

Department of Health & Human Services Administration for Children and Families

Program Office: ACF -- Office of Head Start

Funding Opportunity Title: American Recovery and Reinvestment Act of 2009 Early Head Start Expansion

Announcement Type: Initial

Funding Opportunity Number: HHS-2009-ACF-OHS-SA-0087

CFDA Number: 93.709

Due Date for Applications: **07/09/2009**

Executive Summary:

This grant award is being made available under the American Recovery and Reinvestment Act of 2009 (P.L. 111-5). Funding will support the enrollment of additional children and families as well as create new teaching and other positions in Early Head Start programs.

The Administration for Children and Families solicits applications from public or private non-profit organizations, including faith-based organizations or for-profit organizations, that wish to compete for funds that are available to provide Early Head Start services to pregnant women, infants and toddlers and their families. The Administration for Children and Families (ACF) announces the availability of approximately \$619 million to be competitively awarded for the purpose of expanding enrollment by approximately 55,000 low-income children and their families. This expansion is only to increase the number of pregnant women, infants and toddlers served in Early Head Start.

Financial assistance will be competitively awarded to local public and local non-profit and for-profit private entities, including Early Head Start and Head Start grantees, to provide child and family development services for low-income families with infants and toddlers ages birth to three years and pregnant women who are not currently being served by a Head Start or Early Head Start program. Early Head Start programs are funded to provide early, continuous, intensive and comprehensive child development and family support services. The

purpose of the Early Head Start program is to enhance children's physical, social, emotional, and intellectual development; to assist pregnant women to access comprehensive prenatal and post partum care; to support parents' efforts to fulfill their parental roles; and to help parents move toward self-sufficiency. Research demonstrates that such early, continuous, intensive and comprehensive programs that are well implemented improve school readiness outcomes for children.

This grant opportunity is being made available under the American Recovery and Reinvestment Act of 2009. Successful applicants will be subject to reporting requirements consistent with the Act and with current Head Start regulations.

All interested applicants can access information that will inform the design of quality Early Head Start programs that meet the requirements of the Head Start Program Performance Standards and other regulations and the Head Start Act on the Early Childhood Learning and Knowledge Center (<http://eclkc.ohs.acf.hhs.gov>)

I. FUNDING OPPORTUNITY DESCRIPTION

Funding is appropriated by the American Recovery and Reinvestment Act of 2009 (P.L. 111-5) and the Early Head Start program is authorized by Title VI, Subtitle A, Chapter 8, Subchapter B, of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35 as amended, (42 USC 9831 *et. seq.*), as amended by The Improving Head Start for School Readiness Act of 2007, Public Law 110-134. (42 USC 9801 seq.) including [42USC.9840A] (645A)

http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=111_cong_bills&docid=f:h1enr.pdf

Description

Early Head Start was established in 1995 as a program for low income families with infants and toddlers and pregnant women. In creating Early Head Start, the Congress acted upon evidence from research and practice which indicates that the time from conception to age three is critical for human development and that for infants and toddlers to develop optimally, they must have healthy beginnings and the continuity of responsive and caring relationships. Early Head Start programs provide family-centered services designed to promote the

development of the youngest children, and to enable their parents to fulfill their roles as parents and move toward self-sufficiency. The Early Head Start program provides resources to organizations to address and respond to the needs of low income infants and toddlers and pregnant women within the community. All applications must reflect full compliance with all Head Start Program Performance Standards that apply to Early Head Start. The link below can be followed to access the Head Start Program Performance Standards and other regulations and the Head Start Act as reauthorized in December 2007.

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

Applicants must submit funding proposals that fully describe how they will implement high quality, early, intensive, comprehensive and continuous child development and family support services through the provision of Early Head Start. All applicants must base their proposals on a careful community wide strategic planning and needs assessment that includes the identification of training and technical assistance needs.

The Office of Head Start recognizes that more than one program option will likely be necessary to implement services that adapt to the changing needs of enrolled children and their families over the period of their involvement in Early Head Start. Eligible program options include center based, home based, family child care, combination and, subject to the concurrence of the Director of the Office of Head Start, locally designed options, or specialized service delivery models to address local community needs, including models that leverage the capacity and capabilities of the delivery system of early childhood education and development services or programs.

Funds are provided under this announcement solely for the purpose of serving additional Early Head Start pregnant women, infants, toddlers and their families and are not to be used to enhance existing services or convert Head Start enrollment to Early Head Start enrollment.

The Office of Head Start believes that applicants must propose to serve a sufficient number of infants, toddlers, pregnant women and their families that will assure their funding level is sufficient to permit them to have the full array of staffing and infrastructure support needed to operate a viable Early Head Start program. For many applicants, the Office of Head Start believes that this number of children and families should be 72 or more. However, applicants that already have appropriate administrative and management infrastructures may propose to serve fewer children.

A toolkit of available resources to assist applicants in better understanding the purpose and requirements of the Early Head Start program is available on the Early Childhood Learning and Knowledge Center website (<http://eclkc.ohs.acf.hhs.gov>).

Program Background and Purpose

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

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

Applicants proposing full day options using multiple sources of funding must explain how they will continue to serve children whose families experience job loss and loss of work support, such as child care subsidies.

Programs providing Early Head Start services will:

- Provide high quality early education services that promote the physical, social, emotional, cognitive and language development of young children and families during pregnancy, upon birth, and during the early years;
- Provide services through appropriate program options: center based, home based, family child care, combination option, or with the approval of the Office of Head Start, locally designed option;
- Assure continuity of services and smooth transitions between program options when the needs of families change, such as

when children are enrolled in full day options with child care subsidies and families lose subsidies due to job loss;

- Assist enrolled pregnant women to access comprehensive prenatal and postpartum care, through referrals;
- Provide pregnant women and other family members, as appropriate, with prenatal education on fetal development;
- Provide information on the benefits of breast feeding to all pregnant and nursing mothers;
- Provide arrangements for nursing mothers who choose to breast feed in center-based programs;
- Provide services in a culturally and linguistically responsive manner to support the home environment of the child;
- Provide early opportunities for infants and toddlers to grow and develop in warm, nurturing and inclusive environments;
- Recruit, train and supervise high quality staff to ensure the kind of warm and continuous relationships between caregivers and children that are crucial to learning and development for infants and toddlers;
- Provide professional development plans for each staff member to ensure that each staff person maintains qualifications for his/her position, including meeting all requirements for staff working with infants and toddlers (Head Start Act Sections 645A(h)(1) and (2));
- Ensure that the level of services provided to families responds to their needs and circumstances; including appropriate screening and referral for children with documented behavioral problems;
- Ensure that services provided meet the needs of children with disabilities and their families, including procedures to identify such children, and plans to coordinate with programs providing services as described in Section 645A(b)(11) of the Head Start Act.
- Ensure parent involvement in policy and decision making;

- Provide comprehensive health and mental health services for children and pregnant women, including helping the family to identify and access a medical home to assure ongoing care;
- Provide parent education that supports healthy parent and child relationships; including working with fathers;
- Ensure formal linkages with other agencies in the community providing services to pregnant women, infants and toddlers, including local Head Start programs;

Support transition planning with families that ensures each pregnant woman and child experiences smooth transitions into Early Head Start and from Early Head Start to Head Start or other preschool programs.

To meet the intent of The American Recovery and Reinvestment Act of 2009, programs are encouraged to begin enrolling children and pregnant women as soon as high quality services can reasonably be provided (i.e. when high quality facilities are ready and staff have been trained). Programs may begin serving children and pregnant women in, for example, home based options while facilities are being readied. Applicants must include a timeline that includes an enrollment plan that describes when they will begin serving children, and when they will reach full enrollment. Programs are to be in full compliance with all Head Start Program Performance Standards that apply to serving pregnant women, infants, toddlers and their families.

The Office of Head Start recognizes that start-up planning is critical to the success of Early Head Start (EHS) programs. Planning for the provision of EHS services requires a thoughtful process in both design and implementation. It must be guided by the needs of the community, as identified in the community assessment results used to justify the need for program services. Planning for program implementation should begin with this application, and continue at the time of funding. Start-up planning should include such areas as plans to recruit high quality staff with appropriate education and backgrounds, plans to provide such staff appropriate training, plans to secure access to high quality facilities, transportation plans, and plans to coordinate with other community providers, including Child Care and Development Fund providers, and those providers of early intervention services for infants and toddlers with disabilities as established in Part C of the Individual with Disabilities Education Act (IDEA), that will assist in meeting the needs of the children and families proposed to be served by your agency.

Activities completed during the planning process require a thorough review and understanding of relevant Head Start Program Performance Standards and all relevant requirements in the Head Start Act as amended December 12, 2007. All newly funded EHS grantees will have a variety of resources available to support their start-up efforts, including:

- Program and Grants Specialist
- Infant and Toddler Specialist
- Early Head Start National Resource Center (www.ehsnrc.org)
- Early Childhood Learning and Knowledge Center (<http://eclkc.ohs.acf.hhs.gov/hslc>)
- A Start-up Planner, if included in your application submission
- Other Early Head Start Programs
- Local Part C early intervention agencies
- Special Quest resources
- Local Child Care agencies
- Center for Social Emotional Foundations for Early Learning (www.vanderbilt.edu/csefel)

Training and Technical Assistance funding is available to support both the start-up phase, and the ongoing operation of the program. Applicants should identify all areas of support that are needed for planning and operations. Applicants must develop separate budgets to address Training and Technical Assistance needs in both the start up and ongoing operating budgets. While current EHS programs are funded to provide Training and Technical Assistance in a separate budget that is approximately 2.5% of their base, applicants are encouraged to submit applications that reflect the need for greater intensity of training and technical assistance in the early phases of the project. It is anticipated that the start-up Training and Technical Assistance budget for some programs may require 10% or more of the total request for funding. Once a program is fully operational, the Training and Technical Assistance allocation will be 2 ½% of its base funding.

Applicants should, as appropriate, include the use of consultants with experience in implementing, or supporting the implementation of Early Head Start programs to assist with start up activities in their application submission.

Head Start grantees must, unless a waiver is granted, contribute 20 percent of the total cost of the program from non-federal funds. More information on non-federal share is available under cost sharing and matching, *Section III.2*. No more than 15 percent of total costs may

be for program administration (See 45 CFR Part 1301.32 for a discussion of administrative costs). An HHS official may grant a waiver of the 15 percent limitation on development and administrative costs and approve a higher percentage for a specific period of time not to exceed twelve months. Head Start is administered by the Administration for Children and Families, one of the principal components of the U.S. Department of Health and Human Services. Since its beginning in 1965, Head Start has served more than 25 million children and their families. Head Start, in FY 2008, served 906,992 children, of whom 61,764 were served in Early Head Start programs. There are approximately 1,600 Head Start grantees, including 679 grantees providing Early Head Start services.

Eligible Participants

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

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

Program Announcement Description

The Administration for Children and Families solicits applications from any public or private non-profit organizations, including community based faith-based organizations, or for-profit agencies, that wish to compete for funds that are available to provide Early Head Start services to pregnant women, infants, toddlers and their families.

Current Early Head Start grantees may apply to increase the number of children currently being served within their approved service area. All applicants, including current Early Head Start grantees, may apply

to establish new Early Head Start programs in areas not currently served by Early Head Start. In metropolitan areas, or counties with large numbers of children who are not being served, current EHS grantees may apply to expand services. Other organizations will also be able to apply to serve children in the unserved portions of that service area. All applicants proposing to establish an Early Head Start program in any area currently unserved will be given equal consideration.

American Indian and Alaska Native (AIAN) grantees that are current Early Head Start grantees are encouraged to apply for funds that would allow them to expand their Early Head Start program. AIAN grantees that are not current Early Head Start grantees are encouraged to apply for funds to establish an Early Head Start program in their community. Other federally recognized tribes that do not have a current Head Start grant are also encouraged to apply if interested in establishing an Early Head Start program in their community.

Migrant and Seasonal (MSHS) grantees may apply for funding being made available under this announcement to establish an Early Head Start program that would serve migrant and seasonal infants, toddlers, pregnant women and their families in the service area they are currently authorized to serve. NOTE: There is no prohibition against a migrant program proposing to serve non-migrant/seasonal children in a program that, if funded, would be administered by one of the ACF Regional Offices in Regions I through X.

As defined in the Head Start Act, Section 637: (17) the term "migrant or seasonal Head Start program" means

(A) with respect to services for migrant farm workers, a Head Start program that serves families who are engaged in agricultural labor and who have changed their residence from one geographic location to another in the preceding 2-year period; and

(B) with respect to services for seasonal farm workers, a Head Start program that serves families who are engaged primarily in seasonal agricultural labor and who have not changed their residence to another geographic location in the preceding 2-year period.

Seasonal families do not migrate following agricultural work but spend part of their year working in agriculture, and part of the year working in other environments. Any agency proposing to serve seasonal families must provide program options that meet the needs of all migrant and seasonal families assuring appropriate continuity of

services. Any applicant proposing to serve seasonal families for less than year round services must explain its rationale based on the results of the community assessment used to justify the funding request. ACF recognizes the challenges between a regionally-funded program wishing to serve seasonal families and a MSHS program wishing to serve both migrant and seasonal pregnant women, infants, and toddlers and their families. ACF, in this announcement, is not presuming that one agency should be given preference over another, but expects programs to work together to best meet the needs of seasonal children and their families. ACF will not fund duplicate or overlapping services for seasonal farmworker families.

Applicants will compete against other applicants from the same State (or for AIAN or MSHS grantees against other AIAN/MSHS applicants). The estimated funding available to each State (and to AIAN, MSHS and the Trust Territories) can be found at Appendix A of this announcement.

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

II. AWARD INFORMATION

Funding Instrument Type:	Grant
Estimated Total Program Funding:	\$619,000,000
Expected Number of Awards:	600
Ceiling on Amount of Individual Awards:	\$5,000,000 per budget period
Floor on Amount of Individual Awards:	None
Average Projected Award Amount:	\$965,000 per budget period
Length of Project Periods:	Two years

Please see *Section IV.5* for any restrictions on the use of funds for awards made under this announcement.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants

- County governments
- Local Governments
- City or township governments
- Regional Organizations
- Independent school districts
- Public and State-controlled institutions of higher education
- Indian/Native American Tribal governments (Federally recognized)
- Indian/Native American Tribally Designated Organizations
- Public/Indian Housing Authorities
- Non-profits with 501(c)(3) IRS status (other than institutions of higher education)
- For-profit organizations (other than small businesses)
- Small businesses
- Public, private and State institutions of higher learning
- Hispanic-Serving Institutions
- Historically Black Colleges and Universities (HBCUs)
- Tribally Controlled Colleges and Universities (TCCUs)
- Alaska Native and Native Hawaiian Serving Institutions
- Special district governments
- State governments
- Others (See below)

Foreign entities are not eligible under this announcement.

Faith-based and community organizations are eligible to apply under this announcement.

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

Please see "Eligibility Certification" found in *Section IV.2* for any required documentation supporting eligibility.

2. Cost Sharing or Matching: Yes

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

Grantees must provide at least 20 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (Federal) share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting \$1,000,000, in ACF (Federal) funds must provide

a non-Federal share of the approved total project cost of at least \$250,000 , which is 20 percent of total approved project cost of \$1,250,000.

Increased funds for expansion are subject to the non-Federal share (match) requirements of the Head Start Act. However, the Congress, in its Conference Report accompanying ARRA, reminds the Secretary of his/her authority, as discussed in the Head Start Act, to temporarily waive the non-federal share requirements and supports the Secretary's exercise of this authority when appropriate. Any grantee that believes it will not be able to provide the required match for should note this in its funding proposal and include a discussion of the reasons it believes it will not be able to generate all or a portion of the required match. In light of the current economic crisis ACF will be receptive to reasonable arguments for such waivers.

To receive a waiver or a reduction in the required non-Federal share, the applicant must provide ACF with written documentation of need. This request must identify which of the five waiver criteria found at Section 640(b)(1-5) of the Head Start Act it believes to be relevant. Approval of the waiver request cannot be assumed by the applicant without written notice from ACF. The non-Federal match will be evaluated consistent with the fifth bulleted criterion pertaining to **BUDGET AND BUDGET JUSTIFICATION** which is found in *Section V* of this announcement. Non-federal match may be in cash or in kind, fairly valued and could include such items as volunteer time, subsidized services, free or reduced rental costs and donated supplies and equipment.

3. Other:

Disqualification Factors

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

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3.*, Submission Dates and Times, will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

Office of Head Start
c/o ACYF Operations Center
118 Q Street, NE
Washington, DC 20002
Phone: 866-796-1591
Email: OHS@dixongroup.com

For hearing or speech impaired callers, contact the Federal Relay Service at 1-800-877-8339 (TTY (Text Telephone) / ASCII (American Standard Code For Information Interchange)).

2. Content and Form of Application Submission:

This section provides information on the required form and content of application submissions. Applicants are required to submit one original and two copies of all application materials if applying in hard-copy. The original signature of the Authorized Organization Representative (AOR) is required only on the original. Information on the required format, Standard Forms (SFs) and other forms, D-U-N-S Requirement, Project Description, Certifications, Assurances, Disclosures, Electronic Submission of applications and Hard Copy submission of applications is available in this section. A Checklist of required application elements is available for applicants' use in *Section VIII* of this announcement.

Application Format

Applications must be organized according to the checklist in *Section VIII* of this announcement. The project description of the application must be double-spaced and single-sided on 8.5" x 11" plain white paper, with 1" margins on all sides. Applicants must use a 12 point font throughout the application. All sections of the application (including appendices, resumes, charts, references/footnotes, tables, maps and exhibits) must be sequentially numbered, beginning on the first page after the table of contents.

The length of the narrative portion of the application must be limited to **75 pages** (including the abstract, budget and budget justification), with an additional limit of **60 pages** for all appendices and resumes. Anything over 75 pages in the narrative portion of the application and anything over 60 pages in the appendices will be removed. The narrative section page length is based on double-spacing, and will be halved if single-spacing or one-and-a-half spacing is used. Numerical tables included as part of the narrative may be single-spaced.

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

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

Additional Information

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

Applicants must submit the qualifications for board members, Executive Director, Early Head Start Director, and Financial Manager/Chief Financial Officer as described in section 642(c)(1)(B) of the Head Start Act.

Applicants, including faith based organizations, are required to submit: (1) proof of legal or corporate status; (2) proof of non-profit status if a non-profit agency; (3) certification of the organization's last audit report; (4) a copy of its personnel policies and procedures; (5) resumes of key staff in the organization and in the proposed Head Start program; and (6) the organization's negotiated Indirect Cost Rate Agreement. Successful applicants to whom the Indirect Cost Rate Agreement is not applicable will be asked to submit a post-award Cost Allocation Plan.

For-profit child care centers must agree to waive their fee/profit.

ACF reserves the right to deny funding to any applicant that is presently designated as "high risk", probationary or not in good standing, or has been debarred or defunded by any Federal agency. In addition, ACF may elect not to fund applicants that have management or financial problems that make it unlikely the applicant would be able to provide effective Head Start services.

ACF also reserves the right to make funding decisions that ensure geographic distribution, serve unique or emerging populations, reach pockets at high levels of poverty or meet other specific needs.

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.

Forms

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms (SFs) as described in this section. All applicants must submit an SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit an SF-424A, Budget Information and an SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. All required Standard Forms are available at:

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

Non-profit private organizations (not including private universities) are encouraged to submit the *"Survey on Ensuring Equal Opportunity for Applicants"* with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. Applicants applying electronically, please submit this survey along with your application. The Survey may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. A D-U-N-S number is required whenever an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A D-U-N-S number may be acquired at no cost

by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number online at <http://www.dnb.com>.

PROJECT DESCRIPTION

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

GENERAL EXPECTATIONS AND INSTRUCTIONS

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

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

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

TABLE OF CONTENTS

List the contents of the application including corresponding page numbers.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

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

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

APPROACH

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

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

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

If any data is to be collected, maintained, and/or disseminated, clearance may be required from OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

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

ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

ELIGIBILITY CERTIFICATION

Applicants must provide the following as certification of their eligibility under this program announcement. Please provide:

Evidence of legal status and financial viability as those terms are defined in 45 CFR 1302.1 and 1302.2, as well as information about compliance with the definition of "financial viability" as defined for purposes of this announcement. "Legal Status" means being established as a public agency or non-profit or for-profit agency under applicable State or Federal law. For the purposes of this announcement, "financial viability" means (1) having the capability to furnish the non-Federal share of the cost of operating a Head Start program, unless waived; (2) being financially stable; and (3) demonstrating the capability to assume accountability for the fiscal management of the grant. Applicants who are currently operating a Head Start or Early Head Start program must provide proof of Policy Council approval of the application.

Proof of Non-Profit Status

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

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.

- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

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

STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

THIRD-PARTY AGREEMENTS

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

LETTERS OF SUPPORT

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

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail

sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL

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

PERSONNEL

Description: Costs of employee salaries and wages.

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

FRINGE BENEFITS

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

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

TRAVEL

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

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs

and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired.

Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

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

SUPPLIES

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

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

CONTRACTUAL

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

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must

justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at \$100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

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

CONSTRUCTION

Description: Costs of construction by applicant or contractor.

Justification: Provide a detailed budget and narrative in accordance with the instructions for other object class categories. Identify which construction activities/costs will be contractual and that the applicant will assume. **Current grantees proposing major renovation of facilities in which federal interest is held must include copies of the notices of federal interest.**

OTHER

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

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

INDIRECT CHARGES

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

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and

submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

PROGRAM INCOME

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

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

NON-FEDERAL RESOURCES

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

Justification: The firm commitment of these resources must be documented and submitted with the application so that the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

(As required by the **Paperwork Reduction Act of 1995, P.L. 104-13**, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 4/30/2010. 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.)

Certifications

Applicants must furnish, prior to award, an executed copy of the Certification Regarding Lobbying. Applicants must sign and return the certification with their application. 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

Standard Form (SF)-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The Certification Regarding Lobbying may be found at:

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

When required for programs that involve human subjects, the Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption form must be submitted. All forms may be reproduced for use in submitting applications. Applicants must sign and return the appropriate standard forms with their application. The Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule) form may be found at:

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

Assurances

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

The Pro-Children Act of 1994, 20 U.S.C. 7183, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity. Additional information may be found in the HHS Grants Policy Statement at:

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

Electronic Submission

Applicants to ACF may submit their applications in either electronic or paper (hard copy) format. To submit an application electronically, applicants must use the <http://www.Grants.gov> site. ACF will not accept applications via facsimile or email.

IMPORTANT NOTE: Before submitting an application electronically, applicants must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Applicants also must be registered in the Central Contractor Registry (CCR). **CCR registration must be updated annually. Applicants will not be able to upload an application to Grants.gov without current CCR registration and electronic signature credentials for the AOR. This process may take more than five business days, so it is important to start this process early, well in advance of the application deadline.**

Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist at http://www.acf.hhs.gov/grants/registration_checklist.html.

Applicants will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site.

If planning to submit an application electronically via <http://www.Grants.gov>:

- **It is strongly recommended that applicants do not wait until the application due date to begin the application process through Grants.gov.** Applicants are encouraged to submit their applications well before the closing date and time so that, if difficulties are encountered, there will still be sufficient time to submit a hard copy via express mail.
- **In order to address any difficulties that may be encountered during the submission process, it may be to an applicant's advantage to submit their applications 24 hours ahead of the closing date and time.**
- Applicants are encouraged to check the Grants.gov webpage for announcements concerning system issues and updates that may affect the submission of applications.
- Checklists and registration brochures are maintained at the Grants.gov website to assist applicants in the registration process and may be found at: http://www.grants.gov/applicants/get_registered.jsp

- If any difficulties are encountered in using Grants.gov, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. **Remember to retain your service ticket number for reference whenever you have any interaction with the Grants.gov Contact Center.**
- Electronic submission is voluntary, but strongly encouraged. Applicants will not receive additional point value for submitting an application in electronic format, nor will ACF penalize any applicant that submits an application in hard copy.
- Applicants may access the electronic application and downloadable application package for this program announcement by using the FIND function at <http://www.Grants.gov>.
- Applicants may submit all required documents electronically, including all information typically included on the SF-424s, narratives, charts, etc.
- Electronic formats for the application attachments, such as narratives, charts, etc., should use standard software formats, e.g., Microsoft (Word and Excel), Word Perfect, Adobe PDF, JPEG, and GIF, etc...
- Though applying electronically, the application must still comply with any page limitation requirements described in this program announcement.
- When submitting an application via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3. Submission Dates and Times* of this program announcement.
- Applicants that must demonstrate proof of non-profit status may submit proof at the time of application by attaching the documentation to the electronic application, if they wish to do so. Proof of non-profit status, and any other required documentation, may be scanned and attached as an "Other Attachment." Assurances, certifications, and/or proof of non-profit status that are not submitted electronically at the time of application, are required to be submitted to ACF by the time of award and in hard copy. Acceptable types of proof of non-profit status are stated earlier in this section of the program announcement under "Eligibility Certification."
- It is **strongly recommended** that the applicant retain a printed hard copy of the application in case a hard copy must be submitted to ACF.

After the application is submitted electronically, the applicant will receive two emails from Grants.gov:

- An automatic acknowledgement of the application's submission that will provide a Grants.gov tracking number.
- An acknowledgement that the submitted application package has passed or failed a series of checks and validations.

ACF will retrieve the electronically submitted application from Grants.gov. Applicants will receive an email notification from ACF acknowledging that ACF has received the application.

ACF may request that the applicant provide original signatures on forms at a later date.

The Grants.gov website complies with Section 508 of the Rehabilitation Act of 1973. Grants.gov webpages are designed to work with assistive technologies such as screen readers. If an applicant uses assistive technology and is unable to access any material on the site, contact the Grants.gov Contact Center at support@grants.gov for assistance.

Hard Copy Submission of Applications

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

Please refer to *Section VIII* for a checklist of application requirements, their location and due dates that applicants may use in developing and organizing application materials.

Please refer to *Section IV.3* for details concerning acknowledgement of received applications.

3. Submission Dates and Times:

Due Date for Applications: 07/09/2009

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., Eastern Time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., Eastern Time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., Eastern Time, at the address referenced in *Section IV.6*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., Eastern Time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A

determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Acknowledgement of Received Application

ACF will provide acknowledgement of receipt of hard copy application packages submitted via mail, courier services, or by hand delivery. Applicants who submit their application packages electronically via <http://www.Grants.gov> will receive two email acknowledgements from that website:

- An automatic acknowledgement of the application's submission that will provide a Grants.gov tracking number.
- An acknowledgement that the submitted application package has passed or failed a series of checks and validations.

4. Intergovernmental Review of Federal Programs:

State Single Point of Contact (SPOC)

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

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

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

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

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

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

12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

5. Funding Restrictions:

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

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

6. Other Submission Requirements:

Submit applications to one of the following addresses:

Submission by Mail

Office of Head Start
c/o ACYF Operations Center
118 Q Street, NE
Washington, DC 20002

Hand Delivery

Office of Head Start
c/o ACYF Operations Center
118 Q Street, NE
Washington, DC 20002

Electronic Submission

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

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

V. APPLICATION REVIEW INFORMATION

1. CRITERIA:

The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; applicants should develop

their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

OBJECTIVES AND NEED FOR ASSISTANCE - 15 points

The application must identify the geographic location it proposes to serve. The applicant must define the area(s) of greatest need and show how it will direct Early Head Start resources to these areas.

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

Objectives and Need for Services – 8 points

- The extent to which the applicant demonstrates, based on the current community assessment that justified the need for funding, that services will be provided to those families and children who have the most urgent need for Early Head Start services.
- The extent to which the applicant demonstrates its plan to meet the needs for child development services for Early Head Start eligible infants and toddlers, including the estimated number of eligible children by geographic location, the needs of children with disabilities including procedures to identify such children, the needs of limited English proficient children, including children from recent immigrant families, the needs of homeless infants and toddlers and their transportation needs and the needs of children in foster care. Include data regarding the education, health, nutrition, social, child care and other service needs of the proposed pregnant women and infants and toddlers and their families.

Community Presence – 7 points

- The extent to which the applicant provides evidence of presence in the community proposed to be served. (For example, being a provider of services in the community, or indicating support from

community agencies, service provider organizations, community agencies serving low income families, or other relevant sectors.)

- The extent to which the applicant provides evidence of community support. Applicants should describe the process for involvement of service providers, public or private entities, and other members of the community in determining the need for services in the geographic locations proposed by the applicant. The applicant should include evidence of plans to collaborate with public or private entities providing early childhood education and development programs, and services for infants, toddlers, pregnant women and their families in the proposed service area

RESULTS OR BENEFITS EXPECTED - 10 points

- The extent to which the applicant identifies the results and benefits to be derived from the project and links these to the stated objectives.
 - Identify benefits and results that could be expected for children and families.
 - Identify specific community-wide benefits and results.
- The extent to which the applicant describes the kinds of qualitative and quantitative data the program will collect to measure progress towards the stated results or benefits.
 - Include data on groups of individuals and geographic areas served, types of services to be furnished, types and nature of needs identified and met.

APPROACH - 35 points

The applicant must describe the design and approach of the proposed program and how it will meet the needs of the population it plans to serve. Program services must meet requirements established by the Head Start Program Performance Standards and other pertinent regulations (i.e. 45 CFR Parts 1301-1311) and relevant provisions of the Head Start Act. The following factors will be used to assist in the review and evaluation of applications under this criterion. They are divided into three sections:

Program Planning - 10 points:

- The extent to which the applicant demonstrates that the proposed program will provide early, continuous, intensive, comprehensive and high quality educational, health, mental

health, nutritional, social and family support services to infants, toddlers, pregnant women and their families.

- The extent to which the applicant demonstrates that the proposed program will promote positive parent-child interaction.
- The extent to which the applicant proposes program options and services that respond to the needs and circumstances of families in their community.
- The extent to which the applicant proposes to serve eligible pregnant women, infants and toddlers with curricula and teaching practices that are based on scientifically valid research, and that are developmentally appropriate.
- The extent to which the applicant describes how pregnant women, infants, toddlers and their families will be recruited and selected for the program to ensure that services will be provided to those who have the most serious need for Early Head Start services based on the findings from the comprehensive community assessment that justifies the need for funding. The applicant should describe how the program will ensure that not less than 10 percent of the total number of infants and toddlers actually enrolled will be children with disabilities.

Program Services/Support - 15 points:

- The extent to which the applicant proposes to support staff training, child counseling, and other services necessary to address the challenges of children from immigrant, refugee, and asylee families, homeless children, children in foster care, children of migrant or seasonal farmworker families, children from families in crisis, children referred by child welfare agencies, and children who are exposed to chronic violence or substance abuse.
- The extent to which the applicant describes how it will meet the needs of high risk families including how it will meet the needs of limited English proficient children and their families, as well as supporting preservation of home language, including procedures to identify such children, plans to provide trained personnel, and plans to provide services to assist the children in making progress toward the acquisition of the English language, while making meaningful progress in attaining age-appropriate knowledge, skills, abilities, and development.

- The extent to which the applicant plans to meet the needs of children with disabilities and their families, including procedures to identify such children, and plans to coordinate with programs providing services as described in Section 645A(b)(11) of the Head Start Act.
- The extent to which the applicant justifies the program options most appropriate for the communities in which it proposes to provide services (e.g., part or full day center-based, home-based, family child care or combination option). The Head Start program options can be found at §1306.31 - §1306.35. The applicant should specify the planned number of hours per day, days per week, and weeks per year of program operations.
- The extent to which the applicant proposes to maintain child-to-teacher ratios home visitor ratios, and family service worker caseloads that reflect best practices and are tied to high-quality service delivery and reflect, where applicable, State requirements that are more stringent than the Head Start Program Performance Standards.
- The extent to which the applicant proposes provision of services to families that responds to their needs and circumstances; including appropriate screening and referral for children with documented behavioral problems.
- The extent to which the applicant proposes to meet applicable program governance requirements established in Section 642 (c) of the Head Start Act.
- The extent to which the applicant proposes a plan to facilitate the involvement of parents (including grandparents and kinship caregivers, and non-English speaking parents, as appropriate) of children participating in the proposed Early Head Start program, in activities (at home and, if practicable, at the location of the Early Head Start program) designed to help such parents fulfill their roles as parents, including the development and overall conduct of the program, and transportation assistance, as appropriate.
- The extent to which the applicant proposes a plan to enable parents to move toward self-sufficiency.
- The extent to which the applicant proposes a plan to extend outreach to fathers (including father figures) in order to

strengthen their role in families, the education of their children, and in the Early Head Start program.

Program Collaboration/Coordination - 10 points:

- The extent to which the applicant proposes to coordinate with public and private entities that are willing to commit resources to assist the Early Head Start program in providing high quality child health and developmental services and program management services. Such partnerships must include a plan to coordinate the proposed Early Head Start program with other child care and preschool programs, pre-kindergarten programs, and with the educational programs that children will enter upon leaving Early Head Start.
- The extent to which the applicant ensures 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;
- The extent to which the applicant proposes to coordinate services provided by programs in the State and community (including home-based services, programs for infants and toddlers with disabilities, programs for homeless infants and toddlers) to ensure a comprehensive array of services, such as health, mental health and family support services.
- The extent to which the applicant proposes to ensure formal linkages with local Head Start programs in order to provide for continuity of services for children and families.
- The extent to which the applicant describes the proposed organizational structure that supports the accomplishment of program objectives and will assure high quality services. Applicant should discuss the following: assignment of key management functions; assignment of content area expertise; the organization's supervisory structure, including support staff.
- The extent to which the applicant demonstrates the existence of management systems for program planning, internal and external communication, recordkeeping, issuance of internal and external reports and program self assessment and monitoring.

- The extent to which the applicant develops and implements a systematic procedure, including established channels of communication, for transitioning children and parents including pregnant women, the process for how the program will deliver services to include the newborn, and transition the newborn into EHS services at the appropriate time; how the program will support transition from EHS to Head Start or other community based programs and; how the program will support transitions within the Early Head Start program, which might include a child moving from one program option another, adjusting to staff turnover, or moving from one classroom to the next.
- The extent to which an applicant that provides both Early Head Start and Head Start services ensures that children and families participating in EHS have the opportunity to receive Head Start services through the age of mandatory school attendance.
- The extent to which the applicant describes its proposed transportation arrangements to ensure that families and children are able to access needed services.

STAFF AND POSITION DATA - 10 points

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

- The extent to which the applicant describes how the program will recruit, train, and supervise 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.
- The extent to which the applicant describes an ongoing strategy for professional development, peer support, supervision that supports reflective practice, and evaluation of staff and program managers, oriented to improving the skills, knowledge, effectiveness, and career opportunities of all employees.
- The extent to which the applicant demonstrates that all teachers working in Early Head Start centers will have, by September 30, 2010, a minimum of a child development associate credential (CDA) , and will have been trained (or have equivalent course work) in early childhood development. [645A(h)]

- The extent to which the applicant establishes qualification goals to ensure that not later than September 30, 2012, all EHS teachers working in Early Head Start Centers have been trained (or have equivalent coursework) in early childhood development with a focus on infant and toddler development. [645A(h)]
- The extent to which the applicant demonstrates that staff have the skills to support pregnant women and infants and toddlers and their families who are dual language learners.
- The extent to which the applicant demonstrates that the proposed program director and proposed key staff are qualified and knowledgeable about Head Start Regulations and Program Performance Standards. [1304.52(d)]
- The extent to which the applicant explains how staff positions will be assigned and describes their major functions and responsibilities.

ORGANIZATIONAL PROFILES - 10 points

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

- The extent to which the applicant demonstrates its record of providing early, continuous, and comprehensive childhood development and family services.
- The extent to which the applicant presents an organizational structure and clear lines of responsibility that will support the program objectives.
- The extent to which the applicant demonstrates potential for administering an Early Head Start program effectively and exercising sound fiscal management.
- The extent to which the applicant demonstrates the ability to provide timely and efficient implementation of all program components and services, including planning during the start-up period, ability to provide necessary transportation and the ability to recruit eligible pregnant women, infants, toddlers and their families. All applications must include an implementation

timetable that expressly states when children will begin receiving Early Head Start services.

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

BUDGET AND BUDGET JUSTIFICATION - 20 points

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

- The extent to which funds are budgeted to provide all required comprehensive Early Head Start services to eligible pregnant women, infants, toddlers and their families in a cost-effective manner as indicated in the application narrative.
- The extent to which the applicant proposes a budget and plan to maintain strong fiscal controls and cost effective fiscal management.
- The extent to which the applicant develops reasonable training and technical assistance budgets for the start up period and ongoing that demonstrates the applicant's commitment to professional development and continuous program improvement.
- The extent to which the applicant provides evidence that start-up costs are justified. Start-up costs include ensuring that proposed facilities comply with State and local requirements and

are adequately equipped, both indoors and outdoors. Where facilities are not available, a plan to acquire them should be presented in accordance with the requirements for the purchase, construction, and major renovation of facilities described in Section 644(f) and (g) of the Head Start Act and 45 CFR Part 1309. Current grantees proposing major renovation of facilities in which federal interest is held must include copies of the notices of federal interest.

- The extent to which the applicant proposes combining Early Head Start resources with other funding sources, including nonfederal share.

2. Review and Selection Process:

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

Initial ACF Screening: Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the stated ceiling. Late applications or those exceeding the funding limit will be returned to the applicants with a notation that they were unacceptable and will not be reviewed.

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

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

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

For-profit agencies which wish to apply for Head Start funding should be aware that there are regulatory and statutory provisions that relate specifically to them. The most important of the regulations is at 45

CFR Part 74, Subpart E "Special Provisions for Awards to Commercial Organizations," which states that "no HHS funds may be paid as profit to any recipient." As a result, applications from for-profit, nonprofit, and public agencies will be reviewed in the same manner.

Applications may be funded in whole or in part. Successful applicants will be notified through the issuance of a Financial Assistance Award which sets forth the amount of funds awarded, the terms and conditions of the grant, the budget period for which support is given, the non-federal share to be provided, and the total period for which support is provided.

ACF reserves the right to consider unique populations, geographic distribution, and pockets of poverty in its funding decisions. Priority will be given to entities with a record of providing early, continuous, and comprehensive child and family development services.

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

Approved but Unfunded Applications

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

3. Anticipated Announcement and Award Dates:

Not Applicable.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

Successful applicants will be notified through the issuance of a Notice of Award (NoA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail.

Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

2. Administrative and National Policy Requirements:

Grantees are subject to the administrative requirements in 45 CFR Part 74 (for non-governmental entities) or 45 CFR Part 92 (for governmental entities).

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

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" can be found at: <http://www.hhs.gov/fbc/regulations/index.html>.

HHS Grants Policy Statement

The HHS Grants Policy Statement (GPS) is the Department of Health and Human Services new single policy guide for discretionary grants and cooperative agreements. Unlike previous HHS policy documents, the GPS is intended to be shared with and used by grantees. It became effective October 1, 2006 and is applicable to all Operating Divisions (OPDIVS), such as the Administration for Children and Families (ACF), except the National Institutes of Health (NIH). The GPS covers basic grants processes, standard terms and conditions, and points of contact, as well as important OPDIV-specific requirements.

Appendices include a glossary of terms and a list of standard abbreviations for ease of reference. The GPS may be accessed at http://www.acf.hhs.gov/grants/grants_related.html.

The regulations relevant to Head Start 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 Grantees and Delegate Agencies
- 45 CFR Part 1305, Eligibility, Recruitment, Selection, Enrollment and Attendance in Head Start
- 45 CFR Part 1306, Head Start Staffing Requirements and Program Options
- 45 CFR Part 1308, Head Start Program Performance Standards on Services for Children with Disabilities
- 45 CFR Part 1309, Head Start Facilities Purchase, Major Renovation & Construction
- 45 CFR Part 1310, Head Start Transportation
- And all applicable grant regulations

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

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

3. Reporting Requirements:

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

Beginning with FY 2009 awards, most ACF grantees will begin using the Standard Form (SF) for required performance progress reporting (PPR). The SF-PPR is a standard government-wide performance progress reporting format consisting of a series of forms implemented by Federal agencies to collect performance information from award recipients. Most ACF grantees will begin using the standard format implemented through ACF's Office of Grants Management (OGM),

entitled the "ACF-OGM-SF-PPR." Use of the ACF-OGM-SF-PPR will begin for new awards and continuation awards made by ACF in FY 2009. At a minimum, grantees will be required to submit the ACF-OGM-SF-PPR, which consists of the ACF-OGM-SF-PPR Coversheet and the ACF-OGM-SF-PPR Appendix B Program Indicators.

ACF Programs that utilize other SF-PPR reporting formats, or other reporting forms or formats that differ from the new ACF-OGM-SF-PPR, have listed those forms or formats below. Grant award documents will inform grantees of the appropriate performance progress report form or format to use beginning in FY 2009.

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

The SF-269 (long form) and the ACF-OGM-SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award.

Performance progress and financial reports are due 30 days after the end of the reporting period. Final program performance and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII. of this announcement.

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

Recipients of Federal awards from funds authorized under Division A of the ARRA must comply with all requirements specified in Division A of the ARRA (Public Law 111-5), including reporting requirements outlined in Section 1512 of the Act. For purposes of reporting, ARRA recipients must report on ARRA sub-recipient (sub-grantee and sub-contractor) activities as specified below.

Not later than 10 days after the end of each calendar quarter, starting with the quarter ending June 30, 2009 and reporting by July 10, 2009, the recipient must submit quarterly reports to HHS that will be posted to Recovery.gov, containing the following information:

- a. The total amount of ARRA funds under this award;
- b. The amount of ARRA funds received under this award that were obligated and expended to projects or activities;

- c. The amount of unobligated award balances;
- d. A detailed list of all projects or activities for which ARRA funds under this award were obligated and expended, including
 - The name of the project or activity;
 - A description of the project or activity;
 - An evaluation of the completion status of the project or activity;
 - An estimate of the number of jobs created and the number of jobs retained by the project or activity; and
 - For infrastructure investments made by State and local governments, the purpose, total cost, and rationale of the agency for funding the infrastructure investment with funds made available under this Act, and the name of the person to contact at the agency if there are concerns with the infrastructure investment.
- e. Detailed information on any sub-awards (sub-contracts or sub-grants) made by the grant recipient to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282).

For any sub-award equal to or larger than \$25,000, the following information:

- The name of the entity receiving the sub-award;
- The amount of the sub-award;
- The transaction type;
- The North American Industry Classification System code or Catalog of Federal Domestic Assistance (CFDA) number;
- Program source;
- An award title descriptive of the purpose of each funding action;
- The location of the entity receiving the award;
- The primary location of performance under the award, including the city, State, congressional district, and country; and

- A unique identifier of the entity receiving the award and of the parent entity of the recipient, should the entity be owned by another entity.
- f. All sub-awards less than \$25,000 or to individuals may be reported in the aggregate, as prescribed by HHS.
- g. Recipients must account for each ARRA award and sub-award (sub-grant and sub-contract) separately. Recipients will draw down ARRA funds on an award-specific basis. Pooling of ARRA award funds with other funds for drawdown or other purposes is not permitted.
- h. Recipients must account for each ARRA award separately by referencing the assigned CFDA number for each award.

The definition of terms and data elements, as well as any specific instructions for reporting, including required formats, will be provided in subsequent guidance issued by HHS.

(See **Standard Terms and Conditions, American Recovery and Reinvestment Act of 2009, Division A Funds** as Attachment 1 at the end of this announcement.)

VII. AGENCY CONTACTS

Program Office Contact:

Angie Godfrey
Office of Head Start
c/o ACYF Operations Center
118 Q Street, NE
Washington, DC 20002
Phone: 866-796-1591
Email: OHS@dixongroup.com

For hearing or speech impaired callers, contact the Federal Relay Service at 1-800-877-8339 (TTY (Text Telephone) / ASCII (American Standard Code For Information Interchange)).

Grants Management Office Contact:

David Kadan
ACF Grants Management Officer
Administration for Children and Families
Division of Discretionary Grants
370 L'Enfant Promenade, SW

Aerospace/6th Floor East
 Washington, DC 20447
 Phone: 202-205-8562
 Fax: 202-205-3449
 Email: ACFOGME-Grants@acf.hhs.gov

For hearing or speech impaired callers, contact the Federal Relay Service at 1-800-877-8339 (TTY (Text Telephone) / ASCII (American Standard Code For Information Interchange)).

VIII. OTHER INFORMATION

Checklist

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

What to Submit	Where Found	When to Submit
SF-424	Referenced in Section IV.2 under "Forms" and found at http://www.acf.hhs.gov/grants/grants_resources.html	By application due date found in Overview and Section IV.3.
SF-424A	Referenced in Section IV.2 under "Forms" and found at http://www.acf.hhs.gov/grants/grants_resources.html	By application due date found in Overview and Section IV.3.
SF-424B	Referenced in Section IV.2 under "Forms" and found at http://www.acf.hhs.gov/grants/grants_resources.html	By application due date found in Overview and Section IV.3.
SF-424C	Referenced in Section IV.2 under "Forms" and found at http://www.acf.hhs.gov/grants/grants_resources.html	By application due date found in Overview and Section

		IV.3.
Table of Contents	Referenced in Section IV.2 of the announcement.	By application due date found in Overview and Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2 of the announcement.	By application due date found in Overview and Section IV.3.
Project Description	Referenced in Section IV.2 of the announcement.	By application due date found in Overview and Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2 of the announcement.	By application due date found in Overview and Section IV.3.
Documentation and explanation regarding being local within the community.	Referenced in Section V.2	By application due date found in Overview and Section IV.3.
Resumes of Key Staff in the organization and proposed Head Start program.	Referenced in Section IV.2	By application due date found in Overview and Section IV.3.
Proof of existing Policy Council approval of application.	Referenced in Section IV.2	By application due date found in

		Overview and Section IV.3.
Proof of legal or corporate status.	Referenced in Section IV.2	By application due date found in Overview and Section IV.3.
Proof of non-Profit Status (for non-profit organizations)	Referenced in Section IV.2	
Certification of the organization's last audit report or other similar evidence of financial capability.	Referenced in Section IV.2	By application due date found in Overview and Section IV.3.
This program is covered under E.O. 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and activities". Applicants must submit all required application materials to the State Single Point of Contact (SPOC) and indicate the date of submission on the Standard Form (SF) 424 at item 19.	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants/spoc.html as indicated in Section IV.4 of this announcement.	By application due date found in Overview and Section IV.3.
A copy of the applicant's personnel policies and procedures.	Referenced in Section IV.2	By application due date found in Overview and

		Section IV.3.
Indirect Cost Rate Agreement	Referenced in Section IV.2	By application due date found in Overview and Section IV.3.
Third-Party Agreements	Referenced in Section IV.2 of the announcement under "Project Description."	By application due date found in Overview and Section IV.3.
Letters of Support	Referenced in Section IV.2 of the announcement under "Project Description."	By application due date found in Overview and Section IV.3.
Certification Regarding Lobbying	Referenced in Section IV.2 of the announcement under "Certifications" and found at http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.
Disclosure of Lobbying Activities (SF-LLL)	Referenced in Section IV.2 and http://www.acf.hhs.gov/grants/grants_resources.html	
Certification Regarding Environmental Tobacco Smoke.	Referenced in Section IV.2 and http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.

May 4, 2009

Date:

Patricia E. Brown
Acting Director
Office of Head Start

Attachment 1

Standard Terms and Conditions American Recovery and Reinvestment Act of 2009 Division A Funds February 26, 2009

1. Other Standard Terms and Conditions

All other grant policy terms and conditions contained in applicable Department of Health and Human Services (HHS) Grant Policy Statements apply unless they conflict or are superseded by the following terms and conditions implementing the American Recovery and Reinvestment Act of 2009 (ARRA) requirements below. Recipients are responsible for contacting their HHS grant/program managers for any needed clarifications.

2. Recipient Reporting

Recipients of Federal awards from funds authorized under Division A of the ARRA must comply with all requirements specified in Division A of the ARRA (Public Law 111-5), including reporting requirements outlined in Section 1512 of the Act. For purposes of reporting, ARRA recipients must report on ARRA sub-recipient (sub-grantee and sub-contractor) activities as specified below.

Not later than 10 days after the end of each calendar quarter, starting with the quarter ending June 30, 2009 and reporting by July 10, 2009, the recipient must submit quarterly reports to HHS that will posted to Recovery.gov, containing the following information:

- a. The total amount of ARRA funds under this award;
- b. The amount of ARRA funds received under this award that were obligated and expended to projects or activities;
- c. The amount of unobligated award balances;
- d. A detailed list of all projects or activities for which ARRA funds under this award were obligated and expended, including
 - The name of the project or activity;
 - A description of the project or activity;
 - An evaluation of the completion status of the project or activity;
 - An estimate of the number of jobs created and the number of jobs retained by the project or activity;and

- For infrastructure investments made by State and local governments, the purpose, total cost, and rationale of the agency for funding the infrastructure investment with funds made available under this Act, and the name of the person to contact at the agency if there are concerns with the infrastructure investment.
- e. Detailed information on any sub-awards (sub-contracts or sub-grants) made by the grant recipient to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282).

For any sub-award equal to or larger than \$25,000, the following information:

- The name of the entity receiving the sub-award;
 - The amount of the sub-award;
 - The transaction type;
 - The North American Industry Classification System code or Catalog of Federal Domestic Assistance (CFDA) number;
 - Program source;
 - An award title descriptive of the purpose of each funding action;
 - The location of the entity receiving the award;
 - The primary location of performance under the award, including the city, State, congressional district, and country; and
 - A unique identifier of the entity receiving the award and of the parent entity of the recipient, should the entity be owned by another entity.
- f. All sub-awards less than \$25,000 or to individuals may be reported in the aggregate, as prescribed by HHS.
- g. Recipients must account for each ARRA award and sub-award (sub-grant and sub-contract) separately. Recipients will draw down ARRA funds on an award-specific basis. Pooling of ARRA award funds with other funds for drawdown or other purposes is not permitted.
- h. Recipients must account for each ARRA award separately by referencing the assigned CFDA number for each award.

The definition of terms and data elements, as well as any specific instructions for reporting, including required formats, will be provided in subsequent guidance issued by HHS.

3. Buy American - Use of American Iron, Steel, and Manufactured Goods

Recipients may not use any funds obligated under this award for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufactured goods used in the project are produced in the United States or unless HHS waives the application of this provision. (ARRA Sec. 1605)

4. Wage Rate Requirements

[This term and condition shall not apply to tribal contracts entered into by the Indian Health Service funded with this appropriation. (ARRA Title VII—Interior, Environment, and Related Agencies, Department of Health and Human Services, Indian Health Facilities)]

Subject to further clarification issued by the Office of Management and Budget, and notwithstanding any other provision of law and in a manner consistent with other provisions of ARRA, all laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to this award shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code. With respect to the labor standards specified in this section, the Secretary of Labor shall have the authority and functions set forth in Reorganization Plan Numbered 14 of 1950 (64 Stat. 1267; 5 U.S.C. App.) and section 3145 of title 40, United States Code. (ARRA Sec. 1606)

5. Preference for Quick Start Activities (ARRA)

In using funds for this award for infrastructure investment, recipients shall give preference to activities that can be started and completed expeditiously, including a goal of using at least 50 percent of the funds for activities that can be initiated not later than 120 days after the date of the enactment of ARRA. Recipients shall also use grant funds in a manner that maximizes job creation and economic benefit. (ARRA Sec. 1602)

6. Limit on Funds (ARRA)

None of the funds appropriated or otherwise made available in ARRA may be used by any State or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool. (ARRA Sec. 1604)

7. Disclosure of Fraud or Misconduct

Each recipient or sub-recipient awarded funds made available under the ARRA shall promptly refer to the HHS Office of Inspector General any credible evidence that a principal, employee, agent, contractor, sub-recipient, subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds. The HHS Office of Inspector General can be reached at <http://www.oig.hhs.gov/fraud/hotline/>

8. Schedule of Expenditures of Federal Awards

Recipients agree to separately identify the expenditures for each grant award funded under ARRA on the Schedule of Expenditures of Federal Awards (SEFA) and the Data Collection Form (SF-SAC) required by Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Nonprofit Organizations." This identification on the SEFA and SF-SAC shall include the Federal award number, the Catalog of Federal Domestic Assistance (CFDA) number, and amount such that separate accountability and disclosure is provided for ARRA funds by Federal award number consistent with the recipient reports required by ARRA Section 1512(c). (2 CFR 215.26, 45 CFR 74.26, and 45 CFR 92.26)

9. Responsibilities for Informing Sub-recipients

Recipients agree to separately identify to each sub-recipient, and document at the time of sub-award and at the time of disbursement of funds, the Federal award number, any special CFDA number assigned for ARRA purposes, and amount of ARRA funds. (2 CFR 215.26, 45 CFR 74.26, and 45 CFR 92.26)

Appendix A **Funds Available by Competitive Area**

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<u>Geographic Area</u>	<u>Amount</u>
Alabama	\$9,961,000
Alaska	\$993,000
Arizona	\$12,950,000
Arkansas	\$6,532,000
California	\$58,943,000
Colorado	\$7,200,000
Connecticut	\$3,253,000
Delaware	\$1,192,000
District of Columbia	\$1,137,000
Florida	\$26,998,000
Georgia	\$19,971,000
Hawaii	\$1,074,000
Idaho	\$2,669,000
Illinois	\$20,107,000
Indiana	\$10,791,000
Iowa	\$4,089,000
Kansas	\$4,633,000
Kentucky	\$8,892,000
Louisiana	\$10,619,000
Maine	\$1,849,000
Maryland	\$4,893,000
Massachusetts	\$6,398,000
Michigan	\$16,426,000
Minnesota	\$5,784,000

Mississippi	\$8,227,000
Missouri	\$10,100,000
Montana	\$1,472,000
Nebraska	\$2,981,000
Nevada	\$3,660,000
New Hampshire	\$1,100,000
New Jersey	\$8,691,000
New Mexico	\$4,641,000
New York	\$29,711,000
North Carolina	\$17,073,000
North Dakota	\$821,000
Ohio	\$19,796,000
Oklahoma	\$8,404,000
Oregon	\$5,724,000
Pennsylvania	\$17,323,000
Puerto Rico	\$15,954,000
Rhode Island	\$1,483,000
South Carolina	\$9,150,000
South Dakota	\$1,412,000
Tennessee	\$12,553,000
Texas	\$62,967,000
Utah	\$3,986,000
Vermont	\$638,000
Virginia	\$8,873,000
Washington	\$8,761,000
West Virginia	\$3,447,000

Wisconsin	\$7,025,000
Wyoming	\$627,000
Trust Territories	\$1,157,000
AIAN	\$17,355,000
Migrant and Seasonal	\$26,033,000
Unallocated*	\$9,807,000
T/TA	40,000,000

*Unallocated funds will be used, as necessary, to allow OHS to provide an applicant with an appropriate funding level, if there are insufficient funds remaining in the state to do so. For example, if there was, say, \$400,000 remaining in a state after funding the top rated proposals and the next rated proposal required \$600,000 to implement a rational expansion in terms of serving an appropriate number of children; OHS would use \$200,000 of the reserve to permit such an expansion.

Appendix B - References

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

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

- o The Head Start Act as amended by The Improving Head Start for School Readiness Act of 2007, (P.L. 110-134)

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

- o Head Start Regulations (45 CFR Parts1301-1311)

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

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

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

- Certification Regarding Lobbying

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

- Certification Regarding Drug-Free Workplace Requirements

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

- HHS Poverty Guidelines for 2009

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

- 45 CFR Part 92, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments

http://www.access.gpo.gov/nara/cfr/waisidx_07/45cfrv1_07.html
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- 45 CFR Part 74, Administration of Grants

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