

**JUDGE VICTOR VILLARREAL**  
**WEBB COUNTY COURT AT LAW II**  
WEBB COUNTY JUSTICE CENTER  
1110 VICTORIA ST., SUITE 404  
LAREDO, TEXAS 78040  
T (956) 523-4332  
F (956) 523-5075

**Letter of Intent to Apply**  
**REVISED 01/08/2018**

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Date: 1/25/18

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

Re: Letter of Intent to apply for "SAMHSA Grant TI-18-008"

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 County Court at Law II .

The (Department/Office) requests authorization to apply for a grant of \$4000,000 from September 30, 2018 through September 29, 2023 for the creation/continuation of five (5) years (*specific project*). 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:** SAMHSA Treatment Drug Courts; TI-18-008
- B. Project Description:** The Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Treatment (CSAT) is accepting applications for fiscal year (FY) 2018 Grants to Expand Substance Abuse Treatment Capacity in Adult Treatment Drug Courts (ATDC) and Adult Tribal Healing to Wellness Courts. The purpose of this program is to expand substance use disorder (SUD) treatment services in existing adult problem solving courts, and adult Tribal Healing to Wellness courts, which use the treatment drug court model in order to provide SUD treatment (including recovery support services, screening, assessment, case management, and program coordination) to defendants/offenders. Recipients will be expected to provide a coordinated, multi-system approach designed to combine the sanctioning power of treatment drug courts with effective SUD treatment services to break

Modified on 01/08/2018

the cycle of criminal behavior, alcohol and/or drug use, and incarceration or other penalties. Applicants should propose to increase access and availability of services to a larger number of clients increasing the number of individuals served and the gaps in the continuum of treatment for individuals in these courts who have treatment needs for SUD and/or co-occurring substance use and mental disorders. Grant funds must be used to serve people diagnosed with a SUD as their primary condition. SAMHSA will use discretion in allocating funding for these awards, taking into consideration the specific drug court model (ATDCs and Adult Tribal Healing to Wellness Courts), as appropriate, the number of applications received per model type, and geographic distribution.

**C. Contact Person:** Arnaldo Lozano

**D. Department/Office Telephone number:** County Court-at-Law II ; 956-523-4360

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:

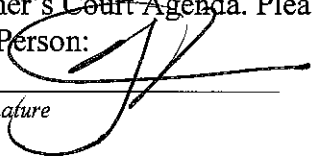
\_\_\_\_\_  
*Contact Person/Signature*

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*

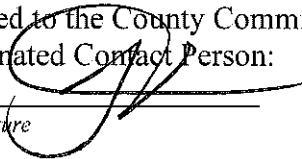
I. Any and all budget amendments, budget modifications and/or line item transfer requests that may arise from grant-funded activity shall be submitted through the Economic Development Department - Single Point of Contact (whether Competitive or Formula grants, County (Federal and State allocations) that 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:



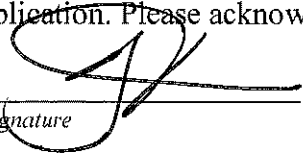
Contact Person/Signature

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 application is presented to the County Commissioners Court. Please acknowledge this requirement with the signature of the designated Contact Person:



Contact Person/Signature

K. A representative from the Department requesting authorization to apply for a grant must be present at the Commissioner's Court meeting to respond to any questions from Commissioner's Court regarding the proposed grant application. Please acknowledge this requirement with the signature of the designated Contact Person:



Contact Person/Signature

K. Project Time Frames:	Start Date:	<u>September 30, 2018</u>
	Ending Date :	<u>September 29, 2023</u>
	Project Duration:	<u>Five (5) Years</u>

L. Project Area: SAMHSA Treatment Drug Courts

**Project Analysis:**

1) **What County needs, services or problems will be addressed by this project?** This project will be looking to expand the DWI Court that is currently in motion. Webb County currently only has one operational treatment court that is actively addressing alcohol abuse and actively fighting against DWI repeat offender recidivism in our community. It is crucial that this agency be allowed the opportunity to continue to address the growing issue of alcohol abuse disorders in Laredo. The project will primarily focus on persons who have been arrested for DWI and have a pending case with the court. The project will also research and look into focusing on persons who are not currently in the judicial system who may be able to qualify for the program if allowed by the grant. This allows for an immense increase in the target population of Webb County, and not solely focusing on defendants who currently have an active case in the judicial system. This way, any and all members of Webb County who may be seeking to improve their life by overcoming alcohol abuse and addictions all have an equal opportunity to do so.

- 2) **What is the grant matching amount of local funds or in-kind that will be proposed? Please identify specific sources of funds.** There is no grant matching that will be proposed according to this particular grant. The project will be seeking solely Federal Funding as a source of funds.
- 3) **Will this proposed project add cost, services or any financial responsibility to the County's General Fund after the project ends? Please explain.** There would be no proposed project add cost, services, or any financial responsibility to the County's General Fund after the project ends.
- 4) **Will this project add employees to the county payroll if and when the grant is terminated? Please explain.** No. This project will consist of only employees hired 100% through the grant will full salary and fringe. Upon expiration of this current grant if awarded, the same employees that are listed under this grant will seek for re-application of another funding source other than the County's General Funds. Current employees listed under the grant WILL NOT seek to be hired under the department's General Funds if no award is accepted in the future.
- 5) **Does this project propose any monetary grant-funded stipends, incentive pay, supplement pay or any other pay that exceeds County General Fund salary? These types of monetary compensation are strictly prohibited.** No. Employees involved with the grant who are already County funded WILL NOT be receiving any form of stipend, incentive pay, or supplement pay.
- 6) **What are the operating and maintenance costs of the grant funded project activities that will be funded by the county?** No operating and maintenance costs will be required to be funded by the County.
- 7) **How many citizens will be served and in what way? Please explain.** Over the life of the project which is for five (5) years, the project will have served up to 375 clients. The population of focus is composed of female and male adults in Webb County ages 18 and older who have been arrested for alcohol related charges and have an alcohol or drug use disorder, including those participants who have co-occurring mental health and alcohol/drug use disorders. The purpose of the project is to expand and enhance the current DWI Court in County Court at Law II alcohol and drug treatment services provided along with recovery support services supporting substance abuse treatment, screening, assessment, case management, and program coordination for persons arrested for DWI offenses.
- 8) **Please provide the name of the department representative responsible for providing the Economic Development staff with the copy of the submitted grant application.** Arnoldo J. Lozano, County Court at Law II. 956-523-4360. arjlozano@webbcountytx.gov

**Financial Analysis**

A. Type of Request: Grant (  ) Loan (  ) Combination (  )  
Amount of Request: \$400,000  
Amount of Cash Match/In-Kind \$0.00  
Total Project Costs: \$400,000  
New (  ) Continuation (  )  
Funding Agency: SAMHSA Treatment Drug Courts

B. **Is there any assurance that the grant will be continued/refunded by the funding agency? Please explain.** Not at this time.

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 at this time.

**For Economic Development Department Office Use Only:**

**IV. APPLICATION REVIEW COMMENTS**

A. STAFF COMMENTS :

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_