



(713) 274-1222
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FISCAL REVIEW REQUEST FORM

This Section to be Completed by the Requesting Department

Target Court Date for Action	April 23 rd , 2024
Date Fiscal Review Requested (w/ fully completed RCA and backup materials submitted to OMB/OCA)	April 10 th , 2024

RCA Title (<i>Agenda Caption</i>)	Request for discussion and possible action on proposed supplemental budget appropriations across multiple departments (Harris Central Appraisal District).		
Program/Project Type (<i>check box</i>)	<input checked="" type="checkbox"/>	Expansion of existing program/project	
	<input type="checkbox"/>	New program/project	
	<input type="checkbox"/>	Grant match	
	<input type="checkbox"/>	Other - Describe:	
Justification for Budget Augmentation (<i>Why is the funding needed now?</i>)	The budget for the Harris Central Appraisal District (HCAD) was increased to account for the change in school district tax levy which increased the portion of HCAD costs the County is responsible for.		
Describe department research on program/project benchmarks (<i>What do other jurisdictions do and how did that inform this program? What data was used to inform program/project design?</i>)	N/A this is a required contribution to HCAD.		
Describe program/project design's equity considerations (<i>Which groups are impacted by this policy and how? How would any inequities be addressed by this request if approved?</i>)	N/A This is a required contribution to HCAD		

Unfunded State/Federal/Other Mandate? <i>(check box)</i>	X	Yes		No
If yes, describe the mandate (including whether a State, Federal, judicial, Commissioners Court, or other mandate)	Yes the county is required to pay its portion of the HCAD costs.			

KPIs/Performance Measures for the Request

List existing department performance measures that will be improved if this request is funded. If no existing measures tie to this funding request, list new measures that would be tracked to determine the success of the program.

Existing Dept Measure	County Goal and/or Priority Outcome Supported	Current Target FY 2024 Measure <i>(in budget software)</i>	Revised FY 2024 Measure w/Funding	Target FY 2025 Measure w/Funding
New Dept Measure	County Goal and/or Priority Outcome Supported	Current Target FY 2024 Measure	Revised FY 2024 Measure w/Funding	Target FY 2025 Measure w/Funding

This Section to be Completed by the Office of Management and Budget

Does department have internal funding available to reallocate for this purpose? Describe.	No
Is there an alternative fund source other than that requested? (<i>e.g., internal funding, grant funding, special fund</i>)	No
Discuss any duplication within the County (including by other departments) related to this request and if consolidation should be considered	No
Was this item considered as part of the budget process for the current Fiscal Year? If so, please provide context.	No
Describe and quantify impacts to revenue related to this request.	None.
If request is related to a grant, what is the: N/A	
Source of matching funds	
Number of years associated with the new grant funding	
History of the County's use of the grant funds	

Summary of Budget Request

	Ongoing Annual Cost (recurring expense)	One-time Cost	Total Annual Cost	Total Prorated Need for Current Fiscal Year
Labor	\$0	\$0	\$0	\$0
Non-Labor	\$0	\$2,000,000	\$2,000,000	\$2,000,000
Total	\$0	\$2,000,000	\$2,000,000	\$2,000,000
# New PCNs	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0
Fund Source(s) Requested (<i>General Fund, Special Fund, etc.</i>)	General Fund			
Job title(s) for each new PCN				

This Section to be Completed by the Office of County Administration

Does the request align with Countywide Goals and Priority Outcomes? Explain.	No, the request relates to a state mandate.
Has the department submitted a complete request with sufficient supporting documentation (i.e., all information on pages 1 and 2 of this document, a fully completed RCA, and comprehensive backup materials for the RCA)? Explain.	OMB has submitted this request on the department's behalf.
For any similar County programs/projects, is there a duplication in service, population served, etc.? Should consolidation be considered?	N/A
Can a change in policy or process result in the desired impact without adding funding?	N/A

OCA Recommends Commissioners Court take the Following Action(s):

Recommendation	Notes	Recommended by
Approve the funding request as verified by OMB	OCA recommends approval of this request given the state mandate requiring Harris County to pay its portion of HCAD costs.	Diana Ramirez
Do not approve the funding request		
Request department submit the request as part of the annual budget process		
Request department work with OMB and OCA/TAP to refine the request		



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FISCAL REVIEW REQUEST FORM

This Section to be Completed by the Requesting Department

Target Court Date for Action	4/23/2024
Date Fiscal Review Requested (w/ fully completed RCA and backup materials submitted to OMB/OCA)	4/10/2024

RCA Title (<i>Agenda Caption</i>)	Request for discussion and possible action on proposed supplemental budget appropriations across multiple departments (District Courts).	
Program/Project Type (<i>check box</i>)	<input checked="" type="checkbox"/>	Expansion of existing program/project
	<input type="checkbox"/>	New program/project
	<input type="checkbox"/>	Grant match
	<input checked="" type="checkbox"/>	Other - Describe: Uncontrollable volume increase/expansion of service
Justification for Budget Augmentation (<i>Why is the funding needed now?</i>)	The current backlog of 447 outstanding competency and sanity evaluations (CY23-125 & CY24-322) is expected to grow and the provider is experiencing even more judge orders in CY24 than in CY23.	
Describe department research on program/project benchmarks (<i>What do other jurisdictions do and how did that inform this program? What data was used to inform program/project design?</i>)	N/A	
Describe program/project design's equity considerations (<i>Which groups are impacted by this policy and how? How would any inequities be addressed by this request if approved?</i>)	The Texas Code of Criminal Procedure Article 16.22 references the early identification of defendants suspected of having a mental illness or intellectual disability. The ILA with Harris Center, approved initially on December 17, 2019, provides for mental health screening services by the Harris Center for Mental Health and IDD in accordance with Article 16.22. On November 30, 2021, the ILA was amended to include services from the then General Order Bond (GOB) pilot program, now the Community Assistance Resource Program, to fulfill section C 53 of the O'Donnell Consent Decree requiring nonappearance mitigation support for misdemeanors.	

Unfunded State/Federal/Other Mandate? <i>(check box)</i>	X	Yes	No
If yes, describe the mandate (including whether a State, Federal, judicial, Commissioners Court, or other mandate)	According to the requirements of Texas Code of Criminal Procedure Article 16.22, The Harris Center completes court-ordered forensic examinations to determine if a defendant at the Harris County Jail is competent to stand trial. Harris Center forensic psychologists are called to provide expert opinions regarding competency during trials.		

KPIs/Performance Measures for the Request

List existing department performance measures that will be improved if this request is funded. If no existing measures tie to this funding request, list new measures that would be tracked to determine the success of the program.

Existing Dept Measure	County Goal and/or Priority Outcome Supported	Current Target FY 2024 Measure <i>(in budget software)</i>	Revised FY 2024 Measure w/Funding	Target FY 2025 Measure w/Funding
New Dept Measure	County Goal and/or Priority Outcome Supported	Current Target FY 2024 Measure	Revised FY 2024 Measure w/Funding	Target FY 2025 Measure w/Funding

This Section to be Completed by the Office of Management and Budget

Does department have internal funding available to reallocate for this purpose? Describe.	The department does not have enough funding within their current appropriation to be able to fund the additional amounts presented/requested from the provider.
Is there an alternative fund source other than that requested? (e.g., internal funding, grant funding, special fund)	No.
Discuss any duplication within the County (including by other departments) related to this request and if consolidation should be considered	N/A
Was this item considered as part of the budget process for the current Fiscal Year? If so, please provide context.	Yes. The department has an amount allocated in their budget for this service. However, they do not have enough in the current appropriation to fund the additional amounts presented/requested from the provider.
Describe and quantify impacts to revenue related to this request.	N/A
If request is related to a grant, what is the:	
Source of matching funds	N/A
Number of years associated with the new grant funding	N/A
History of the County's use of the grant funds	N/A

Summary of Budget Request

	Ongoing Annual Cost (recurring expense)	One-time Cost	Total Annual Cost	Total Prorated Need for Current Fiscal Year
Labor				
Non-Labor	\$1,210,000		\$1,210,000	\$1,210,000
Total	\$1,210,000		\$1,210,000	\$1,210,000
# New PCNs				
Capital				
Fund Source(s) Requested (General Fund, Special Fund, etc.)	General Fund			
Job title(s) for each new PCN	N/A			

This Section to be Completed by the Office of County Administration

Does the request align with Countywide Goals and Priority Outcomes? Explain.	This request aligns with the “Reduce unnecessary exposure to the criminal justice system” Priority Outcome under the “Justice and Safety” Goal Area.
Has the department submitted a complete request with sufficient supporting documentation (i.e., all information on pages 1 and 2 of this document, a fully completed RCA, and comprehensive backup materials for the RCA)? Explain.	The department has submitted the completed RCA and partially completed fiscal review request form (performance measures associated with the request were not provided).
For any similar County programs/projects, is there a duplication in service, population served, etc.? Should consolidation be considered?	N/A
Can a change in policy or process result in the desired impact without adding funding?	No. Harris County is required by Texas Code of Criminal Procedure Article 16.22 to provide competency evaluations for defendants suspected of having a mental illness or intellectual disability.

OCA Recommends Commissioners Court take the Following Action(s):

Recommendation	Notes	Recommended by
Approve the funding request as verified by OMB	OCA recommends approval of this request to comply with the requirements of Texas Code of Criminal Procedure Article 16.22. The additional recurring expense will be included in the FY25 CLS budget forecast.	Diana Ramirez
Do not approve the funding request		
Request department submit the request as part of the annual budget process		
Request department work with OMB and OCA/TAP to refine the request		



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This Section to be Completed by the Requesting Department

Target Court Date for Action	April 23, 2024
Date Fiscal Review Requested (w/ fully completed RCA and backup materials submitted to OMB/OCA)	April 10, 2024

RCA Title (<i>Agenda Caption</i>)	Request for discussion and possible action on proposed supplemental budget appropriations across multiple departments (Tax Office).	
Program/Project Type (<i>check box</i>)	<input type="checkbox"/>	Expansion of existing program/project
	<input type="checkbox"/>	New program/project
	<input type="checkbox"/>	Grant match
	<input checked="" type="checkbox"/>	Other - Describe:
Justification for Budget Augmentation (<i>Why is the funding needed now?</i>)	We had three required extraordinary items related to postage, mailing fees and temporary labor that hit our budget this fiscal year that created a budgetary shortfall much earlier and larger than anticipated. (1) There was a voter-approved increase to school district exemption amounts that required our department to mail out almost twice as many statements than usual. (2) The Voter Registration group was required to mail out voter registration certificates to every registered voter this year. These expenses were not accounted for during the budget planning cycle. (3) Also, additional funding is needed for temporary labor to keep our temporary labor pipeline at current levels of service and absorb a 4.5% increase in the contracted bill rate.	
Describe department research on program/project benchmarks (<i>What do other jurisdictions do and how did that inform this program? What data was used to inform program/project design?</i>)	N/A	
Describe program/project design's equity considerations (<i>Which groups are impacted by</i>	N/A	

<i>this policy and how? How would any inequities be addressed by this request if approved?)</i>				
Unfunded State/Federal/Other Mandate? (check box)		Yes	X	No
If yes, describe the mandate (including whether a State, Federal, judicial, Commissioners Court, or other mandate)	N/A			

KPIs/Performance Measures for the Request

List existing department performance measures that will be improved if this request is funded. If no existing measures tie to this funding request, list new measures that would be tracked to determine the success of the program.

Existing Dept Measure	County Goal and/or Priority Outcome Supported	Current Target FY 2024 Measure (in budget software)	Revised FY 2024 Measure w/Funding	Target FY 2025 Measure w/Funding
New Dept Measure	County Goal and/or Priority Outcome Supported	Current Target FY 2024 Measure	Revised FY 2024 Measure w/Funding	Target FY 2025 Measure w/Funding

This Section to be Completed by the Office of Management and Budget

Does department have internal funding available to reallocate for this purpose? Describe.	No the department is general fund funded and does not have sufficient resources to reallocate to this purpose.
Is there an alternative fund source other than that requested? (<i>e.g., internal funding, grant funding, special fund</i>)	There are no alternate funds available at this time. Later in the year there will be the opportunity to claim some state funds for some of the related needs, however the state funds will not cover the majority of the expenses and we do not have a final timeline for receiving these funds.
Discuss any duplication within the County (including by other departments) related to this request and if consolidation should be considered	These functions are statutorily required to be performed by this office and cannot be consolidated into another existing office.
Was this item considered as part of the budget process for the current Fiscal Year? If so, please provide context.	No. However the increases as a result of contract changes will be considered in CLS.
Describe and quantify impacts to revenue related to this request.	None.
If request is related to a grant, what is the: N/A	
Source of matching funds	
Number of years associated with the new grant funding	
History of the County's use of the grant funds	

Summary of Budget Request

	Ongoing Annual Cost (recurring expense)	One-time Cost	Total Annual Cost	Total Prorated Need for Current Fiscal Year
Labor	\$0	\$0	\$0	\$0
Non-Labor		\$2,073,586	\$0	\$2,073,586
Total		\$2,073,586	\$0	\$2,073,586
# New PCNs	0	0	0	0
Capital	0	0	0	0
Fund Source(s) Requested (<i>General Fund, Special Fund, etc.</i>)	General Fund			
Job title(s) for each new PCN	N/A			

This Section to be Completed by the Office of County Administration

Does the request align with Countywide Goals and Priority Outcomes? Explain.	This request aligns with the “Provide outstanding customer service” Priority Outcome under the “Governance and Customer Service” Goal Area.
Has the department submitted a complete request with sufficient supporting documentation (i.e., all information on pages 1 and 2 of this document, a fully completed RCA, and comprehensive backup materials for the RCA)? Explain.	The department has submitted the completed RCA and partially completed fiscal review request form (performance measures associated with the request were not provided). The department also provided a breakout of the unbudgeted expenses.
For any similar County programs/projects, is there a duplication in service, population served, etc.? Should consolidation be considered?	N/A
Can a change in policy or process result in the desired impact without adding funding?	No. The department is required to mail out voter registration certificates and property tax statements.

OCA Recommends Commissioners Court take the Following Action(s):

Recommendation	Notes	Recommended by
Approve the funding request as verified by OMB	OCA recommends approval of this request to ensure the department has sufficient funds for the unbudgeted expenses. The additional recurring contract labor expense will be included in the FY25 CLS budget forecast.	Diana Ramirez
Do not approve the funding request		
Request department submit the request as part of the annual budget process		
Request department work with OMB and OCA/TAP to refine the request		