

## FY 2016 "GOOD-TO-KNOW" INFORMATION

- Expenditure Reporting for Grants – Adjustment Periods
  - Q1, Q2, Q3 – NONE
    - Any adjustments for these quarters should be “netted out” in the following reporting period
  - Q4 – 15 days (October 1-15)
    - System will be locked after this time
- Withholding of Grant Funds
  - Attachment – Funds Withholding
- Report Due Dates
  - Notifications and Reminders are sent out as a courtesy, not as a requirement. Reporting submission deadlines are the responsibility of the department.
  - Funding may be held if reporting is delinquent
  - Quarterly Expenditure Reporting – in Grant Manager
    - Q1 – 12/31
    - Q2 – 3/31
    - Q3 – 6/30
    - Q4 – 9/30
  - End of Year Reports
    - Grant C – 10/1
    - Grant N – 10/1
    - Grant S / T – 10/1
  - Refund Checks
    - 11/1
  - Certification of Local – in Grant Manager
    - CHIEF ONLY!! Only the Chief will have access (be able to see) this option in Grant Manager. If the Local Match is not met or exceeded, a waiver letter is required. It can be mailed, faxed, or emailed.
    - 2/28
  - De-obligation of Funds/Need for last two payments
    - 5/15
  - Independent Audit
    - 3/1
- Disbursement Information
  - Beginning FY2015, grant disbursement information was no longer available on our TJJD website; you can find information about your disbursements from the Comptroller website
    - 16STATEAID\_BPS = GRANT A = STATE AID: BASIC PROBATION SERVICES
    - 16STATEAID\_CP = GRANT A = STATE AID: COMMUNITY PROGRAMS
    - 16STATEAID\_PPA = GRANT A = STATE AID: PRE- / POST-ADJUDICATION

- 16STATEAID\_CD = GRANT A = STATE AID: COMMITMENT DIVERSION
  - 16STATEAID\_MHS = GRANT A = STATE AID: MENTAL HEALTH SERVICES
  - 16BORDER = GRANT B = BORDER PROJECT
  - 16HARRIS = GRANT D = HARRIS LEADERSHIP ACADEMY
  - 16TITLEIVECOMM = GRANT E = TITLE IV-E
  - 16SNDP = GRANT M = SPECIAL NEEDS DIVERSIONARY PROGRAM
  - 16JJAEP2 = GRANT P = JJAEP REIMBURSEMENT PROGRAM
  - 16PIFAMILY = GRANT S = PREVENTION AND INTERVENTION
  - 16PISCHOOL = GRANT T = PREV. & INTER.: SCHOOL TRUANCY
  - 16JJAEP1 = GRANT W = JJAEP DISCRETIONARY
- Sending out Information and Notifications
    - I will use the TJJ provided email addresses for each county as the primary means of sending out information and notifications. It is the responsibility of each department to check this email account and forward to the appropriate person(s) as needed.