



Harris County Commissioners Court

Request for Court Action

Department: Sheriff

Department Head/Elected Official: Ed Gonzalez, Sheriff

Regular or Supplemental RCA:

☒ Regular RCA

☐ Supplemental RCA

Type of Request: Grant

Project ID (if applicable): N/A

Vendor/Entity Legal Name (if applicable): Texas Office of the Governor, Public Safety Office

MWDBE Participation (if applicable): N/A

Request Summary (Agenda Caption):

..title

Request by the Sheriff for authorization of a temporary budget transfer in the amount of \$80,000 for the FY 2022 Domestic Violence Advocacy Program and to extend grant positions effective September 25, 2021.

..end

Background and Discussion:

The awarding of this renewal grant may be delayed by the grantor but it is anticipated that we will receive this award in October 2021. This temporary budget transfer also starts the workflow to renew the current 4 grant positions for the FY 2022 grant. When the award is received, the transfer will be reversed and expenditures will be charged to the grant retroactive to October 1, 2021.

Expected Impact:

This temporary budget transfer will ensure continuity of the Domestic Violence Advocacy program which provides services countywide by providing the necessary funds to cover payroll expenses for the 4 victim advocates.

Alternative Options:

If this temporary budget transfer is not completed and if the grant award is delayed, funds will not be available for salary and benefits costs for the Domestic Violence Advocacy Program and the grant positions may not roll over into the new grant project in time.

Alignment with Goal(s):

☒ Justice and Safety

☐ Economic Opportunity

☐ Housing

☐ Public Health

☐ Flooding

☐ Environment

☐ Governance and Customer Service

☐ Transportation

Prior Court Action (if any):

Grant application approved by the Court on February 9, 2021.

Location:

Address (if applicable list below):

☒ Countywide

☐ Precinct 1

☐ Precinct 2

☐ Precinct 3

☐ Precinct 4

Fiscal and Personnel Summary

Service Name	Sheriff's Office	FY 21-22	Estimates	
			FY 22	Next 3 FYs
Incremental Expenditures				
Labor Expenditures		80K	-	-
Non-Labor Expenditures		-	-	-
Total Incremental Expenditures		80K	-	-
Funding Sources (General Fund, PIC Fund, Debt or CP, Grants, or Other – Please Specify)				
Existing Budget	General Fund	80K	-	-
	-	-	-	-
	-	80K	-	-
Total Current Budget		-	-	-
Additional Budget Requested	-	-	-	-
	-	-	-	-
	-	-	-	-
Total Additional Budget Requested		-	-	-
Total Funding Sources		80K	-	-
Personnel (Fill out section only if requesting new PCNs)				
Current Position Count for Service		-	-	-
Additional Positions Requested		-	-	-
Total Personnel		-	-	-

Anticipated Implementation Date: September 14, 2021

Emergency/Disaster Recovery Note:

☒ Not an emergency, disaster recovery, or COVID-19 related item

☐ Emergency Item

☐ COVID-19 related Item

☐ Disaster Recovery related Item

Contact(s) name, title, department:

Jazmin Gonzales, Grant Analyst, Sheriff's Office

Attachments (if applicable):

Court order, Budget Transfer form, Position Management Form

ORDER

STATE OF TEXAS

COUNTY OF HARRIS

On this, the 14th day of September 2021, 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 2022 grant is received:

DOMESTIC VIOLENCE ADVOCACY FY 2022 – SHERIFF'S OFFICE

Temporary Transfer: \$80,000

Grant Period: 10/01/2021 – 09/30/2022

TO: Ed Gonzalez, Sheriff

THRU: Edison Toquica, Chief Deputy

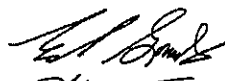
THRU: Michael Lanham, Director of Finance

THRU: Brian Schmitz, Grants Manager

FROM: Jazmin Gonzales, Grant Analyst

DATE: Tuesday, August 24, 2021

SUBJECT: FY22 Domestic Violence Advocacy Temporary Funds Transfer


Edison Toquica
Edison Toquica (Aug 24, 2021 16:38 CDT)

Michael Lanham
Michael Lanham (Aug 24, 2021 14:20 CDT)

Brian Schmitz
Brian Schmitz (Aug 24, 2021 14:15 CDT)

The Grants Management Office requests authorization to submit to Commissioners Court a request to approve a temporary transfer of \$80,000 to cover salary and benefit costs until grant funds are received for the FY 2022 Domestic Violence Advocacy grant and extend grant positions into the new project.

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

Your consideration in this matter is greatly appreciated.

Regards,

Jazmin Gonzales
Jazmin Gonzales (Aug 24, 2021 14:07 CDT)

Jazmin Gonzales, Grant Analyst

[illegible]

Request for a temporary transfer for the FY 2022 Domestic Violence Advocacy grant program until award is received.

Commissioners Court Approval Date

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 type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

Domestic Violence Advocacy Grant renewal

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>09/25/2021</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>10/1/2021</u> To: <u>9/30/2022</u>	

SECTION IV – POSITION DATA

Current Use "Pos_List_File" (PCN Download) to complete all fields		Proposed Complete all fields for a new position or change appropriate field(s) for existing position.	
		Number of Positions	<u>4</u>
Position Description (Title)	<u>Cae Manager I</u>	Position Description (Title-30 Spaces Max)	
Job Code Description	<u>000458</u>	Job Code Description	
Position Number	<u>See attached</u>	Position Number (HRRM Use Only)	<u>See Attached</u>
Company (CS, FC, HC, JV or PA)	<u>HC</u>	Company (CS, FC, HC, JV or PA)	
Business Unit	<u>54000</u>	Business Unit	
Home Department ID Number	<u>54040342</u>	Home Department ID Number	
Location	<u>863A000</u>	Location	
Full Time, Part Time or Temporary	<u>Full Time</u>	Full Time, Part Time or Temporary	
Budgeted Hours	<u>40</u>	Budgeted Hours	
Salary Range Maximum	<u>\$25.59</u>	Salary Range Maximum	
FLSA Code	<u>N</u>	FLSA Code	
Reports To Position Number	<u>10013385</u>	Reports To Position Number	
Fund Code	<u>2601</u>	Fund Code	
Funding Department ID Number	<u>54040200</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>1000000459</u>	Project/Grant (Projects or Grants only)	<u>100001000001088</u>
Activity ID (Projects or Grants only)	<u>10001</u>	Activity ID (Projects or Grants only)	
Resource Type (Not currently used)		Resource Type (Not currently used)	

C. Ball
Courtney Ball (Aug 6, 2021 16:10 CDT)

Business Unit Approval (Business Unit Head or Designee)

08/06/2021

Date

Domestic Violence Advocacy Grant Renewal - Position List

Job Code Description	Job Code	Position Number	Business Unit	Home Department ID Number	Location	Full/Part	Budgeted Hours	Salary Range Maximum	FLSA Code	Reports To	Fund	Funding Department ID Number	Account	PC Bus Unit	Project	New Project ID	Activity	Combo Code
Case Manager I	000458	10011831	54000	54040342	863A000	F	40	\$25.59	N	10013385	2601	54040200	510010	HC001	1000000459	100001000001088	10001	002377096
Case Manager I	000458	10011832	54000	54040342	863A000	F	40	\$25.59	N	10013385	2601	54040200	510010	HC001	1000000459	100001000001088	10001	002377096
Case Manager I	000458	10011833	54000	54040342	DEFAULT	F	40	\$25.59	N	10013385	2601	54040200	510010	HC001	1000000459	100001000001088	10001	002377096
Case Manager I	000458	10011834	54000	54040342	863A000	F	40	\$25.59	N	10013385	2601	54040200	510010	HC001	1000000459	100001000001088	10001	002377096