

Non-Profit Child Care Provider

1. Name of non-profit child care provider, name of Director or CEO, telephone number, street address, city, state, zip code.

2. Employer Identification Number.

3. The name of bond carrier, contact person and telephone number. If the applicant is not currently bonded the applicant must provide the name of the prospective bond carrier. Every grantee must be bonded to receive the grant award and proof of bonding will be required prior to award of grant funds. This cost of bonding up to the amount of the grant is an allowable expense under this grant.

4. Name of PHA/IHA with which the applicant will be working including: contact person and telephone number, street address, city, state and zip code. (only applicable to the applicant).

5. State child care license (not provisional), date of issuance.

6. Documentation of any other professional accreditation and date of issuance.

7. Date of last state or local child care monitoring visit; date of last fire department monitoring visit.

8. List of recent Federal grants, Federal Project officer, specifying what, if any, required the grantee to renovate a child care facility.

Head Start Grantee

1. Name of grantee, name of Director or CEO, telephone number, street address, city, state, zip code.

2. Employer Identification Number.

3. Name of PHA/IHA with which the applicant will be working including: Contact person and telephone number, street address, city, state and zip code. (only applicable to the applicant)

4. The date of the last Federal Head Start monitoring visit.

5. Documentation of any other professional accreditation and date of issuance.

RC or RMC

1. Name of organization, name of contact person, telephone number, street address, city, state and zip code.

2. Employer Identification Number.

3. The name of bond carrier, contact person and telephone number. If the applicant is not currently bonded the applicant must provide the name of the prospective bond carrier. Every grantee must be bonded to receive the grant award and proof of bonding will be required prior to award of grant funds. This cost of bonding up to the amount of the grant is an allowable expense under this grant.

4. Date of last board election, names of all board members, titles, and

appointment dates, and appointment term.

5. Name of PHA/IHA, code, contact person and telephone number, street address, city, state and zip code.

6. Name of Housing Development, number of units family units, elderly units).

7. Name, address, contact person, telephone number of any other child care facility that you operate.

8. Documentation of any other professional accreditation and date of issuance.

9. List of Federal grants, Federal project officer, telephone number; identify the grants, if any, which required the grantee to renovate a child care facility.

B. Other Documents

In addition to the one or two page profile, all applicants must include the information listed below for their organization and the other consortium members with which they have subgrant or delegate agency agreements for the operation of some or all of the program.

1. Proof of non-profit status.

2. A recent audit or a statement from a Certified Public Accountant/Licensed Public Accountant certifying the applicant has an accounting system with financial controls adequate to safeguard federal funds, including a system for monitoring the disbursement and reconciliation of funds, that there is a method where budget costs are compared to actual costs, and interfund loans are not allowed.

3. A letter of commitment from the appropriate Public Housing Authority (PHA) or Indian Housing Authority (IHA) (for applicants only).

4. The job descriptions and resumes of key staff.

5. Copy of child care license.

Part VII. Application Process**A. Required Forms and Signatures**

Applicants must submit all of the required forms and certifications included at the end of this Announcement.

B. Application Submission

Applications must be prepared in accordance with the guidance provided in this Announcement. Applications are restricted to no more than 40 double-spaced pages of program narrative. This restriction does not include the project summary, documentation required in Part VI above and the forms which make up the SF 424. The application must be paginated beginning with the SF 424 and in the order of the checklist (Part VII, C). It must contain a table of

contents listing each section of the application with the respective pages identified. Each application must be single-sided on 8½"×11" paper. Applications must contain only the information requested. Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, curriculum, videos, or any other items that cannot be photocopied. Any extraneous information, including curriculum documents, brochures, etc. will be removed from your application. Applicants must submit three copies of the application, including one with original signatures, and all forms and required documentation. An application without a SF 424 or with an unsigned SF 424 is considered incomplete and will not be eligible for review.

C. Checklist for a Complete Application

The checklist below is for your use to ensure that your application package has been properly prepared. Each application should include one signed original and two additional copies of the following:

Section I: Technical Proposal—Project Description

—Standard Form 424, SF 424A, and SF 424A page 2, REV.4-88. Child Care Providers and RC/RMCs must include the Employer Identification Number on the SF 424; (If this information is not included, the application will not be eligible for review.)

—Table of Contents;

—Project Summary—one page only;

—Project Narrative—maximum of 40 double spaced pages;

—Timeline (one or two sheets of paper); and

—Copies of contracts/delegate or cooperative agreements.

Section II: Required Documentation

—Profiles

—Proof of non-profit status from IRS

—Audit or statement

—Letter of commitment from PHA or IHA

—Job description and resume of project director; job description and resume of lead program director

—Copy of child care license

Section III: Additional Forms/Certifications/Assurances

—A completed SPOC certification with the date of SPOC contact entered in line 16, page 1 of the SF 424, REV.4-88);

—ASSURANCES—NON-CONSTRUCTION PROGRAMS (Signed)

—Certification Regarding Lobbying (signed)