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Office of Information and Regulatory Affairs (OIRA)
Office of Management and Budget (OMB)

From: Priscilla Hodge
Office of Head Start
Administration for Children and Families (ACF)

Date: June 15, 2026

Subject: NonSubstantive Change Request – Head Start Program Grant Application (OMB #0970-0207)

This memo requests approval of nonsubstantive changes to the approved information collection, Head Start Program Grant Application (OMB #0970-0207).

Background

To receive Head Start funding, Head Start grant recipients must apply for such funds through this information collection. The information submitted by applicants assist program and grant officials in determining whether the applicant meets the requirements for funding under the Act including any requirements specified in annual appropriations by Congress.

The information collection is currently approved until September 30, 2028.

Overview of Requested Changes

The proposed changes to the Head Start Grant Application are nonsubstantive and are intended to improve usability and further reduce burden for grant recipients. The proposed changes do not alter programmatic, fiscal, or compliance requirements for recipients. Instead, the proposed changes streamline the application process, clarify existing instructions, improve efficiency, and eliminate the submission of documents that are not necessary at the time of refunding.

Most budget, enrollment, and applicant information is prepopulated from previously submitted applications; therefore, burden is primarily associated with reviewing and updating that information when needed and preparing narrative responses. The currently proposed changes remove reminders that have become standard practice and revise the instructional overview, examples, and some questions to improve clarity. The proposed revisions streamline the narrative requirements by removing several questions, eliminating continuation application narratives, and moving enrollment reduction and conversion justifications to a separate amendment process when applicable. Although enrollment reduction and conversion information may still be collected through amendments, this change is expected to reduce burden because recipients often provided responses even when such requests were not being proposed. Additionally, such revisions eliminate the need to upload documents that are not pertinent to the refunding review process, such as cost allocation plans, sample contracts, and other supporting documentation. Recipients are reminded, however, that they must continue to meet all statutory requirements and comply with the terms and conditions of their grant award. Lastly, the proposed changes clarify

when and how recipients should submit change in scope requests for both baseline and continuation applications. These changes simplify the application process and reduce administrative burden on recipients while retaining the information necessary to review the applications for reasonableness, allowability, and allocability.

OHS reviewed the revised application and assessed the relative effort associated with completing the revised version based on experience reviewing completed grant applications. OHS also considered that through OHS's experience, continuation applicants frequently provided brief "no change" responses and that recipients often completed enrollment reduction and conversion narrative sections even when not needed. Based on these considerations, OHS estimated the average time to complete the revised information collection request is about three hours, reducing the time per response from an average of 20 hours per respondent to an average of 17 hours per respondent.

Time Sensitivities

Grants are awarded on a rolling basis, and recipients must submit their applications at least 90 days prior to their annual funding month. Approval of these nonsubstantive revisions by the end of June will enable recipients to use the updated application instructions for fiscal year (FY) 2027 grant applications. Timely approval will support a smoother application process and allow recipients to benefit from the reduced burden and improved clarity afforded by the revised instructions.