



Administration for Children and Families

Office of Head Start

American Indian and Alaska Native Head Start Expansion, Early Head Start Expansion, and
Early Head Start-Child Care Partnership Grants
HHS-2025-ACF-OHS-HI-0066
Application Due Date: 01/21/2025

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Funding Opportunity Title:

American Indian and Alaska Native Head Start Expansion, Early Head Start Expansion, and Early Head Start-Child Care Partnership Grants

Announcement Type:

Initial

Funding Opportunity Number:

HHS-2025-ACF-OHS-HI-0066

Primary CFDA Number:

93.600

Due Date for Applications:

01/21/2025

Executive Summary

Notice:

- **Applicants are strongly encouraged to read the entire notice of funding opportunity (NOFO) carefully and observe the application formatting requirements listed in Section IV.2. Content and Form of Application Submission. For more information on applying for an award, please visit "Applying for an ACF Award" at <https://www.acf.hhs.gov/grants/how-apply-grant>.**

The Administration for Children and Families (ACF), Office of Head Start (OHS) announces the availability of approximately \$9,177,455 to be competitively awarded. The purpose of this funding is to expand access to early learning services through Early Head Start (EHS) -Child Care Partnership (EHS-CCP), or through the expansion of Early Head Start services. The services must be high quality and comprehensive. Beneficiaries of these services are newly enrolled, American Indian/Alaska Native (AIAN) pregnant women, and children from birth to compulsory school age.

I. Program Description

Statutory Authority

The Head Start program is authorized by the Head Start Act (42 U.S.C. 9801 et. seq.)

Description

Program Background and Purpose

Defining what we mean by *Expansion*:

ACF defines expansion as the addition of new services in a community or the expansion of existing services. For Head Start, EHS, or EHS-CCP programs, expansion can include any of the following:

- Adding slots within a new or existing center-based classrooms or family child care programs;
- Adding new classrooms to a new or existing center;

- Adding or establishing new centers or family child care providers;
- Adding new slots to a new or existing home-based program option;
- Expanding services provided by new or existing recipients to meet the needs of families pursuing employment, training, education, and other opportunities to support their well-being; and/or
- Expanding enrollment for existing recipients who reduced enrollment to increase staff compensation.

Head Start Expansion

Recipients under this model may establish or add new traditional Head Start slots. For any new Head Start center-based slots, OHS expects recipient will provide a service duration that meets the identified needs of the community and is not less than the requirements described in 1302.21(c)(2) of the Head Start Program Performance Standards (HSPPS). A Head Start program must provide at least 1,020 annual hours of service for at least 45 percent of its Head Start center-based funded enrollment. Recipient should ensure the service duration for newly proposed Head Start slots meets this percentage threshold and consider the child care needs of working families in community.

Early Head Start Expansion

Non-partnership EHS Expansion recipients will provide early, continuous, intensive, and comprehensive services for child development and family support. These services will:

- Enhance the physical, social, emotional, and intellectual development of participating children;
- Support parents' efforts to fulfill their parental roles; and
- Help parents move toward self-sufficiency.

Given the need for continuity of care for very young age children, OHS expects that recipients will provide a full-day, full-year model with sufficient hours to meet the child care needs of families and not less than 1,380 hours per year.

Early Head Start-Child Care Partnerships (EHS-CCP)

New or existing Head Start, EHS, and EHS-CCP recipients may partner with local child care, including family child care providers, to provide comprehensive, high-quality services to eligible infants and toddlers, and their families, through EHS-CCP. These EHS-CCP will:

- Enhance and support early learning settings to provide full-day, full-year, comprehensive services that meet the needs of working families;
- Enhance access to high-quality, full-time child care;
- Support the development of infants and toddlers through strong relationship-based experiences; and
- Prepare them for the transition into preschool.

EHS-CCP play an important role in the child care system by both expanding high-quality early learning services to infants and toddlers and applying resources and lessons learned to build the system's capacity. Through EHS-CCP, new or existing recipients will partner with local child care centers and/or family child care programs and will leverage current investments through the

Child Care and Development Fund (CCDF) or other sources to extend the hours of service and increase comprehensive services available for EHS-eligible children. All infants and toddlers in an EHS-CCP site will benefit from facilities or family child care homes that meet licensing and EHS facility safety requirements. Other children in classrooms with EHS-CCP-enrolled children may benefit from lower teacher-child ratios and class sizes, higher qualifications of their teachers, ongoing supervision and coaching, an established curriculum, and parent engagement activities. While only children enrolled in the EHS-CCP program will be eligible for direct family-specific benefits through this funding, such as home visits, health tracking and promotion, and family partnership agreements, programs must operationalize services to ensure there is no segregation or stigmatization of EHS-CCP children or families due to the additional requirements or services.

For more information on the EHS-CCP model, please visit:

<https://eclkc.ohs.acf.hhs.gov/programs/article/early-head-start-child-care-partnerships-programs>.

Combination Approach

New or existing recipients can apply to expand a combination of Head Start, EHS, and EHS-CCP model slots to bring services to children and families.

General Information

OHS will fund high-quality programs. Recipients should prioritize enrolling the most vulnerable families, most in need of services. Consideration should be given to families living in poverty, and other measures of need such as:

- Those experiencing extreme poverty or homelessness;
- Community health problems;
- Rates of joblessness;
- Teen parents;
- Incarcerated parents; and/or
- Substance misuse.

OHS will fund:

- Effective model designs that fit the needs of the community to be served,
- Organizations with sustainable approaches toward staffing, which includes providing staff with competitive wages that are comparable to similar roles in local public schools and provide a minimum wage that covers basic necessities, comprehensive benefits, and wellness supports.

A well-compensated and supported workforce is essential to providing high-quality services to promote children's optimal development and family well-being.

Funds awarded through this NOFO must not supplant existing subsidies or other funding.

Through this NOFO, applicants have the choice of applying to use the funds in one of four ways:

(1) Head Start Expansion (2) EHS Expansion (3) EHS-CCP, or (4) a mix of Head Start Expansion, EHS Expansion, and EHS-CCP.

Applicant entities may submit only one application per service area regardless of how they choose to apply. ACF will review only one application for a service area from any applicant. For more information, please see [Section IV.2. Content and Form of Application Submission](#).

Overview of the Head Start Program

The Head Start program is administered by ACF, an awarding agency of the U.S. Department of Health and Human Services (HHS). OHS awards funds for comprehensive child development services to predominately economically disadvantaged children and families. Head Start's primary purpose is to prepare children to be ready for school. In program year 2023, HS programs were funded to serve 778,420 children and families across more than 1,500 Head Start grant recipients.

Overview of Region XI American Indian and Alaska Native (AIAN)

ACF established Region XI AIAN programs to serve federally recognized tribes, or consortia of tribes, and the children and families in their communities. The AIAN Head Start program currently provides funding to 152 tribal recipients in 26 states. AIAN recipients are tribes or corporations that have a formal treaty and sovereign status with the federal government or other tribal organization. AIAN recipients serve over 22,000 AIAN children with Head Start and EHS services.

AIAN recipients provide comprehensive Head Start and EHS services that fully integrate the cultural practices and traditions of their community into their services. Programs are committed to the Head Start principles of integrating language and culture into their daily activities. Many programs engage in language revitalization and maintenance efforts targeted at preserving their Native language in their Head Start and EHS programs. AIAN recipients are often located in rural, remote locations, and programs in that area are often affected by challenges associated with their geographic locations, such as limited transportation and relatively small numbers of preschool-aged children. The program provides daily, well-balanced, and healthy meals for children, as well as comprehensive services including screenings and assessment. Further, many programs provide transportation for children to help ensure regular attendance, thereby maximizing opportunities for learning.

AIAN programs establish strong community collaborations and close partnerships with Indian Health Services, local schools, and other early childhood and social service entities to help ensure that children and families receive comprehensive health, dental, and other necessary services.

Head Start Program Performance Standards

In addition to the Head Start Act, Head Start is governed by the HSPPS that define the scope of services necessary to support children's development and school readiness. These program performance standards are found in 45 CFR Parts 1301-1305 <https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii>. The HSPPS are the foundation on which programs design and deliver comprehensive, high-quality, individualized services to support the school readiness of children from families. The standards set forth the requirements local recipients must meet to support the cognitive, social, emotional, and healthy development of children from birth to age 5. They encompass requirements to provide education, health, mental health, nutrition, and family and community engagement services as well as rules for local

program governance and aspects of federal administration of the program. These standards are current as of October 1, 2024, and are subject to the new final rule, “Supporting the Head Start Workforce and Consistent Quality Programming”.

Program Approach

Head Start and EHS are designed to increase the number of children receiving high-quality, comprehensive early education services that help facilitate healthy development, including physical and social/emotional development, and prepare them for school success. To meet this goal, it is critical that funds awarded through this NOFO do not supplant existing services.

Given the need for continuity of care to support the rapid development in the earliest years, OHS expects that recipients funded for the EHS or EHS-CCP Expansion will:

- Serve pregnant women, infants, and toddlers for at least 1,380 annual hours, as required in 45 CFR § 1302.21(c)(1), unless approved for a locally designed option; and
- Implement a full-year model, as described in 45 CFR Part 1302 Subpart B, that will require per-child costs that, in most circumstances, will be higher than the costs needed to provide part-year services.

Recipients funded for the Head Start Expansion model are expected to:

- Serve at least 45 percent of preschool slots for 1,020 annual hours, as required in 45 CFR § 1302.21(c)(2);
- All remaining slots must meet or exceed the minimum hours, as described in 45 CFR § 1302.21(c)(2); and
- Meet the needs of children and families over time.

Recipients are expected to serve a sufficient number of infants, toddlers and/or preschool aged children and their families, so that the funding level is adequate to support the full array of staffing and infrastructure for successful implementation.

Recipients are expected to consider the birth-to-5 continuum of care and education, and utilize duration to support families pursuing employment, training, education, and other opportunities to support their well-being in developing their proposals. Recipients are expected to leverage resources from existing community agencies that provide early learning services including early intervention, home visiting, and preschool programs that will support children and their families from birth through kindergarten entry.

OHS will prioritize approaches to ensure smooth and seamless transitions for children and families, particularly as infants transition into center-based or family child care services, as toddlers transition to preschool services, and as preschoolers transition into kindergarten. Recipients are required to plan for transitions for children out of EHS, including assisting families with preschool options for children after their program ends through agreements with publicly funded Head Start, pre-kindergarten, and child care programs. Recipients are also required to plan for transitions for children out of Head Start and into kindergarten, as appropriate.

OHS encourages new and innovative ideas that are evidence-based or evidence-informed to maximize the extent to which EHS and Head Start, in collaboration with other partners and early childhood education providers, can prepare children and their families for school.

Program Options

Center-Based Option

Center-based services are delivered in a child care or early education center. Programs select the center-based design that provides enough hours to meet the needs of eligible children and families in their communities.

Head Start programs must provide at least 1,020 annual hours of service over at least 8 months per year for at least 45 percent of their preschool center-based funded enrollment. The remainder of a program's preschool enrollment must meet or exceed the minimum service duration requirements specified in HSPPS. EHS center-based programs must provide a minimum of 1,380 hours of service per year. While length of day is not prescribed, for most EHS programs, this is a minimum of 6 hours per day, 46 weeks per year. OHS expects EHS-CCP recipients to provide a minimum of 10 hours per day all year to meet the needs of working families. Programs generally use resources in addition to Head Start and EHS funding to meet the full day needs of families.

The requirements for the center-based option are listed in the HSPPS, section 45 CFR § 1302.21.

Home-Based Option

The home-based option delivers the full range of required services to enrolled children and their families. EHS home-based programs must provide a minimum of 46 weekly visits with a child's parent(s) and at least 22 group socialization experiences over the course of the year. Head Start home-based programs must provide a minimum of 32 visits and at least 16 group socialization activities over the course of the year. For example, for young infants or medically fragile children in very rural areas, and when families prefer not to send their children to center-based care, this option may be implemented when a parent is available at home. The home-based option is not compatible with the EHS-CCP model.

The requirements for this option are fully described in HSPPS section 45 CFR § 1302.22.

Family Child Care Option

The full range of Head Start services are delivered to children enrolled in family child care homes operated directly by the recipient or through a contract with the family child care provider(s). This model must operate sufficient hours to meet the needs of families and not less than 1,380 hours per year. This option may be implemented, for example, when families need flexible hours, prefer a home-like setting, or want siblings to attend together. It may also be the best option when there is no available facility in a community to operate a center-based program.

The requirements for this option are fully described in HSPPS section 45 CFR § 1302.23.

Locally Designed Program Options

Based on the strategic plan and community assessment, variations that respond to the needs of families in the community are allowable. Some communities or eligible populations may have unique needs for services that do not fall within the standard options or models described earlier. OHS encourages innovative designs or a combination of existing program options using the waiver process for locally designed options described in section 45 CFR § 1302.24 of HSPPS. Selection of this option must be supported by evidence that demonstrates the locally designed

variation effectively supports appropriate development and progress in children's early learning outcomes.

Start-Up and Implementation Period for All Recipients (regardless of model or option(s))

Newly awarded recipients, regardless of model or option(s), should anticipate a reasonable start-up period and will be expected to begin providing services as soon as high-quality services can reasonably be provided (i.e., when high-quality facilities are ready and staff have been trained). Recipients are expected to be fully enrolled to serve families as soon as possible and no later than 12 months after receiving the award.

ACF recognizes that the development and implementation of a start-up plan is critical to the success of new or expanded programs for all recipients, regardless of model. The development of the timeline for pre-operational activities, including orientation, training, and health and safety checks is also critical to ensure children have the necessary equipment and materials. Planning for program implementation should begin with this application and continue at the time of funding. Start-up planning and implementation will consist of:

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

Activities completed by all applicants during the planning process require a thorough review and understanding of relevant HSPPS and all relevant requirements in the Head Start Act. All Head Start Expansion, EHS Expansion or EHS-CCP applicants are strongly encouraged to use a start-up planner and/or a fiscal consultant to help ensure plans, policies, and procedures are in place to address all regulations. All newly funded Head Start and EHS recipients will have a variety of resources available to support their planning and implementation efforts, including the resources listed in [Section VIII. Other Information](#), Reference Websites of this NOFO.

Applicants are encouraged to request start-up funds; however, the approval of start-up funding as requested is not guaranteed.

Administrative Costs

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

Oversight and Monitoring Reviews

OHS is responsible for monitoring the quality of Head Start and/or EHS program services and the recipient's compliance with federal and other applicable requirements and to provide access to training and technical assistance, as needed. The federal government uses several mechanisms to conduct its oversight, including ongoing communication with ACF regional offices and periodic site visits. Federal monitoring reviews are required by the Head Start Act. Over the course of the project period, reviews are conducted to ensure compliance with HSPPS and other applicable regulations. Monitoring reviews may occur onsite or offsite, and include compliance with health and safety requirements, rules related to children's eligibility for the program, and financial management requirements.

Federal Evaluation

As a condition of acceptance of an award under this NOFO, all recipients are required to participate fully in ACF-sponsored evaluations and adhere to all evaluation protocols established by ACF to be carried out by its designee contractors. ACF-led evaluations are subject to Office of Management and Budget (OMB) approval under the Paperwork Reduction Act (PRA). ACF will obtain OMB approval prior to requiring recipients to respond to a collection of information.

Eligible Participants

Beginning 2024, and every year after, AIAN programs have the discretion to consider eligibility for Head Start services regardless of income. This provision applies to programs operated by an Indian tribe as defined in the Head Start Act, 42 U.S.C. 9801, or designated by an Indian tribe to operate on its behalf. See <https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-ohs-pi-24-03>.

Head Start serves children when they are at least 3 years old by the date used to determine eligibility for public school in the community where the Head Start program is located. EHS programs enroll pregnant women and infants and toddlers from birth to age 3. See <https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-ohs-pi-24-03> for details. Additionally, programs must ensure that at least 10 percent of the total number of children enrolled by the Head Start or EHS agency and delegates are children with disabilities, unless a waiver is granted.

Facilities

Recipients proposing facility purchase, construction, or renovation will be required to meet the requirements in 45 CFR Part 1303 Subpart E–Facilities. This subpart prescribes what a recipient must establish to show it is eligible to purchase, construct, and renovate facilities, as outlined in section 644(c), (f), and (g) of the Act. It explains how a recipient may apply for funds; details what measures a recipient must take to protect federal interest in facilities purchased, constructed, or renovated with federal funds; and concludes with other administrative provisions. This subpart only applies to minor renovations and repairs when they are included with a purchase application and are part of purchase costs.

Mortgages and Long-Term Lease Agreements

If directed by OHS, the newly funded recipient must accept assignment of any existing mortgages, long-term lease agreements, or security agreements (in the case of a modular unit) on properties subject to a federal interest occupied by the current recipient. By accepting this condition, the recipient must comply with real property and reporting requirements, including submission of the Standard Form SF-429 Attachment A on an annual basis until disposition is approved by ACF. For more information, see [Real Property Guidance](#).

If a recipient intends to finance, refinance, or amend a financing arrangement on a real property or real property project, the SF-429 Attachment C must be submitted, along with supporting documentation, in Grant Solutions/Online Data Collection (GS/OLDC). This is considered an encumbrance that requires Chief Grants Management Officer decision, which may delay recipients. Recipients that proceed on these arrangements before receiving official ACF approval do so at their own risk. For more information, see [Real Property Guidance](#).

Paperwork Reduction Act and Information Collections

Note: Consistent with the PRA of 1995, (44 U.S.C. 3501-3521) OHS will not conduct or sponsor – and a person is not required to respond to a collection of information covered by such Act, unless it displays a currently valid OMB control number. If the PRA applies to any activities under this award, OHS will work with the office on OMB approval.

Identification of Federal Support

Note: When issuing statements, press releases, publications, requests for proposal, bid solicitations and other documents—such as tool kits, resource guides, websites, and presentations - - describing the projects or programs funded in whole or in part with HHS federal funds, the grantee must include a certification statement as follows:

"This [project/publication/program/website, etc.] [is/was] supported by the Administration for Children and Families (ACF) of the United States (U.S.) Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$XX with XX percentage funded by ACF/HHS and \$XX amount and XX percentage funded by non-government source(s). The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by ACF/HHS, or the U.S. Government. For more information, please visit the ACF website, [Administrative and National Policy Requirements](#)."

Subawards

Recipients under this program may opt to transfer a portion of substantive programmatic work to other organizations through subaward(s). The prime recipient must maintain a substantive role in the project. ACF defines a substantive role as conducting activities and/or providing services funded under the award that are necessary and integral to the completion of the project.

Subrecipient monitoring activities alone as specified in 45 CFR § 75.352 do not constitute a substantive role. Furthermore, ACF does not fund awards where the role of the applicant is primarily to serve as a conduit for passing funds to other organizations, unless that arrangement is authorized by statute. An award recipient or any subrecipient may not use grant funds, whether directly or indirectly, to support or oppose union organizing.

Subrecipient(s) must meet the eligibility requirements identified in the NOFO, [Section III.1. Eligible Applicants](#). Additionally, all subrecipient(s) must obtain a Data Universal Numbering System number, or after government-wide implementation, a UEI assigned by the SAM, if they do not already have one. Prime recipients are required to check SAM to verify that the subrecipient(s) is/are not debarred, suspended, or ineligible.

Please reference the Award Term and Condition on Subawards on the [ACF Administrative and National Policy Requirements](#) website for further requirements involving subawards.

II. Federal Award Information

Funding Instrument Type:

G (Grant)

Estimated Total Funding:

\$9,177,455

Expected Number of Awards:

5

Award Ceiling:

\$9,177,455

Per Budget Period

Award Floor:

\$1,000,000

Per Budget Period

Average Projected Award Amount:

\$1,000,000

Per Budget Period

Anticipated Project Start Date:

07/01/2025

Length of Project Periods:

60-month project period with five 12-month budget periods

Additional Information on Project Periods and Explanation of 'Other'

Additional Information on Awards:

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

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

If an application asks for more money than the award ceiling, it will not be considered for review or funding. Please see [Section III.3. Other, Application Disqualification Factors](#).

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

Expected Number of Awards

Please note that the expected number of awards represents an estimated **range** of awards that OHS might make as the result of this NOFO.

Start-up/Pre-award Costs

Pre-award costs, including start-up costs, may be requested by an applicant in addition to the base operating and T/TA funds. If requested, applicants must provide a separate budget for start-up/pre-award costs, in addition to a 12-month budget for the base funding awarded, within the page limitations stated for The Project Budget and Budget Justification in [Section IV.2. Content and Form of Application Submission](#). If awarded, start-up/pre-award costs would apply to costs incurred up to 90 days prior to the award start date. Examples of start-up activities are facility renovations, purchase of classroom supplies, building purchase, licensing, background checks, etc.

Approval of start-up/pre-award costs is **not** guaranteed; they are negotiated at the time of award and are based on reasonableness, necessity, and the availability of funds. The incurrence of start-up/pre-award costs in anticipation of an award is done at the applicant's own risk and imposes no obligation on ACF either to make an award or to increase the amount of the approved budget if an award is made for less than the amount anticipated and is inadequate to cover the start-up/pre-award costs incurred. It is possible that ACF may honor start-up/pre-award costs by reducing the base amount of the award to include these costs.

Inclusion of start-up/pre-award costs in the application submission is not subject to the "Award Ceiling Disqualification" that is explained in this section of the announcement and in [Section III.3. Other, Application Disqualification Factors](#). However, if an applicant does not segregate

start-up/pre-award costs from the base funding award request (SF-424, line 18a, Federal), the “Award Ceiling Disqualification” will apply.

Start-up budgets will be evaluated against the criteria listed in [Section V.1. Criteria](#).

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

III. Eligibility Information

III.1. Eligible Applicants

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

Eligible applicants are also subject to section 641(e) of the Head Start Act, 42 U.S.C. 9836, Prohibition Against Non-Indian Head Start Agency Receiving a Grant for an Indian Head Start program. Based on the Head Start Act, as amended December 2007 [42 U.S.C. 9801 et seq.], Indian tribe means any tribe, band, nation, pueblo, or other organized group or community of Indians, including any Native village described in the Alaska Native Claims Settlement Act (43 U.S.C. 1602(c)) or established pursuant to such Act (43 U.S.C. 1601 et seq.), that is recognized as eligible for special programs and services provided by the United States to Indians because of their status as Indians.

Eligible entities include the following: (1) entities operating Head Start, (2) entities operating Indian Head Start or Migrant and Seasonal Head Start programs, and (3) other public entities and non-profit or for-profit private entities, including community-based and faith-based organizations, capable of providing child and family services that meet the standard for participation in programs under the Head Start Act. AIAN recipients are tribes or corporations that have a formal treaty and sovereign status with the federal government or other tribal organization.

Please note, “(1) entities operating Head Start programs” includes entities operating Head Start, EHS, and/or EHS-CCP programs.

Applications from individuals, including sole proprietors, and foreign entities are not allowed and will not be considered for review or funding. See [Section III.3. Other, Application Disqualification Factors](#).

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity. Faith-based organizations may apply for this award on the same basis as any other organization, as set forth at and, subject to the protections and requirements of 45 CFR Part 87 and 42 U.S.C. 2000bb *et seq.*, ACF will not, in the selection of recipients, discriminate against an organization on the basis of the organization's religious character, affiliation, or exercise.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

Yes

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

Recipients 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. For example, if the total approved project cost is \$ 11,471,819 , in order to meet the match requirements, a project requesting \$9,177,455 in ACF (federal) funds must provide a non-federal share of the approved total project cost of at least \$ 2,294,364 , which is 20 percent of total approved project cost.

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

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

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

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

III.3. Other

Application Disqualification Factors

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from the merit review and funding under this funding opportunity.

Award Ceiling Disqualification

If an application asks for more money than the award ceiling, it will not be considered for review or funding.

Required Electronic Application Submission

ACF requires electronic submission of applications at Grants.gov. **Paper applications are not allowed unless they have prior approval.**

You may contact ACF for an exemption if you do not have an internet connection or sufficient capacity to upload large documents to the internet. Please see the [ACF Policy for Requesting an Exemption from Electronic Application Submission](#) for more information.

Missing the Application Deadline (Late Applications)

Electronic applications must be submitted through Grants.gov by 11:59 pm ET on the due date listed in the [Overview](#) and in [Section IV.4. Submission Dates and Times](#). Applications

submitted after 11:59 pm ET on the due date, as indicated by a dated and time-stamped email from Grants.gov, will be disqualified from review and funding.

Applications which fail their Grants.gov validation check will not be received or acknowledged by ACF. If you submit an application for the same NOFO more than once, only the last on-time submission will be acknowledged.

Paper applications with an approved exemption from the electronic submission requirement must be received by 4:30 pm ET on the due date listed in the [Overview](#) and in [Section IV.4. Submission Dates and Times](#). Paper applications received after 4:30 pm ET on the due date will be disqualified from the merit review and funding.

Additional Application Disqualification Factors

- In accordance with 45 CFR § 1304.13, recipients terminated for cause by ACF within 5 years prior to the posting date of this NOFO will be disqualified from competitive review and from funding under this announcement.
- A Head Start or EHS agency that has had a denial of refunding in the preceding 5 years is also excluded from competing (45 CFR § 1304.13).

Notification of Application Disqualification

Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this NOFO.

IV. Application and Submission Information

IV.1. Address to Request Application Package

HHS-2025-ACF-OHS-HI-0066

Office of Head Start

OHS Grant Review Team c/o Guardians of Honor

1990 K Street, NW.

Suite 650

Washington

DC

20006

(888) 242-0684

OHSgrants@koniag-gs.com

Application Packages

Electronic Application Submission:

The electronic application submission package is available in the NOFO's listing at [Grants.gov](#).

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS

General Requirements

1. Two-File Requirement: Upload only two electronic files via Grants.gov, excluding Standard Forms (SFs) and OMB-approved forms. Extra files will be removed before review.
2. Authorized Organization Representative (AOR): Designate an AOR to sign all required forms. The AOR's signature confirms compliance with all applicable Federal statutes and regulations.
3. Font Style and Size: Use Times New Roman 12-point font for the main text and 10-point font for footnotes. Ensure scanned documents are legible and are no more than one scan to a page. Blurred or illegible pages will be removed.
4. Language and Currency: Submit applications in English and in U.S. dollars. See 45 CFR §75.111 for more information.
5. Page Limitations: Follow the page limits specified under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS." Extra pages will be removed and not reviewed.
6. Double-space all application pages. Exemptions: The following can be single-spaced:
 - Table of Contents
 - One-page Project Summary
 - Required Assurances and Certifications
 - SFs and OMB-approved forms
 - Resumes, Logic Models, Proof of Legal Status/Non-Profit Status, Third-Party Agreements, Letters of Support, footnotes, and tables
 - Line-Item Budget and/or Budget Justification
7. Formatting Adherence: Applications that do not observe the formatting requirements will have pages removed before merit review. Applicants will be notified of any adjustments and the reason for the adjustment after awards are issued.
8. Corrections/Updates: Only the last on-time application will be considered for pre-review under the Application Disqualification Factors. [See Section III.3. Other, Application Disqualification Factors](#) and [Section IV.2. Application Submission Options](#).
9. Copies Required: Submit one complete copy of the application package electronically via Grants.gov.
10. Accepted Application Format: Use 8 ½" x 11" white paper with 1-inch margins. Include page numbers if possible.

The page limitation is 150 pages for the Project Summary/Abstract, Table of Contents, Project Description (First File), and Appendices. Page limitations are identical for electronic and paper format application submissions.

First File

- Project Summary/Abstract (*single-spaced*)—limited to 1 page
- Table of Contents (*single-spaced*)—suggested 1 page
- Project Description (*double-spaced*)—suggested 75 pages
 - Substantiation of Need
 - Community Need and Objectives
 - Project Design and Approach
 - Staffing and Compensation

- Planning and Implementation
- Organizational Infrastructure and Management Systems
- Budget and Budget Justification

Second File

- Appendices (*must be readable*)—suggested 73 pages
 - Certificate of Good Standing
 - Board of Directors Attestation
 - Proof of Legal Status of Applicant
 - Proof of Policy Council Approval
 - Organizational Capacity documentation (e.g., resumes, job descriptions, organizational charts)
 - Third-party agreements
 - Indirect cost rate agreement (IDR)
 - Letters of support
 - Plan for Oversight of Federal Award Funds and Activities
 - Protection of Sensitive and/or Confidential Information
 - Executed Leases, draft leases, unsigned leases, or a letter of intent for each proposed property(ies). Note: The lease documentation will not count towards the page limitation
 - Other supporting documents

Enforcement of NOFO Formatting, Font, and Page Limitation Requirements

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

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

Electronic Application Submission

1. Submission: Only through Grants.gov. No applications will be accepted through facsimile or email.
2. File Upload: Upload only two files, excluding Standard Forms and OMB-approved forms:
 - File One: Entire Project Description, Budget, and Budget Justification.
 - File Two: All documents required in the Appendices.
3. File Naming: Follow Grants.gov naming conventions. Limit file names to 50 characters. <https://www.grants.gov/applicants/submitting-utf-8-special-characters>.

4. Suggested File Format: PDF format for both files. ACF recommends applicants merge documents electronically using Adobe Acrobat Reader or PDF converter software compatible with Grants.gov.
5. Other supported File Formats:
 - Adobe PDF (.pdf)
 - Microsoft Word (.doc or .docx)
 - Microsoft Excel (.xls or .xlsx)
 - Microsoft PowerPoint (.ppt)
 - Image Formats (.JPG, .GIF, .TIFF, .BMP)

Documents in file formats not listed here will be removed from the application and will not be used in the merit review. This may make the application incomplete, and ACF will not make awards based on an incomplete application.

1. No Encryption or Password Protection: Do not encrypt or password-protect files. Inaccessible files will not be reviewed.

Paper Application Submission

1. Exemption Requirement: Obtain an exemption to submit a paper application. Follow the [ACF Policy for Requesting an Exemption from Required Electronic Application Submission](#).
2. Application Requirements: Download the forms package associated with the NOFO’s synopsis on Grants.gov under the Package Tab.
3. Submission Package: Submit one original and two copies of the complete application, including all SFs and OMB-approved forms. The original must have original signatures. All pages must be one-sided and sequentially numbered. Submit all copies in a single package. Clearly label with the NOFO title and Funding Opportunity Number.

By following these simplified instructions, you can ensure your application is formatted correctly and meets all submission requirements.

Required Forms, Assurances, and Certifications

Please submit the listed SFs, assurances, and certification with the application. All required SFs, assurances, and certifications are available in the Application Package posted for this NOFO at www.Grants.gov.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
Proof of Policy Council Approval	Submission is required of applicants that are current Head Start and/or Early Head Start recipients.	Proof of Policy Council Approval of the application is required of recipients that are current Head Start and/or Early Head Start recipients by 42 U.S.C. § 9837(c)(2)(D)(iii) and 45 CFR § 1301.3.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
Certificate of Good Standing	Submission is required for all for-profit organizations .	Sole proprietorships are not eligible applicants. The submission of the Certificate of Good Standing, along with the current list of board members, and organizational documents that require the establishment and maintenance of a Board of Directors, provide proof of eligibility for for-profit organizations.
SF-424A Budget Information - Non-Construction Programs / SF-424B Assurances - Non-Construction Programs and SF-424C - Budget Information Construction Programs / SF-424D - Assurances Construction Programs	<p>Submission is required for all applicants when applying for both, non-construction and construction activities, under the proposed project. SFs must be used and submitted by the application due date.</p> <p>By signing and submitting the SF-424B and/or SF-424D, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination .</p>	<p>Required for all applications when applying for non-construction and/or construction activities under the proposed project. Please see special instructions in the <i>Checklist in Section VIII. Other Information</i> in this funding opportunity.</p> <p>Projects that include both, non-construction and construction activities must submit the SF-424A, B, C, and D.</p>
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the	Required for all applications.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	application due date.	
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	<p>Required of all applicants.</p> <p>Applicants must have a UEI and maintain an active SAM registration throughout the application and project award period.</p> <p>Obtain a UEI and SAM registration at: http://www.sam.gov.</p>	See Section IV.3. <i>Unique Entity Identifier (UEI) and System for Award Management (SAM)</i> for more information.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to award.	Submission of the certification is required for all applicants.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the	Required for all applications. In the SF-P/PSL, applicants must cite their

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	application due date.	primary location and up to 29 additional performance sites.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to award.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Mandatory Grant Disclosures

All applicants must submit any information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. See Mandatory Disclosures, 45 CFR § 75.113

Send written disclosures to:

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

And to:

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

Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or

Email: grantdisclosures@oig.hhs.gov

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 applications are

submitted electronically, ACF will omit the same specific salary rate information from copies made for use during the review process.

The Project Description

The Project Description Overview

General Expectations and Instructions

Purpose: The Project Description is used to evaluate and rank your application against others for financial assistance. Reviewers will evaluate this section based on the criteria in [Section V.1.Criteria](#).

Content Requirements:

- Address all activities for which federal funds are requested.
- Meet all application requirements as stated in this section.
- Explain how the project will fulfill the purpose of the NOFO (see [Section I. Program Description](#)).

Clarity and Conciseness: Ensure the Project Description is clear, concise, and complete.

Focus on Strategies and Outcomes: Emphasize strategies for achieving intended performance and measurable outcomes. Substance is more important than length.

Cross-Referencing: Use cross-referencing to avoid repetition.

Supporting Documents: Include all required supporting documents in the Appendix of the application.

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents may be single spaced.

Project Summary

Provide a summary of the project description. The summary must include a brief description of the applicant's proposed project including the needs to be addressed, the proposed activities or services, and if applicable, the population group(s) to be served. The summary must be clear, accurate, concise, and without cross-references to other parts of the application. Please place the following at the top of the Project Summary:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax, Cell)
- Email Address
- Website Address, if applicable

The Project Summary must be single-spaced, Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

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

Non-Profit Organizations

Proof of Non-Profit Status Options:

Option 1: 501(c)(3) and non-501(c)(3) non-profit organizations are eligible

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

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

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

For-Profits and Small Businesses

For-profit organizations (including small businesses) applying for funding must submit the following to provide proof of their legal status: Documentation establishing the power granted to the entity to enter into contractual relationships and/or accept awards (i.e., articles of incorporation, bylaws).

For-profit organizations must also submit:

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

Additional Eligibility Documentation

Applicants must provide the additional, required documentation, or required credentials, to support eligibility for an award, as described in *Section III. Eligibility Information* of this funding opportunity.

Proof of Policy Council Approval

Current Head Start and EHS recipients must submit Proof of Policy Council Approval of the application as required by 42 U.S.C. 9837(c)(2)(D)(iii) of the Head Start Act (45 CFR § 1301.3). <https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii/1303-3-other-requirements>.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application.

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

Substantiation of Need

Demonstrate how the proposed program would target a geographic area with the greatest need for Head Start, EHS or EHS-CCP services, and how children and families most in need will be identified and prioritized.

In demonstrating this, applicants must provide data about why the proposed geographic area is in high need of Head Start, EHS or EHS-CCP and family support services. Data should include information that may include the number of eligible pregnant women, infants, toddlers, and preschoolers by geographic location; the number of families in extreme poverty; jobless rates; incidence of community health problems; access to other early childhood education programs and services, including the estimated number of eligible children who are receiving child care subsidy, in the geographic area; or other similar factors. This data should also include information regarding the availability and access to early childhood education services for infants, toddlers, and preschoolers in families in the proposed geographic area.

Community Need and Objectives

Clearly justify how the needs of the community are best served by their proposed approach, including a rationale for which ages of children the applicant proposes to serve in its program. Justify the program option(s) proposed for each age group to be served as the most appropriate to meet the needs of the community, as outlined in 45 CFR § 1302.20, including how many pregnant women, infants, and toddlers will be served; and the number of hours-per-day, days-per-week, and weeks-per-year services will be provided.

- Applicants proposing to serve in multiple communities must specify the number of program participants to be served in each community.
- Applicants proposing the home-based option must include the proposed number of home visits and socializations for each age group to be served.

Applicants must describe barriers to participation, including access to transportation. Applicants should propose transportation services as necessary to ensure highest need children can access the program.

Describe how the proposed program will ensure that not less than 10 percent of the total number of children enrolled will be children with disabilities. Describe how the proposed program will partner with other programs or services in the community to best meet the needs of families to be served, with evidence of community engagement and community partnerships in the geographic location(s) to improve service delivery, increase access to services, and prevent duplication.

If proposing EHS-CCP services, discuss if partners have been identified that demonstrate a commitment to the proposed project. Applicants must also demonstrate their knowledge and awareness of its state's subsidy and CCDF policy landscape in its proposed service area.

If proposing delegate agencies, describe how those delegate agencies were chosen. The applicant must describe how the organization's oversight will ensure the delegate agencies implement high-quality programs that adhere to the requirements outlined in 45 CFR 1303 Subpart D. The applicant must also identify the communities in which the delegate agency will operate and the number of children to be served including the proposed program option(s).

Provide a description of the plan to assess and meet the needs of families pursuing employment, training, education, and other opportunities to support their well-being. Demonstrate how the proposed expanded services, and associated family engagement efforts, have convenient schedules and carefully planned hours designed for families that reflect the schedules and working conditions among parents.

Project Design and Approach

Applicants must demonstrate the capacity to implement and sustain the high-quality, comprehensive, individualized educational, health, mental health, nutritional, oral health, and other social services to pregnant women, infants, toddlers, preschoolers, and their families that prepare children to succeed in school. Describe how the program will implement program components and, where applicable, describe separately for infants and toddlers.

Name the curriculum or set of curricula that will be used, describe why it was selected, and present the evidence basis that it effectively promotes progress toward its developmental foundations. Provide evidence supporting how the curriculum is tied to outcomes for children and that it meets the requirements discussed in 45 CFR § 1302.30.

Applicants must describe a process for establishing and measuring school readiness goals (45 CFR 1302.102) that reflect the ages of children proposed to be served and demonstrate these goals are culturally and linguistically appropriate. Applicants must also explain the extent to which goals were or will be established in alignment with state early learning guidelines, as appropriate. Applicants must describe how the school readiness goals will be established in consultation with the parents of children who will be participating in the program.

Describe how service effectiveness and quality will be measured, monitored, and improved upon over time. Applicants must specify the name and process for selection of their assessment tool. The assessment must be developmentally, linguistically, and culturally appropriate. Describe the plan to use child assessment data for individualization, referral, and for aggregation and analysis. Describe how that analysis will be used in combination with other program data to determine recipients' progress toward meeting its goals.

Applicants also must include information about how they will meet the health, oral health, mental health, and nutrition needs for pregnant women, infants, toddlers, and preschoolers. This includes a description of the system for health screening and services that will ensure participants are accurately referred for necessary follow-up evaluation and treatment within time frames specified by 45 CFR § 1302.33. Provide a plan describing how the applicant will integrate parent and family engagement strategies into all systems and program services to promote children's

learning and development, as discussed in 45 CFR § 1302.34 and 1302.50-52. Applicants should describe how they will ensure that parent participation is open to all families.

Provide a plan describing how the applicant will integrate parent and family engagement strategies into all systems and program services to promote children's learning and development, as discussed in 45 CFR § 1302.34 and 1302.50-52. Applicants should describe how they will ensure that parent participation is open to all families.

Describe how the proposed program will meet the unique needs of special populations, including children with disabilities, dual language learners, children, and pregnant women experiencing homelessness, working families, and children in foster care. Provide a plan to develop a unified birth-to-school-entry continuum of care and education through linkages with home visiting programs, Head Start, and other preschool and kindergarten programs, as applicable. Applicants must explain their procedures to identify such participants; plans to provide trained personnel; and plans to provide services to assist children in making meaningful progress in attaining age-appropriate knowledge, skills, abilities, and development. In addition, applicants must propose the coordination of services within a community that supports transitions for children and families.

Applicants must describe how they will deliver services to enrolled women post-pregnancy, and how the newborn infant and family will transition into the appropriate program option. They must also describe how the program will support transitions within the EHS program, from EHS to Head Start or another preschool program, and from Head Start to kindergarten, as applicable. Lastly, applicants must describe how they will ensure that infants, toddlers, and their families participating in the program will have the opportunity to receive Head Start or other appropriate preschool services for which they are eligible through the age of mandatory school attendance. Finally, applicants must describe their plan to coordinate with public and private entities that are willing to commit resources to assist the program in providing high-quality child health and developmental services. Such partnerships must include a plan to coordinate with other child care and preschool programs, state pre-kindergarten programs, public schools, programs under Part C and Section 619 of the Individuals with Disabilities Education Act, and with the educational programs that children will enter upon leaving EHS or Head Start.

If proposing EHS-CCP, applicants must demonstrate that partner sites have been identified and describe their plan for sustaining these partners, as well as contingency plans for replacing proposed partners if any partnerships do not materialize or prove unsustainable.

Staffing and Compensation

Applicants must describe the qualifications of their proposed staff, including their experience in providing child development services in accordance with 45 CFR § 1302.91. This includes a description of key program staff's major functions and responsibilities. Applicants must also describe the management staff's knowledge of the proposed program and how it will ensure that all program staff members understand how those standards are applicable to them. Describe the plan to include staff with infant/toddler and/or preschooler expertise in decision-making roles.

Applicants must describe how they will attract and retain qualified staff with the necessary competencies to implement a high-quality, comprehensive program, including competitive wages and benefits and supports for a positive work climate. Describe the strategies to understand wages for similar positions in high-quality early care and education and elementary

school programs and how the program will use this information and account for experience, job responsibilities, and credentials to provide competitive wages. Applicants should include information on benefits that will be provided to staff.

Describe the strategies and mechanisms in place to support staff, and a plan to assess staff performance, including identification of possible barriers to high-quality job performance and solutions to support under-performing staff. Applicants must also describe how they will provide career development opportunities for professional, paraprofessional, and other staff (45 CFR § 1302.91).

Additionally, applications must describe a plan to evaluate job applicants, including existing recipient staff, to determine which staff are most capable of implementing a high-quality, comprehensive program.

The narrative must also address the following: (1) how the applicant will facilitate strong staff-child relationships that support the development of infants, toddlers, and preschoolers; (2) a plan to ensure that staff are prepared for and supported in implementing evidence-based instructional practices that are individualized to support positive child outcomes; and (3) how all staff will successfully partner with families in supporting children's development.

If proposing center-based or family child care services, describe the plan for observing teacher practice, including teacher-child interactions. If proposing home-based services, describe the plan for observing home visitor practice, including interactions with the family and child, and supporting the parents in their role as the child's primary caregiver/teacher. For all program services, discuss using this information to inform professional development and practice improvements. Include the names of any instruments to be used.

Planning and Implementation

An implementation plan and timeline, including transition period planning, must be included that addresses the following, at a minimum:

- State and local licensing requirements for each proposed age group, the length of time required to obtain licensure for early childhood learning environments, and the impact on the proposed implementation plan.
- The availability of appropriate facilities for the proposed program model(s) and the anticipated timelines for completing any construction, renovation, or adaptation of space to meet requirements.
- As applicable, plans for alternative service provision (e.g., temporary home-based services) during start-up, until contracts are in place and facilities are fully operational. Full enrollment is expected as soon as reasonably possible, and no later than 12 months from the date of award.
- Where facilities are not available, a plan to acquire facilities in accordance with 45 CFR 1303.42.
- The ability to recruit, hire, and train qualified staff to support the proposed start of Head Start, EHS, and/or EHS-CCP programming.
- Plan for recruiting eligible children and families and maintaining enrollment. **If proposing EHS-CCP**, this plan must include how the applicant will identify and enroll families currently receiving CCDF subsidies.

Organizational Capacity

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

- Organizational charts.
- Resumes.
- Biographical Sketches (short narrative description).
- List of Board of Directors.
- Audit summary report including auditor's opinion in lieu of the full audit report, if applicable.
- Copy or description of the applicant organization's fiscal control and accountability procedures.
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this funding opportunity.
- Evidence that each participating organization, including partners, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s) effectively.
- Child care licenses and other documentation of professional accreditation.
- Information on compliance with federal/state/local government standards.

Organizational Infrastructure and Management Systems

Applicants must demonstrate their ability to oversee operations that comply with applicable federal, state, and local laws and Head Start regulations. The application must describe the capacity of senior executive managers (for example, Executive Director, Chief Operating Officer, Chief Financial Officer) Tribal Council, or governing body to:

- Exercise effective oversight of program operations and accountability for federal funds;
- Ensure representation of the diverse community served;
- Set and monitor overall agency priorities and operational systems;
- Develop and implement systems for communication, record-keeping, reporting, and ongoing monitoring; and
- Conduct community assessment, annual self-assessments, and outcome-based evaluations.

Applicants must document their plan to constitute and train the Tribal Council or governing body that will comply with the program governance requirements established in 42 U.S.C. 9837(c) of the Head Start Act. Applicants must also demonstrate their capacity to effectively implement a system of governance that includes the Policy Council and parents in decision-making.

Applicants must demonstrate the existence of management systems for the purposes of program planning, internal and external communication, record-keeping, issuance of internal and external

reports, and program self-assessment and monitoring. If applicable, applicants should provide information about how its current governance structure would change (if at all) to meet HSPPS.

If proposing EHS-CCP, applicants must describe their ability to work with partners, and ensure accountability for meeting HSPPS across multiple sites (as appropriate).

If applicable, for each property rented and proposed for use during the project period for which funds will be charged as a direct or indirect cost to the award made under this NOFO, the applicant must provide an executed lease. If a lease has not been executed prior to submission of an application, the applicant must submit an actual draft of the unsigned lease or a letter of intent describing the potential arrangement including address, terms, length, and proposed expenses.

If known at the time of application submission, the applicant must disclose their intent to enter into subaward arrangements in their application. For each proposed subaward, the applicant must include a description of the work to be performed by the subrecipient(s).

Plan for Oversight of Federal Award Funds and Activities

Recipients are required to ensure proper oversight in accordance with 45 CFR Part 75 Subpart D.

These regulations set forth the following standards for effective oversight:

- Financial and Program Management
- Property Management
- Procurement
- Performance and Financial Monitoring and Reporting
- Subrecipient Monitoring and Management
- Record Retention and Access
- Remedies for Noncompliance
- Prior Written Approval

Describe the framework (e.g., governance, policies and procedures, risk management, systems) in place to ensure proper oversight of federal funds and activities in accordance with 45 CFR Part 75 Subpart D. The description must include: system(s) for record-keeping and financial management; procedures to identify and mitigate risks and issues (e.g., audit findings, continuous program performance assessment findings, program monitoring); and those key staff that will be responsible for maintaining oversight of program activities staff, and, if applicable, partner(s) and/or subrecipient(s).

Protection of Sensitive and/or Confidential Information

Provide a description of how protected PII and other information that is considered sensitive, consistent with applicable federal, state, local and tribal laws regarding privacy and obligations of confidentiality, will be collected and safeguarded. The applicant must provide the methods and/or systems that will be used to ensure that confidential and/or sensitive information is properly handled and if applicable, address the process for subrecipient(s) and/or contractors. Also, provide a plan for the disposition of such information at the end of the project period. See 45 CFR § 75.303(e) for more information.

Third-Party Agreements

Third-party agreements include Letters of Commitment, Memoranda of Understanding (MOU)

and Memoranda of Agreement (MOA). Letters of Commitment, MOUs and MOAs must clearly describe the roles and responsibilities for project activities and the support and/or resources that the third-party (i.e., subrecipient, contractor, or other cooperating entity) is committing. Letters of Commitment, MOUs, and MOAs must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization. General letters of support are **not** considered third-party agreements.

Applicants must provide Letters of Commitment, MOUs, or MOAs between recipients and third-parties (i.e., subrecipients, contractors, or other cooperating entities). In addition to clearly describing the roles and responsibilities for project activities and support and/or resources that the third-party is committing, these agreements must detail work schedules and estimated remuneration with an understanding that a finalized agreement will be negotiated once the award is made to the successful applicant.

Letters of Support

Provide statements from community, public, and/or commercial leaders that support the project proposed for funding. All submissions must be included in the application package. At minimum, each letter of support must identify the individual writing the letter, the organization they represent, the date, and reason(s) for supporting the project.

The Project Budget and Budget Justification

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

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

Salary Special Note:

Salaries in excess of Executive Level II. are unallowable, in compliance with the Annual appropriations legislation for the Department of Health and Human Services.

- *For the Executive Level II salary level, please see "Executive & Senior Level Employee Pay Tables" under <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>*
- *The salary limitation reflects an individual's base salary exclusive of fringe benefits, indirect costs and any income that an individual may be permitted to earn outside of the duties of the applicant organization.*
- *This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget for the initial budget period only (typically the first 12 months of the project) using the SF-424A and/or SF-424C, as applicable.

Provide a budget justification, which includes a budget narrative and a line-item detail, for only the first budget period of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Applicants must demonstrate that funds are budgeted to provide all required comprehensive Head Start and EHS services. The application must include costs that provide evidence of a sustainable mechanism for providing competitive compensation and other necessary supports to staff, including a clear description of how compensation offered is competitive with other jobs in the community providing similar services including local school districts. Applicants should propose wages for educational staff that are sufficient to recruit and retain individuals with the experience, training, and credentials to support children's development and early learning in high-need communities. Wages must be sufficient to avoid high turnover rates among staff, which undermines quality and does not support continuity that is important to children and families. If the application proposes expanded services to meet the needs of families pursuing employment, training, education, and other opportunities to support their well-being, the application must clearly indicate the associated costs. The application must clearly and accurately distinguish between the Head Start and EHS base operating funds, Head Start and EHS T/TA funds, total federal funds, and the applicant's non-federal share. Additionally, applications should provide a cost-effective budget that is aligned with the program services, staffing plan, and other program components proposed in the application narrative. The applicant must describe the plan for the expenditure of T/TA funds.

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

For applicants proposing to use subaward(s), if the total amount budgeted for subawards exceeds 50 percent of total direct costs for the budget period, the applicant must provide a justification for subawarding the portion of the project and must explain how the prime recipient plans to maintain a substantive role in the project. Applicants must explain why the participation of the subrecipient is necessary, and why the applicant cannot achieve the objectives without the subrecipient(s)' participation.

For applicants proposing EHS-CCP, applicant must include sufficient T/TA resources to assist the child care and family child care partners with meeting HSPPS. Applicants must demonstrate that a significant portion of funding will be directed to its child care partners to ensure high-quality early learning experiences. Applicants must also discuss how funding will be directed to child care partners to support staff professional development, including credentialing and other opportunities designed to support increased competencies, credentials, wages, and compensation. Additionally, specific details about the applicant's plan to use a layered funding approach that includes the child care subsidy must be described. Applicant must discuss how it will not supplant existing funding including subsidies for their proposed project. Finally, applicants must describe the plan to ensure that children whose families lose child care subsidy eligibility will continue to be served.

The application must detail the plan to contribute the required non-federal share/match of the total project cost. Each source of non-federal share match must be clearly identified, including the estimated amount per source and the valuation methodology. Finally, the proposed sources of non-federal share/match must only be derived from allowable sources. Please see [Section III.2. Cost Sharing or Matching](#) for information on the matching requirement.

Start-up/Pre-Award Costs

The application must demonstrate that start-up/pre-award costs, if proposed, are justified, reasonable, and applicable based on the applicant's proposed Head Start, EHS, and EHS-CCP program. Applicants requesting start-up funding must submit a separate budget for start-up/pre-award costs as described in [Section II. Federal Award Information](#). If the applicant is not requesting start-up/pre-award costs, this requirement is not applicable.

Start-up/pre-award costs may include the following: 1) ensuring that proposed facilities comply with state and local requirements and are adequately equipped, 2) purchasing classroom equipment and supplies, and/or 3) conducting staff background checks.

Facilities

Applicants must delineate any properties that will be used or proposed for use during the project period and for which funds will be charged to the award made under this NOFO as a direct or indirect cost. Properties must be organized into the following three categories: owned, leased (current lease already in place), or intent to lease (through either a letter of intent or an actual draft/unsigned lease). If a lease(s) has not been executed prior to submission of an application, the applicant must submit an actual draft of the unsigned lease or a letter of intent describing the potential arrangement including address, terms, length, and proposed expenses. The applicant must identify if the arrangement is an “arm’s-length” or “less-than-arms-length” lease and provide how costs are calculated in accordance with *45 CFR § 75.465* (Rental costs of real property and equipment) and *45 CFR § 75.436* (Depreciation).

In the list of properties, include a detailed breakdown of **all proposed costs**. It must be clear which costs are related to which property. In the budget justification, include a corresponding detailed narrative explanation of the purpose and need for each proposed cost under this grant award to determine reasonableness, allocability, and allowability of costs. Each property must include a breakdown of proposed costs and narrative, including all of the following, if applicable: the allocable percentage and total dollar amount; the depreciation amount with type of method and calculation used; rent amount with calculation; terms of lease; tax amount; insurance amount and what it covers; maintenance and repair amounts with details on each type of expense proposed and its associated cost; minor alterations and renovations with specifics for each type of proposed expense and its associated cost.

For ACF property related policy and guidance, please refer to the ACF website www.acf.hhs.gov/grants/manage-grant/property

To create a line-item budget and justification, see detailed budget instructions at: <https://www.acf.hhs.gov/grants/prepare-budget>

Paperwork Reduction Act Disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. 3501-3521, the public reporting burden for the Project Description is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 03/31/2026. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Please read the following instructions carefully and completely.

Electronic Delivery

ACF applicants are required to submit their applications online through [Grants.gov](https://www.grants.gov).

How to Register through Grants.gov

Read the registration instructions carefully and prepare the information requested before beginning the registration process.

Organizations must have:

- An active [System for Award \(SAM\) registration](https://www.grants.gov/apply/registration), which provides a Unique Entity Identifier (UEI), and may take several weeks to complete. **Therefore, complete this step early to ensure it does not affect the applicant's ability to submit an application on time.**
- Grants.gov account to apply for awards under funding opportunities, which can be created in minutes online.

Find complete instructions here: <https://grants.gov/applicants/applicant-registration>

Create a Grants.gov Account: The next step in the registration process is to create an account with Grants.gov. Follow the on-screen instructions provided on the registration page.

Add a Profile to a Grants.gov Account: For detailed instructions about creating a profile on Grants.gov, refer to: <https://grants.gov/applicants/applicant-registration>

EBiz POC Authorized Profile Roles: After you register with Grants.gov and create an Organization Applicant Profile, the applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC is then expected to log into Grants.gov and authorize the appropriate roles. For detailed instructions about creating a profile on Grants.gov, refer to: <https://grants.gov/applicants/applicant-registration>

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov.

For questions related to this funding opportunity, please contact the number listed in the application package.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist ACF with tracking and understanding background information on the issue.

Timely Receipt Requirements and Proof of Timely Submission

Simplified Submission Instructions

Submission Deadline: All applications must be received by 11:59 pm ET on the due date for each program.

Proof of Submission:

- Grants.gov automatically records proof of timely submission.
- The Authorized Organization Representative (AOR) will receive an acknowledgment of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov.
- An email with the official date/stamp and Grants.gov tracking number will serve as proof of timely submission.

Acknowledgment from ACF:

- When ACF retrieves the application from Grants.gov, an electronic acknowledgment will be sent to the AOR's email.

Late Applications: Applications received by Grants.gov after the due date will be considered late and will not be considered for funding by ACF.

For Issues with Federal Systems, including Grants.gov or SAM.gov:

Please refer to ACF's "[Policy for Applicants Experiencing Federal Systems Issues](#)" for complete guidance.

To Request an Exemption from Required Electronic Application Submission:

Please refer to ACF's "[Policy for Requesting an Exemption from Required Electronic Application Submission](#)" for complete guidance.

Paper Application Submission

See *Section IV.7. Other Submission Requirements* of this funding opportunity for address information for paper application submissions.

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

Applicants must have an active account with SAM.gov. This includes having a UEI.

To register, go to SAM.gov Entity Registration and click Get Started. From the same page, you can also click on the Entity Registration Checklist for the information you will need to register.

When you register or update your SAM.gov registration, you must agree to the financial assistance general certifications and representations. You must agree to those for financial assistance specifically, as opposed to contracts, because the two sets of agreements are different. You will have to maintain your registration throughout the life of any award.

IV.4. Submission Dates and Times

Due Dates for Applications

Due Date for Applications 01/21/2025

Explanation of Due Dates

The due date for receipt of applications is listed in the [Overview](#) and in this section.

Electronic Applications

Applications submitted via Grants.gov are due by 11:59 pm ET on the due date.

Applications that fail the Grants.gov validation check will not be received or acknowledged by ACF.

Mailed Paper Applications

Mailed paper applications are due by 4:30 pm ET on the due date listed in the Overview and in this section. Applications should be mailed to the address provided in [Section IV.7. Other Submission Requirements](#).

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

- Grants.gov submissions that are dated and time-stamped after the deadline of 11:59 pm ET on the due date.
- Paper applications received by mail after 4:30 pm ET on the due date.
- Paper applications from organizations that not approved for an exemption from electronicsubmission, as described in [Section IV.2. Request an Exemption from Required Electronic Submission](#).

Emergency Extensions

The grants management officer may extend an application due date based on emergency situations such as documented natural disasters or a verifiable widespread disruption of electric or mail service.

Acknowledgement of Received Application

Acknowledgements from Grants.gov

Applicants will receive:

- An email with the Grants.gov **tracking number** and a **date and time stamp** upon application submission. Please use the tracking number in any communications with Grants.gov. The date and time stamp is the official record of application submission. *This email does not indicate that the application was accepted or validated.*
- An email acknowledging that the received application is in the **Grants.gov validation process**.

Acknowledgement from ACF of an electronic application's submission:

Applicants will receive email(s) from ACF acknowledging that ACF retrieved the application from Grants.gov. These emails do not indicate that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application:

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

IV.5. Intergovernmental Review

Applicants must submit application information for intergovernmental review under [Executive Order 12372](#), Intergovernmental Review of Federal Programs. Under this order, states may design their own processes for obtaining, reviewing, and commenting on some applications. Some states have this process and others don't.

To find out your state's approach, see the [list of state single points of contact](#). If there's a contact on the list for your state, contact them as soon as possible to learn their process. If there is no contact for your state, you don't need to do anything further.

This requirement never applies to American Indian and Alaska Native tribes or tribal organizations.

IV.6. Funding Restrictions

Costs to develop and administer a program cannot be excessive or exceed 15 percent of the total approved program costs. Allowable costs to develop and administer a Head Start program cannot exceed 15 percent of the total approved program costs, which includes both federal costs and non-federal match, unless the responsible HHS official grants a waiver. See 45 C.F.R. § 1303.5.

IV.7. Other Submission Requirements

Submit paper applications to one of the following address.

Submission By Mail

HHS-2025-ACF-OHS-HI-0066

Office of Head Start

OHS Grant Review Team c/o Guardians of Honor

1990 K Street, NW.

Suite 650

Washington

DC

20006

V. Application Review Information

V.1. Criteria

The Review Criteria

Please note: Reviewers must evaluate and score an application based only on the application documents, notice of funding opportunity and relevant statutes and regulations. They must not access any other materials, including information accessible on websites referenced in the application.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are

the basis upon which competing applications will be judged during the merit review. The required elements of the project description and budget justification may be found in *Section IV.2. The Project Description* of this funding opportunity.

The merit review panel will evaluate the proposals and the required elements of the project description found in [Section IV.2. Content and Form of Application Submission](#), which is in accordance with the relevant sections of HSPPS (45 CFR Parts 1301-1305). The review of applications under this NOFO will result in a numerical score as evaluated by a panel of non-federal reviewers. Reviewers will assign numerical scores for each evaluation criterion based on a range of points (0 points-total point value), taking into consideration the extent to which the application narrative includes substantial and compelling evidence.

1. Substantiation of Need

Maximum Points: 10

To evaluate the Substantiation of Need, reviewers will consider the extent to which the applicant presents evidence how the proposed program would target a geographic area with the greatest need for Head Start or EHS services, and how children and families most in need will be identified and prioritized. Reviewers will score based on the following elements:

- The description of how resources will be directed to the geographic area(s) of greatest need and children and families most in need of services.
- The extent to which data is included to demonstrate why the proposed geographic area is in high need of early childhood education and family support services. This includes the degree to which data is presented on the number of eligible pregnant women, infants, toddlers, and preschoolers by geographic location; the number of families in extreme poverty; jobless rates; incidence of community health problems access to other early childhood education programs and services, including the estimated number of Head Start and EHS-eligible children who are receiving child care subsidy, in the geographic area; or other similar factors.
- The analysis of data regarding the availability and access to early childhood education services for infants, toddlers, and preschoolers in families in the proposed geographic area.

2. Community Need and Objectives

Maximum Points: 10

To evaluate the Community Need and Objectives, reviewers will consider the extent to which the applicant presents evidence of the need for Head Start, EHS, and/or EHS-CCP services in the proposed community. Reviewers will score based on the following elements:

- If the proposed service area and location(s) where services will be delivered is clearly described.
- The plan to assess and meet the needs of families pursuing employment, training, education, and other opportunities to support their well-being.
- The rationale for which ages of children are proposed to be served, including the estimated number of eligible pregnant women, infants, toddlers, and preschoolers, by program type and geographic location(s).

- If the proposed program option (center-based, home-based, family child care, services to pregnant women, locally designed option, or EHS-CCP) best meets the needs of the local community. Does the justification use information that describes the applicant's process for engaging other entities in the community in making this determination?
- The plan to effectively leverage available funding streams, including child care subsidies.
- The plan to enroll children with disabilities.
- If applicable, how the proposed delegate agency is identified, including the communities in which the applicant will operate, the number of children to be served by age of child, and their proposed program option(s).
- Evidence of community engagement in the proposed geographic locations that is designed to improve service delivery, increase access to services, and prevent duplication.
- **For applicants proposing EHS-CCP:**
 - The extent to which the applicant has identified partners that have demonstrated a commitment to the proposed project.
 - Evidence of the applicant's knowledge and awareness of its state's subsidy and CCDF policy landscape in its proposed service area.

3. Program Design and Approach

Maximum Points: 30

To evaluate Projects Design and Approach, reviewers will consider the extent to which the applicant presents evidence of its ability to implement a high-quality, comprehensive program for the population the applicant proposes to serve in the *Community Need and Objectives* section. Reviewers will score based on the following elements:

- The curriculum or set of curricula and teaching practices proposed that promote progress toward school readiness goals.
- The process for establishing and measuring school readiness goals and whether goals reflect the ages of children that the applicant proposes to serve and are culturally and linguistically appropriate.
- If the school readiness goals were or will be established in consultation with the parents of children who will be participating in the program.
- How the applicant will meet the needs of infants and toddlers with disabilities.
- The plan to meet the needs of the applicant's targeted population in the child welfare system, dual language learners, homeless children, and pregnant women.
- The plan to develop a unified birth-to-school-entry continuum of care and education through linkages with home visiting programs, Head Start, and other preschool and kindergarten programs, as applicable.
- How the applicant will meet the health, mental health, nutritional, and oral health needs of program participants.
- **For applicants proposing center-based or family child care services:** How the applicant describes a plan for observing teacher practice, including teacher-child interactions.

- **For applicants proposing home-based services:** How the applicant describes a plan for observing home visitor practice. Do all applicants describe, using this information, how to inform professional development and practice improvements?
- The process for obtaining required screenings, including developmental hearing and vision, and referring for further evaluation, as necessary.
- The process for selecting the specified assessment tool. The plan to use child assessment data to individualize the instruction and learning for each child and, as necessary, refer for additional evaluation and intervention; and to aggregate and analyze child-level assessment data.
- The plan to coordinate with public and private entities to assist the program in providing child health and developmental services and program management services.
- The system proposed to deliver services to enrolled women post-pregnancy, including how the newborn infant and family will transition into the appropriate program option at the appropriate time.
- How the applicant will ensure that infants, toddlers, preschoolers, and their families participating in the program will have the opportunity to receive Head Start or other appropriate preschool or kindergarten services, as applicable.
- The plan to facilitate the meaningful engagement of parents in activities designed to help them become full partners in the education of their children. Barriers to parent participation, such as work schedules, should be discussed.
- **For applicants proposing EHS-CCP:**
 - Evidence that the applicant has identified its partner sites and describes a thorough plan for sustaining its child care partners, as well as contingency plans for replacing proposed partners if any partnerships do not materialize or prove unsustainable.

4. Staffing and Compensation

Maximum Points: 15

To evaluate Staffing and Compensation, reviewers will consider the extent to which the applicant demonstrates its ability to recruit, retain, and manage staff with the ability to implement a comprehensive Head Start, EHS, and/or EHS-CCP program. Reviewers will score based on the following elements:

- The plan to ensure all teaching staff will meet the qualification requirements.
- Evidence of a sustainable mechanism for providing competitive compensation to staff, including a clear description of how proposed salary or wage targets are competitive with other employers providing high-quality early care and education and elementary school education in the community.
- Evidence of the proposed program director and proposed key program staff's ability to meet the required qualifications to administer a Head Start or EHS program, complex social service program, or early education services.
- The plan to attract, train, and retain qualified staff with the ability to implement a high-quality program.
- How the applicant proposes to provide career development opportunities for professional, paraprofessional, family child care providers, and other staff, including supports for professional development.

- Evidence of how the applicant will ensure a positive, supportive workplace for staff, including strategies to promote the mental health and well-being of their staff.
- If the plan to evaluate job applicants, including existing recipient staff, to determine which applicants are most capable of implementing a high-quality, comprehensive program is realistic.

5. Planning and Implementation

Maximum Points: 10

To evaluate Planning and Implementation, reviewers will consider the extent to which the applicant details its plan to provide effective and efficient implementation of Head Start, EHS, and/or EHS-CCP programming, including start-up period planning. Reviewers will score based on the following:

- State and local licensing requirements for each proposed age group, the length of time required to obtain licensure for early childhood learning environments, and the impact on the proposed implementation plan for the timely provision of services.
- The availability of appropriate facilities for proposed program models, and the anticipated timelines for completing any construction, renovation, or adaptation of space to meet requirements.
- As applicable, plans for alternative service provision (e.g., temporary home-based services) during start-up, until facilities are fully operational.
- Where facilities are not available, a plan to acquire facilities in accordance with federal Head Start regulations.
- The ability to recruit, hire, and train qualified staff to support the proposed start of Head Start and/or EHS programming.

6. Organizational Infrastructure and Management

Maximum Points: 15

To evaluate Organizational Infrastructure and Management Systems, reviewers will consider the extent to which the applicant demonstrates its understanding of the crucial role of the Board and Policy Council. Reviewers will also consider the extent to which the applicant demonstrates a capacity to provide effective program administration and oversight, including child care partner sites if applicable. Reviewers will score based on the following elements:

- The capacity of the senior executive managers, Tribal Council, or governing board to:
 - Exercise effective oversight of program operations and accountability for federal funds;
 - Include the Policy Council in the planning and decision-making process;
 - Ensure representation of the diverse community served;
 - Set and monitor overall agency priorities and operational systems; and
 - Conduct community assessment, annual self-assessments, and ongoing monitoring.
- The ability to plan, constitute, and train the Tribal Council or governing body in compliance with Head Start regulations. If applicable, an applicant can describe how its

current governance structure would change to meet the requirement of the Head Start Act.

- The existence of management systems for program planning, internal and external communication, record-keeping, issuance of internal and external reports, and program self-assessment and monitoring.
- **For applicants proposing EHS-CCP:**
 - The applicant's ability to work with partners and ensure accountability for meeting HSPPS across multiple sites (as appropriate).

7. Budget and Budget Justification

Maximum Points: 15

To evaluate this section, reviewers will consider the extent to which the applicant's budget and budget narrative demonstrates that funds are budgeted to provide all required Head Start, EHS, and/or EHS-CCP services, and if the applicant:

- Clearly and accurately distinguishes the proposed Head Start and EHS base operating funds, Head Start and EHS T/TA funds, total federal funds, and the applicant's non-federal share, if applicable.
- Provides evidence of a sustainable mechanism for providing competitive compensation and other necessary supports to staff.
- Provides a cost-effective budget that is aligned with all components of the application narrative as described in Section IV.2. The Project Budget and Budget Justification.
- Includes evidence of a per-child cost, based on the proposed program type and program option(s) that ensure a high quality of service.
- Demonstrates that start-up/pre-award costs, if proposed, are justified, reasonable, and applicable based on the applicant's proposed Head Start and/or EHS program. NOTE: If the applicant is not requesting start-up/pre-award costs, this criterion is not applicable.
- Details its plan to contribute the required non-federal share/match of the total project cost.
- **For applicants proposing EHS-CCP, the applicant effectively demonstrates the following:**
 - A significant portion of funding will be directed to its child care partners to ensure high-quality early learning experiences.
 - Funding will be directed to child care partners to support staff professional development, including credentialing and other opportunities designed to support increased competencies, credentials, wages, and compensation.
 - Describes the expenditure of T/TA funds.
- **For applicants proposing EHS-CCP, the applicant includes the following:**
 - Sufficient resources for T/TA to assist the child care and family child care partners with meeting HSPPS.
 - Evidence of a per-child cost, based on the proposed program type and program option(s), to ensure the maximum number of eligible children are served.
 - Specific details about its plan to use a layered funding approach that includes leveraging child care subsidy for its proposed budget. Does the applicant discuss

how it will not supplant existing funding including subsidies for their proposed project?

- Their plan to ensure that children whose families lose child care subsidy eligibility will continue to be served.

V.2. Review and Selection Process

Incomplete applications will not receive an award.

Initial ACF Screening

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

Merit Review and Results

Review panels use criteria described in Section V.1. Criteria to review and evaluate applications. Reviewers are typically not federal employees.

When making funding decisions, ACF considers

- Merit review results. They are key in making decisions but are not the only factor.
- Organizations serving emerging, unserved, or under-served populations, including those in pockets of poverty.
- The larger portfolio of agency-funded projects by considering geographic distribution.
- The applicant's past performance. ACF may:
- Fund applications in whole or in part.
- Fund applications at lower amount than requested.
- Choose not to fund applicants with management or financial problems.
- Decide not allow a prime recipient to subaward if they are not able to properly monitor and manage subrecipients properly.

Pre-Award Discussions and Negotiations

ACF may enter pre-award discussions and/or negotiations with one or more applicants regarding each applicant's proposed project, budget, and other information related to its organizational capacity to provide high-quality, comprehensive early education services before making final award(s). Based on these discussions, ACF may consider:

- Whether the proposal meets the stated purpose of the funding opportunity, as described in [Section I. Program Description](#).
- Whether the proposal targets a geographic area with the greatest need for Head Start, EHS, and/or EHS-CCP services, and how children and families most in need will be identified and prioritized, as described in [Section IV. The Project Description](#).
- Whether the proposed program is cost-effective based on the application submitted for evaluation in response to [Section IV.2. The Project Description](#) and [The Project Budget and Budget Justification](#).
- Whether the proposal contains contingent activities that may impede, or indefinitely delay, the implementation of the proposed program such as, but not limited to, the ability

to timely renovate and/or secure facilities that are required to deliver Head Start, EHS, and/or EHS-CCP services.

- Any other factors necessary for ACF to determine if the applicant can provide high-quality, comprehensive early education services.

Not all pre-award discussions and/or negotiations will result in awards. ACF reserves the right to cease discussions and negotiations with applicants prior to award and may enter into discussions or negotiations with other applicants.

Additional Review and Funding Considerations

ACF's priority is expanding access to high-quality Head Start, EHS, and EHS-CCP programs. Awards will be made based on how effectively the model design fits the needs of the community to be served. ACF will prioritize proposals that include a viable plan to reach full enrollment as soon as possible and no later than 12 months of receiving the award.

Through this NOFO, funds are allocated by each geographical region of the country as defined by ACF based on each region's relative share of young children whose families' incomes are below the poverty line. ACF retains administrative flexibility to reallocate between regions as appropriate when making awards using the regional allocation to ensure each recipient meets a high standard of quality and to align with funding priorities.

The Head Start Act gives priority to organizations based on their ability to serve target populations. In keeping with 42 U.S.C. 9836(d)(3) of the Head Start Act, ACF shall give priority to applicants for Head Start funding that have demonstrated capacity in providing effective, comprehensive, and well-coordinated early childhood education and development services and programs to children and their families. 42 U.S.C. 9840A(e) of the Head Start Act gives priority in EHS funding to entities with a record of providing early, continuous, and comprehensive childhood development and family services.

Having high-quality early care and education opportunities is particularly important and is often lacking in economically distressed communities. Through this NOFO, ACF is interested in targeting this competition to reach areas of greatest need to facilitate the enrollment of families who would most benefit from services.

A well-compensated and supported workforce is essential to providing high-quality services to promote children's optimal development and family well-being. ACF reserves the right to prioritize organizations based on their ability to provide sustainable approaches toward staffing, which includes providing staff with competitive wages, comprehensive benefits and wellness supports.

For current or former Head Start or EHS recipients, ACF will review and consider the following prior to making funding determinations:

- The last two OHS monitoring reports;
- Any monitoring reports issued in the 5 years preceding the posting of this NOFO;
- Entity's history of voluntary relinquishment, if applicable;
- Whether the entity has received a Suspension with Notice (45 CFR § 1304.3) or an Emergency Suspension without Advance Notice within 5 years prior to the posting date of this NOFO;

- Any documentation that relates to the fiscal health and financial viability of the applicant
- State licensing documentation;
- [Also applicable to current or former EHS-CCP recipients] Enrollment data for the 12 months preceding the posting of this NOFO, including ongoing under-enrollment, and reductions approved in the 6–12 months preceding the posting of this NOFO.

ACF reserves the right to deny funding based on the following criteria:

- 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;
- Applicants with unacceptably high federal Head Start per-child costs;
- Projects that would require unreasonably high start-up costs for facilities or equipment or that propose such a low number of children that the project may require unreasonably high operating costs relative to the number of children and families proposed to be served.
- Applicant that is not "in the community" to be served, in accordance with the requirements for designation as a Head Start agency at 42 U.S.C. 9836. ACF will consider all "qualified applicants in such community" as required by 42 U.S.C. 9836(d) where the application demonstrates that they have an organizational base within the community to be served. This could be established by virtue of the applicant being a provider of services in the community or having a clear relationship to the community as evidenced, for example, by board representation from the community or by evidence of the support of community leaders, including elected or appointed city/county officials, school principals, county government officials, social service provider organizations, community organizations representing minority and other relevant sectors of the community to include low-income populations, and community-based child care providers.

Applicant entities may submit only one application per service area. In such cases where two or more applications are submitted by the same organization, and those applications are deemed to be identical in content except minor differences in proposed enrollment and budget, ACF may consider those submissions non-responsive to the requirements of the funding opportunity. Applications that are derived from a template are over-generalized and may not meet the needs of the individual service area.

Federal Awarding Agency Review of Risk Posed by Applicants

ACF must review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), <https://sam.gov/reports/ei/static>, before making any award in excess of the simplified acquisition threshold over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in [45 CFR § 75.205\(a\)\(2\) Federal Awarding Agency Review of Risk Posed by Applicants](#).

Approved but Unfunded Applications

Applications recommended for approval in the merit review process, but not selected for award

may receive funding if additional funds becomes available in the current Fiscal Year. as Applicants with “approved but unfunded” status will be notified by email.

V.3. Anticipated Announcement and Federal Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions.

VI. Federal Award Administration Information

VI.1. Federal Award Notices

Successful applicants will be notified through the issuance of a NoA that identifies:

- amount of funds awarded,
- terms and conditions,
- effective date,
- budget period for which initial support will be given,
- applicant’s non-federal share (if applicable), and
- total planned project period.

The NoA will be signed by the Grants Officer and transmitted via email or by GrantSolutions, or the Head Start Enterprise System (HSES), whichever is relevant. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Organizations whose applications will not be funded will be notified after the funding decisions have been finalized by letter signed by the cognizant Program Office head.

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

VI.2. Administrative and National Policy Requirements

Awards are subject to:

- The rules listed in [45 CFR part 75](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards in effect at the time of award and any updates, or any superseding regulations. Effective October 1, 2024, HHS adopted the following superseding provisions:
 - [2 CFR 200.1](#), Definitions, Modified Total Direct Cost.
 - [2 CFR 200.1](#), Definitions, Equipment.
 - [2 CFR 200.1](#), Definitions, Supplies.
 - [2 CFR 200.313\(e\)](#), Equipment, Disposition.
 - [2 CFR 200.314\(a\)](#), Supplies.
 - [2 CFR 200.320](#), Methods of procurement to be followed.
 - [2 CFR 200.333](#), Fixed amount subawards.

- [2 CFR 200.344](#), Closeout.
- [2 CFR 200.414\(f\)](#), Indirect (F&A) costs.
- [2 CFR 200.501](#), Audit requirements.
- Department regulations and policies in effect at the time of award, and applicable statutory provisions. The Code of Federal Regulations (CFR) is available at www.ecfr.gov.

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

Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations. Receiving federal funds through an award does not mean the application or the applicant organization complies with federal regulations.

HHS Grants Policy Statement

ACF awards must follow the HHS Grants Policy Statement (HHS GPS), which covers basic award processes, standard terms and conditions, points of contact, and important agency-specific requirements. The HHS GPS is available at <https://www.acf.hhs.gov/policy-guidance/hhs-grants-policy-statement>.

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

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

Copies of the current applicable Head Start regulations are available at the websites identified in *Section VIII. Other Information, Reference Websites*. Regulations used to determine whether expenditures by Head Start and EHS recipients are allowable can be found at <https://eclkc.ohs.acf.hhs.gov/policy> under Fiscal Regulations.

VI.3. Reporting

Performance Progress Reports:

Annually

Unless otherwise noted in this section, recipients under this NOFO will be required to submit performance progress and financial reports periodically throughout the project period.

Information on reporting requirements is available on the ACF website at <https://www.acf.hhs.gov/grants/manage-grant/reporting>.

Head Start Program Reporting

All Head Start recipients under this NOFO will be required to submit program information periodically, including for example, monthly enrollment reports, an annual Program Information Report (PIR), and service location and staff contact information. Recipients will be notified in

advance of required reporting through various means, such as Notice of Award (NoA) documents, email correspondence, and letters. Additional information on Head Start Program Reporting can be found at <https://eclkc.ohs.acf.hhs.gov/data-ongoing-monitoring/article/program-information-report-pir>. The PIR serves as the annual performance progress report for the Office of Head Start.

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

Financial Reports:

Semi-Annually

Post-Award Facilities Requirement

It is expected that for all facility related projects the applicable OMB-approved SF-429 forms (e.g., SF-429 Cover Page, SF-429 Attachment A-Annual General Report, SF-429 Attachment B – Acquire or Improve Request, and SF-429 Attachment C – Disposition and Encumbrance Request) be submitted along with supporting documents **in the GrantSolutions On-Line Data Collection system**. For more information, please see [ACF Property Guidance](#), [ACF Real Property Guidance](#), and [Real Property Prior Approvals](#).

OMB# 0970-0148 approved information collection includes, The HSPPS reporting requirements. As of September 2024, currently under review, OMB expiration date is forthcoming. Head Start Program Information Report (PIR) is approved under OMB #0970-0427 which expires 06/30/2025.

VII. HHS Award Agency Contact(s)

Program Office Contact

Kesley

Shaw

Administration for Children and Families

Office of Head Start

330 C Street, SW.

Washington

DC

20201

(888) 242-0684

OHSgrants@koniag-gs.com

Office of Grants Management Contact

Guadalupe

Quiroz

Administration for Children and Families

77 West Jackson Blvd.

21st Floor

Chicago

IL

60604

(888) 242-0684

OHSgrants@koniag-gs.com

VIII. Other Information

Reference Websites

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

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

ACF Funding Opportunities Forecasts and NOFOs www.grants.gov/.

ACF "Applying for an ACF Award" <https://www.acf.hhs.gov/grants/how-apply-grant>.

ACF Property Guidance <https://www.acf.hhs.gov/grants/real-property-and-tangible-personal-property>

Grants.gov Accessibility Information <https://www.grants.gov/accessibility-compliance>

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

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

Qualified Opportunity Zones

<https://www.irs.gov/credits-deductions/opportunity-zones-frequently-asked-questions> and

<https://www.cdfifund.gov/opportunity-zones>

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

<http://eclkc.ohs.acf.hhs.gov/hslc/standards/law>.

HSPPS (45 CFR Parts 1301-1305)

<https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/hspps-appendix.pdf>.

Early Head Start: <https://eclkc.ohs.acf.hhs.gov/ncecdtl>.

Early Childhood Learning and Knowledge Center:

<http://eclkc.ohs.acf.hhs.gov/hslc>.

EHS-CCP Implementation Planners and Fiscal Consultants

<https://eclkc.ohs.acf.hhs.gov/local-early-childhood-partnerships/article/ehs-cc-partnership-implementation-planners-fiscal-consultants>

Special Quest resources:

<https://eclkc.ohs.acf.hhs.gov/children-disabilities/specialquest-multimedia-training-library/specialquest-multimedia-training-library>

Center for Social Emotional Foundations for Early Learning:

www.vanderbilt.edu/csefel

Please note that providing a link to a non-federal source, website, or curriculum in this NOFO does not constitute an endorsement by ACF or any of its employees of the sponsors of the source, website or curriculum or the information or products presented on the site. ACF cannot attest to the accuracy of information provided by this link or any other linked sites on the website.

EHS-CCP Information on the Internet

EHS-CCP Resources:

<https://eclkc.ohs.acf.hhs.gov/programs/article/early-head-start-child-care-partnerships-programs>

About the Child Care and Development Fund

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

CCDF Reauthorization:

<https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-15-03-attachment>

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

State CCDF Administrators:

<http://www.acf.hhs.gov/programs/occ/resource/ccdf-grantee-state-and-territory-contacts>.

Applicant Support Resources

OHS strongly encourages applicants interested in applying for this funding opportunity to visit <https://www.acf.hhs.gov/grants/how-apply-grant#chapter-3>. This webpage provides information on applying for grants, registering and applying through www.Grants.gov, submitting an application, and understanding the grant review process. All interested applicants are reminded to frequently refer to this NOFO when preparing their application.

Prospective applicants can send questions to OHS by e-mail at OHSgrants@koniag-gs.com. A summary of the questions and OHS responses will be posted for public view on the applicant support website as soon as they become available.

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

Application Checklist

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

What to Submit	Where Found	When to Submit
Proof of Policy Council Approval	Referenced in <i>Section IV.2. Required Forms, Assurances and Certifications</i> and <i>The Project Description, Additional Eligibility Documentation</i> .	Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.4. Application Due Dates and Times</i> .

What to Submit	Where Found	When to Submit
Certificate of Good Standing	See <i>Section IV.2. Required Forms, Assurances and Certifications and The Project Description, Legal Status of Applicant Entity.</i>	Submission is required with the application by the Application Due Date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
SF-424A Budget Information - Non-Construction Programs / SF-424B Assurances - Non-Construction Programs and SF-424C - Budget Information Construction Programs / SF-424D - Assurances Construction Programs	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> These forms are available in the NOFO's forms package at www.Grants.gov in the Mandatory section. All forms are required for applications under this NOFO for projects that include both non-construction and construction activities.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
SF-424 - Application for Federal Assistance	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> This form is available in the NOFO's forms package at www.Grants.gov in the Mandatory section.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Referenced in <i>Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)</i> in the funding opportunity.	A UEI and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.

What to Submit	Where Found	When to Submit
	To obtain a UEI and SAM registration, go to http://www.sam.gov .	
SF-424 Key Contact Form	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the NOFO's forms package at www.Grants.gov .	Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the NOFO's forms package at www.Grants.gov .	Submission is due with the application package or prior to award.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the NOFO's forms package at www.Grants.gov .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the NOFO's forms	If submission of this form is applicable, it is due at the time of application. If not available at the time of application, it may also be submitted prior to award.

What to Submit	Where Found	When to Submit
	package at www.Grants.gov .	
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Project Summary	Referenced in <i>Section IV.2. The Project Description</i> . The Project Summary is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity</i> .	Proof of non-profit status should be submitted with the application package by the application due date and time listed in the <i>Overview</i> and <i>Section IV.4.</i> of the NOFO. If it is not available at the time of application submission, it must be submitted prior to award.
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in <i>Section IV.2. Required Forms, Assurances and Certifications</i> .	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> .	Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date

What to Submit	Where Found	When to Submit
		in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Indirect Cost Rate Agreement (IDR)	<p>Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i>.</p> <p>The IDR must be submitted with the application package.</p>	<p>If the IDR is available by the application due date, it must be submitted with the application package.</p> <p>If it is not available by the application due date, listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i>, it may be submitted prior award.</p>
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Assurance: Board Attestation	Referenced in <i>Section IV.2. Forms, Assurances, and Certifications and Section V.1. Criteria</i> , with a template provided in the <i>Appendix</i> .	Applicants for whom this applies the assurance must be signed by the Board chair, who is authorized to sign the application on behalf of the applicant. Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .

Appendix

1. Assurance Template: Tribal Council or Board of Directors Attestation

For applicants to whom this applies, this assurance must be completed, **signed** and dated, and submitted as part of this application in the appendices.

Date

To Whom It May Concern:

I, (name), attest that (Organization) collaborated with an external grant-writer(s), consultant(s), and/or contractor(s) on the development of the application submitted in response to the funding opportunity announcement. Further I, (name), attest that the governing Board of (Organization) actively participated in the content development and commitments included in the applicant's proposal. On behalf of (Organization), I also confirm that its governing Board or the Tribal

Council and proposed Early Head Start and/or EHS-CCP management staff are fully knowledgeable of the Head Start regulatory requirements.

(Signature)

(First and Last Name) (Title/Board Chair)

The assurance must be signed by the Tribal Council Chair or Board Chair, who is the designated representative of the applicant with authority to act on the organization's behalf in matters related to the award and administration of grants.