



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | Region IX | 90 Seventh Street, Room 450, San Francisco, CA 94103 |  
[www.eclkc.ohs.acf.hhs.gov](http://www.eclkc.ohs.acf.hhs.gov)

JAN 25 2017

Candace Andersen  
Board Chair  
Contra Costa County Community Services  
1470 Civic Court, Suite 200  
Concord, CA 94520

Re: Grant No. 09HP0012

Dear Ms. Andersen:

This letter provides guidance on the requirements for submission of the application to operate Early Head Start programs by organizations preliminarily eligible for a non-competitive grant under 45 C.F.R. § 1304.15 and organizations currently operating under a grant with a definite project period. 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.

The following table reflects the projected funding, including the approved amount for duration, if applicable, and enrollment levels for the Early Head Start grant for use in preparing the application for the 7/1/2017 – 6/30/2018 budget period.

Funding Type	Funding Level	Funded Federal Enrollment
Early Head Start Program Operations	\$1,054,922	72
Early Head Start Training and Technical Assistance	\$25,907	
<b>TOTAL</b>	<b>\$1,080,829</b>	<b>72</b>

The application for the Early Head Start grant is due 4/1/2017. 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 application must be submitted on behalf of the Authorizing 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 Nicole Porter, Head Start Program Specialist, at (415) 437-8468 or [nicole.porter@acf.hhs.gov](mailto:nicole.porter@acf.hhs.gov) or Frank Olguin, Grants Management Specialist, at (415) 437-8415 or [frank.olguin@acf.hhs.gov](mailto:frank.olguin@acf.hhs.gov). Thank you for your cooperation and timely submission of the grant application.

Sincerely,



Jan Len  
Regional Program Manager  
Office of Head Start

cc: Kathy Gallagher, Executive Director  
Camilla Rand, Head Start Director