



HARRIS COUNTY, TEXAS

Office of Management and Budget 1001 Preston; Suite 500 Houston, TX 77002 713-274-1135
Grants Coordination Section - Conveyance Form Application Award

☐☒

Department Name / Number

DUNs

Grant Title

| | | |
|--|--|-------------------------------|
| County Attorney - 510 | JFMKAENLGN81 | Title IV-E Legal Services '25 |
| Funding Source: U.S. Department of Health & Human Services: CFDA# 93.658 | Grant Agency: Texas Department of Family and Protective Services | |
| Program Year: 28 th | Program Ending: | |
| Grant Begin Date: 10/01/2024 | Grant End Date: 09/30/2025 | |
| Grant Org. Key: | If applicable, Prior Year Org. Key: 100001000001521 | |

Grant Description:

Title IV-E is a subpart of Title IV of the federal Social Security Act. This program provides federal reimbursement to states for the costs of children placed in foster homes or other types of out-of-home care under a court order or voluntary placement agreement. Title IV-E benefits are an individual entitlement for qualified children who have been removed from their homes. The Texas Department of Family and Protective Services makes Title IV-E funds available to counties to increase the amount of legal staff and services available to process child welfare cases.

| | Total Budget | Grant Funded | County Funded |
|---------------------------|-----------------|----------------|-----------------|
| Salary & Benefits | \$11,874,829.99 | \$2,031,189.67 | \$9,843,640.32 |
| Non-Labor | \$1,266,914.65 | \$230,021.57 | \$1,036,893.08 |
| Sub Tot. Incremental Cost | \$13,141,744.64 | \$2,261,211.24 | \$10,880,533.40 |
| Indirect Cost | \$3,678,374.33 | \$629,185.93 | \$3,049,188.40* |
| TOTALS | \$16,820,118.97 | \$2,890,397.17 | \$13,929,721.80 |

* under development

Full Time Equivalent Positions

Date Guidelines are Available

% of Positions Paid by Grant

Grant Submittal Deadline Date

Grant Discussion:

The application for this renewal was not presented to Court by the Department. The County Attorney's Office is eligible for partial reimbursement of administrative costs incurred in the provision of legal services for foster children. Calculation of the reimbursement amount is based on a combination of actual expenses, the Federal reimbursement rate, and the Title IV-E population rate. The population rate is based on an estimate of the number of County children in the State's care. The County is also allowed to recapture indirect costs as a percentage of salaries paid to Title IV-E workers. The match is that portion of the total costs which is not reimbursed by the grantor.

County Funded Cost Projection

| Year | Required | Discretionary |
|------|---------------|---------------|
| 2025 | 13,929,721.80 | - |
| 2026 | - | - |
| 2027 | - | - |
| 2028 | - | - |
| 2029 | - | - |

Completed by: Michael Mattingly Mattingly, Mike

Date: 9/9/24

Reviewed by: Jennifer Blee

Date: 09/10/24

ORDER

STATE OF TEXAS

COUNTY OF HARRIS

On this, the 19th Day of September 2024, the Commissioner's Court of Harris County, Texas sitting as the governing body of Harris County, upon motion of Commissioner _____, seconded by Commissioner _____, duly put and carried,

IT IS ORDERED that County Judge Lina Hidalgo or her designee by hereby authorized to approve, and on behalf of Harris County, Texas, to approve the budget to be submitted in connection with a grant award from the Texas Department of Family and Protective Services in the following amount:

TITLE IV-E LEGAL SERVICES '25

| | |
|-----------------------------|------------------------------|
| Amount Awarded: | \$2,890,397.16 |
| Discretionary Match: | \$13,929,721.80 |
| Total: | \$16,820,118.97 |
| Grant Period: | 10/1/2024 – 9/30/2025 |

Budget for Title IV-E
County Legal Services Contract

CLIVE Summary

Please select your County and Budget Effective Date from drop down boxes below.

County: HARRIS COUNTYContract Number: HHS000285100017Budget Effective Date: 10/1/2024-9/30/2025

| Cost Category | Estimated Total Expenses Allocable to Title IV-E | Total Anticipated Federal Reimbursement* | Total Anticipated County Match |
|--|---|---|--------------------------------|
| A. Administration | | | |
| A.1. Direct Personnel Salaries | \$8,297,630.52 | \$1,419,309.70 | \$6,878,320.82 |
| A.2. Direct Personnel Fringe Benefits | \$3,577,199.47 | \$611,879.97 | \$2,965,319.50 |
| A.3. Direct Personnel Travel | \$22,317.75 | \$3,817.45 | \$18,500.30 |
| A.4. Direct Materials and Supplies | \$360,601.40 | \$61,680.87 | \$298,920.53 |
| A.5. Direct Equipment | \$40,000.00 | \$6,842.00 | \$33,158.00 |
| A.6. Direct Other Costs | \$766,148.00 | \$131,049.62 | \$635,098.38 |
| Total Administration | \$13,063,897.14 | \$2,234,579.61 | \$10,829,317.54 |
| B. Training | | | |
| B.1. Title IV-E Training (75%) | \$0.00 | \$0.00 | \$0.00 |
| B.2. Title IV-E Fostering Connections Training (75%) | \$0.00 | \$0.00 | \$0.00 |
| B.3. Non-Title IV-E Training (50%) | \$77,847.50 | \$26,631.63 | \$51,215.87 |
| Total Training | \$77,847.50 | \$26,631.63 | \$51,215.87 |
| C. Indirect Costs (if applicable) | | | |
| Total Indirect Costs | \$13,141,744.64 | \$3,678,374.32 | \$629,185.93 |
| Grand Total | \$16,820,118.97 | \$2,890,397.16 | \$13,929,721.80 |

*Estimated Federal Reimbursement for expenses based on Eligible Population Rate (EPR) during 2nd quarter of the preceding fiscal year. Actual reimbursement will be based on EPR in effect for the county during the month in which expenses were incurred.

34.21%

Indirect Cost Rate, if applicable (attach a copy of the approved Certificate of Indirect Costs):

27.99%

Contractor Certification



Signature



Date

Printed Name & Title

Refer to Title IV-E Financial Handbook for additional information:
http://www.dfps.state.tx.us/handbooks/Title_IV-E_County/default.asp
End of worksheet

last updated 7/30/24

**Budget for Title IV-E
County Legal Services Contract**

A.1. Direct Personnel Salaries

County: HARRIS COUNTY

Contract Number: HHS000285100017

Budget Effective Date: 10/1/2024-9/30/2025

| Position or Title | Monthly Salary | % of Time Spent on IV-E Activities | Number of Months of Service | Estimated Total Expense* (BxCxD) |
|------------------------------|----------------|---------------------------------------|-----------------------------------|--|
| Administrative Assistant II | \$24,704.81 | 100% | 12 | \$296,457.72 |
| Administrative Assistant III | \$23,203.87 | 100% | 12 | \$278,446.48 |
| Administrative Assistant IV | \$15,267.81 | 100% | 12 | \$183,213.68 |
| Administrative Assistant V | \$24,410.47 | 100% | 12 | \$292,925.62 |
| Attorney III | \$22,931.42 | 100% | 12 | \$275,176.98 |
| Attorney IV | \$70,946.33 | 100% | 12 | \$851,355.96 |
| Attorney VI | \$166,174.97 | 100% | 12 | \$1,994,099.64 |
| Attorney VII | \$101,375.15 | 100% | 12 | \$1,216,501.78 |
| Coordinator IV | \$9,289.87 | 100% | 12 | \$111,478.38 |
| Legal Investigator III | \$35,065.93 | 100% | 12 | \$420,791.18 |
| Manager V | \$20,019.20 | 100% | 12 | \$240,230.38 |
| Paralegal I | \$23,772.00 | 100% | 12 | \$285,263.94 |
| Paralegal II | \$129,921.13 | 100% | 12 | \$1,559,053.60 |
| Senior Paralegal | \$24,386.27 | 100% | 12 | \$292,635.19 |
| | | | | \$0.00 |

**Budget for Title IV-E
County Legal Services Contract**

| | | | | | |
|---|--|--|--|--|-----------------------|
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| Total Direct Personnel Salaries: | | | | | \$8,297,630.52 |

*estimated total cost for Title IV-E related activities

Refer to Title IV-E Financial Handbook for additional information:

http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.asp

End of worksheet

Budget for Title IV-E County Legal Services Contract

A.2. Direct Personnel Fringe Benefits

County: HARRIS COUNTY

Contract Number: HHS000285100017

Budget Effective Date: 10/1/2024-9/30/2025

| Type of Fringe Benefits | Estimated Total Expense* |
|--|-----------------------------|
| Social Security | \$496,198.33 |
| Medicare | \$116,166.83 |
| Healthcare | \$1,613,980.00 |
| Worker's Compensation | \$73,019.15 |
| Unemployment | \$8,297.63 |
| Retirement | \$1,269,537.53 |
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| | |
| Total Direct Personnel Fringe Benefits: | \$3,577,199.47 |

*estimated total cost for Title IV-E related activities

Refer to Title IV-E Financial Handbook for additional information:

http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.asp

End of worksheet

http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.asp

**Budget for Title IV-E
County Legal Services Contract**

End of worksheet

**Budget for Title IV-E
County Legal Services Contract**

A.6. Direct Other Costs

County: HARRIS COUNTY

Contract Number: HHS000285100017

Budget Effective Date: 10/1/2024-9/30/2025

| Other Costs (description) | Estimated Total Expense* |
|--|-----------------------------|
| Expert witness fees | \$50,000.00 |
| Professional membership fee | \$17,920.00 |
| Daily court review | \$25,520.00 |
| Litigation expenses | \$95,000.00 |
| Lawbase software | \$14,600.00 |
| Cell Phone Services | \$45,408.00 |
| Parking | \$67,700.00 |
| Harris County Constable Pct. 1 Investigators | \$450,000.00 |
| | |
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| | |
| | |
| | |
| Total Direct Other Costs: | \$766,148.00 |

*estimated total cost for Title IV-E related activities

Refer to Title IV-E Financial Handbook for additional information:

http://www.dfps.state.tx.us/handbooks/Title_IV_E_County/default.asp

End of worksheet

B.1. Title IV-E Training (75%)

[illegible]

End of worksheet

**Budget for Title IV-E
County Legal Services Contract**

B.2. Title IV-E Fostering Connections Training (75%)

County: HARRIS COUNTY

Contract Number: HHS000285100017

Budget Effective Date: 10/1/2024-9/30/2025

[illegible]

*estimated amount allocable to Title IV-E

NOTE: Form 9321 Training Expense Documentation Form must be submitted to DFPS for review/approval by Federal Funds prior to training.

Refer to Title :V-E Financial Handbook for additional information:

http://www.dfr.state.tx.us/handbooks/Title_IV/County/default.asp

End of worksheet

**Budget for Title IV-E
County Legal Services Contract**

B.3. Non-Title IV-E Training (50%)

County: HARRIS COUNTY

Contract Number: HHS000285100017

Budget Effective Date: 10/1/2024-9/30/2025

[illegible]

*estimated amount allocable to Title IV-E

NOTE: Form 9321 Training Expense Documentation Form must be submitted to DFPS for review/approval by Federal Funds prior to training.

Refer to Title IV-E Financial Handbook for additional information:

[http://www.dfps.state.tx.us/handbooks/Title IVE County/default.asp](http://www.dfps.state.tx.us/handbooks/Title%20IVE%20County/default.asp)

End of Worksheet

Budget for Title IV-E
County Legal Services Contract

Budget Narrative

County: HARRIS COUNTY

Contract Number: HHS000285100017

Budget Effective Date: 10/1/2024-9/30/2025

Note: Each cell is limited to 1024 characters in order for word wrap to function properly. If you need to type more than 1024 characters, you will have to either manually insert a return at the end of each line (Alt-Enter) or go to the next row/cell below to type the remaining text.

Clearly describe each expense to be incurred and billed to this contract, including justification for expense.

Refer to Title IV-E Financial Handbook for additional information:

http://www.dfps.state.tx.us/handbooks/Title_IV-E_County/default.asp

A. Administration

A.1. Direct Personnel Salaries

Attorneys - Supervising Attorney - The County Attorney is ultimately responsible for the work done by his assistants, paralegals, and administrative assistants. He is an elected official who is not required to have a timesheet. He, along with the First Assistant County Attorney, monitors the Child Protective Services Division (CPS Division). The County Attorney is mandated by statute to represent DFPS. The CPS Division is directly managed by a Managing Counsel who supervises two Division Directors within the Division, and the two Division Directors manage all other employees. The Managers handle CPS matters, while overseeing and management of case related issues and employment issues for all assistant county attorneys, paralegals and administrative assistants who work in the CPS Division on DFPS related matters. The Managers handle day-to-day issues within the division, interface with Texas Department of Family and Protective Services (DFPS) personnel & leadership, Judges, the Mediation Program, tele-legal conferencing, case worker education, visitors from around the state, and work with state and county funding and community groups, as well as go to court for DFPS. Currently there are thirty (30) attorneys assigned to handle CPS cases in Harris County. They handle a case from its inception as an emergency until a final decision is reached regarding the child and through appeal. Administrative Staff - There is one (1) administrative Division Director who manages all paralegals and support staff (administrative assistants). The Administrative Division Director assists in ensuring that the sections run smoothly and efficiently and serves as the liaison between the CPS Division of the HCAO and the Operations Division of the HCAO. The administrative staff is comprised of paralegals and administrative assistants who manage all files; interface with other state agencies in an effort to retrieve necessary documents for all cases; type all documents, pleadings, and e-file all documents associated with legal files for DFPS, cover the reception desk and answer the phones; order supplies and equipment; report copier, computer, printer and other equipment concerns to the County Attorney's Office's Help Desk; pick up and deliver mail, timesheets and other documents from the Children's Assessment Center and main downtown office and courthouses; and track and monitor discovery and oversee redacting of CPS documents responsive to discovery requests. There are fifty-one (51) administrative staff, including paralegals, word processors, and file clerks. Paralegals are assigned to assist the attorneys with CPS cases. The paralegals are responsible for calendaring deadlines, answering discovery requests, citations, publications, assisting with trial preparation and investigation, coordinating mediations, redacting CPS records and handling mail. The word processors are responsible for typing emergency petitions, notices and other documents, and the file clerks are responsible for outgoing mail and filing. Investigators - There are currently four (4) investigators who do background checks and investigations as requested, serve process, serve subpoenas, and provide protective detail for attorneys and DFPS clients during court hearings against violent parents/children.

Each employee is issued a cell phone to perform the work estimated at \$50.00 each. Timesheets - Timesheets are maintained for all employees, but not the elected County Attorney. For those employees that expend 100% of their effort on this contract, a certification statement to that effect will be made monthly in accordance with OMB Circular A-87 and TDFPS policies.

A.2. Direct Personnel Fringe Benefits

Fringe benefits are allocated per employee based on county benefits for employees. Only those benefits normally paid or provided to all county employees are included.

A.3. Direct Personnel Travel

Mileage and Parking - Employees working on CPS cases receive mileage as necessary for travel to and from court, mediations, depositions, and any other travel directly related to CPS cases and business. Mileage reimbursement will be according to state regulations of \$0.56 per mile. Currently Harris County reimburses at \$0.575 per mile. We will make certain that we do not exceed the state regulations of \$0.56 per mile in this budget year. Employees are also reimbursed for parking associated with court hearings, mediations, legal training and meetings regarding CPS cases and business. Vehicles - The four (4) investigators each drive a county vehicle. The Harris County Attorney's Office paid for the purchase of these four (4) vehicles outright so there is no longer a lease experience. The maintenance, repairs, and fuel for four (4) vehicles will be included in the reimbursable portion of the expenses.

A.4. Direct Materials and Supplies

Office Supplies - Office supplies are ordered as needed and will include items used in the daily course of business such as copier paper, legal pads, pens, pencils, highlighters, staplers, staples, scotch tape, scissors, post-it notes, file folders, calendars, stationery, envelopes, stamps and ink pads, notary supplies, file storage boxes and many other supplies necessary for the efficient performance of duties. Documentation for these costs is maintained and may be reviewed.

Library Materials - Library materials will include periodicals, law books and copying expenses at the law library. Documentation for these costs is maintained and may be reviewed. Computers - The office purchases computers; monitors; and software as needed. Current office computers are nearing the end of life and replacement is anticipated within the next fiscal year. The anticipated cost of replacement is 162,000.00

A.5. Direct Equipment

Copiers - The office leases copiers for legal staff to make copies of necessary documents for court.

Printers - Printers are purchased as needed.

Scanners - Scanners are purchased as needed.

Fax Machines - Fax machines are purchased as needed.

A.6. Direct Other Costs

**Budget for Title IV-E
County Legal Services Contract**

Fees and Services - Fees and services include repairs for printers, notary commissions, LawBase and support, and monthly phone utility expense.

Litigation Expenses - Litigation expenses are approximately \$95,000.00 per year include but are not limited to the following:

publication costs, depositions, databases, interpreters, witness subpoenas, expert witness costs and travel, substance abuse and DNA testing, cost of service and the cost of obtaining medical records and other records as needed for CPS cases.

Temporary Personnel Service - Temporary personnel are hired to fill positions that become vacant and to assist with the ever increasing number of CPS cases.

Expert Witness - doctors and nurses will be used to review medical records to assist in explaining medical terms and validate recommendations of DFPS associated doctors and nurses in relation to medical abuse cases.

B. Training

B.1. Title IV-E Training (75%)

n/a

B.2. Title IV-E Fostering Connections Training (75%)

n/a

B.3. Non-Title IV-E Training (50%)

Due to the changes in the family law statutes, the filing of sanctions against DFPS more often, and the need to be specifically trained in the area of child welfare to successfully represent DFPS on a consistent basis all assistant county attorneys and paralegals will be attending Title IV-E Training to become more knowledgeable of the application process and insure the office maintains compliance. Attorneys and paralegals attend seminars and training classes throughout the year to maintain certifications and keep abreast of new developments, practices, policies, and changes in law that may impact the handling of CPS cases. Examples of training classes and seminars attended annually are: Houston Paralegal Association Annual CLE, Annual Child Protection CLE, the Texas District and County Attorneys' Annual "Crimes Against Children" seminar and training course and the Texas District and County Attorneys' Prosecutor Management Training Institute.

C. Indirect Costs (if applicable)

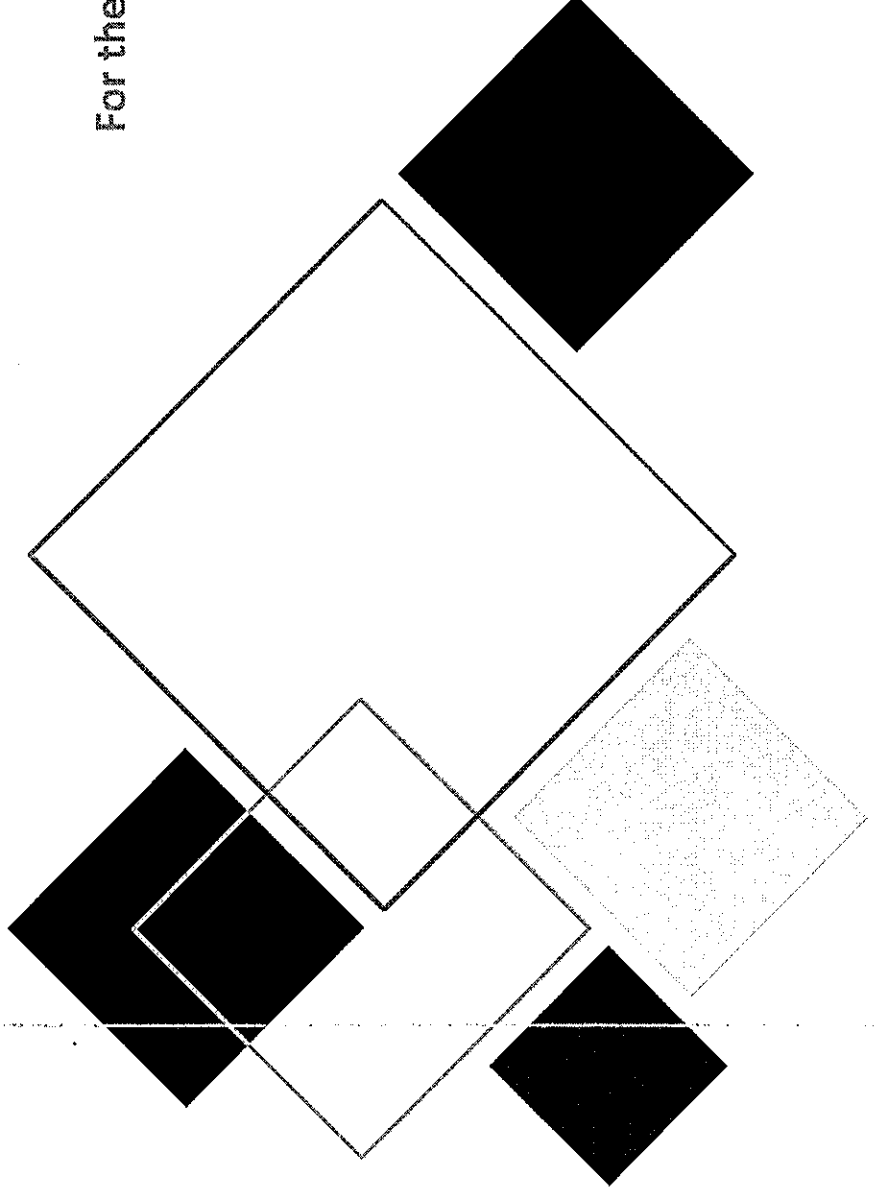
Indirect costs represent the expenses of Harris County related to the prosecution of the child welfare cases in this county that are necessary for the general operation of the organization and the conduct of activities it performs in furtherance of that goal.

End of worksheet

HARRIS COUNTY, TEXAS

2 CFR PART 200 ALLOCATION PLAN

AND INDIRECT COST RATES



Based on Actual Expenditures
For the Fiscal Year Ended February 28, 2022



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SECTION 2. CERTIFICATE OF COST ALLOCATION

SECTION 2. CERTIFICATE OF COST ALLOCATION

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal to establish final indirect cost rates based on the fiscal year ending February 28, 2022 are allowable in accordance with the requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the federal government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Governmental Unit: _____

Signature: _____

Name of Official: _____

Title: _____

Date of Execution: _____

2 CFR Part 200 Cost Plan
ACTUAL FY2022 EXPENDITURES
COUNTYWIDE RATES BY DEPARTMENT

| Department | Total Allocated Indirect | Direct Salaries | 2022 Indirect Cost Rate |
|---|--------------------------|-----------------|-------------------------|
| 601 Community Supervision and Corrections | 7,703,778.63 | 27,268,785.49 | 28.25% |
| 605 Pretial Svcs | 1,596,399.66 | 8,377,219.06 | 19.06% |
| 700 District Courts | 9,638,376.88 | 19,519,069.95 | 49.38% |
| 821 Agrilife Extension Service | 337,402.67 | 560,134.09 | 60.24% |
| 840 Juvenile Probation | 12,822,287.98 | 59,047,571.57 | 21.72% |
| 841 Juvenile Probation JJAEP | 411,657.52 | 2,656,099.73 | 15.50% |
| 842 Juvenile Probation TRIAD | 4,586.08 | - | 0.00% |
| 845 Sheriffs Civil Service | 74,009.67 | 170,070.52 | 43.52% |
| 880 Protective Services | 6,416,245.00 | 18,976,686.52 | 33.81% |
| 885 Childrens Assessment Center | 687,983.75 | 5,218,967.03 | 13.18% |
| 930 1st Court of Appeals | 1,276,743.50 | 134,504.78 | 949.22% |
| 931 14th Court of Appeals | 1,262,001.11 | 134,117.10 | 940.97% |
| 940 County Courts | 2,793,380.69 | 12,143,937.26 | 23.00% |
| 945 Managed Assigned Counsel | 93,667.45 | 1,396,404.81 | 6.71% |
| 950 Bail Bond Board | 1,897.71 | - | 0.00% |
| 991 Probate Court I | 183,526.60 | 1,088,294.02 | 16.86% |
| 992 Probate Court II | 180,268.27 | 1,077,707.69 | 16.73% |
| 993 Probate Court III | 249,857.17 | 2,027,853.59 | 12.32% |
| 994 Probate Court IV | 180,446.95 | 1,159,220.69 | 15.57% |
| Historical Commission | 1,092.03 | - | 0.00% |
| Ryan White | 36,342.69 | 239,660.00 | 15.16% |
| HC OHSEM | 1,562,609.93 | 3,187,753.00 | 49.02% |
| Harris County Housing Authority | 29,683.90 | - | 0.00% |
| Joint Commission on Children | - | - | 0.00% |
| Diversions Program | - | - | 0.00% |
| Fleet Services ISF | 1,933,402.49 | 3,810,126.00 | 50.74% |
| HR/Risk ISF | 475,922.77 | 1,114,506.84 | 42.70% |
| Central Radio ISF | 1,074,671.03 | 3,217,944.00 | 33.40% |
| PID Permits | - | - | 0.00% |
| CAO Title IV-E | - | - | 0.00% |
| CAO State GPS | 1,511,973.32 | 5,401,882.42 | 27.99% |