



Draft Tribal Early Childhood Facilities Combined Application Guide

INFORMATIONAL
WEBINAR

DECEMBER 19, 2023

Welcome and Introductions



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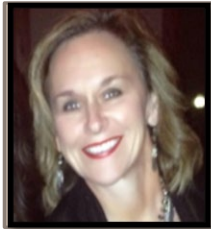
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Office of Early Childhood
Development

Agenda

Purpose and Background of Combined Facilities Application Guide

Draft Application Guide Content

Resources to support comments

Requesting and submitting feedback on draft guide

Timeline and next steps

Q&A

Purpose and Background

DRAFT TRIBAL EARLY CHILDHOOD FACILITIES COMBINED
APPLICATION GUIDE



Executive Order on Increasing Access to High-Quality Care and Supporting Caregivers

HIGHLIGHTS

- Reducing child care costs for families
- Making Head Start and child care more accessible
- Improved wages and benefits for Head Start staff
- Increasing rates for child care
- Improved access to mental health supports for workforce
- Streamlined process for tribal facilities application and approval



Background

Both Head Start and Tribal Child Care and Development Fund resources can be used to support facility construction and major renovation activities

Tribes have indicated the processes for applying and receiving approval for facility projects is cumbersome for both programs

The different processes used by Office of Child Care and Office of Head Start makes it challenging for Tribes to implement projects that are jointly funded

The Executive Order states that “The Secretary of Health and Human Services shall take steps to streamline processes for Tribes to use [Child Care and Development Fund] and Head Start funding to construct and improve facilities, including facilities that are jointly funded.”



Alignment Across Tribal Facilities Projects



Proposed Tribal CCDF and AIAN Head Start facilities projects often touch children served by Head Start and CCDF



Similar (but not identical, currently) required application content



Similar (but not identical, currently) ACF review and approval processes

Ensure federal interest and real property requirements are met, while minimizing red tape and burden to expand access to high-quality early care and education facilities.



Key Differences in Tribal Facilities Processes

Child Care and Development Fund

Formula grant

Tribes set aside funds
already appropriated for
facilities projects

Purchasing land or
facilities not allowable



Head Start

Competitive grant

Tribes must request
one-time funds for
facilities projects

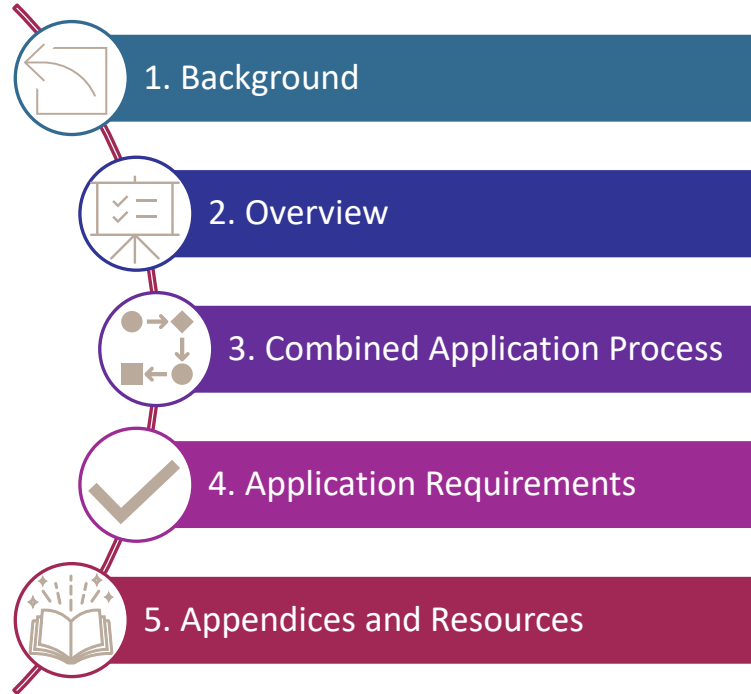
Facility purchase
allowed



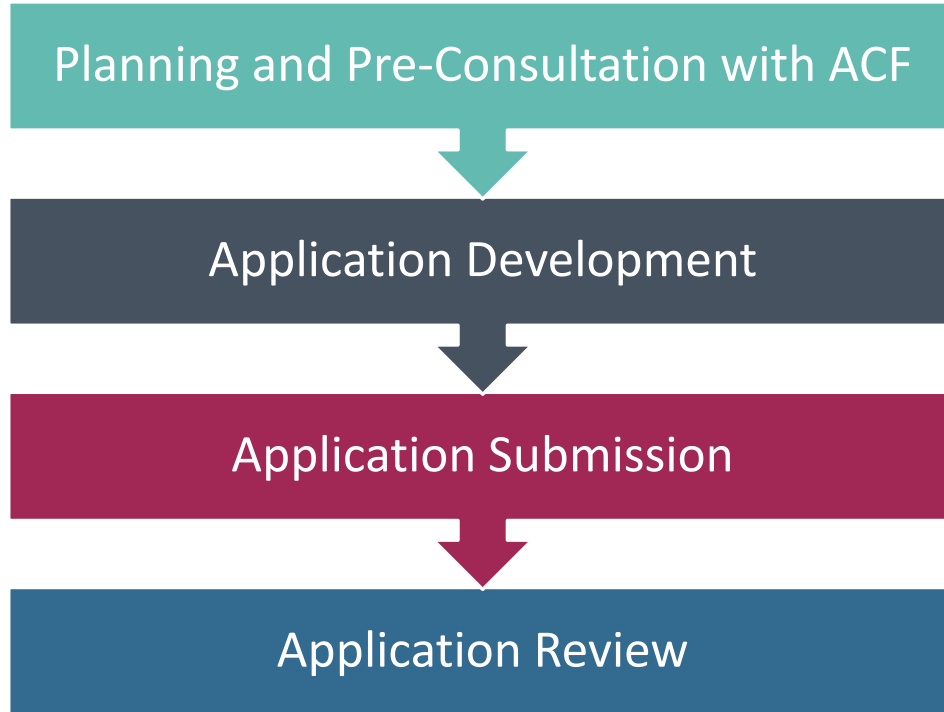
Draft Combined Application Guide

SUMMARY OF KEY CONTENT

Draft Application Guide Content and Flow

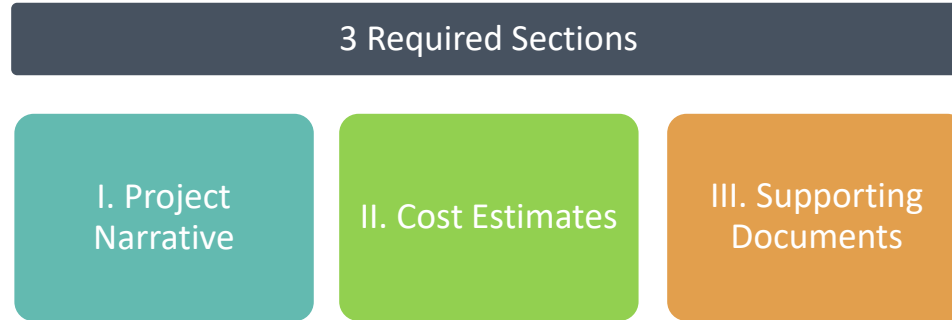


Draft Combined Application Process



- ✓ **Head Start** recipients may submit a written request for one-time funding for planning costs or use available grant funds.
- ✓ **CCDF lead agencies** may use your regular CCDF allotment for planning, but these funds must first be set aside.

Draft Application Development and Submission



- The application requirements align with the current requirements for:
 - Tribal CCDF Program Instruction (*CCDF-ACF-PI-2023-01*), and
 - Head Start Program Performance Standards 45 CFR §1303.44 (a)(1).
- Applicable to direct-funded CCDF grant recipients, and CCDF recipients with CCDF funds consolidated into an approved Public Law 102-477 Plan.
- *(If applicable)* Response to Appendix 1 – Modular Unit Instructions

Snapshot of Draft Required Application Content

I. Project Narrative

1. Recipient Name and Contact Information
2. Need for Facility
3. Impact of Facility on Enrollment and Service Provision
4. Facility Location Description
5. Proposed Facility Description – General
6. Proposed Facility Description – Supporting Health, Safety, and Development
7. Collaboration and Coordination
8. Project Timeline and Oversight

II. Cost Estimates

1. Cost Estimates and Financing
2. Cost Comparison

III. Supporting Documents

- ✓ Signed Cover Letter
- ✓ SF-429 Real Property Status Report
- ✓ Realtor statement on lack of facilities
- ✓ Certification of facility safety from licensed professional
- ✓ Proof of ownership
- ✓ Copy of easement, right of way, or land lease
- ✓ (For leased properties) Written permission from owner/ landlord/ lessor allowing the proposed renovation + copy of lease agreement
- ✓ Architectural design
- ✓ Estimate of facility's fair market value after proposed facilities project
- ✓ Lender statement of compliance with 1303.49 Protection of federal interest in mortgage agreements
- ✓ Loan terms and details
- ✓ Environmental assessment
- ✓ Cost estimate supporting documentation



I. Project Narrative

Overview

- Concise description of the proposed project that describes:
 - What you are proposing to do and why
 - Summary of current facility conditions
 - New conditions that would be supported through this application
 - Specific details about the proposal
- Eight required subsections
- The draft Guide highlights the information to include in the application, alongside corresponding supporting documents.

1. Recipient Name and Contact Information

Identify contact persons for the project(s).

Key
Information



Signed cover letter

Supporting
Documents



2. Need for Facility

- Current status of ECE facilities in the program service area
- Existing Head Start and child care facilities located within a reasonable traveling distance of the proposed facilities that are currently used by the recipient(s) for CCDF/Head Start activities.
- Rationale for why current facilities aren't adequate.

Key Information



- Realtor statement on lack of facilities, which can include a Tribal real estate office or person the Tribe has designated as having expertise on Tribal real estate

Supporting Documents



3. Impact of Facility on Enrollment and Service Provision

- Effect the facility will have on service delivery
- Assurances that proposed project will not decrease level of child care services provided by recipient, or request to waive that requirement.

Key Information



As needed

Supporting Documents



4. Facility Location Description

- Detailed description of facility's location, including:
 - Condition and appropriateness of proposed location
 - Effect of location on collaboration with ECE, social service, and health partners

Key
Information



- Copy of easement, right of way, or land lease
- Proof of ownership

Supporting
Documents



5. Proposed Facility Description – General

- Statement of ownership of the land and facility
- Description and specifications of the facility once the proposed project is complete
- Current condition of the facility and proposed renovations (if applicable)
- Intended facility use

Key Information



As needed

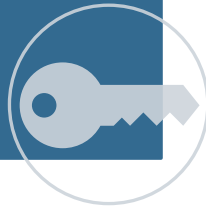
Supporting Documents



6. Proposed Facility Description – Supporting Health, Safety, and Development

- Description of building and physical premises that will ensure children's health and safety
- Assurance that the facility will comply with applicable code requirements

Key Information



- Certification of facility safety from licensed professional
- Phase I environmental site assessment

Supporting Documents



7. Collaboration and Coordination

- How CCDF and Head Start programs have collaborated on planning
- Efforts to collaborate with other community providers on this project

Key
Information



As needed

Supporting
Documents



8. Project Timeline and Oversight

- Proposed schedule with each major construction or renovation activity, and occupancy of the facility
- Plans to maintain construction oversight and inspection
- Qualifications of personnel performing oversight and inspection tasks
- Ensure all contracts give responsible HHS official or designee access to the facility during construction and inspection

Key Information



As needed

Supporting Documents



II. Cost Estimates

Cost Estimates and Financing

- Allocate costs across Head Start and CCDF
- Estimate of cost of proposed activity to be paid for by Head Start and CCDF, arranged by cost category
- Estimate of ongoing costs
- Breakdown of total project costs
- Sources and uses of non-CCDF and Head funds for the proposed project
- Share of project will be paid with federal funds, and source of nonfederal match to Head Start funds
- Amount of construction or major renovation costs that will be paid with CCDF funds by federal fiscal year

Supporting Documents

- Estimate of facility's fair market value after proposed facilities project
- Cost estimate supporting documentation
- Loan terms and details

II. Cost Estimates

Cost Comparison

- Assurance of no available alternatives in the service area (facility purchases only)
- Cost comparison (if other potential alternatives, identified)
- Compare costs of continued purchase against cost of purchasing a comparable facility in the service area over remaining years of facility's useful life (for use of Head Start funds to continue a purchase, or refinance existing indebtedness)
- Cost comparison related to purchase of modular unit (if applicable)

Supporting Documents

- Estimate of facility's fair market value after proposed facilities project

III. Supporting Documents Checklist

✓ Signed Cover Letter	✓ SF-429 Real Property Status Report	✓ Realtor statement on lack of facilities	✓ Certification of facility safety from licensed professional	✓ Proof of ownership
✓ Copy of easement, right of way, or land lease	✓ (For leased properties) Written permission from owner/ landlord/ lessor allowing the proposed renovation + copy of lease agreement	✓ Architectural design	✓ Estimate of facility's fair market value after proposed facilities project	✓ Lender statement of compliance with 1303.49 Protection of federal interest in mortgage agreements
	✓ Loan terms and details	✓ Environmental Assessment - Compliance with the National Environmental Policy Act	✓ Cost estimate supporting documentation	

Additional Information and Resources: *Appendices*

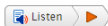
Appendix 1: Modular
Unit Instructions –
Additional instructions,
if applicable

Appendix 2: Key Terms
and Definitions

Appendix 3: Additional
Resources



Strategy Resources to Support Access to Safe and Healthy Early Care and Education Facilities



The Administration for Children and Families (ACF) is committed to building an early childhood system that supports children's outcomes for health and safety. The physical environment of an ECE program can significantly impact the quality of the services provided there, as well as the number of children that can be served in an ECE program. Therefore, ACF aims to share resources, information, and guidance to support the construction and maintenance of high-quality spaces and facilities that support children's learning and development in order to help ECE programs meet this critical need.

Strategy Resources to Support Access to Safe and Healthy Early Care and Education (ECE) Facilities

Click on a tile to find content-specific resources for states, tribes, territories, and local programs.



Addressing Lead in ECE Settings

Explore **resources** and examples to support programs to prevent exposure to lead in ECE programs.



Funding Sources to Address Lead in Water

Explore available funding **sources** to address and remediate sources of lead in ECE settings and prevent exposure to lead.



Tribal Early Childhood Facilities

Explore available **resources** to support the purchase, construction, or renovation of ECE facilities in tribal communities.

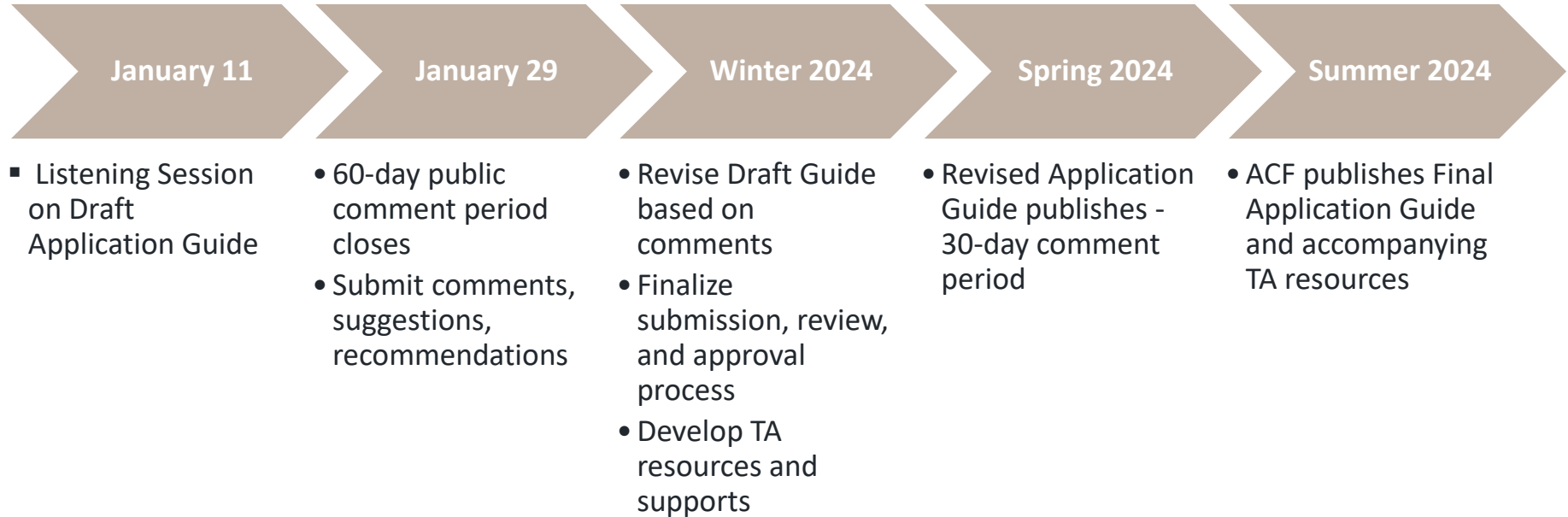


Tribal Early Childhood Facilities Resources

<https://www.acf.hhs.gov/ecd/tribal-early-childhood-facilities>

Timeline and Next Steps

Next Steps





Submitting Public Comments

- Federal Register Notice was published November 30, 2023
- ACF solicits public comments and feedback on the *Draft Tribal Early Childhood Facilities Combined Application Guide*
- Request a copy of the draft Guide, and submit your comments to infocollection@acf.hhs.gov.
- Please submit comments by **January 29, 2024**



Upcoming Listening Session

- ECD, OCC, and OHS will host a virtual listening session on **January 11, 2024, from 3:00 to 4:30 p.m. ET**
- ACF wants to hear your feedback on:
 - Ways to clarify and strengthen the draft application guide for Tribes using both CCDF and Head Start funds
 - Administrative processes, TA resources, and supports that should accompany the guide
 - Any other recommendations on how to streamline tribal facilities project application processes
- Registration information can be found in the chat, and at: <https://www.zoomgov.com/meeting/register/vJlscOurqDgoE2KRzAysj4sW5pVhiW0II9s>

A photograph of a woman with dark hair kissing a young girl on the cheek. They are outdoors at a playground, with colorful play structures and trees in the background. The image is overlaid with a semi-transparent dark blue filter.

Questions?

Please contact TribalECD@acf.hhs.gov if you have any questions.

Thank you!

www.acf.hhs.gov/ecd

www.acf.hhs.gov/ohs

www.acf.hhs.gov/occ