The Texas Indigent Defense Commission (Commission) has awarded the above-referenced grant to Williamson County for indigent defense services. The authorized official named on the application must sign this Statement of Award and return it to the Commission by August 26, 2012. 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:

<table>
<thead>
<tr>
<th>Direct Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Personnel (Total Number of FTEs: _)</td>
<td></td>
</tr>
<tr>
<td>2) Fringe Benefits</td>
<td></td>
</tr>
<tr>
<td>3) Travel and Training</td>
<td></td>
</tr>
<tr>
<td>4) Equipment</td>
<td></td>
</tr>
<tr>
<td>5) Supplies</td>
<td></td>
</tr>
<tr>
<td>6) Contract Services</td>
<td>$100,000</td>
</tr>
<tr>
<td>7) Indirect Costs</td>
<td></td>
</tr>
<tr>
<td>Total Proposed Costs</td>
<td>$100,000</td>
</tr>
<tr>
<td>Less Cash From Other Sources</td>
<td></td>
</tr>
<tr>
<td>Total Amount Funded by Commission</td>
<td>$100,000</td>
</tr>
</tbody>
</table>

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, agree to the terms of the award and the rules and documents adopted by reference in the Texas Indigent Defense 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 “Required Conditions and Reports” contained in Attachment A.
• Any indigent defense plan documents submitted to the Commission must continue to meet all grant eligibility requirements.

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

[Signature of Authorized Official]

[Name & Title (must print or type)]

[Date]
Attachment A

Required Conditions and Reports

Program Requirements

These specific program requirements apply to this funded program:

- The County must prepare a detailed project plan and submit it to Commission staff for review and approval prior to issuing a Request for Proposal (RFP). The project plan at a minimum must include: 1) the method of selection that the county will use to select consultant; 2) a list of tasks to be performed; 3) the deliverables to be produced; 4) a project timeline; 5) the goals, acceptance, and completion criteria; 6) a contract management plan; 7) a list of key data elements to be captured; and 8) a detailed budget.

- The consultant hired must have expertise in indigent defense systems and court administration.

- The Commission Executive Director will designate a Commission staff person to serve as a non-voting member on the Review Committee to consider the response to the RFP.

- Any contract or agreement entered into by a grantee that obligates grant funds must be in writing and consistent with Texas contract law. The Grantee must monitor the contract regularly and consistently to ensure that contract deliverables and tasks are being provided as specified. Grantees must regularly and consistently document the results of their contract monitoring reviews and must maintain the files and results of all contract monitoring reviews in accordance with the record retention requirements. A grantee's failure to monitor its contracts may result in disallowed costs.

- The Final Report to be submitted to the Commission must include a plan for implementation of the recommendations of this evaluation along with a proposed budget on anticipated implementation cost by the county and court officials.

- Based on Commission funding history of these kinds of programs, it is anticipated that this Technical Support Award is large enough that a significant portion of these funds will be available to cover part or all of proposed implementation stage. At the conclusion of the evaluation stage, the County may request a change in the scope of this application to spend the remaining funds to implement the recommendations. This change must be approved by the Executive Director or Commission prior to using any grant funds to implement any recommendation contained in the Final Report.

- The County will submit both progress reports and expenditure reports to obtain reimbursement of expended funds based on actual expenditures pursuant to the Timeline for Reporting and Fund Distribution.

- The County will coordinate with Commission staff to develop an on-line reporting system that reflects the work of the project and demonstrates that the project is operating as intended. The county will track all of the data elements presented in its proposal and others recommended by Commission staff.
Technical Support Application Form

County Requesting Support: Williamson County
Date of Request: 05/26/2011

Address: 405 S. MLK Blvd., Box 8
Georgetown, Texas 78626

Contact Information
Name: Judge Burt Carnes
Title: Local Administrative District Judge
E-mail: dconnell@wilco.org
Phone: 512-943-1368
Fax: 512-943-1285

Project Name: Williamson County Indigent Defense Evaluation
Time Period: July 1, 2011 – December 30, 2011

Brief Description:
Williamson County requests Technical Support funding from the Task Force on Indigent Defense (Task Force) to conduct an evaluation of the county’s indigent defense practices. Williamson County’s evaluation is intended to generate specific recommendations which local policy makers may adopt to improve indigent defense services within the county. During the initial planning phase for this request, many county officials expressed a hope to identify strategies and solutions that will allow for a greater degree of coordination between the various components of the county’s indigent defense system.

Issue to Be Addressed:

Between FY2006 and FY2010, data collected by Task Force on Indigent Defense has shown a steady increase in Williamson County’s appointment rate from around 8% to 32.99%. In other words, the number of misdemeanor defendants receiving court appointed lawyers in Williamson has quadrupled, nearing the statewide average of 38.7%. Similarly, the county’s indigent defense spending in felony, misdemeanor, and juvenile cases has steadily increased since FY2006. In many ways, the increased demand for indigent defense services has outpaced the county’s ability to administer a growing indigent defense system and track compliance with the Fair Defense Act. Many of the county’s indigent defense functions are conducted by paper, making it difficult to track cases and increasing the potential for occasional oversights. Additionally, many of the components of the indigent defense system operate in a silo, which makes regular coordination of efforts on a county-wide basis nearly impossible.

The proposed evaluation will provide county and court officials accurate and quantifiable data which will inform a broader process to improve the county’s indigent defense system. In addition to assessing the county’s provision of indigent defense services from the point of arrest to payment of attorney vouchers, other examples of inquiry include the verification of attorney qualifications, and monitoring attorney performance and adherence to caseload standards. County officials also expect to determine whether Williamson County would benefit from the adoption of web based indigent defense...
appointment and monitoring systems that other Texas counties have developed with Task Force support. Over the course of the proposed evaluation, additional areas may be identified and addressed.

**Proposed Project to Address Problem:**

Williamson County proposes to contract with recognized experts in court administration and indigent defense to conduct a system-wide indigent defense evaluation between July 2011 and October 2011. The contractors may conduct focus groups and interviews with county and court officials and other relevant criminal justice stakeholders to develop a general understanding of the county’s current system. In order to understand how cases flow through the entire system, the contractors may conduct a review of a statistically valid sample of criminal and juvenile cases.

Working with court and county officials, the contractors will publish a report on their findings and will return to Williamson County in early FY2012 to present findings and recommendations to the board of judges and commissioners court. Williamson County hopes to have recommendations ready by October of 2011 in time to develop a potential application for discretionary grant funds for Task Force’s FY2013 grant cycle.

**Specific Assistance Needed from the Task Force:**

The County is requesting funds in an amount not to exceed $100,000 to contract with researchers and to reimburse any sub-contractors for travel or other expenses directly related to a system-wide indigent defense evaluation for Williamson County.

**Final Project Report & Request for Reimbursement**

At the conclusion of the evaluation, Williamson County will submit to the Task Force a Final Project Report that will describe the implementation of the evaluation, the findings and recommendations related to the evaluation, and a detailed action plan the county will implement based on the outcomes of the evaluation. The Final Project Report is due no later than three months after the agreement period. The length of the report will depend on the scope of the project but should not be less than 5 pages.

Finally, Williamson County must submit a Request for Reimbursement to the Task Force in order to receive the Technical Support Funds. The Request for Reimbursement must contain a specific amount that should be reimbursed to Williamson County based on allowable project expenses.

**Additional Documentation if Applicable**

An Expenditure List should accompany the Request for Reimbursement in order to provide clear documentation of the allowable expenses incurred for the completion of Williamson County’s Indigent Defense Evaluation.
Williamson County requests the above Technical Support from the Task Force on Indigent Defense. We understand that:

1. The above requested technical support is subject to approval by the Task Force on Indigent Defense.

2. This application does not constitute an agreement until approved and accepted by all parties.

3. Task Force reimbursement will only be made for expenses incurred during the period indicated in this request but in no case may it be for expenses prior to the beginning of this agreement or after the end date agreed in writing with the Task Force.

4. The county may not obligate Task Force funds or staff without a specific written agreement.

5. Disbursement of funds is always subject to the availability of funds.

[Signatures]

Honorable Burt Carnes  
Local Administrative Judge  
Program Director  
(Date: 2011)

Honorable Dan Gattis  
Williamson County Judge  
Designated Official

(Date)
# Timeline for Reporting and Fund Distribution

Reports will be submitted on-line over the Internet.

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Type Report Due</th>
<th>Date Report Due</th>
<th>Fund Distribution Date</th>
</tr>
</thead>
</table>
May 24, 2013

The Honorable Sharon Keller, Chair
Texas Indigent Defense Commission
209 W. 14th Street, Room 202 (Price Daniel Sr. Building)
Austin, Texas 78701

RE: Williamson County – Technical Support Grant Award Number 212-TS-246

Dear Judge Keller,

I am writing to request an extension to our above referenced Technical Support Grant that was awarded to Williamson County by The Texas Indigent Defense Commission. Due to a longer than anticipated procurement process on our part and scheduling conflicts with the selected firm, The Council of State Governments, we are requesting an extension of our grant award from September 30, 2013 until September 30, 2014. The requested extension will allow us the time necessary to perform our grant duties.

Thank you in advance to you and the entire Texas Indigent Defense Commission for your consideration of our request for an extension.

Sincerely,

[Signature]

Dan A. Gattis
County Judge