HEAD START

Regional T/TA Network

Five Year Grant
Developing a Fundable Application

Presenters: Leslie Porter and Racquel Martinez

These materials were developed for OHS/Region XI under Contract No. HHSP233201500016C by ICF International.

Learning Objectives:

In this session participants will:

- Identify major changes to the grant application instructions.
- Develop a process for application submission.
- Practice how to create a strong responsive application.

These materials were developed for OHS/Region XI under Contract No. HHSP233201500016C by ICF International.

Grant Application Instructions

Grantees are **required** to submit funding applications for **each year** of the project period.

Office of Head Start considers each grantee's annual application, beginning with the baseline, to assure that agencies are **meeting the intent** of the Head Start mission, purpose, and regulations prior to issuing the Notice of Award.

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Grant Application Purpose

The Office of Head Start analyzes applications to understand:

- Whether the program design, services, and resources are aligned to children and family needs

Program goals and outcomes throughout the project period

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Grant Application: Why, When, and Who

- **Why:** Assures that agencies are meeting Head Start mission, purpose, and regulations prior to Notice of Award
- **When:** Required every year of the project period
- **Who:** Reviewed by program and fiscal staff

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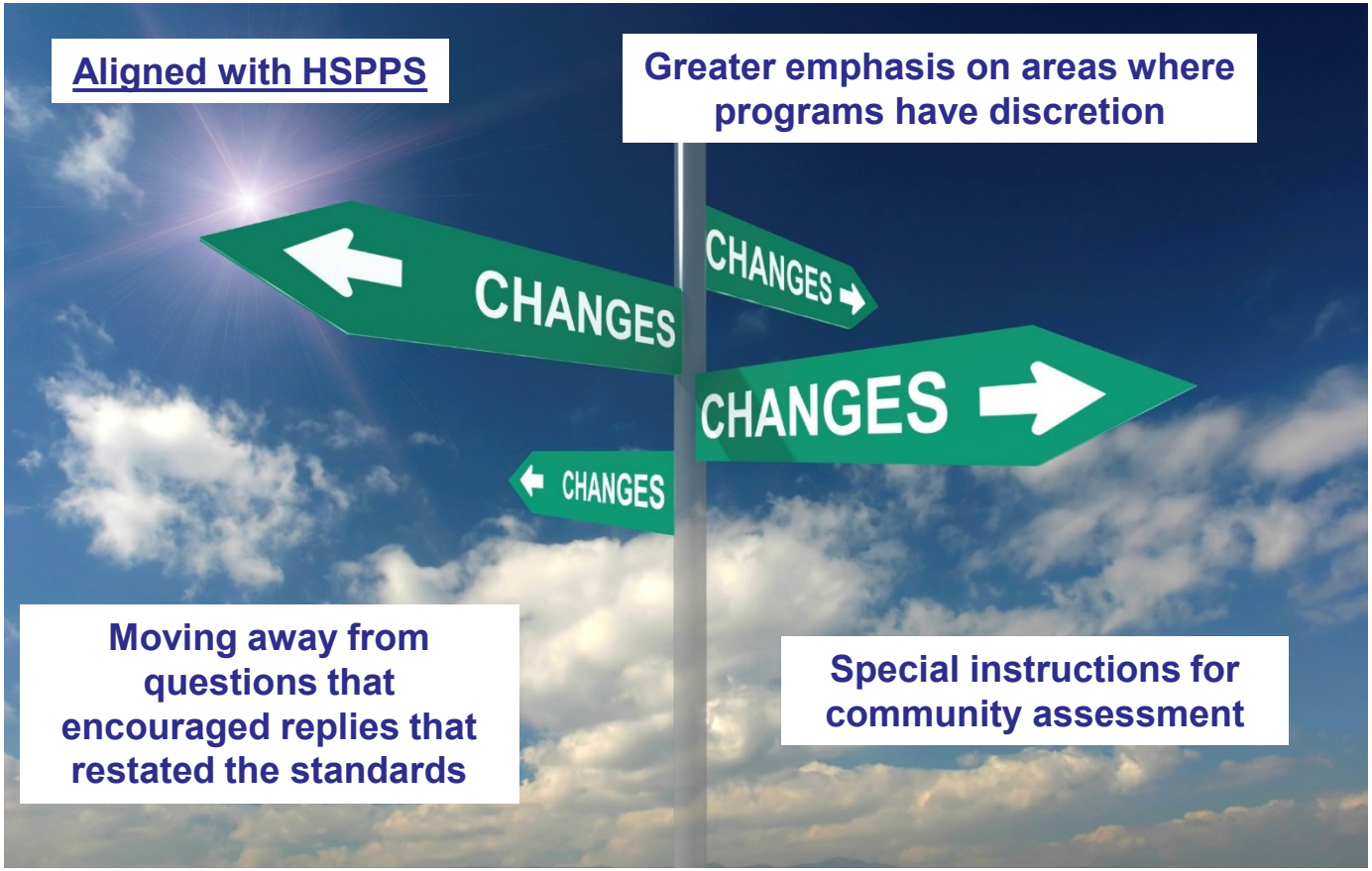
Major Changes



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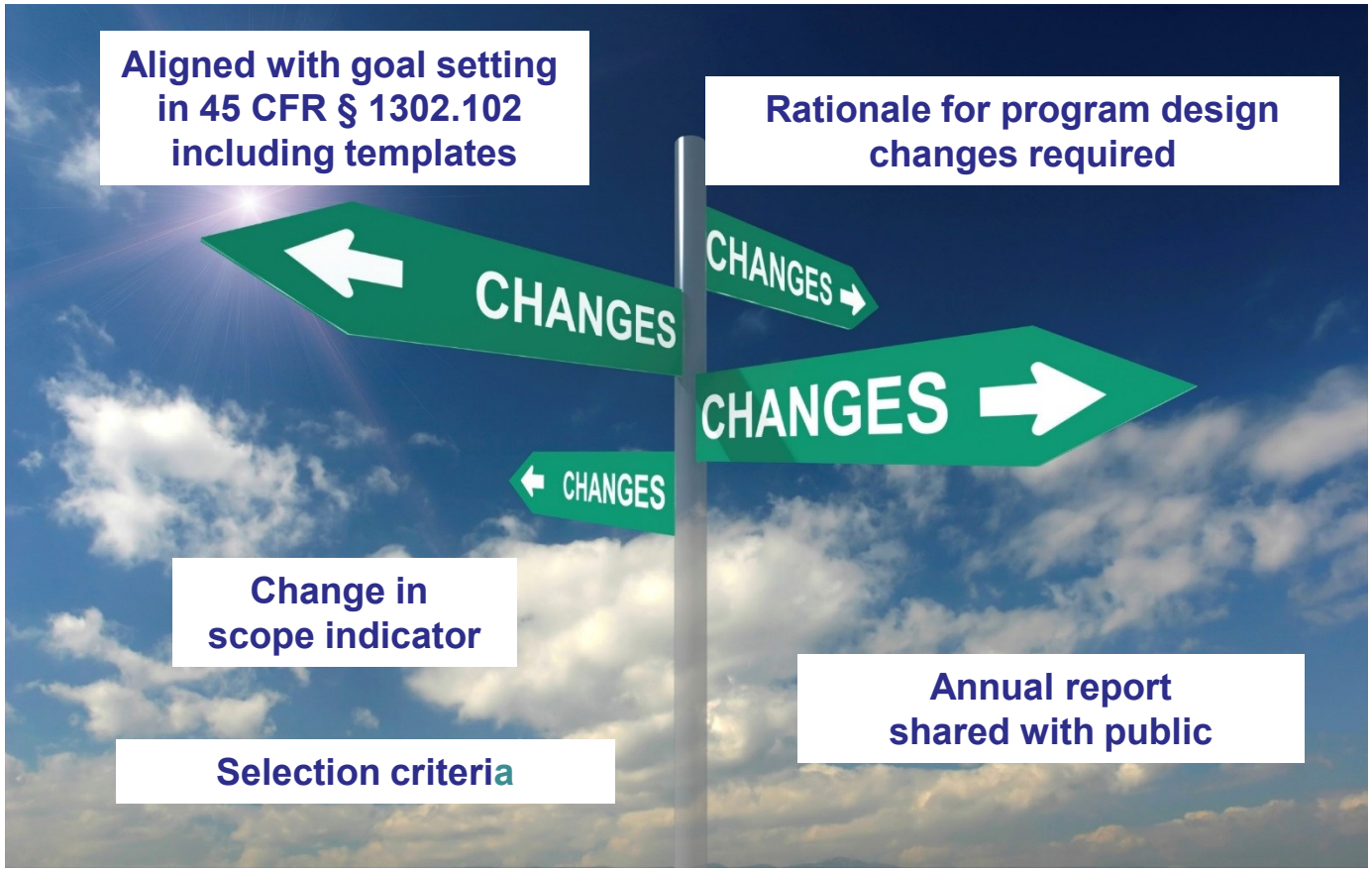
Major Changes



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Grantee Worksheet:

Planning for the Five Year Grant Period

Grantee Worksheet for AIAN Five Year Grant Learning Collaboration

Grantee Name:

Grant Funding Cycle (Month/Year – Month/Year): Current Year in Five Year Grant Cycle:

Due date for Submission of Grant Application:

OHS Region XI Training and Technical Assistance

Program Specialist: Early Childhood Specialist:

Grants Management Specialist: Grantee Specialist:

Team members filing this out:

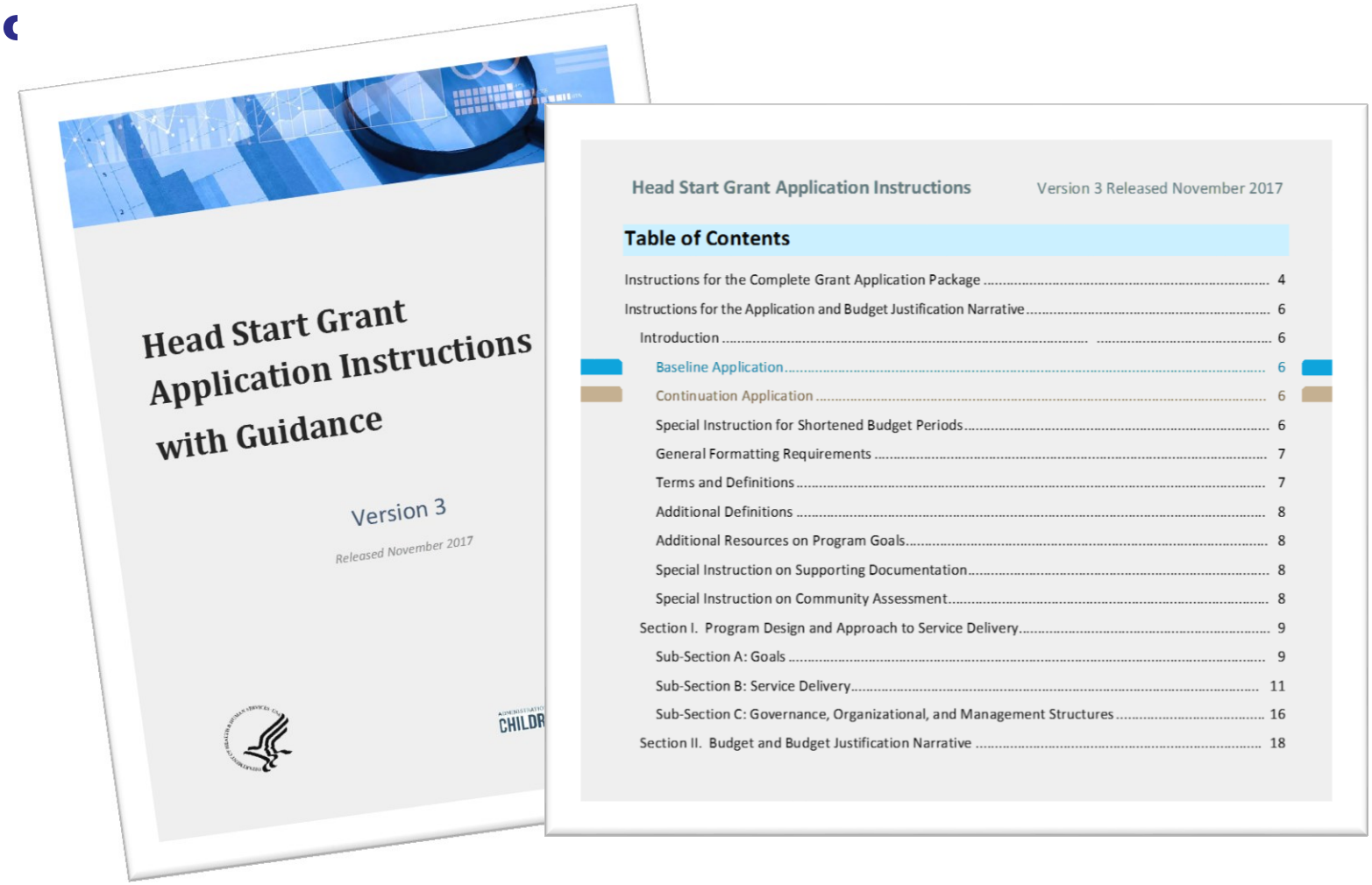
Key Elements for Five Year Grant Application	Rate yourself on where you currently are with this element (1-2-3)	Ideal month to begin this process	Ideal month to complete this process	Key players	Fiscal implications	First step upon returning home	Additional TTA support needs (if any) in this area
Community Assessment (HSPPS 1302.11 and 1302.18)							
Program Option and Funded Enrollment slots (1302 Subpart B)							
Self Assessment and Improvement Plan (HSPPS 1302.102 (2))							
Program Goals, measurable objectives and Expected Outcomes (HSPPS 1302.102) • Strategic long term goals • Goals for provision of educational, health, nutritional, and family and community engagement program services • School Readiness Goals aligned with HSELOF • Effective health and safety practices							
Budget and Budget Justification Narrative (including non federal share and SF 424A, SF 424)							
Governing Body and Policy Council Decisions (HS Act 642(c)(2)(L) (HSSP 1301)							
Indirect Cost Rate Agreement							
Cost Allocation Plan							
TTA Plan (HSPPS 1302.107)							
Annual Report to the Public							
Ongoing Monitoring and Internal Controls							
Reporting SF-428 and 429							
Reporting SF-425							
Budget Modification or amendment							
Carryover							
Grant Closeout							

Three actions we will take to strengthen effective communications and partnership between Fiscal and Program:

1. _____ Date completed by: _____
2. _____ Date completed by: _____
3. _____ Date completed by: _____

Revised activity for March 2018 Five Year Grant Collaborative – BPPE March 2018

Table o


Head Start Grant Application Instructions with Guidance
Version 3
Released November 2017
Head Start Grant Application Instructions
Version 3 Released November 2017
Table of Contents
Instructions for the Complete Grant Application Package 4
Instructions for the Application and Budget Justification Narrative 6
Introduction 6
Baseline Application 6
Continuation Application 6
Special Instruction for Shortened Budget Periods 6
General Formatting Requirements 7
Terms and Definitions 7
Additional Definitions 8
Additional Resources on Program Goals 8
Special Instruction on Supporting Documentation 8
Special Instruction on Community Assessment 8
Section I. Program Design and Approach to Service Delivery 9
Sub-Section A: Goals 9
Sub-Section B: Service Delivery 11
Sub-Section C: Governance, Organizational, and Management Structures 16
Section II. Budget and Budget Justification Narrative 18

Instructions for the Application

- General Formatting Requirements
- Terms and Definitions
- Table of Contents
- Type Spacing
- Font Size
- Page Number Location

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Baseline Application

In the ***Baseline Application***, **grantees describe the program design, goals, approach to service delivery, and supporting budget for the duration of their grant**. This is an opportunity for the grantee to present their strategies for meeting certain requirements and to ensure the delivery of high quality services, including a program design that is responsive to the needs of the children and families in the community.

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Continuation Application

Following the baseline for the duration of the project period, grantees submit a ***Continuation Application***. In this application, **grantees describe any changes** to the program design, goals, approach to service delivery, and supporting budget. **Grantees provide a rationale for changes** such as resulting from ongoing oversight or using data for continuous improvement as described in 1302.102(b)-(c). Also, **grantees describe challenges** with implementing the program design **and how they are working to address those challenges**.

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Supporting Documents

What documents do I upload in the Documents tab in HSES?

Upload the following documents in their respective folders of the Grant Application Documents tab in HSES. Do not upload any additional documents completed on-screen such as the SF-424 and signed assurances.

Documents to Upload in HSES	Page Limit	Related Citation
Application and Budget Justification Narrative	60 Pages*	Instructions with Citations Begin on Page 5
Results of Self-assessment and Improvement Plan	N/A	45 CFR 1302.102(b)(2) and (c)(iv-v)
Governing Body and Policy Council Decisions		Head Start Act 642(c)(1)(E)(iv)(V) & 642(c)(2)(D)(iii)
Selection Criteria *NEW*		45 CFR 1302.14
Cost Allocation Plan *NEW*		45 CFR §75.415
Training and Technical Assistance Plan		Head Start Act 648(d)(1)
Annual Report to the Public *NEW*		45 CFR 1302.102(d)(2)
Program Goals, optional *NEW*		
Indirect Cost Rate Agreement, or records showing adoption of 10% de minimis indirect cost rate, if applicable		Uniform Fiscal Regulations 45 CFR 75.414
Other Supporting Documents, if applicable Sample Delegate and/or Partnership Contracts, if applicable		

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Sub-Section B: Service Delivery

Baseline Application Instructions

In this sub-section, describe your program's approach to meeting the need for comprehensive child development services for eligible children and families in your service area.

Reminder: Complete the "Program Schedule" tab for Head Start and/or Early Head Start.

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Sub-Section B: Service Delivery

Continuation Application Instructions

Provide updates to the following areas. Describe the rationale for any changes to your program design such as new data from an updated community assessment, ongoing oversight, or from using data for continuous improvement as described in 1302.102(b)-(c). If there are no updates or changes, include a sentence to that effect. Where applicable, describe any challenges and how the program is working to address those challenges.

Reminder: Make sure all HSES tabs are updated (e.g., Program Schedules, Centers, and Delegates)

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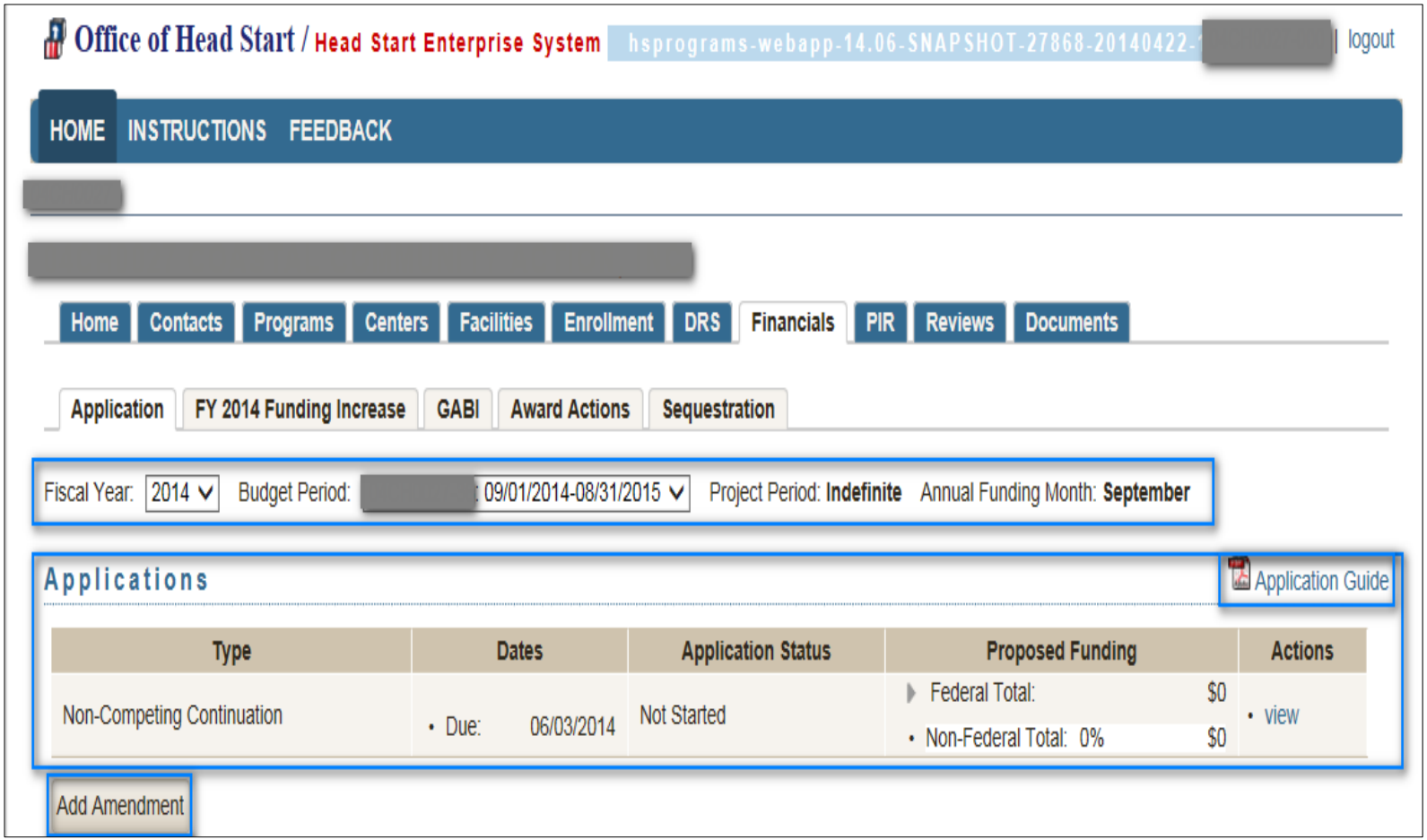
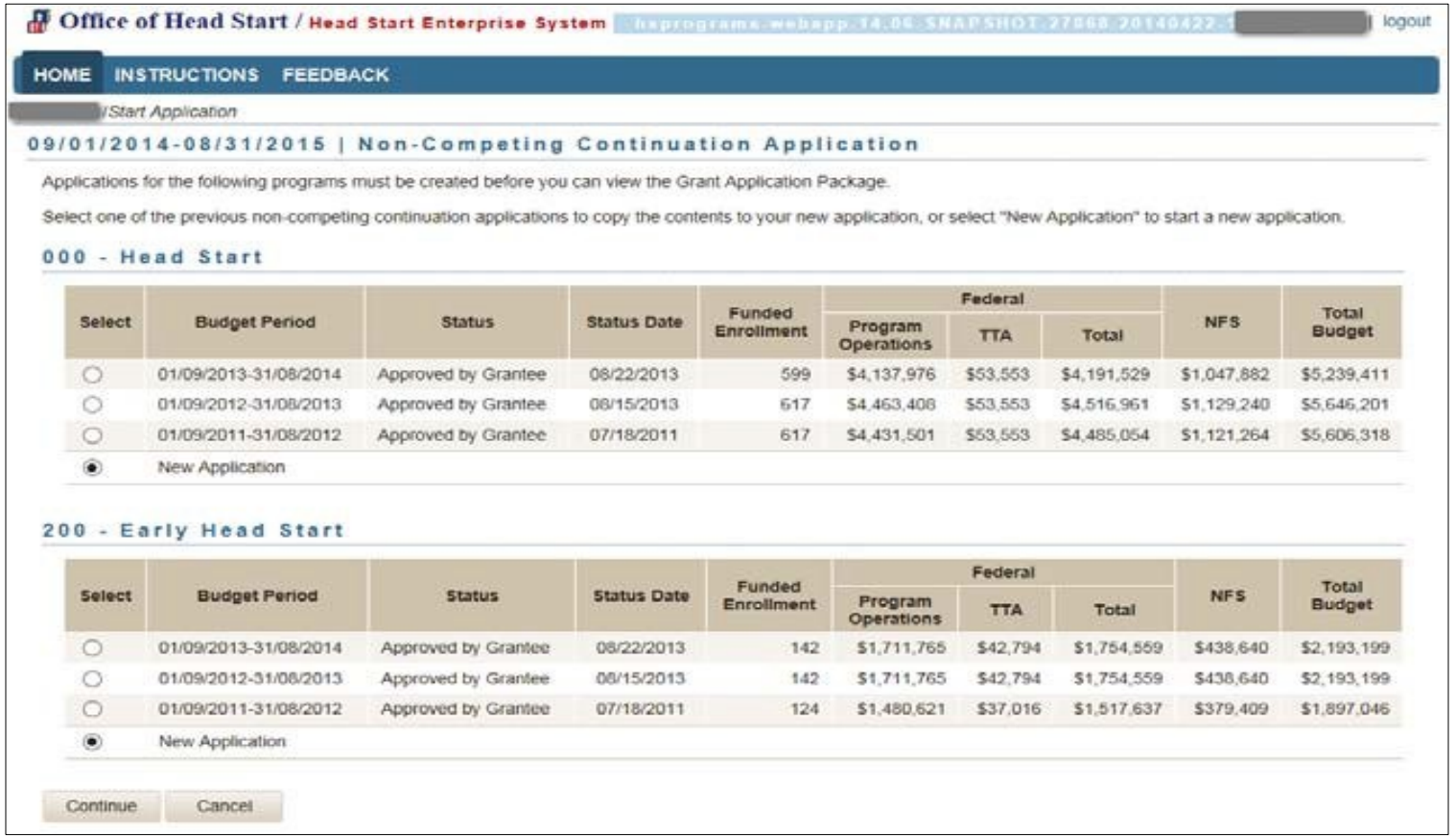
Grant Application Tab in HSES- main page



Grant Application Tab in HSES



Office of Head Start / Head Start Enterprise System [redacted] logout

HOME INSTRUCTIONS FEEDBACK

[redacted] / Start Application

09/01/2014-08/31/2015 | Non-Competing Continuation Application

Applications for the following programs must be created before you can view the Grant Application Package.

Select one of the previous non-competing continuation applications to copy the contents to your new application, or select "New Application" to start a new application.

000 - Head Start

Select	Budget Period	Status	Status Date	Funded Enrollment	Federal			NFS	Total Budget
					Program Operations	TTA	Total		
○	01/09/2013-31/08/2014	Approved by Grantee	08/22/2013	599	$4,137,976	$53,553	$4,191,529	$1,047,882	$5,239,411
○	01/09/2012-31/08/2013	Approved by Grantee	08/15/2013	617	$4,463,408	$53,553	$4,516,961	$1,129,240	$5,646,201
○	01/09/2011-31/08/2012	Approved by Grantee	07/18/2011	617	$4,431,501	$53,553	$4,485,054	$1,121,264	$5,606,318
◉	New Application								

200 - Early Head Start

Select	Budget Period	Status	Status Date	Funded Enrollment	Federal			NFS	Total Budget
					Program Operations	TTA	Total		
○	01/09/2013-31/08/2014	Approved by Grantee	08/22/2013	142	$1,711,765	$42,794	$1,754,559	$438,640	$2,193,199
○	01/09/2012-31/08/2013	Approved by Grantee	08/15/2013	142	$1,711,765	$42,794	$1,754,559	$438,640	$2,193,199
○	01/09/2011-31/08/2012	Approved by Grantee	07/18/2011	124	$1,480,621	$37,016	$1,517,637	$379,409	$1,897,046
◉	New Application								

Continue Cancel

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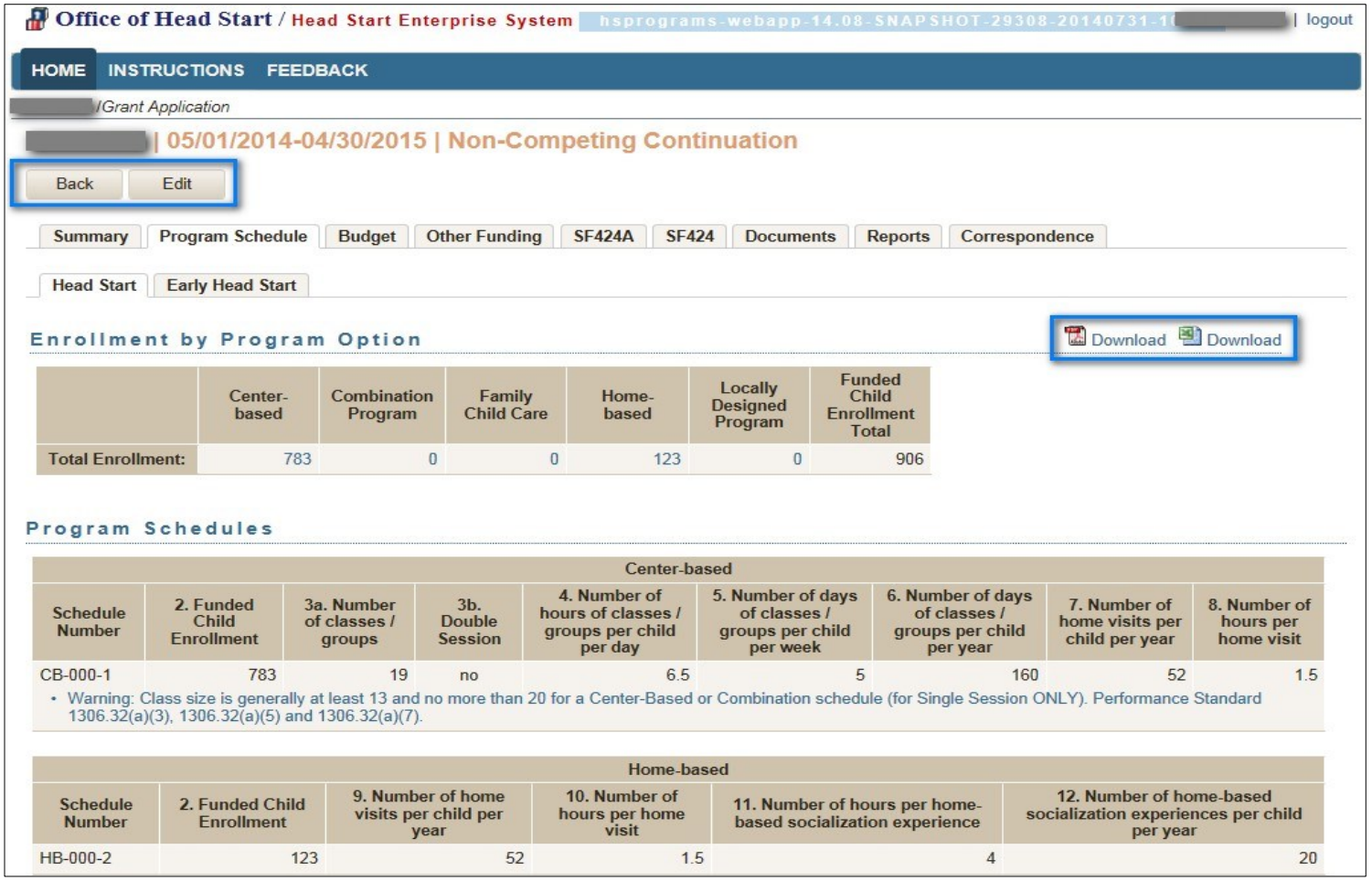
Program Schedule Tab in HSES- view mode



Office of Head Start / Head Start Enterprise System hsprograms-webapp-14.08-SNAPSHOT-29308-20140731-1[redacted] | logout

HOME INSTRUCTIONS FEEDBACK

[redacted]/Grant Application

[redacted] | 05/01/2014-04/30/2015 | Non-Competing Continuation

Back Edit

Summary | Program Schedule | Budget | Other Funding | SF424A | SF424 | Documents | Reports | Correspondence

Head Start | Early Head Start

Enrollment by Program Option

Download Download

	Center-based	Combination Program	Family Child Care	Home-based	Locally Designed Program	Funded Child Enrollment Total
Total Enrollment:	783	0	0	123	0	906

Program Schedules

Center-based

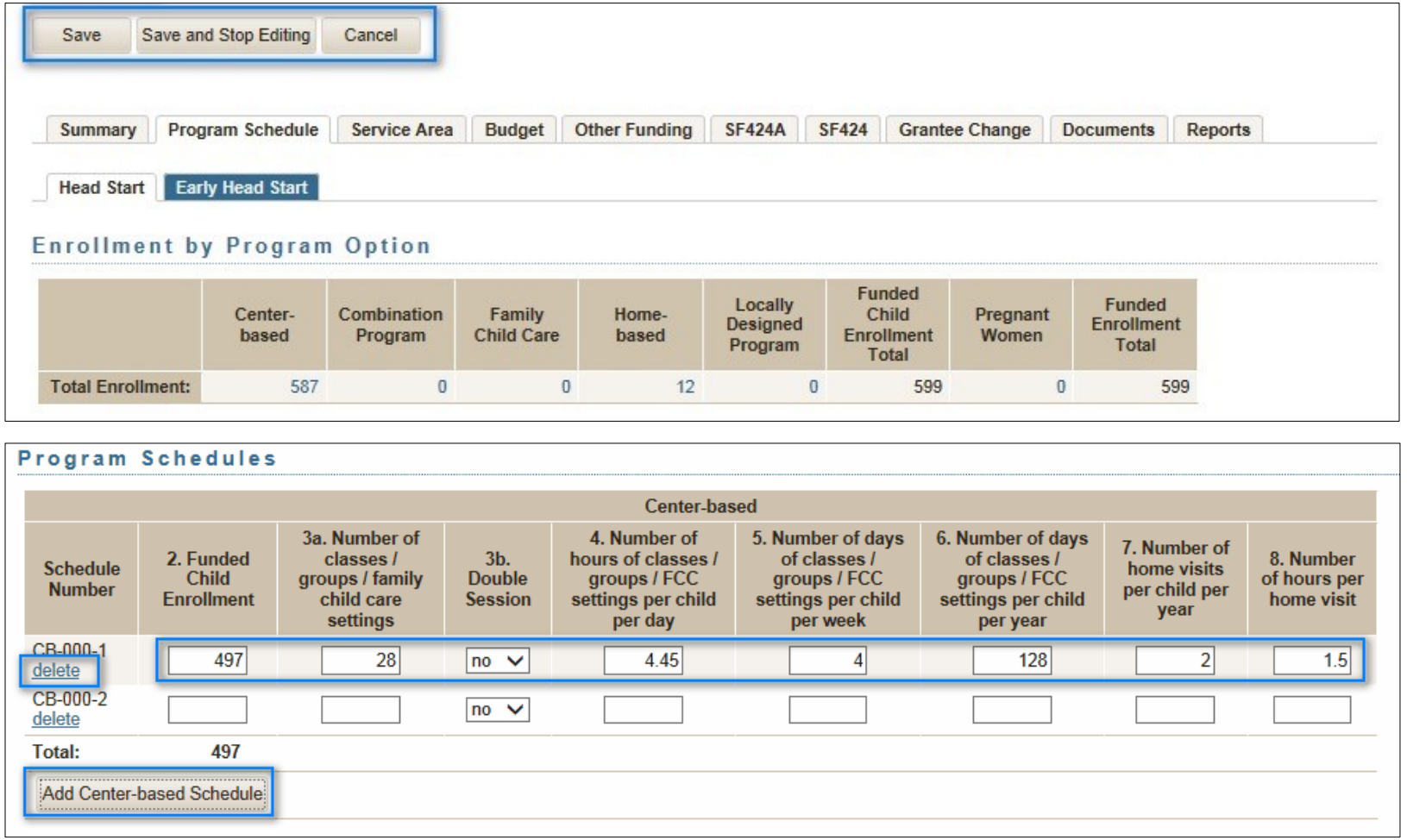
Schedule Number	2. Funded Child Enrollment	3a. Number of classes / groups	3b. Double Session	4. Number of hours of classes / groups per child per day	5. Number of days of classes / groups per child per week	6. Number of days of classes / groups per child per year	7. Number of home visits per child per year	8. Number of hours per home visit
CB-000-1	783	19	no	6.5	5	160	52	1.5

- Warning: Class size is generally at least 13 and no more than 20 for a Center-Based or Combination schedule (for Single Session ONLY). Performance Standard 1306.32(a)(3), 1306.32(a)(5) and 1306.32(a)(7).

Home-based

Schedule Number	2. Funded Child Enrollment	9. Number of home visits per child per year	10. Number of hours per home visit	11. Number of hours per home-based socialization experience	12. Number of home-based socialization experiences per child per year
HB-000-2	123	52	1.5	4	20

Program Schedule Tab in HSES- edit mode



Save | Save and Stop Editing | Cancel

Summary | Program Schedule | Service Area | Budget | Other Funding | SF424A | SF424 | Grantee Change | Documents | Reports

Head Start | Early Head Start

Enrollment by Program Option

	Center-based	Combination Program	Family Child Care	Home-based	Locally Designed Program	Funded Child Enrollment Total	Pregnant Women	Funded Enrollment Total
Total Enrollment:	587	0	0	12	0	599	0	599

Program Schedules

	Center-based							
Schedule Number	2. Funded Child Enrollment	3a. Number of classes / groups / family child care settings	3b. Double Session	4. Number of hours of classes / groups / FCC settings per child per day	5. Number of days of classes / groups / FCC settings per child per week	6. Number of days of classes / groups / FCC settings per child per year	7. Number of home visits per child per year	8. Number of hours per home visit
CB-000-1 delete	497	28	no	4.45	4	128	2	1.5
CB-000-2 delete			no					
Total:	497							

Add Center-based Schedule

Sub-Section B: Service Delivery

Baseline Application Instructions

d. **Funded Enrollment Changes.** If proposing to change or convert the number of funded enrollment slots, explain the rationale.

i. Provide the funding amount for the Head Start and Early Head Start programs before and after the change.

ii. Specify the number of Head Start and Early Head Start slots before and after the change.

If proposing to convert Head Start slots to Early Head Start slots, then:

A. Describe how the needs of eligible Head Start children will be met in the community when the conversion takes place.

B. Describe how the chosen model(s) meets the needs of infants, toddlers, and pregnant women.

C. Discuss the agency's capacity to carry out an effective Early Head Start program.

D. Discuss the qualifications, competencies, and training of staff, and describe the facilities and program infrastructure to support the new or expanded Early Head Start program.

E. Specify the proposed timetable for implementation of the conversion.

Note: If proposing **Funded Enrollment Changes**, indicate the application includes a "Change in Scope" request in HSES.

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Change in Scope

/Start Application

| 04: 12/01/2017-11/30/2018 | Non-Competing Continuation Application

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Select one of the previous non-competing continuation applications to copy the contents to your new application, or select "New Application" to start a new application.

000 - : Head Start

Select	Budget Period	Status	Status Date	Funded Enrollment	Federal			NFS	Total Budget
					Program Operations	TTA	Total		
○	12/01/2016-11/30/2017	Approved by Grantee	11/09/2016						
○	12/01/2015-11/30/2016	Approved by Grantee	11/24/2015						
○	12/01/2014-11/30/2015	Started by Grantee	07/28/2016						
◉	New Application								

Change in Scope

If your application includes a Change in Scope, please click the appropriate boxes below.

- ☐ Conversion
- ☐ Enrollment reduction
- ☐ Add or remove program option
- ☐ Other programmatic change

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Reflection: Programmatic Change

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Sub-Section B: Community Assessment

2. Needs of Children and Families (see 1302.11(b) and Special Instruction on Community Assessment):

   Provide a summary of data from your community assessment that informs the program's selection criteria and design, such as:

   a. the estimated number of eligible children under five years of age and pregnant women by geographic location, race, ethnicity, and spoken language, including children experiencing homelessness, in foster care, dual language learners, and with disabilities;
   b. data regarding the education, health, nutrition, social service, child care, parent schedules, and other service needs of the proposed children, families, and pregnant women; and
   c. the availability of other child development, child care centers, and family child care programs that serve eligible children, including home visiting, publicly-funded state and local preschools, and the approximate number of eligible children served.

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Sub-Section B: ERSEA

5. Eligibility, Recruitment, Selection, Enrollment, and Attendance (see 1302.13, 1302.14, 1302.15, and 1302.16):
    a. Describe the recruitment process to ensure services will be provided to those in greatest need of program services.
        i. Describe specific efforts and expected challenges to actively locate, recruit, and enroll vulnerable children, including children with disabilities, children experiencing homelessness, and children in foster care.
    b. Describe your program's strategy to promote regular attendance including special efforts for chronically absent children and other vulnerable children.

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Reflection: Community Assessment

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Sub-Section B: Education and Child Development

6. Education and Child Development (see 1302 Subpart C): If center-based or family child care program option is chosen, respond to item a, and c through d. If home-based program option is chosen, respond to items b through d. If locally designed program option is chosen, respond to items that apply. Programs that serve American Indian and Alaska Native (AIAN) children also respond to item e.
a. Center-based or family child care programs: i-iv b. Home-based programs: i-iv. c. Identify the developmental screenings and assessments your program plans to use and why, including how the program addresses screening and assessment for children who are dual language learners. d. Describe opportunities offered to parents and family members to be engaged in their child's education such as participation in screenings and assessment, and providing feedback on the selected curriculum and instructional materials. e. For programs serving AIAN children, and where applicable, describe efforts for Tribal language preservation, revitalization, restoration, or maintenance.

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Let's try it out!

- Each group will practice writing a narrative for Education and Development.

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Sub-Section B: Health

7. Health (see 1302 Subpart D):
    a. Describe how your program will, in partnership with parents, meet the oral health, nutritional, and mental health and social and emotional well-being, and health status and care needs of children that are developmentally, culturally, and linguistically appropriate and support each child's growth and school readiness:
        i. Include how your program will ensure up-to-date child health status, ongoing care, and timely follow-up care.
        ii. For mental health and social and emotional well-being, describe how a program will provide mental health consultation services in partnership with staff and families.

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Let's try it out!

- Each group will practice writing a narrative for Health.

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Sub-Section B: Family and Community Engagement

8. Family and Community Engagement (see 1302 Subpart E):
    a. Describe key program strategies for building trusting and respectful relationships with families and for providing program environments and services that are welcoming and culturally and linguistically responsive to families, including those specific to fathers.
    b. Describe engagement activities to support parent-child relationships, child development, family literacy, and language development including supporting bilingualism and biliteracy.
    c. Describe how your program has selected and is implementing a research-based parenting curriculum. Describe how your program engages parents in a research-based parenting curriculum.
    d. Describe key program strategies for family partnership services, including:
        i. Procedures for conducting the family assessment and family partnership process and aligning activities to the Parent, Family, and Community Engagement Framework outcomes; and
        ii. Tracking progress toward individual family goals and needs.
    c. Provide a few examples of community partnerships that facilitate access to services or resources in the community that are responsive to family partnership goals and children's needs. Identify any challenges to necessary partnerships and how the program plans to address those challenges.

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Let's try it out!

- Each group will practice writing a narrative for Family and Community Engagement.

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Sub-Section B: Services for Children with Disabilities

9. Services for Children with Disabilities (1302 Subpart F):
    a. Describe how your program will ensure the full participation in program services and activities for enrolled children with disabilities, including but not limited to those who are eligible for services under IDEA and those who already have an IFSP or IEP.
    b. Describe how your program will ensure the individualized needs of children with disabilities are met, including how the program will collaborate with and help parents in the process and how the program will coordinate and collaborate with the local agency responsible for implementing IDEA.

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Let's try it out!

- Each group will practice writing a narrative for Services for Children with Disabilities.

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Sub-Section B: Transition

10. Transition (see 1302 Subpart G):
    Describe strategies and practices to support successful transitions in:
    a. Transitions to and from Early Head Start;
    b. Transitions from Head Start to kindergarten; and
    c. Transitions between programs.

Let's try it out!

- Each group will practice writing a narrative for Transition services.

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Sub-Section C: Governance, Organizational, and Management Structures

Baseline Application Instructions

In this section, describe the governance, organizational, and management structures that support quality services and maintain accountability, efficiency, and leadership within your program.

Tip: Grantees are encouraged to use the Head Start Management Wheel as a reference tool.

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Sub-Section C: Governance, Organizational, and Management Structures

Continuation Application Instructions

Provide updates to the following areas. If changes were made, describe the rationale for the changes such as new data from an updated community assessment, ongoing oversight or from using data for continuous improvement as described in 1302.102(b)-(c). If no updates or changes have occurred, include a sentence to that effect. Where applicable, describe any challenges in these areas and how the program is working to address those challenges.

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Section II: Budget and Budget Justification Narrative

Baseline and Continuation Application Instructions

A comprehensive budget aligns with the proposed program approach and identifies allowable costs, and is aggregated by object class category. Grantee and, if applicable, each delegate agency must complete separate budgets for Head Start and Early Head Start.

Reminder: Make relevant changes to application tabs in HSES where needed (e.g., Budget, SF-424).

These materials were developed for OHS/Region XI under Contract No. HHSP233201500016C by ICF International.

Budget Tab in HSES- view mode

Summary | Program Schedule | Budget | Other Funding | SF424A | SF424 | Documents | Reports | Correspondence

Head Start | Early Head Start

Budget Summary

	Federal			Non-Federal Share	Total Cost	Employees	Admin Allocation
	Program Operations	TTA	Total				
Total Budget:	$7,056,930	$82,075	$7,139,005	$1,784,751	$8,923,756	244	12.06%
Total Direct Costs:	$6,672,936	$82,075	$6,755,011	$1,515,956	$8,270,967		5.12%

Reports

Summary
Budget Categories
Admin Costs
Download

Budget Details

Personnel | Fringe Benefits | Travel | Equipment | Supplies | Contractual | Construction | Other | Indirect Charges

Line Item	Federal			Non-Federal Share	Total Cost	Employees	Admin Allocation
	Program Operations	TTA	Total				
Personnel Total:	$4,490,768	$0	$4,490,768	$0	$4,490,768	244	5.93%

Child Health and Development | Family and Community Partnership | Program Design and Management | Other

Line Item	Federal			Non-Federal Share	Total Cost	Employees	Admin Allocation
	Program Operations	TTA	Total				
1.Program Managers and Content Area Experts	$61,366	$0	$61,366	$0	$61,366	2	0%
2.Teachers / Infant Toddler Teachers	$920,238	$0	$920,238	$0	$920,238	43	0%
3.Family Child Care Personnel	$0	$0	$0	$0	$0	0	0%
4.Home Visitors	$193,357	$0	$193,357	$0	$193,357	12	0%
5.Teacher Aides and Other Education Personnel	$711,465	$0	$711,465	$0	$711,465	44	0%

Budget Tab in HSES- edit mode

Child Health and Development | Family and Community Partnership | Program Design and Management | Other

Line Item	Federal			Non-Federal Share	Total Cost	Employees	Admin Allocation	
	Program Operations	TTA	Total				Actual	Default
1.Program Managers and Content Area Experts	$ 61,366	$ 0	$61,366	$ 0	$61,366	2	0 %	0%
2.Teachers / Infant Toddler Teachers	$ 920,238	$ 0	$920,238	$ 0	$920,238	43	0 %	0%
3.Family Child Care Personnel	$ 0	$ 0	$0	$ 0	$0	0	0 %	0%
4.Home Visitors	$ 193,357	$ 0	$193,357	$ 0	$193,357	12	0 %	0%
5.Teacher Aides and Other Education Personnel	$ 711,465	$ 0	$711,465	$ 0	$711,465	44	0 %	0%
6.Health / Mental Health Services Personnel	$ 217,454	$ 0	$217,454	$ 0	$217,454	11	0 %	0%
7.Disabilities Services Personnel	$ 119,902	$ 0	$119,902	$ 0	$119,902	5	0 %	0%
8.Nutrition Services Personnel	$ 779,944	$ 0	$779,944	$ 0	$779,944	49	0 %	0%
9.Other Child Services Personnel	$217,126	$0	$217,126	$0	$217,126		0%	
9.1 Education Supervisor	$ 217,126	$ 0	$217,126	$ 0	$217,126	8	0 %	0%
add								
Child Health and Development Personnel Total:	$3,220,852	$0	$3,220,852	$0	$3,220,852	174	0%	

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SF424A Tab in HSES

Summary | Program Schedule | Budget | Other Funding | SF424A | SF424 | Documents | Reports | Correspondence

Program: 200 - [redacted] (Started by Grantee)

Section A - Budget Summary

The New or Revised Budget Federal Column (e) is populated with amounts from Section B, Line 6.k.
The New or Revised Budget Non-Federal Column (f) is populated with amounts from Section C, Column (e).

Grant Program, Function or Activity	Catalog of Federal Domestic Assistance Number	Estimated Unobligated Funds		New or Revised Budget		The sum of amounts in Columns (e) and (f).
		Federal	Non-Federal	Federal	Non-Federal	Total
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1. Program Operations	93.600	$ 0	$ 0	$94,988	$19,007	$113,995
2. TTA	93.600	$ 0	$ 0	$1,500	$0	$1,500
3. N/A						
4. N/A						
5. Totals		$0	$0	$96,488	$19,007	$115,495

Section B - Budget Categories - Federal Funds

For each activity, provide the total requirements for Federal funds by object class categories.
Lines 6.a - 6.k of the Program Operations Column (1) and TTA Column (2) contain the amounts specified in the Budget tab.

6. Object Class Categories	Grant Program, Function, or Activity				Total
	(1) Program Operations	(2) TTA	(3)	(4)	
a. Personnel	$71,388	$0			$71,388
b. Fringe Benefits	$17,400	$0			$17,400
c. Travel	$0	$0			$0
d. Equipment	$0	$0			$0
e. Supplies	$1,300	$0			$1,300
f. Contractual	$2,500	$1,500			$4,000
g. Construction	$0	$0			$0
h. Other	$2,400	$0			$2,400
i. Total Direct Charges *(sum of 6a-6h)*	$94,988	$1,500			$96,488
j. Indirect Charges	$0	$0			$0
k. TOTALS *(sum of 6i and 6j)*	$94,988	$1,500			$96,488
7. Program Income	$	$			$0

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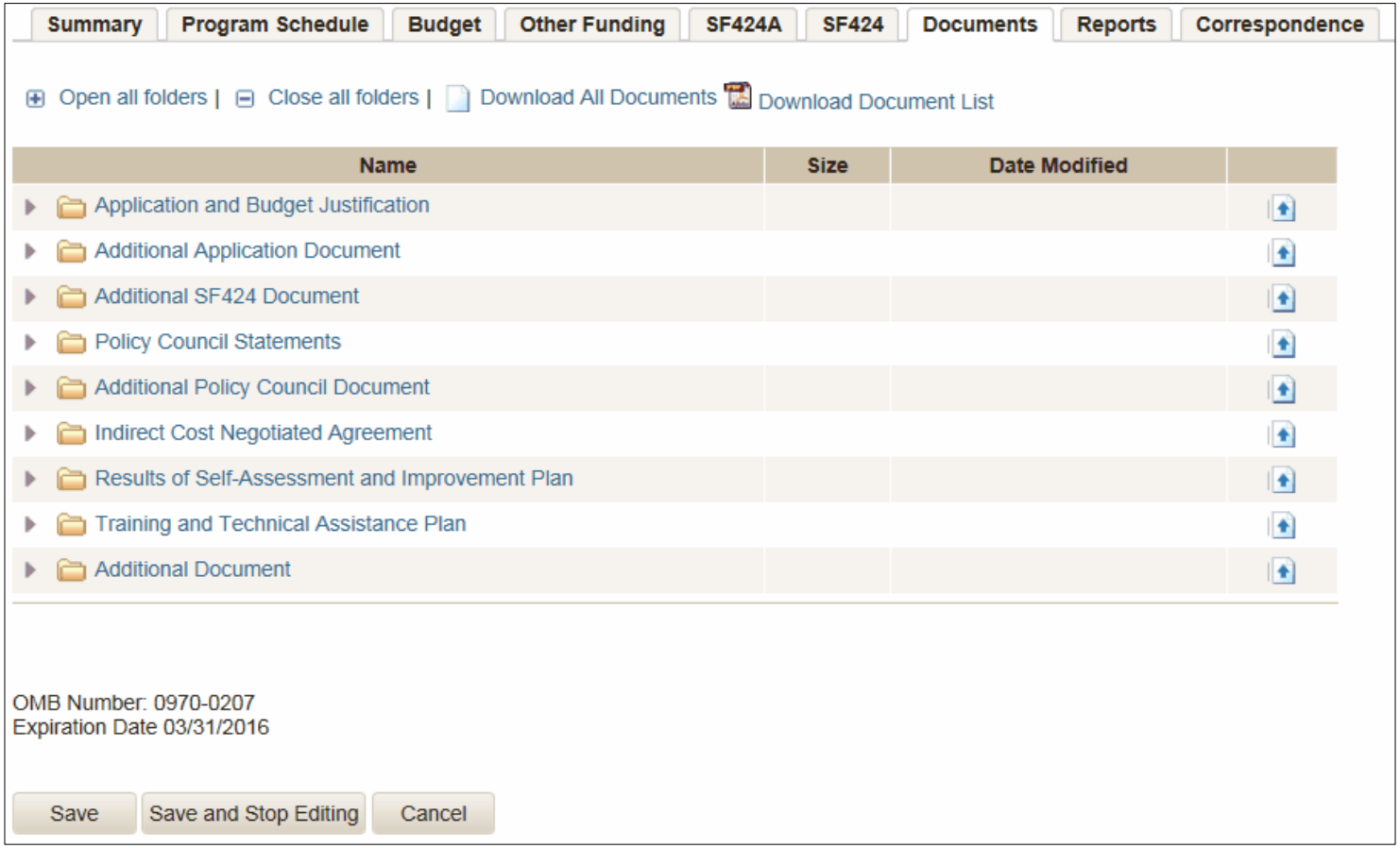
Documents Tab in HSES



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- Select the Upload New Document icon in the appropriate row.
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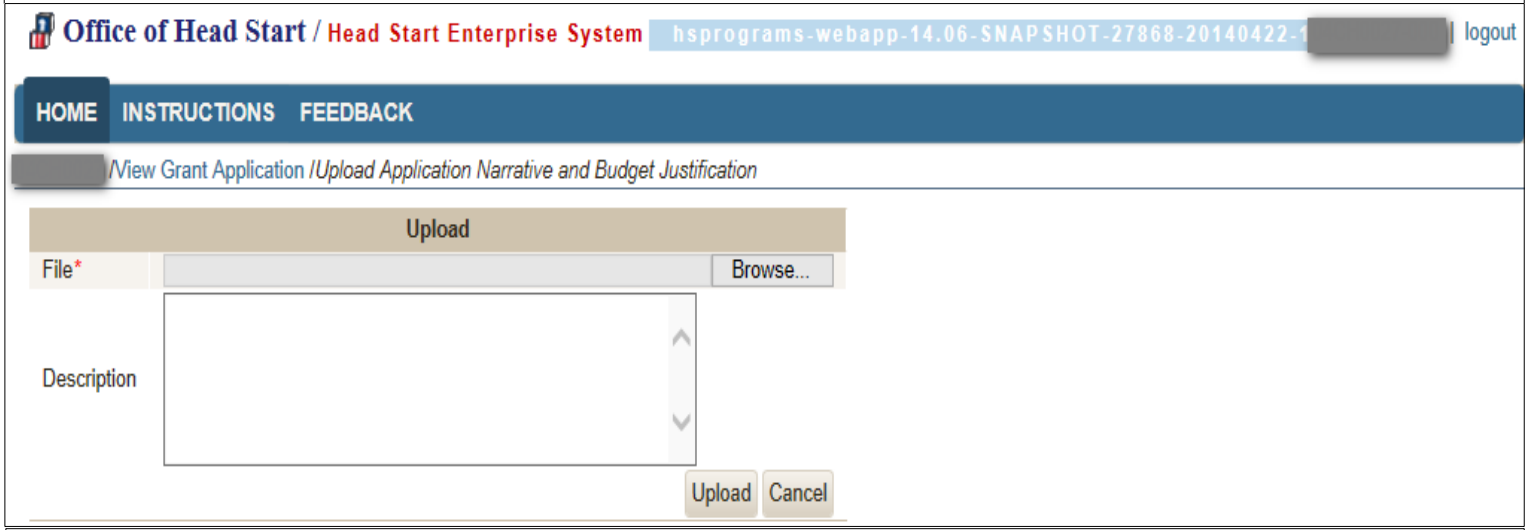

Click **Upload** to upload the document and return to the documents tab or **Cancel** to return to the documents tab without uploading.

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Self-Assessment

Documents to Upload in HSES	Page Limit	Related Citation
Application and Budget Justification Narrative	60 Pages*	Instructions with Citations Begin on Page 5
Results of Self-assessment and Improvement Plan	N/A	45 CFR 1302.102(b)(2) and (c)(iv-v)
Governing Body and Policy Council Decisions		Head Start Act 642(c)(1)(E)(iv)(V) & 642(c)(2)(D)(iii)
Selection Criteria *NEW*		45 CFR 1302.14
Cost Allocation Plan *NEW*		45 CFR §75.415
Training and Technical Assistance Plan		Head Start Act 648(d)(1)
Annual Report to the Public *NEW*		45 CFR 1302.102(d)(2)
Program Goals, optional *NEW*		
Indirect Cost Rate Agreement, or records showing adoption of 10% de minimis indirect cost rate, if applicable		Uniform Fiscal Regulations 45 CFR 75.414
Other Supporting Documents, if applicable		
Sample Delegate and/or Partnership Contracts, if applicable		

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Program Goals: Terms and Definitions

Terms and Definitions

Program Goals – Broad statements that describe what a program intends to accomplish. Program goals should be strategic, long term, and responsive to the needs identified in the community assessment.

They include:

- Goals for the provision of educational, health, nutritional, and family and community engagement program services to further promote the school readiness of enrolled children;

School readiness goals; and

- Effective health and safety practices to ensure children are safe at all times (programs may wish to identify these as a stand-alone goal or as an objective related to another type of program goal, i.e. a health goal).

School Readiness Goals – The expectations of children's status and progress across domains of language and literacy development, cognition and general knowledge, approaches to learning, physical well-being and motor development, and social and emotional development that will improve their readiness for kindergarten (as defined in 45 CFR 1305.2).

Measurable Objectives – Support the attainment of goals that are **S**pecific, **M**easurable, **A**ttainable, **R**ealistic and **T**imely (SMART).

Progress – Forward movement toward the achievement of goals, objectives, and outcomes.

Outcomes – Something that happened as a result of an activity or process. The actual results achieved.

Challenges – Information describing obstacles to achieving program goals and objectives.

Evidence – Facts, information, documentation, or examples given to support an assertion.

Subsection A: Goals

Section I. Program Design and Approach to Service Delivery

Sub-Section A: Goals

Baseline Application Instructions

1. What are your **Program Goals**, **Measurable Objectives**, and **Expected Outcomes** for the project period?
   a. List **all Program Goals**
   b. List **all Measurable Objectives** aligned to each program goal
   c. To demonstrate the agency's approach to measuring progress and outcomes, **select a few Measurable Objectives** and describe the following:
      i. Activities or action steps to meet the objective
      ii. Data, Tools, or Methods for tracking **Progress**
      iii. Expected Outcomes
      iv. Expected Challenges
   d. Only for grantees applying for a non-competitive new grant: Describe how your actual **Outcomes** from the prior project period informed the above.

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Goals: Continuation Application

Continuation Application Instructions

1. **If applicable, list any additions, deletions, or revisions to your Program Goals, Measurable Objectives, and Expected Outcomes that have occurred since last year's application and briefly describe the reasons for those changes such as resulting from ongoing oversight or from using data for continuous improvement as described in 1302.102(b)-(c). If no updates or changes have occurred, include a sentence to that effect.**
2. For each **Program Goal**:
   a. Demonstrate your **Progress/Outcomes** this year toward meeting your **Measurable Objectives** and **Expected Outcomes**.
   b. Describe any **Challenges** in achieving progress towards **Expected Outcomes** and how your program is working to address those **Challenges**.

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Additional Instructions:

Additional Definitions

See Section 1305.2 of the HSPPS for additional definitions. For example, "service area", "recruitment area", and "*Head Start Early Learning Outcomes Framework: Ages Birth to Five*" are defined in this section.

Additional Resources on Program Goals

Training and Technical Assistance materials are available to help grantees complete their application narrative. See the "Foundations for Excellence: Five-Year Planning and Continuous Improvement, 2nd Edition" for additional assistance once released.

See Section 1302.102 of the HSPPS for requirements relating to achieving program goals.

Special Instruction on Supporting Documentation

A program must summarize critical information from supporting documentation into the narrative. For example, do not provide additional documents to respond to criteria in the instructions unless requested by the regional office.

Special Instruction on Community Assessment

The program must describe only those findings from the community assessment that informed the proposed program design and approach to service delivery throughout the narrative. Do not upload the full community assessment.

For Additional Assistance:

How do I receive assistance with application submission?

Please contact your Regional Office for assistance with the *Application and Budget Justification Narrative* instructions.

HSES training materials and a User's Guide to support submission are found in the "Instructions" section of HSES. For further technical assistance, please contact help@hsesinfo.org or 1-866-771-4737.

Thank You for Joining Us Today!

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