



# 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	
Harris County Resources for Children and Adults - 880		Not Applicable	FY 23 Coalition of Child Serving Sectors	
Funding Source: DePelchin Children's Center: CFDA#		Grant Agency: DePelchin Children's Center		
Program Year: 1 <sup>st</sup>		Program Ending:		
Grant Begin Date: 12/01/2022		Grant End Date: 12/31/2023		
Grant Org. Key: CCSSYR1_GY23		If applicable, Prior Year Org. Key: N/A		

### Grant Description:

Founded in 1892, DePelchin is a nonprofit organization with locations throughout Houston and across Texas and gratefully receives support from individuals, foundations, corporations, and government grants.

	Total Budget	Grant Funded	County Funded
Salary & Benefits	\$85,000.00	\$85,000.00	\$0.00
Non-Labor	\$15,000.00	\$15,000.00	\$0.00
Sub Tot. Incremental Cost	\$100,000.00	\$100,000.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00*
<b>TOTALS</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>	<b>\$0.00</b>

\* 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. Grant funds will be used for the Coalition of Child Serving Sectors (CCSS) program. This program will work directly with the court and legal representatives to understand the needs of families that are at risk of having a child removed due to abuse and neglect, and parents whose child/children have been removed and are working towards reunification. The budget will cover a Family Engagement Coordinator, Equipment, and Supplies. There is no local match requirement.

### County Funded Cost Projection

Year	Required	Discretionary
2023	-	-
2024	-	-
2025	-	-
2026	-	-
2027	-	-

Completed by: Michael Mattingly Mattingly, Mike

Date: 1/4/23

Reviewed by: [Signature]

Date: 1/5/23

THE STATE OF TEXAS §

COUNTY OF HARRIS §

The Commissioners Court of Harris County, Texas, met in regular session at its regular term at the Harris County Administration Building in the City of Houston, Texas, on \_\_\_\_\_, with the following members present:

Lina Hidalgo	County Judge
Rodney Ellis	Commissioner, Precinct No. 1
Adrian Garcia	Commissioner, Precinct No. 2
Tom S. Ramsey	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 AGREEMENT OF GRANT BETWEEN  
HARRIS COUNTY  
AND  
DEPELCHIN CHILDREN'S CENTER  
(Coalition of Child Serving Sectors)**

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:

	Yes	No	Abstain
Judge Hidalgo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Ellis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Ramsey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Briones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 execute the attached grant agreement and to sign any ancillary grant documents between DePelchin Children's Center and Harris County Resources for Children and Adults is authorized to spend up to \$100,000 in consideration of the services performed under this Grant.

## **AGREEMENT FOR SERVICES**

This AGREEMENT FOR SERVICES (this "Agreement") is made and entered into between **Harris County Resources for Children and Adults (HCRCA)** and **DePelchin Children's Center (DePelchin)** and is as follows:

### **WITNESSETH:**

WHEREAS, this agreement is entered into for the purpose of DePelchin providing HCRCA with pass-through dollars made available by the Coalition of Child Serving Sectors (CCSS); and

WHEREAS, HCRCA will comply with all applicable rules, regulations and statutes governing such services; and

NOW, THEREFORE, DePelchin shall and does hereby retain and engage the Services as hereinabove provided, and in consideration of the mutual promises and provisions set forth in this Agreement, the parties agree as follows:

### **TERM**

This Agreement shall be effective commencing on the 1<sup>st</sup> day of December, 2022 and expiring on the 31<sup>st</sup> day of December, 2023 – provided, however, this Agreement and any payment or performance obligation hereunder may be terminated by either DePelchin or HCRCA at any time, with or without cause, upon thirty (30) days prior written notice to the other.

### **SERVICES**

HCRCA shall perform and render the services identified in the attached Scope of Work.

HCRCA agrees to:

- Fulfill all requirements to receive the funding as dictated by the CCSS Steering Committee. This includes, but is not necessarily limited to, output requirements, outcome requirements, and reporting requirements.
- Provide DePelchin with information necessary to transfer funds to HCRCA via ACH since DePelchin will pay the invoices through ACH. Bank account information in the form of a bank letter should be provided to DePelchin. HCRCA should notify of any changes in the bank account 30 days in advance.
- Inform DePelchin immediately upon receipt of the funds.

### **EXPENSES**

DePelchin currently acts as the fiscal agency for the funding available for distribution through the CCSS. In response to a request for applications generated by the CCSS, HCRCA applied, and received funding, for the following expenses to be incurred by HCRCA:

- Salary: up to \$66,823 for a Family Engagement Coordinator (1.0 FTE)
- Fringe Benefits: up to \$18,177
- Materials and Support: \$15,000

## DELIVERABLES AND PAYMENT

DePelchin agrees to release the \$100,000 award as approved by the CCSS Steering Committee based upon the completion of the following deliverables:

- Start-Up Activities (\$20,000 upon completion of all activities listed below)
  - December 2022: Kickoff Meeting with CCSS, County and Courts
  - January 2023:
    - Finalize Job Description, in consultation with CCSS
    - Data collection plan finalized: January 2023
  - February 2023:
    - Contract signed with Family Engagement Coordinator
    - Family Engagement Coordinator begins attending court and meeting with legal representatives, advocates, CPS, CPI and families to develop resource/support service referral plan
- Report to CCSS Steering Committee:
  - Quarterly update by Family Engagement Coordinator at Steering Committee meetings:
    - Q1 – due April 15, 2023 (\$20,000)
    - Q2 – due July 15, 2023 (\$20,000)
    - Q3 – Due October 15, September (\$20,000)
    - Q4/Final Report – Due December 20, 2023 (\$20,000)
  - All reports to be submitted electronically to: Jesse Booher, Senior Vice President and Chief Operations Officer ([jbooher@depelchin.org](mailto:jbooher@depelchin.org))
- Once the deliverables are received and approved by DePelchin, HCRCA will send an invoice to [accountspayable@depelchin.org](mailto:accountspayable@depelchin.org) and will be paid within 30 days by DePelchin.

## AGREEMENT

This Agreement constitutes the sole and only agreement of the parties and supersedes any prior understandings or written or oral agreements between the parties respecting this subject matter.

## GOVERNING LAW

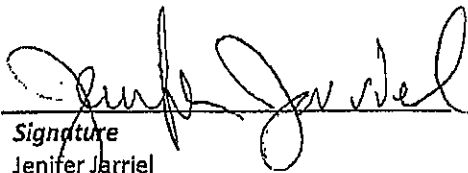
The validity of this Agreement and any of its terms and provisions, as well as the rights and duties of the parties, shall be governed by the laws of the State of Texas.

## INDEMNIFICATION

Each party to this Agreement shall be responsible for any and all acts and omissions of its own staff, employees, officers, agents and independent contractors. Each party shall furthermore defend and hold harmless the other party from any and all claims, damages, and liability of any kind arising from any act or omission of its own staff, employees, officers, agents, and independent contractors.

## AMENDMENT

This Agreement may be amended by the mutual agreement of the parties to it, in a written format to be attached and incorporated in this Agreement.



*Signature*

Jenifer Jarriel  
President and Chief Executive Officer  
DePelchin Children's Center

12/30/2022

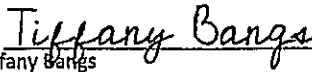
Date

*Signature*

County Judge Lina Hidalgo  
Harris County

Date

APPROVED AS TO FORM:  
HARRIS COUNTY ATTORNEY  
CHRISTIAN D. MENEFFEE

By: 

Tiffany Bangs  
Assistant County Attorney  
CAO File: 23GEN0017

<b>CCSS Committee: Judicial Subcommittee</b>	<b>Purpose: Preventing Removals and Supporting Reunification through Family Engagement</b>	<b>Total Grant: \$100,000</b>
<b>Brief Description of Project:</b>	<p>Currently, a child in Harris County remains in care an average of 24 months, compared to a national average of 19 months and a statewide average of 17 months. Parents/caregivers needing to identify, access, and complete appropriate services for themselves, or their children can directly influence how quickly a youth returns home or how quickly a determination can be made to place a child in an alternative permanent home environment. Parents/caregivers may find that navigating child-serving systems alone can be complicated and overwhelming. Coupled with feelings of anxiety, confusion, and sadness considering their situations, many system-involved families are also impacted by such factors as lack of natural support and connectedness, and poor coping and life skills, all of which bears impact on one's ability to respond to social-emotional stimuli. With very little support guidance, and/or understanding of expectations and related processes, families might find it difficult to address concerns identified by the court, essentially stifling their ability to comply with ordered services and requirements, leading to extended lengths of time in care for children in out of home placements, higher instances of removals and terminations for non-compliance, and poorer overall outcomes for system-involved youth and families.</p> <p>The court will partner with Harris County Resources for Children and Adults to contract for a full time equivalent a family engagement specialist who will act as liaison between the court, advocates legal representatives, families and parent and family support services. The family engagement specialist will work directly with the court to understand the needs of families that are at risk of having their child removed due to abuse and neglect and parents whose child(ren) have been removed and are working towards reunification. The position will partner with child protective investigators, CPS caseworkers, and advocates to ensure referrals are made in coordination with and in support of safety plans and family plans. In addition, the family engagement specialist will create and maintain a community system of care, developing a local referral network to better connect and inform families of services available, identifying and maintaining an updated list of resources, and identifying gaps in needed community resources so the broader community can grow to meet these needs over time.</p>	
<b>Budget:</b>	<p>\$ 85,000 Personnel and Benefits  \$ 15,000 Supplies  \$100,000 Total</p>	
<b>Deliverables with Timeline:</b>	<p>Kickoff Meeting with CCSS, County and Courts: December 2022  Finalize Job Description, in consultation with CCSS: January 2023  Contract signed with Community Engagement Specialist: January – February 2023  Data collection plan finalized (see below) January 2023  Family Engagement Specialist begins attending court and meeting with legal representatives, advocates, CPS, CPI and families to develop resource/support service referral plan February 2023  Report to CCSS Steering Committee: Quarterly update by community engagement specialist at Steering Committee meetings: March, June, September, December 2023  Final Report to Steering Committee (including data report as outlined below) : December 2023</p>	

<b>Data Collection and Reporting:</b>	During the project, data will be collected on the number of families the position works with and the number of those families that remain intact (no removal) and those that are successfully reunified. The preliminary target for number of children/parents supported is 100 per month, through direct contact, conferencing with the Judge, or conferencing with the child/family advocate. In addition, data will be collected on the number of services completed and the timeliness of completion. Information collected will then be shared with DFPS, other courts, and key stakeholders to build support for longer term investment if the project is successful. In addition, the network of community services that is developed by this position will be a community asset that will remain post the project even if additional funding for the position is not secured.
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### POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Resources for Children and Adults Business Unit Number: 88000

#### SECTION I - TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input checked="" type="checkbox"/>	Requires Commissioners Court approval
Is additional office space required?	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	

#### SECTION II - REASON FOR REQUEST

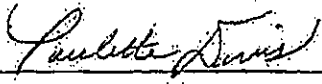
New Position

#### SECTION III - PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>01/14/2023</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>01/15/2023</u> To: <u>12/31/2023</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>
Position Description (Title)	Number of Positions
Job Code Description	Position Description (Title-30 Spaces Max)
Position Number	Job Code Description
Company (CS, FC, HC, JV or PA)	Position Number (HRRM Use Only)
Business Unit	Company (CS, FC, HC, JV or PA)
Home Department ID Number	Business Unit
Location	Home Department ID Number
Full Time, Part Time or Temporary	Location
Budgeted Hours	Full Time, Part Time or Temporary
Salary Range Maximum	Budgeted Hours
FLSA Code	Salary Range Maximum
Reports To Position Number	FLSA Code
Fund Code	Reports To Position Number
Funding Department ID Number	Fund Code
Account (Same for all Business Units)	Funding Department ID Number
Business Unit PC (Projects or Grants only)	Account (Same for all Business Units)
Project/Grant (Projects or Grants only)	Business Unit PC (Projects or Grants only)
Activity ID (Projects or Grants only)	Project/Grant (Projects or Grants only)
Resource Type (Not currently used)	Activity ID (Projects or Grants only)
	Resource Type (Not currently used)

  
Business Unit Approval (Business Unit Head or Designee)

12/19/2022  
Date



**CCSS Budget**

**Jan 15 - Dec 31, 2023**

Salaries	\$ 59,112.65
<b>Fringes:</b>	
Soc.Sec	\$ 4,522.12
Gr Insurance	\$ 11,505.24
Worker's Comp	\$ 520.19
Unemployment Ins	\$ 59.11
Retirement	\$ 9,280.69
<b>Total Fringes</b>	<b>\$ 25,887.35</b>
<b>Total Salaries and Fringes</b>	<b>\$ 85,000.00</b>

Training: TNOYS and Texas Alliance of Child & Family Services (TACFS) conference	\$ 3,850.00
Mileage (\$.625/mile x 300 miles x 12 months)	\$ 2,250.00
Cell phone (\$50/month x 12)	\$ 600.00
Laptop and accessories	\$ 2,300.00
Portable printer	\$ 250.00
Desk chair	\$ 250.00
Office Supplies	\$ 3,000.00
Resource Directory for Family Courts	\$ 2,500.00
	<b>\$ 15,000.00</b>
	<b>\$ 100,000.00</b>

BUDGET REVENUE/EXPENDITURE APPROPRIATION  
TRANSFER FORM

SFY2023

REF (OLE):	Journal No.:
REF (PROJ & ACTV):	Journal No.:
Department Name:	Department Name:
885- HC Resources for Children & Adult	FROM:
Fund Description:	Fund Description:

SFY23 Condition of Child Welfare Services grant

GLBU	FUND	DEPT	ACCT	PCBU	PROJ	ACTV	AMOUNT	GLBU	FUND	DEPT	ACCT	PCBU	PROJ	ACTV	AMOUNT
HCNTY	2804	88003100	810010	HC001	CCSSYR1_GY23	10001	59,000.00								
HCNTY	2804	88003100	810030	HC001	CCSSYR1_GY23	10001	112.85								
HCNTY	2804	88003100	820010	HC001	CCSSYR1_GY23	10001	4,622.12								
HCNTY	2804	88003100	820040	HC001	CCSSYR1_GY23	10001	11,805.24								
HCNTY	2804	88003100	820050	HC001	CCSSYR1_GY23	10001	820.19								
HCNTY	2804	88003100	820080	HC001	CCSSYR1_GY23	10001	26.11								
HCNTY	2804	88003100	820070	HC001	CCSSYR1_GY23	10001	7,280.66								
HCNTY	2804	88003100	810020	HC001	CCSSYR1_GY23	10001	800.00								
HCNTY	2804	88003100	711100	HC001	CCSSYR1_GY23	10001	3,000.00								
HCNTY	2804	88003100	717001	HC001	CCSSYR1_GY23	10001	980.00								
HCNTY	2804	88003100	720055	HC001	CCSSYR1_GY23	10001	2,800.00								
HCNTY	2804	88003100	731008	HC001	CCSSYR1_GY23	10001	3,850.00								
HCNTY	2804	88003100	731006	HC001	CCSSYR1_GY23	10001	2,250.00								
HCNTY	2804	88003100	717003	HC001	CCSSYR1_GY23	10001	1,850.00								
HCNTY	2804	88003100	717502	HC001	CCSSYR1_GY23	10001	290.00								
<b>TOTAL</b>							100,000.00	<b>TOTAL</b>							

Reason for Transfer:  
To get up budget for CCSS grant FY23 on PCSSYR1\_GY23.

DEPARTMENT/BUDGET MANAGEMENT APPROVALS			
Approved By:		Date:	12/27/2022
Dept. Head/Official Signature (TO)		Dept. Head/Official Signature (FROM)	
Approved By:		Commissioners Court Approval Date	
Budget Management		Date	