



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region V | 233 North Michigan Avenue, Suite 400, Chicago, IL 60601 | www.eclkc.ohs.acf.hhs.gov

Attachment 20

June 1, 2015

Connie Paulus, Board President
Celina City Schools
6731 State Route 219
Celina, OH 45822

Re: Grant No. 05CH8467

Dear Mrs. Paulus:

This letter provides guidance on the requirements for submission of the application to operate Head Start and/or Early Head Start programs by organizations preliminarily eligible for a non-competitive five year grant under 45 C.F.R. § 1307.7 and those organizations currently operating under a grant with a project period of five years. 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.

Public Law 113-235, enacted December 16, 2014, established the appropriation for the Head Start program for Fiscal Year (FY) 2015. Until the appropriation for the Head Start program for FY 2016 is enacted, the funding levels set in FY 2015 are used for planning purposes. The following table reflects the projected funding and enrollment levels for the Head Start and/or Early Head Start grant in FY 2016.

Common Accounting Number (CAN)	Projected Funding	Funded Federal Enrollment
G054122 – Head Start Program Operations	\$1,067,395	158
G054120 – Head Start Training and Technical Assistance	\$19,232	
G054125 – Early Head Start Program Operations		
G054121 – Early Head Start Training and Technical Assistance		
TOTAL	\$1,086,627	158

The application for the 12/1/2015 – 11/30/2016 budget period for the Head Start and/or Early Head Start grant is due 9/1/2015. The application must be prepared in accordance with the *Application Instructions* available in the Head Start Enterprise System (HSES). The instructions specify the requirements for submission of the baseline application for the first budget period of the five year project period and continuation applications in the subsequent budget periods of the project period. A continuation application must be completed for the upcoming budget period. **Incomplete applications will not be processed.**

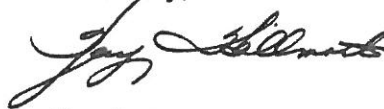
Submission Requirements

The *Application Instructions* containing the criteria the application must address and the submission requirements are posted in the HSES at <https://hses.ohs.acf.hhs.gov/hsprograms>. Please select the Financials tab under Instructions in the HSES to download the *Application Instructions* upon receipt of this letter. Please review the instructions carefully prior to preparing the application. Reference materials can be found in the "Instructions" section of the HSES. To access the application, select the Financials tab on the home page. For further assistance, please contact help@hsesinfo.org or 1-866-771-4737.

The application must be submitted electronically in the HSES. The Administration for Children and Families will no longer accept a hard copy of the application. The application must be submitted on behalf of the Authorized Official registered in the HSES.

Please ensure the application contains all of the required information in the *Application Instructions*. If you have any questions or need assistance, please contact Michael Butler, Head Start Program Specialist, at (312) 886-5359 or michael.butler@acf.hhs.gov or Nina Bassole, Grants Support Contractor, at (312) 980-3402 or nina.bassole@acf.hhs.gov. Thank you for your cooperation and timely submission of the grant application.

Sincerely,



Kay Willmoth
Regional Program Manager
Office of Head Start

cc: Jesse Steiner, Superintendent
Carol Schroyer, Head Start Director