



ECONOMIC
DEVELOPMENT
DEPARTMENT
James Flores, Director

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Letter of Intent to Apply

Date: September 14, 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 "Texas Parks and Wildlife Department – 2018 Non-Urban Outdoor Grant Application"

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 Texas Parks and Wildlife Department.

The (Department/Office) requests authorization to apply for a grant of \$492,000.00 from July 2019- August 2022 for the creation/continuation of The Webb County Splash Pads Project – Rio Bravo and Bruni (*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.

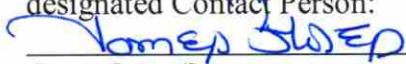
General Information:

- A. Project Title: Webb County Splash Pads
- B. Project Description: The Webb County Splash Pads will assist Webb County with the acquisition and development of an aquatic recreation activity in Bruni and Rio Bravo.
- C. Contact Person: James E. Flores, Director
- D. Department/Office Telephone number: Economic Development Department, 523-4605

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:

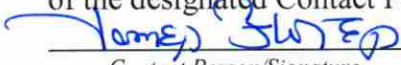
Contact Person/Signature

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:



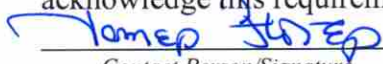
Contact Person/Signature

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. Project Time Frames:

Start Date: July 2019

Ending Date: August 2022

Project Duration: 3 years

K. Project Area: Project area is located behind the Bruni Community Center and Rio Bravo Community Center.

Project Analysis:

- 1) What County needs, services or problems will be addressed by this project?
 - If funded, this project will assist Webb County with the acquisition and development of an aquatic recreation activity in Bruni and Rio Bravo.
- 2) What is the grant matching amount of local funds or in-kind that will be proposed? Please identify specific sources of funds.
 - If funded, the grant matching amount required 50% of matching in-kind funds. Matching funds will be identified by the Budget Officers.
- 3) Will this proposed project add cost, services or any financial responsibility to the County's General Fund after the project ends? Please explain.
 - This proposed project will add maintenance services costs to maintain both aquatic recreation activities.
- 4) Will this project add employees to the county payroll if and when the grant is terminated? Please explain.
 - No.
- 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.
- 6) What are the operating and maintenance costs of the grant funded project activities that will be funded by the county?
 - Maintenance and operation costs is estimated not to exceed \$7,500.00 per year in perpetuity with TPWD guidelines.
- 7) How many citizens will be served and in what way? Please explain.
 - Up to 9,000 residents will be served in the surrounding rural areas.
- 8) Please provide the name of the department representative responsible for providing the Economic Development staff with the copy of the submitted grant application.

- Economic Development Director will be responsible for the submission of the grant application.

Financial Analysis

A. Type of Request: Grant (XX) Loan () Combination ()
Amount of Request: \$246,000.00
Amount of Cash Match/In-Kind \$246,000.00
Total Project Costs: \$492,000.00
New (XX) Continuation ()
Funding Agency: Texas Parks and Wildlife Department

B. Is there any assurance that the grant will be continued/refunded by the funding agency? Please explain.

- This project is a construction project therefore continuation of refunding is not necessary

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.

- Webb County will maintain both sites in perpetuity in accordance with the TPWD guidelines and state provisions.

For Economic Development Department Office Use Only:

IV. APPLICATION REVIEW COMMENTS

A. STAFF COMMENTS: Upon discussion with Commissioner Gonzalez and Commissioner Tijerina, required match has been secured. Sustainability required of maintenance and operation in perpetuity has been communicated and accepted by the above sponsoring commissioners. Therefore this application is compliance with Webb County SPOC policies and procedures.

Staff Signature: _____

Date: _____

James J. Lopez
9/14/2018