Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 10CH012960-01-00
FAIN# 10CH012960
Federal Award Date: 12/11/2024

Recipient Information

1. Recipient Name
COUNTY OF SNOHOMISH
3000 Rockefeller Ave
Human Services Department
Everett, WA 98201-4046
425.339.5200

2. Congressional District of Recipient
02

3. Payment System Identifier (ID)
1916001368A2

4. Employer Identification Number (EIN)
916001368

5. Data Universal Numbering System (DUNS)
079247979

6. Recipient's Unique Entity Identifier (UEI)
LG8NG8JNJD83

7. Project Director or Principal Investigator
Kristina Saunsaucie
NSC EHS Supervisor
kristina.saunsaucie@co.snohomish.wa.us
425-388-6439

8. Authorized Official
Mr. Dave Somers
Snohomish County Executive
dave.somers@co.snohomish.wa.us
(425) 388-3050

Federal Agency Information
ACF/OHS Region X Grants Office

9. Awarding Agency Contact Information
Mr. Jeffrey S Newton
Grants Officer
jeff.newton@acf.hhs.gov
303-844-1149

10.Program Official Contact Information
Mr. Robert L Colombini
Regional Program Manager
Robert.Colombini@acf.hhs.gov
2066153648

Federal Award Information

11. Award Number
10CH012960-01-00

12. Unique Federal Award Identification Number (FAIN)
10CH012960

13. Statutory Authority
42 USC 9801 ET SEQ.

14. Federal Award Project Title
Early Head Start

15. Assistance Listing Number
93.600

16. Assistance Listing Program Title
Head Start

17. Award Action Type
New

18. Is the Award R&D?
No

Summary Federal Award Financial Information

19.	**Budget Period Start Date** 01/01/2025 **- End Date** 12/31/2025	
20.	**Total Amount of Federal Funds Obligated by this Action**	$751,545.00
	20a. Direct Cost Amount	$751,545.00
	20b. Indirect Cost Amount	$0.00
21.	Authorized Carryover	$0.00
22.	Offset	$0.00
23.	Total Amount of Federal Funds Obligated this budget period	$0.00
24.	**Total Approved Cost Sharing or Matching, where applicable**	$188,069.00
25.	**Total Federal and Non-Federal Approved this Budget Period**	$939,614.00
26.	**Period of Performance Start Date** 01/01/2025 **- End Date** 12/31/2029	
27.	Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance	$939,614.00

28. Authorized Treatment of Program Income
ADDITIONAL COSTS

29. Grants Management Officer – Signature
Mr. Jeffrey S Newton
Grants Officer

30. Remarks

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02

Payment Account Number and Type
1916001368A2

Employer Identification Number (EIN) Data
916001368

Universal Numbering System (DUNS)
079247979

Recipient's Unique Entity Identifier (UEI)
LG8NG8JNJD83

31. Assistance Type
Discretionary Grant

32. Type of Award
Service

33. Approved Budget
(Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only
II. Total project costs including grant funds and all other financial participation

a. Salaries and Wages	$403,007.00
b. Fringe Benefits	$163,197.00
c. Total Personnel Costs	$566,204.00
d. Equipment	$0.00
e. Supplies	$6,507.00
f. Travel	$0.00
g. Construction	$0.00
h. Other	$156,301.00
i. Contractual	$22,533.00
j. TOTAL DIRECT COSTS	$751,545.00
k. INDIRECT COSTS	$0.00
l. TOTAL APPROVED BUDGET	$751,545.00
m. Federal Share	$751,545.00
n. Non-Federal Share	$188,069.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	ASSISTANCE LISTING	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
5-G104122	10CH01296001	ACFOHS	41.51	93.600	$737,595.00	75-25-1536
5-G104121	10CH01296001	ACFOHS	41.51	93.600	$13,950.00	75-25-1536

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35. Terms And Conditions

STANDARD TERMS

1. The ***ACF Standard Terms and Conditions*** applies to all ACF awards and is located on the **Award Terms and Conditions** page. The *Supplemental Terms and Conditions* herein are additional requirements applicable to the program named below.

   By acceptance of awards for this program, the recipient agrees to comply with the requirements included in both the *Standard* and *Supplemental Terms and Conditions* for this program.

   1. The administration of this program is authorized under the Head Start Act, as amended by the Improving Head Start for School Readiness Act of 2007, Public Law 110-134 at https://eclkc.ohs.acf.hhs.gov/policy/head-start-act.

   2. The program is codified at 42 U.S.C. 9831 et seq at https://eclkc.ohs.acf.hhs.gov/policy/head-start-act/sec-636-statement-purpose

   3. Implementing program regulations are published as the Head Start Program Performance Standards at 45 CFR Parts 1301 to 1305, https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii. Additional program guidance is located on the Early Childhood Learning & Knowledge Center (ECLKC), https://eclkc.ohs.acf.hhs.gov/. Recipients must act in compliance with the Program Instructions and Information Memoranda. For full text, go to https://eclkc.ohs.acf.hhs.gov/policy/pi and https://eclkc.ohs.acf.hhs.gov/policy/im.

   4. This award is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements (UAR) for HHS Awards found at 45 CFR Part 75 at https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75.

   a. For all monetary and non-monetary awards issued before October 1, 2024, HHS adopted from the federalwide UAR 2 CFR 200:

   i. Subpart D – Post Federal Award Requirements – Closeout at 2 CFR 200.344

   b. For monetary awards issued on or after October 1, 2024, per the Federal Register (FR), 89 FR 80055, HHS' UAR at 45 CFR Part 75 includes eight (8) regulatory provisions that HHS adopted from the federalwide UAR 2 CFR 200 This award is subject to the following eight (8) regulatory provisions in 2 CFR 200:

   i. Subpart A – Acronyms and Definitions – 2 CFR 200.1 "Modified Total Direct Cost (MTDC)

   ii. Subpart D – Post Federal Award Requirements – Disposition of Equipment at 2 CFR 200.313(e)

   iii. Subpart D – Post Federal Award Requirements – Supplies at 2 CFR 200.314(a)

   iv. Subpart D – Post Federal Award Requirements – Micro-purchase thresholds at 2 CFR 200.320

   v. Subpart D – Post Federal Award Requirements – Fixed amount subawards at 2 CFR 200.333

   vi. Subpart D – Post Federal Award Requirements – Closeout at 2 CFR 200.344

   vii. Subpart E – Cost Principles – Indirect Costs – De minimis rate at 2 CFR 200.414(f)

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viii. Subpart F – Audit Requirements – Single Audit at 2 CFR 200.501

5. This award is subject to Executive Orders in the Federal Register available at https://www.federalregister.gov/presidential-documents/executive-orders

6. This award is subject to requirements or limitations in any applicable Appropriations Act available at https://crsreports.congress.gov/.

7. This award is subject to the Administrative and National Policy Requirements at https://www.acf.hhs.gov/grants/administrative-and-national-policy-requirements.

8. This award is subject to the HHS Grants Policy Statement (HHS GPS).

a. For all monetary and non-monetary awards issued before October 1, 2024, this award is subject to the HHS Grants Policy Statement: https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf This includes requirements in Parts I and II. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS.

b. For monetary awards issued on or after October 1, 2024, this award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable based on your recipient type and the purpose of this award. This includes requirements in Parts I and II available at https://www.hhs.gov/grants-contracts/grants/grants-policies-regulations/index.html. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS.

COST SHARING OR MATCHING (NON-FEDERAL SHARE) OF PROGRAM FUNDING

9. Recipients are required to meet a non-federal share of the project cost, in accordance with Section 640(b) of the Head Start Act, 42 U.S.C. § 9835(b). Recipients must provide at least 20 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (federal) share and the non-federal share. The non-federal share may be met by cash or in-kind contributions. Any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost-sharing or matching when such contributions meet all criteria listed in 45 CFR § 75.306.

10. The responsible HHS official may approve a waiver of all or a portion of the non-federal match requirement based on a recipient's written application submitted for the budget period and any supporting evidence the responsible HHS official requires. In deciding whether to grant a waiver, the responsible HHS official will consider the circumstances specified at section 640(b) of the Act and whether the recipient made a reasonable effort to comply with the non-federal match requirement.

a. **Matching Waiver Pursuant to 48 U.S.C. 1469a(d)** Matching requirements (including in-kind contributions) of less than $200,000 are waived under awards made to the governments of American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands (other than those consolidated under other provisions of 48 U.S.C. 1469) pursuant to 48 U.S.C. 1469a(d). This waiver applies whether the matching required under the award equals or exceeds $200,000.

FINANCIAL REPORTING

11. The OMB approved Financial Reporting form for this program is the Federal Financial Reports (SF-425). This form must be submitted in the Payment Management System (PMS) as described in ACF-PI-

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OHS-24-01: https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-ohs-24-01.

a. *PMS SF-425 Information*: https://pms.psc.gov/grant-recipients/ffr-updates.html

b. For support using PMS, contact your PMS Liaison Accountant: https://pms.psc.gov/find-pms-liaison-accountant.html

c. Post-Award Reporting Forms and Instructions: https://www.grants.gov/forms/forms-repository/post-award-reporting-forms

12. *Obligation Deadline*: Funds must be obligated within the budget period established by the Notice of Award (NoA) on Line 19. If funds cannot be obligated within the established budget period, recipients may apply to carryover the balance or for a no-cost extension, as applicable, in Head Start Enterprise System (HSES) applications. Applications for a carryover balance should be initiated once the actual unobligated balance is known (generally during the period allowed for preparation and submission of the annual Federal Financial Report. Applications for a no-cost extension must be submitted at least 10 calendar days before the end of the period of performance of the award.

13. *Liquidation Deadline:*

a. Recipients must liquidate all financial obligations incurred under the Federal award no later than 90 calendar days after the end date of the budget period, except for the final budget period, unless the Federal awarding agency or pass-through entity authorizes an extension,

b. During the final budget period within a period of performance recipients must liquidate all financial obligations incurred under the Federal award no later than 120 calendar days after the end date of the period of performance unless the Federal awarding agency or pass-through entity authorizes an extension. Any funds not expended by this timeframe must be returned to the U.S. Department of Health and Human Services.

PROGRAM REPORTING

14. The OMB approved Program Report form for this program is the Head Start Program Information Report (PIR, OMB Control No. 0970-0427). All grant recipients and sub-recipients are required to submit a PIR for Head Start and Early Head Start programs annually. PIR submissions are only accepted electronically using the Head Start Enterprise System (HSES).

a. PIR guidance, reference materials, change highlights and frequently asked questions are available at: http://eclkc.ohs.acf.hhs.gov/pir.

b. For assistance and/or support contact the HSES help desk at help@hsesinfo.org

PROPERTY REPORTING

15. This award is subject to the Property Related T&Cs found at https://www.acf.hhs.gov/grants/manage-grant/grant-award/property-terms.

16. The OMB approved property reporting is the following:

a. Real Property Reports (SF-429s). The SF-429 Real Property forms are applicable to this program and must be submitted as described in ACF-PI-HS-17-03: https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-17-03.

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i. For assistance accessing the SF-429: https://home.grantsolutions.gov/home/recipient-oldc-training-resources/

ii. For assistance completing the SF-429s, please contact OGM-RealProperty429@acf.hhs.gov

iii. Under 45 CFR §75.323, all real property, equipment, and intangible property acquired or improved with ACF funds must be held in trust by the non-federal entity as trustee for the beneficiaries of the project or program under which the property was acquired or improved. Post-award requirements of Part 1303 must be met and the federal interest resulting from purchase, construction and major renovation activities must be protecting by filing or posting a notice of federal interest as required by 45 CFR §1303.46 - §1303.49.

b. Tangible Property Report (SF-428s). The SF-428-B Tangible Personal Property Report -Final Report must be submitted as described in ACF-PI-OHS-24-01: https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-ohs-24-01. The SF-428-C Tangible Personal Property Report – Disposition Request/Report must be submitted as described in the Tangible Personal Property Guidance: https://www.acf.hhs.gov/grants/manage-grant/property/tangible-property#book_content_0

i. The fillable SF-428 forms must be completed and uploaded in the Grant Notes section of GS. The Category Type of the Grant Note is Tangible Personal Property Report (SF-428).

ii. Downloadable version of fillable SF-428: https://www.grants.gov/forms/forms-repository/post-award-reporting-forms

iii. *GS User Guide*: Grant Notes: Microsoft Word - User Guide Recipient Grants List and Details GRANTS LIST .docx (grantsolutions.gov) and Quick Sheet: Grant Notes (grantsolutions.gov)

EFFECTIVE PERIOD

17. These program-specific *Supplemental Terms and Conditions* are effective on the date shown in the top right of the page and will remain in effect until updated. They will be updated and reissued only as needed whenever a new program-specific statute, regulation or other requirement is enacted or whenever any of the applicable existing Federal statutes, regulations, policies, procedures or restrictions is amended, revised, altered, or repealed. These program-specific *Supplemental Terms and Conditions* are applicable to your award when they have been incorporated by reference in your Notice of Award or subsequent award amendments.

POINTS OF CONTACT

18. Points of contact for additional information or questions concerning either the operation of the program or related financial matters can be found in the Head Start Enterprise System (HSES).

AWARD PAYMENT

19. This award will be paid through the Department of Health and Human Services, Payment Management Services, operating under the Program Support Center (PSC). The PSC provides automated award payment and cash management services from awards issued by Federal Government Awarding Agencies through the centralized payment system, Payment Management System (PMS). For more detailed information on payment through PMS, go to https://pms.psc.gov/. Drawing funds from PMS indicates acceptance and agreement to the T&Cs of the award.

UNIQUE ENTITY IDENTIFIER (UEI) NOTICE

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20. All applicants and recipients must have an active System for Award Management (SAM) registration and UEI issued. ACF recommends that organizations start the renewal process at least 30 days prior to expiration to avoid delays in federal funding. Entities can search for help at Federal Service Desk (FSD) any time or request help from an FSD agent Monday–Friday 8 a.m. to 8 p.m. ET at https://www.fsd.gov/gsafsd_sp This award is subject to requirements as set forth in 2 CFR 25.110.

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AWARD ATTACHMENTS

COUNTY OF SNOHOMISH 10CH012960-01-00

1. Remarks

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30. REMARKS (Continued from previous page)

Under Section 638 of the Head Start Act, this action awards Snohomish County Human Services Department partial funds for the budget period of 01/01/2025-12/31/2025 within the project period of 01/01/2025-12/31/2029 for the operation of an Early Head Start program in the designated service area.

The projected annual levels for this period are $1,475,190 for operations and $27,900 for training and technical assistance. Subject to availability of a Fiscal Year 2025 appropriation, the balance of funds will be awarded at a later date.

Early Head Start population: 82 infants, toddlers, and pregnant women.
Designated Early Head Start service area(s): All of Snohomish County, WA.
Approved program option(s) for the Early Head Start program: Home-based.

This grant is subject to the requirements included in Attachments 1 and 2.

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Attachment 1

Recipient Organization: Snohomish County Human Services Department

This grant is subject to Section 644(b) of the Head Start Act and 45 C.F.R. § 1303.5 limiting development and administrative costs to a maximum of 15 percent of the total costs of the program, including the non-federal match contribution of such costs. The requirements for the limitation of 15 percent for development and administrative costs apply to the budget period unless a waiver is approved. Any request for a waiver of the limitation on development and administrative costs that meets the conditions under 45 C.F.R. § 1303.5 must be submitted in advance of the end of the budget period. Any waiver request submitted after the expiration of the project period will not be considered.

The HHS Uniform Administrative Requirements (see 45 C.F.R. § 75.308(c)(1)(ii)) provide the authority to ACF to approve key staff of Head Start grant recipients. For the purposes of this grant, key staff is defined as the Head Start Director or person carrying out the duties of the Head Start Director if not under that title and the Chief Executive Officer, Executive Director and/or Chief Fiscal Officer if any of those positions is funded, either directly or through indirect cost recovery, more than 50 percent with Head Start funds.

Section 653 of the Head Start Act prohibits the use of any federal funds, including Head Start grant funds, to pay any portion of the compensation of an individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

Prior written approval must be obtained for the purchase of equipment and other capital expenditures as described in 45 C.F.R. § 75.439(a). Prior written approval must also be obtained under 45 C.F.R. § 75.439(b)(3) and 45 C.F.R. Part 1303 Subpart E - Facilities to use Head Start grant funds for the initial or ongoing purchase, construction, and major renovation of facilities. No Head Start grant funds may be used toward the payment of one-time expenses, principal and interest for the acquisition, construction or major renovation of a facility without prior written approval of the Administration for Children and Families.

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Attachment 2

Head Start grant recipients must comply with the terms and conditions for the project period award in the specified timeframes.

Health and Safety

- Conduct a screening of the health and safety environment of each center and/or family childcare home where services are provided according to the following schedule, as applicable:
  - within 45 days of the start of the program or school year;
  - within 45 days of children receiving services in a new center and/or family childcare home; and/or
  - within 45 days of the start of the project period when the project period begins during the program or school year. See: https://eclkc.ohs.acf.hhs.gov/publication/health-safety-screener
- Complete a certification of compliance with all Office of Head Start (OHS) health and safety requirements within 75 days of the start of the program or school year, or within 75 days of the start of the project period when the project period begins during the program or school year.
- Submit the certification via the Head Start Enterprise System (HSES) under the DRS tab, NoA Conditions in the folder titled "Certification of Compliance with Health &Safety Requirements" and notify your Program and Grants Management Specialists of its availability in the Correspondence tab immediately thereafter.

Governance

- Conduct a screening of the organization's governance and leadership capacity within 60 calendar days of the start of the project period. See: https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/governance-leadership-oversight-capacity-screener
- Complete a certification that the governance and leadership capacity screening was conducted and a training plan was developed within 75 days of the start of the project period. See: https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/governance-leadership-oversight-capacity-screener-certification
- Submit the certification via in the Head Start Enterprise System (HSES) under the Financials tab, NoA Conditions in the folder titled "Certification of Governance and Leadership Capacity Screening" and notify your Program and Grants Management Specialists of its availability in the Correspondence tab immediately thereafter. See:

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https://eclkc.ohs.acf.hhs.gov/designation-renewal-system

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