



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region 8 | 1961 Stout Street, 8-148, Denver, CO 80294 | eclkc.ohs.acf.hhs.gov

JUN 27 2017

The Honorable Michael B. Hancock
Mayor of Denver
City and County of Denver
Denver's Great Kids Head Start
201 West Colfax Ave., Dept. 1101
Denver, CO 80202

Grant Number: 08CH1119/05
Project Period: 07/01/2013 thru 06/30/2018
Budget Period: 07/01/2017 thru 06/30/2018
Amendment #: 0

Dear Mayor Hancock:

I am pleased to inform you that your grant application has been approved to assist you in financing the program referred to in the enclosed Notice of Award (NOA) which specifies the amount and duration of your grant. The attachments to the NOA provide instructions pertinent to the administration of your grant. The Grant Number referenced above has been assigned to your grant and should be used on all grant related correspondence.

The Program Specialist and Fiscal Specialist responsible for monitoring and assisting with your grant include:

Program Specialist
Michelle Outlaw Stewart
Administration for Children and Families
Office of Head Start
1961 Stout Street
Room 8-148
Denver, CO 80294
(303) 844-1207

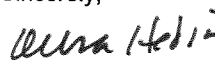
Fiscal Specialist
Bryan Johnson
Administration for Children and Families
Office of Grants Management
1961 Stout Street
Room 8-148
Denver, CO 80294
(303) 844-1161


Please send all correspondence and reports related to your grant to the Office of Grants Management. The Federal Financial Report SF-425, **Financial Status report**, is due on a semi-annual basis. Based on your grant's Program Year Begin (PYB) date, SF-425 **Financial Status reports** are due: **January 30, 2018 and July 30, 2018, with a final report due October 30, 2018.**

Grantees must submit an original signed copy of the SF-425, **Financial Status report**, to Jeffrey Newton at the Office of Grants Management, Region 8. For information on the implementation of this report, please visit:

<http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/Fiscal/Reports%20and%20Records/Financial%20Reporting/SF425AFinancial.htm>.

Sincerely,


Debra Hedin
Regional Program Manager
Office of Head Start, Region 8


Jeffrey S. Newton
Regional Grants Officer
Office of Grants Management, Region 8

Enclosures

cc: Erin Brown, Executive Director
Dr. Al Martinez, Head Start Director
Yvette Evans, Policy Council Chairperson
Michael Paben, Fiscal Officer

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

JUN 27 2017

**SAI NUMBER:
PMS DOCUMENT NUMBER:**

1. AWARDING OFFICE: Office of Head Start		2. ASSISTANCE TYPE: Discretionary Grant		3. AWARD NO.: 08CH1119-05-00		4. AMEND. NO.: 0		
5. TYPE OF AWARD: Service			6. TYPE OF ACTION: Non-Competing Continuation			7. AWARD AUTHORITY: 42 USC 9801 ET SEQ.		
8. BUDGET PERIOD: 07/01/2017 THRU 06/30/2018			9. PROJECT PERIOD: 07/01/2013 THRU 06/30/2018			10. CAT NO.: 93.600		
11. RECIPIENT ORGANIZATION: City and County of Denver 201 W Colfax Ave Dept 1101 Denver, CO 80202-5332 Grantee Authorizing Official: Michael Hancock , Mayor - City and County of Denver						12. PROJECT / PROGRAM TITLE: Head Start		

13. COUNTY: Denver		14. CONGR. DIST.: 01		15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Al Martinez Executive Director			
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16. APPROVED BUDGET:		17. AWARD COMPUTATION:			
Personnel.....	\$ 642,839.00	A. NON-FEDERAL SHARE.....	\$ 2,274,641.00	20%	
Fringe Benefits.....	\$ 191,127.00	B. FEDERAL SHARE.....	\$ 9,098,563.00	80%	
Travel.....	\$ 0.00	18. FEDERAL SHARE COMPUTATION:			
Equipment.....	\$ 0.00	A. TOTAL FEDERAL SHARE.....	\$ 9,098,563.00		
Supplies.....	\$ 10,500.00	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$ 0.00		
Contractual.....	\$ 7,919,097.00	C. FED. SHARE AWARDED THIS BUDGET PERIOD...	\$ 0.00		
Facilities/Construction.....	\$ 0.00	19. AMOUNT AWARDED THIS ACTION:		\$ 9,098,563.00	
Other.....	\$ 335,000.00	20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:		\$ 44,441,025.00	
Direct Costs.....	\$ 9,098,563.00	21. AUTHORIZED TREATMENT OF PROGRAM INCOME:			
Indirect Costs.....	\$ 0.00	Additional Costs			
At % of \$		22. APPLICANT EIN:		23. PAYEE EIN:	
In Kind Contributions.....	\$ 0.00	846000580		1846000582A1	
Total Approved Budget.....	\$ 9,098,563.00	24. OBJECT CLASS:		41.51	

25. FINANCIAL INFORMATION:						DUNS 170147354
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
	08CH111905	75-17-1536	7-G084122	\$9,008,485.00		
	08CH111905	75-17-1536	7-G084120	\$90,078.00		

26. REMARKS: (Continued on separate sheets)

27. SIGNATURE - ACF GRANTS OFFICER		DATE:		28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY		
Jeffrey S Newton		06/26/2017		Ms. TaWanda Goodman		
29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)			DATE:			
Debra D Hedin - Regional Program Manager			06/26/2017			

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:

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8. BUDGET PERIOD: 07/01/2017 THRU 06/30/2018	9. PROJECT PERIOD: 07/01/2013 THRU 06/30/2018		10. CAT NO.: 93.600
11. RECIPIENT ORGANIZATION: City and County of Denver			

STANDARD TERMS

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>.

This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>.

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

The Administration for Children and Families
U.S. Department of Health and Human Services
Office of Grants Management
ATTN: Grants Management Specialist
330 C Street, SW.,
Switzer Building Corridor 3200
Washington, DC 20201 AND

U.S. Department of Health and Human Services
Office of Inspector General
ATTN: Mandatory Grant Disclosures,
Intake Coordinator
330 Independence Avenue, SW,
Cohen Building Room 5527
Washington, DC 20201
Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: MandatoryGranteeDisclosures@oig.hhs.gov

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180& 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

AWARD ATTACHMENTS

City and County of Denver

08CH1119-05-00

1. Remarks

26. REMARKS (Continued from previous page)

This grant action awards \$9,008,485 for Head Start operations and \$90,078 for training and technical assistance for the 07/01/2017-06/30/2018 budget period.

Head Start population: 1,153 children.

Designated Head Start service area: City and County of Denver Colorado.

Approved program options: Center-based, Home-based.

This grant is subject to the requirements for contribution of the non-federal match and approval of key staff, the limitations on development and administrative costs and employee compensation, and prior written approval for the purchase of equipment and other capital expenditures and the purchase, construction and major renovation of facilities as specified in Attachment 1.

It has been determined the grantee's transportation waiver request has met the requirements of 45 CFR 1303.72(a)(4) bus monitor requirement of the Head Start Program Performance Standards. As such, this grant action approves the transportation waiver for Denver Public School Head Start delegate.

The Grantee has 120 days from July 1, 2017 to establish a Policy Committee at each delegate agencies. The grantee is to provide the membership of each Policy Committee in HSES.

Attachment 1

Award Number: 08CH1119/05

Recipient Organization: DENVER HEAD START OFFICE

This grant is subject to Section 640(b) of the Head Start Act and 45 C.F.R. § 1303.4 requiring a non-federal match of 20 percent of the total cost of the program. This grant is also subject to the requirements in Section 644(b) of the Head Start Act and 45 C.F.R. § 1303.5 limiting development and administrative costs to a maximum of 15 percent of the total costs of the program, including the non-federal match contribution of such costs. The requirements for a non-federal match of 20 percent and the limitation of 15 percent for development and administrative costs apply to the 07/01/2017-06/30/2018 budget period unless a waiver is approved. Any request for a waiver of the non-federal match, or a portion thereof, that meets the conditions under Section 640(b)(1)-(5) of the Head Start Act and 45 C.F.R. § 1303.4 or a waiver of the limitation on development and administrative costs that meets the conditions under 45 C.F.R. § 1303.5 must be submitted in advance of the end of the budget period. Any waiver request submitted after the expiration of the project period will not be considered.

The HHS Uniform Administrative Requirements (see 45 C.F.R. § 75.308(c)(1)(ii)) provide the authority to ACF to approve key staff of Head Start grantees. For the purposes of this grant, key staff is defined as the Head Start Director or person carrying out the duties of the Head Start Director if not under that title and the Chief Executive Officer, Executive Director and/or Chief Fiscal Officer if any of those positions is funded, either directly or through indirect cost recovery, more than 50 percent with Head Start funds.

Section 653 of the Head Start Act prohibits the use of any federal funds, including Head Start grant funds, to pay any portion of the compensation of an individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

Prior written approval must be obtained for the purchase of equipment and other capital expenditures as described in 45 C.F.R. § 75.439(a). Prior written approval must also be obtained under 45 C.F.R. § 75.439(b)(3) and 45 C.F.R. Part 1303 Subpart E – Facilities to use Head Start grant funds for the initial or ongoing purchase, construction and major renovation of facilities. No Head Start grant funds may be used toward the payment of one-time expenses, principal and interest for the acquisition, construction or major renovation of a facility without prior written approval of the Administration for Children and Families.

DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS)
ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF)

ADMINISTRATION FOR CHILDREN AND FAMILIES, REGION VIII
DISCRETIONARY PROGRAMS
FINANCIAL REPORTING REQUIREMENTS

Audits

The Grantee is requested to send a courtesy copy of the audit with a copy of any management letters issued by the auditor to:

ACF Regional Grants Officer
Administration for Children and Families / Head Start
1961 Stout Street
Room 8-148
Denver, CO 80294

Audit Report Packages

Audit Report packages are to be electronically submitted in accordance with both 2 C.F.R. 200.500 and 45 C.F.R. 75.500. As indicated in the Circular, the web address of the Federal clearinghouse currently designated by OMB is:

<http://harvester.census.gov/sac/>

Auditors may obtain assistance regarding planning, conducting, or reporting on audits covering HHS funds or cognizance responsibilities from:

DHHS Office of Audit Services
National External Audit Review Center
1100 Walnut St., Suite 850
Kansas City, MO 64106-2197
Telephone: (800) 732-0679
Hours: 8:00 AM – 4:00 PM Central

Federal Financial Report (SF-425 Reports)

Federal Financial Report (FFR) SF-425 **Cash Transaction Reports** are due to the Division of Payment Management 30 days after the end of each quarter (March, June, September and December). Any questions or issues regarding the FFR SF-425 reports can be directed to the following:

DHHS Division of Payment Management
5600 Fishers Lane – 11 – 33
11th Floor, Head House Wing
Rockville, MD 20857
Telephone: (877) 614-5533
Hours: 7:30 AM – 6:00 PM ET
Email: PMSSupport@psc.gov
Electronic website access: www.dpm.psc.gov

FFR SF-425 Expenditure **Federal Financial Reports** (formerly SF-269) are to be scanned and uploaded into the Grant Notes section of GrantSolutions per the semi-annual reporting schedule noted in the table below. Every grantee should have a GrantSolutions account to allow access to upload the SF-425. If your office needs user account assistance, please contact the GrantSolutions help desk. This information will no longer be reported separately by hard copy, fax or email.

Please note Box 12 of the Final report must include the following:

- Total Amount of U.S. Department of Agriculture (USDA) Reimbursement: \$ _____
- Total Development and Administrative Expenditures: \$ _____ (federal and non-federal)
- If an Unobligated balance of federal funds is being reported on line 'h,' the grantee must provide a breakdown of total federal expenditures for each 'CAN NO.' which appears in box 25, Financial Information, on the most recent Notice of Award for the budget period.

Semi-Annual Reporting Deadlines				
Budget Period		FFR Due	FFR Due	FFR Due
Begin	End	Date	Date	Date
1-Jan	31-Dec	30-Jul	30-Jan	30-Apr
1-Feb	31-Jan	30-Oct	30-Apr	30-Apr
1-Mar	28-Feb	30-Oct	30-Apr	30-Jul
1-Apr	31-Mar	30-Oct	30-Apr	30-Jul
1-May	30-Apr	30-Jan	30-Jul	30-Jul
1-Jun	31-May	30-Jan	30-Jul	30-Oct
1-Jul	30-Jun	30-Jan	30-Jul	30-Oct
1-Aug	31-Jul	30-Apr	30-Oct	30-Oct
1-Sep	31-Aug	30-Apr	30-Oct	30-Jan
1-Oct	30-Sep	30-Apr	30-Oct	30-Jan
1-Nov	31-Oct	30-Jul	30-Jan	30-Jan
1-Dec	31-Nov	30-Jul	30-Jan	30-Apr

For further information on updates to the reporting process please refer to Program Instruction ACF-PI-16-01 at: http://eclkc.ohs.acf.hhs.gov/hslc/standards/pi/2016/resour_pri_001_010516.html

Real Property Status Report (SF-429 Report) and Tangible Personal Property Report (SF-428 Report)

SF-429 Real Property Status Reports and SF-428 Tangible Personal Property Reports must be submitted annually on the same date that the Annual Federal Financial Report (SF-425) for the budget period is due. Completed reports should be uploaded to the appropriate Grants Notes section in GrantSolutions. Every grantee should have a GrantSolutions account to allow access to upload the reports. If your office needs user account assistance, please contact the GrantSolutions Help Desk at help@grantsolutions.gov or 866-577-0771. This information will no longer be reported separately by hard copy, fax or email.

For information on the implementation of these reports please refer to Information Memorandum ACF-IM-HS-15-01 at: http://eclkc.ohs.acf.hhs.gov/hslc/standards/im/2015/resour_ime_001_012715.html