Actual reimbursement will be based on EPR in effect for the county during the month in which expenses were incurred.

25.26%

Indirect Cost Rate, if applicable (attach a copy of the approved Certificate of Indirect Costs):

0.00%

**Contractor Certification**

Signature

Date

Printed Name & Title

**Budget for Title IV-E  
County Legal Services Contract**

<b>A.1. Direct Personnel Salaries</b>
---------------------------------------

**County:** HUNT COUNTY  
**Contract Number:** HHS000285100055  
**Budget Effective Date:** 10/1/2025-9/30/2026

Position or Title	Monthly Salary	% of Time Spent on IV-E Activities	Number of Months of Service	Estimated Total Expense* (BxCxD)
Attorney	\$11,135.43	100%	12	\$133,625.18
Attorney	\$10,083.32	100%	12	\$120,999.84
Admin Asst	\$4,083.33	1%	12	\$490.00
Admin Asst	\$4,083.33	1%	12	\$490.00
Investigator	\$7,550.01	1%	12	\$906.00
Investigator	\$7,712.51	1%	12	\$925.50
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>Total Direct Personnel Salaries:</b>				<b>\$257,436.52</b>

\*estimated total cost for Title IV-E related activities

Refer to Title IV-E Financial Handbook for additional information:  
[http://www.dfps.state.tx.us/handbooks/Title\\_IV\\_E\\_County/default.asp](http://www.dfps.state.tx.us/handbooks/Title_IV_E_County/default.asp)  
 End of worksheet

**Budget for Title IV-E  
County Legal Services Contract**

**A.2. Direct Personnel Fringe Benefits**

**County:** HUNT COUNTY

**Contract Number:** HHS000285100055

**Budget Effective Date:** 10/1/2025-9/30/2026

Type of Fringe Benefits	Estimated Total Expense*
Group Medical	\$54,953.42
FICA Taxes	\$21,955.35
Reirement	\$30,622.69
Unemployment Ins.	\$432.80
Workers Compensation	\$862.18
<b>Total Direct Personnel Fringe Benefits:</b>	<b>\$108,826.44</b>

\*estimated total cost for Title IV-E related activities

Refer to Title IV-E Financial Handbook for additional information:

[http://www.dfps.state.tx.us/handbooks/Title IV-E County/default.asp](http://www.dfps.state.tx.us/handbooks/Title_IV-E_County/default.asp)

End of worksheet

**County:** HUNT COUNTY  
**Contract Number:** HHS000285100055  
**Budget Effective Date:** 10/1/2025-9/30/2026

**Budget Effective Date:** 10/1/2025-9/30/2026

End of worksheet



**Budget for Title IV-E  
County Legal Services Contract**

<b>Administration</b>
<b>A.5. Direct Equipment</b>

County: HUNT COUNTY

Contract Number: HHS000285100055

Budget Effective Date: 10/1/2025-9/30/2026

Equipment (description)	Method Used (rent/lease/ purchase)	Estimated Total Expense*
Expendable Equip	Purchase	\$2,277.88
<b>Total Direct Equipment:</b>		<b>\$2,277.88</b>

\*estimated total cost for Title IV-E related activities

Refer to Title IV-E Financial Handbook for additional information:  
[http://www.dfps.state.tx.us/handbooks/Title\\_IV\\_E\\_County/default.asp](http://www.dfps.state.tx.us/handbooks/Title_IV_E_County/default.asp)  
 End of worksheet



End of worksheet

**B.1. Title IV-E Training (75%)**

**Budget Effective Date:** 10/1/2025-9/30/2026

[illegible]

**End of worksheet**



End of Worksheet

**Budget for Title IV-E  
County Legal Services Contract**

**Budget Narrative**

County: HUNT COUNTY  
Contract Number: HHS000285100055  
Budget Effective Date: 10/1/2025-9/30/2026

Note: Each cell is limited to 1024 characters in order for word wrap to function properly. If you need to type more than 1024 characters, you will have to either manually insert a return at the end of each line (Alt-Enter) or go to the next row/cell below to type the remaining text.

Clearly describe each expense to be incurred and billed to this contract, including justification for expense.

Refer to Title IV-E Financial Handbook for additional information:  
[http://www.dfps.state.tx.us/handbooks/Title\\_IV-E\\_County/default.asp](http://www.dfps.state.tx.us/handbooks/Title_IV-E_County/default.asp)

**A. Administration**

**A.1. Direct Personnel Salaries**

Two attorneys have been assigned full-time (100%) to CPS related cases. Two administrative assistants and two investigators have been assigned part time (1%) to CPS related cases.

**A.2. Direct Personnel Fringe Benefits**

Fringe benefits are allocated per employee based on the percent of time attributed to the IV-E Program. Only those benefits normally paid or provided to all county employees are included.

**A.3. Direct Personnel Travel**

**A.4. Direct Materials and Supplies**

Materials and supplies included in this budget are made up of operating supplies which are general office supplies. These expenditures are allocated based on the percent of time attributed to the IV-E Program.

**A.5. Direct Equipment**

Equipment budgeted for this year includes expendable equipment, postage meter rental/supplies, and copier rental and supplies. These are allocated based on the percent of time attributed to the IV-E Program.

**A.6. Direct Other Costs**

These expenditures include software-repair and maintenance and membership dues. These are allocated based on the percent of time attributed to the IV-E Program.

**B. Training**

**B.1. Title IV-E Training (75%)**

**CACC Conference Description:**

Annual conference presented by the Dallas Children's Advocacy Center conducted to provide training to those employed by government or nonprofit agencies in the fields of law enforcement, child protective services, social work, children's advocacy, therapy, and medicine who work directly with child victims of crime.

**Advanced Family Law Description:**

Considered the largest CLE in the nation, Advanced Family Law covers custody litigation, marital property litigation, legislative and case law updates and all other aspects of family law.

**B.2. Title IV-E Fostering Connections Training (75%)**

**B.3. Non-Title IV-E Training (50%)**

**C. Indirect Costs (If applicable)**

End of worksheet

**Internal Control Structure Questionnaire (ICSQ)  
for Title IV-E County ≥ \$25,000**

Contractor Name: Hunt County

Fiscal Year: 2026

Contract Number: \_\_\_\_\_

Please refer to instructions at end of this questionnaire.

**SECTION I: FINANCIAL POSITION**

(This section should be answered about your organization as a whole.)

1.	<p>Please indicate the accounting system in place (e.g., accrual, cash, or modified accrual).</p> <p>Hunt County uses (GASB) accrual basis of accounting for our financial.</p>	
2.	<p>Does your organization complete yearly financial statements (e.g., Balance Sheet, Income Statement, Cash Flow)?</p> <p>If yes:</p> <p>a. Please list the name(s) of the person(s) responsible for preparing the annual financial statements:</p> <p>Financial Audit Manager, Stacy Sehl prepares the financial statements including any notes, the County Auditor, Mary Corcoran does the auditor's report to attest to the fairness of the financials. These reports are reviewed by Independent Auditor's Report completed by Rutherford &amp; Taylor CPA Firm yearly.</p> <p>_____</p> <p>b. Please attach copy of your most current statements as <b>ATTACHMENT# I-2</b>.</p> <p>If no, please provide any manual or automated information maintained regarding your current financial position as <b>ATTACHMENT #I-2</b>.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
3.	<p>Are your accounting and financial system operations audited at regular intervals by an independent auditor (Certified Public Accountant)? Note that this is not referring to compliance monitoring performed by State Contract Managers.</p> <p>If yes:</p> <p>a. Attach an original, bound audit report and management letter (if applicable) as provided by the independent auditor as <b>ATTACHMENT #I-3</b>.</p> <p>b. Please indicate the frequency with which your accounting records are audited by an independent auditor.</p> <p>Auditor's Report completed by Rutherford &amp; Taylor CPA Firm yearly.</p> <p>c. Please describe how independent audit results are shared with the governing body of your organization.</p> <p>THE CPA Firms lead auditor, gives their audit report at the Commissioners Court and the Annual Financial report is available on the Hunt County website.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>



# Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ \$25,000

<b>SECTION II: INTERNAL CONTROLS</b>																																
<b>II. A. GENERAL/ACCOUNTING CONTROLS</b> (This section should be answered about your organization as a whole. When a question mentions "contracts," it is referring to any contract or grant you administer with funding received through DFPS or any other state or federal agency.)																																
1.	Has the county submitted a cost allocation plan to DFPS for review? <i>If no, please attach a description of your allocation process as ATTACHMENT #II-1.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A																														
2.	Please attach a list of all of your contracts with state agencies, including DFPS. For each contract, include: state agency name, type of service provided, contract number, dollar amount, and payment method (e.g., cost reimbursement, fee for service) as ATTACHMENT #II-2.																															
3.	Does your organization maintain a separate ledger account for:  a. Deposits for each source of funds? .....  b. Disbursement of each source of funds? .....  Please provide a copy of your chart of accounts, and a description of how your accounting system identifies contract revenues and expenditures separately as ATTACHMENT #II-3.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																														
4.	Are costs and expenditures under budgetary control for:  a. Total contract budget? .....  b. By budget category? .....	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																														
5.	Do all purchases require approval from an authorized individual in the requesting department?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																														
6.	Indicate the name and title of individual(s) authorized to: <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width:16.6%;">SIGN CHECKS OR AUTHORIZE PAYMENTS</th> <th style="width:16.6%;">APPROVE PURCHASES <small>(INCLUDING ON-LINE AND CREDIT CARD)</small></th> <th style="width:16.6%;">PREPARE PAYMENTS <small>(CHECKS AND ELECTRONIC FUND TRANSFERS)</small></th> <th style="width:16.6%;">RECONCILE ACCOUNTS <small>(INTERNAL ACCOUNTS TO BANK RECORDS)</small></th> <th style="width:16.6%;">CONTROL INVENTORY</th> <th style="width:16.6%;">RECEIVE CASH</th> </tr> </thead> <tbody> <tr> <td>Mary Corcoran</td> <td>Mary Corcoran</td> <td>Mary Corcoran</td> <td>Name:Brittni Turner</td> <td>Name:Tammy Himes</td> <td>Name:Brittni Turner</td> </tr> <tr> <td>County Auditor</td> <td>County Auditor</td> <td>County Auditor</td> <td>Title:County Treasurer</td> <td>Purchasing Director</td> <td>Title:County Treasurer</td> </tr> <tr> <td>Name:Brittni Turner</td> <td>Name:Tammy Himes</td> <td>Name:Brittni Turner</td> <td>Mary Corcoran</td> <td>Name:</td> <td>Name:</td> </tr> <tr> <td>Title:County Treasurer</td> <td>Purchasing Director</td> <td>Title:County Treasurer</td> <td>County Auditor</td> <td>Title:</td> <td>Title:</td> </tr> </tbody> </table>		SIGN CHECKS OR AUTHORIZE PAYMENTS	APPROVE PURCHASES <small>(INCLUDING ON-LINE AND CREDIT CARD)</small>	PREPARE PAYMENTS <small>(CHECKS AND ELECTRONIC FUND TRANSFERS)</small>	RECONCILE ACCOUNTS <small>(INTERNAL ACCOUNTS TO BANK RECORDS)</small>	CONTROL INVENTORY	RECEIVE CASH	Mary Corcoran	Mary Corcoran	Mary Corcoran	Name:Brittni Turner	Name:Tammy Himes	Name:Brittni Turner	County Auditor	County Auditor	County Auditor	Title:County Treasurer	Purchasing Director	Title:County Treasurer	Name:Brittni Turner	Name:Tammy Himes	Name:Brittni Turner	Mary Corcoran	Name:	Name:	Title:County Treasurer	Purchasing Director	Title:County Treasurer	County Auditor	Title:	Title:
SIGN CHECKS OR AUTHORIZE PAYMENTS	APPROVE PURCHASES <small>(INCLUDING ON-LINE AND CREDIT CARD)</small>	PREPARE PAYMENTS <small>(CHECKS AND ELECTRONIC FUND TRANSFERS)</small>	RECONCILE ACCOUNTS <small>(INTERNAL ACCOUNTS TO BANK RECORDS)</small>	CONTROL INVENTORY	RECEIVE CASH																											
Mary Corcoran	Mary Corcoran	Mary Corcoran	Name:Brittni Turner	Name:Tammy Himes	Name:Brittni Turner																											
County Auditor	County Auditor	County Auditor	Title:County Treasurer	Purchasing Director	Title:County Treasurer																											
Name:Brittni Turner	Name:Tammy Himes	Name:Brittni Turner	Mary Corcoran	Name:	Name:																											
Title:County Treasurer	Purchasing Director	Title:County Treasurer	County Auditor	Title:	Title:																											
7.	Are all expenditures reconciled with your general ledger? <i>If no, please explain.</i>																															
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																														



## Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ \$25,000

	<div style="border-bottom: 1px solid black; width: 80%; margin-left: 10px;"></div>	
8.	How often are bank accounts reconciled to internal check registers?  <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Other (please specify) _____	
9.	Is your accounting system automated? <b>If no, please skip to Question #17.</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10.	Please describe how your accounting system is secured and/or protected (e.g. location, the use of passwords, access limits, checks and balances). Our accounting system is secured and protected by data encryption, access controls (including user roles), strong passwords, multi-factor authentication, firewalls, regular data backups, antivirus software, system updates, and internal controls which limit unauthorized access to sensitive financial information and monitor for suspicious activity.	
11.	Please specify the name(s) and title(s) for the individuals with access to the accounting system to perform the following functions: Review Only: Our accounting software allows us to specify exactly who has access to what information. It also tracks which users accessed the data and when. Our systems manager selects exactly what user can and can't see and allow them to make changes to certain fields while other fields they can only view.  Record Transactions: <u>Sandy Orange, Human Resources Director</u>  Update/Change: <u>Brittnie Turner, County Treasure</u> <u>Mary Corcoran, County Auditor</u>  Delete: <u>Brittnie Turner, County Treasure</u> <u>Mary Corcoran, County Auditor</u>	
12.	Please explain the process (initiation, review, approval, etc.) for making updates, changes, deletions, and year end adjustments to the accounting system. The First Assistant Auditor and or County Auditor have control access to the accounting system they determine the level of access. Some people who may need access to accounting system, other only HR roles, Payroll etc. Not everyone in the county needs access to the same financial information.	
13.	Are there controls to provide reasonable assurance that transactions are not lost, duplicated, or added before and/or after data entry and editing?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
14.	Are there controls to provide reasonable assurance that transactions with errors are rejected from further processing (e.g., prevented from updating the files/database)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
15.	Is the data entered into the accounting system verified? <i>If yes, please specify whom (name and title) is/are responsible for verifying the data, and how the verification is done.</i> Data is verified through data validation rules within the software (like range checks and limit checks), comparing entered data to source documents, visual verification, and regular reconciliation of accounts against external statements like bank statements or credit card statements; essentially ensuring the accuracy of the information by cross-checking it against multiple sources and using system controls to catch potential errors.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
16.	What, if any, additional internal controls and approvals are in place within the organization to ensure payments made are valid and authorized?	

## Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ \$25,000

	<p>No one person handles a financial transaction from start to finish, The authorizer and approver are different Departments, There are Audit procedures and approval processes to control all payments .Payment requests are entered by the Accounts Payable Dept, reviewed and approved by the County Auditor, and then reviewed by the Treasurer before checks are released.</p>	
17.	<p>Are all checks pre-numbered and accounted for?</p> <p>If no, please explain.</p> <p>_____</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
18.	<p>a. Are all disbursements (excluding petty cash) made by check?</p> <p>If no, what other means does your organization use to make disbursements?</p> <p>_____</p> <p>b. Is a check register (disbursement journal) used to record disbursements and maintain balances?</p> <p>If no, how are disbursements and balances tracked?</p> <p>_____</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
19.	<p>Are all disbursements approved prior to payment?</p> <p>If no, please explain.</p> <p>_____</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
20.	<p>Is there any additional review or special approval required for payment transactions (check or electronic disbursement) that exceed a specific dollar amount?</p> <p><i>If yes, please specify the dollar limit(s), name(s) and title(s) of responsible staff. All Payment transactions are reviewed and approved by the County Auditor.</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
21.	<p>Does your organization have a system for tracking:</p> <p>a. Voided checks? .....</p> <p>b. Credit card transactions? .....</p> <p>c. Other electronic transactions? .....</p> <p>If no, please explain.</p> <p>_____</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
22.	<p>Does your organization use a check-signing machine?</p> <p><i>If yes, please describe how the facsimile signature plates are safeguarded from improper use.</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ \$25,000

	<u>Password protected, signature plates are in secure location and designate custodians.</u>	
23.	<p>Are unused checks safeguarded and in the custody of a person who does not manually sign checks, control the use of facsimile signature plates or operate the facsimile signature machine? Please indicate name and title of person who has custody of unused checks.</p> <p>Accounts Payable Supervisor- Kelsey Crowther, County Treasurer Brittni Turner</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
24.	<p>Are the following practices prohibited:</p> <p>a. The drafting of checks to "CASH"? .....</p> <p>b. The signing of blank checks? .....</p> <p>c. The removal of blank checks from the checkbook? .....</p> <p>If no, please explain.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
25.	<p>Are purchase orders/requisitions controlled in such a way that they can all be accounted for (e.g., by sequential pre-numbering, by entry in a register)?</p> <p>If yes, please attach an explanation of your purchase orders/requisition controls as <b>ATTACHMENT #II-25.</b></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
26.	<p>Are supporting documents (e.g., service authorizations, invoices, receipts, approvals, receiving reports, canceled checks) maintained with each disbursement and clearly referenced for easy location and retrieval?</p> <p>If yes, please attach an explanation as <b>ATTACHMENT #II-26.</b> The attachment should describe your process for maintaining supporting documentation, such as:</p> <ul style="list-style-type: none"> <li>How supporting records are kept and filed (e.g., filed by check number, month of payment)?</li> <li>How documents are marked when paid to prevent duplication of claims?</li> <li>How authorizations are maintained internally?</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
27.	Do supporting documents accompany checks for the check signer's signature?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
28.	Are invoices marked to identify allocation of payment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
29.	<p>Does your organization have procedures to identify costs and expenditures not allowable under federal and/or state regulations?</p> <p>If yes, please attach an explanation of your system for identifying unallowable costs/expenditures as <b>ATTACHMENT #II-29.</b></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
30.	<p>Does your organization have a contract file for each contract?</p> <p>If yes, does each contract file contain:</p> <p>a. The executed contract with all attachments? .....</p> <p>b. A copy of each contract amendment (as applicable)? .....</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



## Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ \$25,000

	<p>c. Billing documents? .....</p> <p>d. Documentation of contract performance? .....</p> <p>e. Related correspondence? .....</p> <p>f. A copy of each subcontract agreement (as applicable)? .....</p> <p>If no to any of the above, please explain. _____</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p>
31.	<p>Does your organization have a process to prevent unauthorized access to confidential information related to your contracts (for example, sensitive client information or records)?</p> <p><i>If yes, please attach a copy of your procedures for safeguarding contract information as ATTACHMENT #II-31.</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<b>II. B. PERSONNEL</b>		
32.	<p>Does your organization have written personnel policies?</p> <p>If no, please explain. _____</p> <p>If yes, are personnel policies distributed to all employees? .....</p> <p>Do the personnel policies include:</p> <p>a. Hiring? .....</p> <p>b. Performance evaluations? .....</p> <p>c. Time and leave? .....</p> <p>d. Conflict of interest? .....</p> <p>e. Nepotism? .....</p> <p>f. Related-party transactions? .....</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
33.	<p>Does your organization require individual time or activity sheets to be prepared at least monthly for personnel (part-time, full-time, and/or in-kind volunteers)?</p> <p>If no, please explain. _____</p> <p><i>If yes, please submit a blank time sheet and/or activity sheet and a copy of the related policy as ATTACHMENT II-33.</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
34.	<p>Does your organization have on file an established rate of pay and withholding information for each employee?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

**Internal Control Structure Questionnaire (ICSQ)**  
**for Title IV-E County ≥ \$25,000**

	If no, please explain. _____	
35.	Does your organization have a written job description with a set salary level for each position? If no, please explain. _____	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
36.	Is the amount being paid to each employee based on documentation of actual hours worked?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ \$25,000

37.	<p>a. Is your organization current with your payroll taxes? .....</p> <p>b. Does your organization pay payroll taxes directly? .....</p> <p>If no, please explain and indicate name of withholding agent.</p> <p>_____</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b><u>II. C. TRAVEL</u></b></p> <p>Reimbursements for travel expenses will be paid according to the State of Texas travel rates in effect on the date of travel as approved by the Office of the Comptroller of Public Accounts.</p>		
38.	<p>Are travel expenditures substantiated by travel vouchers, travel logs or other supporting documentation?</p> <p>If no, please explain.</p> <p>_____</p> <p><i>If yes, please submit a copy of your travel policy, a blank travel voucher and a blank travel log as ATTACHMENT II-38.</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p><b><u>II. D. EQUIPMENT</u></b></p>		
39.	<p>a. Please specify the level of capitalization (dollar amount) used by your organization.</p> <p><u>Capitalization thresholds for capitalizing assets have been established for each major asset class. Any asset received by the county that exceeds the thresholds are treated as capital assets.</u></p> <p>b. Please provide your organization's definition of equipment:</p> <p><u>Hunt County defines equipment as tangible personal property that is used for business purposes and has a useful life of more than one year.</u></p>	
40.	<p>Does your organization conduct a physical inventory of capital equipment purchased with federal funds?</p> <p>If yes, how often? Yearly</p> <p>_____</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
41.	<p>Has DFPS funds been used (in whole or in part) to purchase equipment or controlled assets (e.g., computers, furniture, cameras, camcorders, laser disc (DVD) players, TVs)?</p> <p><b>Note:</b> Contractors should review the Comptroller's State Property Accounting User Manual at <a href="https://fm.xcpa.state.tx.us/fmx/spa/classcodes/control.php">https://fm.xcpa.state.tx.us/fmx/spa/classcodes/control.php</a> for the most current listing of controlled assets. Contractors must add these items classified as controlled assets to their inventory list based on the noted acquisition costs.</p> <p>If no, please skip to Section II.E. Subcontractors.</p>	

## Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ \$25,000

42.	Are inventory records maintained that include: item description, serial number, funding source(s), acquisition cost, acquisition date and inventory number? <i>Please attach a blank inventory form as ATTACHMENT #II-42</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
43.	Are all equipment items and controlled assets tagged for the purpose of internal tracking and inventory?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
44.	Does your organization have policies regarding the documentation required for equipment that has been disposed of?  If yes, please attach a copy of your equipment disposal policy as ATTACHMENT #II-44.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### II. E. SUBCONTRACTORS

If your organization does not subcontract DFPS services, or does not intend to subcontract DFPS services, mark N/A ☒ here and skip to Section II.F. Title IV-E Child Welfare Services Contract Information.

45.	Does your organization have written policies and procedures for subcontracted services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
46.	Does your organization have a state contract of \$100,000 or greater?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### SECTION II. F: TITLE IV-E CHILD WELFARE SERVICES CONTRACT INFORMATION

This section pertains only to any County Title IV-E Child Welfare Services Contracts with DFPS and *does not* pertain to any Title IV-E County Legal Services Contract with DFPS. For purposes of this Section, the terms County and County Child Welfare Board are synonymous.

47.	If administrative costs will be claimed, has the county submitted an administrative budget to DFPS for review and approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
48.	Does the County Child Welfare Board have a process that Caseworkers must follow in order to obtain assistance from the County Child Welfare Board for a Foster Child?  If yes, is the above policy a written (published) policy?  If yes, please attach a description of the process or a copy of the written policy as ATTACHMENT #II-48	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No
49.	Has/have the county Title IV-E contract(s) been audited by county internal or external auditors?  If yes, please enter date of last audit. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
50.	Do the region and the county conduct an annual review of the county Title IV-E contracts?  If yes, please enter date of last review. _____  <b>Note:</b> An annual review of the contract is specified in the contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No
51.	How does the Child Welfare Board pay for supplemental child-care expenses?  Please provide a description of the process used to pay supplemental child care expenses, including the name and/or position of responsible person/staff as ATTACHMENT #II-51.	
52.	What back-up documentation does the county maintain to support Title IV-E reimbursements?	



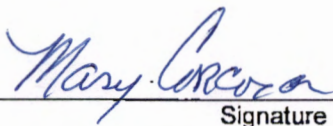
## Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ \$25,000

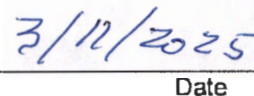
	<i>Please provide a description of the required documentation as ATTACHMENT #II-52.</i>	
53.	Who maintains the documentation within the county (e.g., Child Welfare Board, County Auditor)? Please provide the name of the county Department or name and/or position of responsible person/staff.  	
54.	Who, within the county, signs the County Title IV-E Claims Voucher (Form 4116 – State of Texas Purchase Voucher Quarterly Billing)? Please provide the name and/or position of the responsible person/staff.  	
55.	How does the county ensure the County Title IV-E Claims Voucher is reconciled with the county's general ledger?  	
56.	Does the county have a process to ensure that all expenditures claimed are allowable? If yes, please attach a description of the process as ATTACHMENT #II-56.	<input type="checkbox"/> Yes <input type="checkbox"/> No
57.	Does the county have a process to ensure that all raised or donated funds used as certified match for the County Title IV-E Claims Voucher are unrestricted funds? If yes, please attach a description of the process as ATTACHMENT #II-57.	<input type="checkbox"/> Yes <input type="checkbox"/> No
58.	How does the county know which children are IV-E eligible? Please provide a description of the process and the name and/or position of responsible person/staff as ATTACHMENT #II-58.	

### CERTIFICATION

Signed by an individual with documented authority as designated by the business entity.

I HEREBY CERTIFY, TO THE BEST OF MY KNOWLEDGE, THAT THE INFORMATION REPORTED  
HEREIN IS TRUE, CORRECT, AND COMPLETE.

  
Signature

  
Date

Hunt County Auditor

**Internal Control Structure Questionnaire (ICSQ)  
for Title IV-E County  $\geq$  \$25,000**

---

Printed/Typed Name

---

Title

## Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ \$25,000

### ICSQ Instructions

Every business entity should have internal controls. Internal controls consist of the policies and procedures that a business entity develops and implements to ensure that assets (such as cash and equipment) are safeguarded, that expenditure transactions (such as purchases) are authorized, and that financial data are accurately recorded. Another way of saying this is that a system of internal controls helps to ensure that assets that belong to the business entity are used only for authorized business purposes.

A system of internal controls is not designed primarily to detect errors but rather to reduce the opportunity for errors or dishonesty to occur. In an effective system of internal controls, no one person should carry out all phases of a business transaction from beginning to end. For example, if one person were permitted to order supplies, receive the supplies, write a check to pay for the supplies, and record the transaction in the accounting records, then there would be no protection against either fraud or errors.

A system of internal controls frequently may be improved by physical safeguards (acting as compensatory controls). Computers help to improve the efficiency and accuracy of record keeping functions. Cash registers, safes, and pre-numbered business forms are very helpful in safeguarding cash and establishing responsibility for it. Any system of internal controls must be supervised with care if it is to function effectively.

The Internal Control Structure Questionnaire (ICSQ) consists of a series of questions related to the processes and procedures for handling cash receipts, cash disbursements, physical inventory, file maintenance, etc. Responses to the questions included in the ICSQ allow for an assessment of the effectiveness of the procedures described as compared to best practices and/or specific state and federal guidelines.

### Instructions for Submitting the ICSQ

An up- to-date ICSQ is required to be submitted with each new proposal to contract with DFPS. ***Please use the ICSQ that appropriately reflects the entire contract amount for Title IV-E funds, not just the DFPS drawdown amount.***

No two-sided copies will be accepted. No pamphlets or books will be accepted (except for required financial reports and/or audits). Responses must be typed or printed. All attachments must be clearly numbered.

### Instructions for Completing the ICSQ

The ICSQ has been divided into several sections, as follows:

#### SECTION I: FINANCIAL POSITION

This section requests background information about the organization, including the financial system used to maintain the accounting records, preparation of financial statements and the frequency with which financial information is audited.

#### SECTION II: INTERNAL CONTROLS

This section addresses Internal Controls as described below:

##### II. A. GENERAL/ ACCOUNTING CONTROLS

The general accounting section addresses file maintenance and the contractor's responsibility to meet contract terms and/or state/federal regulations.

Accounting controls assist with the safeguarding of assets (cash and fixed assets) and the reliability of financial records. The objective sought in the control of cash receipts is to ensure that all cash that is receivable by the business entity is collected and recorded without loss. The system of controlling cash payments should be designed to ensure that no unauthorized payments are made. Control is accomplished by division of responsibility to achieve independent verification of transactions without duplication of effort.

## Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ \$25,000

**Question 1:**

Cost allocation ensures that costs are properly allocated to a specific funding source and that all costs are properly identified.

Cost allocation is required when a cost will benefit more than one contract or funding source. If cost allocation is necessary, contractors must use reasonable methods of allocating costs consistently. Any cost allocation method used should be a reasonable reflection of actual business operations.

**Questions 5 - 6:**

It is a good business practice to require authorized individuals to approve purchases or electronic transactions made on behalf of their department. Designating separate individuals to sign checks or authorize payments, approve purchases, prepare payments, reconcile internal accounts to the general ledger, control assets, and receive cash is also a good business practice. For smaller staffs, it may be necessary to identify compensating controls where adequate separation of duties is not possible.

**Questions 7 - 8:**

All costs that are reported and/or billed to a funding source should be reconciled with the general ledger (the book or file that contains all of the organization's accounts) as well as bank account transaction records.

**Questions 9 - 16:**

If the business entity's accounting system is automated, please complete questions 9- 16 to provide detail as to who has access to the accounting system and how the system is protected.

**Questions 17 - 25:**

These are examples of internal controls that act as safeguards against unauthorized expenditures and/or check disbursement.

**Questions 26 - 27:**

It is a best practice to maintain supporting documents with each disbursement. Alternatively, supporting documents should be numbered, clearly referenced, and filed for easy retrieval.

**Question 28:**

If more than one funding source is to be used to reimburse a cost, then it is extremely important that the invoice documents how the cost is to be allocated.

**Question 29:**

Contractors should reference the applicable Texas Administrative Code (TAC) or Office of Management and Budget (OMB) Circulars to identify costs and expenditures that are not allowable.

**Question 30:**

An element of a good file maintenance process is having a systematic approach to filing the numerous contract documents that flow through a business entity. A systematic filing approach decreases the risk of lost documents, and provides a central place for documents that pertain to a specific contract.

**Question 31:**

An important protective measure to safeguard sensitive information is controlling physical access to the information or records related to your contracts. All contract information must be cared for with the appropriate level of physical and electronic security. Procedural safeguards ensure adequate controls against unauthorized access, fraudulent activity, disclosure, loss or damage, whether accidental or deliberate, as well as to ensure the availability, integrity, authenticity, and confidentiality of information. Procedural safeguards may include adequate separation of duties, limiting physical access (e.g., storing information in a safe or fireproof filing cabinet, locks on doors or filing cabinets, passwords) or computer-related controls dealing with access privilege.

### II. B. PERSONNEL

**Question 32:**

Each business entity should have written personnel policies that are made available to all employees. The policies need to be consistently applied and should include all federally mandated policies related to human resource issues.

## Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ \$25,000

### Questions 33 - 37:

OMB Circular A-122, Attachment B, Paragraph 8, subparagraph "m" (revised May 2004) and OMB Circular A-87, Attachment B, Paragraph 8, subparagraph "h" (revised May 2004) address documentation necessary to support salaries and wages. These circulars further state that the allocation of direct service delivery staff salaries between programs and/or contracts must be documented.

### II. C. TRAVEL (Travel Costs Paid with DFPS Funds)

#### Question 38:

Travel expenses for which reimbursement will be requested from DFPS must conform to the current state travel requirements and rates for lodging, meals, and personal vehicle mileage. Supporting documentation for travel expenses must include receipts for the following expenses: parking fees, hotel lodging, taxis, and airfare.

### II. D. EQUIPMENT

#### Questions 39 - 44:

Equipment is defined in 45 Code of Federal Regulations (CFR) Part 74.2 and the Office of Federal Financial Management, Office of Management and Budget (OMB) Circulars.

It is a federal requirement that a physical inventory be taken at least once every two years for equipment acquired with federal funds (including DFPS funds).

The disposition of all equipment purchased with federal funds must be made according to appropriate regulations and departmental policies, as per OMB Circular A-110, Section 34 (G). Equipment purchased using DFPS contract funds is subject to an equitable claim by the state (DFPS) at contract termination. No disposition should take place without prior notification to DFPS contract management.

### II. E. SUBCONTRACTORS

This section must be completed if DFPS funds are or will be provided to subcontractors.

#### Question 45:

Subcontracting policies and procedures should, at minimum, address contractor selection and monitoring.

Subcontractor selection procedures should reflect a system in which the best subcontractor is fairly and objectively selected. Procedures should clearly identify the method of contractor selection utilized (e.g., competitive selection or bidding, negotiation with individual). (OMB Circular A-110, Sections 40-48.) The subcontractor selection process should also include established criteria to evaluate potential subcontractors, ranking method, and the consideration of past performance factors.

Subcontractor monitoring procedures should be sufficient to ensure that subcontractors consistently provide quality services by measuring performance against well-documented outcome expectations. The monitoring function should focus on the outcomes of services provided with an appropriate emphasis on contract monitoring in proportion to the amount/extent of the contracted services. Procedures should adequately describe who is responsible for monitoring, how often monitoring occurs, the monitoring process to include follow-up procedures when corrective action is required. It is also a good business practice to include an ongoing system for ensuring that funds are spent appropriately.

#### Question 46:

DFPS is committed to encouraging participation and increased opportunities for any minority and women-owned business that is certified as a Historically Underutilized Business (HUB). DFPS requires contractors who have contracts of \$100,000 or more to do the same.

A good faith effort requires that contractors maintain documentation in purchase and contract files of their efforts to utilize HUBs. When HUB bidders are not solicited or selected, documentation should clearly state the reason. Contractors who have contracts of \$100,000 or more may be required to have a HUB Subcontracting Plan that documents either:

**Internal Control Structure Questionnaire (ICSQ)  
for Title IV-E County  $\geq$  \$25,000**

- a) That contractor does not plan to subcontract any component of the DFPS contract, or
- b) That contractor does plan to subcontract and includes at minimum the contractor's written policy/procedures for subcontracting and contractor's methods for soliciting and selecting subcontractors. In this case, a HUB Subcontracting Form must be on file.

**II. F. TITLE IV-E CHILD WELFARE SERVICES CONTRACT INFORMATION**

**Questions 47 - 58:**

This section captures county policy and procedures specific to any Title IV-E Child Welfare Services contract and is used in the determination of appropriate monitoring efforts.