



## Continuation and Baseline Quality Checklist

### Writing a Strong Continued Funding Proposal

It's that time of year when many grantees are preparing to submit their continued funding proposals. For some programs, there is nothing worse than investing an incredible amount of time and effort into your proposal, only to have it returned by the Regional Office for additional clarification. The following checklist will assist you in ensuring that you have included all the proposal elements necessary for approval of your grant application.

#### Formatting Requirements:

Application Element	Yes	No
Provide a Table of Contents		
Use a font size of at least 12-point font		
Number each page in the lower right – hand corner		
Double space each page with 1" margins on all sides		
Use appropriate section headers to align with the instructional guidance		
The narrative and budget is no longer than 60 pages		
The attachments are no longer than 60 pages		

#### Baseline Grant (60-page limit):

### Section I Program Design and Approach to Service Delivery

Section A: Goals		
Application Element	Page #	Comments/Changes Needed
<b>1. What are your Program Goals, Measurable Objectives, and expected Outcomes for the project period?</b>		
a. List all program goals		
b. List all Measurable Objectives aligned to each program goal		
c. Selected at least <b>two</b> objectives and described the progress and outcomes (could also include a table in the appendix with this information)		
d. For continuation (not baseline) describes how the outcomes you plan to achieve differed from last year.		
<b>2. Explain how your program's School Readiness Goals align with the Head Start Early Learning Outcomes Framework: Ages Birth to Five, state and tribal early learning guidelines, as appropriate, and requirements and expectations of the local schools where children will transition.</b>		
<b>3. Discuss how your program involved governing body, policy council, and parents in developing the Program Goals.</b>		
Sub-Section B: Service Delivery		
<b>1. Service and Recruitment Area</b>		
a. Identify the service and recruitment area for proposed program operations		
b. Provide Evidence to demonstrate your service area and locations are the area(s) of greatest need		
c. If child care partners are proposed, identify the number of children proposed to be served through partnership slots.		



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<b>2. Needs of Children and Families</b>		
Provide a summary of data from your community assessment that informs the program's selection criteria and design, such as:		
<ul style="list-style-type: none"> <li>a. The estimated number of eligible children under five years of age and pregnant women by geographic location, race, ethnicity, and spoken language, including children experiencing homelessness, in foster care, dual language learners, and with disabilities;</li> </ul>		
<ul style="list-style-type: none"> <li>b. Data regarding the education, health, nutrition, social service, child care, parent schedules, and other service needs of the proposed children, families, and pregnant women; and</li> </ul>		
<ul style="list-style-type: none"> <li>c. The availability of other child development, child care centers, and family child care programs that serve eligible children, including home visiting, publicly-funded state and local preschools, and the approximate number of eligible children served.</li> </ul>		
<b>3. Proposed Program Option(s) and Funded Enrollment Slots</b>		
<ul style="list-style-type: none"> <li>a. Specify the proposed program option(s) (i.e., center-based, home-based, and family child care) and describe how your program will ensure compliance with 1302 Subpart B requirements and other applicable requirements.</li> </ul>		
<ul style="list-style-type: none"> <li>b. If requesting a locally-designed program option variation (LDO) waiver:               <ul style="list-style-type: none"> <li>i. Identify the program(s), Head Start and/or Early Head Start, for which the waiver would apply.</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>ii. Identify the requirement(s) for which the waiver would apply:               <ul style="list-style-type: none"> <li><i>Center-based ratios and group size - cannot be waived for children &lt; 24 months</i> <ul style="list-style-type: none"> <li>a. Center-based duration</li> <li>b. Selection of home based-only setting in Head Start</li> <li>c. Home-based caseloads</li> <li>d. Home-based duration</li> <li>e. Family child care ratios and group size</li> <li>f. Family child care duration</li> </ul> </li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>iii. Describe the rationale for the request.</li> </ul>		
<ul style="list-style-type: none"> <li>iv. When waiving ratios and group sizes in center settings, specify how square footage will meet applicable requirements</li> </ul>		
<ul style="list-style-type: none"> <li>v. Specify the proposed timetable for implementation of the option.</li> </ul>		
<ul style="list-style-type: none"> <li>vi. Check to be certain the changes described are reflected in the program schedule tab.</li> </ul>		
<ul style="list-style-type: none"> <li>vii. Explain how the program will measure progress to assure the LDO effectively supports appropriate development and progress in children's early learning outcomes.</li> </ul>		
<ul style="list-style-type: none"> <li>viii. If available, provide evidence that demonstrates the locally designed variation is effective.</li> </ul>		



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c. Discuss how your program option(s) will meet the needs of children and families in the communities served.		
d. <b>Funded Enrollment Changes.</b> If proposing to change or convert the number of funded enrollment slots, explain the rationale.		
i. Provide the funding amount for the Head Start and Early Head Start programs before and after the change.		
ii. Specify the number of Head Start and Early Head Start slots before and after the change		
iii. If proposing to convert Head Start slots to Early Head Start slots, then:		
A. Describe how the needs of eligible Head Start children will be met in the community when the conversion takes place.		
B. Describe how the chosen model(s) meets the needs of infants, toddlers, and pregnant women.		
C. Discuss the agency's capacity to carry out an effective Early Head Start program.		
D. Discuss the qualifications, competencies, and training of staff, and describe the facilities and program infrastructure to support the new or expanded Early Head Start program.		
E. Specify the proposed timetable for implementation of the conversion.		
<b>4. Centers and Facilities</b>		
a. List any additions, deletions, or changes to your service locations, including partners, and describe the reasons for changes.		
b. Describe any minor renovations and repairs included within this application (not subject to a separate 1303 Subpart E application).		
c. Describe any facilities activities that are subject to 1303 Subpart E, e.g., purchase, construction, major renovation, loan or mortgage, and subordination agreement.		
<b>5. Eligibility, Recruitment, Selection, Enrollment and Attendance</b>		
a. Describe the recruitment process to ensure services will be provided to those in greatest need of program services.		
i. Describe specific efforts and expected challenges to actively locate, recruit, and enroll vulnerable children, including children with disabilities, children experiencing homelessness, and children in foster care.		
b. Describe your program's strategy to promote regular attendance including special efforts for chronically absent children and other vulnerable children.		



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<p><b>6. Education and Child Development</b>  <i>If center-based or family child care program option is chosen, respond to item a, and c through d. If home-based program option is chosen, respond to items b through d. If locally designed program option is chosen, respond to items that apply. Programs that serve American Indian and Alaska Native (AIAN) children also respond to item e.</i></p>		
a. Center-based or family child care programs:		
i. Identify the curriculum(a) your program will use including, if applicable, curricular enhancements and/or significant adaptations.		
ii. Describe how each identified curriculum is appropriate for ages and background of children served, research-based, and has an organized developmental scope and sequence.		
iii. Include Evidence that each curriculum is aligned with the Head Start Early Learning Outcomes Framework: Ages Birth to Five.		
iv. Describe how your program will support staff to implement curriculum with fidelity.		
b. Home-based programs:		
i. Identify the home-based curriculum(a) your program will use including, if applicable, curricular enhancements and/or significant adaptations		
ii. Describe how each curriculum is appropriate for ages and background of children served, research-based, promotes the parent's role as the child's teacher including, as appropriate, the family's traditions, culture, values, and beliefs, and has an organized developmental scope and sequence, and how it is aligned with the <i>Head Start Early Learning Outcomes Framework: Ages Birth to Five</i> .		
iii. Describe how your program will support staff to implement the curriculum.		
iv. Describe group socializations to be offered.		
c. Identify the developmental screenings and assessments your program plans to use and why, including how the program addresses screening and assessment for children who are dual language learners.		
d. Describe opportunities offered to parents and family members to be engaged in their child's education such as participation in screenings and assessment, and delivery of the curriculum		
e. For programs serving AIAN children, and where applicable, describe efforts for Tribal language preservation, revitalization, restoration, or maintenance.		



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<b>7. Health</b>		
a. Describe how your program will, in partnership with parents, meet the oral health, nutritional, and mental health and social and emotional well-being, and health status and care needs of children that are developmentally, culturally, and linguistically appropriate and support each child's growth and school readiness:		
i. Include how your program will ensure up-to-date child health status, ongoing care, and timely follow-up care.		
ii. For mental health and social and emotional well-being, describe how a program will provide mental health consultation services in partnership with staff and families.		
<b>8. Family and Community Engagement</b>		
a. Describe key program strategies for building trusting and respectful relationships with families and for providing program environments and services that are welcoming and culturally and linguistically responsive to families, including those specific to fathers.		
b. Describe engagement activities to support parent-child relationships, child development, family literacy, and language development including supporting bilingualism and biliteracy.		
c. Describe how your program has selected and is implementing a research-based parenting curriculum. Describe how your program engages parents in a research-based parenting curriculum.		
d. Describe key program strategies for family partnership services, including:		
i. Procedures for conducting the family assessment and family partnership process and aligning activities to the Parent, Family, and Community Engagement Framework outcomes; and		
ii. Tracking progress toward individual family goals and needs		
e. Provide a few examples of community partnerships that facilitate access to services or resources in the community that are responsive to family partnership goals and children's needs. Identify any challenges to necessary partnerships and how the program plans to address those challenges.		
<b>9. Services for Children with Disabilities</b>		
a. Describe how your program will ensure the full participation in program services and activities for enrolled children with disabilities, including but not limited to those who are eligible for services under IDEA and those who already have an IFSP or IEP.		
b. Describe how your program will ensure the individualized needs of children with disabilities are met, including how the program will collaborate with and help parents in the process and how the program will coordinate and collaborate with the local agency responsible for implementing IDEA.		



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<b>10. Transition</b>		
<i>Describe strategies and practices to support successful transitions</i>		
a. Transitions to and from Early Head Start;		
b. Transitions from Head Start to kindergarten; and		
c. Transitions between programs.		
<b>11. Services to Enrolled Pregnant Women</b>		
a. Describe how your program facilitates access to a source of ongoing care for enrolled pregnant women that do not have existing access to such care.		
b. Describe your program's strategy to provide prenatal and postpartum information, education, and services such as those that address fetal development, nutrition, risks of alcohol and drugs, postpartum recovery, and infant care and safe sleep practices.		
c. Describe how your program's family partnership services includes a focus on factors that influence prenatal and postpartum maternal and infant health, includes other relevant family members, and support the transition process.		
<b>12. Transportation</b>		
a. Describe the level of need for child transportation services.		
b. Describe how your program will either directly meet transportation needs or assist families in accessing other transportation so that children can attend the program.		
<b>Sub-Section C: Governance, Organizational and Management Systems</b>		
Application Element	Page #	Comments/Changes Needed
<b>1. Governance</b>		
<i>Structure</i>		
a. Identify the member (i) with expertise in fiscal management or accounting, (ii) with expertise in early childhood education and development, and (iii) the licensed attorney familiar with program governance issues in the governing body/Tribal Council.		
b. Describe how your program ensures additional members on the governing body reflect the community, including parents and representation from other key programmatic areas.		
c. Describe the makeup of the Policy Council or if applicable, the Policy Committee. Include how each program option is represented.		
<i>Processes - Governing Body</i>		
a. Describe how the governing body receives key program information as outlined in 1301.2(b)(2) to inform their ongoing responsibilities including how decisions submitted by the Policy Council are incorporated into the decision-making process. Describe other key processes to ensure the governing body maintains effective ongoing oversight of program operations and accountability for federal funds.		



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b. If applicable, describe and explain the responsibilities delegated to any advisory committee related to program governance and improvement of the Head Start program. Include how the governing body maintains its legal and fiscal responsibility in the process.		
<i>Policy Council or Policy Committee</i>		
c. Describe how the Policy Council, and if applicable, the Policy Committee, receives and shares key program information as outlined 1301.3(c)(2) to inform their ongoing responsibilities.		
<i>Parent Committees</i>		
d. Describe how the parent committees communicate with staff to inform program policies, activities, and services to ensure they meet the needs of children and families.		
e. Describe the process for communication with the Policy Council and Policy Committees.		
<i>Relationships</i>		
a. Describe training and technical assistance or orientation sessions for the governing body, advisory committee members, and the Policy Council.		
b. How does your program ensure governing body members do not have a conflict of interest with the Head Start, Early Head Start, and delegate programs or other partners/vendors? Describe any exception criteria applicable to a governing body member.		
c. How do the governing body and Policy Council members ensure meaningful consultation and collaboration around their joint decisions?		
<b>2. Human Resources Management</b>		
a. Provide an organizational chart within the narrative identifying the management and staffing structure including the Executive Director, the Program Directors, managers, and other key staff. Include assigned areas of responsibility and lines of communication.		
b. Describe systems developed to ensure criminal background checks occur prior to hire for all staff, consultants, and contractors in the program. Note that programs have until 09/30/2018 to comply with all background checks requirements at §1302.90(b) but, in the meantime, programs must still adhere to Section 648A(g) of the Act.		
c. Describe orientations provided to new staff, consultants, and volunteers.		
d. Describe key features of your program's approach to staff training and professional development. Describe your program's approach to implementing a research-based coordinated coaching strategy, including the approach to the delivery of intensive coaching for identified staff.		



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<b>3. Program Management and Quality Improvement</b>		
a. Describe key features of your program's systems for ongoing oversight, correction, and assessment of progress towards your program's identified goals. Include approaches that promote effective teaching and health and safety practices.		
b. Describe key features of your program's management process and system to ensure continuous program improvement that relate to effectively using data and ongoing supervision to support individual staff professional development.		
c. Describe how the management system ensures budget and staffing patterns that promote continuity of care, allow sufficient time for staff participation in training and professional development, and allow for provision of the full range of services		

### Section II: Budget and Budget Justification Narrative

Application Element	Page #	Comments/Changes Needed
1. Provide a detailed narrative to explain the costs by object class category identified within the <i>SF-424A Section 8-6</i> . Explain significant personnel and fringe adjustments for this budget period for item a and b. For each item c through h, ensure the narrative aligns with the amounts requested.		
2. For direct and, if applicable, indirect costs requested, identify and explain each delegate agency agreement, partnership contract, and any single item costing more than \$150,000 in the "Contractual" and "Other" budget categories.		
3. If applicable, describe the planned use of cost-of-living adjustment (COLA) funds based on the related Program Instruction.		
4. Describe key features of the organization's financial and property management system and internal controls in place to maintain effective control and accountability for grant funds, property, and other assets. See requirements for financial management at 45 CFR §75.302 and internal controls at §75.303.		
5. Identify each source of non-federal match, including the estimated amount per source and the valuation methodology. Explain how your program determined that proposed non-federal match is allowable per 45 CFR §75.303 and Section 1303.4.		
6. If proposing a waiver of the non-federal share match requirement, provide a detailed justification that conforms with the criteria under Section 640(b)(1)-		





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7. If proposing a waiver of the 15% limitation on development and administrative costs, provide a justification that meets Section 1303.5 and contact your regional office for additional guidance.		
8. If requesting an enrollment reduction request, describe the budget implications of the reduction request and any cost-savings measures considered prior to seeking the enrollment reduction.		
9. If requesting a conversion (see Section 1302.20(c)):		
a. Identify the amount of funds that will be re-allocated by object class category to convert Head Start to Early Head Start services. Explain the changes in each object class category.		
b. Describe start-up costs from the annual operational funds that would be necessary to implement the proposed conversion request based on the timetable in item 3.c.iii.5 of Sub-Section B of these instructions.		
c. Discuss one-time funding necessary for the conversion and how the agency intends to secure such funding.		
10. If requesting funds for the purchase, construction, or major renovation of facilities not previously approved, explain the need for and proposed use of such funds. Identify all proposed sources of funding for facilities activities and submit supporting documentation.		
11. If requesting funds for equipment, describe the procurement procedures to be followed for the purchase of such equipment. See equipment definition at 45 CFR §75.2.		