



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | Region V | 233 North Michigan Avenue, Suite 400, Chicago, IL 60601 | [www.eclkc.ohs.acf.hhs.gov](http://www.eclkc.ohs.acf.hhs.gov)

May 21, 2018

Mark Sain, Board Chair  
Milwaukee Public Schools  
5225 West Vliet Street  
Milwaukee, WI 53208

Re: Grant No. 05CH8321

Dear Mr. Sain:

The Consolidated Appropriations Act, 2018, contains an increase of approximately \$610 million for programs under the Head Start Act for Fiscal Year (FY) 2018. A portion of the increase provides a cost-of-living adjustment (COLA) of 2.6 percent to assist grantees in increasing staff salaries and fringe benefits and offsetting higher operating costs.

Grants with significantly low percentages of training and technical assistance (T/TA) dollars may also see an increase in those funds over previous years.

The following table reflects the increase(s) for FY 2018.

Funding Type	Amount
Head Start COLA	\$220,864
Early Head Start COLA	
Head Start T/TA (if applicable)	\$1,743
Early Head Start T/TA (if applicable)	
<b>TOTAL</b>	<b>\$222,607</b>

### Submission Requirements

Program Instruction ACF-PI-HS-18-03, dated May 1, 2018, informed Head Start and Early Head Start grantees and delegate agencies of the intended uses of these funds and announced the opportunity for grantees to apply for the funds. Please review the Program Instruction carefully to ensure your supplemental application meets the requirements for funding and contains all of the necessary information.

The supplemental application is due June 18, 2018 and must be submitted in the Head Start Enterprise System (HSES) at <https://hses.ohs.acf.hhs.gov/hsprograms>. Please select the Financials tab, Application tab, Fiscal Year 2018 and the budget period to add the 'Supplement - COLA' amendment type. For technical assistance in preparing the application, please contact the HSES Help Desk at [help@hsesinfo.org](mailto:help@hsesinfo.org) or 1-866-771-4737.

Please ensure the program narrative, budget and detailed budget justification submitted in the application documents demonstrate:

- An increase of 2.6 percent in the hourly rate of pay for each Head Start/Early Head Start employee and the pay scale subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- The rationale if employees are receiving less than the 2.6 percent COLA or differential COLA increases;
- The provision of the 2.6 percent increase to all delegate agencies and partners or justification if the full percentage is not provided to delegate agencies and partners;
- The planned uses for the balance of the COLA funds and T/A funds (if applicable) to offset higher operating costs;
- Each source of non-federal match, including the estimated amount per source and the valuation methodology; and
- A detailed justification that conforms with the criteria under Section 640(b)(1)-(5) of the Head Start Act if the application proposes a waiver of any portion of the non-federal match requirement.

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group's participation in the development and approval of the supplemental application must be provided. The application must be submitted on behalf of the Authorizing Official registered in the HSES. **Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. If you have any questions or need assistance, please contact John Tschoe, Head Start Program Specialist, at (312) 353-8112 or [john.tschoe@acf.hhs.gov](mailto:john.tschoe@acf.hhs.gov) or Victoria Watson, Grants Management Specialist, at (312) 886-4945 or [victoria.watson@acf.hhs.gov](mailto:victoria.watson@acf.hhs.gov). Thank you for your cooperation and timely submission of the grant application.

Sincerely,



Heather Wanderski  
Regional Program Manager  
Office of Head Start

cc: Darienne Driver, Superintendent  
Joandy Williams, Head Start Director