



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

Ed Manansala  
Superintendent  
El Dorado County Office of Education  
6767 Green Valley Road  
Placerville, CA 95667

JAN 11 2018

Re: Grant No. 09CH9154

Dear Dr. Manansala:

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
Head Start Program Operations	\$2,939,240	310
Head Start Training and Technical Assistance	\$32,448	
Early Head Start Program Operations	\$1,500,162	154
Early Head Start Training and Technical Assistance	\$36,476	
<b>TOTAL</b>	<b>\$4,508,326</b>	<b>464</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 Dow-Jane Pei, Head Start Program Specialist, at (415) 437-8663 or Dow-Jane.Pei@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](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:  
Mary Viegas, Executive and Head Start Director