

Early Head Start Expansion and EHS-Child Care Partnership Grants

HHS-2015-ACF-OHS-HP-0814

TABLE OF CONTENTS

- Overview
- Executive Summary
- I. Program Description
- II. Award Information
- III. Eligibility Information
 - 1. Eligible Applicants
 - 2. Cost Sharing or Matching
 - 3. Other - (if applicable)
- IV. Application and Submission Information
 - 1. Address to Request Application Package
 - 2. Content and Form of Application Submission
 - 3. Submission Dates and Times
 - 4. Intergovernmental Review
 - 5. Funding Restrictions
 - 6. Other Submission Requirements
- V. Application Review Information
 - 1. Criteria
 - 2. Review and Selection Process
 - 3. Anticipated Announcement and Award Dates
- VI. Award Administration Information
 - 1. Award Notices
 - 2. Administrative and National Policy Requirements
 - 3. Reporting
- VII. Agency Contacts
- VIII. Other Information

**Department of Health & Human Services
Administration for Children and Families**

Program Office: Office of Head Start
Funding Opportunity Title: Early Head Start Expansion and EHS-Child Care Partnership Grants
Announcement Type: Modification
Funding Opportunity Number: HHS-2015-ACF-OHS-HP-0814
Primary CFDA Number: 93.600
Due Date for Applications: 08/20/2014

Executive Summary

Notices:

- **In Fiscal Year (FY) 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via <http://www.grants.gov> is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files. Please see *Section IV.2. Content and Form of Application Submission* for detailed information on this requirement.**
- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at <http://www.acf.hhs.gov/grants/how-to-apply-for-grants>.**

Please note the published funding announcement has been modified. The High Poverty Zip Codes listed in the *Appendix* now include the states of Texas, Utah and Virginia.

The Administration for Children and Families (ACF) announces the availability of approximately \$500 million to be competitively awarded for the purpose of expanding access to high-quality, comprehensive services for low-income infants and toddlers and their families. This funding opportunity is being made available under the Consolidated Appropriations Act, 2014 (Pub.L. 113-76), Division H, Title II. ACF solicits applications from public entities, including states, or private non-profit organizations, including community-based or faith-based organizations, or for-profit agencies that meet eligibility for applying as stated in section 645A of the Head Start Act.

ACF, within the Department of Health and Human Services (HHS), will consider applications for Early Head Start-Child Care (EHS-CC) Partnerships, Non-Partnership Early Head Start (EHS) Expansion, or applications that include a combination of both.

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

Through EHS-CC Partnerships, new or existing Early Head Start grantees will partner with local child

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

New entities or existing Head Start and EHS grantees can also apply to expand the number of center based slots in traditional Early Head Start programs through expansion (Non-Partnership Early Head Start Expansion). Non-Partnership EHS Expansion grantees will provide early, continuous, intensive and comprehensive child development and family support services that will enhance the physical, social, emotional, and intellectual development of participating children; support parents' efforts to fulfill their parental roles; and help parents move toward self-sufficiency. Given the need for continuity of care for very young age children, the Office of Head Start (OHS) expects that applicants will propose serving children in a full-day, full-year model with a minimum of 48 weeks

Only high-quality applications will be funded and priority will be given to applicants proposing to create EHS-CC Partnerships. Funds awarded through this funding opportunity announcement (FOA) must not supplant existing subsidies or other funding. In awarding these funds, ACF will prioritize organizations that seek to develop a unified birth-to-school-entry continuum through alignment of federal, state, and locally funded early care and education programs.

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

I. Program Description

Statutory Authority

This funding is authorized by the Consolidated Appropriation Act, 2014 (Pub.L. 113-76), Division H, Title II. The Head Start program is authorized by the Head Start Act, 42 U.S.C. § 9831 et seq. Of the \$650,000,000 for awards, \$500,000,000 is available under the Consolidated Appropriation Act, 2014, Pub. L. 113-76. The remaining funds are anticipated to be available under fiscal year (FY) 2015 appropriations.

Description

The following brief overview of Early Head Start and CCDF will assist applicants as they respond to this FOA. Additional resources are referenced in *Section VIII. Other Information* in this FOA.

Overview of Early Head Start (EHS)

Early Head Start was established by the 1994 reauthorization of the Head Start Act as a program for low-income families with infants and toddlers and pregnant women. The program is administered by ACF's Office of Head Start (OHS). In creating Early Head Start, Congress acted upon evidence from research and practice indicating that the time from conception to age 3 is critical for human development and, for infants and toddlers to develop optimally, they must have healthy beginnings and the continuity of responsive and caring relationships.

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

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

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

Since 1965, Head Start has served more than 30 million children and their families. The 1994 reauthorization of the Head Start Act established Early Head Start. In FY 2012, Head Start served 956,497 children and families, including more than 113,000 in Early Head Start programs. There are approximately 1,600 Head Start grantees, including 950 grantees providing Early Head Start. At this time, Early Head Start programs only serve 3-4 percent of income- and age-eligible infants and toddlers.

Overview of the Child Care and Development Fund (CCDF)

CCDF is the primary federal program devoted to providing families with child care subsidies and supporting states, territories, and tribes in improving the quality of child care programs. CCDF is administered by ACF's Office of Child Care (OCC), which provides funding, oversight, and technical assistance to states, territories, and tribes that administer the program. CCDF provides child care assistance to 1.5 million children monthly, approximately 400,000 of whom are infants and toddlers. Annual federal CCDF funding is approximately \$5.2 billion. State funding and Temporary Assistance for Needy Families (TANF) transfers add several billion dollars more. A minimum of 4 percent of CCDF funds must be used to improve the quality of child care and other additional services to parents, such as resource and referral counseling regarding the selection of child care providers. Annual appropriations include funding for targeted purposes: approximately \$296 million for quality expansion activities, of which almost \$109 million is to improve the quality of care for infants and toddlers; and \$19 million to improve school-age care and Child Care Resource and Referral Services. CCDF is authorized under the Child Care and Development Block Grant Act (CCDBG), which was enacted under the Omnibus Budget Reconciliation Act of 1990. The Personal Responsibility and Work Opportunity Act of 1996 amended and reauthorized the CCDBG.

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

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

CCDF grantees (i.e., states, territories, and tribes) have flexibility in many areas that can help support partnerships. For example, CCDF grantees set income eligibility rules that can be aligned with Early Head

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

Child care is provided through a broad array of public, private, for-profit, and not-for-profit programs and providers. In the United States, there are approximately 107,000 licensed child care centers and approximately 135,000 licensed family child care homes. Due to the variety of programs, states have worked on establishing continuous improvement systems in child care. For example, many states are making systemic investments, such as developing quality rating and improvement systems (QRIS) and professional development systems to improve child care quality, that can be leveraged through the partnership grants. In FY 2012, over 60,000 child care centers and family child care home providers were participating in QRIS. Over half of the states and territories have created professional development pathways that include specializations for staff working with infants and toddlers, and over half of them have infant and toddler specialists or infant-toddler specialist networks.

Definitions

Applicants should use the following definitions:

- **The Birth-to-Five Continuum** of high-quality early care and education is a series of investments that will provide high-quality preschool for all children, grow the supply of effective early learning opportunities for young children, and extend and expand evidence-based voluntary home visiting. Applicants can learn more about the Birth-to-Five Continuum at <http://www.acf.hhs.gov/programs/occ/presidents-early-learning-initiative-early-care-education>
- **Child care regulations** are any applicable local, state, territory, or tribal regulations or requirements, including child care licensing and regulatory rules, as well as any applicable CCDF requirements. Applicants can learn more about child care licensing rules at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/> and more about CCDF at <http://www.acf.hhs.gov/programs/occ>.
- **Entity (Agency)** is the entity that will submit the grant application that, if selected for award, will be the primary recipient of the grant. Information on eligible applicants is available in *Section III.1. Eligible Applicants*.
- **Family child care** is care and education provided to children in a private home or other family-like setting. Head Start family child care means Head Start and Early Head Start comprehensive services provided to a small group of children through their enrollment in family child care.
- **Head Start regulations** are the Head Start Program Performance Standards (http://www.access.gpo.gov/nara/cfr/waisidx_07/45cfrv4_07.html#1301) and all relevant requirements in the Head Start Act.
- **Start-up/Implementation Period** is the time when programs begin serving children and incrementally ramp up to full compliance with Head Start and child care regulations. This includes:
 - Creating an organizational structure to support provision of comprehensive services to children and families;
 - Hiring qualified staff and developing professional development plans for each staff member;
 - Recruiting and enrolling children;
 - Developing management, fiscal, and facilities plans; and
 - Developing service plans that include a schedule for screening and ongoing assessment, and

the selection and implementation of an evidenced-based curriculum.

- **Partner sites** are the local child care center(s) and/or family child care provider(s) that partner with new or existing Early Head Start grantees to provide high-quality comprehensive services to low-income children and their families.
- **Policy Council** is a formal structure of shared governance through which parents can participate in policy making or in other decisions about the program.

Program Overview

All grantees funded through this FOA must provide high-quality, comprehensive, and continuous early care and education for infants and toddlers in centers and/or family child care homes. Funding under these grants may not be used to provide services using the Early Head Start home-based program option as defined in 45 CFR § 1306.3(j). Applicants will base their proposals on community, county, or state-based strategic planning and a community assessment that includes the identification of needs, the quality of existing child care providers, and existing resources that can be leveraged to provide high-quality comprehensive services. Applicants are expected to identify the needs and existing resources that can be leveraged to support all partner sites in providing these services, such as training and technical assistance. Based on the strategic plan and community assessment, applicants will propose an approach that responds to the needs of families in the community, including the need for increased access to full-time, stable, high-quality, comprehensive child development services for working families. Having high-quality infant and toddler care is particularly important, and often is lacking, in areas with high concentrations of poverty. Therefore ACF is targeting zip codes with very high concentrations of poverty and federally designated Promise Zones in this announcement. Please see <https://www.onecpd.info/promise-zones> for more information.

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

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

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

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

Program Background and Purpose

All applicants, including both the grantees and any child care partners, funded through this FOA will be

required to provide continuous and comprehensive child development and family support services that will enhance the physical, social, emotional, and intellectual development of participating children; support parents' efforts to fulfill their parental roles; and help parents move toward self-sufficiency. All EHS-CC Partnership grantees and any child care partners will be required to implement all Head Start Program Performance Standards for the children funded through this FOA and will be given 18 months to ensure they can meet the full set of standards.

While the full array of services shall be provided, EHS-CC Partnership applicants will propose an approach that identifies which services are to be provided by the grantee, the partner sites, or through referrals to community agencies. Given the importance of continuity of care for infants and toddlers, grantees are expected to ensure smooth and seamless delivery models for families accessing services. EHS-CC Partnership applicants are required to propose that their partner sites will provide full-day, full-year services. Project budgets should reflect federal funds, projections for child care subsidies and any other funds that currently support children in the child care or family child care sites. Project budgets for the EHS-CC Partnership applications must also reflect child care subsidies for no less than 25 percent of the proposed number of slots. Grantees must ensure that children whose families experience job loss or the loss of child care subsidies will continue to be served. ACF expects these grantees to direct a significant portion of funding to their child care partners. ←

ACF is responsible for ensuring that entities awarded a grant through this FOA, and where relevant their Partner sites or delegate agencies, meet applicable Head Start and local child care licensing and other regulations for all the children or sites funded by this grant. These include requirements established by the Head Start Program Performance Standards, relevant provisions of the Head Start Act and applicable state, tribal, and/or local child care requirements. ACF acknowledges that meeting applicable requirements will require a commitment by both the grantee and the partners to fulfill their agreed upon roles and responsibilities and adequate funding and support. Beginning after 18 months of operation, ACF will assess whether the partnerships have met the following requirements for all of the children being served under this grant:

- **Eligibility, recruitment, selection, enrollment, and attendance**, ensuring the most vulnerable children are served;
- **Comprehensive early childhood education and development services** that promote the physical, social, emotional, cognitive, and language development of young children and families during the early years through:
 - **Early Head Start group sizes and teacher-caregiver to child ratios**;
 - **Qualified and trained staff** to ensure warm and continuous relationships between caregivers, children, and families that are crucial to learning and development for infants and toddlers;
 - **Parent involvement** in their children's learning and development;
 - **Provision of learning opportunities** for infants and toddlers to grow and develop in warm, nurturing, and inclusive environments;
 - **Culturally and linguistically responsive** services that support continuity of care between the home environment of the child and the program;
 - **Health and safety** of enrolled children;
 - **Health promotion** by providing comprehensive health, mental health, and oral health services for children, and helping families to identify and access a medical home to ensure ongoing care;
 - **Nutrition**, including participation in the Child and Adult Food Care Program (CACFP) and arrangements for nursing mothers who choose to breast feed in center-based programs and family child care homes;
 - **Inclusion of at-risk children with disabilities** by ensuring:
 - Services meet the needs of children with disabilities and their families, including the establishment and implementation of procedures to identify such children and plans to

coordinate with programs providing services as described in section 645A(b)(11) of the Head Start Act;

- Children with documented behavioral problems receive appropriate screening and referral;
- An inclusive, supportive environment where children with disabilities can be served in the same settings as typically developing children; and
- That 10 percent of the children enrolled have a disability, unless granted a waiver by OHS.

• **Family partnerships** providing services to parents that:

- Support their role as parents;
- Promote positive parent-child interactions, including the participation of fathers; and
- Enable families to move toward self-sufficiency.

• **Community partnerships** by ensuring formal linkages and coordination with community agencies located in the area or state that provide services within the Birth-to-Five Continuum of care and education, to ensure that children receive continuous, coordinated services from birth to school entry. Coordination should include such providers as early intervention services, other agencies providing services to infants and toddlers, including the Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program and other home visiting programs, local Head Start programs, state pre-kindergarten, and other local providers of early childhood education;

• **Administrative and financial management**, including:

- Ensuring a well-functioning governing body to share responsibility for oversight of the delivery of high-quality services;
- Ensuring financial management systems are in place that meet requirements set forth in 45 CFR § 74.21 and 92.20.
- Ensuring family involvement in the program through opportunities to participate in the Policy Council or committees at the grantee level;
- Ensuring that the level of services provided to families responds to their specific needs and circumstances;
- Recruiting, training, and supervising high-quality staff;
- Providing professional development plans for each staff member to ensure that each staff person attains and maintains qualifications for his/her position and meets all Head Start requirements for staff working with infants and toddlers (Head Start Act § 645A(h)(2));
- Implementing a systematic procedure for transitioning children, such as:
 - Ensuring continuity of services and smooth transitions when the needs of families change, to ensure that children served through the EHS-CC Partnership receive ongoing services through fluctuations of family status;
 - Supporting transition planning with families to ensure each pregnant woman and child experiences smooth transitions into Early Head Start and child care services; and from Early Head Start and child care services to Head Start or other preschool programs.
- Implementing appropriate financial management systems so that expenditures are attributable to specific activities under the grant award.

• **Transportation** by working with families to address their transportation needs and helping them find transportation.

• **Facilities** – grantees must ensure centers and family child care homes meet health and safety requirements and are licensed for infants and toddlers.

EHS-CC Partner Roles and Responsibilities

It is expected that through the EHS-CC Partnership, grantees and their partner sites will be able to deliver

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

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

Partner Level

- Ensuring adult-child ratios and group sizes meet Early Head Start standards or state, territory, or tribal requirements – whichever requirements are more stringent;
- Implementing an evidence-based curriculum that is developmentally appropriate for infants and toddlers;
- Conducting ongoing assessment of children to individualize the instruction and learning for each child;
- Providing health and nutrition services, including all developmental, sensory, and behavioral screening and assistance with provision of follow up services; and
- Engaging parents in the full range of child development and family support services.

Grantee Level

- Ensuring the provision of all comprehensive services, including health, mental health, oral health, nutrition, education, and parent engagement services for all enrolled EHS-CC Partnership children;
- Ensuring that all administrative and financial management requirements are met;
- Ensuring all EHS-CC Partnership teachers meet minimum staff qualifications;
- Providing professional development, coaching, and supervision for all teachers with emphasis on continuity of care and relational learning that supports children and their families and fosters school readiness;
- Employing at least 1 full-time family worker per every 40 enrolled children and families;
- Ensuring a minimum of two annual home visits for each enrolled child;
- Supporting the inclusion and delivery of services to children with disabilities (at least 10 percent of funded enrollment);
- Ensuring the physical environment and facilities meet all Head Start Program Performance Standards, including requirements for square footage, health and safety, appropriate crib and sleep spacing and arrangements, and facilities;
- Ensuring compliance with all applicable regulations, including state and/or local child care licensing;
- Ensuring children retain services regardless of their subsidy status; and
- Engaging parents in program decision making through involvement on the Policy Council.

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

Start-Up and Implementation Period for All Grantees

Newly awarded grantees will be expected to begin providing services soon after receiving an award.

Grantees must meet basic requirements, such as ratios and health and safety requirements, immediately. Beginning after 18 months of operation, ACF will assess whether partnerships have met the full set of Head Start Program Performance Standards. Early Head Start agencies awarded funds for an EHS-CC Partnership shall not be subject to the requirements of the system for designation renewal as defined by section 641 of the Head Start Act for activities funded under this award until 18 months after the date of the award.

ACF recognizes that the development and implementation of a start-up plan is critical to the success of these efforts. Also critical is the development of the timeline for pre-operational activities, including orientation, training, and health and safety checks to ensure children have the necessary equipment and materials. Planning for the provision of Early Head Start services requires a thoughtful process in both design and implementation. Planning must incorporate the strengths and resources the child care and family child care partners bring to the partnership as well as the contributions of other community organizations. Planning for program implementation should begin with this application and continue at the time of funding. The implementation planning period must lead to full implementation of services as quickly as possible and include such areas as:

- Partnership contracts or agreements that include information such as sites of services, roles of agency partners, and selection of partnership child care sites;
- Plans to provide high-quality comprehensive services (health, mental health, family support services, and nutrition);
- Plans to implement and facilitate a coordinated system of care that will assist in meeting the needs of the children and families, including a partnership with the local Part C (of the Individuals with Disabilities Education Act) intervention agency that coordinates services for infants and toddlers with disabilities;
- Plans to support the professional development of staff over time and the development of strategies to ensure that wages of EHS-CC Partnership caregivers are on par with similarly qualified Early Head Start teachers;
- Plans to provide both Early Head Start and child care staff with training as required by Head Start Program Performance Standards, state/territory or tribal and local child care licensing, and other regulations;
- Plans to ensure high-quality group care environments; and
- Plans to lessen barriers to access like transportation.

Activities completed during the planning process require a thorough review and understanding of relevant Head Start Program Performance Standards and all relevant requirements in the Head Start Act. All newly funded Early Head Start grantees will have a variety of resources available to support their planning and implementation efforts, including the resources listed in *Section VIII. Other Information* of this FOA.

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

Grantees must, unless a waiver is granted, contribute 20 percent of the total cost of operations from non-federal funds. More information on non-federal share is available under cost sharing and matching, *Section III.2. Cost Sharing or Matching*. No more than 15 percent of total costs may be for program administration (see 45 CFR § 1301.32 for a discussion of administrative costs). An HHS official may grant a waiver of the 15 percent limitation on development and administrative costs and approve a higher percentage for a specific period of time not to exceed 12 months. Federal CCDF funds cannot be used as matching funds.

Eligible Program Participants

Early Head Start provides services for low-income children from birth to 36 months. All grantees can serve children in center-based settings from birth to 36 months. Additionally, EHS-CC Partnership grantees can serve children in family child care settings from birth to 48 months. All participating families must either be below the poverty line or receiving public assistance to be income-eligible or categorically

eligible for Early Head Start. In addition, homeless children and children in foster care are categorically eligible for Early Head Start. Head Start regulations, however, permit up to 10 percent of enrolled children to be from families that do not meet these criteria. (NOTE: Please see section 645(a) of the Head Start Act for a complete discussion of Head Start eligibility. It is not expected, however, given the relatively low Early Head Start participation rates, that the provisions of section 645(a)(1)(B) regarding serving up to 35 percent of a program's enrollment from families with incomes between 100 to 130 percent of poverty would apply for this FOA).

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

Child care subsidy eligibility requirements under CCDF are established by states, territories, and tribes and vary within a broad set of parameters established by federal rules. Each CCDF Lead Agency sets income eligibility limits up to 85 percent of State Median Income, families must be working or participating in education/training, and children must be under age 13. Not all children identified as Early Head Start eligible and served through the EHS-CC Partnerships are required to have a child care subsidy funded by CCDF or another source (e.g., Temporary Assistance to Needy Families, Social Services Block Grant, or private funding). However, at all times the EHS-CC Partnership grantee must ensure that at least 25 percent of the total numbers of slots being filled by the Early Head Start eligible children in the partnership sites are also funded with a child care subsidy. In CCDF, over 60 percent of infants and toddlers served are in families living below poverty and therefore also eligible for Early Head Start. Also, because of the relatively underserved proportion of subsidy-eligible children under age 3 in high-quality early learning programs, applicants are encouraged to target areas with high concentrations of subsidy-receiving and subsidy-eligible (e.g., children on subsidy waiting lists) children and their families.

Other Resources

Applicants can refer to <http://eclkc.ohs.acf.hhs.gov/hslc/hs/grants/ehs-ccp> for additional information. Interested applicants should refer to *Section VIII. Other Information* of this FOA for resources that will assist in developing their proposals. Interested applicants may also contact the OHS Operations Center at (866) 796-1591 or TTY: 711 if they have questions related to requirements in this FOA.

II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$650,000,000
Expected Number of Awards:	300
Award Ceiling:	\$54,933,590 Per Budget Period
Award Floor:	\$750,000 Per Budget Period
Average Projected Award Amount:	\$1,500,000 Per Budget Period

Length of Project Periods:

Other

The project period will be up to 59 months with an initial budget period of up to 11 months and four subsequent 12-month budget periods.

Additional Information on Awards

Awards made under this announcement are subject to the availability of federal funds. Of the \$650,000,000 for awards, \$500,000,000 is available under the Consolidated Appropriations Act, 2014, Pub. L. 113-76. The remaining funds are anticipated to be available under Fiscal Year 2015 appropriations.

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

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

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

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

State Allocations

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

Only high-quality applications will be funded and the priority will be for applicants proposing EHS-CC Partnerships. Consistent with this priority, ACF will prioritize applications that propose to provide at least 50 percent of slots through EHS-CC Partnerships. ACF may also reallocate funds between states as needed in order to achieve this objective.

Start-up Costs

In the following, funding provided for the operation of the program is referred to as "base operating funds" or "base funding"; funding provided for training and technical assistance is referred to as "T/TA." Start-up costs may be requested by an applicant in addition to the base operating and T/TA grant funds. If requested, applicants must provide a separate budget for start-up costs, in addition to a 12-month budget for the base funding awarded, within the page limitations stated for the Budget and Budget Justification in *Section IV.2. Content and Form of Application Submission*. Examples of start-up activities are facility renovations, purchase of classroom supplies, building purchase, licensing, background checks, etc.

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

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

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

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

Please see *Section IV.5 Funding Restrictions* for limitations on the use of federal funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

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

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

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

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

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

Grantees must provide at least **20** percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (federal) share and the non-federal share. The non-federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting **\$54,933,590.00** in ACF (federal) funds must provide a non-federal share of the approved total project cost of at least **\$13,733,398.00** , which is **20** percent of total approved project cost of **\$68,666,988.00** .

Note: Grantees will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications, even when the projected non-federal commitment exceeds the required amount of matching or cost share. A grantee's failure to provide the required matching amount will result in the disallowance of federal funds. However, lack of supporting documentation at the time of application submission will not exclude the application from competitive review.

Waiver of Non-Federal Share Requirement

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

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

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

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

III.3. Other

DUNS Number and System for Award Management Eligibility Requirements (SAM.gov)

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

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant should be made, registration in the CCR at SAM must be active throughout the life of the award. **Finalize a new, or renew an existing, registration at least two weeks before the application deadline.** This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: [https:// www.sam.gov /sam /](https://www.sam.gov/sam/)

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

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

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

Application Disqualification Factors

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

Award Ceiling Disqualification

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

Required Electronic Application Submission

ACF requires electronic submission of applications at www.Grants.gov. **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.** Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission*.

Application Deadlines

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times. Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

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

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged. **The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the Overview and in Section IV.3.**

Submission Dates and Times. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this**

Notification of Application Disqualification

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

IV. Application and Submission Information

IV.1. Address to Request Application Package

Office of Head Start
OHS Operations Center
8405 Colesville Road, Suite 600
Silver Spring, MD 20910
Phone: (866) 796-1591

Electronic Application Submission:

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

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage at <http://www.acf.hhs.gov/grants-forms> and on the Grants.gov Forms page under "424 Family." See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

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

Available at the Grants.gov Forms Repository website at <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

FORMATTING ACF APPLICATIONS

In FY 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via www.grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:

Authorized Organizational Representative (AOR)

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

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

Point of Contact

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

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Accepted Font Style

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font.

Page Limitations

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

All applications must be double-spaced and in Times New Roman, 12-point font. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements

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

Adherence to FOA Formatting, Font, and Page Limitation Requirements

Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed.

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

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

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

Copies Required

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

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

Signatures

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

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

Accepted Application Format

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

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

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

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

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

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

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

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

Adherence to the Two-File Requirement

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

Please do not attach additional documents to the SF-424 at Question 14 and/or after Question 15. Instead of providing a separate response to Question 14, all applicants are required to submit the SF for Project/Performance Site Location(s) (SF-P/PSL). In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. Documents submitted as attachments to the SF-424 will be removed from the application and will not be reviewed.

Application Upload Requirements

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

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

However, ACF understands that all applicants may not have access to this software. Grants.gov offers a listing of several free PDF conversion programs. These programs can be found on Grants.gov by clicking on "Applicants" at the top menu bar and selecting "Applicant Resources" from the drop-down list. Go to the "Technical Support & Self-Help" section and click on "Grants.gov Compatible Software." A link to "PDF Conversion Software" is available in the left-hand menu box. Free PDF software, available on this page, will allow users to convert and merge their PDF documents. As an example, ACF is providing written instructions for downloading and using one type of free software listed at Grants.gov at the following link: https://www.acf.hhs.gov/sites/default/files/assets/pdf995_instructions_for_video.pdf. ACF does not endorse any of the software listed on Grants.gov, and applicants are not required to use a specific type of PDF conversion software to submit an application.

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at <http://www.acf.hhs.gov/grants> under "Grants Related Information."

Required Standard Forms (SFs) and OMB-approved Forms

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

Naming Application Submission Files

Observe the file naming conventions required by www.Grants.gov. Applicants should name their application files so that the content is easily identified by ACF.

Use only file formats supported by ACF

It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the

application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

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

Do Not Encrypt or Password-Protect the Electronic Application Files

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

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

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

Format Requirements for Paper Applications

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

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

Addresses for Submission of Paper Applications

See *Section IV.6. Other Submission Requirements* for addresses for paper format application submissions.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

Application Submission Limitation

Through this funding opportunity announcement, applicants have the choice of applying in one of three ways: 1) EHS-CC Partnerships, 2) Non-Partnership Early Head Start Expansion, or a mix of EHS-CC Partnerships and Expansion. However, applicant entities **may submit only one application** per service area, regardless of how they choose to apply. ACF will review only one application for a service area from any applicant. For example, service area may refer to zip code, city, county, or state.

If an entity submits more than one application for a service area, **ACF will accept only its last on-time application submission for the service area.** All earlier application submissions from the entity for the same service area will be disqualified from competitive review and funding under this announcement. Applications must be submitted before the application due date and time listed in *Section IV.3. Submission Dates and Times*. All late applications that are submitted after the due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times* will also be disqualified from competitive review and funding

under this announcement.

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

File One

Components must be in the following order within the electronic file. This file should be uploaded to the "Project Narrative File(s)" section of the Application Package. The file name must include "ApplicationNarrative."

- **Project Summary/Abstract** - limited to one single spaced page
- **Project Description** - double-spaced, except the Table of Contents, which may be single-spaced.
 - Community Need and Objectives
 - Project Design and Approach
 - Organizational Infrastructure and Management Systems
 - Staffing
 - EHS-CC Partnership Priority
 - Bonus Points
- **Budget and Budget Justification** - single-spaced

File Two (Appendices)

Appendices may include letters of support, organizational charts, and other supporting documents. This file should be uploaded to the "Other Attachment File(s)" section of the Application Package and must include "Appendices" in the file name.

Formatting for Appendices

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

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications will be available in the application kit posted for this funding opportunity at www.grants.gov.

Other versions of required Standard Forms, assurances, and certifications are available at ACF Funding Opportunities Forms at <https://www.acf.hhs.gov/grants-forms> and at Grants.gov <http://www.grants.gov/web/grants/forms.html> by using the link to "SF-424 Family," unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. As a Standard Form (SF), this form is not included in the application's page

limitation.

Certification Regarding Lobbying (Grants.gov Lobbying Form)

Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.

Submission of the certification is required for all applicants.

SF-LLL - Disclosure of Lobbying Activities

If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.

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.

Certification of Filing and Payment of Federal Taxes

Submission of a certification is required prior to award for grantees receiving more than \$5,000,000 in Federal funding for the first budget year of a multi-year project; or for grantees receiving more than \$5,000,000 in Federal funding for a one-year (12 months) project period; or for grantees receiving more than \$5,000,000 in Federal funding for a multiyear project to be fully funded.

Applicants are advised of the following requirement contained in Section 518 of the "Departments of Labor, Health and Human Services and Education, and Related Agencies Appropriations Act, 2014," (Pub.L. 113-76, Division H).

This requirement remains in effect: Sec. 518.

None of the funds appropriated or otherwise made available by this Act may be used to enter into a contract in an amount greater than \$5,000,000 or to award a grant in excess of such amount unless the prospective contractor or grantee certifies in writing to the agency awarding the contract or grant that, to the best of its knowledge and belief, the contractor or grantee has filed all Federal tax returns required during the three years preceding the certification, has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and has not, more than 90 days

		<p>prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.</p> <p>Accordingly, if applicants request more than \$5 million in Federal funds for the first budget year of a multiyear project to be funded in FY 2014, or as a multiyear project to be fully funded in FY 2014, the applicant will be required to submit a certification complying with the requirements, prior to receiving an award.</p>
<p>DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.</p>	<p>A DUNS number is required of all applicants.</p> <p>To obtain a DUNS number, go to http://fedgov.dnb.com/webform.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p> <p>SAM registration is available at http://www.sam.gov.</p>	<p>A DUNS number and SAM registration are eligibility requirements for all applicants.</p> <p>See <i>Section III.3. Other</i> for information on obtaining DUNS number at http://fedgov.dnb.com/webform and registration at SAM.gov at http://www.sam.gov.</p>
<p>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>	<p>Submission is required for all applicants when applying for non-construction and construction activities under the proposed project. Standard Forms must be used. Standard Forms must be submitted by the application due date.</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 announcement.</p> <ul style="list-style-type: none"> • Projects that include non-construction and construction activities must submit the SF-424A, B, C, and D, along with the SF-424 and

By signing and submitting the SF-424B and/or SF-424D, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

SF-424 - Application for Federal Assistance

Submission is required for all applicants by the application due date.

Required for all applications.

SF-424 - Application for Federal Assistance

Line 15 - Descriptive Title of Applicant's Project: Applicants **MUST** clearly state whether they are proposing to provide services through an "EHS-CC Partnership", "Non-Partnership Expansion", or a mix of "EHS-CC Partnership and Expansion" as well as the state(s) in which they are proposing to provide services. For example, "EHS-CC Partnership - North Carolina" or "Non-Partnership Expansion - Illinois."

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

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

Non-Federal Reviewers

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

The Project Description

Part I: The Project Description Overview

Purpose

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or

information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II: General Instructions for Preparing a Full Project Description

Introduction

Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.1. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

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

Approach

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

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

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

1. Community Need and Objectives

1.1. The applicant must describe how it will maximize community impact by directing resources to the area(s) of greatest need. The applicant must clearly a) describe the precise geographic location and boundaries of the area to be served by the proposed project; b) define the area(s) of greatest need, using

information from its state, county, or community assessment; c) estimate the number of infants and toddlers who are Early Head Start eligible; and d) estimate the number of infants and toddlers who are receiving child care subsidy by geographic location.

- **Non-Partnership Expansion applicants** must justify why an EHS-CC Partnership is not an option for the best option for the community they are proposing to serve.

1.2. Applicants that propose services in areas of high poverty identified by the zip codes listed in the *Appendix* of this FOA will receive **5 points** under the Criteria listed in *Section V.1* of this FOA.

1.3. The applicant must identify existing child care services in the geographic area to be served by the proposed project. Applicants must also describe the level of quality of those child care providers and the extent to which meeting Early Head Start quality standards will require significant improvements in their partners' current level of quality.

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

1.5. The applicant must justify its program option (center-based and/or family child care) as the most appropriate to meet the needs of the community. The applicant must specify how it will meet the requirement for full-day, full-year services (48 weeks), including the planned number of hours per day, days per week, and weeks per year of program operations.

1.6. EHS-CC Partnership applicants must describe how they will leverage funds from other sources to maximize the impact of its proposed project. Specifically, **EHS-CC Partnership applicants** must describe a plan to ensure that at all times at least 25 percent of the total number of Early Head Start eligible children served in the EHS-CC Partnership will also have child care subsidies. This requirement is not applicable for applicants proposing only Non-Partnership Expansion.

1.7. The applicant must submit an enrollment plan that expressly states: a) the projected dates it will begin delivering services to children with this grant funding, and b) when it will reach full enrollment.

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

2. Project Design and Approach

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

2.2. The applicant must propose appropriate ratios and group sizes for care and must present evidence of appropriate staffing. Additionally, the applicant must describe how it will meet or exceed all federal, state/tribal, and local early care and education regulations and ensure that all of its facilities will be licensed.

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

- based on scientifically valid research,
- developmentally appropriate for infants and toddlers, and

- aligned to infant and toddler State Early Learning Guidelines, if appropriate.

2.4. The applicant must describe the process for involvement of other service providers, public or private entities, and other agencies in the community in meeting these needs for comprehensive services to maximize access and minimize duplication.

2.5. The applicant must also include formal linkages with home visiting programs, local Head Start, and state pre-kindergarten preschool programs to provide for a continuity of services through the age of mandatory school attendance for children and families enrolled in Early Head Start and child care. The applicant must describe its systematic procedure for transitioning children and parents, including established channels of communication and the process for how the program will support transitions for enrolled infants and toddlers to Head Start or other community-based preschool programs.

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

2.7. The applicant must describe a system of screening, referral, and follow-up to ensure that appropriate developmental, sensory, and behavioral services are provided for every enrolled child.

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

2.9 EHS-CC Partnership applicants must discuss how partnerships have been, or will be, developed, maintained, and utilized to support the EHS-CC Partnership project goals. If the applicant has not identified all partner sites, then it must provide a detailed plan, timeline, and criteria for identifying partners.

3. Organizational Infrastructure and Management Systems

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

3.2. The applicant must provide evidence of the capacity of its senior executive managers and governing board to: (1) exercise effective oversight of program operations and accountability for federal funds; (2) include the Policy Council in the planning and decision-making process; (3) ensure representation of the diverse community served; (4) set and monitor overall agency priorities and operational systems; and (5) conduct community assessment, annual self-assessments, ongoing monitoring, and outcome-based evaluations.

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

3.4. The applicant must include documentation of its experience providing high-quality early childhood services for infants and toddlers and its ability to effectively and efficiently administer a project of the size, complexity, and scope of the proposed program.

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

4. Staffing

4.1. The applicant must provide evidence that after 18 months of operation, all teachers funded by this grant will have an Infant Toddler or Family Child Care Child Development Associate (CDA) credential, or state certificate that is comparable to those CDAs, and will have been trained (or have equivalent course work) in early childhood development with an infant and toddler focus.

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

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

- **EHS-CC Partnership applicants** must ensure their plan addresses all EHS-CC Partnership staff, including family child care providers.

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

5. EHS-CC Partnership Priority

5.1 ACF will prioritize applicants proposing EHS-CC Partnerships. Entities applying to operate 100 percent of their program through EHS-CC Partnerships will be awarded **10 priority points** under the Criteria listed in *Section V.1* of this FOA.

6. Bonus Points

6.1. Applicants that propose to serve children that reside within a federally designated Promise Zone, and that serves a substantial share of children within that Zone, will receive 3 points under the Criteria listed in *Section V.1.* of this FOA.

6.2. Applicants that propose a plan to ensure that at all times greater than 40 percent of the total number of Early Head Start eligible children served by this grant will also have child care subsidies will receive 3 points under the Criteria listed in *Section V.1.* of this FOA.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

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

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

accrue to any private shareholders or individuals.

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

When applying electronically, it is strongly suggested that the applicant attach proof of non-profit status with the electronic application.

Additional Eligibility Documentation

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

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

Organizational Capacity

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

- Organizational charts;

Third-Party Agreements

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

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

Letters Of Support

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

The Project Budget and Budget Justification

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

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

Project budget Standard Forms (424A and/or 424C) will not count toward page limitations; however, the budget and budget justification are limited to 15 single-spaced pages total with fonts of no less than Times New Roman 12-points.

Special Note: Section 653 of the Head Start Act provides that “[n]otwithstanding any other provision of law, no Federal funds may be used to pay any part of the compensation of an individual employed by a Head Start agency, if such compensation, including non-Federal funds, exceeds an amount equal to the rate payable for level II of the Executive Schedule under section 5313 of title 5, United States Code.” The Executive Level II salary of the Federal Executive Pay scale, set in January 2014, is \$181,500 (<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2014/executive-senior-level/>).

The statute also defines the term “compensation” as:

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

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

Additional information on the “Statutory Requirement regarding compensation of Head Start staff” is available in the Program Instruction: ACF-PI-HS-08-03.

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

7. Budget and Budget Justification

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

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

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

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

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

7.2. The applicant must discuss in the Budget Justification how they will use a combination of federal funds as well as resources from other early childhood programs or funding streams, including state, local, and private sector funding for child care, pre-kindergarten, and special education services.

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

7.4. The applicant must describe the planning steps to be taken to ensure that all necessary resources beyond the requested grant funds are available to implement the project. The applicant must demonstrate that it will contribute the required non-federal share/match of the total project cost using allowable sources, as well as any additional leveraged resources (for example, in-kind staff hours, materials, facilities, etc.). The applicant must identify each source of non-federal share match, including the estimated amount per source and the valuation methodology. Applicants requesting a waiver must demonstrate that they meet the requirements in 45 CFR § 1301.21 for a waiver.

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

General

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

Personnel

Description: Costs of employee salaries and wages.

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

Fringe Benefits

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

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

Travel

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

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

Equipment

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

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

Supplies

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

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

Contractual

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

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients, other than states that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at \$150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

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

Construction

Description: Costs of construction by applicant or contractor.

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

Other

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

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

Indirect Charges

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

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Program Income

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

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

Commitment of Non-Federal Resources

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424. The match calculation applies to the total project cost (including match) and not just to the federal share.

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter or other documentation) is required with the application. Detailed budget information must be provided for every funding source identified in Block 18 of the SF-424.

Note: Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching or cost-sharing requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s) and, for in-kind contributions, a justification of how the stated valuation was determined.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 10/31/2015. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

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

Application Validation at www.Grants.gov

After an application has been successfully submitted to www.Grants.gov, it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

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

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

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

Applicants will be provided with an acknowledgement from Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

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

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

be excluded from the review.

Systems Issues

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at <http://www.acf.hhs.gov/grants> under "Grants Related Information."

Request an Exemption from Required Electronic Application Submission

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

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

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

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

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

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

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

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

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

All exemption requests must include the following information:

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

documents (files) to the Internet.

Exemption requests must be received by ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Paper Format Application Submission

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

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.6.* of this announcement for address information for paper format application submissions.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* in this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: **08/20/2014**

Explanation of Due Dates

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

Electronic Applications

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

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

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

Instructions for electronic submission via www.Grants.gov are available at:
http://www.grants.gov/applicants/apply_for_grants.jsp.

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

Mailed Paper Format Applications

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

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

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.6. Other Submission Requirements*.

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

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

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

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

Extensions and/or Waiving Due Date and Receipt Time Requirements

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

Acknowledgement from www.Grants.gov

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

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

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

Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application

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

IV.4. Intergovernmental Review of Federal Programs

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

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

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

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

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

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

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this funding opportunity announcement.

Note: Costs incurred for grant application preparation are not considered allowable costs under an award and may not be included in the project budget or budget justification.

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

IV.6. Other Submission Requirements

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

Submission By Mail

Office of Head Start

OHS Operations Center
8405 Colesville Road
Suite 600
Silver Spring, MD 20910

Hand Delivery

Office of Head Start
OHS Operations Center
8405 Colesville Road
Suite 600
Silver Spring, MD 20910

Electronic Submission

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

For all submissions, see *Section IV.3*. Submission Dates and Times.

V. Application Review Information

V.1. Criteria

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

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

1. Community Need and Objectives

Maximum Points: 25

1.1. Does the applicant clearly describe the geographic location where services will be provided and demonstrate that it will direct resources to meet the greatest need in that area to maximize community impact? Does the applicant include the estimated number of Early Head Start eligible children and children who are receiving child care subsidy by geographic location?

- If the applicant is proposing only Non-Partnership Expansion, does the applicant present a reasonable justification for why an EHS-CC Partnership is not an option for the area where they are proposing services?

1.2. Does the applicant propose services in a high-poverty zip code identified in the *Appendix* of this FOA? If so, the applicant will automatically receive **5 points**.

1.3. Does the applicant identify existing child care services in the geographic area to be served by the proposed project, and describe their current level of quality? Does the applicant demonstrate that meeting Early Head Start quality standards will require significant improvements in their partners' current level of quality?

1.4. Does the applicant demonstrate that it will not supplant existing funding, including subsidies, or services with this funding?

1.5. Does the applicant propose center-based and/or family child care services? Does the applicant provide a reasonable justification for its program option(s) as most appropriate to meet the needs of the target population? Does the applicant propose full-day services for at least 48 weeks per year?

1.6. Does the EHS-CC Partnership applicant describe a reasonable plan to ensure that 25 percent or more of its Early Head Start eligible children will have subsidies at all times? This criterion is not applicable for applicants proposing only Non-Partnership Expansion.

1.7. Does the applicant state it will begin serving children soon after award? Does the applicant include dates it will begin delivering services to children and when it will reach full enrollment?

1.8. Does the applicant provide a recruitment and selection plan that ensures children most in need receive services, including not less than 10 percent who are children with disabilities?

2. Project Design and Approach

Maximum Points: 30

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

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

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

2.4. Does the applicant propose to partner with other providers in meeting the needs for comprehensive services to prevent the duplication of services?

2.5. Does the applicant document a plan to develop a unified birth-to-school-entry continuum of care and education through linkages with Head Start and other preschool programs?

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

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

2.8. Does the applicant clearly explain how it will involve parents in the program and engage parents based on their unique needs?

2.9. If proposing EHS-CC Partnership services, has the applicant identified its partner sites or provided a thorough plan for recruiting and sustaining center-based and/or family child care partners in order to begin services soon after receiving an award?

3. Organizational Infrastructure and Management Systems

Maximum Points: 10

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

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

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

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

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

4. Staffing

Maximum Points: 10

4.1. Does the applicant demonstrate that all teaching staff will meet the qualification requirements within 18 months of receiving the grant?

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

4.3. Does the applicant plan to use a variety of professional development approaches to address specific staff needs?

4.4. Does the EHS-CC Partnership applicant describe a plan that addresses all staff, including family child care providers?

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

5. EHS-CC Partnership Priority

Maximum Points: 10

Only EHS-CC Partnership applicants are eligible for the points in this section of criteria.

5.1. Does the applicant propose to provide 100 percent of its services through an EHS-CC Partnership? If so, it will automatically receive **10 priority points**.

6. Bonus Points

Maximum Points: 6

6.1. Does the applicant propose to serve substantial numbers of children residing in a federally designated Promise Zone? If so, the applicant will automatically receive **3 points**.

6.2. Does the applicant propose a realistic plan to ensure that at all times greater than 40 percent of the Early Head Start eligible children served by this grant will have child care subsidies? If so, the applicant will automatically receive **3 points**.

7. Project Budget and Budget Justification

Maximum Points: 15

7.1. Does the budget clearly align with the proposed service delivery model? Is the budget cost effective and reasonable for what is proposed? Are staff positions included to cover all comprehensive services and to meet the proposed ratios and group sizes? Are all programmatic and contract costs explained? Does the applicant include the cost of diapers and formula in their budget? If the applicant is proposing EHS-CC Partnership services, does the applicant clearly demonstrate that a significant portion of funding will be directed to its child care partners to ensure high-quality early learning experiences?

7.2. Has the applicant discussed how it will use a combination of federal EHS-CC Partnership funds as well as resources from other early childhood programs or funding streams, including state, local, and private sector funding for child care, pre-kindergarten, and special education services? This criterion is not applicable for applicants proposing only Non-Partnership Expansion.

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

7.4. Does the applicant demonstrate that it will be able to meet the 20 percent required non-federal share match using allowable sources and explain its valuation of non-cash sources? Applicants that request and meet the criteria for a matching requirement waiver will not be penalized under this criterion.

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

V.2. Review and Selection Process

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

Initial ACF Screening

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

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

Objective Review and Results

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

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to

consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

Additional Federal Review and Funding Priorities

ACF's priority is to fund applications that propose to use this funding to partner with local child care providers and provide comprehensive services to eligible infants and toddlers through EHS-CC Partnerships. Priority will be given to applications that propose to provide at least 50 percent of its slots through an EHS-CC Partnership.

ACF will also prioritize applicants that propose to serve children in zip codes with high or concentrated poverty. Further, ACF will prioritize applicants proposing to serve substantial numbers of children residing in a federally designated Promise Zone.

An additional priority for funding is applicants that propose to create a seamless continuum of care and education for children from birth to age 5. ACF also reserves the right to prioritize EHS-CC Partnership applications that demonstrate an ability to serve more than 25 percent of children with a child care subsidy while maintaining financial stability and providing a high level of continuity of care for children.

ACF will prioritize applicants that can show evidence of broad-scale impact through changes in state policies, including licensing that supports higher quality infant and toddler care or reduces the likelihood of families losing subsidies when family conditions change by partnering with businesses, foundations, or non-profits to leverage funds; or by partnering with higher education to produce a highly qualified infant and toddler workforce community-wide or statewide.

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

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

ACF reserves the right to deny funding to any applicant that is presently designated as "high risk," probationary, or not in good standing, or has been debarred or defunded by any federal agency. ACF reserves the right not to fund applicants with unacceptably high federal Head Start per-child costs when other highly ranked applications are available. Additionally, ACF may decide not to fund projects that would require unreasonably high start-up costs for facilities or equipment, or that propose such a low number of children that the project may require unreasonably high ongoing funding levels relative to the number of additional children and families proposed to be served.

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

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be

given of such determination by postal mail.

V.3. Anticipated Announcement and Award Dates

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

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NOA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NOA will be signed by the Grants Officer and transmitted via postal mail or email. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NOA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5. Funding Restrictions*.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (CFR) is available at <http://www.gpo.gov>.

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

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 CFR Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 CFR § 74.81_Prohibition against profit), which states that, "...no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 CFR § 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are*

separate and distinct. If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

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

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against federal funding of inherently religious activities, "Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the <https://www.acf.hhs.gov/programs/ocs/resource/capacity-building-toolkits-for-faith-based-and-community-organizations>.

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons>. If you are unable to access this link, please contact the Grants Management Contact identified in *Section VII. Agency Contacts* of this announcement to obtain a copy of the term. **Requirements for Drug-Free Workplace** The Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106) requires that all organizations receiving grants from any federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government-wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 CFR Part 182; HHS implementing regulations are set forth in 2 CFR § 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 CFR § 382.225. The rule is available at <http://www.gpo.gov/fdsys/pkg/CFR-2001-title45-vol1/content-detail.html>.

Debarment and Suspension

HHS regulations published in 2 CFR Part 376 implement the governmentwide debarment and suspension system guidance (2 CFR Part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at <https://www.sam.gov/>, although checking the EPLS is not required. More information is available at <https://www.acf.hhs.gov/grants-forms>.

Pro-Children Act

The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in

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

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at <https://www.acf.hhs.gov/v/grants/discretionary-competitive-grants>.

Federal Recognition of Same-Sex Spouses/Marriage

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

Freedom of Information Act (FOIA)

Applications funded by federal grant programs are subject to disclosure under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Such applications are frequently requested under the FOIA, consistent with the FOIA's requirement to proactively disclose frequently requested materials at 5 U.S.C. § 552(a)(2)(D). Each released application will receive appropriate redaction of specific information to protect personal privacy and competitively sensitive commercial information. Information on filing a FOIA request is available at <http://www.acf.hhs.gov/submit-a-foia-request>.

Other Administrative and National Policy Requirements

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

- 45 CFR Part 1301, Head Start Grant Administration
- 45 CFR Part 1302, Policies and Procedures for Selection, Initial Funding and Refunding of Head Start Grantees, and for Selection of Replacement Grantees
- 45 CFR Part 1303, Appeal Procedures for Head Start Grantees and Current or Prospective Delegate Agencies
- 45 CFR Part 1304, Program Performance Standards for the Operation of Head Start Programs by Grantee and Delegate Agencies
- 45 CFR Part 1305, Eligibility, Recruitment, Selection, Enrollment and Attendance in Head Start
- 45 CFR Part 1306, Head Start Staffing Requirements and Program Options
- 45 CFR Part 1307, Policies and Procedures for Designation Renewal of Head Start and Early Head Start Grantees
- 45 CFR Part 1308, Head Start Program Performance Standards on Services for Children with Disabilities
- 45 CFR Part 1309, Head Start Facilities Purchase, Major Renovation and Construction
- 45 CFR Part 1310, Head Start Transportation
- And all applicable grant regulations

Copies of the current applicable Head Start regulations are available at the websites identified at the end of this announcement. In addition, copies of the Office of Management and Budget (OMB) Circulars that are used to determine whether expenditures by Head Start and Early Head Start grantees are allowable can be found at: http://www.whitehouse.gov/omb/grants/grants_circulars.html.

VI.3. Reporting

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

Performance Progress Reports (PPR)

Notice of Award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their Notice of Award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. For awards that implement the use of the SF-PPR, that form may be found under "Reporting" at <https://www.acf.hhs.gov/grants-forms>

Federal Financial Reports (FFR)

As of February 1, 2011, HHS began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect

completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of:	The FFR (SF-425) is due to ACF on:
January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms and at <https://www.acf.hhs.gov/grants-forms>. Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis.

For planning purposes, ACF reporting periods for awards made under this announcement are as follows:

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 CFR Part 170. See ACF's Award Term for Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting Requirement implementing this requirement and additional award applicability information at <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

Tangible Property Report (SF-428)

As of April 1, 2012, the Administration for Children and Families began requiring the use of the Tangible Personal Property Form (SF-428).

The SF-428 is a standard form used by awarding agencies to collect information related to tangible personal property (equipment and supplies) when required by a federal financial assistance award. The form consists of the cover sheet, SF-428, and three attachments to be used as required: Annual Report; Final (Award Closeout) Report and a Disposition Request/Report. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information.

The form is available under "Reporting" at <http://www.acf.hhs.gov/grants-forms> and at <http://>

www.whitehouse.gov/omb/grants_forms.

Real Property Status Report (SF-429)

Beginning with budget periods ending September 30, 2012, and for all budget periods thereafter, all ACF grantees are required to submit the SF-429 report(s) as frequently as required in the terms and conditions of their award(s).

The SF-429 is a standard report used by recipients of federal financial assistance to report real property status (Attachment A) or to request agency instructions on real property (Attachments B, C) that has been/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under a federal financial assistance award (i.e., grant, cooperative agreement, etc.). This includes real property that was improved using federal funds and real property that was donated to a federal project in the form of a match or cost share donation. This report is used for awards that establish a federal interest in real property.

The form is available under "Reporting" at <http://www.acf.hhs.gov/grants-forms> and at http://www.whitehouse.gov/omb/grants_forms.

VII. Agency Contacts

Program Office Contact

Shawna Pinckney
Administration for Children and Families
Office of Head Start
Portals Building
1250 Maryland Ave, SW
Washington, DC 20024
Phone: (866) 796-1591
Email: OHS@headstartgrants.org

Office of Grants Management Contact

Administration for Children and Families
370 L'Enfant Promenade, SW
Aerospace Building - 6th Floor East
Washington, DC 20447
Email: ACFOGMREGE-grants@acf.hhs.gov

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

VIII. Other Information

Reference Websites

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

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

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

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

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

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

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

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

Standard grant forms are available at the [Grants.gov Forms Repository](http://www.grants.gov/web/grants/forms.html) webpage at <http://www.grants.gov/web/grants/forms.html>. See "SF- 424 Family."

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at <http://www07.grants.gov/web/grants/support/technical-support/accessibility-compliance.html>.

Code of Federal Regulations (CFR) <http://www.gpo.gov/fdsys/>. See link under "Featured Collections."

The *Federal Register* <http://www.gpo.gov/fdsys/>. See link under "Featured Collections."

United States Code (U.S.C.) <http://www.gpo.gov/fdsys/>. See link under "Featured Collections."

Head Start Information on the Internet

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

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

Early Head Start National Resource Center <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/ehsnrc/center>.

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

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

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

Early Head Start Expansion and EHS-CC Partnerships Applicant Support Website

ACF strongly encourages entities interested in applying for this funding opportunity to visit <http://eclkc.oah.acf.hhs.gov/hslc/hs/grants/ehs-ccp> for additional information on designing their proposed program. This interactive website offers a robust collection of resources intended to support organizations in gaining a deeper understanding of the Early Head Start and CCDF programs, the funding opportunity announcement, application requirements, and helpful tips for applying via Grants.gov. All interested applicants are reminded to frequently refer back to this funding opportunity announcement when preparing their application.

Prospective applicants will also have the opportunity to send questions to ACF by email through the website listed above. A summary of the questions and ACF 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 (866) 796-1591 or TTY: 711 if they have additional questions.

Application Checklist

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

What to Submit	Where Found	When to Submit
<p>SF-424 - Application for Federal Assistance</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.acf.hhs.gov/grants-forms and at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i></p> <p>Do not attach required application elements or additional pages to the SF-424 at Questions 14 or 15! See Section IV.2. Formatting ACF Applications.</p>
<p>SF-Project/Performance Site Location(s) (SF-P/PSL)</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i></p>

under "Download Application Package" in the section entitled, "Mandatory."

Also available at <http://www.acf.hhs.gov/grants-forms> and at

<http://www.grants.gov/web/grants/forms.html>

by using the link to "SF-424 Family."

SF-424A Budget Information - Non-Construction Programs / SF-424B Assurances - Non-Construction Programs and

SF-424C - Budget Information Construction Programs / SF-424D - Assurances Construction Programs

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

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

Available at <http://www.acf.hhs.gov/grants-forms> and at <http://www.grants.gov/web/grants/forms.html> by using the link to "SF-424 Family."

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

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

Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times.*

Certification Regarding Lobbying (Grants.gov Lobbying Form)

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

For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab

Submission is due with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.

in the section entitled, "Mandatory."

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

Certification of Filing and Payment of Federal Taxes

Referenced in *Section IV.2. Forms, Assurances, and Certifications* of the announcement.

The Certification may be found at [http:// www.acf.hhs.gov/ grants -forms](http://www.acf.hhs.gov/grants-forms).

If applicable to the applicant, it must be submitted prior to the award of a grant.

SF-LLL - Disclosure of Lobbying Activities

"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications*.

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

The form is also available at [http://www. acf.hhs.gov /grants-forms](http://www.acf.hhs.gov/grants-forms) and at [http://www.grants.gov/ web / grants/ forms.html](http://www.grants.gov/web/grants/forms.html) by using the link to "SF-424 Family."

If applicable, submission of this form is required 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

If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.

with this commitment providing for the United States to insure or guarantee a loan.

DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.

Referenced in *Section III.3. Other* in the announcement.

To obtain a DUNS number, go to <http://fedgov.dnb.com/webform>.

To register at SAM, go to <http://www.sam.gov>.

A DUNS number and registration at SAM.gov are required for all applicants.

Active registration at SAM must be maintained throughout the application and project award period.

Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities"

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

as indicated in *Section IV.4. Intergovernmental Review* of this announcement.

The Executive Order and CFR require that applicants submit all required application materials to their State Single Point of Contact (SPOC) and indicate the date of submission on the SF-424 at item 19.

Submission of application materials is due to SPOC by the application due date listed in the *Overview* and in *Section IV.3.*

Submission Dates and Times.

Project Summary/Abstract

Referenced in *Section IV.2. The Project Description*. The Project Summary/Abstract is limited to one single-spaced page.

Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times.*

Table of Contents

Referenced in *Section IV.2. The Project Description*.

Submit with the application by the due date found in the *Overview* and in *Section IV.3. Submission Dates and Times.*

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.3. Submission Dates and Times.</i>
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>
Commitment of Non-Federal Resources	Referenced in <i>Section IV.2. The Project Budget and Budget Justification.</i>	Submission is due by the application due date found in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times.</i>
Third-Party Agreements (also, MOUs and Consortia Agreements)	Referenced in <i>Section IV.2. Project Description.</i>	If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3.</i> If not available at the time of application submission, due by the time of award.
Letters of Support	Referenced in <i>Section IV.2. The Project Description.</i>	Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. 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 due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times.</i> If it is not available at the time of application submission, it must be submitted prior to

Proof of existing Policy Council approval of application (required of current Head Start and Early Head Start grantees)	Referenced in <i>Section IV.2. Project Description, Additional Eligibility Documentation.</i>	the award of a grant. Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>
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Appendix

STATE ALLOCATIONS

Funding is available within each state based on the number of young children in poverty. Applicants are encouraged to use the state allocation funding levels as a guide in determining their proposed funding. Applications that request funding that is higher than the state allocation for the state(s) in which they propose services will not be disqualified; however, applications that exceed the Award Ceiling listed in *Section II. Award Information* will be disqualified from competitive review and from funding under this announcement. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested.

The funding amounts listed for each state in this section represent **base funding**. Base funding is for use in program operations, staff, materials, equipment, facilities, etc. In addition to base funding, applicants should request an additional 2.5 percent of the base funding for **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.

For example, an applicant in Alaska might request \$907,920 in base funding and \$22,698 in T/TA funding (which is 2.5 percent of \$907,920) for a combined total of \$930,618 in federal funds requested. The applicant would list \$930,618 on Line 18a of its SF-424, Application for Federal Assistance, and break out its requested base and T/TA funding on the SF-424A and in the budget and budget justification.

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

Alabama \$8,065,892
 Alaska \$907,920
 Arizona \$11,032,974
 Arkansas \$5,089,074
 California \$53,593,746
 Colorado \$5,720,222
 Connecticut \$2,811,302
 Delaware \$1,019,830
 District of Columbia \$907,920
 Florida \$25,534,789
 Georgia \$17,529,449
 Hawaii \$1,336,600
 Idaho \$2,349,854
 Illinois \$15,933,899
 Indiana \$9,696,971
 Iowa \$3,252,508
 Kansas \$3,791,333
 Kentucky \$7,106,102

Louisiana \$7,920,104
Maine \$1,482,217
Maryland \$4,931,842
Massachusetts \$5,297,122
Michigan \$13,908,330
Minnesota \$5,013,063
Mississippi \$6,602,549
Missouri \$8,439,457
Montana \$1,165,106
Nebraska \$2,296,647
Nevada \$4,194,277
New Hampshire \$991,646
New Jersey \$8,237,899
New Mexico \$4,098,708
New York \$24,972,392
North Carolina \$15,537,531
North Dakota \$907,920
Ohio \$16,572,563
Oklahoma \$6,171,848
Oregon \$5,368,436
Pennsylvania \$13,868,018
Puerto Rico \$11,075,762
Rhode Island \$1,132,481
South Carolina \$7,931,378
South Dakota \$1,096,952
Tennessee \$9,715,504
Texas \$46,799,118
Utah \$3,598,999
Vermont \$907,920
Virginia \$7,414,160
Washington \$7,725,721
West Virginia \$2,486,418
Wisconsin \$6,282,107
Wyoming \$907,920
Territories \$955,000

HIGH POVERTY ZIP CODES

Applicants that propose services in areas of high poverty identified by the zip codes listed below will receive 5 points under the Criteria listed in *Section V.1* of this FOA.

For the purposes of this funding opportunity announcement, high poverty zip codes are defined as those where at least 33 percent of residents live below the federal poverty level and in which at least 120 children younger than age five reside. Individuals who are enrolled in college are excluded from the poverty rate calculations. The data used to make this determination are from the U.S. Census Bureau's 2008-2012 American Community Survey (ACS) 5-year estimates. For more information about the American Community Survey, please visit https://www.census.gov/acs/www/data_documentation/data_main/.

The ACS data used to calculate the poverty rates is reported at the Zip Code Tabulation Area (ZCTA) level. ZCTAs are Census-designated boundaries based on U.S. Postal Service (USPS) ZIP Code boundaries. A single ZCTA can contain one or multiple ZIP Codes. By definition, these ZIP Codes had

to be located in a larger area (ZCTA) that is high poverty to be included in this Appendix. In other words, the poverty rate is calculated at the ZCTA level. Therefore, in some cases, ZIP Codes that are entirely hospitals, universities, etc. may appear on the list. The ZCTA is the closest and most reliable approximation available for estimates of ZIP Code-level rates of poverty. For more information about ZCTAs, please visit: <https://www.census.gov/geo/reference/zctafaq.html>.

Alabama

35204, 35207, 35212, 35218, 35232, 35234, 35285, 35442, 35443, 35464, 35543, 35677, 35973, 35981, 36040, 36101, 36102, 36103, 36104, 36108, 36119, 36123, 36130, 36131, 36133, 36134, 36142, 36177, 36401, 36429, 36432, 36601, 36603, 36605, 36610, 36625, 36628, 36675, 36703, 36726, 36767, 36786, 36925

Alaska

99563, 99604

Arizona

85005, 85006, 85007, 85009, 85015, 85017, 85019, 85031, 85033, 85034, 85035, 85040, 85061, 85063, 85065, 85066, 85074, 85075, 85079, 85121, 85147, 85301, 85311, 85530, 85542, 85550, 85621, 85628, 85634, 85639, 85662, 85706, 85911, 85923, 85941, 86020, 86021, 86031, 86033, 86034, 86043, 86053, 86504, 86505, 86507, 86510, 86511, 86512, 86514, 86520, 86538, 86547, 86556

Arkansas

71640, 72114, 72115, 72214, 72312, 72331, 72342, 72348, 72352, 72360, 72369, 72390, 72904

California

90003, 90011, 90013, 90017, 90037, 90055, 90057, 90058, 90059, 90074, 90081, 90082, 90084, 90088, 90813, 90844, 92113, 92170, 92254, 92257, 92274, 92275, 92283, 92401, 92410, 92411, 92418, 92423, 93201, 93203, 93204, 93219, 93223, 93234, 93247, 93249, 93250, 93256, 93258, 93261, 93266, 93267, 93270, 93305, 93307, 93385, 93387, 93390, 93501, 93502, 93615, 93620, 93622, 93640, 93646, 93647, 93660, 93661, 93668, 93701, 93702, 93703, 93706, 93707, 93708, 93709, 93712, 93714, 93715, 93716, 93717, 93718, 93721, 93724, 93725, 93737, 93745, 93760, 93761, 93764, 93771, 93772, 93773, 93774, 93775, 93776, 93777, 93778, 93779, 93786, 95202, 95205, 95319, 95351, 95374, 95422, 95424, 95458, 95824

Colorado

80010, 80216

Connecticut

06101, 06104, 06106, 06115, 06120, 06123, 06126, 06127, 06133, 06134, 06140, 06141, 06143, 06144, 06145, 06146, 06147, 06152, 06183, 06519, 06608, 06701, 06702, 06720, 06722, 06723, 06725, 06726

District of Columbia

20032, 20340, 20374, 20511

Florida

32112, 32206, 32209, 32324, 32767, 32805, 32855, 33030, 33034, 33054, 33090, 33111, 33127, 33128, 33130, 33135, 33136, 33142, 33150, 33151, 33188, 33231, 33242, 33299, 33430, 33476, 33493, 33605, 33853, 33916, 33973, 33994, 34142, 34143, 34475, 34947, 34948, 34950, 34954, 34956, 34979

Georgia

30021, 30079, 30297, 30298, 30304, 30310, 30314, 30315, 30330, 30354, 30368, 30371, 30380, 30388,

30396, 30398, 30450, 30477, 30501, 30757, 30901, 30999, 31041, 31055, 31063, 31078, 31141, 31201, 31202, 31206, 31208, 31294, 31297, 31415, 31421, 31542, 31549, 31642, 31701, 31703, 31706, 31775, 31901, 31903, 31993, 31995, 31999, 39846, 39851, 39870

Hawaii

96737, 96771

Illinois

60621, 60623, 60624, 60636, 60644, 60653, 60944, 60958, 61101, 61104, 61105, 61605, 61656, 62018, 62060, 62071, 62090, 62201, 62202, 62204, 62206, 62207, 62914

Indiana

46014, 46016, 46018, 46201, 46206, 46207, 46209, 46218, 46225, 46283, 46285, 46312, 46320, 46325, 46402, 46404, 46406, 46407, 46409, 46601, 46613, 46624, 46626, 46699, 46803, 46806, 47305, 47801, 47807

Iowa

52401, 52407, 52499

Kansas

66019, 66101, 66105, 66117, 66119, 66607, 67214

Kentucky

40201, 40202, 40203, 40210, 40211, 40215, 40251, 40257, 40259, 40270, 40282, 40283, 40289, 40293, 40294, 40295, 40296, 40297, 40298, 40312, 40313, 40371, 40374, 40486, 40759, 40828, 40906, 40915, 40935, 40965, 40983, 41171, 41262, 41301, 41311, 41314, 41333, 41347, 41351, 41364, 41368, 41386, 41553, 41647, 42410, 42464, 42635, 42784

Louisiana

70112, 70113, 70117, 70129, 70145, 70150, 70151, 70152, 70153, 70156, 70157, 70159, 70160, 70161, 70162, 70166, 70170, 70172, 70177, 70189, 70195, 70353, 70441, 70464, 70721, 70753, 70805, 70807, 70837, 71068, 71101, 71109, 71120, 71149, 71150, 71151, 71153, 71156, 71161, 71162, 71163, 71164, 71165, 71166, 71202, 71222, 71254, 71282, 71284, 71334, 71357

Maine

04668

Maryland

21205, 21223, 21287

Massachusetts

01101, 01103, 01105, 01107, 01115, 01144, 01151, 01152, 01608, 01613, 01614, 01840, 01842, 02746

Michigan

48123, 48126, 48141, 48201, 48203, 48204, 48205, 48206, 48207, 48208, 48209, 48210, 48211, 48212, 48213, 48214, 48215, 48216, 48217, 48218, 48222, 48228, 48234, 48238, 48244, 48266, 48272, 48288, 48342, 48343, 48504, 48505, 48531, 48550, 48555, 48601, 48663, 48756, 49022, 49023, 49232, 49288, 49450, 49785, 49788

Minnesota

55130, 55164, 55165, 55166, 55172, 55175, 55404, 55411, 55454, 55473, 56670

Mississippi

38609, 38614, 38619, 38621, 38631, 38643, 38645, 38669, 38703, 38737, 38739, 38748, 38754, 38756, 38761, 38769, 38771, 38773, 38774, 38776, 38778, 38782, 38925, 38930, 38935, 38941, 38954, 38959, 38963, 39038, 39060, 39063, 39069, 39072, 39079, 39081, 39095, 39107, 39146, 39150, 39159, 39160, 39169, 39173, 39194, 39203, 39204, 39207, 39210, 39213, 39283, 39284, 39298, 39341, 39347, 39360, 39366, 39501, 39502, 39638, 39701, 39753

Missouri

63106, 63107, 63113, 63120, 63133, 63160, 63630, 63851, 63876, 64106, 64109, 64121, 64123, 64124, 64125, 64126, 64127, 64132, 64147, 64180, 64187, 64188, 64197, 64198, 65617

Montana

59043, 59050, 59255, 59417, 59521, 59919

Nebraska

68039, 68110, 68111, 68119

Nevada

89030, 89101, 89105, 89106, 89125, 89127, 89136, 89140, 89155, 89157, 89158, 89162, 89163, 89173

New Jersey

07102, 07103, 07114, 07175, 07188, 07191, 07192, 07193, 07195, 07199, 07501, 07509, 07510, 07522, 08101, 08102, 08103, 08104, 08609

New Mexico

87013, 87026, 87045, 87049, 87052, 87062, 87305, 87311, 87313, 87319, 87323, 87326, 87327, 87328, 87365, 87375, 87937, 88047, 88048, 88063, 88072, 88081, 88340

New York

10035, 10451, 10452, 10453, 10454, 10455, 10456, 10457, 10458, 10459, 10460, 10474, 11206, 12201, 12207, 12223, 12232, 12233, 12235, 12236, 12239, 12240, 12242, 12243, 12244, 12256, 12307, 12733, 13201, 13202, 13204, 13218, 13221, 13235, 13252, 13261, 13665, 14201, 14204, 14207, 14211, 14212, 14213, 14233, 14263, 14273, 14602, 14605, 14608, 14611, 14621, 14650, 14651, 14653, 14898

North Carolina

27101, 27102, 27108, 27111, 27113, 27114, 27115, 27116, 27120, 27150, 27152, 27155, 27198, 27199, 27260, 27536, 27601, 27621, 27626, 27634, 27676, 27697, 27698, 27867, 27869, 27874, 27888, 27890, 27897, 28076, 28206, 28301, 28309, 28340, 28343, 28360, 28362, 28364, 28377, 28386, 28396, 28441, 28444, 28508, 28578

North Dakota

58316, 58329, 58335, 58370, 58538, 58757

Ohio

43203, 43205, 43211, 43222, 43251, 43279, 43340, 43601, 43603, 43604, 43605, 43608, 43620, 43652, 43659, 43660, 43666, 43667, 43681, 43682, 43697, 43973, 44052, 44102, 44103, 44104, 44105, 44108, 44110, 44112, 44113, 44115, 44127, 44191, 44193, 44197, 44198, 44302, 44306, 44307, 44311, 44315, 44396, 44501, 44502, 44507, 44510, 44703, 44704, 44707, 44799, 44866, 45204, 45205, 45214, 45223, 45225, 45229, 45232, 45250, 45262, 45271, 45274, 45275, 45402, 45403, 45404, 45408, 45412, 45417, 45422, 45423, 45427, 45657, 45681, 45804

Oklahoma

73108, 73111, 73117, 73126, 73129, 73148, 74106, 74110, 74126, 74150, 74156, 74339, 74523

Pennsylvania

15110, 15219, 15281, 15282, 15289, 15763, 15901, 15907, 16256, 16503, 16507, 16530, 16550, 17104, 17401, 17415, 18101, 18102, 18617, 19101, 19121, 19122, 19132, 19133, 19134, 19139, 19140, 19160, 19601, 19602

South Carolina

29042, 29059, 29405, 29468, 29510, 29536, 29563, 29611, 29622, 29624, 29810, 29816, 29827, 29846

South Dakota

57339, 57356, 57548, 57555, 57566, 57570, 57572, 57579, 57625, 57642, 57714, 57752, 57764, 57770, 57772

Tennessee

37208, 37210, 37374, 37401, 37402, 37406, 37407, 37410, 37450, 37756, 37915, 37997, 38080, 38101, 38105, 38106, 38107, 38108, 38113, 38114, 38126, 38127, 38136, 38167, 38357

Texas

75203, 75210, 75212, 75215, 75216, 75266, 75277, 75315, 75339, 75342, 75373, 75855, 76101, 76102, 76104, 76105, 76113, 76115, 76122, 76150, 76193, 76195, 76196, 76198, 76199, 76518, 76704, 76711, 76834, 77003, 77020, 77026, 77032, 77036, 77037, 77060, 77078, 77081, 77205, 77220, 77226, 77228, 77251, 77315, 77703, 78040, 78042, 78043, 78119, 78202, 78203, 78207, 78208, 78237, 78242, 78285, 78355, 78376, 78401, 78403, 78408, 78427, 78469, 78480, 78516, 78520, 78521, 78523, 78535, 78537, 78538, 78542, 78543, 78547, 78560, 78568, 78569, 78570, 78573, 78574, 78576, 78577, 78579, 78582, 78584, 78586, 78593, 78594, 78595, 78596, 78599, 78724, 78839, 79351, 79357, 79838, 79839, 79849, 79853, 79901, 79905, 79910, 79940, 79941, 79943, 79944, 79945, 79946, 79947, 79948, 79949, 79950, 79951, 79952, 79953, 79954, 79955, 79958, 79960, 79978, 79995, 79997, 79998, 79999, 88541, 88542, 88543, 88544, 88550, 88577, 88580, 88588, 88590, 88595

Utah

84510, 84534, 84536, 84784

Virginia

23224, 23249, 23410, 23504, 23950, 24003, 24016, 24023, 24024, 24025, 24026, 24027, 24028, 24029, 24030, 24031, 24032, 24033, 24034, 24036, 24037, 24038, 24040, 24042, 24245, 24269, 24330, 24620, 24658

Washington

98850, 98938, 98951, 98952

West Virginia

24931, 25441, 25446, 25506, 25517, 25544, 25567, 25686, 25692

Wisconsin

53204, 53205, 53206, 53208, 53212, 53233, 54670