



Department of Health and Human Services

Administration for Children and Families

## Notice of Award

Award# 08CH012758-01-00

FAIN# 08CH012758

Federal Award Date: 07/08/2024

### Recipient Information

**1. Recipient Name**

DENVER HEAD START OFFICE  
201 W Colfax Ave DEPT 1101  
Denver, CO 80202-5332  
720-913-0900

**2. Congressional District of Recipient**  
01

**3. Payment System Identifier (ID)**  
1846000582A1

**4. Employer Identification Number (EIN)**  
846000580

**5. Data Universal Numbering System (DUNS)**  
170147354

**6. Recipient's Unique Entity Identifier (UEI)**  
YEP4NQG3AWG7

**7. Project Director or Principal Investigator**

Dr. Al Martinez Ph.D  
Executive Director  
Al.Martinez@denvergov.org  
(720) 913-0880

**8. Authorized Official**

Hon Mike Johnston  
Mayor - City and County of Denver  
mayorsoffice@denvergov.org  
(720) 865-9000

### Federal Award Information

**11. Award Number**  
08CH012758-01-00

**12. Unique Federal Award Identification Number (FAIN)**  
08CH012758

**13. Statutory Authority**  
42 USC 9871 ET SEQ.

**14. Federal Award Project Title**  
Head Start Early Head Start

**15. Assistance Listing Number**  
93.600

**16. Assistance Listing Program Title**  
Head Start

**17. Award Action Type**  
New

**18. Is the Award R&D?**  
No

### Summary Federal Award Financial Information

<b>19. Budget Period Start Date</b>	07/01/2024	- End Date	06/30/2025
<b>20. Total Amount of Federal Funds Obligated by this Action</b>			\$14,135,327.00
20a. Direct Cost Amount			\$14,135,327.00
20b. Indirect Cost Amount			\$0.00
<b>21. Authorized Carryover</b>			\$0.00
<b>22. Offset</b>			\$0.00

**Federal Agency Information**

ACF/OHS Region VIII Grants Office

**9. Awarding Agency Contact Information**

Mr. Jeffrey S Newton

Grants Officer

jeff.newton@acf.hhs.gov

303-844-1149

**10. Program Official Contact Information**

Ms. Cheryl Lutz

Program Specialist - Head Start

Cheryl.lutz@acf.hhs.gov

303-844-1171

23. Total Amount of Federal Funds Obligated this budget period	\$0.00
24. Total Approved Cost Sharing or Matching, where applicable	\$3,534,237.19
25. Total Federal and Non-Federal Approved this Budget Period	\$17,669,564.19
26. Period of Performance Start Date 07/01/2024 - End Date 06/30/2025	
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance	\$17,669,564.00

**28. Authorized Treatment of Program Income**

ADDITIONAL COSTS

**29. Grants Management Officer - Signature**

Mr. Jeffrey S Newton

Grants Officer

**30. Remarks**



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**Recipient Name**

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201 W Colfax Ave DEPT 1101  
Denver, CO 80202-5332  
720-913-0900

**Congressional District of Recipient**

01

**Payment Account Number and Type**

1846000582A1

**Employer Identification Number (EIN) Data**

846000580

**Universal Numbering System (DUNS)**

170147354

**Recipient's Unique Entity Identifier (UEI)**

YEP4NQD3AWG7

**31. Assistance Type**

Discretionary Grant

**32. Type of Award**

Other

**33. Approved Budget**

(Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only

II. Total project costs including grant funds and all other financial participation

a. Salaries and Wages	\$1,011,635.00
b. Fringe Benefits	\$303,020.00
c. Total Personnel Costs	\$1,314,655.00
d. Equipment	\$0.00
e. Supplies	\$50,382.00
f. Travel	\$0.00
g. Construction	\$0.00
h. Other	\$345,828.00
i. Contractual	\$12,424,462.00
<b>j. TOTAL DIRECT COSTS</b>	<b>\$14,135,327.00</b>
<b>k. INDIRECT COSTS</b>	<b>\$0.00</b>
<b>l. TOTAL APPROVED BUDGET</b>	<b>\$14,135,327.00</b>
<b>m. Federal Share</b>	<b>\$14,135,327.00</b>
<b>n. Non-Federal Share</b>	<b>\$3,534,237.19</b>

**34. Accounting Classification Codes**

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
4-G084122	08CH01275801	ACPOHS	41.51	93.600	\$13,988,635.00	75-24-1536
4-G084120	08CH01275801	ACPOHS	41.51	93.600	\$131,709.00	75-24-1536





## Department of Health and Human Services

### Administration for Children and Families

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### 35. Terms And Conditions

#### STANDARD TERMS

1. Federal awards are subject to legally binding requirements called terms and conditions (T&Cs). Recipients must review and comply with all T&Cs identified under the award. When a recipient is awarded and accepts an ACF award, it must comply with the requirements outlined in the Notice of Award and T&Cs. The recipient must actively manage its award and adhere to all applicable requirements. For more information about grants management activities and resources for recipients throughout the award lifecycle, see the Managing Your ACF Grant Award at <https://www.acf.hhs.gov/grants/manage-grant>.

#### Applicable Legislation, Statute, and Regulations

1. The administration of this program is authorized under the Head Start Act, as amended by the Improving Head Start for School Readiness Act of 2007, Public Law 110-134 at <https://www.congress.gov/bills/110th-congress/house-bill/1429>.
2. The program is codified at 42 U.S.C. 9831 et seq at <http://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter105/subchapter2&edition=prelim>.
3. Implementing program regulations are published as the Head Start Program Performance Standards at 45 CFR Parts 1301 to 1305, <https://www.ecfr.gov/current/title-45/subtitle-B/chapter-XIII/subchapter-B>. Additional program guidance is located on the Early Childhood Learning & Knowledge Center (ECLKC), <https://eclkc.ohs.acf.hhs.gov/>. Recipients must act in compliance with the Program Instructions and Information Memoranda. For full text, go to <https://eclkc.ohs.acf.hhs.gov/policy/pi> and <https://eclkc.ohs.acf.hhs.gov/policy/im>.
4. This award is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards found at 45 CFR Part 75 at <https://www.ecfr.gov/current/title-45/subtitle->

[A/subchapter-A/part-75](#). This award is subject to the Closeout requirements for Grants and Agreements found at 2 CFR 200.344 at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR682eb6fbfabcd2/section-200.344>.

5. This award is subject to Executive Orders in the Federal Register available at <https://www.federalregister.gov/presidential-documents/executive-orders>.

6. This award is subject to requirements or limitations in any applicable Appropriations Act available at <https://crsreports.congress.gov/>.

7. This award is subject to the Administrative and National Policy Requirements at <https://www.acf.hhs.gov/grants/administrative-and-national-policy-requirements>.

8. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable based on your recipient type and the purpose of this award. This includes requirements in Parts I and II available at <https://www.hhs.gov/grants-contracts/grants/grants-policies-regulations/index.html>. 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.



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### **Property**

9. This award is subject to the Property Related T&Cs found at <https://www.acf.hhs.gov/grants/manage-grant/grant-award/property-terms>. Under 45 CFR §75.323, all real property, equipment, and intangible property acquired or improved with ACF funds must be held in trust by the non-federal entity as trustee for the beneficiaries of the project or program under which the property was acquired or improved.

### **Award Payment**

10. This award will be paid through the Department of Health and Human Services, Payment Management Services, operating under the Program Support Center (PSC). The PSC provides automated award payment and cash management services from awards issued by Federal Government Awarding Agencies through the centralized payment system, Payment Management System (PMS). For more detailed information on payment through PMS, go to <https://pms.psc.gov/>. Drawing funds from PMS indicates acceptance and agreement to the T&Cs of the award.

### **Unique Entity Identifier (UEI) Notice**

11. All applicants and recipients must have an active System for Award Management (SAM) registration and UEI issued. ACF recommends that organizations start the renewal process at least 30 days prior to expiration to avoid delays in federal funding. Entities can search for help at Federal Service Desk (FSD) any time or request help from an FSD agent Monday–Friday 8 a.m. to 8 p.m. ET. This award is subject to requirements as set forth in 2 CFR 25.110.





# AWARD ATTACHMENTS

DENVER HEAD START OFFICE

08CH012758-01-00

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1. Remarks
2. Attachments 1 2 3



Under Section 638 of the Head Start Act, this action awards the City and County of Denver a project period of July 1, 2024 to June 30, 2029 for the operation of an Early Head Start and Head Start program in the designated service area. For the initial budget period of July 1, 2024 to June 30, 2025, this action awards \$12,485,197 for Head Start program operations and \$131,709 for Head Start training and technical assistance; and \$1,503,438 for Early Head Start program operations and \$14,983 for Early Head Start training and technical assistance. The projected annual operation costs based on the application submitted are \$12,485,197 for Head Start program operations, \$1,503,438 for Early Head Start program operations; and \$131,709 for Head Start training and technical assistance and \$14,983 for Early Head Start training and technical assistance.

Head Start population: 1,055 children.

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

Approved program options for the Head Start program: Center base and home base

Early Head Start population: 74 pregnant women, infants and toddlers

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

Approved program options for the Early Head Start program: Center base and home base

This grant is subject to the requirements included in Attachments 1, 2 and 3.



## **Attachment 1**

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 06/01/2024-05/31/2025 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 grant recipients. 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.

## **Attachment 2**

### **Real Property Terms and Conditions**

Terms and Conditions for Awards involving Property, if applicable

1. Under grant program regulations at 45 C.F.R. § 75.323, a property trust relationship exists for the benefit of the awarding program in all property the non-federal entity acquires or improves with the Administration for Children and Families (ACF) funds, including real property, equipment and supplies. The non-federal entity holds the property in trust for the beneficiaries of the project or program under which the property was acquired or improved. ACF requires the non-federal entity to record liens or other appropriate notices such

as Notices of federal interest to indicate that real property has been acquired or improved with federal award funds and that use and disposition conditions apply to the property. The federal interest in the property cannot be defeated by a recipient's failure to file an appropriate notice of federal interest. A recipient may not encumber or permit a third party to encumber any property where federal funds were used for purchase, construction or major renovation without ACF's written consent. Financing and refinancing a property with or without subordination of the federal interest are encumbrance actions and subject to formal ACF approval, including the submission of the SF-429 Attachment B Acquire or Improve Request form (along with the supporting documentation) and the SF-429 Attachment C Encumbrance Request form (along with supporting documentation) in GrantSolutions On-Line Data Collection (OLDC) system. For guidance and reporting information, see Real Property Guidance: [https://www.acf.hhs.gov/grants/real-property#book\\_content\\_0](https://www.acf.hhs.gov/grants/real-property#book_content_0).

2. The federal interest in real property purchased, constructed or renovated with federal funds does not expire and remains in place until formal disposition. When real property is no longer needed either because the non-federal entity is leaving the program or for another reason, the non-federal entity must obtain disposition instructions from ACF in accordance with C.F.R. §75.318(c) (1)-(3) and ACF Policy, including the submission of the SF-429 Attachment C Disposition Request form (along with supporting documentation) in the GrantSolutions On-Line Data Collection (OLDC) system. For additional guidance and reporting information, see Real Property Guidance: [https://www.acf.hhs.gov/grants/real-property#book\\_content\\_0](https://www.acf.hhs.gov/grants/real-property#book_content_0). While the awardee may indicate a disposition preference in the request for disposition instructions, ACF has the discretion to direct a different disposition option. The non-federal entity must request disposition instructions within 60 days of project expiration or notice of termination. If the non-federal entity fails to request disposition instructions, ACF will direct disposition.

A recipient's failure to comply with ACF's disposition instructions will constitute a material violation of the terms and conditions of this grant award. Recipients are responsible for maintaining accurate and up-to-date records of any non-federal contributions, including payments of principal and interest on loans, made towards the purchase, construction, or renovation of real property, and itemized records of the funding source of such contributions. Recipients must produce those records when requesting disposition. In accordance with 45 C.F.R. §75.320(e) and ACF policy, the recipient must request disposition instructions utilizing the SF-428 cover page, Attachment C, and S form along with supporting documentation from ACF Office of Grants Management for equipment purchased with federal funds and which is no longer needed either because the recipient is leaving the program or for another reason. For more guidance and reporting information, see Tangible Personal Property Guidance: [https://www.acf.hhs.gov/tangible-personal-property#book\\_content\\_0](https://www.acf.hhs.gov/tangible-personal-property#book_content_0).

3. If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination of support or completion of the project or program, the non-federal entity must retain the supplies or use on other activities or sell them, but must, in either case, compensate the Federal government for its share. The amount of compensation must be computed in the same manner as equipment. See 45 C.F.R. §75.320(e)(2) for the calculation methodology. For more guidance and reporting information, see Tangible Personal Property Guidance: [https://www.acf.hhs.gov/tangible-personal-property#book\\_content\\_0](https://www.acf.hhs.gov/tangible-personal-property#book_content_0).
4. The inventory of equipment, supplies, and real property acquired with Head Start funds under any preceding award must be transferred and recorded under the grant agreement number identified in field 12 of this Notice of Award.
5. Pursuant to 45 C.F.R. §75.317, a grant recipient must, at a minimum, provide the equivalent insurance coverage for real property and/or equipment acquired or improved with Federal funds, as provided to other property it owns. If a grant recipient uses federal funds to purchase or continue purchase (e.g. mortgage payments) on real property, including modular facility unit(s), it must maintain physical damage or destruction insurance at the full replacement value of the facility so long as it owns or occupies the facility. At a minimum, a grant recipient must obtain an insurance policy insuring against risk from physical destruction immediately upon acquiring real property or equipment, or upon completion of construction or modernization of a facility when federal funds were expended. The physical destruction insurance policy must insure the full-appraised value of the real property from risk of partial and total physical destruction, including flood insurance, or other special hazard riders, where appropriate. The policy must also include a requirement for the insurer to notify the Administration for Children and Families' Office of Grants Management of any changes in the policy or coverage, for example, loss payee endorsement.

Head Start grant recipients must comply with the terms and conditions for the project period award in the specified timeframes.

### Health and Safety

- Conduct a screening of the health and safety environment of each center and/or family childcare home where services are provided according to the following schedule, as applicable:
  - within 45 days of the start of the program or school year;
  - within 45 days of children receiving services in a new center and/or family childcare home; and/or
  - within 45 days of the start of the project period when the project period begins during the program or school year.See: <https://eclkc.ohs.acf.hhs.gov/publication/health-safety-screener>
- Complete a certification of compliance with all Office of Head Start (OHS) health and safety requirements within 75 days of the start of the program or school year, or within 75 days of the start of the project period when the project period begins during the program or school year.
- Submit the certification via the Head Start Enterprise System (HSES) under the Financials tab, NoA Conditions in the folder titled "Certification of Compliance with Health & Safety Requirements" and notify your Program and Grants Management Specialists of its availability in the Correspondence tab immediately thereafter.

### Governance



- Conduct a screening of the organization's governance and leadership capacity within 60 calendar days of the start of the project period. See: <https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/governance-leadership-oversight-capacity-screener>
- Complete a certification that the governance and leadership capacity screening was conducted and a training plan was developed within 75 days of the start of the project period. See: <https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/governance-leadership-oversight-capacity-screener-certification>
- Submit the certification via the Head Start Enterprise System (HSES) under the Financials tab, NoA Conditions in the folder titled "Certification of Governance and Leadership Capacity Screening" and notify your Program and Grants Management Specialists of its availability in the Correspondence tab immediately thereafter.

See: <https://eclkc.ohs.acf.hhs.gov/designation-renewal-system>

