



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)

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

MAR 30 2018

Re: Grant No. 09HP000111

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 06/01/2018.

The following table reflects the projected funding and enrollment levels for the 09/01/2018 – 08/31/2019 budget period.

| Funding Type                                       | Funding Level      | Funded Federal Enrollment |
|--|--------------------|---------------------------|
| Early Head Start Program Operations                | \$3,454,133        | 190                       |
| Early Head Start Training and Technical Assistance | \$86,354           |                           |
| <b>TOTAL</b>                                       | <b>\$3,540,487</b> | <b>190</b>                |

### 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](mailto:maureen.burns@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) with questions regarding the *Application Instructions*.

For assistance submitting the application in HSES, contact [help@hsesinfo.org](mailto: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