

2. Approach

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

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. For example, describe the tasks needed to accomplish the proposed project planning in Phase 2 and implementation in Phase 3 and any relevant data source to support the work. When activities and functions cannot be quantified, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the U.S. Office of Management and Budget (OMB). This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

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

3. Results or Benefits Expected

Identify the results and benefits to be derived.

4. Organizational Profiles

Provide information on the applicant organization(s) and cooperating partners such as organizational charts, financial statements, audit reports or statements from CPAs/Licensed Public Accountants, Employer Identification Numbers, names of bond carriers, contact persons and telephone numbers, child care licenses and other documentation of professional accreditation, information on compliance with Federal/State/local government standards, documentation of experience in the program area, and other pertinent information. Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission.

The non-profit agency can accomplish this by providing a copy of the

applicant's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS code, or by providing a copy of the currently valid IRS tax exemption certificate, or by providing a copy of the articles of incorporation bearing the seal of the State in which the corporation or association is domiciled.

5. Budget and Budget Justification

Provide line item detail and detailed calculations for each budget object class identified on the Budget Information form. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The detailed budget must also include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the proposed costs.

Part IV. The Review Process

An independent review panel will review and score all abstracts that are submitted by the deadline date and which meet the screening criteria (all information and in formats required by this Announcement). The panel will review the abstracts using the evaluation criteria listed below to score each abstract. The review results will be the primary elements used by the Commissioner, ACYF, in making decisions regarding request for a full application submission. In addition, ACYF may also obtain comments on abstracts from other Federal or State staff, specialists, and experts.

Subsequently, when applications for planning grants are solicited from successful applicants in the abstract phase, an independent review panel will again review and score all planning grant applications submitted utilizing criteria 1 through 5, listed below, maximum 100 points.

1. Objectives and Need for Assistance (30 points)

The goals and objectives must address one of the stated priorities or another relevant area and clearly state the expected outcomes. The proposed project must substantiate its capacity to improve the quality and effectiveness of local Head Start program services.

2. Approach (25 points)

The design of the approach must identify the tasks necessary to carry out the project in ways that will accomplish

quantifiable high quality results in Phase 2, planning, and Phase 3, implementation.

3. Results or Benefits Expected (20 points)

Conceptualize the proposed work and discuss the relevance of the proposed work to the purposes of this announcement and the priority or other areas selected. Clearly articulate the anticipated benefits to the Head Start community.

4. Organizational Profiles (15 points)

Information must be provided on the capacity of the offeror to implement the proposed plan. The relevant experience and proposed roles of key staff and other individuals proposed must be included. In addition, a reflection of community commitment is required. Provide a biographical sketch for each key person appointed and a job description for each vacant key position. A biographical sketch will also be required for new key staff as appointed.

Other individuals must be identified with a brief description of their relevancy and an indication of the tasks or activities for which they will be primarily responsible. Corporate capacity and community commitment are also to be addressed.

5. Budget and Budget Justification (10 points)

Applicants must provide an estimate of the total proposed budget (planning and implementation), including information about other funding sources. The budget must be reasonable for the proposed scope of work. Budget narrative is not required with the abstract. Only those invited to submit a complete Phase 2 planning proposal will need to prepare a detailed budget narrative for the proposed Phase 2 and 3 work.

Applicable Administrative Regulations

Applicable administrative regulations include 45 CFR part 74, Administration of Grants, for non-profit agencies; and 45 CFR part 92, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

Post-Award Reporting Requirements

Post award reporting requirements include submission of quarterly programmatic and budget reports.

Estimate of Schedule

ACYF anticipates that abstracts will be reviewed and selected applicants notified to submit full planning proposals approximately 60 days