Administration for Children and Families

Office of Head Start

Early Head Start Expansion and Early Head Start-Child Care Partnership Grants
HHS-2016-ACF-OHS-HP-1181
Application Due Date: 08/24/2016

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Program Office:	Office of Head Start
Funding Opportunity Title:	Early Head Start Expansion and Early Head Start-Child Care Partnership Grants
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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** http://www.acf.hhs.gov/grants/howto.

The Administration for Children and Families (ACF) announces the availability of approximately $135 million to be competitively awarded for the purpose of expanding access to high-quality, comprehensive early learning services for low-income infants and toddlers and their families. This funding opportunity is being made available under the Consolidated Appropriations Act, 2016 (Pub. L. 114-113). ACF solicits applications from public entities, including states, or 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, within the Department of Health and Human Services (HHS), will consider applications for Early Head Start-Child Care (EHS-CC) Partnerships, Non-Partnership Early Head Start (EHS) Expansion, or applications that include a combination of both; each model is described in more detail in the next section.

Early Head Start-Child Care Partnerships

New entities or existing grantees can apply to use funding to partner with local child care providers to provide comprehensive, high-quality services to eligible infants and toddlers through EHS-CC Partnerships. These EHS-CC Partnerships will enhance and support early learning settings to provide full-day, full-year comprehensive services that meet the needs of low-income working families; enhance access to high-quality, full-time child care; support the development of infants and toddlers through strong relationship-based experiences; and

prepare them for the transition into preschool. These EHS-CC Partnerships play an important role in the system by both expanding high quality early learning services to infants and toddlers, and applying resources and lessons learned from Early Head Start (EHS) to build the capacity of the child care system, which is very under-resourced despite serving more children than any other early childhood system.

Through EHS-CC Partnerships, new or existing grantees will partner with local child care centers and/or family child care programs and will be required to leverage current investments through the Child Care and Development Fund (CCDF) or other sources to improve the quality of infant-toddler child care. All infants and toddlers in an EHS-CC Partnership site will benefit from facilities and homes that are licensed and meet EHS facility safety requirements. Children in classrooms with EHS-CC Partnership enrolled children will benefit from low ratios and class size, qualification of their teachers including their ongoing supervision and coaching, curriculum, and broad-scale parent engagement activities. While only enrolled EHS-CC Partnership children will be eligible for direct family-specific benefits such as home visits, health tracking and promotion, and family partnership agreements, programs must operationalize services to ensure there is no segregation or stigmatization of EHS-CC Partnership children or families due to the additional requirements or services.

Early Head Start Expansion

Because EHS-CC Partnerships may not be the best fit for every community, new entities or existing Head Start and EHS grantees can apply to expand the number of center-based slots in traditional EHS programs through Non-Partnership EHS Expansion. Non-Partnership EHS Expansion 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. Given the need for continuity of care for very young age children, the Office of Head Start (OHS) expects that applicants will propose serving children in a full-day, full-year model with a minimum of 1,380 hours per year.

Combination Approach

New entities or existing grantees also can apply to both expand the number of EHS center-based slots and implement the EHS-CC Partnership model designed to bring EHS services to infants and toddlers in child care and family child care settings.

General Information for All Applicants

Regardless of the model the applicant selects, only high-quality applications will be funded. Grants will be awarded based on how effectively the model design fits the needs of the community to be served. Service options meeting the needs of working families and families with parents in training or education programs should be prioritized. Funds awarded through this funding opportunity announcement (FOA) must not supplant existing subsidies or other funding. In awarding these funds, ACF will prioritize organizations that seek to develop a unified birth-to-school-entry continuum through alignment of federal, state, and locally funded early care and education programs and improve the overall capacity of the community to offer high quality infant toddler care. ACF will prioritize applicants that can show evidence of their leadership in supporting broad-scale impact to leverage resources and increase the supply of

services to best meet the needs of infants and toddlers and their families in their community.

Through this FOA, applicants have the choice of applying in one of three ways: 1) EHS-CC Partnerships, 2) Non-Partnership EHS Expansion or 3) a mix of both EHS-CC Partnerships and Non-Partnership EHS Expansion. However, applicant entities **may submit only one application per service area**, regardless of how they choose to apply. ACF will review only one application for a service area from any applicant. For more information, please see *Section IV.2. Content and Form of Application Submission.*

I. Program Description

Statutory Authority
This funding is authorized by the Consolidated Appropriations Act, 2016 (Pub. L. 114-113). The Head Start program is authorized by the Head Start Act (42 U.S.C. § 9831 et seq.).

Description
The following brief overviews of EHS, the CCDF, and the EHS-CC Partnerships will assist applicants as they respond to this FOA. Additional resources are referenced in *Section VIII. Other Information* in this FOA.

Overview of Early Head Start (EHS)

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. The program is administered by ACF's OHS. 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 helps 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, full-day, full-year 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.

Research demonstrates that EHS programs that fully implement Head Start regulations

improve school-readiness outcomes for children [www.acf.hhs.gov/programs/opre/research/project/early-head-start-research-and-evaluation-project-ehsre-1996-2010]. Grantees must meet federal Head Start regulations and applicable state and local child care regulations. All interested applicants can access the Head Start Program Performance Standards (HSPPS) and the Head Start Act as reauthorized in December 2007 via the following link: www.acf.hhs.gov/programs/ohs/policy.

Since 1965, Head Start has served more than 33 million children and their families. The 1994 reauthorization of the Head Start Act established EHS. In 2015, Head Start served 1,000,000 children, pregnant women, and families, including more than 160,000 in EHS programs. There are approximately 2,000 Head Start grantees, including 1,300 grants providing EHS. At this time, EHS programs only serve approximately 5 percent of income- and age-eligible infants and toddlers.

Overview of the Child Care and Development Fund (CCDF)

CCDF is the primary federal program devoted to providing families with child care subsidies and supporting states, territories, and tribes in improving the quality of child care programs. CCDF is administered by ACF's Office of Child Care (OCC), which provides funding, oversight, and technical assistance to states, territories, and tribes that administer the program. CCDF provides child care assistance to 1.4 million children monthly, approximately 400,000 of whom are infants and toddlers. Annual federal CCDF funding is approximately $5.5 billion. State funding and Temporary Assistance for Needy Families (TANF) transfers add several billion dollars more. CCDF is authorized under the Child Care and Development Block Grant Act (CCDBG), which was enacted under the Omnibus Budget Reconciliation Act of 1990. The Personal Responsibility and Work Opportunity Act of 1996 amended and reauthorized the CCDBG. In 2014, the program was reauthorized on a bi-partisan basis, and this reauthorization includes a number of important reforms to the program. For example, CCDBG phases in an increase in the minimum amount of funds that must be used to improve the quality of child care and other additional services to parents, such as resources and referral counseling regarding the selection of child care providers, from 4 percent to 9 percent over a 5-year period. In addition, the law requires states to spend a minimum of 3 percent to improve the quality of care for infants and toddlers.

OCC's mission is to provide more children in low-income families with access to high-quality child care. To achieve that goal, states, territories, and tribes establish CCDF programs that include:

- Subsidized child care services for eligible families through certificates (vouchers) or grants and contracts with providers. Parents may select a child care provider that satisfies any applicable state and local requirements, including basic health and safety requirements.
- Activities to Improve Child Care Quality – CCDF Lead Agencies provide training, grants, and loans to providers, improved monitoring, compensation projects, and other innovative programs.
- Program Coordination – CCDF allows states to serve families through a single, integrated child care subsidy program under the rules of the CCDBG. States coordinate CCDF with Head Start, pre-K, and other early childhood programs.

CCDF grantees (i.e., states, territories, and tribes) have flexibility in many areas that can help support partnerships. For example, CCDF grantees set income eligibility rules that can be aligned with EHS and set policy on how often to re-determine a family's subsidy eligibility. Most families who receive child care assistance through CCDF are required to pay a co-payment, which CCDF grantees can waive for families below poverty, such as families eligible for EHS. While the majority of CCDF services are funded through certificates/vouchers linked to individual eligible children, CCDF grantees also have the option of awarding grants and contracts to provide a stable source of funding for child care programs. Grants and contracts are effective in building a new supply in areas where there are gaps, and can contain accountability mechanisms to promote higher quality services. Regardless of the funding mechanism (whether vouchers, grants, or contracts), child care subsidies used in combination with the EHS-CC Partnership funding provided under this FOA will allow the EHS-CC Partnership grantees to improve the quality of environments and services for a greater number of low-income children.

Child care is provided through a broad array of public, private, for-profit, and not-for-profit programs and providers. In the United States, there are approximately 110,000 licensed child care centers and approximately 129,000 licensed family child care homes.

Family child care is an important part of the child care system, especially for infants and toddlers, who are more likely to be cared for in home-based settings compared to older children. In addition, family child care is an important child care option for children whose parents work non-standard work hours or schedules, and it is particularly important in many rural areas where there are few child care centers.

States and territories have implemented a variety of initiatives to improve the quality of child care. These quality enhancement activities and resources could be leveraged to meet the requirements of the EHS-CC Partnership grant. For example, many states are making systemic investments, such as developing quality rating and improvement systems (QRIS) and professional development systems to improve child care quality, which can be leveraged through the EHS-CC Partnership grants. In fact, CCDBG reauthorization requires states to spend quality funds on at least 1 of 10 specified quality activities, which include developing tiered quality rating systems. In FY 2016, over 87,000 child care centers and family child care home providers were participating in QRIS. Other key elements for systems of quality in early childhood programs include supports to programs to improve quality, such as technical assistance and consultation services for programs to assist in meeting child care quality improvement standards and financial incentives and supports offered to programs in meeting and sustaining licensing and QRIS or other child care quality improvement standards for programs.

CCDBG reauthorization also requires establishment of professional development and training requirements with ongoing annual training and progression to improve knowledge and skills of CCDF providers. Some states use CCDF to provide financial supports to practitioners for participating in and completing education or training. More than half of the states and territories have created professional development pathways that include specializations for staff working with infants and toddlers. More than half of the states and territories use CCDF infant/toddler targeted quality dollars to fund networks of Infant/Toddler Specialists who support the infant/toddler workforce by providing services such as professional development

education and training; technical assistance; resource identification; and community outreach, education and support. The overall goal of these networks is to improve caregiver practices and the overall quality of each infant and toddler's developmental experience. These networks are often coordinated with Child Care Resource and Referral agencies and deliver services to child care centers and family child care homes. For more information about CCDF reauthorization and related resources, visit: https://childcareta.acf.hhs.gov/ccdf-reauthorization . For specific state CCDF policies, please contact the State CCDF Administrators, see: http ://www.acf.hhs.gov/programs/occ/resource/ccdf-grantee-state-and-territory-contacts.

OHS and OCC fund a multi-layered system of training and technical assistance (T/TA) available to support successful applicants in fully implementing the regulations. National T/TA Centers provide resource materials and national or regional training opportunities, while Regional T/TA providers offer smaller cluster training as well as onsite T/TA to grantees. In addition, successful applicants receive T/TA funds that can be allocated to professional development activities such as coursework and credentialing for EHS staff. These funds can also be used to purchase other T/TA that may be needed by the grantees and/or their partners to support high quality implementation. The appropriate uses of T/TA funds for the purposes of improving program quality and supporting children's development are described in section 645A(g)(2) of the Head Start Act.

Overview of Early Head Start-Child Care Partnerships (EHS-CC Partnerships)

The EHS-CC Partnership is a unique opportunity that brings together EHS and child care through layering of funding to provide comprehensive and continuous services to low-income infants, toddlers, and their families. The EHS-CC Partnership grants are serving as a learning laboratory for the future of high-quality infant/toddler care.

In CCDF, more than 60 percent of infants and toddlers served are in families living below the federal poverty level, and are therefore also eligible for EHS. Also, because of the relatively underserved proportion of subsidy-eligible children under age 3 in high-quality early learning programs, applicants are strongly encouraged to target areas with high concentrations of subsidy-receiving and subsidy-eligible (e.g., children on subsidy waiting lists) children and their families. For children in poverty already in child care, improving the quality of those child care programs is a need often identified by communities.

EHS-CC Partnerships play an important role in the early childhood system by bringing together the strengths of both child care and EHS programs. Child care centers and family child care providers respond to the needs of working families by offering flexible and convenient full-day and full-year services. In addition, child care providers have experience providing care that is strongly grounded in the cultural, linguistic, and social needs of the families and their local communities. However, many child care centers and family child care providers lack the resources to provide the comprehensive services needed to support better outcomes for the nation's most vulnerable children. Integrating EHS comprehensive services and resources into the array of traditional child care and family child care settings creates new opportunities to improve outcomes for infants, toddlers, and their families.

EHS-CC Partnerships also have the benefit of "ripple effects" for children who may not be in an EHS-CC Partnership slot, but who receive services at an EHS-CC Partnership site, increasing the positive reach of the model. For example, all infants and toddlers attending an

EHS-CC Partnership site will benefit from facilities and homes that are licensed and meet safety requirements. All children in classrooms with EHS-CC Partnership-enrolled children will benefit from low teacher-to-child ratios and class sizes, qualified teachers receiving ongoing supervision and coaching to support implementation of curriculum and responsive caregiving, and broad-scale parent engagement activities. While only enrolled EHS-CC Partnership children will be eligible for direct family and child-specific benefits such as home visits, provision of diapers while in care, health and nutrition, mental health services, health tracking and follow-up, and individualized family support services, EHS programs must operationalize services to ensure there is no segregation or stigmatization of EHS-CC Partnership children or families due to the additional requirements or services. In some existing EHS-CC Partnership sites, programs have used a variety of strategies that enable them to provide additional benefits to other staff, children, and families served.

EHS-CC Partnership grants are required to use a layered funding model, which differs significantly from "wrap around services." In the funding model known as "wrap around services" EHS funds have historically been used to provide a minimum of 6 hours of comprehensive EHS-compliant care (i.e., meets HSPPS requirements). Programs may provide care or partner with child care agencies to provide "wrap around care" before and/or after the EHS-compliant hours. In contrast, the layered funding model was intentionally designed to enhance the quality of child care for infants and toddlers. The layered funding model integrates the additional resources and services that meet HSPPS for a seamless full-day and full-year of comprehensive services. Infants and toddlers must be placed in high-quality care with qualified teachers for the entire time they are enrolled in the EHS-CC partnership program.

(See ACF Information Memorandum ACF-IM-HS-15-03, Attachment A, for a comprehensive explanation of layered funding, and EHS-CC Partnership policy and program guidance on a range of critical topics for successful planning and implementation.) EHS-CC Partnership IM website http://eclkc.ohs.acf.hhs.gov/hslc/standards/im/2015/resour_ime_003_a1.html

Definitions

Applicants should use the following definitions:

- **The Birth-to-Five Continuum** of high-quality early care and education is a series of investments that will provide high-quality preschool for all children, grow the supply of effective early learning opportunities for young children, and extend and expand evidence-based voluntary home visiting. Applicants can learn more about the Birth-to-Five Continuum at: http://www.acf.hhs.gov/programs/occ/presidents-early -learning-initiative-early-care-education
- **Child care regulations** are any applicable local, state, territory, or tribal regulations or requirements, including child care licensing and regulatory rules, as well as any applicable CCDF requirements. Applicants can learn more about child care licensing rules at https://childcareta.acf.hhs.gov/resource/state-and-territory-licensing-agencies -and-regulations and more about CCDF at: http://www.acf.hhs.gov/programs/occ.
- **Entity (Agency)** is the entity that will submit the grant application that, if selected for award, will be the primary recipient of the grant. Information on eligible applicants is available in *Section III.1. Eligible Applicants*.

- **Family child care** is care and education provided to children in a private home or other family-like setting. Head Start family child care means Head Start and EHS comprehensive services provided to a small group of children through their enrollment in family child care.
- **Full-Day, Full-Year Services** For all grants awarded under this FOA, entities are expected to provide full-day, full-year services. Programs must operate at least 1,380 hours per year to meet the requirement for full-year services. Programs are encouraged to serve children for longer periods to best meet the needs of families in their communities. EHS-CC Partnership applicants are expected to serve working families and must ensure the hours per day that programs operate meet the needs of those families. The Head Start Act defines "full working day" as a minimum of ten hours. For Non-Partnership EHS expansion grants, applicants must, at a minimum, meet Head Start regulations with respect to full-day/full-year.
- **Head Start regulations** are the Head Start Program Performance Standards (http://www.access.gpo.gov/nara/cfr/waisidx_07/45cfrv4_07.html#1301) and all relevant requirements in the Head Start Act.
- **Partner sites** are the local child care center(s) and/or family child care provider(s) that partner with new or existing EHS grantees to provide high-quality comprehensive services to low-income children and their families.
- **Policy Council** is a formal structure of shared governance through which parents can participate in policy making or in other decisions about the program.

Program Overview

All grantees funded through this FOA must provide high-quality, comprehensive, and continuous early care and education for infants and toddlers in centers and/or family child care homes. HHS has a goal of ensuring that at least 40 percent of the funding available under this announcement is provided for EHS-CC Partnership applicants (alone or in combination with a Non-Partnership EHS expansion) and at least 40 percent is provided to Non-Partnership EHS expansion applicants (alone or in combination with an EHS-CC Partnership). Funding under these grants may not be used to provide services using the EHS home-based program option as defined in 45 CFR §1306.3(j). Applicants will base their proposals on community, county, or state-based strategic planning and a community assessment that includes the identification of needs, the quality of existing child care providers, and existing resources that can be leveraged to provide high-quality comprehensive services. Applicants are expected to identify the needs and existing resources that can be leveraged to support all partner sites in providing these services, such as T/TA. Based on the strategic plan and community assessment, applicants will propose an approach that responds to the needs of families in the community, including the need for increased access to full-time, stable, high-quality, comprehensive child development services for working families. Having high-quality infant and toddler care is particularly important, and often is lacking, in areas with high concentrations of poverty and in rural areas with high poverty. Therefore, ACF is targeting zip codes with very high concentrations of poverty and federally designated Promise Zones in this announcement. For more information about federally designated Promise Zones, please visit: https://www.hudexchange.info/programs/promise-zones/promise-zones-designees-finalists-and-applicants. ACF is also prioritizing rural areas defined as non-metropolitan counties that have significant need for early care and education services. (See *Appendix* and *Section V.I*

Criteria for more details on bonus points.)

All grantees are required to leverage existing local resources and collaborate with community organizations to ensure that a comprehensive array of health, mental health, nutrition, and social services is provided to infants, toddlers, and their families.

All applicants must consider the Birth-to-Five Continuum of care and education in developing their proposals. Grantees are expected to leverage resources from existing community agencies that provide early learning services – including early intervention, home visiting, and preschool programs – and will support children from birth through kindergarten entry. Applicants must consider how they will ensure smooth and seamless transitions for children and families, particularly as infants transition into center-based or family child care services, and as toddlers transition to preschool services. Grantees are required to plan for transitions for children out of EHS, including assisting families with subsidized preschool options for children after their program ends through agreements with publicly funded Head Start, pre-kindergarten, and child care programs. Grantees should also work with home visiting/home-based programs in the community to ensure that children can transition into their programs after receiving home visiting services.

Grantees, regardless of the model (Partnership, EHS Expansion, or Combination) must serve a sufficient number of infants and toddlers and their families, so that the funding level is adequate to support the full array of staffing and infrastructure for successful implementation. Although ACF is not setting a minimum number of participant slots for which applicants must apply, ACF recommends applicants propose no fewer than 72 slots, which can be allocated across multiple child care center and/or family child care home partner sites. ACF recognizes that applicants in rural communities, or organizations with existing infrastructure to support the necessary services, may propose fewer than 72 slots.

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.

Program Background and Purpose

All applicants, including both the grantees and their child care partners and regardless of the model (Partnership, EHS Expansion, or combination) will be required to provide continuous 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. All grantees and their child care partners will be required to implement all HSPPS for the children participating in the services funded through this FOA. EHS-CC Partnership grantees will be given 18 months from the date of award to ensure they can meet the full set of HSPPS.

While the full array of services shall be provided regardless of the model, EHS-CC Partnership applicants will propose an approach that identifies which services are to be provided by the grantee, the partner sites, or through referrals to community agencies. Given the importance of continuity of care for infants and toddlers, grantees are expected to ensure smooth and seamless delivery models for families accessing services. EHS-CC Partnership applicants are required to propose that their partner sites will provide full-day, full-year services, as defined previously. Project budgets should reflect federal funds, projections for

child care subsidies, and any other funds that currently support children in the child care or family child care sites. Project budgets for the EHS-CC Partnership applications should also reflect child care subsidies for no less than 25 percent of the proposed number of slots, including a description of how grantees plan to recruit, enroll, and retain children and families with child care subsidies in those slots. ACF recognizes that there are states where this may be challenging because of state subsidy policies. Applicants must demonstrate knowledge and awareness of their state's subsidy and CCDF policy landscape in their proposed service area to guide their program and fiscal plans and effectively leverage available resources. Applicants whose project budgets reflect child care subsidies for less than 25 percent of the proposed number of slots must also provide a detailed justification in their narrative explaining the barriers and challenges involved and their plans for increasing the percentage of slots with children and families who use child care subsidies over time. Grantees must ensure that children whose families experience job loss or the loss of child care subsidies will continue to be served. ACF expects Partnership grantees (including those adopting a combination approach) to direct a significant portion of funding to their child care partners.

ACF is responsible for ensuring that all entities, regardless of the model, awarded a grant through this FOA, and where relevant their Partner sites or delegate agencies, meet applicable Head Start and local child care licensing and other regulations for all the children or sites funded by this grant. These include requirements established by the HSPPS, relevant provisions of the Head Start Act, and applicable state, tribal, and/or local child care requirements. ACF acknowledges that meeting applicable requirements will require a commitment by both the grantee and, in the case of Partnership grantees, the partners to fulfill their agreed-upon roles and responsibilities and adequate funding and support. Grantees receiving funding for EHS Expansion slots, will be expected to meet all applicable HSPPS at the point the children are being served in EHS Expansion slots. For grantees receiving funding for Partnership slots, ACF will assess whether grantees and their partners have met the HSPPS beginning 18 months after award. 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.

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

- **Eligibility, recruitment, selection, enrollment, and attendance,** ensuring the most vulnerable children are served;
- **Comprehensive early childhood education and development services** that promote the physical, social, emotional, cognitive, and language development of young children and families during the early years through:
  - **EHS group sizes and teacher-caregiver to child ratios**;
  - **Qualified and trained staff** to ensure warm and continuous relationships between caregivers, children, and families that are crucial to learning and development for infants and toddlers;
  - **Parent involvement** in their children's learning and development;
  - **Provision of learning opportunities** for infants and toddlers to grow and develop in warm, nurturing, and inclusive environments;
  - **Culturally and linguistically responsive** services that support continuity of care

between the home environment of the child and the program;
- **Health and safety** of enrolled children;
- **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;
- **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;
- **Inclusion of 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.
- **Family partnerships** providing services to parents that:
  - Support their role as parents;
  - Promote positive parent-child interactions, including the participation of fathers; and
  - Enable families to move toward self-sufficiency.
- **Community partnerships** by ensuring formal linkages and coordination with community agencies located in the area or state that provide services within the Birth-to-Five Continuum of care and education, to ensure that children receive continuous, coordinated services from birth to school entry. Coordination should include such providers as early intervention services, other agencies providing services to infants and toddlers, including the Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program and other home visiting programs, local Head Start programs, state pre-kindergarten, and other local providers of early childhood education;
- **Administrative and financial management**, including:
  - Ensuring a well-functioning governing body to share responsibility for oversight of the delivery of high-quality services;
  - Ensuring financial management systems are in place that meet requirements set forth in 45 CFR § 75.302.
  - Ensuring 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:
  - Ensuring continuity of services and smooth transitions when the needs of families change, to ensure that children served through the EHS-CC Partnership 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 and child care services; and from EHS and child care 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.
- **Transportation** by working with families to address their transportation needs and helping them find transportation.
- **Facilities** – grantees must ensure centers and family child care homes meet health and safety requirements and are licensed for infants and toddlers.

The full set of HSPPS is available at: http://eclkc.ohs.acf.hhs.gov/hslc/standards/hspps .

EHS-CC Partner Roles and Responsibilities

It is expected that through the EHS-CC Partnership, grantees and their partners will be able to deliver higher quality and comprehensive services to all enrolled children to the extent possible through blending the federal funds for the eligible EHS children and the child care subsidies and/or other funds. The exact role for each partner will vary at the local level, depending on existing and proposed services through EHS and child care for each partnership. The EHS-CC Partnership grantee and partnering child care provider(s) must establish clearly defined roles and responsibilities articulated through a sub-recipient agreement or a contract. Clearly defining joint roles and responsibilities, and those that are separate and distinct to the grantee and to the partners, is vital in ensuring accountability for meeting all requirements of the grant.

All Partnership grantees must ensure that every child receives all of the required services set forth in HSPPS, whether that is done directly by the grantee or through support or financial assistance to the child care partner. EHS-CC Partner sites are responsible for meeting all of the direct education and health and safety requirements. Grantees will ensure that all other comprehensive services will be provided directly by the grantee, by the partners, or through community referrals. Funding provided through this grant will support the implementation of these requirements, and must be allocated appropriately between the grantee and the partners to do so. Roles and responsibilities of the EHS-CC Partnership grantee and the child care partners are summarized in, but not limited to, the list below.

Grantee Level Responsibilities

- Engaging partners early and continuously in the planning process;
- Ensuring the provision of all comprehensive services, including health, mental health, oral health, nutrition, education, and parent engagement services for all enrolled EHS and EHS-CC Partnership children;
- Ensuring that all administrative and financial management requirements are met;
- Ensuring all EHS staff and EHS-CC Partnership teachers meet minimum qualifications for their positions;

- Providing professional development, coaching, and supervision for all staff with emphasis on continuity of care and relational learning that supports children and their families and fosters school readiness;
- Employing at least one full-time family worker per every 40 enrolled children and families;
- Ensuring a minimum of two annual home visits for each enrolled child;
- Supporting the inclusion and delivery of services to children with disabilities (at least 10 percent of funded enrollment);
- Fully assessing and ensuring the physical environment and facilities meet all HSPPS, including requirements for square footage, health and safety, appropriate crib and sleep spacing and arrangements, and facilities;
- Ensuring compliance with all applicable regulations, including state and/or local child care licensing;
- Ensuring children retain services regardless of their subsidy status; and
- Engaging parents in program decision-making through involvement on the Policy Council.

EHS-CC Partnership grantees are expected to build upon the existing services provided by the partners as well as other available community resources.

EHS-CC Partner Responsibilities

- Ensuring adult-child ratios and group sizes meet EHS standards or state, territory, or tribal requirements – whichever requirements are more stringent – at all times. (This may require additional staffing to ensure appropriate coverage for full-day services while also minimizing the number of transitions and maximizing the consistency and stability of relationships for very young children);
- Implementing an evidence-based curriculum that is developmentally appropriate for infants and toddlers;
- Conducting ongoing assessment of children to individualize the instruction and learning for each child;
- Providing health and nutrition services, including all developmental, sensory, and behavioral screening and assistance with provision of follow-up services; and
- Engaging parents in the full range of child development and family support services.

Start-Up and Implementation Period for All Grantees (regardless of model)

Newly awarded grantees, regardless of model, should anticipate a reasonable start-up period and will be expected to begin providing services as soon as high-quality services can reasonably be provided (i.e., when high-quality facilities are ready and staff have been trained). Grantees must meet basic Head Start requirements, such as ratios and health and safety requirements, immediately. Grantees receiving funding for EHS expansion slots must meet all HSPPS when children enter into expansion slots. Grantees are expected to work with all partners – federal, state, and T/TA – to reach full implementation. Beginning 18 months after the date of the award, ACF will assess whether EHS-CC Partnership grantees - including their partners - have met the full set of HSPPS. EHS-CC Partnership grantees awarded funds under this authority shall not be subject to the requirements of the system for designation renewal as defined by Section 641 of the Head Start Act for activities funded under this award

until 18 months after the date of the award.

ACF recognizes that the development and implementation of a start-up plan is critical to the success of new or expanded programs for all grantees, regardless of model. Also critical is the development of the timeline for pre-operational activities, including orientation, training, and health and safety checks to ensure children have the necessary equipment and materials. Planning for the provision of EHS services requires a thoughtful process in both design and implementation, including engagement with community entities, which will be important in both EHS Expansion and Partnership programs. And, planning for EHS-CC Partnerships must incorporate the strengths and resources the child care and family child care partners bring to the partnership and the contributions of other community organizations. Planning for program implementation of both Non Partnership EHS expansion and EHS-CC Partnerships should begin with this application and continue at the time of funding. All applicants should anticipate a reasonable start-up period, focusing attention on such areas as:

- Creating an organizational structure to support provision of comprehensive services to children and families;
- Developing plans to provide high-quality comprehensive services (health, mental health, family support services, and nutrition);
- Hiring qualified staff and developing professional development plans for each staff member;
- Providing for training and professional development activities, which move staff on a career pathway towards knowledge, skills, and credentials associated with enhanced quality;
- Developing plans to provide both EHS and, if applicable, child care staff with training as required by HSPPS, state/territory or tribal and local child care licensing, and other regulations;
- Developing plans to ensure high-quality group care environments, including assessing and improving settings to ensure the safety, well-being, and developmental appropriateness for children, staff, and families;
- Developing plans to lessen barriers such as lack of transportation;
- Developing management, fiscal, and facilities plans;
- Developing service plans that include a schedule for screening and ongoing assessment and the selection and implementation of an evidence-based curriculum;
- Developing plans to implement and facilitate a coordinated system of care that will assist in meeting the needs of the children and families, including partnership with the local Part C (of the Individuals with Disabilities Education Act) intervention agency that coordinates services for infants and toddlers with disabilities;
- Developing systems of ongoing oversight and monitoring to assure quality; and
- Recruiting and enrolling children.

Activities completed by all applicants during the planning process require a thorough review and understanding of relevant HSPPS and all relevant requirements in the Head Start Act. All newly funded EHS grantees will have a variety of resources available to support their planning and implementation efforts, including the resources listed in *Section VIII. Other Information* of this FOA. In particular, new Non-Partnership EHS Expansion or EHS-CC Partnership grantees are strongly encouraged to use a start-up planner and/or a fiscal consultant to help

ensure plans, policies, and procedures are in place to address all regulations. Resources are available at: http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/ehs-ccp/implement.html

Applicants may request start-up funds; however, the approval of start-up funding is not guaranteed.

Start-Up and Implementation Period for EHS-CC Partnership Grantees

Early implementation of the first round of EHS-CC Partnership grants has contributed to an expanded body of knowledge regarding the keys to success in these programs. In addition to the above considerations for all applicants, EHS-CC Partnership grantees should focus on the following during the start-up/implementation period:

- *Conducting self-assessment and partner-assessment activities*, including applicants assessing their own capacity to provide technical assistance to partners to meet EHS standards and considering whether they will need to contract with other entities to provide support through the grant; Discussion with partners should include an in-depth assessment of partner needs related to facilities, referral and enrollment protocols, classroom environment, ratios, group size, professional development, staff qualifications, staffing plans (including substitutes), salary enhancements, curriculum, meals, and other supports;
- *Identifying viable partners and jointly developing partnership contracts* that include information such as sites of services, specific roles and responsibilities of the grantee and the partners, and selection of partnership child care sites; Partnership contracts should be individualized to address the unique needs of each partner;
- *Establishing payment terms and conditions* that ensure partners have access to sufficient funds to accomplish the goals and objectives established in the contract. Partners should be paid on an enrollment basis -- rather than on an attendance basis. Other costs associated with fully preparing partnership staff and the care environment to meet HSPPS must be calculated into payments made under the agreement. Timing of payments to partners is also crucial. If funds are to be used to support staff qualifications, facilities renovation, and other immediate needs, then those initial costs and methods for providing funds to partners must be covered in the contract. Partner contracts and the program budgets must anticipate the loss of child care subsidy or other funding and must recognize that loss of funding is not a basis for disenrolling an EHS-CC Partnership child already enrolled in the program;
- *Developing plans for staffing coverage* that allows for primary caregiving relationships and continuity of care for EHS-CC Partnership enrolled children. Because the required EHS staffing ratio is one teacher for every four children and no more than eight children in one group or classroom, additional teachers and staff will be needed to cover full hours of operation and conduct the range of duties (e.g., lesson planning, reflective supervision, etc.) necessary to provide EHS-CC Partnership services and;
- *Developing plans to support the professional development of staff over time* and the development of strategies to ensure that wages of EHS-CC Partnership caregivers are on par with similarly qualified EHS teachers.

Non-Federal Share and Administrative Cost Limitation (all grantees)

Grantees must, unless a waiver is granted, contribute 20 percent of the total cost of operations

from non-federal funds. More information on non-federal share is available under cost sharing and matching, *Section III.2. Cost Sharing or Matching*. No more than 15 percent of total costs may be for program administration (see 45 CFR § 1301.32 for a discussion of administrative costs). An HHS official may grant a waiver of the 15 percent limitation on development and administrative costs and approve a higher percentage for a specific period of time not to exceed 12 months. Federal CCDF funds cannot be used as matching funds.

Eligible Program Participants (all grantees)

EHS provides services for low-income children from birth to 36 months. All grantees can serve children in center-based settings from birth to 36 months. Additionally, EHS-CC Partnership grantees can serve children in family child care settings from birth to 48 months. 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 children and children in foster care are categorically eligible for EHS. HSPPS, however, permits up to 10 percent of enrolled children 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. It is not expected, however, given the relatively low EHS participation rates, that the provisions of Section 645(a)(1)(B) regarding serving up to 35 percent of a program's enrollment from families with incomes between 100 to 130 percent of poverty would apply to this FOA).

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.

Child care subsidy eligibility requirements under CCDF are established by states, territories, and tribes and vary within a broad set of parameters established by federal rules. Each CCDF Lead Agency sets income eligibility limits up to 85 percent of State Median Income, families must be working or participating in education/training, and children must be under age 13. Not all children identified as EHS eligible and served through the EHS-CC Partnerships are required to have a child care subsidy funded by CCDF or another source (e.g., TANF, Social Services Block Grant, or private funding). In CCDF, more than 60 percent of infants and toddlers served are in families living below poverty and therefore are also eligible for EHS. Also, because of the relatively underserved proportion of subsidy-eligible children under age 3 in high-quality early learning programs, applicants are encouraged to target areas with high concentrations of subsidy-receiving and subsidy-eligible (e.g., children on subsidy waiting lists) children and their families.

However, it is ACF's expectation that at all times the EHS-CC Partnership grantee must ensure that at least 25 percent of the total numbers of slots being filled by the EHS eligible children in the partnership sites are also funded with a child care subsidy.

If an applicant for EHS-CC Partnership does not anticipate being able to meet this 25 percent minimum due to challenges presented by state subsidy and CCDF policies, the applicant must explain the challenges and barriers in their application narrative.

Other Resources

Applicants can refer to https://eclkc.ohs.acf.hhs.gov/hslc/grants/grant-toolkit for additional information. Interested applicants should refer to *Section VIII. Other Information* of this FOA for resources that will assist in developing their proposals. Interested applicants may also

contact the OHS Operations Center at (888) 242-0684 or OHSTech@reviewops.org or TTY: 711 if they have questions related to requirements in this FOA.

II. Federal Award Information

Funding Instrument Type: Grant

Estimated Total Funding: $135,000,000

Expected Number of Awards: 75

Award Ceiling: $8,000,000 Per Budget Period

Award Floor: $750,000 Per Budget Period

Average Projected Award Amount: $1,500,000 Per Budget Period

Anticipated Project Start Date: 03/01/2017

Length of Project Periods:

Length of Project Period: Other

The project period will be up to 54 months with an initial budget period of up to 18 months and three subsequent 12-month budget periods.

Additional Information on Awards

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

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

Applications requesting an annual award amount that exceeds the Award Ceiling as listed in this section will be disqualified from competitive review and from funding under this announcement. This disqualification applies to the Award Ceiling for a 12-month period, as reflected on the applicant's SF-424, Application for Federal Assistance, Line 18a (Federal). Please see *Section III.3. Other, Application Disqualification Factors*.

The applicant's 12-month budget request should include both base and training and technical assistance (T/TA) funding. Base funding is for use in program operations, staff, materials, equipment, facilities, etc. In addition to base funding, applicants should request an additional 2.5 percent of the base funding for training and technical assistance (T/TA) funding. T/TA funding is used for the purposes of improving program quality and helping prepare children to succeed in school and is described in Section 648 of the Head Start Act. Therefore, the total federal funds requested in the applicant's budget and on the applicant's SF-424, Application for Federal Assistance, Line 18a (Federal) should include the sum of the applicant's proposed base and T/TA funding. Please see *Appendix, Regional Allocations* for more information.

Note: 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.**

Regional Allocations

Funding is available within each of the 10 ACF Regions based on the proportion of young children in poverty in that region. The Regional allocations are listed in the *Appendix* of this FOA. Applicants are encouraged to use the Regional allocation funding levels as a guide in determining their proposed funding. Applications that request funding that is higher than the allocation for the ACF Region in which they propose services will not be disqualified; however, applications that exceed the Award Ceiling listed in this section will be disqualified from competitive review and from funding under this announcement. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested.

Start-up Costs

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 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 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*. Examples of start-up activities are facility renovations, purchase of classroom supplies, building purchase, licensing, background checks, etc.

Approval of start-up 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 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 costs incurred. It is possible that ACF may honor start-up costs by reducing the base amount of the award to include these costs.

Estimates for start-up 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 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 costs, if requested, should be included only on the Other Estimated Funding line (Line 18e) and clearly labeled as "Start-up Costs" in a separate line item on the SF-424A, Budget Information - Non-Construction Programs. Additionally, if applicants are requesting start-up costs, these costs must be easily identified as a separate budget in the Budget and Budget Justification section of the application.

Inclusion of start-up costs in the application submission is not subject to the "Award Ceiling Disqualification" that is explained in *Section II. Federal Award Information* and in *Section*

III.3. Other, Application Disqualification Factors. However, if an applicant does not segregate start-up costs from the base funding award request (SF-424, line 18a, Federal), the "Award Ceiling Disqualification" will apply.

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

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, or 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 entities include: (1) entities operating Head Start, (2) entities operating Indian Head Start or Migrant or Seasonal Head Start programs, and (3) other public entities, and non-profit 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.

Please note, "(1) entities operating Head Start programs" includes entities operating Head Start, EHS and/or EHS-CC Partnership programs.

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

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

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

Grantees are required to meet a non-federal share of the project cost, in accordance with Section 640(b) of the Head Start Act, 42 U.S.C. § 9835(b).

Grantees must provide at least 20 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (federal) share and the non-federal share. The non-federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting $8,000,000.00 in ACF (federal) funds must provide a non-federal share of the approved total project cost of at least $2,000,000.00 , which is 20 percent of total approved project cost of $10,000,000.00 .

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.**

Waiver of Non-Federal Share Requirement

To receive a waiver or a reduction in the required non-federal share, the applicant must provide ACF with written documentation of need. This request must identify which of the five waiver criteria found at section 640(b)(1-5) of the Head Start Act it believes to be relevant. It may be submitted with the grant proposal document or during the budget negotiation period. Approval of the waiver request cannot be assumed by the applicant without written notice from ACF. Waiver requests will not result in a deduction of points in the evaluation of the application. In light of the current economic climate, ACF will be receptive to reasonable arguments based on the grounds recognized in the statute for such waivers.

An applicant's request for a waiver of the non-federal share requirement may be submitted with the grant proposal in the "Application Narrative" file or during the budget negotiation period. If the applicant is considering a waiver, but is not ready to submit a formal waiver

request with the proposal, the applicant must note whether a waiver is being considered in the Budget Justification in the "Application Narrative" file.

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 are not eligible and will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification
Applications that request an annual award amount that exceeds the *Award Ceiling* per budget period as stated in *Section II*. Federal *Award Information* will be disqualified from competitive review and from funding under this announcement. This disqualification applies to the *Award Ceiling* listed for a 12-month period, as reflected on the applicant's SF-424, Application for Federal Assistance, Line 18a (Federal).

Required Electronic Application Submission
ACF requires electronic submission of applications at www.Grants.gov**. Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.** 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 the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission.*

Application Deadlines
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 www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. 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 FOA.**

Application Submission Limitation

If an entity submits more than one application for a service area, **ACF will accept only its last on-time application submission for the service area**. All earlier application submissions from the entity for the same service area will be disqualified from competitive review and funding under this announcement. Service area may refer to zip code, city, county, or state.

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

Electronic Application Submission:
The electronic application submission package is available in the FOA's listing at
www.Grants.gov.

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

**Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29
U.S.C. § 794d):**
Available at the Grants.gov Forms Repository website at
http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1.

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

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS
**In FY 2013 ACF implemented a new application upload requirement. Each
applicant applying electronically via 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, 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.

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).

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.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

Applications are limited to a total of **75 pages**, which may be distributed across two files. **The combined number of pages in both files must not exceed 75 pages**. ACF will remove all pages over the 75-page limit from the end of the second file and exclude those pages from competitive review.

If an entity submits more than one application for a service area, ACF will accept only its **last on-time application submission for the service area.** All earlier application submissions from the entity for the same service area will be disqualified from competitive review and funding under this announcement. ACF will review only one application for a service area from any applicant. For example, service areas may refer to zip code, city, county, or state.

Descriptive Title of Applicant's Project (SF-424)

Applicants **MUST** clearly state the intent of the proposal in *Line 15* of the SF-424, *Descriptive Title of Applicant's Project*, as one of the following:

- EHS-CC Partnership,
- EHS (Non-Partnership) Expansion, or
- Combined Application for EHS-CC Partnership and EHS Expansion

The Descriptive Title **must include the state(s)** in which proposed service will be provided, for example, "EHS-CC Partnership – North Carolina" or "Non-Partnership EHS Expansion – Illinois."

Additional SF-424 Instructions

   Line 18a – Federal: Include the combined base and training and technical assistance (T/TA) funding requested by the applicant

   Line 18e – Other: Includes start-up funding amount, if requested.

Required Content of Application Files

File One: "Application Narrative"
Note: Components must be in the following order within the electronic file. The file name must include "Application Narrative."

- *Project Summary/Abstract*
- *Project Description*
  - Table of Contents
  - Community Need and Objectives
  - Project Design and Approach
  - Organizational Infrastructure and Management Systems
  - Staffing
  - Bonus Points
- *Budget and Budget Justification*
  - Request for a waiver from the non-federal share requirement, if applicable.

File Two: "Appendices"
Note: This file should be uploaded to the "Other Attachment File(s)" section of the Application Package. The file name must include "Appendices."

- **Proof of Non-Profit Status**
- **Third Party Agreements**
- **Organizational Charts**
- **Letters of Support**
- **HUD-50153 Certification of Consistency with Promise Zone Goals and Implementation, if applicable**

If the applicant is proposing to serve substantial numbers of children residing in a federally designated Promise Zone, submit form HUD-50153 (https://www.hudexchange .info/resource/4396/promise-zones-certification-form-and-guidance/), Certification of Consistency with Promise Zone Goals and Implementation with this file. The HUD-50153 Form will **not** count towards the 75-page limit.

Formatting for Appendices
If the font size of pages in the appendices is not readable, all unreadable pages will be removed from the application and will not be reviewed. For example, pages that contain blurred text or text that is too small to read comfortably will be removed. In addition, applicants are prohibited from submitting two or more pages per page in reduced size onto one page. If an application contains two or more reduced-sized pages on a single sheet, the page(s) will be removed from the review.

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
https://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
http://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. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options* for more information.

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).

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.

Other versions of required Standard Forms, assurances,and certifications are available at Grants.gov http://www.grants.gov/web/grants/forms/sf-424-family.html.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-LLL - Disclosure of Lobbying Activities	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.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

SF-424A Budget Information - Non-Construction Programs / SF-424B Assurances - Non-Construction Programs and SF-424C - Budget Information Construction Programs / SF-424D - Assurances Construction Programs	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.	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, along with the SF-424 and SF-P/PSL. 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.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.

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. Disclosures must be sent in writing to: The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201 **And** U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator,	Mandatory Disclosures, 45 CFR 75.113

	330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201	
Certification of Consistency with Promise Zone Goals and Implementation	Submission is required for applicants proposing a project that is located in and/or will benefit the Promise Zone Initiative.	In order to provide evidence of alignment with the Promise Zone Initiative, the applicant is required to fill out the Certification of Consistency with Promise Zone Goals and Implementation. The proposed project must meet one of the following criteria: • The proposed project is solely within Promise Zone boundaries. • The proposed project includes the entire Promise Zone boundaries and other communities. • The proposed project includes a portion of the Promise Zone boundary. • The proposed project is outside of the Promise Zone boundaries, but specific and definable services or benefits will be delivered within the Promise Zone or to Promise Zone residents.

DUNS Number (Unique Entity Identifier) and Systems for Award Management (SAM) registration.	A DUNS number (Unique Entity Identifier) is required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/ webform. Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at http://www.sam.gov.	A DUNS number (Unique Entity Identifier) and SAM registration are eligibility requirements for all applicants. See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* for more information.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites.

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.

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.

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.

Applicants will base their proposals on community, county, or state-based strategic planning and a community assessment that includes the identification of needs, the quality of existing child care providers, and existing resources that can be leveraged to provide high-quality comprehensive services. Applicants are expected to identify the needs and existing resources that can be leveraged to support all partner sites in providing these services, such as T/TA. Based on the strategic plan and community assessment, applicants will propose an approach that responds to the needs of families in the community, including the need for increased access to full-time, stable, high-quality, comprehensive child development services for working families. Having high-quality infant and toddler care is particularly important, and often is lacking, in areas with high concentrations of poverty and in rural areas with high poverty.

Applicants must address all of the following requirements in their application. The requirements that are only relevant to applicants proposing either EHS-CC Partnerships or Non-Partnership EHS Expansion are clearly identified. Applicants proposing a mix of EHS-CC Partnerships and Non-Partnership EHS Expansion must address all of the requirements in their application.

1. Community Need and Objectives

1.1. The applicant must describe how it will maximize community impact by directing 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; b) define the area(s) of greatest need, using information from its state, county, or community assessment; c) estimate the number of infants and toddlers who are EHS eligible; d) estimate the number of infants and toddlers who are receiving child care subsidy by geographic location; and e) describe the extent of need for early childhood services for working families.

1.2. The applicant (regardless of the model for which the applicant is applying) must identify existing child care and other early learning services in the geographic area that serve infants and toddlers, and describe the level of quality of those providers. The applicant should include information about the availability and quality of child care and early learning services for infants and toddlers in the community and consider the number of EHS-eligible children being served in low-quality child care settings. EHS-CC Partnership applicants must identify child care partners to be served by the proposed project and describe the extent to which meeting EHS quality standards will require significant improvements in their child care partners' current level of quality.

1.3 The applicant must identify how the proposed program model (e.g., Non-Partnership EHS Expansion, EHS-CC Partnership, or a combination of the two models) best meets the needs of the community as justified by the community needs assessment and the information included in 1.2. Applicants should describe its process for involving these service providers, public or private entities, and other members of the community in determining the need for the proposed model.

1.4. The applicant must describe how it will: a) improve the services provided to infants and toddlers currently being served; b) expand the number of infants and toddlers it proposes to serve through this funding; or c) do both a and b.

1.5. The applicant must justify its program option (center-based and/or family child care) as the most appropriate to meet the needs of the community. The applicant must specify how it will meet the requirement for full-day, full-year services (at least 1,380 hour per year), including the planned number of hours per day, days per week, and weeks per year of program operations. Programs may also choose to serve children for longer periods to best meet the needs of families in their communities.

1.6. The applicant (regardless of the model for which the applicant is applying) must describe its efforts to leverage funds and resources from other sources to maximize the impact of its proposed project. Applicants must demonstrate knowledge and awareness of their state's subsidy and CCDF policy landscape in their proposed service area and how the proposed project will effectively leverage available resources and/or complement available early learning resources in the community. In addition, EHS-CC Partnership applicants are expected to describe a plan to ensure that at all times at least 25 percent of the total number of EHS eligible children served in the EHS-CC Partnership will also have child care subsidies. If an applicant for the EHS-CC Partnership model is not proposing to serve a minimum of 25 percent of children who also have child care subsidies, the applicant must provide detailed justification explaining the barriers and challenges to doing so and a plan for increasing the percent of children in its program who also have child care subsidies over time.

1.7. The applicant must submit an enrollment plan that expressly states: a) the projected dates it will begin delivering services to children with this grant funding, and b) when it will reach full enrollment and meet the full complement of requirements from the HSPPS. The plan should include timelines for phasing in multiple partners and/or implementation of some home-based services during start-up for center-based or family child care models.

1.8. The applicant must describe its recruitment and selection criteria to ensure it enrolls the children most in need in the community, including addressing special populations such as: children who are homeless, in foster care or involved with child welfare, and dual language learners. The applicant must describe how the program will ensure that not less than 10 percent of the total number of infants and toddlers enrolled will be children with disabilities. For example, if the applicant's community assessment indicates a significant homeless population in the area to be served, the applicant must describe how the selection process will prioritize services for infants and toddlers experiencing homelessness and ensure accessibility and work with the local continuum of care.

2. Project Design and Approach

2.1. The applicant must describe its methods of service delivery and justify its plan to meet the needs for comprehensive child development services for the highest need infants, toddlers, and their families, and must include supporting data from its community assessment. This plan must include education, health, nutrition, social, and family support services, and other service needs, including the special populations the applicant proposes to serve. The applicant must describe its procedures to identify children with disabilities and its plan to coordinate with programs providing services as described in section 645A(b)(11) of the Head Start Act.

2.2. The applicant must propose appropriate ratios and group sizes for center-based and family child care and must present evidence of appropriate staffing in agreement with the schedule of services proposed. Additionally, the applicant must describe how it will meet or exceed all federal, state/tribal, and local early care and education regulations and ensure that all of its facilities will be licensed as required.

2.3. The applicant must describe its plan to use curricula and teaching practices that promote progress toward infant and toddler school readiness goals and are:

- based on scientifically valid research,
- developmentally appropriate for infants and toddlers,
- aligned with the Head Start Early Learning Outcomes Framework, and
- aligned to infant and toddler State Early Learning Guidelines, if appropriate.

2.4. The applicant must describe how it will leverage resources and involve other service providers, public or private entities, businesses, higher education, and other agencies in the community in meeting these needs for comprehensive early learning services. The applicant must describe how it plans to maximize access and minimize duplication and demonstrate broad-scale impact to support the early care and education workforce and higher quality infant and toddler care.

2.5. The applicant must also include formal linkages with home visiting programs, local Head Start, and state pre-kindergarten preschool programs to provide for a continuity of services through the age of mandatory school attendance for children and families enrolled in EHS and child care. The applicant must describe its systematic procedure for transitioning children and parents, including: a) transitioning newly enrolled infants and toddlers into a program option that best meets the family's needs; b) transitions within the EHS or EHS-CC Partnership program, which might include a child moving from one program option to another, adjusting to staff turnover, or moving from one classroom to the next; and c) established channels of communication and the process for how the program will support transitions for enrolled infants and toddlers to Head Start or other community-based preschool programs.

2.6. The applicant must describe formal linkages with providers of early intervention services for infants and toddlers with disabilities under the Individuals with Disabilities Education Act (IDEA); with the state interagency coordinating council, as established in part C of IDEA; and with the agency responsible for administering section 106 of the Child Abuse Prevention and Treatment Act.

2.7. The applicant must describe a system of screening, referral, and follow-up to ensure that

appropriate developmental, sensory, and behavioral services are provided for every enrolled child.

2.8. The applicant must describe its plan for family engagement (including mothers, fathers, grandparents, kinship caregivers, and non-English speaking parents, as appropriate). The applicant must also discuss how activities will be designed to encourage parents to participate in program decision-making and leadership.

2.9. The applicant must describe the availability of appropriate program facilities for planned program models, anticipated timelines for completing any construction, renovation, or adaptation of space to meet requirements, and where relevant, plans for alternative service provision (e.g., temporary home-based services) during start-up, until contracts are in place and facilities are fully operational.

2.10. EHS-CC Partnership applicants must discuss how partnerships have been, or will be, developed, maintained, and used to support the EHS-CC Partnership project goals. If the applicant has not identified all partner sites, then it must provide a detailed plan, timeline, and criteria for identifying and orienting partners. The applicant should provide information about the range of potential partners available in the proposed service area, and contingency plans for replacing proposed partners if any partnerships do not materialize or prove unsustainable.

3. Organizational Infrastructure and Management Systems

3.1. The applicant must describe its proposed organizational structure, including the assignment of key management functions and content area expertise, as well as the organization's supervisory structure to ensure full implementation of comprehensive child development and family support services. This includes the proposed roles and responsibilities of the applicant entity, the partners, and/or delegate agencies.

3.2. The applicant must provide evidence of the capacity of its senior executive managers and 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.

3.3. The applicant must propose a plan to meet applicable program governance requirements established in section 642(c) of the Head Start Act, including proportionate parent representation from child care partners on policy councils, if applicable.

3.4. The applicant must include documentation of its experience providing high-quality early childhood services for infants and toddlers and its ability to effectively and efficiently administer a project of the size, complexity, and scope of the proposed program. EHS-CC Partnership applicants must describe its ability to work with partners, build consensus, and assure accountability for meeting HSPPS across multiple sites (as appropriate).

3.5. The applicant must describe its plan to maintain strong fiscal controls and cost-effective fiscal management across all sites.

4. Staffing

4.1. The applicant must provide evidence that after the start-up period, all teachers funded by this grant or through other sources will have an Infant Toddler or Family Child Care Child Development Associate (CDA) credential, or state certificate that is comparable to those CDAs, and will have been trained (or have equivalent course work) in early childhood development with an infant and toddler focus. Applicants must articulate a plan including identification of specific resources they will access for credentialing needs. EHS-CC Partnership grantees will have up to 18 months after the initial award before they must meet the HSPPS, including the degree requirements for EHS teachers.

4.2. The applicant must describe how the program will recruit, train, and supervise or contract with high-quality staff to ensure the retention of staff and to create the kind of responsive and continuous relationships between caregivers and children that are crucial to learning and development for infants and toddlers.

4.3. The applicant must describe an ongoing strategy for professional development, peer-support, evidence-based coaching/mentoring, and supervision that supports reflective practice oriented to improving skills, knowledge, and effectiveness.

- **EHS-CC Partnership applicants** must ensure their plan addresses all EHS-CC Partnership staff, including all child care providers who are part of the project.

ACF is particularly interested in professional development plans that include long-term strategies and support for staff and teachers' progression along career pathways to higher credentials, tied to increased compensation, in addition to on-site coaching/mentoring/supervision.

4.4. The applicant must propose family service worker caseloads (not to exceed 1 family worker to 40 families) that reflect best practices and are tied to high-quality service delivery and that reflect, where applicable, state requirements that are more stringent than the HSPPS.

5. Bonus Points

5.1. Applicants that propose services in areas of high poverty identified by the zip codes listed in the *Appendix* will receive 3 bonus points under *Section V.1. Criteria* of the FOA. The zip codes represent areas with highly concentrated poverty. For the purposes of this FOA, high poverty zip codes are where at least 33 percent of residents live below the federal poverty level and in which at least 120 children younger than age 5 reside.

5.2. Applicants that propose to serve children that reside within a federally designated Promise Zone (listed in the Appendix) and that serves a substantial number of children within that Zone and submit form HUD-50153, Certification of Consistency with Promise Zone Goals and Implementation, signed by the authorized official for the designated Promise Zone supporting the application, will receive 3 bonus points under the Criteria listed in *Section V.1. Criteria* of this FOA.

For more information about federally designated Promise Zones, please visit: https://www .hudexchange.info/programs/promise-zones/promise-zones-designees-finalists-and-applicants /.

5.3 Applicants that propose to serve children residing in rural areas, specifically those residing in rural, non-metropolitan counties listed in the *Appendix* will receive 3 bonus points under *Section V.1. Criteria* of the FOA.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function, or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

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

Legal Status of Applicant Entity

Applicants must provide the following documentation:

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

For-Profit Organizations

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

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

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:

Applicants that are current Head Start or EHS grantees must provide proof of policy council approval of the application required by section 642(c)(2)(D)(iii) of the Head Start Act and 45 CFR § 1304.50(d)(1)(i).

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

- Organizational charts;

Third-Party Agreements

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

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

Letters Of Support

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

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: 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." The Executive Level II salary of the Federal Executive Pay scale is $185,100.*

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–08–03.

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.

6. Budget and Budget Justification

Applicants must submit an annual (12-month) budget. The federal funding amounts reflected in the applicant's budget and on the SF-424, Application for Federal Assistance, Line 18a (Federal), must match.

No more than 15 percent of the total costs may be used for program administration. An HHS official may grant a waiver of the 15 percent limitation on allowable development and

administration costs for an EHS program approving a higher percentage for a specific period of time not to exceed 12 months (45 CFR § 1301.32).

The applicant's 12-month budget request should include both base and T/TA funding. Base funding is for use in program operations, staff, materials, equipment, facilities, etc. In addition to base funding, applicants should request an additional 2.5 percent of the base funding for T/TA funding. T/TA funding is used for the purposes of improving program quality and helping prepare children to succeed in school and is described in section 648 of the Head Start Act. Therefore, the total federal funds requested in the applicant's budget and on the SF-424, Application for Federal Assistance, Line 18a (Federal), should include the sum of the applicant's proposed base and T/TA funding.

T/TA funds may be used for a variety of professional development activities, such as:

- Acquisition of required credentials (such as infant/toddler CDAs);
- Training in screening, assessment, curriculum, and parent engagement;
- Family Service Worker training;
- Mentor Coaches;
- Substitute or floater staff;
- Start-up/Implementation Planners and/or Fiscal Consultants.

ACF recognizes that EHS-CC Partnership grantees will need to retain some portion of the federal funds to ensure adequate oversight of the progress partners are making towards implementation and over time sustaining high-quality, comprehensive education services.

6.1. Applicants must demonstrate that funds are budgeted to provide all required comprehensive EHS services to eligible children and families in a cost-effective manner.

- **EHS-CC Partnership applicants'** budgets must clearly indicate that a significant portion of funding will be directed to its child care partners to ensure high-quality early learning experiences and must describe how they use the funding to make quality improvements in their partner(s).

6.2. The applicant must discuss in the Budget Justification how they will use a combination of federal funds and resources from other early childhood programs or funding streams, including state, local, and private sector funding for child care, pre-kindergarten, and special education services. The applicant must discuss how it will not supplant existing funding, including subsidies or services with this funding.

6.3. **EHS-CC Partnership applicants** must describe their plan to ensure that children whose families lose child care subsidy eligibility will continue to be served.

6.4. The applicant must describe the planning steps to be taken to ensure that all necessary resources beyond the requested grant funds are available to implement the project. The applicant must demonstrate that it will contribute the required non-federal share/match of the total project cost using allowable sources, and any additional leveraged resources (for example, volunteer hours, materials, facilities, etc.). The applicant must identify each source of non-federal share match, including the estimated amount per source and the valuation methodology.

6.5. If the applicant is proposing start-up costs, it must submit a separate start-up budget.

Start-up costs must be justified, reasonable, and applicable for the applicant's proposed program. Start-up costs may include costs associated with: 1) ensuring that proposed facilities comply with state and local requirements and are adequately equipped, 2) purchasing classroom equipment and supplies, 3) conducting staff background checks, and/or 4) providing orientation and training for staff, and/or 5) professional development and credentialing. If the applicant is not requesting start-up costs, this requirement is not applicable.

6.6 The applicant must describe its plan for the expenditure of T/TA funds, including if the applicant has included adequate resources for T/TA to assist the child care and family child care partners with meeting the HSPPS.

General

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

Personnel

Description: Costs of employee salaries and wages.

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

Fringe Benefits

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

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

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

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

Equipment

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

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

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than $5,000.

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

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients are required to use 45 CFR 75.328 procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the

simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at $150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Construction

Description: Costs of construction by applicant or contractor.

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

Other

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

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

Indirect Charges

Description: Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

    1) The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Note: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

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

awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time."

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

Program Income

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

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

Commitment of Non-Federal Resources

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

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

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

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

Reports.

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

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

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

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description and Budget/Budget Justification information collection is approved under OMB control number 0970-0139, expiration date is 01/31/2019. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov
Additional guidance on the submission of electronic applications can be found at http:// www.grants.gov /web /grants /applicants /apply- for- grants.html.

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, 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 for more information.

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

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

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

Grants.gov Support Center

- If applicants encounter any technical difficulties in using www.Grants.gov, 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

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance
at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf.

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. HHS Awarding Agency Contact(s)* in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

Please Note: <u>electronicappexemption@acf.hhs.gov</u> **may only be used to request an exemption from required electronic submission.** All other inquiries must be directed to the appropriate agency contact listed in *Section VII.* of this announcement. Queries or requests submitted to this email address for any reason other than a request for an exemption from electronic application submission will not be acknowledged or answered.

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be *received by* ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* of this announcement.

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) and an active registration with the System for Award Management (SAM.gov/SAM, 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: **08/24/2016**

Explanation of Due Dates

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

Electronic Applications
The deadline for submission of electronic applications via www.Grants.gov 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.

Instructions for electronic submission via www.Grants.gov are available at: http://www.grants.gov/web/grants/applicants/apply-for-grants.html.

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

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

See "What to Expect After Submitting" at www.Grants.gov for more information.

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

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

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 330 C St. SW, 3rd Floor, Washington, DC 20201.

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

IV.6. Funding Restrictions

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

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

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

Funding under these grants may not be used to provide services using the EHS home-based program option as defined in 45 CFR § 1306.3(j).

IV.7. Other Submission Requirements

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

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

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

Electronic Submission
See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via http://www.Grants.gov.
For all submissions, see *Section IV.4. Submission Dates and Times*.

V. Application Review Information

V.1. Criteria

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

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

1. Community Need and Objectives	Maximum Points:30

1.1. Does the applicant clearly describe the geographic location where services will be provided and demonstrate that it will direct resources to meet the greatest need in that area to maximize community impact? Does the applicant describe the need for services for working families or families in school? Does the applicant include the estimated number of EHS eligible children and children who are receiving child care subsidy by geographic location? Does the plan include serving special populations and does the applicant include data on the estimated number of infants and toddlers for that population?

1.2. Does the applicant identify existing child care and other early learning services for infants and toddlers in the geographic area, to the extent they exist, and describe their current level of quality and consider the number of EHS-eligible children being served in low-quality child care settings? Does the applicant, regardless of the model for which the applicant is applying, describe how the project will leverage and/or complement existing child care and early learning opportunities in the community? If proposing EHS-CC Partnership, does the applicant identify the partners that will participate in the proposed project and demonstrate that meeting EHS quality standards will require significant improvements in its child care partners' current level of quality?

1.3. Does the applicant justify how the proposed program model (e.g., Non-Partnership EHS Expansion, EHS-CC Partnership, or a combination of the two models) best meets the needs of the local community? Does the justification use information from the needs assessment, consider the availability and quality of child care and early learning services for infants and toddlers in the community, and describe the applicant's process for engaging other entities in the community in making this determination?

1.4. Does the applicant describe how it will: a) improve the services provided to infants and toddlers currently being served; b) expand the number of infants and toddlers it proposes to serve through this funding; or c) do both a and b.

1.5. Does the applicant propose center-based and/or family child care services? Does the applicant provide a reasonable justification for its program option(s) as the most appropriate to meet the needs of the target population? Does the applicant specify how it will provide full-day, full-year (1,380 hours per year or more) services to meet the needs of working families?

1.6. Does the applicant demonstrate knowledge and awareness of its state's subsidy and CCDF policy landscape in its proposed service area to effectively leverage available resources? Does the EHS-CC Partnership applicant describe a reasonable plan to ensure that at least 25 percent of its EHS eligible children will have subsidies at all times? Does the EHS-CC Partnership applicant go above this minimum, and/or include a plan that ensures more robust inclusion over time of children who have a child care subsidy? If the EHS-CC Partnership applicant does not describe a plan to ensure that 25 percent or more of its EHS eligible children will have subsidies at all times, does the applicant provide reasonable justification as to why not?

1.7. Does the applicant describe planned start-up activities and timelines? Does the applicant include plans to begin serving children as soon as high-quality services can reasonably be provided? Does the applicant include dates it will begin delivering services to children, when it will reach full enrollment, and when the applicant will meet the full complement of requirements from the HSPPS?

1.8. Does the applicant provide a recruitment and selection plan that ensures children most in need receive services, including not less than 10 percent who are children with disabilities? Does the applicant describe a plan to prioritize serving children from certain special populations such as children who are homeless, in foster care or involved with child welfare, and dual language learners, if need was indicated by community assessment data?

2. Project Design and Approach	Maximum Points:30

2.1. Does the applicant propose a clear and reasonable plan to meet the needs for high-quality comprehensive child development services for the highest-need infants and toddlers, including early intervention services for infants and toddlers with disabilities, based on its community assessment?

2.2. Does the applicant provide evidence that its proposed ratios and group sizes for care will meet relevant regulations and licensing requirements?

2.3. Does the applicant provide a feasible plan to ensure the use of a research-based, developmentally appropriate curriculum and quality teaching practices in all settings where children will be served with this funding?

2.4. Does the applicant, regardless of the model, describe how it will leverage resources and involve other service providers, public or private entities, businesses, higher education, and other agencies in the community to meet the need for high-quality comprehensive early learning services? Does the applicant describe how they plan to

maximize access and minimize duplication and demonstrate broad-scale impact to support the early care and education workforce and higher quality infant and toddler care?

2.5. Does the applicant document a plan to develop a unified birth-to-school-entry continuum of care and education through linkages with home visiting programs, Head Start and other preschool programs? Does the applicant describe comprehensive policies and procedures to address transitions into, within, and out of the program?

2.6. Does the applicant propose a plan to partner with other providers to ensure that children with disabilities receive all appropriate services in accordance with federal and state laws?

2.7. Does the applicant ensure that all children enrolled in the program will be screened and receive necessary referrals and follow-ups for developmental, sensory, and behavioral services?

2.8. Does the applicant clearly explain how it will involve parents in the program and engage parents based on their unique needs? Does the applicant describe how it will design activities to engage parents in program decision-making and leadership?

2.9. Does the applicant describe the availability of appropriate program facilities for planned program models, anticipated timelines for completing any construction, renovation, or adaptation of space to meet requirements, and where relevant, plans for alternative service provision (e.g., temporary home-based services) during start-up, until contracts are in place and facilities are fully operational?

2.10. If proposing EHS-CC Partnership services, has the applicant identified its partner sites or provided a thorough plan for recruiting and sustaining center-based and/or family child care partners in order to begin providing services as soon as high-quality services can reasonably be provided? Does the applicant provide information about the range of potential partners available in the proposed service area, and contingency plans for replacing proposed partners if any partnerships do not materialize or prove unsustainable?

3. Organizational Infrastructure and Management Systems	Maximum Points:15

3.1. Does the applicant's proposed organizational and staffing structure support the provision of all comprehensive services across the entire program, including clearly defined roles and responsibilities of the grantee and any child care partner sites, and delegate agencies, if applicable?

3.2. Does the applicant provide evidence that the senior management team and governing board have the capacity to provide effective oversight and accountability for the program, including establishing systems of ongoing monitoring and self-assessment and involving the Policy Council in planning and decision-making?

3.3. Does the applicant describe the composition and expertise of the governing board that meets the requirements of the Head Start Act? Does the applicant describe a plan for supporting family involvement in governance through participation on the Policy Council?

3.4. Does the applicant provide evidence of its experience and ability to successfully administer the proposed program in a high-quality way, including the capacity for management of a multi-site operation, if applicable? If proposing EHS-CC Partnership

services, does the applicant describe its ability to work with partners, build consensus, and assure accountability for meeting HSPPS across multiple sites (as appropriate)?

3.5. Does the applicant demonstrate it will have strong fiscal controls and cost effective fiscal management across all sites, including its partner sites?

4. Staffing	Maximum Points:15

4.1. Does the applicant demonstrate that all teaching staff will meet the qualification requirements by the end of the start-up period? Does the applicant identify resources it will access to meet credentialing needs?

4.2. Does the applicant demonstrate that it will be able to recruit and train a sufficient number of well-qualified staff to support the proposed program design?

4.3. Does the applicant plan to use a variety of professional development approaches to address specific staff needs, including family child care providers? Does the applicant describe professional development plans that provide support for providers' progression along career pathways to higher credentials, tied to increased compensation?

4.4. Are the proposed family service worker caseloads reasonable based on the number of families of enrolled children?

5. Bonus Points	Maximum Points:9

5.1. Does the applicant propose to serve children residing in zip codes identified as having high concentrations of poverty, as listed in *Section VIII. Other Information, Appendix*? If so, the applicant will automatically receive 3 points.

5.2. Does the applicant propose to serve substantial numbers of children residing in a federally designated Promise Zone, as listed in *Section VIII. Other Information, Appendix*? Does the applicant include form HUD-50153 (https://www.hudexchange.info /resource/4396/promise-zones-certification-form-and-guidance/), Certification of Consistency with Promise Zone Goals and Implementation, signed by the authorized official for the designated Promise Zone supporting the application? If so, the applicant will automatically receive 3 points.

5.3. Does the applicant propose to serve children living in rural areas, as defined as rural, non-metropolitan counties, as listed in *Section VIII. Other Information, Appendix*? If so, the applicant will automatically receive 3 points.

6. Project Budget and Budget Justification	Maximum Points:15

6.1. Does the budget clearly align with the proposed service delivery model? Is the budget cost effective and reasonable for what is proposed? Are staff positions included to cover all comprehensive services and to meet the proposed ratios and group sizes? Are all programmatic and contract costs explained? Does the applicant include the cost of diapers and formula in their budget?

- If the applicant is proposing EHS-CC Partnership services, does the applicant clearly demonstrate that a significant portion of funding will be directed to its child care partners to ensure high-quality early learning experiences? Does the applicant

demonstrate that funding will be directed to child care partners to support staff professional development, including credentialing and other opportunities designed to support increases in wages and compensation?

6.2. Does the applicant discuss how it will use a combination of federal, state, and local funds as well as resources from other early childhood programs or funding streams, including state, local, and private sector funding for child care, pre-kindergarten, and special education services? EHS-CC Partnership applicants will need to provide specific details about their plans to use a layered funding approach that includes the child care subsidy for its proposed budget. Does the applicant discuss how it will not supplant existing funding including subsidies for their proposed project?

6.3. Does the applicant's budget demonstrate that it can ensure that children with child care subsidies will continue to be served if their subsidies are lost?

6.4. Does the applicant demonstrate that it will be able to meet the 20 percent required non-federal share match using allowable sources and explain its valuation of non-cash sources? Per *Section III.2, Cost Sharing or Matching*, applicants that state their intention to request a waiver will not lose points under this criterion.

6.5. Does the applicant justify the need for start-up costs and demonstrate that the amounts requested are reasonable? Are the proposed start-up costs necessary for the applicant to comply with requirements and be adequately equipped? This criterion is not applicable if the applicant is not requesting start-up funds.

6.6. Does the applicant describe their plan for the expenditure of T/TA funds? Does the applicant include adequate resources for T/TA to assist the child care and family child care partners with meeting HSPPS?

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 reserves the right to consider other factors in the award decision-making process such as financial viability, and the geographic and programmatic distribution of federal funds to achieve the objectives described in "Additional Federal Review and Funding Priorities."

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.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

Federal Awarding Agency Review of Risk Posed by Applicants
As required by 2 CFR 200 of the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), https://www.fapiis.gov/, 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).

Additional Federal Review and Funding Priorities

ACF's priority is expanding access to high-quality programs. Grants will be awarded based on how effectively the model design fits the needs of the community to be served. Through this FOA, funds are allocated by each geographical region of the country as defined by ACF based on each region's relative share of young children whose families' incomes are below the poverty line. ACF retains administrative flexibility to reallocate between regions as appropriate when making awards using the regional allocation to ensure each grantee meets a high standard of quality and to align with funding priorities.

Recognizing that both EHS-CC Partnerships and Non-Partnership EHS Expansion programs provide important benefits to communities, HHS wants to ensure robust funding of both models under this announcement. HHS has a goal of ensuring that at least 40 percent of the funding available under this announcement is provided for EHS-CC Partnership applicants

(alone or in combination with a Non-Partnership EHS Expansion) and at least 40 percent is provided to Non-Partnership EHS Expansion applicants (alone or in combination with an EHS-CC Partnership). An additional priority for funding is applicants that propose to create a seamless continuum of care and education for children from birth to age 5. ACF will prioritize applicants that can demonstrate leadership in building community capacity and evidence of broad-scale impact through changes in state policies, including licensing that supports higher quality infant and toddler care or reduces the likelihood of families losing subsidies when family conditions change by partnering with businesses, foundations, or non-profits to leverage funds; or by partnering with higher education to produce a highly qualified infant and toddler workforce community-wide or statewide.

In an effort to meet this goal, HHS will consider the balance of funding between these models, in addition to non-federal panel review scores, when making funding decisions and will only consider funding applicants that demonstrate a high level of quality.

ACF will also prioritize applicants that propose to serve children in zip codes with very high concentrations of poverty. Further, ACF will prioritize applicants proposing to serve children residing in a federally designated Promise Zone. Finally, ACF will also prioritize applicants proposing to serve children in rural areas, defined as rural/non-metropolitan counties.

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 monitoring reports. In addition, OHS will retrieve, review, and consider any monitoring reports issued in the 5 years preceding the posting of this FOA. ACF will also retrieve, review, and consider state licensing and fiscal audit documentation on the applicant. These reports and documents may be considered in making final funding determinations.

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 when other highly ranked applications are available. 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 ongoing funding levels relative to the number of additional children and families proposed to be served.

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 that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all

other competing applications in the next available review cycle. For those applications determined as approved but unfunded, notice will be given of the determination by email.

V.3. Anticipated Announcement and Federal Award Dates

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

VI.2. Administrative and National Policy Requirements

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

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

- 45 CFR Part 1301, Head Start Grant Administration
- 45 CFR Part 1302, Policies and Procedures for Selection, Initial Funding and Refunding of Head Start Grantees, and for Selection of Replacement Grantees
- 45 CFR Part 1303, Appeal Procedures for Head Start Grantees and Current or Prospective Delegate Agencies
- 45 CFR Part 1304, Program Performance Standards for the Operation of Head Start Programs by Grantee and Delegate Agencies

- 45 CFR Part 1305, Eligibility, Recruitment, Selection, Enrollment and Attendance in Head Start
- 45 CFR Part 1306, Head Start Staffing Requirements and Program Options
- 45 CFR Part 1307, Policies and Procedures for Designation Renewal of Head Start and EHS Grantees
- 45 CFR Part 1308, Head Start Program Performance Standards on Services for Children with Disabilities
- 45 CFR Part 1309, Head Start Facilities Purchase, Major Renovation and Construction
- 45 CFR Part 1310, Head Start Transportation
- And all applicable grant regulations

Copies of the current applicable Head Start regulations are available at the websites identified at the end of this announcement. All cost principles are now incorporated into 45 CFR Part 75, which is available on the Early Childhood Learning and Knowledge Center at: https://eclkc.ohs.acf.hhs.gov/hslc/standards/fiscal-regs/part75

VI.3. Reporting

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.

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

Performance Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

Head Start Program Reporting

All Head Start grantees will be required to submit program information periodically, including for example, monthly enrollment reports, the 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 documents, e-mail correspondence, and letters. Additional information on Head Start Program Reporting can be found at: https://eclkc.ohs.acf.hhs.gov/hslc/data/pir .

VII. HHS Awarding Agency Contact(s)

Program Office Contact

Shawna Pinckney

Administration for Children and Families

Office of Head Start

330 C Street, SW.

Washington, DC 20201

Phone: (888) 242-0684

Email: OHSTech@reviewops.org

Office of Grants Management Contact

Office of Grants Management

Administration for Children and Families

330 C Street, SW.

Washington, DC 20201

Email: ACFOGMREGE-grants@acf.hhs.gov

Federal Relay Service:

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

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) http://www.hhs.gov/.

HHS Grants Forecast http://www.acf.hhs.gov/ hhsgrantsforecast/index.cfm.

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

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

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

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

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

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

Standard grant forms are available at the Grants.gov Forms Repository webpage at http:// www.grants.gov/web/ grants/forms/sf-424- family.html.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www.grants.gov/web/grants/accessibility-compliance.html

Code of Federal Regulations (CFR) http://www.ecfr.gov/.

The *Federal Register* https://www.federalregister.gov/.

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

Promise Zones

For more information about federally designated Promise Zones, please visit: http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/economicdevelopment/programs/pz and https://www.hudexchange.info/programs/promise-zones/promise-zones-designees-finalists-and-applicants .

For more information about Form HUD-50153 Certification of Consistency with Promise Zone Goals and Implementation, please visit: https://www.hudexchange.info/resource/4396/promise-zones-certification-form-and-guidance/.

Early Head Start-Child Care Partnerships Information on the Internet

National Center on Early Head Start-Child Care Partnerships: http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/ehs-ccp.

ACF Office of Early Childhood webpage on Early Head Start-Child Care Partnerships

http://www.acf.hhs.gov/programs/ecd/early-learning/ehs-cc-partnerships.

Head Start Information on the Internet

The Head Start Act as amended by The Improving Head Start for School Readiness Act of 2007, (Pub. L. 110-134): http://www.acf.hhs.gov/ programs/ohs.

Head Start Program Performance Standards (45 CFR Parts 1301-1311): http://www.access.gpo.gov/nara/cfr/waisidx_07/45cfrv4_07.html#1301 .

Early Head Start: http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/ehsnrc/center.

Early Childhood Learning and Knowledge Center: http://eclkc.ohs.acf.hhs.gov/hslc .

Special Quest resources: http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/teaching/Disabilities/Staff%20Support%20and%20Supervision/Orientation/specialquest-multimedia-training-library.html.

Center for Social Emotional Foundations for Early Learning: www.vanderbilt.edu/csefel.

About the Child Care and Development Fund

Office of Child Care: http://www.acf.hhs.gov/programs/occ.

CCDF Reauthorization:
https://childcareta.acf.hhs.gov/ccdf-reauthorization.

Child Care Technical Assistance Network:
https://childcareta.acf.hhs.gov/.

State CCDF Administrators:
http://www.acf.hhs.gov/programs/occ/resource/ccdf-grantee-state-and-territory-contacts.

Grant Applicant Support Website
ACF strongly encourages entities interested in applying for this FOA to visit: https://eclkc.ohs
.acf.hhs.gov/hslc/grants/grant-toolkit for additional information on the application
requirements, helpful tips for applying via Grants.gov, and Frequently Asked Questions. All
interested applicants are reminded to frequently refer back to this funding opportunity
announcement when preparing their application.

Prospective applicants will also have the opportunity to send questions to ACF by e-mail. A
summary of the questions and ACF responses will be posted for public view on the Grant
Applicant Support website as soon as they become available.

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

Application Checklist

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

What to Submit	Where Found	When to Submit
The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Certification of Consistency with Promise Zone Goals and Implementation	Referenced in *Section IV.2. Required Forms, Assurances and Certifications*. Form is available in the FOA's Grants.gov Application Package Instructions and at http://portal .hud.gov/hudportal/documents	If applicable, submission is due by the application due date found in the *Overview* and *Section IV.4. Submission Dates*

	~~.hud.gov/hudportal/documents~~ [/huddoc?id=HUD_Form_50153 .pdf](#).	*and Times.*
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" entry in the table in *Section IV.2. Required Forms, Assurances and Certifications* .	Concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory." Also available at [http://www .grants.gov/web/ grants/ forms .html](#) by using the link to "SF-424 Family."	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*

	Also available at http://www.grants.gov/web/ grants/ forms.html by using the link to "SF-424 Family."	
SF-424A Budget Information - Non-Construction Programs / SF-424B Assurances - Non-Construction Programs and SF-424C - Budget Information Construction Programs / SF-424D - Assurances Construction Programs	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications*. For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory." Also available at http://www. grants.gov/ web/ grants/ forms.html by using the link to "SF-424 Family." These forms are ***required*** for applications under this FOA: • Projects that include **non-construction and construction** activities must submit the SF-424A, B, C, and D, along with the SF-424 and SF-P/PSL.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Commitment of Non-Federal Resources	Referenced in *Section IV.2. The Project Budget and Budget Justification*.	Submission is due by the application due date found in the *Overview* and *Section IV.4. Submission Dates and Times*.

SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional." The form is available in the electronic application kit at Grants.gov and at http://www.grants.gov/ web/ grants/ forms.html by using the link to "SF-424 Family."	If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory." Available at http://www. grants .gov/ web/ grants/ forms. html by using the link to "SF-424 Family."	Submission is due with the application package or prior to the award of a grant.

DUNS Number (Unique Entity Identifier) and Systems for Award Management (SAM) registration.	Referenced in *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* in the announcement. To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform. To register at SAM, go to http://www.sam.gov.	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.
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification* of the announcement.	Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities"	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www. whitehouse.gov /omb /grants_spoc/ as indicated in *Section IV.5. Intergovernmental Review* of this announcement. The Executive Order and CFR require that applicants submit all required application materials to their	Submission of application materials is due to SPOC by the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times.*

	State Single Point of Contact (SPOC) and indicate the date of submission on the SF-424 at item 19.	
Project Summary/Abstract	Referenced in *Section IV.2. The Project Description.* The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Table of Contents	Referenced in *Section IV.2. The Project Description*.	Submit with the application by the due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Third-Party Agreements (also, MOUs and Consortia Agreements)	Referenced in *Section IV.2. Project Description*.	If available, submission is due by the application due date found in the *Overview* and in *Section IV.4.* If not available at the time of application submission, due by the time of award.
Letters of Support	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*.

Proof of Non-Profit Status	Referenced in *Section IV.2. The Project Description, Legal Status of Applicant Entity*.	Proof of non-profit status should be submitted with the application package by the due date listed in the *Overview* and *Section IV.4. Submission Dates and Times*. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
Proof of existing Policy Council approval of application (required of current Head Start and Early Head Start grantees)	Referenced in *Section IV.2. Project Description, Additional Eligibility Documentation*.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.

Appendix

REGIONAL ALLOCATIONS

Funding is available within each of the 10 ACF Regions based on the proportion of young children in poverty in that region. Applicants are encouraged to use the Regional allocation funding levels as a guide in determining their proposed funding. Applications that exceed the Award Ceiling listed in *Section II. Federal Award Information* will be disqualified from competitive review and from funding under this announcement. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested.

The funding amounts listed for each ACF Region in this section represent **base funding**. Base funding is for use in program operations, staff, materials, equipment, facilities, etc. In addition to base funding, applicants should request an additional 2.5 percent of the base funding for **T/TA funding**. T/TA funding is used for the purposes of improving program quality and helping prepare children to succeed in school and is described in section 648 of the Head Start Act.

For example, an applicant from Region I might request $2,954,652 in base funding and $73,866 in T/TA funding (which is 2.5 percent of $2,954,652) for a combined total of

$3,028,518 in federal funds requested. The applicant would list $3,028,518 on Line 18a of its SF-424, Application for Federal Assistance, and break out its requested base and T/TA funding on the SF-424A and in the budget and budget justification.

Please see *Section II. Federal Award Information*, *Section III.3 Other, Application Disqualification Factors*, and *Section V.2. Review and Selection Process* for more information about the state allocations.

Region I (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont) $2,954,652

Region II (New Jersey, New York, Puerto Rico, U.S. Virgin Islands) $8,164,520

Region III (Delaware, Pennsylvania, Virginia, West Virginia, District of Columbia) $7,944,598

Region IV (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee) $24,169,454

Region V (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin) $16,335,471

Region VI (Arkansas, Louisiana, New Mexico, Oklahoma, Texas) $17,164,920

Region VII (Iowa, Kansas, Missouri, Nebraska) $4,345,982

Region VIII (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming) $3,912,818

Region IX (Arizona, California, Hawaii, Nevada, American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Republic of Palau, Commonwealth of the Northern Mariana Islands) $17,130,089

Region X (Alaska, Idaho, Oregon, and Washington) $3,644,497

HIGH POVERTY ZIP CODES

Applicants that propose services in areas of high poverty as identified by the zip codes in this Appendix, will receive 3 bonus points under the Criteria listed in *Section V.1.* of this FOA. These zip codes are also shown on a map at: http://arcg.is/1WqsLUs.

For the purposes of this FOA, high poverty zip codes are defined as those where at least 33 percent of residents live below the federal poverty level and in which at least 120 children younger than age 5 reside. Individuals who are enrolled in college are excluded from the poverty rate calculations. The data used to make this determination are from the U.S. Census Bureau's 2010-2014 American Community Survey (ACS) 5-year estimates. For more

information about the ACS, please visit: https://www.census.gov/programs-surveys/acs/.

The ACS data used to calculate the poverty rates is reported at the Zip Code Tabulation Area (ZCTA) level. ZCTAs are generalized representations of U.S. Postal Service zip codes. The ZCTA is the closest and most reliable approximation available for poverty estimates at the zip code-level. For more information about ZCTAs, please visit: https://www.census.gov/geo/reference/zctas.html.

Please note that there are no high poverty zip codes in these states as defined in this FOA: Idaho, Maine, New Hampshire, Vermont, and Wyoming.

ALABAMA
35020, 35204, 35207, 35211, 35212, 35217, 35218, 35221, 35234, 35442, 35443, 35464, 35543, 35578, 35805, 35962, 35973, 35981, 36040, 36104, 36107, 36108, 36110, 36201, 36401, 36432, 36509, 36603, 36605, 36610, 36611, 36612, 36617, 36703, 36726, 36744, 36756, 36767, 36769, 36786, 36919, 36925

ALASKA
99563, 99604, 99769

ARKANSAS
71601, 71638, 71640, 71647, 71654, 71857, 71964, 72021, 72029, 72114, 72301, 72331, 72342, 72360, 72370, 72390, 72513, 72904

ARIZONA
86047, 86514, 85003, 85004, 85006, 85007, 85008, 85009, 85015, 85017, 85019, 85031, 85033, 85034, 85035, 85040, 85131, 85147, 85256, 85301, 85321, 85530, 85542, 85550, 85621, 85634, 85705, 85706, 85714, 85911, 85941, 86020, 86021, 86033, 86034, 86042, 86043, 86044, 86045, 86053, 86054, 86502, 86503, 86505, 86507, 86510, 86538, 86556

CALIFORNIA
93257, 90001, 90002, 90003, 90007, 90011, 90012, 90013, 90015, 90017, 90033, 90037, 90044, 90057, 90058, 90059, 90304, 90813, 92055, 92113, 92254, 92257, 92274, 92281, 92301, 92401, 92405, 92408, 92410, 92411, 92701, 93201, 93204, 93206, 93219, 93234, 93235, 93241, 93247, 93250, 93256, 93261, 93266, 93267, 93270, 93301, 93304, 93305, 93307, 93501, 93516, 93591, 93609, 93615, 93620, 93622, 93640, 93646, 93647, 93648, 93650, 93660, 93668, 93701, 93702, 93703, 93705, 93706, 93721, 93725, 93728, 94621, 95202, 95203, 95205, 95341, 95351, 95365, 95422, 95423, 95458, 95546, 95814, 95815, 95824

COLORADO
80010, 80204, 80216

CONNECTICUT
06106, 06114, 06120, 06519, 06608, 06702

DISTRICT OF COLUMBIA
20020, 20032

DELAWARE
19801, 19941

FLORIDA

32064, 32112, 32114, 32206, 32209, 32254, 32304, 32324, 32805, 32922, 32948, 33010, 33030, 33034, 33054, 33127, 33128, 33130, 33135, 33136, 33142, 33147, 33150, 33311, 33430, 33476, 33514, 33605, 33610, 36890, 33916, 33930, 33973, 34142, 34475, 34946, 34947, 34950, 34972

GEORGIA
30021, 30079, 30297, 30310, 30311, 30314, 30315, 30337, 30354, 30401, 30434, 30453, 30477, 30501, 30601, 30805, 30828, 30830, 30901, 31044, 31201, 31204, 31206, 31401, 31415, 31520, 31601, 31630, 31634, 31648, 31701, 31705, 31750, 31775, 31825, 31901, 31903, 39813, 39815, 39825, 39828, 39840, 39842, 39846, 39851

HAWAII
96719, 96771

ILLINOIS
60426, 60612, 60621, 60623, 60624, 60636, 60637, 60644, 60649, 60653, 60827, 61101, 61104, 61239, 61605, 62060, 62201, 62204, 62205, 62206, 62207, 62914

INDIANA
46016, 46201, 46218, 46222, 46224, 46312, 46320, 46327, 46402, 46404, 46406, 46407, 46408, 46409, 46601, 46613, 46802, 46803, 46806, 47305, 47713, 47807

IOWA
50314, 52401

KANSAS
66101, 66102, 66603, 66607, 66608, 66612, 67214

KENTUCKY
41650, 40050, 40202, 40203, 40208, 40210, 40211, 40212, 40215, 40312, 40313, 40337, 40486, 40508, 40729, 40734, 40806, 40823, 40828, 40873, 40906, 40962, 40965, 40983, 41008, 41141, 41224, 41301, 41311, 41314, 41339, 41553, 41615, 41645, 41649, 42166, 42437, 42501, 42528, 42567, 42635, 42649, 42653

LOUISIANA
70051, 70076, 70112, 70113, 70114, 70119, 70126, 70127, 70441, 70715, 70723, 70805, 70807, 71001, 71043, 71052, 71068, 71075, 71101, 71103, 71108, 71109, 71202, 71222, 71245, 71254, 71282, 71295, 71334, 71357, 71378

MARYLAND
21201, 21205, 21217, 21223, 21649, 21817

MASSACHUSETTS
01103, 01105, 01107, 01109, 01151, 01608, 01610, 01840, 01901, 02119, 02121, 02746

MICHIGAN
48126, 48141, 48201, 48202, 48203, 48204, 48205, 48206, 48207, 48208, 48209, 48210, 48211, 48212, 48213, 48214, 48215, 48216, 48217, 48218, 48219, 48223, 48224, 48227, 48228, 48234, 48235, 48238, 48340, 48342, 48503, 48504, 48505, 48529, 48601, 48756, 49007, 49022, 49043, 49232, 49304, 49450, 49507

MINNESOTA
55103, 55130, 55404, 55411, 55454, 55806, 56670, 56671

MISSISSIPPI

38617, 38614, 38621, 38629, 38631, 38643, 38645, 38646, 38701, 38703, 38737, 38748, 38754, 38756, 38762, 38769, 38773, 38774, 38778, 38921, 38930, 38941, 38963, 39038, 39063, 39069, 39079, 39095, 39150, 39169, 39192, 39194, 39203, 39204, 39209, 39213, 39307, 39326, 39339, 39341, 39362, 39366, 39401, 39501, 39530, 39631, 39652, 39701, 39743, 39756, 39776

MISSOURI

63106, 63107, 63113, 63115, 63118, 63120, 63133, 63630, 63653, 63703, 63851, 63876, 64106, 64109, 64123, 64125, 64126, 64127, 64128, 64129, 64132, 64147, 64501, 64863, 65606, 65617, 65806

MONTANA

59016, 59022, 59043, 59255, 59417, 59521, 59526, 59855

NEBRASKA

68039, 68071, 68110, 68111

NEVADA

89030, 89101, 89106, 89115

NEW JERSEY

07102, 07103, 07108, 07114, 07501, 07522, 07524, 08102, 08103, 08104, 08105, 08401, 08609

NEW MEXICO

87301, 87013, 87026, 87036, 87045, 87052, 87102, 87108, 87311, 87313, 87323, 87325, 87327, 87328, 87420, 87537, 87937, 87941, 88001, 88021, 88026, 88048, 88063, 88072, 88081, 88340

NEW YORK

10035, 10451, 10452, 10453, 10454, 10455, 10456, 10457, 10458, 10459, 10460, 10468, 10472, 10474, 10952, 11205, 11206, 11207, 11208, 11212, 11219, 12206, 12307, 12733, 12751, 13202, 13203, 13204, 13205, 13208, 13654, 13655, 13665, 14201, 14207, 14208, 14211, 14212, 14213, 14301, 14480, 14605, 14608, 14611, 14621, 14898

NORTH CAROLINA

27101, 27229, 27260, 27536, 27573, 27601, 27701, 27801, 27823, 27824, 27888, 27890, 27893, 27980, 28119, 28206, 28208, 28212, 28301, 28337, 28343, 28364, 28377, 28396, 28401, 28441, 28444, 28458, 28501, 28719

NORTH DAKOTA

58316, 58329, 58335, 58370, 58538, 58757

OHIO

43115, 43203, 43205, 43211, 43222, 43223, 43604, 43605, 43607, 43608, 43609, 43610, 43620, 44052, 44102, 44103, 44104, 44105, 44106, 44108, 44109, 44110, 44112, 44113, 44114, 44115, 44127, 44302, 44304, 44306, 44307, 44311, 44485, 44502, 44506, 44507, 44509, 44510, 44703, 44704, 44707, 45101, 45203, 45204, 45205, 45207, 45214, 45223, 45225, 45229, 45232, 45402, 45403, 45404, 45405, 45410, 45417, 45681, 45780, 45804

OKLAHOMA

73106, 73108, 73111, 73114, 73117, 73129, 73149, 74106, 74110, 74116, 74126

OREGON
97447, 97914

PENNSYLVANIA
15110, 15219, 15901, 16256, 16502, 16503, 16507, 17104, 17401, 18101, 18102, 18617, 19013, 19104, 19121, 19122, 19132, 19133, 19134, 19139, 19140, 19142, 19601, 19602, 19604

RHODE ISLAND
02909

SOUTH CAROLINA
29042, 29056, 29059, 29162, 29403, 29405, 29510, 29536, 29545, 29546, 29570, 29611, 29624, 29646, 29810

SOUTH DAKOTA
57339, 57356, 57548, 57555, 57566, 57572, 57579, 57625, 57642, 57714, 57756, 57764, 57770, 57772

TENNESSEE
37203, 37208, 37210, 37374, 37402, 37404, 37406, 37407, 37410, 37755, 37915, 38039, 38105, 38106, 38107, 38108, 38114, 38126, 38127, 38456

TEXAS
78549, 75172, 75203, 75210, 75212, 75215, 75216, 75231, 75668, 75855, 75976, 76010, 76059, 76102, 76104, 76105, 76115, 76119, 76704, 76711, 77003, 77011, 77020, 77026, 77029, 77032, 77036, 77037, 77051, 77060, 77076, 77078, 77081, 77093, 77506, 77703, 77801, 78010, 78040, 78043, 78046, 78076, 78202, 78203, 78207, 78214, 78237, 78355, 78376, 78401, 78501, 78516, 78520, 78521, 78537, 78538, 78541, 78542, 78543, 78570, 78573, 78574, 78576, 78577, 78580, 78582, 78584, 78586, 78593, 78595, 78721, 78741, 78839, 79104, 79401, 79411, 79835, 79838, 79839, 79849, 79853, 79901, 79905

UTAH
84026, 84525, 84534, 84536

VIRGINIA
22738, 23106, 23219, 23224, 23504, 23523, 23607, 23704, 23950, 24013, 24016, 24089, 24281, 24620

WASHINGTON
98923, 98948, 98952, 99155, 99201, 99357

WEST VIRGINIA
24815, 24931, 25133, 25446, 25506, 25521, 26405

WISCONSIN
53204, 53205, 53206, 53208, 53212, 53233, 53404, 54538, 54670

FEDERALLY-DESIGNATED PROMISE ZONES

As a participant in the Administration?s Promise Zone Initiative, HHS is collaborating with the Department of Housing and Urban Development, the Department of Education, the Department of Justice, and the Department of Agriculture to ensure that federal programs and resources support efforts to turn around 20 of the highest poverty urban, rural, and tribal communities across the country. Applicants that propose to serve substantial numbers of children residing in a federally designated Promise Zone and submit form HUD-50153, Certification of Consistency with Promise Zone Goals and Implementation, signed by the authorized official for the designated Promise Zone supporting the application, will receive 3 bonus points under the Criteria listed in *Section V.1.* of this FOA. For more information and to view the list of designated Promise Zones and lead organizations please go to: https://www .hudexchange.info/programs/promise-zones/promise-zones-designees-finalists-and-applicants/

Federally designated Promise Zones:

Round 1

Los Angeles, California

Kentucky Highlands, Kentucky

Choctaw Nation, Oklahoma

Philadelphia, Pennsylvania

San Antonio, Texas

Round 2

Sacramento, California

North Hartford, Connecticut

Indianapolis, Indiana

Minneapolis, Minnesota

St. Louis, Missouri

Camden, New Jersey

Southwestern South Carolina (including portions of Allendale, Bamberg, Barnwell, Colleton, Hampton, and Jasper counties)

Pine Ridge Indian Reservation, South Dakota

Round 3

Atlanta, Georgia

Nashville, Tennessee

Evansville, Indiana

South Los Angeles, California

San Diego, California

Southwest Florida Regional Planning Commission

Spokane Tribe of Indians, Washington

Turtle Mountain Band of Chippewa Indians, Rolette County, North Dakota

Roosevelt Roads, Puerto Rico

More information about Round 3 designees is available at:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/economicdevelopment/programs/pz

RURAL COUNTIES

Applicants that propose services in rural counties, as identified in this Appendix, will receive 3 bonus points under the Criteria listed in *Section V.1.* of this FOA. These counties are also shown on a map at: http://arcg.is/1Wquadv

For the purposes of this FOA, a rural geographic area is one with a 2013 Rural-Urban Continuum Code of 8 or 9 as issued by the U.S. Department of Agriculture, Economic Research Service, which indicates either a completely rural county or a county with a very small urban population (less than 2,500). Only counties where at least 120 children younger than age 5 reside are included. The full list of Rural-Urban Continuum Codes is listed here: http://www.ers.usda.gov/briefing/rurality/ruralurbcon/.

Please note that there are no rural counties in these states as defined in this FOA: Arizona, Connecticut, Delaware, Hawaii, Maryland, Massachusetts, New Hampshire, New Jersey, and Rhode Island.

ALABAMA
Choctaw County, Clay County, Cleburne County, Coosa County, Crenshaw County, Greene County, Lamar County, Perry County, Sumter County, Washington County, Wilcox County

ALASKA
Aleutians West Census Area, Denali Borough, Dillingham Census Area, Lake and Peninsula Borough, Petersburg Census Area, Prince of Wales-Hyder Census Area, Southeast Fairbanks Census Area, Valdez-Cordova Census Area, Wade Hampton Census Area, Yukon-Koyukuk Census Area

ARKANSAS
Calhoun County, Fulton County, Izard County, Lafayette County, Marion County, Montgomery County, Newton County, Pike County, Prairie County, Searcy County, Stone County, Van Buren County, Woodruff County

CALIFORNIA
Mariposa County, Trinity County

COLORADO
Baca County, Cheyenne County, Conejos County, Costilla County, Crowley County, Custer County, Lincoln County, Phillips County, Rio Blanco County, Saguache County, San Miguel County, Sedgwick County, Washington County

FLORIDA

Lafayette County, Liberty County

GEORGIA
Atkinson County, Banks County, Calhoun County, Clay County, Fannin County, Franklin County, Glascock County, Miller County, Montgomery County, Schley County, Stewart County, Talbot County, Taylor County, Towns County, Union County, Warren County, Wheeler County, Wilcox County, Wilkinson County

IDAHO
Adams County, Bear Lake County, Custer County, Lewis County, Lincoln County, Oneida County, Teton County, Valley County

ILLINOIS
Cumberland County, Edwards County, Gallatin County, Hardin County, Henderson County, Johnson County, Pope County, Pulaski County, Putnam County, Scott County

INDIANA
Crawford County, Pike County, Spencer County, Switzerland County, Warren County

IOWA
Adair County, Adams County, Audubon County, Butler County, Calhoun County, Clayton County, Davis County, Decatur County, Fremont County, Ida County, Keokuk County, Louisa County, Lyon County, Pocahontas County, Ringgold County, Sac County, Taylor County, Van Buren County, Wayne County, Worth County

KANSAS
Barber County, Chase County, Chautauqua County, Decatur County, Edwards County, Gove County, Graham County, Gray County, Hamilton County, Harper County, Haskell County, Hodgeman County, Jewell County, Kearny County, Kiowa County, Lincoln County, Logan County, Meade County, Morris County, Morton County, Ness County, Osborne County, Ottawa County, Rawlins County, Republic County, Rooks County, Rush County, Sheridan County, Smith County, Stafford County, Stanton County, Trego County, Washington County, Wichita County, Woodson County

KENTUCKY
Ballard County, Bath County, Breckinridge County, Carlisle County, Casey County, Clinton County, Cumberland County, Elliott County, Fulton County, Green County, Hart County, Hickman County, Jackson County, Knott County, Lee County, Leslie County, Letcher County, Lewis County, Livingston County, Lyon County, McCreary County, Magoffin County, Martin County, Menifee County, Metcalfe County, Monroe County, Morgan County, Nicholas County, Owen County, Owsley County, Robertson County, Russell County, Todd County, Washington County, Webster County, Wolfe County

LOUISIANA
Caldwell Parish, Catahoula Parish, Red River Parish, Tensas Parish, West Carroll Parish

MAINE
Lincoln County, Piscataquis County

MICHIGAN
Alcona County, Antrim County, Arenac County, Baraga County, Benzie County, Lake County, Leelanau County, Missaukee County, Montmorency County, Ogemaw County,

Ontonagon County, Osceola County, Oscoda County

MINNESOTA
Aitkin County, Big Stone County, Cass County, Clearwater County, Cook County, Grant County, Kittson County, Lac qui Parle County, Lake of the Woods County, Lincoln County, Mahnomen County, Marshall County, Murray County, Norman County, Pope County, Red Lake County, Renville County, Traverse County, Yellow Medicine County

MISSISSIPPI
Amite County, Calhoun County, Carroll County, Choctaw County, Claiborne County, Clarke County, Covington County, Franklin County, Greene County, Jasper County, Jefferson County, Jefferson Davis County, Kemper County, Lawrence County, Sharkey County, Smith County, Tishomingo County, Walthall County, Webster County, Wilkinson County

MISSOURI
Atchison County, Carter County, Chariton County, Clark County, Dade County, Daviess County, Gentry County, Hickory County, Holt County, Knox County, Lewis County, Maries County, Mercer County, Monroe County, Morgan County, Oregon County, Ozark County, Putnam County, Ralls County, Reynolds County, Ripley County, St. Clair County, Schuyler County, Scotland County, Shannon County, Shelby County, Sullivan County, Texas County, Wayne County

MONTANA
Blaine County, Broadwater County, Chouteau County, Fallon County, Granite County, Jefferson County, Liberty County, Madison County, Meagher County, Mineral County, Musselshell County, Phillips County, Rosebud County, Sanders County, Sheridan County, Stillwater County, Sweet Grass County, Teton County, Wheatland County

NEBRASKA
Antelope County, Boone County, Boyd County, Brown County, Burt County, Cedar County, Chase County, Clay County, Fillmore County, Franklin County, Frontier County, Furnas County, Garden County, Gosper County, Greeley County, Harlan County, Hitchcock County, Johnson County, Kimball County, Knox County, Morrill County, Nance County, Nuckolls County, Pawnee County, Perkins County, Pierce County, Polk County, Sheridan County, Sherman County, Stanton County, Thayer County, Thurston County, Valley County, Webster County

NEVADA
Lincoln County, Pershing County

NEW MEXICO
Hidalgo County, Mora County, Union County

NEW YORK
Hamilton County

NORTH CAROLINA
Alleghany County, Avery County, Camden County, Caswell County, Cherokee County, Clay County, Graham Count, Greene County, Hyde County, Northampton County, Perquimans County, Polk County, Swain County, Tyrrell County, Warren County, Yancey County

NORTH DAKOTA

Adams County, Benson County, Bottineau County, Bowman Count, Burke County, Cavalier County, Dickey County, Divide County, Dunn County, Eddy County, Emmons County, Foster County, Griggs County, Hettinger County, Kidder County, LaMoure County, McHenry County, McIntosh County, McKenzie County, McLean County, Mountrail County, Nelson County, Pembina County, Ransom County, Renville County, Rolette County, Sargent County, Towner County, Traill County, Wells County

OHIO
Monroe County, Vinton County

OKLAHOMA
Alfalfa County, Atoka County, Beaver County, Cimarron County, Coal County, Dewey County, Ellis County, Grant County, Harmon County, Harper County, Jefferson County, Johnston County, Love County, Major County, Pushmataha County, Roger Mills County

OREGON
Grant County, Wallowa County

PENNSYLVANIA
Forest County, Fulton County, Potter County, Sullivan County

SOUTH CAROLINA
McCormick County

SOUTH DAKOTA
Aurora County, Bennett County, Bon Homme County, Brule County, Buffalo County, Charles Mix County, Clark County, Corson County, Day County, Deuel County, Dewey County, Douglas County, Edmunds County, Faulk County, Gregory County, Haakon County, Hamlin County, Hand County, Hanson County, Hutchinson County, Jackson County, Kingsbury County, Lyman County, Marshall County, Mellette County, Miner County, Moody County, Perkins County, Roberts County, Spink County, Stanley County, Todd County, Ziebach County

TENNESSEE
Bledsoe County, Clay County, Decatur County, Fentress County, Grundy County, Hancock County, Houston County, Jackson County, Lake County, Meigs County, Moore County, Perry County, Pickett County, Stewart County, Van Buren County, Wayne County

TEXAS
Baylor County, Blanco County, Cochran County, Collingsworth County, Concho County, Cottle County, Culberson County, Delta County, Dickens County, Donley County, Fisher County, Hall County, Hardeman County, Knox County, Leon County, Lipscomb County, Live Oak County, Marion County, Mason County, Mills County, Rains County, Real County, Sabine County, San Augustine County, San Jacinto County, Schleicher County, Shackelford County, Sherman County, Sterling County, Upton County, Wheeler County

UTAH
Garfield County, Rich County, Wayne County,

VERMONT
Essex County, Lamoille County, Orange County

VIRGINIA

Accomack County, Bath County, Bland County, Buchanan County, Charlotte County, Cumberland County, Dickenson County, Grayson County, King and Queen County, Lancaster County, Lee County, Louisa County, Lunenburg County, Madison County, Middlesex County, Northampton County, Northumberland County, Patrick County, Richmond County, Surry County

WASHINGTON

Ferry County, Lincoln County, San Juan County, Wahkiakum County

WEST VIRGINIA

Braxton County, Calhoun County, Doddridge County, Monroe County, Morgan County, Pendleton County, Pocahontas County, Ritchie County, Tucker County, Tyler County, Webster County

WISCONSIN

Adams County, Bayfield County, Buffalo County, Burnett County, Florence County, Forest County, Iron County, Lafayette County, Marquette County, Menominee County, Pepin County, Price County, Vilas County

WYOMING

Big Horn County, Crook County, Niobrara County, Sublette County