



Webb County Head Start

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



Letter of Intent to Apply REVISED 01/08/2018

April 27, 2018

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

Re: Letter of Intent to apply for Early Head Start Child Care Refunding Grants

Dear Judge Tijerina:

In accordance with the Webb County Single Point of Contact (SPOC) Policy and Procedures – *revised 3/29/17*, please accept this “*Letter of Intent to Apply*” for grant funds under the Department of Health and Human Services. The Head Start Policy Council and the Webb County Head Start/Early Head Start Program requests authorization to apply for a grant of \$751,857 (Federal) and \$18,281 (Non Federal In-Kind) for a total amount of \$770,138 from September 1, 2018 through August 31, 2019 for the continuation of Early Head Start comprehensive services (Education, Health, Mental Health, Disability, Nutrition, Parent Involvement, and Family Engagement) at two local private child care centers. Your favorable review of the following information required under the SPOC policy and authorization to develop and submit the grant proposal shall be appreciated.

General Information:

A. Project Title: Early Head Start Child Care Partnership (EHS-CCP)

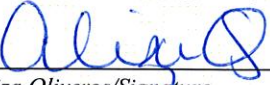
Project Description: The Early Head Start-Child Care Partnership (EHS-CCP) initiative brings together the best of Early Head Start and child care through layering of funding to provide comprehensive and continuous services to low-income infants, toddlers, and their families. EHS-CCP enhances developmental services and supports for low-income infants and toddlers, and their families, by providing strong relationship-based experiences and preparing them for the transition into Head Start and preschool. The EHS-CCP brings together the strengths of child care and Early Head Start programs. Early Head Start provides comprehensive family centered services within high-quality early learning environments that adhere to the research-based Head Start Program Performance Standards(HSPPS). Integrating Early Head Start comprehensive services and resources into the array of traditional child care settings creates new opportunities to improve outcomes for infants, toddlers, and their families. Child care centers providers respond to the needs of working families by offering flexible and convenient full-day and full-year services. In addition, child care providers have experience providing care that is strongly grounded in the cultural, linguistic, and social needs of the families and their local communities.

Modified on 01/08/2018

C. Contact Person: Aliza Oliveros

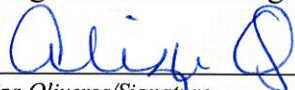
D. Department/Office Telephone number: (956) 795-1515

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:



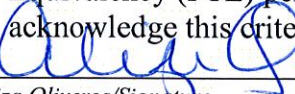
Aliza Oliveros/Signature

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 for those involved in undercover work. Please acknowledge the intent to comply with the signature of the designated Contact Person:



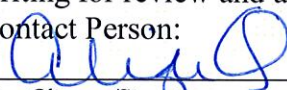
Aliza Oliveros/Signature

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 this criteria with the signature of the designated Contact Person:



Aliza Oliveros/Signature

H. A complete hard copy of the grant application is required to be submitted to the Economic Development Department inclusive with the "Letter of Intent to Apply" 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 this requirement with the signature of the designated Contact Person:



Aliza Oliveros/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 this requirement with the signature of the designated Contact Person:



Aliza Oliveros/Signature

- 2) What is the grant matching amount of local funds or in-kind that will be proposed?
All in-kind will come from parents and community providers. Projections are as follows:

<u>Source</u>	<u>Service</u>	<u>Rate</u>	<u>Projected In Kind</u>
Volunteers	Various classroom activities and curriculum/educational material. An estimated 15,365.921 volunteer hours.	\$12.53/ hour Based on average CC Teacher Salary @ \$10/hour plus benefits	\$ 192,535

- 3) Will this proposed project add cost, services or any financial responsibility to the County's General Fund after the project ends? No.
- 4) Will this project add employees to the county payroll if and when the grant is terminated? No.
- 5) Does this project propose any monetary grant-funded stipends, incentive pay, supplement pay or any other pay that exceeds County General Fund salary? No.
- 6) What are the operating and maintenance costs of the grant funded project activities that will be funded by the county? None.
- 7) How many citizens will be served and in what way? 72 Early Head Start – Child Care Partnership children and their families.
- 8) Please provide the name of the department representative responsible for providing the Economic Development staff with the copy of the submitted grant application. Aliza Oliveros

Financial Analysis

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

Amount of Request: \$ 770,138

Amount of Cash Match/In-Kind \$ 192,535

Total Project Costs: \$ 962,673

New () Continuation ()

Funding Agency: Department of Health and Human Services

B. Is there any assurance that the grant will be continued/refunded by the funding agency? Yes. This Refunding application is for the fourth year of a four year funding cycle.

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? The Early Head Start – Child Care Partnership grant is funded on a four year cycle with a "Full Application" required for year one of each four year cycle.

For Economic Development Department Office Use Only:

IV. APPLICATION REVIEW COMMENTS

A. STAFF COMMENTS :

Staff Signature: _____

Date: _____