



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

Juvenile Probation - 840	Not Applicable	WorkTexas Training Center FY 23
Funding Source: WorkTexas: CFDA# N/A	Grant Agency: WorkTexas	
Program Year: 3 rd	Program Ending:	
Grant Begin Date: 10/15/2022	Grant End Date: 10/14/2023	
Grant Org. Key: WRKTX_GY23	If applicable, Prior Year Org. Key: WRKTX_GY22	

Grant Description:

WorkTexas is a 501(c)(3) non-profit entity that facilitates partnerships between education and industry organizations. The mission of WorkTexas is to prepare students with the skills and virtues they need to enter the workforce ready to contribute immediately to employers' businesses, as well as to advance in that field or another field of their choice. Outcomes sought for each student are to 1) graduate from high school (if he/she hasn't already) with an offer of employment from an employer for full-time work in the industry of choice, and 2) ensure each individual remains employed and is advancing in his/her field of choice beyond six months of program completion.

	Total Budget	Grant Funded	County Funded
Salary & Benefits	\$115,876.40	\$79,726.40	\$36,150.00
Non-Labor	\$0.00	\$0.00	\$0.00
Sub Tot. Incremental Cost	\$115,876.40	\$79,726.40	\$36,150.00
Indirect Cost	\$0.00	\$0.00	\$0.00*
TOTALS	\$115,876.40	\$79,726.40	\$36,150.00

* under development

Full Time Equivalent Positions

1.00

Date Guidelines are Available

% of Positions Paid by Grant

68.80 %

Grant Submittal Deadline Date

Grant Discussion:

The application for this award was not presented to Commissioners Court by the Department. The award provides partial funding for a Director of Workforce Development position, which focuses on workforce development activities in Harris County. The match is the portion of salaries not covered by the grant.

County Funded Cost Projection

Year	Required	Discretionary
2023	-	34,760.00
2024	-	1,390.00
2025	-	-
2026	-	-
2027	-	-

Completed by :

Cadow, Eric

Date :

9/19/2022

Reviewed by:

Date :

9/19/22

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 \$79,726.40 on behalf of the Harris County Juvenile Probation Department (HCJPD) from Work Texas Training Center to provide the Harris County Juvenile Probation Department with the financial resources necessary to continue funding a Director of Workforce Development position.

Harris County Commissioners Court hereby accepts \$79,726.40 Work Texas Training Center on behalf of the Harris County Juvenile Probation Department. As described in the grant award letter, funds will be used to fund the Director of Workforce Development position. The Department will pay for the fringe benefits with general funds in the amount of \$36,150.00. The Director will create and grow employment opportunities for youth in Harris County. All funds must be expended by October 14, 2023.

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 as the grant's authorized official. As the authorized official, the Executive Director may apply for additional funds; and, accept, reject, alter or terminate the grant.

NOW THEREFORE, BE IT ORDERED that Harris County Commissioners Court accepts the award of \$79,726.40 from Work Texas Training Center on behalf of the Harris County Juvenile Probation Department to provide HCJPD with the financial resources to fund the Director of Workforce Development position. Furthermore, Harris County Commissioners Court authorizes the Harris County Auditor's Office to establish a budget and financial management protocols for the grant.

Signed and attested on this 27th the day of September 2022.

Lina Hidalgo, County Judge
Harris County, Texas

Teneshia Hudspeth, County Clerk
Harris County, Texas



Grant Agreement

September 1, 2022

Harris County Juvenile Probation Department
Mr. Henry Gonzales, Executive Director
1200 Congress Street, 8th Floor
Houston, TX 77002

Re: Renewed Grant Funding for Harris County and WorkTexas Director of Workforce Development Position

Dear Mr. Gonzales,

The Board of WorkTexas Training Center is pleased to renew the award to the Harris County Juvenile Probation Department (HCJPD) of \$79,726.40 as a grant to continue funding a Director of Workforce Development (Director position). This Director will create and grow more partnerships with employers in Harris County to be a part of the workforce development training programs at HCJPD and its partners. WorkTexas and HCJPD will work together in their respective capacities to provide adolescents and young adults with obtaining marketable skills and gainful employment.

This letter outlines the terms and conditions of accepting this grant. Please read all the terms and conditions carefully, sign, and return along with this signed contract letter no later than **October 31, 2022**. After we receive your signed letter and grant agreement, we will mail you a check for the entire amount within two weeks.

The funds **must** be used specifically for the designated purpose(s) by November 30, 2023. You must submit a written request to us in advance, if you wish to change the purpose of the grant or if the funds are not expended within the next 12 months.

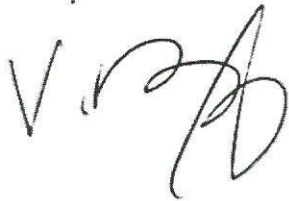
Upon signing this contract, your agency states that you agree to notify us if there is any change in your ability to hire the Director or work with us in workforce development activities in Harris County and surrounding communities. In addition, we will request a report on the expenditures of our grant on or before April 30, 2023 for the period of November 1, 2022 to April 30, 2022. A final report will be required for the year on or

before November 30, 2023. When available, please furnish us with a copy of any audited statement of the finances of the project.

This grant agreement also gives WorkTexas Training Center your permission to use photographs (except those photographs that violate juvenile confidentiality or identify any youth as a probationer), logos, published/printed information, and any other materials you supply, with five (5) days notice, in press releases and/or publications.

Congratulations on this recognition of your important efforts. We look forward to working with you during the coming year.

With respect and gratitude,



Vanessa Ramirez
Board Chair



Mike Feinberg
Co-Founder and Executive Director

ACCEPTED AND AGREED:

By:  9/8/2022
Henry Gonzales, Executive Director (Date)

GENERAL GRANT TERMS, CONDITIONS, AND UNDERSTANDINGS

In addition to the specific terms and conditions in the grant award letter dated September 1, 2022, to which these General Grant Terms, Conditions and Understandings are attached, WorkTexas Training Center (WorkTexas) is awarding this grant to you as the Grantee contingent upon the following:

Expenditure of Funds:

This grant (together with any income earned upon investment of grant funds) is made for the purpose outlined in the grant award letter and may not be expended for any other purpose without WorkTexas' prior written approval.

If the grant is intended to support a specific project or to provide general support for a specific period, any portion of the grant unexpended at the completion of the project or the end of the period shall be returned immediately to WorkTexas.

You may not expend any grant funds for any political or lobbying activity or for any purpose other than one specified in Section 170(c) (2) (b) of the Internal Revenue Code.

WorkTexas will provide the funding for the position's base salary; however, the Harris County Juvenile Probation Department will provide the financial resources to cover salary costs and Harris County benefits in excess of the \$79,726.40 provided by WorkTexas.

Harris County Juvenile Probation Department agrees to not change the compensation amount of the Director of Workforce Development position during the entire 12-month term of this grant unless receiving prior written permission from WorkTexas Training Center as the grantor.

No Assignment or Delegation:

You may not assign, or otherwise transfer, your rights or delegate any of your obligations under this grant without prior written approval from WorkTexas.

Records and Reports:

You are required to keep a record of all receipts and expenditures relating to this grant and to provide WorkTexas with a written report summarizing the project on the dates

specified in the attached letter. Your reports should describe your progress in achieving the purposes of the grant and include a detailed accounting of the uses or expenditure of all grant funds. You also agree to provide any other information reasonably requested by WorkTexas and that does not violate state or federal laws regarding confidentiality or privacy. If your organization obtains any audited financial statements covering any part of the period of this grant, please provide a copy to WorkTexas as well.

Required Notification:

You are required to provide WorkTexas with immediate written notification of: (1) your inability to expend the grant for the purposes described in the grant award letter; or (2) any expenditure from this grant made for any purpose other than those for which the grant was intended.

Reasonable Access for Evaluation:

To the extent permitted by Texas or federal law, you will permit WorkTexas and its representatives, at its request, to have reasonable access during regular business hours to your files, records, accounts, personnel and clients or other beneficiaries for the purpose of making such financial audits, verifications or program evaluations as WorkTexas deems necessary or appropriate concerning this grant award.

Publicity:

You will allow WorkTexas to review and approve the text of any proposed publicity concerning this grant prior to its release. WorkTexas may include information regarding this grant, including the amount and purpose of the grant, any photographs (except those photographs that do not violate juvenile confidentiality or identify any youth as a probationer), your logo, or trademark, or other information or materials about your organization and its activities, in WorkTexas' periodic public reports, newsletters, and news releases.

Right to Modify or Revoke:

WorkTexas reserves the right to discontinue, modify or withhold any payments to be made under this grant award or to require a total or partial refund of any grant funds if, in WorkTexas' sole discretion, such action is necessary: (1) because you have not fully complied with the terms and conditions of this grant; (2) to protect the purpose and objectives of the grant or any other charitable activities of WorkTexas; or (3) to comply

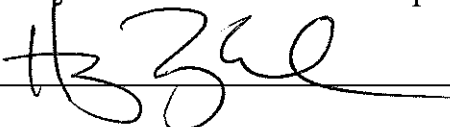
with the requirements of any law or regulation applicable to you, of WorkTexas or this grant.

If WorkTexas does not receive signed copies of its grant award letter and of these general grant terms within 30 days after the date of WorkTexas grant award letter, this grant may be revoked.

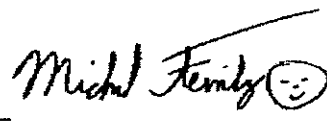
The undersigned certify that they are duly authorized officers of the Grantee and that, as such, are authorized to accept this grant on behalf of the Grantee, to obligate the Grantee to observe all of the terms and conditions placed on this grant, and in connection with this grant to make, execute and deliver on behalf of the Grantee all grant agreements, representations, receipts, reports and other instruments of every kind.

ACCEPTED AND AGREED TO:

Harris County Juvenile Probation Department Henry Gonzales, Executive Director

_____, Signature/Date 9/8/2022

Mike Feinberg, Executive Director

_____, Signature/Date September 1, 2022__

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Juvenile Probation Business Unit Number: 84000

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

Need to extend grant funded position.

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>10/08/2022</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>10/15/2022</u> To: <u>10/14/2023</u>	

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	<u>1</u>
Position Description (Title)	<u>Coord, Industry Partnership</u>	Position Description (Title-30 Spaces Max)	
Job Code Description	<u>Coordinator IV</u>	Job Code Description	
Position Number	<u>10024574</u>	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	<u>HCT</u>	Company (CS, FC, HC, JV or PA)	
Business Unit	<u>84000</u>	Business Unit	
Home Department ID Number	<u>84013000</u>	Home Department ID Number	
Location	<u>DEFAULT</u>	Location	
Full Time, Part Time or Temporary	<u>F</u>	Full Time, Part Time or Temporary	
Budgeted Hours	<u>40</u>	Budgeted Hours	
Salary Range Maximum	<u>49.07</u>	Salary Range Maximum	
FLSA Code	<u>N</u>	FLSA Code	
Reports To Position Number	<u>10020372</u>	Reports To Position Number	
Fund Code	<u>2603</u>	Fund Code	
Funding Department ID Number	<u>84013000</u>	Funding Department ID Number	
Account (Same for all Business Units)	<u>510010</u>	Account (Same for all Business Units)	<u>510010</u>
Business Unit PC (Projects or Grants only)	<u>HC001</u>	Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)	<u>WRKTX_GY22</u>	Project/Grant (Projects or Grants only)	<u>WRKTX_GY23</u>
Activity ID (Projects or Grants only)	<u>WRKTX</u>	Activity ID (Projects or Grants only)	
Resource Type (Not currently used)		Resource Type (Not currently used)	

Fabiola Salas

Business Unit Approval (Business Unit Head or Designee)

09/09/2022

Date