Community Development Institute
Head Start
Serving Southern Alameda County, CA
PO Box 436
Union City, CA 94587
510-796-9512

May 17, 2013

San Leandro Unified School District
14735 Juniper Street
San Leandro, CA 94577

Dear Sir or Madam:

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, CA. CDI HS will continue to operate the local Head Start/ Early Head Start program until a permanent local grantee is selected by the Office of Head Start. The previous grantee occupied premises for which you were the landlord, under a lease agreement/MOU with you. At this time, CDI HS is in occupancy of the premises in support of its program operations.

It is our intention to review the lease agreement/MOU, which you had with the previous grantee. As an interim manager, our situation is somewhat different than a permanent grantee. CDI HS will be in touch with you shortly to address the terms of an ongoing lease arrangement.

In the meanwhile, CDI HS intends to pay an amount equal to that which would have been paid by the prior grantee as monthly rent. A check in the amount of $1.00, to compensate you for our occupancy of the premises during the month of May 24, 2013 through May 31, 2013, will be sent to you once a W9 is completed and sent back to Community Development Institute Head Start, Attention Terri Wolfe, at 10065 E Harvard Ave., Suite 700, Denver, CO 80231 or fax to 720-747-5148. CDI HS will continue to make occupancy payments in a similar amount while a lease agreement is prepared and signed. This payment does not represent an assumption of the lease previously entered into by the prior grantee, but is made on a good faith basis to compensate you for our occupancy of the premises.

We look forward to working out the details of an ongoing lease arrangement.

Sincerely,

Gail Surles
CDI Site Manager

32980 Alvarado-Niles Road, Suite 846, Union City, CA 94587 • P 510.796.9512 • F 510.489-2742
Serving Southern Alameda County • Head Start • Early Head Start • California Child Care • Cal SAFE Programs

May 14, 2013

Cori Bernal, Business Services, Alameda County Office of Education
Therese Gain, Facilities/MOT, Fremont Unified School District
Asst. Superintendent of Business Services, Hayward Unified School District
Business Services, New Haven Unified School District
John Becker, City Manager, City of Newark, Newark Unified School District
Business Services, San Leandro Unified School District
Lowell Shira, Business Services, San Lorenzo Unified School District

RE: Child, Family and Community Services, Inc.

Effective Friday, May 24th, due to a suspension of our funding by the Office of Head Start, operations of Child, Family and Community Services will be assumed by an interim grantee, Community Development Institute Head Start (CDIHS). Both organizations are working together to make this transition as seamless as possible.

CDI is currently reviewing all contracts and leases and will be contacting you in the near future. As the transition is implemented, you will receive additional communications from CDIHS
If you have any questions prior to May 24th, please refer them to CDIHS Site Manager, Gail Surles at 214-734-4704.

Sincerely,

Denny Stein
President, Board of Directors