



Brazos County, Texas
Questionnaire for Outside Agency
2011-2012

This questionnaire represents the Brazos County Commissioners Court's efforts to compile sufficient information on an Outside Agency so that an adequate assessment and evaluation of the agency, its programs and its needs can be evaluated for the Commissioners Court records. The word "Agency" will be used where possible and will also mean organization, order, corporation, association and individual. The information provided should only apply to the agency that serves Brazos County. Please answer all questions that are pertinent and to the best of your knowledge. If your agency is not yet established, please attempt to provide reasonable estimates.

NOTE: Completed questionnaire and all supporting documentation should be returned to Irene Jett, Budget Officer, 200 South Texas Avenue, Suite 331, Bryan, Texas 77803 (or via email to ijett@co.brazos.tx.us) by **Friday, May 20, 2011**. Call 979-361-4590 if you have any questions.

Section I. General Information

- A. Date: _____
- B. Agency Name: _____
- C. Agency Address: _____
- D. Telephone Number: _____ Fax Number: _____
- E. Name of Director: _____
- F. Email Address: _____
- G. Date agency was established: _____
- H. Number of Employees/Staff: _____
- I. Salaries of Top Two Highest ranking executives:

Name:	Title:	Salary:
_____	_____	_____
_____	_____	_____

Section II. Request for Funding

A. Is this your initial request for funding? Yes _____ No _____

B. If no, please fill out the following information:

Amount of Brazos County funding appropriated in FY 2007 - 2008: \$ _____

Amount of Brazos County funding appropriated in FY 2008 - 2009: \$ _____

Amount of Brazos County funding appropriated in FY 2009 - 2010: \$ _____

Amount of Brazos County funding appropriated in FY 2010 - 2011: \$ _____

C. What was the nature of these requests and what action did the Court take? Please use additional sheets if necessary.

D. How does your agency use funding from Brazos County?

- | | |
|-------------------------|--------------------|
| _____ Personnel | _____ Training |
| _____ Operating Expense | _____ Debt Service |
| _____ Capital Equipment | _____ Other: _____ |
| _____ Training Expense | |

E. What is the amount of your current request for funds? \$ _____

1. Please explain in detail what the above amount will be used for.

G. If these funds are to be used as a local match for Federal or State assistance, please specify:

1. The name of the program being applied for:

2. Name, address and phone number of funding agency:

3. Total amount being requested from the funding agency:

4. Total amount being committed by your agency:

\$

5. Will commitment be in cash, in kind or both?

6. How long is the funding available for the program?

H. List other anticipated sources of funding, funding amount and status of request?

SOURCE	AMOUNT	STATUS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Section III. Required Documentation (Please attach all that apply)

- A. ___ Copy of Current Audited Financial Statements
- B. ___ Copy of Current Operating Budget for FY10-11
(Only if you received Brazos County Funding in the current fiscal year)
- C. ___ Copy of Proposed Operating Budget for FY11-12
- D. ___ Copy of 501c Form/Articles of Incorporation
(Not required if submitted with a previous funding request)

Your complete request for funding, with all required documents, should be submitted with one set of originals and nine (9) assembled copies by **Friday, May 20, 2011**. If any of your budget request documents are color coded, then all assembled sets should include color printouts of those documents.

If you have any questions throughout the budget review process, please contact Irene Jett at 361-4590 or e-mail at ijett@co.brazos.tx.us