



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | Region VI | 1301 Young Street, Room 937, Dallas, TX 75202 | [www.eclkc.ohs.acf.hhs.gov](http://www.eclkc.ohs.acf.hhs.gov)

March 20, 2015

Danny Valdez, Webb County Judge  
Webb County Commissioners  
P.O. Box 2397  
Laredo, TX 78044

Re: Grant No. 06CH7137

Dear Honorable Valdez:

This letter provides guidance on the requirements for submission of the application to operate Head Start and/or Early Head Start programs by organizations preliminarily eligible for a non-competitive five year grant under 45 C.F.R. § 1307.7 and those organizations currently operating under a grant with a project period of five years. Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start grant in the current budget period.

Public Law 113-235, enacted December 16, 2014, established the appropriation for the Head Start program for Fiscal Year (FY) 2015. The following table reflects the annual funding and enrollment levels for the Head Start and/or Early Head Start grant in FY 2015.

<b>Common Accounting Number (CAN)</b>	<b>Projected Funding</b>	<b>Funded Federal Enrollment</b>
G064122 – Head Start Program Operations	\$8,797,076	1218
G064120 – Head Start Training and Technical Assistance	\$95,829	
G064125 – Early Head Start Program Operations	\$881,534	72
G064121 – Early Head Start Training and Technical Assistance	\$21,756	
<b>TOTAL</b>	<b>\$9,796,195</b>	<b>1290</b>

The application for the 9/1/2015 – 8/31/2016 budget period for the Head Start and/or Early Head Start grant is due 6/1/2015. The application must be prepared in accordance with the *Application Instructions* available in the Head Start Enterprise System (HSES). The instructions specify the requirements for submission of the baseline application for the first budget period of the five year project period and continuation applications in the subsequent budget periods of the project period. A continuation application must be completed for the upcoming budget period. **Incomplete applications will not be processed.**

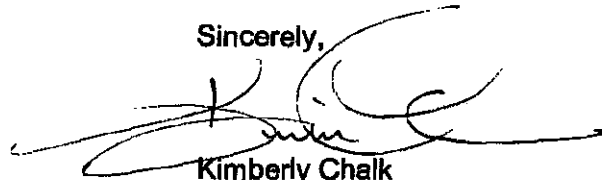
**Submission Requirements**

The *Application Instructions* containing the criteria the application must address and the submission requirements are posted in the HSES at <https://hses.ohs.acf.hhs.gov/hsprograms>. Please select the Financials tab under Instructions in the HSES to download the *Application Instructions* upon receipt of this letter. Please review the instructions carefully prior to preparing the application. Reference materials can be found in the "Instructions" section of the HSES. To access the application, select the Financials tab on the home page. For further assistance, please contact [help@hsesinfo.org](mailto:help@hsesinfo.org) or 1-866-771-4737.

The application must be submitted electronically in the HSES. The Administration for Children and Families will no longer accept a hard copy of the application. The application must be submitted on behalf of the Authorized Official registered in the HSES.

Please ensure the application contains all of the required information in the *Application Instructions*. If you have any questions or need assistance, please contact Paul McSpadden, Head Start Program Specialist, at (214) 767-8832 or [paul.mcspadden@acf.hhs.gov](mailto:paul.mcspadden@acf.hhs.gov) or Cathy Criner, Grants Management Specialist, at (214) 767-8130 or [cathy.crinier@acf.hhs.gov](mailto:cathy.crinier@acf.hhs.gov). Thank you for your cooperation and timely submission of the grant application.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kimberly Chalk', with a large, stylized flourish extending to the right.

Kimberly Chalk  
Regional Program Manager  
Office of Head Start

cc: Aliza Oliveros, Executive Director/Head Start Director

# **Webb County Head Start Policy Council**

Tel. (956)795-1515 Fax (956)791-2149 P.O. Box 2397 Laredo, Texas 78044



May 14, 2015

Ray Bishop, Regional Grants Management Officer  
Office of Grants Management  
HHS/Administration for Children and Families  
1301 Young St. Room 937  
Dallas, TX 75202-5433

Dear Mr. Bishop:

The Webb County Head Start Policy Council met on May 14, 2015. The Council discussed and approved an application for Head Start and Early Head Start Refunding with salary increases. Additionally, the Policy Council voted to discontinue the contract with Teaching and Mentoring Communities as a delegate agency for Early Head Start. Amounts approved are:

<b>Program Type</b>	<b>Base Award Amount</b>	<b>TTA Award Amount</b>	<b>Total Federal Award Amount</b>	<b>Non Federal Share</b>
Head Start	\$8,797,076	\$95,829	\$8,892,905	\$2,223,227
Early Head Start	\$881,534	\$21,756	\$903,290	\$225,823
<b>Total</b>	<b>\$9,678,610</b>	<b>\$117,585</b>	<b>\$9,796,195</b>	<b>\$2,449,050</b>

It is my sincere hope that these funds will be approved as submitted.

Respectfully,

Maritza Perez  
Policy Council Chair

**WEBB COUNTY COMMISSIONERS HEAD START PROGRAM  
2015 - 16 REFUNDING BUDGET**

<b>CATEGORY</b>	<b>REFUNDING</b>	<b>T/TA</b>	<b>TOTAL BUDGET</b>
Personnel	5,247,914.00	0.00	5,247,914.00
Fringe Benefits	2,311,575.00	0.00	2,311,575.00
Travel	0.00	33,000.00	33,000.00
Equipment	23,230.00	0.00	23,230.00

**SUPPLIES:**

Recognition Supplies	0.00	2,000.00	2,000.00
Trainings/Mtgs/Conferences	0.00	2,000.00	2,000.00
Books	0.00	500.00	500.00
Office	13,000.00	0.00	13,000.00
Uniforms	5,000.00	0.00	5,000.00
Janitorial	40,152.00	0.00	40,152.00
Minor Apparatus/Tools	9,000.00	0.00	9,000.00
Classroom	70,000.00	0.00	70,000.00
Med/Dental	8,000.00	0.00	8,000.00
Disability	4,000.00	0.00	4,000.00
Kitchen	5,000.00	0.00	5,000.00
Postage	1,000.00	0.00	1,000.00
<b>TOTAL SUPPLIES:</b>	<b>155,152.00</b>	<b>4,500.00</b>	<b>159,652.00</b>

**CONTRACTUAL:**

Laredo ISD	375,000.00	0.00	375,000.00
United ISD	25,000.00	0.00	25,000.00
Training Consultant	0.00	15,000.00	15,000.00
Audit	7,000.00	0.00	7,000.00
<b>TOTAL CONTRACTUAL:</b>	<b>407,000.00</b>	<b>15,000.00</b>	<b>422,000.00</b>

**OTHER:**

CDA Renewal Fees	0.00	800.00	800.00
Training Registration Fees	0.00	19,600.00	19,600.00
College Tuition	0.00	11,000.00	11,000.00
Meetings/Conferences	0.00	9,929.00	9,929.00
Parent Initiatives	0.00	2,000.00	2,000.00
Rent	132,619.00	0.00	132,619.00
Utilities	183,432.00	0.00	183,432.00
Telephone Services	50,000.00	0.00	50,000.00
Building Insurance	39,236.00	0.00	39,236.00
Center Maint/Repair	75,000.00	0.00	75,000.00
State Reg.Fee	6,000.00	0.00	6,000.00
Day Care Licensing Fees	6,000.00	0.00	6,000.00
Equipment Rental	30,000.00	0.00	30,000.00
Equipment Repair	18,000.00	0.00	18,000.00
Vehicle Insurance	11,290.00	0.00	11,290.00
Vehicle Fuel & Lubricants	47,959.00	0.00	47,959.00
Vehicle Parts & Maintenance	16,000.00	0.00	16,000.00
In-Town Mileage	10,000.00	0.00	10,000.00

**WEBB COUNTY COMMISSIONERS HEAD START PROGRAM  
2015 - 16 REFUNDING BUDGET**

<b>CATEGORY</b>	<b>REFUNDING</b>	<b>T/TA</b>	<b>TOTAL BUDGET</b>
Med./Dental Services	3,000.00	0.00	3,000.00
Mental Health Services	9,000.00	0.00	9,000.00
Child's Insurance	7,649.00	0.00	7,649.00
Public Official Liab.	520.00	0.00	520.00
Fidelity Bond	500.00	0.00	500.00
Printing & Advertising	1,000.00	0.00	1,000.00
Non-USDA	5,000.00	0.00	5,000.00
Playground Repair & Mainten	0.00	0.00	0.00
<b>TOTAL OTHER:</b>	<b>652,205</b>	<b>43,329</b>	<b>695,534.00</b>
<b>GRAND TOTAL</b>	<b>8,797,076</b>	<b>95,829</b>	<b>8,892,905</b>

**WEBB COUNTY COMMISSIONERS EARLY HEAD START PROGRAM  
REFUNDING BUDGET 2015 - 2016**

<b>CATEGORY</b>	<b>REFUNDING</b>	<b>T/TA</b>	<b>TOTAL</b>
Personnel	480,795.00	0.00	480,795.00
Fringe Benefits	202,181.00	0.00	202,181.00
Travel	0.00	6,000.00	6,000.00
Equipment	49,658.00	0.00	49,658.00
<b>SUPPLIES:</b>			
Recognition Supplies	0.00	1,500.00	1,500.00
Trainings/Mtgs/Conferences	0.00	1,500.00	1,500.00
Books	0.00	700.00	700.00
Office	3,500.00	0.00	3,500.00
Janitorial	20,000.00	0.00	20,000.00
Minor Apparatus/Tools	1,600.00	0.00	1,600.00
Classroom	32,000.00	0.00	32,000.00
Med/Dental	1,000.00	0.00	1,000.00
Disability	1,000.00	0.00	1,000.00
Kitchen	1,000.00	0.00	1,000.00
General	7,000.00	0.00	7,000.00
<b>TOTAL SUPPLIES:</b>	<b>67,100.00</b>	<b>3,700.00</b>	<b>70,800.00</b>
<b>CONTRACTUAL:</b>			
Training Consultant	3,000.00	0.00	3,000.00
<b>OTHER:</b>			
CDA Credential Fees	0.00	3,500.00	3,500.00
Training Registration Fees	0.00	3,556.00	3,556.00
College Tuition	0.00	3,000.00	3,000.00
Meetings/Conferences	0.00	2,000.00	2,000.00
Utilities	9,000.00	0.00	9,000.00
Telephone Services	3,000.00	0.00	3,000.00
Building Insurance	1,000.00	0.00	1,000.00
Center Maint/Repair	20,000.00	0.00	20,000.00
State Reg.Fee	1,000.00	0.00	1,000.00
Day Care Licensing Fees	800.00	0.00	800.00
Equipment Rental	2,000.00	0.00	2,000.00
Equipment Repair	2,000.00	0.00	2,000.00
Vehicle Insurance	4,000.00	0.00	4,000.00
Vehicle Fuel & Lubricants	5,000.00	0.00	5,000.00
Vehicle Parts & Maintenance	5,000.00	0.00	5,000.00
In-Town Mileage	2,000.00	0.00	2,000.00
Parent Initiatives	7,000.00	0.00	7,000.00
Med./Dental Services	4,000.00	0.00	4,000.00
Mental Health/Disability Services	4,000.00	0.00	4,000.00
Child's Insurance	4,000.00	0.00	4,000.00
Non-USDA	5,000.00	0.00	5,000.00
<b>TOTAL OTHER:</b>	<b>78,800</b>	<b>12,056</b>	<b>90,856</b>
<b>GRAND TOTAL</b>	<b>881,534</b>	<b>21,756</b>	<b>903,290</b>
	881,534	21,756	903,290
	0	0	0

Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Line Item Other Description	Program Operations	TTA	Federal Total	Non-Federal Share	Total Budget	Admin Allocation
Head Start	a.1	Personnel	Child Health and Development	Program Managers and Content Area Experts		\$101,692	\$0	\$101,692	\$0	\$101,692	0.00%
Head Start	a.2	Personnel	Child Health and Development	Teachers / Infant Toddler Teachers		\$1,231,409	\$0	\$1,231,409	\$0	\$1,231,409	0.00%
Head Start	a.5	Personnel	Child Health and Development	Teacher Aides and Other Education Personnel		\$1,517,477	\$0	\$1,517,477	\$0	\$1,517,477	0.00%
Head Start	a.6	Personnel	Child Health and Development	Health / Mental Health Services Personnel		\$214,656	\$0	\$214,656	\$0	\$214,656	0.00%
Head Start	a.7	Personnel	Child Health and Development	Disabilities Services Personnel		\$178,065	\$0	\$178,065	\$0	\$178,065	0.00%
Head Start	a.8	Personnel	Child Health and Development	Nutrition Services Personnel		\$38,878	\$0	\$38,878	\$0	\$38,878	0.00%
Head Start	a.9	Personnel	Child Health and Development	Other Child Services Personnel	Area Service Managers and Substitutes	\$616,707	\$0	\$616,707	\$0	\$616,707	0.00%
Head Start	a.10	Personnel	Family and Community	Program Managers and Content Area Experts		\$80,609	\$0	\$80,609	\$0	\$80,609	0.00%
Head Start	a.11	Personnel	Family and Community	Other Family and Community Partnerships Personnel	Parent Involvement Assistant / Family Service Workers	\$594,629	\$0	\$594,629	\$0	\$594,629	0.00%
Head Start	a.13	Personnel	Program Design and Management	Head Start / Early Head Start Director		\$100,178	\$0	\$100,178	\$0	\$100,178	100.00%
Head Start	a.16	Personnel	Program Design and Management	Clerical Personnel		\$52,108	\$0	\$52,108	\$0	\$52,108	100.00%
Head Start	a.17	Personnel	Program Design and Management	Fiscal Personnel		\$47,838	\$0	\$47,838	\$0	\$47,838	100.00%
Head Start	a.18	Personnel	Program Design and Management	Other Administrative Personnel	Assistant Director I and II	\$130,887	\$0	\$130,887	\$0	\$130,887	100.00%
Head Start	a.19	Personnel	Other Personnel	Maintenance Personnel		\$150,727	\$0	\$150,727	\$0	\$150,727	6.00%
Head Start	a.20	Personnel	Other Personnel	Transportation Personnel		\$114,627	\$0	\$114,627	\$0	\$114,627	0.00%
Head Start	a.21	Personnel	Other Personnel	Other Personnel	Computer Specialist / Records Manager	\$77,427	\$0	\$77,427	\$0	\$77,427	0.00%
Head Start	b.1	Fringe Benefits		Social Security (FICA), State Disability, Unemployment		\$547,923	\$0	\$547,923	\$0	\$547,923	6.47%
Head Start	b.2	Fringe Benefits		Health / Dental / Life Insurance		\$1,213,625	\$0	\$1,213,625	\$0	\$1,213,625	6.47%
Head Start	b.3	Fringe Benefits		Retirement		\$550,127	\$0	\$550,127	\$0	\$550,127	6.47%
Head Start	c.1	Travel		Staff Out-Of-Town Travel		\$0	\$33,000	\$33,000	\$0	\$33,000	5.00%
Head Start	d.3	Equipment		Vehicle Purchase		\$23,230	\$0	\$23,230	\$0	\$23,230	0.00%
Head Start	e.1	Supplies		Office Supplies		\$13,000	\$0	\$13,000	\$0	\$13,000	100.00%
Head Start	e.2	Supplies		Child and Family Services Supplies		\$122,152	\$0	\$122,152	\$0	\$122,152	0.00%
Head Start	e.3	Supplies		Food Services Supplies		\$5,000	\$0	\$5,000	\$0	\$5,000	0.00%
Head Start	e.4	Supplies		Other Supplies	Uniforms, minor apparatus/tools, and postage, trainings	\$15,000	\$4,500	\$19,500	\$0	\$19,500	0.00%
Head Start	f.1	Contractual		Administrative Services (e.g., Legal, Accounting)		\$7,000	\$0	\$7,000	\$0	\$7,000	100.00%
Head Start	f.5	Contractual		Training and Technical Assistance		\$0	\$15,000	\$15,000	\$0	\$15,000	0.00%
Head Start	f.8	Contractual		Other Contracts	Laredo ISD and United ISD	\$400,000	\$0	\$400,000	\$400,000	\$600,000	0.00%
Head Start	h.2	Other		Rent		\$132,619	\$0	\$132,619	\$187,502	\$320,121	5.00%
Head Start	h.4	Other		Utilities, Telephone		\$233,432	\$0	\$233,432	\$0	\$233,432	5.00%
Head Start	h.5	Other		Building and Child Liability Insurance		\$46,885	\$0	\$46,885	\$0	\$46,885	5.00%
Head Start	h.6	Other		Building Maintenance / Repair and Other Occupancy		\$75,000	\$0	\$75,000	\$0	\$75,000	5.00%
Head Start	h.8	Other		Local Travel		\$10,000	\$0	\$10,000	\$0	\$10,000	0.00%
Head Start	h.9	Other		Nutrition Services		\$5,000	\$0	\$5,000	\$0	\$5,000	0.00%
Head Start	h.10	Other		Child Services Consultants		\$12,000	\$0	\$12,000	\$0	\$12,000	0.00%

Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Line Item Other Description	Program Operations	TTA	Federal Total	Non-Federal Share	Total Budget	Admin Allocation
Head Start	h.11	Other		Volunteers		\$0	\$0	\$0	\$1,635,725	\$1,635,725	0.00%
Head Start	h.13	Other		Parent Services		\$0	\$2,000	\$2,000	\$0	\$2,000	0.00%
Head Start	h.15	Other		Publications / Advertising / Printing		\$1,000	\$0	\$1,000	\$0	\$1,000	50.00%
Head Start	h.16	Other		Training or Staff Development		\$0	\$41,329	\$41,329	\$0	\$41,329	0.00%
Head Start	h.17	Other		Other	State & Local fees, Equipment Repair & Rental, Vehicle	\$136,269	\$0	\$136,269	\$0	\$136,269	0.00%
<b>Total</b>						<b>\$8,797,076</b>	<b>\$95,829</b>	<b>\$8,892,905</b>	<b>\$2,223,227</b>	<b>\$11,116,132</b>	<b>4.91%</b>



Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Admin Cost	Admin Cost (% Total Budget)	Number of Employees
Head Start	a.1	Personnel	Child Health and Development	Program Managers and Content Area Experts	\$0.00	0.00%	2
Head Start	a.2	Personnel	Child Health and Development	Teachers / Infant Toddler Teachers	\$0.00	0.00%	52
Head Start	a.5	Personnel	Child Health and Development	Teacher Aides and Other Education Personnel	\$0.00	0.00%	88
Head Start	a.6	Personnel	Child Health and Development	Health / Mental Health Services Personnel	\$0.00	0.00%	6
Head Start	a.7	Personnel	Child Health and Development	Disabilities Services Personnel	\$0.00	0.00%	7
Head Start	a.8	Personnel	Child Health and Development	Nutrition Services Personnel	\$0.00	0.00%	4
Head Start	a.9	Personnel	Child Health and Development	Other Child Services Personnel	\$0.00	0.00%	45
Head Start	a.10	Personnel	Family and Community	Program Managers and Content Area Experts	\$0.00	0.00%	2
Head Start	a.11	Personnel	Family and Community	Other Family and Community Partnerships Personnel	\$0.00	0.00%	19
Head Start	a.13	Personnel	Program Design and Management	Head Start / Early Head Start Director	\$100,178.00	0.90%	1
Head Start	a.16	Personnel	Program Design and Management	Clerical Personnel	\$52,108.00	0.47%	2
Head Start	a.17	Personnel	Program Design and Management	Fiscal Personnel	\$47,838.00	0.43%	2
Head Start	a.18	Personnel	Program Design and Management	Other Administrative Personnel	\$130,887.00	1.18%	2
Head Start	a.19	Personnel	Other Personnel	Maintenance Personnel	\$9,043.62	0.08%	6
Head Start	a.20	Personnel	Other Personnel	Transportation Personnel	\$0.00	0.00%	6
Head Start	a.21	Personnel	Other Personnel	Other Personnel	\$0.00	0.00%	2
Head Start	b.1	Fringe Benefits		Social Security (FICA), State Disability, Unemployment	\$35,450.62	0.32%	0
Head Start	b.2	Fringe Benefits		Health / Dental / Life Insurance	\$78,515.07	0.71%	0
Head Start	b.3	Fringe Benefits		Retirement	\$35,583.22	0.32%	0
Head Start	c.1	Travel		Staff Out-Of-Town Travel	\$1,650.00	0.01%	0
Head Start	d.3	Equipment		Vehicle Purchase	\$0.00	0.00%	0
Head Start	e.1	Supplies		Office Supplies	\$13,000.00	0.12%	0
Head Start	e.2	Supplies		Child and Family Services Supplies	\$0.00	0.00%	0
Head Start	e.3	Supplies		Food Services Supplies	\$0.00	0.00%	0
Head Start	e.4	Supplies		Other Supplies	\$0.00	0.00%	0
Head Start	f.1	Contractual		Administrative Services (e.g., Legal, Accounting)	\$7,000.00	0.06%	0
Head Start	f.5	Contractual		Training and Technical Assistance	\$0.00	0.00%	0
Head Start	f.8	Contractual		Other Contracts	\$0.00	0.00%	0
Head Start	h.2	Other		Rent	\$16,006.05	0.14%	0
Head Start	h.4	Other		Utilities, Telephone	\$11,671.60	0.10%	0
Head Start	h.5	Other		Building and Child Liability Insurance	\$2,344.25	0.02%	0
Head Start	h.6	Other		Building Maintenance / Repair and Other Occupancy	\$3,750.00	0.03%	0
Head Start	h.8	Other		Local Travel	\$0.00	0.00%	0
Head Start	h.9	Other		Nutrition Services	\$0.00	0.00%	0
Head Start	h.10	Other		Child Services Consultants	\$0.00	0.00%	0

Program Type	Line Item #	Budget Categories	Budget Category Section	Line Item Description	Admin Cost	Admin Cost (% Total Budget)	Number of Employees
Head Start	h.11	Other		Volunteers	\$0.00	0.00%	0
Head Start	h.13	Other		Parent Services	\$0.00	0.00%	0
Head Start	h.15	Other		Publications / Advertising / Printing	\$500.00	0.00%	0
Head Start	h.16	Other		Training or Staff Development	\$0.00	0.00%	0
Head Start	h.17	Other		Other	\$0.00	0.00%	0
<b>Total</b>					<b>\$545,535.42</b>	<b>4.91%</b>	<b>246.00</b>