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BUDGET AND FISCAL POLICY DEPARTMENT  
GRANTS ADMINISTRATION DIVISION

## FY23 GRANT APPLICATION SUBMISSION APPROVAL FORM

DEPARTMENT INFORMATION	
Date:	12/12/2023
Requesting Department/Division:	Domestic Relations Office
Department/Division Contact:	Brian Stanley
Anticipated Commissioners Court Meeting Grant Approval Date:	01/08/2024
Who from your department/division will speak on the agenda item?	Brian Stanley
Please list accompanying grant documents requiring the Authorized Official's signature.	Electronic Submission: Application EIN Verification Letter Statement of Activities Statement of Financial Position Board Member List List of Staff
GRANT OPPORTUNITY INFORMATION	
Grant Opportunity Title (as provided by Grantor):	Texas Bar Foundation
Grantor Agency:	Texas Bar Foundation
Type of Grant (State, Federal, Private, Local, Other):	Private
Is this a continuation grant for an existing program?	No
CobbleStone Number for Most Recent Grant Award:	
Grant Due Date:	01/15/2024
Grant Period:	05/01/2024 to 04/30/2025
Grant Proposal Summary (one paragraph or less):	The DRO would like to pilot a Self-Represented litigant project which aims to target those individuals that are unable to afford an attorney and must file <i>Pro-se</i> in family law cases. The Self-Represented Litigant program will help those individuals who have already filed a motion or petition before the court, to ensure they have all elements necessary to proceed with the court so as to obtain an order.

GRANT FINANCES	
A. Grant Funding to be Requested:	\$ 35,000.00
B. Total Match Contribution (if applicable):	\$ 0.00
I. Cash Match Amount and Description (i.e. County employee salaries, anticipated operating expenses, third-party monetary donations, etc.):	N/A
a. Match Source Account(s) (if applicable):	N/A
b. What fiscal year(s) will County match funding be needed? Please indicate the fiscal years and the match needed per fiscal year.	N/A
II. In-kind Match Amount and Description (i.e. donated supplies/equipment, volunteer hours, donated professional services, etc.):	N/A
C. Anticipated Program Income (if applicable):	N/A
D. Total Project Amount (A + B + C):	\$ 35,000
FINANCIAL ASSESSMENT	
1) What are the staffing requirements or needs for this grant? Please include salary and benefit amounts and anticipated salary and benefit increases for multi-year grants.	
\$ 33,500 for salary and fringe for Part-Time Attorney.	
2) Has this grant has been awarded in the past? If so, please provide the financial results of the most recently completed grant award cycle to include the award amount and the balance at the closing of the grant.	
FY21-22 Awarded \$12,400 for Virtual Meeting Software	
3) What is the sustainability plan for this grant and the services being provided if this funding is significantly reduced or is not awarded in future?	

The DRO plans to have a standing order with the family courts for self-represented litigants to be ordered to the DRO to ensure their orders are ready for final hearing after the initial filing. After the pilot of this project, we can determine if a fee should be assessed to continue to provide this service and the cost.

### PROGRAMMATIC ASSESSMENT

1) Is this grant and its purpose(s) aligned with the County strategic plan? How will this grant benefit your department/division and the El Paso County community?

The grant aligns with Goal 1 Lead Justice Reform

2) Please explain the capacity of your department/division to administer this grant and complete all programmatic reporting requirements during the grant period.

The administrative aspects of the grant are within the Domestic Relations Office's expertise.

3) Will this grant require the use of contractual services? *If so, please contact the Purchasing Department, upon a ward acceptance to ensure your department follows applicable procurement policies and procedures.*

DRO will work with the Purchasing Department to ensure all applicable procurement policies and procedures are followed.