

COURT OF CRIMINAL APPEALS OF TEXAS
Judicial and Court Personnel Training Program
P.O. Box 12308, Capitol Station
Austin, Texas 78711

Application for Grant Funding

FY 2023

Legal Name of Organization	Lubbock County		
Organizational Unit	Office of Dispute Resolution		
Street Address	916 Main St. Suite 800		
Mailing Address	P.O. Box 10536		
City, State, Zip Code	Lubbock, Texas 79401 (79408)		
Contact Person	Kristi Thompson		
Telephone Number	(806) 775-1720		
FAX No.	(806) 775-7929		
E-Mail Address	odr@lubbockcounty.gov		
Date Application Submitted	6/27/2022		
Title of Project	Effectively Utilizing ADR Services in Rural Communities		
Brief Description	A quarterly webinar centered on viewing mediation as a tool for rural pre-trial and diversion cases, as well as understanding how mental health issues can occur when the parties are in		
Type of Participants to be Trained	judges, prosecutors, defense attorneys, court clerks		
Maximum FY 2023 Grant Available			
FY 2023 Grant Requested	\$6,000.00		
Est. Unexpended Previous Grants	\$0.00		
Est. Unexpended Program Income	\$0.00		
Est. Program Income	\$0.00		
Total Amount Budgeted	\$6,000.00		
Start Date/End Date	Start Date: 9/1/2022	End Date:	8/31/2023
Type Name of Authorized Official	Curtis Parrish		
Signature of Authorized Official			
Title/Date	Lubbock County Judge	Date:	June 27, 2022

Submit Electronically to:

judicial.education@txcourts.gov

**APPLICATION FOR GRANT FUNDING
FY 2023**

Grantee: _____

SCHEDULE OF PLANNED COURSES

PROGRAM INC											
Registration Fee, Publications, Travel Expenses Collected, etc.											
Per Participant											
EVENT TITLE	LOCATION	DATES		No. of Faculty	Participant Type	Estimated			Actual		
		FROM	TO			No. of Part.	Course Hrs.	Total Hrs.	No. of Part.	Course Hrs.	Total Hrs.
1 <u>Seminar 1</u>											
						0		0			0
						0		0			0
					Total	0		0			0
2 <u>Seminar 2</u>											
								0			0

COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM

APPLICATION FOR GRANT FUNDING
FY 2023

GRANTEE NAME

GRANT BUDGET AND ACTUAL EXPENSES RECAP

SUMMARY - ALL CATEGORIES			
BUDGET CATEGORY	BUDGET	ACTUAL	BALANCE
Direct Salaries	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Administrative Travel	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00
Operating Expenses	\$0.00	\$0.00	\$0.00
Direct Partic.Training	\$0.00	\$0.00	\$0.00
Totals			
	\$0.00	\$0.00	\$0.00

SALARIES						
	TITLE OR POSITION	TIME GRANT %	PAID GRANT %	BUDGET	ACTUAL	BALANCE
1.	0.00	0.00%	0.00%	\$0.00	\$0.00	\$0.00
2.	0.00	0.00%	0.00%	\$0.00	\$0.00	\$0.00
3.	0.00	0.00%	0.00%	\$0.00	\$0.00	\$0.00
4.	0.00	0.00%	0.00%	\$0.00	\$0.00	\$0.00
5.	0.00	0.00%	0.00%	\$0.00	\$0.00	\$0.00
6.	0.00	0.00%	0.00%	\$0.00	\$0.00	\$0.00
Totals						
				\$0.00	\$0.00	\$0.00

FRINGE BENEFITS				
ACCOUNT CODE	DESCRIPTION	BUDGET	ACTUAL	BALANCE
110	OASI Employer Matching	\$0.00	\$0.00	\$0.00
130	Retirement	\$0.00	\$0.00	\$0.00

**APPLICATION FOR GRANT FUNDING
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GRANTEE NAME

GRANT BUDGET AND ACTUAL EXPENSES RECAP

140	Health Insurance	\$0.00	\$0.00	\$0.00
150	Longevity	\$0.00	\$0.00	\$0.00
160	State Unemployment Tax	\$0.00	\$0.00	\$0.00
170	Federal Unemplymt Tax	\$0.00	\$0.00	\$0.00
180	Worker's Compensation	\$0.00	\$0.00	\$0.00
Total Fringe Benefits		\$0.00	\$0.00	\$0.00

ADMINISTRATIVE TRAVEL IN-STATE				
ACCOUNT/SUB-ACCCOUNTS	DESCRIPTION	BUDGET	ACTUAL	BALANCE
210	Board Travel			
210.1	Meals	\$0.00	\$0.00	\$0.00
210.2	Lodging	\$0.00	\$0.00	\$0.00
210.3	Transportation	\$0.00	\$0.00	\$0.00
210.9	Other	\$0.00	\$0.00	\$0.00
	Total Board Travel - 210	\$0.00	\$0.00	\$0.00
220	Committee Travel			
220.1	Meals	\$0.00	\$0.00	\$0.00
220.2	Lodging	\$0.00	\$0.00	\$0.00
220.3	Transportation	\$0.00	\$0.00	\$0.00
220.9	Other	\$0.00	\$0.00	\$0.00
	Total Comm. Travel - 220	\$0.00	\$0.00	\$0.00
230	Staff Travel			
230.1	Meals	\$0.00	\$0.00	\$0.00
230.2	Lodging	\$0.00	\$0.00	\$0.00
230.3	Transportation	\$0.00	\$0.00	\$0.00
230.9	Other	\$0.00	\$0.00	\$0.00
	Total Staff Travel - 230	\$0.00	\$0.00	\$0.00
Total In-state Travel		\$0.00	\$0.00	\$0.00

**APPLICATION FOR GRANT FUNDING
FY 2023**

GRANTEE NAME

GRANT BUDGET AND ACTUAL EXPENSES RECAP

ADMINISTRATIVE TRAVEL OUT-OF-STATE				
ACCOUNT/SUB-ACCOUNTS	DESCRIPTION	BUDGET	ACTUAL	BALANCE
240	Board Travel			
240.1	Meals	\$0.00	\$0.00	\$0.00
240.2	Lodging	\$0.00	\$0.00	\$0.00
240.3	Transportation	\$0.00	\$0.00	\$0.00
240.9	Other	\$0.00	\$0.00	\$0.00
	Total Board Travel - 240	\$0.00	\$0.00	\$0.00
250	Committee Travel			
250.1	Meals	\$0.00	\$0.00	\$0.00
250.2	Lodging	\$0.00	\$0.00	\$0.00
250.3	Transportation	\$0.00	\$0.00	\$0.00
250.9	Other	\$0.00	\$0.00	\$0.00
	Total Comm. Travel - 250	\$0.00	\$0.00	\$0.00
260	Staff Travel			
260.1	Meals	\$0.00	\$0.00	\$0.00
260.2	Lodging	\$0.00	\$0.00	\$0.00
260.3	Transportation	\$0.00	\$0.00	\$0.00
260.9	Other	\$0.00	\$0.00	\$0.00
	Total Staff Travel - 260	\$0.00	\$0.00	\$0.00
	Total Out-of-State Travel	\$0.00	\$0.00	\$0.00

TOTAL ADMINISTRATIVE TRAVEL	\$0.00	\$0.00	\$0.00
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CAPITAL OUTLAY				
ACCOUNT CODE	DESCRIPTION	BUDGET	ACTUAL	BALANCE
310	Equipment	\$0.00	\$0.00	\$0.00
320	Furniture	\$0.00	\$0.00	\$0.00
330	Computer Hardware	\$0.00	\$0.00	\$0.00

**APPLICATION FOR GRANT FUNDING
FY 2023**

GRANTEE NAME

GRANT BUDGET AND ACTUAL EXPENSES RECAP

340	Computer Software	\$0.00	\$0.00	\$0.00
350	Library	\$0.00	\$0.00	\$0.00
360	Training & Educational Videos	\$0.00	\$0.00	\$0.00
Total Capital Outlay		\$0.00	\$0.00	\$0.00

OPERATING EXPENSES				
ACCOUNT CODE	DESCRIPTION	BUDGET	ACTUAL	BALANCE
405	Office Rent	\$0.00	\$0.00	\$0.00
410	Telephone	\$0.00	\$0.00	\$0.00
413	Utilities	\$0.00	\$0.00	\$0.00
415	Postage	\$0.00	\$0.00	\$0.00
420	Freight/Delivery Services	\$0.00	\$0.00	\$0.00
425	Office Supplies	\$0.00	\$0.00	\$0.00
430	Printing and Repro Services	\$0.00	\$0.00	\$0.00
435	Computer Parts and Supplies	\$0.00	\$0.00	\$0.00
440	Equipment Rental	\$0.00	\$0.00	\$0.00
445	Equipment Maint. & Repairs	\$0.00	\$0.00	\$0.00
450	Equipment Supplies	\$0.00	\$0.00	\$0.00
455	Insurance	\$0.00	\$0.00	\$0.00
460	Staff Prof. Development	\$0.00	\$0.00	\$0.00
465	Newsletters	\$0.00	\$0.00	\$0.00
470	Registration Fees	\$0.00	\$0.00	\$0.00
475	Professional Fees and Svcs	\$0.00	\$0.00	\$0.00
480	Temporary Support Services	\$0.00	\$0.00	\$0.00
490	Subscriptions	\$0.00	\$0.00	\$0.00
495	Other	\$0.00	\$0.00	\$0.00
Total Operating Expenses		\$0.00	\$0.00	\$0.00

DIRECT PARTICIPANT TRAINING		
ACCOUNT/SUB-ACCCOUNTS	DESCRIPTION	AMOUNT

**APPLICATION FOR GRANT FUNDING
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GRANTEE NAME

GRANT BUDGET AND ACTUAL EXPENSES RECAP

505	Staff Travel	
505.1	Meals	\$0.00
505.2	Lodging	\$0.00
505.3	Transportation	\$0.00
505.9	Other	\$0.00
	Total Staff Travel - 505	\$0.00
510	Conference Participants	
510.1	Meals	
	510.120 Court Personnel	\$0.00
	Total Meals - 510.1	\$0.00
510.2	Lodging	
	510.220 Court Personnel	\$0.00
	Total Lodging - 510.2	\$0.00
510.3	Transportation	
	510.320 Court Personnel	\$0.00
	Total Travel - 510.3	\$0.00

DIRECT PARTICIPANT TRAINING (Continued)		
ACCOUNT/SUB-ACCCOUNTS	DESCRIPTION	AMOUNT
510	Conference Participants	
510.9	Other	
	510.920 Court Personnel	\$0.00
	Total Other - 510.9	\$0.00
	Total Conference Participants - 510	\$0.00

DIRECT PARTICIPANT TRAINING (Continued)		
ACCOUNT/SUB-ACCCOUNTS	DESCRIPTION	AMOUNT
520	Faculty Members	
520.1	Meals	\$0.00
520.2	Lodging	\$0.00
520.3	Transportation	\$0.00
520.4	Presentation Fees	\$0.00
520.9	Other	\$0.00
	Total Faculty Members - 520	\$0.00
525	Seminar Breaks	\$0.00

**APPLICATION FOR GRANT FUNDING
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GRANTEE NAME

GRANT BUDGET AND ACTUAL EXPENSES RECAP

540	Conference Room Rentals	
540.1	A/V Equipment Rental	0.00
540.2	Seminar/Meeting Room Rentals	0.00
	Total Conference Room Rentals - 540	0.00
550	Course Materials	
550.1	Course Supplies	\$0.00
550.2	Printing	\$0.00
550.3	Shipping/Freight Costs	\$0.00
550.4	Purchased Publications	\$0.00
	Total Course Materials - 550	\$0.00
560	Publications (Deskbooks, Procedure Manuals, etc.)	\$0.00
570	Video Production	\$0.00
580	State Bar Certification Fees	\$0.00
	Total Direct Participant Training	\$0.00

COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM
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 GRANTEE NAME

DIRECT PARTICIPANT TRAINING - RECAP SCHEDULE

	EVENT TITLE	LOCATION	DATES		Totals	Staff Travel	Participant Meals	Participant Lodging	Participant Transport.	Faculty Meals	Faculty Lodging	Faculty Transport.	Faculty Other	Faculty Presentation Fees	Seminar Breaks	Conference Costs
			FROM	TO												
1			1/0/1900	1/0/1900	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2					\$0.00											
3																
4																
5																
6																
7																
8																
Totals Budgeted					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals Actual					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM

APPLICATION FOR GRANT FUNDING
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GRANTEE NAME
FORECASTED CASH NEEDS

CASH NEEDS		
MONTH	YEAR	AMOUNT
September	2022	
October	2022	
November	2022	
December	2022	
January	2023	
February	2023	
March	2023	
April	2023	
May	2023	
June	2023	
July	2023	
August	2023	
TOTAL		\$0.00

FY 2023 Grant Requested _____

Grant Condition 7.(c)

Request for Funds. Requests for funds may be submitted anytime using forms provided by the Court of Criminal Appeals. No individual requests for funds may exceed the current FDIC insured maximum. Grantees are responsible for monitoring bank deposits so that they do not exceed the current FDIC insured maximum. Grantees must provide evidence to the Court that they have a system in place that ensures compliance with this grant condition. Any losses incurred by the grantee for exceeding FDIC limits will be covered by the grantee's private funds.

COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM

APPLICATION FOR GRANT FUNDING
FY 2023

GRANTEE NAME
SALARIES SCHEDULE

	TITLE	NAME	GRANT			OTHER FUNDING												ALL FUNDS	
			TIME %	PAID %	GRANT FUNDS													Time %	TOTAL
						TIME %	PAID %	AMOUNT	TIME %	PAID %	AMOUNT	TIME %	PAID %	AMOUNT	TIME %	PAID %	AMOUNT		
1.				0.00%			0.00%			0.00%			0.00%			0.00%		0%	\$0.00
2.				0.00%			0.00%			0.00%			0.00%			0.00%		0%	\$0.00
3.				0.00%			0.00%			0.00%			0.00%			0.00%		0%	\$0.00
4.				0.00%			0.00%			0.00%			0.00%			0.00%		0%	\$0.00
5.				0.00%			0.00%			0.00%			0.00%			0.00%		0%	\$0.00
6.				0.00%			0.00%			0.00%			0.00%			0.00%		0%	\$0.00
7.				0.00%			0.00%			0.00%			0.00%			0.00%		0%	\$0.00
8.				0.00%			0.00%			0.00%			0.00%			0.00%		0%	\$0.00
9.				0.00%			0.00%			0.00%			0.00%			0.00%		0%	\$0.00
10.				0.00%			0.00%			0.00%			0.00%			0.00%		0%	\$0.00
11.																		0%	\$0.00
			Totals		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00

**COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM**

**APPLICATION FOR GRANT FUNDING
FY 2023**

**GRANTEE NAME
OASI SCHEDULE**

* OASI base includes benefit replacement pay and longevity.

OASI EMPLOYER MATCHING												
Employee Title		Name	OASI Base *	\$106,800 Maximum	FICA and Medicare	Grant %	Grant Funds	0	0	0	0	Total
1.	0	0	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.	0	0	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3.	0	0	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4.	0	0	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		verification totals	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Account 110 - OASI							\$0.00					\$0.00

**COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM**

**APPLICATION FOR GRANT FUNDING
FY 2023**

GRANTEE NAME

BENEFIT REPLACEMENT PAY (BRP) SCHEDULE

*NOTE: Employees hired after 8/31/95 are ineligible for BRP.
BRP Salaries include total direct salaries + longevity.

BENEFIT REPLACEMENT PAY (BRP)												
Employee Title		Name	Salary *	\$16,500 Maximum	BRP at 6.2234%	Grant %	Grant Funds	0	0	0	0	TOTAL
1.	0	0	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.	0	0	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3.	0	0	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4.	0	0	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5.	0	0	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				verification total	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Account 120 - BRP							\$0.00					\$0.00

**COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM**

**APPLICATION FOR GRANT FUNDING
FY 2023**

GRANTEE NAME

LONGEVITY

LONGEVITY

	Employee Title	Name	Length of Service @ 9/1/22	\$20. for each 2 yrs. of service	X Mos.	Subtotal	Grant %	Grant Request	0	0	0	0	Total
1.						\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.						\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3.						\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4.						\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5.						\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6.						\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				verification totals		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Account 150 - Longevity								\$0.00					\$0.00

COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM

APPLICATION FOR GRANT FUNDING
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GRANTEE NAME

RETIREMENT SCHEDULE

** Retirement base includes Salaries, BRP, and Longevity.*

RETIREMENT

Employee Title		Name	Retirement Base *	Rate 6.00%	Grant %	Grant Funds	0	0	0	0	Total
1.	0	0	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.	0	0	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3.	0	0	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4.	0	0	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
verification totals			\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total Account 130 - Retirement

\$0.00

\$0.00

COURT OF CRIMINAL APPEALS OF TEXAS
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GRANTEE NAME
HEALTH INSURANCE

** Monthly insurance premium may not include dental or life insurance coverage.*

HEALTH INSURANCE									
			Coverage	Monthly Insurance Premium *	Employee Only Coverage	Dependent Only Coverage	1/2 Dependent Coverage	Total Allowable Coverage	Grant %
	Employee Title	Name							
1.	0	0				\$0.00	\$0.00	\$0.00	0.00%
2.	0	0				\$0.00	\$0.00	\$0.00	0.00%
3.	0	0				\$0.00	\$0.00	\$0.00	0.00%
4.	0	0				\$0.00	\$0.00	\$0.00	0.00%
5.	0	0				\$0.00	\$0.00	\$0.00	0.00%
6.	0	0				\$0.00	\$0.00	\$0.00	0.00%
7.	0	0				\$0.00	\$0.00	\$0.00	0.00%
	0	0				\$0.00	\$0.00	\$0.00	0.00%
verification totals				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

HEALTH INSURANCE CONTINUED

	Employee Title	Name	Grant Funds Monthly	Grant Funds x12 mo	\$0.00	\$0.00	\$0.00	\$0.00	Total
1.	0	0	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.	0	0	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3.	0	0	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4.	0	0	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5.	0	0	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6.	0	0	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7.	0	0	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

verification totals \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00

Total Account 140 - Health Insurance

\$0.00

\$0.00

COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM

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GRANTEE NAME

STATE UNEMPLOYMENT

STATE UNEMPLOYMENT INSURANCE (SUI)												
	Employee Title	Name	Salary	\$9,000 Maximum	SUI Rate Assigned by State	Grant %	Grant Request	0	0	0	0	Total
1.	0	0	\$0.00	\$0.00	0.40%	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.	0	0	\$0.00	\$0.00	0.40%	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3.	0	0	\$0.00	\$0.00	0.40%	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4.	0	0	\$0.00	\$0.00	0.40%	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					verification totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Account 160 - SUI							\$0.00	\$0.00				

**COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM**

**APPLICATION FOR GRANT FUNDING
FY 2023**

GRANTEE NAME

FUTA

FEDERAL UNEMPLOYMENT TAX (FUTA) *

	Employee Title	Name	Salary	\$7,000 Maximum	FUTA Rate 6.20%	Grant %	Grant Request	0	0	0	0	Total
1.	0	0	\$0.00	\$0.00		0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.	0	0	\$0.00	\$0.00		0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3.	0	0	\$0.00	\$0.00		0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4.	0	0	\$0.00	\$0.00		0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					verification totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total Account 170 - FUTA

\$0.00

\$0.00

Note: 501(c)(3) grantees are exempt from FUTA

*** FUTA rate may be reduced by SUI rate as allowed by Feds**

**COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM**

**APPLICATION FOR GRANT FUNDING
FY 2023**

GRANTEE NAME

WORKER'S COMPENSATION

WORKER'S COMPENSATION INSURANCE												
	Employee Title	Name	Worker's Comp. Salaries	Premium Basis	Rate Assigned by Company	Grant %	Grant Request	0	0	0	0	Total
1.	0	0	\$0.00			0.00%						\$0.00
2.	0	0	\$0.00			0.00%						\$0.00
3.	0	0	\$0.00			0.00%						\$0.00
4.	0	0	\$0.00			0.00%						\$0.00

Total Estimated Worker's Compensation Payments							\$0.00					
<i>(based on grant salaries/total salaries)</i> Percentages							0.00%	0.00%	0.00%	0.00%	0.00%	
Total Account 180 - Worker's Compensation							\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

GRANTEE NAME

ADMINISTRATIVE TRAVEL - STAFF, BOARD, COMMITTEE LODGING

		DATES		Est. No. Persons	Est. No. of Days	Est. Rate + Tax		In-State Staff	In-State Committee	In-State Board	Out-of-State Staff	Out-of-State Committee	Out-of-State Board
Purpose of Travel	Location	FROM	TO										
Totals							\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Account No.							230.2	220.2	210.2	260.2	250.2	240.2	

**APPLICATION FOR GRANT FUNDING
FY 2023**

Maximum mileage rate is 58.5 cents per mile

		DATES		Est. No. Persons	Airfare Rate	Average Rountrip Mileage	Est. Parking			In-State Staff	In-State Committee	In-State Board	Out-of-State Staff	Out-of-State Committee	Out-of-State Board
Purpose of Travel	Location	FROM	TO				Days	Rate							
Totals									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Account No.									230.3	220.3	210.3	260.3	250.3	240.3	

COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM

APPLICATION FOR GRANT FUNDING
FY 2023

GRANTEE NAME

OPERATING EXPENSES

ACCOUNT CODE	DESCRIPTION	GRANT AMOUNT	0	0
405	Office Rent			
Allocation methodology				
410	Telephone			
Allocation methodology				
413	Utilities			
Allocation methodology				
415	Postage			
Allocation methodology				
420	Freight/Delivery Services			
Allocation methodology				
425	Office Supplies			
Allocation methodology				
430	Printing and Reproduction Services			
Allocation methodology				
435	Computer Parts and Supplies			
Allocation methodology				
440	Equipment Rental			

Allocation methodology				
445	Equipment Maintenance and Repairs			
Allocation methodology				
450	Equipment Supplies			
Allocation methodology				
455	Insurance			
Allocation methodology				
460	Staff Professional Development			
Allocation methodology				
465	Newsletters			
Allocation methodology				
470	Registration Fees			
Allocation methodology				
475	Professional Fees and Services			
Allocation methodology				
480	Temporary Support Services			
Allocation methodology				
490	Subscriptions			
Allocation methodology				
495	Other			
Allocation methodology				
Total Operating Expenses		\$0.00	\$0.00	\$0.00

COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM
 APPLICATION FOR GRANT FUNDING
 FY 2023
 GRANTEE NAME

DIRECT PARTICIPANT TRAINING - STAFF TRAVEL
MEALS, LODGING, TRANSPORTATION

	EVENT TITLE	LOCATION	DATES		Est. no. of Staff	Est. no. of Days	Est. Meal Rate	Est. Lodging Rate	Airfare Rate	Average Roundtrip Mileage	Parking Rate		Staff Meals	Staff Lodging	Staff Transport	Staff Other
			FROM	TO												
1																
2																
3																
4																
6																

Totals	\$0.00	\$0.00	\$0.00	\$0.00
Account No.	505.1	505.2	505.3	505.9

COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM

APPLICATION FOR GRANT FUNDING

FY 2023

GRANTEE NAME

DIRECT PARTICIPANT TRAINING - PARTICIPANT MEALS

	EVENT TITLE	LOCATION	DATES		Est. no. of Part.	Est. no. of Days	Est. Meal Rate	Court Personnel
			FROM	TO				
1								\$0.00
2								\$0.00
3								\$0.00

Totals \$0.00

Account No. 510.120

COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM

APPLICATION FOR GRANT FUNDING
FY 2023

GRANTEE NAME

Lodging rate may include tax

DIRECT PARTICIPANT TRAINING - PARTICIPANT LODGING								
	EVENT TITLE	LOCATION	DATES		Est. no. of Part.	Est. no. of Days	Est. Lodg Rate	Court Personnel
			FROM	TO				
1								
2								
3								
Totals							\$0.00	
Account No.							510.220	

**COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM**

**APPLICATION FOR GRANT FUNDING
FY 2023**

GRANTEE NAME

DIRECT PARTICIPANT TRAINING - PARTICIPANT TRANSPORTATION										
	EVENT TITLE	LOCATION	DATES		Est. no. of Part.	Est. Airfare Rate	Est. Round-Trip Mileage	Est. Parking		Court Personnel
			FROM	TO				Days	Rate	
1										
2										
3										
Totals										\$0.00
Account No.										510.320

COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM

APPLICATION FOR GRANT FUNDING
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GRANTEE NAME

Note: "Other" includes such costs as phone, fax, photocopying.

DIRECT PARTICIPANT TRAINING - PARTICIPANT OTHER COSTS						
	EVENT TITLE	LOCATION	DATES		DESCRIPTION OF COST	Court Personnel
			FROM	TO		
1						
2						
3						
4						
5						
						\$0.00
						510.920

COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM

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GRANTEE NAME

DIRECT PARTICIPANT TRAINING- FACULTY MEALS								
	EVENT TITLE	LOCATION	DATES		Est. no. of Fac.	Est. no. of Days	Est. Meal Rate	Total
			FROM	TO				
1								\$0.00
2								\$0.00
3								\$0.00
4								\$0.00
5								\$0.00
6								\$0.00
							Totals	\$0.00
							Account No.	520.1

COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM

APPLICATION FOR GRANT FUNDING
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GRANTEE NAME

**DIRECT PARTICIPANT TRAINING-
FACULTY LODGING**

	EVENT TITLE	LOCATION	DATES		Est. no. of Fac.	Est. no. of Days	Est. Lodg Rate		Total
			FROM	TO					
1									\$0.00
2									\$0.00
3									\$0.00
4									\$0.00
5									\$0.00
6									\$0.00

Totals \$0.00

Account No. 520.2

COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM

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FY 2023

GRANTEE NAME

**DIRECT PARTICIPANT TRAINING-
FACULTY TRANSPORTATION**

	EVENT TITLE	Est. Round-Trip Mileage	Est. Parking		Total
			Days	Rate	
1					
2					
3					
4					
5					
6					

Totals

\$0.00

Account No.

520.3

COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM

APPLICATION FOR GRANT FUNDING
FY 2023

GRANTEE NAME

Note: "Other" includes such costs as phone, fax, photocopying.

DIRECT PARTICIPANT TRAINING - FACULTY OTHER COSTS						
	EVENT TITLE	LOCATION	DATES		DESCRIPTION OF COST	TOTAL
			FROM	TO		
1						
2						
3						
4						
5						
						\$0.00
						520.900

**COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM**

**APPLICATION FOR GRANT FUNDING
FY 2023**

GRANTEE NAME

**DIRECT PARTICIPANT TRAINING-
FACULTY PRESENTATION FEES**

	EVENT TITLE	LOCATION	DATES		Est. no. of Fac.	Est. Fees	Total
			FROM	TO			
1							\$0.00
2							
3							
4							
5							
6							
7							
8							
9							

\$0.00

520.4

COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM

APPLICATION FOR GRANT FUNDING

FY 2023

GRANTEE NAME

Training Sponsored by Other Entities				
DESCRIPTION OF ESTIMATED COSTS	ENTITY NAME	ENTITY NAME	ENTITY NAME	ENTITY NAME
Totals	\$0.00	\$0.00	\$0.00	\$0.00
Account Nos.	530.1	530.5	530.7	530.8

COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM

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GRANTEE NAME

NOTE: Breaks are limited to one in the morning and one in the afternoon although beverages are allowed throughout the day.

SEMINAR BREAKS									
	EVENT TITLE	LOCATION	DATES		Est. no. of Part.	Est. no. of Fac.	Est. of Days	Rate per Person Per Day	Total
			FROM	TO					
1									\$0.00
2									
3									
4									
5									
Total									\$0.00
Account No.									525

COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM

APPLICATION FOR GRANT FUNDING
FY 2023

GRANTEE NAME

CONFERENCE ROOM RENTALS, A/V EQUIP. RENTAL, COURSE MATERIALS, PUBLICATIONS, VIDEO PRODUCTION, STATE BAR CERT. FEES											
EVENT TITLE	LOCATION	DATES		Basis of Estimated Cost	Conference Room Rentals		Course Materials				State Bar Cert. Fees
		FROM	TO		A/V Equip.	Meeting Rooms	Supplies	Printing	Shipping/ Freight	Purchased Publications	
					540.1	540.2	550.1	550.2	550.3	550.4	
1											
2											
3											
4											
5											
6											
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					540.1	540.2	550.1	550.2	550.3	550.4	580

COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM

APPLICATION FOR GRANT FUNDING
FY 2023

GRANTEE NAME

Note: Publications must be supported by documentation required under grant condition 15(l) "publications of manuals and books"

PUBLICATIONS AND VIDEO PRODUCTION COST

		Publications	Video Production
DESCRIPTION	BASIS FOR ESTIMATED COST	560	570

Totals \$0.00 \$0.00

Account No. 560 570



P.O Box 10536
Lubbock, Texas 79408

Office: 806-775-1097
Fax: 806-775-7917

Lubbock County Auditor's Office

Date: January 19, 2021
To: All Elected Officials and Department Directors
From: Kathy William, County Auditor
Re: Grant Processing Procedures

Occasionally job responsibilities change and those seeking grants in your office may not be aware of all the steps necessary to process a grant through the County. In an effort to coordinate the flow of grant documents between an office seeking a grant, the Commissioners' Court, the Auditor's Office and the Civil Division of the CDA's Office, please review the attached procedures with your staff members that are responsible for grant applications and awards.

Robin Wilmot handles all the grants in the Auditor's Office and will be happy to help you. Please come by our office, email or call if you have any questions.

Thank you!

GRANT PROCESSING PROCEDURES

Occasionally job responsibilities change and those seeking grants in your office may not be aware of all the steps necessary to process a grant through the County. In an effort to coordinate the flow of grant documents between an office seeking a grant, the Commissioners' Court, the Auditor's Office and the Civil Division of the CDA's Office, please review with your staff members responsible for grant applications and awards the following procedures:

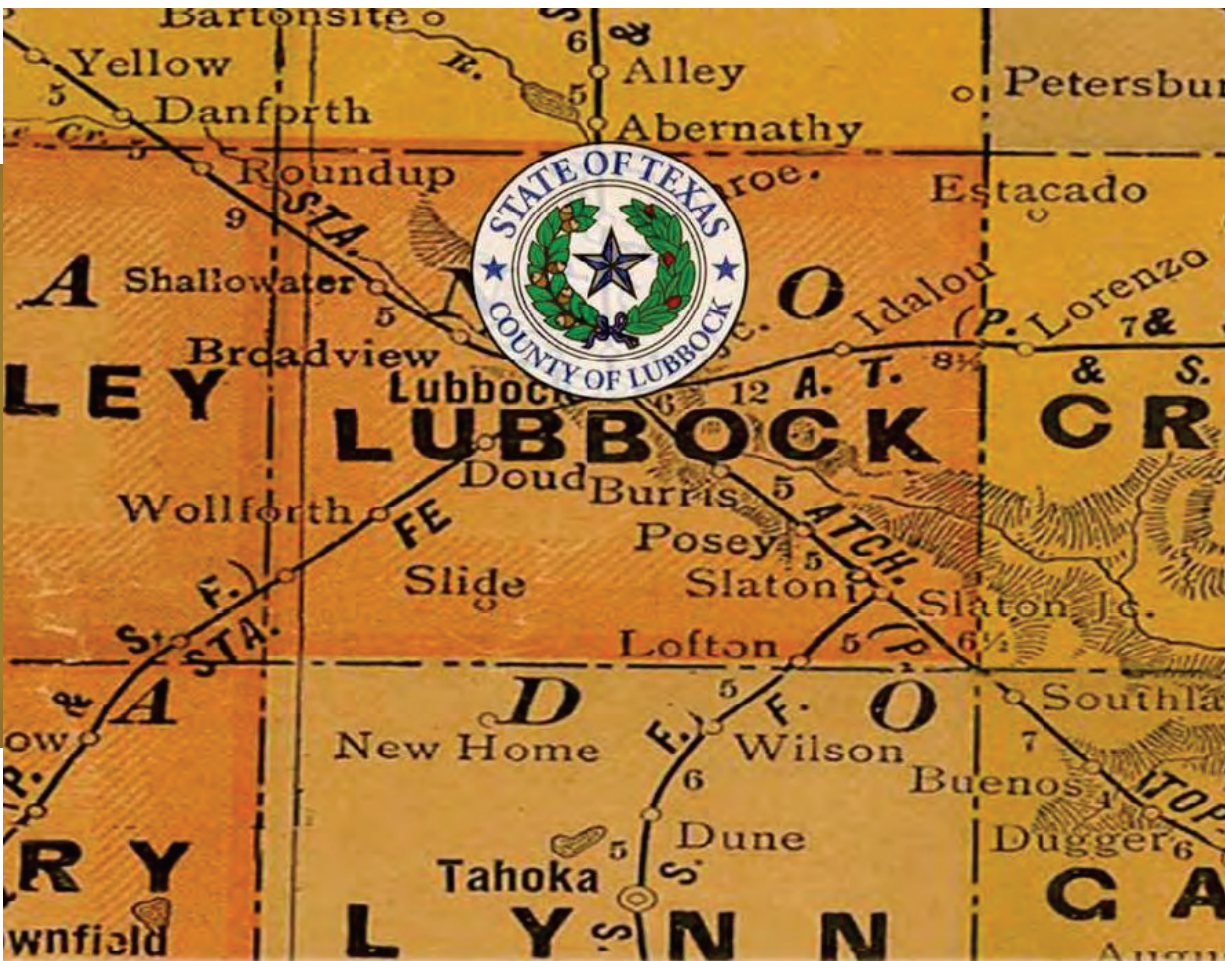
<u>Application</u>	All grant applications must be presented to the Commissioners' Court for approval prior to submission. Any matching requirements and corresponding account from which a cash match will be made must be identified at this time. Please supply the Auditor's office with a copy of the signed application. The Commissioners' Court requires that CDA-Civil review the application and/or resolution prior to being placed on the Commissioners' Court Agenda.
<u>Award</u>	Upon award notification please contact the Contract Manager in Purchasing for contract review and for scheduling on the agenda for Commissioners' Court, and the Auditor's Office for budget assistance.
<u>Departmental Review</u>	It is <u>critical</u> that the Elected Official or Department Head read and understand the grant application and any grant contract.
<u>Legal Review</u>	The Grant Contract must be reviewed by the Civil Division prior to presentation to Commissioners' Court for approval.
<u>Court Approval</u>	Once the Civil Division has reviewed the contract, present the contract to Commissioners' Court for approval and any required signatures. At this time the Budget can be approved and any required matching funds previously identified can be appropriated to the grant.
<u>Bank Account</u>	Separate bank accounts are rarely a requirement of the grant, but you may be asked to complete an ACH Vendor/Miscellaneous Payment Enrollment Form for direct deposit. Contact the Auditor's Office for guidance on completing the form and/or opening up a bank account.
<u>Expenditures</u>	Grant funds are spent according to grant documents and county procedures. Purchasing usually contacts the Auditor's Office prior to processing a purchase order to insure the proper line item is being used and funds have been budgeted for the purchase. Please keep the Auditor's Office apprised of your grant expenditures to facilitate this process.
<u>Reporting</u>	Generally, financial reports to the granting agency will be prepared and submitted by the Auditor's Office. Any progress reports are usually prepared by the Department. Timely and accurate reporting is a joint effort between your grant contact person and the Auditor's Office.

Grant Supervisor
Auditor's Office

Robin Wilmot
rwilmot@co.lubbock.tx.us

775-1087

ANNUAL COMPREHENSIVE FINANCIAL REPORT FY 2020-2021



LUBBOCK COUNTY, TEXAS

FOR THE YEAR ENDED SEPTEMBER 30, 2021

OFFICE OF THE COUNTY AUDITOR

KATHY WILLIAMS, COUNTY AUDITOR

Internal Control System Over FDIC Limits

Prompt: A narrative description of the grantee's internal system for ensuring grant funds on deposit do not exceed the current FDIC maximum insured limit, and copies of any agreements with financial institutions relating to such protection including arrangements for sweep accounts

The department is an accredited provider by the State Bar of Texas for continuing legal education. With this service already being provided statewide, checklists with tasks and corresponding deadlines are utilized for all trainings. The same format would be used for the series of trainings provided through this project. Furthermore, as a county department, policies and procedures are already in place to ensure compliance with budgetary statutes and to ensure fiscal responsibility. For example, we are required to obtain quotes for print jobs and many other types of products and services. Lubbock County has a Grant Auditor, employed by the County Auditor's Office, to oversee all grants awarded to the County.

Being a department of Lubbock County, all financial functions are overseen and audited by the Lubbock County Auditor's Office. Additionally, the Auditor's Office employs a Grant Auditor whose sole role is to oversee any funds received from grants. Annually, Lubbock County is audited by a third party auditor.

Departmentally, ODR has been the recipient of multiple grants, both federal and state. Currently, as the USDA-certified mediation program for Texas, the department receives a grant from the USDA, and has received this award annually since 2000.

Effectively Utilizing ADR Services in Rural Courts

According to the National Alliance on Mental Illness (NAMI), one in five adults in the United States will “experience mental illness;” many of whom take part in civil or criminal cases within the judicial system. As the public dispute resolution provider for Lubbock County, the Office of Dispute Resolution (ODR) receives mandatory referrals from the courts and voluntary referrals from prosecutors, law enforcement officers, and others for a variety of disputes. The department is also the United States Department Agriculture (USDA) and Texas Department of Agriculture (TDA) designated provider of alternative dispute resolution (ADR) services for rural areas and uses Texas Dispute Resolution System™ as the statewide marketing name.

The services provided by ODR continue to expand. We have collaborated with the Texas Criminal Defense Lawyers Association, Texas Guardianship Association, Texas Municipal Courts Education Center, Texas Justice Courts Training Center, and others on various trainings. Additionally, we are an accredited provider through State Bar of Texas for minimum continuing legal education. In July of 2020, for example, a 6-hour program over three days focused on mental health issues, and included speakers from the National Center for State Courts (NCSC) and the Texas Judicial Commission on Mental Health (JCMH). During this collaboration, the lack of training and information specific to mediation and mental health became apparent. Since mediation is a significant part of the judicial system, it is crucial for mediators to know how to recognize signs of mental illness in an individual and how to respond accordingly. Therefore, in conjunction with the NCSC Family Justice Initiative (FJI) Team, the National Judicial Task Force to Examine Courts’ Response to Mental Illness, and at the encouragement of the Lubbock County Board of Judges, ODR began educating mediators about mental health by publishing the *Mediation and Mental Health Best Practices Handbook*. Other educational opportunities arose

on this matter by serving on the subcommittee for *Promoting the Well-Being of Families in Domestic Relations* through the Cady Initiative for Family Justice Reform.

Mission of Grant

The mission for this initiative begins by creating a quarterly webinar centered on viewing mediation as a tool for rural pre-trial and diversion cases, as well as understanding how mental health issues can occur when parties are in conflict. Participants will be given the opportunity to attend a 90-minute virtual webinar to learn how prosecutors, attorneys, clerks, and judges can utilize mediation as a tool. The order of each webinar will be as follows:

Webinar 1. Justice courts, prosecutors, staff, and defense attorneys

Webinar 2. Municipal courts, prosecutors, staff, and defense attorneys

Webinar 3. County judges, prosecutors, juvenile/adult probation, and defense attorneys

Webinar 4. Criminal justice and mental health issues

Viewers will learn how ADR can be used by each court. The final webinar will transition into the relationship between criminal justice factors and possible mental health issues that can be seen within a case, such as anxiety disorders, mood disorders, Post-Traumatic Stress Disorder, psychotic disorders, substance use disorders, and personality disorders. Information from the *Mediation and Mental Health Best Practices Handbook* will also be used as a guide for educational content, resources, and techniques in handling mental health cases.

Objectives for Webinars

It is expected that the webinars will provide information, tools, procedures, and techniques to aid in working alongside disputants/litigants with mental illnesses. Participants may accomplish this through the following objectives:

- Define what alternative dispute resolution (ADR) is, identify ADR statutes, and relevant case law
- Provide examples of how ADR can be used in criminal cases
- Describe how rural courts can access ADR services for criminal cases
- Locate tools to educate the public about ADR use by a court; and
- Establish resources and skills to better understand mental health issues for users of the court system.

Alongside collaboration with the Texas Justice Court Training Center, Texas Municipal Courts Education Center, Texas Criminal Defense Lawyers Association, Texas District and County Attorneys Association, and the respective area bar associations, members will be encouraged to participate in the webinar series.

Staff Capability

As discussed, ODR currently provides continuing education for mediators and is an accredited provider by the State Bar of Texas for minimum continuing legal education. With this service already being provided statewide, checklists with tasks and corresponding deadlines are utilized for all trainings. The same format would be used for the series of webinars provided through this project.

The following staff members will have the responsibility of conducting and managing the proposed project:

- Director, D. Gene Valentini: Mr. Valentini has overseen the Office of Dispute Resolution since the 1980s. He was appointed by the Board of Judges to be director of the department and reports directly to them. He is also an adjunct professor at Texas Tech University School of Law for the Advanced ADR Clinic.
- Assistant Director, Kristi Thompson: Mrs. Thompson has been with the department for over 15 years and has overseen the administrative tasks since 2008 and the education and training services since 2010.

Resumes/Vitas for each staff member are included.

Together, Mr. Valentini and Mrs. Thompson have obtained a multitude of diverse experience in favorable trainings and presentation. Using these experiences, it has been found that by providing a virtual webinar rather than an in-person experience, one is able to meet the needs of rural groups by offering easier accessibility to all participants. We will also be addressing accessibility issues faced by individuals, such as rural communities who are without institutionalized ADR resources. Presenters throughout this webinar may also include faculty from Texas Tech University.

Additionally, to determine the effectiveness of the training, an evaluation will be produced and distributed to all participants at the end of each webinar session. The participants are also able to provide written feedback, such as improvements, comments, or topics they believe should've been covered more/less. This will allow an accurate depiction of the satisfaction and understanding of each webinar and topic.

Goals

Not only does this initiative focus on educational objectives that will help participants and their communities, but it also fosters long-term techniques, resources, and knowledge that will continue to promote successful results in the judicial process. Overall goals designed for this project and its participants are stated below:

- Increase the utilization of mediation tools and resources;
- Educate individuals on how to successfully establish pre-trial and diversion processes and procedures; and
- Expand understanding on how rural courts can more effectively use alternative dispute resolution to help resolve criminal cases.

Conclusion

As presented throughout this proposal, this initiative will foster greater effectiveness in understanding mediation, its tools, and resources to better apply in rural communities with individuals facing mental health issues and the criminal justice system. Through these educational webinars, individuals will also be better equipped to support mental health issues throughout their cases. Alongside strong collaborative associations, such as the Texas Justice Court Training, Texas Municipal Courts Education Center, Texas Criminal Defense Lawyers Association, Texas District and County Attorneys Association, and respective area bar associations, this project initiative shall continue to progress and educate diverse individuals within the judicial system to better aid their communities and constituents.

<p align="center"> COURT OF CRIMINAL APPEALS OF TEXAS JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM APPLICATION FOR GRANT FUNDING FY 2023 ENTER GRANT APPLICANT NAME HERE CURRICULUM PLAN </p>

CURRICULUM PLAN

Event Title	Location	Date From	Date To	Time	Course Hours	Expected number of participants	Detailed Program Description	Learning Objective(s)	Assessment Tools
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[illegible]

Webinar 1 Information

This session will explore mediation as a tool for criminal referrals; specifically, pre-trial and diversion options for justice courts, prosecutors, and staff. Prepare to dive into factors of referrals, considerations, agreements, and more!

Topics include:

- Statutes and case law
- Identifying referrals
- Considerations: past, present, and future relationships; victimless; mental health; etc.
- Procedures for making the referral
- How agreements will be monitored and reported

Learning Objective

1. Define what alternative dispute resolution (ADR) is, identify ADR Statutes, and relevant case law
2. Provide examples of how ADR can be used in criminal cases
3. Describe how rural courts can access ADR services for criminal cases
4. Locate tools to educate the public about a court's use of ADR

Webinar 2 Information

This session will explore mediation as a tool for criminal referrals; specifically, pre-trial and diversion options for municipal courts, prosecutors, staff, and defense attorneys. Prepare to dive into factors of referrals, considerations, agreements, and more!

Topics include:

- Statutes and case law
- Identifying referrals
- Considerations: past, present, and future relationships; victimless; mental health; etc.
- Procedures for making the referral
- How agreements will be monitored and reported

Learning Objectives

1. Define what alternative dispute resolution (ADR) is, identify ADR Statutes, and relevant case law
2. Provide examples of how ADR can be used in criminal cases
3. Describe how rural courts can access ADR services for criminal cases
4. Locate tools to educate the public about a court's use of ADR

Webinar 3 Information

This session will explore mediation as a tool for criminal referrals; specifically, pre-trial and diversion options for county judges, prosecutors, juvenile/adult probation, and defense attorneys.

Prepare to dive into factors of referrals, considerations, agreements, and more!

Topics include:

- Statutes and case law
- Identifying referrals
- Considerations: past, present, and future relationships; victimless; mental health; etc.

- Procedures for making the referral
- How agreements will be monitored and reported

Learning Objectives

1. Define what alternative dispute resolution (ADR) is, identify ADR Statutes, and relevant case law
2. Provide examples of how ADR can be used in criminal cases
3. Describe how rural courts can access ADR services for criminal cases
4. Locate tools to educate the public about a court's use of ADR

Webinar 4 Information

This session will review possible ethical issues and mental health issues found in cases for mediators and courts. Follow de-escalation and engagement techniques and practices that can be used towards a variety of cases!

Topics include:

- What is the State of Well-Being?
- Understanding the Buzzword: Trauma
- Scenarios and techniques

Learning Objectives

1. Share resources and skills to better understand mental health issues for users of the judicial system

Position Description:

The following staff members will have the responsibility of conducting and managing the proposed project; training and experience is as follows:

- Director, D. Gene Valentini: Mr. Valentini has overseen the Office of Dispute Resolution since the 1980's. He was appointed by the Board of Judges to be director of the department and reports directly to them. He is also an adjunct professor at Texas Tech University School of Law for the Advanced ADR Clinic.
- Assistant Director, Kristi Thompson: Mrs. Thompson has been with the department for over 15 years and has overseen the administrative tasks since 2008 and the education and training services since 2010.

Resumes/Vitas for each staff member are included.

D. GENE VALENTINI

Vita

- EDUCATION:** M.A., University of Tulsa
B.A., California State University, Chico
- EMPLOYMENT:** Director – Office of Dispute Resolution-Lubbock County
- TEACHING:** Adjunct Professor, Texas Tech University School of Law
- SELECTED PRESENTATIONS/WORKSHOPS:**
- 2014 Criminal Justice Planners Meeting, Correctional Management Institute of Texas (Huntsville, TX)
 - 2012 Shared Solutions Summit, Texas Judicial Council (Austin, TX)
 - 2012 Juvenile Case Managers Conference, Texas Municipal Courts Education Center (Austin, TX)
 - 2012 25th Annual Juvenile Law Conference, Robert O. Dawson Juvenile Law Institute, State Bar of Texas (San Antonio, TX)
 - 2010 ADR Benefits for Litigants, Lawyers, and the Courts, National Association for Court Management (Anaheim, CA)
 - 2008 Joint Commission Standards for Managing Conflict – What Are the Options for Health Care Providers?, Rural Health Trifecta (Austin, Texas)
 - 2008 Domestic Relations Office and Integrated Child Support System, 4th Annual Texas Tech Law School Faculty Update for Legal Services Attorneys, Public Interest Practitioners, and Pro Bono Attorneys (Lubbock, Texas)
 - 2008 ADR: Applications and Options, County Judges Education Program (Fort Worth, Waco, and San Antonio)
- PUBLICATIONS:**
- ADR: The Phenomenon*, Alternative Resolutions, State Bar of Texas Alternative Dispute Resolution Section, Vol. 17, No. 3, Summer 2008.
 - “Activate Your ‘Exploitation Detection Sensors’ When Mediating For Elders,” ADR Report, Vol. 5, No. 7, Fall 2001.
 - Texas DRC’s: *The South Plains Achieving Legislative Purpose*, The Texas Mediator, Vol. 15, No. 4, Fall 2000.
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 - Recipe for Change: Lubbock County ADR System*, Texas Association of Court Administrator’s Journal, June 1995.
 - More on Mediation*, Texas Realtor, June 1992.

Kristi Thompson

Vita

Education: Bachelor of Science in Human Development and Family Studies, Texas Tech University, May 2004

Professional Organizations

and Affiliations: Society for Human Resource Management, Lubbock Chapter
Association for Continuing Legal Education
Texas Association for Domestic Relations Offices
President, Crime Victim Coalition of West Texas

Training: Basic Mediation Training, August 2007
Family Mediation Training, October 2011

Duties:

- Responsible for the creation of the Departmental budget for approval by Director within time frames required by County Auditor's Office
- Monitors and modifies internal control procedures of Department
- Responsible for internal program auditing
- Maintains policies and procedures manual for Department
- Oversees editing and utilization of all financial and personnel forms
- Supervises creation of invoices for departmental customers and inputs receipt of payment
- Maintains records of amounts due to vendors and requests payments to Researches requests by vendors regarding amounts owed and specific invoices
- Researches requests from customers regarding account balances and specific invoices
- Tracks all income and expenditures of the department and compares these to budgeted amounts as well as amounts being reported by County Auditor's office
- Plans and implements Continuing Education workshops for local mediators
- Works with Texas Tech University to implement the Dispute Resolution Training Institute™ activities which include Basic Mediation Training, Family Mediation Training, and other ADR courses throughout Texas and adjoining states
- Prepares training and educational materials
- Conducts marketing activities to promote training and education services
- Coordinates workshops tailored to customers' requests
- Negotiates arrangements for workshop locations, catering, sleeping rooms, and other logistical aspects of event planning
- Plans the budget for each activity and creates an end-of-activity report
- Maintains contact database for activity participants
- Supervises clerks and interns within the Education, Training, and Administrative Services Division
- Performs tasks related to hiring and evaluating employees and provides necessary recommendations to the Director or takes immediate action if necessary
- Makes accountable decisions in the absence of the Director
- Mediates when necessary
- Responds to questions from disputants/attorneys/courts and agencies
- Performs such other duties as may be assigned

COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM
APPLICATION FOR GRANT FUNDING
FY 2023

CERTIFICATION OF AUTHORIZED OFFICIALS

Grantee Name: Lubbock County

Grant Title: Effectively Utilizing ADR Services in Rural Courts

I hereby certify that the information provided in this application for grant funding is authorized by me, the undersigned, and is true and correct, and in accordance with the Grant Conditions and Rules of Judicial Education of the Court of Criminal Appeals to the best of my knowledge.

Signature of Project Director

Gene Valentini

Print Name

Director of Lubbock Dispute Resolution

Title

916 Main St.

Address: Street, P.O. Box, City

Suite 800

Lubbock, TX 79408

P.O. Box 10536

(806) 775-1720

Phone Number w/ area code

Signature of Chair of Board

Print Name

Title

Address: Street, P.O. Box, City

Phone Number w/ area code

Signature of Financial Director

Kathy Williams

Print Name

Lubbock County Auditor

Title

916 Mail St.

Address: Street, P.O. Box, City

Suite 700

Lubbock, TX 79408

P.O. Box 10536

(806) 775-1097

Phone Number w/ area code

COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM

APPLICATION FOR GRANT FUNDING
FY 2023

ENTER GRANT APPLICANT NAME HERE

Conflict of Interest Disclosure Form

1. Disclose any current or former officers, directors, delegates, trustees, or employees who are current judges or employees of the Court.

N/A

2. Disclose any current or former officers, directors, delegates, or trustees who are related within the third degree of consanguinity or affinity, as determined under Chapter 573 of the Texas Government Code, to a current judge or employee of the Court.

Note: Persons related within the third degree of consanguinity or affinity include great-grandparent, grandparent, parent, uncle, aunt, brother, sister, child, grandchild, great-grandchild, nephew, niece, spouse, or individuals related to a spouse by any of the aforementioned relationships.

N/A

3. Disclose any offer, acceptance, or agreement to give a judge, court staff, or individual who is related to the judge or staff within the third degree of consanguinity or affinity, as determined under Chapter 573 of the Texas Government Code, any gift, bequest, loan, favor, or economic opportunity, including future employment, intended to influence the award decision.

N/A

COURT OF CRIMINAL APPEALS OF TEXAS
JUDICIAL AND COURT PERSONNEL TRAINING PROGRAM

APPLICATION FOR GRANT FUNDING
ENTER GRANT APPLICANT NAME HERE

FY 2023

Third-Party Contracts

	Contracting Party	Execution Date	Amount	Type (e.g. new, reoccurring, ongoing)	Purpose
1	N/A	N/A	N/A	N/A	N/A
2					
3					
4					
5					
6					
7					
8					
9					
10					