

Current County Grant FAQs

1. I've finished entering my expenditures for the quarter. The status still says "In Progress." Is there a save button or something else I need to do?
 - a. No, there is nothing further required. The status will remain "In Progress" until the reporting period has ended.
2. When are quarterly expenditures due?
 - a. Q1: December 31st; Q2: March 31st; Q3: June 30th; Q4: Sept 30th. The expenditure page shows the dates that entry is available for each quarter's reporting.
3. I need to make an adjustment to FY2016 budget/expenditures.
 - a. Budget: please send detailed information to Tonya to review and process; adjustments must include: Grant, Funding Category (to and from), Budget Category (to and from), Budget Sub-category (to and from), Amount (to and from)
 - b. Expenditures: up until the reporting period ends (Dec 31st, Mar 31st, Jun 30th, or Sept 30th), adjustments to what has been entered can be altered. After the deadline, the adjustment will need to be included as part of the following quarter's expenditure reporting (net out).
4. We received a disbursement for grants but don't know the break out.
 - a. Disbursement information has been added to our website under: Resources, State Allocation Contracts. It is in Excel. There is a tab for each month's disbursement and each quarterly total. This will be updated each month after disbursement.
5. Why didn't we get a payment in November?
 - a. September and October were double payments. November was used to find a more efficient means of disbursing grant payments. Only those counties newly approved for payments received one in November. December payment is a single payment. We are back on track with our usual payment schedule.
6. How do I print reports?
 - a. Reports
 - b. FPS Report (**for prior to FY2016, use the FPS report under Archive Reports**)
 - c. Use drop-down boxes to select criteria (**For reports prior to FY2016: Highly suggest using Grant + Grant Adj to ensure it is pulling all expenditure reported**)
 - d. Generate Report
 - e. Use printer icon or select file format (Excel or pdf) export; print from there
7. Who should I contact if I have a question?
 - a. County-Fiscal-Assistance@tjtd.texas.gov
 - b. A – J Counties: Primary Contact
 - i. Tonya Gonzalez
 - ii. 512-490-7977
 - iii. Tonya.gonzalez@tjtd.texas.gov
 - c. K – Z Counties: Primary Contact
 - i. Nicki Satterfield
 - ii. 512-490-7155
 - iii. Nicolasa.satterfield@tjtd.texas.gov

FOR OTHER INFORMATION, SEE THE ADDITIONAL REFERENCE MATERIALS INCLUDED IN THIS PACKET