



TEXAS INDIGENT DEFENSE COMMISSION

# Improvement Grant Training

*FY 2024 Application Cycle*

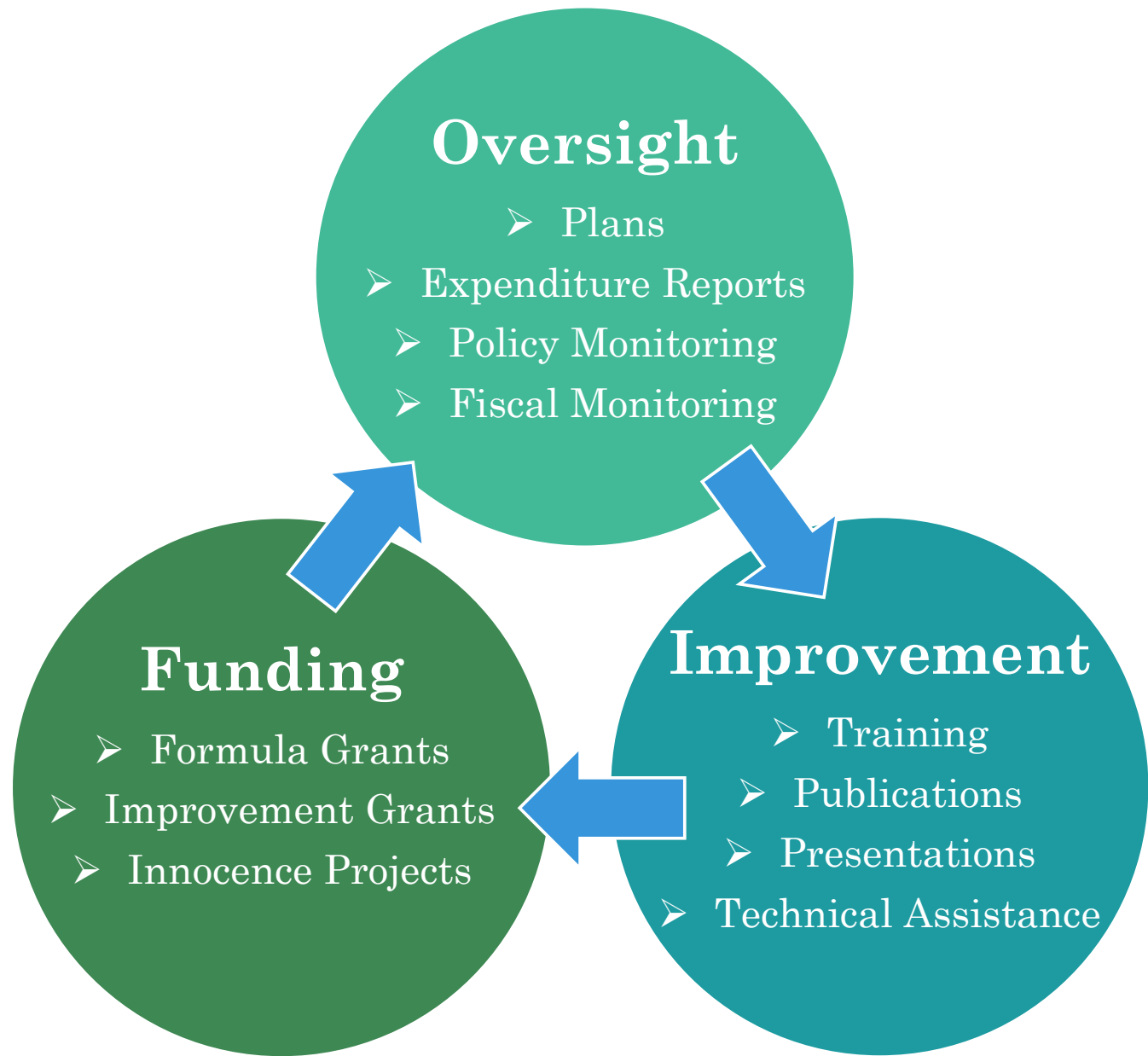
February 17, 2023

Please stand by,  
the presentation will begin shortly.



# Our Mission:

**Protecting the  
right to  
counsel,  
improving  
public defense**



# Who we are

## TIDC Grants Team



**Edwin Colfax**  
Director of Grant Funding  
[ecolfax@tidc.texas.gov](mailto:ecolfax@tidc.texas.gov)  
512-463-2508



**Doriana Torres**  
Grants Coordinator  
[dtorres@tidc.texas.gov](mailto:dtorres@tidc.texas.gov)  
512-463-8015



**Eric Schneider**  
Grants Coordinator  
[eschneider@tidc.texas.gov](mailto:eschneider@tidc.texas.gov)  
737-279-9324

# How we can help

## TIDC Grants Team

The Grants Team can help with:

- Determining whether an idea is eligible
- Advice and support with the application process and budget development
- Review and feedback on draft applications
- Award logistics, reporting, & modifications

Who we are

## TIDC Improvement



**Scott Ehlers**

Director of Public Defense  
Improvement

[sehlers@tidc.texas.gov](mailto:sehlers@tidc.texas.gov)

512-936-7551

### TIDC Improvement Team

TIDC's Improvement Team can help with:

- Planning Studies for PDs and MACs
- Technical Assistance on implementation
- Education and Training
- Mentoring Program
- Publications

How we can  
help

# Overview

- A. Grant Types**
- B. Eligible Programs**
- C. Grant Project Examples**
- D. How to Apply**

# Grant Types

## Formula Grants

- Based on combination of population and indigent defense spending.
- Almost all counties receive them
- Reimburse a small fraction of indigent defense costs

## Improvement Grants

- Program-Specific Funding
- Transforms the system to improve indigent defense

# FY2024 Improvement Grant Application Now Open

## FY2024 Improvement Grant Request for Applications

- TIDC's annual funding opportunity
- New programs that improve criminal and/or juvenile defense representation
- Programs beginning October 2023
- Requires county matching funds



# Improvement Grant Program



Competitive application process



Grant payments made on a reimbursement basis



Normally require county matching funds



Develop new programs or processes to improve indigent defense services



Support policy initiatives and strategic objectives of TIDC

# FY 2024 Improvement Grant Request for Applications (RFA)

Available on TIDC Website:

[http://www.tidc.texas.gov/media/  
uv4k4ae2/fy2024-tidc-  
improvement-grant-rfa.pdf](http://www.tidc.texas.gov/media/uv4k4ae2/fy2024-tidc-improvement-grant-rfa.pdf)

**Essential  
Reading!**



## FY2024 Indigent Defense Improvement Grant Program Request for Applications (RFA)

### Section I: Overview

The Texas Indigent Defense Commission (TIDC) provides financial and technical support to counties to develop and sustain quality, cost-effective indigent defense systems. TIDC's Improvement Grant Program provides program-specific funding awarded on a competitive basis. The Commission may provide Improvement Grants for any program that improves indigent defense services.

**Period for Funding and Program Operation:** October 1, 2023, to September 30, 2024.

**Application Due Date for Priority Consideration: May 8, 2023.**

Applications must be submitted online through TIDC's [Grant and Plan Management Website](http://tidc.tamu.edu) (<http://tidc.tamu.edu>). Applications submitted after the due date may be considered if funds remain available after award decisions on applications meeting the priority deadline.

#### Optional Intent to Submit Application (ISA)

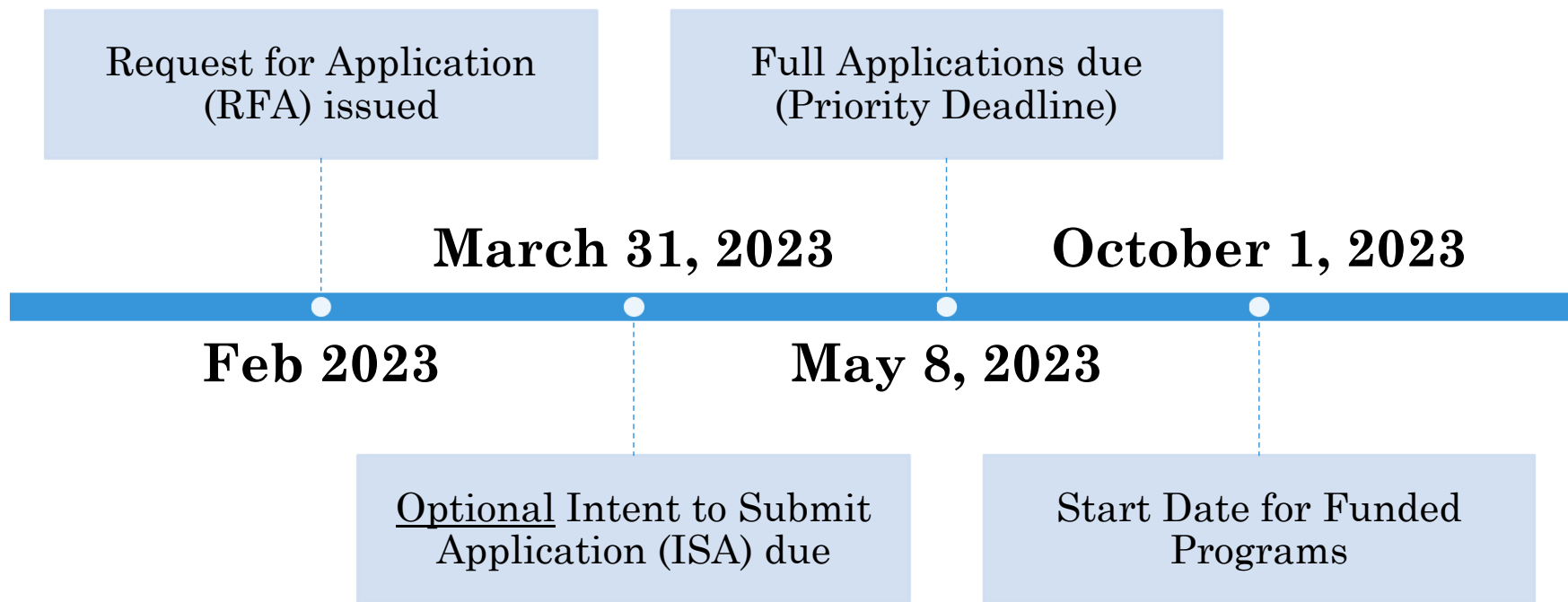
Applicants that have not been actively working with TIDC on their grant application are strongly encouraged to submit a brief Intent to Submit Application (ISA) online form prior to developing a new grant application. The ISA provides an opportunity for TIDC to provide initial feedback on whether the proposed program is within the scope of the grant program. Although ISAs are optional, counties should submit them by **April 1, 2023** in order to provide sufficient opportunity to incorporate TIDC feedback when developing a full application. Contact the TIDC Grant Team at 512-463-2508 or [ecolfax@tidc.texas.gov](mailto:ecolfax@tidc.texas.gov) to initiate an ISA.

#### Improvement Grant Categories:

##### Multi-Year Improvement Grants

- Funding for programs providing indigent defense representation, including public defender offices, managed assigned counsel programs, and indigent defense coordinator programs.
- Provides funding over four years.
- Typically reimburses up to 80% of total approved project costs for the first year; 60% for the second year; 40% for the third year; and 20% for the fourth year.
- Awards for multi-year grants are made each fiscal year, with funding of eligible expenses provided on a reimbursement basis. Grantees will be required to submit a brief continuing grant application form for continued funding each grant year.
- Minimum of \$50,000 per application.
- Require a cash match as described above.

# FY2024 Improvement Grant Timeline



# FY2024 Improvement Grant RFA

## Multi-Year Grant Program



For Direct Client Services (public defenders and MACs) and Indigent Defense Coordinators



County match requirement



4-Years of Funding

Step-down Reimbursement Model

80% - 60% - 40% - 20%



Grantees commit to continue program after grant period

# FY2024 Improvement Grant RFA

## Rural Regional Public Defender Sustainability Grants



Regional public defender programs covering 3 or more counties



Counties with populations under 100k each



Reimburses 80% in first year, then 2/3 in subsequent years

# FY2024 Improvement Grant RFA

# Single Year Grant Program



Funding for new indigent defense process improvement projects that may include technology.



Minimum request of \$5,000.

(Routine tech upgrades or replacements not eligible)



Requires county matching funds- see RFA for details.

# FY2024 Improvement Grant RFA

## Technical Support Grants



Special projects:  
research, program  
assessments, or  
pilots



Build the indigent defense  
knowledge base, test  
processes that can be  
applied widely



Must produce project  
paper with results,  
lessons learned

# FY2024 Improvement Grant RFA Other Grants



Extraordinary disbursement grants help with unusual spikes in county defense costs causing a hardship



Compliance Assistance Grants are initiated by TIDC to address monitoring findings



These follow separate application processes. Contact TIDC to initiate an application



# Program Examples

---

## Multi-Year Improvement Grant Program Examples

Public Defender Programs (local and regional)

Managed Assigned Counsel Programs

Programs for Defendants with Mental Illness

Indigent Defense Coordinators

Criminal/Immigration Consulting Attorneys (“*Padilla* attorneys” focused on immigration-related collateral consequences)

# Managed Defender Offices



**Public Defender:** Full-time employees (attorneys and support staff) provide representation.



**Managed Assigned Counsel:** Private attorneys are appointed, supported, and paid by a defense management organization.

# Benefits of Managed Defender Offices

- Independence
- Oversight
- Efficiency
- Reliability
- Compliance
- Training
  
- In short:
  - Better management
  - Better representation
  - Better outcomes

# Public Defenders

---

Staff attorneys provide defense representation as a cohesive department

---

Provide greater transparency, oversight, accountability and quality control

---

Regularly staff court dockets and reduce delays due to attorney schedule conflicts

---

Provide support services such as staff investigators, caseworkers, administrative support, training

---

Supervision and professional development

---

Can be a county department (like prosecutor) or contract with a non-profit organization (such as Texas Rio Grande Legal Aid)

---

Can be regional program serving multiple counties

# Public Defender Offices



PUBLIC  
DEFENDER  
**PRIMER**

*Explore Texas public defender offices  
and build your own.*



# Managed Assigned Counsel Programs

---

A relatively new option for Texas counties

---

Private attorneys provide defense with the coordination and support of managing attorneys

---

Provides access to support services such as investigation, mental health caseworkers, and other specialized support

---

Independence from the judiciary and more proactive coordination, management

---

Quality control and professional development

---

Judges are relieved of the burden of coordinating defense services, which distracts from core responsibilities

# Primer on Managed Assigned Counsel Programs

## Managed Assigned Counsel Programs



September 2017



Mental  
Health  
Defender  
Program  
Grants

**New or expanded  
indigent defense  
programs providing  
specialized  
representation for  
defendants  
experiencing mental  
health challenges.**

# Mental Health Defender Programs

Can be Public Defender or Managed Assigned Counsel, single county or regional.

Specially trained lawyers coordinate with social workers to represent defendants with mental illness.

Programs help stabilize defendants and link them with treatment and resources.

Can generate cost savings through diversion from jail, reduced recidivism

# Specialized Mental Health Defender Programs

## Texas Mental Health Defender Programs



October 2018

# Regional Programs

---

Smaller counties may not have the critical mass of indigent cases to justify a new program on their own.

---

Counties can collaborate on regional programs.

---

A “lead” county applies for a grant on behalf of group of participating counties.

---

Regional programs are structured through inter-local agreements.

---

Participating counties pay the lead (or host) county for their share of program cost.

# Rural Regional Public Defender Programs



Counties under 100k population may be eligible for 2/3 sustainability funding.



Contact TIDC to explore regional options.

# Indigent Defense Coordinators



Improve appointment process and compliance with the Fair Defense Act



Dedicated staff person performs appointments based on the wheel (authority delegated by judges)



Review attorney vouchers for consistency with fee schedule prior to judicial approval



Develop procedures for tracking attorney contact with clients



Tracks compliance with attorney CLE

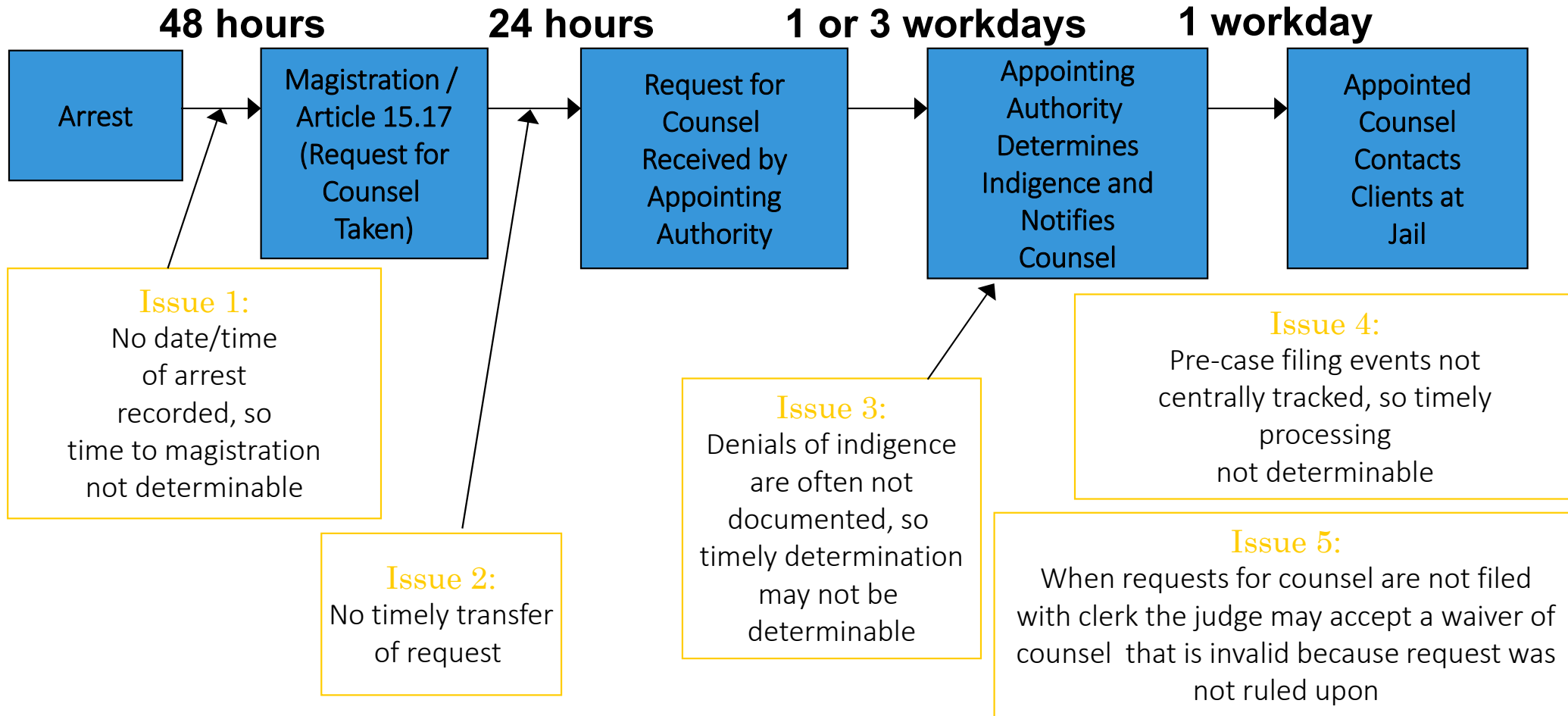


Tracks and reports on complaints



See RFA for required program elements

# Front-end Timelines & Processing Issues



Single-Year  
Improvement  
Grant  
Program  
Examples

Technology programs for  
indigent defense process  
management

Other one-time indigent  
defense improvement  
projects



# Conference of Urban Counties

# TechShare Program

- **Indigent Defense Management Software**
- **Cloud-Based**
- **Operating in over 20 counties**
- **Streamlines appointment & payment processes**
- **Tracks compliance with Fair Defense Act**
- **Enhances transparency**



# TechShare Indigent Defense Program

# Conference of Urban Counties



Eligibility Screening – Defendant financial information is entered, analyzed and issues a recommendation on eligibility for an appointed attorney.



Automates the selection and appointment of the next qualified attorney from the county's appointment list based on charged offense.



Attorneys submit electronic fee vouchers which are routed to judges for review and approval. Approved vouchers are sent electronically to the auditor for payment.



Can be used to streamline preparation the Indigent Defense Expenditure Report (IDER)

# Ideas for Exploring New Grant Projects

---

# Getting Started: Dialogue with Stakeholders

District and  
County Court  
Judges

Constitutional  
County Court  
Judges and  
Commissioners

JPs and  
Magistrate  
Judges

Sheriffs

Auditors

Defense Bar

Local Mental  
Health Authority

Community  
Leaders/Advocates

**Getting  
Started:  
Questions to  
Help Identify  
Opportunities  
for  
Improvement**

---

What are the challenges we face in indigent defense?

---

Is there confidence that the county knows what it is getting for its money in indigent defense spending?

---

Is the quality of representation monitored? Is there oversight and accountability?

---

Are we tracking the right data to evaluate our indigent defense system and its compliance with the Fair Defense Act?

---

Are jail costs higher than they should be because of indigent defense-related delays and unnecessary incarceration?

---

Could a different approach to providing services improve quality or provide cost savings?

---

Are there delays moving the docket related to defense counsel availability?

**Getting  
Started:  
Questions to  
Help Identify  
Opportunities  
for  
Improvement**

---

Are significant numbers of mentally ill defendants cycling through the system?

---

Are defendants getting prompt access to counsel?

---

Are there effective and efficient processes for managing indigent defense applications and appointments?

---

Is the processing of indigent defense payments accurate and efficient?

---

Are there difficulties in preparing state-required indigent defense expenditure reporting?

---

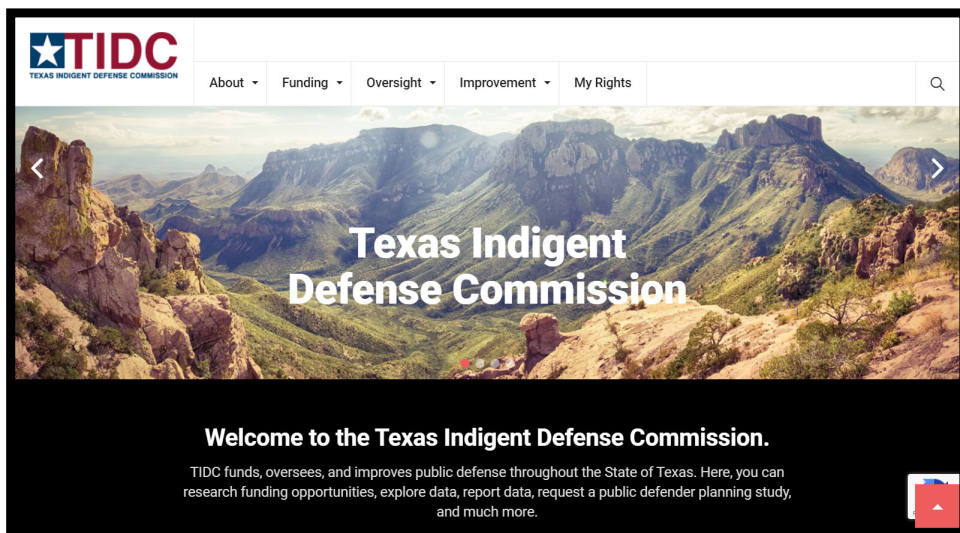
Are attorney appointment processes fair and neutral?

---

# How to Apply

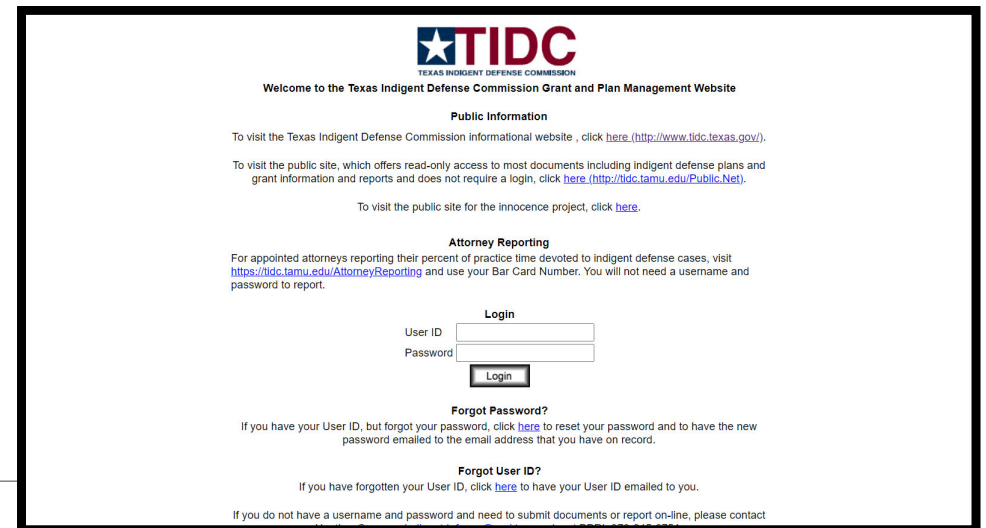
---

# TIDC Online



The screenshot shows the homepage of the Texas Indigent Defense Commission (TIDC). At the top left is the TIDC logo, which includes a star and the text "TIDC TEXAS INDIGENT DEFENSE COMMISSION". To the right of the logo is a navigation menu with the following items: "About", "Funding", "Oversight", "Improvement", and "My Rights". A search icon is located to the right of the menu. Below the navigation is a large banner image of a Texas landscape with the text "Texas Indigent Defense Commission" overlaid in white. Below the banner is a black box with the text "Welcome to the Texas Indigent Defense Commission." and a paragraph: "TIDC funds, oversees, and improves public defense throughout the State of Texas. Here, you can research funding opportunities, explore data, report data, request a public defender planning study, and much more." A small red and white icon is visible in the bottom right corner of the banner area.

<http://tidc.texas.gov>



The screenshot shows the "Texas Indigent Defense Commission Grant and Plan Management Website". At the top is the TIDC logo. Below the logo is the text "Welcome to the Texas Indigent Defense Commission Grant and Plan Management Website". There are three sections: "Public Information", "Attorney Reporting", and "Forgot Password?". The "Public Information" section contains three paragraphs of text with links to informational websites, a public site, and an innocence project. The "Attorney Reporting" section contains a paragraph of text with a link to the reporting page. Below this is a "Login" form with fields for "User ID" and "Password", and a "Login" button. The "Forgot Password?" section contains a paragraph of text with a link to the password reset page. The "Forgot User ID?" section contains a paragraph of text with a link to the user ID email page. At the bottom, there is a note: "If you do not have a username and password and need to submit documents or report on-line, please contact".

<http://tidc.tamu.edu>



# Online Grant Applications

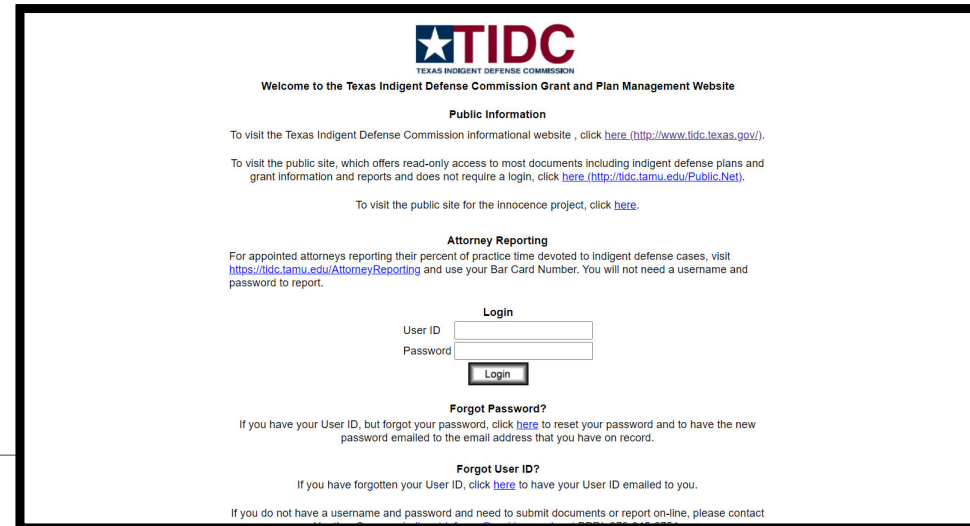
<http://tidc.tamu.edu>

Grant applications are submitted online. County officials need login credentials to gain access to the application pages.

Contact Judith Beverly for password/log-in assistance:

[indigentdefense@ppri.tamu.edu](mailto:indigentdefense@ppri.tamu.edu)

Phone: 979-845-6754



The screenshot shows the Texas Indigent Defense Commission (TIDC) website. At the top is the TIDC logo with a star and the text "TIDC TEXAS INDIGENT DEFENSE COMMISSION". Below the logo is the text "Welcome to the Texas Indigent Defense Commission Grant and Plan Management Website". The page is divided into sections: "Public Information" with links to informational and public sites, "Attorney Reporting" with a link to the reporting page, and a "Login" section with input fields for "User ID" and "Password" and a "Login" button. There are also links for "Forgot Password?" and "Forgot User ID?".

*Optional*  
**Online  
Intent to  
Submit  
Application  
(ISA)**

---

Problem statement (Why is program needed?)

---

Objectives (What are the goals?)

---

Activities (What will you do to accomplish these goals?)

---

Evaluation (How will you measure success?)

---

General cost estimate

---

# Full Grant Application



Work with TIDC staff



Solicit review and input from stakeholders



Secure written support from courts, commissioners, or other involved parties



E-mail scanned Commissioners Court resolution and supporting documents to TIDC

# Problem Statement

---

Use data to support

---

If county does not collect data, explain how the grant will help provide data

---

What drew attention to this issue?

---

Why does this matter?

# Objectives

- State the outcome if funding works as intended
- Develop SMART Goals
  - Specific
  - Measurable
  - Attainable
  - Realistic
  - Time-based
- Do not enter activities here

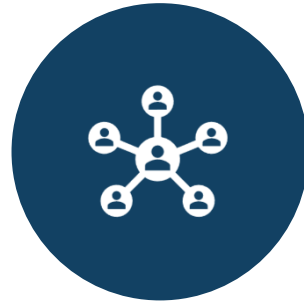
# Activities

## **Two Parts**

- **Implementation – Steps to start program**
- **Operation- Core activities of the program**

**Provide details to help reviewers understand how activities meet objectives**

# Activities



ADDRESS HOW GRANT  
PROPOSAL CONNECTS TO  
EXISTING PROGRAMS  
(COUNTY DEPARTMENTS &  
STAKEHOLDERS)



BE CLEAR FOR OUTSIDERS –  
NO JARGON OR UNDEFINED  
ACRONYMS



DESCRIBE CONTRACT  
SELECTION OR  
PROCUREMENT PROCESS



CONTRACT MONITORING  
PROCESS

# Evaluation



## Think Ahead



What data will demonstrate that your activities achieved the program objectives?



How will that data be collected?



Don't just plan to document what you do, but also collect data that shows how what you do *improves the system*.



Tie back directly to “SMART” objectives



Qualitative and quantitative elements



# Budget

- **Budget narrative should provide detail and explanation for all proposed costs.**
- **“Show the math” – Include attachment if necessary to provide detailed basis of cost.**
- **All costs must be reasonable, allowable, and allocable.**

# Tips

## Review

- Carefully review the RFA and contact TIDC with any questions

## Consult

- Identify and discuss with all stakeholders

## Complete

- Complete ALL sections of the application with specificity

## Check

- Double check work before submitting

## Support

- Commissioners Court Resolution and documentation of judicial support required with application

## Call

- Call TIDC if you need help!



The email address that we have on file for you is "ecolfax@tidc.texas.gov". If this is incorrect, please update it in your profile. This is important in case you forget your password or if we need to contact you.

CHANGE COUNTY/GRANTEE:

Anderson County

SELECT YEAR:

2022

Formula Grant

2022 ANDERSON APPLICATION COUNTY DATASHEET

MULTI-COUNTY DATA SHEET<sup>M</sup>

GRANT REPORT

GRANTS AND PAYMENTS

STATUS REPORT

FGP CHECKLIST<sup>M</sup>

BASILINE ADJUSTMENTS<sup>A</sup>

BASILINE ADJUSTMENTS REPORT<sup>M</sup>

FG RESOLUTION LINKS<sup>M</sup>

BULK FGP UPDATES<sup>A</sup>

Improvement Grant

START NEW 2022 IG APPLICATION

STATUS REPORT<sup>M</sup>

ISA STATUS REPORT<sup>M</sup>

REPORTING STATUS

REVIEW REPORT

GRANT PAYMENTS

PROGRESS REPORT DOCUMENTS

PROG. RPT. ANNUAL SUMMARY<sup>M</sup>

ISA DUMP<sup>M</sup>

PROG. RPT. Q & R<sup>M</sup>

PROG. RPT. Q & R DUMP<sup>A</sup>

PROGRESS REPORT ITEMS (NEW)<sup>A</sup>

ASSIGN PROG RPT QUESTIONS<sup>A</sup>

DISPLAY QUESTIONS FOR GROUP<sup>A</sup>

MANAGE GRANT<sup>M</sup>

APPLICATION REVIEW

APPLICATION REVIEW SUMMARY

ID Expenditure Report

REPORTED ATTORNEYS

IDER STATUS REPORT

EXPENDITURE REPORT RESULTS<sup>M</sup>

This website is an online system for collecting and viewing Indigent Defense Plans for all Texas counties and for administrative functions related to the application for, review of, and reporting on Indigent Defense Grants.

[Update My Contact Information](#) - Use this link to update your address, email, or phone numbers whenever there are changes.

Calendar

Contact Information for Anderson County

Constitutional County Judge

Robert Johnston  
703 N. Mallard, Suite 101  
Palestine, TX 75801

phone: 903-723-7406  
fax: 903-723-7494  
email: [rjohnston@co.anderson.tx.us](mailto:rjohnston@co.anderson.tx.us)



Change

Local Administrative District Judge

Deborah Oakes Evans  
118 E. Commerce Street Rm 406  
Fairfield, TX 75840

phone: 903-389-4836  
fax: 903-389-0422  
email: [judge87th@gmail.com](mailto:judge87th@gmail.com)



Change

Other Counties: Freestone (LADJ) (JBC), Leon (LADJ)

Local Administrative Statutory County Court Judge

(or County Judge if there is no statutory court within the county)

Jeff Doran  
500 N. Church St.  
Palestine, TX 75801

phone: 903-723-7469  
fax: 903-723-7803  
email: [jdoran@co.anderson.tx.us](mailto:jdoran@co.anderson.tx.us)



Change

Chairman of the Juvenile Board

Jeff Doran  
500 N. Church St.  
Palestine, TX 75801

phone: 903-723-7469  
fax: 903-723-7803  
email: [jdoran@co.anderson.tx.us](mailto:jdoran@co.anderson.tx.us)



Change

County Administrative Contact(s)

No County Administrative Contact on Record

County Administrative Contacts are editable only by administrative users [Add](#)

Auditor

Stan Chambers  
703 N. Mallard Street  
Room 110  
Palestine, TX 75801

phone: 903-723-7427  
fax: 903-723-7808  
email: [schambers@co.anderson.tx.us](mailto:schambers@co.anderson.tx.us)



Change

## Grant Officials

The Program Director must be an officer or employee responsible for the program operation or monitoring and who will serve as the point-of-contact regarding the program's day-to-day operations. 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 program director and the authorized official may be the same person. The financial officer may not serve as the program director or the authorized official. *Texas Government Code §173.301(a)*

### Program Director

Rob Kelly  
700 Main Street  
Kerrville, TX 78028

phone: 830-792-2211  
Fax: 830-792-2218  
email: [cojudge@co.kerr.tx.us](mailto:cojudge@co.kerr.tx.us)

Change

### Authorized Official

Rob Kelly  
700 Main Street  
Kerrville, TX 78028

phone: 830-792-2211  
Fax: 830-792-2218  
email: [cojudge@co.kerr.tx.us](mailto:cojudge@co.kerr.tx.us)

Change

[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](#)

Printable [Indigent Defense Improvement Grant Program Cooperation Agreement](#)

### Application Narrative

[View Instructions](#)

[Introduction \(Executive Summary\)](#)

[Problem Statement](#)

[Objectives](#)

[Activities](#)

[Evaluation](#)

[Future Funding](#)

[Budget Narrative and Budget Form](#)

# Commissioners Court Resolution

## **Sample Resolution/Internet Submission Form** **Indigent Defense Discretionary Grant Program**

MUST BE PRINTED FROM ONLINE SYSTEM

WHEREAS, under the provisions of the Texas Government Code § 79.037 and Title 1 of the 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, the commissioners court authorizes this grant program and application to assist the county in the implementation and the improvement of the indigent criminal defense services in this county; and

WHEREAS, \_\_\_\_\_ County Commissioners Court has agreed that in the event of loss or misuse of the funds, \_\_\_\_\_ 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 **OFFICIAL DESIGNATED BY THE COMMISSIONERS' COURT** of this county is designated as the Authorized Official to apply for, accept, decline, modify, or cancel the grant application for the Indigent Defense Discretionary Grant Program and all other necessary documents to accept said grant; and

BE IT FURTHER RESOLVED that the **OFFICIAL DESIGNATED BY THE COMMISSIONERS' COURT** is designated as the Program Director for this grant and the **County Auditor or County Treasurer if the county does not have an auditor (per TAC § 173.301(a))** is designated as the Financial Officer for this grant.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**This is a Sample. Submitted resolution submitted MUST BE PRINTED FROM ONLINE SYSTEM**

County Judge

Attest:

\_\_\_\_\_  
County Clerk

### **INTERNET SUBMISSION FORM**

After submitting the discretionary application online, the following Internet submission confirmation number was received # \_\_\_\_\_. This grant application submission was in accordance with the Commissioners' Court Resolution above.

\_\_\_\_\_  
Authorized Official



## Pitfalls to Avoid

---

Not building broad support with other stakeholders

---

Creating an application that includes non-indigent defense specific costs

---

Vague descriptions of how activities will improve indigent defense

---

Lack of plan for evaluating data and documenting impact of program

---

---

**Contact  
TIDC for  
help!**

The TIDC Grants Team can:

- Help you explore program ideas
- Put you in touch with other counties that have implemented successful programs
- Meet with you and your stakeholders to build consensus on a project plan
- Provide feedback on application drafts



# Thank You!



**Edwin Colfax**  
Director of Grant Funding  
[ecolfax@tidc.texas.gov](mailto:ecolfax@tidc.texas.gov)  
512-228-8807



**Scott Ehlers**  
Director of Public Defense Improvement  
[sehlers@tidc.texas.gov](mailto:sehlers@tidc.texas.gov)  
512-936-7551



**Eric Schneider**  
Grants Coordinator  
[eschneider@tidc.texas.gov](mailto:eschneider@tidc.texas.gov)  
737-279-9324



**Doriana Torres**  
Grants Coordinator  
[dtorres@tidc.texas.gov](mailto:dtorres@tidc.texas.gov)  
512-463-8015