

**JUDGE SOLOMON CASSEB, JR.,
WEBB COUNTY YOUTH VILLAGE**

**111 Camino Nuevo Road
Laredo, TX 78043
956/523-5601
361/586-5083 (fax)**

**Melissa L. Mojica
Chief Probation Officer**

Letter of Intent to Apply

Date: February 5, 2018

Honorable Tano Tijerina
Webb County Judge
Webb County Courthouse
1000 Houston Street (3rd Floor)
Laredo, Texas 78040

Re: Letter of Intent to apply for "Livescan Touchprint Fingerprint Card Reader"

Dear Judge Tijerina:

In accordance with the Webb County Single Point of Contact (SPOC) Policy and Procedures – *revised 3/29/17*, please accept this "*Letter of Intent to Apply*" for grant funds under the Criminal Justice Division.

The Judge Solomon Casseb, Jr. Webb County Youth Village requests authorization to apply for a grant of \$17,927.00 from Justice Assistance Grants Program for the purchase of a Touchprint Fingerprint Card Reader. Your favorable review of the following information required under the SPOC policy and authorization to develop and submit the grant proposal shall be appreciated.

General Information:

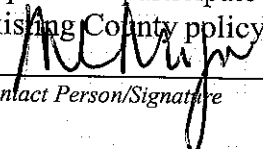
- A. Project Title: General Criminal Justice System Support
- B. Project Description: Grant Funds Purchase of a Touchprint Fingerprint Card Reader

- C. Contact Person: Melissa L. Mojica

Modified on 01/08/2018

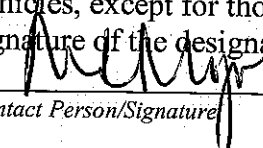
D. Department/Office Telephone number: 956-523-5601

E. All departments that request grant application authorization from the County Commissioner's Court are required to participate in the County Biometric Time Clock Plus system in order to ensure compliance with existing County policy. Please acknowledge compliance with the signature of the designated Contact Person:



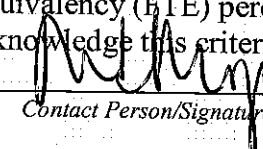
Contact Person/Signature

F. For all grant-funded projects involving current county employees that propose grant funding for overtime will be required to use the County Biometric Time Clock Plus system and have GPS monitors in their vehicles, except for those involved in undercover work. Please acknowledge the intent to comply with the signature of the designated Contact Person:



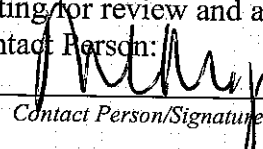
Contact Person/Signature

G. All future grant-funded programs involving current County employees will include only Full Time Equivalency (FTE) percentages in a project's budget and will also apply to all future renewal projects; Please acknowledge this criteria with the signature of the designated Contact Person:



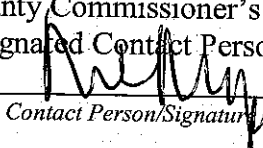
Contact Person/Signature

H. A complete hard copy of the grant application is required to be submitted to the Economic Development Department inclusive with the "Letter of Intent to Apply" at least two (2) weeks before the grant application is presented to the County Commissioners Court requesting authorization to submit the grant application to the State or Federal funding agency. The complete hard copy of the grant application shall include at a minimum - Project Narratives, Performance Statement, Budget, Personnel Budget breakdown and Budget Narratives. This policy will be effective February 27, 2017; If not provided at submission of the Letter of Intent, then it must be submitted with ample time for review and approval by the Grant Application Review Committee (GARC)? Extenuating circumstances for not adhering to this procedure must be provided in writing for review and approval. Please acknowledge this requirement with the signature of the designated Contact Person:



Contact Person/Signature

I. Any and all budget amendments, budget modifications and/or line item transfer requests that may arise from grant-funded activity shall be submitted through the Economic Development Department - Single Point of Contact (whether Competitive or Formula grants, County (Federal and State allocations) that use the Webb County General Fund first then receives reimbursement at a later time). The budget request will be forwarded for review by the Grant Application Review Committee (GARC) for possible placement on the Webb County Commissioner's Court Agenda. Please acknowledge this requirement with the signature of the designated Contact Person:



Contact Person/Signature

J. All departments that request a refunding or continuation grant application authorization from the County Commissioner's Court are required to provide documentation from the Funding Agency confirming/verifying previous or on-going grant compliance. The documentation shall be submitted to the Economic Development Department - Single Point of Contact at least two (2) weeks before the grant

None

- 7) How many citizens will be served and in what way? Please explain.
All offenders referred to the Youth Village will be fingerprinted and their offense registered in the DPS database.
- 8) Please provide the name of the department representative responsible for providing the Economic Development staff with the copy of the submitted grant application.

Melissa L. Mojica

Financial Analysis

A. Type of Request: Grant (X) Loan () Combination ()

Amount of Request:	\$ <u>17,927.00</u>
Amount of Cash Match/In-Kind	\$ <u>0</u>
Total Project Costs:	\$ <u>17,927.00</u>
New (X) Continuation ()	
Funding Agency:	<u>Criminal Justice Division</u>

B. Is there any assurance that the grant will be continued/refunded by the funding agency? Please explain.
No

C. What wording or commitments will be included in the grant application for 'continuity of activities', 'project sustainability plan' or 'funding of activities' after the grant has ended? Please explain in detail.
None

For Economic Development Department Office Use Only:

IV. APPLICATION REVIEW COMMENTS

A. STAFF COMMENTS :

Staff Signature: _____

Date: _____