



# 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

<b>Department Name / Number</b>	<b>DUNS</b>	<b>Grant Title</b>
Domestic Relations - 286	Not Applicable	Self-Represented Services in the Family Courts '23
<b>Funding Source:</b> Texas Bar Foundation: CFDA# N/A	<b>Grant Agency:</b> Texas Bar Foundation	
<b>Program Year:</b> 1 st	<b>Program Ending:</b>	
<b>Grant Begin Date:</b> 04/21/2023	<b>Grant End Date:</b> 04/20/2024	
<b>Grant Org. Key:</b>	<b>If applicable, Prior Year Org. Key:</b> N/A	

**Grant Description:**

The Texas Bar Foundation solicits charitable contributions and provides funding to enhance the rule of law and the system of justice in Texas, especially for programs that relate to legal assistance for the underserved, the administration of justice, ethics in the legal profession, the encouragement of legal research, and the education of the public.

	Total Budget	Grant Funded	County Funded
Salary & Benefits	\$25,000.00	\$25,000.00	\$0.00
Non-Labor	\$0.00	\$0.00	\$0.00
Sub Tot. Incremental Cost	\$25,000.00	\$25,000.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00*
<b>TOTALS</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>

\* under development

Full Time Equivalent Positions  Date Guidelines are Available


% of Positions Paid by Grant  Grant Submittal Deadline Date

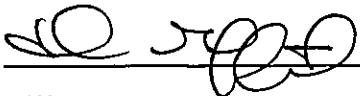
**Grant Discussion:**

This award relates to an application that was authorized by Commissioners Court on 1/10/23. This grant will be used partially fund a non-attorney position to support self-represented services in the Family Courts in the furtherance of enhancing existing services to parents navigating the Harris County Family District Court system as self-represented litigants. There is no match requirement.

**County Funded Cost Projection**

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

Completed by:  Cadow, Eric

Reviewed by: 

Date: 5/8/2023

Date: 5/8/23

THE STATE OF TEXAS §  
  §  
COUNTY OF HARRIS §

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 \_\_\_\_\_, 2023 with the following members present, to-wit:

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, to-wit: \_\_\_\_\_, constituting a quorum, when among other business, the following was transacted:

**ORDER AUTHORIZING ACCEPTANCE OF THE AWARD FOR A GRANT FROM THE TEXAS BAR FOUNDATION TO PROVIDE SELF-REPRESENTED SERVICES**

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 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 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 County Judge is authorized to accept, for and on behalf of Harris County, the Award for a grant from the Texas Bar Foundation to provide Self-Represented Services being incorporated herein by reference and made a part hereof for all intents and purposes as though fully set forth herein word for word.

# FollowUp Form Texas Bar Foundation Grant Agreement

---

## *Terms & Conditions*

---

### Grant Number

98 23

### Primary Organization Name

Harris County Domestic Relations Office

### Project Name

Name of Project

Self-Represented Litigant Services

### Amount Awarded

\$25,000.00

**THIS AGREEMENT DETAILS THE RESPONSIBILITIES OF THE TEXAS BAR FOUNDATION AND YOUR ORGANIZATION (GRANTEE), AND THE TERMS AND CONDITIONS OF THE GRANT.**

**The following terms apply to your use of the Foundation’s grant:\***

- Grant funds will be available for a one-year period. Texas Bar Foundation grant funds may be used only in the manner stated in your application. **To vary the use, you first must request the variance and receive the Foundation’s written approval, prior to the funds being expended.** Please contact Amy Weir at 512-480-8000 or aweir@txbf.org for instructions to request a variance.
- An agreement accepting the terms and conditions of the grant must be **submitted within 90 days of funding notification or the award will be rescinded.**
- **Grant checks must be cashed within 90 days of the award date or the award may be rescinded.**
- Any grant funds not expended for the purposes of the grant within the year beginning April 21, 2023 must be returned to the Foundation. You are required to maintain financial records for expenditures and receipts relating to this project.
- The Texas Bar Foundation reserves the property rights, copyrights and all other rights of reproduction with respect to any intellectual property for which service is provided as a condition of this grant.
- In any publication; print, electronic, or social media, if copyrighted material is used, a copy of the release must be included with your final report.

I Agree To The Above

## Special Terms or Conditions

### Acceptance of Special Terms or Conditions, if any

I agree to the Special Terms or Conditions listed above.

## Extension Request\*

**We strongly discourage extension requests. If one is needed, please contact Amy Weir at 512-480-8000 or aweir@txbf.org at least 2 weeks before your grant expires for instructions on how to make the request. If the extension is approved, you will be notified of the new deadline.**

I agree to request an extension before the grant expires.

## Press Release\*

A press release regarding the grant must be sent to the media by the grant recipient.

The press release **MUST** include standard language and a list:

- The following standard language **must be included**: "Since its inception in 1965, the Texas Bar Foundation has awarded more than \$25 million in grants to law-related programs. Supported by members of the State Bar of Texas, the Texas Bar Foundation is the nation's largest charitably-funded bar foundation."
- A list of the media outlets receiving the press release should be submitted to the Foundation. The Bar Foundation understands that media (newspapers, radio, etc.) may not use your release at all, or may edit your press release, but you must use the language so they have the opportunity to include it.

I agree to submit a press release and include the required language.

## Social Media\*

The Texas Bar Foundation requests that all grants be posted on your organization's social media platforms and that the Texas Bar Foundation be tagged on the post on Twitter and LinkedIn, if those are used by your organization.

I agree to post on social media and tag the Texas Bar Foundation on social media.

## Grant Reporting\*

(1) The **6-month narrative report** describes progress made toward the goals. The **Final narrative report, due at the end of 12 months**, should specify how the target community has benefited from the project, should identify obstacles and successes encountered in the project. If applicable, a copy of any printed or electronic final product should be included with the final report.

(2) A financial summary according to the line-item categories of the approved budget, which has been certified as correct by the responsible financial official of your organization must be included with your final report.

*(3) Project Highlights & Client Profile with either report – Please include a short story of any special project highlights occurring during the past year, and a separate, short description of a client who was assisted by this project. This information may be used by the Texas Bar Foundation for publicity efforts, therefore, please change identifiers to protect client confidentiality.*

I Agree To The Above

**Noncompliance, for any reason, with the Texas Bar Foundation's requests regarding reports or the content of the press release could result in disapproval of future applications from your organization.**

## Receipt of Grant Funds\*

After submitting this agreement a check will be mailed to the name and address on the grant application. The Grant Award Check will void after 90 days if not cashed. If grantee has not cashed the grant award check within 90 days of funding the Foundation may deny or withdraw the approved funding.

I understand the grant check must be cashed within 90 days.

## Project Description

Please verify this description of the grant which will be used in our print materials. If any changes are needed, please contact Amy Weir [aweir@txbf.org](mailto:aweir@txbf.org) or 512-480-8000.

To support the judiciary and assist self-represented litigants finalize their uncontested family law case by reviewing final orders and providing legal information.

I agree with the above project description.

## Generic Communications

In order to reduce the amount of mail the Texas Bar Foundation receives that is not specifically relevant to the management of this grant, the Grantee agrees to keep the Foundation off its generic marketing, distribution, and mailing lists, including, but not limited to, annual reports, newsletters, and donor appeals.

I Agree To The Above

In serving the public interest, the Foundation gives high priority to the realization of equality of opportunity for all members of society. Accordingly, it is the Foundation's expectation that in the implementation of this grant you will not discriminate with respect to race, color, religion, sex, national origin, mental or physical disability, age, citizenship status, veteran's status, or sexual orientation.

If this agreement sets forth your understanding of the terms of this grant, please sign this form as soon as possible. Approximately three weeks after we receive the signed form you will receive our check for the full amount of your grant.

*In all written correspondence, please use the grant number above.*

### Acceptance of Terms & Conditions\*

This grant is conditional upon Grantee's acceptance of the terms and conditions set forth herein. By selecting the "I Accept Grant Terms and Conditions" below Grantee agrees to accept and comply with the stated terms and conditions of this grant.

I Accept Grant Terms and Conditions

### Authorized Signature\*

The electronic signature on this document of the person authorized to make legal contracts for Grantee will represent Grantee's acceptance of this award and agreement to comply with the stated terms and conditions of this grant. Please signify your agreement to the foregoing terms and conditions by typing in your Name, Title, and Date in the spaces below. You must be an authorized officer of the Grantee duly empowered to make legal contracts for Grantee.

Hon. Lina Hidalgo

### Title\*

Harris County Judge

### Date\*

05/01/2023

## File Attachment Summary

---

### *Applicant File Uploads*

*No files were uploaded*

## Self-Represented Litigant Services

---

*Spring 2023 Grant Application*

### ***Harris County Domestic Relations Office***

---

Mr David Simpson  
1310 Prairie Street  
Suite 700  
Houston, TX 77002

DROinquiries@hctx.net  
O: 713-274-7300

### ***Ms. Blanca Reyna***

---

1310 Prairie Street  
Suite 700  
Houston, TX 77002

blanca.reyna@dro.hctx.net