

Samia Rousan

From: Alyssa Smith
Sent: Wednesday, February 21, 2018 1:00 PM
To: 'keith.self@collincountytx.gov'; 'jmay@co.collin.tx.us'; 'jbenson-caponera@co.collin.tx.us'
Subject: Expiring Funds Notice - Grant #2877102

Dear Grant Officials:

The Office of the Governor's Criminal Justice Division (CJD) awarded your agency federal funds for the above referenced grant project. According to the grant record, the project was awarded from funds that are set to expire at the end of the fiscal year and has an end date set for later this year. CJD is currently evaluating active grant projects based on activity levels and the burn rate on grant funds reported via financial status reports. Based on the most recent financial status report, the grant financial summary is as follows:

Current grant award: \$126,000
Unexpended Balance to Date: \$77,550
% of grant period completed: 69%
% of grant funds spent: 38%

Based on this information, it appears that the grant project has a high risk for of resulting in a significant deobligation of grant funds. CJD would like to assist your agency in identifying any sources of cost savings and reallocating those funds to other grant eligible activities. Proactively reallocating cost savings at this point in the project allows your agency to better make full use of available grant funds and avoid unnecessary deobligation of grant funds at the end of the grant period.

To begin the process of assisting your agency in planning for potential cost savings, please **submit a letter** to CJD via Upload.Files in eGrants that details the following: 1) any known reasons contributing to the excessively low grant expenditure rate, 2) an estimate of what amount of the unexpended balance to date is expected to go unspent, and 3) specific plans for the agency to reallocate funds to other costs/activities as necessary.

The letter should be uploaded **no later than February 28, 2018**. Once the letter has been received, CJD will review the grant and notify your agency of any follow-up questions and/or next steps related to initiating grant adjustments. **Failure to adequately respond and/or provide a feasible plan for reallocating grants funds could result in CJD taking action that includes reducing the current grant award and/or future grant awards.**

Also, please note that due to administrative requirements CJD must meet on expiring fund blocks, the grant will have a shortened liquidation period of 30 days as opposed to the standard 90 days. This is important to be aware of while planning for grant close-out, since the deadline is firm and cannot be extended. A final liquidation report must be submitted by the liquidation deadline stated in the grant in order for final reimbursement request to be valid and processed.

Please let me know if you have any questions or need assistance in appropriately planning to reallocate cost savings in the grant budget.

Sincerely,

Alyssa Smith
Office of the Governor
Criminal Justice Division
Direct: 512.463.8409
Main: 512.463.1919