

qualified and knowledgeable of Head Start. The applicant must fully describe the approach and/or methodology and delineate the relationship of each task to the accomplishment of the proposed objectives. There should be evidence that the planned approach reflects sufficient input from and partnership with the Head Start partners.

The Head Start Bureau is particularly interested in the following:

1. Describe the planning the applicant will conduct during the start-up period to prepare for implementation of the program. Provide assurance that no more than six months will be devoted to planning activities.

2. Indicate how staff will be recruited and selected to participate in the program, including staff from childcare organizations that are collaborating with Head Start grantees and delegate agencies.

3. Clearly describe how the training and coursework will be contextually and culturally relevant to the Head Start and Early Head Start environment and how it will contribute to enhancing the effectiveness of teachers, program quality, and outcomes for Head Start children and families.

4. For academic training proposals, describe efforts by the institution and Head Start partners to make training and coursework accessible to Head Start participants and to support their successful completion of courses, training, and degrees. Include discussion of issues such as timing, scheduling, and location of classes or training; support to enhance the literacy and study skills of participants, and approaches to integrate training in the working environment of the Head Start program. Provide assurance that training/courses are offered at no cost to trainees.

5. For academic training proposals, describe efforts to complement the Federal funds requested in this proposal with other sources to maximize the benefits to Head Start the institution. Include any efforts or plans to assist Head Start staff in accessing sources of financial assistance or to make use of other funding for training and career development of early childhood program staff.

6. Document that the institution currently offers credit courses, and proposes to offer credit courses, particularly in the area of Early Childhood Development/Education.

7. For academic training proposals, describe how CDA training and certification of Head Start and Early Head Start staff, as appropriate, as well as previous coursework and credits will be linked to academic credits and

course sequences leading to AA/BA degrees. Applicant should indicate how many Head Start and Early Head Start staff members will be included in this effort.

8. Describe the organizational structure that will support the project objectives. Indicate how joint planning and assessment with the Head Start and Early Head Start grantees will be implemented with timelines and clear lines of responsibility. Indicate how staff positions are assigned and describe their major functions and responsibilities.

9. Describe the role the institution will play in the consortium of HBCUs funded under this initiative.

10. Describe the activities that will continue after the completion of this project that will ensure that the institution will continue to participate in providing educational opportunities for Head Start and Early Head Start staff.

#### Criterion 2. Results or Benefits Expected: (20 points)

The extent to which the application identifies the results and benefits to be derived; describes the anticipated contribution to policy, practice, theory and/or research; specific benefits should be described for both the institution and the Head Start program.

The Head Start Bureau is particularly interested in the following:

1. Based on the stated program objectives, identify the results and benefits to be derived. Identify the specific results or benefits that could be expected for the Head Start grantees and the institution. Describe how Head Start children benefit from the project.

2. Identify both qualitative and quantitative data the program will collect to measure progress towards the stated results or benefits. Identify how the program will determine the extent to which it has achieved its stated objectives.

3. For academic training proposals, provide a projection of the estimated number of teachers that will earn degrees over the duration of the project based on an analysis of the current levels of credits/courses earned by participants and a proposed sequence of courses.

#### Criterion 3. Objectives and Need for Assistance: (15 Points)

The extent to which the application identifies relevant physical, economic, social, financial, institutional or other problems requiring a grant; demonstrates the need for assistance; states the principal and subordinate objectives of the project; provides supporting documentation or other

testimonies from concerned interests other than the applicant.

The Head Start Bureau is particularly interested in the following:

1. State the objectives for the program. Indicate how these objectives are based on an assessment of community needs and how they relate to Head Start goals. Describe the process used to assess the need for the proposed program including the total number of staff needing training, including preschool and infant/toddler teachers. If an assessment already exists, the applicant should describe the process used and explain any additional consultation as it relates to the development of the proposed program.

2. Specifically identify the population to be served. Indicate the Head Start and Early Head Start grantees that are proposed as participating partners, the numbers and types of staff to be trained, and the proposed areas of training, courses, and/or degrees to be awarded, as appropriate.

3. Describe the development of agreement of the institution and Head Start partnerships and any other consultation related to the development of the proposed initiative. Describe any efforts to frame the proposed initiative within broader state or community efforts to enhance professional and career development for staff in all forms of early childhood and child care programs. Include support letters that document consultation and support from the proposed grantee or delegate agency partners, such as the Regional Head Start Quality Improvement Center (QICs), the Head Start State Collaboration Office, and any existing state level early childhood career development initiative.

#### Criterion 4. Budget and Budget Justification: (15 Points)

The extent to which the project's costs are reasonable in view of the activities to be carried out and the anticipated outcomes.

#### Applicable Administrative Regulations

Applicable administrative regulations include 45 CFR part 74, Administration of Grants, for profit agencies, and 45 CFR part 92, Uniform Administrative Requirements for Grants and Cooperative Agreements to States and local Governments.

#### Post-Award Reporting Requirements

Post-Award Reporting Requirements include submission of quarterly programmatic and budget reports. Program reports must clearly outline status on the accomplishment of stated goals and objectives. Financial reports