

2022 Fort Bend County Improvement Grant Program Intent to Submit Application Confirmation

Official Requests for Applications (RFA) Notice on Texas Indigent Defense Commission website
(If a conflict exists between this webpage and the RFA, the RFA prevails.)

County: Fort Bend
Counties included in Grant Application: Fort Bend
Fiscal Year: 2022
Program Title: Pandemic Backlog Part-Time Administrative Clerk.
Grant Type: Multi-year Improvement Grant
Estimated Total Program Cost: \$17,226.00
Estimated Cash Match by County for first year:

State Payee Identification number: 746001969
Division or unit within the county to administer the grant: County Auditor
Official County Mailing Address: 301 Jackson Street
Richmond, TX77469

ISA Submitted By: .
ISA Submission Timestamp:
Confirmation Number:
The County Judge is **KP George**.
The Financial Officer is the County Auditor, **Robert Ed Sturdivant**.
The Authorized Official is **KP George**.
Program Director is **Roderick Glass**.

Problem Statement - Please describe the issue or problem that the grant program will help improve. Due to the pandemic, the number of cases creations, phone calls, e-mails, calendaring, data collection, filing, and other administrative duties has overwhelmed our small administrative staff. A part-time administrative clerk could at least help with the increased number of cases, data collection, and filing. Part-Time Clerk 16.50 per hour for 1,044 hours per year = \$17,226. Total 2 year cost is \$34,452

Objectives - : Please describe the desired outcomes if the grant activites are implemented. Help our 2 full time administrative clerks keep up with 13 Lawyers and the more than 700 open cases.

Activities - : Please describe what specific actions need to be taken to solve the problem(s) above.
1. Answer phone calls 2. File cases 3. Calendar resets 4. Create case files 5. Pull cases for Mental Health Dockets 6. Close cases

Evaluation - : Please describe how the program's success will be evaluated.
1. Average number of phone calls answered each per month 2. Number of resets calendared per month 3. Number of cases created per month 4. Number of case closed each month

Steps in Application Process

Tier One: Intent to Submit Application (ISA) Requirement

- Review the eligibility requirements. Each year the Commission adopts specific measures as eligibility requirements for the Improvement grant funds. These measures are intended to encourage each county's compliance with statutory requirements or policy and standards adopted by the Commission. The compliance checklist maintained by the special counsel is shown below.

Counties not meeting plan eligibility requirements should contact the Commission Special Counsel to resolve any compliance issues **before 5:00PM on March 31, 2021**.

Indigent Defense Plan Review Summary		
(As of 2/16/2022)		
District Plan	County Plan	Juvenile Board Plan
Complete	Complete	Complete
The plan requirements appear to have been met.		

- Verify the data on this page and update if necessary.
- Abbreviated Description of Program– Counties will submit a short and succinct description of an indigent defense improvement the courts or county want to implement. This description will be written into the on-line system (<http://tidc.tamu.edu/>).
- Internet Submission Required– All county judges, local administrative district judges, local administrative statutory county judges, and county fiscal officers have been assigned a unique user name and password for grant application, plan submissions, and expense report submissions in the Commission's Grant and Plan Management Website. Please contact the Commission Grants Administrator if other persons need access to the system or if the access information was misplaced.
- Court Commitment– The ISA must contain a letter of support from at least one judge who will be affected by or participate in the proposed program. A judge hearing criminal or juvenile matters may complete the on-line ISA without a letter but the full application will need a court commitment document (Attachment B). Please scan and email these documents to the Grants Administrator (ecolfax@tidc.texas.gov), or mail them to 209 West 14th Street, Suite 202, Austin, Texas 78701.
- Due Date for ISA – All ISAs and supporting documents must be submitted by 5:00 PM on March 31, 2021 on the website (<http://tidc.tamu.edu>). A confirmation number will be assigned to all online ISA submissions.

Printable Indigent Defense Improvement Grant Program Cooperation Agreement

Resolution / Internet Submission Form: 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

