



ADMINISTRATION FOR
CHILDREN & FAMILIES

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

March 14, 2025

Grant No. 06HP000602

Dear Head Start Grant Recipient:

A funding application for the upcoming budget period must be submitted by June 1, 2025. Below are the available annual funding and enrollment levels for this application period:

Period of Funding: 09/01/2025 - 08/31/2026

Funding Type	Early Head Start
Program Operations	\$977,052
Training and Technical Assistance	\$18,281
Total Funding	\$995,333

Program	Early Head Start
Federal Funded Enrollment	72

Application Submission Requirements

The application must be prepared and submitted in accordance with the Head Start Grant instructions for a continuation and must be submitted on behalf of the Authorizing Official registered in HSES.

Please review the instructions available on the homepage of HSES carefully prior to preparing the application. Submission guidance can be found in the “Resources” section of HSES. Incomplete applications will not be processed.

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.

Additional guidance:

- Strategies to support the Head Start workforce ACF-IM-HS-22-06
- Adjustments to maintain qualified staff ACF-IM-HS-22-09

One-time Program Improvement or Health and Safety 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 Supplement or Supplement-Facilities 1303 amendment type in HSES. Please select the appropriate amendment based on the description.

Requests generally include but are not limited to:

- Facility projects (construction, purchase, or major renovations requiring 1303 applications)
- Minor repairs and enhancements
- Playground installations or upgrades
- Funding to support transportation needs with investments in buses or other vehicles necessary to operate the program
- 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 Alfredo Huerta, Head Start Program Specialist, at 214-767-8847 or alfredo.huerta@acf.hhs.gov or Cameron Pack, Grants Management Specialist, at 202-207-9768 or Cameron.pack@acf.hhs.gov.

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

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

Sincerely,

/Tatia Long/

Tatia Long

Regional Program Director, Office of Head Start
Administration for Children and Families

/Kenneth Gilbert/
Kenneth Gilbert

Regional Program Manager, Office of Head Start
Administration for Children and Families