



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington, DC 20201 | eclkc.ohs.acf.hhs.gov

September 9, 2016

Anne Harala, Chair of School Board ISD# 709
Duluth Public School District #709
2102 N Blackman Avenue
Duluth, MN 55811

Re: Grant No. 05CH8398

Dear Ms. Harala:

This letter provides guidance on the requirements for resubmission of the application to increase hours and/or days of operation for your agency's Head Start and/or Early Head Start programs.

Requests for Duration funding exceeded the amount available by well over one hundred million dollars. Therefore, grant requests for ongoing operations for Head Start that are greater than \$300,000 annually must be reduced by 33%, with commensurate reductions reflected in the Program Schedule tab, and in the start-up budget request.

Requests that are at or below \$300,000 are not subject to the 33% reduction as such reduction may render an agency unable to make the necessary program adjustments to increase services. Additionally, requests for Early Head Start are not subject to the 33% reduction.

Funding is contingent upon the negotiation of necessary, reasonable and allocable costs, and satisfactory performance under the terms and conditions of the Head Start grant in the current budget period.

Where identified through the data, errors in and/or necessary corrections to the Duration Supplement application are listed below. If applicable to your agency, address accordingly and **resubmit**. During the negotiation process, your Program or Fiscal Specialist may advise you of further errors or issues that were identified.

Failure to make corrections may result in your agency's ineligibility for Duration funding.

- Please ensure the number of annual hours within program schedules receiving Duration does not exceed the 1,020 for Head Start and/or 1,380 for Early Head Start. Duration slots cannot be added to existing program schedules that already exceed these hours.

All Duration Supplement applications are now open for edits in HSES. Applications must be amended as necessary.

All applications must be resubmitted as soon as possible. The due date for applications subject to the 33% reduction is October 15, 2016.

For HSES assistance, please contact help@hsesinfo.org or 1-866-771-4737.

If you have any questions or need assistance, please contact Glenda Williams-Jones, Head Start Program Specialist, at (312) 353-5180 or glenda.williamsjones@acf.hhs.gov or John Fallon, Grants Management Specialist, at (312) 980-3405 or john.fallon@acf.hhs.gov.

Thank you for your cooperation and timely submission of the revised Duration Supplemental Amendment request.

Sincerely,

A handwritten signature in blue ink that reads "Blanca E. Enriquez". The signature is written in a cursive style.

Dr. Blanca Enriquez
Director
Office of Head Start

cc: Kay Willmoth
Eric Staples

Mr. Bill Gronseth, Executive Director
Ms. Pamela Rees, Head Start Director