



**Webb County Adult Drug Court Program  
4101 Juarez St.  
Laredo, Texas 78041  
Tel:(956)523-4654**

**Letter of Intent to Apply**

Date: 01/18/2022  
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 “Office of the Governor, Public Safety Office, Criminal Justice Division Specialty Courts Grant Program, FY2023”

Dear Judge Tijerina:

In accordance with the Webb County Single Point of Contact (SPOC) Policy and Procedures, please accept this *“Letter of Intent to Apply”* for grant funds under the Webb County Adult Drug Court Program (DCP), formally known as the 406<sup>th</sup> Judicial District Court Adult Drug Court Program. The Webb County Adult Drug Court Program requests authorization to apply for an amount not to exceed \$300,000 from the Office of the Governor (OOG) Specialty Courts Grant Program, FY 2023. Your favorable review of the following information is required under the SPOC policy and authorization to develop and submit the grant proposal shall be appreciated.

**General Information:**

- A. Project Title: Webb County Adult Drug Court Program
- B. Project Description:

*The Webb County Adult Drug Court Program remains committed in providing individualized comprehensive treatment services for co-occurring psychiatric and substance abuse disorders to its participants through a one-stop-shop problem-solving court and using evidence-based best practices standards including the Drug Court Model (Ten Key Components). The services provided by the Drug Court Program include screening, assessment, treatment planning, recovery-oriented treatment, relapse prevention, mental health counseling, case management, and program coordination for adult substance use defendants/offenders. Additional services offered include but not limited to Family Services including marriage education, family therapy, marriage counseling, after-care, and recovery support and monitoring services to those individuals that qualify.*

- C. Contact Person: Margarita Herrera-Garza
- D. Department/Office Telephone number: (956) 523-4654


- 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:



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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 or those involved in undercover work. Please acknowledge compliance with the signature of the designated Contact Person:



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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 compliance with the signature of the designated Contact Person:



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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 "non-competitive grant application" 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 compliance with the signature of the designated Contact Person:



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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 compliance with the signature of the designated Contact Person:



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Contact Person/Signature

**Project Analysis:**

- 1) What County needs, services or problems will be addressed by this project?

*Under the Texas Government Code, Chapter 123, Sec. 123.006 a County with a population of 200,000 must establish a Drug Court Program under Section 123.002(1) and shall apply for federal and state grants available to pay of the program. In Webb County, the Drug Court program is a judicially supervised treatment program for adults who are charged with Felony and misdemeanor drug related crimes and who are facing criminal prosecution. The program offers non-traditional and individualized treatment for chemical dependency. The goal of the program is to eliminate the participant's drug addiction and reduce the recidivism rate.*

- 2) What is the grant matching amount of local funds or in-kind that will be proposed.

*No matching funds are required.*

- 3) Will this proposed project add cost, services or any financial responsibility to the County's General Fund after the project ends?

*There is no impact to the general fund or any financial responsibility by the county.*

- 4) Will this project add employees to the county payroll if and when the grant is terminated?

*Employees will not be added to county payroll; they will remain in continuation grants upon approval.*

- 5) What are the operating and maintenance costs of the grant funded project activities that will be funded by the county?

*No operating or maintenance costs will be required to be funded by the county.*

- 6) How many citizens will be served and in what way?

*The Webb County Adult Drug Court Program is projected to expand its services by treating an additional 40 clients during the grant period by providing individualized comprehensive treatment services for co-occurring psychiatric and substance abuse disorders. This problem-solving court adopted evidence-based practices by utilizing the treatment drug-court model's Ten Key Components. The services provided by the Webb County Adult Drug Court Program include screening, assessment, treatment planning, recovery-oriented treatment, relapse prevention, mental health counseling, case*

*management, and program coordination for adult substance use defendants/offenders. Additional services offered include but not limited to Family Services including marriage education, family therapy, marriage counseling, after-care, and recovery support and monitoring services to those individuals that qualify.*

7) Is a complete copy of the grant application going to be submitted to the Economic Development Department which includes Project Narratives, Performance Statement, Budget and Budget Narratives? If not provided at submission of the Letter of Intent, then will it be submitted at time that the application is due with the grant agency? Please explain.

*Supporting documentation will be provided to the Economic Development Department as required for SPOC purposes prior to submission.*

8) Please provide the name of the department representative responsible for providing the Economic Development staff with the copy of the submitted grant application.  
*Margarita Herrera-Garza, (956)523-4654, [mhgarza@webbcountytx.gov](mailto:mhgarza@webbcountytx.gov) or [drugcourt@webbcountytx.gov](mailto:drugcourt@webbcountytx.gov)*

### **Financial Analysis**

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

Amount of Request: \$ 300,000.00

Amount of Cash Match/In-Kind \$0.00

Amount of State Match \$ 0.00

Total Project Costs: \$ 300,000.00

New (X) Continuation ( )

Funding Agency: Office of the Governor, Public Safety Office, Criminal Justice Division Specialty Courts Grant Program, FY2023

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

*Although the grant solicitation is a competitive funding opportunity, the Webb County Adult Drug Court Program has been successful in acquiring both federal and state grants since its inception in 2009.*

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.

*Under the Texas Government Code, Chapter 123, Sec. 123.006 a County with a population of 200,000 must establish a Drug Court Program under Section 123.002(1) and shall apply for state and federal funding. The Webb County Drug Court Program will continue to acquire funding and continue to provide outpatient substance use and co-occurring disorder treatment services as part of the Program’s continuity plan.*

**Project Time Frames:** Start Date: 09/01/2022 Ending Date: 08/31/2023

Project Duration: 1 year with the possibility of reapplying on a yearly basis if successful.

**Project Area:** *Webb County.*

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

**IV. APPLICATION REVIEW COMMENTS**

**A. STAFF COMMENTS:**

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