



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 09, 2023

**Grant No. 08CH010552**

**Dear Head Start Grant Recipient:**

An application for funding for the upcoming budget period must be submitted by April 1, 2023.

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

Funding Type	Head Start	Early Head Start
Program Operations	\$12,262,679	\$619,725
Training and Technical Assistance	\$132,002	\$14,690
<b>Total Funding</b>		<b>\$13,029,096</b>

Program	Head Start	Early Head Start
Federal Funded Enrollment	1,312	32

**Period of Funding: 07/01/2023 - 06/30/2024**

### **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 Rebecca Wilson, Head Start Program Specialist, at 303-844-1199 or [rebecca.wilson@acf.hhs.gov](mailto:rebecca.wilson@acf.hhs.gov) or Candice Jewell, Grants Management Specialist, at 303-844-7243 or [candice.jewell@acf.hhs.gov](mailto:candice.jewell@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 current budget period.

**Program Improvement (One-Time) Requests**

Grant recipients encountering program improvement needs that cannot be supported by the agency budget are invited to apply for one-time funding. This funding must be applied for separately through the appropriate amendment in HSES. Program Improvement requests are prioritized and subject to funding availability. 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,

/Cheryl Lutz/

Cheryl Lutz  
Regional Program Manager  
Office of Head Start