



TEXAS INDIGENT DEFENSE COMMISSION

April 11, 2021

CHAIR:  
The Honorable Sharon Keller  
Presiding Judge  
Court of Criminal Appeals

EX OFFICIO MEMBERS:  
Honorable Sharon Keller  
Honorable Nathan Hecht  
Honorable John Whitmire  
Honorable Brandon Creighton  
Honorable Nicole Collier  
Honorable Reggie Smith  
Honorable Sherry Radack  
Honorable Vivian Torres

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Honorable Missy Medary  
Honorable Valerie Covey

EXECUTIVE DIRECTOR:  
Geoffrey Burkhart

The Honorable Chris Hill  
Collin County Judge  
Via E-mail: [chill@collincountytexas.gov](mailto:chill@collincountytexas.gov)

RE: FY2021 Statement of Improvement Grant Award – Grant Number: 212-TS-043

Dear Judge Hill:

I am pleased to inform you that the Texas Indigent Defense Commission has awarded Collin County a **FY2021 Technical Support Improvement Grant** in the amount of **\$27,786** for the **Automation of the Affidavit of Indigence and Attorney Complaint Tracking System**. Your Statement of Grant Award for fiscal year 2021 is attached. Please sign, scan, and return via e-mail the Statement of Grant Award to **Edwin Colfax** at [ecolfax@tidc.texas.gov](mailto:ecolfax@tidc.texas.gov) within 30 days of receipt. You do not need to mail a copy.

Congratulations to Collin County on taking the lead in Texas by developing this new indigent defense program. If you have any questions or need clarification of the information contained in this letter or the attached Statement of Grant Award, please contact Edwin Colfax, Director of Grant Funding at (512) 463-2508.

Sincerely,

Sharon Keller  
Chair, Texas Indigent Defense Commission  
Presiding Judge, Court of Criminal Appeals

cc: Linda Riggs, Collin County Auditor, [lriggs@co.collin.tx.us](mailto:lriggs@co.collin.tx.us)  
Alyse Ferguson, [aferguson@co.collin.tx.us](mailto:aferguson@co.collin.tx.us)

**Texas Indigent Defense Commission**  
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**Statement of Grant Award  
FY2021 Improvement Grant - Technical Support**

Grant Number: 212-TS-043  
 Grantee Name: Collin County  
 Program Title: Automation of Affidavit of Indigence & Attorney Complaint Tracking  
 Grant Period: 4/1/2021-3/31/2022  
 Grant Award Amount: \$27,786

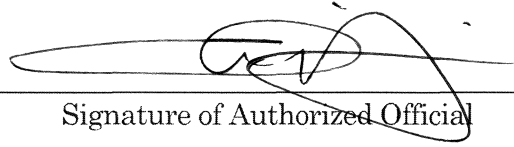
The Texas Indigent Defense Commission (herein, the Commission) has awarded the above-referenced grant to Collin County (herein, the County) for indigent defense services. The authorized official named on the grant application must sign this Statement of Grant Award and return it to the Commission by May 15, 2021. The grantee will not receive any grant funds until this notice is executed and returned to the Commission. Funding is provided as listed in the categories in the table below:

<b>Direct Costs:</b>	
<b>1) Personnel (Total Number of FTEs: )</b>	
<b>2) Fringe Benefits</b>	
<b>3) Travel and Training</b>	
<b>4) Equipment</b>	\$27,786
<b>5) Supplies</b>	
<b>6) Contract Services</b>	
<b>7) Indirect Costs</b>	
<b>Total Proposed Costs</b>	\$27,786
Less Cash from Other Sources- County Match	0
<b>Total Amount Funded by Commission</b>	\$27,786

**Standard Grant Conditions:**

- The authorized official for the grantee must accept the grant award by signing below.
- The authorized official, financial officer, and program director, referred to below as grant officials, must comply with the terms of the grant as written in the Request for Applications issued in January 2021, including the rules and documents adopted by reference in the Commission’s Grant Rules in Title 1, Part 8, Chapter 173, Texas Administrative Code.
- The grant officials understand that a violation of any term of the grant may result in the Commission placing a temporary hold on grant funds, permanently de-obligating all or part of the grant funds, requiring reimbursement for funds already spent, or barring the organization from receiving future grants.
- Disbursement of funds is always subject to the availability of funds.
- The grant officials agree to follow the grant terms contained in the “Terms and Conditions” contained in Attachment A, which includes the final grant application.
- Any indigent defense plan documents submitted to the Commission must continue to meet all grant eligibility requirements.
- The judges hearing criminal and juvenile matters must amend the Indigent Defense Plan for their respective courts to include the program funded under this award if necessary and submit it to the Commission by November 1, 2021.

The authorized official for this grant program has read the preceding and indicates agreement by signing the Statement of Grant Award included below.



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Signature of Authorized Official

Chris Hill, County Judge

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Name & Title (please print)

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Date

## **Attachment A**

### **Terms and Conditions**

In addition to the program requirements stated in the Request for Applications (RFA) these specific program requirements apply to this funded program.

- This grant requires quarterly progress reports to provide information on the operation of the program. The Commission grant manager will create an online progress report to document the work performed in this program. The County may request modifications to the online report when the report items do not accurately reflect the work performed. See the Timeline for Reporting and Fund Distribution at the end of this document for dates.
- The County will submit quarterly expenditure reports to obtain reimbursement of the scheduled percentage of expended funds based on actual expenditures. The reimbursements will be proportional to the county's required match. See the Timeline for Reporting and Fund Distribution at the end of this document for dates.
- A project paper that describes the implementation, benefits the county may have received, and a brief discussion on implications or suggestions for other similar projects in other counties must be submitted with the final progress report.
- Requests to revise the scope, target, or focus of the project, or substantively alter project activities require advance written approval from TIDC.

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**Grant Application Follows**

## Timeline for Reporting and Fund Distribution

Reports will be submitted via the TIDC Grant and Plan Management website at <https://tidc.tamu.edu>.

Reporting Period	Type Report Due	Date Report Due	Fund Distribution Date
April 2021 through June 2021	Grant Expenditure Report Progress report	July 15, 2021	August 2021
July 2021 through September 2021	Grant Expenditure Report Progress Report	October 15, 2021	December 2021
October 2021 through December 2021	Grant Expenditure Report Progress report	January 15, 2022	February 2022
January 2022 through March 2022	Grant Expenditure Report Progress report	April 15, 2022	May 2022