



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

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

JUL 24 2017

Re: Grant No. 09CH9115

This letter replaces the previous funding guidance letter sent on July 14, 2017.

Dear Mr. Glover:

This letter provides guidance on the requirements for submission of the application to operate Head Start and 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 Head Start and Early Head Start grant for use in preparing the application for the 01/01/2018 – 06/30/2018 budget period.

Funding Type	Funding Level	Funded Federal Enrollment
Head Start Program Operations	\$16,010,029	1,351
Head Start Training and Technical Assistance	\$118,498	
Early Head Start Program Operations	\$3,455,600	311
Early Head Start Training and Technical Assistance	\$82,944	
TOTAL	\$19,667,071	1,662

The application for the Head Start and Early Head Start grant is due 10/01/2017. 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 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 Maureen Burns Vermette, Head Start Program Specialist, at (415) 437-8452 or maureen.burns@acf.hhs.gov or Frank Olguin, Grants Management Specialist, at (415) 437-8415 or 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