



FY15 Competitive Discretionary Grant Program

Requests for Applications (RFA)

January 14, 2014

Competitive Grant Fund Categories

New Single-Year Discretionary Grants—Fiscal Year 2015

Minimum: \$5,000 per application.

Single-Year Discretionary Grants provide funding for software and process developments to improve indigent defense. The single-year discretionary grant pays up to 100% of an awarded activity on a reimbursement basis.

New Multi-Year Discretionary Grants—Fiscal Year 2015

Minimum: \$50,000 per application.

Multi-Year Discretionary Grants provide funding for direct client service programs that represent indigent defendants. These grants require a cash match as described below. A county will be required under this grant to re-apply for continued funding each grant year. The multi-year discretionary grant fund will pay up to a rate of 80% of total project costs for the first year; 60% for the second year; 40% for the third year; and 20% for the fourth year. Awarded activities are funded yearly on a reimbursement basis.

New Menu Option Discretionary Grants—Fiscal Year 2015

Maximum: \$50,000 per application.

These single year grants are for videoconference (VC) and indigent defense coordinator (IDC) programs that have been funded numerous times by the commission and have demonstrated success in improving indigent defense systems. The New Menu Option Discretionary Grant program will pay up to 50% of the total project costs, with a maximum award of \$50,000 per county. Individual counties interested in implementing an IDC or a VC system should submit their requests through the Menu Option feature in the on-line system. Applications for regional IDC or VC programs must be submitted using the conventional single-year discretionary grant application above. The number of Menu Option Applications may be limited based on availability of funds and number of applications submitted. Samples of the Menu Option grant applications are provided in Attachments D and E.

Eligibility

- Only counties are eligible to apply for grant funds. Counties may apply jointly for funding but must designate one county as the grant recipient.
- The Countywide Indigent Defense Plans submitted must be in compliance with applicable statutes and rules and must meet the minimum requirements for each plan section as outlined in the Countywide Plan Submission Instructions.

Due Dates for Submission Process (Two Tier Process)

Tier One: Counties must complete Intent to Submit Applications (ISA) on-line by **5:00 PM on March 14, 2014**. The ISA is an abbreviated online submission described later in this document.

Tier Two: After a review by the grant administrator, a county may be invited to submit a full application. The final application is due by **5:00 PM on May 9, 2014**. Late submissions will not be accepted.

Method of Application

On-line submission at <http://tidc.tamu.edu>

Period for Funding and Program Operation

Grants are awarded for one-year periods from October 1, 2014 to September 30, 2015. The Commission will consider funding multi-year projects on an annual basis.

Legislative Purpose

The Commission on Indigent Defense was established to: 1) provide technical support to assist counties in improving their indigent defense systems; 2) distribute funds in the form of grants to counties to provide indigent defense services in the county; 3) monitor each county that receives a grant and enforce compliance by the county with the conditions of the grant; 4) develop policies and standards for providing legal representation and other defense services to indigent defendants at trial, on appeal, and in post-conviction proceedings; and 5) develop a plan that establishes statewide requirements for counties relating to reporting indigent defense information.

Applicable Authority and Rules

All Texas Indigent Defense Commission (Commission) grant programs are governed by one or more of the following statutes, rules, and standards. These documents are available at the Commission website: <http://www.tidc.texas.gov>.

- Texas Government Code Chapter 79 & Section 81.054
- Texas Administrative Code Title 1 Chapter 173 and Chapter 174
- Uniform Grant Management Standards (UGMS) as promulgated by the Texas Comptroller of Public Accounts

Section I. Submission Information

Submission Requirements (Two Tier Process)

All counties that submit new grant applications must complete an online Intent to Submit Application (ISA). ISAs must be submitted on-line by **5:00 PM on March 14, 2014**. If invited to submit a full application, the County must complete the online application by **5:00 PM on May 9, 2014**. All court commitment documents, supporting documents, and resolution/internet submission form supporting the grant applications must be completed entirely and submitted together. **Incomplete submissions will not be considered. Late submissions will not be considered.** Additional requirements are below.

Tier One– Intent to Submit Application (ISA) Requirements

- Abbreviated Description of Program**– Counties will submit a short and succinct description of an **indigent defense** improvement the courts or county want to implement. This description will be written into the on-line system (<http://tidc.tamu.edu/>).
- Internet Submission Required**– All county judges, local administrative district judges, local administrative statutory county judges, and county fiscal officers have been assigned a unique user name and password for grant application, plan submissions, and expense report submissions in the Commission’s Grant and Plan Management Website. Please contact the Commission Grants Administrator if other persons need access to the system or if the access information was misplaced.
- Court Commitment**– The ISA must contain a letter of support from at least one judge who will be affected by or participate in the proposed program. A judge hearing criminal or juvenile matters may complete the on-line ISA without a letter but the full application will need a court commitment document (Attachment B). Please scan and email these documents to the Grants

Administrator (bryan.wilson@txcourts.gov), or mail them to 209 West 14th Street, Suite 202, Austin, Texas 78701.

- d. **Due Date for ISA**– All ISAs and supporting documents must be submitted by **5:00 PM on March 14, 2014**, on the website (<http://tidc.tamu.edu>). A confirmation number will be assigned to all online ISA submissions.

Tier Two – Full Application Requirements

- a. **Notice to Proceed with Application** – The Grants Administrator will review all ISAs and provide a written **Notice to Proceed with Application** to those counties that best demonstrate that they meet the priority funding and other requirements contained in this RFA.
- b. **Internet Submission Required** – As with the ISA, all applications must be submitted using the Commission’s Grant and Plan Management Website.
- c. **Resolution/Internet Submission Form** – The Resolution/Internet Submission Form (See Attachment A) must also be submitted in order for Commission staff to consider the full application. This form must be printed from the Commission’s application website, and adopted by the County Commissioners Court, and signed by the applicant’s authorized official before the deadline for applications.
- i. The adopted resolution (available online described above) is the official authorization from the Commissioners Court for the grant request. It names the grant officials required in Texas Administrative Code Chapter §173.301. It is also a pledge to take legal responsibility for the appropriate expenditure of the funds, if they are awarded. Finally, it certifies that the information submitted in the application material is true and correct and that the county will abide by all relevant rules, policies, and procedures if awarded the grant funds by the Commission.
 - ii. The Internet Submission Form is a separate form contained on the bottom of the Resolution Form. The Internet Submission Form must contain a confirmation number that will be generated when the application is submitted. The confirmation number may be completed by hand after the Resolution Form is approved by Commissioners Court and the application is submitted.
 - iii. The complete Resolution/Internet Submission Form must be scanned and emailed or mailed to the Commission.
- d. **Court Commitment**– The judiciary is responsible for implementing indigent defense procedures within counties. Applications must include letter(s) of support from the affected judges who will participate in or implement the program (see Attachment B). Attachment B is a **sample form** and must be edited to describe the level and type of commitment the judges provide to the specific program in the application. All documents should be scanned and emailed or mailed together and be clearly labeled.
- e. **Supporting Documents**– Additional material such as timelines, data collection cooperation agreements, general letters of support, or other documents that the county uses to support its application must be submitted to the Grants Administrator at the time of the final application. All supporting documents should be scanned and emailed or mailed together.
- f. **Due Date for Full Application**– All **full applications, court commitments, and supporting documents** must be submitted by **5:00 PM on May 9, 2014**, on the website (<http://tidc.tamu.edu>). A confirmation number will be generated by the system for all online submissions. This is the number that needs to be entered in the Internet Submission Form portion (bottom) of the Resolution.
- g. **Continued Multi-year Grant applications must be submitted by 5:00 PM on May 9, 2014. The Resolution and a new Attachment B for FY15 must be included with the application along with any request for changes, amendments or adjustments.**
- h. **Single counties applying for the New Menu Option Applications must submit on or before 5:00 PM on May 9, 2014. Resolution and Attachment B must be included with the application.**

Submission Requirements

General Submission Requirements

- a. **New Programs and Positions**– Only new programs and/or positions will be funded. This may include adding new positions or elements to existing programs. The county must make a clear distinction in the application narrative of how the requested positions will perform work that is not currently done.
- b. **Maximum Applications**– A county may submit only one new single-year and one new multi-year application per fiscal year for a maximum of two new applications. The county shall indicate if it seeks funding for a single-year or multi-year program.
- c. **Grant Officials**– Each grant must have the following designated to serve as grant officials:
 - i. **Program director**. This person must be the officer or employee responsible for program operation or monitoring or implementation of the indigent defense plan and will serve as the point-of-contact regarding the program's day-to-day operations.
 - ii. **Financial officer**. This person must be the county auditor or county treasurer if the county does not have a county auditor.
 - iii. **Authorized official**. This person 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.
 - iv. 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.

Fiscal Submission Requirements

- a. **Multi-Year Funding**– Funding is available for multi-year programs to encourage innovative long-term programs to improve the delivery of indigent services. Generally, multi-year grant programs are awarded one year of funding that may be renewed for up to four total years of funding.
- b. **Equipment Costs**– Equipment and other one-time costs will only be funded in the first year of the grant unless permission is granted by the Commission in writing. The Commission's portion of the grant and the cash match after the first year of funding will be calculated based on the total project costs less the equipment expenses from the first year.
- c. **Calculating the Cash Match**–
 - i. **Formulas:**
 1. Total Project Cost multiplied by percent of match required = Total Match Required
 2. Total Project Cost minus Total Match Required = Total Commission Grant Request
 - ii. **Match Requirements:**
 1. **Single-Year Grant Funded Positions**– Applicants for all single-year discretionary grants that request full time equivalent positions (FTE) must provide a fifty percent (50%) cash match.
 2. **Single-Year Videoconferencing**– Applications for videoconferencing equipment require a fifty percent (50%) cash match. Upon completion of the implementation stage the county must demonstrate that it is able to connect to one other funded or previously funded county. Counties may use the videoconferencing system for any hearings authorized under Texas Code of Criminal Procedure Chapter 46B.
 3. **Multi-year Requests**– Counties must provide a cash match from county or other funds of 20% of total project costs in the first funding year, 40% the second funding year, 60% the third funding year, and 80% the fourth funding year. An applicant's use of matching funds must comply with the same statutes, rules, regulations, and guidelines applicable to the use of the Commission funded portion of a grant project.
 4. **Use of Program Income**– Applicants may use funds received through program income to fulfill the matching funds requirement, if applicable.

Section II. Program Information

Priority Program Funding

The Commission may provide grant funds to any program that improves the provision of indigent defense services. See Attachment C for a list of the types of programs that have been funded in the past and requirements by program type.

Program Priorities

Applications for the following programs shall be given funding priority:

- Regional indigent defense services
- Specialized (mental health, juvenile, capital, etc.) indigent defense services
- Programs that serve rural areas
- Programs that measure the quality of representation for indigent defendants
- Online indigent defense management systems

Preferred Applications will have the following characteristics:

- Demonstrate a good likelihood the proposed activity will be a model program or can be duplicated in other jurisdictions.
- Involve coordinated multi-county submissions.
- Demonstrate a county's(ies') long term commitment to the program. For instance a seed program that requests funds from the Commission to start a program the county will maintain over time.
- Contain cash match from the county or other non-governmental source.
- Have minimal or no indirect costs requirements.
- Come from small counties (less than 50,000 population) or mid-sized counties (50,000 to 250,000 population).

Program Requirements

Counties that fulfill most of the program requirements and develop programs consistent with the Commission's standards, related statutes, and above listed priorities are most likely to receive funding.

Commission Fund Guidelines

- a. **Right of Refusal**– The Commission reserves the right to reject any or all of the applications submitted.
- b. **State Funds Availability**– All commitments are subject to availability of state funds.
- c. **Awards**– Publishing the RFA does not obligate the Commission to fund any programs.
- d. **Partial Funding**– The Commission may choose to offer funds for all or any portion of a program submitted in the application.
- e. **Substitution**– The Commission may offer alternative funding sources, special conditions or alternative program elements in response to submitted applications.
- f. **Competitive Grants**– Receipt of a notice to proceed with application does not guarantee funding by the Commission or remove the competitive nature of these funds. The advance review of the ISA assists the Commission to provide feedback to counties and assists the county in knowing what types of programs best meet the Commission's priorities and strategic plan elements. Menu Option applications will be reviewed based on availability of funds.
- g. **Review Criteria**– This is a competitive grant program. Commission staff will review each grant using objective tools and comparative analysis. The weight given to each section or combination of sections is at the sole discretion of the Commission. Menu Option applications will be reviewed based on availability of funds.
- h. **Final Selection**– The Commission may select and award programs that reflect geographic diversity, demographic diversity, and/or distinctive program elements at its own discretion.

- i. **Future Funding on Multi-Year Projects**– The Commission will commit funding for only the current grant year. Future funding will be based on the county’s submission of a new application to continue funding in subsequent years, submission of progress reports, a demonstration of successful progress made in implementing the program, and future availability of funds.
- j. **Impact of Formula Grant**– Counties that receive multi-year discretionary grants from the Commission are encouraged to continue to apply for the Formula Grant. Formula Grant payments will be made as scheduled. The county will submit its Indigent Defense Expenditure Report on or before November 1 of each year. If the impact of the Multi-Year funded program results in an overall reduction of the county’s indigent defense expenses below the baseline period, then all or a portion of the formula grant may need to be returned to the Commission as directed by the Commission.
- k. **Delayed Start**– For multi-year grants, counties often begin program expenditures after the beginning of the initial grant year. The Commission will provide the 80% of funding based on twelve months of expenditures if the county spends at a reasonable level consistent with the funding plan. The county must have an unexpended balance for the delayed period to carry forward into the new period of within 10% less any start-up costs. The county may purchase start-up items at the beginning of the initial grant period. The program will be determined to start when the first program position is hired. The one-year percentage of funding amounts will be calculated from the first month of program operation rather than the first day of the initial grant period. If approved, the county will enter into the succeeding grant period with the previous match funding for the length of the delayed funding. The remainder of the renewed grant period will be the current fiscal year match. This process will carry forward each year that the program is renewed until the final (fourth) year. The final contract will be written for the length of time to complete the funding schedule transaction at the appropriate percent match.

Example: *ABC County receives an initial \$100,000 four-year grant beginning October 1, 2014, with the Commission reimbursement percentages equaling 80% in the first grant year, 60% in the second, 40% in the third, and 20% in the fourth. However, ABC County does not begin spending for the program until April 1, 2015. The county applies and is approved to receive continued funding for the grant year beginning October 1, 2015. The county may receive 80% funding through March 31, 2015, which is eighteen months from the beginning of the initial grant period but only twelve months from the beginning of the program start date (April 1, 2015).*

Program Eligibility Requirements

a. Compliance with Commission Requirements:

- i. All counties are statutorily required to submit an Indigent Defense Expenditure Report each year on November 1 in the form and manner prescribed by the Commission. In accordance with TAC §173.109, the report will be made through the internet.
- ii. Local Administrative District Judges, Local Statutory County Court Judges (or County Judge as applicable) and the Chairs of Juvenile Boards must submit a copy of all formal and informal rules and forms that describe the procedures used in the county to provide indigent defendants with counsel in accordance with the Code of Criminal Procedure (Countywide Plans) to the Texas Indigent Defense Commission as required in Government Code §79.036. The Countywide Plans must be submitted by November 1st of each odd numbered year in the form and manner prescribed by the Commission.

- b. **Compliance with Monitoring Reports:** A county must respond within the required time, take corrective action for findings of non-compliance, and satisfactorily address all recommendations in a Commission fiscal or policy monitoring report. Failure to comply with any of these requirements could result in the Commission imposing a remedy under TAC 173.307 or Texas Government Code §79.037.

Program Fiscal Requirements

- a. **Fund Use**– Funds must be used to pay for the direct and/or administrative costs of providing and improving indigent defense services in the county(ies).
- b. **Supplanting Prohibited**–Commission funding can only be awarded for **new programs**; a county may not reduce the amount of funds provided for [existing] indigent defense services in the county because of funds provided by this grant.
- c. **Allowable Costs**– Grants provided under this chapter may be used by counties for:
 - i. Attorney fees for indigent defendants accused of crimes or juvenile offenses;
 - ii. Expenses for licensed investigators, experts, forensic specialists, or mental health experts related to the criminal defense of indigent defendants; and
 - iii. Other approved expenses allowed by this grant program or necessary for the operation of a funded program.
- d. **Unallowable Costs**– The Commission has adopted the Uniform Grant Management Standards (UGMS) to determine unallowable costs. See UGMS for a full list of unallowable costs. Specifically, in accordance with UGMS and/or the grant rules the following conditions apply to these grant funds:
 - i. General government costs are unallowable;
 - ii. Costs of law enforcement, prosecution, and incarceration are unallowable;
 - iii. Replacing existing county funding with grant funds is unallowable; and
 - iv. Funding positions that previously existed or currently exist in the county is unallowable
- e. **Failure to Begin**– Failure to begin operating the program by the grant application review period constitutes a failure to meet performance measures.
- f. **Dual Use**– If a county applies for an indigent defense program that may be tied to a general government process, the county must provide documentation and rationale to establish a basis of costs to determine the portion of a program/project attributable to indigent defense.

Program Reporting Requirements

- a. **Maintain Official Contact Information**– All counties must maintain the grant and plan officials' contact information on the counties' home page on <http://tidc.tamu.edu>. Counties must advise the Commission of changes in the authorized official, program director, financial officer, local administrative district judge, local statutory county judge and county judge by updating this website contact information. This information will be used to provide notices for grant or plan submission information. Commission staff will use e-mail whenever possible to notify counties of required reports and funding opportunities.
- b. **Reports**– Online fiscal and program reports are required to be submitted each quarter. All grants will require at least one follow-up report outside of the grant period. If selected for funding, report periods will be provided in the Statement of Grant Award.
- c. **OCA Reporting**– The applicants' county and district clerks must be in compliance with reporting requirements promulgated by the Texas Judicial Council. The district clerks and county clerks must submit their monthly court activity reports to OCA electronically.

Program Records Requirements

- a. **Data Collection and Agreements** - The County must collect data to support the evaluation of the program's impact and compliance with the Fair Defense Act. This will require Data

Collection Agreements from county offices or departments to provide information to the program director on a regular basis.

- b. **Records Retention**– Counties must maintain records related to the funded activity for at least three years after the end of the grant period. Records may be stored electronically.
- c. **Monitoring and Auditing**– Records must be made available to the Commission or its designees upon request. (See Texas Administrative Code, Rule §173.401 for more details.)

Program Equipment, Purchasing and Contract Requirements

- a. **Use DIR State Contract**– All technology equipment and software must be purchased from the DIR State Contract unless the County demonstrates in a written exception request good reason why the state contract cannot be used and the grants administrator has granted a written exception.
- b. **Inventory**– Equipment purchased with grant funds is the property of the county. The Commission requires each grantee to maintain an inventory report of all equipment purchased with grant funds. This report must comport with the final financial expenditure report. Within 90 days after the grant period expires, grantees must complete a physical inventory of all grant funded property and the grantee must reconcile the results with the existing property records.
- d. **Equipment and Software Maintenance**– All equipment and software purchased with grant funds shall include at least three (3) years and no more than five (5) years of maintenance to ensure the equipment and software will operate as intended during and beyond the grant period. **For multi-year grants, the cost of the actual equipment and other one-time costs will only be funded the first year of the grant and will not factor into the overall project costs in subsequent years of funding.**
- e. **Technology Standards**– Applications that include purchase of information technology products must document how the projects meet technology standards adopted by the Texas Department of Information Resources (DIR) and Judicial Committee on Information Technology (JCIT) as applicable. If no standards are available from DIR or JCIT, then the county must meet commonly accepted technology standards such as Open Data Base Compliant (ODBC) or Transmission Control Protocol/Internet Protocol (TCP/IP) as applicable.
- f. **Electronic Case Filing** – Counties developing software or programs must follow Electronic Case Filing 4 standards.
- g. **Interconnectivity of Communications Technology**– In the purchase of communication equipment, the County will connect to at least one site previously funded by the Commission to demonstrate its connectivity.
- h. **Professional and Contractual Services**– Any contract or agreement entered into by a grantee that obligates grant funds must be in writing and consistent with Texas contract law. Grantees must establish a contract administration system to regularly and consistently ensure that contract deliverables are provided as specified in the contracts. 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 described in this section of the RFA. A grantee's failure to monitor its contracts may result in disallowed costs and/or disallowed match.
- i. **Obligation** – **Contracts with third parties for core services must be provided to the Commission and approved prior to execution.**
- j. **Contract Performance Monitoring** - Grantees that use grant funds to contract for services must develop and include in the contract provisions to monitor each contract that is for more than \$10,000 per year. These provisions must include specific actions to be taken if the grantee discovers that the contractor's performance does not meet the operational or performance terms of the contract. In the case of contracts for public defender offices and

managed assigned counsel programs, these provisions must include a review of utilization and activity, reporting of financial data to evaluate the contractor's performance within the budget required by statute for such programs. Commission staff must review each contract at least once every two years and notify the grantee if it is not sufficient (See TAC Rule §173.311).

- k. **Limit on Equipment for Third Party Contracting of Legal Services**— Counties that contract with third parties to provide direct client indigent defense services may have included one-time purchase of equipment in the grant application. Counties may not include in the contract with the third party the full costs of the equipment line item into future funding years.

Section III. Writing the Grant

Writing the Intent to Submit an Application (Tier One)

Applicants must complete an online Intent to Submit an Application (ISA) before developing a full application. The ISA will allow counties to name the grant officials, provide a title to the program and state the estimated total project costs, keeping in mind that the amount may change in the full application. The ISA will include four parts: problem statement, program goals, activity and evaluation. The ISA must be limited to one program and will be a short and succinct description of an **indigent defense** improvement the courts or county want to implement. The ISA may not exceed the space provided in the on-line submission boxes. Any text beyond the word limit will be discarded.

After review of the ISAs, the grant administrator will provide a Notice to Proceed in writing to those counties that best meet the stated Priority Funding and Program Requirements sections. Improvements and suggestions may be included with the Notice to Proceed from the grant administrator.

Writing the Full Application (Tier Two)

If the Grant Administrator provides a Notice to Proceed with the final application, the county may log into the system and complete the other portions of the application. Each application must have a narrative section that describes the proposed activity. The narrative portion of the application consists of seven sections that must be completed. Additionally, an online budget form must be completed. Each of these elements must be completed for the application to receive full consideration. An incomplete or blank section decreases the likelihood of the program receiving funding because no score will be assigned to missing information. The online system will accept basic formatting and simple tables. The submission requirements above provide instructions on how to submit additional information if it is necessary. The sections are:

- a. **Introduction (Executive Summary):** In one hundred (100) words or less, describe the program and the main goals to be addressed. This **paragraph will be the abstract** of the project. Clearly state what the program will do and the broad goals that will be met if the program is funded. The summary will be most useful if it is prepared after the application has been developed in order to encompass all the key summary points necessary to communicate the project.
- b. **Problem Statement:** Describe the issue or problem the proposed activity is intended to improve or correct. Make a clear, concise, and well-supported statement of the problem to be addressed. Provide any formal or informal data related to the problem. Include information about the affected populations, social and economic costs of the issue, and resources currently used.
- c. **Objectives:** Develop clear targets and goals for the program to accomplish. State how the objectives address the problem stated above.
 - i. Objectives must be related to the program in this application and the funds requested.

- ii. Objectives must be time/date specific and measurable.
- iii. Objectives are the basis for the evaluation and progress reports.
- iv. Objectives must be consistent with the Problem Statement
- d. **Activities:** Describe the specific activity the county will conduct if funded. The activities should support the objectives.
 - i. Include detailed instructions of step by step procedures that will take place to implement the program and the resources needed to complete each task.
 - ii. Make sure to incorporate the required elements for the types of programs listed on Attachment C.
 - iii. Include **startup tasks** and the **ongoing program activities** that staff will perform to implement the program.
 - iv. Write this section so that outsiders know exactly what the county plans to do.
 - v. Provide justification related to effectiveness and/or economy of the activity proposed. Include supporting research on this activity if available.
 - vi. Describe whether the existing staff and/or contractors will perform tasks, reports, etc. or if new staff positions will be created to implement the program. If the program will be implemented through a contract/ or with contractors, include information on the selection process.
 - vii. If the proposed program implements a new component into an existing process or program, clarify how the new process is different.
- e. **Evaluation:** Develop reporting methods on how the proposed activities and objectives are measured.
 - i. Evaluation must be linked directly to the objectives and activities. The evaluation must measure both the progress you make toward implementing the grant-funded activity and the effect of the program once it is in operation.
 - ii. Measure the attainment of objectives in a specific and tangible manner (e.g., applications of indigency and requests for appointed counsel will be accepted electronically and maintained in an online data management system);
 - iii. Measures must be quantifiable (e.g., count the number of requests for counsel received);
 - iv. Measures must be time specific (e.g., requests for counsel will be counted from February to January and reported monthly);
 - v. Measures must identify the manner in which they will be recorded for future review (e.g., a report or screenshot of the programming results, affidavit of acceptance of work, or summary database). Data collection cooperation agreements with other county offices and departments are strongly recommended so that the county can demonstrate it will be able to meet data collection and evaluation goals.
 - vi. The evaluation provides meaning to the program objectives. The measure of success is determined by the goals and objectives of the proposed activity. Write the method that milestones, accomplishments, and timelines will be tracked and recorded, including: Who will record, What will they record, and When will they record?
 - vii. Evaluations must demonstrate how the program impacts other county processes when applicable. The evaluation reports are submitted during and after the implementation phase and in accordance with UGMS. Evaluations are both fiscal and programmatic. Process evaluations may also be included.
- f. **Future Funding:** Include information on how the proposed activity fits into the county's long-term indigent defense financial systems.
- g. **Budget Narrative and Budget Form (a narrative is required in addition to completing the form):** Counties will submit the online budget form. Budgets must clearly state the costs to execute the program. The budget narrative justifies all expenses and must be consistent with the activities and objectives.
 - i. Include all costs necessary to implement the proposed activity.

- ii. Provide a narrative to detail and justify all budgeted expenses. This narrative must correspond to the activities sections. Items in the budget not stated in the activity will be removed.
- iii. Indicate in the budget and narrative the start-up costs or non-reoccurring for multi-year grants.
- iv. Indirect costs are allowable but will not be considered competitive if above 10%.
- v. The equipment line requires a list of equipment to be purchased. All equipment must be purchased in the first year of the grant unless permission is granted from the Commission in writing. Otherwise, the equipment costs will not factor into the total project cost in subsequent years of funding.
- vi. Do not budget expense items that are not part of the application.