

New Head Start Grant Application Instructions ACYF-IM-HS-00-12

NOTICE: This Issuance is currently under review by the Office of Head Start.

A new grant application for use by all Head Start and Early Head Start agencies when applying for annual refunding awards was revised and its new instructions approved by the Office of Management and Budget on April 19, 2000. The new application requires grantees to submit a full narrative only once every three years. In the other two years, grantees need only submit budget information, briefly describe the progress they are making toward their objectives, and explain significant proposed changes to their programs.

U.S. DEPARTMENT
OF HEALTH AND HUMAN SERVICES
Administration for Children and Families

ACYF
Administration on Children, Youth and Families

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2. Issuance Date: 04/25/00
3. Originating Office: Head Start Bureau
4. Key Words: Head Start Program Grant Application

INFORMATION MEMORANDUM [[See Attachments at the bottom](#)]

TO: Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: New Head Start Grant Application Instructions

INFORMATION:

There is a new grant application that all Head Start and Early Head Start agencies will use to apply for annual refunding awards. The revised grant application and instructions were approved by the Office of Management and Budget on April 19, 2000. The new application will require grantees to submit a full narrative only once every three years. In the other two years, grantees will only need to submit budget information, briefly describe the progress they are making toward their objectives and explain significant proposed changes to their programs, if any. The

new forms will also be used to request amendments to approved grant awards and to request supplemental funds.

Each grantee will be placed in the first, second or third year of a three-year cycle by its respective Regional Office (or the American Indian or Migrant Programs Branch). Beginning with grantees funded October 1, 2000, the approximately one-third of grantees that are in the first year of the cycle will submit a full application for fiscal year 2001 (the fiscal year beginning October 1, 2000). These grantees will submit abbreviated applications for the next two years.

The remaining two-thirds of the grantees, assigned to year two or year three of the three-year cycle, will submit an abbreviated refunding application in fiscal year 2001. These grantees will submit full applications when they reach the first year of their cycle in fiscal year 2002 or 2003. Regional Offices will soon notify grantees of their position in the three-year cycle.

The Head Start Bureau is completing work on an electronic version of the application similar to the former PCCOST that will allow grantees to complete the application electronically and submit it to the Regional Office on disk. As soon as testing is complete, grantees will be sent copies of the software for their use. We are also developing software that, in the future, will allow grantees to submit their application through e-mail.

We hope that the new refunding process will result in significant savings of time and resources. Please contact your Regional Office for further information.

/S/

Helen H. Taylor
Associate Commissioner
Head Start Bureau

Attachments:

[Grant Application](#)

[Program Approach Form](#) [PDF, 48KB]

[Form \(SF\) 424](#) [PDF, 10KB]

[Form \(SF\) 424A](#) [PDF, 16KB]

[Form \(SF\) 424B](#) [PDF, 14KB]

New Head Start Grant Application Instructions. ACYF-IM-HS-00-12. HHS/ACF/ACYF/HSB. 2000. English.