

**RESOLUTION NO. 10-11-2022- ITEM # \_\_\_\_\_**  
**WEBB COUNTY COMMISSIONERS COURT**  
**WEBB COUNTY, TEXAS**

**A RESOLUTION AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO  
THE TEXAS INDIGENT DEFENSE COMMISSION FOR FUNDING TO BE USED  
THROUGH THE FORMULA GRANT PROGRAM TO HELP COUNTIES MEET  
CONSTITUTIONAL AND STATUTORY REQUIREMENTS FOR INDIGENT DEFENSE  
FOR BUDGET YEAR 2022-2023**

WHEREAS, under the provisions of the Texas Government Code Section 79.037, and 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, this grant program will assist the county in the implementation and the improvement of the indigent criminal defense services in this county; and

WHEREAS, Webb County Commissioners Court would accept a grant if it is awarded to Webb County and abide the terms and conditions of the grant and in the event of loss or misuse of the funds, Webb 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 County Judge of this county is designated as the Authorized Official to apply for, accept decline, modify or cancel the grant application for the Indigent Defense Formula Grant Program and all other necessary document to accept said grant; and

BE IT FURTHER RESOLVED that County Auditor the County Auditor is designated as the Financial Officer for this grant.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Tano Tijerina,  
Webb County Judge

Attest:

\_\_\_\_\_  
Margie Ramirez Ibarra,  
Webb County clerk

# WEBB COUNTY PRE-TRIAL SERVICES

## Letter of Intent to Apply for a Grant

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Date: October 24, 2022

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 Formula Grant Program for budget year 2022-2023.

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: 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
- 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, 2022</u>
	Ending Date :	<u>September 30, 2023</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 finding will off-set the expenditures for indigent defense operation 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: \$0  
 Amount of Cash Match/In-Kind \$0  
 Total Project Costs: \$0  
 New  Continuation   
 Funding Agency: Texas Indigent Defense Commission

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? N/A

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

**IV. APPLICATION REVIEW COMMENTS**

A. STAFF COMMENTS :

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

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

### FY2023 Webb County Formula Grant Program Application

This page is read-only because it has already been submitted.

Application Submitted by Cornell Mickley at 9/19/2022 8:44:04 AM  
The Formula Grant Application Confirmation Number is 202324020220919.

[View Confirmation Page](#)

Please see [RFA](#) for full details of the grant.

#### Steps in Application Process

- Review your eligibility status in the box below. Each year the Commission adopts specific Indigent Defense Plan elements as eligibility requirements for the formula grant funds. These elements encourage each county's compliance with statutory requirements or policy and standards adopted by the Commission. **Regardless of the County's eligibility status, complete the on-line Formula Grant application. Contact the Texas Indigent Defense Commission for instructions to meet grant eligibility requirements.**

Indigent Defense Plan Review Summary		
As of 9/23/2022		
District Plan	County Plan	Juvenile Board Plan
Approved	Approved	Approved
<p>The plans have been submitted and approved by the appropriate court officials. Review by the commission is pending. The plans must be Complete (i.e. meet all requirements) before grant funds will be issued.</p>		

- Verify the county information below and update if necessary.
- Submit a Resolution approved by Webb County's Commissioner Court and signed by the authorized official. A link will be available on the confirmation page to print out the Resolution. When a grant application is submitted via the Internet, the Commission will not consider it complete until the applicant provides a Resolution that is signed by the applicant's authorized official and that meets all deadlines for applications. The County Commissioners' Court must adopt the resolution provided through the application process that authorizes the grant request and takes responsibility for the appropriate expenditure of the funds. This form also certifies that the information submitted via the Internet is true and correct and that, if a grant is awarded, the county will abide by all relevant rules, policies, and procedures. **Please scan and upload the resolution adopted by commissioners' court on or before November 15, 2022 by using the link on the application page of this website.** Alternatively, you may email the resolution to [indigentdefense@ppri.tamu.edu](mailto:indigentdefense@ppri.tamu.edu) or fax it to (979) 845-0249.

- Meet grant award conditions such as Indigent Defense Plans and Expenditure Reports required throughout the year.

This form is completed using the information currently available to the Commission. Please review and make any corrections necessary.

County	<b>Webb</b>
Fiscal Year	<b>2023</b>
Confirmation Number	<b>202324020220919</b>
Projected Allocation	To Be Determined
County's FY01 Baseline.	<b>\$1,225,473.00</b>
State Payee Identification number	69-0740826
Division or unit within the county to administer the grant	Webb County Public Defender
<b>Official County Mailing Address</b>	
Address (line 1)	1110 Houston, 3rd Floor
Address (line 2 if needed)	
City	Laredo
State	TX
ZIP	78040
Agency designated by the Governor's Office under the Single Audit Act, if applicable	

### 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. The Local Administrative District Judge, Local Administrative Statutory County Court Judge, and the Chairman of the Juvenile Board are also listed. If the county does not have any statutory county courts, the Constitutional County Judge should be listed in the Local Administrative Statutory County Court Judge position as the representative of the county courts.

If the information for these five 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 **Tano E. Tijerina**.

The Financial Officer is the County Auditor, **Rafael Perez**.

The Local Administrative District Judge is **Rebecca Palomo**.

The Local Administrative Statutory County Court Judge is **Victor Villarreal**.

The Chairman of the Juvenile Board is **Hugo Martinez**.

**Grant Officials**

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 financial officer may not serve as the authorized official. *Texas Government Code §173.301(a)*

**Authorized Official**

Tano E. Tijerina  
 1000 Houston St. 3rd Floor  
 Laredo, TX 78040

phone: 956-523-4600  
 Fax: 956-523-5065  
 email:  
[webbcountyjudge@webbcountytx.gov](mailto:webbcountyjudge@webbcountytx.gov)

Resolution: 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

[Click here to upload signed 2023 Webb Resolution to server \(PDF format only\)](#)

[Click here to upload 2023 Webb supporting document to server \(PDF format only\)](#)

**Administrative Users Only**

Confirmation Number	202324020220919
Date Received	9/19/2022
Date that Application is certified complete. Application is complete and Resolution has been received. (Leave blank if incomplete.)	
Date that Formula Grant Award Letter is faxed	
Grant Number	
Grant Award Amount	
Initial Previous Year Award Balance (This would generally be equal to the initial refund amount for the 2022 grant.)	
Current Previous Year Award Balance (This should reflect the current balance as last year's refunds are collected.)	
First Quarter Payment	
Second Quarter Payment	
Third Quarter Payment	
Fourth Quarter Payment (announcement sent)	
Refund (This should be the refund amount of 2023 grant funds.)	

Mid-Year Expenditure Report Required  
Formula Grant Award Declined  
Notes:





### 2023 Webb County Formula Grant Program Application Confirmation

County: Webb  
 Fiscal Year: 2023  
 Confirmation Number: 202324020220919  
 Projected Allocation: To Be Determined  
 County's FY01 Baseline: \$1,225,473.00  
 State Payee Identification number: 69-0740826  
 Division or unit within the county to administer the grant: Webb County Public Defender  
 Official County Mailing Address: 1110 Houston, 3rd Floor  
 Laredo, TX 78040

The County Judge is **Tano E. Tijerina**.  
 The Financial Officer is the County Auditor, **Rafael Perez**.  
 The Local Administrative District Judge is **Rebecca Palomo**.  
 The Local Administrative Statutory County Court Judge is **Victor Villarreal**.  
 The Chairman of the Juvenile Board is **Hugo Martinez**.

Indigent Defense Plan Review Summary		
District Plan	County Plan	Juvenile Board Plan
Not Complete	Not Complete	Not Complete
The plans have been submitted and approved by the appropriate court officials. Review by the commission is pending.		

After printing out the Resolution and obtaining the appropriate signatures, you can upload the resolution from the link on the formula grant application page.

Resolution 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