October 1, 2014

Authorization Form for Technical Support

Upon consideration of the application titled *Software Modification for Attorney Reporting* submitted on September 23, 2014 by the Denton County Judge, the executive director of the Texas Indigent Defense Commission has determined the following:

Recommendation by grant administrator: This project is recommended by Bryan Wilson, Grants Administrator, because Texas Government Code Chapter 79.036 A-1 and (e) requires county auditors to report the Indigent Defense Expenditure Report. The project will assist the County Auditor produce the report consistent with state law.

**XX** The application is APPROVED for payment in the amount of up to $2,185. Reimbursement of actual costs is authorized for the following reason(s) (check all the following that apply)

- Sufficient funds are available
- Documentation supports the overall mission of the Commission
- Funds can be issued in this fiscal year

The application is DENIED.
The reimbursement is denied for the following reason(s)

N/A

The Chief Financial Officer of OCA is directed to disburse up to $2,185 based on actual invoices or proof of payment approved by the Commission Staff to Denton County. The County’s Comptroller Payee Number is 1756000920.

Jim Bethke,
Executive Director
Texas Indigent Defense Commission
2014 Denton County Resolution
Indigent Defense Technical Support Discretionary Grant Program

WHEREAS, under the provisions of the Texas Government Code Section Sec. 79.037 and Texas Administrative Code Chapter 173, counties are eligible to receive Technical Support Grants for a discretionary-based funding awarded by the Commission to counties to improve the quality of indigent defense services, raise the knowledge base about indigent defense, and establish processes that can be generalized to similar situations in other counties; and

WHEREAS, this grant program will assist the county improve the quality of indigent defense services; and

WHEREAS, Denton County Commissioners Court has agreed that in the event of loss or misuse of the funds, Denton 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 County Judge of this county is designated as the Authorized Official to apply for, accept, decline, modify, or cancel the grant application for the Indigent Defense Technical Support Discretionary Grant Program and all other necessary documents to accept said grant; and

BE IT FURTHER RESOLVED that the County Judge is designated as the Program Director and contact person for this grant and the County Auditor is designated as the Financial Officer for this grant.

Adopted this 23rd day of September, 2014.

Mary Horn
County Judge

Attest:

County Clerk
Technical Support Application Form

County Requesting Support: Denton

Date of Request: 9/16/2014

<table>
<thead>
<tr>
<th>Address:</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>401 W. Hickory St, Suite 423, Denton, Texas 76201</td>
<td>Name: James Wells</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:James.wells@dentoncounty.com">James.wells@dentoncounty.com</a></td>
<td>Title: Denton County Auditor</td>
</tr>
<tr>
<td>Phone: 940-349-3100</td>
<td>Fax: 940-349-3101</td>
</tr>
</tbody>
</table>

Project Name: Software Modifications for Attorney Reporting

Time Period: September 2014

Brief Description:

Modifications of Denton County's financial software system are necessary to enable the County to comply with the new requirements of the TIDC Formula Grants for Indigent Defense.

Issue to Be Addressed:

Denton County's financial system does not currently capture attorney bar card numbers which are now required to be reported in the annual indigent defense expenditures report. Also, due to IRS regulations, many payments for court ordered indigent defense are made payable to attorney firms rather than to individual attorneys. As such, the County's system does not capture the number of payments to individual attorneys nor the total amount paid to individual attorneys. Both of these items are now required in the new annual indigent defense expenditure reports. Manually compiling this information would be both time and cost prohibitive.

Proposed Project to Address Problem:

Denton County has requested financial software modifications from its provider to include a new data field for entering an attorney's bar card number. Also, we have requested modifications to the system's vendor files to allow us to list individual attorneys within a legal firm's vendor account. Each attorney in the firm will have a unique identifier attached which will specified on each payment to the firm for indigent defense. This new information will allow the County to compile the indigent defense expenditure report with the required detail of total cases and amounts paid by attorney by court.

Specific Assistance Needed from the Task Force:

Reimbursement of the $2,185 costs to Denton County for these software modifications to allow us to comply with the new indigent defense reporting requirements.
Summary Report
The software modifications detailed in this request will both allow Denton County to fully comply with new indigent defense reporting requirements and to remain in compliance with IRS regulations. Further, the modifications will fully automate the reporting process for the County. These modifications will most likely be made available to other counties in Texas that use the same software system.

Additional Documentation if Applicable (describe here and attach to this Application)
Copy of purchase order to software vendor.

Denton County requests the above Technical Support from the Texas Indigent Defense Commission (Commission). We understand that:

1. The above requested technical support is subject to approval by the Commission.

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

3. Commission 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 Commission.

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

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

James A. Wells
Printed Name

Denton County Auditor
Title

Signature

Date

9/22/2014
**PURCHASE ORDER**

P.O. Number: 145858  
Date: 07/15/2014  
This is a confirmation: □  
This is an order: □  

**STW, INC.**  
212 E. FRANKLIN ST  
GRAPEVINE, TX, 76051

Vendor No.: 1952  

<table>
<thead>
<tr>
<th>Item Nbr</th>
<th>QTY</th>
<th>Description</th>
<th>Account Number</th>
<th>UOM</th>
<th>Unit Amount</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.00</td>
<td>Program change in A/P to allow the collection of data that will be required by the State as of 10/1/14.</td>
<td>01-6661-10-45</td>
<td>ea</td>
<td>2,185.00</td>
<td>2,185.00</td>
</tr>
</tbody>
</table>

**Conditions of Purchase**

- Grand Total: $2,185.00

Purchase Order number must appear on all invoices, shipping papers, packages and correspondence.

- No C.O.D. shipments of any character will be accepted.
- Do not fill order at higher prices than last quoted without authority from the Director of Purchasing.
- Packaging list must accompany shipment.
- Unless otherwise stated, F.O.B. destination.
- The County of Denton is exempt from all feeral excise, state and local taxes (75-6000520).
- Payment Terms are Net 30.
- Complete list of terms and conditions on back.

Purchasing Department. Telephone 940-349-3130. Fax 940-349-3131. E-mail purchasing@dentoncounty.com