



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region IX | 90 7th Street, San Francisco, CA 94103 | www.eclkc.ohs.acf.hhs.gov

Karen Mitchoff
Board Chairperson
Contra Costa County Community Services
1470 Civic Circuit, Suite 200
Concord, California 94520

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 04/01/2019. As informed by Program Instruction ACF-PI-HS-18-06 issued November 30, 2018, the Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019, provides a cost-of-living adjustment (COLA) of 1.77 percent to eligible grantees. This application will need to include the COLA increase and must demonstrate how it will be used in accordance with the intended purposes indicated in the Program Instruction.

The following table reflects the annual funding and enrollment levels for your grant.

Program	Early Head Start
Federal Funded Enrollment	72
Funding Type	Early Head Start
Program Operations	\$1,093,173
Training and Technical Assistance	\$25,907
Cost-of-Living Adjustment (COLA)	\$19,349
Total Funding	\$1,138,429

Period of Funding: 07/01/2019 – 06/30/2020

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, 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 – Region IX

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