



Community Development Institute
Head Start

Serving Southern Alameda County

PO Box 436
32980 Alvarado Niles Road #846
Union City, CA 94587-3186
510-796-9512

June 12, 2013

Chabot College
25555 Hesperian Boulevard
Hayward, CA 94545

Dear Vanessa Cormier,

Community Development Institute Head Start (CDI HS) has recently been designated by the Office of Head Start as the interim manager for the Head Start/Early Head Start program serving Southern Alameda County. CDI HS will continue to operate the local Head Start/ Early Head Start program until a permanent local replacement grantee is selected by the Office of Head Start. We understand that you partnered with the previous grantee to provide Head Start services to 40 HS children full day/ full year and 10 HS children part day/part year.

As an interim manager, our situation is somewhat different than a permanent grantee, as our time in the community is limited. However, we do plan to be in touch with you shortly to address the terms of an arrangement with you for the delivery of Head Start services.

In the meanwhile, CDI HS intends to make a good faith payment to you. On Tuesday you will receive a check in the amount of \$18,335 to compensate you for your delivery of Head Start services during the month of June, 2013. This payment does not represent an assumption of the agreement that was entered into by you and the prior grantee, but is made on a good faith basis with the understanding that we will work to get an agreement in place as soon as we can.

As a condition of receiving these funds please name CDI HS as an additional insured on all of your insurance policies which you currently have in place related to your operation of the Head Start program. Please provide a copy of the certificate(s) of insurance to me at the email or mailing address provided below on or before June 5, 2013.

We look forward to joining together to help serve the children and families of Southern Alameda County.

Sincerely,
Gail Surles
CDI – HS Site Manager
gsurles@cditeam.org