

ISIDRO R. ALANIZ
DISTRICT ATTORNEY
49TH JUDICIAL DISTRICT

COUNTIES OF

WEBB



ZAPATA

Letter of Intent to Apply
REVISED 01/08/2018

Date: May 15, 2020

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

Re: Letter of Intent to apply for “ CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING 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 Emergency Appropriations for Coronavirus Health Response and Agency Operations. The District Attorney’s Office requests authorization to apply for a grant of \$25,000 from the Office of the Governor, Public Safety Office for a 2020 Coronavirus Emergency Supplemental Grant. 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:

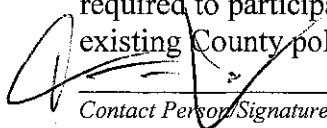
A. Project Title: CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING GRANT

B. Project Description: The purpose of this project is help prevent, prepare and respond to the spread of Coronavirus by enforcing and educating patrons and businesses on how to limit the risk of exposure to Covid-19 by following the recommendations in the *Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020 to workplace exposures to COVID-19 in non-healthcare settings.*

C. Contact Person: David Sanchez Jr

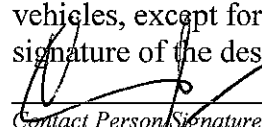
D. Department/Office Telephone number: District Attorney’s Office – 523-4487

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:



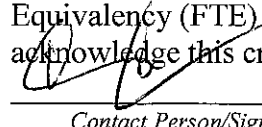
Contact Person/Signature

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:



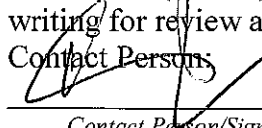
Contact Person/Signature

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:



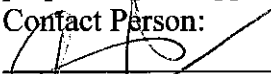
Contact Person/Signature

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:	2-1-2020
	Ending Date :	1-31-2021
	Project Duration:	12 Months

L. Project Area: Law Enforcement

Project Analysis:

- 1) What County needs, services or problems will be addressed by this project? These services will greatly reduce the risk of the spread of COVID-19 by ensuring that business comply with restrictions and obligations as set forth by Governor Gregg Abbott.
- 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 cash match requirement;
- 3) Will this proposed project add cost, services or any financial responsibility to the County's General Fund after the project ends? The county is not obligated to continue the program therefore no additional cost will be added to the General Fund.
- 4) Will this project add employees to the county payroll if and when the grant is terminated? No, the county is not obligated to continue funding the project once the grant is terminated.
- 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.

