



Statement of Grant Award FY2022 Improvement Grant

Grant Number: PB-22-079
Grantee Name: Fort Bend County
Program Title: Public Defender Staff to Address Backlog
Grant Period: 7/1/22 – 6/30/24
Grant Award Amount: **\$62,456**

The Texas Indigent Defense Commission (herein, the Commission) has awarded the above-referenced grant to Fort Bend County (herein, the County) for indigent defense services. The authorized official named on the grant application must sign this Statement of Grant Award and return it to the Commission. The grantee will not receive any grant funds until this notice is executed and returned to the Commission. Funding is provided as listed in the categories in the table below:

Direct Costs - 24 months	
1) Personnel (Total Number of FTEs: .50)	\$50,006
2) Fringe Benefits	\$12,450
3) Travel and Training	\$0
4) Equipment	\$0
5) Supplies	\$0
6) Contract Services	\$0
7) Indirect Costs	\$0
Total Proposed Costs	\$62,456
Total Amount Funded by Commission	\$62,456

Standard Grant Conditions:

- The authorized official for the grantee accepts the grant award.
- The authorized official, financial officer, and program director, referred to below as grant officials, must comply with the terms of the grant as written in the Supplemental Request for Applications issued in January 2022, including the rules and documents adopted by reference in the Commission's Grant Rules in Title 1, Part 8, Chapter 173, Texas Administrative Code.
- The grant officials understand that a violation of any term of the grant may result in the Commission placing a temporary hold on grant funds, permanently de-obligating all or part of the grant funds, requiring reimbursement for funds already spent, or barring the organization from receiving future grants.
- Disbursement of funds is always subject to the availability of funds.
- The grant officials agree to follow the grant terms contained in the "Terms and Conditions" contained in Attachment A which includes the final grant application.
- Any indigent defense plan documents submitted to the Commission must continue to meet all grant eligibility requirements.
- The judges hearing criminal and juvenile matters must amend the Indigent Defense Plan for their respective courts if necessary to include the program funded under this award and submit it to the Commission by November 1, 2022.

The authorized official for this grant program has read the preceding and indicates agreement by signing the Statement of Grant Award included below.

Signature of Authorized Official

Name & Title (please print or type)

Date

Attachment A

Terms and Conditions

In addition to the program requirements stated in the Request for Applications (RFA) these specific program requirements apply to this funded program.

- This grant provides 24 months of funding with no required county match. If the start of the program occurs after the beginning of the grant term on this award, the County may request an extension of the grant term.
 - Grant funds are distributed quarterly on a reimbursement basis. The county must submit quarterly grant program expenditure reports to obtain reimbursement of the scheduled percentage of expended funds based on actual expenditures. See the Timeline for Reporting and Fund Distribution at the end of this document for dates.
 - This grant requires quarterly progress reports. TIDC will create an on-line progress report to document the work performed in this program and other information necessary to evaluate the impact of the program. The county will be able to request modifications to the on-line report when the progress report items do not accurately reflect the work performed. See the Timeline for Reporting and Fund Distribution at the end of this document for dates.
 - The program must record attorney and support staff work time in a manner that allows for accurate completion of the Indigent Defense Expenditure Report and Public Defender Addendum. Records must contain sufficient detail to allocate time and salary across categories of offenses (capital, non-capital felony, misdemeanor, juvenile, felony appeals, misdemeanor appeals, and juvenile appeals) and to document the number of cases disposed by attorney for each court.
 - Equipment and other start-up costs included in the first-year start-up budget will not be carried forward into subsequent years of funding.
 - Requests to revise the scope, target, or focus of the project, or substantively alter project activities require advance written approval from TIDC. Budget adjustments consisting of reallocations of funds among or within budget categories in excess of \$10,000 or ten percent of the original approved budget, whichever is less, are considered budget adjustments and are allowable only with prior approval of the executive director of the Commission.
 - Budget adjustments consisting of reallocations of funds among or within budget categories in excess of \$10,000 or ten percent of the original approved budget, whichever is less, are considered budget adjustments and are allowable only with prior approval of the executive director of the Commission.
-

2022 Fort Bend County Improvement Grant Application Narrative

Part Time Clerk - Public Defender Office

Indigent Defense Programs to Address Pandemic-Related Backlogs

a. Application Form

Counties Represented: **Fort Bend**

Fiscal Year: **2022**

State Payee Identification Number: **746001969**

Division To Administer Grant: **County Auditor**

Program Title: **Part Time Clerk - Public Defender Office**

Requested Grant Amount: **\$31,228.00**

Authorized Official: **KP George**

Financial Officer: **Robert Ed Sturdivant**

Program Director: **Roderick Glass**

Mailing Address: **301 Jackson Street; Richmond, TX 77469**

b. Introduction (Executive Summary)

This grant is for a part-time clerk to assist full time support staff with increased case load due to pandemic related increases. The main goal for the part-time clerk is creating files, closing files, filing, and answering phones. Increase in Fort Bend County caseload due to pandemic reached 23% higher than pre-pandemic levels. Crime has also increased due to the pandemic which in turn increases the case handled by the Public Defender Office. Fort Bend County Commissioners office funded an additional attorney for the Public Defender to handle the increased caseload but could not give any additional staff to handle the increase.

c. Problem Statement

Problem is that increased caseload means more new files, more electronic files, more filing, more phone calls from clients, and more calendaring of court cases.

Without these items, attorneys cannot give effective representation of clients, miss court dates, miss phone calls from clients, and don't know who client is until file is made, so cannot visit client.

Currently 3 support staff try to keep up with 14 attorneys, 1 part-time Attorney, 4 cases managers, and 1 social worker. Add the increase of case due to the pandemic and becomes also unsustainable.

Part-Time Clerk is needed so that support staff can catch up on backlog of cases.

d. Objectives

Objectives:

1. Create files- there are both physical files and electronic files. Electronic are made in DefenderData where notes and attachments are kept. Physical files are needed for in court appearances. Currently support staff are 2 to 3 days behind on creating files once office is appointed. That backlog means Attorneys can't visit clients in jail until file is made. Part-time clerk will help with backlog. Number of files created by part-time clerk is measurable per month.
2. Close files- files must be closed when case is disposed. Number of closed files handled by part-time clerk is measurable.
3. Filing - physical resets, medical records, and other paperwork have to be filed in both the physical file and/or electronic file. Number of hours filing per month is measurable.
4. Phone calls. With increased case load comes increased phone calls from clients/defendants and their family members. Approximate number of phone calls answered per week and then per month is measurable.

e. Activities

Activities:

1. training on creating files, closing files, and answering phones.
2. opening and closing both physical and electronic files.
3. keeping track of how many files created and in what courts charge is made.
4. Close files and keep track of how many total days client/defendant spent in jail before case is disposed.

5. answering phones and transfer calls to attorneys, social worker or case managers.

f. Evaluation

Measure:

1. Number of files created by part-time clerk.
2. Number of files closed by part-time clerk.
3. Number of phone calls made
4. Number of hour worked,

g. Future Funding

Once County figures how much work a part-time clerk can accomplish especially in helping support staff in the increased case load then they will see the worth of part-time if not another full time support staff.

h. Budget Narrative and Budget Form

Budget above is per county that part time can work up to 29 hours per week.

Part-time usually work about 20 hours per week

which is

Salary - \$17,243

Personnel cost of \$4,283.56

Total Cost = \$21,536.76

If granted this year (FY22) amount may not be used before end of current fiscal year.

Personnel Costs		\$31,228.00
FTE's	1.00	
Salary	\$25,003.00	
Fringe Benefits	\$6,225.00	
Travel and Training		\$0.00
Equipment		\$0.00
Supplies		\$0.00
Contract Services		\$0.00
Indirect		\$0.00
Total		\$31,228.00
Required County Match		
Total less County Match		\$31,228.00

Timeline for Reporting and Fund Distribution

Reports will be submitted via the TIDC Grant and Plan Management website at <https://tidc.tamu.edu>.

Reporting Period	Type Report Due	Date Report Due	Fund Distribution Date
July 2022 through September 2022	Grant Expenditure Report Progress report	October 15, 2022	November 2022
October 2022 through December 2022	Grant Expenditure Report Progress report	January 15, 2023	February 2023
January 2023 through March 2023	Grant Expenditure Report Progress report	April 15, 2023	May 2023
April 2023 through June 2023	Grant Expenditure Report Progress report	July 15, 2023	August 2023
July 2023 through September 2023	Grant Expenditure Report Progress report	October 15, 2023	November 2023
October 2023 through December 2023	Grant Expenditure Report Progress report	January 15, 2024	February 2024
January 2024 through March 2024	Grant Expenditure Report Progress report	April 15, 2024	May 2024
April 2024 through June 2024	Grant Final Expenditure Report Final Progress report	July 15, 2024	August 2024