



Webb County Community Action Agency

520 Reynolds St 2ND Floor Laredo, Texas 78040
Telephone (956) 523-4182



Date: 10/03/2024

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

Re: Letter of Intent to apply for "Texans Feeding Texas: Home-Delivered Meal Grant Program"

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 Texans Feeding Texans: FY 2025 Home-Delivered Meals (HDM) Grant Program. The Webb County Community Action Agency (CAA) requests authorization to apply for the Home Delivered Meals Grant Program for an estimated \$20,000.00 from the Texas Department of Agriculture for the Webb County CAA's Meals on Wheels (MOW) Program.

Your favorable review of the following information is required under the SPOC policy and authorization to develop and submit the grant proposal is appreciated.

General Information:

A. Project Title: FY 2025 Texans Feeding Texans Home Delivered Meals (HDM) Grant Program

B. Project Description: Additional capacity for the Meals on Wheels Program

C. Contact Person: Ms. Maria Silva

D. Department/Office Telephone number: (956) 523-4199

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:

A handwritten signature in blue ink, appearing to read "G. Walls", is written over a horizontal line.

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



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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 compliance 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 compliance with the signature of the designated Contact Person: Contact Person/Signature

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:

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) week 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



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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	State Date:	02/01/2025 (Estimated)
	Ending Date:	01/31/2026 (Estimated)
	Project Duration	12 months (Estimated)

L. Project Area: Services will be provided to residents residing within the geographic boundaries of Webb County.

Project Analysis:

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

Many homebound elderly and/or disabled residents have no one to provide food. The Meals on Wheels Program is able to fill this gap with nutritious, hot meals. This grant will expand capacity of the Meals on Wheels Program to assist more elderly and/or disabled Webb County residents.

2) What is the grant matching amount of local funds or in-kind that will be proposed? A resolution is required that stipulates that Webb County is providing funding for home-delivered meals in the amount of \$9,080.75. In fact, Webb County is already providing \$70,200 for the Meals on Wheels Program for Home-Delivered Meals so CAA is already in compliance with this requirement.

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?

Additional employees will not be added to county payroll.

5) Does this project propose any monetary grant-funded stipends, incentive pay, supplemental pay or any other play that exceeds County General Fund salary? These types of monetary compensation are strictly prohibited.

No.



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

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

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

The Webb County Meals on Wheels will be able to serve 150 additional elderly and/or disabled residents of Webb County.

8) Please provide the name of the department representative responsible for providing the Economic Development staff with the copy of the submitted grant application. Ms. Maria Silva (956) 523-4199

Financial Analysis

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

Amount of Request: \$ 20,000.00

Amount of Cash Match/In-Kind \$0.00* County must provide \$9,080.75 in funds to homebound meals program, and Webb Co. has allotted \$70,200 during the new/current fiscal year.

Total Project Costs: \$ 20,000.00

New (X) Continuation ()

Funding Agency: Texas Dept. of Agriculture (TDA)

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.

Not Applicable



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For Economic Development Department Office Use Only:

IV. APPLICATION REVIEW COMMENTS

A. STAFF COMMENTS:

Staff Signature: _____ Date: _____