

INSTRUCTIONS
EXPENDITURE REPORTS IN GRANT MANAGER
Facilities, Programs and Services Expenditure Report (FPS)

1. The Grantee shall report the expenditure of funds received from **State Grants and Local** in the Grant Manager system. Funds may be temporarily suspended if the "*Facilities, Programs and Services Expenditure Report*" (FPS) is not received by the due date. The grantee is allowed to enter the report for the full month after the end of each quarter. Please see enter dates below.

Allowable dates to enter expenditures and adjustments on previous expenditures:

Enter Expenditures Q1	12-01-2013 to 12-31-2013
Enter Expenditures Q2	03-01-2014 to 03-31-2014
Enter Expenditures Q3	06-01-2014 to 06-30-2014
Enter Expenditures Q4	09-01-2014 to 09-30-2014

Adjustments to Q1	01-01-2014 to 09-30-2014
Adjustments to Q2	04-01-2014 to 09-30-2014
Adjustments to Q3	07-01-2014 to 09-30-2014
Adjustments to Q4	10-01-2014 to 08-31-2015

2. Go to <https://www.tjjd.texas.gov/GrantManager> to enter FPS report in the Grant Manager (GM) system. Log on using the same user name and password used for budget entry. For those that need access to GM:
 - A user authorization form designating one or more users for the Grant Manager system shall be submitted to the TJJJ MIS unit for processing.
 - For the form contact: Beverly Ratzlaff @ 512-490-7663 Email: Beverly.ratzlaff@tjjd.texas.gov
 - Once processed, TJJJ will send a test email requiring a reply to verify that email address is valid.
 - Your user name, password and the link to access Grant Manager will be emailed to you.

3. Once you are on your home page, click on the green  button at the bottom of the screen.

4. Select the grant type from the drop down menu (i.e. Grant A, Local Funds, or Adjustment for Grant A). After the Grant Type has been selected, the Grant Allocation and Local Budget will be populated.

5. Select the quarter that will be updated from the drop down menu as Quarter 1, 2, 3, or 4. After the Report Type has been selected, the form will automatically populate the contract period, reporting period and due date.

6. Enter expenditures for each grant following the instructions below. If the total expenditures for Grant A Q1 are \$12,000, the total on this FPS report in Grant Manager for Grant A Q1 should equal \$12,000.

Line-Source	POST ALLOCATION RESIDENTIAL EXPENSES			TARIFFS			DEFINITION OR PRE-ALLOCATION EXPENSES			Grand Total Expenditures
	Previous Expenditures	Total Expenditures	Expenditures Current reporting period	Previous Expenditures	Total Expenditures	Expenditures Current reporting period	Previous Expenditures	Total Expenditures		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5.00	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	

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The expenditure totals in the current page will only be for the quarter that you selected. The total at the very right is for that quarter only.

7. Comments are optional but recommended.



Comments include but are not limited to:

- Descriptions of programs and services associated with expenditures in the current report. (e.g., anger management, electronic monitoring, family preservation programs, etc.);
- Explanation of adjustments;
- Internal notes; or
- Optional relevant background information.

Click the **Save** button to submit.

****HINT** – Routinely click on the SAVE button as the system will time out without saving your work. Write the narrative in a WORD document first for easy cut and pasting.

****NEW** – A running total of expenditures has been added to the top center of the expenditure report to provide up-to-date information.

Grant Type:	Grant A	Grant Allocation/Local Budget:	\$299,002.00	Report Type:	Q1 (1st Quarter)
Contract period:	9/1/2012 to 8/31/2013	Expenditures to Date:	\$67,673.41	Due Date:	12/31/2012
Reporting Period:	9/1/2012 to 11/30/2012	Balance Un-expended:	\$231,328.59		

CATBOOKS	PROBATION & ADMINISTRATION			COMMUNITY BASED PROGRAMS			POST-ADJUDIC	
	Current Expenditures	Q1-Previous	Q1-Total	Current Expenditures	Q1-Previous	Q1-Total	Current Expenditures	Q1-Previous
Salary & Fringe Benefits	61833.04	0.00	61833.04	0.00	0.00	0.00	0.00	0.00
Staff Travel & Training	3750.00	0.00	3750.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	2089.57	0.00	2089.57	0.00	0.00	0.00	0.00	0.00
Inter-County Contracts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
External Contracts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	\$67,673.41	\$0.00	\$67,673.41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

BREAKING DOWN EXPENSES – GRANT A, Local

STATE FUNDS	COURT INTAKE <small>(admin, mgmt., oversight personnel of dept., court, intake officer, officers supervising temporary caseloads)</small>	BASIC SUPERVISION <small>(caseload carrying officers that serve kids on prob., def. prosecution., or conditional predisp supervision; or their direct supervisors)</small>	COMMUNITY-BASED PROGRAMS <small>(expenditures associated w/program entered in the program registry – all programs must be entered in the Prog. Registry)</small>	POST-ADJUDICATION RESIDENTIAL EXPENDITURES		DETENTION OR PRE-ADJUDICATION EXPENDITURES
				NON-SECURE	SECURE	
Salary & Fringe Benefits	Salary & Fringe of dept. admin staff, mgmt., oversight personnel, court, intake officers, and/or officers associated with the supervision of temporary caseloads.	Salary & Fringe of dept. staff associated with the direct supervision of juveniles on probation, deferred prosecution, or conditional pre-disposition supervision or that staff's direct supervisors.	Salary & Fringe of dept. staff providing a program.	Salary and Fringe of all staff working in Non-secure facilities.	Salary and Fringe of all staff working in Secure facilities.	Salary and Fringe of Detention or pre-adjudication facility staff.
Staff Travel & Training	Travel & Training of dept. admin staff, mgmt., oversight personnel, court, intake officers, and/or officers associated with the supervision of temporary caseloads including but not limited to: conferences, trainings, meals, lodging, and registration fees.	Travel & Training of dept. staff associated with the direct supervision of juveniles on probation, deferred prosecution, or conditional pre-disposition supervision or that staff's direct supervisors including but not limited to: conferences, trainings, meals, lodging, registration fees.	Travel & Training for program staff required to operate or maintain a program, including but not limited to: trainings, meals, lodging, and registration fees.	Travel & Training of Non-secure facility staff - conferences, trainings, meals, lodging, registration fees.	Travel & Training of Secure facility staff - conferences, trainings, meals, lodging, registration fees.	Travel & Training of Detention or pre-adjudication facility staff- conferences, trainings, meals, lodging, registration fees.
Operating Expenses (Dept.) (Most Non Residential Expenses go here unless it is contracted services)	NON-CONTRACTED SERVICES associated with supervision of juveniles on temporary caseloads including but not limited to: Vocational/educational training fees & supplies, transportation and meals for juveniles, clothing and personal hygiene supplies, drug testing; NON-CONTRACTED SERVICES of dept. admin staff, mgmt., oversight personnel, court, intake officers, and/or officers associated with the supervision of temporary caseloads including but not limited to: office supplies, audit fees, postage, telephone, electric, equipment rental/repair.	NON-CONTRACTED SERVICES associated with supervision of juveniles on probation, deferred prosecution, or conditional pre-disposition supervision including but not limited to: Vocational/educational training fees & supplies, transportation and meals for juveniles, clothing and personal hygiene supplies, drug testing; NON-CONTRACTED SERVICES of dept. staff associated with the direct supervision of juveniles on probation, deferred prosecution, or conditional pre-disposition supervision or that staff's direct supervisors office supplies, audit fees, postage, telephone, electric, equipment rental/repair.	NON-CONTRACTED SERVICES associated with a program including but not limited to: program fees & supplies, transportation and meals for juveniles, drug testing, electronic monitoring, equipment rental/repair.	NON-CONTRACTED OPERATIONS, PROGRAMS OR SERVICES for the Non-secure facility including but not limited to: Vocational/educational supplies, juvenile transportation & meals, clothing & personal hygiene supplies, drug testing, office supplies, postage, utilities, equipment rental/repair, insurance, security, janitorial, ground upkeep.	NON-CONTRACTED OPERATIONS, PROGRAMS OR SERVICES for the Secure facility including but not limited to: Vocational/educational supplies, juvenile transportation & meals, clothing & personal hygiene supplies, drug testing, office supplies, postage, utilities, equipment rental/repair, insurance, security, janitorial, ground upkeep.	NON-CONTRACTED OPERATIONS, PROGRAMS OR SERVICES for the Detention or pre-adjudication facility including but not limited to: Vocational/educational supplies, juvenile transportation & meals, clothing & personal hygiene supplies, drug testing, office supplies, postage, utilities, equipment rental/repair, insurance, security, janitorial, ground upkeep.

STATE FUNDS	COURT INTAKE (admin, mgmt., oversight personnel of dept., court, intake officer, officers supervising temporary caseloads)	BASIC SUPERVISION (caseload carrying officers that serve kids on prob., def. prosecution., or conditional predisp supervision; or their direct supervisors)	COMMUNITY-BASED PROGRAMS (expenditures associated w/program entered in the program registry – all programs must be entered in the Prog. Registry)	POST-ADJUDICATION RESIDENTIAL EXPENDITURES		DETENTION OR PRE-ADJUDICATION EXPENDITURES
				NON-SECURE (non-Mental Health)	SECURE (non-Mental Health)	
Inter-County Contracts	CONTRACTED SERVICES w/ another Texas County or Juvenile Probation Dept. to provide juvenile probation services to juveniles at intake or on temporary caseloads.	CONTRACTED SERVICES w/ another Texas County or Juvenile Probation Dept. to provide juvenile probation services to juveniles on probation, deferred prosecution, or conditional pre-dispositional supervision.	CONTRACTED PROGRAMS OR SERVICES w/ another TX. County or Juv. Prob. Dept. to provide juvenile probation services associated with a program and/or reported in the program table.	CONTRACTED PROGRAMS OR SERVICES w/ another Texas County or Juvenile Probation Dept. for services provided in or placement in a Non-secure facility.	CONTRACTED PROGRAMS OR SERVICES w/ another Texas County or Juvenile Probation Dept. for services provided in or placement in a Secure facility.	CONTRACTED PROGRAMS OR SERVICES w/ another Texas County or Juvenile Probation Dept. for services provided in or placement in a Detention or pre-adjudication secure facility.
External Contracts	CONTRACTED SERVICES w/ a private service provider including but not limited to: Medical/dental diagnosis, treatment & supplies, vocational/educational training fees & supplies, transportation and meals for juveniles, drug testing, substance abuse assessment & evaluation, telemedicine to juveniles at intake or on temporary caseloads.	CONTRACTED SERVICES w/ a private service provider including but not limited to: Medical/dental diagnosis, treatment & supplies, vocational/educational training fees & supplies, transportation and meals for juveniles, drug testing, substance abuse assessment & evaluation, telemedicine to juveniles on probation, deferred prosecution, or conditional pre-dispositional supervision.	CONTRACTED SERVICES w/ a private service provider for any expense associated with a program.	CONTRACTED PROGRAMS OR SERVICES w/ a private provider for services provided in or placement in a Non-Secure facility.	CONTRACTED PROGRAMS OR SERVICES w/ a private provider for services provided in or placement in a Secure facility.	CONTRACTED PROGRAMS OR SERVICES w/ a private provider for services provided in or placement in a Detention or pre-adjudication secure facility.

BREAKING DOWN EXPENSES – GRANT A, Local (con't)

STATE FUNDS	COMMUNITY-BASED MENTAL HEALTH	RESIDENTIAL MENTAL HEALTH
Salary & Fringe Benefits	Salary & Fringe of dept. staff providing mental health services or programs to juveniles under the jurisdiction of the dept. in the community.	Salary & Fringe of dept. staff providing mental health services or programs in a residential setting.
Staff Travel & Training	Travel & Training of dept. staff providing mental health services or programs to juveniles under the jurisdiction of the dept. in the community including but not limited to: conferences, trainings, meals, lodging, registration fees.	Travel & Training of dept. staff providing mental health services or programs to juveniles in a residential setting including but not limited to: conferences, trainings, meals, lodging, registration fees.
Operating Expenses (Dept.) (Most Non Residential Expenses go here unless it is contracted services)	<p>NON-CONTRACTED SERVICES associated with juveniles under the jurisdiction of the dept. in the community receiving mental health services or programs including but not limited to: Assessments, evaluations, crisis intervention, medication, etc;</p> <p>NON-CONTRACTED SERVICES of dept. staff providing mental health services or programs to juveniles under the jurisdiction of the dept. in the community including but not limited to: office supplies, audit fees, postage, telephone, electric, equipment rental/repair.</p>	<p>NON-CONTRACTED SERVICES associated with juveniles in a residential setting receiving mental health services or programs including but not limited to: Assessments, evaluations, crisis intervention, medication, etc;</p> <p>NON-CONTRACTED SERVICES of dept. staff associated with juveniles in a residential setting receiving mental health services or programs including but not limited to: office supplies, audit fees, postage, telephone, electric, equipment rental/repair.</p>
Inter-County Contracts	CONTRACTED SERVICES w/ another Texas County or Juvenile Probation Dept. to provide mental health services or programs to juveniles under the jurisdiction of the dept. in the community.	CONTRACTED SERVICES w/ another Texas County or Juvenile Probation Dept. to provide mental health services, programs, or placement to juveniles in a residential setting.
External Contracts	CONTRACTED SERVICES w/ a private service provider to provide mental health services or programs to juveniles under the jurisdiction of the dept. in the community.	CONTRACTED SERVICES w/ a private service provider to provide mental health services, programs, or placement to juveniles in a residential setting.

How much of the Community-Based Program expenditures stated above are associated with ISP?

BREAKING DOWN EXPENSES – GRANT C

STATE FUNDS	COMMUNITY-BASED PROGRAMS (expenditures associated w/program entered in the program registry – all programs must be entered in the Prog. Registry)	POST-ADJUDICATION RESIDENTIAL EXPENDITURES		COMMUNITY-BASED MENTAL HEALTH	RESIDENTIAL MENTAL HEALTH
		NON-SECURE	SECURE		
Salary & Fringe Benefits	Salary & Fringe of dept. staff providing a program.	Salary and Fringe of all staff working in Non-secure facilities.	Salary and Fringe of all staff working in Secure facilities.	Salary & Fringe of dept. staff providing mental health services or programs to juveniles under the jurisdiction of the dept. in the community.	Salary & Fringe of dept. staff providing mental health services or programs in a residential setting.
Staff Travel & Training	Travel & Training for program staff required to operate or maintain a program, including but not limited to: trainings, meals, lodging, and registration fees.	Travel & Training of Non-secure facility staff - conferences, trainings, meals, lodging, registration fees.	Travel & Training of Secure facility staff - conferences, trainings, meals, lodging, registration fees.	Travel & Training of dept. staff providing mental health services or programs to juveniles under the jurisdiction of the dept. in the community including but not limited to: conferences, trainings, meals, lodging, registration fees.	Travel & Training of dept. staff providing mental health services or programs to juveniles in a residential setting including but not limited to: conferences, trainings, meals, lodging, registration fees.
Operating Expenses (Dept.) (Most Non Residential Expenses go here unless it is contracted services)	NON-CONTRACTED SERVICES associated with a program including but not limited to: program fees & supplies, transportation and meals for juveniles, drug testing, electronic monitoring, equipment rental/repair.	NON-CONTRACTED OPERATIONS, PROGRAMS OR SERVICES for the Non-secure facility including but not limited to: Vocational/educational supplies, juvenile transportation & meals, clothing & personal hygiene supplies, drug testing, office supplies, postage, utilities, equipment rental/repair, insurance, security, janitorial, ground upkeep.	NON-CONTRACTED OPERATIONS, PROGRAMS OR SERVICES for the Secure facility including but not limited to: Vocational/educational supplies, juvenile transportation & meals, clothing & personal hygiene supplies, drug testing, office supplies, postage, utilities, equipment rental/repair, insurance, security, janitorial, ground upkeep.	NON-CONTRACTED SERVICES associated with juveniles under the jurisdiction of the dept. in the community receiving mental health services or programs including but not limited to: Assessments, evaluations, crisis intervention, medication, etc; NON-CONTRACTED SERVICES of dept. staff providing mental health services or programs to juveniles under the jurisdiction of the dept. in the community including but not limited to: office supplies, audit fees, postage, telephone, electric, equipment rental/repair.	NON-CONTRACTED SERVICES associated with juveniles in a residential setting receiving mental health services or programs including but not limited to: Assessments, evaluations, crisis intervention, medication, etc; NON-CONTRACTED SERVICES of dept. staff associated with juveniles in a residential setting receiving mental health services or programs including but not limited to: office supplies, audit fees, postage, telephone, electric, equipment rental/repair.
Inter-County Contracts	CONTRACTED PROGRAMS OR SERVICES w/ another TX. County or Juv. Prob. Dept. to provide juvenile probation services associated with a program and/or reported in the program table.	CONTRACTED PROGRAMS OR SERVICES w/ another Texas County or Juvenile Probation Dept. for services provided in or placement in a Non-secure facility.	CONTRACTED PROGRAMS OR SERVICES w/ another Texas County or Juvenile Probation Dept. for services provided in or placement in a Secure facility.	CONTRACTED SERVICES w/ another Texas County or Juvenile Probation Dept. to provide mental health services or programs to juveniles under the jurisdiction of the dept. in the community.	CONTRACTED SERVICES w/ another Texas County or Juvenile Probation Dept. to provide mental health services, programs, or placement to juveniles in a residential setting.

STATE FUNDS	COMMUNITY-BASED PROGRAMS (expenditures associated w/program entered in the program registry – all programs must be entered in the Prog. Registry)	POST-ADJUDICATION RESIDENTIAL EXPENDITURES		COMMUNITY-BASED MENTAL HEALTH	RESIDENTIAL MENTAL HEALTH
		NON-SECURE	SECURE		
External Contracts	CONTRACTED SERVICES w/ a private service provider for any expense associated with a program.	CONTRACTED PROGRAMS OR SERVICES w/ a private provider for services provided in or placement in a Non-Secure facility.	CONTRACTED PROGRAMS OR SERVICES w/ a private provider for services provided in or placement in a Secure facility.	CONTRACTED SERVICES w/ a private service provider to provide mental health services or programs to juveniles under the jurisdiction of the dept. in the community.	CONTRACTED SERVICES w/ a private service provider to provide mental health services, programs, or placement to juveniles in a residential setting.

How much of the Community-Based Program expenditures stated above are associated with ISP?

BREAKING DOWN EXPENSES – GRANT N

STATE FUNDS	COMMUNITY-BASED PROGRAMS		RESIDENTIAL		
	ASSESSMENTS/SVCS	PROGRAMS	ASSESSMENTS/SVCS	PROGRAMS	PLACEMENTS
Salary & Fringe Benefits	Salary & Fringe of dept. staff that provide MH assessments, evaluations or services associated with juveniles under the jurisdiction of the dept. in the community.	Salary & Fringe of dept. staff that provide MH programs associated with juveniles under the jurisdiction of the dept. in the community.	Salary & Fringe of dept. staff that provide MH assessments, evaluations and services associated with juveniles in a residential setting.	Salary & Fringe of dept. staff that provide MH programs associated with juveniles in a residential setting.	** Contact TJJD prior to assigning expenditures to this category **
Staff Travel & Training	Travel & Training of dept. staff that provide MH assessments, evaluations or services associated with juveniles under the jurisdiction of the dept. in the community including but not limited to: conferences, trainings, meals, lodging, registration fees.	Travel & Training of dept. staff that provide MH programs associated with juveniles under the jurisdiction of the dept. in the community including but not limited to: conferences, trainings, meals, lodging, registration fees.	Travel & Training of dept. staff that provide MH assessments, evaluations and services associated with juveniles in a residential setting including but not limited to: conferences, trainings, meals, lodging, registration fees.	Travel & Training of dept. staff that provide MH programs associated with juveniles in a residential setting including but not limited to: conferences, trainings, meals, lodging, registration fees.	** Contact TJJD prior to assigning expenditures to this category **
Operating Expenses (Dept.) (Most Non Residential Expenses go here unless it is contracted services)	NON-CONTRACTED SERVICES of dept. staff that provide MH assessments, evaluations or services associated with juveniles under the jurisdiction of the dept. in the community including but not limited to: office supplies, audit fees, postage, telephone, electric, equipment rental/repair.	NON-CONTRACTED SERVICES associated with a MH program including but not limited to: program fees & supplies, transportation and meals.	NON-CONTRACTED SERVICES of dept. staff that provide MH assessments, evaluations and services associated with juveniles in a residential setting.	NON-CONTRACTED SERVICES associated with a MH program including but not limited to: program fees & supplies.	** Contact TJJD prior to assigning expenditures to this category **
Inter-County Contracts	CONTRACTED MENTAL HEALTH SERVICES w/ another Texas County or Juvenile Probation Dept. to provide MH assessments, evaluations, or services to juveniles under the jurisdiction of the dept. in the community.	CONTRACTED MENTAL HEALTH SERVICES w/ another Texas County or Juvenile Probation Dept. to provide programs to juveniles under the jurisdiction of the dept. in the community.	CONTRACTED MENTAL HEALTH SERVICES w/ another Texas County or Juvenile Probation Dept. to provide MH assessments, evaluation or services to juveniles in a residential setting.	CONTRACTED MENTAL HEALTH SERVICES w/ another Texas County or Juvenile Probation Dept. to provide MH programs to juveniles with a mental health diagnosis or an identifiable mental health need in a residential setting.	CONTRACTED MENTAL HEALTH SERVICES w/ another Texas County or Juvenile Probation Dept. to provide mental health or sex offender placement at a minimum level of specialized.

STATE FUNDS	COMMUNITY-BASED PROGRAMS		RESIDENTIAL		
	ASSESSMENTS	PROGRAMS	ASSESSMENTS	PROGRAMS	PLACEMENTS
External Contracts	CONTRACTED MENTAL HEALTH SERVICES w/ a private service provider to provide MH assessments, evaluation or services to juveniles under the jurisdiction of the dept. in the community.	CONTRACTED MENTAL HEALTH SERVICES w/ a private service provider to provide MH programs to juveniles under the jurisdiction of the dept. in the community.	CONTRACTED MENTAL HEALTH SERVICES w/ a private service provider to provide MH assessments, evaluations or services to juveniles in a residential setting.	CONTRACTED MENTAL HEALTH SERVICES w/ a private service provider to provide MH programs to juveniles in a residential setting.	CONTRACTED MENTAL HEALTH SERVICES w/ a private service provider to provide mental health or sex offender placement at a minimum level of specialized.

How many treatment hours were provided with Grant N for this quarter?

(Enter the number of treatment hours provided. For youth in a residential setting, include the number of treatment hours NOT the hours in placement. Do not include time spent providing assessments/evaluations. Direct treatment only – no case management.)

BREAKING DOWN EXPENSES – GRANTS M, S

<p>STATE FUNDS</p>	<p>COMMUNITY-BASED PROGRAMS <small>(expenditures associated w/program entered in the program registry – all programs must be entered in the Prog. Registry)</small></p>
<p>Salary & Fringe Benefits</p>	<p>Salary & Fringe of dept. staff associated with a program.</p>
<p>Staff Travel & Training</p>	<p>Travel & Training for program staff required to operate or maintain a program, including but not limited to: trainings, meals, lodging, registration fees .</p>
<p>Operating Expenses (Dept.) (Most Non Residential Expenses go here unless it is contracted services)</p>	<p>NON-CONTRACTED SERVICES associated with a program including but not limited to: program fees & supplies, transportation and meals for juveniles, drug testing, electronic monitoring, equipment rental/repair.</p>
<p>Inter-County Contracts</p>	<p>CONTRACTED PROGRAMS OR SERVICES w/ another TX. County or Juv. Prob. Dept. to provide juvenile probation services associated with a program entered in the program registry and/or reported in the program table.</p>
<p>External Contracts</p>	<p>CONTRACTED SERVICES w/ a private service provider for any expense associated with a program entered in the program registry and/or reported in the program table. (i.e. electronic monitoring)</p>

BREAKING DOWN EXPENSES – GRANT B

STATE FUNDS	COURT INTAKE <small>(admin, mgmt., oversight personnel of dept., court, intake officer, officers supervising temporary caseloads)</small>	BASIC SUPERVISION <small>(caseload carrying officers that serve kids on prob., def.prosecution., or conditional predisp supervision; or their direct supervisors)</small>	COMMUNITY-BASED PROGRAMS <small>(expenditures associated w/program entered in the program registry – all programs must be entered in the Prog. Registry)</small>	DETENTION OR PRE-ADJUDICATION EXPENDITURES
Salary & Fringe Benefits	Salary & Fringe of dept. admin staff, mgmt., oversight personnel, court, intake officers, and/or officers associated with the supervision of temporary caseloads.	Salary & Fringe of dept. staff associated with the direct supervision of juveniles on probation, deferred prosecution, or conditional pre-disposition supervision or that staff's direct supervisors.	Salary & Fringe of dept. staff providing a program.	Salary and Fringe of Detention or pre-adjudication facility staff.
Staff Travel & Training	Travel & Training of dept. admin staff, mgmt., oversight personnel, court, intake officers, and/or officers associated with the supervision of temporary caseloads including but not limited to: conferences, trainings, meals, lodging, and registration fees.	Travel & Training of dept. staff associated with the direct supervision of juveniles on probation, deferred prosecution, or conditional pre-disposition supervision or that staff's direct supervisors including but not limited to: conferences, trainings, meals, lodging, registration fees.	Travel & Training for program staff required to operate or maintain a program, including but not limited to: trainings, meals, lodging, and registration fees.	Travel & Training of Detention or pre-adjudication facility staff- conferences, trainings, meals, lodging, registration fees.
Operating Expenses (Dept.) (Most Non Residential Expenses go here unless it is contracted services)	<p>NON-CONTRACTED SERVICES associated with supervision of juveniles on temporary caseloads including but not limited to: Vocational/educational training fees & supplies, transportation and meals for juveniles, clothing and personal hygiene supplies, drug testing;</p> <p>NON-CONTRACTED SERVICES of dept. admin staff, mgmt., oversight personnel, court, intake officers, and/or officers associated with the supervision of temporary caseloads including but not limited to: office supplies, audit fees, postage, telephone, electric, equipment rental/repair.</p>	<p>NON-CONTRACTED SERVICES associated with supervision of juveniles on probation, deferred prosecution, or conditional pre-disposition supervision including but not limited to: Vocational/educational training fees & supplies, transportation and meals for juveniles, clothing and personal hygiene supplies, drug testing;</p> <p>NON-CONTRACTED SERVICES of dept. staff associated with the direct supervision of juveniles on probation, deferred prosecution, or conditional pre-disposition supervision or that staff's direct supervisors office supplies, audit fees, postage, telephone, electric, equipment rental/repair.</p>	<p>NON-CONTRACTED SERVICES associated with a program including but not limited to: program fees & supplies, transportation and meals for juveniles, drug testing, electronic monitoring, equipment rental/repair.</p>	<p>NON-CONTRACTED OPERATIONS, PROGRAMS OR SERVICES for the Detention or pre-adjudication facility including but not limited to: Vocational/educational supplies, juvenile transportation & meals, clothing & personal hygiene supplies, drug testing, office supplies, postage, utilities, equipment rental/repair, insurance, security, janitorial, ground upkeep.</p>

STATE FUNDS	COURT INTAKE <small>(admin, mgmt., oversight personnel of dept., court, intake officer, officers supervising temporary caseloads)</small>	BASIC SUPERVISION <small>(caseload carrying officers that serve kids on prob., def. prob., or conditional predisp supervision; or their direct supervisors)</small>	COMMUNITY-BASED PROGRAMS <small>(expenditures associated w/program entered in the program registry – all programs must be entered in the Prog. Registry)</small>	DETENTION OR PRE-ADJUDICATION EXPENDITURES
Inter-County Contracts	CONTRACTED SERVICES w/ another Texas County or Juvenile Probation Dept. to provide juvenile probation services to juveniles at intake or on temporary caseloads.	CONTRACTED SERVICES w/ another Texas County or Juvenile Probation Dept. to provide juvenile probation services to juveniles on probation, deferred prosecution, or conditional pre-dispositional supervision.	CONTRACTED PROGRAMS OR SERVICES w/ another TX. County or Juv. Prob. Dept. to provide juvenile probation services associated with a program and/or reported in the program table.	CONTRACTED PROGRAMS OR SERVICES w/ another Texas County or Juvenile Probation Dept. for services provided in or placement in a Detention or pre-adjudication secure facility.
External Contracts	CONTRACTED SERVICES w/ a private service provider including but not limited to: Medical/dental diagnosis, treatment & supplies, vocational/educational training fees & supplies, transportation and meals for juveniles, drug testing, substance abuse assessment & evaluation, telemedicine to juveniles at intake or on temporary caseloads.	CONTRACTED SERVICES w/ a private service provider including but not limited to: Medical/dental diagnosis, treatment & supplies, vocational/educational training fees & supplies, transportation and meals for juveniles, drug testing, substance abuse assessment & evaluation, telemedicine to juveniles on probation, deferred prosecution, or conditional pre-dispositional supervision.	CONTRACTED SERVICES w/ a private service provider for any expense associated with a program.	CONTRACTED PROGRAMS OR SERVICES w/ a private provider for services provided in or placement in a Detention or pre-adjudication secure facility.

BREAKING DOWN EXPENSES – GRANT D

STATE FUNDS	POST-ADJUDICATION RESIDENTIAL EXPENDITURES	
	NON-SECURE	SECURE
Salary & Fringe Benefits	UNALLOWABLE – NO EXPENDITURES HERE	Salary and Fringe of all staff working in Secure facilities.
Staff Travel & Training	UNALLOWABLE – NO EXPENDITURES HERE	Travel & Training of Secure facility staff - conferences, trainings, meals, lodging, registration fees.
Operating Expenses (Dept.) (Most Non Residential Expenses go here unless it is contracted services)	UNALLOWABLE – NO EXPENDITURES HERE	NON-CONTRACTED OPERATIONS, PROGRAMS OR SERVICES for the Secure facility including but not limited to: Vocational/educational supplies, juvenile transportation & meals, clothing & personal hygiene supplies, drug testing, office supplies, postage, utilities, equipment rental/repair, insurance, security, janitorial, ground upkeep.
Inter-County Contracts	UNALLOWABLE – NO EXPENDITURES HERE	CONTRACTED PROGRAMS OR SERVICES w/ another Texas County or Juvenile Probation Dept. for services provided in or placement in a Secure facility.
External Contracts	UNALLOWABLE – NO EXPENDITURES HERE	CONTRACTED PROGRAMS OR SERVICES w/ a private provider for services provided in or placement in a Secure facility.

Frequently Asked Questions:

Q: How do I print the report?

A: The FPS report cannot be printed from the data-entry screen. You can go to “Reports” then “FPS Report” and print in table format.

Q: If there are no expenditures for a certain grant, during a certain quarter, do I still need to do anything?

A: Yes, you will need to pull up that report, click “SAVE” with all zeros in order for the entry of “no expenditures” is recorded.

Q: What if our county follows a different fiscal year, like October to September?

A: The expenditures should be reported using the state fiscal year (September to August) and may require you to cross county fiscal years for your figures.

Reporting Quarters

Q1 – report September 1 – November 30

Q2 – report December 1 – February 28 (29)

Q3 – report March 1 – May 31

Q4 – report June 1 – August 31

Q: What falls under Community-Based Programs?

A: Any expenses associated with any program administered by your department that has been entered into the Program Registry. ****Note: Programs must be entered in the Program Registry.****

Q: What kind of expenses do we include and exclude in the Local Budget expenditures report?

A: Report actual amount of **LOCAL** funds **EXPENDED** for juvenile services. Local funds **APPROPRIATED** to the juvenile department are funds from the county.

INCLUDE: all operational costs for juvenile probation services, juvenile detention costs, costs of local juvenile correctional facilities, purchase of services for juvenile-child care, medical, psychological, etc.

DO NOT INCLUDE: Texas Juvenile Justice Department funds, grants from federal or state agencies (i.e. IV-E funds, state grant funds), construction or renovation costs, Capital Outlay, expenditures for adult probation services, expenditures of other local departments such as police, sheriff, prosecuting attorneys, or private agencies, in-kind services, or payments to or expense of juvenile board members, etc.

Q: Why can't I save my report? *Error Message: Text Box entry is not in right format.*

A: That means that the manner in which you entered you expenditures was incorrect. When entering, highlight the 0.00, enter your expenditure and “Tab” to the next field.

Q: What happens if I made a mistake and already saved my report?

A: Enter as many times as you need during the “Enter Expenditure Dates” in the table on pg. 1, saving it each time. Your changes update every time you click the “SAVE” button.

Q: Where do I account for the FY2013 Amendment #15 money that rolled-over for use in FY2014?

A: Enter Amendment #15 expenditures under FY2013, Adjustment for Grant A, Q4 – Final (4th Quarter)

POST-ADJUDICATION SECURE CORRECTIONAL FACILITIES REGISTERED WITH TJJJ

INTER-COUNTY CONTRACTS / COUNTY OPERATED		
COUNTY	LOCATION	FACILITY NAME
BELL	(KILLEEN)	BELL COUNTY JUVENILE SERVICES CENTER
BEXAR	(SAN ANTONIO)	CYNDI TAYLOR KRIER JUVENILE CORRECTIONAL TREATMENT
BRAZORIA	(ANGLETON)	BRAZORIA COUNTY RESIDENTIAL TREATMENT FACILITY
CAMERON	(SAN BENITO)	AMADOR R RODRIGUEZ BOOT CAMP & EDUCATIONAL CENTER
COLLIN	(MC KINNEY)	JOHN R. ROACH JUVENILE DETENTION CENTER
DALLAS	(DALLAS)	LYLE B. MEDLOCK TREATMENT FACILITY
DALLAS	(DALLAS)	DALLAS COUNTY RESIDENTIAL PROGRAMS AND DRUG TREATMENT
DENTON	(DENTON)	DENTON COUNTY SECURE CORRECTIONAL FACILITY
DUVAL	(SAN DIEGO)	JUDGE RICARDO H. GARCIA REGIONAL JUV. DETENTION
ECTOR	(ODESSA)	ECTOR COUNTY YOUTH CENTER
EL PASO	(EL PASO)	SAMUEL F. SANTANA CHALLENGE PROGRAM
FORT BEND	(RICHMOND)	FORT BEND COUNTY JUVENILE LEADERSHIP ACADEMY - SECURE
GALVESTON	(DICKINSON)	JERRY J. ESMOND JUVENILE JUSTICE CENTER
GRAYSON	(DENISON)	COOKE, FANNIN & GRAYSON COUNTY JUVENILE BOOT CAMP
HARRIS	(HOUSTON)	BURNETT BAYLAND RECEPTION CENTER
HARRIS	(KATY)	LEADERSHIP ACADEMY
HARRISON	(MARSHALL)	WILLOUGHBY JUVENILE SERVICES
HAYS	(SAN MARCOS)	HAYS COUNTY JUVENILE POST-DETENTION CENTER
HIDALGO	(WESLACO)	JUDGE MARIO E. RAMIREZ, JR. JUVENILE JUSTICE CENTER
LUBBOCK	(LUBBOCK)	LUBBOCK COUNTY JUVENILE JUSTICE CENTER
MCLENNAN	(WACO)	BILL LOGUE JUVENILE JUSTICE CENTER
NUECES	(CORPUS CHRISTI)	ROBERT N. BARNES REGIONAL JUVENILE FACILITY
RANDALL	(AMARILLO)	THE YOUTH CENTER OF THE HIGH PLAINS
TAYLOR	(ABILENE)	TAYLOR COUNTY POST ADJUDICATION FACILITY
TRAVIS	(AUSTIN)	MEURER INTERMEDIATE SANCTIONS CENTER
VAN ZANDT	(GRAND SALINE)	VAN ZANDT COUNTY YOUTH MULTI-SERVICE CENTER
VICTORIA	(VICTORIA)	VICTORIA REGIONAL JUVENILE JUSTICE FACILITY
WILLIAMSON	(GEORGETOWN)	WILLIAMSON COUNTY TRIAD PROGRAM

EXTERNAL CONTRACTS / PRIVATE		
COUNTY	LOCATION	FACILITY NAME
BROWN	(BROWNWOOD)	THE OAKS BROWNWOOD
GARZA	(POST)	GARZA COUNTY REGIONAL JUVENILE CENTER
HOOD	(GRANBURY)	GRANBURY REGIONAL JUVENILE JUSTICE CENTER
MILAM	(ROCKDALE)	ROCKDALE REGIONAL JUVENILE JUSTICE CENTER

RESIDENTIAL CHILD-CARE (NON-SECURE) FACILITIES REGISTERED WITH TJJJ

INTER-COUNTY CONTRACTS		
COUNTY	LOCATION	FACILITY NAME
CAMERON	(SAN BENITO)	L.I.F.E. RESIDENTIAL TREATMENT CENTER
DALLAS	(DALLAS)	DALLAS COUNTY YOUTH VILLAGE
DALLAS	(DALLAS)	MARZELLE HILL TRANSITION CENTER
DALLAS	(DALLAS)	LETOT CENTER
DEAF SMITH	(HEREFORD)	DEAF SMITH COUNTY YOUTH HOME
FLOYD	(FLOYDADA)	PARENT ADOLESCENT CENTER
HARRIS	(SEABROOK)	HARRIS COUNTY YOUTH VILLAGE
HIDALGO	(WESLACO)	JUDGE MARIO E. RAMIREZ JR. JUVENILE JUSTICE CENTER TRANSITIONAL PROGRAM
MCLENNAN	(WACO)	MCLENNAN COUNTY JUVENILE ALTERNATIVE SHELTER
MAVERICK	(EAGLE PASS)	BORDER HOPE JUVENILE JUSTICE CENTER
RANDALL	(AMARILLO)	RANDALL COUNTY NEXT STEP HOME
TRAVIS	(AUSTIN)	TRAVIS COUNTY HALFWAY HOUSE
WILLIAMSON	(GEORGETOWN)	WILLIAMSON COUNTY ACADEMY

EXTERNAL CONTRACTS
EXPENSES FOR ALL OTHER RESIDENTIAL CHILD-CARE FACILITIES NOT LISTED ABOVE WILL GO IN EXTERNAL CONTRACTS.
Residential Child-Care Facility. (NON-SECURE) A facility licensed or certified by the Texas Department of Family and Protective Services to provide assessment, care, training, education, custody, treatment, or supervision for a child who is not related by blood, marriage, or adoption to the owner or operator of the facility, for all of the 24-hour day, whether or not the facility is operated for profit or charges for the services it offers. The term includes child-care institutions, child-placing agencies, foster group homes, foster homes, agency foster group homes, and agency foster homes. This also includes a residential child-care facility licensed and/or operated by or under the authority of another governmental entity under the laws of this state or another state.