

Lubbock County



**General Assistance Program
Pro Bono Legal Services**

Unduplicated Beneficiary Target:

TVC ID:

Start Date: 09-01-2026

End Date: 08-31-2027

ID: R-2025-2018006725

Award Type:

Grant Officer:

Request Status

Full Application

Review

Negotiation

Active

Closed

Status

Full Application

▼ Table of Contents

Additional Organization Information
Full Application
Summary of Services
Marketing and Outreach
Financial Information
Budget Tables
Documents

Additional Organization Information

1. What is the organizations mission statement and when was it created or last revised?

The mission statement of Lubbock County is to serve the community with integrity, compassion, and professionalism. This mission is reflected in the county's commitment to providing public service with innovative leadership and ensuring that every effort is made to ensure the accuracy of the information provided on their official website. The county is dedicated to maintaining open communications with departmental representatives and the public, controlling and reducing the cost of purchasing supplies, materials, equipment, and services, and encouraging free and open competition in bidding. Additionally, as the "hub" of the South Plains, surrounding counties seek many services in Lubbock County.

2. How did your organization determine the need that this grant proposal will address? What modalities did it use to gather the data and how did it assess the information to ensure the need is present?

Our organization determined the need for this grant based on the veteran population in Lubbock and the surrounding counties. For Lubbock County only, we see approximately 36 veterans a year and with continued funding we can continue to provide services and expand to the surrounding counties. The modalities our organization used to determine the need are intake forms and mediation forms.

3. How many grants and total funding has the organization been awarded the current calendar year? :

Over the current calendar year, our organization has been awarded approximately 60,324,387.00

1754067002_0866.pdf

(page 2)

4. List the top two funding organizations/agencies, grant(s), award amount, brief discription of project.

Ask Kristi

5. Is the organization currently “doing business” with any individual(s) whom is a principal stakeholder or is related to a principal stakeholder of your organization:

No

6. Does your organization use contractors to perform duties or services for beneficiaries? If yes, how are contractors vetted to ensure their reliability and safety of the beneficiary:

Yes. All contractors are trained mediators and receive constant training throughout their tenure.

7. What types of services does the organization currently provide to the community in the proposed service area?

Currently, our organization has civil and criminal mediation for veterans.

8. On average, how many veterans does the organization serve annually? : 36**Principal Participants (For Moderator Only)**

Phone numbers must be formatted as XXX-XXX-XXXX

Grant Program Primary Contact* Gene Valentini

Email: gvalentini@lubbockcounty.gov

Phone: 806-775-1720

Executive Director * The Honorable Curtis Parrish

Email: CParrish@lubbockcounty.gov

Phone: (806) 775-1687

Chief Financial Officer * Kathy Williams

Email: KWilliams@lubbockcounty.gov

Phone: (806) 775-1098

Chief Operations Officer:

Email:

Phone:

Project Manager / Coordinator * Gene Valentini

Email: gvalentini@lubbockcounty.gov

Phone: 806-775-1720

Project Accountant *

Kathy Williams

Email: KWilliams@lubbockcounty.gov

Phone: (806) 775-1098

Media / Communications Coordinator * Gene Valentini

Email: gvalentini@lubbockcounty.gov

Phone: 806-775-1720

PER Reporter 1:

Email:

Phone:

PER Reporter 2:

Email:

Phone:

▼ Full Application

▼ Summary of Services

1. Proposed Project Service Area(s)* Lubbock, Cochran*, Hale, Hockley, Lamb, Lynn, Terry, Yoakum, Bailey, Dickens*, Floyd, Garza, King*, Motley*

2. Who will the organization provide direct services to under the proposed project? Check boxes below.*

Veterans: Yes

Dependents: No

Surviving Spouses: No

Total Number of unduplicated clients to be served.* 200

3. Provide a summary of the service(s) your Organization proposes to provide to clients through this grant*

Grant funding will provide civil legal services through mediation for eligible Veterans. Elder law, Business law, Estate planning, consumer Financial protection issues, family law, Real estate law, Debt collection, landlord/tenant disputes, discharge statute disputes if linked to PTSD or MST incurred during military service.

4. Describe how your organization will ensure that beneficiaries reported to FVA are unduplicated. :

Our organization will ensure that all beneficiaries reported to the Fund for Veterans' Assistance are not duplicated by setting up a systematic intake and tracking process. Each veteran will fill out a data reporting form that asks identifying information. Before reporting to FVA, staff will verify and cross-check all data to ensure that there are no duplicate entries, even if a participant receives numerous services or attends multiple mediation sessions.

5. Describe how the eligibility verification documents are securely maintained :

Our office is secured by double badge access.

6. What types of eligible beneficiaries from the United States military components will your organization serve with TVC grant funding? (select all that apply)*

Active Duty , National Guard, Reserves , Veteran

7. Choose the veteran discharge status(es) (Characterization of Service) that your organization will serve with TVC grant funding? (select all that apply)*

Honorable, General Under Honorable Conditions, Other Than Honorable Conditions, Uncharacterized, Dishonorable, Bad Conduct, Dismissed

8. Can beneficiaries request services over the phone?*

Yes

If yes, provide phone number for beneficiaries' to contact for application and/or client intake?*

8067751720

Must be formatted as XXX-XXX-XXXX

9. Can beneficiaries request services or make an appointment online?*

No

10. Can beneficiaries apply for services via walk-in? *

Yes

11. Are services provided by appointment only?*

Yes

12. How will beneficiaries be evaluated to determine priority of service?*

First come - First Served

13. Once eligibility is determined, how many days will it take for requested services to be provided?* 20

14. Must beneficiaries have an appointment with an employee/case manager to request/apply for services? No

15. If a beneficiary does not provide required documents or information at the first meeting when requesting services how many days will pass until the case manager contacts the beneficiary to follow-up? 2

▼ Marketing and Outreach

1. Describe the organization's marketing and outreach plan. How will your organization conduct marketing to mass audiences promoting grant-funded services in the selected service area (County or Counties)? What marketing techniques will your organization be using to promote grant funded services?

Lubbock County's Office of Dispute Resolution uses a variety of methods to reach local veterans and the public. These methods may include flyers at the courthouse and veteran service offices, county website announcements, email communications, social media posts, and community presentations.

2. Statewide Service Area - Describe how Veterans across the state will be made aware of your services and how they can apply for services. Answer N/A if not statewide.

N/A

3. How many hours a week, on average, will you conduct in-person outreach within the service area with grant funding? 0

▼ Financial Information

1. Does your organization have the ability to sustain this project without FVA funding?* Yes

Include what other non-FVA funding (dollar amount) will be available to your organization to sustain this project. \$0.00

2. Does your organization use software to record accounting transactions and manage financial book keeping?* Yes

What is the name, type, and version of the software?* Tyler Technologies-Munis & QuickBooks

3. Does your organization have a maximum allowable amount per client? No

4. How often are grant funded expenditures reconciled with the bank account statements, check register, and general ledger? Monthly

5. What controls are in place to ensure grant funded expenditures are recorded, claimed and reconciled?

Munis software with a multi-person approval process.

6. Has the organization had a Single Audit conducted per 2 CFR 200.501, if yes what year and were there any material weakness or suficient findings listed, please indentify. :

Yes, 2025, no material weakness or sufficient findings.

7. Does your organization certify that there are no contingencies, outstanding liabilities or litigation that could affect your organization's financial position during the life cycle of the grant agreement? Yes

Budget Tables

Direct Client Services Group

Category	Unit Cost	Quantity	Amount Requested
Pro Bono Legal Services	\$25,000.00	1	\$25,000.00
Detail: Cost to provide mediators for civil legal services. Rates will vary depending on type of case and if the mediator is an attorney.			
Total			\$25,000.00

Total Budget: \$25,000.00

▼ Documents

APPLICATION PACKAGE DOCUMENTS

Business Authorization Letter

Financial Statement

Governing Body Members

IRS Determination Letter

IRS-990 w/ Part X Balance Sheet

Liability Insurance