



Justice of the Peace, Pct. 4
Judge Jose R. Salinas

Letter of Intent to Apply

Date: 12/20/2022

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

Re: Letter of Intent to apply for "Truancy Prevention Grant Program"

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 Truancy Prevention and Intervention Program. The (Department/Office) requests authorization to apply for a grant of **\$70,057** from South Texas Development Council – Criminal Justice Division for the continuation of the salary/fringe benefits, equipment, training/travel for a juvenile case manager (*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: The Justice of the Peace Pct. 4 Pl. 1 office Truancy Prevention and Intervention Juvenile Case Manager Grant Application
- B. Project Description: To continue to fund a Juvenile Case Manager to provide Truancy Prevention and Intervention services.
- C. Contact Person: Judge Jose R. Salinas
- D. Department/Office Telephone number: (956) 523 4830
- 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: Judge Jose R. Salinas
- 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: Judge Jose R. Salinas

Contact Person/Signature

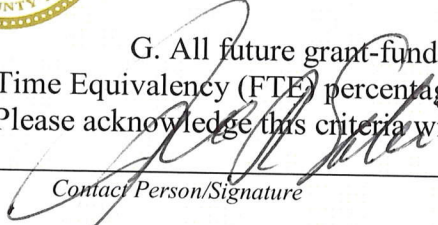
Contact Person/Signature

Modified on 01/31/2019



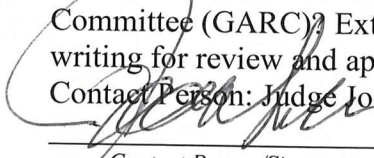
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G. All future grant-funded programs involving current County employees will include only Full Time Equivalency (FTE) percentages in a project's budget and will also apply to all future renewal projects; Please acknowledge this criteria with the signature of the designated Contact Person: Judge Jose R. Salinas



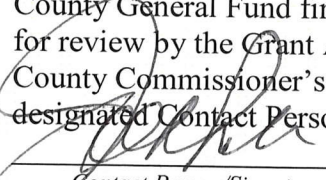
Contact Person/Signature

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: Judge Jose R. Salinas



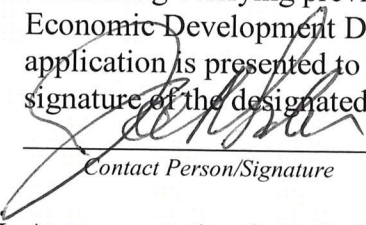
Contact Person/Signature

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: Judge Jose R. Salinas



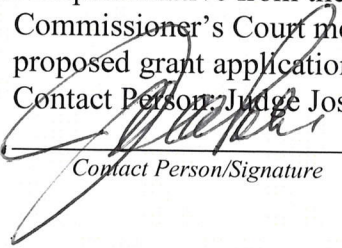
Contact Person/Signature

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: Jose R. Salinas



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: Judge Jose R. Salinas



Contact Person/Signature



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K. Project Time Frames:

| | |
|-------------------|------------------|
| Start Date: | 9/1/2023 |
| Ending Date: | 8/31/2024 |
| Project Duration: | 12 Months/1 Year |

L. Project Area: Webb County

Project Analysis:

- 1) *What County needs, services or problems will be addressed by this project?*** This proposed grant application will continue to fund the salary/fringe benefits equipment, training and travel of a Juvenile Case Manager who will be able to work with the community to target at risk youth who may likely be referred to justice courts for truancy violations or Class C Misdemeanors. The Juvenile Case Manager will also develop, implement and sustain effective prevention, diversion and intervention strategies to help students learn about different laws, risks of deviant behavior and the positive gain of attending school.
- 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 match requirement under this program.
- 3) *Will this proposed project add cost, services or any financial responsibility to the County's General Fund after the project ends?*** Please explain. None.
- 4) *Will this project add employees to the county payroll if and when the grant is terminated?*** Please explain. This grant includes continued salary and fringe benefits for a currently grant funded case manager as well as supplies, equipment, and training/travel.
- 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. None
- 6) *What are the operating and maintenance costs of the grant funded project activities that will be funded by the county?*** None
- 7) *How many citizens will be served and in what way? Please explain.*** The Justice of the Peace Precinct 4 Court covers one of the largest geographic areas of Laredo; including both rural and urban populations. The court services 21,500 students and 22 public school campuses a charter school and a housing authority. The Juvenile Case Manager will reach out to students within the school district as well as the community as a whole to educate the Webb County citizens on the different and ever changing laws.
- 8) *Please provide the name of the department representative responsible for providing the Economic Development staff with the copy of the submitted grant application.*** Judge Jose R. Salinas



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Financial Analysis

- A. Type of Request: Grant () Loan () Combination ()
Amount of Request: \$70,057 (Estimated)
Amount of Cash Match/In-Kind: \$0.00
Total Project Costs: \$70,057 (Estimated)
New () Continuation ()
Funding Agency: Criminal Justice Division
- B. *Is there any assurance that the grant will be continued/refunded by the funding agency?* Please explain.
None
- 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.*
None

For Economic Development Department Office Use Only:

IV. APPLICATION REVIEW COMMENTS

A. STAFF COMMENTS :

Staff Signature: _____

Date: _____