



# 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

<b>Department Name / Number</b> Juvenile Probation - 840		<b>DUNs</b> Not Applicable	<b>Grant Title</b> Justice Forward
<b>Funding Source:</b> Justice Forward: CFDA# N/A		<b>Grant Agency:</b> Justice Forward	
<b>Program Year:</b> 1 st		<b>Program Ending:</b>	
<b>Grant Begin Date:</b> 10/01/2022		<b>Grant End Date:</b> 09/30/2023	
<b>Grant Org. Key:</b>		<b>If applicable, Prior Year Org. Key:</b> N/A	

**Grant Description:**

A 501 (c)(3) based in Houston, Justice Forward breaks the cycle of incarceration and funds essential programs for individuals in the Harris County Specialty Courts to help them become independent and productive members of our community.

	Total Budget	Grant Funded	County Funded
Salary & Benefits	\$0.00	\$0.00	\$0.00
Non-Labor	\$10,000.00	\$10,000.00	\$0.00
Sub Tot. Incremental Cost	\$10,000.00	\$10,000.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00*
<b>TOTALS</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>

\* under development

Full Time Equivalent Positions   
 % of Positions Paid by Grant

Date Guidelines are Available   
 Grant Submittal Deadline Date

**Grant Discussion:**

This award will provide the Department with gift cards up to \$10,000 in value to be used as incentives and rewards for youth involved in the Department's problem-solving court programs. There is no match required.

**County Funded Cost Projection**

Year	Required	Discretionary
2023	-	-
2024	-	-
2025	-	-
2026	-	-
2027	-	-

Completed by:  Cadow, Eric  
 Reviewed by:

Date: 9/30/2022  
 Date: 9/26/22

**STATE OF TEXAS**

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**COUNTY OF HARRIS**

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This Order was made and adopted on the 27th day of September 2022 by the Harris County Commissioners Court.

**Lina Hidalgo, County Judge**  
**Rodney Ellis, Commissioner, Precinct 1**  
**Adrian Garcia, Commissioner, Precinct 2**  
**Tom S. Ramsey, P.E., Commissioner, Precinct 3**  
**R. Jack Cagle, Commissioner, Precinct 4**

Harris County Commissioners Court herewith adopts this Order accepting up to \$10,000.00 in gift cards on behalf of the Harris County Juvenile Probation Department (HCJPD) from Justice Forward to provide youth who are court-involved with funding to pay for basic quality of life and social service needs to assist them in successfully complete their probation terms.

Harris County Commissioners Court hereby accepts up to \$10,000.00 in gift card support from Justice Forward on behalf of the Harris County Juvenile Probation Department. As described in the Memorandum of Understanding (MOU) the gift cards will be used to pay for the basic needs of youth participating in specialty court/problem solving court programs. All funds must be expended in a manner consistent with the terms described in the MOU.

Furthermore, Harris County Commissioners Court must designate an authorized official. As a result, Harris County Commissioners Court designates the Harris County Juvenile Probation Department's Executive Director or their designee as the grant's authorized official. As the authorized official, the Executive Director or their designee may apply for additional gift cards; and, accept, reject, alter or terminate the grant.

**NOW THEREFORE, BE IT ORDERED** that Harris County Commissioners Court accepts the award of up to \$10,000.00 from Justice Forward on behalf of the Harris County Juvenile Probation Department to provide court-involved youth with gift cards to pay for basic needs to assist. Furthermore, Harris County Commissioners Court authorizes the Harris County Auditor's Office to establish a budget and financial management protocols for the grant of gift cards.

**Signed and attested on this 27<sup>th</sup> the day of September 2022.**

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**Lina Hidalgo, County Judge**  
**Harris County, Texas**

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**Teneshia Hudspeth, County Clerk**  
**Harris County, Texas**

AGREEMENT BETWEEN THE HARRIS COUNTY JUVENILE PROBATION  
DEPARTMENT AND JUSTICE FORWARD

This Agreement is made and entered into by and between **Harris County Juvenile Probation Department** (“Department” or “HCJPD”) and **Justice Forward** (“Organization” or “JF”). This Agreement shall be for one (1) year commencing on the final execution of this Agreement.

Purpose

Juvenile Probation. The Harris County Juvenile Probation Department operates programs, facilities, educational services, and specialty court programs for certain pre-adjudicated and adjudicated youths, and is responsible for the provision of juvenile justice services in Harris County, Texas.

Justice Forward. Justice Forward is a non-profit organization established to provide service coordination and financial support to problem-solving courts that target the root causes of criminal involvement.

Program Purpose. In order to reduce recidivism and provide youth who are court-involved with the treatment and social services that target the societal deficits that contribute to each youth’s involvement with the juvenile justice system, Organization provides funding and service coordination to specialty courts within Harris County, Texas.

Types of Requests. The Organization will accept three types of assistance requests from Department: Major Grant, Discretionary Grant or Payment requests.

Major Grants. Major Grant requests are for services/items in the amount of \$10,000 and over and must be approved by a majority of the JF Board of Directors. The request will be considered by the JF Board at the next scheduled meeting following the request. Funds will be distributed directly to the vendor selected by the youth and family. No funds will be distributed to the Department, County, or youth or family.

Discretionary Grants and Payment Requests. Discretionary Grant and Payment requests are for services/items in the amount of under \$10,000 and must be approved by the President/CEO (“President”) and the Chair of the Organization’s Board. A decision regarding Discretionary Grant or Payment Request will be returned within 5 business days of the application submission date. These requests will consist of small requests that will pay for rent or other services on behalf of the Specialty Court youth participant and their family.

- a. Grants or donations of gift cards will be granted to HCJPD and disseminated and processed in accordance with Harris County and Harris County Juvenile Probation Department’s grant or donation policies and procedures.
- b. Payment Requests for services provided directly to the youth and families, Organization will provide those payments directly to the provider selected by the youth, the youth’s family or the Department using a confidential identifier or account number provided by the family.

- c. No money shall be disseminated to the Department, County or individual recipient. Organization may offer a grant of gift cards to the Department for the benefit of Specialty Court youth and families as described herein.

The Department will accept the gift cards in accordance with Department and County policies and procedures, and disseminate them to youth and families.

Juvenile Records. Pursuant to Chapter 58 of the Texas Family Code, juvenile records are confidential and cannot be shared or disseminated to third parties. Organization understands that juvenile records are confidential and individually identifiable information may only be shared or disseminated in accordance with the law. As result, all payment and grant requests will use a unique identifier that will not individually identify a youth or family member. All payments made on behalf of youth and families will use this unique identifier.

Payment and Grant Reporting. Department will use **Appendix 1** (Court Alliance Council Log) to enter the de-identified or unique identifier of the grant recipients throughout the term of this Agreement. Organization understands that juvenile records and confidential and should not be shared or disseminated to third parties. The completed Court Alliance Council Log must be submitted by email to [danderson@justiceforwardtx.org](mailto:danderson@justiceforwardtx.org) by December 31, 2022.

#### Responsibilities

Department agrees to:

1. Designate a representative for the Court Alliance Council (“CAC”) who will
  - a. Attend the quarterly meetings of the CAC as well as the Annual Meeting of the Organization. The meeting calendar is attached hereto as **Appendix 2**.
  - b. Provide an aggregate or de-identified/unique identifier written report to Devon Anderson at [danderson@justiceforwardtx.org](mailto:danderson@justiceforwardtx.org) one week before each meeting of the Organization’s Board of Directors. The meeting calendar and report due dates are attached hereto as **Appendix 3**. A template report form is attached hereto as **Appendix 4**,
  - c. Present all written grant applications to the President via email at [danderson@justiceforwardtx.org](mailto:danderson@justiceforwardtx.org). Template forms for grant applications are attached hereto as **Appendices 5 - 9**. Applications will not contain confidential information, but information sufficient to determine funding need.
2. Provide aggregate program statistics upon request, including but not limited to demographics, number of graduates, and recidivism rates.
3. Enter de-identified/unique identifier information regarding grant recipients in the Court Alliance Council Log (**Appendix 1**) throughout the term of this Agreement. Failure to submit the Log by December 31, 2022 will be documented in Department’s file and could negatively impact future funding requests. Organization understands that juvenile records are confidential.
4. Restrict all grant request subject matter to the benefit of clients currently enrolled in the Harris County Juvenile Probation Department Specialty Court Programs or to graduates of said program.

5. Gift cards remaining at the end of the fiscal year may be retained and used for clients with a need similar to that requested in the original gift card request, and in accordance with Harris County and Harris County Juvenile Probation Department policies and procedures
6. Keep financial and other records so that they adequately show that the funds were used exclusively for the grant's purpose, and in accordance with Harris County or Harris County Juvenile Probation Department policies and procedures.
7. Upon receipt of incentive gift cards, keep a record of recipients, amount and type of gift card they received and the date of the receipt in accordance with Harris County or Harris County Juvenile Probation Department policies and procedures.
8. Furnish the Organization with any information concerning the occurrence of an adverse event which may significantly affect the ongoing operations of Department.
9. Supply the Organization with such information as the Organization may require to review the use of these grant funds, as long as Organization's request is not in violation of local, state or federal law.

#### Mutual Agreements

Research Approval. Any information obtained during the grant process will not be used for research purposes without the consent of the Harris County Juvenile Probation Department's Research Committee.

Media. The Parties must notify the other party in the event any digital or print media outlet intends on publishing information regarding specialty court program funding.

Juvenile Records. All juvenile records are confidential and remain the property of HCJPD. Named juvenile records, files, or reports may not leave the department through any means, but not limited to fax transmittal, personal computer, or photocopying. In accordance with provisions in the Texas Family Code, Title III, Chapter 58, information concerning any juvenile's individual records, files, or reports are confidential, and will not be disseminated by Organization for any purpose that is inconsistent with state or federal law.

The Parties understand and agree, said understanding and agreement also being of the absolute essence of this Agreement, that County is not appropriating funds through this Agreement.

#### Acknowledgements

Any violation of the terms and conditions set forth herein will permit the Organization to terminate any and all obligations with respect to further distributions, whether to be made as part of a grant or any future grant from the Organization.

Acknowledgment of Department's agreement to the terms and conditions set forth in this agreement will be made by a duly authorized officer of Department as provided below:

(Signature Page Follows)

JUSTICE FORWARD

By:   
Name: Devon Anderson  
Title: President / CEO  
Date: September 7, 2022

HARRIS COUNTY JUVENILE  
PROBATION DEPARTMENT

By:    
Name: Henry Gonzales  
Title: Executive Director

APPROVED AS TO FORM:  
CHRISTIAN D. MENEFEE  
COUNTY ATTORNEY

By: Neeharika Tumati  
Neeharika Tumati  
Assistant County Attorney  
C.A. File 22GEN3148

By: \_\_\_\_\_  
Name: Lina Hidalgo  
Title: Harris County Judge