

WEBB COUNTY PRE-TRIAL SERVICES

Letter of Intent to Apply

Date: November 13, 2018

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

Re: Letter of Intent to apply for The FY 2019 Formula Grant Program

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 _____.

The Webb County Pre-Trial Services Department requests authorization to apply for a grant of \$ (amount contingent to what is reported in the Webb County Expenditure Report) from **The Texas Commission on Indigent Defense** for the creation/continuation to develop and maintain quality, cost effective indigent defense system that meets the needs of the county. 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: Formula Grant Program
- B. Project Description: The Texas Indigent Defense Commission provides financial and technical support to counties to develop and maintain quality, cost effective indigent defense system that meets the needs of the county.
- C. Contact Person: Cornell Mickley
- D. Department/Office Telephone number: Pre-Trial Services – 523-4988
- 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: Cornell Mickley
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: N/A
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:

N/A

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:

Cornell Mickley

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:

Cornell Mickley

Contact Person/Signature

J. Project Time Frames:	Start Date:	<u>October 1, 2018</u>
	Ending Date :	<u>September 30, 2019</u>
	Project Duration:	<u>Recurring</u>

K. Project Area: Indigent defense operations

Project Analysis:

- 1) What County needs, services or problems will be addressed by this project? **Grant funding will off-set the expenditures for indigent defense for 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. **N/A. No match or in-kind required.**
- 3) Will this proposed project add cost, services or any financial responsibility to the County's General Fund after the project ends? Please explain. **None.**

- 4) Will this project add employees to the county payroll if and when the grant is terminated? **No**
- 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? **None**
- 7) How many citizens will be served and in what way? **3,000 indigent criminal defendant's will be provided with quality legal representation.**
- 8) Please provide the name of the department representative responsible for providing the Economic Development staff with the copy of the submitted grant application. **Cornell Mickley**

Financial Analysis

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

Amount of Request:	\$ _____
Amount of Cash Match/In-Kind	\$ <u> 0 </u>
Total Project Costs:	\$ _____

New () Continuation ()

Funding Agency: Texas Commission on Indigent Defense

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

How the Formula Grant is calculated:

Every county is eligible to receive a grant of \$5,000.00, plus its share of the remaining funds budgets by the Commission for the Formula Grant Program calculated by:

- 50% on the county's percent of state population; and
- 50% on the county's percent of statewide direct indigent defense expenditures for the previous year (as defined in Title 1, Part 8, Texas Administration Code Sec 173.202(1)-(3):
 - ❖ Less discretionary funds provided by the Commission for expenditures defined in Title 1, Part 8, Texas Administrative Code Sec. 173.202(1)-(3).
 - ❖ Less the reimbursed costs of operation a regional program
 - ❖ The baseline requirement below do not apply to counties with a 2000 census population of less than 10,000.

The County shall not receive more in funds than what was actually spent by the county in the prior year.

Baseline- The baseline is the minimum amount counties must spend in indigent defense before they qualify for the Formula Grant. To meet the requirement under Texas Government Code 79.037(d), the Commission has adopted as an expenditure baseline on each county's FY01 indigent defense expenditures. Attorney fees, investigation expenses, expert witness expense, and other litigation expenses paid by the county on behalf of indigent criminal defendants/juvenile respondents are allowable expenses.

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? **N/A**

For Economic Development Department Office Use Only:

IV. APPLICATION REVIEW COMMENTS

A. STAFF COMMENTS :

Staff Signature: _____

Date: _____