Administration for Children and Families

Office of Head Start

American Indian and Alaska Native Early Head Start Expansion
HHS-2017-ACF-OHS-CH-R11-1212
Application Due Date: 06/16/2017
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
Notice:

- Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in Section IV.2. Content and Form of Application Submission. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at [https://www.acf.hhs.gov/grants/howto](https://www.acf.hhs.gov/grants/howto).

The Administration for Children and Families (ACF) announces the availability of $5,500,000 to be competitively awarded for the purpose of expanding access to high-quality, comprehensive early learning services for low-income American Indian and Alaska Native (AI/AN) infants and toddlers and their families. ACF solicits applications from public entities, including states; Native American Tribal organizations; Native American Tribal Governments (federally recognized); private, non-profit organizations, including community-based or faith-based organizations; or for-profit agencies that meet eligibility for applying as stated in section 645A of the Head Start Act.

ACF intends to fund applications that demonstrate an organization's commitment and capacity to operate an Early Head Start (EHS) program that raises the quality of early care and education in the community and helps children eventually start school ready to succeed.

**AI/AN Early Head Start Expansion**

Under this FOA, new entities or existing Head Start and EHS grantees can apply to expand the number of center-based and/or home-based slots in traditional AI/AN EHS programs through expansion. EHS grantees will also provide early, continuous, intensive, and comprehensive child development and family support services that will enhance the physical, social, emotional, and intellectual development of participating children; support parents' efforts to fulfill their parental roles; and help parents move toward self-sufficiency. The Office of Head Start (OHS) expects that applicants will propose serving children with a
In addition to the Head Start Act, 42 U.S.C. 9801 et seq., EHS is governed by Program Performance Standards that define the scope of services necessary to support children's development. These Program Performance Standards are found in 45 CFR Parts 1301-1305.

Eligible applicants are limited to public entities, Native American Tribal organizations; Native American Tribal Governments (federally recognized); 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). See Section III.1 Eligible Applicants for information on eligible entities.

I. Program Description

Statutory Authority
The Early Head Start program is authorized by the Head Start Act, 42 U.S.C. § 9840A.

Description
Program Background and Purpose
The Head Start program provides 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 EHS 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 EHS programs. There are approximately 1,700 Head Start grantees, including about 980 grantees providing EHS.

Overview of Early Head Start (EHS)
Under this FOA, new entities or existing Head Start and EHS grantees can apply to expand the number of center-based and/or home-based slots in traditional AI/AN EHS programs through Expansion. EHS was established by the 1994 reauthorization of the Head Start Act as a program for low-income families with infants, toddlers, and pregnant women. In creating EHS, Congress acted upon evidence from research and practice indicating that the time from conception to age 3 is critical for human development and for infants and toddlers to develop optimally, they must have healthy beginnings and the continuity of responsive and caring relationships.

EHS programs raise the quality of early care and education in the community and help children eventually start school ready to succeed. School readiness requires that children are cognitively, physically, socially, and emotionally prepared to continue to make progress as they grow and eventually enter preschool and kindergarten. Effective EHS programs help children develop in each of these areas and use the best evidence-based early care and education practices in their programs and provide effective family engagement and health
promotion.

EHS programs provide family-centered services designed to promote the development of the youngest children; to engage parents in their roles as primary caregivers and teachers of their children; and to help parents move toward self-sufficiency. EHS promotes the school readiness of low-income children:

- In relationship-based learning environments that support children’s growth in language, literacy, mathematics, science, social and emotional functioning, physical development and well-being, and approaches to learning; and
- Through the provision of health, educational, nutritional, social, and family support services.


OHS is responsible for monitoring the quality of EHS program services and the grantees compliance with federal and other applicable requirements based on the authority in Section 641A(c)(1)(B) of the Head Start Act.

**Required EHS Services Under This Grant**

The following list provides a brief summary of the EHS services to be provided to the tribal children and families through this grant:

EHS grantees are required to identify income-eligible tribal children and families in need of services. Through eligibility identification, recruitment, selection, enrollment, and maintaining attendance, the EHS grantee can accomplish this goal.

EHS grantees must provide comprehensive early childhood education and development services to tribal children and families. These services must promote the physical, social, emotional, cognitive, and language development of young children and families during the early years. Some examples of these services are:

- Making sure EHS group sizes and teacher-caregiver to child ratios are appropriate;
- Making sure qualified and trained staff are supporting warm and continuous relationships between caregivers, children, and families that are crucial to learning and development for infants and toddlers;
- Supporting parent involvement in their children’s learning and development;
- Providing learning opportunities for infants and toddlers to grow and develop in warm, nurturing, and inclusive environments;
- Offering culturally and linguistically responsive services that support continuity between the home environment of the child and the program;
- Ensuring the health and safety of enrolled children is provided;
- Delivering health promotion by providing comprehensive health, mental health, and oral health services for children, and helping families to identify and access a medical home to ensure ongoing care;
- Providing nutrition, including participation in the Child and Adult Food Care Program.
and arrangements for nursing mothers who choose to breast feed in center-based programs and family child care homes;

- Including at-risk children with disabilities by ensuring:
  
  - Services meet the needs of children with disabilities and their families, including the establishment and implementation of 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;
  - Children with documented behavioral problems receive appropriate screening and referral;
  - An inclusive, supportive environment where children with disabilities can be served in the same settings as typically developing children; and
  - That 10 percent of the children enrolled have a disability unless granted a waiver by OHS.

The EHS grantee ensures family partnerships are providing services to parents that support their role as parents. These services should also promote positive parent-child interactions, including the participation of fathers; and enable families to move toward self-sufficiency.

It is also important that the EHS grantee make sure that community partnerships are provided by ensuring formal linkages and coordination with community agencies located in the area or state to ensure that children receive continuous, coordinated services from birth to school entry. This coordination must include such providers as early intervention services; other agencies providing services to infants and toddlers, including the Maternal, Infant, and Early Childhood Home Visiting Program and other home visiting programs; local Head Start programs; state pre-kindergarten, and other local providers of early childhood education.

Lastly, the EHS grantee must provide proper administrative and financial management, including:

- Maintaining a well-functioning governing body to share responsibility for oversight of the delivery of high-quality services;
- Operating financial management systems and internal controls that meet requirements set forth in 45 CFR § 75.302 and 45 CFR § 75.303;
- Supporting family involvement in the program through opportunities such as participation in the Policy Council or committees at the grantee level;
- Ensuring that the level of services provided to families responds to their specific needs and circumstances;
- Recruiting, training, and supervising high-quality staff;
- Providing professional development plans for each staff member to ensure that each staff person attains and maintains qualifications for his/her position and meets all Head Start requirements for staff working with infants and toddlers (Head Start Act 645A(h)(2));
  - Implementing a systematic procedure for transitioning children, such as:
    - Providing continuity of services and smooth transitions when the needs of families change, to ensure that children served through the EHS program receive ongoing services through fluctuations of family status;
• Supporting transition planning with families to ensure each pregnant woman and child experiences smooth transitions into EHS services, and from EHS services to Head Start or other preschool programs;
• Implementing appropriate financial management systems so that expenditures are attributable to specific activities under the grant award.
• Providing transportation by working with families to address their transportation needs and helping them find transportation.
• Ensuring centers and family child care homes meet health and safety requirements and are licensed and/or regulated for infants and toddlers.


**Overview of Region XI American Indian and Alaska Native (AI/AN)**

ACF established Region XI AI/AN programs to serve federally-recognized tribes, or consortia of tribes, and the children and families in their communities. AI/AN currently provides funding to 150 tribal grantees in 26 states. AI/AN grantees are tribes or corporations that have a formal treaty and sovereign status with the federal government or other tribal organization. They serve over 21,000 AI/AN children with Head Start and EHS services.

Under the Head Start Act, as amended December 2007 [42 U.S.C. § 9801 et seq.] and 45 CFR 1305.2, Indian Tribe means any tribes, band, nation, pueblo, or other organized group or community of Indians, including any Native village described in section 3(c) of the Alaska Native Claims Settlement Act (45 U.S.C. § 1602(c) or established pursuant to such Act (43 U.S.C. § 1601 et seq), that is recognized as eligible for special programs and services provided by the United States to Indians because of their status as Indians.

Under this FOA, new entities or existing Head Start and EHS grantees can apply to expand the number of center-based and or home-based slots in traditional AI/AN EHS programs through expansion. AI/AN grantees provide comprehensive Head Start and EHS services that fully integrate the cultural practices and traditions of their community into their services. Programs are committed to the Head Start principles of integrating language and culture into their daily activities. Many programs engage in language revitalization and maintenance efforts targeted at preserving their Native language in their Head Start and EHS programs.

AI/AN grantees are often located in rural, remote locations, and programs in that area are often affected by challenges associated with their geographic locations, such as limited transportation and relatively small numbers of preschool aged children.

The program provides daily well-balanced and healthy meals for tribal children, as well as comprehensive services, including screenings and assessment. Further, many programs provide transportation for tribal children to help ensure regular attendance, thereby maximizing opportunities for learning.

AI/AN programs establish strong community collaborations and close partnerships with Indian Health Services, local schools, and other early childhood and social service entities to help ensure that children and families receive comprehensive health, dental, and other
necessary services. OHS expects that applicants will propose serving children with a minimum of 1,380 hours per year unless approved for a locally-designed option as outlined in 45 CFR § 1302.24.

**Administrative Cost Waiver**

By regulation, no more than 15 percent of the total approved program costs may be used to develop and administer an EHS program. However, there is a waiver process available where OHS may grant a waiver of the 15 percent limitation on these costs for an EHS program. If granted, such waivers will approve a higher percentage allowed for costs to develop and administer an EHS program for a specific period of time that may not exceed 12 months (45 C.F.R. § 1303.5(b)).

If at any time within the grant period, a grantee estimates development and administration costs will exceed 15 percent of total approved costs, the grantee must submit a waiver request to the responsible OHS official. The request must explain the reason for the costs to exceed the limit, the time period that the waiver will cover, and what the grantee will do to reduce its development and administrative costs to comply with the 15 percent limit after the waiver period.

**Monitoring**

OHS is responsible for monitoring the quality of EHS 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 EHS grantee is subject to onsite monitoring reviews. 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. 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 EHS Program Participants**

EHS provides services for low-income tribal children from birth to age 3. All grantees can serve tribal children in center-based and/or home-based settings from birth to age 3. All participating families must either be below the poverty line or receiving public assistance to be income-eligible or categorically eligible for EHS. In addition, homeless tribal children and tribal children in foster care are categorically eligible for EHS.

Head Start regulations permit up to 49 percent of enrolled children in AI/AN programs to be from families that do not meet these criteria. (**NOTE:** Please see section 645(a) of the Head Start Act for a complete discussion of Head Start eligibility.)

Head Start also requires that a minimum of 10 percent of total enrollment be children with disabilities unless a waiver of that requirement is granted.

**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.

Other Resources

Resources to assist in proposal development are available in Section VIII. Other Information. Direct questions related to the requirements of this FOA to the OHS Operations Center at (888) 242-0684 or OHSTech@reviewops.org TTY: 711.

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

II. Federal Award Information

<table>
<thead>
<tr>
<th>Funding Instrument Type:</th>
<th>Grant</th>
</tr>
</thead>
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<tr>
<td>Estimated Total Funding:</td>
<td>$5,500,000</td>
</tr>
<tr>
<td>Expected Number of Awards:</td>
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<tr>
<td>Award Ceiling:</td>
<td>$5,500,000 Per Budget Period</td>
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<tr>
<td>Award Floor:</td>
<td>$500,000 Per Budget Period</td>
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<td>Average Projected Award Amount:</td>
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</tr>
<tr>
<td>Anticipated Project Start Date:</td>
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</tbody>
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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.

Award Ceiling Disqualification

Applications requesting an award amount that exceeds the Award Ceiling per budget 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. Please see Section III.3. Other, Application Disqualification Factors.

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.
Additional budget development information can be found in Section IV.2. The Project Budget and Budget Justification.

Start-up/Pre-Award Costs

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.

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 using 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.

Note: If appropriate, travel costs for staff to attend ACF-sponsored workshops, conferences, and/or grantee orientations should be detailed in the budget.

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

Eligible applicants are any public entities, including states; Native American Tribal organizations; Native American Tribal Governments (federally recognized); non-profit or for-profit private entities, including community-based and faith-based organizations, pursuant to section 645A(d) of the Head Start Act, 42 U.S.C. § 9840a(d).

Eligible applicants are also subject to section 641(e) of the Head Start Act, 42 U.S.C. § 9836, Prohibition Against Non-Indian Head Start Agency Receiving a Grant for an Indian Head Start program.

Eligible entities include: (1) entities operating Head Start programs; (2) entities operating Indian Head Start programs; and (3) other public entities, and nonprofit or for-profit private entities, including community-based and faith-based organizations, capable of providing child and family services that meet the standard for participation in programs under the Head Start Act.

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 $5,500,000.00 in ACF (federal) funds must provide a non-federal share of the approved total project cost of at least $1,375,000.00, which is 20 percent of total approved project cost of $6,875,000.00.

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.
Head Start Matching Waivers

In accordance with the Head Start Act, federal assistance to a grantee will not exceed 80 percent of the approved total program costs. A grantee is required to contribute 20 percent of the approved total program costs in non-federal matching for each budget period of the award.

To receive a waiver from, or a reduction of, the required non-federal share, an applicant must provide ACF with written documentation of the need. This waiver, or reduction, request must identify which of the five waiver criteria the applicant believes to be relevant. The criteria are available in section § 640(b)(1-5) of the Head Start Act and at 45 C.F.R. §1303.4.

The waiver request and documentation may be submitted with the grant proposal or during the budget negotiation period prior to award.

OHS will consider the circumstances specified at section 640(b) of the Head Start Act and whether the grantee has made a reasonable effort to comply with the non-federal match requirement. Submission of a waiver request will not impact the awarding of points in the evaluation of the application. Approval of a waiver request cannot be assumed by the applicant without written notice from ACF.

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 ("per project period" refers only to fully funded awards), 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, the "Award Ceiling Disqualification" will apply 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).

Application Submission Disqualifications
ACF requires electronic submission of applications at 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. Electronic 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 "ACF Policy for Requesting an Exemption from Required Electronic Application Submission” at http://www.acf.hhs.gov/grants/howto#chapter-6.

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  
Suite 401  
Largo, MD 20774  
Phone: (888) 242-0684  
Email: OHSTech@reviewops.org

Electronic Application Submission:

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 Forms Package available in the FOA's Grants.gov Synopsis under the Package tab at [www.Grants.gov](http://www.Grants.gov). 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 https://www.Grants.gov.

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

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS  
Each applicant applying electronically via [www.Grants.gov](http://www.Grants.gov) is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:  
**Authorized Organizational Representative (AOR)**  
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.

AOR authorization is part of the registration process at [www.Grants.gov](http://www.Grants.gov), where the
AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Awards Management (SAM).

**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 or Principal Investigator, 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.

**Accepted Font Style**
Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font. Pages that contain blurred text, or text that is too small to read comfortably, will be removed.

**English Language**
Applications must be submitted in the English language and must be in the terms of United States (U.S.) 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.

**Page Limitations**
Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". Page limitation(s) do not include SFs and OMB-approved forms.

All applications must be double-spaced. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

**Application Elements Exempted from Double-Spacing Requirements**
The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

**Adherence to FOA Formatting, Font, and Page Limitation Requirements**
Applications that fail to adhere to ACF’s FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective 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 determine the actual number of pages to be removed. 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 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed. Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review. For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

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

Corrections/Updates to Submitted Applications

When applicants make revisions to a previously submitted application, ACF will accept only the last on-time application for pre-review under the Application Disqualification Factors. The Application Disqualification Factors determine the application's acceptance for competitive review. See Section III.3. Application Disqualification Factors and Section IV.2. Application Submission Options.

Copies Required

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

Signatures

Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with
1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page. All pages of the application must be readable. Pages with blurred text will be removed from the application.

**PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:**
Applications are limited to 216 pages for the full application submission.

**Project Description (Limited to 116 pages)**
- Project Summary/Abstract
- Table of Contents
- Project Description/Narrative
  - 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
- Protection of Sensitive and/or Confidential Information
- Plan for Oversight of Federal Award Funds

**Appendices (Limited to 100 pages)**
- 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
- Letters of support
- Other supporting documents
ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS
Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See Section IV.2. Application Submission Options for information about requesting an exemption.

Electronic applications will only be accepted via www.Grants.gov. ACF will not accept applications submitted via email or via facsimile.

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement
No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

Application Upload Requirements
ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed earlier in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the 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.

Applicants must ensure that the version of Adobe Professional they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on “Support” at the top bar menu and select “Adobe Software Compatibility”, which is listed under the topic “Find Answers Online.” The Adobe verification process allows applicants to test their version of the software by opening a test application package. Grant.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions if an applicant is unable to open the test application package. There is also a help page for configuring...
Firefox and Chrome to open PDFs using Adobe software.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants that have received error messages while attempting to save an application package. It also addresses local network and/or computer security settings and the impact this has on use of Adobe software.

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF’s “Policy for Applicants Experiencing Federal Systems Issues” document for complete guidance at www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf under "How to Apply for a Grant/Submit an Application."

**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**

Carefully observe the file naming conventions required by www.Grants.gov. Limit file names to 50 characters (characters and spaces). Special characters that are allowed under Grants.gov’s naming conventions, and are accommodated by ACF’s systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see www.grants.gov/web/grants/applicants/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 two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation. Documents in file formats that are not supported by 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.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:
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. For more information on the exemption, see "ACF Policy on Requesting an Exemption from Required Electronic Application Submission" at www.acf.hhs.gov/grants/howto#chapter-6

Format Requirements for Paper Applications
All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON). Applicants using paper format should download the application forms package associated with the FOA's Synopsis on www.Grants.gov under the Package tab.

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. All pages in the application submission must be sequentially numbered.**

Addresses for Submission of Paper Applications
See Section IV.7. Other Submission Requirements for addresses for paper format 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.

<table>
<thead>
<tr>
<th>Forms / Assurances / Certifications</th>
<th>Submission Requirement</th>
<th>Notes / Description</th>
</tr>
</thead>
</table>

18 of 59
<table>
<thead>
<tr>
<th>SF-424 - Application for Federal Assistance</th>
<th>Submission is required for all applicants by the application due date.</th>
<th>Required for all applications.</th>
</tr>
</thead>
<tbody>
<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 must cite their primary location and up to 29 additional performance sites.</td>
</tr>
<tr>
<td>Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.</td>
<td>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>See Section IV.3. Unique Entity Identifier and System for Award Management (SAM) for more information.</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-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</td>
</tr>
</tbody>
</table>

19 of 59
Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

<table>
<thead>
<tr>
<th>Certification Regarding Lobbying (Grants.gov Lobbying Form)</th>
<th>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.</th>
<th>Submission of the certification is required for all applicants.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF-424A Budget Information - Non-Construction Programs / SF-424B Assurances - Non-Construction Programs and SF-424C - Budget Information Construction Programs</td>
<td>Submission is required for all applicants when applying for non-construction and construction activities under the proposed project. Standard Forms must be used. Standard Forms must be submitted by the application due date. By signing and submitting the SF-424B and/or SF-424D, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.</td>
<td>Required for all applications when applying for non-construction and/or construction activities under the proposed project. Please see special instructions in the Checklist in Section VIII. Other Information in this announcement. Projects that include non-construction and construction activities must submit the SF-424A, B, C, and D.</td>
</tr>
<tr>
<td>Certificate of Good Standing</td>
<td>Submission is required for all for-profit organizations.</td>
<td>Sole proprietorships are not eligible applicants. The submission of the Certificate of Good Standing, along with the current list of board members, and organizational documents that require the establishment and maintenance of a Board of Directors, provide proof of eligibility for for-profit organizations.</td>
</tr>
<tr>
<td>Proof of Policy Council Approval</td>
<td>Submission is required of applicants that are current Head Start and/or Early Head Start grantees.</td>
<td>Proof of Policy Council Approval of the application is required of applicants that are current Head Start and/or Early Head Start grantees by section 642(c)(2)(D)(iii) of the Head Start Act and 45 CFR § 1301.3.</td>
</tr>
</tbody>
</table>

**Mandatory Grant Disclosure**
Submission is required for all applicants and recipients, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG) all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (Mandatory Disclosures, 45 CFR 75.113) Disclosures must be sent in writing to:

And to:

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

SF-424 Key Contact Form
Applicants must provide contact information on the following in this form:

- Key Management Staff (e.g., Chief Executive Officer, Chief Financial Officer)
- Key Program Staff (e.g., Executive Director, Program Director)
- Board Chairperson

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

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.

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 EHS services, such as the number of eligible tribal infants and toddlers, the extent to which tribal infants and toddlers 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 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 must justify the proposed program options as the most appropriate to meet the needs of the community. This includes how many tribal infants, toddlers, and pregnant women will be served; the types of EHS 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. Applications that propose the home-based option must include the proposed number of home visits and socializations. The application must describe how the EHS program will partner with other programs or services in the community to 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 tribal infants, toddlers, and pregnant women served and the type of services received would be affected if the applicant is awarded a grant to implement the proposed set of services.

Program-specific critical elements used to evaluate the application during the Phase One objective review are available in Section V.1. Criteria.

2. Achieving Early Learning and Development Outcomes for Children

The application must demonstrate the applicant's capacity to implement and sustain high-quality, comprehensive, and individualized educational, health, mental health, nutritional, and oral health services. The description must include the applicant's plan for the
provision of other social services to tribal infants, toddlers, pregnant women, and their families so that the children achieve the foundations of school readiness. To this end, the applicants must describe how they will implement program components. 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 supports tribal infant and toddler development that is foundational to school readiness. The application also must include information about how the applicant will meet the health, nutrition, and family engagement needs of infants, toddlers, and pregnant women. 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. The applicant must show 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 tribal infants and toddlers. The applicant will also show how they will partner with preschools, including Head Start and local education agencies, child care programs, and other programs serving young children and their families to create continuity for infants, toddlers, and pregnant women across systems.

The application must also describe how the applicant will meet the unique needs of special populations, including tribal infants and toddlers with disabilities, dual language learners, homeless infants, toddlers, and pregnant women, working families, and children in foster care.

The application must describe how the proposed program will meet the comprehensive needs of tribal pregnant women, infants, and toddlers in the community, including the special populations described in the previous paragraph. 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 tribal children and families in accordance with 45 CFR § 1302.53 of the Head Start Program Performance Standards.

Program-specific critical elements used to evaluate the application during the Phase One objective review are available in Section V.1. Criteria.

3. Past Performance

The applicant must provide 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 tribal infants, toddlers, and pregnant women. 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 EHS program. The application must provide evidence of the quality of the early education programs or related programs they have
operated in the past. The application must demonstrate the applicant staff's capacity and experience serving pregnant women, tribal infants, toddlers, and/or preschool-age children. The applicant must provide evidence of the quality of services to be provided based on accreditation, ratings, or independent evaluations of programs, outcome data for children, or other information provided. The applicant must also provide information about the past experience of organizations with which it proposes to delegate all or part of its services to tribal infants, toddlers, pregnant women, and 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 or EHS 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 an EHS program, both generally and as compared to the program the applicant is proposing to implement. The applicant must discuss how it will address these differences and succeed in providing effective, high-quality, comprehensive EHS services.

Program-specific critical elements used to evaluate the application during the Phase One objective review are available in Section V.1. Criteria.

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. The application must address:

1. how the applicant will facilitate strong educator-child relationships that support tribal infant and toddler development;
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 tribal children's development. The application also must describe how the applicant will attract and retain qualified staff; 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's broad requirements and how it will ensure that all program staff members understand how those standards are applicable to them.

Program-specific critical elements used to evaluate the application during the Phase One objective review are available in Section V.1. Criteria.

5. Organizational Capacity and Governance

Applicants must describe their ability to effectively implement and oversee operations that
comply with applicable federal, state, and local laws and regulations. Applicants must describe their internal systems for communication, record-keeping, reporting, and ongoing monitoring. The application provides evidence of past success in organizational management and successful governance.

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

Program-specific critical elements used to evaluate the application during the Phase One objective review are available in Section V.1. Criteria.

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:

For-Profit Organizations

**Sole-proprietorships are not eligible applicants.** For-profit organizations applying for funding must submit the following to provide proof of their eligibility and legal status:

- A Certificate of Good Standing,
- A current list of board members, and
- Organizational documents that require the establishment and maintenance of a Board of Directors.

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:

Proof of Policy Council Approval

Current Head Start and Early Head Start Grantees must submit Proof of Policy Council Approval of the application as required by section 642(c)(2)(D)(iii) of the Head Start Act (45 CFR § 1301.3).

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;
- 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.
A third-party agreement covering an equity investment must contain, at a minimum, the following: (1) purpose(s) for which the equity investment is being made; (2) the type of equity transaction (e.g., stock purchase); (3) cost per share and basis on which the cost per share is derived; (4) number of shares being purchased; (5) percentage of ownership in the business; (6) term of duration of the agreement; (7) number of seats on the board, if applicable; (8) signatures of the authorized officials of the grantee and third party organization.

**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.

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**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 SF-424A and, if required, the SF-424C, according to the directions provided with the application forms package on Grants.gov. 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 proposing construction costs must submit the SF-424C and SF-424D forms listed under the “Optional” section of the FOA’s electronic application package at Grants.gov in addition to the SF-424A and SF-424B.**

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.

Project budget Standard Forms (SF-424A and/or SF-424C) will not count toward page limitations; however, the budget and budget justification should be no more than 15 single-spaced pages using Times New Roman font at no smaller than 12 pt.
Special Note: Section 653 of the Head Start Act provides that “[n]otwithstanding any other provision of law, no Federal funds may be used to pay any part of the compensation of an individual employed by a Head Start agency, if such compensation, including non-Federal funds, exceeds an amount equal to the rate payable for level II of the Executive Schedule under section 5313 of title 5, United States Code.” Please see https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2017/EX.pdf.

The statute also defines the term “compensation” as:

(A) includes salary, bonuses, periodic payments, severance pay, the value of any vacation time, the value of a compensatory or paid leave benefit not excluded by subparagraph (B), and the fair market value of any employee perquisite or benefit not excluded by subparagraph (B); and

(B) excludes any Head Start agency expenditure for a health, medical, life insurance, disability, retirement, or any other employee welfare or pension benefit.”

Additional information on the “Statutory Requirement regarding compensation of Head Start staff” is available in the Program Instruction: ACF-PI-HS-16-03.

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.

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.

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.

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.

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.  

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


Additional guidance on the submission of electronic applications can be found at www.grants.gov/web/applicants/apply-for-grants.html.

After a grant application package is submitted to 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](http://www.Grants.gov). 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 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: [www.acf.hhs.gov/grants/howto#chapter-6](http://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.

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: 06/16/2017

#### 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 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 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 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).*

**Acknowledgement from www.Grants.gov**
Applicants will receive an initial email upon submission of their application to [www.Grants.gov](http://www.Grants.gov). This email will provide a [Grants.gov Tracking Number](http://www.Grants.gov). 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 is has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the [Grants.gov validation process](http://www.Grants.gov), 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) **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.

**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.

No more than 15 percent of total costs may be used for program development and administration costs per regulation. An HHS official may grant a waiver of the 15
percent limitation on allowable development and administration costs for an Early Head Start program approving a higher percentage for a specific period of time not to exceed 12 months (45 CFR § 1303.5).

IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see ACF Policy on Requesting an Exemption from Required Electronic Application Submission at www.acf.hhs.gov/grants/howto#chapter-6.

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

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

**Electronic Submission**
See Section IV.2. for application requirements and for guidance when submitting applications electronically via 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.

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

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Reviewers will evaluate the extent to which the applicant:

1.1. Describes how it will direct EHS resources to the area(s) of greatest need. The applicant must clearly: a) describe the precise geographic location and boundaries of the area to be served by the proposed project; and b) define the area(s) of greatest need, using information from its community assessment. The applicant addresses the needs of special populations, including children with disabilities, dual language learners, homeless children and/or pregnant women, children in foster care, and other special populations, appropriate to the service area.

1.2. Estimates the number of eligible pregnant women, tribal infants, and toddlers by geographic location within the proposed service area.

1.3. Justifies its program option (e.g., center-based, home-based, or combination option) as the most appropriate to meet the needs of the community. The applicant has specified an approach that will meet the need for services in the community, including the planned number of hours per day, days per week, and weeks per year of program operations. The applicant has included the number of children to be served by each option.

• If proposing to serve in multiple communities, the applicant has specified the number of pregnant women, tribal infants, and toddlers to be served in each community.

• Applicants proposing the home-based option have included the proposed number of home visits and socializations. Applicants may not propose double sessions as a program option.

• The applicant's proposal demonstrates how an approach that will provide a minimum of 1,380 hours per year for infants and toddlers, unless approved for a locally-designed option as outlined in 45 CFR § 1302.24. Applicants proposing to enroll pregnant women must explain how the services will support the needs of expectant families.

1.4. Describes its recruitment and selection criteria to ensure it enrolls tribal infants, toddlers, pregnant women and their families most in need in the community. The applicant describes how the program will ensure that not less than 10 percent of the total number of children enrolled will be children with disabilities.

1.5. 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.
2. Achieving Early Learning and Development Outcomes for Children

Maximum Points: 40

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, using a curriculum and teaching practices that promote progress toward tribal infant and toddler school readiness goals and:

- Are based on scientifically valid research;
- Are developmentally appropriate for tribal infants and toddlers;
- Provide continuity of care to promote attachment and a secure foundation for learning in all program options. Explains an approach to staffing continuity across the days, months, and years of service;
- Are aligned with all relevant state early learning guidelines for infants and toddlers, as appropriate, and the Head Start Early Learning Outcomes Framework.

2.2. Specifies the name of the curriculum or curricula proposed to be used, why the curriculum was chosen, and the evidence supporting how the curriculum is tied to outcomes for children.

2.3. 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 tribal infants and toddlers:

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

School readiness goals must reflect the ages of tribal infants and toddlers that the applicant proposes to serve in the program, must be culturally and linguistically appropriate, and must align with the Head Start Early Learning Outcomes Framework. 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, tribal 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.

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

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

2.6. Describes how the applicant will meet the health, mental health, nutritional, and oral health needs of tribal infants, toddlers, and pregnant women. The application describes the system for health screening and services that will ensure tribal infants and toddlers are accurately referred for necessary follow-up evaluation and treatment within timeframes 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.

2.7. Describes a plan for observing teacher practice, (if proposing center-based or family child care services), 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.

2.8. 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 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 § 1302.33.

2.9. Describes a plan to coordinate with public and private entities that are willing to commit resources to assist the EHS program in providing high-quality child health and developmental services and program management services. Demonstrates how such partnerships must include a plan to coordinate the proposed EHS 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 EHS.

2.10. Describes the system of how the applicant will deliver services to enrolled pregnant women post-pregnancy, and how the newborn tribal infant and family will transition into the appropriate program at the appropriate time; how the program will support transition from EHS to Head Start or other community-based programs. Additionally, the application describes how the program will support transitions within the EHS program, which may include a tribal 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. The application describes how the applicant will ensure that infants, toddlers, and their families participating in the EHS 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.

2.11. Describes how the applicant will ensure that tribal 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.

2.12. 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 EHS) 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 the 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.

2.13. 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 tribal infants, toddlers, and pregnant women of the size, complexity, and scope of their proposed program. Reviewers will evaluate evidence of experience, such as, but not limited to:

- 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, and
- Evidence of high level of success improving family self-sufficiency.

Has the applicant that has served as a delegate agency to Head Start and EHS grantees provided documentation of their past performance? This documentation may be reports submitted to the grantee, correspondence between the delegate agency and grantee, regarding performance, or other documents, as appropriate.

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 proposed service area.

3.3. Explains how the applicant's past performance and experience will inform its
administration of the EHS program being proposed and will help ensure a
high-quality EHS program. To the degree that the applicant is currently operating a
program that differs from the EHS 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 mechanisms for quality assurance and improvement, the
early learning guidelines 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. If required to do so, has the applicant, as a current or former Head Start or Early
Head Start grantee, included a description of any violations, such as deficiencies, areas of
non-compliance, and/or audit findings? Does the description include violations described
in Section IV.2. Project Description, Approach, such as deficiencies, areas of
non-compliance, and/or audit findings? Does it also describe actions taken to address the
violations, and the extent to which these actions have addressed the violations?

NOTE: If the applicant does not have violations or is not a current or former Head Start
or Early Head Start grantee, this criterion is not applicable to the review of the application.

4. Staffing and Supporting a Strong Early Learning Workforce | Maximum Points: 20
Reviewer 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 and state early learning guidelines (as appropriate); effective instructional
strategies; and a high-quality, comprehensive program.

4.3. Demonstrates that employees of the agency will meet the requirements of the Head
Start Act for staff qualifications set in section 645A(h) for EHS. The applicant provides
documentation showing that all center-based EHS 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 EHS home visiting staff qualified or trained to conduct home visits that
include the full range of comprehensive EHS services.

4.4. 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, reflect best practices, and are tied to high-quality service delivery in the event
of staff absences or vacancies.
4.5. 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.

4.6. 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 and state early learning guidelines, as appropriate.

4.7. 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

Maximun Points: 25

Reviewers will evaluate the extent to which the applicant:

5.1. Provides evidence of the capacity of its senior executive managers, Tribal Council, or governing board to: (a) exercise effective oversight of program operations and accountability for federal funds; (b) include the Policy Council in the planning and decision-making process; (c) ensure representation of the diverse community served; (d) set and monitor overall agency priorities and operational systems; and (e) conduct community assessment, annual self-assessments, ongoing monitoring, and outcome-based evaluations.

5.2. Proposes a plan to meet applicable program governance requirements established in section 642(c) of the Head Start Act.

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 an EHS or Head Start program based on experience.

5.5. Describes plans to meet or exceed federal requirements concerning facilities and to be accessible by federal authorities for purposes of monitoring and ensuring compliance, unless federal 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 1303.40 Subpart E.

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 meets applicable federal standards; the ability to provide necessary transportation; and the ability to recruit eligible tribal infants, toddlers, 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 EHS services to eligible tribal infants, toddlers, pregnant women, and their families in a cost-effective manner as indicated in the application narrative.

6.2. Demonstrates that start-up/pre-award costs, if proposed, are justified, reasonable, and applicable based on the applicant's proposed EHS 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.

6.3. 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.

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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 process.

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.

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 EHS 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 EHS 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.

Also, if the applicant is a current Head Start, EHS, or EHS-CC Partnership grantee, ACF will retrieve, review, and consider the grantee's enrollment data for the 3 years preceding the posting of this FOA. Ongoing under-enrollment 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.

Pre-Award Discussions

ACF may enter into pre-award discussions 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 will result in grant awards. ACF reserves the right to cease discussions with applicants prior to award and may enter into discussions with other applicants.

Federal Awarding Agency Review of Risk Posed by Applicants

As required by 2 CFR Part 200, 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), 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).

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

**Approved but Unfunded Applications**

Applications recommended for approval in the objective review process, but were not selected for award, may receive funding if additional funds become available or may compete for funding during the next review cycle (if one occurs in the next fiscal year). Applications designated as “approved but unfunded” typically cannot be kept in an active status for more than 12 months. 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. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

**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

Awards issued under this announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. The Code of Federal Regulations (CFR) is available at http://www.ecfr.gov. Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: https://www.acf.hhs.gov/administrative-and-national-policy-requirements.

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

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

- 45 CFR Part 1301, Program Governance
- 45 CFR Part 1302, Program Operations
- 45 CFR Part 1303, Financial and Administrative Requirements
- 45 CFR Part 1304, Federal Administrative Procedures
- 45 CFR Part 1305, Definitions
- And all applicable grant regulations

Copies of the current applicable Head Start regulations are available at https://eclkc.ohs.acf.hhs.gov/policy.

VI.3. Reporting

Performance Progress Reports: Annually

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.

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. 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:

**Financial Reports:** Semi-Annually

<table>
<thead>
<tr>
<th>VII. HHS Awarding Agency Contact(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Office Contact</strong></td>
</tr>
<tr>
<td>Shawna Pinckney</td>
</tr>
<tr>
<td>Administration for Children and Families</td>
</tr>
<tr>
<td>Office of Head Start</td>
</tr>
<tr>
<td>330 C Street, SW.</td>
</tr>
<tr>
<td>Washington, DC 20201</td>
</tr>
<tr>
<td>Phone: (888) 242-0684</td>
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<tr>
<th><strong>Office of Grants Management Contact</strong></th>
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<tbody>
<tr>
<td>David Kadan</td>
</tr>
<tr>
<td>Administration for Children and Families</td>
</tr>
<tr>
<td>330 C Street, SW.</td>
</tr>
<tr>
<td>Washington, DC 20201</td>
</tr>
<tr>
<td>Email: <a href="mailto:david.kadan@acf.hhs.gov">david.kadan@acf.hhs.gov</a></td>
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| Federal Relay Service:                |
| Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at www.gsa.gov/fedrelay. |

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<thead>
<tr>
<th>VIII. Other Information</th>
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</thead>
<tbody>
<tr>
<td><strong>Reference Websites</strong></td>
</tr>
<tr>
<td>U.S. Department of Health and Human Services (HHS) <a href="http://www.hhs.gov/">www.hhs.gov/</a></td>
</tr>
<tr>
<td>Administration for Children and Families (ACF) <a href="http://www.acf.hhs.gov/">www.acf.hhs.gov/</a></td>
</tr>
<tr>
<td>ACF Funding Opportunities Forecast <a href="http://www.grants.gov/">www.grants.gov/</a></td>
</tr>
<tr>
<td>ACF Funding Opportunity Announcements ami.grantsolutions.gov/</td>
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</tbody>
</table>
ACF "How To Apply For A Grant" [www.acf.hhs.gov/grants/how-to-apply-for-grants](http://www.acf.hhs.gov/grants/how-to-apply-for-grants).


Catalog of Federal Domestic Assistance (CFDA) [www.cfda.gov](http://www.cfda.gov).


**Head Start Information on the Internet**


** Applicant Support Website **

OHS strongly encourages entities interested in applying for this EHS funding opportunity to visit [http://eclkc.ohs.acf.hhs.gov/hslc/hs/grants](http://eclkc.ohs.acf.hhs.gov/hslc/hs/grants). This interactive website offers a robust collection of resources intended to support organizations in gaining a deeper understanding of the Head Start and EHS programs, the FOA, and evaluation criteria. Finally, the website includes helpful tips for applying via [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. 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.

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**Application Checklist**

Applicants may use this checklist as a guide when preparing an application package.

<table>
<thead>
<tr>
<th>What to Submit</th>
<th>Where Found</th>
<th>When to Submit</th>
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54 of 59
<table>
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<tr>
<th>SF-424 Key Contact Form</th>
<th>Referenced in <em>Section IV.2. Required Forms, Assurances, and Certifications</em>. This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a>.</th>
<th>Submission is due with the application by the application due date found in the <em>Overview</em> and in <em>Section IV.4. Submission Dates and Times</em>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>Referenced in <em>Section IV.2. The Project Description</em>.</td>
<td>Submit with the application by the due date found in the <em>Overview</em> and in <em>Section IV.4. Submission Dates and Times</em>.</td>
</tr>
<tr>
<td>Project Summary/Abstract</td>
<td>Referenced in <em>Section IV.2. The Project Description</em>. The Project Summary/Abstract is limited to one single-spaced page.</td>
<td>Submission is due by the application due date found in the <em>Overview</em> and in <em>Section IV.4. Submission Dates and Times</em>.</td>
</tr>
<tr>
<td>Eligibility Documentation by For-Profit Organizations</td>
<td>Referenced in <em>Section IV.2. Project Description, Legal Status of Applicant Entity</em>.</td>
<td>Submission is required with the application by the Application Due Date in the <em>Overview</em> and in <em>Section IV.4. Submission Dates and Times</em>.</td>
</tr>
<tr>
<td>Mandatory Grant Disclosure</td>
<td>Requirement, submission instructions, and mailing addresses are found in the &quot;Mandatory Grant Disclosure&quot; in <em>Section IV.2. Required Forms, Assurances and Certifications</em>.</td>
<td>If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is</td>
</tr>
<tr>
<td>The Project Budget and Budget Justification</td>
<td>Referenced in <em>Section IV.2. The Project Budget and Budget Justification</em>.</td>
<td>Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the <em>Overview</em> and in <em>Section IV.4. Submission Dates and Times</em>.</td>
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<tr>
<td>The Project Description</td>
<td>Referenced in <em>Section IV.2. The Project Description</em>.</td>
<td>Submission is due by the application due date found in the <em>Overview</em> and in <em>Section IV.4. Submission Dates and Times</em>.</td>
</tr>
<tr>
<td>SF-424 - Application for Federal Assistance</td>
<td>Referenced in <em>Section IV.2. Required Forms, Assurances, and Certifications</em>. This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section.</td>
<td>Submission is due by the application due date found in the <em>Overview</em> and in <em>Section IV.4. Submission Dates and Times</em>.</td>
</tr>
<tr>
<td>SF-424A  Budget Information - Non-Construction Programs / SF-424B Assurances - Non-Construction Programs and SF-424C - Budget Information Construction Programs / SF-424D - Assurances Construction</td>
<td>Referenced in <em>Section IV.2. Required Forms, Assurances, and Certifications</em>. These forms are available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section. These forms are required for applications under this FOA for projects that include non-construction and</td>
<td>Submission is due by the application due date found in the <em>Overview</em> and in <em>Section IV.4. Submission Dates and Times</em>.</td>
</tr>
<tr>
<td>Programs</td>
<td>construction activities.</td>
<td>A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.</td>
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</table>
| Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration. | Referenced in Section IV.3. Unique Entity Identifier and System for Award Management (SAM) in the announcement.  
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). |                                                                                                                                                                                                 |
<p>| SF-Project/Performance Site Location(s) (SF-P/PSL)                       | Referenced in Section IV.2. Required Forms, Assurances, and Certifications.                | Submission is due by the application due date found in the Overview and in Section IV.4. Submission Dates and Times.                                                                                                                                 |
| Certificate of Good Standing                                            | See Section IV.2. Required Forms, Assurances and Certifications and The Project Description, Legal Status of Applicant Entity.                                                                 | Submission is required with the application by the Application Due Date in the Overview and in Section IV.4. Submission Dates and Times.                                                                 |
| Proof of Policy Council Approval                                       | Referenced in Section IV.2. Required Forms, Assurances and Certifications and The Project Description, Additional Eligibility Documentation. | Submission is due by the application due date listed in the Overview and in Section IV.4.Application Due Dates and Times.                                                                                                                                  |</p>
<table>
<thead>
<tr>
<th>SF-LLL - Disclosure of Lobbying Activities</th>
<th>&quot;Disclosure Form to Report Lobbying&quot; is referenced in Section IV.2. Required Forms, Assurances, and Certifications. This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a>.</th>
<th>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.</th>
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<tbody>
<tr>
<td>Certification Regarding Lobbying (Grants.gov Lobbying Form)</td>
<td>Referenced in Section IV.2. Required Forms, Assurances, and Certifications. This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a>.</td>
<td>Submission is due with the application package or prior to the award of a grant.</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 application due date and time listed in the Overview and Section IV.4. of the FOA. 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>Indirect Cost Rate Agreement (IDR)</td>
<td>Referenced in Section IV.2. The Project Budget and Budget Justification. The IDR must be submitted with the application package.</td>
<td>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</td>
</tr>
</tbody>
</table>
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.