



FY16 Competitive Discretionary Grant Program

Requests for Applications (RFA)

January 27, 2015

Competitive Discretionary Grants

New Single-Year Discretionary Grants—Fiscal Year 2016

Minimum: \$5,000 per application.

Single-Year Discretionary Grants provide funding for indigent defense management software and process improvements. The Commission anticipates that counties will participate in the funding of these projects and a cash match is recommended.

New Multi-Year Discretionary Grants—Fiscal Year 2016

Minimum: \$50,000 per application.

Multi-Year Discretionary Grants provide funding for direct client service programs that represent indigent defendants. These grants require a cash match as described below. A county will be required under this grant to re-apply for continued funding each grant year. The multi-year discretionary grant fund will pay up to a rate of 80% of total project costs for the first year; 60% for the second year; 40% for the third year; and 20% for the fourth year. Awarded activities are funded yearly on a reimbursement basis.

Menu Option Discretionary Grants—Fiscal Year 2016

Maximum: \$50,000 per application.

*These single-year grants are for videoconference (VC) and indigent defense coordinator (IDC) programs. The Menu Option Discretionary Grant program will pay up to 50% of the total project costs, with a maximum award of \$50,000 per county. Individual counties interested in implementing an IDC or a VC system should submit their requests through the Menu Option feature online. Applications for **regional** IDC or VC programs must be submitted using the conventional single-year discretionary grant application. The number of Menu Option Applications funded may be limited based on availability of funds and number of applications submitted. Samples of the Menu Option grant applications are provided in Attachments D and E.*

Eligibility

- Only counties are eligible to apply for grant funds. Counties may apply jointly for funding but must designate one county as the grant recipient.
- The Countywide Indigent Defense Plans submitted must be in compliance with applicable statutes and rules and must meet the minimum requirements for each plan section as outlined in the Countywide Plan Submission Instructions.

Due Dates for Submission Process (Two Tier Process)

Tier One: The Intent to Submit Application (ISA) is due on or before **5 PM on March 13, 2015.**

Tier Two: The application is due on or before **5 PM on May 8, 2015.**

Late submissions will not be accepted.

Grant Application Training Date-February 27, 2015 at 2 PM (CST)

Participants can join the webinar (online training) from a computer, tablet, or smartphone. (A dial in by phone option is also available.) Go to: <https://global.gotomeeting.com/join/530208901>.

Method of Application

Apply online through the Commission's [Grant and Plan Management Website](http://tidc.tamu.edu) (<http://tidc.tamu.edu>).

Period for Funding and Program Operation

Grants are awarded for a one-year period from October 1, 2015 to September 30, 2016. The Commission will consider funding multi-year projects on an annual basis.

Legislative Purpose

The Commission was established to: 1) provide technical support to assist counties with improving their indigent defense systems; 2) distribute funds in the form of grants to counties to provide indigent defense services in the county; 3) monitor each county that receives a grant to enforce county compliance with the conditions of the grant; 4) develop policies and standards for providing legal representation and other defense services to indigent defendants at trial, on appeal, and in post-conviction proceedings; and 5) develop a plan that establishes statewide requirements for counties relating to reporting indigent defense information.

Applicable Authority and Rules

All Texas Indigent Defense Commission (Commission) grant programs are governed by one or more of the following statutes, rules, and standards. These documents are available at: <http://www.tidc.texas.gov>.

- Texas Government Code: [Chapter 79](#) & [Chapter 81 § 054](#)
- Texas Administrative Code: Title 1 [Chapter 173](#) and [Chapter 174](#)
- [Uniform Grant Management Standards](#) (UGMS) as promulgated by the Texas Comptroller of Public Accounts

Section I. Grant Application Process and Requirements

(Two Tier Process)

All counties that submit new grant applications must complete an online Intent to Submit Application (ISA). ISAs must be submitted online by **5:00 PM on March 13, 2015**. If invited to submit a full application, the County must complete the online application by **5:00 PM on May 8, 2015**. All court commitment documents, supporting documents, and resolution/internet submission forms supporting the grant applications must be completed and submitted together. **Incomplete submissions will not be considered. Late submissions will not be considered.** Additional requirements are included below.

Tier One– Intent to Submit Application (ISA) Instructions

- Abbreviated Description of Program**– Counties will submit a brief description of the **indigent defense** improvement the courts or county propose to implement. This description will be entered into the Commission's [Grant and Plan Management Website](#).
- Internet Submission Required**– All county judges, local administrative district judges, local administrative statutory county judges, and county fiscal officers have been assigned a unique user name and password for grant applications, plan submissions, and expense report submissions in the Commission's [Grant and Plan Management Website](#).
- Court Commitment**–The ISA must contain a letter of support from at least one judge who will be affected by or participate in the proposed program. A judge hearing criminal or juvenile matters may complete the online ISA without an additional letter but the application will need a court commitment document (Attachment B). Please scan and email these documents to the Commission Grants Manager (ecolfax@tidc.texas.gov).
- Due Date for ISA**– All ISAs and supporting documents must be submitted before **5:00 PM on March 13, 2015**, using the [Grant and Plan Management Website](#). A confirmation number will be assigned to all online ISA submissions.

Tier Two –Application Instructions

- a. **Notice to Proceed with Application** – The Commission Grants Manager will review all ISAs and will issue a **Notice to Proceed with Application** to counties that demonstrate that they meet the funding priorities and other requirements contained in this RFA.
- b. **Internet Submission Required** – Applications must be submitted using the Commission’s [Grant and Plan Management Website \(http://tidc.tamu.edu\)](http://tidc.tamu.edu).
- c. **Resolution/Internet Submission Form** – The Resolution/Internet Submission Form (See Attachment A) must also be submitted in order for the Commission to consider the application. The resolution must be adopted by the County Commissioners Court, signed by the applicant’s authorized official and emailed to the Commission Grants Manager (ecolfax@tidc.texas.gov).
 - i. The adopted resolution is the official authorization from the Commissioners Court for the grant request. It names the grant officials required in Texas Administrative Code § 173.301. It is also a pledge to take legal responsibility for the appropriate expenditure of grant funds. Finally, it certifies that the information submitted in the application material is true and correct and that the county will abide by all relevant rules, policies, and procedures if the Commission awards grant funds to the county.
 - ii. The Internet Submission Form is a separate form contained on the bottom of the Resolution Form. The Internet Submission Form must contain the confirmation number that will be generated when the application is submitted. The confirmation number may be completed by hand after the Resolution Form is approved by Commissioners Court and the application is submitted.
 - iii. The complete Resolution/Internet Submission Form must be scanned and emailed or mailed to the Commission Grants Manager.
- d. **Court Commitment**– The judiciary is responsible for implementing indigent defense procedures within counties. Applications must include letter(s) of support from the affected judges who will participate in or implement the program (See Attachment B). Attachment B is a **sample form** and must be edited to describe the level and type of commitment the judges will provide to the specific program in the application.
- e. **Supporting Documents**– Additional material such as timelines, data collection cooperation agreements, general letters of support, or other supporting documents must be submitted to the Commission Grants Manager before the application due date.
- f. **Due Date for Application**– All applications, court commitments, and supporting documents must be submitted by **5:00 PM on May 8, 2015**, using the [Grant and Plan Management Website](http://tidc.tamu.edu). A confirmation number will be generated by the system for all online submissions. This is the number that needs to be entered in the Internet Submission Form portion (bottom) of the Resolution.
- g. **Continued Multi-Year Grant applications must be submitted by 5:00 PM on May 8, 2015. A new resolution must be submitted with the application, along with any request for scope changes, amendments or budget adjustments.**
- h. **Single counties applying for the Menu Option Applications must submit on or before 5:00 PM on May 8, 2015. A resolution and Attachment B must be included with the application.**

Submission Requirements

General Submission Requirements

- a. **New Programs and Positions**–Only new programs and/or positions will be funded. This may include adding new positions or new elements to existing programs. The application must clearly demonstrate that the requested positions will perform work that is not currently provided.
- b. **Maximum Applications**–A county may submit one new single-year and one new multi-year application per fiscal year for a maximum of two new applications. The application should indicate whether it is a single-year or multi-year program.
- c. **Grant Officials**– Each grant application must designate the following:

- i. Program director. This person must be the officer or employee responsible for program operation or monitoring and will serve as the point-of-contact regarding the program's day-to-day operations.
- ii. Financial officer. This person must be the county auditor or county treasurer if the applicant does not have a county auditor.
- iii. Authorized official. This person must be authorized to apply for, accept, decline, modify, or cancel the grant for the applicant county. A county judge or a designee authorized by the governing body in its resolution may serve as the authorized official.
- iv. The program director and the authorized official may be the same person. The financial officer may not serve as the program director or the authorized official.

Fiscal Submission Requirements

- a. **Multi-Year Funding**– Funding is available for multi-year programs to encourage innovative long-term programs to improve the delivery of indigent services. Continued awards for multi-year programs can be renewed each year, but the Commission can only commit funding for the current grant year.
- b. **Equipment Costs**– Equipment and other one-time costs will only be funded in the first year of the grant unless permission is granted by the Commission in writing. The Commission's portion of the grant and the cash match after the first year of funding will be calculated based on the total project costs less the equipment expenses from the first year.
- c. **Calculating the Cash Match**
 - i. **Formulas:**
 1. Total Project Cost multiplied by percent of match required = Total Match Required
 2. Total Project Cost minus Total Match Required = Total Commission Grant Request
 - ii. **Match Requirements:**
 1. **Single-Year Grant Funded Positions**– Applicants for all single-year discretionary grants that request full time equivalent positions (FTE) must provide a fifty percent (50%) cash match.
 2. **Single-Year Videoconferencing**– Applications for videoconferencing equipment require a fifty percent (50%) cash match. Upon completion of the implementation stage the county must demonstrate that it is able to connect to one other funded or previously funded county. Counties may use the videoconferencing system for any hearings authorized under Texas Code of Criminal Procedure Chapter 46B.
 3. **Multi-year Requests**– Counties must provide a cash match from county or other funds of 20% of total project costs in the first funding year, 40% the second funding year, 60% the third funding year, and 80% the fourth funding year. An applicant's use of matching funds must comply with the same statutes, rules, regulations, and guidelines applicable to the use of the Commission funded portion of a grant project.
 4. **Use of Program Income**– Applicants may use funds received through program income to fulfill the matching funds requirement, if applicable.

Section II. Program Information

Priority Program Funding

The Commission may provide grant funds to any program that improves the provision of indigent defense services. See Attachment C for a list of the types of programs that have been funded in the past and specific requirements by program type.

Program Priorities

Applications for the following programs shall be given funding priority:

- Regional indigent defense services
- Specialized (mental health, juvenile, capital, etc.) indigent defense services
- Programs that serve rural areas
- Programs that measure the quality of representation for indigent defendants
- Online indigent defense management systems

Preferred Applications will have the following characteristics:

- Demonstrate how the proposed activity will be a model program or can be duplicated in other jurisdictions.
- Involve coordinated multi-county submissions.
- Demonstrate a county's long term commitment to the program.
- Contain a cash match from the county or other non-governmental source.
- Have minimal or no indirect costs requirements.
- Serve small counties (population less than 50,000) or mid-sized counties (50,000 to 250,000).

Program Requirements

Grant applications that are consistent with the Commission's standards, related statutes, and above listed priorities are more likely to receive authorization for a discretionary grant award.

Commission Fund Guidelines

- a. **Right of Refusal**—The Commission reserves the right to reject any or all of the applications submitted.
- b. **State Funds Availability**— All commitments are subject to availability of funds.
- c. **Awards**— Publishing the RFA does not obligate the Commission to fund any programs.
- d. **Partial Funding**— The Commission may choose to offer funds for all or any portion of a program submitted in the application.
- e. **Substitution**—The Commission may offer alternative funding sources, special conditions or alternative program elements in response to submitted applications.
- f. **Competitive Application Process**—The application process for the Commission's Discretionary Grant Program is competitive. Awards are based on a review of the County's grant application. Receipt of a Notice to Proceed with Application does not guarantee funding by the Commission or remove the competitive nature of these funds.
- g. **Review Criteria**—Commission staff will review each grant using objective tools and comparative analysis. The weight given to each section or combination of sections is at the sole discretion of the Commission. Menu Option Applications will be reviewed based on availability of funds.
- h. **Final Selection**—The Commission may select and award programs that reflect geographic diversity, demographic diversity, and/or distinctive program elements at its own discretion.
- i. **Future Funding for Multi-Year Projects**—The Commission only commits funding for the current grant year. Future funding will be based on the county's submission of a new application to continue funding in subsequent years, submission of progress reports, a demonstration of successful progress made in implementing the program, and future availability of funds.
- j. **Formula Grant**—Counties that receive multi-year discretionary grants from the Commission are encouraged to continue to apply for the Formula Grant. The county will submit its Indigent Defense Expenditure Report on or before November 1 of each year. If the implementation of the grant program results in a reduction of the county's indigent defense expenditures below the baseline, formula grant funds may be withheld by the Commission.
- k. **Delayed Start**—The Commission's Period for Funding and Program Operation is October 1 to September 30. Counties may begin to make program expenditures on October 1; however, multi-year grant programs occasionally require counties to postpone expenditures for several months. The

hiring of the first program position typically marks the first month of Program Operation for multi-year grants.

In order to allow a county to make reasonable use of the typical first-year 80% cash match, the funding amounts will be calculated from the first month of program operation. If approved for continued funding, the county will enter into the next grant period with the previous reimbursement rate for temporary period that is equal to the duration of the first year's delay. The remainder of the renewed grant period will be reimbursed at the match rate for the corresponding grant period. This process will carry forward each year until the program is complete. Grant documentation will reflect the county's funding schedule and any adjustments that may be required because of the delayed start of Program Operation.

Example: *A county receives an initial four-year grant beginning October 1, 2015, with the 80% rate of reimbursement for the first year (Year 1), 60% in the second, 40% in the third, and 20% in the fourth. Because of a lengthy candidate search, the county does not make program expenditures until April 1, 2016. After completing the application for continued funding, the county is approved to receive continued funding beginning October 1, 2016 (Year 2). Because of the delayed start, the county may receive 80% funding through March 31, 2017, six months into the second year of funding.*

Program Eligibility Requirements

a. Compliance with Commission Requirements:

- i. All counties are statutorily required to submit an Indigent Defense Expenditure Report each year on November 1 in the form and manner prescribed by the Commission. In accordance with TAC § 173.109, the report will be made through the internet.
- ii. Local Administrative District Judges, Local Statutory County Court Judges (or County Judge as applicable) and the Chairs of Juvenile Boards must submit a copy of all formal and informal rules and forms that describe the procedures used in the county to provide indigent defendants with counsel in accordance with the Code of Criminal Procedure (Countywide Plans) to the Texas Indigent Defense Commission as required in Government Code § 79.036. The Countywide Plans must be submitted by November 1st of each odd numbered year in the form and manner prescribed by the Commission.

b. Compliance with Monitoring Reports—A county must respond within the required time, take corrective action for findings of non-compliance, and satisfactorily address all recommendations in a Commission fiscal or policy monitoring report. Failure to comply with any of these requirements could result in the Commission imposing a remedy under TAC § 173.307 or Texas Government Code § 79.037.

Program Fiscal Requirements

- a. Fund Use**—Funds must be used to pay for the direct and/or administrative costs of providing and improving indigent defense services.
- b. Supplanting Prohibited**—Commission funding can only be awarded for **new programs**; a county may not reduce the amount of funds provided for indigent defense services because of a grant award.
- c. Allowable Costs**—Grants provided under this chapter may be used by counties for:
 - i. Attorney fees for indigent defendants accused of crimes or juvenile offenses;
 - ii. Expenses for licensed investigators, experts, forensic specialists, or mental health experts related to the criminal defense of indigent defendants; and
 - iii. Other approved expenses allowed by this grant program or necessary for the operation of a funded program.

- d. **Unallowable Costs**—The Commission has adopted the Uniform Grant Management Standards (UGMS) to determine unallowable costs. See UGMS for a full list of unallowable costs. Specifically, in accordance with UGMS and the grant rules the following conditions apply:
 - i. General government costs are unallowable;
 - ii. Costs of law enforcement, prosecution, and incarceration are unallowable;
 - iii. Replacing existing county funding with grant funds is unallowable; and
 - iv. Funding positions that previously existed or currently exist in the county is unallowable.
- e. **Failure to Begin**—Failure to begin operating the program before the end of the grant award period may constitute a failure to meet performance measures unless authorized by the Commission.
- f. **Dual Use**—If a county applies for an indigent defense program that may be tied to a general government process, the county must provide documentation and rationale to establish a basis of costs to determine the portion of a program/project that is attributable to indigent defense.

Program Reporting Requirements

- a. **Maintain Official Contact Information**— All counties must maintain correct grant official contact information on the Commission’s [Grant and Plan Management Website \(http://tidc.tamu.edu\)](http://tidc.tamu.edu). Counties must advise the Commission of changes in the authorized official, program director, financial officer, local administrative district judge, local statutory county judge and county judge by updating contact information. Commission staff will use e-mail whenever possible to notify counties of required reports and funding opportunities.
- b. **Reports**— Online fiscal and program reports are required each quarter. All grants will require at least one follow-up report outside of the grant period. A reporting schedule will be provided in the Statement of Grant Award (SGA) if the Commission authorizes a grant award.
- c. **OCA Reporting**—The district clerks and county clerks must submit their monthly court activity reports to the Office of Court Administration electronically and must be in compliance with reporting requirements promulgated by the Texas Judicial Council.

Program Records Requirements

- a. **Data Collection and Agreements**—The County must collect data to support the evaluation of the program’s impact and compliance with the Fair Defense Act. This will require Data Collection Agreements from county offices or departments to provide information to the program director on a regular basis.
- b. **Records Retention**— Counties must maintain records related to the funded activity for at least three years after the end of the grant period. Records may be stored electronically.
- c. **Monitoring and Auditing**— Records must be made available to the Commission or its designees upon request. (See Texas Administrative Code § 173.401 for more details.)

Program Equipment, Purchasing and Contract Requirements

- a. **Use DIR State Contract**— All technology, equipment and software must be purchased from the DIR State Contract. The county may submit a written request for exception that demonstrates why the DIR contract cannot be used for this project.
- b. **Inventory**— Equipment purchased with grant funds is the property of the county. The Commission requires each grantee to maintain an inventory record of all equipment purchased with grant funds. After the grant period expires, the grantee must complete a physical inventory of all grant funded property and must reconcile the results with the existing property records. The inventory report must be submitted and reconcile with the final financial expenditure report.
- c. **Equipment and Software Maintenance**— All equipment and software purchased with grant funds shall include at least three (3) years and no more than five (5) years of maintenance to ensure the equipment and software will operate as intended during and beyond the grant period. **For multi-year grants, the cost of the actual equipment and other one-time costs will only be funded the**

first year of the grant and will not factor into the overall project costs in subsequent years of funding.

- d. Technology Standards**– Software developed with grant funds must conform to applicable industry information exchange standards including the National Information Exchange Model (NIEM) and the Electronic Case File (ECF) 4 standards. The Commission has also issued new Functionality and Data Guidelines for Indigent Defense Technology Projects (see Attachment C-2 below) that should be carefully reviewed when preparing technology-related grant applications. Such applications should address the extent to which the proposed project is consistent with the guidelines as well as the reasons for any departures from the guidelines.

Applications that include information technology projects must also address how the projects meet applicable technology standards adopted by the Texas Department of Information Resources (DIR) and Judicial Committee on Information Technology (JCIT) as applicable. If no relevant standards are available from DIR or JCIT, then the county must meet commonly accepted technology standards such as Open Data Base Compliant (ODBC) or Transmission Control Protocol/Internet Protocol (TCP/IP) as applicable.

- e. Interconnectivity of Communications Technology**– In the purchase of communication equipment, the County will connect to at least one site previously funded by the Commission to demonstrate its connectivity.
- f. Professional and Contractual Services**– Any contract or agreement entered into by a grantee that obligates grant funds from the Commission must be in writing and consistent with Texas contract law. Grantees must establish a contract administration system to ensure that contract deliverables are provided as specified in the contract. Grantees must regularly and consistently document the results of their contract monitoring reviews and must maintain the files and results of all contract monitoring reviews in accordance with the record retention requirements described in this section of the RFA. A grantee’s failure to monitor its contracts may result in disallowed costs and/or disallowed match.
- g. Obligation**—Contracts with third parties for core services must be provided to the Commission and approved prior to execution.
- h. Contract Performance Monitoring**—Grantees that use grant funds to contract for services must develop and include in the contract provisions to monitor each contract that is for more than \$10,000 per year. These provisions must include specific actions to be taken if the grantee discovers that the contractor’s performance does not meet the operational or performance terms of the contract. In the case of contracts for public defender offices and managed assigned counsel programs, these provisions must include a review of utilization and activity, reporting of financial data to evaluate the contractor’s performance within the budget required by statute for such programs. Commission staff must review each contract at least once every two years and notify the grantee if it is not sufficient (See TAC § 173.311).
- i. Limit on Equipment for Third Party Contracting of Legal Services**– Counties that contract with third parties to provide direct client indigent defense services may have included one-time purchase of equipment in the grant application. Counties may not include in the contract with the third party the full costs of the equipment line item into future funding years.

Section III. Writing the Grant

Writing the Intent to Submit an Application (Tier One)

Applicants must complete an online Intent to Submit an Application (ISA) before developing an application. The ISA will allow counties to name the grant officials, provide a title to the program and state the estimated total project costs, keeping in mind that the amount may change in the application. The ISA will include four parts: problem statement, program goals, activity, and evaluation. The ISA must be limited to one program and will be a short and succinct description of

an indigent defense improvement that will be implemented if grant funds are awarded to the county. The ISA may not exceed the space provided in the online submission boxes. Any text beyond the word limit will be discarded by the system.

After review of the ISAs, the grant administrator will provide a Notice to Proceed with Application in writing to those counties that best meet the stated Priority Funding and Program Requirements sections. Improvements and suggestions may be included with the *Notice to Proceed* from the grant administrator.

Writing the Application (Tier Two)

If the Grant Administrator provides a Notice to Proceed with Application, the county may log into the system and complete the other portions of the application. Each application must have a narrative section that describes the proposed activity. The narrative portion of the application consists of seven sections that must be completed. Additionally, an online budget form must be completed. Each of these elements must be completed for the application to receive full consideration. An incomplete or blank section decreases the likelihood of the program receiving funding because no score will be assigned to missing information. The online system will accept basic formatting and simple tables. The sections are:

- a. **Introduction (Executive Summary)**—In one hundred (100) words or less, describe the program and the main goals to be addressed. This **paragraph will be the abstract** of the project. Clearly state what the program will do and the broad goals that will be met if the program is funded. The summary will be most useful if it is prepared after the application has been developed in order to encompass all the key summary points necessary to communicate the project.
- b. **Problem Statement**—Describe the issue or problem the proposed activity is intended to improve or correct. Make a clear, concise, and well-supported statement of the problem to be addressed. Provide any formal or informal data related to the problem. Include information about the affected populations, social and economic costs of the issue, and resources currently used.
- c. **Objectives**—Develop clear targets and goals for the program to accomplish. State how the objectives address the problem stated above.
 - i. Objectives must be related to the program in this application and the funds requested.
 - ii. Objectives must be time/date specific and measurable.
 - iii. Objectives are the basis for the evaluation and progress reports.
 - iv. Objectives must be consistent with the Problem Statement.
- d. **Activities**—Describe the specific activity the county will conduct if the awarded grant funds. The activities should support the objectives.
 - i. Include detailed instructions of step by step procedures that will take place to implement the program and the resources needed to complete each task.
 - ii. Make sure to incorporate the required elements for the types of programs listed on Attachment C.
 - iii. Include **startup tasks** and the **ongoing program activities** that staff will perform to implement the program.
 - iv. Write this section so that outsiders know exactly what the county plans to do.
 - v. Provide justification related to effectiveness and/or economy of the activity proposed. Include supporting research on this activity if available.
 - vi. Describe whether the existing staff and/or contractors will perform tasks, reports, etc. or if new staff positions will be created to implement the program. If the program will be implemented through a contract, include information on the selection process.
 - vii. If the proposed program implements a new component into an existing process or program, clarify how the new process is different from existing programs.

- e. Evaluation**—Describe the process that will be used to determine whether the program has met the stated objectives and the measures that will be used to demonstrate the program’s impact.
- i. Evaluation must be linked directly to the objectives and activities. The evaluation must measure both the progress you make toward implementing the grant-funded activity and the effect of the program once it is in operation.
 - ii. Measure the attainment of objectives in a specific and tangible manner (e.g., applications of indigence and requests for appointed counsel will be accepted electronically and maintained in an online data management system).
 - iii. Measures must be quantifiable (e.g., count the number of requests for counsel received).
 - iv. Measures must be time specific (e.g., requests for counsel will be counted from February to January and reported monthly).
 - v. Measures must identify the manner in which they will be recorded for future review (e.g., a report or screenshot of the programming results, affidavit of acceptance of work, or summary database). Data collection cooperation agreements with other county offices and departments are strongly recommended so that the county can demonstrate it will be able to meet data collection and evaluation goals.
 - vi. The evaluation provides meaning to the program objectives. The measure of success is determined by the goals and objectives of the proposed activity. Describe how milestones, accomplishments, and timelines will be tracked and recorded.
 - vii. Evaluations must demonstrate how the program impacts other county processes when applicable. The evaluation reports are submitted during and after the implementation phase and in accordance with UGMS. Evaluations are both fiscal and programmatic. Process evaluations may also be included.
- f. Future Funding**—Describe how the proposed activity fits into the county’s long-term budget planning after the grant ends.
- g. Budget Narrative and Budget Form (a narrative is required in addition to completing the form)**—Counties will submit the online budget form. Budgets must clearly state the costs to implement and sustain the operation of the program. The budget narrative justifies all expenses and must be consistent with the activities and objectives.
- i. Include all costs necessary to implement the proposed activity.
 - ii. Provide a narrative to detail and justify all budgeted expenses. This narrative must correspond to the activities sections. Items in the budget not stated in the activity section will be removed.
 - iii. Indicate in the budget and narrative the start-up costs or non-reoccurring for multi-year grants.
 - iv. Indirect costs are allowable but will not be considered competitive if above 10%.
 - v. The equipment line requires a list of equipment to be purchased. All equipment must be purchased in the first year of the grant unless permission is granted from the Commission in writing. Otherwise, the equipment costs will not factor into the total project cost after the first year of funding.
 - vi. Budget line items must include detailed basis of cost explanations in the budget narrative.

Attachment A

**Sample Resolution/Internet Submission Form
Indigent Defense Discretionary Grant Program**

MUST BE PRINTED FROM ONLINE SYSTEM

WHEREAS, under the provisions of the Texas Government Code § 79.037 and Title 1 of the Texas Administrative Code Chapter 173, counties are eligible to receive grants from the Texas Indigent Defense Commission to provide improvements in indigent defense services in the county; and

WHEREAS, the commissioners court authorizes this grant program and application to assist the county in the implementation and the improvement of the indigent criminal defense services in this county; and

WHEREAS, _____ County Commissioners Court has agreed that in the event of loss or misuse of the funds, _____ County Commissioners assures that the funds will be returned in full to the Texas Indigent Defense Commission.

NOW THEREFORE, BE IT RESOLVED and ordered that the **OFFICIAL DESIGNATED BY THE COMMISSIONERS' COURT** of this county is designated as the Authorized Official to apply for, accept, decline, modify, or cancel the grant application for the Indigent Defense Discretionary Grant Program and all other necessary documents to accept said grant; and

BE IT FURTHER RESOLVED that the **OFFICIAL DESIGNATED BY THE COMMISSIONERS' COURT** is designated as the Program Director for this grant and the **County Auditor or County Treasurer if the county does not have an auditor (per TAC § 173.301(a))** is designated as the Financial Officer for this grant.

Adopted this _____ day of _____, 20__.

This is a **Sample** and MUST BE PRINTED FROM ONLINE SYSTEM
County Judge

Attest:

County Clerk

INTERNET SUBMISSION FORM

After submitting the discretionary application online, the following Internet submission confirmation number was received #_ _____ . This grant application submission was in accordance with the Commissioners' Court Resolution above.

Authorized Official

Attachment B

Sample

INDIGENT DEFENSE MULTI-YEAR DISCRETIONARY GRANT PROGRAM

SAMPLE COOPERATION AGREEMENT

Instructions: Applicants can edit and complete this sample agreement to indicate the support or participation from the local judiciary. If the Board of Judges takes official action to approve or support the grant application, please provide the Commission with signed documentation in lieu of this form. All materials must be submitted to the Commission before the due date.

_____ County has applied for a discretionary grant from the Texas Indigent Defense Commission (Commission) to assist in funding _____ program.

Implementation of this program will affect the courts below. The undersigned judges agree to support and/or participate with the program pursuant to the county's discretionary grant application to the Commission and any special conditions of the grant award to the county. This commitment includes participating in the data collection efforts required in the program, as well as utilization of the services to be provided by the program.

To be considered for funding this program cooperation agreement must be signed by the judges of all of the statutory county / district courts hearing criminal matters punishable by incarceration or juvenile matters in the county.

Acknowledged and Approved by all statutory county / district courts hearing criminal matters punishable by incarceration or juvenile matters in the county:

Signature of Local Administrative
District Judge

Date

Printed Name and Title

Signature of Local Administrative
Statutory County Judge

Date

Printed Name and Title

Signature of Judge serving as
Chair of the Juvenile Board

Date

Printed Name and Title

Signature of Judge

Date

Printed Name and Title

Signature of Judge

Date

Printed Name and Title

Signature of Judge

Date

Printed Name and Title

Signature of Judge

Date

Printed Name and Title

Signature of Judge

Date

Printed Name and Title

Attachment C

Required Program Elements

The Commission has funded several programs in the categories listed below. In addition to general program requirements provided throughout the RFA, applications for these specific types of programs must include the following required elements to be considered for funding.

1) Indigent Defense Coordinators (IDC)—These are single-year grant programs. IDCs have been funded to institutionalize indigent defense processes into the courts of a county or region. They are dedicated to improving the appointment process and providing documentation that a county is in compliance with the Fair Defense Act. IDCs have reduced administrative time that judges must devote to indigent defense activities. They can also enhance processes for fair, neutral and non-discriminatory appointment practices. A clear and objective standard of indigence with a timely appeal process to the courts in case of denial by the IDC ensures success of these programs. IDCs are not to be confused with court administrators, secretaries, or court docket managers.

Required Program Elements:

- a) Must perform all appointments (in and out of court) as the designee of the judge or judges;
- b) Must maintain the rotation default system on assigned counsel systems and monitor the frequency and reasons of exception for off list appointments;
- c) Must report summary of appointment data to judges at least monthly;
- d) Must manage the graduated list of court appointed attorneys for judges and receive applications for advancements or adjustments as higher qualifications are met by attorneys;
- e) Must monitor appointment list and attorneys' completion of continuing legal education (CLE) to meet minimum requirements of local plan and Commission rules;
- f) Must review invoices submitted by attorneys and compare to appointment schedule prior to judicial approval;
- g) Perform training for law enforcement, magistrates, local bar, and other stakeholders on indigent defense plan(s) adopted by courts;
- h) Report directly to the judges (rural) or board of judges (mid-size or urban);
- i) Develop procedures to track attorney contact with client, which includes tracking, investigating and reporting allegations of attorneys not meeting their clients within statutory or plan requirements; and
- j) Must involve all courts in the jurisdiction (rural and mid-sized) or all of the judges of a type of court (larger jurisdiction).

2) Videoconferencing (VC)—The Commission has funded programs that use technology to provide better representation or promote prompt appointment requirements. The courts can use the technology to remediate the effects of geography or volume on court processes. An acceptable VC system will focus on improving access to effective assistance of counsel for indigent defendants. It may also help the county meet prompt appointment or prompt attorney contact requirements of the Fair Defense Act. The Commission awards videoconference grants to meet the three following objectives:

- A. Attorney/Client meetings - The videoconference system is used to promote client contact with appointed attorneys.
- B. Magistrations – Counties can use videoconference technology to improve the performance of magisterial duties, including the duties to: inform the accused of the right to appointed counsel and the procedures for requesting appointment of counsel, provide accused persons requesting appointed counsel with necessary forms for making requests and ensure that reasonable assistance in completing required forms is provided to the accused at the time of the magistrate's hearing.
- C. Indigency determinations and applications - The court may use the technology to conduct the interview to determine indigence or to consider requests for court appointed counsel.

Required Program Elements:

- a) Must meet the needs of local attorneys on the appointment list and involve the local defense bar in the planning stages;
- b) Must be used by all judges in the jurisdiction involved in the specific aspect of the program (e.g., includes a countywide process change in magistration, attorney/client meetings, etc.);
- c) Must be used to meet a specific element of the Fair Defense Act (e.g., indigence determination, magistration, attorney contact, etc.);
- d) Must involve sheriff, jail administrator and other law enforcement as applicable;
- e) Must be purchased from the DIR contract (see program requirements);
- f) Must include the price of at least three years of maintenance;
- g) Must demonstrate that it is able to connect to one other funded or previously funded county; and
- h) Must be able to communicate with other court systems (open or shared technology).

3) Purchase of Information Technology Products—Many IT products may be considered for funding only in relation to how they improve local indigent defense processes. Any project allowed under this type of purchase must clearly focus on improving indigent defendants’ access to effective assistance of counsel. These projects often reduce administrative time of judges and court staff involved in the appointment or payment process.

Required Program Elements:

- a) Must meet the needs of local attorneys on the appointment list and involve the local defense bar in the planning stages;
- b) Software programming must be portable to other jurisdictions;
- c) The IT product may not be a common business practice that is expected to be found in any county (e.g., fax machine, telephone, etc.);
- d) The product must have clearly defined activity, summary, and management reports; and
- e) Must avoid use for general court processes.

4) Public Defender Offices and Direct Client Services—Establishing public defenders, regional public defenders, mental health defender and juvenile defender services are major priorities of the Commission. Direct client services are the most likely to receive funding.

Required Program Elements:

- a) Must focus on serving people;
- b) Must demonstrate broad-based support of the local judiciary;
- c) Must involve the local defense bar in the planning stages;
- d) Must involve a clear appointment/referral and intake processes;
- e) Public defender offices must demonstrate the use of the *Blueprint for Establishing a Public Defender Office in Texas*;
- f) Must include adequate access to support services including secretaries, paralegals, and investigators (lawyer to support staff ratio);
- g) Must have defined caseload/workload standards;
- h) Must have internal case management/tracking controls sufficient to monitor attorney caseload/workload;
- i) Must have ability to produce other reports that enable the office to evaluate its own performance and demonstrate its cost-effectiveness to other local defense systems; and
- j) Emphasis on staff training/supervision/evaluation to continually improve office performance.

5) Mental Health Direct Client Services:

Required Program Elements

- a) A written plan must be developed how the program will interface with and not duplicate existing resources (MHMR, TDCJ Reintegration, CSCD, etc.) available to people with mental health issues; and

- b) Must involve the local defense bar in the planning stages.

Attachment C-2

Recommended Functionality and Data Guidelines for Indigent Defense Technology Projects

The Texas Indigent Defense Commission (TIDC) recognizes the potential benefits for indigent defense of technology projects that facilitate the tracking of key indigent defense data, automate indigent defense processes, document compliance with statutory requirements, and assist counties in ensuring the quality of services provided. This document outlines TIDC’s preferred functionality, data tracking and reporting capabilities for indigent defense process management technology projects. While these guidelines are intended to guide comprehensive technology projects, more targeted projects may be considered with respect to those guidelines that are applicable to the scope of the proposed project. Grant requests for technology projects that deviate from these guidelines should identify and explain the items that the proposed project does not include.

I. TIDC Objectives in Grant Funding of Indigent Defense Technology

TIDC technology grants will seek to improve overall indigent defense operations by promoting:

1. Compliance with state law and locally promulgated rules;
2. system-wide transparency;
3. Enhanced accountability and better representation; and
4. Operational efficiency and cost-effectiveness.

II. Capture and Tracking of Data Elements

The following case level data elements should be captured in a county’s data systems and should be accessible for compiling reports necessary to demonstrate compliance with state law and locally promulgated rules and to evaluate system and attorney performance. (Inclusion of some data will be dependent of project scope.)

Data Element	Use of Data Element	Statutory Reference
1. Arrestee Name	Necessary basic defendant identifier.	
2. Date and Time of Arrest	Necessary to determine timeliness of magistration.	CCP 15.17(a)
3. Offense Date	Recommended basic case data needed to differentiate multiple offenses.	
4. Charged Offenses (recommend coding to align with DPS offense codes)	Necessary to determine whether attorney qualified to handle case appointed.	CCP 26.04(d)
5. Date and Time of Article 15.17 Magistration Hearing	Necessary to determine timeliness of magistration and timeliness of appointment.	CCP 15.17(a); CCP 1.051(c)
6. Indication of Mental Illness (Y/N)	Magistrate required ordering MH evaluation when notified of possible mental illness. Arrestees on non-violent offenses with mental illness are presumed eligible for PR bond.	CCP 16.22 & 17.032
7. Need for Attorney with Proficiency in Language other than English	Recommended for assessing fair, neutral and non-discriminatory appointment process.	CCP 26.04(b)(6)
8. Bond Date	Necessary to determine timeliness of appointment	CCP 1.051(j), and

	under statute and <i>Rothgery</i> . Necessary to monitor pre-trial jail days, as cost-effective system indicator.	<i>Rothgery v. Gillespie County</i> , 544 U.S. 191 (2008).
9. Bond Type & Amount	Recommended basic case data, and to assess use of PR bond as required in CCP 17.032.	CCP 17.032
10. Date and Time of Request for Counsel	Necessary to determine timeliness of appointment of counsel.	CCP 1.051(c)

Data Element	Use of Data Element	Statutory Reference
11. Date of Transmission of Request for Counsel to Appointing Authority (if applicable)	Necessary to determine timeliness of transmittal of requests for counsel to the appointing authority.	CCP 15.17(a)
12. Each Data Element Gathered for Financial Screening to Determine Indigence According to County Standard	Necessary to implement automated indigency screening functionality. Necessary to document following of county-set objective standard of indigency.	CCP 26.04(l) and 26.04(n)
13. Ruling on Indigency (Approved/Denied/Incomplete Application)	Necessary to determine whether requests for counsel are acted upon timely.	CCP 1.051
14. Date and Time of Ruling on Indigency	Necessary to determine whether requests for counsel are acted upon timely.	CCP 1.051
15. Date of Appointment of Counsel	Necessary to determine timeliness of appointment of counsel.	CCP 1.051(c)
16. Rotation List Appointment or Other	Necessary to document whether appointment was out of rotation.	CCP 26.04(a)
17. Reason for Appointment Outside Rotation	Necessary to document required finding of good cause for any appointment out of order of the regular rotation list.	CCP 26.04(a)
18. Date Attorney Notified of Appointment	Necessary to determine timeliness of attorney first contact.	CCP 26.04(j)(1)
19. Case Stage (New Offence, Appeal, MTR)	Recommended basic appointment type to enable monitoring of system and attorney performance.	
20. Date and Method of First Attorney Contact with Client	Necessary to determine timeliness of attorney first contact according to statute.	CCP 26.04(j)(1)
21. Date of First Client Interview by Attorney	Necessary to determine timeliness of attorney client interview according to local standard.	CCP 26.04(j)(1)
22. Dates of Subsequent Client Contact (including fields to document contact attempts)	Recommended to enable monitoring of attorney performance and quality of representation.	CCP 26.04(b)(5)
23. Dates of Court Appearances/Settings	Recommended to enable monitoring of system and attorney performance.	
24. Date and Amount of Request for Expert	Recommended to enable monitoring of system and attorney performance.	
25. Date and Amount of Request for Investigator	Recommended to enable monitoring of system and attorney performance.	
26. Case Filing Date	Recommended to enable monitoring of compliance with CCP 17.151.	CCP 17.151
27. Case Number	Necessary as basic case identifier.	
28. Lists of Attorneys Approved for Each Offense Level Specified in Local Plan	Necessary to determine whether appointed attorney is properly qualified by the court.	CCP 26.04(d)

29. Attorney Continuing Legal Education (CLE) Hours	Necessary to substantiate attorney eligibility for appointment based on statutory requirements and local plan requirements.	CCP 26.04(d)(2)&(3); TAC 174.1-174.3
30. Attorney Current Compliance Status with CLE Requirements	Necessary to determine attorney eligibility for appointment.	CCP 26.04(d)(2)&(3); TAC 174.1-174.3
31. Attorney Fee Voucher Data, including:	Necessary for IDER reporting and attorney-level appointment and expenditure reporting in HB 1318.	Gov't Code 79.036(e)
32. Attorney Name	Necessary for required reporting.	Gov't Code 79.036(e)
33. Attorney Bar Number	Necessary for required reporting.	Gov't Code 79.036(e)
34. Amount billed	Necessary for online voucher submission and processing.	Gov't Code 79.036(e)
35. Defendant Name	Necessary for online voucher submission and processing.	Gov't Code 79.036(e)
36. Case numbers	Necessary for online voucher submission and processing.	Gov't Code 79.036(e)
37. Court	Necessary for IDER.	Gov't Code 79.036(e)

Data Element	Use of Data Element	Statutory Reference
38. Charges	Necessary for online voucher submission and processing.	Gov't Code 79.036(e)
39. Itemized list of services provided	Necessary for online voucher submission and processing.	CCP 26.05(c); Gov't Code 79.036(e)
40. Date Voucher Approved, Reduced, or Denied by Judge	Necessary for online voucher submission and processing.	CCP 26.05(c); Gov't Code 79.036(e)
41. Amount Approved	Necessary for IDER.	CCP 26.05(c); Gov't Code 79.036(e)
42. Reason for Reduction or Denial	Necessary for online voucher submission and processing.	CCP 26.05(c); 79.036(e)
43. Payment Amount, Date	Necessary for IDER.	Gov't Code 79.036(e)
44. Expert fees paid per case	Necessary for IDER.	Gov't Code 79.036(e)
45. Investigator fees paid per case	Necessary for IDER.	Gov't Code 79.036(e)
46. Amount of Attorney Fee Repayment	Necessary for IDER	Gov't Code 79.036(e)
47. Disposition Date	Recommended to enable monitoring of system and attorney performance.	
48. Disposition (recommend coding to align with clerks' OCA reporting)	Recommended to enable monitoring of system and attorney performance.	
49. Method of Disposition (Trial: Jury/Bench, Plea)	Recommended to enable monitoring of system and attorney performance.	
50. Sentence	Recommended to enable monitoring of system and attorney performance.	

III. Key Functionality

Process management technology solutions should have the following functionality:

1. Automated process for identifying and appointing the next attorney from the rotation list approved to handle the defendant's highest alleged offense, or automated appointment on a new case to an attorney who already acts as the attorney of record to an indigent defendant with a pending case.
2. Automated generation and routing of appointment orders and notifications for attorneys, defendants and the court.
3. Documentation of judicial overrides of regular attorney rotation, with documentation of reasons for override.
4. Track all appointments for compliance with state law and locally promulgated rules.
5. Automated financial screening system to determine indigency as defined in local plan and make recommendation on whether to appoint counsel.
6. Online electronic attorney fee voucher submission, review, amendment and judicial approval.
7. Export of approved voucher payment order data in standardized form to facilitate import into financial system.
8. Prevent creation and submission of attorney fee vouchers in cases without a valid appointment.
9. Allow attorneys to place themselves on hold from new appointments.
10. Allow the courts to place attorneys on judicial hold from new appointments.
11. Monitor CLE compliance status of attorneys.
12. Allow attorneys to review appointed cases and status of submitted vouchers.

IV. Reports

Process management technology solutions should produce the following reports or work with other county systems to facilitate compiling of reports:

1. Number of requests for appointed attorney submitted during report period and rulings on requests. (CCP 1.051 & 15.17)
2. Timeliness of magistration: Average time between arrest and magistration for each arrestee and number and list of cases that were not in compliance with statutory requirements. (CCP 15.17)
3. Timeliness of transmission of request for counsel to appointing authority (for systems in which the official taking the request does not have the authority to appoint): Average time between request for counsel and transmission of request to appointing authority and number and list of cases that were not in compliance with statutory requirements. (CCP 15.17)
4. Timeliness of appointment: Average time between request for counsel and appointment of counsel for each indigent defendant, taking into consideration whether the request occurred before, during, or after Article 15.17 hearing and list of cases that were not in compliance with statutory requirements. (CCP 1.051)
5. Timeliness of first attorney contact: Average time between appointment and first attorney contact and list of cases that were not in compliance with statutory requirements. (CCP 26.04)

6. Timeliness of attorney interview with client: Average time between appointment and attorney interview with client. (CCP 26.04)
7. Average pre-disposition jail days for felony defendants with cases disposed during the reporting period. (Recommended to enable monitoring of cost effectiveness and system performance.)
8. Average pre-disposition jail days for misdemeanor defendants with cases disposed during the reporting period. (Recommended to enable monitoring of cost effectiveness and system performance.)
9. Average case processing time for cases disposed during the reporting period, including arrest to disposition, appointment to disposition, and filing date to disposition. (Recommended to enable monitoring of cost effectiveness and system performance.)
10. For each attorney disposing of appointed cases in the fiscal year, the number of cases by case type and amount of attorney fees paid by court. (Necessary for filing of Indigent Defense Expenditure Report.)
11. Total indigent defense expenditures by court, expense type and case type. (Necessary for filing of Indigent Defense Expenditure Report.)

V. Special Grant Policies for Technology Projects

1. Any agreements entered into as part of a funded project must ensure that all data is the property of the county, is available and accessible to the county within a reasonable time, and subject to disclosure or withholding based on the county's obligation under the laws in effect at the time. The County must review all requests for data, and no data may be released to a third party without County approval. Contracts must state the format in which the data will be provided in case of termination of agreement with vendors.
2. For any grants that involve developing new software solutions with state and/or county funds, the statement of grant award must clearly address considerations and expectations regarding the ownership of and access to the source code for any programming.
3. Technology project funding requests must include detailed basis of cost explanations.
4. Technology project grant payments will be based on verifiable achievement of project phase completions.
5. Software developed should conform with appropriate industry information exchange standards.

Attachment D
Videoconference System
FY16 Menu Option Discretionary Grant

State Payee Identification number _____

Division or unit within the county to administer the grant _____

Official County Mailing Address

Address (line 1) _____

Address (line 2 if needed) _____

City _____

State _____

ZIP _____

Program Title: [County] County Videoconference Technology Program

Estimated Total Program Cost: _____

Required Cash Match by County: _____

Estimated Grant Amount (Maximum \$50,000): _____

Allowable Uses:

[County] County agrees to use videoconference technology provided by this discretionary grant award to remediate the effects of geography or volume on court processes. The proposed videoconference system will focus on improving indigent defendants' access to effective assistance of counsel and may also help the county meet prompt appointment or prompt attorney contact requirements of the Fair Defense Act.

Identify the intended Indigent Defense use(s) for the requested videoconference system:

- Attorney/Client meetings - The videoconference system is used to promote clients' contact with their attorneys as soon as practical but certainly prior to a court appearance.
- Magistrations - The prompt appointment requirements in the Fair Defense Act can be met by using the videoconference system to bring isolated magistrates to the defendants via technology.
- Indigency determinations and applications for court appointed counsel - The court may use the technology to conduct the interview to determine indigence or to hear defendants' request for court appointed counsel.

Required Program Elements:

[County] County Agrees to the Following Required Program Elements

- Must meet the needs of local attorneys on the appointment list and involve the local defense bar in the planning stages of the program
- Must be used by all judges in the jurisdiction involved in the specific aspect of the program (e.g., includes a countywide process change in magistrations, attorney/client meetings, etc.)
- Must be used to meet a specific element of the Fair Defense Act (e.g., indigence determination, magistrations, attorney contact, etc.)
- Must involve sheriff, jail administrator and other law enforcement as applicable
- Must be purchased from the DIR State Contract
- Must include the price of at least three years of maintenance
- Must demonstrate that it is able to connect to one other county that established similar program with grant support from the Commission
- Must be able to communicate with other court systems (open or shared technology)

Equipment and Budget:

Equipment Category:	Reimbursement Terms:	Award Amount not to Exceed:
Jail Box	50% of equipment up to	
Cart	50% of equipment up to	
Connectivity	50% of equipment up to	

Officials Designated at the County Level

The County Judge and Financial Officer positions must be designated according to rule. The County Judge is the elected Constitutional County Judge for the county. The Financial Officer must be the County Auditor, or in the case of counties which do not have a county auditor, the County Treasurer. In order to streamline communications, all grant communication will be with the Program Director. If the information for these positions is out-of-date, click on Cancel, update these positions from the county home page, and then re-enter this application.

The County Judge is **[Name]**.

The Financial Officer is the County Auditor/Treasurer, **[Name]**.

Grant Officials

The Program Director must be an officer or employee responsible for the program operation or monitoring and who will serve as the point-of-contact regarding the program's day-to-day operations. The Authorized Official must be authorized to apply for, accept, decline, modify, or cancel the grant for the applicant county. A county judge or a designee authorized by the governing body in its resolution may serve as the authorized official. The program director and the authorized official may be the same person. The financial officer may not serve as the program director or the authorized official. Texas Government Code § 173.301(a). Please indicate who you anticipate as the grant officials.

Program Director

Name	Phone
Address	Fax
City State Zip	Email

No Authorized Official on Record

[Resolution / Internet Submission Form](#): Click on link to open new window with Sample resolution. This may be printed or copied (Ctrl+A, Ctrl+C) and pasted (Ctrl+V) into Word Processing software for editing. [Word Version](#)
Additional notes or proposed changes:

SUBMIT BUTTONS

Attachment E
INDIGENT DEFENSE COORDINATOR
FY16 Menu Option Discretionary Grant

State Payee Identification number _____

Division or unit within the county to administer the grant _____

Official County Mailing Address

Address (line 1) _____

Address (line 2 if needed) _____

City _____

State _____

ZIP _____

Program Title: [County] County Indigent Defense Coordinator Program

Estimated Total Program Cost: _____

Required Cash Match by County: _____

Estimated Grant Amount (Maximum \$50,000): _____

Allowable Uses:

[County] County agrees to implement the Indigent Defense Coordinator program to improve the county’s appointment process and to provide documentation that a county is in compliance with the Fair Defense Act. IDCs reduce administrative time of judges spent on appointments. [County] County agrees to use the IDC to enhance processes to ensure that appointment practices are fair, neutral and non-discriminatory. A clear and objective standard of indigence with a timely appeal process to the courts in case of denial by the IDC ensures success of these programs.

Required Program Elements:

[County] County Agrees to the Following Required Program Elements

- Must perform all appointments (in and out of court) as the designee of the judge or judges
- Must maintain the rotation default system on assigned counsel systems and monitor the frequency and reasons of exception for off list appointments
- Must report summary of appointment data to judges at least monthly
- Must manage the graduated list of court appointed attorneys for judges and receive applications for advancements or adjustments as higher qualifications are met by attorneys
- Must monitor appointment list and attorneys’ completion of continuing legal education (CLE) to meet minimum requirements of local plan and Commission rules
- Must review invoices submitted by attorneys and compare to appointment schedule prior to judicial approval
- Perform training for law enforcement, magistrates, local bar, and other stakeholders on indigent defense plan(s) adopted by courts
- Report directly to the judges (rural) or board of judges (mid-size or urban)
- Develop procedures to track attorney contact with client, which includes tracking, investigating and reporting allegations of attorneys not meeting their clients within statutory or plan requirements
- Must involve all courts in the jurisdiction (rural and mid-sized) or all of the judges of a type of court (urban)

Budget:

1) Personnel (1 FTE)		
2) Fringe Benefits		
3) Travel & Training		
4) Equipment		
5) Supplies		
6) Contract Services		
7) Indirect Costs		

Total Budget		
Total Award		

Officials Designated at the County Level

The County Judge and Financial Officer positions must be designated according to rule. The County Judge is the elected Constitutional County Judge for the county. The Financial Officer must be the County Auditor, or in the case of counties which do not have a county auditor, the County Treasurer. In order to streamline communications, all grant communication will be with the Program Director. If the information for these positions is out-of-date, click on Cancel, update these positions from the county home page, and then re-enter this application.

The County Judge is **[Name]**.
The Financial Officer is the County Auditor/Treasurer, **[Name]**.

Grant Officials

The Program Director must be an officer or employee responsible for the program operation or monitoring and who will serve as the point-of-contact regarding the program’s day-to-day operations. The Authorized Official must be authorized to apply for, accept, decline, modify, or cancel the grant for the applicant county. A county judge or a designee authorized by the governing body in its resolution may serve as the authorized official. The program director and the authorized official may be the same person. The financial officer may not serve as the program director or the authorized official. Texas Government Code § 173.301(a). Please indicate who you anticipate as the grant officials.

Program Director

Name	Phone
Address	Fax
City State Zip	Email

No Authorized Official on Record

[Resolution / Internet Submission Form](#): Click on link to open new window with Sample resolution. This may be printed or copied (Ctrl+A, Ctrl+C) and pasted (Ctrl+V) into Word Processing software for editing. [Word Version](#)
Additional notes or proposed changes:

SUBMIT BUTTONS

Final Checklist for Submitting a Grant Application

(Two Tier Process)

Please verify that you have completed the following steps:

Tier One

- Develop and research an idea or procedure that would directly serve clients or improve provision of indigent defense services in the county, courts, or jurisdiction(s).
- Log onto the Commission's [Grant and Plan Management Website \(http://tidc.tamu.edu\)](http://tidc.tamu.edu)
- Look at the online screen and verify that the appropriate judicial officials have submitted county-wide plans and that their plans meet the grant eligibility requirements.*
- Select type of grant. The application must indicate if you are applying for a single-year or new multi-year discretionary grant.
- Complete Intent to Submit an Application (ISA) that includes problem statement, objectives, activities and evaluation. ISA must be submitted online by **5:00 PM on March 13, 2015**.
- Secure a letter of support from at least one judge involved in the indigent defense process. Scan and email the letter of support to the Commission Grants Manager (ecolfax@tidc.texas.gov) on or before **5:00 PM on March 13, 2015****. **Resolutions are not required by the Commission until Tier Two but local rules may require Commissioners' Court approval.**

Tier Two

- If the Grant Manager provides a Notice to Proceed with Application, Type or copy/paste your written information into each required section. All applications must be submitted online by **5:00 PM on May 8, 2015**.
- Secure written documentation of support from courts, commissioners (resolution), or other parties involved in or affected by the process.
- Submit the Resolution/Internet Submission Form and court commitments/support along with any other supporting documents to certify the application complete. All supporting documents should be scanned and emailed. These documents must be submitted on or before **May 8, 2015**.
- Single counties applying for the Menu Option Discretionary Grants need to apply on or before May 8, 2015. The ISA for Menu Option Discretionary Grant Applications is not required.

*Counties that do not meet plan eligibility requirements should contact the Commission Special Counsel to resolve any compliance issues immediately.