



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)

January 17, 2025

**Grant No. 02CH011623**

**Dear Head Start Grant Recipient:**

An application for funding for the upcoming budget period must be submitted by April 1, 2025.

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

| Funding Type                      | Head Start         |
|-----------------------------------|--------------------|
| Program Operations                | \$9,189,922        |
| Training and Technical Assistance | \$88,358           |
| <b>Total Funding</b>              | <b>\$9,278,280</b> |

| Program                   | Head Start |
|---------------------------|------------|
| Federal Funded Enrollment | 1,000      |

**Period of Funding: 07/01/2025 - 06/30/2026**

**Application Submission Requirements**

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3.01 (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.

*Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start award. Annual funding levels are subject to change because of Congressional action or program performance and may result in additional funding guidance from the Office of Head Start.*

**Addressing Staffing Challenges through Grant Applications**

Programs are strongly encouraged to make necessary changes to stabilize the Head Start workforce and must consider the staffing and training needs for their proposed program design,

including necessary compensation and staff supports to implement a sustainable high-quality program. Further guidance on strategies to support the Head Start workforce can be found in ACF-IM-HS-22-06 Strategies to Stabilize the Head Start Workforce.

Additional guidance on making program adjustments necessary to maintain a high-quality program with qualified staff can be found in ACF-IM-HS-22-09 Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots.

### **Program Improvement (One-Time) Requests & Request Related to Health and Safety**

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 *Supplement or Supplement—Facilities 1303* amendment type in HSES. Please select the appropriate amendment based on the description in HSES. Requests generally include but not limited to facility projects (construction, purchase, or major renovations requiring 1303 applications, including costs necessary to determine eligibility to submit a 1303 application, and/or costs necessary to prepare and submit a 1303 application); minor repairs and enhancements; playground installations or upgrades; funding to support transportation needs with making investments in buses or other vehicles necessary to operate the program; or security and surveillance investments to assure maximum safety of children. Requests are prioritized and funded based on funding availability and may require additional time before a final decision.

For questions regarding *Application Instructions* or program improvement needs and requests, please contact Arlise Ford, Head Start Program Specialist, at 646-905-8142 or [arlise.ford@acf.hhs.gov](mailto:arlise.ford@acf.hhs.gov) or Jennifer Washington, Grants Management Specialist, at 202-729-2280 or [jennifer.washington@acf.hhs.gov](mailto:jennifer.washington@acf.hhs.gov).

For assistance submitting the application in HSES, contact [help@hsesinfo.org](mailto:help@hsesinfo.org) or 1-866-771-4737.

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

Sincerely,

/Carolyn Baker/

Carolyn Baker

Regional Program Manager  
Office of Head Start