

Early Head Start Expansion and EHS-Child Care Partnership Grants  
HHS-2015-ACF-OHS-HP-0814  
Application Due Date: 08/20/2014

## V. Application Review Information (listed in FOA)

### V.1. Criteria

**Please note: Applications are limited to a total of 75 pages (including the budget and the appendix).** Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

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

An electronic version of the application criteria can be found here <http://eclkc.ohs.acf.hhs.gov/hslc/grants/ehs-ccp/criteria.html>  
For more information on each section please see the full description in the FOA Part II: General Instructions for preparing a full project description. **Disclaimer:** This checklist does not replace the FOA. It is an in-house document aimed to help with timely planning for each section of the application. **It is expected that all applicants will read the full FOA before submitting an application.**

1. Community Need and Objectives		Maximum Points 25
	1.1. Does the applicant clearly describe the geographic location where services will be provided and demonstrate that it will direct resources to meet the greatest need in that area to maximize community impact?	
	Does the applicant include the estimated number of Early Head Start eligible children and children who are receiving child care subsidy by geographic location?	
	<b>If the applicant is proposing only Non-Partnership Expansion</b> , does the applicant present a reasonable justification for why an EHS-CC Partnership is not an option for the area where they are proposing services?	
	1.2. Does the applicant propose services in a high-poverty zip code identified in the <i>Appendix</i> of this FOA? If so, the applicant will automatically receive 5 points.	5 points
	1.3. Does the applicant identify existing child care services in the geographic area to be served by the	

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	proposed project, and describe their current level of quality? Does the applicant demonstrate that meeting Early Head Start quality standards will require significant improvements in their partners' current level of quality?	
	1.4. Does the applicant demonstrate that it will not supplant existing funding, including subsidies, or services with this funding?	
	1.5 Does the applicant propose center-based and/or family child care services? Does the applicant provide a reasonable justification for its program option(s) as most appropriate to meet the needs of the target population? Does the applicant propose full-day services for at least 48 weeks per year?	
	1.6. Does the EHS-CC Partnership applicant describe a reasonable plan to ensure that 25 percent or more of its Early Head Start eligible children will have subsidies at all times? <i>This criterion is not applicable for applicants proposing only Non-Partnership Expansion.</i>	
	1.7. Does the applicant state it will begin serving children soon after award? Does the applicant include dates it will begin delivering services to children and when it will reach full enrollment?	
	1.8. Does the applicant provide a recruitment and selection plan that ensures children most in need receive services, including not less than 10 percent who are children with disabilities?	
<b>2. Project Design and Approach</b>		<b>Maximum Points 30</b>
	2.1. Does the applicant propose a clear and reasonable plan to meet the needs for comprehensive child development services for the highest-need infants and toddlers, including early intervention services for infants and toddlers with disabilities, based on its community assessment?	
	2.2. Does the applicant provide evidence that their proposed ratios and group sizes for care will meet relevant regulations and licensing requirements?	
	2.3. Does the applicant provide a feasible plan to ensure the use of a research-based, developmentally appropriate curriculum and quality teaching practices in all settings where children will be served with this funding?	
	2.4. Does the applicant propose to partner with other providers in meeting the needs for comprehensive services to prevent the duplication of services?	
	2.5. Does the applicant document a plan to develop a unified birth-to-school-entry continuum of care and education through linkages with Head Start and other preschool programs?	
	All applicants must propose a plan to provide seamless transitions to Head Start, pre-K, or other preschool settings.	From Q&A
	2.6. Does the applicant propose a plan to partner with other providers to ensure that children with disabilities receive all appropriate services in accordance with federal and state laws?	

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	2.7. Does the applicant ensure that all children enrolled in the program will be screened and receive necessary referrals and follow-ups for developmental, sensory, and behavioral services?	
	2.8. Does the applicant clearly explain how it will involve parents in the program and engage parents based on their unique needs?	
	2.9 If proposing EHS-CC Partnership services, has the applicant identified its partner sites or provided a thorough plan for recruiting and sustaining center-based and/or family child care partners in order to begin services soon after receiving an award?	
<b>3. Organizational Infrastructure and Management Systems</b>		<b>Maximum Points 10</b>
	3.1. Does the applicant's proposed organizational and staffing structure support the provision of all comprehensive services across the entire program, including clearly defined roles and responsibilities of the grantee and the child care partner sites, and delegate agencies if applicable?	
	3.2. Does the applicant provide evidence that the senior management team and governing board have the capacity to provide effective oversight and accountability for the program, including establishing systems of ongoing monitoring and self-assessment and involving the Policy Council in planning and decision-making?	
	3.3. Does the applicant describe the composition and expertise of the governing board that meets the requirements of the Head Start Act? Does the applicant describe a plan for supporting family involvement in governance through participation on the Policy Council?	
	3.4. Does the applicant provide evidence of its experience and ability to successfully administer the proposed program in a high-quality way, including the capacity for management of a multi-site operation, if applicable?	
	3.5. Does the applicant demonstrate it will have strong fiscal controls and cost effective fiscal management across all sites, including their partner sites?	
<b>4. Staffing</b>		<b>Maximum Points 10</b>
	4.1. Does the applicant demonstrate that all teaching staff will meet the qualification requirements within 18 months of receiving the grant?	
	4.2. Does the applicant demonstrate that it will be able to recruit and train a sufficient number of well-qualified staff to support the proposed program design?	
	4.3. Does the applicant plan to use a variety of professional development approaches to address specific staff needs?	
	4.4 Does the EHS-CC Partnership applicant describe a plan that addresses all staff, including family child care providers?	

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	4.5. Are the proposed family service worker caseloads reasonable based on the number of families of enrolled children?	
<b>5. EHS-CC Partnership Priority</b> <i>Only EHS-CC Partnership applicants are eligible for the points in this section of criteria.</i>		<b>Maximum Points 10</b>
	5.1. <b>Does the applicant propose to provide 100 percent of its services through an EHS-CC Partnership?</b> If so, it will automatically receive 10 priority points.	
<b>6. Bonus Points</b>		<b>Maximum Points 6</b>
	6.1. Does the applicant propose to serve substantial numbers of children residing in a federally designated <b>Promise Zone</b> ? If so, the applicant will automatically receive 3 points.	<i>3 points</i>
	6.2. Does the applicant propose a realistic plan to ensure that <b>at all times greater than 40 percent</b> of the Early Head Start eligible <b>children served by this grant will have child care subsidies</b> ? If so, the applicant will automatically receive 3 points.	<i>3 points</i>
<b>7. Project Budget and Budget Justification</b>		<b>Maximum Points 15</b>
	7.1. Does the budget clearly align with the proposed service delivery model? Is the budget cost effective and reasonable for what is proposed? Are staff positions included to cover all comprehensive services and to meet the proposed ratios and group sizes? Are all programmatic and contract costs explained? Does the applicant include the cost of diapers and formula in their budget? If the applicant is proposing EHS-CC Partnership services, does the applicant clearly demonstrate that a significant portion of funding will be directed to its child care partners to ensure high-quality early learning experiences?	
	7.2. Has the applicant discussed how it will use a combination of federal EHS-CC Partnership funds as well as resources from other early childhood programs or funding streams, including state, local, and private sector funding for child care, pre-kindergarten, and special education services? This criterion is not applicable for applicants proposing only Non-Partnership Expansion.	
	7.3. Does the applicant's budget demonstrate that it can ensure that children with child care subsidies will continued to be served if their subsidies are lost?	
	7.4. Does the applicant demonstrate that it will be able to meet the 20 percent required non-federal share match using allowable sources and explain its valuation of non-cash sources? <i>Applicants that request and meet the criteria for a matching requirement waiver will not be penalized under this criterion.</i>	
	7.5. Does the applicant justify the need for start-up costs and demonstrate that the amounts requested are reasonable? Are the proposed start-up costs necessary for the applicant to comply with requirements and	

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	be adequately equipped? This criterion is not applicable if the applicant is not requesting start-up funds.	
<b>Training &amp; Technical Assistance</b>		
<b>Training &amp; Technical Assistance</b>	In addition to base funding, applicants should request an <b>additional 2.5 percent of the base funding for training and technical assistance (T/TA) funding</b> . T/TA funding is used for the purposes of improving program quality and helping prepare children to succeed in school and is described in Section 648 of the Head Start Act. <i>[Base funding is for use in program operations, staff, materials, equipment, facilities, etc.]</i>	
<b>Table of Contents</b>	List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations (75 pages).	
<b>Project Summary/Abstract</b>	Provide a summary of the application’s project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served. Please place the following at the top of the abstract: Project Title Applicant Name Address Contact Phone Numbers (Voice, Fax) E-Mail Address Web Site Address, if applicable The <b>project abstract must be single-spaced, in Times New Roman 12-point font</b> , and limited to one page in length. Additional pages will be removed and will not be reviewed.	
<b>Additional Eligibility Documentation</b>		
	For non-profits: <b>Proof of Non-Profit status</b> (list of ‘proof’ on p. 27 of the FOA)	<b>Proof of non-profit status</b>
	Applicants that are current Head Start or Early Head Start grantees must provide <b>proof of policy council approval</b> of the application required by section 642(c)(2)(D)(iii) of the Head Start Act and 45 CFR §1304.50(d)(1)(i).	<b>Policy Council Approval</b>
	<b>Age ranges served:</b> Family Child Care: birth to 48 month Center based child care birth to 36 months	
	<b>Organizational Capacity:</b>	<b>Organizational charts</b>

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	Provide the following information on the <b>applicant organization</b> and, if applicable, on any <b>cooperating partners</b> : Organizational charts.	<b>Grantee Partners</b>
	<b>Third Party Agreements:</b> Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are <b>not</b> considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.  Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.	<b>Third-party agreements</b>
	<b>Letters of Support:</b> Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions must be included in the application package.	<b>Letters of support</b>
	<b>Project Budget and Budget Justification</b> All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form.  Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> listing the appropriate budget forms to use in this application.  Project budget Standard Forms (424A and/or 424C) will not count toward page limitations; however, the <b>budget and budget justification are limited to 15 single-spaced pages total with fonts of no less than Times New Roman 12-points.</b>  Provide a budget using the 424A and/or 424C, as applicable, for <b>each year</b> of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for the <b>first year</b> 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.	<b>Budget</b>  <b>Budget Justification</b>  Project budget <b>Standard Forms</b> (424A and/or 424C)  <i>(see p. 29 of FOA for more information)</i>
	<b>Start-up funding</b> can be requested, but is not guaranteed. If requested applicants must submit a separate budget for start-up costs, in addition to a 12 – month budget for the base funding awards, within the page	<b>Start-up funds</b>

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	limitations stated for the Budget and Budget Justification.	
	<b>No more than 15% of total costs may be for program administration.</b> (see 45 CFR § 1301.32 for a discussion of administrative costs). An HHS official may grant a waiver of the 15 percent limitation on development and administrative costs and approve a higher percentage for a specific period of time not to exceed 12 months.	
	<b>20% Share:</b> Grantees must provide at least <b>20</b> percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (federal) share and the non-federal share. The non-federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. [CCDF subsidy funds cannot be included in the non-federal share]	<b>Cost Sharing</b> (or waiver of non-federal share)
<b>Required Forms and Assurances</b>	<b>See Grant application package for required forms and assurances</b>	
<b>Copies Required</b>	Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need <b>not</b> provide additional copies of their application package. Applicants submitting applications in <b>paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms.</b> The original copy must have original signatures.	
<b>Signatures</b>	Applicants submitting electronic applications must follow the registration and application submission instructions provided at <a href="http://www.Grants.gov">www.Grants.gov</a> . The original of a paper format application must include original signatures of the authorized representatives.	
<b>Accepted Application Format</b>	With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around. If possible, applicants are encouraged to include page numbers for each page within the application. ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page.	See section VIII of the application for an application checklist of forms and required documents.
<b>Application Submission Limitation</b>		<b>75 pages total (2 files)</b>
<b>File One</b>	Components must be in the following order within the electronic file. This file should be uploaded to the "Project Narrative File(s)" section of the Application Package. The file name must include "ApplicationNarrative." <b>Project Summary/Abstract</b> - limited to one single spaced page <b>Project Description</b> - double-spaced, except the Table of Contents, which may be single-spaced.	(p. 19 in FOA for more details)

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	Community Need and Objectives Project Design and Approach Organizational Infrastructure and Management Systems Staffing EHS-CC Partnership Priority Bonus Points <b>Budget and Budget Justification</b> - single-spaced	
<b>File Two (Appendices)</b>	Appendices may include letters of support, organizational charts, and other supporting documents. This file should be uploaded to the "Other Attachment File(s)" section of the Application Package and must include "Appendices" in the file name.	