



TEXAS  
JUVENILE★JUSTICE  
DEPARTMENT

# **Post-Legislative and Budget Conference: County Grants Fiscal and Budgeting**

**Presenters: Caitlyn Porterfield & Kristin Hammock**

July 23, 2025

# What are County Grants and How Can They Help Our Department?



## Mission Overview

# County Grants Purpose

Our mission is to help juvenile probation departments successfully utilize their grant funding to provide high quality services (with adherence to all grant requirements) to aid the youth in their counties.







<https://www.tjjd.texas.gov/probation-services/county-grants/>

# Who Can Answer Our Questions?

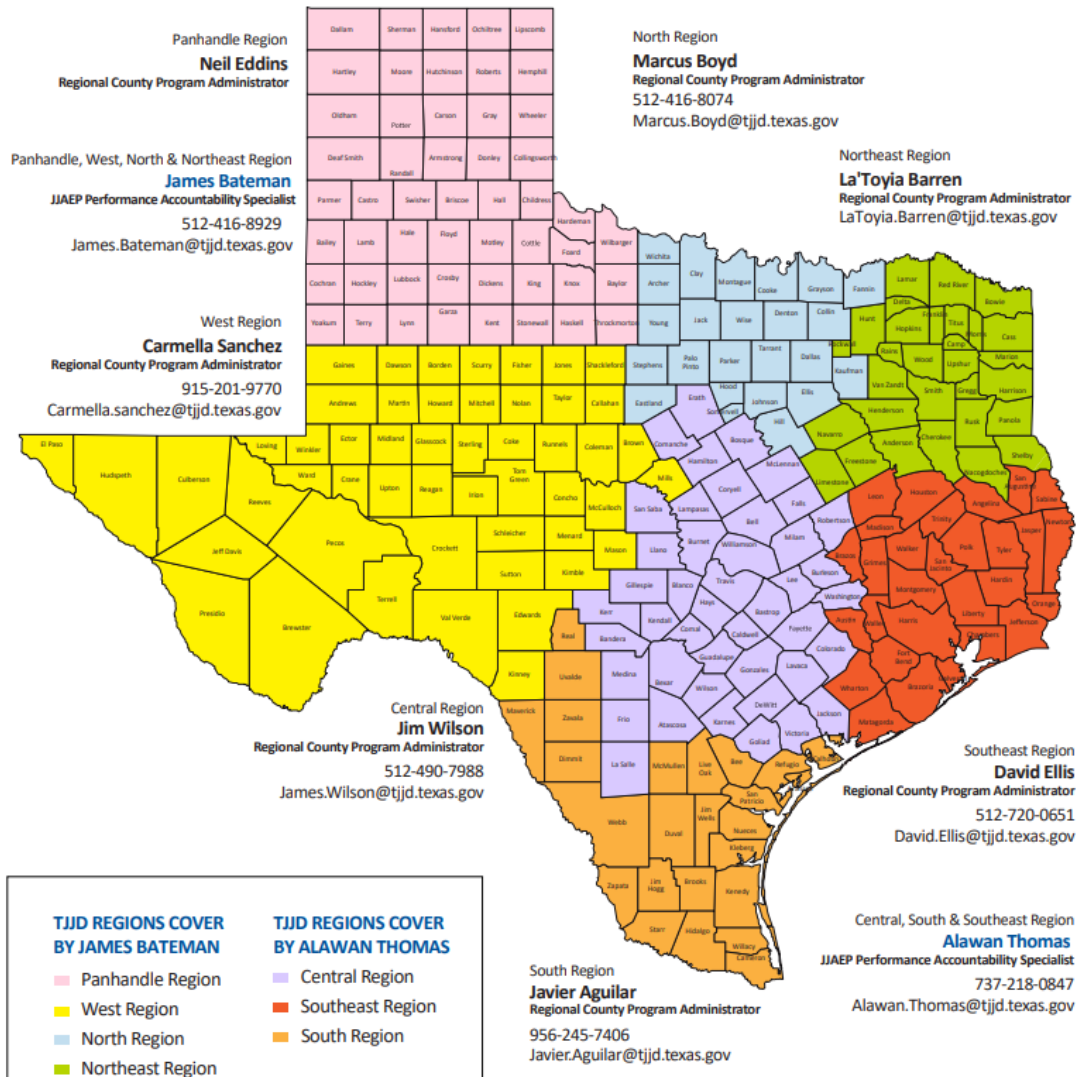


## Support Overview









# Department Support - Fiscal Team

Name	Specialties	Contact
<b><u>Caitlyn Porterfield</u></b> County Grants Fiscal Administrator	<ul style="list-style-type: none"><li>• Overall Grant Support</li><li>• Detention Reimbursements</li><li>• Fluxx Support</li></ul>	 512-490-7287  caitlyn.porterfield@tjtd.texas.gov
<b><u>Kristin Hammock</u></b> County Grants Fiscal Administrator	<ul style="list-style-type: none"><li>• Overall Grant Support</li><li>• PREA</li><li>• Fluxx Support</li></ul>	 512-490-7130  kristin.m.hammock@tjtd.texas.gov
<b><u>Tonya Gonzalez</u></b> County Grants and Fiscal Manager	<ul style="list-style-type: none"><li>• Advanced Grant Management</li><li>• Advanced Budget Management</li><li>• RDA Payments</li><li>• Grant Payments Reconciliation</li></ul>	 737-932-5482  tonya.gonzalez@tjtd.texas.gov









# State by Region











# Department Support - Regionals

Name	Region	Specialties	Contact
<b><u>Carmella Sanchez</u></b> Regional County Program Admin	West	<ul style="list-style-type: none"><li>• General Department Support</li><li>• Grant Applications</li><li>• RDA Applications &amp; Reports</li></ul>	 915-201-9770  carmella.sanchez@tjjd.texas.gov
<b><u>David Ellis</u></b> Regional County Program Admin	Southeast	<ul style="list-style-type: none"><li>• General Department Support</li><li>• Grant Applications</li><li>• RDA Applications &amp; Reports</li></ul>	 512-720-0651  david.ellis@tjjd.texas.gov
<b><u>Javier Aguilar</u></b> Regional County Program Admin	South	<ul style="list-style-type: none"><li>• General Department Support</li><li>• Grant Applications</li><li>• RDA Applications &amp; Reports</li></ul>	 956-245-7406  javier.aguilar@tjjd.texas.gov
<b><u>Jim Wilson</u></b> Regional County Program Admin	Central	<ul style="list-style-type: none"><li>• General Department Support</li><li>• Grant Applications</li><li>• RDA Applications &amp; Reports</li></ul>	 512-490-7988  james.wilson@tjjd.texas.gov

# Department Support - Regionals

Name	Region	Specialties	Contact
<b><u>La'Toyia Barren</u></b> Regional County Program Admin	Northeast	<ul style="list-style-type: none"><li>• General Department Support</li><li>• Grant Applications</li><li>• RDA Applications &amp; Reports</li></ul>	 254-292-3001  latoyia.barren @tjjd.texas.gov
<b><u>Marcus Boyd</u></b> Regional County Program Admin	North	<ul style="list-style-type: none"><li>• General Department Support</li><li>• Grant Applications</li><li>• RDA Applications &amp; Reports</li></ul>	 512-416-8074  marcus.boyd @tjjd.texas.gov
<b><u>Neil Eddins</u></b> Regional County Program Admin	Panhandle	<ul style="list-style-type: none"><li>• General Department Support</li><li>• Grant Applications</li><li>• RDA Applications &amp; Reports</li></ul>	 806-470-7417  neil.eddins @tjjd.texas.gov
<b><u>Ashley Kintzer</u></b> Director of Probation Services	All	<ul style="list-style-type: none"><li>• Advanced Department Support</li><li>• Advanced Grant Management</li><li>• Advanced Application Management</li></ul>	 512-484-9094  ashley.kintzer @tjjd.texas.gov

# Department Support – Cont.

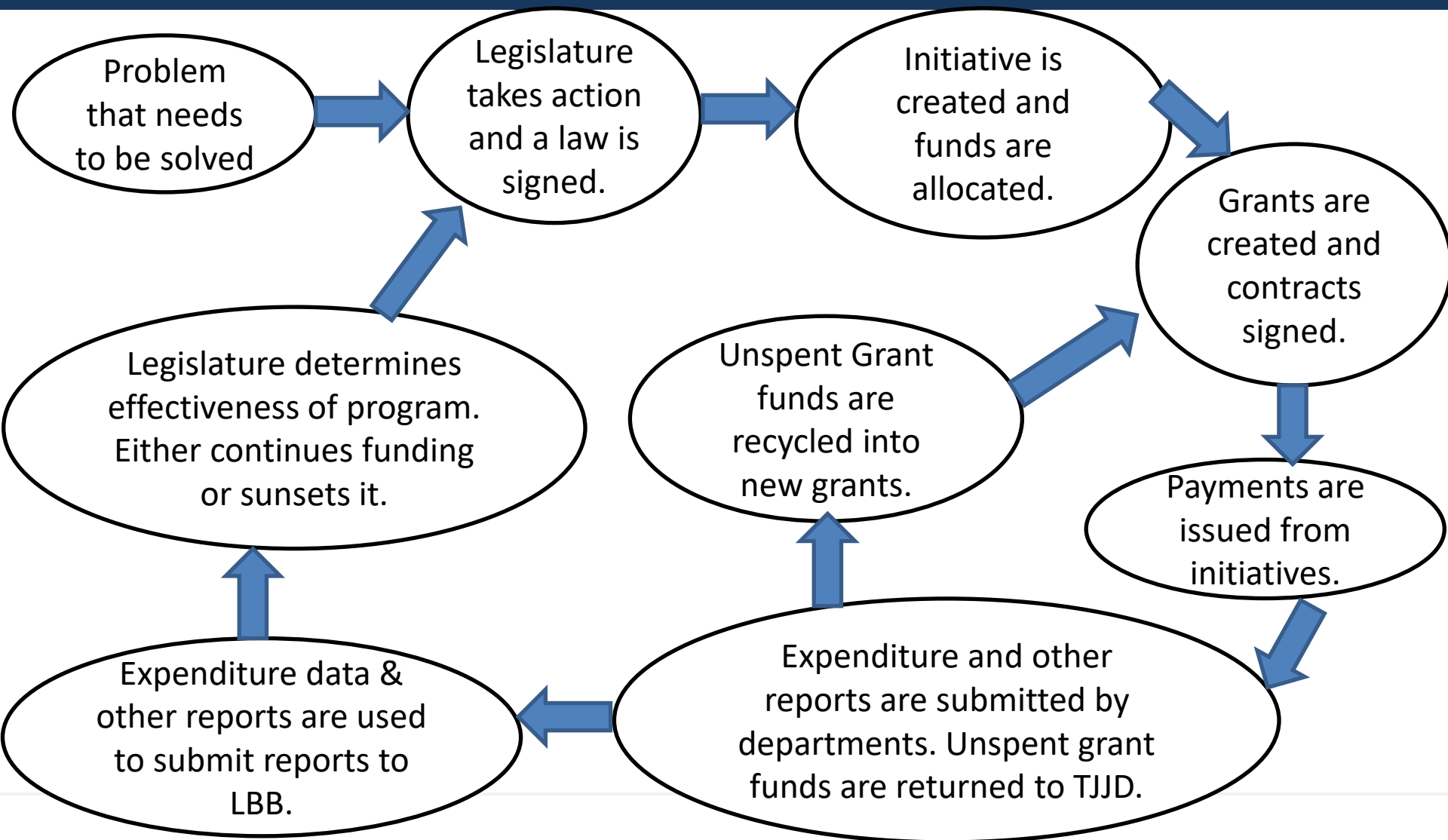
Name	Region	Specialties	Contact
<b><u>IT Support</u></b>	All	<ul style="list-style-type: none"> <li>• Systems Access</li> <li>• System Password Reset</li> <li>• General IT support not related to Fluxx (except password and access)</li> </ul>	 enterprisesupport@tjjd.texas.gov  helpdesk@tjjd.texas.gov
<b><u>Alawan (Alli) Thomas</u></b> JJAEP	Central, South, Southeast	<ul style="list-style-type: none"> <li>• General JJAEP Support</li> </ul>	 737-218-0847  alawan.Thomas@tjjd.texas.gov
<b><u>James Bateman</u></b> JJAEP	Panhandle, West, North, Northeast	<ul style="list-style-type: none"> <li>• General JJAEP Support</li> </ul>	 512-416-8929  james.bateman@tjjd.texas.gov
<b><u>Paul Alamo</u></b> Audit and Monitoring	All	<ul style="list-style-type: none"> <li>• General Audit and Monitoring Support</li> </ul>	 512-468-9269  paul.alamo@tjjd.texas.gov

# Where Do the Grant Funds Come From?



## Funding Overview

# How State Grants Get Funding (Simplified)



# Initiatives/Funding Categories

State Aid Grants					
Basic Probation Supervision	Community Programs	Pre & Post Adjudication	Commitment Diversion	Mental Health Services	TOTAL

- Funds come from initiatives set by the legislation and signed into law or are refunded unspent grant money that are recycled.
- While these still exist for the purposes of income (think of them as monthly paychecks), they are NOT budgeted individually anymore.

# Initiatives/Funding Categories – Cont.

- Basic Probation Supervision (BPS): the reporting and case planning of juveniles
- Community Programs (CP): programs and services for juveniles in the community and related costs
- Pre & Post Adjudication (PPA): placements and related costs
- Commitment Diversion (CD): diversion of juveniles from commitment to TJJD
- Mental Health Services (MHS): programs and services for sex offenders or juveniles with a mental health diagnosis

# What Grants Can We Receive?



## Grant & Programs Overview

# Grants & Programs

Most grants are managed in our Grant Management System, Fluxx.

## Grants all departments have

- State Aid
- Salary Adjustment

## Grants that can be applied for at any time by any department

- Supplemental & Emergent

## Other Grants

- DSA – Community Programs
- DSA – Residential Projects
- DSA – Special Needs Diversionary Program
- DSA – Prevention & Intervention
- DSA – Supplemental

# Grants & Programs – Cont.

## Grants very few departments have

- DIR – Harris Leadership Academy
- DIR – Front-End Multi-Systemic Therapy
- DIR – Non-Profit Vocation Pilot Program
- DSA – Border Children's Justice Project

## Grants for departments with Facilities

- DSA – Detention Expansion
- DSA – Prison Rape Elimination Act (PREA)

# Grants & Programs – Cont.

## Available but no longer in Fluxx

- Juvenile Justice Alternative Education Program (JJAEP)
  - Mandatory (Reimbursement Program)
  - Discretionary
  - Contact Alawan Thomas or James Bateman

## Reimbursement Programs in Fluxx

- Regional Diversion Alternatives (RDA)
  - Dollar for Dollar Reimbursement
  - Monthly Reports
- Contract Detention Reimbursement
  - Capped Daily Reimbursable Rate
  - Monthly Reports

# Grants & Programs – Cont.

## Budget in Fluxx but is not a Grant

- Local
  - Required to track expenditures for Match Requirements

## Defunct Grants & Programs

- DSA - Risk and Needs
  - FY 23-24 historical info in Fluxx
  - TJJD now contracts directly with Noble
- Title IV E
  - Federal Reimbursement
  - Not in Fluxx

# What Do We Have to Do?



## Grant Contract & Requirements Overview

# Grant Contract & Requirements

## Contract

- Legally binding document that must be signed by department's board and TJJD for all grants.
- Located in Fluxx
  - FY 24-25 - Executed
    - Grants > Other Approved Current Year > State Aid > Documents > State Aid Contract – Signed.pdf
  - FY 26-27 - New
    - Applications > Open > State Aid > Documents > State Aid Contract.docx

## Grant Requirements

- Emailed out to departments
- Gives specific details for each grant
- Supplemental to the contract

## TxGMS

- Backbone of the Grant Contract
- Gives guidance for anything not specifically addressed by the Grant Contract
- Available on the Comptroller's Website  
<https://comptroller.texas.gov/purchasing/grant-management/>

# Contract – Contract Period



Texas Juvenile Justice Department

## **State Aid and Targeted Grants Contract and General Grant Requirements**

This is an agreement between the State of Texas, represented by and through the Texas Juvenile Justice Department, hereinafter called "TJJD," and the juvenile board of Hunt County/Judicial District, hereinafter called "Grantee" for the period of **September 1, 2025, through August 31, 2027 ("Contract Period")**. In consideration of the mutual agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, TJJD and Grantee agree as follows:

The contract period refers to the amount of time these terms and conditions apply. The TJJD grant contract period is one biennium (2 years), unless otherwise specified, and specific terms and conditions can change from one contract to the next.

# Contract – Payment Information

## IV. OBLIGATIONS AND RESPONSIBILITIES OF TJJD.

- 4.1. **Monthly Payments.** TJJD shall make grant payments for the State Aid grant during the term of this Contract in eleven (11) monthly installments during each state fiscal year. The first payment to Grantee will be 16.7 percent of the total grant amount, and each of the remaining 10 payments shall be 8.33 percent of the total, subject to 4.2 and 4.3, below.
- 4.2. **Lump Sum Payments.** Prior to the beginning of the first year of the biennium, TJJD shall provide written notice of any subsequent allocation amounts that may be available to Grantee. TJJD shall disburse any additional funds awarded under the programs shown below in a lump sum payment.

With the exception of State Aid and Reimbursement Programs, or unless otherwise stated, grant payments will come in a lump sum to departments at the beginning of the fiscal year.

# Contract - Amendments

## Special Requests

If a Department wants to take any of the following actions, a Special Request Amendment must be entered and approved in Fluxx.

10. **Out-of-State Travel.** Costs for travel outside Texas for the purpose of visiting a juvenile in placement or providing another youth service are allowable. Costs for travel outside of Texas or the United States for training are unallowable unless a special request through the TJJD Grants Portal has been submitted by Grantee and prior written approval of the trip and projected costs for such travel has been granted by TJJD.
19. **Equipment and Other Capital Expenditures.** Capital expenditures for equipment and other capital assets are unallowable except when specifically provided for within a grant or by Department approval. Items of equipment with an acquisition cost of less than ten thousand dollars (\$10,000) are considered to be supplies and are allowable as direct costs of the grant without specific approval. The value limit as set out in this provision is subject to change. The value limit set out in TXGMS on the date of acquisition controls. As used in this section, the following terms have the meanings set forth below:

Or if a department wants to make a change in the scope of a grant that has been approved.

# **Contract - Appendix I**

## **Allowable and Unallowable Costs**

While County Grants can assist with many department expenses, there are specific guidelines as to what the State will and will not pay for. These are outlined in the Appendix section of the contract.

### **APPENDIX I**

#### **GENERAL PRINCIPLES FOR DETERMINING ALLOWABLE COSTS**

This Appendix contains general principles for determining allowable costs incurred by Grantee under grants, contracts, and other agreements with TJJD. These principles apply to all TJJD grants, except to the extent a requirement in a Targeted Grant conflicts with these general principles, in which case the Targeted Grant requirement controls. These principles highlight relevant portions of the Texas Grant Management Standards (TxGMS) and are hereby incorporated by reference.

# Contract Signature Pages

*For the faithful performance of the terms of this Contract, the parties hereto, in their capacities as stated, execute this Contract, affix their signatures, and bind themselves.*

THE STATE OF TEXAS, Acting By and Through the Texas Juvenile Justice Department

By: \_\_\_\_\_ Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Executive Director \_\_\_\_\_ Date: \_\_\_\_\_

GRANTEE, The Juvenile Board of «DEPARTMENT» \_\_\_\_\_ County

By: \_\_\_\_\_ Typed Name: \_\_\_\_\_  
(Juvenile Board Chairperson)

Title: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Typed Name: \_\_\_\_\_  
(Chief Administrative Officer)

Title: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Typed Name: \_\_\_\_\_  
(Fiscal Officer)

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## EXHIBIT "B" JUVENILE BOARD RESOLUTION

STATE OF TEXAS

COUNTY OF \_\_\_\_\_

On this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, a duly called and lawfully convened meeting of the Juvenile Board of «DEPARTMENT» County/Judicial District was held in the City of \_\_\_\_\_, pursuant to the Texas Open Meetings Act. A quorum of the Members was present, to wit:

(Insert Names of Juvenile Board Members Present)


where, among other matters, came up for consideration and adoption the following Resolution:

*Whereas*, the Texas Juvenile Justice Department has made available and offered state financial assistance monies to assist local juvenile boards in the provision of juvenile probation services and/or the operation of a pre-adjudication secure detention facility, a short-term secure detention facility (i.e., holdover), a post-adjudication secure correctional facility, or a non-secure correctional facility; and

*Whereas*, the Juvenile Board of «DEPARTMENT» County/Judicial District voluntarily wishes to participate in the aforementioned state aid grants and agrees to the binding terms in this Contract and all documents which have been incorporated into this Contract by reference; and

*Whereas*, the Juvenile Board believes that execution of the State Aid and Targeted Grants Contract for the fiscal 2022-2023 state biennium will further the interests of juvenile justice in this county and are in support of this resolution; and

*Whereas*, the Texas Juvenile Justice Department has made available and offered state financial aid monies to assist local juvenile boards in the implementation of the Progressive Sanctions Model; and

*Whereas*, the 87<sup>th</sup> Texas Legislature has appropriated state financial aid monies for community-based diversionary placements and programs and services for juvenile offenders in order to reduce commitments to the Texas Juvenile Justice Department;

*Therefore, Be It Resolved* that the Juvenile Board of «DEPARTMENT» County/Judicial District does hereby formally authorize and approve execution of the State Aid and Targeted Grants Contract for the 2022-2023 biennium.

*Further Be It Resolved* that the current Juvenile Board Chairman, \_\_\_\_\_ and his/her duly-appointed successor are hereby, authorized to sign this Resolution and any amendments pertaining to the State Aid and Targeted Grants Contract that may be subsequently ratified as the act and deed of the Juvenile Board of «DEPARTMENT» County/Judicial District.

The foregoing Resolution was lawfully moved by \_\_\_\_\_, duly seconded by \_\_\_\_\_, and duly adopted by the Juvenile Board on a vote of \_\_\_\_\_ members for the motion and \_\_\_\_\_ opposed.

These pages must be signed by the department, and returned to us for signing by our Executive Director. This “executes” the contract, making it legally binding.

# Contract Responsibilities

- Review and Sign the Contract
- Submit Timely Reports
- Regularly Check State Email
  - [countyname@tjjd.texas.gov](mailto:countyname@tjjd.texas.gov)
  - All official communications go to State Emails
- Forward Emails to Relevant Parties
- Respond Timely to Inquiries

**Chief is ultimately responsible for the contract requirements being met.**

# Failure to Meet Expectations

- Grant funds may be held entirely.
- Late reimbursement reports may not be paid.
- Late expenditure reporting may be considered unexpended funds that need to be refunded.
- Future grants may be paid on a reimbursement basis rather than lump sum or monthly.

# What Do We Need to Know to Apply?



## **Application Overview**

# Grant & Program Applications

- Different grants have different application requirements:
  - Some (State Aid, Local, etc.) are auto-loaded into Fluxx by TJJD staff before the fiscal year begins
  - Some (PREA, DSA, etc.) are applied for in Fluxx by the Department, as needed
  - S&E is applied for with the Region, and must be approved, before an application is loaded into Fluxx by TJJD staff
- All require entered budgets before the application can be fully approved into a Grant and paid out.

# Grant & Program Applications – Cont.

- The first budget entered – estimate of expenditures for the year – does not have to be perfect, just needs to budget every penny allocated.
- Budgets can be adjusted anytime by completing a Budget Adjustment Request (BAR) in Fluxx.

# Budget Funnel

Grant (State Aid, DSA, DIR, etc.) or Local



Budget (All [up to 11] Budget Categories together)



Expenditure/Budget Category (Court Intake, Direct Supervision, etc.)



Expenditure/Budget Sub-category (Salary & Fringe, Travel & Training, Operating, etc.)

# Budget/Expenditure Categories

## **Budget Category**

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Community Based Programs  
(General)

Community Based Programs  
(Mental Health)

Court Intake

Detention-Pre-Adjudication

Direct Supervision

Mental Health Assessments

Post-Adjudication (Non-Secure)

Post-Adjudication (Secure)

Residential Mental Health  
Placement

Residential Programs and  
Services

Youth Services

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- Each one has a different purpose and is tied to a funding source/initiative. Refer to Definition Document.
- Each one has 5 possible subcategories.
- Accuracy by departments allows us to accurately report to the LBB.

# Budget/Expenditure Sub-categories

- Salaries & Fringe
- Travel & Training
- Operating Expenditures
- Inter-County Contracts
  - Between your county and another
- External Contracts
  - All private providers regardless of location

# How Can We Verify Our Payments?





## Grant Payments & Reconciliation Overview

# Grant Payments

- Payments are located on our website
  - <https://www.tjtd.texas.gov/probation-services/documents/>
  - Link downloads a spreadsheet.

## Disbursements and Reimbursements

- [FY25 Disbursements](#)  ← Grant, JJAEP, and rare miscellaneous payments
  - [RDA Reimbursement payments \(beginning FY2023\)](#) 
- 
- Payments can also be reconciled against the Comptroller's Website.

# Grant Payments – Cont.

- State Aid Total Monthly payments are broken down by funding source which should equal 1/12<sup>th</sup> of total fiscal year State Aid allocation.
  - 1<sup>st</sup> payment includes September and October.
  - After that, payments are made a month ahead.
  - No payments in August.

NUMBER	DEPARTMENT	REGION	STATEAID_BPS 40050/0001	STATEAID_CP 40002/0001	STATEAID_PPA 40051/0001	STATEAID_CD 40003/0001	STATEAID_MHS 40052/0001	STATE AID TOTAL
015	BEXAR	CENTRAL	\$ 97,533.00	\$ 253,881.00	\$ 73,737.00	\$ 160,050.00	\$ 199,101.00	\$ 784,302.00

- See each month by clicking the appropriate tab on the bottom.

CHILDRESS	PANHANDLE	\$	15,827.00	\$	1,041.00	\$	4,125.00	\$	916.00	\$	666.00	\$	22,57
COCHRAN	PANHANDLE	\$	84.00	\$	541.00	\$	2,154.00	\$	2,666.00	\$	-	\$	5.44
	2SEPT	3OCT	4NOV	JJAEP(JUL-SEP24)	5DEC	JJAEP(OCT24)	6JAN	7FEB	8MAR	9AF	...	⊕	

# RDA Reimbursement Payments

- Download spreadsheet from website.
- Reports submitted in Fluxx are on spreadsheet sorted by department, then RDA number, one line per report assigned.

Report Due At Date	Authorization or Voucher Number	App #	County Num	County Name	PLMT DAYS PAID	PLMT RATE PAID	AFT DAYS PAID	AFT RATE PAID	MEDICAL / OTHER PAID	Total Payment
11/21/2023	Authorization-AY24	24-D0050	007	Atascosa						
7/29/2024	discharge	6/21/2024								
TOTAL										
12/11/2023	Nov-23	24-D0050	007	Atascosa	28	250.00				7,000.00
1/10/2024	Dec-23	24-D0050	007	Atascosa	31	250.00				7,750.00
2/9/2024	Jan-24	24-D0050	007	Atascosa	31	250.00				7,750.00
3/11/2024	Feb-24	24-D0050	007	Atascosa	29	250.00				7,250.00
4/10/2024	Mar-24	24-D0050	007	Atascosa	31	250.00				7,750.00
5/9/2024	Apr-24	24-D0050	007	Atascosa	30	250.00				7,500.00
6/6/2024	May-24	24-D0050	007	Atascosa	31	250.00				7,750.00
7/8/2024	Jun-24	24-D0050	007	Atascosa	21	250.00				5,250.00

- Each department has their own tab at the bottom.

001ANDERSON	007ATASCOSA	008AUSTIN	009BAILEY	010BANDERA	011BASTROP	019BOWIE	020BRAZORIA
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- Payments may come in a lump sum. Use this spreadsheet to reconcile.

# RDA Reimbursement Payments – Cont.

- Column T and U give Payment Details
- Yellow Line – Paid in the last cycle
- Greyish Purple Line – Not paid, amendment may be required
- No color – no change this month

VOUCHER #	PMT DATE	Additional Informat
237510	6/26/2025	
237510	6/26/2025	
		need approval

# What Reports Do We Submit?



## **Expenditure & Reimbursement Report Overview**

# Expenditure Reporting



## Comal

2025 - Local Budget

Report Type: Expenditures - 3rd Quarter

ID: LB-2025-8-46

Grant Coordinator: Caitlyn Porterfield

Program Lead: Jim Wilson

Report ID: 1579226

Due: June 30, 2025

▼ FAQ: How do I submit expenditures? NEW for FY2025

*New for FY2025!!! You now can add all of your expenditures on this report without having to select each individual budget entry!*

Once all expenditures have been entered and you are ready to submit all of them, select **Save and Close**, then select **Submit Expenditures**. You may edit your expenditures up until the expenditure close period.

► FAQ: When can I submit Expenditures?

## Details for all Expenditures To-Date

► View Expenditures by Quarter and Category (Read Only)

► Budget and Cumulative Expenditure Detail

## ▼ Input Expenditures

### 3rd Quarter Local Budget Expenditures

#### Totals

Total Expenditures for this Quarter (all Categories): \$405,357.77

Total Expenditures across all quarters: \$1,136,900.25

## Entry Window

- Q1: 12/1 - 1/15
- Q2: 3/1 - 3/31
- Q3: 6/1 - 6/30
- Q4: 9/1 - 9/30

# Expenditure Reporting

- Cash Basis – Q1, Q2, Q3
- Accrual / Encumbrance – Q4
- Trick to ensure any adjustments are included
  - Q1 – Sept 1 – Nov 30
  - Q2 – Sept 1 – Feb 28
    - minus previously reported (Q1)
  - Q3 – Sept 1 – May 31
    - minus previously reported (Q1+Q2)
  - Q4 – Sept 1 – Aug 31
    - minus previously reported (Q1+Q2+Q3)

# Expenditure Adjustments/Corrections

- Departments should be self auditing to ensure accuracy of expenditure reporting BEFORE adjustment period and Independent Audit is scheduled.
- Use later quarters and adjustment period to make corrections
  - Adjustment Period:
    - Q1, Q2, Q3 – NONE
      - Any adjustments for these quarters should be “netted out” in the following reporting period
    - Q4 (EOY) – 15 days (October 1-15)
- After October 15<sup>th</sup> departments are no longer able to make expenditure adjustments.
- Missed reporting will be considered unexpended funds.

# RDA & Detention Reimbursement Reporting

- Reports are assigned per calendar month.
  - Due dates are listed on the report.
- Reimbursements are NOT Revenue
  - Must credit back to original payment source.
  - Reduces total expenditures for that budget category
- Crossing Quarters
  - Cash basis = net out on it's own
- Crossing Fiscal Years
  - EOY = assume receipt of pending reimbursements
- Reports received late may not be paid.

# Other types of reporting

- Certification of Local Expenditures: 12/1
  - CHIEF ONLY
- Independent Audit: Due Mar 1
- EOY Program Reports: Due Oct 1
- Grant/Reimbursement Programs: Due as requested
- JCMS / EDI: Due as requested
- Research: Due as requested

# How Much Do We Have to Spend?



## Local Match Requirement Overview

# Local Match Requirement

- Find a spending balance between Local and Grant Funds
- Match Requirements listed in Fluxx > Application/Grant > Local

▼ Budget and Expenditure Summary				
Local Budget: Budget and Expenditure Summary				
Year	Match	Budgeted	Match/Budget Variance	Expended
2022-2024 (Average)	\$1,421,245.19		-\$1,421,245.19 Under Match by \$1,421,245.19	
1994	\$156,161.00		-\$156,161.00 Under Match by \$156,161.00	

- NEW FY 2026 – Benchmarks years are 1994 (as per statute) and the more recent benchmark is an average of several years.
- End of Fiscal Year Expenditures applied to Local Budget must match or exceed the larger of the two match benchmarks or waiver must be submitted, and approved.
  - If match requirement is not met, but state funds are expended, expenditure adjustments will be made to meet match requirement, and a grant refund will be due.

# What If We Don't Spend All Our Grant Money?



## Refund Overview

# Unspent Grant Money Refunds

- Any grant funds not spent are to be refunded to TJJD.
- Check due in our mailbox by Nov 1<sup>st</sup>
- Include on/with remittance check
  - Fiscal Year
  - Grant
  - If sending one check with more than one grant reimbursement, list how much to apply to each grant.
- Mail to:

Texas Juvenile Justice Department  
Attn: Fiscal – County Grants  
PO Box 12757  
Austin, TX 78711

# Questions



# How Do We Manage Our Grants?



## Overview

# What Can We Do in Fluxx?

Adjust/Amend/Create/Review/Submit/Track:

- Applications
- Budgets
- Budget Adjustment Requests (BARs)
- Contracts
- Documents
- Expenditures
- Grant & Budget Details
- Reports
- Special Request & RDA Amendments

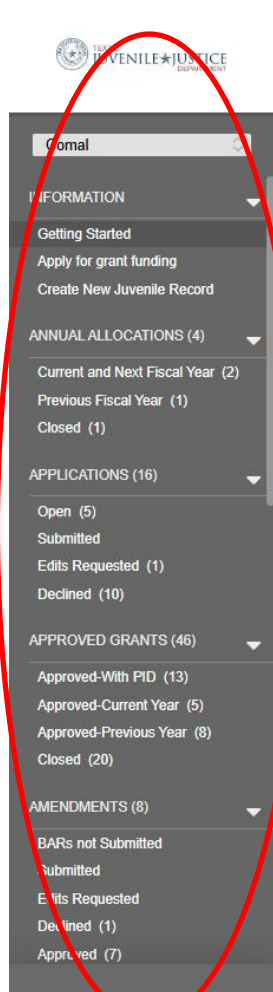
# Navigating Fluxx

## Dashboard

Used to navigate between areas of interest.

## Need Help?

Who to contact for technical help.



## Welcome to the TJJJD Grants Portal!

Submit an Application or Budget

Submit a Placement Reimbursement

Submit an Amendment

Submit Expenditures or other Reports

Edit a BAR

\* Input budgets directly on the request (applicable for any new grants, such as DSA-Supplemental) or Supplemental and Emergent

\* Start a Budget Adjustment Request directly from the request. Instructions can be found near the top of each grant record.

\* Input your Expenditures directly on a single Report.

### From this portal, you can:

- Submit and track funding applications
- View a summary of your grant allocations, budgets, expenditures, and disbursements
- Submit grant-related documents and reports
- Request grant amendments
- Review due dates and other action items
- Monitor payments

## Need Help?

- If you need help setting up a new user, modifying an existing user, or are having issues with Fluxx, please email [enterprisesupport@tjtd.texas.gov](mailto:enterprisesupport@tjtd.texas.gov).
- If you have application process or RDA reports questions, please email your regional.
- If you have fiscal questions, please email [caitlyn.porterfield@tjtd.texas.gov](mailto:caitlyn.porterfield@tjtd.texas.gov).
- If you have questions about JJAEP, please email [Alawan.Thomas@tjtd.texas.gov](mailto:Alawan.Thomas@tjtd.texas.gov) or [James.Bateman@tjtd.texas.gov](mailto:James.Bateman@tjtd.texas.gov)

# Dashboard

INFORMATION ▶

ANNUAL ALLOCATIONS (4) ▶

APPLICATIONS (16) ▶

APPROVED GRANTS (46) ▶

AMENDMENTS (8) ▶

REPORTS (195) ▶

JUVENILES (35) ▶

JUVENILE PLACEMENTS (4) ▶

REIMBURSEMENT  
REQUEST (87) ▶

BUDGET AND  
EXPENDITURES (49) ▶

DEPARTMENTS (1) ▶

PEOPLE (1) ▶

- Big Grey Bar on the Left
- Navigation – collapsible sections.
- (#) Tells you how many you have in each section
- Can toggle between departments if you have more than one, or show all at once.

# Cards and Card Details

The screenshot displays the Texas Juvenile Justice Department's system interface. On the left is a sidebar with a search bar and a list of categories: Comal, INFORMATION, ANNUAL ALLOCATIONS (4), APPLICATIONS (16), APPROVED GRANTS (46), AMENDMENTS (8), BARs not Submitted, Submitted, Edits Requested, Declined (1), Approved (7), Closed, REPORTS (195), and JUVENILES (35). The main area shows a list of cards. The first card, 'Comal 2024', is highlighted with a blue oval. It has ID: SE-2024-05151, Type: Supplemental and Emergent, and a status icon. Below it are other cards like 'Comal 2024' with ID: LB-2023-02336 and 'Comal 2024' with ID: D-2023-03654. To the right, the 'Card Details' view for the selected 'Comal 2024' card is shown, enclosed in a green oval. It includes a header with 'Comal' and '2024 Supplemental and Emergent', a table with 'Request ID: SE-2024-05151' and 'Amount Approved: \$4,348.00', and sections for 'Table of Contents', 'Organization Information', 'Application and Portal Instructions', 'Organization Information', and 'Grant Information'.

Search...

Comal  
2024  
ID: SE-2024-05151  
Type: Supplemental and Emergent  
ST

Comal  
2024  
ID: LB-2023-02336  
2/22 Match: \$836,843.52  
1/94 Match: \$156,161.00  
Type: Local Budget  
LB

Comal  
2024  
Request ID: D-2023-03654  
Regional: Jim Wilson  
DIR Salary Adjustment Grant

Comal  
ID: DET-A-2023-02594  
Program Officer: Caitlyn Porterfield  
Project Title: Comal - 2024 - Contract Detention  
Reimbursement Annual  
Amount Awarded:  
DETA

Comal  
2024  
Request ID: D-2023-03462  
Regional: Jim Wilson  
USA Community Programs - Risk and Needs  
Assessment

Comal  
2024 Supplemental and Emergent  
Request ID: SE-2024-05151  
Grant Coordinator: Caitlyn Porterfield  
Program Lead: Jim Wilson  
Amount Approved: \$4,348.00

Table of Contents

Organization Information  
Budget by Sub Category  
Budget and Expenditure Detail  
View Expenditures by Quarter and Category (Read Only)  
Documents

Application and Portal Instructions

Organization Information

Grant Information

Please use the following format to input a project title Department Name – Fiscal Year – Region – Date with no slashes or dashes (example: El Paso – 2023 – W – 04242023)  
Project Title: Comal - 2024 - Central - 06172024

## Cards

- Background turns green when selected
- One for each budget category

## Card Details

- Gives detailed information.
- Cards and Card Details change depending on the section you're in.
- Often Editable

# Card Statuses

Submitted

Edits Requested

Declined (1)

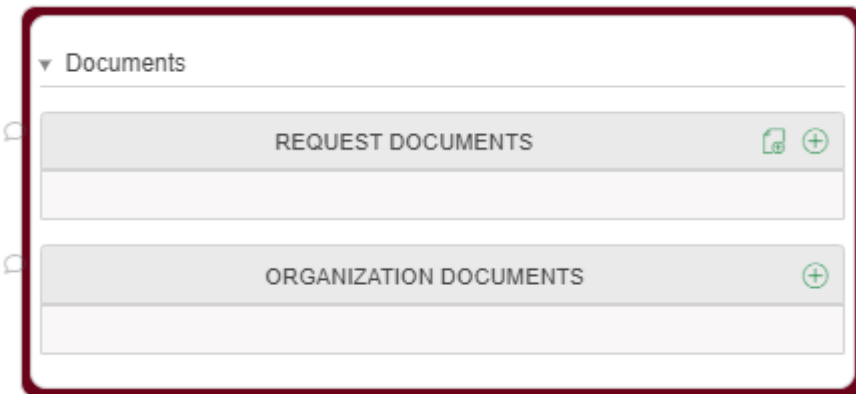
Approved (9)

Closed

- **Submitted** – The card has been sent to us for review.
- **Edits Requested** – We have reviewed the card and determined something needs to be corrected.
- **Declined** – The card has been declined.
- **Approved** – The card has been approved.
- **Closed** – The card has been closed.

# Documents

- Two different ways to upload documents:
  - **Request Documents** – these are documents that are related to a specific request only. Use this for uploading copies of Contract Documents, Special Request Supporting Docs, etc. Most commonly used.
  - **Organization Documents** – these are documents that affect the entire department, all the time. Rarely used.



# Reports

## REPORTS (195) ▼

Reports Due in 60 Days

Overdue Reports (1)

All Expenditures Current FY (23)

All Scheduled (15)

Edits Requested

Submitted

Approved (25)

Closed (71)

- **Reports Due in 60 Days** – Check here regularly.
- **Overdue Reports** – Deadline has passed and needs to be submitted as soon as possible.
- **All Expenditures Current FY** – All Expenditure Reports for this FY
- **All Scheduled** – All reports that have been assigned, regardless of length of time before due date. If you can't find a report you expect, check here.
- **Edits Requested** – Submitted report needs correction. Check here regularly.
- **Submitted/Approved/Closed** – Self Explanatory
- Approved and Closed Reports is where all pending and paid detention reimbursements will be found.
- (#) indicates number of reports in this status.
- RDA has it's own section called Reimbursement Request.

## REIMBURSEMENT REQUEST (87) ▼

Assigned

Submitted (44)

Edits Requested

Approved & Pending Payment (2)

Declined

Closed (41)

# Grant Contract Location

Before budgets can be approved, new contracts will need to be printed, signed, and re-uploaded in their entirety, not just the signature pages.

Go to: Applications > Open > State Aid > Documents

The screenshot displays a web application interface for grant management. On the left is a sidebar menu with categories like INFORMATION, ANNUAL ALLOCATIONS (4), APPLICATIONS (16), Open (5), SUBMITTED, Edits Requested (1), Declined (10), APPROVED GRANTS (46), AMENDMENTS (8), REPORTS (195), JUVENILES (35), JUVENILE PLACEMENTS (4), REIMBURSEMENT REQUEST (87), and BUDGET AND EXPENDITURES (49). The 'APPLICATIONS (16)' section is expanded, showing a list of applications. The application 'Comal 2026' with Request ID 'R-2026-15-46' and Regional 'Jim Wilson' is highlighted. This application is of Type 'State Aid' (SA) and is a 'Salary Adjustment Grant'. To the right of the application list, there is a table with columns for 'Residential Programs and Services' and 'Youth Services', each with sub-columns for ICC, EXC, SF, TT, OPE, and EXC. Below this table is a 'Documents' section with instructions on how to attach a signed State Aid Contract. The instructions include: 1. Download the unsigned State Aid Contract document from the Documents section below. 2. Print and complete the relevant sections. 3. Scan the signed documents. 4. Save the file as 'State Aid Contract -CONTRACT YEAR\_-YOUR DEPARTMENT NAME' (input the correct contract year). 5. Select the green + icon below to upload the signed State Aid Contract; once uploaded, it will appear in the documents section below and the prompt will be removed, indicating that you have completed this requirement. 6. Once finished with both your budget and have attached the signed contract, select Save and Close and then select Submit. Below the instructions, there is a 'Request Documents' section with a table showing the uploaded document 'State Aid Contract - Unsigned' (State Aid Contract - Unsigned) added at 7:04 PM on July 15, 2025.

Comal

2022-2024 (Average) Match: \$1,421,245.19  
1994 Match: \$156,161.00  
Type: Local Budget  
LB

Comal  
2026  
Request ID: R-2026-15-46  
Regional: Jim Wilson  
SAG Salary Adjustment Grant

Comal  
2026  
Request ID: D-2026-4814-46  
Regional: Jim Wilson  
DSA Community Programs - Prevention & Intervention

Comal  
2026  
ID: SA-2026-2-46  
Type: State Aid  
SA

Comal  
Juvenile: 0460009771  
Request ID: RDA-I-2025-07511  
App #: 2025  
Regional:  
Submitted On: Created On: February 25, 2025  
Anticipated Discharge Date:  
Status: Draft  
RDAI

ICC:  
EXC:

Residential Programs and Services

SF:  
TT:  
OPE:  
ICC:  
EXC:

Youth Services

SF:  
TT:  
OPE:  
ICC:  
EXC:

▼ Documents

You must attach your signed State Aid Contract prior to submitting your State Aid budget and this request form.

1. Download the unsigned State Aid Contract document from the Documents section below
2. Print and complete the relevant sections
3. Scan the signed documents
4. Save the file as **State Aid Contract -CONTRACT YEAR\_-YOUR DEPARTMENT NAME** (input the correct contract year)
5. Select the green + icon below to upload the signed State Aid Contract; once uploaded, it will appear in the documents section below and the prompt will be removed, indicating that you have completed this requirement
6. Once finished with both your budget and have attached the signed contract, select **Save and Close** and then select **Submit**.

State Aid Contract - Signed

Request Documents

State Aid Contract - Unsigned  
Added at 7:04 PM on July 15, 2025

Once the new State Aid budget is fully approved, go to: Grants > Other Approved Current Year > State Aid > Documents

# Existing Budgets

Go to: Approved Grants > Approved Current Year > Select Budget

INFORMATION ▶

ANNUAL ALLOCATIONS (4) ▶

APPLICATIONS (16) ▶

APPROVED GRANTS (46) ▼

Approved-With PID (13)

Approved-Current Year (5)

Approved-Previous Year (8)

Closed (20)

AMENDMENTS (8) ▶

REPORTS (195) ▶

JUVENILES (35) ▶

JUVENILE PLACEMENTS (4) ▶

REIMBURSEMENT REQUEST (87) ▶

BUDGET AND EXPENDITURES (49) ▶

Comal  
2025  
Request ID: D-2025-15-146  
Regional: Jim Wilson  
**DIR** Salary Adjustment Grant

Comal  
2025  
Request ID: D-2025-5-46  
Regional: Jim Wilson  
**DSA** Community Programs - Prevention & Intervention

Comal  
2025  
ID: SA-2025-2-46  
Type: State Aid  
**SA**

Comal  
2025  
ID: LB-2025-8-46  
2022 Match: \$836,843.52  
1994 Match: \$156,161.00  
Type: Local Budget  
**LB**

Comal

2025 State Aid

Request ID: SA-2025-2-46  
Grant Coordinator: Caitlyn Porterfield  
Program Lead: Jim Wilson

Amount Approved: \$787,992.00

Grant Status

Budget Due

Sent Back

TJJD Review

Active

Expenditures Due

▼ Table of Contents

[Budget and Expenditure Summary](#)  
[Budget by Sub Category](#)  
[Budget Adjustments \(BAR\) and Special Requests](#)  
[Budget and Expenditure Detail](#)  
[Documents](#)

▼ Budget and Expenditure Summary

State Aid Budget and Expenditure Summary

Program	Allocated	Budgeted	Expended
State Aid	\$787,992.00	\$787,992.00 Within Range	\$564,053.64 Within Range

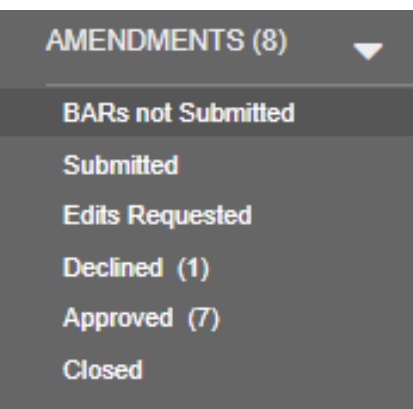
# Existing Budgets – Cont.

## Submit Budget Adjustment Request (BAR)



From the Approved Grants section, budget adjustment requests (BARs) can be submitted to update the budget to better match expenditures.

See separate document for step by step on how to submit a Budget Adjustment Request (BAR).



BARs that are started but not submitted are located under Amendments > BARs not Submitted. These can be edited, but to submit, go back to the Approved Grants section and click the Submit BAR button on the bottom right.

**Submit BAR**

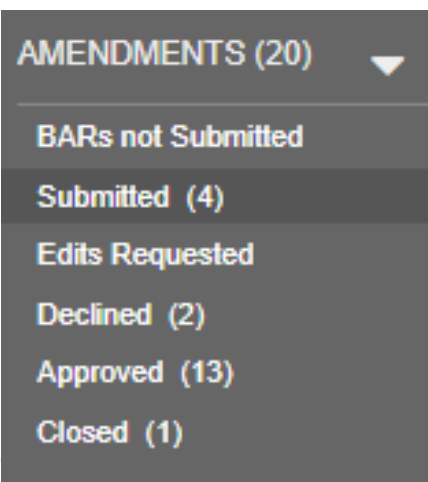
# Existing Budgets – Cont.

## Submit Special Request Amendment



From the Approved Grants section, Special Requests can be submitted.

See separate document for step by step on why and how to submit Special Requests.



All amendments show up in the Amendments section with their own card per amendment.

# Existing Budgets – Cont.

## Submitted Special Requests and BARs

your BAR

- Your Approved Budget on this page will not reflect your BAR amounts until the BAR has been approved
- To edit a BAR or Special Request that has not yet been approved, navigate to the Amendments menu on the left-hand side of the portal
- You can not submit expenditures while you have an open/pending BAR

▼ **BAR History**

Submitted	Type	Total	Status
-----------	------	-------	--------

► **Special Request History**

has been approved

- To edit a BAR or Special Request that has not yet been approved, navigate to the Amendments menu on the left-hand side of the portal
- You can not submit expenditures while you have an open/pending BAR

► **BAR History**

▼ **Special Request History**

Submitted	Type	Status
-----------	------	--------

*Note: Special Requests created prior to April 9, 2025 can be found in the Amendments menu from the portal level navigation.*


Submitted Special Requests and BARs can be reviewed on the Approved Grant section.

# Existing Budgets – Cont.

## Review Budget Vs Expenditures Entered

Court Intake	SF: \$145,500.00 TT: OPE: ICC: EXC: <b>TOTAL:</b> \$145,500.00	SF: \$107,978.16 TT: OPE: ICC: EXC: <b>TOTAL:</b> \$107,978.16
Detention-Pre-Adjudication	SF: TT: OPE: ICC: \$141,210.00 EXC: <b>TOTAL:</b> \$141,210.00	SF: TT: OPE: ICC: \$131,210.00 EXC: <b>TOTAL:</b> \$131,210.00
Direct Supervision	SF: \$354,952.76 TT: OPE: ICC: EXC: <b>TOTAL:</b> \$354,952.76	SF: \$301,723.23 TT: OPE: ICC: EXC: <b>TOTAL:</b> \$301,723.23

# New Application - Budgets



Search...

**San Patricio - 36th JD**  
2026  
ID: LB-2026-8-205  
2022-2024 (Average) Match:  
\$2,171,655.49  
1994 Match: \$185,190.00  
Type: **Local Budget**  
**LB**

**San Patricio - 36th JD**  
2026  
Request ID: D-2026-482-205  
Regional: Javier Aguilar  
**DSA** Community Programs -  
Special Needs Diversionary  
Project

**San Patricio - 36th JD**  
2026  
Request ID: R-2026-15-205  
Regional: Javier Aguilar  
**SAG** Salary Adjustment Grant

**San Patricio - 36th JD**

**2026 Local Budget**

ID: LB-2026-8-205  
Grant Coordinator: Tonya Gonzalez  
Program Lead: Javier Aguilar

**Budget Status**

Budget Due	Sent Back	TJJJ Review	Active	Closed
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▼ Table of Contents

[Budget and Expenditure Summary](#)  
[Input Budget](#)  
[Budget by Sub Category](#)  
[Documents](#)

Please refer to video instructions provided to county emails.

# Questions

