

**Recipient Information****1. Recipient Name**

CONTRA COSTA COUNTY  
40 Douglas Dr  
Martinez, CA 94553-4068

**2. Congressional District of Recipient**

10

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

1946000509A1

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

946000509

**5. Data Universal Numbering System (DUNS)****6. Recipient's Unique Entity Identifier (UEI)**

FMHYKJ9D69L5

**7. Project Director or Principal Investigator**

Ms. Marla Stuart  
mstuart@ehsd.cccounty.us  
(925) 608-8812

**8. Authorized Official**

Mrs. Diane Burgus  
district3@bos.cccounty.us  
925-608-8812

**Federal Agency Information**

ACF/OHS Region IX Grants Office

**9. Awarding Agency Contact Information**

Nikki Crisman  
Grants Management Specialist  
nikki.crisman@acf.hhs.gov  
8163210726

**10. Program Official Contact Information**

Ms. Sandra Carton  
Regional Program Director  
Sandra.Carton@acf.hhs.gov  
202-205-8397

**Federal Award Information****11. Award Number**

09CH012839-03-00

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

09CH012839

**13. Statutory Authority**

42 USC 9801 ET SEQ

**14. Federal Award Project Title**

Head Start and Early Head Start

**15. Assistance Listing Number**

93.600

**16. Assistance Listing Program Title**

Head Start

**17. Award Action Type**

Non-Competing Continuation

**18. Is the Award R&D?**

No

**Summary Federal Award Financial Information**

**19. Budget Period Start Date** 07/01/2026 - **End Date** 06/30/2027

**20. Total Amount of Federal Funds Obligated by this Action** \$20,706,318.00

20a. Direct Cost Amount \$19,395,683.00

20b. Indirect Cost Amount \$1,310,635.00

**21. Authorized Carryover** \$0.00

**22. Offset** \$0.00

**23. Total Amount of Federal Funds Obligated this budget period** \$0.00

**24. Total Approved Cost Sharing or Matching, where applicable** \$5,176,581.00

**25. Total Federal and Non-Federal Approved this Budget Period** \$25,882,899.00

**26. Period of Performance Start Date** 09/01/2024 - **End Date** 06/30/2029

**27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance** \$77,050,070.00

**28. Authorized Treatment of Program Income**

ADDITIONAL COSTS

**29. Grants Management Officer - Signature**

Mrs. Jessica Cawthorn  
Grants Management Officer

**30. Remarks**



# Department of Health and Human Services

## Administration for Children and Families

### Notice of Award

Award# 09CH012839-03-00

FAIN# 09CH012839

Federal Award Date: 05/26/2026

#### Recipient Information

##### Recipient Name

CONTRA COSTA COUNTY

40 Douglas Dr

Martinez, CA 94553-4068

##### Congressional District of Recipient

10

##### Payment Account Number and Type

1946000509A1

##### Employer Identification Number (EIN) Data

946000509

##### Universal Numbering System (DUNS)

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

FMHYKJ9D69L5

##### 31. Assistance Type

Discretionary Grant

##### 32. Type of Award

Service

#### 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    | \$6,783,822.00  |
| b. Fringe Benefits       | \$3,962,354.00  |
| c. Total Personnel Costs | \$10,746,176.00 |
| d. Equipment             | \$0.00          |
| e. Supplies              | \$221,601.00    |
| f. Travel                | \$42,000.00     |
| g. Construction          | \$0.00          |
| h. Other                 | \$2,654,448.00  |
| i. Contractual           | \$5,731,458.00  |
| j. TOTAL DIRECT COSTS    | \$19,395,683.00 |
| k. INDIRECT COSTS        | \$1,310,635.00  |
| l. TOTAL APPROVED BUDGET | \$20,706,318.00 |
| m. Federal Share         | \$20,706,318.00 |
| n. Non-Federal Share     | \$5,176,581.00  |

#### 34. Accounting Classification Codes

| FY-ACCOUNT NO. | DOCUMENT NO. | ADMINISTRATIVE CODE | OBJECT CLASS | ASSISTANCE LISTING | AMT ACTION FINANCIAL ASSISTANCE | APPROPRIATION |
|----------------|--------------|---------------------|--------------|--------------------|---------------------------------|---------------|
| 6-G884122      | 09CH01283903 | ACFOHS              | 41.51        | 93.600             | \$20,440,167.00                 | 75-26-1536    |
| 6-G884120      | 09CH01283903 | ACFOHS              | 41.51        | 93.600             | \$186,306.00                    | 75-26-1536    |
| 6-G884121      | 09CH01283903 | ACFOHS              | 41.51        | 93.600             | \$79,845.00                     | 75-26-1536    |



## 35. Terms And Conditions

### Terms and Conditions

#### 1. STANDARD TERMS

This award is subject to the requirements listed in the terms and conditions. The use of Federal funds from this award constitutes the grantee's acceptance of the listed terms and conditions. The electronic copy of Award Terms and Conditions to support this program can be found on the website at:

<https://acf.gov/grants/manage-grant/grant-award/award-terms>.

#### AWARD CONDITIONS

##### **Required Alignment with ACF Vision, Mission, Values, Priorities and Guiding Principles**

The recipient of this award must implement any funds awarded under this NOA to effectuate program goals or agency priorities in accordance with the ACF's vision, mission, values, priorities, & guiding principles (<https://acf.gov/about/acf-vision-mission-values>) when authorized. Funded activities must advance ACF's vision of resilient, safe, healthy, and economically secure children, youth, families, and communities, and support ACF's mission to foster health and well-being through effective, accountable, and compassionate human services when awarded in any programs that authorize these priorities.

Consistent with ACF's values, in carrying out any project that is funded under this NOA, the recipient is required to adhere to the following principle:

**Program Integrity and Fiscal Stewardship:** Administer funds in accordance with all applicable federal statutes, regulations, and award conditions; maintain strong internal controls; and prevent waste, fraud, and abuse.

The recipient is also required to adhere to the following principles when consistent with the authority and scope of the award and its activities:

**1. Evidence-Based and Outcome-Focused Practices:** Design and deliver services using evidence-based or evidence-informed approaches, establish measurable performance goals, and use data to monitor outcomes and drive continuous improvement.

**2. Partnership and Local Leadership:** Coordinate with state, tribal, territorial, local, and community partners, as appropriate, and tailor services to meet community-identified needs while respecting local decision-making authority.

In addition, in keeping with ACF's priorities, the recipient must administer any project that is awarded under this NOA in accordance with the following objectives when consistent with the scope of the award and its activities in programs that are authorized to advance them:

**3. Family Stability and Child Well-Being:** Strengthen families, promote safe and stable home environments, and improve outcomes for children and youth through prevention-focused and developmentally appropriate services.

**4. Work, Self-Sufficiency, and Economic Mobility:** Support pathways to employment, job retention, and economic independence for individuals and families, including through workforce development, education, and supportive services.



## Department of Health and Human Services

### Administration for Children and Families

## Notice of Award

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Federal Award Date: 05/26/2026

**5. High-Quality Early Care and Learning:** Where applicable, invest in high-quality early childhood programs that support school readiness, healthy development, and long-term success.

The recipient must demonstrate ongoing compliance with these values and priorities, in all programs that are authorized to advance them, through program design, implementation, reporting, and evaluation. Failure to meaningfully align funded activities with the applicable requirements may result in corrective action, additional reporting requirements, or other enforcement actions consistent with federal grant regulations found at 2 C.F.R. Part 200 and the terms and conditions of this award.

## 2. SUPPLEMENTAL TERMS and CONDITIONS

Federal awards are subject to legally binding requirements called terms and conditions (T&Cs). The Award Terms and Conditions apply to all discretionary programs: <https://www.acf.hhs.gov/grants/manage-grant/grant-award#terms>. These Supplemental Terms and Conditions are additional requirements applicable to the program named below.

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 Managing Your ACF Grant Award at <https://www.acf.hhs.gov/grants/manage-grant>

### Administration for Children and Families

#### Office of Head Start

#### Head Start

Assistance Listing No. [93.600](#)

## APPLICABLE LEGISLATION, STATUTE, 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://headstart.gov/policy/head-start-act>

2. The program is codified at 42 U.S.C. 9801 et seq at <https://headstart.gov/policy/head-start-act>

3. Implementing program regulations are published as the Head Start Program Performance Standards at 45 CFR Parts 1301 to 1305, <https://headstart.gov/policy/45-cfr-chap-xiii>. Additional program guidance is located on Head Start.gov, <https://headstart.gov/>. Recipients must act in compliance with the Program Instructions and Information Memoranda. For full text, go to <https://headstart.gov/policy/pi> and <https://headstart.gov/policy/im>

## COST SHARING OR MATCHING (NON-FEDERAL SHARE) OF PROGRAM FUNDING

4. Recipients are required to meet a non-federal share of the project cost, in accordance with Section 640(b) of the Head Start Act, [42 U.S.C. § 9835\(b\)](#). Recipients must provide at least 20 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (federal) share and the non-federal share. The non-federal share may be met by cash or in-kind contributions. Any shared costs or matching funds and all contributions, including cash and thirdparty in-kind contributions, must be accepted as part of the recipient's cost-sharing or matching when such contributions meet all



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criteria listed in [2 CFR § 200.306](#).

a. The responsible HHS official may approve a waiver of all or a portion of the non-federal match requirement based on a recipient's written application submitted for the budget period and any supporting evidence the responsible HHS official requires. In deciding whether to grant a waiver, the responsible HHS official will consider the circumstances specified at section 640(b) of the Act and whether the recipient made a reasonable effort to comply with the non-federal match requirement.

### FINANCIAL REPORTING

5. The OMB approved Financial Reporting form for this program is the Federal Financial Reports (SF425). This form must be submitted in the Payment Management System (PMS) as described in ACFPI-OHS-24-01: <https://headstart.gov/policy/pi/acf-pi-ohs-24-01>.

a. PMS SF-425 Information: <https://pms.psc.gov/grant-recipients/ffr-updates.html>

b. For support using PMS, contact your PMS Liaison Accountant: <https://pms.psc.gov/findpms-liaison-accountant.html>

c. Post-Award Reporting Forms and Instructions: <https://www.grants.gov/forms/forms-repository/post-award-reporting-forms>

6. Obligation Deadline: Funds must be obligated within the budget period established by the Notice of Award (NoA) on Line 19. If funds cannot be obligated within the established budget period, recipients may apply to carryover the balance or for a no-cost extension, as applicable, in Head Start Enterprise System (HSES) applications. Applications for a carryover balance should be initiated once the actual unobligated balance is known (generally during the period allowed for preparation and submission of the annual Federal Financial Report). Applications for a no-cost extension must be submitted at least 10 calendar days before the end of the period of performance of the award.

### PROGRAM REPORTING

7. The OMB approved Program Report form for this program is the Head Start Program Information Report (PIR, OMB Control No. 0970-0427). All grant recipients and sub-recipients are required to submit a PIR for Head Start and Early Head Start programs annually. PIR submissions are only accepted electronically using the Head Start Enterprise System (HSES).

a. PIR guidance, reference materials, change highlights and frequently asked questions are available at: <https://headstart.gov/program-data/article/program-information-report-pir>.

b. For assistance and/or support contact the HSES help desk at [help@hsesinfo.org](mailto:help@hsesinfo.org)

### PROPERTY REPORTING

8. This award is subject to the Property Reporting.

The OMB approved property reporting is the following:

a. Real Property Reports (SF-429s). The SF-429 Real Property forms are applicable to this program and must be submitted as described in ACF-PI-HS-17-03: <https://headstart.gov/policy/pi/acf-pi-hs-17-03>.

i. For assistance accessing the SF-429: <https://stage-home.grantsolutions.gov/home/recipientoldc->



## Department of Health and Human Services

### Administration for Children and Families

## Notice of Award

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training-resources/ ii. For assistance completing the SF-429s, please contact OGMRealProperty429@acf.hhs.gov

ii. For assistance completing the SF-429s, please contact OGMRealProperty429@acf.hhs.gov

b. Tangible Property Report (SF-428s). The SF-428-B Tangible Personal Property Report -Final Report must be submitted as described in ACF-PI-OHS-24-01: <https://headstart.gov/policy/pi/acf-pi-ohs-24-01>. The SF-428-C Tangible Personal Property Report – Disposition Request/Report must be submitted as described in the Tangible Personal Property Guidance: <https://www.acf.hhs.gov/grants/manage-grant/property/tangible-property>

i. The fillable SF-428 forms must be completed and uploaded in the Grant Notes section of GS. The Category Type of the Grant Note is Tangible Personal Property Report (SF-428).

ii. Downloadable version of fillable SF-428: <https://www.grants.gov/forms/formsrepository/post-award-reporting-forms>

iii. GS User Guide: Grant Notes: Microsoft Word - User Guide Recipient Grants List and Details GRANTS LIST .docx ([grantsolutions.gov](https://grantsolutions.gov)) and Quick Sheet: Grant Notes ([grantsolutions.gov](https://grantsolutions.gov))

### **EFFECTIVE PERIOD**

9. These program-specific Supplemental Terms and Conditions are effective on the date shown in the margin at the bottom of the page and will remain in effect until updated. They will be updated and reissued only as needed whenever a new program-specific statute, regulation or other requirement is enacted or whenever any of the applicable existing Federal statutes, regulations, policies, procedures or restrictions is amended, revised, altered, or repealed

### **POINTS OF CONTACT**

10. Points of contact for additional information or questions concerning either the operation of the program or related financial matters can be found in the Head Start Enterprise System (HSES).

### **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 at [https://www.fsd.gov/gsafsd\\_sp](https://www.fsd.gov/gsafsd_sp) This award is subject to requirements as set forth in 2 CFR 25.110

## AWARD ATTACHMENTS

CONTRA COSTA COUNTY

09CH012839-03-00

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1. 09CH012839-03 Contra Costa NCC and COLA Remarks

### 30. REMARKS (Continued from previous page)

Under Section 638 of the Head Start Act, this action awards Contra Costa County funds for the budget period of 07/01/2026-06/30/2027 within the project period of 09/01/2024-06/30/2029 for the operation of a Head Start Preschool and Early Head Start program in the designated service area(s).

The annual levels for this period are \$13,938,380 for Head Start Preschool operations; \$6,372,811 for Early Head Start operations; \$186,306 for Head Start Preschool training and technical assistance; and \$79,845 for Early Head Start training and technical assistance.

This award includes a Cost-of-Living Adjustment (COLA) of **0.635 percent** through funds authorized under the Consolidated Appropriations Act, 2026 (P.L. 119-75). The adjustment is applied to Fiscal Year 2026 Head Start/Early Head Start base funding levels and added proportionately to all Budgeted Object Class Categories.

In accordance with the Head Start Act, these funds must be used to increase compensation proportionate to the COLA, including salaries and wages, and fringe benefits for all applicable Head Start (including Early Head Start and EHS-Child Care Partnership) staff. In addition, a proportionate increase must be provided to delegate agencies and partners providing direct services. The COLA shall not be used for one-time bonuses or temporary salary supplements.

Any remaining amount following the applied 0.635 percent increase to Head Start compensation, and delegate agencies and partners, may be applied to other allowable operating costs applicable to the program.

Documentation demonstrating how the COLA was applied must be maintained and made available upon request.

Use of COLA funds for any purpose other than as described above requires submission of a budget revision amendment in the Head Start Enterprise System (HSES) within 30 days of the date of this award, including any "Significant Budget Changes" outlined in Section 3.1.2.2 of the HHS Grants Policy Statement (<https://www.hhs.gov/sites/default/files/hhs-grants-policy-statement-oct-2025.pdf>).

Head Start Preschool population: 764 children.

Designated Head Start Preschool service area(s): Contra Costa County, California.

Approved program option(s) for the Head Start Preschool program: Center-based, Locally Designed Program.

Early Head Start population: 437 infants, toddlers, and pregnant women.

Designated Early Head Start service area(s): Contra Costa County, California.

Approved program option(s) for the Early Head Start program: Center-based, Home-based,

## Locally Designed Program.

This grant is subject to the requirements included in Attachment 1.

This action approves continuation of the request to operate a Locally-Designed Program option (LDO) waiving the provision at 1302.21. The waivers of this requirement are approved to allow for the following: classrooms of up to 24 predominantly four-year olds; classrooms of up to 20 predominantly three-year olds; and Early Head Start classrooms providing fewer than 1,380 annual hours of service.

This waiver is effective through June 30, 2027 and may be renewed in the annual application. The effective term of the waiver is contingent upon the effectiveness of the variation in supporting appropriate development and progress in children's early learning outcomes as demonstrated in the annual grant application, is subject to annual renewal, and may be revoked based on progress toward program goals as described in 1302.102 and monitoring as described in 1304.2.

## **Attachment 1**

**Award Number: 09CH012839/03**

**Recipient Organization: Contra Costa County**

This grant is subject to 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 the limitation of 15 percent for development and administrative costs apply to the budget period unless a waiver is approved. Any request for 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 2 C.F.R. § 200.308(f)(2)) 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 2 C.F.R. § 200.439(a). Prior written approval must also be obtained under 2 C.F.R. § 200.439(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.