

## ADMINISTRATIVE INFORMATION

### Head Start

1. ESC-20 Head Start #06CH012834 SF-424

- i. When the ESC-20 Head Start program submits the non-competitive continuation grant application due June 1, 2026, the SF-424 is required.
- ii. The SF-424 is the Application for Federal Assistance generated by the Head Start Enterprise system, based on information from the budget application for the upcoming grant year.
- iii. 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 2026. The program collects the Board Chairman's physical signature on the SF-424 to serve as our internal authorization to proceed. Once this approval is secured, the grant is submitted through the grant system, which automatically applies the electronic signature to the final SF-424 submission.

1. [SF-424 Application for Federal Assistance](#)

2. ESC-20 Head Start #06CH012834 ESC-20 Board Letter

- i. Accompanying the non-competitive continuation grant application are the governing body and policy council decisions related to the refunding application.
- ii. The ESC-20 board letter is a signed statement indicating that the governing body has reviewed and approved the application and budget.
- iii. 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.

1. [ESC-20 Board Approval Letter](#)

2. [ESC-20 Board Meeting Minutes-April 2025](#)

3. [Policy Council Approval Letter](#)

4. [Policy Council Meeting Minutes-May 2025](#)