



TEXAS INDIGENT DEFENSE COMMISSION

September 21, 2015

Chair:
The Honorable Sharon Keller
Presiding Judge, Court of Criminal Appeals

Mr. Nathan Craddock
112 West Beauregard
San Angelo, TX 76903

Vice Chair:
The Honorable Olen Underwood

Re: Courtesy Notice about the FY16 Formula Grant Request for Applications

Ex Officio Members:
Honorable Sharon Keller
Honorable Nathan Hecht
Honorable John Whitmire
Honorable Royce West
Honorable Roberto Alonzo
Honorable Abel Herrero

Dear Mr. Craddock:

Members Appointed by Governor:
Honorable Olen Underwood
Honorable Sherry Radack
Honorable Jon Burrows
Honorable Linda Rodriguez
Mr. Anthony Odiorne
Mr. Don Hase

The **FY16 Formula Grant Request for Applications (RFA)** was mailed to all 254 constitutional county judges. This courtesy letter is sent to all local administrative district and statutory judges, county financial officers, coordinators and administrative contacts informing them of these available grant funds. The rules and the RFA are available at: www.tidc.texas.gov. The rules and the RFA establish the guidelines for the administration of grant funds and application submission process for FY16. The RFA provides information on what counties need to obtain the FY16 Formula Grant funds. **Applications are due from counties on November 16, 2015.**

Executive Director:
James D. Bethke

The local administrative judges and chairs of Juvenile Boards must submit their biennial indigent defense plans by November 2, 2015 through our on-line system (<https://tidc.tamu.edu>) at any time. Staff will continue to work with counties to ensure that all of the statutory and Commission required elements are included in each plan if judges make amendments. Also, financial officers must submit their Indigent Defense Expense Report by November 1, 2015. Both of these requirements are directed in Texas Government Code §79.036.

Please contact me at ecolfax@tidc.texas.gov or call toll free in Texas at (866) 499-0656, if you have any questions about the FY16 Formula Grant or the application process.

Sincerely,
Edwin Colfax
Grant Program Manager, Texas Indigent Defense Commission

**TOM GREEN COUNTY
GRANT APPLICATION COVERSHEET**

Grant Name: FY16 Indigent Defense Formula Grant

Grant Amount/Matching Funds: Formula Driven; FY14 = \$179,180 for reference
FY15 = \$119,570

Grant Agency: Texas Indigent Defense Commission

Purpose: Improve indigent defense services in Tom Green County.

Grant Period: 10/1/15 to 9/30/16

Nathan Craddock
Auditor

9/28/15
Date

N/A
Information Technology (if applicable)

Date

Date Grant Application Approved by Commissioners Court

GRANT AWARD COVERSHEET

Applicable Grant Documentation Provided:

Budget Amendment Provided:

Auditor

Date

Date Grant Award Accepted by Commissioners Court

TOM GREEN COUNTY GRANT APPLICATION CHECKLIST

Commissioners Court Date:

10/6/15

IF computer equipment, software, or peripherals will be purchased with grant funds:
Two (2) weeks prior to Commissioners Court Date submit grant information to IT
(deadline Monday at 5 p.m.).

One (1) week prior to Commissioners' Court Date submit grant information to the
Auditors Office (deadline Monday at 5 p.m.).

Submit a Commissioners Court Agenda item for grant application approval – include:

- The duty of the County that the grant fulfills or supports.
- The negative impacts of not fulfilling this obligation.
- The positive effects of receiving the grant.
- The additional costs incurred by accepting the grant
- New personnel requirements, if any
- Any matching funds the County may be required to contribute.
- How any matching funds will be funded.

GRANT AWARD CHECKLIST

Commissioners Court Date:

One (1) week prior to Commissioners' Court Date submit grant information to the
Auditors Office (deadline Monday at 5 p.m.) to include:

- A copy of the grant award with any back-up documentation available.
- The starting and ending dates of the grant period.
- The individual responsible for submitting grant reports.
- A list of grant expenses and budget amounts.
- The department's point of contact.
- The granting agency's point of contact, to include name,
phone number, email and physical address (for external audit
confirmation letters).