

Gwen J. Sims, MEd, RD, LD
Interim Executive Director



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April 16, 2021

The Honorable Judge Lina Hidalgo
and Commissioners Court
Harris County Administration Building
1001 Preston, Room 938
Houston, Texas 77002

Dear Court Members:

We respectfully request permission for Harris County Public Health (HCPH) to accept the amendment from Houston Endowment / Healthy Living Matters. The purpose of this amendment is to change the funding period effective April 01, 2021 ending August 30, 2022.

We also request permission to extend 2 positions associated with this grant.

Sincerely,

A handwritten signature in blue ink that reads "Gwen J. Sims". The signature is fluid and cursive, with a prominent initial "G" and a long, sweeping underline.

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HCPH is the local public health agency for the Harris County, Texas jurisdiction. It provides a wide variety of public health activities and services aimed at improving the health and well-being of the Harris County community.

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www.hcphtx.org



HARRIS COUNTY, TEXAS

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

Application Award
Amendment

Department Name / Number	DUNs	Grant Title
Public Health Services - 275	Not Applicable	Healthy Living Matters Collaborative
Funding Source: Houston Endowment, Inc : CFDA# N/A	Grant Agency: Houston Endowment, Inc.	
Program Year: 1 st	Program Ending: 04/30/2021	
Grant Begin Date: 09/01/2015	Grant End Date: 08/30/2022	
Grant Org. Key: 1000000347 YAA27509	If applicable, Prior Year Org. Key: N/A	

Grant Description:

Houston Endowment is a private philanthropic institution that enhances the vibrancy of greater Houston and advances equity of opportunity for its citizens. The Foundation's mission encompasses two overarching and interconnected areas: Enhancing the vibrancy of greater Houston; and advancing equity of opportunity for the people who live in the region.

	Revised Total Budget	New Grant Funded	Orig. Grant Funded	New County Funded	Orig. County Funded
Salary & Benefits	\$757,071.76	\$276,131.76	\$480,940.00	\$0.00	\$0.00
Non-Labor	\$607,928.24	\$38,868.24	\$569,060.00	\$0.00	\$0.00
Sub Tot. Incremental Cost	\$1,365,000.00	\$315,000.00	\$1,050,000.00	\$0.00	\$0.00
Indirect Cost	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00
TOTALS	\$1,400,000.00	\$350,000.00	\$1,050,000.00	\$0.00	\$0.00

* under development

Full Time Equivalent Positions

Date Guidelines are Available

% of Positions Paid by Grant

Grant Submittal Deadline Date

Grant Discussion:

This item relates to an award that was accepted by Commissioners Court on 11/10/15 and previously amended to extend the end date, add a position and add new funding. The purpose of the amendment is to ask for Court approval to extend the end date of the grant to 8/30/22 in order to complete grant activities; and to extend 2 positions associated with the grant.

County Funded Cost Projection

Year	Required	Discretionary
2015	-	-
2016	-	-
2017	-	-
2018	-	-
2019	-	-

Completed by: Eric Cadow Cadow, Eric

Date: 4/20/2021

Reviewed by: [Signature]

Date: 4/20/21

THE STATE OF TEXAS §

COUNTY OF HARRIS §

The Commissioners Court of Harris County, Texas, Met in a regular session at its regular term at the Harris County Administration Building in the City of Houston, Texas, on _____.

with the following members present:

Judge Hidalgo	County Judge
Rodney Ellis	Commissioner, Precinct No. 1
Adrian Garcia	Commissioner, Precinct No. 2
Tom S. Ramsey, P.E.	Commissioner, Precinct No. 3
R. Jack Cagle	Commissioner, Precinct No. 4

and the following members absent: _____

constituting a quorum, when among other business, the following was transacted:

ORDER AUTHORIZING HARRIS COUNTY PUBLIC HEALTH to accept the amendment from Houston Endowment for the Healthy Living Matters and extend 2 positions.

Commissioner _____ introduced an order and moved that Commissioners Court adopt the order. Commissioner _____ seconded the motion for adoption of the order. The motion, carrying with it the adoption of the order, prevailed by the following vote:

	Yes	No	Abstain
Judge Hidalgo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Ellis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Ramsey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Cagle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The meeting chair announced that the motion had duly and lawfully carried and that the order had been duly and lawfully adopted. The order adopted follows:

IT IS ORDERED that the County Judge is authorized to approve Harris County Public Health to accept the amendment from Houston Endowment / Healthy Living Matters and extend 2 positions. The purpose of this amendment is to change the funding period effective April 01, 2021 ending August 30, 2022.

The documents are attached hereto and incorporated herein and incorporated as if set out in full word for word. Harris County is authorized to do any and all things necessary or convenient to accomplish the purpose of this Order.

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: **Harris County Public Health**

Business Unit Number: **27500**

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	✓	May require Commissioners Court approval
Position Reclassification		May require Commissioners Court approval
New Position Request		Requires Commissioners Court approval

SECTION II – REASON FOR REQUEST

Updating department ID & extending position.

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	05/08/2021	Date must be the beginning of a pay period. For requests requiring Commissioners Court approval, the earliest effective date will be the first pay period after approval.
Grant Effective Date	From 11/30/2015 To 08/30/2022	

SECTION IV – POSITION DATA

Current <i>Use "Pos_List_File" (PCN Download) to complete all fields</i>	Proposed <i>Complete all fields for a new position or change appropriate field(s) for existing position</i>
Position Description	Coordinator III
Job Code	000138
Position Number	10005581
Company (CS, FC, HC, JV or PA)	HC
Business Unit	27500
Home Department ID Number	27550030
Location	Default
Full Time, Part Time or Temporary	Full Time
Budgeted Hours	2080
Salary Range Maximum	35.42
FLSA Code	N
Reports To Position Number	10006011
Fund Code	2603
Funding Department ID Number	27550030
Account (Same for all Business Units)	510010
Business Unit PC (Projects or Grants only)	PH001
Project/Grant (Projects or Grants only)	1000000347
Activity ID (Projects or Grants only)	10001
Resource Type (Not currently used)	

_____ Business Unit Approval (Business Unit Head or Designee)	_____ Date 4/22/21
------------------------------------------------------------------	------------------------------------------------------------------------------------

POSITION MANAGEMENT REQUEST FORM

Business Unit Name Harris County Public Health

Business Unit Number: 27500

SECTION I - TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	✓	May require Commissioners Court approval
Position Reclassification		May require Commissioners Court approval
New Position Request		Requires Commissioners Court approval

SECTION II - REASON FOR REQUEST

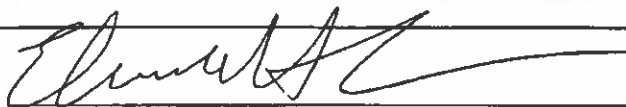
Updating department ID & extending position.

SECTION III - PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>05/08/2021</u>	Date must be the beginning of a pay period. For requests requiring Commissioners Court approval, the earliest effective date will be the first pay period after approval.	
Grant Effective Date	From <u>11/30/2015</u>	To	<u>08/30/2022</u>

SECTION IV - POSITION DATA

Current <i>Use "Pos_List_File" (PCN Download) to complete all fields</i>		Proposed <i>Complete all fields for a new position or change appropriate field(s) for existing position</i>	
Position Description	Specialist III	Position Description (30 Spaces Max)	
Job Code	000138	Job Code (HRRM Use Only)	
Position Number	10024609	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	
Business Unit	27500	Business Unit	
Home Department ID Number	27550030	Home Department ID Number	27550010
Location	Default	Location	
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary	
Budgeted Hours	2080	Budgeted Hours	
Salary Range Maximum	39.32	Salary Range Maximum	
FLSA Code	1	FLSA Code	
Reports To Position Number	10005446	Reports To Position Number	
Fund Code	2603	Fund Code	
Funding Department ID Number	27550030	Funding Department ID Number	27550010
Account (Same for all Business Units)	510010	Account (Same for all Business Units)	510010
Business Unit PC (Projects or Grants only)	PH001	Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)	1000000347	Project/Grant (Projects or Grants only)	
Activity ID (Projects or Grants only)	10001	Activity ID (Projects or Grants only)	
Resource Type (Not currently used)		Resource Type (Not currently used)	



Business Unit Approval (Business Unit Head or Designee)

4/22/21

Date

RE: Request for No-Cost Extension for Healthy Living Matters

Erin Forssman <eforssman@houstonendowment.org>

Tue 3/9/2021 4:41 PM

To: Chennisi, Catherine (PHS) <Catherine.Chennisi@phs.hctx.net>

Hi Katie,

Thank you for reaching out and letting us know the current status on Healthy Living Matters. While we are sorry to hear about the challenges and impacts due to COVID we appreciate you letting us know that your current funding can support extended efforts into 2022. We approve of your request for a no-cost extension.

I will update your currently scheduled reports to the following:

- Scheduled Summative Report due May 31, 2021 — new due date August 30, 2022
- Scheduled Unspent Funds Form due May 31, 2021 — new due date August 30, 2022

Please let me know if you have any questions and wishing you continued success with the program.

Thank you,
Erin

Erin M. Forssman (she/her)
Director of Grants Management
P: 713-238-8131

From: Chennisi, Catherine (PHS) <Catherine.Chennisi@phs.hctx.net>
Sent: Monday, March 8, 2021 8:13 AM
To: Erin Forssman <eforssman@houstonendowment.org>
Subject: Request for No-Cost Extension for Healthy Living Matters

Dear Ms. Forssman,

I hope this email finds you well!

My name is Katie Chennisi and I am the co-Director of Healthy Living Matters. Our current funding from Houston Endowment was set to end in April of 2021. However, due to loss of staff and the effects of COVID-19 on our ability to host in-person events, we believe we have enough funding to extend our efforts until August 2022. That being said, we would like to request a no-cost extension to continue to use these funds.

3/9/2021

Mail - Chennisi, Catherine (PHS) - Outlook

Please let me know if you have any questions or need additional information.

Thanks,
Katie

Katie Chennisi, MPH

Manager, Early Childhood Programs
Co-Director, Healthy Living Matters
Harris County Public Health
832-228-6810
Catherine.Chennisi@phs.hctx.net