



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

Mrs. MaryJane Brell-Vujovic
Executive Director
mary.vujovic@snoco.org
(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

Puth Dith
Grants Management Specialist
puth.dith@acf.hhs.gov
626-389-7012

10. Program Official Contact Information

Ms. Sandra Carton
Regional Program Director
Sandra.Carton@acf.hhs.gov
202-205-8397

Federal Award Information

11. Award Number

10CH012960-02-00

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

Non-Competing Continuation

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date	01/01/2026	- End Date	12/31/2026
20. Total Amount of Federal Funds Obligated by this Action			\$1,503,090.00
20a. Direct Cost Amount			\$1,503,090.00
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			\$375,778.00
25. Total Federal and Non-Federal Approved this Budget Period			\$1,878,868.00
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			\$3,758,095.00

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Mrs. Jessica Cawthorn
Grants Management Officer

30. Remarks



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Recipient Name COUNTY OF SNOHOMISH 3000 Rockefeller Ave Human Services Department Everett, WA 98201-4046 425.339.5200
Congressional District of Recipient 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	\$882,281.00
b. Fringe Benefits	\$327,838.00
c. Total Personnel Costs	\$1,210,119.00
d. Equipment	\$0.00
e. Supplies	\$5,550.00
f. Travel	\$0.00
g. Construction	\$0.00
h. Other	\$248,021.00
i. Contractual	\$39,400.00
j. TOTAL DIRECT COSTS	\$1,503,090.00
k. INDIRECT COSTS	\$0.00
l. TOTAL APPROVED BUDGET	\$1,503,090.00
m. Federal Share	\$1,503,090.00
n. Non-Federal Share	\$375,778.00

34. Accounting Classification Codes						
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	ASSISTANCE LISTING	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
6-G884122	10CH01296002	ACFOHS	41.51	93.600	\$1,475,190.00	75-26-1536
6-G884121	10CH01296002	ACFOHS	41.51	93.600	\$27,900.00	75-26-1536



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 10CH012960-02-00

FAIN# 10CH012960

Federal Award Date: 12/22/2025

35. Terms And Conditions

Terms and Conditions

1. OHS FY26 T&Cs

AWARD ATTACHMENTS

COUNTY OF SNOHOMISH

10CH012960-02-00

1. OHS FY26 T&Cs
2. 10CH012960 Remarks

SUPPLEMENTAL TERMS and CONDITIONS

Federal awards are subject to legally binding requirements called terms and conditions (T&Cs). The **Award Terms and Conditions** apply to all discretionary programs:

<https://www.acf.hhs.gov/grants/manage-grant/grant-award#terms>. These Supplemental Terms and Conditions are additional requirements applicable to the program named below.

The recipient must actively manage its award and adhere to all applicable requirements. For more information about grants management activities and resources for recipients throughout the award lifecycle, see Managing Your ACF Grant Award at <https://www.acf.hhs.gov/grants/manage-grant>

Administration for Children and Families Office of Head Start

Head Start

Assistance Listing No. [93.600](#)

APPLICABLE LEGISLATION, STATUTE, REGULATIONS

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://headstart.gov/policy/head-start-act>.
2. The program is codified at 42 U.S.C. 9801 et seq at <https://headstart.gov/policy/head-start-act>.
3. Implementing program regulations are published as the Head Start Program Performance Standards at 45 CFR Parts 1301 to 1305, <https://headstart.gov/policy/45-cfr-chap-xiii>. Additional program guidance is located on Head Start.gov, <https://headstart.gov/>. Recipients must act in compliance with the Program Instructions and Information Memoranda. For full text, go to <https://headstart.gov/policy/pi> and <https://headstart.gov/policy/im>.

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

4. 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 [2 CFR § 200.306](#).
 - a. 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.

FINANCIAL REPORTING

5. 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-OHS-24-01: <https://headstart.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>
6. *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.

PROGRAM REPORTING

7. 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: <https://headstart.gov/program-data/article/program-information-report-pir>.
 - b. For assistance and/or support contact the HSES help desk at help@hsesinfo.org

PROPERTY REPORTING

8. This award is subject to the Property Reporting.

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://headstart.gov/policy/pi/acf-pi-hs-17-03>.
 - 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
- 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://headstart.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>

- 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

9. These program-specific Supplemental Terms and Conditions are effective on the date shown in the margin at the bottom 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.

POINTS OF CONTACT

10. 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).

UNIQUE ENTITY IDENTIFIER (UEI) NOTICE

11. 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.

30. REMARKS (Continued from previous page)

Under Section 638 of the Head Start Act, this action awards Snohomish, County of funds for the budget period of 01/01/2026-12/31/2026 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 annual levels for this period are \$1,475,190 for operations and \$27,900 for training and technical assistance.

Early Head Start population: 82 infants, toddlers, and pregnant women.

Designated Early Head Start service area(s): Snohomish County.

Approved program option(s) for the Early Head Start program: Home-based.

This grant is subject to the requirements included in Attachment 1.

Attachment 1

Award Number: 10CH012960/02

Recipient Organization: Snohomish, County of

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 2 C.F.R. § 200(f)(2)) 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 2 C.F.R. § 200.439(a). Prior written approval must also be obtained under 2 C.F.R. § 200.439(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.