



# City of San Antonio

## Agenda Memorandum

**File Number:**  
**{{item.tracking\_number}}**

---

**Agenda Item Number:** {{item.number}}

**Agenda Date:** January 28, 2025

**In Control:** Head Start Policy Council Meeting

---

**DEPARTMENT:** Department of Human Services

**DEPARTMENT HEAD:** Melody Woosley

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Correspondence I - ACF-OHS-PI-25-01, ACF-OCC-CCDF-PI-25-01 Procedures for Tribal Child Care and Development Fund (CCDF) Lead Agencies and American Indian Alaska Native (AIAN) Head Start Grant Recipients to Jointly Apply to Use CCDF and Head Start Funds for Construction or Major Renovation of Early Childhood Facilities.

**SUMMARY:**

This item presents the following from the Department of Human Services (DHS) Head Start, Early Head Start, and Early Head Start-Child Care Partnership programs for action by the Head Start Policy Council.

**BACKGROUND INFORMATION:**

ACF has received feedback from Tribal leaders and Tribal early childhood program administrators about the burdensome process for applying to carry out facilities projects using Head Start and

CCDF funds, especially when Tribes wish to use funds from both programs for a project. In response, ACF developed a Tribal Early Childhood Facilities Combined Application Guide for Tribal CCDF and AIAN Start grant recipients to braid funds and jointly apply for the use of CCDF and Head Start funds to construct or renovate early childhood facilities.

The Tribal Early Childhood Facilities Combined Application Guide (combined facilities application) is designed to streamline the process for Tribal CCDF Lead Agencies and AIAN Head Start programs to submit joint applications to use federal CCDF and Head Start funds to construct or conduct major renovations of early care and education facilities in Tribal communities. Tribes should have a project defined prior to submitting an application. The following guidance outlines the required steps for an application, as outlined in the combined facilities application, and answers some basic questions about projects that would qualify to use the combined facilities application.

The procedures outlined in this guidance only apply to requests to use both CCDF and Head Start funds for construction or major renovation through a combined facilities application process. These procedures apply uniformly to both direct-funded and P.L. 102-477 CCDF recipients, except where any additional flexibilities for P.L. 102-477 Tribes are specifically noted. In recent months, a few AIAN Head Start grant recipients have integrated Head Start into a P.L. 102-477 plan, and applicability of these procedures to these recipients is still being determined; further guidance is forthcoming.

If a Tribe constructs or renovates more than one facility, it must seek ACF approval for each project, even if the projects use identical plans and specifications.

#### **ISSUE:**

Rules and regulations for the Head Start, Early Head Start, and Early Start-Child Care Partnership grants as set forth by the U.S. Department of Health and Human Services (HHS) require the Head Start Policy Council to review programmatic actions to oversee certain key responsibilities.

#### **FISCAL IMPACT:**

There is no anticipated impact to the general fund as a result of these actions.

#### **ALTERNATIVES:**

The review of the items included in this memorandum are required for program compliance with U.S. Department of Health and Human Services rules and regulations for Head Start, Early Head Start, and Early Head Start- Child Care Partnership programs.

#### **RECOMMENDATION:**

Staff will present a briefing on this item subject to possible action by the HSPC Committee. Staff recommends review and approval of the items included in this memorandum.