

# WEBB COUNTY PRE-TRIAL SERVICES

## Letter of Intent to Apply for a Grant

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Date: September 25, 2023

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 2023-2024.

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, 2023</u>
	Ending Date :	<u>September 30, 2024</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: \_\_\_\_\_

**RESOLUTION NO. 09-25-2023- 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 2023-2024**

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 \_\_\_\_\_ 2023.

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

Attest:

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