



**SHERIFF ED GONZALEZ**

SHERIFFS' OFFICE 1200 Baker Street, Houston, Texas 77002 \* (346) 286-1600 \* www.sheriff.hctx.net

**TO:** Ed Gonzalez, Sheriff *Ed Gonzalez*  
**THRU:** Edison Toquica, Chief Deputy *Edison Toquica*  
**THRU:** Michael Lanham, Director of Finance *Michael Lanham*  
**THRU:** Shaun Jernagin, Financial Administrator *Shaun Jernagin*  
**THRU:** Brian Schmitz, Grants Manager *Brian Schmitz*  
**FROM:** Jazmin Gonzales, Grant Analyst  
**DATE:** Thursday, August 25, 2022  
**SUBJECT:** FY23 Domestic Violence Advocacy Grant Temporary Funds Transfer

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The Grants Management Office requests authorization to submit to Commissioners Court a request to approve a temporary transfer of \$85,000 to cover salary and benefit costs until grant funds are received for the FY 2023 Domestic Violence Advocacy grant and extend grant positions into the new project.

The grant contract is expected to be received in October 2022 or soon thereafter. When the award is received, the transfer will be reversed and expenditures will be charged to the grant retroactive to October 1, 2022.

Your consideration in this matter is greatly appreciated.

Regards,

*Jazmin Gonzales*

Jazmin Gonzales  
Grant Analyst

**ORDER**

STATE OF TEXAS

COUNTY OF HARRIS

On this, the 13th day of September 2022, the Commissioners Court of Harris County, Texas, sitting as the governing body of Harris County, upon motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, duly put and carried,

IT IS ORDERED that County Judge Lina Hidalgo or her designee be hereby authorized to approve, and to sign any ancillary grant documents, and on behalf of Harris County, Texas, to approve a temporary transfer of funds to cover salary expenditures until the Domestic Violence Advocacy FY 2023 grant is received:

**DOMESTIC VIOLENCE ADVOCACY FY 2023 – SHERIFF’S OFFICE**

Temporary Transfer: \$85,000

Grant Period: October 01, 2022 – September 30, 2023

**BUDGET REVENUE/EXPENDITURE APPROPRIATION  
TRANSFER FORM**

REF (GL):	Journal Nm.:
REF (PROJ & ACTIV):	Journal Nm.:
TO	FROM

Department Name	Department Name
HARRIS COUNTY SHERIFF'S OFFICE	HARRIS COUNTY SHERIFF'S OFFICE
Fund Description	Fund Description

GENERAL FUND								GENERAL FUND							
GLBU	FUND	DEPT	ACCT	PCBU	PROJ	ACTIV	AMOUNT	GLBU	FUND	DEPT	ACCT	PCBU	PROJ	ACTIV	AMOUNT
HCNTY	1000	54000000	920010				85,000.00	HCNTY	1000	54000000	510010				85,000.00
							<b>TOTAL</b>								<b>TOTAL</b>
							85,000.00								85,000.00

Reason for Transfer  
Request for a temporary transfer for the FY 2023 Domestic Violence Advocacy grant program's payroll expenses until award is received.

DEPARTMENT/BUDGET MANAGEMENT APPROVALS			
Approved By	8/29/2022	Approved By	8/29/2022
<i>Shiva Jemagiri</i>		<i>Shiva Jemagiri</i>	
Dept. Head/Official Signature (TO)	Date	Dept. Head/Official Signature (FROM)	Date
Approved By		Commissioners Court Approval Date	
Budget Management			
Date			

Budget Management Form 3441  
Harris County, TX (06/01/2021)

### POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Harris County Sheriff's Office Business Unit Number: 54000

#### 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 additional office space required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

#### SECTION II – REASON FOR REQUEST

Renew Domestic Violence Advocacy grant positions

#### SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	9/24/2022	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: 10/01/2022 To: 9/30/2023	

#### 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>	
		Number of Positions	4
Position Description (Title)	Various	Position Description (Title-30 Spaces Max)	Various
Job Code Description		Job Code Description	
Position Number	see attached	Position Number (HRRM Use Only)	see attached
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	
Business Unit	54000	Business Unit	
Home Department ID Number		Home Department ID Number	
Location		Location	
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	
Budgeted Hours		Budgeted Hours	
Salary Range Maximum		Salary Range Maximum	
FLSA Code		FLSA Code	
Reports To Position Number		Reports To Position Number	
Fund Code		Fund Code	
Funding Department ID Number		Funding Department ID Number	
Account (Same for all Business Units)	510010	Account (Same for all Business Units)	510010
Business Unit PC (Projects or Grants only)		Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)	
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	
Resource Type (Not currently used)		Resource Type (Not currently used)	

Business Unit Approval (Business Unit Head or Designee)	8/5/2022 Date
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Job Code	Position Number	Job Code Description	Position Number	Business Unit	Home Department ID Number	Location	FullPart	Base Hours Work	Salary Range Maximum	FLSA Code	Reports To	Fund	Funding Department ID Number	Account	PC Bus Unit	Project	Activity	Combo Code
000458	10011831	Case Manager I	10011831	54000	54040342	863A000	F	40	25.85	N	10013354	2601	54040200	510010	HC001	100001000001088	10001	002584418
000458	10011832	Case Manager I	10011832	54000	54040342	863A000	F	40	25.85	N	10013354	2601	54040200	510010	HC001	100001000001088	10001	002584418
000458	10011833	Case Manager I	10011833	54000	54040342	DEFAULT	F	40	25.85	N	10013354	2601	54040200	510010	HC001	100001000001088	10001	002584418
000458	10011834	Case Manager I	10011834	54000	54040342	863A000	F	40	25.85	N	10013354	2601	54040200	510010	HC001	100001000001088	10001	002584418