

**Title IV-E County Legal Services  
FY 2024 Budget  
10/01/2023 - 9/30/2024  
Grant/Contract Number: HHS000285100011  
Grant Award: \$56,809.61**

**ENTERED**

**MAY 20 2024**

**COLLIN COUNTY  
AUDITORS OFFICE**

**FYI GRANT BUDGET**

**REVENUE ESTIMATES:**

PAJ *687*

**From:**

NON-CAPITAL GRANT PROCEED/HEALTH AND WELFARE

GT311U-2112-840109092-431020

\$ 56,809.61

**To:**

EQUITIES/FUND BALANCE

2112-00000-0000-00-00-0000-300251

\$ 56,809.61

**05/20/2024 Note:**

This budget amendment is required to establish the FY2024 CPS  
Title IV-E County Legal Services Grant Revenue budget under  
DFPS Contract HHS000285100011

*5/21/2024*

**Title IV-E County Legal Services**  
**FY 2024 Budget**  
**10/01/2023 - 9/30/2024**  
**Grant/Contract Number: HHS000285100011**  
**Grant Award: \$56,809.61**

**FYI GRANT BUDGET**

**EXPENDITURES:**

**PAJ 687**

**From:**

|                         |                                   |                     |
|-------------------------|-----------------------------------|---------------------|
| EQUITIES / FUND BALANCE | 2112-00000-0000-00-00-0000-300251 | <u>\$ 56,809.61</u> |
|-------------------------|-----------------------------------|---------------------|

**To:**

|  |                              |                     |
|--|------------------------------|---------------------|
| SALARIES & WAGES / REGULAR FULL TIME                 | GT311F-2112-840109092-504010 | \$ 34,678.21        |
| NON-TAXABLE FRINGE BENEFIT / FICA/MEDICARE           | GT311F-2112-840109092-524220 | \$ 2,652.88         |
| NON-TAXABLE FRINGE BENEFIT / EMPLOYEE HEALTH INSURAN | GT311F-2112-840109092-524230 | \$ 4,928.56         |
| NON-TAXABLE FRINGE BENEFIT / LONG-TERM DISABILITY    | GT311F-2112-840109092-524235 | \$ 83.23            |
| NON-TAXABLE FRINGE BENEFIT / SHORT-TERM DISABILITY   | GT311F-2112-840109092-524236 | \$ 6.81             |
| NON-TAXABLE FRINGE BENEFIT / RETIREMENT              | GT311F-2112-840109092-524240 | \$ 3,467.82         |
| NON-TAXABLE FRINGE BENEFIT / UNEMPLOYMENT INSURANCE  | GT311F-2112-840109092-524260 | \$ 34.68            |
| CPS B/GT-CPS LGL-INTERPRETER                         | GT311F-2112-840109092-626412 | \$ 114.79           |
| CPS B/GT-CPS LGL-CT APPTD ATTY                       | GT311F-2112-840109092-626420 | \$ 9,633.21         |
| CPS B/GT-CPS LGL-MISCELLANEOUS                       | GT311F-2112-840109092-658701 | <u>\$ 1,209.42</u>  |
|  |                              | <u>\$ 56,809.61</u> |

**5/20/2024 Note:**

This budget amendment is required to establish the FY2024 CPS Title IV-E County Legal Services Grant Expenditure budget under DFPS Contract HHS000285100011

**FOR FY24 LEGAL BUDGET APPLICATION**

|                     | <b>Est. Expend.</b> | <b>Est. Fed Reimb</b> | <b>Est. County Reimb.</b> |
|---------------------|---------------------|-----------------------|---------------------------|
|                     | <i>(Actual)</i>     | <i>x 18.01%</i>       | <i>x 50%</i>              |
| 504010              | 385,185.00          | 69,356.41             | 34,678.21                 |
| 524220              | 29,466.65           | 5,305.76              | 2,652.88                  |
| 524230              | 54,743.58           | 9,857.13              | 4,928.56                  |
| 524235              | 924.44              | 166.45                | 83.23                     |
| 524236              | 75.60               | 13.61                 | 6.81                      |
| 524240              | 38,518.50           | 6,935.64              | 3,467.82                  |
| 524260              | 385.19              | 69.36                 | 34.68                     |
| <b>Total Salary</b> | <b>385,185.00</b>   | <b>69,356.41</b>      | <b>34,678.21</b>          |
| <b>Total Fringe</b> | <b>124,113.96</b>   | <b>22,347.96</b>      | <b>11,173.98</b>          |
| <b>Inter</b>        | <b>626412</b>       | 1,275.00              | 229.58                    |
| <b>Attorney</b>     | <b>626420</b>       | 107,000.00            | 19,266.42                 |
| <b>Mileage</b>      | <b>658701</b>       | 13,433.58             | 2,418.85                  |
|                     | <b>121,708.58</b>   | <b>21,914.85</b>      | <b>10,957.42</b>          |
|                     |                     | DOUBLECHECK           | 56,809.61                 |

# Collin County, TX - Production



**Project Budget Adjustment Entry**  
 CLERK: E007213

| PA JOURNAL                    | EFF DATE       | GL YEAR/PER/JNL        | REF1  | REF2      | REF3             | REF4   | T | AMOUNT     |
|-------------------------------|----------------|------------------------|-------|-----------|------------------|--------|---|------------|
| SOURCE                        | PROJECT STRING |                        |       |           |                  |        |   |            |
| 687                           |                | 10/01/2023             |       |           |                  |        |   |            |
| PAJ                           | GT311U         | -2112-840109092-       | 56022 | 6/10/2024 | EST CPS LGL FY24 | JGILBR | 5 | -56,809.61 |
| PAJ                           | GT311F         | -2112-840109092-504010 | 56022 | 6/10/2024 | EST CPS LGL FY24 | JGILBR | 5 | 34,678.21  |
| PAJ                           | GT311F         | -2112-840109092-524220 | 56022 | 6/10/2024 | EST CPS LGL FY24 | JGILBR | 5 | 2,652.88   |
| PAJ                           | GT311F         | -2112-840109092-524230 | 56022 | 6/10/2024 | EST CPS LGL FY24 | JGILBR | 5 | 4,928.56   |
| PAJ                           | GT311F         | -2112-840109092-524235 | 56022 | 6/10/2024 | EST CPS LGL FY24 | JGILBR | 5 | 83.23      |
| PAJ                           | GT311F         | -2112-840109092-524236 | 56022 | 6/10/2024 | EST CPS LGL FY24 | JGILBR | 5 | 6.81       |
| PAJ                           | GT311F         | -2112-840109092-524240 | 56022 | 6/10/2024 | EST CPS LGL FY24 | JGILBR | 5 | 3,467.82   |
| PAJ                           | GT311F         | -2112-840109092-524260 | 56022 | 6/10/2024 | EST CPS LGL FY24 | JGILBR | 5 | 34.68      |
| PAJ                           | GT311F         | -2112-840109092-626412 | 56022 | 6/10/2024 | EST CPS LGL FY24 | JGILBR | 5 | 114.79     |
| PAJ                           | GT311F         | -2112-840109092-626420 | 56022 | 6/10/2024 | EST CPS LGL FY24 | JGILBR | 5 | 9,633.21   |
| PAJ                           | GT311F         | -2112-840109092-658701 | 56022 | 6/10/2024 | EST CPS LGL FY24 | JGILBR | 5 | 1,209.42   |
| Project Expense String Totals |                |                        |       |           |                  |        |   |            |
| GT311F Total:                 |                |                        |       |           |                  |        |   | 56,809.61  |
| Project Funding String Totals |                |                        |       |           |                  |        |   |            |
| GT311U Total:                 |                |                        |       |           |                  |        |   | -56,809.61 |
| PROJECT JOURNAL GRAND TOTAL:  |                |                        |       |           |                  |        |   | 0.00       |

\*\* END OF REPORT - Generated by Joann Gilbride \*\*

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

**CLIVE Summary**

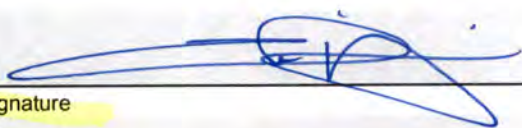
**Please select your County and Budget Effective Date from drop down boxes below.**

County: COLLIN COUNTY  
Contract Number: HHS000285100011  
Budget Effective Date: 10/1/2023-9/30/2024

| 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  | \$385,185.00                                     | \$34,678.21                             | \$350,506.79                   |
| A.2. Direct Personnel Fringe Benefits                                       | \$124,113.96                                     | \$11,173.98                             | \$112,939.98                   |
| 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   | \$0.00   | \$0.00                                  | \$0.00                         |
| <b>Total Administration</b>   | <b>\$509,298.96</b>                              | <b>\$45,852.19</b>                      | <b>\$463,446.78</b>            |
| <b>B. 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. Indirect Costs (if applicable)</b>                                    |  |   |                                |
| <b>Total Indirect Costs</b>   | <b>\$0.00</b>                                    | <b>\$0.00</b>                           | <b>\$0.00</b>                  |
| <b>D. Other Administration Independent Legal Representation</b>             |  |   |                                |
| D.1. Other Admin Independent Legal Representation Personnel Salaries        | \$0.00   | \$0.00                                  | \$0.00                         |
| D.2. Other Admin Independent Legal Representation Personnel Fringe Benefits | \$0.00   | \$0.00                                  | \$0.00                         |
| D.3. Other Admin Independent Legal Representation Personnel Travel          | \$0.00   | \$0.00                                  | \$0.00                         |
| D.4. Other Admin Independent Legal Representation Materials and Supplies    | \$0.00   | \$0.00                                  | \$0.00                         |
| D.5. Other Admin Independent Legal Representation Equipment                 | \$0.00   | \$0.00                                  | \$0.00                         |
| D.6. Other Admin Independent Legal Representation Other Costs               | \$121,708.58                                     | \$10,957.42                             | \$110,751.16                   |
| <b>Other Administration Independent Legal Representation</b>                | <b>\$121,708.58</b>                              | <b>\$10,957.42</b>                      | <b>\$110,751.16</b>            |
| <b>Grand Total</b>  | <b>\$631,007.54</b>                              | <b>\$56,809.61</b>                      | <b>\$574,197.93</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. | <b>18.01%</b> |
| Indirect Cost Rate, if applicable (attach a copy of the approved Certificate of Indirect Costs):   | <b>0.00%</b>  |

**Contractor Certification**

Signature 

CHRIS HILL, COUNTY JUDGE  
Printed Name & Title

16OCT2023  
Date



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

**Administration  
A.1. Direct Personnel Salaries**

*County:* COLLIN COUNTY  
*Contract Number:* HHS000285100011  
*Budget Effective Date:* 10/1/2023-9/30/2024

| Position or Title                       | Monthly Salary | % of Time Spent on IV-E Activities | Number of Months of Service | Estimated Total Expense* (BxCxD) |
|---|----------------|------------------------------------|-----------------------------|----------------------------------|
| Felony Prosecutor                       | \$10,873.17    | 100%                               | 12                          | \$130,478.00                     |
| Felony Prosecutor                       | \$10,873.17    | 100%                               | 12                          | \$130,478.00                     |
| Felony Prosecutor                       | \$10,352.42    | 100%                               | 12                          | \$124,229.00                     |
|   |                |                                    |                             | \$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>\$385,185.00</b>              |

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

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

*County:* COLLIN COUNTY  
*Contract Number:* HHS000285100011  
*Budget Effective Date:* 10/1/2023-9/30/2024

| Type of Fringe Benefits                        | Estimated Total Expense* |
|--|--------------------------|
| FICA/Medicare                                  | \$29,466.65              |
| Employee Insurance Premiums                    | \$54,743.58              |
| Long Term Disability                           | \$924.44                 |
| Short Term Disability                          | \$75.60                  |
| Retirement                                     | \$38,518.50              |
| Supplemental Death Benefit                     | \$0.00                   |
| Unemployment Insurance                         | \$385.19                 |
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|  |                          |
|  |                          |
|  |                          |
| <b>Total Direct Personnel Fringe Benefits:</b> | <b>\$124,113.96</b>      |

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

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

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

**Administration**  
**A.3. Direct Personnel Travel**

**County:** COLLIN COUNTY  
**Contract Number:** HHS000285100011  
**Budget Effective Date:** 10/1/2023-9/30/2024

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















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

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

**County:** COLLIN COUNTY

**Contract Number:** HHS000285100011

**Budget Effective Date:** 10/1/2023-9/30/2024

| Training<br>(Description and Title) | Registration*<br>(amount<br>allocable to<br>Title IV-E) | Lodging*<br>(amount<br>allocable to<br>Title IV-E) | Meals*<br>(amount<br>allocable to<br>Title IV-E) | Transportation<br>*<br>(amount<br>allocable to<br>Title IV-E) | Subtotal | Number of<br>Employees<br>Attending | Estimated<br>Total<br>Expense* |
|-------------------------------------|---|--|--|---|----------|-------------------------------------|--------------------------------|
|                                     |   |  |  |   | \$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                         |
|                                     |   |  |  |   | \$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 Training:</b>              |   |  |  |   |          |                                     | <b>\$0.00</b>                  |

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

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

*County:* COLLIN COUNTY  
*Contract Number:* HHS000285100011  
*Budget Effective Date:* 10/1/2023-9/30/2024

| Training<br>(Description and Title) | Registration*<br>(amount<br>allocable to<br>Title IV-E) | Lodging*<br>(amount<br>allocable to<br>Title IV-E) | Meals*<br>(amount<br>allocable to<br>Title IV-E) | Transportation*<br>(amount<br>allocable to Title<br>IV-E) | Subtotal | Number of<br>Employees<br>Attending | Estimated<br>Total Expense* |
|-------------------------------------|---|--|--|---|----------|-------------------------------------|-----------------------------|
|                                     |   |  |  |   | \$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                      |
|                                     |   |  |  |   | \$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                      |
|                                     |   |  |  |   | \$0.00   |                                     | \$0.00                      |
|                                     |   |  |  |   | \$0.00   |                                     | \$0.00                      |
|                                     |   |  |  |   | \$0.00   |                                     | \$0.00                      |
| <b>Total Training:</b>              |   |  |  |   |          |                                     | <b>\$0.00</b>               |



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

**Other Administration - Independent Legal Representation**  
**D.1. Personnel Salaries**

*County:* COLLIN COUNTY  
*Contract Number:* HHS000285100011  
*Budget Effective Date:* 10/1/2023-9/30/2024

| 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                           |
| <b>Total PR Personnel Salaries:</b> |                |                                    |                             | <b>\$0.00</b>                    |





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

**Other Administration - Independent Legal Representation  
D.3. Travel**

**County:** COLLIN COUNTY

**Contract Number:** HHS000285100011

**Budget Effective Date:** 10/1/2023-9/30/2024

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





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

**Other Administration - Independent Legal Representation  
D.6. Other Costs**

*County:* COLLIN COUNTY  
*Contract Number:* HHS000285100011  
*Budget Effective Date:* 10/1/2023-9/30/2024

| Other Costs<br>(description)                            | Estimated<br>Total Expense* |
|---|-----------------------------|
| CPS Attorney Ad-Litem - Child Representation            | \$72,000.00                 |
| CPS Attorney Ad-Litem - Parent Representation           | \$35,000.00                 |
| Interpreter (hired and paid by attorney)                | \$1,275.00                  |
| Mileage - CPS Attorney Ad-Litem - Child Representation  | \$8,955.72                  |
| Mileage - CPS Attorney Ad-Litem - Parent Representation | \$4,477.86                  |
|   |                             |
|   |                             |
|   |                             |
|   |                             |
| <b>Total PR Other Costs:</b>                            | <b>\$121,708.58</b>         |



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

**Budget Narrative**

**County:** COLLIN COUNTY

**Contract Number:** HHS000285100011

**Budget Effective Date:** 10/1/2023-9/30/2024

**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

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

Felony Prosecutors represent CPS in civil lawsuits filed by that agency which affect the parent-child relationship. These prosecutors are responsible for handling all aspects of a case. From the time a child is removed from the home and the agency asks the court to order the parent(s) to undergo services or treatment in order to better parent a child through the conclusion of the case. Such duties include: representing the agency at all court hearings and trials, producing and responding to civil discovery, taking and defending depositions, participating in mediations, participating in sae-related meeting.

A.2. Direct Personnel Fringe Benefits

Covers FICA/Medicare, Employee Insurance Premiums, Long Term Disability, Long Term Care, Retirement, Supplemental Death Benefits, and Unemployment Insurance.

A.3. Direct Personnel Travel

A.4. Direct Materials and Supplies

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

A.5. Direct Equipment

A.6. Direct Other Costs

***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)***

***D. Other Administration - Independent Legal Representation***

D.1. Independent Legal Representation - Salaries

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

D.2. Independent Legal Representation - Fringe Benefits

D.3. Independent Legal Representation - Travel

D.4. Independent Legal Representation - Materials and Supplies

D.5. Independent Legal Representation - Equipment

D.6. Independent Legal Representation - Other Costs

Indigent defense attorneys that represent children and/or parents in CPS related cases. This also includes any travel, investigation costs and miscellaneous attorney defense related fees.