Administration for Children and Families

Office of Head Start

Head Start and/or Early Head Start Grantee - The Commonwealth of Puerto Rico
HHS-2017-ACF-OHS-CH-R02-1202
Application Due Date: 10/11/2016
Head Start and/or Early Head Start Grantee - The Commonwealth of Puerto Rico
HHS-2017-ACF-OHS-CH-R02-1202

TABLE OF CONTENTS

Overview
  Executive Summary
I. Program Description
II. Federal Award Information
III. Eligibility Information
  1. Eligible Applicants
  2. Cost Sharing or Matching
  3. Other
IV. Application and Submission Information
  1. Address to Request Application Package
  2. Content and Form of Application Submission
  3. Unique Entity Identifier and System for Award Management (SAM)
  4. Submission Dates and Times
  5. Intergovernmental Review
  6. Funding Restrictions
  7. Other Submission Requirements
V. Application Review Information
  1. Criteria
  2. Review and Selection Process
  3. Anticipated Announcement and Federal Award Dates
VI. Federal Award Administration Information
  1. Federal Award Notices
  2. Administrative and National Policy Requirements
  3. Reporting
VII. HHS Awarding Agency Contact(s)
VIII. Other Information
The Head Start program provides high-quality, comprehensive early education programming to low-income children and families so that children start school ready to succeed. In 2007, Congress enacted legislation that required, for the first time in the program's history, greater competition within communities for Head Start funding. The goal of the legislation and the subsequent regulations, which were effective on December 9, 2011, is to ensure that federal Head Start funding is directed to the organizations that are most capable of delivering high-quality early education that puts children on a pathway to improved outcomes, school success, and opportunity.

The Office of Head Start (OHS) is offering applicants the opportunity to apply for funding to serve children from birth to age 5 and pregnant women in one application. This provides the opportunity to create a high-quality early childhood education and comprehensive services program with a particular emphasis on the transition from Early Head Start to Head Start or to another high-quality early education program. Applicants are strongly encouraged to bring new and innovative ideas that are evidence-based or evidence-informed to maximize the extent to which Early Head Start and Head Start, in collaboration with other partners and early childhood education providers, can prepare children and their families for school. Applicants are urged to explore synergies and partnerships with existing early childhood programs. This may include combining Head Start and Early Head Start funds with resources from other early childhood programs or funding streams, including state, local, and private sector funding for child care, pre-Kindergarten, and special education services.
The goal of this funding opportunity announcement (FOA) is to ensure an equitable distribution of resources to meet the demonstrated community needs of children from birth to age 5, ensuring continuity of services and taking into account the availability of high-quality and comprehensive early childhood education opportunities (which may include public pre-Kindergarten programs for 4-year-olds). This single FOA solicits applications from public or private non-profit organizations, including faith-based organizations or for-profit organizations that seek to provide a high-quality, comprehensive birth-to-five program incorporating both Head Start and Early Head Start funding, or to provide services for Head Start only or Early Head Start only, in a manner that ensures continuous services and seamless transitions for children and families residing in the Commonwealth of Puerto Rico.

Through this FOA, interested applicants have an opportunity to consider proposing a comprehensive, seamless birth-to-five Head Start and Early Head Start program, including services for expectant families, through a coordinated application. The goal is to foster innovative and coordinated models that better integrate Head Start and Early Head Start programming and address community need. This FOA also provides applicants the opportunity to propose to reallocate funding between Head Start and Early Head Start based on both the needs in the community and the applicant's capacity and experience serving pregnant women, infants, toddlers, and/or preschool-age children. The Early Head Start Research and Evaluation Project reports better outcomes for children and families when they enrolled into programs early in life and received the full spectrum of services until they aged out of the program.

Any applicant responding to this FOA will submit one application, whether the applicant is proposing to provide: 1) Head Start services only, 2) Early Head Start services only, or 3) both Head Start and Early Head Start services. Applicants proposing to serve pregnant women are expected to serve the newborn through the Early Head Start program. Applicants should thoughtfully consider their reason for deciding to apply to conduct a program to serve the proposed population, including the particular age group of children and, if applicable, pregnant women. This decision should be based on the needs of the community. Successful applicants will demonstrate capacity and experience serving the relevant target populations (i.e., pregnant women, infants, toddlers, and/or preschool-age children). Finally, applications submitted in response to this FOA must coordinate services within a community that support transitions for children and families, and at a minimum comply with 45 CFR § 1304.41 of the Head Start Program Performance Standards. Successful applicants will have a strong plan for transitioning children and families from Early Head Start into Head Start and other preschool programs, as well as transitioning children in Head Start to Kindergarten. The Administration for Children and Families (ACF) will evaluate the responses by applicant organizations based upon the review criteria in Section V.1. Criteria.

Funds in the amount of $120,322,005 annually will be available to provide Head Start and/or Early Head Start services to eligible children and their families in the Commonwealth of Puerto Rico. This dollar amount includes base funding of $118,927,237 (for use in program operations, staffing, materials, equipment, facilities, etc.) and training and technical assistance (T/TA) funding of $1,394,768. The appropriate use of T/TA funds for the purposes of improving program quality and helping prepare children to succeed in school are described in Section 648 and Section 645A(g) of the Head Start Act.
The Head Start program is administered by ACF, an operating division (OPDIV) of the U.S. Department of Health and Human Services (HHS). ACF intends to fund applications that demonstrate an organization's commitment and capacity to operate a Head Start and/or Early Head Start program that raises the quality of early care and education in the community and helps children start school ready to succeed. School readiness requires that children are cognitively, physically, socially, and emotionally prepared to continue to make progress as they enter Kindergarten. Effective Head Start and Early Head Start programs help children develop in each of these areas. ACF is seeking applicants that are able to use the best evidence-based early education practices in their programs to support high-caliber classroom instruction, home visiting services, and effective family engagement and health promotion.

In addition to the Head Start Act, 42 U.S.C. 9801 et seq., Head Start is governed by Program Performance Standards that define the scope of services necessary to support children's development and school readiness. These Program Performance Standards are found in 45 CFR Parts 1301-1310.

Public Comment

ACF welcomes public comments from the community listed in this FOA. We are particularly interested in hearing from parents of children currently enrolled in Head Start or Early Head Start, persons employed by such agencies, local government officials, and other representatives of the community to be served. The intent of the public comment is to inform ACF about the needs of the service area and any pertinent information commenters may wish to provide about potential applicants before the FOA closes. Comments should be sent to the Office of Head Start (OHS) Operations Center at OHSTech@reviewops.org.

I. Program Description

Statutory Authority

The Head Start program is authorized by the Head Start Act, 42 U.S.C. § 9831 et seq.

Description

Program Background and Purpose

The Head Start and Early Head Start programs provide grants to public and private non-profit and for-profit agencies to provide comprehensive child development services to predominately economically disadvantaged children and families. Head Start's primary purpose is to prepare children to be ready for school. In fiscal year (FY) 1995, the Early Head Start program was established to serve pregnant women and children from birth to 3 years of age in recognition of the mounting evidence that the earliest years matter a great deal to children's growth and development. Since its beginning in 1965, Head Start has served more than 32 million children and their families. In FY 2014, Head Start was funded to serve 927,275 children and families; of these, nearly 117,000 participants were served in Early Head Start programs. There are approximately 1,700 Head Start grantees, including about 980 grantees providing Early Head Start. Additionally, in FY 2015, ACF awarded 275 Early Head Start – Child Care Partnership and Early Head Start Expansion grants to serve tens of thousands of additional infants and toddlers.
Head Start and 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 in the key domains of physical development and health, social, and emotional development, approaches to learning, language and literacy, and cognition and general knowledge. Programs support parent engagement in their roles as their children’s teachers and advocates, and help parents move toward self-sufficiency. Head Start promotes school readiness by addressing the key domains of language, literacy, mathematics, science, and social and emotional development.

Head Start and Early Head Start programs emphasize family engagement because of the critical role that parents play in supporting their children's healthy development and school success. Effective programs engage parents in their children's development and learning, and help parents make progress toward their own educational, literacy, and employment goals. Programs also emphasize the significant involvement of parents in the administration of local Head Start and Early Head Start programs. These leadership opportunities are designed to strengthen skills that parents can apply to improving their family's economic well-being and to becoming more effective advocates for their children.

Program Approach

Historically, many communities have provided Head Start services based on a part-day, part-year, or other model. Applicants are strongly encouraged to use this opportunity to design a model of services and program options that best meet the needs of children and families over time, including helping to meet the child care needs of parents who are either working, in school, or in job training. In many cases, this may include providing services across the full working day and the full year, often through collaborations with local child care providers and through utilization of the Child Care and Development Fund and other funding sources.

Given the need for continuity of care to support the rapid development in the earliest years, the OHS expects that grantees will serve pregnant women, infants, and toddlers in a full-year model for no less than 48 weeks of actual service per year. OHS expects that grantees will implement a full-year model that will require per-child costs that, in most circumstances, will be higher than the costs needed to provide part-year services.

Program Model

ACF is interested in new and innovative models that provide continuous and seamless services for pregnant women, children from birth to age 5, and their families. These models should be designed to be responsive to community needs, be evidence-based or evidence-informed, and maximize the extent to which the Early Head Start and Head Start resources, in collaboration with other partners and early childhood education providers, can prepare children and their families for school.

Program Activities
Head Start and/or Early Head Start programs must:

- Provide high-quality early education services that promote the physical, health, social, and emotional development approaches to learning, language and literacy, and cognition and general knowledge of young children during the early years;
- Provide services through appropriate program options: center-based, home-based, family child care, combination option, or with the approval of OHS, a locally designed option;
- Ensure 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 children to grow and develop in warm, nurturing, and inclusive environments;
- Recruit, train, and supervise high-quality staff to ensure the kinds of warm and continuous relationships and stimulating interactions between caregivers and children that are crucial to learning and development;
- 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 the particular age group;
- Ensure that the level of services provided to families responds to their needs and circumstances, including appropriate screening for all children and referral for children with documented behavioral and/or developmental problems;
- Ensure that all enrolled participants receive health, mental health, nutritional, and oral health screenings and services, and follow-up evaluation and treatment.
- 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 ensure 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, toddlers, and preschoolers;
- 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, and from Head Start to Kindergarten.

Head Start and Early Head Start are designed to increase the number of low-income children receiving high-quality, comprehensive early education services that help facilitate healthy development, including physical and social/emotional development, and prepare them for school success. To meet this goal, it is critical that funds awarded through this FOA do not supplant existing services. Thus, an entity receiving a Head Start and/or Early Head Start grant must: 1) expand the number of children it is serving relative to the number it would serve in the absence of the grant; and/or 2) improve the services provided to children it would serve in the absence of the grant (i.e., enhancing quality standards or extending the day). Because the cost of serving infants and toddlers is typically higher than the cost associated with serving preschool-aged children, increasing the relative number of Early Head Start slots may result in fewer overall children being served.

Administrative Cost Waiver

Grantees must, unless a waiver is granted, contribute 20 percent of the total cost of the program from non-federal funds. A waiver may be granted for any of the grounds listed in Section 640(b) of the Head Start Act. No more than 15 percent of total costs may be used for program administration. An HHS official may grant a waiver of the 15 percent limitation on allowable development and administration costs for a Head Start or Early Head Start program approving a higher percentage for a specific period of time not to exceed 12 months (45 CFR § 1301.32).

Monitoring

OHS is responsible for monitoring the quality of Head Start and/or Early Head Start program services and the grantee's compliance with federal and other applicable requirements. The federal government uses several mechanisms to conduct its oversight. Most notably, each grantee is subject to onsite monitoring reviews. These reviews can either be announced or unannounced. During onsite visits, all aspects of a grantee's program are reviewed, including compliance with health and safety requirements, compliance with rules related to children's eligibility for the program, and compliance with financial management requirements. For grantees operating a Head Start program, the review also includes the administration of the Classroom Assessment Scoring System instrument, an observation-based evaluation of teacher-child interaction associated with child outcomes. New grantees are reviewed at the end of their first year of operation based on the authority in Section 641A(c)(1)(B) of the Head Start Act.

As a condition of acceptance of an award under this FOA, all grantees are required to participate fully in ACF-sponsored evaluations and adhere to all evaluation protocols established by ACF to be carried out by its designee contractors.

Eligible Participants

Head Start serves children when they are at least 3 years old by the date used to determine eligibility for public school in the community where the Head Start program is located. Early Head Start programs enroll pregnant women and infants and toddlers from birth to age 3.
Families must either have incomes below the poverty line or be eligible for public assistance in order to be income eligible for Head Start or Early Head Start programs. In addition, homeless children and children in foster care are categorically eligible for services. Children are selected for enrollment based on age and income eligibility and relative level of need with regard to other criteria that are identified within each community (45 CFR § 1305.6).

Head Start regulations permit up to 10 percent of enrolled participants to be from families that do not meet these low-income criteria. A provision in the Head Start Act, as discussed in Section 645(a)(1)(B), which is applicable to both Head Start and Early Head Start, allows grantees that can ensure that all eligible children, including homeless children, are served, to enroll up to an additional 35 percent of its participants from families with incomes greater than or equal to 100 percent, but less than 130 percent, of the poverty line. 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 percent of a program’s enrollment from families with incomes up to 130 percent of the poverty line would apply for this announcement.

Additionally, programs must ensure that at least 10 percent of the total number of children enrolled by the Head Start or Early Head Start agency and delegates are children with disabilities unless a waiver is granted.

Applicants may elect to propose program models that promote socioeconomic diversity within classrooms. Federal Head Start funds must be used to serve eligible children as described in this section. Additional children who are not income-eligible for Head Start or Early Head Start can be served so long as their participation is supported through other funding sources, including child care subsidies, public school pre-K allocations, parent-paid tuition, or other sources. Such program designs may be beneficial in promoting socioeconomic diversity within classrooms. All costs must be allocated to appropriate funding sources in compliance with federal requirements.

**Head Start and/or Early Head Start: The Commonwealth of Puerto Rico**

ACF solicits applications from the organizations described in Section III.1. Eligible Applicants that wish to compete for funds that are available to provide Head Start and/or Early Head Start services to children and families residing in the Commonwealth of Puerto Rico. It is important to note that the eligibility requirements are different for Head Start and Early Head Start. Please see Section III.1 Eligible Applicants for more information.

Funds in the amount of $120,322,005 annually will be available to provide Head Start and/or Early Head Start program services to eligible children and their families in the Commonwealth of Puerto Rico. This dollar amount includes base funding of $118,927,237 (for use in program operations, staff, materials, equipment, facilities, etc.) and training and T/TA funding of $1,394,768. The appropriate use of T/TA funds for the purposes of improving program quality and helping prepare children to succeed in school are described in Section 648 of the Head Start Act.

**Mortgages and Long-Term Lease Agreements**
If so directed by OHS, the newly funded grantee must accept assignment of any existing mortgages, long-term lease agreements, or security agreements (in the case of a modular unit) on properties subject to a federal interest occupied by the current grantee.

**Applicant Support Website**

OHS strongly encourages entities interested in applying for this funding opportunity to visit [http://eclkc.ohs.acf.hhs.gov/hslc/hs/grants](http://eclkc.ohs.acf.hhs.gov/hslc/hs/grants). This interactive applicant support website offers a robust collection of resources intended to support organizations in gaining a deeper understanding of the Head Start and Early Head Start programs, the FOA, and evaluation criteria. A profile of current grantee services, equipment, and inventory can also be found through this website located at [www.acf.hhs.gov/programs/ohs/funding](http://www.acf.hhs.gov/programs/ohs/funding). Finally, the website includes helpful tips for applying via [www.Grants.gov](http://www.Grants.gov). All interested applicants are reminded to frequently refer back to this FOA when preparing their application.

Prospective applicants will also have the opportunity to send questions to OHS by e-mail at [OHSTech@reviewops.org](mailto:OHSTech@reviewops.org). A summary of the questions and OHS' responses will be posted for public view on this website as soon as they become available.

Interested applicants may also contact the OHS Operations Center at (888) 242-0684 or TTY: 711 if they have additional questions.

For more information on application requirements specific to this FOA, please reference Section IV.2. Content and Form of Application Submission.

### II. Federal Award Information

- **Funding Instrument Type:** Grant
- **Estimated Total Funding:** $120,322,005
- **Expected Number of Awards:** 24
- **Award Ceiling:** $120,322,005 Per Budget Period
- **Award Floor:** $500,000 Per Budget Period
- **Average Projected Award Amount:** $0 Per Budget Period
- **Anticipated Project Start Date:** 06/01/2017

**Length of Project Periods:**
- **Length of Project Period:** 60-month project with five 12-month budget periods

**Additional Information on Awards**

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

**Expected Number of Awards**

Please note that the expected number of awards represents an estimated range of awards that OHS might make as the result of this funding opportunity announcement. If the expected
number of awards is 1, applicants are expected to submit proposals for the entire service area. If the expected number of awards is 2 or greater, applicants may submit 1 application to apply to serve either the entire service area, or a portion of the service area.

**Award Ceiling Disqualification**
Applications requesting an award amount that exceeds the *Award Ceiling* per budget period or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors.*

Inclusion of start-up/pre-award costs in the application submission is not subject to the “Award Ceiling Disqualification.” that is explained in *Section III.3. Other, Application Disqualification Factors.* However, if an applicant does not segregate start-up/pre-award costs from the base funding award request (SF-424, line 18a, Federal), the “Award Ceiling Disqualification” will apply.

**Note:** For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-Federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A grantee’s failure to provide the required matching amount may result in the disallowance of Federal funds.**

Applicants must submit an annual (12-month) budget. The funding amount listed on Line 18a (Federal) of the SF-424, Application for Federal Assistance, must reflect a full 12 months of funding. The federal funding amounts reflected on the SF-424 and in the applicant’s budget submission must match.

The Designation Renewal System (DRS), as established in 45 CFR Part 1307 - Policies and Procedures for Designation Renewal of Head Start and Early Head Start Grantees, went into effect on December 9, 2011. This regulation requires all Head Start and Early Head Start grants be transitioned from indefinite project periods with 12-month budget periods to 5-year grants (60 months with five 12-month budget periods).

Funding provided for the operation of the program is referred to as “base operating funds” or “base funding”; funding provided for training and technical assistance is referred to as “T/TA.”

**Start-up/Pre-Award Costs**
Pre-award costs, including start-up costs, may be requested by an applicant in addition to the base operating and T/TA grant funds. If requested, applicants must provide a separate budget for start-up/pre-award costs, in addition to a 12-month budget for the base funding awarded, within the page limitations stated for the *Budget and Budget Justification in Section IV.2. Content and Form of Application Submission.* If awarded, start-up/pre-award costs would apply to costs incurred up to 90 days prior to the award start date. Examples of start-up activities are facility renovations, purchase of classroom supplies, building purchase, licensing, background checks, etc.
Approval of start-up/pre-award costs is not guaranteed; they are negotiated at the time of award and are based on reasonableness, necessity, and the availability of funds. The incurrence of start-up/pre-award costs in anticipation of an award is done at the applicant’s own risk and imposes no obligation on ACF either to make an award or to increase the amount of the approved budget if an award is made for less than the amount anticipated and is inadequate to cover the start-up/pre-award costs incurred. It is possible that ACF may honor start-up/pre-award costs by reducing the base amount of the award to include these costs.

Estimates for start-up/pre-award costs must be separately identified on the SF-424, Application for Federal Assistance, and in the Budget and Budget Justification section of the application. The start-up/pre-award funding amount must not be included in the funding amount listed on Line 18a (Federal) of the SF-424. The funding amount listed in Line 18a of the SF-424 must represent only the total annual federal funding the applicant is requesting for base and T/TA funding. Start-up/pre-award costs, if requested, should be included only on the Other Estimated Funding line (Line 18e) and clearly labeled as "Start-up/Pre-Award Costs" in a separate line item on the SF-424A, Budget Information - Non-Construction Programs. Additionally, if applicants are requesting start-up/pre-award costs, these costs must be easily identified as a separate budget in the Budget and Budget Justification section of the application.

Inclusion of start-up/pre-award costs in the application submission is not subject to the “Award Ceiling Disqualification” that is explained in this section of the announcement and in Section III.3. Other, Application Disqualification Factors. However, if an applicant does not segregate start-up/pre-award costs from the base funding award request (SF-424, line 18a, Federal), the “Award Ceiling Disqualification” will apply.

Start-up budgets will be evaluated against the criteria listed in Section V.1. Criteria.

Note: Costs incurred for grant application preparation are not considered an approved use of pre-award costs and may not be included in the project budget or budget justification.

Grant Awards

Due to the availability of current year appropriated funds, the successful applicant(s) under this FOA may receive grant awards with a 5-year project period (60 months) that include 6 budget periods. In cases where a full 12 months of funding is not available at the time of the grant award, the first and sixth budget periods within the 5-year project period will be pro-rated, so that when combined, they equal 12 months of funding. The second, third, fourth, and fifth budget periods would be a full 12 months.

Please see Section IV.6. Funding Restrictions for limitations on the use of federal funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants
It is important to note that the eligibility requirements are different for Head Start and Early Head Start.

Entities applying for Head Start only - OR - both Head Start and Early Head Start:

Eligible applicants are limited to local public or private non-profit agencies, including community-based and faith-based organizations, or local for-profit agencies, pursuant to Section 641(a)(1) of the Head Start Act, 42 U.S.C. § 9836(a)(1) in the service area, that can provide Head Start services to children and families residing in the Commonwealth of Puerto Rico. Applicants must demonstrate they meet the statutory requirement for designation as a Head Start and/or Early Head Start agency as defined in the Head Start Act.

For designation as a Head Start agency, ACF will consider all "qualified applicants in such community" as required by Section 641(d) where the applicant demonstrates it has an organizational base within the community to be served. This could be established by virtue of the applicant being a provider of services in the community or having a clear relationship to the community as evidenced, for example, by board representation from the community or by evidence of the support of community leaders, including, but not limited to mayors; city council members; school principals; presidents of local chambers of commerce; county government officials; social service provider organizations; community organizations representing low-income, minority, or other relevant sectors of the community; and child care providers and organizations.

Entities applying for Early Head Start only:

Eligible applicants are any public or private non-profit agencies, including community-based and faith-based organizations, or for-profit agencies pursuant to Section 645A(d) of the Head Start Act, 42 U.S.C. § 9840A(d).

Eligibility is limited to public or private non-profit organizations, including faith-based organizations or for-profit organizations in the service area that can provide Early Head Start services to children and families residing in the Commonwealth of Puerto Rico.

Entities operating Head Start programs are eligible to operate Early Head Start programs.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See Section III.3. Other, Application Disqualification Factors.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations.

See Section IV.2. Legal Status of Applicant Entity 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, 42 U.S.C. § 9835 (b).

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 $120,322,005.00 in ACF (federal) funds must provide a non-federal share of the approved total project cost of at least $30,080,501.00, which is 20 percent of total approved project cost of $150,402,506.00.

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient’s cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. A recipient’s failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.

For awards that do not require matching or cost sharing by statute, where “cost sharing” refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). A recipient’s failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.

Waivers

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. Waiver requests will not result in a deduction of points in the evaluation of the application. In light of the current economic climate, ACF will be receptive to reasonable arguments based on the grounds recognized in the statute for such waivers.

Please note: The following matching requirement waiver allowed by 48 U.S.C. 1469a(d)
is only available to territorial governmental agencies that are applicants or grantees under Early Head Start in the Insular Areas. Head Start grantees in the Insular Areas are not eligible for this waiver.

**Matching Waiver Pursuant to 48 U.S.C. § 1469a(d)**

Matching requirements (including in-kind contributions) of less than $200,000 (up to $199,999) are waived under grants made to the governments of American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands (other than those consolidated under other provisions of 48 U.S.C. 1469) pursuant to 48 U.S.C. 1469a(d). This waiver applies whether the matching required under the grant equals or exceeds $200,000.

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

**III.3. Other**

**Application Disqualification Factors**

Applications from individuals (including sole proprietorships) and foreign entities will be disqualified from competitive review and from funding under this announcement.

**Award Ceiling Disqualification**

Applications that request an award amount exceeding the *Award Ceiling* per budget period, or per project period, as stated in Section II. Federal Award Information, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Inclusion of start-up/pre-award costs in the application submission is not subject to the "Award Ceiling Disqualification," as explained in Section II. Federal Award Information. (See directions for listing these costs in Section IV.2. Content and Form of Application Submission, Budget and Budget Justification.) However, if an applicant does not segregate start-up/pre-award costs (SF-424 18e, Other) from the base funding award request (SF-424, line 18a, Federal), the "Award Ceiling Disqualification" will apply.

**Application Submission Disqualifications**

ACF requires electronic submission of applications at [www.Grants.gov](http://www.Grants.gov). Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow these applicants to submit an application in paper format. Information on requesting an exemption from electronic application submission is found in Section IV.2. Application Submission Options.

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.4. Submission Dates and Times.
applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the Grants.gov validation check, will not be received at or acknowledged by ACF.

Each time an application is submitted via www.Grants.gov, the application will receive a new date and time-stamp email. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the Overview and in Section IV.4. Submission Dates and Times. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement. See "Request an Exemption from Required Electronic Application Submission" in Section IV.2. Content and Form of Application Submission.

Additional Application Disqualifications

In accordance with 45 CFR Part 1307, titled "Policies and Procedures for Designation Renewal of Head Start and Early Head Start Grantees," grantees terminated for cause by ACF within 5 years prior to the posting date of this FOA will be disqualified from competitive review and from funding under this announcement.

A Head Start or Early Head Start agency that has had a "denial of refunding," defined in 45 CFR § 1303.2, within 5 years prior to the posting date of this FOA will be disqualified from competitive review and from funding under this announcement.

Notification of Application Disqualification

Applications that are disqualified under these criteria are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

IV. Application and Submission Information

IV.1. Address to Request Application Package

Office of Head Start
OHS Operations Center
1401 Mercantile Lane
Electronic Application Submission:
The electronic application submission package is available in the FOA's listing at www.Grants.gov.

Applications in Paper Format:
For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Package available in the FOA's Grants.gov synopsis at www.Grants.gov. They are also available at http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1. See Section IV.2. Request an Exemption from Required Electronic Application Submission if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) for assistance at www.gsa.gov/fedrelay.

IV.2. Content and Form of Application Submission

Formatting the Application Submission

All applications must follow the formatting and upload requirements in this section in order for the full application to be reviewed. Failing to adhere to the three-file requirement, page limitations, and/or formatting restrictions will result in part of the application being excluded from review.

Applications submitted under this announcement will receive a two-tiered review. Because of this two-tiered review, it is critical that applicants include information in the correct files, and in the prescribed order, so that the application materials can be reviewed by the appropriate audience. See Section V.2. Review and Selection Process for more information on the Phase One and Phase Two reviews.

FOR ALL APPLICATIONS

Single Application Submission
Applicants are limited to submitting only one application in response to this funding opportunity announcement. Only the last on-time, application submission will be
accepted for review. Electronically submitted applications must be on time and pass the www.Grants.gov validation process to be accepted for review.

**Authorized Organizational Representative (AOR)**
The AOR is the designated representative of the applicant/recipient organization with authority to act on the organization’s behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

*NOTE:* This definition differs from the definition of an AOR at www.Grants.gov. At www.Grants.gov the E-Biz POC is the only person who can approve AORs, which allows your organization to authorize specific staff members to submit grants on behalf of the organization.

**Point of Contact**
In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

**Application Checklist**
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.4. Submission Dates and Times* of this announcement.

**English Language**
Applications must be submitted in the English language and must be in the terms of United States dollars. If applications are submitted using another currency, ACF will convert the foreign currency to U.S. currency using the date of receipt of the application to determine the rate of exchange.

**Font Size and Margins**
**All narrative documents** (e.g., Project Summary/Abstract, Project Description/Phase One Narrative, Budget and Budget Justification, Phase Two Narrative) **must be in 12-point Times New Roman (TNR) font with 1-inch margins.** All tables, charts, and inserts must also be in TNR 12-point font. Only footnotes may be in TNR 10-point font.

**Line Spacing**
**Double Spacing:** The Project Description/Phase One Narrative and Phase Two Narrative must be double-spaced. Any non-numerical tables, charts, or inserts must be double-spaced.

**Single Spacing:** The Project Summary/Abstract, Table of Contents, and Budget and
Budget Justification may be single-spaced. *Numerical* budget tables included as part of the application narrative may be single-spaced.

**Formatting for Appendices (Second File) and Phase Two Attachments (Third File)**
Documents submitted in the Appendices (Second File) and Phase Two Attachments (Third File) must be readable. If the font size is not readable, **all unreadable pages will be removed from the application and will not be reviewed.** For example, pages that contain blurred text or text that is too small to read comfortably will be removed. In addition, applicants are prohibited from submitting two or more pages per page in reduced size on a single page.

**Enforcement of FOA Formatting, Font, and Page Limitation Requirements**
Applications that exceed the **250-page limitation** will have page(s) removed from the end of the Second File, which includes the Appendices and Phase Two Narrative, before the review. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to recalculate the number of pages the application would include if it conformed to the formatting and font requirements listed in this section. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1,500 characters, per page which is equal to 4/5 of an additional page. Recalculation of pages using this formula may cause applications to exceed the page limitation, which would cause pages to be removed from the end of the Second File, which includes the Appendices and Phase Two Narrative, and excluded from review.

Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

**NOTE:** Applicants failing to adhere to the FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will specify the reason(s) for removal of page(s).

**Page Limitations and File Content**
The page limitation is 250 pages for the Project Summary/Abstract, Table of Contents, Project Description/Phase One Narrative, Appendices, and Phase Two Narrative. The Phase Two attachments (financial statements, notes, and audit reports) are not subject to the 250-page limitation when they are included in the Third File as described in the following list. Page limitations are identical for electronic and paper formats application submissions.

Each applicant is required to upload only three electronic files, excluding Standard Forms (SFs) and OMB-approved forms. Application components MUST be
submitted in the prescribed order (see file list) regardless of whether the application is submitted in electronic or paper format. Applications must not exceed the 250-page limit for all of the components in the First and Second Files or pages will be removed from the application and will not be reviewed.

**First File**

- Project Summary/Abstract *(single-spaced) – limited to 1 page*
- Table of Contents *(single-spaced) – suggested 1 page*
- Project Description/Phase One Narrative *(double-spaced) – suggested 114 pages*
  - Demonstration of Need for Child Development and Health Services:
    - Location, Population, and Service Delivery Options
  - Achieving Early Learning and Development Outcomes to Promote School Readiness for Children
  - Past Performance
  - Staffing and Supporting a Strong Early Learning Workforce
  - Organizational Capacity and Governance
  - Budget and Budget Justification

**Second File**

- Appendices *(must be readable) – suggested 100 pages*
  - Signed Absence of Non-Compete Agreement Assurance
  - Certificate of Good Standing
  - Proof of Legal Status of Applicant
  - Proof of Policy Council Approval
  - Organizational Capacity documentation (e.g., resumes, job descriptions, organizational charts)
  - Signed memoranda of understanding
  - Third-party agreements
  - Indirect cost rate agreement (IDR)
  - Letters of support
  - Any maps of the service area or lists of Congressional Districts
  - Other supporting documents
- Phase Two Narrative *(double-spaced) – suggested 30 pages*

**Third File**

- Phase Two attachments (financial statements and notes and audit reports that must be readable) – no page limitation

**ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS**

See formatting and font style requirements under “FOR ALL APPLICATIONS” earlier in this section.
Electronic applications will only be accepted via [www.Grants.gov](http://www.Grants.gov). ACF will not accept applications submitted via email or via facsimile.


Adherence to the Three-File Application Format is Required:

- **No more than three files will be accepted for the review.** Standard Forms (SFs) and OMB-approved forms are not considered additional files. If **four or more files are submitted**, all additional files will be removed from the application and excluded from competitive review, even if the total number of pages within all submitted files does not exceed the 250-page limit.
- **ACF will remove all pages over the 250-page limit from the end of the Second File and exclude those pages from competitive review.** The third file, which may contain only the Phase Two attachments (financial statements and notes and audit reports), is not subject to a page limit.

Application Upload Requirements

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). To adhere to the three-file requirement, applicants may need to convert and/or merge documents together using PDF conversion software. Many recent versions of Microsoft Office include the ability to save documents to PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability. However, ACF understands that all applicants may not have access to this software.

- **First File** must be uploaded to the "Project Narrative Attachment Form" in the electronic Grant Application Package at Grants.gov. It must contain the Project Summary/Abstract, Table of Contents, and Project Description/Phase One Narrative, including the Budget and Budget Justification.

- **Second File and Third File** must be uploaded to the "Other Attachment Form" in the electronic Grant Application Package at Grants.gov. **Second File** must contain the Appendices and Phase Two Narrative. **Third File** must contain only the Phase Two Attachments (financial statements and notes and audit reports).

Required Standard Forms (SFs) and OMB-Approved Forms
Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See Section IV.2. Required Forms, Assurances, and Certifications for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files
Applicants should use the following names for their files: FirstFile, SecondFile, and ThirdFile. Applicants must carefully observe the file naming conventions required by www.Grants.gov.

- Limit file names to 50 characters or less (characters and spaces).
- Do not attach any documents with the same name. All attachments should have a unique name.
- Use only the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, dollar sign, percent sign, plus sign, and equal sign. Attachments that do not follow this rule may cause the entire application to be rejected or cause issues during processing.

For information on the use of special characters (UTF-8) that are allowed in the application’s content, please also see http://www.grants.gov/web/grants/grantors/submitting-utf-8-special-characters.html.

Use only file formats supported by ACF
It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, we strongly recommend that the three application submission files are uploaded as PDF documents in order to comply with the three file upload limitation. Documents in file formats that are not supported by Grants.gov or ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files
If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

Signatures

Policy for Applicants Experiencing Federal Systems Issues

**PAPER APPLICATION SUBMISSION INSTRUCTIONS**
See formatting and font style requirements under “FOR ALL APPLICATIONS” earlier in this section.

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. See Section IV.2. Request an Exemption from Required Electronic Application Submission later in this section under Application Submission Options for more information.

Required application Standard Forms (SFs), assurances, and certifications are available in the electronic forms package posted on [www.Grants.gov](http://www.Grants.gov) for this FOA.

**Copies Required**
Applicants must submit one original and two copies of the complete application, including all Standard Forms (SFs) and OMB-approved assurances and/or certifications.

**Signatures**
An original signature of the AOR is required only on the original copy of paper application submissions. A point of contact on matters involving the application must also be identified on the SF-424 at item 8f. The point of contact, known as the Project Director, should not be identical to the person identified as the AOR.

**Packaging the Paper Application Submission**
**NOTE:** Applicants that have an approved exemption to submit their applications in paper format must include a copy of their approved waiver in the application package. The required copy of the approved waiver will not impact the page limitation.

All copies of mailed or hand-delivered paper applications must be submitted in a single
package. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes.** If two-sided pages are submitted, only the "front" page will be used.

All application materials must be submitted on 8 ½" x 11" white paper with 1-inch margins. **All pages of the paper application submission must be sequentially numbered.**

**Addresses for Submission of Paper Applications**
See Section IV.7. Other Submission Requirements for addresses for paper application submissions.

---

**Required Forms, Assurances, and Certifications**

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available in the Application Package posted for this FOA at [www.Grants.gov](http://www.Grants.gov).


<table>
<thead>
<tr>
<th>Forms / Assurances / Certifications</th>
<th>Submission Requirement</th>
<th>Notes / Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF-424 - Application for Federal Assistance</td>
<td>Submission is required for all applicants by the application due date.</td>
<td>Required for all applications.</td>
</tr>
<tr>
<td>Mandatory Grant Disclosure</td>
<td>Submission is required for all applicants and recipients, in writing, to the awarding agency and to the HHS Office of the</td>
<td>Mandatory Disclosures, 45 CFR 75.113</td>
</tr>
</tbody>
</table>

All application materials must be one-sided for duplication purposes. If two-sided pages are submitted, only the "front" page will be used.
Inspector General (OIG) all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award.

Disclosures must be sent in writing to:

The Administration for Children and Families,
U.S. Department of Health and Human Services,
Office of Grants Management,
ATTN: Grants Management Specialist,
330 C Street, SW.,
Switzer Building,
Corridor 3200,
Washington, DC
20201

And

U.S. Department of Health and Human Services,
Office of Inspector General,
ATTN: Mandatory Grant Disclosures,
Intake Coordinator,
330 Independence Avenue, SW., Cohen Building,
Room 5527,
Washington, DC
20201

Fax: (202) 205-0604
(Include “Mandatory Grant Disclosures” in subject line),
or Email: MandatoryGranteeDisclosures@oig.hhs.gov

<table>
<thead>
<tr>
<th><strong>SF-424A - Budget Information - Non-Construction Programs</strong></th>
<th><strong>Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.</strong></th>
<th><strong>Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SF-424B - Assurances - Non-Construction Programs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DUNS Number (Unique Entity Identifier) and Systems for Award Management (SAM) registration.</strong></td>
<td>A DUNS number (Unique Entity Identifier) is required of all applicants. To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>. Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at <a href="http://www.sam.gov">http://www.sam.gov</a>.</td>
<td>A DUNS number (Unique Entity Identifier) and SAM registration are eligibility requirements for all applicants. See <em>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</em> for more information.</td>
</tr>
<tr>
<td>Form</td>
<td>Submission Details</td>
<td>Required for All Applications</td>
</tr>
<tr>
<td>------</td>
<td>--------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>SF-424C - Budget Information - Construction Programs and SF-424D - Assurances - Construction Programs</td>
<td>Submission is required for all applicants when applying for a construction project. Standard Forms must be used. Forms must be submitted by the application due date.</td>
<td>Required for all applications when applying for a construction project. By signing and submitting the SF-424D, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.</td>
</tr>
<tr>
<td>SF-424 Key Contact Form</td>
<td>Submission is required for all applicants by the application due date.</td>
<td>Required for all applications.</td>
</tr>
<tr>
<td>SF-Project/Performance Site Location(s) (SF-P/PSL)</td>
<td>Submission is required for all applicants by the application due date.</td>
<td>Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites.</td>
</tr>
<tr>
<td>SF-LLL - Disclosure of Lobbying Activities</td>
<td>If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.</td>
<td>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, &quot;Disclosure Form to Report Lobbying,&quot; in accordance with its instructions.</td>
</tr>
</tbody>
</table>
Certification Regarding Lobbying (Grants.gov Lobbying Form)  
Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.

Assurance: Absence of Non-compete Agreement  
Submission is required for any applicants wishing to receive bonus points under Section V.1. Criteria. The assurance must be submitted with the application package.

Certificate of Good Standing  
Submission is recommended for all applicants and will be used to help determine applicant eligibility as described in Section III. Eligibility.

A template of this assurance is provided in the Appendix of this announcement. The assurance must be signed by the person who is authorized to sign the application on behalf of the applicant.

The Project Description

The Project Description Overview

Purpose
The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in Section I. Program Description. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. 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
Applicants should develop 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.

General Instructions for Preparing a Full Project Description

Introduction
Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in Section V.1. 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. The table of contents must be single spaced and will be counted against the total page limitations.

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, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

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 should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information,
as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

**Approach**

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

**For Applicants Submitting an Application to Implement a Birth-to-Five Program**

Applicants seeking funding for both Head Start and Early Head Start programs should describe in their application how the model of joint operation of Head Start and Early Head Start will be conducted in the community, as well as how the entity will manage both sets of services.

**PHASE ONE**

1. **Demonstration of Need for Child Development and Health Services: Location, Population, and Service Delivery Options**

The application must describe the precise geographic location(s) and boundaries of the areas to be served and provide data about why that geographic area is in high need of early childhood education and family support services. Data provided must include the number of eligible pregnant women, infants, toddlers, and/or preschoolers by program type; the analysis of access to other early childhood education services for low-income infants, toddlers, and/or preschoolers and families in the proposed geographic area; the extent to which children from low-income families are not meeting school readiness goals; the number of families in extreme poverty; jobless rates; high incidents of community health problems; criminal justice involvement or violence; or other similar factors. Applicants should leverage existing needs assessment and school readiness data for the proposed service area where appropriate and applicable, and if necessary, applications can include other methods to collect data on the need for services such as informal surveys, community meetings, questionnaires, and interviews. The application should also provide descriptive information regarding the available early childhood education services for low-income infants, toddlers, preschoolers, and their families in the proposed geographic area.

Applicants must clearly justify how the needs of the community are best served by the proposed approach, including by clearly articulating the rationale for which ages of children the applicant proposes to serve in an Early Head Start-only or Head Start-only program. The application must justify the program option(s) proposed for each age group to be served as the most appropriate to meet the needs of the community. This includes how many pregnant
women, infants, toddlers, and/or preschoolers will be served; the types of services the applicant will provide; and the number of hours per day, days per week, weeks per year, and home visits that meet the needs of families, including the role of child care partners. Applications that propose the home-based option for any age group must include the proposed number of home visits and socializations for that subgroup. The application must describe how the proposed program will partner with other programs or services in the community to best meet the needs of low-income families to be served.

If applicable, the application provides information about proposed delegate agencies, how those delegate agencies were chosen, and how the grantee's oversight will ensure the delegate agencies implement high-quality programs that adhere to the Head Start Program Performance Standards.

In this section, applicants must describe how the number of pregnant women, infants, toddlers, and/or preschoolers served and the type of services received would be affected if the applicant is awarded a grant to implement the proposed set of services.

Please see Section V.1. Criteria for program-specific requirements that are the critical elements that will be evaluated in the application review process.

2. Achieving Early Learning and Development Outcomes to Promote School Readiness for Children

The application must demonstrate the capacity to implement and sustain the high-quality, comprehensive, individualized educational, health, mental health, nutritional, oral health, and other social services to pregnant women, infants, toddlers, preschoolers, and their families that prepare children to succeed in school. To this end, the applicants must describe how they will implement program components and, where applicable, describe separately for infants and toddlers and for preschoolers. The application must name the curriculum or set of curricula that will be used, describe why that curriculum/curricula was selected, and present the evidence basis that the curriculum/curricula effectively promotes progress toward school readiness (for preschoolers) or its developmental foundations (for infants and toddlers). The application also must include information about how the applicant will meet the health, nutrition, and family engagement needs for pregnant women and children of various ages.

Applicants must describe how service effectiveness and quality will be measured, monitored, and improved upon over time. The applicant must show how it will use child assessment data and other program data to individualize services and learning opportunities for children and to inform continuous program improvement; how they will provide ongoing professional development, including regular observation and feedback; how they will engage parents in their roles as teachers and advocates for their children; and how they will partner with preschools, including Head Start, as well as child care programs, local education agencies, and other programs serving young children and their families to create continuity for young children and pregnant women across systems.

The application must also describe how the applicant will meet the unique needs of special populations reflective of the ages and groups proposed to be served, including children with disabilities, dual language learners, children and pregnant women experiencing homelessness, working families, and children in foster care.
The application will be evaluated on the degree to which the proposed program will meet the comprehensive needs of pregnant women, infants, toddlers, and preschoolers in the community, including the special populations described above. The applicant must provide information about why it made various programmatic choices, including, where applicable, how its choices reflect the best practices in the field and the unique needs of the community it will serve. In addition, the application must propose the coordination of services within a community that support transitions for children and families in accordance with 45 CFR § 1304.41 of the Head Start Program Performance Standards.

Please see Section V.1. Criteria for program-specific requirements that are the critical elements that will be evaluated in the application review process.

3. Past Performance

The applicant provides evidence of organizational experience (including the experience of key leaders in the organization) that supports its ability to implement a comprehensive child development program for pregnant women, infants, toddlers, and preschoolers. Applicants must demonstrate that they will operate a high-functioning program with a competent management team and effective systems with demonstrated capacity to use data to inform continuous improvement in such areas as professional development, instructional practices, and family engagement.

The application must provide detailed information about how the applicant's past experience in early education (or related fields) and in communities similar to the targeted community will enable them to operate a successful Head Start and/or Early Head Start program. The application must provide evidence of the quality of the early education programs or related programs they have operated in the past. The applicant must demonstrate their capacity and experience serving pregnant women, infants, toddlers, and/or preschool-age children. The applicant must provide evidence of the quality of services to be provided based on licensing, accreditation, ratings, or independent evaluations of programs, outcome data for children, or other information provided.

The application must also provide information about the past experience of organizations with which it proposes to delegate all or part of their services to any group of proposed participants (pregnant women, infants, toddlers, and/or preschoolers) and their families. The applicant must include a description of any violations, such as deficiencies, areas of non-compliance, and/or audit findings. Applicants must describe the actions they have taken to address any violations. Please note that if the applicant is a current or former Head Start and/or Early Head Start grantee, ACF will retrieve and review the grantee's last two OHS triennial monitoring reports, plus any other OHS monitoring reports issued in the 5 years preceding the posting of this FOA.

The application must explain the ways (if any) in which their past experience – or the past experience of any delegate agencies – differs from operating a Head Start and/or Early Head Start program, both generally and as compared to the program(s) the applicant is proposing to implement. The applicant must discuss how it will address these differences and succeed in providing effective, high-quality, comprehensive Head Start and/or Early Head Start services.
Please see Section V.1. Criteria for program-specific requirements that are the critical elements that will be evaluated in the application review process.

4. Staffing and Supporting a Strong Early Learning Workforce

The application must describe the qualifications and experience of the applicant staff in planning, organizing, and providing comprehensive child development services at the community level. Applicants proposing a birth-to-five program must include staff with infant/toddler as well as preschool expertise in decision-making roles to ensure the needs of each age group will be addressed.

The application must address: (1) how the applicant will facilitate strong staff-child relationships that support the development of infants, toddlers, and preschoolers; (2) how it will ensure that staff are prepared for and supported in implementing evidence-based instructional practices that are individualized based on the ongoing assessment of each child to support positive child outcomes; and (3) how it will ensure that all staff will successfully partner with families in supporting children's development. The application also must describe how the applicant will attract and retain qualified staff, including through salary and benefits; how it will support staff through the regular provision of feedback, supervision, coaching, and other mechanisms; and how it will assess staff performance and address under-performing staff.

The application also must describe the management staff's knowledge of Head Start and/or Early Head Start's broad requirements and how it will ensure that all program staff members understand how those standards are applicable to them.

Please see Section V.1. Criteria for program-specific requirements that are the critical elements that will be evaluated in the application review process.

5. Organizational Capacity and Governance

This section measures the applicant's ability to effectively implement and oversee operations that comply with applicable federal, state, and local laws and regulations. The applicant describes its internal systems for communication, record-keeping, reporting, and ongoing monitoring. The application provides evidence of past success in organizational management and successful governance. The applicant should also describe how its decision to serve pregnant women, infants, toddlers, and/or preschool-age children is based on the needs of the community and also considers the applicant's capacity and experience serving the relevant target populations. Applicants proposing a birth-to-five approach should include strategies and methods that ensure the varying and appropriate needs of children birth to 5 years of age.

Applicants must also demonstrate capacity to effectively implement a system of governance, taking into account the ultimate responsibility of the agency Board and the crucial role of the Policy Council and parents in decision making. The applicant provides information about how its current governance structure would change (if at all) to meet the Head Start Program Performance Standards.

The application describes mechanisms for ensuring fiscal integrity, timely implementation of
services, and strong coordination with broader early childhood systems.

Please see Section V.1. Criteria for program-specific requirements that are the critical elements that will be evaluated in the application review process.

**PHASE TWO**

Phase Two is a financial review that will be performed by financial experts contracted by ACF. This review will be used to determine risk and whether an applicant should be considered as Low (low-to-no risk), Moderate (some minor deficiencies are determined), or High (high risk).

This review will not change the Phase One scores determined by the objective review panel, but will assist ACF in making award decisions.

The financial review of Head Start applicants serves to determine the financial capabilities of an applicant based on information provided in the application package, including submitted financial statements adhering to Generally Accepted Accounting Principles (GAAP) and/or audit reports or statements from Certified Public Accountants or Licensed Public Accountants, and single or program-specific annual audits under 2 CFR 200.

Applicants **must** submit a narrative response that addresses all of the following elements.

**Internal Control, Compliance, and Ethical Values**

Each applicant shall:

- Describe its policies and procedures to achieve compliance with all post-award requirements (45 CFR 75.300 through 45 CFR 75.391).
- Describe its ability to meet the 15 percent limitation on development and administrative costs (45 CFR § 1301.32).
- Describe its commitment to high ethical standards in relation to written policies and programs inherent within the organization.
- Describe its Accounting Policies and Procedures.

Each applicant shall:

- Describe how it uses a logical and consistent method for the allocation of indirect costs to intermediate and final cost objectives.
- If the applicant has an indirect rate agreement:
  - Reference the indirect rate agreements.
  - Identify the process for the collection of indirect costs, calculation of rate(s), and the application or allocation of costs to specific grants.
- If the applicant uses the direct allocation method:
  - Describe its process for identifying and prorating joint costs using a base that is most appropriate to the particular element of cost that is being prorated.
- Describe how Head Start resources will be combined with other early childhood funding sources, if applicable, and describe how it will properly allocate costs.

**Additional Information**
Each applicant shall:

- State whether the applicant received a Qualified, Disclaimer, or Adverse audit opinion in the past 2 years for any federal grant program.
- State whether or not the materially non-compliant finding(s), which caused the Qualified, Disclaimer, or Adverse audit opinion, have been resolved.

In addition, applicants must submit their most recent fiscal year's financial statements and related notes to the financial statements adhering to GAAP and the last year's audit reports or statements from Certified Public Accountants or Licensed Public Accountants.

**Geographic Location**

Describe the precise location of the project and boundaries of the area to be served by the proposed project.

**Legal Status of Applicant Entity**

Applicants must provide the following documentation:

Legal Status means being established as a public agency under state law or a non-profit under state or federal law. ACF will accept proof of status as a for-profit organization under state or federal law.

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.

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the electronic application submission.

**Additional Eligibility Documentation**

Applicants must provide the additional, required documentation, or required credentials, to support eligibility for an award, as described in *Section III. Eligibility Information* of this announcement:
Current Head Start and Early Head Start Grantees

Proof of policy council approval of the application must be provided as required by section 642(c)(2)(D)(iii) of the Head Start Act and 45 CFR § 1304.50(d)(1)(i).

Sole Proprietorships

Applicants that are for-profit organizations must provide the additional required documentation to support eligibility for an award, as described in Section III. Eligibility Information of this announcement:

- A current list of board members and organizational documents that require the establishment and maintenance of a board of directors.

Organizational Capacity

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- Biographical Sketches (short narrative description);
- List of Board of Directors;
- Copy or description of the applicant organization’s fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Information on compliance with federal/state/local government standards;
- Job descriptions for each vacant key position.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Third-Party Agreements
Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are not considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

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 must be included in the application package.

**Plan for Oversight of Federal Award Funds**

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

**The Project Budget and Budget Justification**

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.
Special Note: The Consolidated Appropriations Act, 2016, (Division E, Title VII, General Provisions – Government-Wide), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is $185,100. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.

Provide a budget using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for the first year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Please see Section V.1. Criteria for program-specific requirements that are the critical elements that will be evaluated in the application review process.

Please see Section III.2. Cost Sharing or Matching for information on the matching requirement.

Whether applicants are proposing a comprehensive birth-to-five program incorporating both Head Start and Early Head Start funding, or proposing to provide services for Head Start only or Early Head Start only, applicants may only request funding up to the Award Ceiling listed in Section II. Federal Award Information, which is inclusive of base and T/TA funding.

Start-up/Pre-Award Costs

In the operation of a Head Start and/or Early Head Start program, applicants should consider supplementing federal funds with resources from other early childhood programs or funding streams, including state, local, and private sector funding for child care, pre-Kindergarten, and special education services. Head Start and/or Early Head Start funds must be tracked separately from other funding sources.

Applicants requesting start-up funding must submit a separate budget for start-up/pre-award costs as described in Section II. Federal Award Information.

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. Contractors and consultants should not be placed under this category.

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, and taxes.

Travel

**Description:** Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or 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 project staff to attend ACF-sponsored workshops/conferences/grantee orientations 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 per unit 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 applicant organization's regular written accounting practices.)

**Justification:** For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the 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. This includes office and other consumable supplies with a per-unit cost of less than $5,000.

**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 third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

**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 are required to use 45 CFR 75.328 procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at $150,000. 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 contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

**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: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); 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 has one of two methods that an applicant can select. An applicant may only select one.

1) The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.
   Note: An applicant must enclose a copy of the current approved rate agreement. 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.

2) Per 45 CFR § 75.414(f) Indirect (F&A) costs, “any non-Federal entity [i.e., applicant] that has never received a negotiated indirect costs rate, … may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in § 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.”

**Justification:** This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent de minimis. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

**Program Income**

**Description:** The estimated amount of income, if any, expected to be generated from this project. Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds.

**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.

**For all federal awards**, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient’s cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.
For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. A recipient’s failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.

For awards that do not require matching or cost sharing by statute, where “cost sharing” refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). A recipient’s failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item18. "Estimated Funding ($)" on the SF-424.

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards). A recipient’s failure to provide a statutorily required matching amount may result in the disallowance of federal funds.

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application’s scoring under the evaluation criteria in Section V.1. of this announcement.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description and Budget/Budget Justification information collection is approved under OMB control number 0970-0139, expiration date is 01/31/2019. 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**
Additional guidance on the submission of electronic applications can be found at [http://www.grants.gov/web/grants/applicants/apply-for-grants.html](http://www.grants.gov/web/grants/applicants/apply-for-grants.html).

After a grant application package is submitted to [www.Grants.gov](http://www.Grants.gov), a confirmation screen will appear on the applicant’s computer screen. This screen confirms that an application has been submitted an application to Grants.gov. This page also contains a tracking number to identify the status of the application submission in the Track My Application feature.

When the application has completed the Grants.gov submission process, Grants.gov will send email messages to advise the applicant of the progress of the application through its system. **Over the next two business days, an applicant should receive two emails from Grants.gov:**

- **Submission Receipt Email**: Confirms successful receipt of the application by the Grants.gov system and indicates the application’s status as "Received."
- **Submission Validation –OR– Rejection with Errors Email**: Indicates that the application was either successfully validated or rejected by Grants.gov. Either the application has been successfully validated by the system prior to transmission to the grantor agency or the application has been rejected due to errors.

**Application Validation at www.Grants.gov**
After an application has been successfully submitted to [www.Grants.gov](http://www.Grants.gov), it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at [www.Grants.gov](http://www.Grants.gov) for more information.

Each time an application is re-submitted to [www.Grants.gov](http://www.Grants.gov), the applicant will receive a new **Submission Receipt Email**. Only applications with on-time date and time stamps in Submission Receipt Email, and that pass validation, will be transmitted to ACF.
Applications that are submitted on time that fail the validation check are not be transmitted to ACF and will not be acknowledged.

**NOTE:** The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

**Grants.gov Support Center**

- If applicants encounter any technical difficulties in using [www.Grants.gov](http://www.Grants.gov), contact the Grants.gov Support Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Support Center is closed on federal holidays.
- Applicants should always retain Grants.gov Support Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Support Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in Section VII. HHS Awarding Agency Contact(s) will determine whether the submission issues are due to Grants.gov system errors or user error.**

**Issues with Federal Systems**


**Request an Exemption from Required Electronic Application Submission**

To request an exemption from required electronic submission please refer to ACF’s “Policy for Requesting an Exemption from Required Electronic Application Submission” document for complete guidance at: [https://www.acf.hhs.gov/grants/howto#chapter-6](https://www.acf.hhs.gov/grants/howto#chapter-6).

**Paper Format Application Submission**

An exemption is required for the submission of paper applications. See the preceding section on "Request an Exemption from Required Electronic Application Submission."

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must 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 AOR, and be unbound. The original copy of the application must have original signature(s). See Section IV.7. of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m., ET, on the due date.

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.4. Submission Dates and Times in this announcement.

### IV.3. Unique Entity Identifier and System for Award Management (SAM)

All applicants must have a DUNS Number ([http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform)) and an active registration with the System for Award Management (SAM.gov/SAM, [https://www.sam.gov](https://www.sam.gov)).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

**Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.**

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of your efforts to register for, or renew a registration, at SAM. User Guides are available under the “Help” tab at [https://www.sam.gov](https://www.sam.gov).

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.
ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

### IV.4. Submission Dates and Times

#### Due Dates for Applications

Due Date for Applications: **10/11/2016**

#### Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See Section III.3. Other, Application Disqualification Factors.

#### Electronic Applications

The deadline for submission of electronic applications via [www.Grants.gov](http://www.Grants.gov) is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via [www.Grants.gov](http://www.Grants.gov) unless they received an exemption through the process described in Section IV.2. Request an Exemption from Required Electronic Application Submission.

ACF does not accommodate transmission of applications by email or facsimile.


Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

#### Mailed Paper Format Applications

The deadline for receipt of mailed, paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in Section IV.2. Request an Exemption from Required Electronic Application Submission.

#### Hand-Delivered Paper Format Applications
Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the Overview and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in Section IV.7. Other Submission Requirements.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in Section IV.2. Request an Exemption from Required Electronic Application Submission.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in Section IV.2. Request an Exemption from Required Electronic Submission will be disqualified.

Emergency Extensions
ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in Section VII. HHS Awarding Agency Contact(s).

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a Grants.gov Tracking Number. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a date and time stamp, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the Grants.gov validation process, after which a third email is sent with the information
that the submitted application package has passed, or failed, the series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.


**Acknowledgement from ACF of an electronic application's submission:**
Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from [www.Grants.gov](http://www.Grants.gov) by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

**Acknowledgement from ACF of receipt of a paper format application:**
ACF will provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

**IV.5. Intergovernmental Review**

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

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, 330 C St. SW, 3rd Floor, Washington, DC 20201.

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.6. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR §75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

No more than 15 percent of total costs may be used for program administration. An HHS official may grant a waiver of the 15 percent limitation on allowable development and administration costs for a Head Start or Early Head Start program approving a higher percentage for a specific period of time not to exceed 12 months (45 CFR §1301.32).

IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see Section IV.2. Request an Exemption from Required Electronic Application Submission.

Submission By Mail
Office of Head Start
OHS Operations Center
1401 Mercantile Lane
Suite 401
Largo, MD 20774

Hand Delivery
Office of Head Start
OHS Operations Center
1401 Mercantile Lane
Suite 401
Largo, MD 20774

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.4. Submission Dates and Times.
V. Application Review Information

V.1. Criteria

Please note: Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and will not refer to, or access, external links during the objective review.

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.

The review of applications under this FOA is structured in two phases. Phase One will result in a numerical score as evaluated by a panel of non-federal reviewers. Phase Two criteria will not be used by reviewers to score applications, but will assist ACF in making award decisions. Please see Section V.2. Review and Selection Process for more information on the Phase One and Phase Two reviews.

PHASE ONE

1. Demonstration of Need for Child Development and Health Services: Location, Population, and Service Delivery Options

Reviewers will evaluate the extent to which the applicant:

1.1. Describes how it will direct Head Start and/or Early Head Start resources to the area(s) of greatest need, which must be within the geographic boundaries described in Section I. Program Description. The applicant must clearly: a) describe the precise geographic location and boundaries of the areas to be served by the proposed project; and b) define the area(s) of greatest need, using information from its community assessment. The applicant must address the needs of special populations, including children with disabilities, dual language learners, homeless children and/or pregnant women, children in foster care, etc.

1.2. Estimates the number of eligible pregnant women, infants, toddlers, and/or preschoolers by program type (Head Start or Early Head Start), by geographic location within the proposed service area.

1.3. Describes the rationale for which ages of children the applicant proposes to serve,
demonstrating how the applicant will satisfy unmet demand. Provides an analysis of access to other early childhood education programs for each age group of children under 5 in the geographic area.

1.4. Justifies its program option (e.g., center-based, home-based, family child care, or combination option) as the most appropriate to meet the needs of the community. The applicant must specify how it will meet the need for full-day, full-year services in the community, including the planned number of hours per day, days per week, and weeks per year of program operations. The applicant must include the number of children to be served by each option.

- If proposing to serve in multiple communities, the applicant specifies the number of pregnant women, infants, toddlers, and/or preschoolers to be served in each community.
- Applicants proposing the home-based option must include the proposed number of home visits and socializations for each age group(s) to be served.
- Applicants proposing the use of double sessions as a program option for Head Start, which is discouraged, must justify why it is the best option to meet the demonstrated need in the community. Applicants may not propose double sessions as a program option for Early Head Start.
- For applicants proposing an Early Head Start program: Programs must provide a minimum of 48 weeks per year for infants and toddlers to ensure the continuity of services that best supports positive outcomes. Applicants proposing to enroll pregnant women must explain how the services will support the needs of expectant families.
- For applicants proposing a Head Start program: Applicants must propose a number of weeks per year for preschoolers that meets the Head Start requirements (45 CFR §§ 1306.32-1306.36).

1.5. If proposing to delegate all or part of its responsibility for operating a program with these funds, the application identifies the proposed delegate agencies, including the communities in which the applicant will operate, the number of children to be served by age of child and their proposed program option(s). If the applicant is not proposing to delegate with other agencies, this criterion is not applicable.

1.6. Describes its recruitment and selection criteria to ensure it enrolls the children most in need in the community. The applicant must describe how the program will ensure that not less than 10 percent of the total number of children enrolled will be children with disabilities.

1.7. Demonstrates community engagement in the geographic locations proposed by the applicant in order to improve the efficiency of service delivery, increase access to needed services, and prevent duplication. Demonstration of community engagement may include memoranda of understanding that provide commitments of exchange of services, resource support, referrals, or other agreements.

1.8. Clearly states how many children the applicant is currently serving as a Head Start and/or Early Head Start grantee, delegate agency or partner to a Head Start and/or Early Head Start grantee, or in other early education or related programs. Clearly states how
many Head Start and/or Early Head Start children the applicant would serve if awarded this grant.

2. Achieving Early Learning and Development Outcomes to Promote School Readiness for Children

Reviewers will evaluate the extent to which the applicant:

2.1. Provides a plan to implement a high-quality, comprehensive program for the population the applicant proposes to serve, with specific attention to how the plan will be different based on the ages and needs of children and families eligible for services. The plan for a high-quality, comprehensive program includes using a curriculum or set of curricula and teaching practices that promote progress toward school readiness goals and that:

- Are based on scientifically valid research;
- Are developmentally appropriate for all of the ages of children proposed to be served;
- Provide continuity of care to promote attachment and a secure foundation for learning in all program options. For infants and toddlers, explains an approach to staffing continuity across the days, months, and years of service; and

2.2. Provides plans to coordinate with other state programs and to participate in state systems of early childhood development, including the Quality Rating and Improvement System (QRIS) or the state equivalent. If the applicant participates in QRIS, it must include its rating. If applicable, the applicant explains why it does not participate if there is a QRIS in its geographic area.

2.3. Specifies the name of the curriculum or curricula proposed to be used in different program options and for children of different ages, why the curriculum was chosen, and the evidence supporting how the curriculum is tied to outcomes for children.

2.4. Discusses what tools it will use to support domains that the selected curriculum does not support. The application describes a process for establishing and measuring school readiness goals, including the plans to address the following domains, as appropriate for the age and developmental needs of enrolled children:

- Approaches to Learning
- Social and Emotional Development
- Language and Literacy
- Cognition
- Perceptual, Motor, and Physical Development

School readiness goals must reflect the ages of children that the applicant proposes to serve in the program and must be culturally and linguistically appropriate. The application explains the extent to which school readiness goals were or will be established in consultation with the parents of children who will be participating in the program. Additionally,
• For applicants proposing an Early Head Start program: Infant and toddler school readiness goals must reflect the ages of children (birth to 3). The application explains the extent to which goals were or will be established in alignment with state early learning guidelines for infants and toddlers, as appropriate.

• For applicants proposing a Head Start program: Preschool school readiness goals must reflect the ages of children 3 to 5, and align with the Head Start Early Learning Outcomes Framework: Ages Birth to Five, state early learning guidelines, and describe the requirements and expectations of schools the children will attend after Head Start.

2.5. Describes how the applicant will meet the needs of infants, toddlers, and/or preschoolers with disabilities, including procedures to identify such participants, plans to provide trained personnel, and plans to provide services to assist children in making meaningful progress in attaining age-appropriate knowledge, skills, abilities, and development.

2.6. Describes how the applicant will meet the unique needs of its targeted population, including infants, toddlers, and/or preschoolers in the child welfare system, dual language learners, homeless children, and pregnant women. The application describes procedures to identify such children, plans to provide trained personnel, and plans to provide services to assist these infants and toddlers in making meaningful progress in attaining age-appropriate knowledge, skills, abilities, and development.

2.7. Describes how the applicant will meet the health, mental health, nutritional, and oral health needs of pregnant women, infants, toddlers, and/or preschoolers. The application describes the system for health screening and services that will ensure participants are accurately referred for necessary follow-up evaluation and treatment within time frames specified by Head Start regulations. Screening and services for identified needs include, at a minimum, health, sensory, developmental, and oral health, and may be provided directly or through community partner providers.

2.8. If proposing center-based or family child care services, the applicant describes a plan for observing teacher practice, including teacher-child interactions. If proposing home-based services, the applicant describes a plan for observing home visitor practice, including interactions with the family and child, and supporting the parents in their role as the child’s primary caregiver/teacher. For all program services, the applicant describes using this information to inform professional development and practice improvements. The application includes the name of any instruments to be used.

2.9. Specifies the name and process for selection of their assessment tool. The applicant describes a plan to use child assessment data to individualize the instruction and learning for each child and, as necessary, refer for additional evaluation and intervention; and to aggregate and analyze child-level assessment data at least three times per year (except for programs operating less than 90 days, which will be required to do so at least twice within their operating program period); and to use that analysis in combination with other program data to determine grantees’ progress toward meeting its goals, to inform parents and the community of results, and to direct continuous improvement related to curriculum, instruction, professional development, program design, and other program
decisions, in accordance with 45 CFR § 1307.3(b)(2). Applicants are reminded that assessment must be developmentally, linguistically, and culturally appropriate.

2.10. Describes a plan to coordinate with public and private entities that are willing to commit resources to assist the program in providing high-quality child health and developmental services and program management services. Such partnerships must include a plan to coordinate the proposed Head Start and/or 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, and with the educational programs that children to be served will enter upon leaving Early Head Start or Head Start.

2.11. **For applicants proposing an Early Head Start program:** Describes the system of how the applicant will deliver services to enrolled pregnant women post-pregnancy, and how the newborn infant and family will transition into the appropriate program option at the appropriate time; how the program will support transition from Early Head Start to Head Start or other community-based programs; and how the program will support transitions from Head Start to public and community-based school settings in accordance with 45 CFR § 1304.41 of the Head Start Program Performance Standards. Additionally, the application describes how the program will support transitions within the Head Start and/or Early Head Start program, which might include a child moving from one center or program option to another, adjusting to staff turnover, moving from one classroom to the next, or moving to new grantees in different communities as families move for economic or other reasons.

2.12. **For applicants proposing an Early Head Start program:** Describes how the applicant will ensure that infants, toddlers, and their families participating in the program will have the opportunity to receive Head Start or other appropriate preschool services for which they are eligible through the age of mandatory school attendance.

2.13. Provides a plan to facilitate the meaningful engagement of parents (including mothers, fathers, grandparents, foster parents, and kinship caregivers, as appropriate) in activities (at home and, if practicable, at the location of the program) designed to help them become full partners in the education of their children. Such engagement includes participation in the conduct of the program, leadership opportunities, support of their child’s development and health, support for the parent-child relationship, opportunities for employment, and other paths to improved financial well-being. The application identifies and addresses barriers to parent participation, such as lack of transportation access or need for child care.

2.14. Explains the plan to implement the Head Start Parent, Family, and Community Engagement Framework and to offer family literacy and parenting skills training using evidence-based curricula and approaches, either directly or through referral to local entities, public and school libraries, and entities carrying out family support programs. The application includes a plan to offer (either directly or through referrals) other support for families struggling with mental health challenges, domestic violence, homelessness, or substance abuse.

3. Past Performance | Maximum Points: 20
Reviewers will evaluate the extent to which the applicant:

3.1. Demonstrates how the applicant's history and experience, based on past performance providing high-quality early education or other related programs, support its ability to effectively and efficiently administer a project for pregnant women, infants, toddlers, and/or preschoolers of the size, complexity, and scope of their proposed program. Reviewers will evaluate evidence of experience, such as, but not limited to:

- QRIS rating,
- Record of high performance in the early primary grades by children formerly enrolled in the program,
- Evidence from use of teacher-child interaction rating system,
- Evidence of successful staff development system leading to highly qualified staff,
- Evidence of high level of success improving family self-sufficiency.

Applicants that serve or have served as delegate agencies to Head Start and Early Head Start grantees must provide documentation of their past performance.

3.2. Documents how the professional experience of the applicant's proposed management team (executive director, program director, managers), based on past performance providing comprehensive, high-quality early care and education, demonstrates an ability to effectively and efficiently administer a project of this size, complexity, and scope within the service area.

3.3. Explains how the applicant's past performance and experience will inform its administration of the Head Start and/or Early Head Start program being proposed and will help ensure a high-quality program. To the degree that the applicant is currently operating a program that differs from the Head Start and/or Early Head Start program being proposed – such as differences in the target population, the set of services provided, the structure of the program (the hours, days, or weeks of operation), the ages of children served, the mechanisms for quality assurance and improvement, the early learning standards to be used, and the performance measurement system – the applicant acknowledges these differences and explains how it will successfully adapt to the differences between its current program and the proposed program.

3.4. Applicants that are current or former Head Start or Early Head Start grantees must include a description of any violations, such as deficiencies, areas of non-compliance, and/or audit findings. These violations should represent findings from the last two OHS triennial monitoring reports plus any other OHS monitoring reports and any audit reports issued in the 5 years preceding the posting of this FOA. Applicants must describe the actions they have taken to address any violations. If the applicant does not have violations, this criterion is not applicable.

4. Staffing and Supporting a Strong Early Learning Workforce

| Maximum Points:20 | 53 of 72 |
Reviewers will evaluate the extent to which the applicant:

4.1. Documents that the proposed program director and proposed key program staff are qualified and knowledgeable about administering complex social service programs or early education services. The applicant describes its key program staff's major functions and responsibilities in the narrative and includes their resumes in the appendix.

4.2. Provides a clear plan to attract and retain qualified staff with the ability to implement a research-based curriculum aligned with the Head Start Early Learning Outcomes Framework: Ages Birth to Five and state early learning guidelines (as appropriate); effective instructional strategies; and a high-quality, comprehensive program.

4.3. For applicants proposing an Early Head Start program: Demonstrates that employees of the agency will meet the requirements of the Head Start Act for staff qualifications set in Section 645A(h) for Early Head Start. The applicant provides documentation showing that all center-based Early Head Start teachers have an Infant Toddler Child Development Associate credential and have been trained (or have equivalent coursework) in early childhood development with a focus on infant and toddler development as required by Section 645A(h) of the Head Start Act. If applicable, the applicant describes how it will hire Early Head Start home visiting staff qualified or trained to conduct home visits that include the full range of comprehensive Early Head Start services.

4.4. For applicants proposing a Head Start program: Describes how all employees in the Head Start center-based programs meet the requirements of the Head Start Act for staff qualifications set in Section 648A and what share of preschool classroom teachers are expected to have a bachelor's degree in early childhood education or a related field.

- For classroom teachers - have: (a) an associate degree in early childhood education; (b) an associate degree in a related field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children; (c) a baccalaureate degree; or (d) been admitted into the Teach For America program; passed a rigorous early childhood content exam such as the Praxis II; participated in a Teach For America summer training institute that includes teaching preschool children; and are receiving ongoing professional development and support from Teach For America's professional staff.
- For assistant teachers - have at least a CDA credential; be enrolled in a program leading to an associate or baccalaureate degree; or be enrolled in a CDA credential program to be completed within 2 years.

4.5. Describes the plan to maintain child-to-teacher, home visitor, or family child care provider ratios and family service worker caseloads that comply with appropriate regulations given the varying ages of children served, reflect best practices, and are tied to high-quality service delivery in the event of staff absences or vacancies.

4.6. Describes the plan to provide opportunities for qualified parents and other community residents to seek employment and how these opportunities will be designed to improve the quality of the proposed program. The applicant explains how it will provide career development opportunities for professional, paraprofessional, and other staff.
4.7. Describes a clear plan to evaluate job applicants, including existing grantee staff, to determine which applicants are most capable of contributing to the implementation of a high-quality, comprehensive program, including the implementation of a research-based curriculum aligned with the Head Start Early Learning Outcomes Framework: Ages Birth to Five and state early learning guidelines, as appropriate.

4.8. Describes an ongoing strategy for professional development, evidence-based coaching and mentoring, supervision, and evaluation of staff and program managers, oriented to improving the skills, knowledge, effectiveness, and career opportunities of all employees.

5. Organizational Capacity and Governance

Maximum Points: 25

Reviewers will evaluate the extent to which the applicant:

5.1. Provides a plan identifying the capacity of the applicant's senior executive managers (for example, Executive Director, Chief Operating Officer, Chief Financial Officer) 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) ensure 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.

5.2. Explains how its organizational oversight meets the program governance requirements established in Section 642(c) of the Head Start Act. The applicant provides information about how its current governance structure would change (if at all) to meet the Head Start Program Performance Standards.

5.3. 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.

5.4. Demonstrates an ability to provide effective financial management in operating a Head Start and/or Early Head Start program based on experience.

5.5. Describes plans to meet or exceed state and local requirements concerning licensing for facilities and to be accessible by state and local authorities for purposes of monitoring and ensuring compliance unless state or local laws prohibit such access. Where facilities are not available, the application provides a plan to acquire facilities in accordance with the requirements provided for the purchase, construction, and major renovation of facilities described in 45 CFR Part 1309.

5.6. Demonstrates the ability to provide timely and efficient implementation of all program components and services immediately upon award, including planning during the transition period; the availability of classroom space and facilities that meet applicable state and local licensing standards for each age group; the ability to provide necessary transportation; and the ability to recruit eligible pregnant women, infants, toddlers, and preschoolers, and their families.
6. Budget and Budget Justification

Reviewers will evaluate the extent to which the applicant:

6.1. Demonstrates that funds are budgeted to provide all required comprehensive Head Start and/or Early Head Start services to eligible pregnant women, infants, toddlers, and/or preschoolers, and their families in a cost-effective manner as indicated in the application narrative. If proposing both Head Start and Early Head Start services, funds must be budgeted separately for Head Start and Early Head Start. The applicant's budget must also clearly distinguish the proposed base operating funds, training/technical assistance funds, total federal funds, and the applicant's non-federal share.

6.2. Demonstrates that teaching staff salaries are commensurate with the degree qualifications and experience required in Head Start and Early Head Start programs. Proposed staff salaries should reflect the data identified in the Wage and Fringe Benefits Comparability Survey.

6.3. Demonstrates that start-up/pre-award costs, if proposed, are justified, reasonable, and applicable based on the applicant's proposed Head Start and/or Early Head Start program. Start-up/pre-award costs may include: 1) ensuring that proposed facilities comply with state and local requirements and are adequately equipped, 2) purchasing classroom equipment and supplies, and/or 3) conducting staff background checks. If the applicant is not requesting start-up/pre-award costs, this criterion is not applicable.

6.4. Demonstrates that the applicant will contribute the required non-federal share/match of the total project cost using allowable sources. Identifies each source of non-federal share match, including the estimated amount per source and the valuation methodology.

Bonus Points

7.1. In the interest of ensuring a robust competition for high-quality, comprehensive early care and education service providers, ACF is awarding bonus points to any applicants that do not have agreements that prohibit other entities from applying for a Head Start or Early Head Start grant on their own behalf or that impose a penalty on any entity for making such application. Applicants that wish to receive the bonus points must include in the appendices of their applications the signed statement included in the Appendix of this announcement. The statement must be signed by the person who is authorized to sign the application on behalf of the applicant.

PHASE TWO

Phase Two is a financial review that will be performed by financial experts contracted by ACF. This review will be used to determine risk and whether an applicant should be considered as Low (low-to-no risk), Moderate (some minor deficiencies are determined), or High (high risk). This review will not change the Phase One scores determined by the objective review panel, and points will not be assessed, but the Phase Two review will assist ACF in making award decisions.

The financial review serves to determine the financial capabilities of an applicant based on information provided in the application package, including submitted financial statements adhering to GAAP and/or audit reports or statements from Certified Public
Accountants, and single or program-specific annual audits under 2 CFR 200. The financial experts contracted by ACF will review these documents and the narrative response related to Section 2: Financial Management Systems.

Section 1: Financial Capability - Evaluates the applicant's ability to sustain operations and perform the planned program. The contracted financial experts will assess an applicant’s financial capability based on the applicant's financial statements. Their assessment will cover a variety of criteria primarily focusing on unrestricted net assets (or retained earnings, as applicable), financial statement ratios, access to commercial credit facilities, and diversity of funding sources.

Section 2: Financial Management Systems - Evaluates the applicant's ability to properly account for and administer federal funds. The contracted financial experts will review the applicant's narrative response addressing all of the elements listed in Section IV.2. The Project Description, Approach, PHASE TWO, and assess the applicant's accounting policies and procedures. In addition, the financial experts will assess the applicant's ability to comply with the types of compliance requirements outlined in 45 CFR Part 75 for non-profit organizations and state and local governments.

Section 3: Additional Information - Collects information on the applicants' Single Audit opinions (if applicable) and financial statements for the most recent fiscal year.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (www.dbn.com) and an active registration at SAM (www.sam.gov). See Section IV.3. Unique Entity Identifier and System for Award Management (SAM).

Initial ACF Screening

Each application will be screened to determine whether it meets any of the disqualification factors described in Section III.3. Other, Application Disqualification Factors.

Disqualified applications are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in Section V.1. Criteria of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making
ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

**Federal Awarding Agency Review of Risk Posed by Applicants**

As required by 2 CFR 200 of the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), [https://www.fapiis.gov/](https://www.fapiis.gov/), before making any award in excess of the simplified acquisition threshold (currently $150,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants [http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8](http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8).

The review process under this FOA is structured into two phases.

**Phase One**

Phase One is organized around six core elements of effective Head Start and Early Head Start programs that are focused on school readiness and ongoing academic success. Phase One will result in a numerical score as evaluated by a panel of non-federal reviewers. Applications that score highly in the Phase One review will proceed to Phase Two.

**Phase Two**

Phase Two is a financial review that will be performed by financial experts contracted by ACF. This review will be used to determine risk and whether an applicant should be considered as Low (low-to-no risk), Moderate (some minor deficiencies are determined), or High (high risk). This review will not change the scores or rankings determined by the objective review panel, but will assist ACF in making award decisions.

The financial review of Head Start and/or Early Head Start applicants serves to determine the financial capability of an applicant based on information provided in the application package, including submitted financial statements adhering to GAAP and/or audit reports or statements from Certified Public Accountants/Licensed Public Accountants, and single or program-specific annual audits under 2 CFR 200.

The financial review consists of three sections: Financial Capability, Financial Management Systems, and Additional Information. Please refer to Section IV.2. The Project Description and Section V.1. Criteria for more information on the Phase Two review.

**Pre-Award Discussions and Negotiations**

ACF may enter into pre-award discussions and/or negotiations with one or more applicants.
regarding each applicant’s proposed project, budget, organizational capacity, and other information related to their ability to provide high-quality early education and comprehensive services before making final award(s). Not all pre-award discussions and/or negotiations will result in grant awards. ACF reserves the right to cease discussions and negotiations with applicants prior to award and may enter into discussions or negotiations with other applicants.

Additional Review and Funding Considerations

The Head Start Act gives priority to organizations based on their ability to serve target populations. In keeping with Section 641(d)(3) of the Head Start Act, HHS shall give priority to applicants for Head Start funding that have demonstrated capacity in providing effective, comprehensive, and well-coordinated early childhood education and development services and programs to children and their families. Section 645A(e) of the Head Start Act gives priority in Early Head Start funding to entities with a record of providing early, continuous, and comprehensive childhood development and family services.

Please note that if the applicant is a current or former Head Start or Early Head Start grantee, ACF will retrieve, review, and consider the grantee's last two OHS triennial monitoring reports. In addition, ACF will retrieve, review, and consider any monitoring reports issued in the 5 years preceding the posting of this FOA. ACF will retrieve, review, and consider any documentation that relates to the fiscal health and financial viability of the applicant. ACF will also retrieve, review, and consider state licensing documentation on the applicant. These reports and documents may be considered in making final funding determinations.

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 reserves the right not to fund applicants with unacceptably high federal Head Start per-child costs. Additionally, ACF may decide not to fund projects that would require unreasonably high start-up costs for facilities or equipment or that propose such a low number of children that the project may require unreasonably high operating costs relative to the number of children and families proposed to be served.

Applications proposing a Head Start program that are not from entities "in the community" to be served do not meet the requirements for designation as a Head Start agency in Section 641 of the Head Start Act. ACF will consider all "qualified applicants in such community" as required by Section 641(d) where the application demonstrates that the applicant has an organizational base within the community to be served. This could be established by virtue of the applicant being a provider of services in the community or having a clear relationship to the community as evidenced, for example, by board representation from the community or by evidence of the support of community leaders, including, but not limited to, mayors, city council members, school principals, presidents of local chambers of commerce, county government officials, social service provider organizations, community organizations representing low-income, minority, or other relevant sectors of the community, including child care providers and organizations.
Approved but Unfunded Applications
Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications determined as approved but unfunded, notice will be given of the determination by email.

V.3. Anticipated Announcement and Federal Award Dates
Announcement of awards and the disposition of applications will be provided to applicants at a later date.

VI. Federal Award Administration Information
VI.1. Federal Award Notices
Successful applicants will be notified through the issuance of a Notice of Award (NoA) 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 NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in Section IV.6. Funding Restrictions.

Grantees may translate the Federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the Federal award and any translation into another language, the English language meaning will control. Where a significant portion of the grantee’s employees who are working on the Federal award are not fluent in English, the grantee must provide the Federal award in English and in the language(s) with which employees are more familiar.

VI.2. Administrative and National Policy Requirements
Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: http://www.acf.hhs.gov/administrative-and-national-policy-requirements.

**Federal Recognition of Same-Sex Spouses/Marriage**

Recipients must adopt, review, and revise, as needed, any policies and procedures concerning Head Start and/or Early Head Start child eligibility requirements that apply the regulatory definition of “family,” to reflect inclusion of same-sex spouses and marriages. The definition of “family” in the Head Start regulations includes all persons living in the same household who are supported by the income of the parent(s) or guardian(s) of the child enrolling or participating in the Head Start program and who are “related to the parent(s) or guardian(s) by blood, marriage, or adoption.” 45 CFR 1305.2(e). The term “family” as used to determine the eligibility of a child to participate in a Head Start and/or Early Head Start program shall include a same-sex spouse. HHS recognizes marriages between individuals of the same sex who are lawfully married under the law of a state, territory, or foreign jurisdiction, as long as it would be recognized by at least one state, regardless of the state in which the couple resides.

**The regulations relevant to Head Start (known as the Program Performance Standards) are:**

- 45 CFR Part 1301, Head Start Grants Administration
- 45 CFR Part 1303, Appeal Procedures for Head Start Grantees and Current or Prospective Delegate Agencies
- 45 CFR Part 1304, Program Performance Standards for the Operation of Head Start Programs by Grantee and Delegate Agencies
- 45 CFR Part 1305, Eligibility, Recruitment, Selection, Enrollment and Attendance in Head Start
- 45 CFR Part 1306, Head Start Staffing Requirements and Program Options
- 45 CFR Part 1308, Head Start Program Performance Standards on Services for Children with Disabilities
- 45 CFR Part 1309, Head Start Facilities Purchase, Major Renovation and Construction
- 45 CFR 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 the Office of Management and Budget (OMB) Circulars that are used to determine whether expenditures by Head Start and Early Head Start grantees are allowable can be found at: http://www.whitehouse.gov/omb/grants/circulars.html.

**VI.3. Reporting**
Unless otherwise noted in this section, recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at [http://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2](http://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2).

**Head Start Program Reporting**

All Head Start grantees will be required to submit program information periodically, including for example, monthly enrollment reports, an annual Program Information Report (PIR), and service location and staff contact information. Grantees will be notified in advance of required reporting through various means, such as Notice of Award (NoA) documents, email correspondence, and letters. Additional information on Head Start Program Reporting can be found at [https://eclkc.ohs.acf.hhs.gov/hslc/data/pir](https://eclkc.ohs.acf.hhs.gov/hslc/data/pir). The PIR serves as the annual performance progress report for the Office of Head Start.

For planning purposes, the frequency of required reporting for awards made under this announcement are as follows:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Progress Reports</td>
<td>Annually</td>
</tr>
<tr>
<td>Financial Reports</td>
<td>Semi-Annually</td>
</tr>
</tbody>
</table>

**VII. HHS Awarding Agency Contact(s)**

**Program Office Contact**
Shawna Pinckney  
Administration for Children and Families  
Office of Head Start  
330 C Street, SW  
Washington, DC 20201  
Phone: (888) 242-0684  
Email: OHSTech@reviewops.org

**Office of Grants Management Contact**
Kenneth Sosne  
Administration for Children and Families  
370 L'Enfant Promenade, SW  
Aerospace Building - 6th Floor East  
Washington, DC 20447  
Phone: (202) 401-5784  
Email: kenneth.sosne@acf.hhs.gov
Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at www.gsa.gov/fedrelay.

VIII. Other Information

Reference Websites


ACF Grants Homepage https://www.acf.hhs.gov/ grants.

ACF Funding Opportunities http://www.acf.hhs.gov/grants/open/foa/.

ACF "How to Apply for a Grant" https://www.acf.hhs.gov/ grants/how-to-apply-for-grants.


For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page through https://www.acf.hhs.gov/grants-forms.


Head Start Information on the Internet


Applicant Support Website
OHS strongly encourages entities interested in applying for this Head Start and/or Early Head Start funding opportunity to visit [http://eclkc.ohs.acf.hhs.gov/hslc/hc/grants](http://eclkc.ohs.acf.hhs.gov/hslc/hc/grants). This interactive website offers a robust collection of resources intended to support organizations in gaining a deeper understanding of the Head Start and Early Head Start programs, the FOA, and evaluation criteria. A profile of current grantee services, equipment, and inventory can also be found through this website located at [www.acf.hhs.gov/programs/ohs/funding](http://www.acf.hhs.gov/programs/ohs/funding). Finally, the website includes helpful tips for applying via Grants.gov. All interested applicants are reminded to frequently refer back to this FOA when preparing their application.

Prospective applicants will also have the opportunity to send questions to OHS by e-mail at OHSTech@reviewops.org. A summary of the questions and OHS responses will be posted for public view on the applicant support website as soon as they become available.

Interested applicants may also contact the OHS Operations Center at (888) 242-0684 or TTY: 711 if they have additional questions.

### Application Checklist

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

<table>
<thead>
<tr>
<th>What to Submit</th>
<th>Where Found</th>
<th>When to Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory Grant Disclosure</td>
<td>Requirement, submission instructions, and mailing addresses are found in the &quot;Mandatory Grant Disclosure&quot; entry in the table in Section IV.2. Required Forms, Assurances and Certifications.</td>
<td>Concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.</td>
</tr>
<tr>
<td>The Project Description</td>
<td>Referenced in Section IV.2. The Project Description.</td>
<td>Submission is due by the application due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td>Commitment of Non-Federal Resources</td>
<td>Referenced in Section IV.2. The Project Budget and Budget Justification.</td>
<td>Submission is due by the application due date found in the Overview and Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td>The Project Budget and Budget Justification</td>
<td>Referenced in Section IV.2. The Project Budget and Budget Justification of the announcement.</td>
<td>Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td>SF-424 - Application for Federal Assistance</td>
<td>Referenced in Section IV.2. Required Forms, Assurances, and Certifications. For electronic application submission, these forms are available on the FOA's Grants.gov &quot;Download Opportunity Instructions and Application&quot; page under &quot;Download Application Package&quot; in the section entitled, &quot;Mandatory.&quot; Also available at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to &quot;SF-424 Family.&quot;</td>
<td>Submission is due by the application due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</td>
<td>Referenced in Section IV.2. Required Forms, Assurances, and Certifications. For electronic application submission, these forms are available on the FOA's Grants.gov &quot;Download Opportunity Instructions and Application&quot; page under</td>
<td>Submission is due by the application due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
</tbody>
</table>
"Download Application Package" in the section entitled, "Mandatory."

Also available at [http://www.grants.gov/web/grants/forms.html](http://www.grants.gov/web/grants/forms.html) by using the link to "SF-424 Family."

These forms are **required** for applications under this FOA:

- Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL.

Referenced in **Section IV.2. Required Forms, Assurances, and Certifications.**

For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."

Also available at [http://www.grants.gov/web/grants/forms.html](http://www.grants.gov/web/grants/forms.html) by using the link to "SF-424 Family."

These forms are **required** for applications under this FOA:

- Projects that include only construction activities must submit the SF-424C and SF424D,

<table>
<thead>
<tr>
<th>SF-424C - Budget Information - Construction Programs</th>
<th>SF-424D - Assurances - Construction Programs</th>
<th>Submission is due by the application due date found in the Overview and in <strong>Section IV.4. Submission Dates and Times.</strong></th>
</tr>
</thead>
</table>

66 of 72
| **DUNS Number (Unique Entity Identifier) and Systems for Award Management (SAM) registration.** | **Referenced in Section IV.3. Unique Entity Identifier and System for Award Management (SAM) in the announcement.** | **A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants.**

To obtain a DUNS number (Unique Entity Identifier), go to [http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform).

To register at SAM, go to [http://www.sam.gov](http://www.sam.gov).

Active registration at SAM must be maintained throughout the application and project award period. |
| --- | --- | --- |
| **SF-424 Key Contact Form** | **Referenced in Section IV.2. Required Forms, Assurances, and Certifications.**

For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."

The form is also available at [http://www.grants.gov/web/grants/forms.html](http://www.grants.gov/web/grants/forms.html) by using the link to "SF-424 Family." | **Submission is due with the application by the application due date found in the Overview and in Section IV.4. Submission Dates and Times.** |
| **SF-Project/Performance Site Location(s) (SF-P/PSL)** | **Referenced in Section IV.2. Required Forms, Assurances, and Certifications.**

For electronic application submission, these forms are available on the | **Submission is due by the application due date found in the Overview and in Section IV.4. Submission Dates and Times.** |
FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."

Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."

<p>| SF-LLL - Disclosure of Lobbying Activities | &quot;Disclosure Form to Report Lobbying&quot; is referenced in Section IV.2. Required Forms, Assurances, and Certifications. For electronic application submission, this form is available on the FOA's Grants.gov &quot;Download Opportunity Instructions and Application&quot; page under &quot;Download Application Package&quot; in the section entitled, &quot;Optional.&quot; The form is available in the electronic application kit at Grants.gov and at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to &quot;SF-424 Family.&quot; If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant. |
| Certification Regarding Lobbying (Grants.gov Lobbying Form) | Referenced in Section IV.2. Required Forms, Assurances, and Certifications. For electronic application submission, these forms are Submission is due with the application package or prior to the award of a grant. |</p>
<table>
<thead>
<tr>
<th>Project Summary/Abstract</th>
<th>Referenced in Section IV.2. The Project Description. The Project Summary/Abstract is limited to one single-spaced page.</th>
<th>Submission is due by the application due date found in the Overview and in Section IV.4. Submission Dates and Times.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>Referenced in Section IV.2. The Project Description.</td>
<td>Submit with the application by the due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td>Assurance: Absence of Non-compete Agreement</td>
<td>Referenced in Section IV.2. Forms, Assurances, and Certifications and Section V.1. Criteria, with a template provided in the Appendix.</td>
<td>Any applicants that wish to receive the bonus points must include in their applications the <strong>signed</strong> statement that is included in the Appendix of this announcement. The statement must be <strong>signed</strong> by the person who is authorized to sign the application on behalf of the applicant. Submission is due by the</td>
</tr>
<tr>
<td>Certificate of Good Standing</td>
<td>Referenced in Section IV.2. Forms, Assurances, and Certifications.</td>
<td>Submission due by the application due date found in the Overview and in Section IV.4. Submission Dates and Times.</td>
</tr>
<tr>
<td>Proof of Non-Profit Status</td>
<td>Referenced in Section IV.2. The Project Description, Legal Status of Applicant Entity.</td>
<td>Proof of non-profit status should be submitted with the application package by the due date listed in the Overview and Section IV.4. Submission Dates and Times. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.</td>
</tr>
<tr>
<td>Proof of Policy Council Approval</td>
<td>Referenced in Section IV.2. The Project Description, Additional Eligibility Documentation.</td>
<td>Submission due by the application due date found in Overview and Section IV.4.</td>
</tr>
<tr>
<td>Organizational Capacity</td>
<td>Referenced in Section IV.2. The Project Description.</td>
<td>Submission due by the application due date found in Overview and Section IV.4.</td>
</tr>
</tbody>
</table>
| **Third-Party Agreements**  
(also, MOUs and Consortia Agreements) | **Referenced in Section IV.2. Project Description.** | **If available, submission is due by the application due date found in the Overview and in Section IV.4. If not available at the time of application submission, due by the time of award.** |
|---|---|---|
| **Indirect Cost Rate Agreement (IDR)** | **Referenced in Section IV.2. The Project Budget and Budget Justification.**  
The IDR must be submitted with the application package. | **If the IDR is available by the application due date, it must be submitted with the application package. If it is not available by the application due date, listed in the Overview and Section IV.4. Submission Dates and Times, it may be submitted prior to the award of a grant.** |
| **Letters of Support** | **Referenced in Section IV.2. The Project Description.** | **Submission is due by the application due date listed in the Overview and in Section IV.4. Submission Dates and Times.** |
| **Phase Two Narrative** | **Referenced in Section IV.2. The Project Description.** | **Submission due by the application due date found in Overview and Section IV.4.** |
# Appendix

**Assurance Template: Absence of Non-compete Agreement**

If any applicant wishes to receive bonus points, this assurance must be completed, **signed** and dated, and submitted as part of this application in the appendices.

Date

To Whom It May Concern:

On behalf of (organization), I, (name), attest that (organization) does not have a non-compete or other agreement with any entity, at the time this application is submitted, which prohibits the entity from applying for a Head Start or Early Head Start grant on its own behalf or imposes a penalty on that entity for making such application.

(Signature)

(First and Last Name)

(Title)

Must be signed and dated by the authorized representative of the applicant organization.