



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
Community Services - 289		National Partnership for New Americans '24/'25
Funding Source: Houston Endowment, Inc.: CFDA#		Grant Agency: National Partnership for New Americans
Program Year: 2nd		Program Ending:
Grant Begin Date: 09/01/2024		Grant End Date: 08/31/2025
Grant Org. Key: NPNA		If applicable, Prior Year Org. Key: NPNA

Grant Description:

The National Partnership for New Americans (NPNA) envisions a nation, where immigrants, refugees, and all people can achieve their full social, and economic potential to thrive in an inclusive and participatory democracy. NPNA exists to advance an immigrant equity and inclusion agenda at the state, local and federal level through policy, advocacy, and service programs that create vast opportunities for immigrant and refugee communities to achieve full civic, social and economic justice.

	Total Budget	Grant Funded	County Funded
Salary & Benefits	\$100,000.00	\$100,000.00	\$0.00
Non-Labor	\$0.00	\$0.00	\$0.00
Sub Tot. Incremental Cost	\$100,000.00	\$100,000.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00*
TOTALS	\$100,000.00	\$100,000.00	\$0.00

* 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 award was not presented to Commissioners Court. This direct allocation of \$100,000 from the grantor will fund the salary of a full-time Naturalization Program Manager to assist in coordinating with local partners with naturalization activities throughout the County. These activities will include: Increasing citizenship outreach to lawful permanent residents, host local naturalization events, and develop communication plans. There is no local match requirement.

County Funded Cost Projection

Year	Required	Discretionary
2025	-	-
2026	-	-
2027	-	-
2028	-	-
2029	-	-

Completed by: Jennifer Bell Bell, Jennifer

Date: 09/10/24

Reviewed by: Jennifer Bell

Date: 09/11/24

ORDER OF COMMISSIONERS COURT
Authorization to Execute a Memorandum of Understanding

The Commissioners Court of Harris County, Texas, convened at a meeting of said Court at the Harris County Administration Building in the City of Houston, Texas, on the ____ day of _____, 2024 with all members present except _____.

A quorum was present. Among other business, the following was transacted:

ORDER AUTHORIZING THE HARRIS COUNTY JUDGE TO EXECUTE A MEMORANDUM OF UNDERSTANDING REGARDING A NATURALIZATION INITIATIVE COUPLED WITH A GRANT FROM THE NATIONAL PARTNERSHIP FOR NEW AMERICANS

Commissioner _____ introduced an order and made a motion that the same be adopted. 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 Lina Hidalgo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Rodney Ellis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Adrian Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Tom Ramsey, P.E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Lesley Briones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The County Judge thereupon announced that the motion had duly and lawfully carried and that the order had been duly and lawfully adopted. The order thus adopted follows:

IT IS ORDERED that the Harris County Judge is authorized to execute, for and on behalf of Harris County, the Memorandum of Understanding between Harris County and the National Partnership for New Americans in the amount of \$100,000 for the second year of a three(3)-year project. The Memorandum of Understanding is attached hereto and made a part hereof for all purposes as though fully set out in this Order word for word.

All Harris County officials and employees are authorized to do any and all things necessary or convenient to accomplish the purpose of this Order.



DRAFT MEMORANDUM OF UNDERSTANDING BETWEEN NATIONAL PARTNERSHIP
FOR NEW AMERICANS (NPNA) AND HARRIS COUNTY

Project Start Date: September 1, 2024

Project End Date: August 31, 2025

This is a Memorandum of Understanding (MOU) between the National Partnership for New Americans (“the Partnership”) and Harris County, as a grantee according to the following terms, conditions, and provisions:

Overview

The National Partnership for New Americans (NPNA) is a national multiethnic, multiracial partnership network of 75 of the country’s leading immigrant and refugee rights organizations who together advocate for policies and programs to successfully integrate New Americans. NPNA exists to 1) strengthen immigrant and refugee voices in our nation by building the policy and program capacities of our member organizations; and, 2) pursue policy campaigns with our members at the local, state, and federal level; and, 3) Deepen our strategic partnership to advance immigrant and refugee inclusion and equity in the United States.

Convened by NPNA, [Cities & Counties for Citizenship \(CC4C\)](#) is a national network of over 115 cities and counties working together to advance naturalization and immigrant and refugee inclusion programs at the local level. The network aims at increasing citizenship among eligible U.S. permanent residents and encouraging cities and counties across the country to invest in immigrant and refugee inclusion programs.

Via funding provided from the Houston Endowment, the National Partnership for New Americans (NPNA) and Harris County will partner to scale naturalization efforts in Harris County that will expand citizenship outreach, programming and leadership to assist the nearly [300,000 eligible-to-naturalize lawful permanent residents \(LPRs\)](#) in Harris County to become U.S. Citizens. This three-year initiative will support a full-time Naturalization Program Manager embedded in Harris County to deepen & expand Harris County’s leadership and investment in citizenship programming & policies.

This MOU is an agreement for participation in the project between NPNA and Harris County:

Terms of Payment:

Once Harris County signs this MOU, NPNA will disburse to Harris County \$100,000 for year two of the three-year project within 5 business days of receiving the funding from Houston Endowment. Upon review of the first year of biannual reports and an annual full project evaluation process, NPNA will issue a new MOU with updated deliverables for the second year,

continuing with that process of the three-year grant period. In the event that Harris County does not achieve the deliverables outlined below, as agreed to by grant partners, NPNA will assess if subsequent funding will continue.

PROJECT DELIVERABLES:

1. Support the Supervision for Naturalization Program Coordinator
2. Develop and build out, to the mutual approval of both Harris County and NPNA, a cross-sector, strategic and robust naturalization plan that recommends cooperation among applicable internal county agencies. The plan will focus on achieving the following:
 - a. Build strong local partnerships between internal county agencies, local community partners, libraries, small businesses and other key stakeholders
 - b. Increases citizenship outreach and application rates among immigrant lawful permanent residents (LPR's) in Harris County
 - c. Develop effective naturalization outreach and communications plans
 - d. Host local naturalization events (oath ceremonies, local press conferences to promote citizenship, informational sessions, etc)
 - e. Organize local application assistance workshops in partnership with local CBOs
 - f. Work with partners to effectively tracks naturalization outreach, communications and assistance
3. In partnership with NPNA, work to coordinate naturalization activities with local partners on key days of action, such as, by way of example:
 - a. Citizenship Day in September, 2025
 - b. Independence Day, 4th of July
 - c. Additional activities mutually agreed to by the County and NPNA
4. Join and participate, at no additional cost to Harris County, in the nationally coordinated Cities and Counties for Citizenship (CC4C) initiative, that includes monthly calls/webinar and, at times, in-person gatherings
5. Participate, at no additional cost to Harris County in NPNA's Naturalize NOW Campaign with NPNA and additional national partners
6. Coordinate with NPNA to develop communication tools & materials to promote naturalization across Harris County such as:
 - a. Public Service Announcement (PSAs)
 - b. Proclamations/Resolutions
 - c. Billboards advertisements to promote Naturalize Now, Houston
 - d. Social Media Graphics with quotes promoting Naturalization
7. NPNA encourages active media outreach to elevate citizenship, and NPNA will support this work by sharing media templates, social media toolkits, training etc.

REPORTING & EVALUATION

1. Submit biannual deliverable reports detailing progress on naturalization efforts in Harris County
 - a. Dates:
 - i. The Mid-Year Report will be sent to the county on February 15th, 2025 with a return deadline of March 15th, 2025; and.
 - ii. Final Report will be sent to the county on August 1st, 2025 with a return deadlines of August 30th, 2025
 - b. Reports will also include requests for photos from local events
2. Participate in NPNA's annual evaluation processes

CREATING A SUSTAINABLE PROGRAM

1. Work with NPNA to evaluate establishing a permanent, Naturalization Program Manager, position that is funded by Harris County after the three-year grant period

TERMINATION OF AGREEMENT

Harris County retains the right, at any time for any reason or no reason, to terminate this Agreement upon thirty (30) days advance notice to NPNA. Should Harris County exercise this right, it agrees to return to NPNA any unallocated funds from NPNA applicable to the remaining Term of the Agreement.

CHOICE OF LAW

Any disputes under this agreement or related to this agreement shall be decided in accordance with federal laws, where applicable.

ENTIRE AGREEMENT

This is the entire agreement of the parties and cannot be changed or modified verbally.

SEVERABILITY

If any part of this agreement shall be held unenforceable, the rest of this agreement will nevertheless remain in full force and effect.

AMENDMENTS

This agreement may be supplemented, amended or revised only in writing by agreement of the parties.

NICOLE MELAKU



EXECUTIVE DIRECTOR of NATIONAL PARTNERSHIP FOR NEW AMERICANS

Date: 08/19/2024

LINA HIDALGO

HARRIS COUNTY JUDGE

Date: _____

APPROVED AS TO FORM:

Christian D. Menefee, Harris County Attorney

Randy Keenan _____

Randy Keenan

Date: 8/21/2024

CACI: 24GEN2289