



**WEBB COUNTY CONSTABLE PCT 3**  
**Constable Adrian Cortez**

**Letter of Intent to Apply**

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Date:

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 “ FY22 Local Border Security Program (LBSP) “

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 Local Border Security Program. The Webb County Constable Office PCT.3 requests authorization to apply for a grant of \$72,390.76 from Office of Homeland Security Grant Division/ Local Border Security Program FY22 for the creation/continuation of Local Border Security Program. 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: Local Border Security Program- Constable PCT3

B. Project Description: Overtime funds for Border Security for Full Time Peace Officers,  
Funds for Portable Radio’s for Full Time Peace Officers

C. Contact Person: Deputy Constable Esteban Cuellar

D. Department/Office Telephone number: 361-231-2021

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:

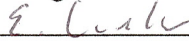
Contact Person/Signature



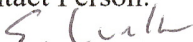
## WEBB COUNTY CONSTABLE PCT 3

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- 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





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K. Project Time Frames:                      Start Date:                                      9/1/2021  
Ending Date :                                      8/31/2022  
Project Duration:                                      12 Months

L. Project Area:            Primary areas are as follows: Aguilares, Mirando City, Oilton, Bruni, and Las Lomas, including areas within the County that Homeland Security ask for assistance.

#### Project Analysis:

- 1) What County needs, services or problems will be addressed by this project?  
**Through the continuation of Local Border Security Program, the need for increase patrol in our local jurisdiction will continue, we have observed an increase of Criminal Activity, which poses a threat to the citizen of Webb County.**
- 2) What is the grant matching amount of local funds or in-kind that will be proposed?  
**There is no match to this grant, funding will come from Office of Homeland Security Grant Division.**
- 3) Will this proposed project add cost, services or any financial responsibility to the County's General Fund after the project ends?  
**Project will cost Fuel expenses to the county.**
- 4) Will this project add employees to the county payroll if and when the grant is terminated?  
**This Project will NOT add employees to payroll.**
- 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.  
**This project does not propose stipends, incentive pay, or any pay that exceeds County General Fund salary.**
- 6) What are the operating and maintenance costs of the grant funded project activities that will be funded by the county?  
**Fuel cost will need to be funded by the county.**
- 7) How many citizens will be served and in what way? Please explain.  
**In our Jurisdiction alone we have approximately 1,221 citizens, which includes Aguilares, Mirando City, Oilton, Bruni, and Las Lomas. Which together is approximately 1,100 square miles. The small communities will be served with increased patrols, deterrence of criminal elements.**
- 8) Please provide the name of the department representative responsible for providing the Economic Development staff with the copy of the submitted grant application.  
**Deputy Constable Esteban Cuellar is the representative for Webb County Constable Office PCT.3, for presenting Local Border Security Program copy to Economic Development staff.**



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**Financial Analysis**

A. Type of Request: Grant ( X )    Loan ( )    Combination ( )  
Amount of Request: \$72,390.76  
Amount of Cash Match/In-Kind \$  
Total Project Costs: \$72,390.76  
New ( )    Continuation ( X )  
Funding Agency: Office of Homeland Security Grant Division

B. Is there any assurance that the grant will be continued/refunded by the funding agency?  
**Local Border Security Program is a competitive grant, there is no assurances that the grant will be continued, but if approved the funding will come from the Office of Homeland Security Grant Division.**

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.  
**Our department's overall objective is to enhance cooperation and coordination between Federal, State and local law enforcement agencies in a joint mission to detect, prevent and deter terrorists, weapons of mass effect, transnational gangs, smuggling of contraband and human trafficking. These efforts will reduce crime in our area.**

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

**IV. APPLICATION REVIEW COMMENTS**

A. STAFF COMMENTS :

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

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