



Webb County Fire Marshal's Office  
1110 Washington St. Suite 2A  
Laredo, Texas 78040  
956-523-5911

## Letter of Intent to Apply

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Date: March 2, 2023

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 "Fire Prevention and Safety (FP&S)"

Dear Judge Tijerina:

In accordance with the Webb County Single Point of Contact (SPOC) Policy and Procedures – *revised 01/08/2018*, please accept this "*Letter of Intent to Apply*" for grant funds under the Fire Prevention and Safety (FP&S) .


The (Webb County Fire Marshal's Office) requests authorization to apply for a grant of \$200,000 from The Department of Homeland Security (DHS) for the creation/continuation of Fire Prevention and Safety. 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:**

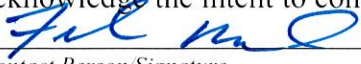
- A. Project Title: Fire Prevention and Safety (FP&S)
- B. Project Description: Purchase of Safety House to educate and spread awareness to the community.
- C. Contact Person: Felix Nunez, Fire Marshal
- D. Department/Office Telephone number: (956) 523-5911

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>08/01/2023</u>
	Ending Date :	<u>07/31/2024</u>
	Project Duration:	<u>18 Months</u>

L. Project Area: WEBB COUNTY, TEXAS

**Project Analysis:**

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

This project will allow WEBB COUNTY to have an fire prevention and safety teaching/outreach before a mass incident may occur.

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

Match Grant is 5 percent of awarded grant.

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

Webb County needs to match 5% of the grant award funded during the project.

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

Will not add employees to the county 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.

Not applicable

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

Does not apply

7) How many citizens will be served and in what way? Please explain.

All of Webb County residents will be served in this grant. Grant will allow a plan to be made in order to keep residents safe if a disaster occurs.

8) Please provide the name of the department representative responsible for providing the Economic Development staff with the copy of the submitted grant application.

Fire Marshal's Office

### **Financial Analysis**

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

Amount of Request: \$60,000 \_\_\_\_\_

Amount of Cash Match/In-Kind \$10,000 \_\_\_\_\_

Total Project Costs: \$ \_\_\_\_\_

New (X) Continuation ( )

Funding Agency: FEMA \_\_\_\_\_

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

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: \_\_\_\_\_