Department of Health and Human Services
Administration for Children and Families
Office of Head Start

Early Head Start Replacement Grantee: Northeast Philadelphia, Pennsylvania
HHS-2010-ACF-OHS-CH-R03-0096
Application Due Date: 05/24/2010

Early Head Start Replacement Grantee: Northeast Philadelphia, Pennsylvania

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Department of Health & Human Services
Administration for Children & Families

Program Office:	Office of Head Start
Funding Opportunity Title:	Early Head Start Replacement Grantee: Northeast Philadelphia, Pennsylvania
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2010-ACF-OHS-CH-R03-0096
CFDA Number:	93.600
Due Date for Applications:	**05/24/2010**

Executive Summary:

The Administration for Children and Families solicits applications from public or private non-profit organizations, including faith-based organizations or for-profit organizations that wish to compete for funds that are available to provide Early Head Start services to pregnant women, infants, toddlers and their families residing in Northeast Philadelphia, Pennsylvania. The intent of this announcement is to provide for the continuation of services to the area currently served by Special People in Northeast, Inc. (SPIN).

Funds in the amount of $526,053 annually will be available to provide Early Head Start program services to eligible pregnant women, infants, toddlers and their families. This dollar amount is a result of the Base Funding of $513,222, plus $12,831 in Technical Assistance (TA) funding. The current grantee is funded for a total enrollment of 48 infants, toddlers, pregnant women and their families.

ACF welcomes public comments from parents and area residents in the service area under this announcement. The intent of the public comment is not to solicit support for a specific applicant but to inform ACF about the needs of the service area in general. Comments should be sent to the OHS Operations Center.

Eligibility is limited to local public or private non-profit organizations, including faith-based organizations or local for-profit organizations that can provide Early Head Start services to pregnant women, infants, toddlers and their families residing in Northeast Philadelphia, Pennsylvania.

I. Funding Opportunity Description

Statutory Authority

The Head Start program is authorized by Title VI, Subtitle A, Chapter 8, Subchapter B, of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35 as amended, (42 U.S.C. 9831*et. seq.),* as amended by The Improving Head Start for School Readiness Act of 2007, Public Law 110-134. (42 U.S.C. 9801 seq.)

Description

Program Background and Purpose

Early Head Start programs must provide directly or through referral, early, continuous, intensive and comprehensive child development and family support services that will enhance the physical, social, emotional, and intellectual development of participating children, support parents' efforts to fulfill their parental roles; and help parents move toward self-sufficiency.

Given the need for continuity of care for pregnant women, and infant and toddler age children, the Office of Head Start anticipates that applicants will propose serving children in a full-year model. The Office of Head Start expects that applicants requesting to implement a full-year model will propose per child costs that will, in most circumstances, be higher than the costs needed to provide part-year services. It is expected that applicants, based on community and family need, will select program options that best meet the changing needs of families over the time they are in the program. As family needs and circumstances change over time a variety of program options make it more likely that the applicant will meet those changing needs of families served.

Programs providing Early Head Start services will:

- Provide high quality early education services that promote the physical, social, emotional, cognitive and language development of young children and families during pregnancy, upon birth, and during the early years;
- Provide services through appropriate program options: center based, home based, family child care, combination option, or with the approval of the Office of Head Start, locally designed option;
- Assure continuity of services and smooth transitions between program options when the needs of families change, such as when children are enrolled in full day options with child care subsidies and families lose subsidies due to job loss;
- Assist enrolled pregnant women to access comprehensive prenatal and postpartum care, through referrals;
- Provide pregnant women and other family members, as appropriate, with prenatal education on fetal development;
- Provide information on the benefits of breast feeding to all pregnant and nursing mothers;
- Provide arrangements for nursing mothers who choose to breast feed in center-based programs;
- Provide services in a culturally and linguistically responsive manner to support the home environment of the child;
- Provide early opportunities for infants and toddlers to grow and develop in warm, nurturing and inclusive environments;
- Recruit, train and supervise high quality staff to ensure the kind of warm and continuous relationships between caregivers and children that are crucial to learning and development for infants and toddlers;

- Provide professional development plans for each staff member to ensure that each staff person maintains qualifications for his/her position, including meeting all requirements for staff working with infants and toddlers (Head Start Act Sections 645A(h)(1) and (2);
- Ensure that the level of services provided to families responds to their needs and circumstances; including appropriate screening and referral for children with documented behavioral problems;
- Ensure that services provided meet the needs of children with disabilities and their families, including procedures to identify such children, and plans to coordinate with programs providing services as described in Section 645A(b)(11) of the Head Start Act.
- Ensure parent involvement in policy and decision making;
- Provide comprehensive health and mental health services for children and pregnant women, including helping the family to identify and access a medical home to assure ongoing care;
- Provide parent education that supports healthy parent and child relationships; including working with fathers;
- Ensure formal linkages with other agencies in the community providing services to pregnant women, infants and toddlers, including local Head Start programs;
- Support transition planning with families that ensures each pregnant woman and child experiences smooth transitions into Early Head Start and from Early Head Start to Head Start or other preschool programs.

Head Start grantees must, unless a waiver is granted, contribute 20 percent of the total cost of the program from non-federal funds. More information on non-federal share is available under cost sharing and matching, *Section III.2*. No more than 15 percent of total costs may be for program administration (See 45 C.F.R. Part 1301.32 for a discussion of administrative costs). An HHS official may grant a waiver of the 15 percent limitation on development and administrative costs and approve a higher percentage for a specific period of time not to exceed twelve months. Head Start is administered by the Administration for Children and Families, one of the principal components of the U.S. Department of Health and Human Services. Since its beginning in 1965, Head Start has served more than 25 million children and their families. Head Start, in FY 2008, served 906,992 children, of whom 61,764 were served in Early Head Start programs. There are approximately 1,600 Head Start grantees, including 679 grantees providing Early Head Start services.

Eligible Participants

Early Head Start provides services for low-income pregnant women and children from birth to three years of age. Families must either be below the poverty line or receiving public assistance to be income eligible for Early Head Start. In addition, homeless children and children in foster care are categorically eligible for Head Start. Head Start regulations, however, permit up to 10 percent of enrolled children and pregnant women to be from families that do not meet these low-income criteria. (NOTE: Please see Section 645(a) of the Head Start Act for a complete discussion of Early Head Start eligibility. It is not expected, however, given the relatively low Early Head Start participation rates, that the provisions of Section 645(a)(1)(B) regarding serving up to 35% of a program's enrollment from families with incomes between 100-130% of poverty would apply for this announcement).

Head Start also requires that a minimum of 10 percent of children actually enrolled by the agency (and, as appropriate, delegate agencies) be children with disabilities unless a waiver of that requirement is granted.

Priority Area

Early Head Start Replacement Grantee: Northeast Philadelphia, Pennsylvania (in the 19124 zip code)

Description

The Administration for Children and Families solicits applications from public or private non-profit organizations, including faith-based organizations or for-profit organizations that wish to compete for funds that are available to provide Early Head Start services to pregnant women, infants, toddlers and their families residing in Northeast Philadelphia, Pennsylvania (in the 19124 zip code). The intent of this announcement is to provide for the continuation of services to the area currently served by Special People in Northeast, Inc. (SPIN).

Funds in the amount of $526,053 annually will be available to provide Early Head Start program services to eligible pregnant women, infants, toddlers and their families. This dollar amount is a result of the Base Funding of $513,222, plus $12,831 in Technical Assistance (TA) funding. The current grantee is funded for a total enrollment of 48 infants, toddlers, pregnant women and their families.

Early Head Start regulations allow for a variety of program options and designs. Applicants should propose a design or designs that best address the needs of the proposed service area. Applicants have flexibility in determining the appropriate number of children to be served by the various program options (center-based, home-based, or combination) and program designs (hours per day, days per week, weeks per year).

Interested applicants must call the OHS Operations Center at (866) 796-1591 to receive pre-application materials and additional information.

II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	$526,053
Expected Number of Awards:	1
Award Ceiling:	$526,053 Per Project Period
Award Floor:	$0 Per Project Period
Average Projected Award Amount:	$0 Per Project Period

Length of Project Periods:

12-month project and budget period

Indefinite but changing to five years within one year of the grant award.

Additional Information on Awards:

Awards made under this announcement are subject to the availability of Federal funds.

Indefinite, but changing to five years within one year of the grant award.

The Director reserves the right to make no awards under this announcement in the absence of applications that do not receive a favorable objective review.

Please see *Section IV.5 Funding Restrictions* for any restrictions on the use of grant funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Eligible service providers are established in the 2007 amendments to the Head Start Act (42 U.S.C. 9831 et seq), Sec. 645A(d).

Eligibility is limited to local public or private non-profit organizations, including faith-based organizations or local for-profit organizations that can provide Early Head Start services to pregnant women, infants, toddlers and their families residing in Northeast Philadelphia, Pennsylvania (in the 19124 zip code).

Priority will be given to entities with a record of providing early, continuous, and comprehensive child and family development services.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

Grantees are required to meet a non-Federal share of the project cost, in accordance with **Section 640(b) of the Head Start Act.**

Grantees must provide at least **20%** percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (Federal) share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting **$526,053.00** in ACF (Federal) funds must provide a non-Federal share of the approved total project cost of at least **$131,513.00** , which is **20%** percent of total approved project cost of **$657,566.00** .Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation at the time of application submission will not exclude the application from competitive review.

To receive a waiver or a reduction in the required non-Federal share, the applicant must provide ACF with written documentation of need. This request must identify which of the five waiver criteria found at Section 640(b)(1-5) of the Head Start Act it believes to be relevant. It may be submitted with the grant proposal document, or during the budget negotiation period. Approval of the waiver request cannot be assumed by the applicant without written notice from ACF. In light of the current economic crisis ACF will be receptive to reasonable arguments for such waivers.

Non-Federal resources will be evaluated under criteria found in *Section V.1.* of this announcement.

III.3. Other

Disqualification Factors
Applications with requests that exceed the ceiling on the amount of individual awards as stated in *Section II. Award Information,* will be deemed non-responsive and will not be considered for funding under this announcement.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times*, will be deemed non-responsive and will not be considered for funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competition.

- Electronically-submitted applications that fail the checks and validations at www.Grants.gov because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competition.

Applicants that do not propose the continuation of services to eligible children who have been participating as enrollees in the areas served, as identified in Section I, by the existing program will be deemed non-responsive and will not be considered for funding under this announcement, in accordance with 45C.F.R. Section 1302.11.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Standard Forms, assurances, and certifications are available at the ACF Forms webpage at http://www.acf.hhs.gov/grants/grants_resources.html
Standard Forms are also available at the Grants.gov Forms Repository website at http://apply07.grants.gov/apply/FormLinks?family=15.

Shawna Pinckney
OHS Operations Center
c/o Master Key Consulting
4915 St. Elmo Avenue
Suite 101
Bethesda, MD 20814
Phone: (866) 796-1591

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (**TTY** - Text Telephone or **ASCII** - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

This section provides information on the required format, Standard Forms (SFs) and other forms, certifications, assurances, D-U-N-S requirement, project description, budget and budget justification, and methods of application submission. A checklist of required application elements is available for applicants' use in *Section VIII* of this announcement.

Applicants are required to submit one original and two copies of all application materials if applying in hard-copy. Applicants submitting applications electronically via www.grants.gov need not provide additional copies of their application materials. The original signature of the Authorized Organization Representative (AOR) is required only on the original copy. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at 8f. This point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Application Format

Applications must be organized according to the checklist in Section VIII of this announcement. The project description of the application must be double-spaced and single-sided on 8.5" x 11" plain white paper, with 1" margins on all sides. Use only a standard font no smaller than 12 point throughout the application. All sections of the application (including appendices, resumes, charts, references/footnotes, tables, maps and exhibits) must be sequentially numbered, beginning on the first page after the table of contents.

The application narrative must be limited to *100 pages, double-spaced* (including the summary/abstract, budget and budget justification), with an additional limit of *100 pages* for all appendices and resumes. The Project Summary/Abstract must be single-spaced and limited to one page in length. Only numerical budget tables included as part of the application narrative may be single-spaced.

If an application exceeds 100 double-spaced pages in the application narrative and/or exceeds 100 pages in the appendices and resumes, the extra pages will be removed and not reviewed. In addition, if an application narrative is single-spaced and/or one-and-a-half spaced (in whole or in part) the total number of these lines will be doubled. This adjustment may result in an increased total number of pages, which will be removed if the application narrative as adjusted exceeds the 100 page limit.

Each application should be submitted in the following order: SF-424, SF-424A, SF-424B, Table of Contents, Program Abstract, Objectives and Need for Assistance, Approach, Staff and Position Data, Organizational Profiles, and Budget and Budget Justification. Additional supporting documentation should be placed in the appendices. Assurances and Certifications may be placed after the appendices.

Each application will be duplicated. Therefore, please do not use or include colored paper, colored ink, separate covers, binders, clips, tabs, plastic inserts, over-sized paper, videotapes, or any other items that cannot be easily duplicated on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten separate subsections of the application in any way, including the supporting documentation.

Additional Information

Applicants who are currently operating as a Head Start or Early Head Start grantee or delegate agency must include documentation of Policy Council/Committee approval of the application.

Applicants must submit the qualifications for board members, Executive Director, Head Start Director, and Financial Manager/Chief Financial Officer.

Applicants, including faith based organizations, are required to submit: (1) proof of legal or corporate status; (2) proof of non-profit status if a non-profit agency; (3) certification of the organization's last audit report or other similar evidence of financial capability; (4) a copy of its personnel policies and procedures; (5) resumes of key staff in the organization and in the proposed Head Start program; and (6) the organization's negotiated Indirect Cost Rate Agreement.

To be eligible for funding, applicants must provide evidence of their legal status and financial viability as those terms are defined in 45 C.F.R. 1302.1 and 1302.2, as well as providing information about their compliance with the definition of "financial viability" as defined for purposes of this announcement. "Legal Status" means being established as a public agency or non-profit or for-profit agency under applicable State or Federal law. For the purposes of this announcement, "financial viability" means (1) having the capability to furnish the non-Federal share of the cost of operating a Head Start program; and (2) demonstrating the capability to assume accountability for the fiscal management of the grant.

For-profit agencies must agree to waive their fee/profit.

ACF reserves the right to deny funding to any applicant that is presently designated as "high risk", probationary or not in good standing, or has been debarred or defunded by any Federal agency. ACF may elect not to fund applicants that have management or financial problems that make it unlikely the applicant would be able to provide effective Head Start services. ACF reserves the right not to fund applicants with unacceptably high Federal Head Start per child costs when other highly ranked applications are available. Additionally, ACF may decide not to fund projects that would require unreasonably large initial start-up costs for facilities or equipment or which require unreasonably large on-going funding levels relative to the

number of additional children and families proposed to be served.

Forms, Assurances, and Certifications
Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at ACF Funding Opportunities Forms or at the Grants.gov Forms Repository unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Submission required for all applicants by the application due date.	Required for all applications.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants applying for a non-construction project by the application due date.	Required for all applications.
SF-424C - Budget Information - Construction Programs SF-424D - Assurances - Construction Programs	Submission required for all applicants applying for a construction project by the application due date.	Required for all applications.
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.
Survey on Ensuring Equal Opportunity for Applicants	Submission is voluntary.	Non-profit private organizations (not including private universities) are encouraged to submit the "*Survey on Ensuring Equal Opportunity for Applicants*" with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit this survey along with the application. Hard copy submissions should include the survey in a separate envelope.

SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is required prior to award.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.

The Pro-Children Act of 2001, 20 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_related.html.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

D-U-N-S Requirement
All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. A D-U-N-S number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, Grants.gov. A D-U-N-S number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A D-U-N-S number may be acquired at no cost online at http://www.dnb.com. To acquire a D-U-N-S number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711
Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)
Monday - Friday 7 AM to 8 PM C.S.T.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes.
You will need to provide the following information:

- Legal Name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)
- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

The Project Description

Part I: The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions
ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II: General Instructions for Preparing a Full Project Description

Introduction
Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Table of Contents
List the contents of the application including corresponding page numbers.

Project Summary/Abstract
Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.
Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

Objectives And Need For Assistance
Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

Approach
Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding

timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

Legal Status of Applicant Entity

Applicants must provide the following documentation of their legal status:

Evidence of legal status and financial viability as those terms are defined in 45 C.F.R. 1302.2, as well as provide information about compliance with the definition of "financial viability" as defined for purposes of this announcement. "Legal Status" means being established as a public agency or non-profit or for-profit agency under applicable State or Federal law. For the purposes of this announcement, "financial viability" means (1) having the capability to furnish the non-Federal share of the cost of operating a Head Start program; and (2) demonstrating the capability to assume accountability for the fiscal management of the grant.

Applicants who are currently operating a Head Start or Early Head Start program must provide proof of Policy Council approval of the application under Section 642(c) of the Head Start Act.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

Organizational Capacity

- Organizational charts
- Board of Directors
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP)
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants
- Contact persons and telephone numbers
- Names of bond carriers
- Child care licenses and other documentation of professional accreditation
- Information on compliance with Federal/State/local government standards
- Documentation of experience in the program area
- Personnel policies
- Any other pertinent information the applicant deems relevant.

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

Third-Party Agreements

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

Budget and Budget Justification

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

Provide a narrative budget justification for the first year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

General

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

Travel

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include thirdparty evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at $100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

Construction

Description: Costs of construction by applicant or contractor.

Justification: Provide a detailed budget and narrative in accordance with the instructions for other object class categories. Identify which construction activities/costs will be contractual and those that the applicant will assume.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the

applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Program Income

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

Commitment of Non-Federal Resources

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 18 of the SF-424.

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter or other documentation) is required with the application. Detailed budget information must be provided for every funding source identified in Block 18 of the SF-424.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, Pub.L. 104-13, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at http://www.grants.gov where the electronic application can be downloaded for completion.
- To apply electronically, applicants must be registered with Grants.gov, Dun and Bradstreet, and the Central Contractor Registry (CCR).
- Electronically submitted applications must be submitted and time/date stamped by the due date and receipt time described in *Section IV.3. Submission Dates and* Times, of this announcement.
- To submit an application through Grants.gov, the applicant must be an Authorized Organization Representative (AOR) for their organization and must have a current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.

- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.

- Additional guidance on the submission of electronic applications can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.

- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact center at:1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance.

- Applicants are advised to retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.

- Applicants that submit their applications electronically are encouraged to retain a hard copy of their application.

- It is to an applicant's advantage to submit their applications 24 hours in advance of the closing date and time.

Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer (GMO) will make a determination whether the issues are due to system errors or user error.

Hard Copy Submission
Applicants that are submitting their application in paper format should submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for hard copy application submissions.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: **05/24/2010**

Explanation of Due Dates
The due date for receipt of applications is listed in this section. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

Mailed Applications
Mailed applications must be **received** no later than 4:30 p.m., eastern time, at the address provided in *Section IV.6* of this announcement on the due date listed in this section.

Hand-Delivered Applications
Applications hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in this section, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6.* of this announcement.

Electronically-Submitted Applications
ACF cannot accommodate transmission of applications by facsimile or email. Instructions for electronic submission through www.Grants.gov may be found at
http://www.acf.hhs.gov/grants/registration_checklist.html.

After the application is submitted electronically via Grants.gov, the applicant will receive three emails. The following emails will be sent to the applicant from Grants.gov:

1. An automatic acknowledgement from Grants.gov of the application's submission that provides a Grants.gov tracking number.
   The date/time-stamp in this email serves as the official record of your application submission. The date/time-stamp must reflect a submission time on or before 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date and to be considered for competition.

2. An acknowledgement from Grants.gov that the submitted application package has passed or failed a series of checks and validations.
   Applications that fail the validation check at Grants.gov because the Authorized Organization Representative (AOR) is not currently registered with the Central Contractor Registry (CCR) will be disqualified and will not be considered for competition.

3. An additional email from the Administration for Children and Families (ACF) will be sent to the applicant indicating that the application has been retrieved from Grants.gov and received by ACF.

Late Applications
No appeals will be considered for applications classified as late under the three cited circumstances:

- **Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will be disqualified.**

- **Electronically-submitted applications are considered late and are disqualified when the date/time-stamp received by email from www.Grants.gov is after 4:30 p.m., eastern time, on the due date.**

- **Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified and will not be considered for competition.**

Extension/Waiver of Due Date and Receipt Time
ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive due date and receipt time requirements rests with ACF's Chief Grants

Management Officer.

Acknowledgement of Received Application

ACF will provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

Applicants who submit their application packages electronically via http://www.Grants.gov will receive two email acknowledgements from that website:

1. Your application has been submitted and provides a Time/Date Stamp. **This is considered the official submission time.**
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on **disqualification for failing validation check because of an unregistered Authorized Organization Representative.**

An acknowledgement email from the Administration on Children and Families (ACF) indicating that the application has been retrieved and received by ACF will be sent to applicants that apply via http://www.Grants.gov

IV.4. Intergovernmental Review of Federal Programs

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants awarded under this announcement.

Grant awards will not allow reimbursement of pre-award costs.

IV.6. Other Submission Requirements

Submit applications to one of the following addresses:

Submission By Mail
OHS Operations Center
c/o Master Key Consulting
4915 St. Elmo Avenue
Suite 101
Bethesda, MD 20814

Hand Delivery
OHS Operations Center
c/o Master Key Consulting
4915 St. Elmo Avenue
Suite 101
Bethesda, MD 20814

Electronic Submission
See *Section IV.2* for application requirements and for guidance when submitting applications electronically via http://www.Grants.gov.

For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

V.1. Criteria

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

OBJECTIVES AND NEED FOR ASSISTANCE	Maximum Points: 10

The applicant must identify the geographic location it proposes to serve. The applicant must define the area(s) of greatest need and show how it will direct Early Head Start resources to these areas and describe the extent to which provision is made for a continuation of services to the target area or areas served by the previous grantee's Early Head Start program. The applicant should also address how it will ensure a smooth transition of Early Head Start program operations from the current grantee to the applicant agency to meet the need for services, including a time frame for completing this transition and becoming fully operational within 30 days of an award.

The following factors will be used to assist in the review and evaluation of applicants under this criterion:

- The extent to which the applicant demonstrates that services will be provided to those families and children who have the most urgent need for Early Head Start services, including those receiving services from the former grantee.
- The extent to which the applicant demonstrates its plan to meet the needs for child development services for Early Head Start eligible pregnant women, infants and toddlers, including the estimated number of eligible children by geographic location, the needs of children with disabilities including procedures to identify such children, the needs of limited English proficient children, the needs of homeless infants and toddlers and their transportation needs and the needs of children in foster care. Include data regarding the education, health, nutrition, social, child care and other service needs of the proposed pregnant women, infants, toddlers and their families.
- The extent to which the applicant provides evidence of presence in the community proposed to be served. (For example, being a provider of services in the community, or indicating support from community agencies, service provider organizations, community agencies serving low income families, or other relevant sectors.)
- The extent to which the applicant provides evidence of community support. Applicants should describe the process for involvement of service providers, public or private entities, and other members of the community in determining the need for services in the geographic locations proposed by the applicant. The applicant should include evidence of plans to collaborate with public or private entities providing early childhood education and development programs, and services for pregnant women, infants, toddlers, and their families in the proposed service area.

APPROACH	**Maximum Points: 35**

The applicant must describe the design and approach of the proposed program and how it will meet the needs of the population it plans to serve. Program services must meet the Head Start Program Performance Standards, the Head Start Staffing Requirements and Program Options, and the Head Start Program Performance Standards for Children with Disabilities.

The following factors will be used to assist in the review and evaluation of applicants under this criterion:

- The extent to which the applicant demonstrates that the proposed program will provide comprehensive, high quality educational, health, mental health, nutritional, social and other services to infants, toddlers, pregnant women and their families, that prepare children to succeed in school.
- The extent to which the applicant proposes to serve eligible pregnant women, infants and toddlers with curricula and teaching practices that are based on scientifically valid research, that are developmentally appropriate, and that promote the school readiness of participating children.
- The extent to which the applicant describes how infants, toddlers, pregnant women and their families will be recruited and selected for the program to ensure that services will be provided to those who have the most serious need for Early Head Start services. The applicant should describe how the program will ensure that not less than 10 percent of the total number of infants and toddlers actually enrolled will be children with disabilities.
- The extent to which the applicant describes how it will meet the needs of high risk families

including how it will meet the needs of limited English proficient children and their families, as well as supporting preservation of home language, including procedures to identify such children, plans to provide trained personnel, and plans to provide services to assist the children in making progress toward the acquisition of the English language, while making meaningful progress in attaining age-appropriate knowledge, skills, abilities, and development.

- The extent to which the applicant justifies the program option or options most appropriate for the communities in which it proposes to provide services (e.g., part or full day center-based, home-based, family child care or combination option). The applicant should specify the planned number of hours per day, days per week, and weeks per year of program operations.
- The extent to which the applicant proposes to maintain child-to-teacher ratios, home visitor ratios and family service worker caseloads that reflect best practices and are tied to high-quality service delivery.
- The extent to which the applicant proposes to meet the applicable program governance requirements established in Section 642(c) of the Head Start Act.
- The extent to which the applicant proposes a plan to facilitate the involvement of parents (including grandparents and kinship caregivers, as appropriate) of children participating in the proposed Early Head Start program, in activities (at home and, if practicable, at the location of the Early Head Start program) designed to help such parents become full partners in the education of their children, including the development and overall conduct of the program, and transportation assistance, as appropriate.
- The extent to which the applicant proposes a plan to offer (directly or through referral to local entities, such as entities carrying out Even Start programs under Subpart 3 of Part B of Title I of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6381 et seq.), public and school libraries, and entities carrying out family support programs) to such parents family literacy services and parenting skills training.
- The extent to which the applicant proposes a plan to offer to parents of participating children substance abuse counseling (either directly or through referral to local entities), if needed, including information on the effect of drug exposure on infants and fetal alcohol syndrome.
- The extent to which the applicant proposes a plan to extend outreach to fathers (including father figures) in order to strengthen their role in families, the education of their children, and in the Early Head Start program.
- The extent to which the applicant proposes to coordinate with public and private entities that are willing to commit resources to assist the Early Head Start program in providing high quality child health and developmental services and program management services. Such partnerships must include a plan to coordinate the proposed Early Head Start program with other child care and preschool programs, State pre-kindergarten programs, programs under Part C and Section 619 of the Individuals with Disabilities Education Act, with the educational programs that children to be served will enter upon leaving Early Head Start, and grant agreements under the Early Reading First and Even Start programs under Subparts 2 and 3 of Part B of Title I of the Elementary and Secondary Education Act of 1965.
- The extent to which the applicant proposes to ensure formal linkages with local Head Start programs in order to provide for continuity of services for children and families and with the agency responsible for administering section 106 of the Child Abuse Prevention and Treatment Act.
- The extent to which the applicant demonstrates the existence of management systems for program planning, internal and external communication, recordkeeping, issuance of internal and external reports and program self assessment and monitoring.

STAFF AND POSITION DATA	**Maximum Points: 15**

This section measures the qualifications and experience of the applicant and the applicant's staff in planning, organizing and providing comprehensive child development services at the community level. The following factors will be used to evaluate this criterion:

- The extent to which the applicant proposes a clear plan for reviewing the qualifications and effectiveness of existing qualified Early Head Start staff employed by the current grantee and making decisions on their continued employment.
- The extent to which the applicant proposes to provide employment opportunities for existing Early Head Start staff and target area residents, and career development opportunities for paraprofessional and other staff.
- The extent to which the applicant proposes a clear plan to attract and retain qualified staff capable of delivering and implementing a high-quality comprehensive program, including research-based curriculum aligned with the Head Start Child Outcomes Framework and, as appropriate, State early learning standards.
- The extent to which the applicant demonstrates that all teachers working in Early Head Start centers will have, by September 30, 2010 a minimum of a child development associate credential (CDA) , and will have been trained (or have equivalent course work) in early childhood development. [645A(h)]
- The extent to which the applicant establishes qualification goals to ensure that not later than September 30, 2012, all EHS teachers working in Early Head Start Centers have been trained (or have equivalent coursework) in early childhood development with a focus on infant and toddler development. [645A(h)]
- The extent to which the applicant describes an ongoing strategy for professional development, peer support, supervision, and evaluation of staff and program managers, oriented to improving the skills, knowledge, effectiveness, and career opportunities of all employees.
- The extent to which the applicant demonstrates that the proposed program director and proposed key staff are qualified and knowledgeable about Early Head Start and/or Head Start Regulations and Standards.
- The extent to which the applicant explains how staff positions will be assigned and describes their major functions and responsibilities.

ORGANIZATIONAL PROFILES	**Maximum Points: 20**

This section measures the capabilities of the applicant to implement and sustain its plan for providing comprehensive child development services at the community level. The following factors will be used to evaluate this criterion:

- The extent to which the applicant presents an organizational structure and clear lines of responsibility that supports the accomplishment of program objectives and will assure high quality services. Applicant should discuss the following: assignment of key management functions; assignment of content area expertise; the organization's supervisory structure, including support staff.
- The extent to which the applicant demonstrates potential for administering an Early Head Start program effectively, demonstrating the fiscal capacity to operate an Early Head Start program and exercising sound fiscal management, based on experience. Applicants that served as delegate agencies to the former grantee and operated programs that met or exceeded the performance standards and measures should provide appropriate information.
- The extent to which the applicant demonstrates the ability to provide timely and efficient implementation of all program components and services, including planning during the transition period, the availability of classroom space which meets required standards, the ability to provide necessary transportation and the ability to recruit eligible pregnant women, infants, toddlers and

their families. All applications must include an implementation timetable that expressly states when children will begin receiving Early Head Start services.

- The extent to which the applicant demonstrates how the applicant's history and experience in the local community, based on past performance in providing services comparable to Early Head Start, documents an ability to effectively and efficiently administer a project of this size, complexity and scope of the proposed program within the service area.
- The extent to which the applicant outlines plans and demonstrates capacity in its senior executive managers and governing board to: (1) exercise effective oversight of program operations and accountability for Federal funds; (2) include the Policy Council in the planning and decision-making process; (3) assure representation of the diverse community served; (4) set and monitor overall agency priorities and operational systems; and (5) conduct community assessment, annual self-assessments, ongoing monitoring and outcome-based evaluations.

BUDGET AND BUDGET JUSTIFICATION	**Maximum Points: 20**

This section will evaluate the extent to which the project's costs are appropriate and reasonable in view of the activities to be carried out and the anticipated outcomes. The following factors will be used to assist in the review and evaluation of applications under this criterion:

- The extent to which funds are budgeted to provide all required comprehensive Early Head Start services to eligible pregnant women, infants, toddlers and their families in a cost-effective manner as indicated in the application narrative.
- The proposed budget of the applicant and plan of the applicant to maintain strong fiscal controls and cost effective fiscal management.
- The extent to which the applicant provides evidence that start-up costs are justified. Start-up costs include ensuring that proposed facilities comply with State and local requirements and are adequately equipped, both indoors and outdoors. Where facilities are not available, a plan to acquire them should be presented in accordance with the requirements provided for the purchase, construction, and major renovation of facilities described in Section 644(f) and (g) of the Head Start Act.
- The extent to which the applicant demonstrates that it will contribute the required non-federal share of the total project cost.
- The extent to which the applicant shows its ability to meet the 15 percent limitation on development and administrative costs.
- The extent to which the applicant proposes combining Early Head Start resources with other early childhood funding sources, has systems to track, manage, and account for multiple funding streams, and can allocate costs to different funding sources.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application.

Initial ACF Screening: Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times* or those with requests that exceed the award ceiling, stated in *Section II. Award Information* will be returned to the applicant with a notation that they were deemed non-responsive and will not be reviewed.

Applicants that do not propose the continuation of services to eligible children who have been participating as enrollees in the areas served, as identified in Section I, by the existing program will be deemed non-responsive and will not be considered for funding under this announcement, in accordance with 45CFR Section 1302.11.

Applications will be reviewed against the evaluation criteria described in *Section V* of this announcement. The review will be conducted by one or more panels of reviewers who are knowledgeable about the Head Start and Early Head Start programs and early childhood development. Each panel is composed of three reviewers and one chair.

The results of the competitive review will be taken into consideration by ACF in deciding the project to be funded but are not in themselves binding. The responsible HHS official will consider other relevant factors, some of which are described below, in making the final decision.

In keeping with Section 641(d)(3) of the Improving Head Start for School Readiness Act of 2007, HHS shall give priority in the selection of a new grantee to any qualified agency that has demonstrated capacity in providing effective, comprehensive, and well-coordinated early childhood education and development services and programs to children and their families.

ACF may elect not to fund applicants who have management or financial problems that make it unlikely that the applicant would be able to provide effective Early Head Start services. Also, ACF may decide not to fund projects with what it regards as unreasonably large initial start-up costs for facilities or equipment, or projects with unreasonably high operating costs.

For-profit agencies which wish to apply for Head Start funding should be aware that there are regulatory and statutory provisions that relate specifically to them. The most important of the regulations is at 45 C.F.R. Part 74, Subpart E "Special Provisions for Awards to Commercial Organizations," which states that "no HHS funds may be paid as profit to any recipient." As a result, applications from for-profit, nonprofit, and public agencies will be reviewed in the same manner.

Please refer to *Section IV.2.* of this announcement for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications
Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

V.3. Anticipated Announcement and Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations), or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments).

An application funded with the release of Federal funds through a grant award, does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

Grantees are subject to the limitations set forth in 45 CFR Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 CFR §74.81_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Grantees are also subject to the requirements of 45 CFR Part 87, Equal Treatment for Faith-Based Organizations: "Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: http://www.hhs.gov/fbci/waisgate21.pdf.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities." Additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" can be found at: http://www.hhs.gov/fbci/regulations/index.html.

The Code of Federal Regulations (CFR) is available at http://www.gpoaccess.gov/CFR/.

Award Term and Condition for Trafficking in Persons

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the

Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Financial Assistance Award (FAA). The HHS GPS is available at http://wwwacf.hhs.gov/grants/grants_related.html.

Other Administrative and National Policy Requirements

The regulations relevant to Head Start are:

- 45 C.F.R. Part 1301, Head Start Grant Administration
- 45 C.F.R. Part 1302, Policies and Procedures for Selection, Initial Funding and Refunding of Head Start Grantees, and for Selection of Replacement Grantees
- 45 C.F.R. Part 1303, Appeal Procedures for Head Start Grantees and Current or Prospective Delegate Agencies
- 45 C.F.R. Part 1304, Program Performance Standards for the Operation of Head Start Programs by Grantees and Delegate Agencies
- 45 C.F.R. Part 1305, Eligibility, Recruitment, Selection, Enrollment and Attendance in Head Start
- 45 C.F.R. Part 1306, Head Start Staffing Requirements and Program Options
- 45 C.F.R. Part 1308, Head Start Program Performance Standards on Services for Children with Disabilities
- 45 C.F.R. Part 1309, Head Start Facilities Purchase, Major Renovation & Construction
- 45 C.F.R. Part 1310, Head Start Transportation
- And all applicable grant regulations

Copies of the current applicable Head Start regulations are available at the websites identified at the end of this announcement. In addition, copies of Office of Management and Budget (OMB) Circulars that apply to Head Start grantees can be found at:

http://www.whitehouse.gov/omb/grants_circulars/

VI.3. Reporting

Grantees under this announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section.

In FY 2009, most ACF grantees began using a standard form for required performance progress reporting (PPR). Use of the new standard form, the ACF-OGM SF-PPR, began for new awards and continuation awards made by ACF in FY 2009. At a minimum, grantees are required to submit the ACF-OGM SF-PPR, which consists of the ACF-OGM SF-PPR Cover Page and the Program Indicators-Attachment B. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the ACF-OGM SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format

to use beginning in FY 2009. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award.

Grantees will continue to use the Financial Status Report (FSR) SF-269 (long form) for required financial reporting.

Performance progress and financial reports are due 30 days after the end of the reporting period. Final program performance and financial reports are due 90 days after the close of the project period. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement.

The SF-269 (long form) and the ACF-OGM-SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

Program Progress Reports:	Semi-Annually
Financial Reports:	Semi-Annually

VII. Agency Contacts

Program Office Contact
Shawan Pinckney
OHS Operations Center
c/o Master Key Consulting
4915 St. Elmo Avenue
Suite 101
Bethesda, MD 20814
Phone: (866) 796-1591
Email: OHS@luxcg.com

Office of Grants Management Contact
David Kadan
ACF Grants Management Officer
Office of Grants Management
Administration for Children and Families
370 L'Enfant Promenade, SW
Aerospace Building- 6th Floor
Washington, DC 20447
Phone: (202) 401-5513
Email: ACFOGME-Grants@acf.hhs.gov

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (**TTY** - Text Telephone or **ASCII** - American Standard Code For Information Interchange).

VIII. Other Information

Reference Websites
U.S. Department of Health and Human Services (HHS) on the Internet http://www.hhs.gov/

Administration for Children and Families (ACF) on the Internet http://www.acf.hhs.gov/.

Administration for Children and Families - Funding Opportunities homepage http://www.acf.hhs.gov/grants/.

Catalog of Federal Domestic Assistance (CFDA) https://www.cfda.gov/.

Code of Federal Regulations (C.F.R.) http://www.gpoaccess.gov/cfr/index.html

United States Code (U.S.C) http://www.gpoaccess.gov/uscode/

Sign up to receive notification of ACF Funding Opportunities at www. Grants.gov http://www.grants.gov/applicants/email_subscription.jsp

OHS will be posting a pre-application recording for all parties interested in applying for this Early Head Start Replacement Grant opportunity. This pre-application recording is intended to provide prospective applicants with an overview of this program announcement. The pre-application recording will attempt to clarify common questions by highlighting information in the announcement. However, applicants are encouraged to refer back to this program announcement when preparing their application. The recording will be available on Monday, April 5, 2010 until the closing date of the announcement.

Federal staff will not be responding directly to the questions of listeners during this pre-application recording. Prospective applicants will, however, have the opportunity to send written questions to OHS by email to: OHS@luxcg.com. Please include the words "HHS-2010-ACF-OHS-CH-R03-0096" in the subject heading of the email, and please include your name, the name of your organization, and your telephone number in the text of the message. A summary of the questions and OHS responses will be posted on the ACF grant opportunities webpage athttp://www.acf.hhs.gov/programs/ohs/ as soon as they become available.

Additional information pertaining to this pre-application recording can be obtained by contacting the OHS Operations Center, ATTN: Office of Head Start at OHS@luxcg.com or call 866-796-1591 or TTY: 711

Checklist

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html and on the Grants.gov Forms Repository webpage at http://apply07.grants.gov/apply/FormLinks?family=15.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2 and found at http:// www.acf.hhs.gov/ grants/grants_resources.html and at the Grants.gov Forms Repository at http:// apply07.grants.gov /apply/FormLinks?family=15.	Submission due by application due date found in Overview and Section IV.3.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2 and found at http:// www.acf.hhs.gov /grants/grants_resources.html.	Submission due by application due date found in Overview and Section IV.3.
SF-424C - Budget Information - Construction Programs SF-424D - Assurances - Construction Programs	Referenced in Section IV.2 and found at http:// www.acf.hhs.gov /grants/grants_resources.html.	Submission due by application due date found in Overview and Section IV.3.
Table of Contents	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Description	Referenced in Section IV.2 of the announcement.	Submission due by application due date found in Overview and Section IV.3.

Budget and Budget Justification	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Third-Party Agreements	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Letters of Support	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Documentation of Commitment of Non-Federal Resources	Referenced in Section IV.2 of the announcement under "Budget and Budget Justification."	Submission due by application due date found in Overview and Section IV.3.
Proof of Non-Profit Status	Referenced in Section IV.2 of the announcement under "Legal Status of Applicant Entity" in the "Project Descripton."	Submission due by date of award.
Certification Regarding Lobbying	Referenced in Section IV.2 of the announcement and found at http://www.acf.hhs.gov/grants/grants_resources.html.	Submission due by date of award.
Survey on Ensuring Equal Opportunity for Applicants	Non-profit private organizations (not including private universities) are encouraged to submit the *"Survey on Ensuring Equal Opportunity for Applicants"* with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. Applicants applying electronically, please submit this survey along with your application. The Survey is referenced in Section	Submission due by date of award.

	IV.2 of the announcement. The Survey may be found at http://www.acf.hhs.gov/grants/grants_resources.html.	
This program is covered under E.O. 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities". Applicants must submit all required application materials to the State Single Point of Contact (SPOC) and indicate the date of submission on the Standard Form (SF) 424 at item 19.	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/ as indicated in Section IV.4 of this announcement.	Submission due to State Single Point of Contact by the application due date found in Overview and Section IV.3.
Resumes of Key Staff in the organization and proposed Head Start program.	Referenced in Section IV.2	Submission due by application due date found in Overview and Section IV.3.
Proof of existing Policy Council approval of application.	Referenced in Section IV.2	Submission due by application due date found in Overview and Section IV.3.
Certification of the organization's last audit report or other similar evidence of financial capability.	Referenced in Section IV.2	Submission due by application due date found in Overview and Section IV.3.
SF-LLL - Disclosure of Lobbying Activities, if applicable	"Disclosure Form to Report Lobbying" is referenced in Section IV.2 and found at http://www.acf.hhs.gov/grants/grants_resources.html. Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or	Submission due by application due date found in Overview and Section IV.3.

	employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	

Signature

Date: 03/18/2010

Yvette Sanchez Fuentes
Director
Office of Head Start

Appendices

- Application For Federal Assistance (SF-424 package which includes SF-424 (Application for Federal Assistance), SF-424A (Budget Information - Non-Construction Programs) and SF-424B (Assurances - Non-Construction Programs))

  http://www.acf.hhs.gov/grants/grants_resources.html

- The Head Start Act as amended by The Improving Head Start for School Readiness Act of 2007, (PL 110-134)

  http://www.acf.hhs.gov/programs/ohs

- Head Start Regulations (45 C.F.R. Parts1301-1311)

  http://www.access.gpo.gov/nara/cfr/waisidx_07/45cfrv4_07.html#1301

- Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

  http://www.acf.hhs.gov/grants/grants_resources.html

- Certification Regarding Lobbying

  http://www.acf.hhs.gov/grants/grants_resources.html

- Certification Regarding Drug-Free Workplace Requirements

  http://www.acf.hhs.gov/grants/grants_resources.html

- The Smoking Prohibition included with PUB.L. 103-277, The Pro-Children's Act of 1994.

  http://www.acf.hhs.gov/programs/ofs/grants/tobacco.htm

- HHS Poverty Guidelines for 2009

http://aspe.hhs.gov/poverty/09fedreg.pdf

- 45 C.F.R. Part 92, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments

  http://www.access.gpo.gov/nara/cfr/waisidx_07/45cfrv1_07.html

- 45 C.F.R. Part 74, Administration of Grants

  http://www.access.gpo.gov/nara/cfr/waisidx_07/45cfrv1_07.html