



HARRIS COUNTY, TEXAS

Office of Budget Management 1001 Preston; Suite 500 Houston, TX 77002 713-274-1135

Grants Coordination Section - Conveyance Form

Application

Award

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Amendment

Department Name / Number

DUNs

Grant Title

Institute of Forensic Sciences - 270	072206378	Victim Assistance Specialist 21/22
Funding Source: U.S. Department of Justice: CFDA# 16.575	Grant Agency: Office of the Governor, Criminal Justice Division	
Program Year: 8 th	Program Ending:	
Grant Begin Date: 10/01/2021	Grant End Date: 09/30/2022	
Grant Org. Key: 100001000001119	If applicable, Prior Year Org. Key: 1000000433	

Grant Description:

Funded by the U.S. Department of Justice via the Office of the Governor, Criminal Justice Division, the purpose of the Victims of Crime Act (VOCA) program is to provide services and assistance directly to victims of crime, speed their recovery, and aid them through the criminal justice process.

	Revised Total Budget	New Grant Funded	Orig. Grant Funded	New County Funded	Orig. County Funded
Salary & Benefits	\$160,214.62	\$0.00	\$110,299.94	\$49,914.68	\$0.00
Non-Labor	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00
Sub Tot. Incremental Cost	\$163,714.62	\$0.00	\$113,799.94	\$49,914.68	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$163,714.62	\$0.00	\$113,799.94	\$49,914.68	\$0.00

* under development

Full Time Equivalent Positions

2.00

Date Guidelines are Available

12/14/2020

% of Positions Paid by Grant

69.51 %

Grant Submittal Deadline Date

02/11/2021

Grant Discussion:

This item relates to an award that was approved by Commissioners Court on 10/26/21. The purpose of the amendment is to accept a reduction in the required match offered by the grantor due to COVID and to add a discretionary match of \$49,914.68 to cover personnel costs of the program not funded by the grant. All other aspects remain the same.

County Funded Cost Projection

Year	Required	Discretionary
2022	-	20,798.00
2023	-	29,116.68
2024	-	-
2025	-	-
2026	-	-

Completed by :

Cadow, Eric

Date :

11/16/2021

Reviewed by :

Date :

11/16/21

THE STATE OF TEXAS §
§
COUNTY OF HARRIS §

On this date, _____, the Commissioners Court of Harris County, Texas, sitting as the Governing body of Harris County, at a regular meeting of the Court, upon motion of Commissioner _____, seconded by Commissioner _____, duly put and carried;

IT IS ORDERED that County Judge Lina Hidalgo or her designee be and is hereby authorized to approve for and on behalf of Harris County, Texas, and give permission to accept an amendment to the **Criminal Justice Division of the State of Texas Governor’s Office – General Victim Assistance Direct Services Program Grant** to delete the required in-kind match of \$28,449.99 and to sign any ancillary documents pertaining thereto. The period of the grant is October 1, 2021 through September 30, 2022, and the grant award is \$113,799.94 with a discretionary cash match of \$49,914.68.

Grant Number: 2460108

RESOLUTION

Grant Number 2460108

WHEREAS, the Harris County Commissioners Court finds it in the best interest of the citizens of Harris County that the Victim Assistance Specialist Grant Program be operated for the 2022 fiscal year; and

WHEREAS, the Harris County Commissioners Court agrees that in the event of loss or misuse of the Office of the Governor, Criminal Justice Division funds, Harris County Commissioners Court assures that the funds will be returned to the Office of the Governor, Criminal Justice Division in full; and

WHEREAS, the Harris County Commissioners Court designates the Harris County Judge the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW, THEREFORE, BE IT RESOLVED that Harris County Commissioners Court approves acceptance of the grant award for the Victim Assistance Specialist Grant Program.

Signed by:

Harris County Judge

Passed and Approved this _____ day of _____, 2021.

Agency Name: Harris County Grant/App: 2460108 Start Date: 10/1/2021
 Project Title: Victim Assistance Specialist Status: Active Grant End Date: 9/30/2022 Fund Source: VA-Victims of Crime Act Formula Grant Program
 Current Grant Manager: Destiny Turner Current Program Manager: Jason Buckner Liquidation Date: 12/29/2022
 Current Budget: \$113,799.94 Current Award: \$113,799.94 CFDA: 16.575 OOG Solicitation: VA20 PY21 Victim Assistance, General Direct Services Announcement

Eligibility Profile Narrative Activities Measures Budget Documents Victim.Services Conditions.of.Funding General.Assessment Summary Monitoring Upload.Files My.Mail My.Home

Grant.History Payment.History FSR.History Adjustment.History Award.Statement Progress.Reports.General Progress.Reports.Federal Grant.Issues

General Information and Instructions

[View Introduction](#)

[View Instructions](#)

Grant Financial Status

Current Award Amount: \$113,799.94

Total Reimbursement(s) and Advance Payment Request(s)
Paid to Date: \$0.00

Total Unexpended Balance to Date: \$113,799.94

Total Expenditures Reported to Date: \$0.00

Total Cash On Hand to Date: \$0.00

Budget Summary Totals

OOG Funds:	Cash Match:	In Kind Match:	GPI:	Total Project:
\$113,799.94	\$0.00	\$0.00	\$0.00	\$113,799.94

Grant Adjustment History

Adjustment Status	Date Created	Date Certified	Date Approved	Grant End Date	Award Amount	Description
Approved	11/3/2021	11/4/2021	11/04/2021	09/30/2022	\$113,799.94	Match Waiver Request: This adjustment is to remove budgeted match due to financial constraints experienced during the COVID - 19 pandemic. Despite the removal of our match, our pro

Grant Adjustment Information

Date Grant Adjustment Created: 11/3/2021 10:26:04 AM

Status of Grant Adjustment: APPROVE

Description of Grant Adjustment:

Match Waiver Request: This adjustment is to remove budgeted match due to financial constraints experienced during the COVID - 19 pandemic. Despite the removal of our match, our program will continue to utilize the services of volunteers whenever possible.

View Grant Adjustment Detail

Category	GrantFinancialDescription - New and Previous Text	OOG Funds - New, Previous, and Changed Amounts	Cash Match - New, Previous, and Changed Amounts	InKind Match - New, Previous, and Changed Amounts	GPI Match - New, Previous, and Changed Amounts	Unit - New, Previous, and Changed Amounts
Contractual and Professional Services	<p>Interpreter-Related Services Language Line - Interpreter related services necessary to speak with surviving family members that do not communicate well in English. This allows HCIFS to serve the entire diverse target group without service gaps. The fees for this service are calculated in minutes using an average rate of \$.61/minute (Spanish \$.58 minute/all other languages \$.63/minute). The average rate allows for approximately 2,460 minutes of translation services for the one-year grant period or approximately 205 minutes per month. Using HCIFS's prior 11-month average length of call (10.78 minutes), this would allow for approximately 19 translation calls per month. 19 calls per month is the median for the prior 11-month grant period on the current VAS grant.</p> <p>Interpreter-Related Services Language Line - Interpreter related services necessary to speak with surviving family members that do not communicate well in English. This allows HCIFS to serve the entire diverse target group without service gaps. The fees for this service are calculated in minutes using an average rate of \$.61/minute (Spanish \$.58 minute/all other languages \$.63/minute). The average rate allows for approximately 2,460 minutes of translation services for the one-year grant period or approximately 205 minutes per month. Using HCIFS's prior 11-month average length of call (10.78 minutes), this would allow for approximately 19 translation calls per month. 19 calls</p>	\$1,500.00 \$1,500.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	0 0 0

	per month is the median for the prior 11-month grant period on the current VAS grant.					
Personnel	Counselor and/or Therapist (licensed) Victim Assistance Specialist Position 1, Suzanna Sheldon: Conduct death notifications, provide crisis intervention, immediate grief counseling and provide referrals to outside resources. Total Salary and Fringe Benefits: \$80,107.31.	\$80,107.31	\$0.00	\$0.00	\$0.00	100
		\$80,107.31	\$0.00	\$0.00	\$0.00	100
	Counselor and/or Therapist (licensed) Victim Assistance Specialist Position 1, Suzanna Sheldon: Conduct death notifications, provide crisis intervention, immediate grief counseling and provide referrals to outside resources. Total Salary and Fringe Benefits: \$80,107.31.	\$0.00	\$0.00	\$0.00	\$0.00	0
Personnel	Counselor and/or Therapist (licensed) Victim Assistance Specialist Position 2, Rebecca Fontanilla: Conduct death notifications, provide crisis intervention, immediate grief counseling and provide referrals to outside resources. Total Salary and Fringe Benefits: \$80,107.31.	\$30,192.63	\$0.00	\$0.00	\$0.00	38
		\$30,192.63	\$0.00	\$0.00	\$0.00	38
	Counselor and/or Therapist (licensed) Victim Assistance Specialist Position 2, Rebecca Fontanilla: Conduct death notifications, provide crisis intervention, immediate grief counseling and provide referrals to outside resources. Total Salary and Fringe Benefits: \$80,107.31.	\$0.00	\$0.00	\$0.00	\$0.00	0
Personnel	Intern, Mentor, Service Provider, Student Worker, and/or Support Staff At least twelve (12) volunteer undergraduate or graduate level social work interns (at least four per semester x three semesters), will provide follow up calls to families after a death and ensure they have been given adequate referrals to external services. The volunteer hours are at an estimated value of \$20.00 per hour per the U.S. Bureau of Labor Statistics, Occupational Employment and Wages, May 2019 for social workers (licensed or unlicensed). In-Kind Total Match Amount = \$28,449.99 divided by \$20.00/hr = 1,422.50 hrs divided by 12 month grant period = 118.54 hours per month @ \$20.00 per hour. 118.54 total volunteer intern hours per month required to meet match.	\$0.00	\$0.00	\$0.00	\$0.00	0
		\$0.00	\$0.00	\$28,449.99	\$0.00	100
	Intern, Mentor, Service Provider, Student Worker, and/or Support Staff At least twelve (12) volunteer undergraduate or graduate level social work interns (at least four per semester x three semesters), will provide follow up calls to families after a death and ensure they have been given adequate referrals to external services. The volunteer hours are at an estimated value of \$20.00 per hour per the U.S. Bureau of Labor Statistics, Occupational Employment and Wages, May 2019 for social workers (licensed or unlicensed). In-Kind Total Match Amount = \$28,449.99 divided by \$20.00/hr = 1,422.50 hrs divided by 12 month grant period = 118.54 hours per month @ \$20.00 per hour. 118.54 total volunteer intern hours per month required to meet match.	\$0.00	\$0.00	(\$28,449.99)	\$0.00	(100)
Supplies and Direct Operating Expenses	Office Supplies (e.g., paper, postage, calculator) Victim Assistance Specialists and Volunteer Interns will use the following supplies: Scene bags (4) \$120.00; Tissues Standard/6-pk (1) \$8.00; Tissues to go/6-pk (4) \$48.00; Notepads/4-pk (4) \$40.00; Portfolios (2) \$40.00; 4x4 Post-Its/12-pk (3) \$45.00; 4x6 Post-Its/12-pk (4) \$46.00; Pens/12-pk (3) \$18.00; Highlighters/12-box (1) \$12.00; Sharpies/12-box (2) \$20.00; Copier Paper/500 sheets/box (3) \$90.00; Printer Toner (2) \$252.00; Social Work textbooks to replace out-of-date textbooks and to promote research-based and best practice models (3) \$225.00; Composition Books (9) \$36.00.	\$1,000.00	\$0.00	\$0.00	\$0.00	0
		\$1,000.00	\$0.00	\$0.00	\$0.00	0
	Office Supplies (e.g., paper, postage, calculator) Victim Assistance Specialists and Volunteer Interns will use the following supplies: Scene bags (4) \$120.00; Tissues Standard/6-pk (1) \$8.00; Tissues to go/6-pk (4) \$48.00; Notepads/4-pk (4) \$40.00; Portfolios (2) \$40.00; 4x4 Post-Its/12-pk (3) \$45.00; 4x6 Post-Its/12-pk (4) \$46.00; Pens/12-pk (3) \$18.00; Highlighters/12-box (1) \$12.00; Sharpies/12-box (2) \$20.00; Copier Paper/500 sheets/box (3) \$90.00; Printer Toner (2) \$252.00; Social Work textbooks to replace out-of-date textbooks and to promote research-based and best practice models (3) \$225.00; Composition Books (9) \$36.00.	\$0.00	\$0.00	\$0.00	\$0.00	0
Supplies and Direct Operating Expenses	Project Supplies (e.g., binocular, battery, flexicuff, drug testing kit) Project specific expense include the printing and distribution of bilingual brochures referencing readily available social services which change from year to year. Brochures also detail "next step" procedures for the family members as they navigate through the medicolegal death investigation process. (Approximately 200 brochures at \$5.00 each)	\$1,000.00	\$0.00	\$0.00	\$0.00	0
		\$1,000.00	\$0.00	\$0.00	\$0.00	0
	Project Supplies (e.g., binocular, battery, flexicuff, drug testing kit) Project specific expense include the printing and distribution of bilingual brochures referencing readily available social services which change from year to year. Brochures also detail "next step" procedures for the family members as they navigate through the medicolegal death investigation process. (Approximately 200 brochures at \$5.00 each)	\$0.00	\$0.00	\$0.00	\$0.00	0

View Grant Adjustment By Budget Category

Category	OOG Funds - New, Previous, and Changed Amounts	Cash Match - New, Previous, and Changed Amounts	InKind Match - New, Previous, and Changed Amounts	GPI Match - New, Previous, and Changed Amounts
Contractual and Professional Services	\$1,500.00	\$0.00	\$0.00	\$0.00
	\$1,500.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
Personnel	\$110,299.94	\$0.00	\$0.00	\$0.00
	\$110,299.94	\$0.00	\$28,449.99	\$0.00
	\$0.00	\$0.00	(\$28,449.99)	\$0.00
Supplies and Direct Operating Expenses	\$2,000.00	\$0.00	\$0.00	\$0.00
	\$2,000.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00

View Grant Adjustment Total

View Grant Adjustment Total

OOG Funds - New, Previous, and Changed Amounts	Cash Match - New, Previous, and Changed Amounts	InKind Match - New, Previous, and Changed Amounts	GPI Match - New, Previous, and Changed Amounts
\$113,799.94	\$0.00	\$0.00	\$0.00
\$113,799.94	\$0.00	\$28,449.99	\$0.00
\$0.00	\$0.00	(\$28,449.99)	\$0.00