

facilitating such activities and the length of time the applicant has been involved in these activities. The application clearly shows the successful management of projects of similar scope by the organization, and/or by the individuals designated to manage the project.

3. The extent to which the applicant provides position descriptions and/or resumes of key personnel, including those of consultants, which clearly relate to the personnel staffing required to achieve the ELOA project objectives and the proposed budget. The position descriptions and resumes must clearly describe the qualifications, any specialized skills, and duties for each position necessary for overall quality of the project. Resumes must be included if individuals have been identified for positions in the application. The applicant must also list organizations and consultants who will participate in the project along with a short description of the nature of their effort or contribution.

4. The extent to which the applicant describes its agency including the types, quantities, and costs of services it provides. The applicant must discuss the role of other organizations that will be involved in providing direct services to children and families through this grant.

5. If the Local Council plans to work with a fiscal agent, that entity, its qualifications, and its relationship to the Council must be described. The extent to which the applicant and/or its fiscal agent demonstrates that it has sufficient fiscal and accounting capacity to ensure prudent use, proper disbursement, and accurate accounting of funds.

6. The extent to which the applicant provides organizational charts for the Local Council, its members, and any third-party, including a list of all sites, addresses, phone numbers, and staff contacts and titles.

7. The extent to which the applicant demonstrates active participation of the entire Local Council in the development of its application and the project, including a description of the ongoing role of the Local Council in the implementation of the project, and methods for documenting its participation. Such evidence includes but is not limited to minutes of council meetings, council resolutions, newspaper articles, and community surveys.

8. The extent to which the applicant includes third-party agreements with cooperating entities, which detail the scope of work to be performed, work schedules, remuneration, and any other terms and conditions that structure or

define the relationship. Information about new agreements that will be executed with subgrantees, contractors, or other cooperating entities should also be included. If no written agreements exist, sample/draft agreements may be submitted.

9. The extent to which the applicant demonstrates support for the project from parents, the community at-large, and other key leaders and stakeholders.

10. The extent to which the applicant demonstrates a feasible plan for securing resources and continuing project activities, if applicable, after Federal assistance has ceased. The applicant should demonstrate its understanding that the ACF is interested in funding projects that will be completed, self-sustaining, or financed by other than ELOA funds at the end of the project period.

#### *Criterion 6. Budget and Budget Justification (10 Points)*

1. The extent to which the applicant demonstrates that the funds requested will be used for early learning services that are allowed under this announcement. The discussion must refer to (1) the budget information presented on Standard Forms 424 and 424A and the applicant's budget justification and (2) the results or benefits identified under Criterion 3 above.

2. The extent to which the project's costs are reasonable in view of the activities to be carried out, that the funds are appropriately allocated across component areas, and that the budget is sufficient to accomplish the objectives.

3. The extent to which the applicant's narrative budget justification provides detailed calculations that describe how the categorical costs are derived. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. For example: To compute salary costs for a full-time employee who will be employed for the entire 17-months of the ELOA project, divide the annual salary by 12 and then multiply by 17. To compute the costs for a full-time employee who will be paid by the hour for the entire 17-month project, multiply 2,947 hours by the hourly wage. The full-time equivalent for a 12-month position is 2,080 hours. The applicant should specify the costs for the entire 17-month ELOA project period, not separate costs into 12-month and a five-month budgets.

4. The extent to which the applicant provided sufficient funds in the project budget to implement the proposed evaluation activities.

5. If there is a distance learning component of the project, and that component includes evaluation of the efficacy of any distance learning technique(s) for child care providers, the extent to which the costs of that evaluation are adequately considered and provided for in the budget.

6. Funds must be allocated to allow two representatives from the Local Council to attend one two-day grantee meeting in Washington, DC.

7. Applicants are encouraged to provide Letter(s) of Commitment from the State, local public and private organizations/agencies, and any other source that will be contributing toward the Applicant's non-Federal share of project costs. The Letter(s) of Commitment should state the amount to be contributed and the form of the contribution (*i.e.*, cash or in-kind). **Note:** Letter(s) of Commitment are not to be confused with Letter(s) of Support or with the Letter of Designation by an Entity of Local Government.

#### **Part V. Application and Selection Process**

##### *A. Assistance to Prospective Grantees*

Potential grantees should direct questions about application process and forms to the ACYF Operations Center at 1-800-351-2293 and refer to the Program Announcement No. ACYF-PA-CCB-2003-01. Questions about the ELOA program requirements may be directed to Carol L. Gage, ELOA Federal Project Officer, at (202) 690-6243 or [cgage@acf.hhs.gov](mailto:cgage@acf.hhs.gov).

##### *B. Application Requirements*

To be considered for a grant, each application must be submitted on the forms provided in the application package and in accordance with the guidance provided in Parts V and VI below.

##### *C. Paperwork Reduction Act of 1995 (Public Law 104-13)*

Public reporting burden for this collection of information is estimated to average eight hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

The project description is approved under Office of Management and Budget (OMB) Control Number 0970-0139, which expires December 31, 2003.

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.