



ADMINISTRATION FOR CHILDREN & FAMILIES

Office of Head Start | Region 8 | 1961 Stout Street, Room 08 -148, Denver, CO 80294 | www.eclkc.ohs.acf.hhs.gov

JAN 09 2019

Michael Hancock
Mayor
City And County of Denver
201 West Colfax Avenue, Department 1101
Denver, CO 80202

Re: Grant No. 08CH010552

Dear Mayor Hancock:

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	1153	
Funding Type	Head Start	Early Head Start
Program Operations	\$9,335,133	
Training and Technical Assistance	\$112,482	
Cost-of-Living Adjustment (COLA)	\$165,232	
Total Funding	\$9,612,847	

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 Michelle Outlaw Stewart, Head Start Program Specialist, at (303) 844-1207 or michelle.stewart@acf.hhs.gov or Bryan Johnson, Grants Management Specialist, at (303) 844-1161 or bryan.johnson@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,



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

cc: Erin Brown, Executive Director
Al Martinez, Head Start Director