



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 16, 2018

Tano Tijerina, Board Chairperson  
Webb County Commissioners  
PO Box 2397,  
Laredo, TX 78044

Re: Grant No. 06HP0006

Dear Mr. Tijerina:

A grant application must be completed for the upcoming budget period. Please consult the grant application instructions to determine the type of application required. The application for the Head Start grant is due 06/01/2018.

The following table reflects the projected funding and enrollment levels for the 09/01/2018 – 08/31/2019 budget period.

<b>Funding Type</b>	<b>Funding Level</b>	<b>Funded Federal Enrollment</b>
Head Start Program Operations		
Head Start Training and Technical Assistance		
Early Head Start Program Operations	\$751,857	72
Early Head Start Training and Technical Assistance	\$18,281	
<b>TOTAL</b>	<b>\$770,138</b>	<b>72</b>

### **Application Submission Requirements**

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)*. It must be submitted on behalf of the Authorizing Official registered in the HSES.

**Incomplete applications will not be processed.**

The *Application Instructions* are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the “Instructions” section of the HSES.

Mr. Tijerina  
Webb County Commissioners

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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) with questions regarding the *Application Instructions*.

For assistance submitting the application in HSES, contact [help@hsesinfo.org](mailto:help@hsesinfo.org) or 1-866-771-4737.

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.

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 cursive "Chalk".

Kimberly Chalk  
Regional Program Manager  
Office of Head Start

cc: Aliza Oliveros, Executive Director  
Aliza Oliveros, Head Start Director

