



Brownsville Independent School District

Agenda Category: General Function
Contracts/MOU

Board of Education Meeting: 11/05/2025

Item Title: Amend UTRGV Early Head Start
Child Care Partnership Grant
Subaward Agreement

X Action
Information
Discussion

BACKGROUND:

The University of Texas Rio Grande Valley in partnership with BISD was awarded the Early Head Start Child Care Partnership Grant for the 2024-2029 school years. This amendment serves to include additional provisions related to program enrollment and reporting requirements in accordance with Head Start Program Performance Standards §1302.15.

Services to be provided: the following language shall be added to the existing agreement: 1302.15 Enrollment – (a) Funded enrollment. A program must maintain its funded enrollment level and any vacancy as soon as possible. A program must fill any vacancy within 30 days. If vacancies or low enrollment persist at the BISD Lincoln Park High School, BISD EHS Center must extend the enrollment area to include children from outside of BISD Lincoln Park High School area.

Reporting Requirements: The following reporting obligations shall be incorporated.
Building safety reports and Child Development and Learning: Implementing age-appropriate curriculum.
All other terms and conditions of the original MOU remain unchanged and in full effect.

FISCAL IMPLICATIONS:

There is no cost to the district.

RECOMMENDATION:

Recommend approval to amend the Subaward agreement between UTRGV Early Head Start Child Care Partnership Grant and BISD at Lincoln Park School at no cost to the district. The modified agreement shall remain in place through August 31, 2029.

Approved for Submission to Board of Education:

J.J. Deleon/Diana E. Barron
Submitted by: Principal/Program Director

Mary D. Garza
Recommended by: Asst. Supt./Exec. Dir.

Miguel Salinas
Reviewed by: Staff Attorney

Mary D. Garza
Approved by: Chief Officer

Jesús H. Chavez
Dr. Jesus H. Chavez, Superintendent

When Necessary, Additional Background May Follow This.

FDP Subaward AmendmentAwarding Agency **U.S. Department of Health and Human Services**

Amendment No

1PTE/Prime Award No. **06HP000639-02-00**

Subaward No

06HP000639-BISD

Pass-Through Entity (PTE)

Subrecipient

The University of Texas Rio Grande Valley

Entity Name

Brownsville Independent School District**sponpro@utrgv.edu**

Contact Email

jhchavez@bisd.us**Dr. Hilda Medrano**

Principal Investigator

Dr. Jesus ChavezProject Title **Early Head Start Child Care Partnership**

Cumulative Budget Period(s)

(Agreement Start Date)

(End Date of Latest Budget Period)

Amount Funded This Action

Total Amount of Funds Obligated to Date

Start Date: **09/01/2024**End Date: **08/31/2026****\$ 249,600.00****\$ 497,791.00**Subrecipient Cost Share ☐Subject to FFATA ☒

Subrecipient UEI

(Unique Entity Identifier - May leave blank if unchanged from prior Agreement)

Amendment(s) to Original Terms and Conditions

This Amendment revises the above-referenced Subaward Agreement as follows:

☒ **Additional Budget Period**Additional budget period **09/01/2025** - **08/31/2026** is hereby added to this Subaward.☐ **No Cost Extension**☒ **Additional Funding**Additional funding in the amount of **\$ 249,600.00** is hereby obligated to this Subaward.☐ **Deobligation**Carryover is **Automatic**

Carryover is allowed across all budget periods.

☐ **Carryover Authorized**☒ **Detailed Budget/Scope of Work/Notice of Award Attached** (Specify if the Budget and Scope of Work are "New", "Revised", or "Supplemental" in dropdown or "Other")**A Notice of Award, Scope of Work, and Budget** is incorporated by attachment to this Amendment.☒ **Other (See Below)**

Cost-Share Requirement of \$62,408.

For clarity: all amounts stated in this amendment are in United States Dollars.

All other terms and conditions of this Subaward Agreement remain in full force and effect.

By an Authorized Official of PTE:

DocuSigned by:

Thomas Spencer

DS

Date

10/8/2025

By an Authorized Official of Subrecipient:

Date

Name

Thomas B. Spencer, PhD

Title

Senior Associate VP for Research Operations

Name

Title

BISD

SEP 2025 – AUG 2026

Scope of Work

Brownsville Independent School District

1900 Price Road, Brownsville, Texas 78521

The term of this SOW shall be 09/01/2025 to 08/31/2026. Either party may terminate this SOW for cause upon thirty (30) days written notice to the other party.

1. Introduction

This Scope of Work (SOW) outlines the responsibilities and expectations of **Brownsville Independent School District**, a Child Care Partner (CCP) in providing Early Head Start (EHS) services to **16 children and their families**, as sub-awarded by The University of Texas Rio Grande Valley (UTRGV) under the Early Head Start Grant.

2. Services to be Provided

The CCP will deliver comprehensive EHS services to **16 eligible children and their families**, in accordance with the Head Start Program Performance Standards (HSPPS), specifically Parts 1301-1305. These services shall include, but not be limited to:

- **1302.15 Enrollment** – (a) *Funded enrollment*. A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days.
 - If vacancies or low enrollment persist at the **BISD Lincoln Park High School**, **BISD EHS Center** must extend the enrollment area to include children from outside of **BISD Lincoln Park High School area**.
- **Child Development and Learning:** Implementing age-appropriate curriculum and activities to promote children's physical, cognitive, social, and emotional development.
- **Family Engagement:** Providing support and resources to families to enhance their parenting skills and promote child development.
- **Health and Nutrition:** Ensuring children receive regular health screenings, immunizations, and nutritional support.
- **Mental Health:** Offering mental health services and support to children and families as needed.
- **Social Services:** Connecting families to community resources and support systems.

3. Collaboration with UTRGV

The CCP will collaborate closely with UTRGV to:

- Ensure adherence to HSPPS and grant requirements.
- Coordinate service delivery and data collection.
- Participate in ongoing monitoring and evaluation activities.
- Share information and resources as needed.

BISD

SEP 2025 – AUG 2026

4. Performance Measures

The CCP will be responsible for meeting performance measures as outlined in the HSPPS and grant agreement. These measures may include, but are not limited to:

- Child development outcomes
- Family engagement rates
- Health and immunization compliance
- Program participation rates

5. Reporting Requirements

The CCP will submit required reports to UTRGV in accordance with established timelines and formats. These reports may include:

- Progress reports
- Financial reports
- Child and family data
- **EHS Center building and classroom walkthrough Reports**
- **Building safety reports**
- Other reports as required

6. Program Compliance

The CCP will maintain compliance with all applicable federal, state, and local laws, regulations, and policies related to early childhood education, child welfare, and health and safety.

7. Term

The term of this SOW shall be 09/01/2025 to 08/31/2026.

Brownsville ISD Early Head Start Budget

September 2025- August 2026

Exhibit 6B

Title	Base Salary	# Employees	Day	Amount	MCA	Health Insurance	Worker's Comp	TRS	Total Fringe Benefits	Total FTE
Brownsville ISD										
Center Manager	\$ 10,000.00	1	34	\$ 10,000.00	\$ 650.00	\$ 950.00	\$ 100.00	\$ 100.00	\$ 300.00	\$ 2,100.00
EHS Teachers CDA	\$ 28,864.72	4	226	\$ 115,458.88	\$ 7,504.83	\$ 10,968.59	\$ 1,154.59	\$ 1,154.59	\$ 3,463.77	\$ 24,246.36
Campus teachers part-time	\$ 14,012.00	2	226	\$ 28,024.00	\$ 1,821.56	\$ 280.24	\$ 280.24	\$ 280.24	\$ 840.72	\$ 31,246.76
Registered Nurse	\$ 9,520.00	1	34	\$ 9,520.00	\$ 618.80	\$ 904.40	\$ 95.20	\$ 95.20	\$ 285.60	\$ 11,519.20
Total Salaries and Fringes				\$ 163,002.88	\$ 10,195.19	\$ 12,822.99	\$ 1,630.03	\$ 4,890.09	\$ 31,568.32	\$ 194,571.20
Total Staff		7								

Description	TOTAL
Salaries	\$ 163,003
Fringes	\$ 31,568
Supplies Office	\$ 15,000
Supplies Child/Family	\$ 40,029
Modified Total Direct Costs	\$ 249,600
Total Subaward (UTRGV)	\$ 249,600
Cost Per Child	\$ 15,600
Number of Children	16

In-kind Amount/Non-Federal Amount	
Registered Nurse	10,752.00
Center Manager	9,216.00
Donated Space	42,440.00
Total in-kind	62,408.00

192 days (\$35/hr * 8hrs/day) * 20% Allocated to EHS as in-kind
192 days (\$30/hr * 8hrs/day) * 20% Allocated to EHS as in-kind
Building and Playground Area 4,000 sq ft at \$10.61 per sq ft sq, evaluation pending 3rd party rental rate evaluation

BISD

September 2025 – August 2026

Budget Justification**Brownsville Independent School District****September 01, 2025 – August 31, 2026****Total Subaward Amount: \$249,600****Personnel @ \$163,003****EHS Campus Center Manager @ \$10,000**

Is responsible for the daily operations and overall management of BISD. This role ensures a safe, healthy, and developmentally appropriate learning environment for children and provides leadership and support to center staff, with a strong emphasis on the educational aspects of the program. manager oversees program implementation in accordance with Head Start Program Performance Standards (HSPPS), Texas Minimum Standards for Child Care, and BISD policies and procedures, with a focus on high-quality early childhood education practices, will direct accreditation process.

EHS Campus Teachers CDA (4) @ \$28,865-Total \$115,459

EHS teachers will provide direct care and education to children, plan and maintain a safe, clean, learning environment, use assessment data to meet the individual needs of all children, implement adapted curriculum with fidelity, and performs other duties as assigned.

EHS Campus Teachers Part-Time (2) @ \$14,012 – Total \$28,024

The EHS part-time teachers will aid teachers and cover extended hours.

Registered Nurse @ \$9,520

The Registered Nurse (RN) for the Early Head Start (EHS) program plays a vital role in promoting the health and well-being of enrolled infants, toddlers, pregnant individuals, and their families. The RN provides comprehensive health services, education, and support to ensure the healthy development of children and families' access to necessary healthcare and community resources. This position requires

Fringe @ \$31,568

Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI) - \$13,855

Health / Dental / Life Insurance - \$12,823

Retirement Texas Retirement Systems (TRS)- \$4,890

Office/Kitchen/Custodial Supplies @ \$15,000

Center supplies include items such as: copy paper, printer ink/toners, folders, binders, pens, binders, staples, staplers, correction tape, paper clips, sheet protectors, desk organizers, scissors, post-its, labels, index tabs, hole punchers, glue sticks, planners, batteries, binding machine, etc. Kitchen supplies include items such as Ziploc bags, cleaning supplies, disposable cups and plates, food storage containers, utensils, ice chests, washcloths, hair nets, sponges, shelf liners, tumblers, sippy cups, dish soap, etc. Custodial supplies include trash liners, cleaning and disinfecting supplies, gloves, toilet paper, paper towels, trash cans, carpets, heavy-duty dolly carts, etc.

Child/Family Supplies @ \$40,29

Supplies needed to tend to children and their developmental needs include supplies and equipment such as: feeding bottles and accessories, reading materials, playdough, art and craft materials, construction paper, posterboards, crayons, colored pencils, washable markers, puzzles, facial tissues, shoe covers, baby

BISD

September 2025 – August 2026

water, infant diapers and wipes, bibs, safety mirrors, play tunnels, glue sticks, bins/storage organizers, puppet stands, bouncers, etc.

Health and safety supplies needed to comply with state and federal standards such as: choking/cpr posters, cold packs, bandages, thermometers, cotton balls, tweezers, first aid kits, alcohol pre-pads, first aid posters, anti-septic wipes, gloves, etc.

In-kind: \$62,408

Personnel @ \$19,968

EHS Campus Center Manager @ \$10,752

Is responsible for the daily operations and overall management of BISD. This role ensures a safe, healthy, and developmentally appropriate learning environment for children and provides leadership and support to center staff, with a strong emphasis on the educational aspects of the program. manager oversees program implementation in accordance with Head Start Program Performance Standards (HSPPS), Texas Minimum Standards for Child Care, and BISD policies and procedures, with a focus on high-quality early childhood education practices, will direct accreditation process.

Registered Nurse @ \$9,216

The Registered Nurse (RN) for the Early Head Start (EHS) program plays a vital role in promoting the health and well-being of enrolled infants, toddlers, pregnant individuals, and their families. The RN provides comprehensive health services, education, and support to ensure the healthy development of children and families' access to necessary healthcare and community resources. This position requires

Rent Space building and playground area 4,000 ft sq rate \$10.61 : Pending 3rd party rental appraiser: \$42,440



AN EARLY COLLEGE DISTRICT

BROWNSVILLE

INDEPENDENT SCHOOL DISTRICT

Dr. Jesús H. Chávez
Superintendent

05/22/2025

Subject: Early Head Start Childcare Partnerships

Dear Dr. Thomas Spencer
Associate Vice President of Research Operations
1201 West University Drive
Edinburg, TX, 78539-2909

Brownsville Independent School District (BISD) is pleased to submit this Letter of Commitment to express our strong interest in providing Early Head Start Childcare Partnerships services to infants and toddlers in our community for the program year September 2025 -August 2026.

Brownsville Independent School District has a long-standing commitment to serving young children and their families. BISD has been providing high-quality early childhood education program since 1993 and is dedicated to the mission of Early Head Start. We believe all children deserve a strong foundation for lifelong learning and success, and we are committed to providing comprehensive services that meet the developmental, health, and nutritional needs of infants and toddlers in a nurturing and stimulating environment. We are confident in our ability to deliver high-quality EHS services and look forward to partnering with you to support the healthy development of young children in our community.

We will be sub-awarded \$249,600 from UTRGV, and we will be committing to \$62,408 as non-federal share (in-kind) for a total project amount of \$276,008 to provide Early Head Start Services.

Thank you for your time and consideration. We look forward to hearing from you soon.

Sincerely, /

A handwritten signature in black ink that reads "Jesús H. Chávez".

Dr. Jesús H. Chávez
Superintendent

1900 Price Road • Brownsville, Texas 78521-2417 • (956) 548-8000 • Fax: (956) 548-8019



Department of Health and Human Services
Administration for Children and Families

Notice of Award

Award# 06HP000639-02-00

FAIN# 06HP000639

Federal Award Date: 08/11/2025

Recipient Information

1. Recipient Name

THE UNIVERSITY OF TEXAS RIO GRANDE
VALLEY
1201 W University Dr
Edinburg, TX 78539-2909
(956) 665-3891

2. Congressional District of Recipient
15

3. Payment System Identifier (ID)
1465292740A1

4. Employer Identification Number (EIN)
465292740

5. Data Universal Numbering System (DUNS)
069444511

6. Recipient's Unique Entity Identifier (UEI)
L3ATVUT2KNK7

7. Project Director or Principal Investigator

Dr. Hilda Medrano
hilda.medrano@utrgv.edu
956-665-3401

8. Authorized Official

Dr. Irasema Gonzalez
irasema.gonzalez@utrgv.edu
(956) 665-3891

Federal Agency Information

ACF/OHS Region VI Grants Office

9. Awarding Agency Contact Information

Mr. Christopher Moyer
Grants Management Specialist
Christopher.Moyer@acf.hhs.gov
2028045313

10. Program Official Contact Information

Mrs. Tatia Long
Regional Program Director
Office of Head Start
tatia.long@acf.hhs.gov
2147678825

Federal Award Information

11. Award Number

06HP000639-02-00

12. Unique Federal Award Identification Number (FAIN)

06HP000639

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	09/01/2025	- End Date	08/31/2026
20. Total Amount of Federal Funds Obligated by this Action	\$8,716,923.00		
20a. Direct Cost Amount	\$7,938,342.00		
20b. Indirect Cost Amount	\$778,581.00		
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	\$2,179,231.00		
25. Total Federal and Non-Federal Approved this Budget Period	\$10,896,154.00		
26. Period of Performance Start Date	09/01/2024	- End Date	08/31/2029
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance	\$21,792,308.00		

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer – Signature

Ms. Bridget Shea Westfall
Supervisory Grants Management Specialist

30. Remarks



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Recipient Name

THE UNIVERSITY OF TEXAS RIO GRANDE
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1201 W University Dr
Edinburg, TX 78539-2909
(956) 665-3891

Congressional District of Recipient

15

Payment Account Number and Type

1465292740A1

Employer Identification Number (EIN) Data

465292740

Universal Numbering System (DUNS)

069444511

Recipient's Unique Entity Identifier (UEI)

L3ATVUT2KNK7

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	\$1,971,444.00
b. Fringe Benefits	\$861,553.00
c. Total Personnel Costs	\$2,832,997.00
d. Equipment	\$0.00
e. Supplies	\$113,545.00
f. Travel	\$20,000.00
g. Construction	\$0.00
h. Other	\$25,000.00
i. Contractual	\$4,946,800.00
j. TOTAL DIRECT COSTS	\$7,938,342.00
k. INDIRECT COSTS	\$778,581.00
l. TOTAL APPROVED BUDGET	\$8,716,923.00
m. Federal Share	\$8,716,923.00
n. Non-Federal Share	\$2,179,231.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	ASSISTANCE LISTING	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
5-G064122	06HP00063902	ACFOHS	41.51	93.600	\$8,549,523.00	75-25-1536
5-G064121	06HP00063902	ACFOHS	41.51	93.600	\$167,400.00	75-25-1536



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 06HP000639-02-00

FAIN# 06HP000639

Federal Award Date: 08/11/2025

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 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 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\(f\)](#)
- viii. Subpart F – Audit Requirements – Single Audit at [2 CFR 200.501](#)



Department of Health and Human Services

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FAIN# 06HP000639

Federal Award Date: 08/11/2025

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



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 06HP000639-02-00

FAIN# 06HP000639

Federal Award Date: 08/11/2025

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>.

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



Department of Health and Human Services

Administration for Children and Families

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Federal Award Date: 08/11/2025

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



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 06HP000639-02-00

FAIN# 06HP000639

Federal Award Date: 08/11/2025

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.

AWARD ATTACHMENTS

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

06HP000639-02-00

1. 06HP000639 Remarks BY02 (FY25)

30. REMARKS (Continued from previous page)

Under Section 638 of the Head Start Act, this action awards University of Texas Rio Grande Valley, The funds for the budget period of 09/01/2025-08/31/2026 within the project period of 09/01/2024-08/31/2029 for the operation of an Early Head Start program in the designated service area.

The projected annual levels for this period are \$8,549,523 for operations and \$167,400 for training and technical assistance.

Early Head Start population: 372 infants and toddlers.

Designated Early Head Start service area(s): Hidalgo and Camaron Counties in the State of Texas.

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

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

As per Program Instruction ACF-PI-OHS-24-01, the grantee is required to submit one semi-annual SF-425 report and one annual SF-425 report. For this grant, SF 425 reports must be received by:

Semi-Annual Report: 3/30/2026

Annual Report: 11/30/2026

Additionally, the grantee must submit their SF-429 Real Property Status report via the Online Data Collection (OLDC) System, accessible through GrantSolutions. Your SF-429 report is due by the Annual SF-425 due date given above. Please refer to Program Instruction ACF-PI-HS-17-03 for further details.

Attachment 1

Award Number: 06HP000639/02

Recipient Organization: University of Texas Rio Grande Valley, The

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.

Board Approved
on
12/10/24



Brownsville Independent School District

Agenda Category: General Function
Contracts/MOU Board of Education Meeting: 12/10/24

Item Title: UTRGV Early Head Start Child Care X Action
Partnership Grant Subaward Agreement Information
With BISD Discussion

BACKGROUND:

University of Texas Rio Grande Valley in partnership with BISD have been awarded the Early Head Start Child Care Partnership Grant for the 2024-2029 school years. Funding will support early learning settings to provide full-day, full-year, comprehensive services that meet the needs of low-income working families; enhance access to high-quality, full-time child care; support the development of infants and toddlers through strong relationship-based experiences; and prepare them for the transition into preschool at Lincoln Park School. The Grant will provide 16 additional child care slots, stipend for Day Care Director, early childcare specialists, fringes, supplies and materials for Lincoln Park School.

FISCAL IMPLICATIONS:

There is no cost to the district.

RECOMMENDATION:

Recommend approval to accept the UTRGV Early Head Start Child Care Partnership Grant in the amount of \$248,191 to support the Early Child Care Program at Lincoln Park School at no cost to the district. The agreement shall remain in place through August 31, 2029 unless otherwise amended.


J.J. Deleon/Diana E. Barron

Submitted by: Principal/Program Director

Alejandro Cespedes

Recommended by: Asst. Supt./CFO

Miguel Salinas

Reviewed by: Staff Attorney

Alejandro Cespedes

Approved by: Chief Officer

Approved for Submission to Board of Education:


Dr. Jesus H. Chavez, Superintendent

When Necessary, Additional Background May Follow This.

Roxanne Eckstein

From: Priscilla Lozano <plozano@808West.com>
Sent: Tuesday, November 5, 2024 11:28 AM
To: Roxanne Eckstein; Lea Ohrstrom
Cc: Miguel Salinas; Minerva Almanza
Subject: [EXTERNAL]Re: UTRGV Early Head Start Child Care Partnership Grant Subaward Agreement with BISD

CAUTION: This email originated from outside of Brownsville ISD. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Approved as to form.

Sincerely,

Priscilla

From: Roxanne Eckstein <reckstein@bisd.us>
Sent: Monday, November 4, 2024 10:46 AM
To: Kevin O'Hanlon <kohanlon@808West.com>; Lea Ohrstrom <lohrstrom@808West.com>; Priscilla Lozano <plozano@808West.com>
Cc: Miguel Salinas <miguelsalinas@bisd.us>; Minerva Almanza <malmanza1@bisd.us>
Subject: UTRGV Early Head Start Child Care Partnership Grant Subaward Agreement with BISD

Ms. Lozano,

Please see the attached for the December Board meeting.

Thank you! Should you have any questions or comments, please contact me at (956) 698-6379.

Sincerely,

Roxanne Eckstein

**Roxanne Eckstein | Paralegal to Miguel Salinas | Staff Attorney | Phone: 956.698.6379 | Fax: 956.714.6400
Brownsville Independent School District | 1900 East Price Road, Suite 302 | Brownsville, TX 78521**

 **Go Green! Please do not print unless completely necessary.**

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The Brownsville Independent School District does not discriminate based on race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs, or activities.

FDP Cost Reimbursement Subaward

Federal Awarding Agency: Other [Type in Agency]		U.S. Department of Health and Human Services
Pass-Through Entity (PTE):		Subrecipient:
The University of Texas Rio Grande Valley		Brownsville Independent School District
PTE PI: Hilda Medrano, PhD	Sub PI: Dr. Jesus Chavez	
PTE Federal Award No: 06HP000639	Subaward No: 06HP000639-BISD	
Project Title: Early Head Start Child Care Partnership		
Subaward Budget Period:		Amount Funded This Action (USD): \$ 248,191.00
Start: 09/01/2024	End: 08/31/2025	
Estimated Period of Performance:		Incrementally Estimated Total (USD): \$ 1,240,955.00
Start: 09/01/2024	End: 08/31/2029	

Terms and Conditions

1. PTE hereby awards a cost reimbursable subaward, (as determined by 2 CFR 200.331), to Subrecipient. The Statement of Work and budget for this Subaward are as shown in Attachment 5. In its performance of Subaward work, Subrecipient shall be an independent entity and not an employee or agent of PTE.
2. Subrecipient shall submit invoices not more often than monthly and not less frequently than quarterly for allowable costs incurred. Upon the receipt of proper invoices, the PTE agrees to process payments in accordance with this Subaward and 2 CFR 200.305. All invoices shall be submitted using Subrecipient's standard invoice, but at a minimum shall include current and cumulative costs (including cost sharing), breakdown by major cost category, Subaward number, and certification, as required in 2 CFR 200.415(a). Invoices that do not reference PTE Subaward number shall be returned to Subrecipient. Invoices and questions concerning invoice receipt or payments shall be directed to the party's Financial Contact, shown in Attachment 3A.
3. A final statement of cumulative costs incurred, including cost sharing, marked "FINAL" must be submitted to PTE's Financial Contact, as shown in Attachment 3A, not later than 60 days after the final Budget Period end date. The final statement of costs shall constitute Subrecipient's final financial report.
4. All payments shall be considered provisional and are subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the Subrecipient.
5. Matters concerning the technical performance of this Subaward shall be directed to the appropriate party's Principal Investigator as shown in Attachments 3A and 3B. Technical reports are required as shown in Attachment 4.
6. Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this Subaward, and any changes requiring prior approval, shall be directed to the PTE's Authorized Official Contact and the Subrecipient's Authorized Official Contact shown in Attachments 3A and 3B. Any such change made to this Subaward requires the written approval of each party's Authorized Official as shown in Attachments 3A and 3B.
7. The PTE may issue non-substantive changes to the Budget Period(s) and Budget Unilaterally. Unilateral modification shall be considered valid 14 days after receipt unless otherwise indicated by Subrecipient when sent to Subrecipient's Authorized Official Contact, as shown in Attachment 3B.
8. Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law.
9. Either party may terminate this Subaward with 30 days written notice. Notwithstanding, if the Awarding Agency terminates the Federal Award, PTE will terminate in accordance with Awarding Agency requirements. PTE notice shall be directed to the Authorized Official Contact, and Subrecipient notice shall be directed to the Authorized Official Contact as shown in Attachments 3A and 3B. PTE shall pay Subrecipient for termination costs as allowable under Uniform Guidance, 2 CFR 200, or 45 CFR Part 75 Appendix IX, as applicable.
10. By signing this Subaward, including the attachments hereto which are hereby incorporated by reference, Subrecipient certifies that it will perform the Statement of Work in accordance with the terms and conditions of this Subaward and the applicable terms of the Federal Award, including the appropriate Research Terms and Conditions ("RTCs") of the Federal Awarding Agency, as referenced in Attachment 2. The parties further agree that they intend this subaward to comply with all applicable laws, regulations, and requirements.

By an Authorized Official of the PTE:		By an Authorized Official of the Subrecipient:	
DocuSigned by: Thomas Spencer	11/13/2024		
Name: Thomas Spencer, PhD	Date	Name: Dr. Jesus H. Chavez	Date
Title: Associate VP for Research Operations		Title: Superintendent	

Attachment 1
Certifications and Assurances

Subaward Number:

06HP000639-BISD

Certification Regarding Lobbying (2 CFR 200.450)

By signing this Subaward, the Subrecipient Authorized Official certifies, to the best of his/her knowledge and belief, that no Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement in accordance with 2 CFR 200.450.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," to the PTE.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Debarment, Suspension, and Other Responsibility Matters (2 CFR 200.214 and 2 CFR 180)

By signing this Subaward, the Subrecipient Authorized Official certifies, to the best of his/her knowledge and belief that neither the Subrecipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency, in accordance with 2 CFR 200.214 and 2 CFR 180.

Audit and Access to Records

Subrecipient certifies that it will provide PTE with notice of any adverse findings which impact this Subaward. Subrecipient certifies compliance with applicable provisions of 2 CFR 200.501-200.521. If Subrecipient is not required to have a Single Audit as defined by 200.501, Awarding Agency requirements, or the Single Audit Act, then Subrecipient will provide notice of the completion of any required audits and will provide access to such audits upon request. Subrecipient will provide access to records as required by parts 2 CFR 200.332 (a)(5), 200.337, and 200.338 as applicable.

Program for Enhancement of Contractor Employee Protections (41 U.S.C 4712)

Subrecipient is hereby notified that they are required to: inform their employees working on any federal award that they are subject to the whistleblower rights and remedies of the program; inform their employees in writing of employee whistleblower protections under 41 U.S.C §4712 in the predominant native language of the workforce; and include such requirements in any agreement made with a subcontractor or subgrantee.

The Subrecipient shall require that the language of the certifications above in this Attachment 1 be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Use of Name

Neither party shall use the other party's name, trademarks, or other logos in any publicity, advertising, or news release without the prior written approval of an authorized representative of that party. The parties agree that each party may use factual information regarding the existence and purpose of the relationship that is the subject of this Subaward for legitimate business purposes, to satisfy any reporting and funding obligations, or as required by applicable law or regulation without written permission from the other party. In any such statement, the relationship of the parties shall be accurately and appropriately described.

Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment

Pursuant to 2 CFR 200.216, Subrecipient will not obligate or expend funds received under this Subaward to: (1) procure or obtain; (2) extend or renew a contract to procure or obtain; or (3) enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services (as described in Public Law 115-232, section 889) as a substantial or essential component of any system, or as a critical technology as part of any system.

Attachment 2
Federal Award Terms and Conditions

Subaward Number

06HP000639-BISD

Required Data Elements

The data elements required by Uniform
Guidance are incorporated in the attached Federal Award.

This Subaward Is:

☐ Research & Development ☒ Subject to FFATA

Awarding Agency Institute (If Applicable)

U.S. Department of Health and Human Services

Federal Award Issue Date FAIN Assistance Listing No.

08/22/24 06HP000639 93.600

Assistance Listing Program Title (ALPT)

Head Start

Key Personnel Per NOA

Hilda Medrano, PhD

General Terms and Conditions

By signing this Subaward, Subrecipient agrees to the following:

1. To abide by the conditions on activities and restrictions on expenditure of federal funds in appropriations acts that are applicable to this Subaward to the extent those restrictions are pertinent. This includes any recent legislation noted on the Federal Awarding Agency's website:

<https://www.acf.hhs.gov/policy-guidance/hhs-grants-policy-statement>

2. 2 CFR 200

3. The Federal Awarding Agency's grants policy guidance, including addenda in effect as of the beginning date of the period of performance or as amended found at:

<https://www.acf.hhs.gov/policy-guidance/hhs-grants-policy-statement>

4. Applicable Research Terms and Conditions, including any Federal Awarding Agency's Specific Requirements found at:

<https://www.acf.hhs.gov/policy-guidance/hhs-grants-policy-statement>

except for the following :

- a. No-cost extensions require the written approval of the PTE. Any requests for a no-cost extension shall be directed to the Administrative Contact shown in Attachment 3A, not less than 30 days prior to the desired effective date of the requested change.
- b. Any payment mechanisms and financial reporting requirements described in the applicable Federal Awarding Agency Terms and Conditions and Agency-Specific Requirements are replaced with Terms and Conditions (1) through (4) of this Subaward; and
- c. Any prior approvals are to be sought from the PTE and not the Federal Awarding Agency.
- d. Title to equipment as defined in 2 CFR 200.1 that is purchased or fabricated with research funds or Subrecipient cost sharing funds, as direct costs of the project or program, shall vest in the Subrecipient subject to the conditions specified in 2 CFR 200.313.
- e. Prior approval must be sought for a change in Subrecipient PI or change in Key Personnel (defined as listed on the NOA).

5. Treatment of program income: Additive

Special Terms and Conditions:

Data Sharing and Access:

Subrecipient agrees to comply with the Federal Awarding Agency's data sharing and/or access requirements as reflected in the NOA or the Federal Awarding Agency's standard terms and conditions as referenced in General Terms and Conditions 1-4 above.

No additional requirements

Data Rights:

Subrecipient grants to PTE the right to use data created in the performance of this Subaward solely for the purpose of and only to the extent required to meet PTE's obligations to the Federal Government under its PTE Federal Award.

Copyrights:

Subrecipient Grants to PTE an irrevocable, royalty-free, non-transferable, non-exclusive right and license to use, reproduce, make derivative works, display, and perform publicly any copyrights or copyrighted material (including any computer software and its documentation and/or databases) first developed and delivered under this Subaward solely for the purpose of and only to the extent required to meet PTE's obligations to the Federal Government under its PTE Federal Award.

Subrecipient grants to PTE the right to use any written progress reports and deliverables created under this Subaward solely for the purpose of and only to the extent required to meet PTE's obligations to the Federal Government under its Federal Award.

Promoting Objectivity in Research (COI):

Subrecipient must designate herein which entity's Financial Conflicts of Interest policy (COI) will apply: Subrecipient

If applying its own COI policy, by execution of this Subaward, Subrecipient certifies that its policy complies with the requirements of the relevant Federal Awarding Agency as identified herein: <https://www.acf.hhs.gov/policy-guidance/hhs-grants-policy>

Subrecipient shall report any financial conflict of interest to PTE's Administrative Representative or COI contact, as designated on Attachment 3A. Any financial conflicts of interest identified shall, when applicable, subsequently be reported to Federal Awarding Agency. Such report shall be made before expenditure of funds authorized in this Subaward and within 45 days of any subsequently identified COI.

Work Involving Human or Vertebrate Animals (Select Applicable Options)

☒ No Human or Vertebrate Animals

This section left intentionally blank.

Human Subjects Data (Select One) Not Applicable

This section left intentionally blank

This section left intentionally blank

Additional Terms

Attachment 3A
Pass-Through Entity (PTE) Contacts

Subaward Number:

06HP000639-BISD

PTE Information

Entity Name: The University of Texas Rio Grande Valley

Legal Address: The University of Texas Rio Grande Valley
1201 W. University Dr.
Edinburg, TX 78539-2909

Website: www.utrgv.edu

PTE Contacts

Central Email: sponpro@utrgv.edu

Principal Investigator Name: Hilda Medrano, PhD

Email: hilda.medrano@utrgv.edu

Telephone Number: 956-984-9319

Administrative Contact Name: Roxanna Garcia

Email: roxanna.garcia@utrgv.edu

Telephone Number: 956-665-3007

COI Contact email (if different to above):

Financial Contact Name: Suelema Gonzalez

Email: grantsandcontracts@utrgv.edu

Telephone Number: 956-882-7716

Email invoices? ☒ Yes ☐ No Invoice email (if different): subrecipientmonitoring@utrgv.edu

Authorized Official Name: Thomas Spencer, PhD

Email: sponpro@utrgv.edu

Telephone Number: 956-665-3883

PI Address:

The University of Texas Rio Grande Valley
1201 W. University Dr.
Edinburg, TX 78539-2909

Administrative Address:

The University of Texas Rio Grande Valley
1201 W. University Dr.
Edinburg, TX 78539-2909

Invoice Address:

The University of Texas Rio Grande Valley
1201 W. University Dr.
Edinburg, TX 78539-2909

Attachment 3B
Subrecipient Contacts

Subaward Number:
06HP000639-BISD

Subrecipient Information for FFATA reporting

Entity's UEI Name:	Brownsville Independent School District		
EIN No.:	74-6000418	Institution Type:	Independent School District
UEI:	LNyUV6TAM7J9	Currently registered in SAM.gov:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Parent UEI:		Exempt from reporting executive compensation:	<input type="radio"/> Yes <input type="radio"/> No (if no, complete 3Bpg2)
Place of Performance Address	<div>This section for U.S. Entities: Zip Code Look-up</div> <div>Congressional District: 34th Zip Code+4: 78521-2417</div> <div>Brownsville Independent School District 1900 E. Price Road Brownsville, Texas 78521-2417</div>		

Subrecipient Contacts

Central Email:	jhchavez@bisd.us		
Website:	https://www.bisd.us		
Principal Investigator Name:	Dr. Jesus Chavez		
Email:	jhchavez@bisd.us	Telephone Number:	956-548-8000
Administrative Contact Name:	Juan Jose DeLeon		
Email:	jjdeleon@bisd.us	Telephone Number:	956-548-8137
Financial Contact Name:	Alejandro Cespedes, Chief Financial Officer		
Email:	acespedes2@bisd.us	Telephone Number:	956-698-0003
Invoice Email:			
Authorized Official Name:	Dr. Jesus Chavez		
Email:	jhchavez@bisd.us	Telephone Number:	956-548-8000

Legal Address:

Brownsville Independent School District
1900 E. Price Road
Brownsville, Texas 78521-2417

Administrative Address:

Brownsville Independent School District
1900 E. Price Road
Brownsville, Texas 78521-2417

Payment Address:

Brownsville Independent School District
1900 E. Price Road
Brownsville, Texas 78521-2417

Attachment 3B-2
Highest Compensated Officers

Subaward Number:

06HP000639-BISD

Subrecipient:

Institution Name: Brownsville Independent School District

PI Name: Dr. Jesus Chavez

Highest Compensated Officers

The names and total compensation of the five most highly compensated officers of the entity(ies) must be listed if the entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in Federal awards; and \$25,000,000 or more in annual gross revenues from Federal awards; and the public does not have access to this information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. See FFATA § 2(b)(1) Internal Revenue Code of 1986.

Officer 1 Name:

Officer 1 Compensation:

Officer 2 Name:

Officer 2 Compensation:

Officer 3 Name:

Officer 3 Compensation:

Officer 4 Name:

Officer 4 Compensation:

Officer 5 Name:

Officer 5 Compensation:

Attachment 4
Reporting and Prior Approval Terms

Subaward Number:

06HP000639-BISD

Subrecipient agrees to submit the following reports (PTE contacts are identified in Attachment 3A):

Technical Reports:

- ☐ Monthly technical/progress reports will be submitted to the PTE's Administrative Contact within 15 days of the end of the month.
- ☐ Quarterly technical/progress reports will be submitted within 30 days after the end of each project quarter to the PTE's Administrative Contact.
- ☒ Annual technical / progress reports will be submitted within 60 days prior to the end of each budget period to the PTE's Administrative Contact. Such report shall also include a detailed budget for the next Budget Period, updated other support for key personnel, certification of appropriate education in the conduct of human subject research of any new key personnel, and annual IRB or IACUC approval, if applicable.
- ☒ A Final technical/progress report will be submitted to the PTE's Administrative Contact within 60 days of the end of the Project Period or after termination of this award, whichever comes first.
- ☒ Technical/progress reports on the project as may be required by PTE's Administrative Contact in order for the PTE to satisfy its reporting obligations to the Federal Awarding Agency.

Prior Approvals:

Carryover:

Carryover is automatic

Other Reports:

- ☐ In accordance with 37 CFR 401.14, Subrecipient agrees to notify both the Federal Awarding Agency via designated portal and PTE's Administrative Contact within 60 days after Subrecipient's inventor discloses invention(s) in writing to Subrecipient's personnel responsible for patent matters. The Subrecipient will submit a final invention report using Federal Awarding Agency specific forms to the PTE's Administrative Contact within 60 days of the end of the Project Period to be included as part of the PTE's final invention report to the Federal Awarding Agency.

A negative report is required:

- ☐ Property Inventory Report (only when required by Federal Awarding Agency), specific requirements below.

Additional cost sharing requirements included below:

Additional Technical and Reporting Requirements:

For invoices:

- Certification as to truth and accuracy of invoice to be included on invoice.
- Invoices will be submitted on a monthly basis by subcontractor.
- Invoices must have the payor information as follows and shall be submitted via e-mail:

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY
ATTN: GRANTS AND CONTRACTS
1201 W. UNIVERSITY DRIVE, ESSBL 5.110
EDINBURG, TX 78539

Email: subrecipientmonitoring@utrgv.edu

- Invoices must have Remit to information
- Invoices must include Subcontract Number
- Invoices need to be accompanied with proper backup documentation such as receipts, ADHOC Reports, ...
- Invoices shall include current and cumulative costs (Including cost sharing)
- Upon Subaward's End Date, Final Invoice marked "FINAL"

Attachment 5
Statement of Work, Cost Sharing, Indirects & Budget

Subaward Number:
06HP000639-BISD

Statement of Work

☐ Below ☒ Attached, **2** pages

If award is FFATA eligible and SOW exceeds 4000 characters, include a *Subrecipient Federal Award Project Description*

Budget Information

Indirect Information Indirect Cost Rate (IDC) Applied 0 % Rate Type: Modified Total Direct Costs	Cost Sharing Yes If Yes, include Amount: \$ 62,048.00
--	---

Budget Details ☐ Below ☒ Attached, **1** pages

Budget Totals

Direct Costs	\$	248,191.00
Indirect Costs	\$	0.00
Total Costs	\$	248,191.00

All amounts are in United States Dollars

Scope of Work

Brownsville Independent School District

1900 Price Road, Brownsville, Texas 78521

The term of this SOW shall be 09/01/2024 to 08/31/2025. Either party may terminate this SOW for cause upon thirty (30) days written notice to the other party.

1. Introduction

This Scope of Work (SOW) outlines the responsibilities and expectations of **Brownsville Independent School District (BISD)** a Child Care Partner (CCP) in providing Early Head Start (EHS) services to **16 children and their families**, as sub-awarded by The University of Texas Rio Grande Valley (UTRGV) under the Early Head Start Grant.

2. Services to be Provided

BISD will deliver comprehensive EHS services to **16 eligible children and their families**, in accordance with the Head Start Program Performance Standards (HSPPS), specifically Parts 1301-1305. These services shall include, but not be limited to:

- **Child Development and Learning:** Implementing age-appropriate curriculum and activities to promote children's physical, cognitive, social, and emotional development.
- **Family Engagement:** Providing support and resources to families to enhance their parenting skills and promote child development.
- **Health and Nutrition:** Ensuring children receive regular health screenings, immunizations, and nutritional support.
- **Mental Health:** Offering mental health services and support to children and families as needed.
- **Social Services:** Connecting families to community resources and support systems.

3. Collaboration with UTRGV

BISD will collaborate closely with UTRGV to:

- Ensure adherence to HSPPS and grant requirements.
- Coordinate service delivery and data collection.
- Participate in ongoing monitoring and evaluation activities.
- Share information and resources as needed.

4. Performance Measures

BISD will be responsible for meeting performance measures as outlined in the HSPPS and grant agreement. These measures may include, but are not limited to:

BISD SOW

- Child development outcomes
- Family engagement rates
- Health and immunization compliance
- Program participation rates

5. Reporting Requirements

BISD will submit required reports to UTRGV in accordance with established timelines and formats. These reports may include:

- Progress reports
- Financial reports
- Child and family data
- Other reports as required

6. Program Compliance

BISD will maintain compliance with all applicable federal, state, and local laws, regulations, and policies related to early childhood education, child welfare, and health and safety.

7. Term

The term of this SOW shall be 09/01/2024 to 08/31/2025. Either party may terminate this SOW for cause upon thirty (30) days written notice to the other party.

Brownsville ISD Early Head Start Budget

Exhibit 6B BISD

September 2024- August 2025

Title	Base Salary	# Employees	Amount		Health Insurance	Worker's Comp				Total FTE
EHS Center Manager	\$ 10,000.00	1	\$ 10,000.00	\$ 765.00	\$ 7,862.00	\$ 135.00	\$ 90.00	\$ 1,150.00	\$ 10,002.00	\$ 20,002.00
EHS Teacher(s) CDA	\$ 24,960.00	4	\$ 99,840.00	\$ 7,637.76	\$ 31,448.00	\$ 1,347.84	\$ 360.00	\$ 11,481.60	\$ 52,275.20	\$ 152,115.20
EHS Teacher(s) part-time	\$ 13,474.56	2	\$ 26,949.12	\$ 2,061.61		\$ 363.81	\$ -	\$ 3,099.15	\$ 5,524.57	\$ 32,473.69
Total Salaries and Fringes			\$ 136,789.12		\$ 39,310.00	\$ 1,846.65				\$ 204,590.89
Total Staff		1								

Description	TOTAL
Salaries	\$ 136,789
Fringes	\$ 67,802
Office Supplies	\$ 10,000
Child/Family Supplies	\$ 33,600
Modified Total Direct Costs	\$ 248,191
Total Subaward (BISD)	\$ 248,191
Coat Share (In-kind)	\$ 62,048
over (under) budget	\$ (0)
Number of Children	16

Attachment 6

Notice of Award (NOA) and any additional documents

- ☒ The following pages include the NOA and if applicable any additional documentation referenced throughout this Subaward.
- ☐ Not incorporating the NOA or any additional documentation to this Subaward.



Department of Health and Human Services
Administration for Children and Families

Notice of Award

Award# 06HP000639-01-00

FAIN# 06HP000639

Federal Award Date: 08/22/2024

Recipient Information	Federal Award Information
1. Recipient Name THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY 1201 W University Dr Edinburg, TX 78539-2909 (956) 665-3891	11. Award Number 06HP000639-01-00
2. Congressional District of Recipient 15	12. Unique Federal Award Identification Number (FAIN) 06HP000639
3. Payment System Identifier (ID) 1465292740A1	13. Statutory Authority 42 USC 9801 ET SEQ
4. Employer Identification Number (EIN) 465292740	14. Federal Award Project Title Early Head Start Child Care Partnership
5. Data Universal Numbering System (DUNS) 069444511	15. Assistance Listing Number 93.600
6. Recipient's Unique Entity Identifier (UEI) L3ATVUT2KNK7	16. Assistance Listing Program Title Head Start
7. Project Director or Principal Investigator Dr. Hilda Medrano hilda.medrano@utrgv.edu 956-665-3401	17. Award Action Type New
8. Authorized Official Dr. Irasema Gonzalez irasema.gonzalez@utrgv.edu (956) 665-3891	18. Is the Award R&D? No
Federal Agency Information ACF OHS Region VI Grants Office	Summary Federal Award Financial Information
9. Awarding Agency Contact Information Ms. Jennifer M Curtiss Grants Management Officer jennifer.curtiss@acf.hhs.gov 816-426-2991	19. Budget Period Start Date 09/01/2024 - End Date 08/31/2025
10. Program Official Contact Information Mr. Kenneth Gilbert Regional Program Manager HHS/ACF OHS Region VI kenneth.gilbert@acf.hhs.gov 214-767-8844	20. Total Amount of Federal Funds Obligated by this Action \$8,716,923.00 20a. Direct Cost Amount \$7,891,542.00 20b. Indirect Cost Amount \$825,381.00
	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 \$2,179,231.00
	25. Total Federal and Non-Federal Approved this Budget Period \$10,896,154.00
	26. Period of Performance Start Date 09/01/2024 - End Date 08/31/2029
	27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance \$10,896,154.00
	28. Authorized Treatment of Program Income ADDITIONAL COSTS
	29. Grants Management Officer - Signature Ms. Jennifer M Curtiss Grants Management Officer
30. Remarks	



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 06HP000639-01-00

FAIN# 06HP000639

Federal Award Date: 08/22/2024

Recipient Information

Recipient Name

THE UNIVERSITY OF TEXAS RIO GRANDE
VALLEY
1201 W University Dr
Edinburg, TX 78539-2909
(956) 665-3891

Congressional District of Recipient

15

Payment Account Number and Type

1465292740A1

Employer Identification Number (EIN) Data

465292740

Universal Numbering System (DUNS)

069444511

Recipient's Unique Entity Identifier (UEI)

L3ATVUT2KNK7

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	\$1,974,362.00
b. Fringe Benefits	\$784,757.00
c. Total Personnel Costs	\$2,759,119.00
d. Equipment	\$0.00
e. Supplies	\$123,526.00
f. Travel	\$10,000.00
g. Construction	\$0.00
h. Other	\$20,000.00
i. Contractual	\$4,978,897.00
j. TOTAL DIRECT COSTS	\$7,891,542.00
k. INDIRECT COSTS	\$825,381.00
l. TOTAL APPROVED BUDGET	\$8,716,923.00
m. Federal Share	\$8,716,923.00
n. Non-Federal Share	\$2,179,231.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
4-G064122	06HP00063901	ACFOHS	41.51	93.600	\$8,549,523.00	75-24-1536
4-G064123	06HP00063901	ACFOHS	41.51	93.600	\$167,400.00	75-24-1536



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 06HP000639-01-00

FAIN# 06HP000639

Federal Award Date: 08/22/2024

35. Terms And Conditions

STANDARD TERMS

1. Federal awards are subject to legally binding requirements called terms and conditions (T&Cs). Recipients must review and comply with all T&Cs identified under the award. When a recipient is awarded and accepts an ACF award, it must comply with the requirements outlined in the Notice of Award and T&Cs. 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 the Managing Your ACF Grant Award at <https://www.acf.hhs.gov/grants/manage-grant>.

Applicable Legislation, Statute, and 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://www.congress.gov/bills/110th-congress/house-bill/1429>.
2. The program is codified at 42 U.S.C. 9831 et seq at http://uscode.house.gov/view.xhtml?path=/prelim@title42_chapter105/subchapter2&edition=prelim.
3. Implementing program regulations are published as the Head Start Program Performance Standards at 45 CFR Parts 1301 to 1305, <https://www.ecfr.gov/current/title-45/subtitle-B/chapter-XIII/subchapter-B>. 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 for HHS Awards found at 45 CFR Part 75 at <https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75>. This award is subject to the Closeout requirements for Grants and Agreements found at 2 CFR 200.344 at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR682eb6fbabcde2/section-200.344>.
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 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.



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 06HP000639-01-00

FAIN# 06HP000639

Federal Award Date: 08.22.2024

Property

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

Award Payment

10. 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

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. This award is subject to requirements as set forth in 2 CFR 25.110.

AWARD ATTACHMENTS

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

06HP000639-01-00

1. Remarks

30. REMARKS (Continued from previous page)

Under Section 638 of the Head Start Act, this action awards University of Texas Rio Grande Valley, The a project period of 09/01/2024-08/31/2029 for the operation of an Early Head Start program in the designated service area. This action awards \$8,549,523 for operations and \$167,400 for training and technical assistance for the initial budget period of 09/01/2024-08/31/2025.

Early Head Start population: 372 infants and toddlers.

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

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

This grant is subject to the requirements included in Attachments 1, 2, and 3.

This action awards \$196,301 for the cost-of-living adjustment increase for Early Head Start program operations, based on the application submitted for this period.

Per ACF-PI-OHS-24-01 (Federal Reporting of Standard Forms 425 and 428), Federal awards that have budget periods starting on or after October 1, 2023 will be required to submit two Federal Financial Reports (SF-425) during a 12-month budget period. A Semi-annual Federal Financial Report (SF425) is due in PMS by 3/30/2025. An Annual Federal Financial Report is due 11/30/2025. If this is the last budget period of the project period, a Final Federal Financial Report is due 12/29/25 (in lieu of an Annual report).

Attachment 1

Recipient Organization: University of Texas Rio Grande Valley, The

This grant is subject to Section 640(b) of the Head Start Act and 45 C.F.R. § 1303.4 requiring a non-federal match of 20 percent of the total cost of the program. This grant is also subject to the requirements in 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 a non-federal match of 20 percent and the limitation of 15 percent for development and administrative costs apply to the 09/01/2024-08/31/2025 budget period unless a waiver is approved. Any request for a waiver of the non-federal match, or a portion thereof, that meets the conditions under Section 640(b)(1)-(5) of the Head Start Act and 45 C.F.R. § 1303.4 or 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.

Attachment 2

Real Property Terms and Conditions

Terms and Conditions for Awards involving Property, if applicable

- Under grant program regulations at 45 C.F.R. § 75.323, a property trust relationship exists for the benefit of the awarding program in all property the non-federal entity acquires or improves with the Administration for Children and Families (ACF) funds, including real property, equipment and supplies. The non-federal entity holds the property in trust for the beneficiaries of the project or program under which the property was acquired or improved. ACF requires the non-federal entity to record liens or other appropriate notices such as Notices of federal Interest to indicate that real property has been acquired or improved with federal award funds and that use and disposition conditions apply to the property. The federal interest in the property cannot be defeated by a recipient's failure to file an appropriate notice of federal interest. A recipient may not encumber or permit a third party to encumber any property where federal funds were used for purchase, construction or major renovation without ACF's written consent. Financing and refinancing a property with or without subordination of the federal interest are encumbrance actions and subject to formal ACF approval, including the submission of the SF-429 Attachment B Acquire or Improve Request form (along with the supporting documentation) and the SF-429 Attachment C Encumbrance Request form (along with supporting documentation) in GrantSolutions On-Line Data Collection (OLDC) system. For guidance and reporting information, see Real Property Guidance: https://www.acf.hhs.gov/grants/real-property#book_content_0 .
- The federal interest in real property purchased, constructed or renovated with federal funds does not expire and remains in place until formal disposition. When real property is no longer needed either because the non-federal entity is leaving the program or for another reason, the non-federal entity must obtain disposition instructions from ACF in accordance with C.F.R. §75.318(c) (1)-(3) and ACF Policy, including the submission of the SF-429 Attachment C Disposition Request form (along with supporting documentation) in the GrantSolutions On-Line Data Collection (OLDC) system. For additional guidance and reporting information, see Real Property Guidance: https://www.acf.hhs.gov/grants/real-property#book_content_0 . While the awardee may indicate a disposition preference in the request for disposition instructions, ACF has the discretion to direct a different disposition option. The non-federal entity must request disposition instructions within 60 days of project expiration or notice of termination. If the non-federal entity fails to request disposition instructions, ACF will direct disposition.

A recipient's failure to comply with ACF's disposition instructions will constitute a material

violation of the terms and conditions of this grant award. Recipients are responsible for maintaining accurate and up-to-date records of any non-federal contributions, including payments of principal and interest on loans, made towards the purchase, construction, or renovation of real property, and itemized records of the funding source of such contributions. Recipients must produce those records when requesting disposition. In accordance with 45 C.F.R. §75.320(e) and ACF policy, the recipient must request disposition instructions utilizing the SF-428 cover page, Attachment C, and S form along with supporting documentation from ACF Office of Grants Management for equipment purchased with federal funds and which is no longer needed either because the recipient is leaving the program or for another reason. For more guidance and reporting information, see Tangible Personal Property Guidance: https://www.acf.hhs.gov/tangible-personal-property#book_content_0.

- If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination of support or completion of the project or program, the non-federal entity must retain the supplies or use on other activities or sell them, but must, in either case, compensate the Federal government for its share. The amount of compensation must be computed in the same manner as equipment. See 45 C.F.R. §75.320(e)(2) for the calculation methodology. For more guidance and reporting information, see Tangible Personal Property Guidance: https://www.acf.hhs.gov/tangible-personal-property#book_content_0.
- The inventory of equipment, supplies, and real property acquired with Head Start funds under any preceding award must be transferred and recorded under the grant agreement number identified in field 12 of this Notice of Award.
- Pursuant to 45 C.F.R. §75.317, a grant recipient must, at a minimum, provide the equivalent insurance coverage for real property and/or equipment acquired or improved with Federal funds, as provided to other property it owns. If a grant recipient uses federal funds to purchase or continue purchase (e.g. mortgage payments) on real property, including modular facility unit(s), it must maintain physical damage or destruction insurance at the full replacement value of the facility so long as it owns or occupies the facility. At a minimum, a grant recipient must obtain an insurance policy insuring against risk from physical destruction immediately upon acquiring real property or equipment, or upon completion of construction or modernization of a facility when federal funds were expended. The physical destruction insurance policy must insure the full-appraised value of the real property from risk of partial and total physical destruction, including flood insurance, or other special hazard riders, where appropriate. The policy must also include a requirement for the insurer to notify the Administration for Children and Families' Office of Grants Management of any changes in the policy or coverage, for example, loss payee endorsement.

Attachment 3

Budget Period 01 of the Project Period

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