



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

**Letter of Intent to Apply**

Date: 12/1/2022

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 “(SAMHSA) Substance Abuse and Mental Health Administration Continuation Grant”

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 Veterans Treatment Court Program (VTP), formally known as the 341<sup>st</sup> Judicial District Court Veterans Treatment Program. The VTP requests authorization to apply for Non-competing continuation grant of \$400,000.00 from Substance Abuse and Mental Health Administration (SAMHSA) for the continuation of the Webb County Veterans Treatment Program, Year 5 of a multi-year solicitation. 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: Webb County Veterans Treatment Program

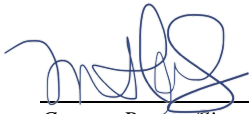
B. Project Description:

*The Webb County Veterans Treatment Program remains committed to providing a hybrid model court with a one-stop-shop treatment milieu. The Program provides veterans with individualized treatment for co-occurring psychiatric and substance use disorders and PTSD through in-house counseling services from Licensed Professional Counselors who are veterans, while adhering to the ten key components of a drug court within the scope of a veteran’s only court docket.*

C. Contact Person: Margarita Herrera-Garza

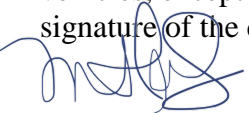
D. Department/Office Telephone number: 956 523-4654

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:



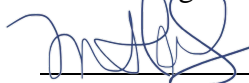
Contact Person/Signature

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:



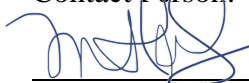
Contact Person/Signature

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 these criteria with the signature of the designated Contact Person:



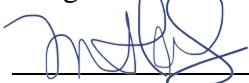
Contact Person/Signature

H. A complete hard copy of the grant application is required to be submitted to the Economic Development Department inclusive with the "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 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

## **Project Analysis:**

- 1) What County needs, services or problems will be addressed by this project? *Services for Veterans in the Webb County and surrounding areas.*
- 2) What is the grant matching amount of local funds or in-kind that will be proposed? Please identify specific sources of funds. *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? Please explain. *No impact to the general fund or any financial responsibility.*

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

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

- 5) Does this project propose any monetary grant-funded stipends, incentive pay, supplement pay or any other pay that exceeds County General Fund salary? *Incentive pay is allocated for an additional 10% of duties towards the Key staff Personnel, approved in writing by the grant as reflected in the previous Notice of Award.*
- 6) What is the operating and maintenance costs of the grant funded project activities that will be funded by the county? *No Operating or maintenance costs is required to be funded by the county.*
- 7) How many citizens will be served and in what way? Please explain. *The Veterans Treatment program is project to serve up to 40 clients and their families through hybrid model court with a one-stop-shop treatment milieu. The Program provides veterans with individualized treatment for co-occurring psychiatric and substance use disorders and PTSD through in-house counseling services from Licensed Professional Counselors who are veterans, while adhering to the ten key components of a drug court within the scope of a veteran's only court docket.*
- 8) 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.*

- 9) 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@webbcountytexas.gov](mailto:mhgarza@webbcountytexas.gov) or [drugcourt@webbcountytexas.gov](mailto:drugcourt@webbcountytexas.gov)*

**Financial Analysis**

A. Type of Request: Grant (X)    Loan ( )    Combination ( )  
Amount of Request: \$400,000.00  
Amount of Cash Match/In-Kind \$0.00  
Total Project Costs: \$400,000.00  
New ( )    Continuation (X)  
Funding Agency: SAMHSA

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 Veterans Treatment Court Program has been successful in acquiring federal grants since its inception in 2013. The current funding cycle is a multiyear (5 year) federal award with the requirement of a submission for continuation after the first two years of the grant*

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. *The Veterans Treatment Program has been awarded a Federal five-year grant that addresses sustainability and continuation of services. The Webb County Veterans Treatment 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: 05/30/2019 Ending Date: 05/31/2024*

**Project Duration:** *5 years, current continuation application is specified for the final year of the grant funding cycle ending 05/31/2024*

**Project Area:** *Webb County and adjacent rural counties within 100-mile catchment area of Webb County, which includes Zapata, Jim Hogg, and Starr Counties.*

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

**IV. APPLICATION REVIEW COMMENTS**

A. STAFF COMMENTS :

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

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