



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | [eclkc.ohs.acf.hhs.gov](http://eclkc.ohs.acf.hhs.gov)

February 28, 2024

**Grant No. 05HP000485**

**Dear Head Start Grant Recipient:**

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

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

<b>Funding Type</b>	<b>Early Head Start</b>
Program Operations	\$2,348,377
Training and Technical Assistance	\$47,963
<b>Total Funding</b>	<b>\$2,396,340</b>

<b>Program</b>	<b>Early Head Start</b>
Federal Funded Enrollment	104

**Period of Funding: 09/01/2024 - 08/31/2025**

### **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 continuation 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 Martha Burns, Head Start Program Specialist, at 312-353-2260 or [martha.burns@acf.hhs.gov](mailto:martha.burns@acf.hhs.gov) or Susan Prudden, Grants Management Specialist, at 312-980-3406 or [Susan.Prudden@acf.hhs.gov](mailto:Susan.Prudden@acf.hhs.gov) with questions regarding the *Application Instructions*.

For assistance submitting the application in HSES, contact [help@hsesinfo.org](mailto: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,

/Karen McNamara/

Karen McNamara  
Regional Program Manager  
Office of Head Start