



Southside Early Childhood Center  
Lancaster Early Head Start/Head Start  
500 Hampton Road, Lancaster, SC 29720  
Phone: (803) 283-3915 Fax: (803) 313-9587



March 13, 2023

**Head Start / Early Head Start programs currently have 4 active grants:**

1. 04CH011037 – Head Start Continuation Grant (Ends 6/30/2023)
  - a. This is a five-year grant that is funded for the period 7/1/2019 – 6/30/2024.
  - b. Although the grant is for a five-year period, a narrative and supporting documentation must be submitted each year of the grant period. The yearly narrative and supporting documentation is due on April 1<sup>st</sup> of each grant year.
  - c. The current grant ends on 6/30/2023.
  - d. The total amount of the current grant is \$1,327,098. The amount allocated for training and technical assistance is \$14,423. Approximately 86% of the grant is allocated to salary and fringe.
2. 04CH011217 – Early Head Start Continuation Grant (Ends 8/31/2023)
  - a. This is a five-year grant that is funded for the period 9/1/2019 – 8/31/2024.
  - b. Although the grant is for a five-year period, a narrative and supporting documentation must be submitted each year of the grant period. The yearly narrative and supporting documentation is due on June 1<sup>st</sup> of each grant year.
  - c. The current grant ends on 8/31/2023.
  - d. The total amount of the current grant is \$1,046,481. The amount allocated for training and technical assistance is \$22,021. Approximately 87% of the grant is allocated to salary and fringe.
3. 04HE000303 – COVID-related grant (4/1/2021 – 3/31/2023)
  - a. This is a one-time grant.
  - b. The grant ends on 3/31/2023.
  - c. CRRSA (Coronavirus Response and Relief Supplemental Appropriations) - \$61,097
    - i. These funds were used to purchase supplies related to COVID, such as PPE, materials needed to equip school to handle COVID-related issues.
  - d. ARP – American Rescue Plan - \$242,800
    - i. All funds were allocated for personnel to assist during COVID. These positions included floaters to relieve teachers to assist with COVID-related illness, including mental well-being.



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4. Supplement to 04CH011037 (11/2022 – 6/30/2023)
  - a. One-time supplement to assist programs with needed improvements.
  - b. \$248,500 – total budget
    - i. Metal ramps and decks for 9 mobiles
    - ii. Update security camera system
    - iii. Purchase 2-way radios

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#### **Upcoming grant opportunities for LCSD Head Start and Early Head Start**

**There are 4 grant possibilities at this time.**

5. 04CH011037 – Head Start Continuation Grant (Ends 6/30/2024)
  - a. This is a five-year grant that is funded for the period 7/1/2019 – 6/30/2024.
  - b. Although the grant is for a five-year period, a narrative and supporting documentation must be submitted each year of the grant period. The yearly narrative and supporting documentation is due on April 1<sup>st</sup> of each grant year.
  - c. The current grant ends on 6/30/2023.
  - d. The current grant proposal will be for the period 7/1/2023 – 6/30/2024.
  - e. The exact dollar amount is provided to LCSD Head Start by the Office of Head Start and is based on the initial year of the five-year grant. The Office of Head Start determines the categories of allocation.
  - f. When the LCSD School Board approves continuation of the grant, the board is approving to continue getting and using the funds provided by the Office of Head Start.
  - g. **The LCSD School Board gave consent in the February 2023 School Board meeting to continue this grant for the 2023-2024 school year.**
  - h. The narrative and supporting documentation is complete and will be uploaded to the Office of Head Start when the LCSD School Board minutes from the February 2023 meeting are finalized and signed. A copy of the minutes must be uploaded when the grant is submitted.
  - i. The grant amount for the 2023-2024 year is \$1,352,604 with \$14,423 being allocated to training and technical assistance.
  - j. **A copy of the grant narrative with all supporting documentation will be provided to the LCSD School Board upon approval by the Office of Head Start.**



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6. 04CH011217 – Early Head Start Continuation Grant (Ends 8/31/2024)
  - a. This is a five-year grant that is funded for the period 9/1/2019 – 8/31/2024.
  - b. Although the grant is for a five-year period, a narrative and supporting documentation must be submitted each year of the grant period. The yearly narrative and supporting documentation is due on April 1<sup>st</sup> of each grant year.
  - c. The current grant ends on 8/31/2023.
  - d. The exact dollar amount is provided to LCSD Head Start by the Office of Head Start and is based on the initial year of the five-year grant. The Office of Head Start determines the categories of allocation.
  - e. When the LCSD School Board approves continuation of the grant, the board is approving to continue getting and using the funds provided by the Office of Head Start.
  - f. We are asking that the LCSD School Board give consent for continuation of the 04CH011217 Early Head Start Grant for the 2023-2024 year.**
  - g. When the narrative and supporting documentation is complete, it will be uploaded to the Office of Head Start. A signed letter from the chairperson of the LCSD School Board and a copy of the approved and signed LCSD School Board minutes must be uploaded when the grant is submitted.
  - h. The grant amount for the 2023-2024 year is \$1,079,839 with \$22,021 being allocated to training and technical assistance.
  - i. A copy of the grant narrative with all supporting documentation will be provided to the LCSD School Board upon approval by the Office of Head Start.**
  
7. 04CH011037 – COLA and Quality Improvement FY 2023 (Head Start) – due April 21, 2023
  - a. This is a permanent increase in the salary/fringe for the current Head Start Grant application and reflects both a cost of living increase and a quality improvement increase.
  - b. The total amount of the grant is \$112,822.
    - i. COLA - \$75,746 – to be applied to the grant to cover the cost of living increase in salary and fringe for employees
    - ii. Quality Improvement - \$37,078
      1. Funds used to support the greatest local needs of the program, consistent with Section 640(a)(5).
  - c. We are asking that the LCSD School Board give consent for accepting this COLA and Quality Improvement increase and using the funds provided by the Office of Head Start.**
  - d. A copy of the narrative with all supporting documentation will be provided to the LCSD School Board upon approval by the Office of Head Start.**





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8. 04CH011217 – COLA and Quality Improvement FY 2023 (Head Start) – due April 21, 2023
  - a. This is a permanent increase in the salary/fringe for the current Early Head Start Grant application and reflects both a cost of living increase and a quality improvement increase.
  - b. The total amount of the grant is \$89,598
    - i. COLA - \$59,238 – to be applied to the grant to cover the cost of living increase in salary and fringe for employees
    - ii. Quality Improvement - \$30,360
      1. Funds used to support the greatest local needs of the program, consistent with Section 640(a)(5).
  - c. **We are asking that the LCSD School Board give consent for accepting this COLA and Quality Improvement increase and using the funds provided by the Office of Head Start.**
  - d. **A copy of the narrative with all supporting documentation will be provided to the LCSD School Board upon approval by the Office of Head Start.**
9. 04CH011037 – Head Start Continuation Grant (2024-2029)
  - a. The Office of Head Start has determined that the LCSD Head Start Program is eligible for a non-competitive five-year grant award to continue operating the Head Start Program. This new award will be issued at the completing of the current project (June 30, 2023).
  - b. **We are asking LCSD School Board to give consent for the appropriate LCSD personnel to complete appropriate paperwork to secure the non-competitive five year grant award to operate the Head Start program. This award will be issued at the completion of the current project period of June 30, 2024.**
  - c. **A copy of the non-competitive five year grant award will be submitted to the LCSD School Board upon completion of the required paperwork.**

\*\*\*\* Although we have not received notification of the non-competitive five year grant award for Early Head Start, we should receive the information as the time for the renewal of the Early Head Start grant approaches.

\*\*\*\* The Head Start grant begins on July 1<sup>st</sup>. The Early Head Start grant begins on September 1<sup>st</sup>.

**\*\* Brad Small and Jonathan Phipps have received all emails related to the above information.**

**\*\* A copy of all documentation related to the grants is included.**



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | [eclkc.ohs.acf.hhs.gov](http://eclkc.ohs.acf.hhs.gov)

December 29, 2022

**Grant No. 04CH011037**

**Dear Head Start Grant Recipient:**

An application for funding for the upcoming budget period must be submitted by April 1, 2023.

The following table reflects the annual funding and enrollment levels available to apply for:

Funding Type	Head Start
Program Operations	\$1,352,604
Training and Technical Assistance	\$14,423
<b>Total Funding</b>	<b>\$1,367,027</b>

Program	Head Start
Federal Funded Enrollment	131

**Period of Funding: 07/01/2023 - 06/30/2024**

**Application Submission Requirements**

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)* for a continuation application. It must be submitted on behalf of the Authorizing Official registered in the HSES.

**Incomplete applications will not be processed.**

*Application Instructions* are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the "Resources" section of the HSES.

Please contact Kym Crooms, Head Start Program Specialist, at 404-562-2885 or [kym.crooms@acf.hhs.gov](mailto:kym.crooms@acf.hhs.gov) or Antonia Astin, Grants Management Specialist, at 404-562-2911 or [antonio.astin@acf.hhs.gov](mailto:antonio.astin@acf.hhs.gov) with questions regarding the *Application Instructions*.

For assistance submitting the application in HSES, contact [help@hsesinfo.org](mailto:help@hsesinfo.org) or 1-866-771-4737.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the current budget period.

### **Program Improvement (One-Time) Requests**

Grant recipients encountering program improvement needs that cannot be supported by the agency budget are invited to apply for one-time funding. This funding must be applied for separately through the appropriate amendment in HSES. Program Improvement requests are prioritized and subject to funding availability. For questions regarding program improvement needs and requests, please contact the regional office.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,

/Erika Lundy/

Erika Lundy  
Regional Program Manager  
Office of Head Start





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March 09, 2023

**Grant No. 04CH011217**

**Dear Head Start Grant Recipient:**

An application for funding for the upcoming budget period must be submitted by June 1, 2023.

The following table reflects the annual funding and enrollment levels available to apply for:

Funding Type	Early Head Start
Program Operations	\$1,057,818
Training and Technical Assistance	\$22,021
<b>Total Funding</b>	<b>\$1,079,839</b>

Program	Early Head Start
Federal Funded Enrollment	72

**Period of Funding: 09/01/2023 - 08/31/2024**

**Application Submission Requirements**

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)* for a continuation application. It must be submitted on behalf of the Authorizing Official registered in the HSES.

**Incomplete applications will not be processed.**

*Application Instructions* are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the "Resources" section of the HSES.

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Thank you for your cooperation and timely submission of the grant application.

Sincerely,

/Erika Lundy/

Erika Lundy  
Regional Program Manager  
Office of Head Start





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March 09, 2023

**Grant No. 04CH011037**

**Dear Head Start Grant Recipient:**

The Consolidated Appropriations Act, 2023, contains an increase for Head Start of \$960 million over the Fiscal Year (FY) 2022 level. This includes a cost-of-living adjustment (COLA) of \$596 million and a \$262 million Quality Improvement investment. The COLA supports a 5.60 percent adjustment above FY 2022 funding levels to increase the pay scales of Head Start and Early Head Start staff, including vacant positions, fringe benefits, and to offset higher operating costs. Quality Improvement funds are allocated proportionately based on federal funded enrollment levels, with additional adjustments given to smaller grant recipients to allow for a meaningful investment, as permitted by the Act.

The following table reflects the COLA and Quality Improvement increases available for FY 2023.

Funding Type	Head Start
Cost-of-Living Adjustment (COLA)	\$75,746
Quality Improvement (QI)	\$37,076
<b>Total Funding</b>	<b>\$112,822</b>

Please note, these permanent increases are effective at the start of the FY 2023 budget period and are retroactive if this period has already commenced. Allocations are subject to adjustment if changes are made to annual funding/enrollment levels. Applicable to recipients operating both a Head Start and Early Head Start program, allocations for each funding type by program **must** be budgeted accordingly in application submissions.

**Application Submission Requirements**

The supplemental application is due **April 21, 2023** (except for recipients that have yet to submit their FY 2023 Non-Competing New (NCN) or Non-Competing Continuation (NCC) application. In these instances, the due date for COLA and Quality Improvement funds will be the due date for the NCN or NCC application) and must be submitted in the [Head Start Enterprise System \(HSES\)](#). To apply, please select the **Financials** tab, **Grant Application** tab, **Fiscal Year 2023**, and add the **'Supplement – COLA and Quality Improvement'** amendment type. No other supplemental application type will be accepted for this funding opportunity.

Recipients that have not yet submitted their FY 2023 NCN or NCC application may include their COLA and Quality Improvement allocations in the annual application. If included, the NCN or NCC must contain separate project narratives and budget justifications for COLA and Quality Improvement as outlined in guidance described later in this notice. All supporting documentation for COLA and Quality Improvement must be clearly identified and uploaded in the 'Application and Budget Justification Narrative' folder under the 'Documents' tab within the NCN or NCC.

For additional information on the allowable uses of COLA and Quality Improvement funding, refer to Program Instruction ACF-PI-HS-23-02.

## Contents of 'Supplement – COLA and Quality Improvement' Application

Applications must include separate project narratives and detailed budget justifications for each funding type, COLA and Quality Improvement, and by program, Head Start and/or Early Head Start. Each narrative must use 12-point font, and not exceed 10 pages. All narratives, budget justifications, and other supporting documentation must be uploaded into respective folders within the **Documents** tab of the application.

For COLA, the following must be demonstrated:

- A permanent increase of no less than the required 5.6 percent adjustment to the pay scale for each Head Start/Early Head Start position, including current employees and unfilled vacancies subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- A rationale and supporting documentation detailing agency policies and procedures if a position is receiving less than the required COLA percentage or differential COLA increases;
- The provision of a no less than 5.6 percent increase to all delegate agencies and partners or justification if less than the required percentage or differential increases are provided to delegate agencies and partners;
- Written confirmation that increases will be applied retroactively to the start of the FY 2023 budget period with a description of how funds will be distributed to affected employees, if applicable;
- The planned uses for any portion of the COLA funds to offset higher operating costs, once the 5.6 percent increase is provided to all staff, delegates and partners.

For Quality Improvement, the following must be demonstrated:

- Investments are consistent with Sec. 640(a)(5) of the Act (except programs are not bound by the requirements that at least 50 percent of the funds be used for staff compensation or that no more than 10 percent of funds be used on transportation. For more information on allowable activities as outlined in the Act, please see Attachment A);
- Investments made in Quality Improvement should be ongoing; description and written confirmation that funds will be used for ongoing purposes consistent with Section 640(a)(5) of the Act;
- If funds are used for staff wages, written confirmation that increases will be applied retroactively to the start of the FY 2023 budget period with a description of how funds will be distributed to all affected employees.
- If funds are used for one-time activities in the FY 2023 budget period, describe plans for how the funds will be allocated in the subsequent budget period.

Recipients are strongly encouraged to commit to sustained quality improvement investments, such as further increasing wages of Head Start/Early Head Start educational staff. However, grant recipients have the flexibility to use these funds to support the greatest local needs, consistent with Section 640(a)(5) of the Act.

### **Declination of Funds**

If any portion of the funding identified above will not be requested, a statement regarding this decision must be submitted through HSES Correspondence no later than the date the application is due. The subject line of the HSES Correspondence should read –"[recipient grant number] [recipient name] –declination of [all or portion] COLA/QI funds". As a reminder, these funds are permanent increases to the Head Start and Early Head Start base funding levels. A declination of any portion of the funds may impact budgets for subsequent years.





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March 09, 2023

**Grant No. 04CH011217**

**Dear Head Start Grant Recipient:**

The Consolidated Appropriations Act, 2023, contains an increase for Head Start of \$960 million over the Fiscal Year (FY) 2022 level. This includes a cost-of-living adjustment (COLA) of \$596 million and a \$262 million Quality Improvement investment. The COLA supports a 5.60 percent adjustment above FY 2022 funding levels to increase the pay scales of Head Start and Early Head Start staff, including vacant positions, fringe benefits, and to offset higher operating costs. Quality Improvement funds are allocated proportionately based on federal funded enrollment levels, with additional adjustments given to smaller grant recipients to allow for a meaningful investment, as permitted by the Act.

The following table reflects the COLA and Quality Improvement increases available for FY 2023.

Funding Type	Early Head Start
Cost-of-Living Adjustment (COLA)	\$59,238
Quality Improvement (QI)	\$30,360
<b>Total Funding</b>	<b>\$89,598</b>

Please note, these permanent increases are effective at the start of the FY 2023 budget period and are retroactive if this period has already commenced. Allocations are subject to adjustment if changes are made to annual funding/enrollment levels. Applicable to recipients operating both a Head Start and Early Head Start program, allocations for each funding type by program **must** be budgeted accordingly in application submissions.

**Application Submission Requirements**

The supplemental application is due **April 21, 2023** (except for recipients that have yet to submit their FY 2023 Non-Competing New (NCN) or Non-Competing Continuation (NCC) application. In these instances, the due date for COLA and Quality Improvement funds will be the due date for the NCN or NCC application) and must be submitted in the [Head Start Enterprise System \(HSES\)](#). To apply, please select the **Financials** tab, **Grant Application** tab, **Fiscal Year 2023**, and add the **'Supplement – COLA and Quality Improvement'** amendment type. No other supplemental application type will be accepted for this funding opportunity.

Recipients that have not yet submitted their FY 2023 NCN or NCC application may include their COLA and Quality Improvement allocations in the annual application. If included, the NCN or NCC must contain separate project narratives and budget justifications for COLA and Quality Improvement as outlined in guidance described later in this notice. All supporting documentation for COLA and Quality Improvement must be clearly identified and uploaded in the 'Application and Budget Justification Narrative' folder under the 'Documents' tab within the NCN or NCC.

For additional information on the allowable uses of COLA and Quality Improvement funding, refer to Program Instruction ACF-PI-HS-23-02.



## Contents of 'Supplement – COLA and Quality Improvement' Application

Applications must include separate project narratives and detailed budget justifications for each funding type, COLA and Quality Improvement, and by program, Head Start and/or Early Head Start. Each narrative must use 12-point font, and not exceed 10 pages. All narratives, budget justifications, and other supporting documentation must be uploaded into respective folders within the **Documents** tab of the application.

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- A permanent increase of no less than the required 5.6 percent adjustment to the pay scale for each Head Start/Early Head Start position, including current employees and unfilled vacancies subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- A rationale and supporting documentation detailing agency policies and procedures if a position is receiving less than the required COLA percentage or differential COLA increases;
- The provision of a no less than 5.6 percent increase to all delegate agencies and partners or justification if less than the required percentage or differential increases are provided to delegate agencies and partners;
- Written confirmation that increases will be applied retroactively to the start of the FY 2023 budget period with a description of how funds will be distributed to affected employees, if applicable;
- The planned uses for any portion of the COLA funds to offset higher operating costs, once the 5.6 percent increase is provided to all staff, delegates and partners.

For Quality Improvement, the following must be demonstrated:

- Investments are consistent with Sec. 640(a)(5) of the Act (except programs are not bound by the requirements that at least 50 percent of the funds be used for staff compensation or that no more than 10 percent of funds be used on transportation. For more information on allowable activities as outlined in the Act, please see Attachment A);
- Investments made in Quality Improvement should be ongoing; description and written confirmation that funds will be used for ongoing purposes consistent with Section 640(a)(5) of the Act;
- If funds are used for staff wages, written confirmation that increases will be applied retroactively to the start of the FY 2023 budget period with a description of how funds will be distributed to all affected employees.
- If funds are used for one-time activities in the FY 2023 budget period, describe plans for how the funds will be allocated in the subsequent budget period.

Recipients are strongly encouraged to commit to sustained quality improvement investments, such as further increasing wages of Head Start/Early Head Start educational staff. However, grant recipients have the flexibility to use these funds to support the greatest local needs, consistent with Section 640(a)(5) of the Act.

### **Declination of Funds**

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March 02, 2023

Lancaster County School District

Re: Grant No. 04CH011037

**Dear Head Start Grant Recipient:**

The Office of Head Start (OHS) has determined that your program is currently eligible for a non-competitive five year grant award to operate the Head Start program. This new award will be issued at the completion of your current project. If the current grant ends on a date that does not align with the annual funding month, please contact the Regional Office to learn about the available options to accommodate such alignment.

Should your program meet one of the conditions specified under [45 CFR Part 1304.11](#) prior to your new award, your agency must report to your Regional Office using HSES Correspondence within 10 working days of occurrence. If OHS determines that your agency has met one of the conditions under [45 CFR Part 1304.11](#) prior to award, your designation will change and you will receive notice that your organization will instead be required to compete for funding.

You must file a complete Form SF-429 with Attachment A ([Real Property Status Report](#)) to establish the existence of property subject to a federal interest for which your organization (or a delegate agency) holds title prior to award and must be filed even if such property does not exist.

Thank you for your continued work on behalf of children and families. Please direct questions to your Regional Office.

Sincerely,

/Shawna Pinckney/

Shawna Pinckney  
Acting Deputy Director  
Office of Head Start