

## Meadows, Amber

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**From:** egrants@governor.state.tx.us  
**Sent:** Monday, April 04, 2011 2:36 PM  
**To:** Daniels, Charles (ACM); Hawkins, Shannon; Meadows, Amber  
**Subject:** eGrants: OOG Receipt of Financial Status Report (FSR) for Grant Number: 2295701

<B>Enter on: 4/4/2011 2:35:46 PM By: Walter Peoples</B> The Office of the Governor (OOG) has received your most recent Financial Status Report.

If you need technical assistance, please contact the eGrants Help Desk by sending an email message to egrants@governor.state.tx.us.

Agency Name: Fort Worth, City of  
Project Title: County-wide Family Advocacy Center

Grant/App:  
2295701  
Status: Active Grant

Start Date: 4/1/2010  
End Date: 3/31/2011

CFDA: 16.588  
Fund Source: EF-Recovery Act (ARRA) - Violence Against Women Formula Grant Program

Liquidation Date:  
6/29/2011

2:35  
PM

Eligibility Profile Narrative Activities Measures Budget Documents Summary My.Mail My.Home  
Details Financial.Status.Report Request.Advance Request.Adjustment Source.of.Match Budget.Summary

- Your **Financial Status Report** has been submitted to OOG. If you should have any further questions, you may contact your OOG Grant Manager. However, at this time no further action is needed. Thank you.

## General Information and Instructions

### Introduction

This section is used for generating a voucher for reimbursement. In the areas below, the system will take you through the process of reporting your expenditures. In turn you can request reimbursement based on your reported expenditures. To receive reimbursement funds, you must report your expenditures **first** which will generate a reimbursement request based on the remaining balance of the project and the amount of expenditures reported.

### Financial Status Report Due Dates

The submission schedule is on a calendar quarter basis. Quarterly financial status report(s) (FSR) are due 22 days after the close of each financial quarter regardless of whether this due date falls on a weekend or holiday. Organizations that fail to submit the regular quarterly FSRs or the final liquidation report to OOG by the **Financial Status Report / Liquidation Report Due Date(s)** will be placed on **Vendor Hold** until the required report is received and approved by OOG. The reporting due dates for each period are listed below.

### Reimbursement Based on Reported Expenditures

Reimbursement is based on expenditures reported to OOG. Your organization is required to report expenditures at least quarterly, but no more frequently than monthly. If your organization chooses to report project expenditures monthly, those expenditures will be reimbursed accordingly. A summary of this grant's financial status is displayed below for your convenience.

#### Reporting Methods

##### Method 1: Monthly Reporting

Your organization can choose to report cumulative expenditures and request reimbursement monthly. If you choose to report expenditures monthly, you will be reimbursed on a monthly basis for the maximum reimbursement amount available as of that reporting period.

##### Method 2: Quarterly Reporting

Your organization can choose to report cumulative expenditures and request reimbursement quarterly. If you choose to report expenditures quarterly, you will be reimbursed on a quarterly basis for the maximum reimbursement amount available as of that reporting period.

### Getting Started

The Authorized Official or Financial Officer assigned to this project can prepare and submit Financial Status Reports to OOG. The Financial Status Report for any given month or quarter is available for your organization to begin reporting expenditures as of the most recent **Reporting Period Through Date**.

You will notice that the current regular or liquidation report due to OOG is highlighted below. This is the next report available for your organization to complete and submit to OOG by the due date. The last column in each of the charts below denote whether the report is optional or required. All monthly reports are optional, but each regular quarterly report and the final liquidation report are required.

If your organization does not submit the regular monthly report to OOG by the **Financial Status Report Due Date**, this optional report will become unavailable and OOG will automatically 'report no expenditures' for that month. Your organization will be able to report cumulative expenditures for this project once the next **Reporting / Liquidation Period Through Date** becomes available.

If your organization does not submit the regular quarterly reports or the final liquidation report to OOG by the **Financial Status Report / Liquidation Report Due Date(s)**, OOG will place your organization on **Vendor Hold** until the required report is received and approved by OOG.

To report monthly or quarterly, simply click on the **Create New Financial Status Report** button below and follow the instructions provided. If you do not have any expenditures for any given month or quarter, simply click on the **Report No Expenditures** button below, then click the **OK** button to submit this report to OOG.

Financial Status Summary for this Project

This section displays your grant project's financial status to date.

**Today's Date:** 4/4/2011  
**Grant Start Date:** 4/1/2010  
**Grant End Date:** 3/31/2011  
**Grant Liquidation Date:** 6/29/2011



**Current Grant Award Amount:** \$50,510.00  
**Total Expenditures Reported to Date:** \$28,291.75  
**Total Reimbursement(s) and Advance Payment Request(s) Paid to Date:** \$28,291.75  
**Maximum Reimbursement Amount Available:** \$21,657.24  
**Total Unexpended Balance to Date:** \$22,218.25

**Date this Financial Status Report / Reimbursement Request was Created by Grantee:** 4/1/2011 9:47:11 AM  
**Date this Financial Status Report / Reimbursement Request was Submitted to OOG:** 4/4/2011  
**Financial Status Report / Reimbursement Request Status:** Submitted by Grantee

**Report Period From Date:** 4/1/2010  
**Report Period To Date:** 3/31/2011  
**OOG Funds Reported:** \$49,948.99  
**Cash Match Reported:** \$0.00  
**In Kind Match Reported:** \$0.00  
**GPI Reported:** \$0.00  
**Grand Total:** \$49,948.99

Selecting Budget Line Items to Report Expenditures On for this Request



This section is where your Authorized Official or Financial Officer will begin selecting the current approved budget line items to report cumulative expenditures for this project. Your reimbursement amount(s) will be paid to you based on the figures you report in this section.

Select a Budget Line Item: Click on the  plus icon to the left of the **Budget Category** to begin adding a new expenditure. If you have already added the expenditure item and would like to edit this expenditure, then click on the next  plus icon next to the **Report Expense** link. Then click on the 'Edit Expenditure' link to open up the **Financial Status Report Details** area again. Further instructions will be provided in this area.

Condition(s) of Funding for a Budget Line Item(s) Hold: The **'Hold Expense'** notation indicates that OOG has placed a condition of funding to a specific budget line item. To access and view the **Condition(s) of Funding for a Budget Line Item(s) Hold** go to the Summary tab and scroll to the **View All Current Budget Line Item Hold(s) for this Project** and click on the **Show Budget Line Item Condition of Funding** button.

Financial Status Report Type

To initiate your Financial Status Report you **MUST** select the type of FSR you will be submitting: Regular  Final

Budget Category	OOG Funds Balance	Cash Match Balance	In Kind Match Balance	GPI Balance	Total Balances
 Contractual and Professional Services	(\$1,075.24)	\$0.00	\$0.00	\$0.00	(\$1,075.24)
 Travel and Training	\$1,636.25	\$0.00	\$0.00	\$0.00	\$1,636.25

Submitting / Resubmitting Your Financial Status Report

This section is where you will submit or resubmit your Financial Status Report to OOG. If you make an error in creating a new report, simply click on the 'Delete Financial Status Report' button.

Notes by Grantee to OOG:  
 Note from Grantee to OOG

Save Note from Grantee to OOG

Agency Name: Fort Worth, City of      Grant/App: 2295701      Start Date: 4/1/2010      CFDA: 16.588  
 Project Title: County-wide Family Advocacy Center      Status: Active Grant      End Date: 3/31/2011      Fund Source: EF-Recovery Act (ARRA) - Violence Against Women Formula Grant Program  
 Liquidation Date: 6/29/2011

9:45 AM

- Eligibility
- Profile
- Narrative
- Activities
- Measures
- Budget
- Documents
- Summary
- My.Mail
- My.Home

- Grant.History
- Payment.History
- FSR.History
- Adjustment.History
- Grant.Issues
- Upload.Files

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28,291.75 = <sup>Q</sup>  
 49,948.99 - Total Exp  
 21,657.24 = March Request

0 \* \*

Agency Name: Fort Worth, City of      Grant/App: 2295701      Start Date: 4/1/2010      CFDA: 16.588  
 Project Title: County-wide Family Advocacy Center      Status: Active Grant      End Date: 3/31/2011      Fund Source: EF-Recovery Act (ARRA) - Violence Against Women Formula Grant Program  
 Liquidation Date: 6/29/2011

9:45 AM

**Grant Financial Status**

**Current Award Amount:** \$50,510.00

**Total Reimbursement(s) and Advance Payment Request(s) Paid to Date:** \$28,291.75

**Total Unexpended Balance to Date:** \$22,218.25

**Total Expenditures Reported to Date:** \$28,291.75

**Budget Summary Totals**

OOG Funds:	Cash Match:	In Kind Match:	GPI:	Total Project:
\$50,510.00	\$0.00	\$0.00	\$0.00	\$50,510.00

Export Expense Summary To Excel

Export Expense Detail To Excel

10 Items Per Page      Select the number of records to display per page.

FSR Status	Report Type	Reporting Period	Cumulative OOG Expenses	Reimbursement Request
New Report	Regular	3/31/2011	\$28,291.75	\$0.00
Approved by OOG	Regular	4/30/2010	\$0.00	\$0.00
Approved by OOG	Regular	5/31/2010	\$0.00	\$0.00
Approved by OOG	Regular	6/30/2010	\$0.00	\$0.00
Approved by OOG	Regular	7/31/2010	\$0.00	\$0.00

FINAL

View Financial Status Report (FSR) Details

Budget Category	Grantee-Defined Line Item	Invoice Date	Invoice Number	OOG Funds	Cash Match	In Kind Match	GPI
Contractual and Professional Services	The City of Fort Worth will contract with the National Justice Center Family Alliance agency to provide consulting services to aid the strategic planning phase of the City of Fort Worth's Family Advocacy Center (FAC). The strategic planning process will include monthly steering committee meetings, bi-monthly webinars during final phases, volunteer recruitment, and the development of a 12-month blue-print for the FAC, a five year vision plan for the FAC, and a comprehensive funding plan for the FAC. NJCFA representatives will aid the entire planning process during the 12-month period, and will physically come to Tarrant County on 3 separate visits to conduct hands-on training and provide needed assistance. This budget line item also includes the associated travel costs for the NJCFA consultants to travel to Fort Worth during the contract period. Of the travel costs, \$1,400.00 is budgeted for airfare; \$1,510 is budgeted for lodging; and \$672 is budgeted for per diem. Federally approved GSA lodging and per diem rates were used for all travel amounts.	3/31/2011	102010; 312R; 351; 352; 362; 363	\$39,657.24	\$0.00	\$0.00	\$0.00
Travel and Training	Airfare for 12 steering committee members to conduct a site visit of the model San Diego Family Advocacy Center \$525 x 12 This site visit will provide the steering committee with a first hand experience of a successful Family Advocacy Center and will give them the chance to learn as much as possible about the daily operations, budget, etc. as well as challenges experienced in San Diego and the solutions that were developed. This opportunity will allow the steering committee to bring this knowledge back to Tarrant County to include in the 12-month plan and 5-year vision.	3/31/2011		\$5,799.75	\$0.00	\$0.00	\$0.00
Travel and Training	Lodging for steering committee members during the San Diego site visit - 2 members will be in each room, to keep expenses lower. (\$147 x 6 rooms) x 3 nights	3/31/2011		\$2,646.00	\$0.00	\$0.00	\$0.00
Travel and Training	Per Diem for the steering committee members during the San Diego site visit. (\$53.25 x 2 days + \$71 x 2 days) x 12 members	3/31/2011		\$1,846.00	\$0.00	\$0.00	\$0.00

Authorized official: Mr. Walter Peoples

Title: Assistant Finance Director

Signature: Walter Peoples

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39,657.24+

5,799.75+

2,646.00+

1,846.00+

49,948.99=

Agrees to Rpt 9

1.\*

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FUND: GR76 GRANTS FUND  
PROJECT:202443 ARRA - Family Advocacy Ce

REPORT 09  
DETAILED REVENUES AND EXPENDITURES BY PROJECT  
FISCAL MONTH 6 FISCAL YEAR 2011

PROCESSED ON: 4/1/2011

ACCT	DESCRIPTION	APPROPRIATION	CURR MONTH	CURR Y-T-D	OUTSTANDING	TOTAL	REMAINING	% OF
				ENCUM/COMMIT	TO DATE	BALANCE	REV	BUDGET
							EXP	
451644	CONTR. FROM C.J.D.	50,510.00	6,000.00	24,587.75	0.00	28,291.75	22,218.25	REVENUE
	WKPHASE 000 DEPT 035	50,510.00	6,000.00	24,587.75	0.00	28,291.75	22,218.25	
	REVENUE	50,510.00	6,000.00	24,587.75	0.00	28,291.75	22,218.25	
	PROJECT REVENUE 202443	50,510.00	6,000.00	24,587.75	0.00	28,291.75	22,218.25	

FUND: GR76 GRANTS FUND  
PROJECT: 202443 ARRA - Family Advocacy Ce

REPORT 09  
DETAILED REVENUES AND EXPENDITURES BY PROJECT  
FISCAL MONTH 6 FISCAL YEAR 2011

PROCESSED ON: 4/1/2011

ACCT	DESCRIPTION	APPROPRIATION	CURR MONTH	CURR Y-T-D	OUTSTANDING	TOTAL	REMAINING	REV	% OF
				ENCUM/COMMIT	TO DATE	BALANCE	EXP	BUDGET	
532200	TRAVEL EXPENSES	11,928.00	0.00	6,587.75	0.00	10,291.75	1,636.25	EXPENSE	86.28
539120	CONTRACTUAL SERVICE	38,582.00	21,657.24	39,657.24	0.00	39,657.24	-1,075.24		102.79
	WKPHASE 010 DEPT 035	50,510.00	21,657.24	46,244.99	0.00	49,948.99	561.01		
	EXPENSE	50,510.00	21,657.24	46,244.99	0.00	49,948.99	561.01		
	PROJECT EXPENSE 202443	50,510.00	21,657.24	46,244.99	0.00	49,948.99	561.01		

FUND: GR76 GRANTS FUND  
PROJECT: 202443

DETAILED MONTHLY TRANSACTIONS BY PROJECT  
FISCAL MONTH 6 FISCAL YEAR 2011

PROCESSED ON: 4/1/2011

G/L ACCOUNT	G/L CENTER	FCAUDITID	EFFECTIVE DATE	DESC1	DESC2	DESC3	TRAN AMOUNT
539120	035202443010	*KCD006929	03/03/2011	312T	BSAP 0000032731	400062	3,144.80
	035202443010	*KC4005386	03/30/2011	351	BSAP 0000032731	400062	9,000.00
	035202443010	*KC4005387	03/30/2011	352	BSAP 0000032731	400062	4,512.44
	035202443010	*KC4005388	03/30/2011	362	BSAP 0000032731	400062	3,000.00
	035202443010	*KC4005389	03/30/2011	363	BSAP 0000032731	400062	2,000.00
TOTAL ACCOUNT 539120							21,657.24

TOTAL PROJECT 202443

21,657.24

=====  
21,657.24

*Nat'l Family Justice Center Alliance*

*DD Wilson*

*4-4-11*

**Meadows, Amber**

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Final FSR per  
4/4/11 11:50 a.m.

**From:** Hawkins, Shannon  
**Sent:** Monday, April 04, 2011 10:04 AM  
**To:** Meadows, Amber  
**Subject:** RE: CJD ARRA FAC FSR due 4/5

phone conversation  
w/ Shannon Hawkins

Yes, this looks good to me.

Thank you!

-----Original Message-----

**From:** Meadows, Amber  
**Sent:** Friday, April 01, 2011 10:00 AM  
**To:** Hawkins, Shannon  
**Subject:** CJD ARRA FAC FSR due 4/5

Shannon,

The CJD ARRA FAC draft FSR is attached. Please review and let me know if you approve.

If this will be the final FSR, please let me know so I can mark it as such.

Please note - I was able to enter the total contractual expenditures into the report even though they are \$1,075.24 more than budgeted. I didn't get an error when I saved the report, but I might get an error when I submit it.

Please let me know if you have any questions.

Thanks!

Amber Meadows  
Senior Accountant  
FMS - Accounting Division  
City of Fort Worth  
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Amber.Meadows@fortworthgov.org