



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

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

JAN 12 2018

Re: Grant No. 09HP0012

Dear Ms. Mitchoff:

A grant application must be completed for the upcoming budget period. Please consult the grant application instructions to determine the type of application required. The application for the Head Start grant is due 04/01/2018.

The following table reflects the projected funding and enrollment levels for the 07/01/2018 – 06/30/2019 budget period.

Funding Type	Funding Level	Funded Federal Enrollment
Early Head Start Program Operations	\$1,065,471	72
Early Head Start Training and Technical Assistance	\$25,907	
TOTAL	\$1,091,378	72

Application Submission Requirements

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)*. It must be submitted on behalf of the Authorizing Official registered in the HSES.

Incomplete applications will not be processed.

The *Application Instructions* are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the "Instructions" section of the HSES.

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 with questions regarding the *Application Instructions*.

For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-4737.

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.

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