

Office of the Webb County Public Defender

Letter of Intent to Apply

---

Date:

Honorable Tano Tijerina  
Webb County Judge  
Webb County Courthouse  
1000 Houston Street (3<sup>rd</sup> Floor)  
Laredo, Texas 78040

Re: Letter of Intent to apply for "The Texas Indigent Defense FY19 Discretionary Grant"

Dear Judge Tijerina:

In accordance with the Webb County Single Point of Contact (SPOC) Policy and Procedures – revised 3/29/17, please accept this "*Letter of Intent to Apply*" for grant funds under the Texas Indigent Defense Commission.

The Webb County Public Defenders' Office requests authorization to apply for a grant of \$377,472.00 from The Texas Indigent Defense Commission for the creation/continuation of the Webb County Integrated Defense Project. Your favorable review of the following information required under the SPOC policy and authorization to develop and submit the grant proposal shall be appreciated.

**General Information:**

- A. Project Title: Webb County Integrated Defense Project
- B. Project Description: To provide indigent defendants with mental health issues the necessary social work services that will connect them with appropriate services in the community to address their mental health needs. Further, another objective of this program would be to provide Assistant Public Defenders and indigent defendants in Webb County, consultation services for complex collateral immigration consequences in criminal matters.
- C. Contact Person: Virginia Aranda, Public Defender
- D. Department/Office Telephone number: Webb County Public Defenders' Office/ 956-523-4101
- E. All departments that request grant application authorization from the County Commissioner's Court are required to participate in the County Biometric Time Clock Plus system in order to ensure compliance with existing County policy. Please acknowledge compliance with the signature of the designated Contact Person:  
VA  
Contact Person/Signature
- F. For all grant-funded projects involving current county employees that propose grant funding for overtime will be required to use the County Biometric Time Clock Plus system and have GPS monitors in their vehicles, except for those involved in undercover work. Please acknowledge the intent to comply with the signature of the designated Contact Person:  
VA  
Contact Person/Signature

G. All future grant-funded programs involving current County employees will include only Full Time Equivalency (FTE) percentages in a project's budget and will also apply to all future renewal projects; Please acknowledge this criteria with the signature of the designated Contact Person:

VA

\_\_\_\_\_  
*Contact Person/Signature*

H. A complete hard copy of the grant application is required to be submitted to the Economic Development Department inclusive with the "Letter of Intent to Apply" at least two (2) weeks before the grant application is presented to the County Commissioners Court requesting authorization to submit the grant application to the State or Federal funding agency. The complete hard copy of the grant application shall include at a minimum - Project Narratives, Performance Statement, Budget, Personnel Budget breakdown and Budget Narratives. This policy will be effective February 27, 2017; If not provided at submission of the Letter of Intent, then it must be submitted with ample time for review and approval by the Grant Application Review Committee (GARC)? Extenuating circumstances for not adhering to this procedure must be provided in writing for review and approval. Please acknowledge this requirement with the signature of the designated Contact Person:

VA

\_\_\_\_\_  
*Contact Person/Signature*

I. Any and all budget amendments, budget modifications and/or line item transfer requests that may arise from grant-funded activity shall be submitted through the Economic Development Department - Single Point of Contact (whether Competitive or Formula grants, County (Federal and State allocations) that use the Webb County General Fund first then receives reimbursement at a later time). The budget request will be forwarded for review by the Grant Application Review Committee (GARC) for possible placement on the Webb County Commissioner's Court Agenda. Please acknowledge this requirement with the signature of the designated Contact Person:

VA

\_\_\_\_\_  
*Contact Person/Signature*

J. All departments that request a refunding or continuation grant application authorization from the County Commissioner's Court are required to provide documentation from the Funding Agency confirming/verifying previous or on-going grant compliance. The documentation shall be submitted to the Economic Development Department - Single Point of Contact at least two (2) weeks before the grant application is presented to the County Commissioners Court. Please acknowledge this requirement with the signature of the designated Contact Person:

VA

\_\_\_\_\_  
*Contact Person/Signature*

K. A representative from the Department requesting authorization to apply for a grant must be present at the Commissioner's Court meeting to respond to any questions from Commissioner's Court regarding the proposed grant application. Please acknowledge this requirement with the signature of the designated Contact Person:

VA

\_\_\_\_\_  
*Contact Person/Signature*

K. Project Time Frames:                      Start Date:                                      October 1, 2018  
Ending Date :                                      September 30, 2022  
Project Duration:                                      4 year grant

L. Project Area:                      Integrated Criminal Defense

**Project Analysis:**

- 1) What County needs, services or problems will be addressed by this project?

This project will address the mental health and immigration needs of indigent criminal defendants in Webb County.

- 2) What is the grant matching amount of local funds or in-kind that will be proposed? Please identify specific sources of funds.

The Texas Indigent Defense Commission (TIDC) pays up to 80% of the total project cost for the 1<sup>st</sup> year (\$154,435.20), 60% the second year (\$111,518.40), 40% for the third year (\$74,345.60), and 20% for the fourth year (\$37,172.80). Webb County will be responsible for 20% of the cost of the project the 1<sup>st</sup> year (\$38,608.80), 40% the second year (\$74,345.60), 60% the third year (\$111,518.40), and 80% in the last year (\$148,691.20). The cash match for the County for the four year period will be a total of \$373,164.00 and will come from the General Fund.

- 3) Will this proposed project add cost, services or any financial responsibility to the County's General Fund after the project ends? Please explain.

At the discretion of the Commissioner's Court, if the program is judged to be a success, the County Commissioners will determine the feasibility of continuing to fund the project through the County's General Fund.

- 4) Will this project add employees to the county payroll if and when the grant is terminated? Please explain.

If the County Commissioners decide to continue with the project, the court will consider adding two employees to the county payroll.

- 5) Does this project propose any monetary grant-funded stipends, incentive pay, supplement pay or any other pay that exceeds County General Fund salary? These types of monetary compensation are strictly prohibited.

No

6) What are the operating and maintenance costs of the grant funded project activities that will be funded by the county?

Operating and Maintenance Cost for both positions:

Year 1

<u>New Attorney</u>	
Salary	\$90,163.00/yr.
Fringe Benefits	\$26,209.00/yr.
Continuing Education & Dues	\$1,245.00/yr.
Travel	\$1,000.00 /yr.
Furniture (One time cost)	\$890.00
Equipment (One time cost)	\$2,700.00
Supplies	\$800.00/yr.
Total:	\$123,007.00
Grand Total:	\$193,044.00

<u>New Social Worker</u>	
Salary	\$44,549.00/yr.
Fringe Benefits	\$16,698/yr.
Continuing Education & Dues	\$700.00/yr.
Travel	\$1,000.00/yr.
Furniture (One time cost)	\$890.00
Equipment (One time cost)	\$2,700.00
Supplies	\$500.00/yr.
Office Space	\$3,000.00/yr.
Total:	\$70,037.00

T.I.D.C. (80%)	\$154,435.20
Webb County (20%)	\$38,608.80

Year 2

<u>New Attorney</u>	
Salary	\$90,163.00/yr.
Fringe	\$26,209.00/yr.
Continuing Education & Dues	\$1,245.00/yr.
Travel	\$1,000.00/yr.
Supplies	\$800.00/yr.
Total:	\$119,417.00/yr.
Grand Total:	\$185,864.00

<u>New Social Worker</u>	
Salary	\$44,549.00/yr.
Fringe Benefits	\$16,698/yr.
Continuing Education & Dues	\$700.00/yr.
Travel	\$1,000.00/yr.
Supplies	\$500.00/yr.
Office Space	\$3,000.00/yr.
Total:	\$66,447.00

T.I.D.C. (60%)	\$111,518.40
Webb County (40%)	\$74,345.60

### Year 3

<u>New Attorney</u>	
Salary	\$90,163.00/yr.
Fringe	\$26,209.00/yr.
Continuing Education & Dues	\$1,245.00/yr.
Travel	\$1,000.00/yr.
Supplies	\$800.00/yr.
<b>Total:</b>	<b>\$119,417.00/yr.</b>

<u>New Social Worker</u>	
Salary	\$44,549.00/yr.
Fringe Benefits	\$16,698/yr.
Continuing Education & Dues	\$700.00/yr.
Travel	\$1,000.00/yr.
Supplies	\$500.00/yr.
Office Space	\$3,000.00/yr.
<b>Total:</b>	<b>\$66,447.00</b>

Grand Total: \$185,864.00

T.I.D.C. (40%)	\$74,345.60
Webb County (60%)	\$111,518.40

### Year 4

<u>New Attorney</u>	
Salary	\$90,163.00/yr.
Fringe	\$26,209.00/yr.
Continuing Education & Dues	\$1,245.00/yr.
Travel	\$1,000.00/yr.
Supplies	\$800.00/yr.
<b>Total:</b>	<b>\$119,417.00/yr.</b>

<u>New Social Worker</u>	
Salary	\$44,549.00/yr.
Fringe Benefits	\$16,698/yr.
Continuing Education & Dues	\$700.00/yr.
Travel	\$1,000.00/yr.
Supplies	\$500.00/yr.
Office Space	\$3,000.00/yr.
<b>Total:</b>	<b>\$66,447.00</b>

Grand Total: \$185,864.00

T.I.D.C. (20%)	\$37,172.80
Webb County (80%)	\$148,691.20

Total cost to Webb County over four years: **\$373,164.00**

Total cost to T.I.D.C. over four years: \$377,472.00

7) How many citizens will be served and in what way? Please explain.

Any and all appointed indigent clients with either mental health issues and/or immigration issues will receive services. Adequate referrals to social services and resources within the community will be provided to clients with mental health issues. Clients with immigration issues will be counseled regarding collateral consequences in their criminal case(s).

8) Please provide the name of the department representative responsible for providing the Economic Development staff with the copy of the submitted grant application.

Virginia Aranda, Webb County Public Defender

**Financial Analysis**

A. Type of Request: Grant ( X )    Loan ( )    Combination ( )

Amount of Request: \$377,472.00

Amount of Cash Match/In-Kind \$20% of the first year expenses, 40% the 2<sup>nd</sup> year, 60% in the third year, and 80% in the final year of the grant (refer to #6 above for the breakdown).

Total Project Costs: \$750,636.00

New ( X )    Continuation ( )

Funding Agency: Texas Indigent Defense Commission

B. Is there any assurance that the grant will be continued/refunded by the funding agency? Please explain.

Yes, grant will be renewed every year if implemented as described in the application approved by the Texas Indigent Defense Commission.

C. What wording or commitments will be included in the grant application for ‘continuity of activities’, ‘project sustainability plan’ or ‘funding of activities’ after the grant has ended? Please explain in detail.

Webb County is committed to improving the criminal justice system in Webb County as it relates to those individuals with mental health issues. Further, the County is committed to remaining compliant with any federal immigration laws and requirements as it pertains to individuals who have been accused of a crime. If the program is deemed a success, the County will consider any future funding of the project during the county budget process once the grant has ended.

**For Economic Development Department Office Use Only:**

**IV. APPLICATION REVIEW COMMENTS**

A. STAFF COMMENTS :

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_