



Administration for Children and Families

Office of Head Start

National Center on Program Management and Fiscal Operations
HHS-2010-ACF-OHS-HC-0088

National Center on Program Management and Fiscal Operations
HHS-2010-ACF-OHS-HC-0088
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**Department of Health & Human Services
Administration for Children & Families**

Program Office: Office of Head Start
Funding Opportunity Title: National Center on Program Management and Fiscal Operations
Announcement Type: Initial
Funding Opportunity Number: HHS-2010-ACF-OHS-HC-0088
CFDA Number: 93.600
Due Date for Applications: **[Insert 45 days from date of publication]**
Executive Summary:

The Administration for Children and Families (ACF), Office of Head Start (OHS) announces the availability of funds for a National Center on Program Management, and Fiscal Operations (the Center). Approximately \$4 million per-year for a project period of up to five years is available; future funding is dependent upon the availability of funds. The goal of the Center is to provide a vehicle for the dissemination of a clear, consistent message from OHS about its expectations and priorities for every Head Start and Early Head Start (HS/EHS) agency to develop and implement sound management and financial systems.

The Center will showcase research-based practices in program and fiscal planning and operations that ensure all HS/EHS agencies have access to the same level of high quality information, training and technical assistance (T/TA) in order to produce the best possible outcomes for children. Research-based practices are defined as those that have the strongest levels of research evidence of effectiveness available in the field for the purpose the Head Start program is trying to achieve and the population with which it is trying to achieve that purpose.

The Center's work will include, but not be limited to, topics such risk management, internal controls, ongoing monitoring, human resources management, staff supervision, governance, data collection and analysis, budgeting and cost allocation. The information and materials will be available to HS/EHS agencies as well as to others involved in early education programs. The Center will work collaboratively and cooperatively with the other National Centers, State T/TA Centers, and other early educators. The Center will also assist organizations to implement and enhance the infrastructure necessary to support a well managed system of early education at the state level.

I. Funding Opportunity Description

Statutory Authority

Funding is authorized by Section 648 of the Improving Head Start for School Readiness Act, 42 U.S.C. § 9843.

Description

Program Background and Purpose

Head Start is a nationwide comprehensive child development program serving eligible children from birth-to-five and their families. In order to promote positive, sustained outcomes for the children served in Head Start, OHS supports a National T/TA System that consists of three components:

- **National Centers**, including this Center, form the cornerstone of Head Start's T/TA System. The National Centers provide OHS with the ability to disseminate a consistent message across regions, States and local programs. The T/TA, information and materials provided via these National Centers will be reflective of current research and best practices. This Center will work collaboratively and in close communication with the other five Centers which are:
 - National Center on Quality Teaching and Learning
 - National Center on Parent, Family and Community Engagement
 - National Center on Cultural and Linguistic Responsiveness
 - National Center on Health, Oral Health, Mental Health and Nutrition
 - Early Head Start National Resource Center
- **State Training and Technical Assistance Centers**, known collectively as the T/TA Network, continue and extend the work of OHS and the National Centers by targeting work to individual grantees and groups of grantees within each State. The T/TA Center in each State will be staffed by Early Childhood Education (ECE) Specialists whose work will focus on T/TA related to early childhood teaching and learning. In addition, State T/TA Centers for States where a Regional Office is located will also be staffed by Grantee Specialists who will be deployed throughout the Region to work with grantees with deficiencies identified through Federal Monitoring Reviews and/or grantees with problems identified through Program Information Reports (PIR), Risk Management Meetings, audits, and other data submitted to and reviewed by OHS. All State T/TA Center staff will receive guidance, training, technical assistance and training materials from the National Centers, a strategy designed to ensure consistency across States.
- **Direct Funding to Grantees** accounts for approximately half of all T/TA dollars allocated to Head Start. Grantees have the discretion to use this money to establish agreements with community experts, institutions of higher education or private consultants in order to make program improvements identified by the grantee.

The goal of this National Training and Technical Assistance System is to create a seamless system of high-quality support for local programs.

Priority Area

National Center on Program Management and Fiscal Operations

Description

The Center will showcase research-based practices in program and fiscal planning and operations that ensure all HS/EHS agencies have access to the same level of high quality T/TA and information in order to produce the best possible outcomes for children. Applicants should be aware of the vast differences and diversity in the types and sizes of HS/EHS agencies. While the average grant is approximately \$4 million annually, some grantees' annual funding is less than \$400,000 and the largest grantees may exceed \$50 million annually and have several delegates. Understanding differences in organizational types and the applicable requirements is important, particularly as it relates to the implementation of sound and effective program management, and fiscal operations. National monitoring data over the past three years have consistently shown that areas of

non-compliance are highest in the areas of program management and fiscal operations. With increased emphasis on collaboration across early education programs within local communities and in States, HS/EHS agencies must have strong management and fiscal systems to effectively operate programs with multiple partners and funding streams.

Applicants should review The Improving Head Start for School Readiness Act of 2007, recently issued Policy Instructions, Information Memorandums and Policy Clarifications to gain an understanding of some of the new requirements and ongoing initiatives related to program management and fiscal operations as well as the current grantee challenges, including those affecting Tribal governments. These are available through the Early Childhood Learning and Knowledge Center (ECLKC), the OHS website located at <http://eclkc.ohs.acf.hhs.gov/hslc>.

Applicants should also consider reviewing historical and current reports on Head Start issued by the U.S. Government Accountability Office (GAO). GAO reports can be accessed on www.gpoaccess.gov/gaoreports/index.html.

Applicants should understand that all HS/EHS agencies face increased Federal oversight and accountability as well as heightened public scrutiny about the effective and efficient use of Federal funds to support services for our Nation's most vulnerable children and families. The challenges for governing bodies and management staff to implement and sustain sound management and fiscal practices and systems can be daunting, particularly in these challenging economic times. Through the work of this Center, OHS wants to offer HS/EHS programs resources and support to assist them in building and sustaining robust management and fiscal systems that meet the diverse needs of children and families in order to optimize children's opportunities to succeed in school.

Requirements of the Center

An applicant for this cooperative agreement should propose an approach that will lead to Head Start programs' adoption and sustained use of research-based practices for implementing sound management and fiscal practices. The degree of emphasis of possible topics within the broad scope of management and fiscal practices will be specified, in partnership with OHS, in the cooperative agreement. The Center's proposed activities and products should be designed to yield research-based practical, adaptable materials and strategies (along with best practices) for use by local, State, and regional systems with the goal of improving management and fiscal systems and practices best suited to meet the needs of organizations serving children and families, with particular attention to how these materials and strategies could become sustainable efforts to:

- Create a message consistent with OHS regarding the importance of program accountability built upon strong management and fiscal systems and practices to ensure effective and efficient use of Federal funds to support quality services and foster collaboration with other early education providers;
- Support HS/EHS programs' compliance with the Head Start Program Performance Standards, other applicable policies and regulations, and the provisions of The Improving Head Start for School Readiness Act of 2007;
- Support HS/EHS governing bodies, key management and fiscal staff in implementing quality, research-based strategies, policies and procedures;
- Ensure the most effective and efficient use of Federal funds to support and sustain quality services;
- Collaborate with institutions of higher education, appropriate National professional organizations, and other experts in the field that could inform the development of materials that support professional development of governing bodies, key management and fiscal staff.
- Promote the dissemination and use of existing research-based training resources, including those that have been developed or supported by OHS, other Federal partners, State agencies, or other sources.

Responsibilities of the Center

- Co-design and conduct, in partnership with OHS, a project designed to develop, refine and assist in the dissemination and implementation of specific approaches to enhance HS/EHS program effectiveness in the area of program design, management and fiscal operations.
- Participate as a member of the National T/TA System, including attendance of key staff in meetings in Washington, D.C. with OHS and representatives from the other National Centers. There will be up to eight meetings in first year. The first meeting will be attended by up to four key staff from each National Center. One of the four key staff from each National Center will be designated as a member of the National Center Advisory Committee. Members of the National Center Advisory Committee will meet with OHS for up to seven times in the first year.
- For years two through five, up to six meetings will be scheduled annually with one meeting to be inclusive of up to four key staff from each of the National Centers. Additionally, the National Center Advisory Committee advisory board members would meet with OHS five times annually.
- The budget should reflect travel funds for these purposes. Note that the annual meetings for up to four key members from each national center should be budgeted for three days. The meetings of the national advisory committee should be budgeted for two days.
- Complete all activities and tasks in accordance with the management plan described in grantee proposal.
- Within 45 days of receiving the financial assistance award, key staff will meet with OHS for the initial briefing regarding the plans for carrying out all components of this project.
- Within 45 days of receiving the financial assistance award, address comments raised by OHS during the initial briefing and submit to OHS, for review and approval, any clarifications or revisions to the work plan required.
- Have the project fully functioning within 90 days following the financial assistance award.
- Provide to OHS, for review and approval, drafts of all updated or new materials that are developed or printed with resources made available under this cooperative agreement. Dissemination and field test plans, where warranted, for such materials must also have prior approval.

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$4,000,000
Expected Number of Awards:	1
Award Ceiling:	\$4,000,000 Per Budget Period
Award Floor:	\$3,000,000 Per Budget Period
Average Projected Award Amount:	\$4,000,000 Per Budget Period

Length of Project Periods:

60-month project with five 12-month budget periods

Additional Information on Awards:

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

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement

ACF is utilizing a cooperative agreement which requires substantial involvement of the agency and the recipient. Details of the responsibilities, relationships and governance of the cooperative agreement will be specified in the terms and conditions of the award. The specific responsibilities of OHS and the grantee will be identified and agreed upon prior to the award of the cooperative agreement. At a minimum, ACF will:

- Provide consultation, review and approval of the work plan and any revisions made to the work plan during the project period;
- Provide guidance in the development of the project design, including information on the resources and planned activities for the State T/TA Centers and this Center's role in that system;
- Facilitate communication and cooperation among the National Centers, State T/TA Centers and other T/TA systems in early education, as appropriate;
- Facilitate communication with representatives of other Federal agencies in order to promote intra-agency and inter-agency coordination and collaboration;
- Review and approve drafts of all updated or new materials that are developed or printed with resources made available under this cooperative agreement; and
- Review all resumes for key positions on the project, as well as for consultants proposed.

Please see *Section IV.5 Funding Restrictions* for any restrictions on the use of grant funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

ACF seeks applications from organizations with demonstrated experience and expertise related to program management and fiscal operations. The applicant should be able to translate research to practice for diverse organizations. Applicants may be non-profit organizations, for-profit organizations, public agencies, Tribes or Tribal organizations. The submission of applications from institutions of higher education and consortia of organizations is encouraged.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

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: No

III.3. Other

Disqualification Factors

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

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times*, will be deemed non-responsive and will not be considered for funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competition.
- Electronically-submitted applications that fail the checks and validations at www.Grants.gov because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competition.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Standard Forms, assurances, and certifications are available at the ACF Forms webpage at http://www.acf.hhs.gov/grants/grants_resources.html

Standard Forms are also available at the Grants.gov Forms Repository website at <http://apply07.grants.gov/apply/FormLinks?family=15>.

Ann Linehan
Office of Head Start
OHS Operations Center
c/o Master Key Consulting
4915 St. Elmo Avenue, Suite 101
Bethesda, MD 20814
Phone: (866) 796-1591
Email: OHS@luxcg.com

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

This section provides information on the required format, Standard Forms (SFs) and other forms, certifications, assurances, D-U-N-S requirement, project description, budget and budget justification, and methods of application submission. A checklist of required application elements is available for applicants' use in *Section VIII* of this announcement.

Applicants are required to submit one original and two copies of all application materials if applying in hard-copy. Applicants submitting applications electronically via www.grants.gov need not provide additional copies of their application materials. The original signature of the Authorized Organization Representative (AOR) is required only on the original copy. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at 8f. This point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Application Format

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

The length of the narrative portion of the application must be limited to *75 pages* (including the abstract, budget and budget justification), with an additional limit of *50 pages* for all appendices and resumes. Anything over that page limit in the narrative portion and the appendices of the application will be removed and will not be considered by the reviewers. The narrative section page length is based on double-spacing, and will be halved if single-spacing or one-and-a-half spacing is used. Numerical tables included as part of the narrative may be single-spaced. Some examples of research-to-practice dissemination products should be included in the appendices.

Each application should be submitted in the following order: SF-424, SF-424A, SF-424B, Table of Contents, Project Abstract, Objectives and Need for Assistance, Approach, Organizational Capacity, and Budget and Budget Justification. Additional supporting documentation should be placed in the appendices. Assurances and Certifications may be placed after the appendices.

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

Forms, Assurances, and Certifications

Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
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<p>SF-424A - Budget Information - Non-Construction Programs</p> <p>SF-424B - Assurances - Non-Construction Programs</p>	<p>Submission required for all applicants applying for a non-construction project by the application due date.</p>	<p>Required for all applications.</p>
<p>SF-424 - Application for Federal Assistance</p> <p>SF-P/PSL - Project/Performance Site Location(s)</p>	<p>Submission required for all applicants by the application due date.</p>	<p>Required for all applications.</p>
<p>Certification Regarding Lobbying</p>	<p>Submission required of all applicants prior to award.</p>	<p>Required for all applications.</p>
<p>Survey on Ensuring Equal Opportunity for Applicants</p>	<p>Submission is voluntary.</p>	<p>Non-profit private organizations (not including private universities) are encouraged to submit the "<i>Survey on Ensuring Equal Opportunity for Applicants</i>" with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit this survey along with the application. Hard copy submissions should include the survey in a separate envelope.</p>
<p>SF-LLL - Disclosure of Lobbying Activities, if applicable</p>	<p>If applicable, submission is required prior to award.</p>	<p>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. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.</p>

The Pro-Children Act of 2001, 42 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.

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

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_related.html.

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.

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. A D-U-N-S number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, [Grants.gov](http://www.grants.gov). A D-U-N-S number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A D-U-N-S number may be acquired at no cost online at <http://www.dnb.com>. To acquire a D-U-N-S number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 AM to 8 PM C.S.T.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes. You will need to provide the following information:

- Legal Name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)

- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

The Project Description

Part I: The Project Description Overview

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

General Expectations and Instructions

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

Part II: General Instructions for Preparing a Full Project Description

Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.1* identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers.

Project Summary/Abstract

Provide a summary of the 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 and limited to one page in length.

Objectives And Need For Assistance

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

Outcomes Expected

Identify the outcomes to be derived from the project.

OHS expects the work of this Center will result in the implementation of practices that contribute to the development and implementation of sound management and financial systems across programs, States, and regions. The applicant should propose strategies for providing consultation and technical assistance to staff from the other five Centers; for enhancing the ability of Grantee Specialists to support the development of such practices; and for developing and disseminating materials and information to local programs.

Approach

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

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

When accomplishments cannot be quantified by activity or function, list them in chronological order to show

the schedule of accomplishments and their target dates.

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

A successful proposal should include strategies designed to sustain the improvements in program management and fiscal operations of HS/EHS agencies beyond the length of this project. This should include a plan to provide products developed through this cooperative agreement for use on the ECLKC and other appropriate venues identified by OHS.

The most efficient use of resources requires that the Center implement an approach that will enhance and expand the resources available through the State T/TA Centers, the other National Centers, and complement the resources already available within local programs and their communities for program improvement and staff development.

The major activities to be accomplished by the Center are as follows:

- 1. Identify, review, develop and disseminate research-based resources, including training materials, reflective of best practice and tailored to the diverse needs of HS/EHS organizations. Whenever possible, such resources should be developed to be usable by other early educators within States who may be collaborating with Head Start organizations.** This may include but not be limited to developing materials, training videos or modules on program design, management systems and fiscal operations that address governance, risk management, internal controls, approaches to data collection and analysis across all services including data from child assessments, community assessment, self assessment, ongoing monitoring, audits; multiple funding sources, budgeting and cost allocation; property acquisition and facilities management. As appropriate, consideration should be given to the identification and development of materials in Spanish as well as those informed by best practices in Tribal cultures and communities.

The Head Start Act requires the Department to take steps to establish the ownership of the Federal Government of "all studies, reports, proposals and data" produced as part of the implementation grants.

- 2. Coordinate and collaborate with the other five National Centers in order to ensure the development and dissemination of a coherent message across Centers.** This may include but not be limited to collaborating with OHS and the other National Centers on the development of an ongoing communication system that ensures staff from each National Center is fully briefed about the work of the other Centers; minimizing duplication of effort; teaming in the design and delivery of new materials, as appropriate; ensuring the integration of systems and services; and functioning as national partner in the OHS National T/TA System.

- 3. Conduct training at State, regional and national meetings to promote the use of resources and practices that would improve the quality of program design, management and fiscal operations.** This may include training for governing bodies, directors, key fiscal and other management and supervisory staff on the topics listed in Activity #1. Consideration should be given to making use of existing professional development forums and systems to carry out such trainings as well as collaborating with other National Centers, State and National organizations, and other early education systems.

- 4. Provide support to State T/TA Centers staff and consultants.** This may include, but not be limited to, equipping T/TA staff and consultants with the necessary information, materials and tools to work effectively with individual grantees; providing Training of Trainers sessions to support grantee

implementation of new OHS initiatives and or nationally developed training materials; providing a toll free number in order to provide, to the extent practicable, timely answers and guidance to T/TA staff and consultants while working on site with HS/EHS agencies.

5. Provide opportunities for Head Start program staff to communicate with Center staff. This may include, but not be limited to, listening sessions conducted at meetings where Center staff will be conducting training; providing a toll-free number for program staff to use to get in touch with Center staff; and setting up discussion boards on workspaces on the ECLKC that program staff can use to communicate with Center staff.

6. Develop, maintain and publish a list of highly qualified T/TA consultants and professional organizations available to support grantees' use of its own resources to acquire T/TA services related to program management and fiscal operations. This includes but is not limited to the identification of potential consultants/organizations in the areas of program management and fiscal operations; thorough rigorous vetting of candidates; and the development and maintenance of a database of consultants and organizations. The range of consultants and professional organizations should include those with expertise in all areas listed in Activity #1. Attention should be given to the creation of regional systems of support and appropriate resources for individualized trainings at the program level. Whenever possible, existing evidence based training resources that have been developed or supported by OHS, other Federal partners, Tribes, Tribal organization, or State agencies should be used.

7. Provide guidance and materials, as appropriate, to T/TA Grantee Specialists located within the regions in their assignments to assist deficient or high risk grantees or grantees experiencing systemic challenges. This will require coordination with the Regional Program Managers who are responsible for deploying these T/TA specialists to grantees within their region.

8. Identify a cadre of highly qualified fiscal experts to include auditors and Certified Public Accountants available to conduct in-depth investigations, as requested by OHS. This may include but not be limited to conducting on-site investigations lasting for up to several weeks related to complex fiscal concerns identified by OHS; developing a scope of work based on information provided by OHS about the issues or concerns; and providing OHS with a report of the findings and recommendations.

Evaluation

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

Legal Status of Applicant Entity

Applicants must provide the following documentation of their legal status:

- Governing Board Membership Documentation
- Articles of Incorporation

Proof of Non-Profit Status

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

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

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

Organizational Capacity

- Organizational charts
- Board of Directors
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP)
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants
- Contact persons and telephone numbers
- Information on compliance with Federal/State/local government standards
- Documentation of experience in the program area

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

Third-Party Agreements

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

Letters Of Support

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

Budget and Budget Justification

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

Provide a narrative budget justification for the first year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

General

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

Travel

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

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

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.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, Pub.L. 104-13, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. 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

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at <http://www.grants.gov> where the electronic application can be downloaded for completion.
- To apply electronically, applicants must be registered with Grants.gov, Dun and Bradstreet, and the Central Contractor Registry (CCR).
- Electronically submitted applications must be submitted and time/date stamped by the due date and receipt time described in *Section IV.3. Submission Dates and Times*, of this announcement.
- To submit an application through Grants.gov, the applicant must be an Authorized Organization Representative (AOR) for their organization and must have a current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.
- Additional guidance on the submission of electronic applications can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.
- If difficulties are encountered in using Grants.gov, applicants must 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.
- Applicants are advised to retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically are encouraged to retain a hard copy of their application.

- It is to an applicant's advantage to submit their applications 24 hours in advance of the closing date and time.

Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer (GMO) will make a determination whether the issues are due to system errors or user error.

Hard Copy Submission

Applicants that are submitting their application in paper format should 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 Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for hard copy 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* of this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: **[Insert 45 days from date of publication]**

Explanation of Due Dates

The due date for receipt of applications is listed in this section. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

Mailed Applications

Mailed applications must be **received** no later than 4:30 p.m., eastern time, at the address provided in *Section IV.6* of this announcement on the due date listed in this section.

Hand-Delivered Applications

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

Electronically-Submitted Applications

ACF cannot accommodate transmission of applications by facsimile or email. Instructions for electronic submission through www.Grants.gov may be found at http://www.acf.hhs.gov/grants/registration_checklist.html.

After the application is submitted electronically via Grants.gov, the applicant will receive three emails. The following emails will be sent to the applicant from Grants.gov:

1. An automatic acknowledgement from Grants.gov of the application's submission that provides a Grants.gov tracking number.

The date/time-stamp in this email serves as the official record of your application submission. The date/time-stamp must reflect a submission time on or before 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date and to be considered for competition.

2. An acknowledgement from Grants.gov that the submitted application package has passed or failed a series of checks and validations.
Applications that fail the validation check at Grants.gov because the Authorized Organization Representative (AOR) is not currently registered with the Central Contractor Registry (CCR) will be disqualified and will not be considered for competition.
3. An additional email from the Administration for Children and Families (ACF) will be sent to the applicant indicating that the application has been retrieved from Grants.gov and received by ACF.

Late Applications

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

- **Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will be disqualified.**
- **Electronically-submitted applications are considered late and are disqualified when the date/time-stamp received by email from www.Grants.gov is after 4:30 p.m., eastern time, on the due date.**
- **Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified and will not be considered for competition.**

Extension/Waiver of Due Date and Receipt Time

ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

Acknowledgement of Received Application

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

Applicants who submit their application packages electronically via <http://www.Grants.gov> will receive two email acknowledgements from that website:

1. Your application has been submitted and provides a Time/Date Stamp. **This is considered the official submission time.**
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on **disqualification for failing validation check because of an unregistered Authorized Organization Representative.**

An acknowledgement email from the Administration on Children and Families (ACF) indicating that the

application has been retrieved and received by ACF will be sent to applicants that apply via <http://www.Grants.gov>

IV.4. Intergovernmental Review of Federal Programs

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard 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 awarded under this announcement.

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

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

IV.6. Other Submission Requirements

Submit applications to one of the following addresses:

Submission By Mail

Office of Head Start
OHS Operations Center
c/o Master Key Consulting
4915 St. Elmo Avenue, Suite 101
Bethesda, MD 20814

Hand Delivery

Office of Head Start
OHS Operations Center
c/o Master Key Consulting
4915 St. Elmo Avenue, Suite 101
Bethesda, MD 20814

Electronic Submission

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

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

V. Application Review Information

V.1. Criteria

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.

Objectives and Need for Assistance

Maximum Points: 10

The evaluation of this criterion will be based on the extent to which the applicant's proposal:

- Describes knowledge of the existing needs for T/TA to improve the quality of program management and fiscal operations in Head Start programs;
- Describes objectives appropriate for the project's goal of improving the quality of fiscal and programmatic operations that contribute to positive outcomes for children and families; and
- Details description of the anticipated results and benefits of this project for programs, children and families.

Approach

Maximum Points: 35

The evaluation of this criterion will be based on the extent to which the applicant's proposal describes:

- Research-based approaches and products that support the development of program practices that strengthen and improve program management as well as fiscal systems and operations, taking into consideration the diversity of program type, size, culture, language and levels of performance;
- Capacity to assist HS/EHS governing bodies, key management and fiscal staff to implement ongoing monitoring systems and utilize information from ongoing monitoring, self assessments, community assessments, child assessments and other program and fiscal data to inform the development of program improvement plans that foster continuous improvements and mitigate program and financial risks;
- Types of materials, training modalities and information most likely to be useful to HS/EHS agencies, taking into consideration the range of programs from those that are struggling to those that are high functioning agencies, program type, size, cultural and language;
- Multi-year plan for creating materials and training based on the current research-based practices and grantees input that result in quality programs and most effective and efficient use of federal dollars;

- Approach for providing the appropriate State T/TA Center specialists with the guidance, tools and resources necessary to provide customized T/TA to support HS/EHS agencies' needs;
- Approach for identifying HS/EHS agencies with exemplary practices and utilize their "lessons learned" in dissemination efforts;
- Dissemination strategies of effective practices in an approach that is coordinated with, and complementary of, efforts of the National Centers and the State T/TA Centers;
- Approaches for building the capacity of State T/TA Centers and grantees for the systematic use of training and resource materials;
- Approaches that establish or strengthen community level capacities to improve practice (including local education agencies, and institutions of higher education);
- Goals and objectives for each of the planned activities that incorporate the link between systems and services and directly address the Center's primary goals, and result in improved outcomes;
- Plan for working collaboratively with OHS, State T/TA Centers and other National Centers, including regular meetings;
- Formal organizational schedule and structure that will be fully operational within 90 days; and
- Describes recruitment and selection of staff for the Center, reflecting a wide range of organizational management and fiscal expertise; experiences and educational attainment; familiarity with the field of early education; familiarity with needs specific to culture and language within the HS/EHS community, including American Indian Alaska Native and Migrant and Seasonal programs.

Organizational Capacity

Maximum Points: 35

The evaluation of this criterion will be based on the extent to which the applicant's proposal demonstrates the following:

- High level knowledge and expertise in theories and practices that promote the development and maintenance of sound governance practices and strong management and fiscal systems and operations that result in quality services and ongoing efforts towards continuous improvement practices;
- Mastery of Federal requirements that govern HS/EHS programs in the areas of governance, program management, and fiscal operations;
- Expertise in the fields of organizational development, assessment, governance, human resources, program design, and finance appropriate for working within the field of early education;
- Key staff have experience and areas of expertise in working with culturally and linguistically diverse populations, and are reflective of the diverse agencies to be served;
- Key staff have experience and knowledge delivering T/TA to local programs, State and or national organizations within the human services fields;
- Key staff and consultants will devote adequate time and a high level of professional knowledge and skills to all activities ;
- Key staff and consultants have expertise in producing high quality training materials and reports;
- Capacity for working collaboratively and cooperatively with OHS, State T/TA Center staff, and early education systems within the States;
- Capacity to plan and nationally disseminate T/TA resources; and
- Ensures that staff or consultants hired for translation or interpretation are highly qualified and have an understanding of early education and its terminology.

The evaluation of this criterion will be based on the extent to which the applicant's proposal provides:

- Project costs that are reasonable, appropriately allocated, and sufficient to implement the objectives, design, and dissemination plan;
- Budget costs that are sufficiently detailed and justified according to the needs and time frame for carrying out the proposed Center activities;
- Budget provides for required meetings, travel, and methods for successfully carrying out the mission of the Center; and
- Budget provides for activities to support ongoing, as well as, emerging programmatic needs that are consistent with the Center's goals and the goals and needs of OHS.

V.2. Review and Selection Process

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

Initial ACF Screening

Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times* or those with requests that exceed the award ceiling, stated in *Section II. Award Information* will be returned to the applicant with a notation that they were deemed non-responsive and will not be reviewed.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1* of this announcement. Each panel is made up of experts with knowledge and experience in the area under review. Generally, review panels are composed of 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 and are one element of the decision-making process.

ACF may elect to not 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 a preference to fund organizations serving emerging, unserved, or under-served populations, including those located in pockets of poverty, and to consider the geographic distribution of Federal funds in its funding decisions.

Applications will be reviewed against the evaluation criteria described in *Section V* of this announcement. The review will be conducted by one or more panels of reviewers who are knowledgeable about sound practices related to program management and fiscal operations. The results of the competitive review will be taken into consideration by ACF in deciding the project to be funded but are not in themselves binding.

ACF reserves the right to deny funding to any applicant that is presently designated as "high risk," or has

received a summary suspension of financial assistance under Section 646 of the Head Start Act (42 U.S.C. 9841), or has been debarred, or whose financial assistance has been terminated by any Federal agency. ACF may elect not to fund applicants that have management or financial problems that make it unlikely the applicant would be able to provide effective services.

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

Approved but Unfunded Applications

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

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 Financial Assistance Award (FAA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

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).

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.

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."

Grantees are also subject to the requirements of 45 CFR Part 87, Equal Treatment for Faith-Based Organizations: "Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization.

Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.hhs.gov/fbc/waisgate21.pdf>.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities." Additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" can be found at: <http://www.hhs.gov/fbc/regulations/index.html>.

The Code of Federal Regulations (CFR) is available at <http://www.gpoaccess.gov/CFR/>.

Award Term and Condition for Trafficking in Persons

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.html. 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.

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 Financial Assistance Award (FAA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

VI.3. Reporting

Grantees under this 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.

In FY 2009, most ACF grantees began using a standard form for required performance progress reporting (PPR). Use of the new standard form, the ACF-OGM SF-PPR, began for new awards and continuation awards made by ACF in FY 2009. At a minimum, grantees are required to submit the ACF-OGM SF-PPR, which consists of the ACF-OGM SF-PPR Cover Page and the Program Indicators-Attachment B. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the ACF-OGM SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format

to use beginning in FY 2009. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award.

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

Performance progress and financial reports are due 30 days after the end of the reporting period. Final program performance and financial reports are due 90 days after the close of the project period. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement.

The SF-269 (long form) and the ACF-OGM-SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

Program Progress Reports: Quarterly
Financial Reports: Quarterly

VII. Agency Contacts

Program Office Contact

Ann Linehan
Administration for Children and Families
Office of Head Start
Portals Building
1250 Maryland Avenue, SW.
Washington, DC 20024
Phone: (866) 796-1591
Email: OHS@luxcg.com

Office of Grants Management Contact

David Kadan
ACF Grants Management Officer
Administration for Children and Families
370 L'Enfant Promenade, SW.
Aerospace Building - 6th Floor East
Washington, DC 20447
Phone: (202) 401-5513
Email: ACFOGME-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) on the Internet <http://www.hhs.gov/>

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

Administration for Children and Families - Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

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

Code of Federal Regulations (C.F.R.) <http://www.gpoaccess.gov/cfr/index.html>

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

Sign up to receive notification of ACF Funding Opportunities at [www. Grants.gov](http://www.grants.gov)
http://www.grants.gov/applicants/email_subscription.jsp

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Head Start Program Performance Standards

<http://eclkc.ohs.acf.hhs.gov/hslc/Program%20Design%20and%20Management/Head%20Start%20Requirements/Head%20Start%20Requirements>

The Improving Head Start for School Readiness Act of 2007

<http://eclkc.ohs.acf.hhs.gov/hslc/Program%20Design%20and%20Management/Head%20Start%20Requirements/Head%20Start%20Act/headstartact.html#648A>

Improving School Readiness and Promoting Long-Term Success: The Head Start Roadmap to Excellence

[http://eclkc.ohs.acf.hhs.gov/hslc/Head%20Start%20Program/Director/Head Start Roadmap to Excellence.pdf](http://eclkc.ohs.acf.hhs.gov/hslc/Head%20Start%20Program/Director/Head%20Start%20Roadmap%20to%20Excellence.pdf)

Early Childhood Learning and Knowledge Center

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

"

Checklist

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html and on the Grants.gov Forms Repository webpage at <http://apply07.grants.gov/apply/FormLinks?family=15>.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at

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

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2 and found at http:// www.acf.hhs.gov/grants/grants_resources.html and at the Grants.gov Forms Repository at http:// apply07.grants.gov/apply/FormLinks?family=15 .	Submission due by application due date found in Overview and Section IV.3.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2 and found at http:// www.acf.hhs.gov/grants/grants_resources.html .	Submission due by application due date found in Overview and Section IV.3.
Table of Contents	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Description	Referenced in Section IV.2 of the announcement.	Submission due by application due date found in Overview and Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Third-Party Agreements	Referenced in Section IV.2 of the announcement under "Project Description."	If available, submission is due by application due date found in Overview and Section IV.3. or by time of award.

Letters of Support	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Proof of Non-Profit Status	Referenced in Section IV.2 of the announcement under "Legal Status of Applicant Entity" in the "Project Description."	Submission due by date of award.
Certification Regarding Lobbying	Referenced in Section IV.2 of the announcement and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission due by date of award.
Survey on Ensuring Equal Opportunity for Applicants	<p>Non-profit private organizations (not including private universities) are encouraged to submit the <i>"Survey on Ensuring Equal Opportunity for Applicants"</i> with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. Applicants applying electronically, please submit this survey along with your application.</p> <p>The Survey is referenced in Section IV.2 of the announcement. The Survey may be found at http://www.acf.hhs.gov/grants/grants_resources.html.</p>	Submission due by date of award.
SF-LLL - Disclosure of Lobbying Activities, if applicable	<p>"Disclosure Form to Report Lobbying" is referenced in Section IV.2 and found at http://www.acf.hhs.gov/grants/grants_resources.html.</p> <p>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</p>	Submission due by application due date found in Overview and Section IV.3.

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.

Signature

Date:

Yvette Sanchez Fuentes
Director
Office of Head Start