



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 07, 2020

**Grant No. 08CH010552**

**Dear Head Start Grantee:**

A grant application must be completed for the upcoming budget period. The application for the Head Start grant is due April 1, 2020.

The following table reflects the annual funding and enrollment levels for your grant.

<b>Funding Type</b>	<b>Head Start</b>
Program Operations	\$9,500,365
Training and Technical Assistance	\$112,482
<b>Total Funding</b>	<b>\$9,612,847</b>

<b>Program</b>	<b>Head Start</b>
Federal Funded Enrollment	1,153

**Period of Funding: 07/01/2020 - 06/30/2021**

### **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.**

The *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 "Instructions" section of the HSES.

Please contact Michelle Outlaw Stewart, Head Start Program Specialist, at 303-844-1207 or [michelle.stewart@acf.hhs.gov](mailto:michelle.stewart@acf.hhs.gov) or Bryan Johnson, Grants Management Specialist, at 303-844-1161 or [bryan.johnson@acf.hhs.gov](mailto:bryan.johnson@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.

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

Sincerely,

/Cheryl Lutz/

Cheryl Lutz  
Regional Program Manager  
Office of Head Start