



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

April 10, 2024

Grant No. 04HP000306

Dear Head Start Grant Recipient:

An application for funding for the upcoming budget period must be submitted by May 1, 2024.

The following table reflects the annual funding and enrollment levels available to apply for:

Funding Type	Early Head Start
Program Operations	\$4,201,976
Training and Technical Assistance	\$89,779
Total Funding	\$4,291,755

Program	Early Head Start
Federal Funded Enrollment	115

Period of Funding: 08/01/2024 - 07/31/2025

Application Submission Requirements

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)* for a baseline application. It must be submitted on behalf of the Authorizing Official registered in the HSES.

Incomplete applications will not be processed.

Application Instructions are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the “Resources” section of the HSES.

Please contact Erik Dennis, Head Start Program Specialist, at 404-562-0563 or erik.dennis@acf.hhs.gov or Lucy Blakney, Grants Management Specialist, at 404-562-2842 or lucy.blakney@acf.hhs.gov with questions regarding the *Application Instructions*.

For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-4737.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start grant in the current budget period.

Program Improvement (One-Time) Requests

Grant recipients encountering program improvement needs that cannot be supported by the agency budgets or other resources are invited to apply for one-time funding. This funding must be applied for separately through the appropriate supplemental amendment type in HSES. Program Improvement requests generally include but not limited to facility projects (construction, purchase, or major renovations requiring 1303 applications or minor repairs and enhancements). Program improvement requests are prioritized and funded based on funding availability, and may require additional time before a final decision. For questions regarding program improvement needs and requests, please contact the regional office.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,

/Erika Lundy/

Erika Lundy
Regional Program Manager
Office of Head Start