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WEBB COUNTY
VETERANS SERVICE OFFICE

Letter of Intent to Apply

Date: **October 1, 2019**

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

Re: Letter of Intent to apply for “ Fund for Veterans Assistance Grant ”

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 Webb County Veterans Service Office. The (Department/Office) requests authorization to apply for a grant of \$150,000 from Texas Veterans Commission for the creation/continuation of Veteran’s Transportation Assistance Program (*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: Veterans Transportation Assistance Program
- B. Project Description: Grant will extend the current transportation services offered to eligible Webb County veterans and their families to include out-of-town transportation to VA Hospitals and clinics in areas within 190 miles, such as Harlingen, Corpus Christi, McAllen, and San Antonio
- C. Contact Person: David Garza
- D. Department/Office Telephone number: (956) 523-4399
- 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>July 1, 2020</u>
	Ending Date :	<u>June 30, 2021</u>
	Project Duration:	<u>One Year</u>

L. Project Area: Transportation Assistance

Project Analysis:

- 1) What County needs, services or problems will be addressed by this project?
Transportation required for local veterans and their families to appointments within Webb County and the surrounding 190 miles, such as Harlingen, McAllen, Corpus Christi, and San Antonio
- 2) What is the grant matching amount of local funds or in-kind that will be proposed? Please identify specific sources 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.
No. Expenses paid through Webb County funds would be reimbursed the Texas Veteran Commission General Assistance Grant.
- 4) Will this project add employees to the county payroll if and when the grant is terminated? Please explain.
No. Positions will be funded by grant funds only through the duration of the grant
- 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. Personnel hired through grant funds will be responsible for all duties required for the maintaining of program requirements.
- 6) What are the operating and maintenance costs of the grant funded project activities that will be funded by the county?
- 7) How many citizens will be served and in what way? Please explain.
Forecast of veteran, dependents, and surviving spouses that will be served through the duration of the grant is approximately 160 people. With services provided, veterans and their families lacking the means of transportation will now be able to attend medical appointments outside of Webb County lines.

- 8) Please provide the name of the department representative responsible for providing the Economic Development staff with the copy of the submitted grant application.
Webb County Veterans Service Office.

Financial Analysis

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

Amount of Request: \$150,000

Amount of Cash Match/In-Kind \$0.00

Total Project Costs: \$150,000

New (X) Continuation ()

Funding Agency: Texas Veterans Commission

- B. Is there any assurance that the grant will be continued/refunded by the funding agency? Please explain.
No. Grant needs to be applied for on a yearly basis with the possibility of not being awarded continuously.

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.

For Economic Development Department Office Use Only:

IV. APPLICATION REVIEW COMMENTS

A. STAFF COMMENTS :

Staff Signature: _____

Date: _____