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Agency Name: Fort Bend County**Grant/App:** 1364511 **Start Date:** 9/1/2010 **End Date:** 8/31/2011**Project Title:** Victim Witness Staff Expansion**Status:** Pending AO Acceptance of Award**Budget Details Information****Introduction**

This **Budget** section of your application details budget line items for your proposed project. To create a new budget line item, click on the icon in the **New Budget Item** column. You will be directed to a different area on this page to make selections specific to the budget category. After making your selection, write a brief description of the line item in the **Expenditure Description** box and enter the amount of OOG funds, Cash Match, and if applicable, In Kind Match in the areas provided. In the percentage box, you can enter a percentage for Personnel or number of items to be purchased for Supplies and/or Equipment. When you have finished, click on the **Add New Budget Line Item** button. Repeat this process for each budget line item needed in each budget category. If you need to edit your entries, click on the '+' icon to expand the budget grid. You will notice that a *pencil* icon will display after expanding the grid. Click on the *pencil* icon to be directed to the editing section on this page and follow the instructions in this area to complete your edits. Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct. In addition, you have a 2-hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. If this happens, your data will not be saved in the system. You may also choose to compose a message on this page for OOG to review. This can be done by typing in the **Notes By Grantee / OOG** message box.

Getting Started

On this tab you will notice certain icons that are displayed.

-  = a **plus** icon - click on this icon to expand a list of items.
-  = a **minus** icon - click on this icon to collapse a list of items.
-  = a **new** icon - click on this icon to add a new item.
-  = a **pencil** icon - click on this icon to edit your selections.
-  = an **information** icon - this help icon is next to certain items that may need further explanation. Simply click and review the information provided in the pop up window.

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Personnel	Assistant	Administrative Secretary - full time position that will assist the Assistant Victim Assistance Coordinator and handle all documentation and all clerical needs.	\$32,614.00	\$19,046.00	\$0.00	\$0.00	\$51,660.00	100
		Assistant Victim						

Personnel	Court Advocate	Assistance Coordinator - a full time position that provides information, assistance, and support to directly serve victims of crime.	\$37,384.00	\$21,477.00	\$0.00	\$0.00	\$58,861.00	100
Travel and Training	In-State Registration Fees, Training, and/or Travel	In-State Travel - Funds to be expended to send staff to training conferences within the state of Texas that will enhance skills related to the delivery of crime victim services. Usually attend the Texas Victim Services Association (TVSA) Conference, and/or the Attorney General's Victim Services Conference, and/or the Conference on Crimes Against Women. Also attend smaller local conferences in Houston, Pasadena, and other nearby cities. Conference registration fees usually range between \$200-\$300 per conference. Our county has a set per diem rate of \$36 per day. Hotel rates depend on the location of the conference. Airfare depends on flights available. Current mileage rate is \$.50 per mile.	\$3,200.00	\$800.00	\$0.00	\$0.00	\$4,000.00	0

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The **Source of Match** section of your application collects information regarding the source and amount of **Cash Match** and **In Kind Match**. Please enter the description and amounts of match in the spaces provided below and select whether the item is 'Cash Match' or 'In-Kind Match'. After entering an item click on the **Add New Item** button. When an item has been added, it will appear in the 'Edit the Source(s) of Match Reported' table. You may edit each of the items added to this table by clicking on the 'pencil' icon. If you edited an item in the table, click on the 'diskette' icon to save your edited entries. For further information regarding matching funds refer to 1 TAC, §3.3; for program income refer to 1 TAC, §3.73 and §3.87. Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct. In addition, you have a 2-hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. If this happens, your data will not be saved in the system. You may also choose to compose a message on this page for OOG to review. This can be done by typing in the **Notes By Grantee / OOG** message box.

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Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
Certified budget funds allocated to District Attorney's Office	Cash Match	\$41,323.00

Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$41,323.00	\$41,323.00	\$0.00	\$0.00	\$0.00

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CATEGORY	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Personnel	\$69,998.00	\$40,523.00	\$0.00	\$0.00	\$110,521.00
Travel and Training	\$3,200.00	\$800.00	\$0.00	\$0.00	\$4,000.00

Budget Grand Total Information:

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$73,198.00	\$41,323.00	\$0.00	\$0.00	\$114,521.00

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