



# Webb County Head Start

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## Letter of Intent to Apply REVISED 01/08/2018

April 24, 2019

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

Re: Letter of Intent to apply for Texas School Ready Project Grant.

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 Children’s Learning Institute of Texas Health and Science Center in Houston. The Texas School Ready Comprehensive Project requests authorization to apply for a grant totaling in the amount of \$169,820.00. Grant cycle runs from August 31, 2019 through July 31, 2021 for the continuation of The Texas School Ready Comprehensive Project in Webb county and surrounding areas. 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: Texas School Ready Comprehensive Project

Project Description: Texas School Ready is a comprehensive preschool teacher training program that combines a research-based, state-adopted curriculum with ongoing professional development and progress monitoring tools. Teachers from child care centers, Head Start programs, and collaborative public school pre-kindergarten classrooms are eligible to participate in TSR. Throughout the school year, teachers enrolled in TSR are provided with the tools to help them learn more about the specific instructional needs of the children in their classrooms and how to support children using engaging lessons and activities. The new skills and techniques that teachers learn through TSR positively affect the classroom experience for children better preparing them for kindergarten and beyond.

C. Contact Person: Gloria Gonzalez or Adriana Muniz

D. Department/Office Telephone number: (956) 898-7993 / (956) 286-1355


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

J. All departments that request a refunding or continuation grant application authorization from the County Commissioner’s Court are required to provide documentation from the Funding Agency confirming/verifying previous or on-going grant compliance. The documentation shall be submitted to the Economic Development Department - Single Point of Contact at least two (2) weeks before the grant application is presented to the County Commissioners Court. Please acknowledge this requirement with the signature of the designated Contact Person:

  
Aliza Oliveros/Signature

K. A representative from the Department requesting authorization to apply for a grant must be present at the Commissioner’s Court meeting to respond to any questions from Commissioner’s Court regarding the proposed grant application. Please acknowledge this requirement with the signature of the designated Contact Person:

  
Aliza Oliveros/Signature

L. Project Time Frames:                      Start Date:                      August 1, 2019  
  Ending Date:                      July 31, 2021  
  Project Duration:               24 months

L. Project Area:           Webb County (Laredo, Rio Bravo, and El Cenizo)

**Project Analysis:**

- 1) What County needs, services or problems will be addressed by this project?  
 The TSR! Project goals focus on improving classroom instruction, student outcomes, professional development and providing resources to the classrooms in need across the State of Texas. Webb County Head Start Program strongly believes in the TSR Project and its impact of meeting the needs of at-risk children in our community. The contribution of the TSR Project in the Laredo and surrounding Communities will ensure that our child care and Head Start teachers receive high quality staff development and support from the TSR Staff.
- 2) What is the grant matching amount of local funds or in-kind that will be proposed?  
 All funding will come from the grant itself. The Webb County's General fund will not be impacted.

**Texas School Ready Project PROJECTIONS**

<i>Description of Reimbursable Cost</i>	<i>Total Reimbursement Request</i>
1. Project Coordinator, Gloria P. Gonzalez, \$70,411.57—salary plus \$17,138.43 fringe benefits	\$ 87,550.00
2. Project Coach, Adriana G. Muniz, \$53,756.47 —salary plus \$13,193.53-fringe benefits	\$ 66,950.00
3. Estimated total numbers of miles (per month) in local travel for all project staff	800 miles (per month)
4. Current Webb County reimbursement mileage rate is \$0.54/mile x 800 miles/month	\$5,520 yr.
5. Office Space- 676 square feet for field staff	676 Square Feet
6. Office space cost (market value of \$0.59 per sq. /ft. x 676 of sq. /ft.)	\$0.59 x sq. ft.
7. Office space & equipment supplement- Rent amount includes, utilities, phone lines, copier, fax, furniture and other office related items	\$4,800.00 yr.
8. Office and training supplies (\$500/per full time field staff/ per year).	\$1,000.00 yr.
9. Webb County Head Start has decided to divide reimbursement between four (4) Head Start employees that will be having direct contact with the TSR Project, Aliza Oliveros, Head Start Director, Estela Salazar, Head Start Assistant Director, Margie Gonzalez, Head Start Accounts Payable, and Antonia Cobos, Head Start	\$4,000.00 year

<i>Secretary. Each Webb County Head Start employee named will receive one-thousand dollars (\$1,000). This will be a cost allocation; this is not a stipend, raise, bonus or pay increase in any way.</i>	
<i>Grand Total</i>	<i>\$169,820.00</i>
<i>Total Reimbursement Requested:</i>	<i>\$169,820.00</i>

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- 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?  
TSR serves Teachers and students across our community, number of teacher and students served: (7) Head Start, (39) Child Care Teachers and (816) students in Webb County and surrounding areas. 72 Infant & Toddler Teachers are trained on a yearly basis through our Infant & Toddler Training. TSR host meetings three times a year for 35 Administrators in our community.
  - 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: \$ 169,820 x 2yr  
New (  ) Continuation (  )  
Funding Agency: Children's Learning Institute of Texas Health and Science in Houston
- B. Is there any assurance that the grant will be continued/refunded by the funding agency? **Yes.** This Refunding application is for the second year of a two 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 Texas School ready Project grant is funded on a two year cycle with a "Full Application" required for year one of each two year cycle.

**For Economic Development Department Office Use Only:**

**IV. APPLICATION REVIEW COMMENTS**

A. STAFF COMMENTS :

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_