

ADMINISTRATIVE INFORMATION

Head Start

1. ESC-20 Head Start #06CH012834 SF-424
 - a. When the ESC-20 Head Start program submits the non-competitive continuation grant application due June 1, 2025, the SF-424 is required.
 - b. The SF-424 is the Application for Federal Assistance generated by the Head Start Enterprise system based on the information in the budget application for the upcoming grant year.
 - c. The ESC-20 Governing Body Board Chairman is the authorized representative who certifies our grant application by signing the SF-424 following the grant budget's approval at the previous board meeting in April 2025. The signed SF-424 then gets uploaded into our grant application as an attachment.
 - i. [SF-424 Application for Federal Assistance](#)
2. ESC-20 Head Start #06CH012834 ESC-20 Board Letter
 - a. Accompanying the non-competitive continuation grant application are the governing body and policy council decisions related to the refunding application.
 - b. The ESC-20 board letter is a signed statement indicating that the governing body has reviewed and approved the application and budget.
 - c. Following the ESC-20 Board meeting in April, when the Head Start budget is approved, the board chairman signs the board letter outlining the amount of operational and training and technical assistance monies allocated. Additionally, the Policy Council Chairman signs a similar letter following the May meeting upon approval of the Head Start budget. Both documents are uploaded in the grant application along with the meeting minutes to verify the approval of the refunding grant budget.
 - i. [ESC-20 Board Approval Letter](#)
 - ii. [ESC-20 Board Meeting Minutes-April 2025](#)
 - iii. [Policy Council Approval Letter](#)
 - iv. [Policy Council Meeting Minutes-May 2025](#)