



# 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>	<b>DUNS</b>	<b>Grant Title</b>
Public Health Services - 275	072206378	Lead-Based Paint Abatement Program PY 24
<b>Funding Source:</b> U.S. Department of Housing & Urban Development: CFDA# 14.228	<b>Grant Agency:</b> Harris County Community Services Department	
<b>Program Year:</b> 22 nd	<b>Program Ending:</b>	
<b>Grant Begin Date:</b> 10/01/2024	<b>Grant End Date:</b> 09/30/2025	
<b>Grant Org. Key:</b>	<b>If applicable, Prior Year Org. Key:</b> PY23_CDBG	

**Grant Description:**

The Community Development Block Grant (CDBG) Program’s primary objective is the development of viable urban communities by providing the following, principally for persons of low and moderate income: 1) decent housing; 2) a suitable living environment; and 3) expanded economic opportunities. The funds can be used for qualifying activities including acquisition, construction and social services (limited to 15% of funding) as well as program administrative expenses (limited to 20% of funding). CDBG grantees are responsible for assuring that all projects meet 1 of 3 national objectives: 1) benefit to low and moderate income persons; 2) aid in prevention of slums or blight; or 3) meet an urgent need.

	Total Budget	Grant Funded	County Funded
Salary & Benefits	\$329,607.32	\$302,672.00	\$26,935.32
Non-Labor	\$97,328.00	\$97,328.00	\$0.00
Sub Tot. Incremental Cost	\$426,935.32	\$400,000.00	\$26,935.32
Indirect Cost	\$0.00	\$0.00	\$0.00*
<b>TOTALS</b>	<b>\$426,935.32</b>	<b>\$400,000.00</b>	<b>\$26,935.32</b>

\* under development

Full Time Equivalent Positions   
% of Positions Paid by Grant

Date Guidelines are Available   
Grant Submittal Deadline Date

**Grant Discussion:**

This will be the 22nd year of funding for the Lead-Based Paint Program. Funds would be used to reduce lead-based paint hazards in eligible single-family housing units in Harris County. There are 3.5 FTEs associated with this program. The application budgets for personnel and contractual work services. The leveraging funds represent personnel and other costs of service that are being incurred by the Department.

**County Funded Cost Projection**

Year	Required	Discretionary
2025	26,935.32	-
2026	-	-
2027	-	-
2028	-	-
2029	-	-

Completed by : Jennifer Bell Bell, Jennifer

Date : 09/10/24

Reviewed by: Michael Mattingly

Date : 9/10/24

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
Lesley Briones	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 a grant award from Harris County Housing and Community Development for the PY2024 CDBG Lead -Based Paint Abatement Program.**

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:

	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
Judge Hidalgo	[ ]	[ ]	[ ]
Comm. Ellis	[ ]	[ ]	[ ]
Comm. Garcia	[ ]	[ ]	[ ]
Comm. Ramsey	[ ]	[ ]	[ ]
Comm. Briones	[ ]	[ ]	[ ]

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 from the Harris County Housing and Community Development Department grant funding in the amount of \$400,000.00, provide matching funds in the amount of \$26,935.32 from General Fund – HCNTY – 1000 – 27570010, and extend three associated grant positions for the PY2024 CDBG Lead-Based Paint Abatement Program. The funding period begins October 01, 2024 and ends September 30, 2025.

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.



June 17, 2024

Barbie Robinson  
Executive Director  
Harris County Public Health  
1111 Fannin St  
Houston, Texas 77002

Attn: Beatrice Best, Lead Grant Program Supervisor

RE: PY2024 Annual Action Plan  
Project Name: Lead-Based Paint Abatement Program  
Project Number: 2024-004c

Dear Ms. Robinson:

We are pleased to inform you that the above-referenced project has been approved for a conditional award in the amount of \$400,000 in Community Development Block Grant (CDBG) Program funds. Harris County Public Health (HCPH) will use the funding to assist with to abate lead-based paint hazards in up to 20 single family housing units. HCPH has indicated a leverage amount of \$100,000 for a total project amount of \$500,000.

To remain compliant with HUD regulation 24 CFR 570.901 and 902, Harris County HCD will be diligent in monitoring the project's outcome performance and timely expenditure of grant funds. In particular, recurrent untimely expenditures jeopardize the availability of future funding for all Harris County subrecipients; by regulation, **HUD may reduce Harris County's CDBG award amount by up to 100 percent or reallocate Harris County's CDBG award to other jurisdictions for not meeting expenditure deadlines {24 CFR 570.902(c)(4); 24 CFR 576.501(b)(7)}.**

In the event that Harris County HCD determines that your project is not meeting performance benchmarks or expending the granted CDBG funds in a timely manner, Harris County HCD will de-obligate remaining unexpended funds from your project unless otherwise settled and agreed upon between HCPH and Harris County HCD.

Furthermore, if CSD is forced to de-obligate funds from your project, the project may become ineligible from receiving funding for a period of not less than two years. You may appeal the de-obligation of funding by providing a written letter on letterhead explaining circumstances that prevented your project from meeting the performance benchmarks or timely expenditure. However, Harris County HCD reserves the right to deny your appeal if it is determined the deficiency in either performance or expenditure is too great or significant.



Letter to Ms. Robinson

June 17, 2024

Page 2

This award is contingent upon the following:

1. Approval from the U.S. Department of Housing and Urban Development (HUD)
2. Approval from HUD of the Environmental Review Record (ERR) and Release of Funds

In addition to meeting the conditions indicated above, you are required to provide the following items prior to contract development and execution:

1. A written response on letterhead acknowledging your organization's acceptance of the conditional award.
2. Copies of all project-related subcontracts currently in effect or that will be in effect as of the start of your contract.
3. An updated project timeline that will promote timely expenditure of CDBG funds, per requirements of 24 CFR 570.902, to include the following benchmarks.

Non-receipt of these items will delay the contract development phase as well as funding of the project. Any funds expended prior to contract execution and Commissioners Court approval will not be reimbursed. In addition, please retain a copy of all information submitted for your records.

All documentation should be sent to the attention Ana Martinez no later than June 24, 2024. If you have questions regarding the requested information, please contact Ana Martinez by email at [ana.martinez@harriscounty.tx.gov](mailto:ana.martinez@harriscounty.tx.gov).

Sincerely,

DocuSigned by:  
  
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Thao Costis  
Executive Director

TC/tg/th/am

**REQUEST FOR SIMULTANEOUS SUBMISSION OF  
GRANT AWARD AND REVENUE CERTIFICATION TO  
COMMISSIONERS COURT**

Department Name Public Health Services	Department Number 275	Date 9/9/24
Department Contact Name Richard Williams	Department Contact Telephone Number 832-927-7414	
Date to Present the Grant Award to Commissioners Court for Acceptance 9/19/24	Grant Award Amount to be Certified \$426,935.32	
Grant Awarding Agency U.S. Department of Housing and Urban Development		

**Reason for Simultaneously Submitting Grant Award and Revenue Certification to Commissioners Court**

To fund Project ID FY25\_CDBG, Activity 10001

**DEPARTMENT APPROVAL**

**Richard A. Williams**

Digitally signed by Richard A. Williams  
Date: 2024.09.09 22:43:12 -05'00'

\_\_\_\_\_  
Official/Department Head or Designee Signature

\_\_\_\_\_  
Date

**AUDITOR'S OFFICE APPROVAL**

\_\_\_\_\_  
Grants Accounting Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Auditor or Chief Assistant County Auditor Signature

\_\_\_\_\_  
Date

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Public Health Services

Business Unit Number: 27500

**SECTION I – TYPE OF REQUEST**

Function	Check Applicable	Comments
Position Update	<input checked="" type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input type="checkbox"/>	Requires Commissioners Court approval
Is computer usage < 25%?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Does not require annual Cybersecurity training if "Yes"

**SECTION II – REASON FOR REQUEST**

**FY25\_CDBG Position Extension**

**SECTION III – PROPOSED EFFECTIVE DATE**

Proposed Effective Date	<u>10/5/24</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>10/01/2024</u> To: <u>9/30/25</u>	

**SECTION IV – POSITION DATA**

<b>Current</b> <i>Use "Pos_List_File" (PCN Download) to complete all fields</i>	<b>Proposed</b> <i>Complete all fields for a new position or change appropriate field(s) for existing position.</i>
	Number of Positions
Position Title	Coord, Ld (PB) Abatement Info
Job Code Number	000137
Job Code Description	Coordinator II
Position Number	10006002
Company (CS, FC, HC, JV or PA)	HCT
Business Unit	27500
Home Department ID Number	27520120
Location	883A000
Full Time, Part Time or Temporary	Full-time
Budgeted Hours	40
Salary Range Maximum	29.91
FLSA Code	1
Reports To Position Number	10005635
Fund Code	2601
Funding Department ID Number	27520120
Account (Same for all Business Units)	<u>510010</u>
Business Unit PC (Projects or Grants only)	PH001
Project/Grant (Projects or Grants only)	FY24_CDBG
Activity ID (Projects or Grants only)	<u>10001</u>
	Number of Positions
Position Title (30 Spaces Maximum)	
Job Code Number	
Job Code Description	
Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	
Business Unit	
Home Department ID Number	
Location	
Full Time, Part Time or Temporary	
Budgeted Hours	
Salary Range Maximum	
FLSA Code	
Reports To Position Number	
Fund Code	
Funding Department ID Number	
Account (Same for all Business Units)	<u>510010</u>
Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)	FY25_CDBG
Activity ID (Projects or Grants only)	<u>10001</u>

<b>Richard A. Williams</b>	Digitally signed by Richard A. Williams Date: 2024.08.02 15:50:03 -05'00'	<u>8/2/24</u>
<b>Business Unit Approval (Business Unit Head or Designee)</b>		<b>Date</b>

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Position Title	Spec, Finance Reporting
Job Code Number	000069
Job Code Description	Assistant III
Position Number	10006034
Company (CS, FC, HC, JV or PA)	HCT
Business Unit	27500
Home Department ID Number	27520120
Location	883A000
Full Time, Part Time or Temporary	Full-time
Budgeted Hours	40
Salary Range Maximum	29.91
FLSA Code	1
Reports To Position Number	10005635
Fund Code	2601
Funding Department ID Number	27520120
Account (Same for all Business Units)	<u>510010</u>
Business Unit PC (Projects or Grants only)	PH001
Project/Grant (Projects or Grants only)	FY24_CDBG
Activity ID (Projects or Grants only)	<u>10001</u>

<b>Richard A. Williams</b>	Digitally signed by Richard A. Williams Date: 2024.08.02 15:49:43 -05'00'	<u>8/2/24</u>
<b>Business Unit Approval (Business Unit Head or Designee)</b>		<b>Date</b>

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	Number of Positions
Position Title	Spec, Lead (Pb) Abatement
Job Code Number	000334
Job Code Description	Specialist III
Position Number	10005570
Company (CS, FC, HC, JV or PA)	HCT
Business Unit	27500
Home Department ID Number	27520120
Location	883A000
Full Time, Part Time or Temporary	Full-time
Budgeted Hours	40
Salary Range Maximum	42.75
FLSA Code	1
Reports To Position Number	10005635
Fund Code	2601
Funding Department ID Number	27520120
Account (Same for all Business Units)	<u>510010</u>
Business Unit PC (Projects or Grants only)	PH001
Project/Grant (Projects or Grants only)	FY24_CDBG
Activity ID (Projects or Grants only)	<u>10001</u>
	Number of Positions
Position Title (30 Spaces Maximum)	
Job Code Number	
Job Code Description	
Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	
Business Unit	
Home Department ID Number	
Location	
Full Time, Part Time or Temporary	
Budgeted Hours	
Salary Range Maximum	
FLSA Code	
Reports To Position Number	
Fund Code	
Funding Department ID Number	
Account (Same for all Business Units)	<u>510010</u>
Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)	FY25_CDBG
Activity ID (Projects or Grants only)	<u>10001</u>

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