

From: [Claudia G. Sierra](#)
To: [Nalleli G. Madrigales](#)
Subject: FW: Application Approved and Important Next Steps - AIH
Date: Monday, May 4, 2026 2:54:12 PM
Attachments: [image001.png](#)
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[image006.png](#)
[image007.png](#)
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[image009.png](#)
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[image013.png](#)
[image014.png](#)
Importance: High



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: csierra@ci.laredo.tx.us
: www.laredopublichealth.com



From: Luis T. Cerda <lcerda@ci.laredo.tx.us>
Sent: Tuesday, April 28, 2026 2:54 PM
To: Laura Recio <lrecio1@ci.laredo.tx.us>; Claudia G. Sierra <csierra@ci.laredo.tx.us>
Cc: Richard A. Chamberlain <rchamberla@ci.laredo.tx.us>; Erika Martinez <emartinez8@ci.laredo.tx.us>
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Good Afternoon

There are a few pending steps for this grant related to payment information. I logged in and I can not modify the fields below.

< BACK

At the very bottom it says this

This record is locked. Checked out by another user (April 28 2026 1:58PM)

Did anyone went in and locked this? I am not sure if the information was submitted

Preferred Payment Method

1) Electronic funds transfer via Bill.com
If your organization is new to Bill.com, the primary contact you designate will receive an invitation to set up an account for your organization and securely provide banking details.
If your organization is already registered in Bill.com, the primary contact previously designated will receive the payment notification. AIH cannot modify your organization's primary contact information if already registered in Bill.com.

2) Mailed check

Electronic funds transfer via Bill.com Mailed check

Provide the full name of the authorized signatory for the Award Agreement.

Provide the email address of the authorized signatory for the Award Agreement.

Outlook

Ron Stout
Re: Thank you!
CAUTION: This email originated from o

From: grants@ardmoreinstituteofhealth.org <grants@ardmoreinstituteofhealth.org>
Sent: Tuesday, April 28, 2026 11:40 AM
To: Luis T. Cerda <lcerda@ci.laredo.tx.us>

Subject: Application Approved and Important Next Steps - AIH

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Luis,

I am pleased to inform you that Ardmore Institute of Health has approved a grant to your organization for the project titled, Vida Plena (Full Life): Laredo Lifestyle Medicine Consortium.

To prepare your official Award Agreement, we kindly request that you provide payment information through the AIH grants platform. [Please log in here](#) and follow the instructions below:

1. Click 'Open' next to your grant request under 'Action Items'.
2. Navigate to the last tab titled 'Payment Information'.
3. Complete the required fields and click 'Submit Payment Information'.

Once we receive this information, we will send the Award Agreement to your authorized signatory. Please ensure the Award Agreement is completed, signed, and returned within 10 business days of receipt, unless otherwise indicated in the agreement.

Sincerely,

Abbey Whatley
Grants and Communications Administrator
abbey.whatley@ardmoreinstituteofhealth.org
580-992-0179