

**Maricela Benavides**

---

**From:** Maria G. Silva  
**Sent:** Friday, November 30, 2018 3:19 PM  
**To:** Maricela Benavides  
**Cc:** Javier Ramirez  
**Subject:** FW: Emailing: 18-CSBGBudgetForms\_Remaining\_Rev 10.24.18

Ms. Benavides.

Mr. Flores has approved the agenda item. Please add it is Amendment# 3 and post.

Thank you,

Maria Silva  
CSS Program Manager  
Webb County Community Action Agency  
Phone# (956) 523-4182  
Fax# (956) 717-2257  
mgsilva@webbcountytx.gov  
Follow us on:  
@webb\_caa  
@webbcaa

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

**From:** James Flores  
**Sent:** Friday, November 30, 2018 3:08 PM  
**To:** Maria G. Silva <mgsilva@webbcountytx.gov>  
**Subject:** RE: Emailing: 18-CSBGBudgetForms\_Remaining\_Rev 10.24.18

Ms. Silva:

Upon review of the "draft" agenda item for the ratification of Contract Amendment #3 with a budget modification on 2018 Community Services Block Grant (CSBG) from the Texas Department of Housing and Community Affairs (TDHCA) for the Program Year 2018, I have determined that it is compliant with the SPOC. Please submit the agenda item and all associated backup through the Agenda Quick Link under the Economic Development agenda items.

Should you have any questions or comments, feel free to contact me at 4607.

Thank-you.

James Flores  
Director

Webb County  
Economic Development Department  
jflores@webbcountytx.gov  
(956)523-4605

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

From: Maria G. Silva  
Sent: Wednesday, November 28, 2018 10:04 AM  
To: James Flores <jflores@webbcountytx.gov>  
Cc: Javier Ramirez <jramirez@webbcountytx.gov>; Maricela Benavides <mbenavides@webbcountytx.gov>  
Subject: FW: Emailing: 18-CSBGBudgetForms\_Remaining\_Rev 10.24.18  
Importance: High

Good morning, Mr. Flores.

Please find below agenda item for your review. The agenda will be submitted for December 12th Commissioner's Court. Attached I have included back documentation plus chart of line item transfers provided by Auditor's. Please advise, if any corrections are needed.

Thank you,

Maria Silva  
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-----Original Message-----

From: Maria G. Silva  
Sent: Thursday, November 01, 2018 5:14 PM  
To: James Flores <jflores@webbcountytx.gov>  
Cc: Javier Ramirez <jramirez@webbcountytx.gov>; Maricela Benavides <mbenavides@webbcountytx.gov>  
Subject: FW: Emailing: 18-CSBGBudgetForms\_Remaining\_Rev 10.24.18

Mr. Flores:

Please find below updated agenda item to be submitted for your review.

Discussion and possible action to ratify contract amendment with a budget modification on 2018 Community Services Block Grant (CSBG) to transfer fund from B1 Personnel to B4 Equipment for the purpose of purchasing vehicles for CSBG program services under the Texas Department of Housing and Community Affairs (TDHCA) and authorizing the County Judge to sign all relevant documents. This action will not have impact to the General Fund. [Grant Account #2368-5170-330300]. All documentation has been submitted to Economic Development and is compliant with SPOC.

Issue: Approve the revised 2018 CSBG Budget Amendment from the Texas Department of Housing and Community Affairs (TDHCA) for the Program Year 2018.

Solution: The Community Services Block Grant Program (CSBG) provides support services to eligible elderly, disabled and low income residents of Webb County.

Result: The support services are intended to assist eligible Webb County residents to transition out of poverty.

Thank you,

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From: Maria G. Silva  
Sent: Thursday, November 01, 2018 4:37 PM  
To: James Flores <jflores@webbcountytx.gov>  
Cc: Javier Ramirez <jramirez@webbcountytx.gov>; Maricela Benavides <mbenavides@webbcountytx.gov>  
Subject: Emailing: 18-CSBGBudgetForms\_Remaining\_Rev 10.24.18

Good afternoon, Mr. Flores.

We requested from TDHCA approval for budget amendment to move 2018 CSBG Admin payroll monies into direct services and purchase of new vehicles. The proposal has been approved. Now we are submitting and agenda item for

Commissioner's Court for Budget Amendment Approval. As per Ms. Mata, please review agenda item wording and advise of any changes.

Discussion and possible action to ratify contract amendment with a budget modification on 2018 Community Services Block Grant (CSBG) to transfer fund from B1 Personnel to B4 Equipment for the purpose of purchasing vehicles for CSBG program services under the Texas Department of Housing and Community Affairs (TDHCA) and authorizing the County Judge to sign all relevant documents. This action will not have impact to the General Fund. [Grant Account #2368-5170-330300]. All documentation has been submitted to Economic Development and is compliant with SPOC.

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## Maricela Benavides

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**To:** James Flores  
**Cc:** Javier Ramirez; Maricela Benavides  
**Subject:** FW: Emailing: 18-CSBGBudgetForms\_Remaining\_Rev 10.24.18  
**Attachments:** 18-CSBGBudgetForms\_Remaining\_Rev 10.24.18.pdf; 18-CSBGBudgetForms Rev 10.12.17.pdf; 2018 CSBG Budget Amendment.xlsx

**Importance:** High

Good morning, Mr. Flores.

Please find below agenda item for your review. The agenda will be submitted for December 12th Commissioner's Court. Attached I have included back documentation plus chart of line item transfers provided by Auditor's. Please advise, if any corrections are needed.

Thank you,

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Discussion and possible action to ratify contract amendment with a budget modification on 2018 Community Services Block Grant (CSBG) to transfer fund from B1 Personnel to B4 Equipment for the purpose of purchasing vehicles for CSBG program services under the Texas Department of Housing and Community Affairs (TDHCA) and authorizing the County Judge to sign all relevant documents. This action will not have impact to the General Fund. [Grant Account #2368-5170-330300]. All documentation has been submitted to Economic Development and is compliant with SPOC.

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Subject: Emailing: 18-CSBGBudgetForms\_Remaining\_Rev 10.24.18

Good afternoon, Mr. Flores.

We requested from TDHCA approval for budget amendment to move 2018 CSBG Admin payroll monies into direct services and purchase of new vehicles. The proposal has been approved. Now we are submitting and agenda item for Commissioner's Court for Budget Amendment Approval. As per Ms. Mata, please review agenda item wording and advise of any changes.

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS  
COMMUNITY SERVICES BLOCK GRANT PROPOSED BUDGET  
PY 2018**

*Please enter the requested information into the yellow highlighted cells  
on each page and sign the Summary Page below*

<b>Subrecipient:</b>	Webb County Community Action Agency	
<b>Service Area:</b>	Webb County	
<b>CSBG Allocation:</b>		\$ 557,470.00

**IMPORTANT!** This "Summary Page" will self-populate as you complete each of the Budget Support Sheets (B1 - B8):

BUDGET CATEGORIES	AMOUNT
<b>B.1 Personnel</b> (Detailed on Budget Support Sheet B.1)	\$ 156,494.01
<b>B.2 Fringe Benefits</b> (Detailed on Budget Support Sheet B.2)	\$ 65,566.00
<b>B.3 Travel</b> (Detailed on Budget Support Sheet B.3)	\$ 18,471.00
<b>B.4 Equipment</b> (Detailed on Budget Support Sheet B.4)	\$ 52,914.34
<b>B.5 Supplies</b> (Detailed on Budget Support Sheet B.5)	\$ 27,000.00
<b>B.6 Contractual</b> (Detailed on Budget Support Sheet B.6)	\$ 4,200.00
<b>B.7 Other</b> (Detailed on Budget Support Sheet B.7)	\$ 232,824.65
<b>B.8 Indirect Costs</b> (If subrecipient has an approved Indirect Cost Rate Agreement from cognizant agency, enter detail on Budget Support Sheet B.8).	\$ -
<b>TOTAL BUDGET*</b>	<b>\$ 557,470.00</b>

**\*TOTAL BUDGET\* must equal the "CSBG Allocation" above.**

**Diff.: \$ 0.00**

Subrecipient Approval	
Signature of Preparer	Date
Signature of Approver	Date



Budget Support Sheet B.1

Subrecipient:	Webb County Community Action Agency			
Personnel				
Administrative & Management Staff (Identify Job Title, not staff names)	No. of Months	Annual Salary	% of CSBG Support	Amount Budgeted to CSBG Funds
Executive Director	6	\$ 37,500	60.00%	\$ 22,500.00
CSS Program Manager	6	\$ 20,749	40.00%	\$ 8,299.60
Administrative Assistant	6	\$ 20,487	78.00%	\$ 15,979.86
Case Management Specialist	6	\$ 17,629	35.00%	\$ 6,170.15
Administrative Technician	6	\$ 13,310	20%	\$ 2,662.00
Receptionist/Clerk	6	\$ 13,000	70%	\$ 9,100.00
Driver/Custodian	6	\$ 11,871	80%	\$ 9,496.80
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Subtotal Personnel Salary for Admin & Mgmt Staff (CSBG ONLY):				\$ <b>74,208.41</b>

Program Staff/Direct Client Support Staff (Identify Job Title, not staff names)	No. of Months	Annual Salary	% of CSBG Support	Amount Budgeted to CSBG Funds
Case Worker	6	\$ 13,570	67%	\$ 9,091.90
Case Worker	6	\$ 14,610	67%	\$ 9,788.70
Case Worker	6	\$ 14,610	67%	\$ 9,788.70
Case Worker	6	\$ 14,610	67%	\$ 9,788.70
Case Worker Temp. (29 hours/wk)	6	\$ 7,917	80%	\$ 6,333.60
Case Worker Temp. (29 hours/wk)	6	\$ -	80%	\$ -
Case Management Specialist	6	\$ 17,629	40%	\$ 7,051.60
CSS Program Manager	6	\$ 20,749	20%	\$ 4,149.80
Center Aide	6	\$ 12,580	67%	\$ 8,428.60
Administrative Budget Technician	6	\$ 12,580	80%	\$ 10,064.00
Case Manager	5	\$ 10,400	75%	\$ 7,800.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Subtotal Personnel Salary for Program Staff/Direct Client Support Staff Salaries (CSBG ONLY):				\$ <b>82,285.60</b>
Total for Admin & Mgmt Staff & Program Staff Salaries (CSBG ONLY):				\$ <b>156,494.01</b>
Subtotal from Other Programs - tables below (CSBG Support for staff salaries of other programs)				\$ -
<b>Total Personnel Amount/Page Total (all personnel salary costs)</b>				\$ <b>156,494.01</b>

Note: This "Page Total" must equal "Personnel" line item on the "Summary Page 1"

**Budget Support Sheet B.2**

<b>Subrecipient:</b>	<b>Webb County Community Action Agency</b>	
<b>Fringe Benefits</b>		
<b>Administrative &amp; Management Staff</b>		
<b>Items</b>		<b>Amount</b>
F.I.C.A		\$ 5,877.00
Unemployment		\$ 816.00
Workman's Comp. Insurance		
Health Insurance		\$ 14,877.00
Dental Insurance		
Life Insurance		
Retirement Contribution		\$ 8,363.00
<b>Others (List):</b>		
<b>Subtotal Fringe Benefits for Admin &amp; Mgmt Staff (CSBG ONLY):</b>		<b>\$ 29,933.00</b>
<b>Program Staff/Direct Client Support Staff</b>		
<b>Items</b>		<b>Amount</b>
F.I.C.A		\$ 6,644.00
Unemployment		\$ 899.00
Workman's Comp. Insurance		\$ 630.00
Health Insurance		\$ 18,511.00
Dental Insurance		
Life Insurance		
Retirement Contribution		\$ 8,949.00
<b>Others (List):</b>		
<b>Subtotal for Program Staff/Direct Client Support Staff Salaries (CSBG ONLY):</b>		<b>\$ 35,633.00</b>
<b>Total for Admin &amp; Mgmt Staff &amp; Program/Direct Client Support Staff Fringe Benefits (CSBG ONLY):</b>		<b>\$ 65,566.00</b>
<b>Subtotal from tables below (CSBG Support for Fringe Benefits of Other Programs)</b>		<b>\$ -</b>
<b>Total Fringe Benefits Amount/Page Total (all Fringe Benefits costs)</b>		<b>\$ 65,566.00</b>

Note: This "Page Total" must equal "Fringe Benefits" line item on the "Summary Page 1"

**Budget Support Sheet B.3**

<b>Subrecipient:</b>		<b>Webb County Community Action Agency</b>	
<b>Travel</b>			
	<b>Miles</b>	<b>x Fed. Rate*</b>	<b>Amount</b>
Local Travel (*Rate cannot be higher than the Federal rate)	3,800	0.55	\$ 2,071.00
Per Diem			\$ 1,000.00
Non-Local Travel			\$ 15,200.00
Board Member Reimbursement			\$ 200.00
<b>CSBG Budgeted Amount:</b>			\$ <b>18,471.00</b>

**Budget Support Sheet B.4**

Subrecipient:		Webb County Community Action Agency				
Equipment						
Note: Subrecipient is also reminded to follow procurement policies/procedures. Please review TDHCA's guidance on Procurement at <a href="http://www.tdhca.state.tx.us/community-affairs/procurement/index.htm">http://www.tdhca.state.tx.us/community-affairs/procurement/index.htm</a>						
Equipment Description	No. of Units	Brand & Model	Unit Cost	Total Cost	% Budgeted to CSBG	Amount(s) Budgeted to CSBG
<b>Purchases</b>						
15 Passanger Van (2019 Chev. 3500 Express)	1		\$29,378.00	\$29,378.00	100%	\$ 29,378.00
Sedan Vehicle (2019 Chevrolet Cruze LS)	1		\$17,340.00	\$17,340.00	80%	\$ 13,872.00
Microsoft Surface with ports and case	3		\$1,742.90	\$5,228.70	80%	\$ 4,182.96
Microsoft Office License	3		\$327.62	\$982.86	80%	\$ 786.29
Microsoft Exchange License	3		\$56.66	\$169.98	80%	\$ 135.98
Microsoft Windows License	3		\$24.63	\$73.89	80%	\$ 59.11
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
<b>Leases</b>						
Equipment Rental	1	SHARP/MX-M503N	\$2,500.00	\$2,500.00	100%	\$ 2,500.00
Storage (CSBG Files)	1	Storage T.B.A	\$4,000.00	\$4,000.00	50%	\$ 2,000.00
		monthly \$156		\$0.00		\$ -
		12 months lease		\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
<b>Subtotal (CSBG):</b>						\$ 52,914.34
<b>Subtotal (Other Programs Supported by CSBG):</b>						\$ -
<b>Total:</b>						\$ 52,914.34

Note: "TOTAL" on this page must equal "Equipment" line item on the "Summary Page 1"  
Scroll down to view tables below (if needed)

**Budget Support Sheet B.5**

<b>Subrecipient:</b>	<b>Webb County Community Action Agency</b>	
<b>Supplies</b>		
Office Supplies	\$	18,000.00
Maintenance Supplies	\$	4,500.00
Program Supplies	\$	2,000.00
Postage	\$	2,500.00
<b>Others (List):</b>		
<b>CSBG Budgeted Amount:</b>	\$	<b>27,000.00</b>

**Budget Support Sheet B.6**

<b>Subrecipient:</b>		<b>Webb County Community Action Agency</b>		
<b>Contractual</b>				
<b>CSBG Budget Items (Categories)</b>		<b>Total Cost</b>	<b>% Budgeted to CSBG</b>	<b>Amount Budgeted to CSBG</b>
Legal Services				\$ -
Audit Services				\$ -
Accounting Services				\$ -
Other Costs	Client Tracking Maintenance and Support	\$7,000.00	60%	\$ 4,200.00
				\$ -
				\$ -
				\$ -
<b>Subtotal (CSBG):</b>				<b>\$ 4,200.00</b>
<b>Subtotal (Other Program(s) supported by CSBG):</b>				<b>\$ -</b>
<b>TOTAL:</b>				<b>\$ 4,200.00</b>

**Note: "TOTAL" on this page must equal "Contractual" line item on the "Summary Page 1"**

**CSBG Support For Other Program(s) - List all Program(s) being supported:**

<b>Program:</b>				
<b>CSBG Budget Items (Categories)</b>		<b>Total Cost</b>	<b>% Budgeted to CSBG</b>	<b>Amount Budgeted to CSBG</b>
Legal Services				\$ -
Audit Services				\$ -
Accounting Services				\$ -
Other Costs				\$ -
				\$ -
				\$ -
				\$ -
<b>Subtotal:</b>				<b>\$ -</b>

**Enter Next Program**

Budget Support Sheet B.7

<b>Subrecipient:</b>		<b>Webb County Community Action Agency</b>	
<b>Other</b>			
<b>Other Budget Categories</b>	<b>Total Costs</b>	<b>% Budgeted to CSBG</b>	<b>Amount Budgeted to CSBG</b>
<b>Direct Services to Case Management Clients to Transition into Self-Sufficiency (TSS) or TOP. Subrecipients are encouraged to allocate a reasonable amount of CSBG funds to assist clients transitioning into</b>	\$557,470.00		
	35.4%		
	<b>\$197,174.65</b>	<b>100.0%</b>	<b>\$ 197,174.65</b>
Subtotal for Direct Services TSS & TOP (CSBG):			<b>\$ 197,174.65</b>
<b>Emergency Assistance/Direct Services to Clients not working towards Self-Sufficiency or TOP</b> (Option to itemize below or group simply as emergency assistance)	<b>Total Costs</b>	<b>% Budgeted to CSBG</b>	<b>Amount Budgeted to CSBG</b>
Emergency Assistance	\$3,000.00	100.0%	\$ 3,000.00
Transportation	\$500.00	100.0%	\$ 500.00
			\$ -
			\$ -
			\$ -
			\$ -
Subtotal for Emergency Assistance/Direct Services to non-TOP (CSBG):			<b>\$ 3,500.00</b>
<b>Other Items (such as copying, rent, utilities, phone, insurance, etc.)</b> Itemize below:	<b>Total Costs</b>	<b>% Budgeted to CSBG</b>	<b>Amount Budgeted to CSBG</b>
Telephone	\$6,000.00	80.0%	\$ 4,800.00
Property and Casualty Insurance	\$1,500.00	80.0%	\$ 1,200.00
Utilities	\$500.00	50.0%	\$ 250.00
Vehicle Maintenance (Repair)	\$3,800.00	80.0%	\$ 3,040.00
Advertising	\$1,500.00	80.0%	\$ 1,200.00
Vehicle Maintenance (Fuel and Lube)	\$4,950.00	80.0%	\$ 3,960.00
Dues and Membership	\$8,000.00	50.0%	\$ 4,000.00
Minor Office Equipment	\$5,000.00	50.0%	\$ 2,500.00
Hot Spots Data Service (3)	\$1,500.00	80.0%	\$ 1,200.00
			\$ -
			\$ -
			\$ -
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			\$ -
<b>Subtotal for Other Items (CSBG):</b>			<b>\$ 22,150.00</b>
<b>Subtotal for TOP &amp; Emergency Assistance non-TOP (CSBG):</b>			<b>\$ 200,674.65</b>
<b>Subtotal for Other Items from tables below (CSBG Support for Other Program(s)):</b>			<b>\$ 10,000.00</b>
<b>Total Amount:</b>			<b>\$ 232,824.65</b>
Note: "TOTAL AMOUNT" must equal "Other" on the "Summary Page 1" Scroll down to view tables on pages 2 to 3 (if needed)!			

**Budget Support Sheet B.8**

<b>Subrecipient:</b>	<b>Webb County Community Action Agency</b>		
<b>Indirect Costs</b>			
<b>Budget Categories</b>			<b>CSBG Amount</b>
<b>Indirect Costs</b>			
%	Base	CSBG Indirect Costs	\$0.00
		\$0.00	
<i>Space left blank intentionally</i>			
Subtotal (CSBG):			\$ -
Subtotals (Program(s) Supported by CSBG):			\$ -
<b>TOTAL AMOUNT:</b>			<b>\$ -</b>

**Note: This page "Total Amount" must equal "Indirect Costs" line item on the "Summary Page 1"**

CSBG Support For Other Program(s) - List all Program(s) being supported:

<b>Program:</b>			
<b>Budget Categories</b>			<b>Amount</b>
<b>Indirect Costs</b>			
%	Base	CSBG Indirect Costs	\$0.00
		\$0.00	
Subtotal (Other Program):			\$ -

*Enter Next Program*

<b>Program:</b>			
<b>Budget Categories</b>			<b>Amount</b>
<b>Indirect Costs</b>			
%	Base	Indirect Cost	\$0.00
		\$0.00	
Subtotal (Other Program):			\$ -

*Enter Next Program*

<b>Program:</b>			
<b>Budget Categories</b>			<b>Amount</b>
<b>Indirect Costs</b>			
%	Base	Indirect Cost	\$0.00
		\$0.00	
Subtotal (Other Program):			\$ -



**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS  
COMMUNITY SERVICES BLOCK GRANT PROPOSED BUDGET  
PY 2018**

*Please enter the requested information into the yellow highlighted cells  
on each page and sign the Summary Page below*

<b>Subrecipient:</b>	<b>Webb County Community Action Agency</b>	
<b>Service Area:</b>	Webb County	
		<b>CSBG Allocation: \$ 544,733.00</b>

**IMPORTANT!** This "Summary Page" will self-populate as you complete each of the Budget Support Sheets (B1 - B8):

BUDGET CATEGORIES	AMOUNT
<b>B.1 Personnel</b> (Detailed on Budget Support Sheet B.1)	\$ 306,442.43
<b>B.2 Fringe Benefits</b> (Detailed on Budget Support Sheet B.2)	\$ 113,102.00
<b>B.3 Travel</b> (Detailed on Budget Support Sheet B.3)	\$ 4,556.00
<b>B.4 Equipment</b> (Detailed on Budget Support Sheet B.4)	\$ 3,450.00
<b>B.5 Supplies</b> (Detailed on Budget Support Sheet B.5)	\$ 9,300.00
<b>B.6 Contractual</b> (Detailed on Budget Support Sheet B.6)	\$ 7,000.00
<b>B.7 Other</b> (Detailed on Budget Support Sheet B.7)	\$ 100,882.57
<b>B.8 Indirect Costs</b> (If subrecipient has an approved Indirect Cost Rate Agreement from cognizant agency, enter detail on Budget Support Sheet B.8).	\$ -
<b>TOTAL BUDGET*</b>	<b>\$ 544,733.00</b>

**\*TOTAL BUDGET\*** must equal the "CSBG Allocation" above.

Diff.: \$

(0.00)

Subrecipient Approval	
Signature of Preparer	Date
Signature of Approver	Date

**Budget Support Sheet B.1**

Subrecipient:		Webb County Community Action Agency		
Personnel				
Administrative & Management Staff (Identify Job Title, not staff names)	No. of Months	Annual Salary	% of CSBG Support	Amount Budgeted to CSBG Funds
Executive Director	12	\$ 75,000	60.00%	\$ 45,000.00
CSS Program Manager	12	\$ 41,080	40.00%	\$ 16,432.00
Administrative Assistant	12	\$ 39,121	78.00%	\$ 30,514.38
Case Management Specialist	12	\$ 33,671	35.00%	\$ 11,784.85
Administrative Technician	12	\$ 26,620	20%	\$ 5,324.00
Receptionist/Clerk	12	\$ 26,000	70%	\$ 18,200.00
Driver/Custodian	12	\$ 22,834	80%	\$ 18,267.20
Administrative Budget Technician	12	\$ 25,160	80%	\$ 20,128.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Subtotal Personnel Salary for Admin & Mgmt Staff (CSBG ONLY):				\$ 165,650.43

Program Staff/Direct Client Support Staff (Identify Job Title, not staff names)	No. of Months	Annual Salary	% of CSBG Support	Amount Budgeted to CSBG Funds
Case Worker	12	\$ 27,140	67%	\$ 18,183.80
Case Worker	12	\$ 29,220	67%	\$ 19,577.40
Case Worker	12	\$ 29,220	67%	\$ 19,577.40
Case Worker	12	\$ 29,220	67%	\$ 19,577.40
Case Worker Temp. (29 hours/wk)	8	\$ 15,834	80%	\$ 12,667.20
Case Worker Temp. (29 hours/wk)	8	\$ 15,834	80%	\$ 12,667.20
Case Management Specialist	12	\$ 33,671	40%	\$ 13,468.40
CSS Program Manager	12	\$ 41,080	20%	\$ 8,216.00
Center Aide	12	\$ 25,160	67%	\$ 16,857.20
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Subtotal Personnel Salary for Program Staff/Direct Client Support Staff Salaries (CSBG ONLY):				\$ 140,792.00
Total for Admin & Mgmt Staff & Program Staff Salaries (CSBG ONLY):				\$ 306,442.43
Subtotal from Other Programs - tables below (CSBG Support for staff salaries of other programs)				\$ -
<b>Total Personnel Amount/Page Total (all personnel salary costs)</b>				<b>\$ 306,442.43</b>

Note: This "Page Total" must equal "Personnel" line item on the "Summary Page 1"

**Budget Support Sheet B.2**

<b>Subrecipient:</b>	<b>Webb County Community Action Agency</b>	
<b>Fringe Benefits</b>		
<b>Administrative &amp; Management Staff</b>		
<b>Items</b>		<b>Amount</b>
F.I.C.A		\$ 11,132.00
Unemployment		\$ 1,208.00
Workman's Comp. Insurance		\$ 2,431.00
Health Insurance		\$ 23,932.00
Dental Insurance		
Life Insurance		
Retirement Contribution		\$ 16,007.00
<b>Others (List):</b>		
<b>Subtotal Fringe Benefits for Admin &amp; Mgmt Staff (CSBG ONLY):</b>		<b>\$ 54,710.00</b>
<b>Program Staff/Direct Client Support Staff</b>		
<b>Items</b>		<b>Amount</b>
F.I.C.A		\$ 11,664.00
Unemployment		\$ 1,266.00
Workman's Comp. Insurance		\$ 1,022.00
Health Insurance		\$ 29,025.00
Dental Insurance		
Life Insurance		
Retirement Contribution		\$ 15,415.00
<b>Others (List):</b>		
<b>Subtotal for Program Staff/Direct Client Support Staff Salaries (CSBG ONLY):</b>		<b>\$ 58,392.00</b>
<b>Total for Admin &amp; Mgmt Staff &amp; Program/Direct Client Support Staff Fringe Benefits (CSBG ONLY):</b>		<b>\$ 113,102.00</b>
<b>Subtotal from tables below (CSBG Support for Fringe Benefits of Other Programs)</b>		<b>\$ -</b>
<b>Total Fringe Benefits Amount/Page Total (all Fringe Benefits costs)</b>		<b>\$ 113,102.00</b>

Note: This "Page Total" must equal "Fringe Benefits" line item on the "Summary Page 1"

**Budget Support Sheet B.3**

<b>Subrecipient:</b>		<b>Webb County Community Action Agency</b>	
<b>Travel</b>			
	<b>Miles</b>	<b>x Fed. Rate*</b>	<b>Amount</b>
Local Travel <i>(*Rate cannot be higher than the Federal rate)</i>	1,600	0.54	\$ 856.00
Per Diem			\$ 1,000.00
Non-Local Travel			\$ 2,500.00
Board Member Reimbursement			\$ 200.00
<b>CSBG Budgeted Amount:</b>			\$ <b>4,556.00</b>

**Budget Support Sheet B.4**

<b>Subrecipient:</b>		<b>Webb County Community Action Agency</b>				
<b>Equipment</b>						
<b>Note:</b> Subrecipient is also reminded to follow procurement policies/procedures. Please review TDHCA's guidance on Procurement at <a href="http://www.tdhca.state.tx.us/community-affairs/procurement/index.htm">http://www.tdhca.state.tx.us/community-affairs/procurement/index.htm</a>						
<b>Equipment Description</b>	<b>No. of Units</b>	<b>Brand &amp; Model</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>% Budgeted to CSBG</b>	<b>Amount(s) Budgeted to CSBG</b>
<b>Purchases</b>						
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
<b>Leases</b>						
Equipment Rental	1	SHARP/MX-M503N	\$2,500.00	\$2,500.00	100%	\$ 2,500.00
Storage (CSBG Files)	1	Storage T.B.A	\$1,900.00	\$1,900.00	50%	\$ 950.00
		monthly \$156		\$0.00		\$ -
		12 months lease		\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
<b>Subtotal (CSBG):</b>						<b>\$ 3,450.00</b>
<b>Subtotal (Other Programs Supported by CSBG):</b>						<b>\$ -</b>
<b>Total:</b>						<b>\$ 3,450.00</b>

**Note: "TOTAL" on this page must equal "Equipment" line item on the "Summary Page 1"**  
 Scroll down to view tables below (if needed)

**Budget Support Sheet B.5**

<b>Subrecipient:</b>	<b>Webb County Community Action Agency</b>	
<b>Supplies</b>		
Office Supplies	\$	6,000.00
Maintenance Supplies	\$	1,000.00
Program Supplies	\$	1,000.00
Postage	\$	1,300.00
<b>Others (List):</b>		
<b>CSBG Budgeted Amount:</b>	<b>\$</b>	<b>9,300.00</b>

**Budget Support Sheet B.6**

<b>Subrecipient:</b>		<b>Webb County Community Action Agency</b>		
<b>Contractual</b>				
CSBG Budget Items (Categories)		Total Cost	% Budgeted to CSBG	Amount Budgeted to CSBG
Legal Services				\$ -
Audit Services				\$ -
Accounting Services				\$ -
Other Costs	Client Tracking Maintenance and Support	\$7,000.00	100%	\$ 7,000.00
				\$ -
				\$ -
				\$ -
<b>Subtotal (CSBG):</b>				<b>\$ 7,000.00</b>
<b>Subtotal (Other Program(s) supported by CSBG):</b>				<b>\$ -</b>
<b>TOTAL:</b>				<b>\$ 7,000.00</b>

**Note: "TOTAL" on this page must equal "Contractual" line item on the "Summary Page 1"**

**CSBG Support For Other Program(s) - List all Program(s) being supported:**

<b>Program:</b>				
CSBG Budget Items (Categories)		Total Cost	% Budgeted to CSBG	Amount Budgeted to CSBG
Legal Services				\$ -
Audit Services				\$ -
Accounting Services				\$ -
Other Costs				\$ -
				\$ -
				\$ -
				\$ -
<b>Subtotal:</b>				<b>\$ -</b>

**Enter Next Program**

Budget Support Sheet B.7

Subrecipient:	Webb County Community Action Agency		
Other			
Other Budget Categories	Total Costs	% Budgeted to CSBG	Amount Budgeted to CSBG
<b>Direct Services to Case Management Clients to Transition into Self-Sufficiency (TSS) or TOP.</b> Subrecipients are encouraged to allocate a reasonable amount of CSBG funds to assist clients transitioning into	\$544,733.00		
	12.6%		
	<b>\$68,800.00</b>	<b>100.0%</b>	<b>\$ 68,800.00</b>
Subtotal for Direct Services TSS & TOP (CSBG):			<b>\$ 68,800.00</b>
Emergency Assistance/Direct Services to Clients not working towards Self-Sufficiency or TOP (Option to itemize below or group simply as emergency assistance)	Total Costs	% Budgeted to CSBG	Amount Budgeted to CSBG
Emergency Rental Assistance	\$3,000.00	100.0%	\$ 3,000.00
Transportation	\$500.00	100.0%	\$ 500.00
			\$ -
			\$ -
			\$ -
			\$ -
Subtotal for Emergency Assistance/Direct Services to non-TOP (CSBG):			<b>\$ 3,500.00</b>
Other Items (such as copying, rent, utilities, phone, insurance, etc.) Itemize below:	Total Costs	% Budgeted to CSBG	Amount Budgeted to CSBG
Telephone	\$3,592.57	80.0%	\$ 2,874.06
Property and Casualty Insurance	\$1,500.00	80.0%	\$ 1,200.00
Utilities	\$1,537.02	50.0%	\$ 768.51
Vehicle Maintenance (Repair)	\$1,000.00	80.0%	\$ 800.00
Advertising	\$300.00	80.0%	\$ 240.00
Vehicle Maintenance (Fuel and Lube)	\$3,000.00	80.0%	\$ 2,400.00
Dues and Membership	\$700.00	100.0%	\$ 700.00
Minor Office Equipment	\$10,000.00	50.0%	\$ 5,000.00
Staff Development	\$2,000.00	100.0%	\$ 2,000.00
Rent	\$18,000.00	70.0%	\$ 12,600.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Subtotal for Other Items (CSBG):			<b>\$ 28,582.57</b>
Subtotal for TOP & Emergency Assistance non-TOP (CSBG):			<b>\$ 72,300.00</b>
Subtotal for Other Items from tables below (CSBG Support for Other Program(s)):			\$ -
<b>Total Amount:</b>			<b>\$ 100,882.57</b>

Note: "TOTAL AMOUNT" must equal "Other" on the "Summary Page 1"  
Scroll down to view tables on pages 2 to 3 (if needed)!



**Budget Support Sheet B.8**

<b>Subrecipient:</b>	<b>Webb County Community Action Agency</b>		
<b>Indirect Costs</b>			
<b>Budget Categories</b>			<b>CSBG Amount</b>
<b>Indirect Costs</b>			
<b>%</b>	<b>Base</b>	<b>CSBG Indirect Costs</b>	<b>\$0.00</b>
		\$0.00	
<i>Space left blank intentionally</i>			
Subtotal (CSBG):			\$ -
Subtotals (Program(s) Supported by CSBG):			\$ -
<b>TOTAL AMOUNT:</b>			<b>\$ -</b>

**Note: This page "Total Amount" must equal "Indirect Costs" line item on the "Summary Page 1"**

CSBG Support For Other Program(s) - List all Program(s) being supported:

<b>Program:</b>			
<b>Budget Categories</b>			<b>Amount</b>
<b>Indirect Costs</b>			
<b>%</b>	<b>Base</b>	<b>CSBG Indirect Costs</b>	<b>\$0.00</b>
		\$0.00	
Subtotal (Other Program):			\$ -

*Enter Next Program*

<b>Program:</b>			
<b>Budget Categories</b>			<b>Amount</b>
<b>Indirect Costs</b>			
<b>%</b>	<b>Base</b>	<b>Indirect Cost</b>	<b>\$0.00</b>
		\$0.00	
Subtotal (Other Program):			\$ -

*Enter Next Program*

<b>Program:</b>			
<b>Budget Categories</b>			<b>Amount</b>
<b>Indirect Costs</b>			
<b>%</b>	<b>Base</b>	<b>Indirect Cost</b>	<b>\$0.00</b>
		\$0.00	
Subtotal (Other Program):			\$ -

C.S.B.G.

PY-2018

Budget Award # 61170002648

Amount:

**Description:**

**Comm Court approved item #10a (Fund 2368)**

G/L ACCOUNT	ACCT NAME	
2368-5170-521-410000	Payroll	\$ 90,918.86
2368-5170-521-421000	HlthLifeln	\$ 16,498.26
2368-5170-521-422000	Fica	\$ 6,022.32
2368-5170-521-423000	Retirement	\$ 8,598.70
2368-5170-521-425000	Unemploymt	\$ 1,015.00
2368-5170-521-426000	Workercomp	\$ 709.77
		\$ 123,762.91
2368-5170-521-441001	Telephone	\$ 6,000.00
2368-5170-521-441205	Utilities	\$ 148.00
2368-5170-521-443000-020	BldgMaint	\$ -
2368-5170-521-443000-035	Equip. Maint	\$ -
2368-5170-521-443000-075	Vehicle Maint	\$ 481.58
2368-5170-521-444100	SpacRental/Leases	\$ -
2368-5170-521-444500	EquipRentl	\$ 2,663.00
2368-5170-521-452001-015	InsurVehic	0
2368-5170-521-452012	PropCaPrem	\$ 710.00
2368-5170-521-454000	Advertisng	\$ 710.00
2368-5170-521-456005	Postage	\$ 746.98
2368-5170-521-456105	LicnsPermt	\$ -
2368-5170-521-456205	TrainEduca	\$ 7,704.00
2368-5170-521-456224	Meet&Confr	\$ -
2368-5170-521-457008	Contract-Software	2485
2368-5170-521-457008-010	DCS- Skills Training	\$ 122,584.00
2368-5170-521-458000	AdminTravl	\$ 5,969.01
2368-5170-521-458060	InTwnMilag	\$ 428.62
2368-5170-521-460000	OffSupp	\$ 3,946.76
2368-5170-521-460028	Janitorial Sup.	\$ 1,041.41

2368-5170-521-460105	MinrToolAp	\$ 1,479.00
2368-5170-521-461000	Materials	\$ 1,183.00
2368-5170-521-462605	Fuel & Lube	\$ 2,343.00
2368-5170-521-463801	DCS- Emerg. Serv.	\$ 296.00
2368-5170-521-463801-005	DCS- Rental Assit.	\$ 1,775.00
2368-5170-521-464010	DuesMember	\$ 1,950.00
2368-5170-521-470000	Capital Outlay	\$ 43,250.00
2368-5170-001-470000-155	Contract-Software	\$ 5,164.34
		\$ 213,058.70
		<u>\$ 336,821.61</u>

G/L ACCOUNT	ACCT NAME
2368-5150-330300	Grant Revenue

**Total Revenue**

**Total Budget Increase**

	<b>Acct. Number</b>	<b>Acct. Name</b>	<b>Adopted</b>	<b>Request</b>	<b>Current</b>
<b>From:</b>	2368-5170-521-410000	Payroll	\$ 404,130.52	\$ 47,309.78	\$ 138,962.16
	2368-5170-521-422000	FICA	\$ 33,141.35	\$ 8,000.00	\$ 14,022.32
	2368-5170-521-425000	UNEMPLOYMENT	\$ 5,529.10	\$ 3,157.26	\$ 4,172.26
	2368-5170-521-426000	WORKER'S COMP	\$ 5,790.96	\$ 3,000.00	\$ 3,709.77
	2368-5170-521-441205	UTILITIES	\$ 769.00	\$ 621.00	\$ 769.00
	2368-5170-521-443000-020	bldg maintenance	\$ 3,630.54	\$ 3,019.46	\$ 3,019.46
	2368-5170-521-444100	SPACE RENTAL	\$ 14,607.00	\$ 12,619.00	\$ 12,619.00
	2368-5170-521-444500	EQUIPMENT RENTAL	\$ 9,992.36	\$ 6,680.07	\$ 9,343.07
	2368-5170-521-454000	ADVERTISING	\$ 2,714.11	\$ 2,004.11	\$ 2,714.11
	2368-5170-521-456105	LICENSE & PERMITS	\$ 166.00	\$ 141.00	\$ 141.00
	2368-5170-521-456205	TRAINING & EDUCATION	\$ 15,029.00	\$ 2,692.50	\$ 10,396.50
	2368-5170-521-456224	Meetings & Conferences	\$ 3,071.19	\$ 2,383.58	\$ 2,383.58
	2368-5170-521-457008	CONTRACTUAL-SOFTWARE	\$ 12,420.00	\$ 6,335.00	\$ 8,820.00
	2368-5170-521-458060	IN TOWN MILEAGE	\$ 2,428.62	\$ 2,000.00	\$ 2,428.62
	2368-5170-521-460105	MINOR TOOLS	\$ 7,100.59	\$ 5,151.75	\$ 6,630.75
	2368-5170521-461000	Materials & Supplies	\$ 8,239.99	\$ 733.52	\$ 1,916.52
	2368-5170-521-462605	FUEL & LUBE	\$ 9,818.41	\$ 4,604.81	\$ 6,947.81
	2368-5170-521-463801	DCS-EMERGENCY SERV.	\$ 10,582.51	\$ 9,190.99	\$ 9,486.99
	2368-5170-521-463801-005	Emergency Services RENT	\$ 3,000.00	\$ 1,225.00	\$ 3,000.00
			<b>Total</b>	<b>\$ 120,868.83</b>	
<b>To:</b>	2368-5170-521-441001	Telephone	\$ 4,767.37	\$ 5,062.49	\$ 937.51
	2368-5170-521-452012	Prop Ca Premium	\$ 1,200.00	\$ 105.00	\$ 605.00
	2368-5170-521-457008-010	DCS-SKILLS TRAINING	\$ 102,654.00	\$ 65,587.00	\$ 56,997.00
	2368-5170-521-458000	ADMIN TRAVEL	\$ 12,990.79	\$ 1,000.00	\$ 4,969.01
	2368-5170-521-460028	janitorial supplies	\$ 1,980.19	\$ 700.00	\$ 341.41
	2368-5170-521-470000	Capital Outlay	\$ -	\$ 43,250.00	\$ -
	2368-5170-001-470000-155	Capital Outlay Computer And Software	\$ -	\$ 5,164.34	\$ -

			Total	\$ 120,868.83	
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<b>End Bal.</b>
\$ 91,652.38
\$ 6,022.32
\$ 1,015.00
\$ 709.77
\$ 148.00
\$ -
\$ -
\$ 2,663.00
\$ 710.00
\$ -
\$ 7,704.00
\$ -
\$ 2,485.00
\$ 428.62
\$ 1,479.00
\$ 1,183.00
\$ 2,343.00
\$ 296.00
\$ 1,775.00
\$ 6,000.00
\$ 710.00
\$ 122,584.00
\$ 5,969.01
\$ 1,041.41
\$ 43,250.00
\$ 5,164.34

