



## OFFICE OF COURT ADMINISTRATION

MEGAN LAVOIE  
Administrative Director

July 22, 2022

Judge George Gallagher  
Mr. J. Gregory Shugart  
Tarrant County Criminal Courts  
401 W. Belknap Street  
Fort Worth, TX 76102

*Sent Via Email*

Re: ARPA Funding Award

Tarrant County Judiciary,

After reviewing your funding request with the Regional Presiding Judges, we are pleased to inform you that the Tarrant County Judiciary is awarded **\$ 443,315** in American Rescue Plan Act (ARPA) funding to support reducing the court backlog. This funding is to be utilized for reducing the felony backlog in your jurisdiction.

Enclosed you will find the grant agreement that includes reporting requirements, performance requirements and spreadsheets to assist in reporting.

If you have any questions or concerns, please reach out to [Leonard.Higgins@cpa.texas.gov](mailto:Leonard.Higgins@cpa.texas.gov) and [Kelly.Thibodeau@txcourts.gov](mailto:Kelly.Thibodeau@txcourts.gov).

Thank you for submitting your plan for consideration. We appreciate your work and dedication in reducing the felony court backlog.

Sincerely,

A handwritten signature in blue ink that reads "Megan LaVoie".

Megan LaVoie  
Administrative Director

# ARPA FUNDING AWARD DETAILS

**Awarded funding is for felony criminal backlog cases.** If your county requested Visiting Judge or Associate Judge Funding in your ARPA request, regular Visiting Judge appropriations from the Comptroller Judiciary Section Strategy A.1.2. can be used, and this line item was removed from your ARPA request. Minor adjustments between the Annual Salary and Benefits categories are allowed. If any amendments to the award are necessary, please contact [Leonard.Higgins@cpa.texas.gov](mailto:Leonard.Higgins@cpa.texas.gov) and [Kelly.Thibodeau@txcourts.gov](mailto:Kelly.Thibodeau@txcourts.gov) with questions and documentation of the changes.

## Tarrant County Award-\$443,315

Funded Position	Quantity	Total Awarded
Court Reporter	2	\$ 226,291
Overtime for Auxiliary Court Coordinator	1	\$ 10,336
Overtime for Bailiffs	2	\$ 103,344
Overtime for Clerks	2	\$ 103,344
<b>TOTAL ARPA Funded:</b>		<b>\$ 443,315</b>

## Reporting Requirements

Submit ARPA Grant Expenditure Reports on a state fiscal year **quarterly basis** to [Leonard.Higgins@cpa.texas.gov](mailto:Leonard.Higgins@cpa.texas.gov) and [Jennifer.Henry@txcourts.gov](mailto:Jennifer.Henry@txcourts.gov) to receive reimbursement. Please provide proof of expenditures along with the report. In addition to this information, please be prepared to answer whether the county is registered with Sam.gov. and provide the Unique Entity Identifier from the Sam.gov profile. If the county is not registered with Sam.gov, please notify Leonard Higgins. Additional information may be required. Subrecipients of these federal funds are responsible for ensuring compliance with all federal and state laws and guidance from the United States Department of the Treasury <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf> . Subrecipients may also be requested to provide additional information for future federal audits of these funds.

## Performance Requirements

Grant recipients are required to send an Excel or csv file to the Office of Court Administration's Judicial Information Section at [JudInfo@txcourts.gov](mailto:JudInfo@txcourts.gov) on a **monthly basis** containing statistics **by district court** on:

- The number of active criminal cases pending in the court at the beginning of the month.

- The number of criminal cases added to the court's docket during the month.
- The number of criminal cases disposed of by the court during the month.
- The number of active criminal cases pending in the court at the end of the month.

Reports are due on the 20<sup>th</sup> day of the month for the month preceding. For example, September monthly reports are due by October 20<sup>th</sup>.