



Administration for Children and Families

Office of Head Start

Region XI American Indian Alaska Native (AIAN) Collaboration Office

HHS-2025-ACF-OHS-HC-R11-0161

Application Due Date: 01/21/2025

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Funding Opportunity Title:

Region XI American Indian Alaska Native (AIAN) Collaboration Office

Announcement Type:

Initial

Funding Opportunity Number:

HHS-2025-ACF-OHS-HC-R11-0161

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>.

This NOFO has been modified. Section V.1 Criteria has been updated.

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 XI American Indian Alaska Native (AIAN) Collaboration Office. The goal of the Region XI AIAN Collaboration Office is to facilitate coordination and collaboration between the Region XI AIAN Office, Region XI AIAN recipients, providers of early care and education, and other stakeholders that provide services related to the development and learning of AIAN children, families, and the staff who work with them. This will include promoting partnerships with national organizations; analyzing data routinely collected from Region XI AIAN recipients to identify trends and priorities; supporting the expansion of and access to, high-quality workforce and career development opportunities for staff; and working with school systems to support services for children with disabilities and to ensure effective transitions from Head Start into school systems.

I. Program Description

Statutory Authority

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

Description**Region XI AIAN Collaboration Office**

The goal of the Region XI AIAN Collaboration Office is to facilitate collaboration among Region XI AIAN HS agencies and other entities that carry out activities designed to benefit AIAN children and their families from birth to school entry to ensure their readiness in school.

As a collaboration office that serves Head Start/Early Head Start (HS/EHS) agencies in 26 states, the Region XI AIAN Collaboration Office works with tribes in states and at the national level.

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 AIAN program to develop a strategic plan that will guide the ongoing work of the Region XI AIAN Collaboration Office. The process for conducting a needs assessment should involve key stakeholders that are impacted by the AIAN program, including families and providers. The assessment of needs should include data routinely collected from Region XI AIAN agencies and requests from the National Indian HS Directors Association 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. All data is stored on the Head Start Enterprise System website. This assessment must be conducted no later than 1 year after the Notice of Award (NOA) is issued and updated annually.

Activity Two: Develop a Strategic Plan

Develop a strategic plan based on, at a minimum, current and emerging OHS initiatives and priorities and results of the needs assessment. The plan should include strategies to facilitate the collaboration and coordination of HS services with other entities that provide child care, health care, mental health, family literacy, and reading readiness services.

Activity Three: Establish and Convene an Advisory Council

The goal of the Advisory Council is to inform the work of the Region XI AIAN Collaboration Office and, to meet this goal, the Collaboration Director is expected to work in partnership with the Region XI AIAN Collaboration 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 AIAN children and families and should include families of enrolled children. The Advisory Council is expected to meet with sufficient regularity to provide the Region XI AIAN Collaboration Office with ongoing information and advice, for example, twice annually virtually or in the Washington, DC area.

Activity Four: Establish, Promote and Support Ongoing Collaborative Partnerships

The recipient is expected to establish, promote, and maintain collaborative relationships among AIAN agencies and national organizations that promote health, mental health, and family services, or other services relevant to AIAN children and families, such as the Bureau of Indian Education, Indian Health Services, Office of Child Care, the Health Resource and Services Administration. For example, given importance of having qualified staff members to serve AIAN children and families, the Region XI AIAN Collaboration Office can connect AIAN agencies with colleges and universities that provide infant/toddler and preschool coursework, degrees, and/or certificates, and can partner with colleges and universities to support and/or help develop opportunities for coursework and opportunities for distance learning.

As part of these collaboration efforts, the Region XI AIAN Collaboration Office is expected to facilitate the development of Memoranda of Understanding between AIAN agencies and national partners, as appropriate and encourage AIAN membership in state and local groups concerned

with the transition of AIAN families with children from HS to the elementary school system. At the direction of the Region XI AIAN Collaboration Office and as resources permit, 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.

To ensure that the Region XI AIAN Collaboration Office has sufficient capacity to conduct the activities listed above and outlined in statute, the recipient is expected to staff the project with a Collaboration Director who has sufficient authority and time on the project, as well as administrative support for the Director.

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 grants 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, HS programs were funded to serve 778,420 children and families across more than 1,500 HS grant recipients.

Overview of the Region XI AIAN Program

ACF established Region XI AIAN programs to serve federally recognized tribes, or consortia of tribes, and the children and families in their communities. Region XI currently provides funding to 151 tribes and tribal organizations in 26 states that serve over 20,000 AIAN children with HS/EHS services. AIAN programs are managed by either tribes or corporations that have a formal treaty and sovereign status with the federal government.

AIAN programs provide comprehensive HS/EHS services that fully integrate the cultural practices and traditions of their community into their services. Programs are committed to the HS principles of integrating language and culture into their daily activities. Many programs engage in language revitalization and maintenance efforts targeted at preserving their native language in their HS/EHS programs.

AIAN recipients are often located in rural, remote locations, and programs in that area are often affected by challenges associated with their geographic locations, such as limited transportation and relatively small numbers of pre-school aged children. The program provides daily well-balanced and healthy meals for children as well as comprehensive services, including screenings and assessment.

Strong collaborations and close partnerships with private or state child care agencies, Indian Education, local school districts, community health clinics, and others help ensure that AIAN families receive timely and comprehensive medical, dental, mental health, and disability services during the time that AIAN families are enrolled.

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](#)."

For those recipients that use federal funds for website development, it will be important to make sure that the federal page is separate from the organization's page, especially in those instances where there might have been donation buttons and/or lobbying requests.

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 the recipient's role primarily serves as a conduit for passing funds to other organizations unless that arrangement is authorized by statute.

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

All subrecipients must obtain a Unique Entity Identifier (UEI) through the System for Award Management (SAM).

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

Post-Award Requirements

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

- The project will be fully functioning within 60 days following the financial assistance award.
- Within 15 days of receiving the financial assistance award, key staff will meet with ACF 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 OHS, 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](#).

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:

- Review and approve resumes for members of the Advisory Council.
- Provide consultation, review, and approval of the Region XI AIAN Collaboration Office's strategic plan and any revisions made during the project period.
- 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); nonprofits 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 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-R11-0161

Office of Head Start

OHS Grant Review Team c/o Guardians of Honor

1900 K Street, NW.

Suite 650

Washington

DC

20006
(888) 242-0684
OHSgrants@koniag-gs.com
Application Packages

Electronic Application Submission:

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

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS

General Requirements

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

Page Limitations and File Content

The page limitation is 100 pages for the two files. 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
- Project Description (*double-spaced*)
 - Program 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.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
Certificate of Good Standing	Submission is required for all for-profit organizations .	Sole proprietorships are not eligible applicants. The submission of the Certificate of Good Standing, along with the current list of board members, and organizational documents that require the establishment and maintenance of a Board of Directors, provide proof of eligibility for for-profit organizations.
SF-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.	Required of all applicants.	See <i>Section IV.3. Unique Entity Identifier (UEI) and System for</i>

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	Applicants must have a UEI and maintain an active SAM registration throughout the application and project award period. Obtain a UEI and SAM registration at: http://www.sam.gov.	<i>Award Management (SAM)</i> for more information.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to award.	Submission of the certification is required for all applicants.
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. SFs must be used. Forms must be submitted	Required for all applications when applying for a non-construction project.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination .	
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 application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

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 updating 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 low children and families and early childhood professionals working with AIAN children and families. Applicants must also describe strategies to be used for raising the quality of the AIAN workforce through improved access to infant/toddler and preschool degree and certification programs and through access to online coursework. Applicants should describe the approach and strategies to be used to support AIAN agencies in the effective transition of their children into the elementary school system.

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).
- 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.
- 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 XI AIAN Collaboration Office.

Applicants must describe in detail how the proposed staffing plan will be sufficient to fulfill the requirements and responsibilities of the Region XI AIAN 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 XI AIAN 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 Region XI AIAN 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 XI AIAN 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 AIAN programs at the national and/or local level. The proposed Region XI AIAN Collaboration Director must possess sufficient relevant knowledge, experience, and capabilities to implement and manage the requirements, as described in [Section I. Program Description, Region XI AIAN Collaboration Office](#). Additionally, the proposed Collaboration Specialist must possess sufficient relevant knowledge, experience, and capabilities to expand the work of the Region XI AIAN Collaboration Office.

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

Plan for Oversight of Federal Award Funds and Activities

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

These regulations set forth the following standards for effective oversight:

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

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

Protection of Sensitive and/or Confidential Information

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

Third-Party Agreements

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

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

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 XI AIAN 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 the AIAN Collaboration Director to attend at least one meeting of Head Start State Collaboration Office (HSCO) Directors in Washington DC annually;
- Travel for key staff to meet with ACF for the initial briefing regarding the plans for carrying out all components of this project;
- Costs to support two meetings per year in Washington, DC for six to eight members of the Advisory Council; and
- Costs for 50 percent of Collaboration Director's time to travel to states served by Region XI 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 subrecipient's 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://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://sam.gov), which provides a Unique Entity Identifier (UEI), and may take several weeks to complete. **Therefore, complete this step early to ensure it does not affect the applicant's ability to submit an application on time.**
- Grants.gov account to apply for awards under funding opportunities, which can be created in minutes online.

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

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

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

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

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

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

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

Timely Receipt Requirements and Proof of Timely Submission

Simplified Submission Instructions

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

Proof of Submission:

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

Acknowledgment from ACF:

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

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

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

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

To Request an Exemption from Required Electronic Application Submission:

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

Paper Application Submission

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

IV.3. Unique Entity Identifier (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-R11-0161

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 Head Start Program Performance Standards (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.

1. Project Approach

Maximum Points: 30

To evaluate Project Approach, reviewers will consider the applicant's ability to design and implement an efficient, well-organized management structure that oversees the delivery of Region XI AIAN Collaboration Office. In reaching their conclusion, reviewers will consider the degree to which the following narrative elements are well thought out, well-designed and well-described:

- Provides a detailed timeline for implementing the proposed project including project start-up period, reporting, needs assessment and strategic plan development, extant data collection and analysis, reporting, and Advisory Council meetings.
- Provides a realistic approach and detailed strategies to be used in the development of partnerships between OHS and other national constituent organizations that engage programs for children and families and early childhood professionals working with AIAN children and families. These approaches and strategies should be based on the needs and challenges of AIAN children and families and the programs that serve them.
- Describes realistic strategies to align early care and education supports and services for AIAN children and families including establishing partnerships with higher education and professional development systems to raise the quality of the AIAN workforce (such as through improved access to infant/toddler and preschool degree and certification programs and access to online coursework); partnering with state education agencies to facilitate supports for children with disabilities and the effective transitions for of all Head Start children into the elementary school system.
- Describes realistic strategies for working with state Head Start agencies in those states that have AIAN programs.
- Provides a thorough and knowledgeable discussion about the factors that may accelerate or decelerate the work, including viable solutions and resolution processes for addressing potential challenges.

2. Organizational Staffing and Capacity

Maximum Points: 45

To evaluate Organizational Staffing and Capacity reviewers will consider the applicant's ability to ensure that key staff will have expertise, knowledge, and credentials relevant to

assigned role(s). In reaching their conclusion, reviewers will consider the degree to which the following narrative elements are well thought out, well-designed, and well-described:

- Provides evidence of sufficient organizational experience and expertise developing collaborations, and in the administration, development, implementation, and management of similar projects. The applicant provides an organizational chart that demonstrates an ability to effectively manage the Region XI AIAN Collaboration Office.
- Provides job descriptions that clearly document the roles and responsibilities, qualifications, salary ranges, and anticipated time commitments of proposed staff positions, including consultants, if applicable. These are well-defined and appropriate to the successful implementation and management of the Region XI AIAN Collaboration Office.
- Describes qualifications and responsibilities of the organizations staff that are aligned with the activities listed under *Section I. Program Description*.
 - Proposes a Region XI AIAN Collaboration Director that possesses sufficient relevant knowledge, experience, and capabilities to implement and manage the requirements as described in *Section I. Program Description*. The resumes demonstrate the credentials and experience that meet the requirements.
 - Proposes a Collaboration Specialist possessing sufficient relevant knowledge, experience, and capabilities to expand the work of the Region XI AIAN Collaboration Office. The job description clearly defines the responsibilities, qualifications, salary range, and time commitment.

3. Project Budget and Budget Justification

Maximum Points: 25

To evaluate the Project Budget and Budget Justification, reviewers will consider the extent to which the applicant designates adequate resources to carry out the expected and proposed activities while ensuring that the proposed costs are reasonable. In reaching their conclusion, reviewers will deliberate the following narrative elements:

- Includes a detailed budget that is reasonable and clearly aligned with the activities as described in *Section I. Program Description*. Funds are allocated accordingly and are aligned with *Section IV.6. Funding Restrictions*.
- The budget includes details of funding for projected travel and staffing.
- The budget includes sufficient travel funds to support the Director's attendance at a minimum of one HSCO Directors' meeting per year in the greater Washington DC area.
- The budget includes sufficient funds to support two meetings per year of the Advisory Council.
- Describes fiscal controls and accounting procedures to ensure prudent use, proper and timely disbursement, and accurate accounting of the funds received as required by *Section IV.2. The Project Description, Plan for Oversight of Federal Award Funds and Activities*.

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.

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 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 HS, 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.

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.

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

HHS Grants Policy Statement

ACF awards must follow the HHS Grants Policy Statement (HHS GPS), which covers basic

award processes, standard terms and conditions, points of contact, and important agency-specific requirements. The HHS GPS is available at <https://www.acf.hhs.gov/policy-guidance/hhs-grants-policy-statement>.

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

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

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

VI.3. Reporting

Performance Progress Reports:

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

Additionally, 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. And Head Start Program Information Report is approved under OMB #0970-0427 which expires June 30, 2025.

VII. HHS Award Agency Contact(s)

Program Office Contact

Todd

Lertjuntharangool

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
77 West Jackson Blvd.
21st Floor
Chicago
IL
6
(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/
Administration for Children and Families (ACF) www.acf.hhs.gov/
ACF Funding Opportunities Forecasts and NOFOs www.grants.gov/
ACF "Applying for an ACF Award" <https://www.acf.hhs.gov/grants/how-apply-grant>
ACF Property Guidance <https://www.acf.hhs.gov/grants/real-property-and-tangible-personal-property>
Grants.gov Accessibility Information <https://www.grants.gov/accessibility-compliance>
Code of Federal Regulations (CFR) <http://www.ecfr.gov/>
United States Code (U.S.C.) <http://uscode.house.gov/>
The Head Start Act as amended by The Improving Head Start for School Readiness Act of 2007, (Public Law 110-134) codified at 42 U.S.C. 9807 et. seq.
<https://eclkc.ohs.acf.hhs.gov/policy/head-start-act>.
Head Start Program Performance Standards (45 CFR Parts 1301-1305)
<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 grant review process. All interested applicants are reminded to frequently refer to this NOFO when preparing their application.

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

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

Application Checklist

Applicants can use this checklist to prepare their application package.

What to Submit	Where Found	When to Submit
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 www.Grants.gov in the Mandatory section.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Referenced in <i>Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)</i> in the funding opportunity. To obtain a UEI and SAM registration, go to http://www.sam.gov .	A UEI and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
SF-424 Key Contact Form	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the NOFO's forms package at www.Grants.gov .	Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.4</i> .

What to Submit	Where Found	When to Submit
		<i>Submission Dates and Times.</i>
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> This form is available in the NOFO's forms package at www.Grants.gov .	Submission is due with the application package or prior to award.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> These forms are available in the NOFO's forms package at www.Grants.gov in the Mandatory section. They are required for applications that include only non-construction activities.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> This form is available in the NOFO's forms package at www.Grants.gov .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Table of Contents	Referenced in <i>Section IV.2. The Project Description.</i>	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity.</i>	Proof of non-profit status should be submitted with the application package by the application due date and time listed in the <i>Overview</i> and <i>Section IV.4.</i> of the NOFO. If it is not available at the time of application

What to Submit	Where Found	When to Submit
		submission, it must be submitted prior to award.
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in <i>Section IV.2. Required Forms, Assurances and Certifications</i> .	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> .	Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date 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> .