



**Administration for Children and Families**

**Office of Head Start**

**Region XII Migrant and Seasonal Worker Collaboration Office**

**HHS-2025-ACF-OHS-HC-R12-0162**

**Application Due Date: 01/21/2025**

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**Funding Opportunity Title:**

Region XII Migrant and Seasonal Worker Collaboration Office

**Announcement Type:**

Initial

**Funding Opportunity Number:**

HHS-2025-ACF-OHS-HC-R12-0162

**Assistance Listing Number:**

93.600

**Due Date for Applications:**

01/21/2025

## Executive Summary

**Notice:**

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

The Administration for Children and Families (ACF), Office of Head Start (OHS) announces the availability of \$350,000 to be competitively awarded for the purpose of operating a Region XII Migrant and Seasonal Worker Head Start (MSHS) Collaboration Office. The goal of the Region XII MSHS Collaboration Office is to facilitate coordination and collaboration between the Region XII MSHS Office, Region XII MSHS recipients, providers of early care and education, and other stakeholders that provide services related to the development and learning of eligible MSHS farmworker children and families and the staff that work with them. This will include promoting partnerships with national organizations, analyzing data routinely collected from Region XII MSHS grant recipients to identify trends and priorities, and working with state Head Start Collaboration Offices (HSCOs) to align early care and education services and supports for MSHS children.

## I. Program Description

**Statutory Authority**

Sections §§ 640(a)(2)(B)(vi) and 642B(a) of the Improving Head Start for School Readiness Act, Pubic Law 110-134, codified at 42 U.S.C. 9835(a)(2)(B)(vi) and 9837B(a)

**Description****Region XII MSHS Collaboration Office**

The goal of the Region XII MSHS Collaboration Office is to facilitate collaboration among Region XII MSHS Head Start agencies and other entities that carry out activities designed to benefit MSHS children and their families from birth to school entry to ensure their readiness for school. As a collaboration office that serves Head Start/Early Head Start (EHS) agencies in 38

States, the Region XII MSHS Collaboration Office works at local and national levels and collaborates with a variety of entities and stakeholders in both English and Spanish.

To meet this goal, the recipient is expected to conduct the following activities:

**Activity One: Conduct a Needs Assessment and Update it Annually**

Data must be gathered to identify the needs of the communities and recipients of the MSHS program to develop a strategic plan. The process for conducting a needs assessment should involve key stakeholders that are impacted by the MSHS program, including families and providers. The needs assessment should include data routinely collected from Region XII MSHS agencies, as well as results from Program Information Reports, school readiness goals, federal monitoring reviews, Classroom Assessment Scoring System observations, and training and technical assistance (T/TA) activity reports. The needs assessment must be conducted not later than 1 year after receipt of the Region XII MSHS Collaboration award and should be updated annually.

**Activity Two: Develop a Strategic Plan**

The strategic plan should be developed based on results of the needs assessment, current and emerging OHS and Region XII initiatives and priorities and needs identified by the Advisory Council. This strategic plan, which should include identified trends and priorities and include data gathered from a variety of sources and stakeholders, should be used to develop projects and activities that will facilitate coordinated approaches to planning and collaboration among MSHS agencies and partner organizations that promote health, mental health, and family services, or other services relevant to MSHS children and families. The strategic plan should guide the development and implementation of projects and priorities and guide the work of the MSHS Collaboration Office throughout the course of the 5-year project period.

**Activity Three: Establish and Convene an Advisory Council**

The recipient is expected to establish and convene an advisory council to ensure that the needs assessment, strategic plan, and subsequent collaboration activities adequately address the needs of the MSHS Program participants. The goal of the Advisory Council is to inform the work of the Collaboration Office and, to meet this goal, the Collaboration Director is expected to work in partnership with the Region XII Office to create and convene an Advisory Council that is of sufficient size and diversity (e.g., six to eight members) who have direct knowledge about the needs of MSHS children and families and should include families of enrolled children with direct experience with the program. The Advisory Council is expected to meet with sufficient regularity to provide the Collaboration Office with ongoing information and advice, for example, twice per year virtually or in person.

The Collaboration Office is expected to establish and maintain a collaborative relationship with the Advisory Council members and provide ongoing opportunity to share knowledge about needs and changes in the agricultural field that affect migrant and seasonal farmworker families.

**Activity Four: Establish, Promote and Support Ongoing Collaborative Partnerships**

The recipient is expected to establish, promote and maintain collaborative relationships among MSHS agencies and national organizations that promote health, mental health, and family services, or other services relevant to MSHS children and families. Examples of such partners

include, but are not limited to, the Bureau of Indian Education, Indian Health Services, the Office of Child Care, the Health Resource and Services Administration, Migrant Education and other national programs that provide services to this population.

As part of these collaborative efforts, the Region XII Collaboration Office is expected to facilitate the development of Memoranda of Understanding (MOU) between MSHS agencies and national partners, as appropriate, and encourage MSHS membership in state and local groups concerned with the transition of MSHS families with children from Head Start to the elementary school system. In addition, the MSHS Collaboration Office is expected to work with state collaboration offices and others at the state and local levels to support the alignment of early care and education services and supports for MSHS children. The recipient may work with state collaboration offices and others at the state and local levels to facilitate the successful transition of children and families into the elementary school system at the direction of the Region XII Office and as resources permit.

The recipient is expected to staff the project with a Collaboration Director. The Collaboration Director, as well as administrative support, must have sufficient authority and time on the project to ensure that the MSHS Collaboration Office has sufficient capacity to conduct the activities listed above and outlined in the statute. The Collaboration Director should be able to engage with stakeholders and collaborative partners in English and Spanish.

### **Overview of the Head Start Program**

The Head Start program is administered by ACF, an operating division of the U.S. Department of Health and Human Services (HHS). OHS provides awards to public and private non-profit and for-profit agencies to provide comprehensive child development services to predominately economically disadvantaged children and families. Head Start's primary purpose is to prepare children to be ready for school. In program year 2023, Head Start programs were funded to serve 778,420 children and families across more than 1,500 Head Start recipients.

Award funds must be spent in a manner consistent with their statutorily authorized activities.

### **Overview of the Region XII MSHS Program**

The MSHS Program serves eligible children of farm-worker families that migrate during the harvest season to engage in agricultural labor. In May 2024, OHS issued a Program Instruction ACF-OHS-PI-24-04, found at: <https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-ohs-pi-24-04>, which describes new eligibility provisions for MSHS programs to allow MSHS programs to “serve any age-eligible child who has one family member whose income comes primarily from agricultural employment as defined in Section 3 of the Migrant and Seasonal Agricultural Worker Protection Act (29 U.S.C. 1802), regardless of total family income.”

Currently, 27 Region XII MSHS agencies in 38 states are funded to provide services to approximately 20,000 children of agricultural workers who range in age from birth to age 5. More than 50 percent of these children are infants and toddlers. Spanish is the primary language for these children.

Strong collaborations and close partnerships with private or state child care agencies, Migrant Education, local school districts, community health clinics, growers, and others help ensure that migrant and seasonal families receive timely and comprehensive medical, dental, mental health, and disabilities services during the period of time that they remain in a particular area.

## **Paperwork Reduction Act and Information Collections**

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

## **Identification of Federal Support**

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

"This [project/publication/program/website, etc.] [is/was] supported by the Administration for Children and Families (ACF) of the United States (U.S.) Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$XX with 100 percent funded by ACF/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by ACF/HHS, or the U.S. Government. For more information, please visit the ACF website, [Administrative and National Policy Requirements](#)."

If the recipient plans to conduct activities involving public awareness materials (e.g., brochures, websites, reports, billboards, print materials, print advertisements, press releases, etc.), issue a press release concerning the outcome of activities supported by HHS financial assistance, it should notify the HHS Awarding Agency in advance to allow for coordination. For those recipients that use federal funds for website development, it is important to make sure that the **federal page is separate from the organization's page**.

## **Subawards**

As the prime recipient, you must maintain a substantive role in the project. We define a substantive role as conducting funded activities and providing services that are necessary and integral to completing the project. Monitoring your subrecipients' activities alone as described in 45 CFR 75.352 is not a substantive role.

We do not fund awards where your role primarily serves as a conduit for passing funds to other organizations unless that arrangement is authorized by statute.

If they do not have one, all subrecipients must obtain a Unique Entity Identifier (UEI) through the System for Award Management (SAM).

Subrecipients will need to meet the same eligibility requirements as prime recipients.

Please reference the *Award Term and Condition on Subawards* on the ACF Administrative and National Policy Requirements website for further requirements involving subawards. <https://www.acf.hhs.gov/grants/administrative-and-national-policy-requirements>.

## **Post-Award Requirements**

**The successful recipient awarded under this NOFO must adhere to the following:**

- The project will be fully functioning within 60 days following the notice of award.

- Within 15 days of receiving the financial assistance award, key staff will meet with OHS either in-person or virtually for the initial briefing regarding the plans for carrying out all components of this project.
- Within 45 days of the initial project plan briefing with ACF, the recipient will address any OHS comments, clarifications, or requested revisions of the work plan and submit to OHS for review and approval.

## II. Federal Award Information

**Funding Instrument Type:**

CA (Cooperative Agreement)

**Estimated Total Funding:**

\$350,000

**Expected Number of Awards:**

1

**Award Ceiling:**

\$350,000

Per Budget Period

**Award Floor:**

\$350,000

Per Budget Period

**Average Projected Award Amount:**

\$350,000

Per Budget Period

**Anticipated Project Start Date:**

09/30/2025

**Length of Project Periods:**

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

**Additional Information on Project Periods and Explanation of 'Other'**

**Additional Information on Awards:**

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

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

Award funds must be spent in a manner consistent with their statutorily authorized activities.

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

OHS is using a cooperative agreement that requires substantial involvement on the part of OHS with 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 recipient will be identified and agreed upon prior to award. At a minimum, OHS will:

- Provide consultation, review, and approval of the Region XII MSHS Collaboration Office's strategic plan and any revisions made during the project period;
- Provide consultation in the development of the project design, including information on the resources and planned activities for ACF and OHS Regional T/TA Network;
- Facilitate communication with representative of other federal agencies to promote intra-agency and inter-agency coordination and collaboration; and
- Review and approve drafts of any reports or materials (for publication, presentations, printing or placement online) that will be developed using resources made available under this agreement.

### III. Eligibility Information

#### III.1. Eligible Applicants

Eligible applicants include the following: state governments; county governments; city or township governments; special district governments; independent school districts; public and state controlled institutions of higher education; Native American tribal governments (federally recognized); public housing authorities/Indian housing authorities; Native American tribal organizations (other than federally recognized tribal governments); non-profits having a 501(c)(3) status with the Internal Revenue Service (IRS), other than institutions of higher education; nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education; private institutions of higher education; for-profit organizations other than small businesses; small businesses; and faith-based organizations.

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

Faith-based and community organizations that meet the eligibility requirements are eligible for awards under this funding opportunity. See Equal Treatment of Faith-Based Organizations in [Section VI.2 Administrative and National Policy Requirements](#).

#### Reference to Legal Status

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

#### III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

No

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

**For awards that do not require matching or cost-sharing by statute**, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching, recipients will be held accountable for projected commitments

of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards. These include situations in which contributions are voluntarily proposed by a recipient or subrecipient and are accepted by ACF. Non-federal cost-sharing will be included in the approved project budget so that the recipient will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For more information see Commitment of Non-Federal Resources at <https://www.acf.hhs.gov/grants/prepare-budget>.

### III.3. Other

#### **Application Disqualification Factors**

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

#### **Award Ceiling Disqualification**

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

#### **Required Electronic Application Submission**

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

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

#### **Missing the Application Deadline (Late Applications)**

**Electronic applications must be submitted through Grants.gov by 11:59 pm ET on the due date listed in the [Overview](#) and in [Section IV.4. Submission Dates and Times](#).** Applications submitted after 11:59 pm ET on the due date, as indicated by a dated and time-stamped email from Grants.gov, will be disqualified from review and funding.

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

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

### **Notification of Application Disqualification**

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

## **IV. Application and Submission Information**

### **IV.1. Address to Request Application Package**

HHS-2025-ACF-OHS-HC-R12-0162

Office of Head Start

OHS Grant Review Team c/o Guardians of Honor

1990 K Street, NW

Suite 650

Washington

DC

20006

(888) 242-0684

OHSgrants@koniag-gs.com

<https://www.acf.hhs.gov/ohs/funding>

### **Application Packages**

#### **Electronic Application Submission:**

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

## **IV.2. Content and Form of Application Submission**

### **FORMATTING APPLICATION SUBMISSIONS**

#### **General Requirements**

1. **Two-File Requirement:** Upload only two electronic files via Grants.gov, excluding Standard Forms (SFs) and OMB-approved forms. Extra files will be removed before review.
2. **Authorized Organization Representative (AOR):** Designate an AOR to sign all required forms. The AOR's signature confirms compliance with all applicable Federal statutes and regulations.
3. **Font Style and Size:** Use Times New Roman 12-point font for the main text and 10-point font for footnotes. Ensure scanned documents are legible and are no more than one scan to a page. Blurred or illegible pages will be removed.
4. **Language and Currency:** Submit applications in English and in U.S. dollars. See 45 CFR §75.111 for more information.
5. **Page Limitations:** Follow the page limits specified under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS." Extra pages will be removed and not reviewed.
6. **Double-space all application pages. Exemptions:** The following can be single-spaced:
  - Table of Contents
  - One-page Project Summary

- Required Assurances and Certifications
  - SFs and OMB-approved forms
  - Resumes, Logic Models, Proof of Legal Status/Non-Profit Status, Third-Party Agreements, Letters of Support, footnotes, and tables
  - Line-Item Budget and/or Budget Justification
7. Formatting Adherence: Applications that do not observe the formatting requirements will have pages removed before merit review. Applicants will be notified of any adjustments and the reason for the adjustment after awards are issued.
  8. Corrections/Updates: Only the last on-time application will be considered for pre-review under the Application Disqualification Factors. [See Section III.3. Other, Application Disqualification Factors](#) and [Section IV.2. Application Submission Options](#).
  9. Copies Required: Submit one complete copy of the application package electronically via Grants.gov.
  10. Accepted Application Format: Use 8 ½" x 11" white paper with 1-inch margins. Include page numbers if possible.

### **Page Limitations and File Content**

**Each applicant is required to upload only two electronic files, excluding Standard Forms (SFs) and OMB-approved forms. Applications must not exceed 100-pages for all of the components in the First and Second Files. Pages in excess of that limit will be removed from the application and will not be reviewed.** Page limitations are identical for electronic and paper formats application submissions.

#### ***First File: Project Description***

- Project Summary/Abstract (*single-spaced*)-limited to 1 page
- Table of Contents (*single-spaced*)-suggested 1 page
- Approach (*double-spaced*)
  - Project Approach
  - Organizational Capacity
  - Budget and Budget Justification

#### ***Second File: Appendices***

- Certificate of Good Standing
- Proof of Legal Status of Applicant
- Organizational Capacity documentation (e.g., resumes, curricula vitae, job descriptions, organizational charts)
- Third-Party Agreements
- Indirect Cost Rate Agreement
- Plan for Oversight of Federal Award Funds and Activities
- Protection of Sensitive and/or Confidential Information
- Other supporting documents

### **PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:**

#### **Electronic Application Submission**

1. Submission: Only through Grants.gov. No applications will be accepted through facsimile or email.
2. File Upload: Upload only two files, excluding Standard Forms and OMB-approved forms:
  - File One: Entire Project Description, Budget, and Budget Justification.
  - File Two: All documents required in the Appendices.
3. File Naming: Follow Grants.gov naming conventions. Limit file names to 50 characters. <https://www.grants.gov/applicants/submitting-utf-8-special-characters>.
4. Suggested File Format: PDF format for both files. ACF recommends applicants merge documents electronically using Adobe Acrobat Reader or PDF converter software compatible with Grants.gov.
5. Other supported File Formats:
  - Adobe PDF (.pdf)
  - Microsoft Word (.doc or .docx)
  - Microsoft Excel (.xls or .xlsx)
  - Microsoft PowerPoint (.ppt)
  - Image Formats (.JPG, .GIF, .TIFF, .BMP)

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

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

### **Paper Application Submission**

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

### **Required Forms, Assurances, and Certifications**

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

<b>Forms/Assurances/Certifications</b>	<b>Submission Requirement</b>	<b>Notes/Description</b>
Certificate of Good Standing	Submission is required for all	Sole proprietorships are not eligible applicants. The submission of the

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	<b>for-profit organizations.</b>	Certificate of Good Standing, along with the current list of board members, and organizational documents that require the establishment and maintenance of a Board of Directors, provide proof of eligibility for for-profit organizations.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	<p>Required of all applicants.</p> <p>Applicants must have a UEI and maintain an active SAM registration throughout the application and project award period.</p> <p>Obtain a UEI and SAM registration at:  <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>	See <i>Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)</i> for more information.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application	Submission of the certification is required for all applicants.

<b>Forms/Assurances/Certifications</b>	<b>Submission Requirement</b>	<b>Notes/Description</b>
	package. If it is not submitted with the application package, it must be submitted prior to award.	
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non-Construction Programs	<p>Submission is required for all applicants when applying for a non-construction project. SFs must be used. Forms must be submitted by the application due date.</p> <p>By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination .</p>	Required for all applications when applying for a non-construction project.
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 must cite their primary location and up to 29 additional performance sites.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of	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

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	application. If it is not available at the time of application, it may also be submitted prior to award.	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.

**Additional Required Assurances and Certifications**

**Proprietary Information and Personally Identifiable Information (PII)**

In your application, you may identify salary or other proprietary information or personally identifiable information. ACF will remove this information from applications before they go to reviewers.

If you have an exemption for a paper submission, you can protect salary information and any proprietary information by placing that information only in the original application. You can remove the information from the copies, keeping summary information.

**The Project Description**

**The Project Description Overview**

**General Expectations and Instructions**

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

Content Requirements:

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

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

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

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

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

## **Table of Contents**

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

## **Project Summary**

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

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

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

## **Legal Status of Applicant Entity**

Applicants must provide the following documentation:

### **Non-Profit Organizations**

#### **Proof of Non-Profit Status Options:**

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

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

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

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

### **For-Profits and Small Businesses**

For-profit organizations (including small businesses) applying for funding must submit the

following to provide proof of their legal status: Documentation establishing the power granted to the entity to enter into contractual relationships and/or accept awards (i.e., articles of incorporation, bylaws).

### **Additional Eligibility Documentation**

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

### **Approach**

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

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

Applicants must describe their plan for conducting a needs assessment within the first year of the project period and update it annually. This plan should include details about the sources of data that will be collected, along with timelines for conducting the needs assessment, analyzing the findings, and developing the strategic plan.

Applicants must describe the approach to identifying and convening Advisory Council members and establishing and collecting input from the Advisory Council on an ongoing basis.

Applicants must describe the approach, using detailed strategies, to be used in the development of partnerships between the OHS and other national constituent organizations that address the needs and engage programs for children and families and early childhood professionals working with MSHS children and families.

Applicants must provide a detailed timeline for implementing the proposed project including the project start-up period, needs assessment and strategic plan development, reporting, the analysis of extant data, and Advisory Council meeting activities. This should include a discussion of the factors that may accelerate or decelerate the work.

### **Organizational Capacity**

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

- Organizational charts.
- Resumes.
- Curricula Vitae (CV).
- Copy or description of the applicant organization's fiscal control and accountability procedures.
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this funding opportunity.

- Evidence that each participating organization, including partners, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s) effectively.
- Information on compliance with federal/state/local government standards.
- Job descriptions for each vacant key position.

Applicants must provide evidence of their organizational experience and expertise in developing collaborations and in administration, development, implementation, and management of similar projects. Applicants must include an organizational chart that demonstrates the ability to effectively manage the Region XII MSHS Collaboration Office.

Applicants must describe in detail how the proposed staffing plan will be sufficient to fulfill the requirements and responsibilities of the Collaboration Office. The Collaboration Director is responsible for all aspects of the management of the project and is critical to the effective operation of the Region XII MSHS Collaboration Office as required by statute (§642B of the Head Start Act). Applicants must describe how the staffing plan will ensure sufficient time for the Collaboration Office staff members to conduct the activities outlined in [Section I. Program Description](#) (for example, a full-time Collaboration Director and sufficient support from a Collaboration Specialist) and describe the education and experience of key staff.

Applicants must provide job descriptions that clearly document the roles and responsibilities, qualifications, and anticipated time commitments of proposed staff position(s), including consultants, if applicable, that are aligned with the activities listed under [Section I. Program Description](#), Region XII MSHS Collaboration Office. These job descriptions should include details about level of undergraduate and/or graduate education in a relevant field, such as:

- Early Childhood Education,
- Educational Administration,
- Public or Business Administration,
- Public Policy, or
- Related field.

Job descriptions must also include details about prior experience working with programs for migrant and seasonal farmworkers at a local or national level, as well as requirements for:

- Bilingual fluency in English and Spanish,
- Expectation for the Director to travel at least 30 percent of the time to states served by Region XII recipients,
- Possess sufficient time on the project,
- Sufficient relevant knowledge, experience, and capabilities to implement and manage the requirements as described in [Section I. Program Description](#), Region XII MSHS Collaboration Office.

Additionally, the proposed Collaboration Specialist must possess sufficient relevant knowledge, experience, and capabilities to expand the work of the Collaboration Office.

Applicants must provide evidence of their organizational experience and expertise in developing collaborations and in administration, development, implementation, and management of similar projects.

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

### **Plan for Oversight of Federal Award Funds and Activities**

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

These regulations set forth the following standards for effective oversight:

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

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

### **Program Performance Evaluation Plan**

Applicants must describe a plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation must monitor ongoing activities and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, service processes and other resources), key activities, and expected outcomes of the funded activities. The plan must explain how the inputs, activities, and outcomes will be measured; how the information will be used to inform improvement of funded activities; and any processes that support data quality.

Applicants must describe the organizational systems and processes that will effectively track performance outcomes, including a description of how the organization will collect and manage data (e.g., assign skilled staff, data management software, data integrity, etc.) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed. Applicants must include a timeline for how information from the quality improvement evaluation will be reviewed and applied to the ongoing project.

### **Protection of Sensitive and/or Confidential Information**

Provide a description of how protected PII and other information that is considered sensitive,

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

### **Third-Party Agreements**

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

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

### **The Project Budget and Budget Justification**

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

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

### **Salary Special Note:**

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

- For the Executive Level II salary level, please see "Executive & Senior Level Employee Pay Tables" under <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>

- *The salary limitation reflects an individual's base salary exclusive of fringe benefits, indirect costs and any income that an individual may be permitted to earn outside of the duties of the applicant organization.*
- *This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

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

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

### **Project Budget and Budget Justification**

Applicants must demonstrate that funds are budgeted to address all requirements of the Region XII MSHS Collaboration Office including travel costs and, full-time equivalents. The budget should also include:

- Justification for allotted time for expert input and oversight;
- Travel for key staff to meet with ACF for the initial briefing regarding the plans for carrying out all components of this project;
- Travel for the MSHS Collaboration Director to attend at least one meeting of the HSCO Directors in Washington DC annually;
- Costs to support two meetings per year in Washington, D.C. at the direction of the Regional Office for six to eight members of the Advisory Council; and
- Costs for 30 percent of Collaboration Director's time to travel to states served by Region XII recipients.

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

For applicants planning to use subawards, if your subaward budget is more than 50 percent of total direct costs for the budget period, justify why you are subawarding that portion of the project. Explain:

- How you plan to maintain a substantive role in the project; and
- Why you cannot achieve your goals without the subrecipients' participation.

To create a line-item budget and justification, see detailed budget instructions at:

<https://www.acf.hhs.gov/grants/prepare-budget>

### **Paperwork Reduction Act Disclaimer**

As required by the Paperwork Reduction Act, 44 U.S.C. 3501-3521, the public reporting burden for the Project Description is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The Project Description information collection is approved under OMB control

number 0970-0139, which expires 03/31/2026. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

## Application Submission Options

Please read the following instructions carefully and completely.

### Electronic Delivery

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

### How to Register through Grants.gov

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

Organizations must have:

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

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

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

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

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

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

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

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

### Timely Receipt Requirements and Proof of Timely Submission

Simplified Submission Instructions

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

Proof of Submission:

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

Acknowledgment from ACF:

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

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

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

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

**To Request an Exemption from Required Electronic Application Submission:**

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

**Paper Application Submission**

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

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

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

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

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

### **IV.4. Submission Dates and Times**

01/21/2025

**Due Date for Applications**

01/21/2025

## Explanation of Due Dates

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

### Electronic Applications

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

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

### Mailed Paper Applications

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

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

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

### Emergency Extensions

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

## Acknowledgement of Received Application

### Acknowledgements from Grants.gov

Applicants will receive:

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

### Acknowledgement from ACF of an electronic application's submission:

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

### Acknowledgement from ACF of receipt of a paper application:

ACF will acknowledge receipt of hard copy application packages submitted via mail.

## IV.5. Intergovernmental Review

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

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

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

## IV.6. Funding Restrictions

Awards will not allow reimbursement of pre-award costs.

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

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

Major renovation is not an allowable activity or expenditure under this award.

## IV.7. Other Submission Requirements

Submit paper applications to the following address.

### Submission by Mail

HHS-2025-ACF-OHS-HC-R12-0162

Office of Head Start

OHS Grant Review Team c/o Guardians of Honor

1990 K Street, NW.

Suite 650

Washington

DC

20006

## V. Application Review Information

### V.1. Criteria

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

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

required elements of the project description and budget justification may be found in [Section IV.2. The Project Description](#) of this funding opportunity.

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

## **V.2. Review and Selection Process**

Incomplete applications will not receive an award. .

### **Initial ACF Screening**

Disqualified applications are considered “non-responsive” and are excluded from the merit review process. Applicants will be notified of a disqualification determination within 30 federal business days from the closing date of this NOFO.

### **Merit Review and Results**

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

When making funding decisions, ACF considers

- Merit review results. They are key in making decisions but are not the only factor.
- Organizations serving emerging, unserved, or under-served populations, including those in pockets of poverty.
- The larger portfolio of agency-funded projects by considering geographic distribution.
- The applicant’s past performance.

ACF may:

- Fund applications in whole or in part.
- Fund applications at lower amount than requested.
- Choose not to fund applicants with management or financial problems.
- Decide not allow a prime recipient to subaward if they are not able to properly monitor and manage subrecipients properly.

ACF may refuse to fund projects with unreasonably high start-up costs or unreasonably high operating costs.

### **Pre-Award Discussions and Negotiations**

ACF may enter pre-award discussions and/or negotiations with one or more applicants regarding each applicant’s proposed project, budget, and other information related to its organizational capacity, before making final award(s). Based on these discussions, ACF may consider the following:

- Whether the proposal meets the stated purpose of the funding opportunity as described in [Section I. Program Description](#).
- Whether the proposed program is cost effective based on the application submitted for evaluation in response to [Section IV.2. The Project Description and The Project Budget and Budget Justification](#).
- Any other factors necessary for ACF to determine if the applicant is capable of providing high-quality, comprehensive early education services.

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

### **Additional Review and Funding Considerations**

ACF 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. Additionally, ACF reserves the right not to fund applicants with unacceptably lengthy start-up periods when other highly ranked applications are available who have demonstrated their ability to rapidly begin implementation. ACF reserves the right not to fund existing Head Start, EHS, or EHS-Child Care Partnership recipients, or their delegate agencies to avoid a conflict of interest in executing the requirements of this award.

ACF does not fund awards where the role of the applicant is primarily to serve as a conduit of funds to other organizations unless that arrangement is authorized by statute. In the absence of such statutory authority, each prime recipient's primary role must be to ensure the delivery of the statutorily authorized services, whether provided directly or through collaborative involvement with their subrecipient(s). Prime recipients of an award under this NOFO will be legally accountable to ACF for performance of the project or program. Prime recipients will be held solely responsible in the event of non-compliance by a subrecipient. Applicants proposing to use subrecipient(s) to complete the proposed project will be reviewed by ACF for any management or financial problems. ACF may elect to not allow a prime recipient to subaward if the prime recipient displays an inability to properly monitor and manage subrecipients.

### **Federal Awarding Agency Review of Risk Posed by Applicants**

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

### **Approved but Unfunded Applications**

Applications recommended for approval in the merit review process, but not selected for award may receive funds if additional funds become available in the current Fiscal Year. Applicants with "approved but unfunded" status will be notified by email.

### **V.3. Anticipated Announcement and Federal Award Dates**

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

## **VI. Federal Award Administration Information**

### **VI.1. Federal Award Notices**

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

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

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

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

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

### **VI.2. Administrative and National Policy Requirements**

Awards are subject to:

- The rules listed in [45 CFR part 75](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards in effect at the time of award and any updates, or any superseding regulations. Effective October 1, 2024, HHS adopted the following superseding provisions:
  - [2 CFR 200.1](#), Definitions, Modified Total Direct Cost.
  - [2 CFR 200.1](#), Definitions, Equipment.
  - [2 CFR 200.1](#), Definitions, Supplies.
  - [2 CFR 200.313\(e\)](#), Equipment, Disposition.
  - [2 CFR 200.314\(a\)](#), Supplies.
  - [2 CFR 200.320](#), Methods of procurement to be followed.
  - [2 CFR 200.333](#), Fixed amount subawards.
  - [2 CFR 200.344](#), Closeout.

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

HHS will adopt and implement effective October 1, 2025, the remainder of the Uniform Guidance.

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

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

### **HHS Grants Policy Statement**

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

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

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

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

## **VI.3. Reporting**

Performance Progress Reports:

Quarterly

### **Reporting Requirements**

Recipients must submit performance progress and financial reports periodically throughout the project period. Reporting requirements are available at <https://www.acf.hhs.gov/grants/manage-grant/reporting>.

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

Financial Reports:

Quarterly

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

## VII. HHS Award Agency Contact(s)

### Program Office Contact

Sandra

Carton

Administration for Children and Families

Office of Head Start

330 C Street, SW.

Washington

DC

20201

(888) 242-0684

OHSgrants@koniag-gs.com

<https://www.acf.hhs.gov/ohs/funding>

### Office of Grants Management Contact

Guadalupe

Quiroz

Administration for Children and Families

Office of Grants Management

330 C Street, SW.

Washington

DC

20201

(888) 242-0684

OHSgrants@koniag-gs.com

<https://www.acf.hhs.gov/ohs/funding>

## VIII. Other Information

### Reference Websites

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

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

ACF Funding Opportunities Forecasts and NOFOs [www.grants.gov/](http://www.grants.gov/)

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

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

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

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

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

The Head Start Act as amended by The Improving Head Start for School Readiness Act of 2007, <https://eclkc.ohs.acf.hhs.gov/policy/head-start-act>

Head Start Program Performance Standards <https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii>

Early Head Start:

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

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

### **Applicant Support Resources**

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

Prospective applicants will also have the opportunity to send questions to OHS by e-mail to [OHSgrants@koniag-gs.com](mailto:OHSgrants@koniag-gs.com). A summary of the questions and OHS responses will be posted for public view on the applicant support website as soon as they become available.

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

### **Application Checklist**

Applicants can use this checklist to prepare their application package.

<b>What to Submit</b>	<b>Where Found</b>	<b>When to Submit</b>
Certificate of Good Standing	See <i>Section IV.2. Required Forms, Assurances and Certifications</i> and <i>The Project Description, Legal Status of Applicant Entity</i> .	Submission is required with the application by the Application Due Date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
SF-424 - Application for Federal Assistance	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> .  This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .

What to Submit	Where Found	When to Submit
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	<p>Referenced in <i>Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)</i> in the funding opportunity.</p> <p>To obtain a UEI and SAM registration, go to <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>	<p>A UEI and registration at SAM.gov are required for all applicants.</p> <p>Active registration at SAM must be maintained throughout the application and project award period.</p>
SF-424 Key Contact Form	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a>.</p>	<p>Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
Certification Regarding Lobbying (Grants.gov Lobbying Form)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a>.</p>	<p>Submission is due with the application package or prior to award.</p>
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>These forms are available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section. They are required for applications that include only non-construction activities.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
SF-Project/Performance Site Location(s) (SF-P/PSL)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a>.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
SF-LLL - Disclosure of	<p>"Disclosure Form to Report Lobbying" is referenced in</p>	<p>If submission of this form is applicable, it is</p>

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

What to Submit	Where Found	When to Submit
		in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> . The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .