



ADMINISTRATION FOR
CHILDREN & FAMILIES

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

Ed Manansala
Board Chairperson
El Dorado County Office of Education
6767 Green Valley Road
Placerville, California 95667

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 04/01/2019. 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	Head Start	Early Head Start
Federal Funded Enrollment	310	154
Funding Type	Head Start	Early Head Start
Program Operations	\$3,015,660	\$1,539,166
Training and Technical Assistance	\$36,067	\$36,476
Cost-of-Living Adjustment (COLA)	\$53,377	\$27,243
Total Funding	\$4,707,989	

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 Dow-Jane Pei, 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 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,

A handwritten signature in black ink, appearing to read "Jan Len", with a stylized flourish at the end.

Jan Len
Regional Program Manager
Office of Head Start – Region IX

cc: Jenny Pettit, Head Start Director