



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 23, 2016

Tano Tijerina, Board Chairperson  
County Of Webb  
P.O. Box 2397  
Laredo, TX 78044

Re: Grant No. 06HP0006

Dear Mr. Tijerina:

This letter provides guidance on the requirements for submission of the application for the Early Head Start – Child Care Partnership and/or Expansion grant in Fiscal Year (FY) 2016. Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Early 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 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 to use in preparing the application for the Early Head Start grant for the 9/1/2016 – 8/31/2017 budget period.

<b>Common Accounting Number (CAN)</b>	<b>Funding Level</b>	<b>Funded Federal Enrollment</b>
G065128 – Early Head Start Program Operations	\$731,250	72
G065121 – Early Head Start Training and Technical Assistance	\$18,281	
<b>TOTAL</b>	<b>\$749,531</b>	<b>72</b>

The application for the 9/1/2016 – 8/31/2017 budget period for the 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 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.**

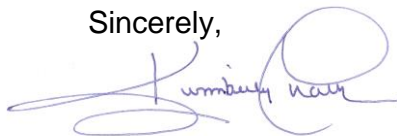
### **Submission Requirements**

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 Alfredo Huerta, Head Start Program Specialist, at (214) 767-8847 or [alfredo.huerta@acf.hhs.gov](mailto:alfredo.huerta@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 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 left.

Kimberly Chalk  
Regional Program Manager  
Office of Head Start

cc: Aliza Oliveros, Head Start Director and Executive Director

