



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region VI | 1301 Young Street, Room 937, Dallas, TX 75202 | www.eclkc.ohs.acf.hhs.gov

March 23, 2016

Tano E. Tijerina, Webb County Judge
Webb, County Of
P.O. Box 2397
Laredo, TX 78044

Re: Grant No. 06CH7137

Dear Judg. Tijerina:

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 114-113, enacted December 18, 2015, established the appropriation for the Head Start program for Fiscal Year (FY) 2016. The appropriation for the Head Start program includes an increase for a cost-of-living adjustment (COLA) for grantees. Once the COLA increase is calculated for each grantee, your organization will be advised of the amount and guidance for submission of the supplemental application. The following table reflects the funding and enrollment levels for the Head Start and/or Early Head Start grant in effect at the close of FY 2015 for use in preparing the FY 2016 application.

Common Accounting Number (CAN)	Funding Level	Funded Federal Enrollment
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	
TOTAL	\$9,796,195	1290

The application for the 9/1/2016 – 8/31/2017 budget period for the Head Start and/or Early Head Start grant is due 6/1/2016. 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.**

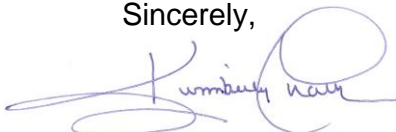
Submission Requirements

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 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 Alfredo Huerta, Head Start Program Specialist, at (214) 767-8847 or alfredo.huerta@acf.hhs.gov or Cathy Criner, Grants Management Specialist, at (214) 767-8130 or cathy.crinier@acf.hhs.gov. Thank you for your cooperation and timely submission of the grant application.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kimberly Chalk". The signature is stylized with a large, looping initial "K" and a long horizontal stroke extending to the right.

Kimberly Chalk
Regional Program Manager
Office of Head Start

cc: Aliza Oliveros, Head Start Director and Executive Director

