

supporting documentation is 50 numbered pages. These documents might include excerpts from the needs and resources assessment, resumes/job descriptions, photocopies of news clippings, documents related to the involvement and participation of the Local Council, and evidence of its efforts to coordinate early care and education services at the local level including letters of support and/or third-party agreements.

B. Submission of Application

To be considered for funding, the applicant must submit one signed original and two copies of the application, including all attachments, to the application receipt point specified above. The original copy of the application must have original signatures, signed in blue ink. The original must be stapled (back and front) in the upper left corner. Rubber bands may be used to secure the pages of the two copies. The original application and the two copies must be submitted in a single package.

Each application will be duplicated, therefore, please do not use or include colored paper, colored ink, separate covers, binders, clips, tabs, plastic inserts, over-sized paper, videotapes, or any other items that cannot be easily duplicated on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including the supporting documentation. Applicants are advised that a copy (not the original) of the application as submitted will be reproduced by the Federal government for review by the panel of evaluators.

Dated: June 19, 2003.

Joan E. Ohl,

Commissioner, Administration on Children, Youth and Families.

Appendix A.—Sample 1—Letter of Designation of the Local Council by an Entity of Local Government

DATE

To Whom It May Concern:

Under the authority granted by the [Specify Source of Authority to Act on behalf of the Entity of Local Government], I/We hereby designate the [Insert Name of Local Council] as the eligible Local Council for the [Insert the name(s) of localities to be served by the Local Council (e.g., city(ies), county(ies), borough(s), etc.)] for the purposes of applying for a discretionary grant under the Early Learning Opportunities Act (ELOA) program. I/We also authorize the [Insert Name of Local Council] to develop and submit an application to the Administration on Children, Youth and Families, Child Care Bureau in response to the ELOA Program Announcement No. ACYF-PA-CCB-2003-01, and to administer the implementation of the project if funded.

As required under the statute governing ELOA, the [Insert Name of Local Council] includes: (1) Representatives of local agencies that will be directly affected by early learning programs assisted under the ELOA and this announcement; (2) parents; (3) other individuals concerned with early learning issues in the locality, such as representatives of entities providing elementary education, child care resource and referral services, early learning opportunities, child care, and health services; and (4) other key community leaders.

The [Insert Name of Local Council] was responsible for preparing and submitting the enclosed application for the ELOA discretionary grant program.

Sincerely,

Signed and dated by the authorized entity of local government (e.g., mayor, city/county manager, city/county executive, city/county council, board of supervisors, select board, etc.)

Appendix B.—Sample 2—Letter of Designation of the Local Council and Identification of the Fiscal Agent by an Entity of Local Government

DATE

To Whom It May Concern:

Under the authority granted by the [Specify Source of Authority to Act on behalf of the Entity of Local Government], I/We hereby designate the [Insert Name of Local Council] as the eligible Local Council for the [Insert the name(s) of localities to be served by the Local Council (e.g., city(ies), county(ies), borough(s), etc.)] for the purposes of the Early Learning Opportunities Act (ELOA) discretionary grant program. I/We also authorize the [Insert Name of Local Council] to develop and submit an application to the Administration on Children, Youth and Families, Child Care Bureau in response to the ELOA Program Announcement No. ACYF-PA-CCB-2003-01, and to administer the implementation of the project if funded.

I/We hereby authorize the [Insert Name of Fiscal Agent] to serve as the Fiscal Agent for the [Insert Name of Local Council] and the Fiscal Agent's Employer Identification Number (EIN) is: _____ and this EIN has been entered in Item 6 on the Application for Federal Assistance (SF-424).

As required under the statute governing ELOA, the [Insert Name of Local Council] includes: (1) Representatives of local agencies that will be directly affected by early learning programs assisted under the ELOA and this announcement; (2) parents; (3) other individuals concerned with early learning issues in the locality, such as representatives of entities providing elementary education, child care resource and referral services, early learning opportunities, child care, and health services; and (4) other key community leaders.

The [Insert Name of Local Council] was responsible for preparing and submitting the enclosed application for the ELOA discretionary grant program.

Sincerely,

Signed and dated by the authorized entity of local government (e.g., mayor, city/county manager, city/county executive, city/county council, board of supervisors, select board, etc.)

Appendix C.—Sample Format for Providing Information on the Composition of the Local Council

Members name	Title	Agency	Role
L.M. Zilka	Superintendent	Emerald City Public Schools	C
Jessica Lawson	Director	Happy Days Child Care Center	A
Tanja Bos	Director	Child Care Resource and Referral	C
Angela Bower	Director	Head Start	B
Monica Parkzes	Director	County Health Department	C
Marsha Staimer	Chair	Emerald City Chamber of Commerce	D
Peggy Jo Picard	Family Child Care Provider	C
Sarah Kyrklund	Autism Consultant	Emerald City Public Schools	A
Susan Mali	Parent of Young Child	B
Susan LaCombe	President	Emerald County Community College	A
Alberta Halvorsen	VP	Emerald City United Way Services	D
Frank Chavez	County Manager	Emerald County	D
Christopher Lawson	Parent of Young Child	B
Harriet Kelsey	Director	Emerald County Social Services	C
Morena Flores	Director	La Puerta Fundacion	D