



## TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

COMMISSIONER  
H. L. Whitman, Jr.

September 14, 2016

The Honorable Keith Self  
Collin County Title IV-E Legal  
2300 Bloomdale Road, Suite 3100  
McKinney, Texas 75071

**RE: Title IV-E Legal - Contract #23939924**

Dear Judge Self:

DFPS must maintain up-to-date contract records and is conducting a contract file review that includes the following:

- Risk Analysis: DFPS must ensure that current areas of associated risk to the agency are annually identified and contract monitoring activities appropriately prioritized by level of risk.
- List of Staff, Subcontractors and Volunteers: DFPS must annually ensure that contracting entity and service provider information including applicable credentialing documentation is up to date.
- Budget to be used for the new contract period. This may include obtaining and approving a revised budget or confirmation of the continued use of the most current budget.
- Federal Funding Accountability and Transparency Act (FFATA) Certification

The document records that are required to be updated and maintained are attached.

- **Form 9105:** Risk Analysis Questionnaire (RAQ)
  - Complete and return Form 9105. Contract staff must complete an annual risk assessment. The Risk Analysis Questionnaire provides staff with information necessary to perform a current and accurate assessment.



9105 RAQ  
7-2016.doc

- **Form 2030:** Budget for Purchase of Service Contracts- This form has already sent via email to Ms. Laura Thomas.

- **Form 4734:** Federal Funding Accountability and Transparency Act (FFATA) Certification



4734 FFATA  
Certification.doc

It is important that you review the enclosed documents thoroughly, sign and return the attached forms to me at the following address:

Email: [ELAINE.HOANG@DFPS.STATE.TX.US](mailto:ELAINE.HOANG@DFPS.STATE.TX.US)

If you have any questions regarding the proper completion of the enclosed documents contact me at (817)543-3964.

**Please return the applicable forms within two (2) weeks of receiving this correspondence.**

Respectfully,

\\:ELAINE.HOANG@DFPS.STATE.TX.US  
Contract Manager

Enclosures: Forms 9105, 4734