

# STAFF MEMO

**DATE OF COUNCIL MEETING: APRIL 27, 2020 / AGENDA ITEM NO. 6**

To: Mayor and City Council  
From: Kit Newland, Director of Community Resources, 303-987-7822  
Subject: **HEAD START COST OF LIVING ADJUSTMENT (COLA) APPLICATION  
RESOLUTION**

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**SUMMARY STATEMENT:** The Family Services Division within the Community Resources Department requests permission to apply for Head Start funding in the amount of \$25,765 to provide Head Start and Early Head Start staff with a COLA.

**BACKGROUND INFORMATION:** The Office of Head Start released funds on March 14, 2020 to Head Start and Early Head Start grantees to provide staff with a COLA.

**BUDGETARY IMPACTS:** If approved, the City would accept additional funds from the Office of Head Start which will increase the base level of the Head Start grant by \$25,765.

**STAFF RECOMMENDATIONS:** Staff recommends approving the attached resolution thereby allowing staff to proceed with the grant application for the COLA.

**ALTERNATIVES:** City Council could deny approval. Head Start management will then need to write a letter to the Office of Head Start explaining why the program chose not to apply for available funds.

**PUBLIC OUTREACH:** The Head Start Policy Council consisting of parent representatives from each school, as well as Early Head Start parents, and the Head Start Advisory Committee have reviewed the information provided and support staff moving forward with the Head Start COLA application.

**NEXT STEPS:** Pending approval, Family Services Division staff will complete the grant application and submit it to the Office of Head Start by the May 15, 2020 deadline.

**ATTACHMENTS:** Resolution 2020-17  
2020-2021 Head Start Budget and Funding Guidance Letter

**REVIEWED BY:** Kathleen E. Hodgson, City Manager  
Benjamin B. Goldstein, Deputy City Manager  
Timothy P. Cox, City Attorney