### STATE OF TEXAS

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### **COUNTY OF HARRIS**

This Order was made and adopted on the  $\underline{12^{th}}$  day of October 2021 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 approving a temporary transfer from the Harris County Juvenile Probation Department's (HCJPD) general fund budget in the amount of \$80,000.00 to fund three grant funded positions pending receipt of the award for the Victims of Crime Act 1984 (VOCA) grant from the Office of the Governor, Criminal Justice Division and to extend the grant positions through September 30, 2022.

Harris County Commissioners Court hereby approves the temporary transfer of \$80,000.00 from HCJPD's general fund and upon receipt of the grant award, the transfer will be reversed and expenditures will be charged to the grant retroactive to October 1, 2021, and the funds will be transferred back to the Harris County Juvenile Probation Department's general fund budget. As described in the grant application, funds will be used to provide therapeutic services and programming for the GIFT Program.

Furthermore, Harris County Commissioners Court must designate an authorized official. As a result, Harris County Commissioners Court designates the County Judge as the grant's authorized official. As the authorized official, the County Judge may apply for additional funds; and, accept, reject, alter or terminate the grant.

NOW THEREFORE, BE IT ORDERED that Harris County Commissioners Court approves a temporary transfer from the Harris County Juvenile Probation Department's general fund budget in the amount of \$80,000.00 to provide HCJPD with the financial resources to provide funds to cover payroll expenses for three grant funded staff members working with the GIFT Program until the grant award is received. Furthermore, Harris County Commissioners Court authorizes the Harris County Auditor's Office to establish a budget and financial management protocols for the temporary transfer. Harris County Commissioners Court also designates the County Judge as the official authorized to sign and/or certify all documents related to grant implementation.

Signed and attested on this 12 <sup>th</sup>	the day of October 2021.
L' IELD Court Inle	
Lina Hidalgo, County Judge	
Harris County, Texas	
Teneshia Hudspeth, County Clerk	<b>K</b>
Harris County, Texas	

## **POSITION MANAGEMENT REQUEST FORM**

usiness Unit Name: Business Unit Number:				
		SECTION	I – TYPI	OF REQUEST
Func	ion	_	heck llicable	Comments
Position Update				May require Commissioners Court approval
Position Reclassification				May require Commissioners Court approval
New Position Request				Requires Commissioners Court approval
Is additional office space rec	quired?	Yes	No	
		SECTION III –	PROPOS	ED EFFECTIVE DATE
Proposed Effective Date				st be the beginning of a pay period. For requests requiring Commissioners proval, the earliest effective date will be the first pay period after approval.
Grant Effective Date	From:	То:		
		SECTION	I IV – PC	OSITION DATA

Current		Proposed	
Use "Pos_List_File" (PCN Download) to complete all fields		Complete all fields for a new position or change appropriate field(s) for	
		existing posit	ion.
		Number of Positions	
Position Description (Title)		Position Description (Title-30 Spaces Max)	
Job Code Description		Job Code Description	
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	
Business Unit		Business Unit	
Home Department ID Number		Home Department ID Number	
Location		Location	
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	
Budgeted Hours		Budgeted Hours	
Salary Range Maximum		Salary Range Maximum	
FLSA Code		FLSA Code	
Reports To Position Number		Reports To Position Number	
Fund Code		Fund Code	
Funding Department ID Number		Funding Department ID Number	
Account (Same for all Business Units)	510010	Account (Same for all Business Units)	510010
Business Unit PC (Projects or Grants only)		Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)	
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	
Resource Type (Not currently used)		Resource Type (Not currently used)	

Duna trutue (W)	10/5/2021
Business Unit Approval (Business Unit Head or Designee)	Date

Budget Management Form 3441 Harris County, TX (06/01/2021)

### **POSITION MANAGEMENT REQUEST FORM**

Business Unit Name:			_ Bu	siness Unit Number:
		SECTION I – 1	ГҮРЕ (	OF REQUEST
Fun	ction	Check Applicabl	е	Comments
Position Update				May require Commissioners Court approval
Position Reclassification				May require Commissioners Court approval
New Position Request				Requires Commissioners Court approval
Is additional office space re	equired?	Yes	No	
		SECTION III – PRO	POSE	D EFFECTIVE DATE
Proposed Effective Date				be the beginning of a pay period. For requests requiring Commissioners oval, the earliest effective date will be the first pay period after approval.
Grant Effective Date	From:	To:		
		SECTION IV -	- POS	ITION DATA
Use "Dos List File" [E	Current			Proposed

Current		Proposed	
Use "Pos_List_File" (PCN Download) to complete all fields		Complete all fields for a new position or change appropriate field(s) for	
		existing posit	ion.
		Number of Positions	
Position Description (Title)		Position Description (Title-30 Spaces Max)	
Job Code Description		Job Code Description	
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	
Business Unit		Business Unit	
Home Department ID Number		Home Department ID Number	
Location		Location	
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	
Budgeted Hours		Budgeted Hours	
Salary Range Maximum		Salary Range Maximum	
FLSA Code		FLSA Code	
Reports To Position Number		Reports To Position Number	
Fund Code		Fund Code	
Funding Department ID Number		Funding Department ID Number	
Account (Same for all Business Units)	510010	Account (Same for all Business Units)	510010
Business Unit PC (Projects or Grants only)		Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)	
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	
Resource Type (Not currently used)		Resource Type (Not currently used)	

Que trutue (W)	10/5/2021
Business Unit Approval (Business Unit Head or Designee)	Date

Budget Management Form 3441 Harris County, TX (06/01/2021)

### **POSITION MANAGEMENT REQUEST FORM**

POSITION WANAGEWENT REQUEST FORW					
Business Unit Name: Business Unit Number:					
	SECTION I – TYPE OF REQUEST				
Func	ction	Check Applicable	Comments		
Position Update			May require Commissioners Court approval		
Position Reclassification			May require Commissioners Court approval		
New Position Request			Requires Commissioners Court approval		
Is additional office space re	quired?	Yes N	0		
			SON FOR REQUEST		
		SECTION III – PROP	OSED EFFECTIVE DATE		
Proposed Effective Date			must be the beginning of a pay period. For requests requiring Commissioners approval, the earliest effective date will be the first pay period after approval.		
Grant Effective Date	From:	То:			
SECTION IV – POSITION DATA					
	Current		Proposed		

Current		Proposed		
Use "Pos_List_File" (PCN Download) to complete all fields		Complete all fields for a new position or change appropriate field(s) for		
		existing posit	existing position.	
		Number of Positions		
Position Description (Title)		Position Description (Title-30 Spaces Max)		
Job Code Description		Job Code Description		
Position Number		Position Number (HRRM Use Only)		
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)		
Business Unit		Business Unit		
Home Department ID Number		Home Department ID Number		
Location		Location		
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary		
Budgeted Hours		Budgeted Hours		
Salary Range Maximum		Salary Range Maximum		
FLSA Code		FLSA Code		
Reports To Position Number		Reports To Position Number		
Fund Code		Fund Code		
Funding Department ID Number		Funding Department ID Number		
Account (Same for all Business Units)	510010	Account (Same for all Business Units)	510010	
Business Unit PC (Projects or Grants only)		Business Unit PC (Projects or Grants only)		
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)		
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)		
Resource Type (Not currently used)		Resource Type (Not currently used)		

Sura trutue (W)	10/5/2021
Business Unit Approval (Business Unit Head or Designee)	Date

County Auditor's	Form 1294
Harris County, Te	xas (03/10)

# REQUEST FOR SIMULTANEOUS SUBMISSION OF GRANT AWARD AND REVENUE CERTIFICATION TO COMMISSIONERS COURT

COMMISSIONERS C	OURT	
Department Name	Department Number	Date
Harris County Juvenile Probation Department (HCJPD)	840	9/30/21
Department Contact Name	Department Contact Tele	ephone Number
Janie Moreno	713-222-4824	
Date to Present the Grant Award to Commissioners Court for Acceptance	Grant Award Amount to	be Certified
10/12/21	\$80,000.00	
Grant Awarding Agency		
Reason for Simultaneously Submitting Grant Award and Revenue Certifical Request by the Harris County Juvenile Probation Department for au budget in the amount of \$80,000.00 to fund the cost of three grant Victims of Crime Act 1984 (VOCA) grant from the Office of the Gov the positions through September 30, 2022.	uthorization to temporari t positions pending recei	ly transfer general fund of the award for the
DEPARTMENT APPROV	/ΔΙ	novina kojavik iki i se in spjejena
Official/Department Head or Designee Signature	Date	
AUDITOR'S OFFICE APPR		
Grants Accounting Manager Signature	Date	
County Auditor or Chief Assistant County Auditor Signature	Date	

# BUDGET REVENUE/EXPENDITURE APPROPRIATION TRANSFER FORM

REF (GL):								Journal Nm.:	:: E						:
REF (PROJ & ACTIV):	J & ACT	; <u>;</u>						Journal Nm.:	Ë						
					TO	T. C.							FROM		
Department Name	t Name							Department Name	t Name						
Harris Cour	nty Juver	nile Probation	Ē					Harris Co.	inty Juve	nile Probatior	_				
Fund Desc.	ription	Fund Description						Fund Desc	ription	Fund Description					
Genral Fun	g							Genral Fu	ρι						
GLBU FUND	FUND	DEPT	ACCT	PCBU	PROJ	ACTIV	AMOUNT	GLBU FUND	FUND	DEPT	ACCT	PCBU	PROJ	ACTIV	AMOUNT
HCNT	901	84000000	920012				80,000.00	HCNTY	1000	84051000	510010		٠		80,000,00
	-														
															:
						TOTAL	80,000.00							TOTAL	80,000.00

Reason for Transfer
Request for temporary transfer until the VOCA, Off. of the Governor (GIFT) grant is received

A CANADA CONTRACTOR OF THE CON	DEPARTMENT/BUDG	DEPARTMENT/BUDGET MANAGEMENT APPROVALS	
Approved By Could have	09/29/2021	Approved By Chaus	09/29/2021
Debt. HeadrOfficial Signature (TO)	Date	Dept/Head/Official Signature (FROM)	Date
Approved By		Commissioners Court Approval Date	
Budget Management	Date		