



October 29, 2025

Ms. Jennifer Curtiss, Grants Management Officer (School Readiness)
Office of Grants Management
Administration for Children and Families
1301 Young Street, Room 937
Dallas, Texas 75202-5433

Re: Request for Budget Revision of Grant # 06CH012834

Dear Ms. Curtiss:

Education Service Center, Region 20 Head Start Program requests a budget revision to make changes to the last approved project budget for the following reasons:

- *For accumulated transfers above \$250,000.*
- *For a reduction in projected costs across the broader categories:*
 - *Operational Budget -Fringe Benefits, Contractual Obligations, and Other.*
- *For an increase in projected costs across the broader categories:*
 - *Operational Budget -Personnel, Equipment, and Supplies.*
- *There will be no changes to the approved award objectives, goals, or purposes.*

Please find the required proposed line item budget with budget narrative attached, including the original SF-424 signed by AO, and updated SF-424A for your review.

Should you have any questions, please do not hesitate to contact Debbie Akers, Component Director, at (210) 370-5414 or debbie.akers@esc20.net.

Sincerely,

Michael Petter
Board Chairperson