



## OFFICE OF HEAD START

Head Start Enterprise System

As a result of the Consolidated Appropriations Act, 2021 approximately \$250 million is available for grants to Head Start grantees for one-time activities in response to COVID-19. All Head Start, Early Head Start, and Early Head Start-Child Care Partnership grantees are eligible to receive funding for one-time activities in response to COVID-19. The Consolidated Appropriations Act, 2021, one-time funding will be issued by formula based on federal funded enrollment as required by the appropriation.

Head Start programs may need to undertake a wide range of one-time, specific actions or activities in response to COVID-19. Activities could include:

1. Mental health services, supports, crisis response, and intervention services.
2. Coordination, preparedness, and response efforts with state, local, tribal, and territorial public health departments and other relevant agencies.
3. Provision of meals and snacks not reimbursed by the U.S. Department of Agriculture (USDA).
4. Training and professional development for staff on infectious disease management.
5. Purchasing necessary supplies and contracted services to sanitize and clean facilities and vehicles.
6. Other actions that are necessary to maintain and resume the operation of programs, such as hiring substitute staff, investing in technology infrastructure, making improvements to air conditioning systems, or other emergency assistance.

These funds will be staged in a new temporary grant with the acronym HET, HAT, or HNT in HSES. That grant is now available after you log into HSES. Once you select the new grant, go to the Financials tab and start the Non-Competing New application. The total funding amount is pre-populated in the "Other" object class category on the SF-424A of the application. Adjustments to funding amounts are permitted between object class categories on the SF-424A tab; however, the Federal Total cannot be adjusted as it reflects the total amount allocated by the Office of Head

Start. Please review the application, edit if needed, and submit the application to the Regional Office.

**Applications are due by April 9<sup>th</sup>.**

The Head Start Act recognizes that lack of resources in a community adversely impacted by a major disaster may prevent Head Start grantees from providing all or a portion of their required non-federal contribution. In order to request a waiver of non-federal match, place the amount of \$0 in Section C of your SF-424A in your application. No separate waiver request is required. For more information, please see Program Instruction "<https://hhs.us19.list-manage.com/track/click?u=90e7d185ed789f477a47107e5&id=484358a6fe&e=0e1324397d>" style="mso-line-height-rule: exactly;-ms-text-size-adjust: 100%;-webkit-text-size-adjust: 100%;color: #0050d8;font-weight: normal;text-decoration: underline;" - ACF-PI-HS-20-03 .

### **HSES Help Desk**

Head Start Enterprise System

**Email:** "<mailto:help@hsesinfo.org>" target=" blank" style="mso-line-height-rule: exactly;-ms-text-size-adjust: 100%;-webkit-text-size-adjust: 100%;color: #0050d8;font-weight: normal;text-decoration: none;">

**Toll Free:** 866-771-4737 **Local:** 571-429-4858

#### **Hours of Operation:**

Monday–Friday 8:00 AM–7:00 PM ET

Excluding federal holidays and  
weather-related federal office closures

You are receiving this email because you are established as a contact in the Head Start Enterprise System for communications.



**BUDGET INFORMATION - Non-Construction Programs**

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. HSSCO Operations: Operations	93.600	\$ 409,920	\$ 0	\$ 409,920	\$ 0	\$ 409,920
2.						
3.						
4.						
5. Totals		\$ 409,920	\$ 0	\$ 409,920	\$ 0	\$ 409,920

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	HSSCO Operations: Operations				
a. Personnel	\$ 171,755	\$	\$	\$	171,755
b. Fringe Benefits	36,292				36,292
c. Travel					0
d. Equipment					0
e. Supplies	141,873				141,873
f. Contractual					0
g. Construction					0
h. Other	60,000				60,000
i. Total Direct Charges (sum of 6a-6h)	409,920			\$	409,920
j. Indirect Charges				\$	0
k. TOTALS (sum of 6i and 6j)	\$ 409,920	\$	\$	\$	409,920
7. Program Income	\$	\$	\$	\$	

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**SECTION C - NON-FEDERAL RESOURCES**

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. HSSCO Operations: Operations	\$	\$	\$	\$ 0
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	\$ 0	\$ 0	\$ 0	\$ 0

**SECTION D - FORECASTED CASH NEEDS**

Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 409,920	\$ 0	\$ 204,950	\$ 204,970
14. Non-Federal	\$ 0	\$ 0	\$ 0	\$ 0
15. TOTAL (sum of lines 13 and 14)	\$ 409,920	\$ 0	\$ 204,950	\$ 204,970

**SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT**

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

**SECTION F - OTHER BUDGET INFORMATION**

21. Direct Charges:

22. Indirect Charges:

23. Remarks: