

**ATTACHMENT B – BUDGET AND TARGET PROCEDURES**  
**Grantee: Collin County d\b\la County of Collin**

- A. Funding Source: State General Revenue.
- B. Funding Amounts by State Fiscal Year (i.e., September 1<sup>st</sup> through August 31<sup>st</sup>)
  - 1. 2021: HHSC Award - \$36,456.00, Contractor Match - \$36,456.00; and
  - 2. 2022: HHSC Award - \$36,456.00, Contractor Match - \$36,456.00.
- C. Total Reimbursements for the grant term will not exceed \$72,912.00.
- D. Grantee's match requirement for the grant term will not exceed \$72,912.00.
- E. Cost Reimbursement Budget:
  - 1. System Agency will provide written technical guidance correspondence documenting approval or denial of Grantee's cost reimbursement budget.
  - 2. Grantee's approved cost reimbursement budget documents all allowable expenditures.
  - 3. Grantee shall only utilize the funding for allowable costs. If Grantee requests to utilize funds for an expense not documented on the approved cost reimbursement budget, Grantee shall notify System Agency, in writing, and must receive written approval prior to utilizing the funds. System Agency shall provide written notification documenting approval/disapproval of the requested expense.
  - 4. Grantee may revise the System Agency-approved cost reimbursement budget. Revision requirements are as follows:
    - a. System Agency approves Grantee's transfer of up to ten (10) percent of funds from budgeted direct cost categories only, excluding the 'Equipment' category. Budget revisions exceeding ten (10) percent requirement require System Agency's written approval.
    - b. Grantee may request revisions to the approved cost reimbursement budget direct cost categories that exceed the ten (10) percent requirement by submitting a written request to the System Agency assigned contract manager. This change is considered a minor administrative change and does not require a contract amendment. System Agency shall provide written notification through technical guidance correspondence documenting approval or denial of Grantee's budget revision.
    - c. Grantee may revise the cost reimbursement budget 'Equipment' cost category, however a formal contract amendment is required. Grantee shall submit to the System Agency assigned contract manager a written request to revise the budget, which includes a justification for the revisions. System Agency will amend the contract if Grantee's revision request is approved. Grantee's budget revision is not authorized, and funds cannot be utilized until the contract amendment is executed.
    - d. If Attachment J - Indirect Cost Rate Letter is required but it is not issued by HHSC at the time of Contract execution, Grantee may revise the cost reimbursement budget to incorporate Grantee's new indirect cost rate. This change is considered a minor administrative change and does not require a

contract amendment. System Agency shall provide written notification through technical guidance correspondence documenting approval or denial of Grantee's budget revision and will incorporate the new Attachment J - Indirect Cost Rate Letter into the Contract by reference as necessary.

- F. System Agency will provide written notification through technical guidance correspondence documenting approval of Grantee's performance targets. Grantee may request revisions to the approved performance targets by submitting a written request to the System Agency assigned contract manager. This change is considered a minor administrative change and does not require a contract amendment. System Agency shall provide written notification through technical guidance correspondence documenting approval of Grantee's performance targets.