

# WEBB COUNTY PRE-TRIAL SERVICES

## Letter of Intent to Apply for a Grant

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Date: March 22, 2021

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 Commission Improvement Grant for budget year 2021-2022 (multi-year 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 Pre-Trial Services Department** requests authorization to apply for a multi-year grant of \$ **(amount contingent pending the application being approved and accepted)** from **The Texas Indigent Defense Commission** 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: Assistant Indigent Defense Jail Clerk- (Part Time Position-Non-Exempt)
- B. Project Description: Securing grant funding to support the salary of a part-time position in order to improve Webb County’s Indigent Defense front-end process.
- C. Contact Person: Cornell Mickley and James Flores
- D. Department/Office Telephone number: Pre-Trial Services and Economic Development
- 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, 2021</u>
	Ending Date :	<u>September 30, 2022</u>
	Project Duration:	<u>multi-year grant</u>

K. Project Area: Front-End Indigent Defense Operations

**Project Analysis:**

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

**Webb County has implemented a weekend magistrate process at our jail. Our office has the responsibility to interview those individuals that are indigent and qualify for a court appointed attorney. Our department is limited in staff, which has placed a hinderance on our regular business operations in providing effective and efficient services for indigent clients during the week. Also, it has made it difficult scheduling our staff during the regular work week. This has placed employees earning accrued comp-time, that the county may pay-out if an employee resigns.**

- 2) What is the grant matching amount of local funds or in-kind that will be proposed? Please identify specific sources of funds. **Amounts are contingent pending grant approval.**
- 3) Will this proposed project add cost, services or any financial responsibility to the County's General Fund after the project ends? Please explain. **Yes, it may add an additional \$13,000.00, salary per year for one part-time position.**
- 4) Will this project add employees to the county payroll if and when the grant is terminated? **Yes**
- 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, part-time employees are not eligible for retirement benefits or health care benefits. Also, they are not eligible to earn annual leave, sick leave or compensatory time.**
- 6) What are the operating and maintenance costs of the grant funded project activities that will be funded by the county? **None, all office equipment already exists.**
- 7) How many citizens will be served and in what way? **All criminal indigent clients will be provided with quality legal representation and services.**
- 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 (X)    Loan ()    Combination ()

Amount of Request:	\$13,000.00
Amount of Cash Match/In-Kind	\$ 2,600.00 - possibly
Total Project Costs:	\$15,600.00
New (X) Continuation ()	
Funding Agency:	<u>Texas Indigent Defense Commission</u>

B. Is there any assurance that the grant will be continued/refunded by the funding agency? No

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?

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

**IV. APPLICATION REVIEW COMMENTS**

A. STAFF COMMENTS :

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

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