



U.S. Department of Health and
Human Services on behalf of the
U.S. Department of Education

Child Care Access Means Parents in Schools Program

FY 2026 Grant Competition

Posted April 20, 2026

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Program Information

The Administration for Children and Families at the U.S. Department of Health and Human Services (HHS) is soliciting applications in support of the administration of the Child Care Access Means Parents in Schools (CCAMPIS) Program on behalf of the Department of Education. The CCAMPIS Program supports the participation of low-income parents in postsecondary education by providing campus-based child care services.

Assistance Listing Number: 84.335A.

OMB Control Number: 1840-0737.

Program authority [20 U.S.C. 1070e](#).

For further information contact: Mose Cartier, Telephone: (202) 453-7373. Email: Mose.Cartier@ed.gov.

Type of Award: Discretionary grants.

Estimated Available Funds: \$73,537,309.

Estimated Range of Awards (Annual):
\$150,000 - \$1,000,000.

Estimated Average Size of Awards (Annual): \$500,000 per year.

Maximum Award: The maximum annual amount an applicant may receive under this program for a 12-month budget period is \$500,000 or the amount equivalent to the product of \$100 multiplied by the institution's total number of Pell Grant recipients in FY 2025, whichever amount is greater. The Department encourages all applicants to consult the Department of HHS' Provider Cost of Quality Calculator while developing award requests. This tool can be found at <https://childcareta.acf.hhs.gov/provider-cost-of-quality-calculator>.

Estimated Number of Awards: 148.

Project Period: 48 months (4 Years).

Application Deadline: May 29, 2026

Note: ED is not bound by any estimates in this notice.

Eligibility

Eligible Applicants

Institutions of higher education (as defined in sections 101 and 102 of the HEA) that awarded a total of \$250,000 or more of Federal Pell Grant funds during FY 2025 to students enrolled at the institution.

Costs

Cost Sharing

This program does not require cost sharing or matching.

Indirect Cost Rate Information

This program uses an unrestricted indirect cost rate. For more information regarding indirect costs, or to obtain a negotiated indirect cost rate, please see www2.ed.gov/about/offices/list/ocfo/intro.html.

Administrative Cost Limitation

This program does not include any program-specific limitation on administrative expenses. All administrative expenses must be reasonable and necessary and conform to Cost Principles described in 2 CFR part 200 subpart E of the Uniform Guidance.

Subgrantees

A grantee under this competition may not award subgrants to entities to directly carry out project activities described in its application.

Use of Funds

Funding restrictions are outlined in section 419N(b)(2)(B) of the HEA. We reference regulations outlining funding restrictions in the *Applicable Regulations* section of this notice.

Submission Requirements and Deadlines

Applications Available	April 20, 2026
Application Deadline	May 29, 2026
Deadline for Intergovernmental Review	July 28, 2026

Applicants are required to follow the 2025 Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the Federal Register on August 29, 2025 (90 FR 42234) and available at [ED 2025 Common Instructions](#).

Program Description

Overview

The CCAMPIS Program supports the participation of low-income parents in postsecondary education by providing campus-based child care services. The program makes competitive grants for a period of 4 years to institutions of higher education, with a priority for child care programs that (1) leverage significant local or institutional resources and (2) utilize a sliding fee scale. Institutions may use the funding to establish or support a campus-based child care program primarily serving the needs of students from low-income backgrounds enrolled at the institution. Grants may also be used to provide before- and after-class and other student support services to the extent necessary to enable low-income students enrolled at the institution of higher education to pursue postsecondary education.

Priorities

This notice includes two absolute priorities and one invitational priority. The absolute priorities are from section 419N(d) of the Higher Education Act of 1965, as amended (HEA), [20 U.S.C. 1070e\(d\)](#).

All priorities that are being addressed must be identified in the abstract form and the project narrative section of the application.

Absolute Priorities (AP): For FY 2026, and any subsequent year in which we make awards from the list of unfunded applications from this competition, these priorities are absolute priorities. Under [34 CFR 75.105\(c\)\(3\)](#), we consider only applications that meet both priorities.

Invitational Priorities (IP): For FY 2026, and any subsequent year in which we make awards from the list of unfunded applications from this competition, these priorities are invitational priorities. Under [34 CFR 75.105\(c\)\(1\)](#), we do not give an application that meets these invitational priorities a competitive or absolute preference over other applications.

Priority Title	Required	Points	Priority Language
AP 1— Leveraging Non-Federal Resources	Yes	N/A	Projects that are designed to leverage significant local or institutional resources, including in-kind contributions, to support the activities assisted under section 419N of the HEA.
AP 2—Making Child Care More Affordable By Utilizing a Sliding Fee Scale for Low-Income Parents	Yes	N/A	Projects that are designed to utilize a sliding fee scale for child care services provided under section 419N of the HEA in order to support a high number of low-income parents pursuing postsecondary education at the institution.
IP—Expanding Education Choice in Early Learning Settings	No	N/A	Projects that are designed to expand access to education choice for parents with children in early learning settings, including by empowering parents in choosing the early learning setting that best meets their family’s needs, as well as by providing flexible child care arrangements such drop-in care, and child care during nontraditional hours, including evening and weekend care.

Application Requirements

For FY 2026, and any subsequent year in which we make awards from the list of unfunded applications from this competition, applicants must meet the following application requirements from section 419N(c) of the HEA:

(a) An institution of higher education desiring a grant under this competition must submit an application that—

(1) Demonstrates that the institution is an eligible institution;

(2) Specifies the amount of funds requested;

(3) Demonstrates the need of low-income students (as defined in this notice) at the institution for campus-based child care services by including in the application—

(i) Information regarding student demographics;

- (ii) An assessment of child care capacity on or near campus;
 - (iii) Information regarding the existence of waiting lists for existing child care;
 - (iv) Information regarding additional needs created by concentrations of poverty or by geographic isolation; and
 - (v) Other relevant data;
- (4) Contains a description of the activities to be assisted, including whether the grant funds will support an existing child care program or a new child care program;
- (5) Identifies the resources, including technical expertise and financial support, the institution will draw upon to support the child care program and the participation of low-income students in the program, such as accessing social services funding, using student activity fees to help pay the costs of child care, using resources obtained by meeting the needs of parents who are not low-income students, and accessing foundation, corporate, or other institutional support, and demonstrate that the use of the resources will not result in increases in student tuition;
- (6) Contains an assurance that the institution will meet the child care needs of low-income students through the provision of services, or through a contract for the provision of services;
- (7) Describes the extent to which the child care program will coordinate with the institution's early childhood education curriculum, to the extent the curriculum is available, to meet the needs of the students in the early childhood education program at the institution and the needs of the parents and children participating in the child care program assisted under the applicant's project;
- (8) In the case of an institution seeking assistance for a new child care program—
- (i) Provides a timeline, covering the period from receipt of the grant through the provision of the child care services, delineating the specific steps the institution will take to achieve the goal of providing low-income students with child care services;
 - (ii) Specifies any measures the institution will take to assist low-income students with child care during the period before the institution provides child care services; and
 - (iii) Includes a plan for identifying resources needed for the child care services, including space in which to provide child care services, and technical assistance, if necessary;

(9) Contains an assurance that any child care facility assisted under this section will meet the applicable State or local government licensing, certification, approval, or registration requirements; and

(10) Contains a plan for any child care facility assisted under this program to become accredited within 3 years of the date the institution first receives assistance under this program.

Selection Criteria

Selection criteria outline how the application will be scored. The maximum possible total score an application can receive for addressing the criteria is 100 points. The maximum possible score for addressing each criterion is indicated in parentheses following the criterion. The selection criteria for this competition are from section 419N of the HEA and [34 CFR 75.210](#)

(a) Need for the project (24 points).

The Secretary considers the extent to which the applicant demonstrates, in its application, the need for campus-based child care services for low-income students, by including the following (see section 419N(c)(3) of the HEA):

- (i) Information regarding student demographics.
- (ii) An assessment of child care capacity on or near campus, including information regarding the existence of waiting lists for existing child care.
- (iii) Information regarding additional needs created by concentrations of poverty or by geographic isolation.
- (iv) Other relevant data.

(b) Quality of project design. (up to 36 points)

In determining the quality of the design of the proposed project, the Secretary considers the following:

- (i) The extent to which the applicant describes in its application the activities to be assisted, including whether the grant funds will support an existing child care program or a new child care program (see section 419N(c)(4) of the HEA).
- (ii) The extent to which the design of the proposed project demonstrates meaningful community engagement and input to ensure that the project is appropriate to successfully address the needs of the target population or

other identified needs and will be used to inform continuous improvement strategies. (see 34 CFR 75.210(c)23)(i)).

- (iii) The likely benefit to the intended recipients, as indicated by the logic model or other conceptual framework, of the services to be provided. (see 34 CFR 75.210(d)(3)(iv)).
- (iv) The extent to which the application includes an assurance that the institution will meet the child care needs of low-income students through the provision of services, or through a contract for the provision of services (see section 419N(c)(6) of the HEA).
- (v) The extent to which the child care program will coordinate with the institution's early childhood education curriculum, to the extent the curriculum is available, to meet the needs of the students in the early childhood education program at the institution, and the needs of the parents and children participating in the child care program assisted under section 419N of the HEA (see section 419N(c)(7) of the HEA).
- (vi) If the applicant is seeking assistance for a new child care program (see section 419N(c)(8) of the HEA)—

- (1) The extent to which the applicant's timeline, covering the period from receipt of the grant through the provision of the child care services, delineates the specific steps the institution will take to achieve the goal of providing low-income students with child care services;

- (2) The extent to which the applicant specifies any measures the institution will take to assist low-income students with child care during the period before the institution provides child care services; and

- (3) The extent to which the application includes a plan for identifying resources needed for the child care services, including space in which to provide child care services and technical assistance if necessary.

Note: The maximum available points for this selection criterion will be divided equally, for applications that seek assistance to support existing programs, among factors (i)-(v), and, for applications that seek assistance to support new programs, among factors (i)-(vi).

(c) Quality of management plan. (up to 21 points)

In determining the quality of the management plan for the proposed project, the Secretary considers the following:

- (i) The extent to which the application identifies the resources, including technical expertise and financial support, the institution will draw upon to support the child care program and the participation of low-income students in the program, such as accessing social services funding, using student activity fees to help pay the costs of child care, using resources obtained by meeting the needs of parents who are not low-income students, and accessing foundation, corporate or other institutional support, and demonstrates that the use of the resources will not result in increases in student tuition (see section 419N(c)(5) of the HEA).
- (ii) The extent to which the project director or principal investigator, when hired, has the qualifications required for the project, including formal training or work experience in fields related to the objectives of the project and experience in designing, managing, or implementing similar projects for the target population to be served by the project. (see 34 CFR 75.210(e)(3)(i)).
- (iii) The feasibility of the management plan to achieve project objectives and goals on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks. (see 34 CFR 75.210(g)(2)(i)).

(d) Quality of project evaluation. (up to 12 points)

In determining the quality of the project evaluation, the Secretary considers the following:

- (i) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project (see [34 CFR 75.210\(h\)\(2\)\(i\)](#)).
- (ii) The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible (see 34 CFR 75.210(h)(2)(iv)).

- (iii) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes (see 34 CFR 75.210(h)(2)(vi)).

(e) *Adequacy of resources.* (up to 7 points)

In determining the adequacy of resources for the proposed project, the Secretary considers the following:

- (i) The extent to which the budget is adequate to support the proposed project and the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project. (see [34 CFR 75.210\(f\)\(2\)\(iii\)](#)).
- (ii) The extent to which the costs are reasonable in relation to the number of persons to be served, the depth and intensity of services, and the anticipated results and benefits. (see [34 CFR 75.210\(f\)\(2\)\(iv\)](#)).

Performance Measures

ED has developed the following performance measures for the purposes of reporting to ED under [34 CFR 75.110](#).

Program Performance Measures. The Department developed the following program performance indicators to evaluate the overall effectiveness of this program:

Program Performance Measure 1	Postsecondary persistence of CCAMPIS participants
Program Performance Measure 2	Postsecondary completion of CCAMPIS participants

All CCAMPIS Program grantees will be required to submit an annual performance report documenting the persistence and degree attainment of their participants. Although students may choose to use child care services at different points in their college enrollment, the goal is to measure the outcomes of student-parents based on their completion of their program within 150 percent or 200 percent of the published program length. The cohort model of evaluation will track the level of utilization by a student-parent throughout their enrollment at the institution and will provide results based on the long-term academic success of the student-parent. The Department will aggregate the data provided in the annual performance reports from all grantees to determine the accomplishment level.

Additionally, each CCAMPIS grantee will be required to submit annual reporting which shall include:

- (i) data on the population served under this program;

- (ii) information on campus and community resources and funding used to help "[low-income students](#)" access child care services;
- (iii) information on progress made toward accreditation of any child care facility; and
- (iv) information on the impact of the grant on the quality, availability, and affordability of campus-based child care services.

Application Submission Information

Application Submission Instructions: Applicants are required to follow the Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the *Federal Register* on August 29, 2025 ([90 FR 42234](#)), and available at <https://www.federalregister.gov/documents/2025/08/29/2025-16571/common-instructions-and-information-for-applicants-to-department-of-education-discretionary-grant>, which contain requirements and information on how to submit an application.

Registration

To apply, you must first be registered in two systems: SAM.gov and Grants.gov. If you are already registered, make sure your registration is active and up to date.

Grants.gov registration involves several steps including registration on [SAM.gov](#). You may begin working on your application while completing the registration process, but you cannot apply until all registration steps are complete. Once your SAM registration is active, it will take 24-48 hours for the information to be available in Grants.gov, and before you can apply through Grants.gov. For detailed information on the registration steps, please go to: [Grants.gov Applicant Registration](#). Please note that your organization will need to update its SAM registration annually.

SAM.gov

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier. SAM.gov registration can take several weeks. **Begin that process early.**

To register, go to [SAM.gov](#) and click on "Get Started."

Click on the Entity Registration Checklist for the information you will need to register in SAM.gov.

If you need help, you can call 866-606-8220 or live chat with the Federal Service Desk.

Grants.gov

You must also have an active account with grants.gov.

To register, go to grants.gov and click “Register.” When ready, click on “Get Registered Now” and complete required fields.

For more information or assistance, click on “Applicant Registration Page.”

ED strongly recommends that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded. If Grants.gov rejects your application, you will need to resubmit successfully to Grants.gov before 11:59:59 p.m. Eastern Time on the deadline date.

You must provide the UEI on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This UEI is assigned to your organization in SAM at the time your organization registers in SAM. If you do not enter the UEI assigned by SAM on your application, Grants.gov will reject your application.

A *Grants.gov* applicant must apply online using Workspace, a shared environment in *Grants.gov* where members of a grant team may simultaneously access and edit different web forms within an application. You begin by creating an individual Workspace for each application and establish, for that application, a collaborative application package that allows more than one person in your organization to work concurrently on an application. You will then complete the application forms in Workspace and submit the application when completed. For further instructions on how to apply using *Grants.gov*, refer to:

<https://grants.gov/applicants/grant-applications/how-to-apply-for-grants>.

Intergovernmental Review

This is subject to Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One of the objectives of Executive Order 12372 is to strengthen federalism – or the distribution of responsibility between localities, states, and the Federal government – by fostering intergovernmental partnerships. This idea includes supporting processes that state or local governments have developed to coordinate and review proposed Federal financial grant applications. Grant applicants need to contact State Single Points of Contact (SPOC) for information on their state’s procedures. Multi-state applicants should follow procedures specific to each state. Further information about the SPOC and the official list of entities can be found at:

<https://www.ojp.gov/IntergovernmentalReviewSPOCList.pdf>.

Verify Submission

Verify that Grants.gov received your application submission on time and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 11:59:59 p.m. Eastern Time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned. Once ED receives your application from Grants.gov, an Agency Tracking Number (PR/award number) will be assigned to your application and will be available for viewing on Grants.gov's Track My Application link.

If the date/time received is later than 11:59:59 p.m. Eastern Time, on the deadline date, your application is late. If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site:

<https://www.grants.gov/applicants/encountering-error-messages>. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Software Tip Sheet at: <https://www.grants.gov/applicants/adobe-software-compatibility>. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or email at: support@grants.gov or access the Grants.gov Self- Service Knowledge Base web portal at <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>.

Application Review Information

Review and Selection Process: We remind potential applicants that in reviewing applications in any discretionary grant competition, the Secretary may consider, under [34 CFR 75.217](#), information outside the rank order of applications, including: the information in each application; and any other information—

- (1) Relevant to a criterion, priority, or other requirement that applies to the selection of applications for new grants;
- (2) Concerning the applicant's performance and use of funds under a previous award under any Department program; and
- (3) Concerning the applicant's failure under any Department program to submit a performance report or its submission of a performance report of unacceptable quality.

Before making awards, Department staff will screen applications submitted in accordance with the requirements in this notice to determine whether applications have met eligibility and other requirements, including whether an application may fail to meet the “General Terms and Conditions” applicable to awarded funds referenced elsewhere within this notice. This screening process may occur at various stages of the review and selection process. Applicants that are determined to be ineligible will not receive a grant, regardless of whether the application was included in the peer review process. Applications not selected for funding will be informed of the Secretary's decision in accordance with 34 CFR 75.218.

Peer reviewers will read, prepare a written evaluation of, and score the assigned applications, using the selection criteria provided in this notice.

For this competition, a panel of non-Federal reviewers will review each application in accordance with the selection criteria. The individual scores assigned by the reviewers will be added and the sum divided by the number of reviewers to determine the peer reviewer score received in the review process.

In addition, in making a competitive grant award, the Secretary requires various assurances, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from ED ([34 CFR 100.4](#), [104.5](#), [106.4](#), [108.8](#), and [110.23](#)).

Tie-breaker: If there are insufficient funds for all applications with the same total scores, the Secretary will choose among the tied applications by selecting the institution with the highest percentage of undergraduate students who are Pell Grant recipients.

Definitions

The definitions of “low-income student” and “early childhood education program” are from sections 419N and 103 ([20 U.S.C. 1003](#)) of the HEA, respectively. The definitions of “performance measure” and “performance target” are from [34 CFR 77.1](#).

Early childhood education program means—

- (1) A Head Start program or an Early Head Start program carried out under the Head Start Act ([42 U.S.C. 9831](#) et seq.), including a migrant or seasonal Head Start program, an Indian Head Start program, or a Head Start program or an Early Head Start program that also receives State funding;
- (2) A State licensed or regulated child care program; or
- (3) A program that—
 - (i) Serves children from birth through age six that addresses the children's cognitive (including language, early literacy, and early mathematics), social, emotional, and physical development; and
 - (ii) Is—
 - (I) A State prekindergarten program;
 - (II) A program authorized under section 619 ([20 U.S.C. 1419](#)) or part C of the Individuals with Disabilities Education Act ([20 U.S.C. 1431](#) et seq.); or
 - (III) A program operated by a local educational agency.

Low-income student means a student—

- (1) Who is eligible to receive a Federal Pell Grant for the award year for which the determination is made; or
- (2) Who would otherwise be eligible to receive a Federal Pell Grant for the award year for which the determination is made, except that the student fails to meet the requirements of—
 - (i) [20 U.S.C. 1070a\(c\)\(1\)](#) because the student is enrolled in a graduate or first professional course of study; or
 - (ii) [20 U.S.C. 1091\(a\)\(5\)](#) because the student is in the United States for a temporary purpose.

Performance measure means any quantitative indicator, statistic, or metric used to gauge program or project performance ([34 CFR 77.1](#)).

Performance target means a level of performance that an applicant would seek to meet during the course of a project or as a result of a project ([34 CFR 77.1](#)).

Award Requirements

Terms and Conditions

If you are awarded a grant under this competition, you must ensure and may be required to demonstrate that federal funds will not be used under this project in any manner that violates the United States Constitution, Title VI or Title VII of the Civil Rights Act of 1964 ([42 U.S.C. 2000d](#) *et seq.* or [42 U.S.C. 2000e](#) *et seq.*), Title IX of the Education Amendments of 1972 ([20 U.S.C. 1681](#) *et seq.*), section 504 of the Rehabilitation Act ([29 U.S.C. 794](#)), the Age Discrimination Act of 1975 ([42 U.S.C. 6101](#) *et seq.*), Title II of the Americans with Disabilities Act of 1990 ([42 U.S.C. 12131](#) *et seq.*), the Boy Scouts of America Equal Access Act of 2001 ([20 U.S.C. 7905](#)), section 117 of the Higher Education Act of 1965, as amended ([20 U.S.C. 1011f](#)), or other applicable federal law. To the extent that a grantee uses grant funds for such unallowable activities, ED may take appropriate enforcement action, including the potential recovery of funds, or may pursue termination under [2 CFR 200.340](#). The Grant Award Notification document accompanying your award may contain further terms and conditions, as necessary to ensure grantee compliance with applicable laws, regulations, and administrative priorities.

Please note the provisions of Executive Orders 14151, 14168, 14173, and 14190 as well as the U.S. Department of Justice’s July 29, 2025, non-regulatory “Guidance for Recipients of Federal Funding Regarding Unlawful Discrimination,” which clarifies the application of federal antidiscrimination laws to programs or initiatives that may involve discriminatory practices, including those labeled as Diversity, Equity, and Inclusion (“DEI”) programs.

Such activities may risk violating federal civil rights laws and may jeopardize federal funding. This includes any discriminatory equity ideology in violation of a Federal anti-discrimination law. A definition of “discriminatory equity ideology” is contained in Section 2(b) of Executive Order 14190. To the extent that any entity receiving grant funds under this grant uses those grant funds for such unallowable activities, the Department reserves the right to take appropriate enforcement actions, including the recovery of grant funds.

Applicable Regulations

(a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75 (except for §§ 75.215 through 75.221), 77, 79, 82, 84, 86, 97, 98, and 99. (b) The Office of Management and Budget Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485. (c) The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended in 2 CFR part 3474.

Note: Because there are no program-specific regulations for the CCAMPIS Program, applicants are encouraged to carefully read the authorizing statute: title IV, part A, subpart 7, section 419N of the HEA ([20 U.S.C. 1070e](#)).

Continuation Awards

Under section 419N(e)(2) of the HEA, the Secretary makes continuation awards under CCAMPIS “only if the Secretary determines, on the basis of the reports submitted under [section 419N(e)(1)], that the institution is making a good faith effort to ensure that low-income students at the institution have access to affordable, quality child care services.”

Additionally, in making a continuation award under [34 CFR 75.253](#), the Secretary considers, among other things: whether a grantee has made substantial progress in achieving the goals and objectives of the project; whether the grantee has expended funds in a manner that is consistent with its approved application and budget; and, if the Secretary has established performance measurement requirements, whether the grantee has made substantial progress in achieving the performance targets in the grantee's approved application, or whether the continuation of the project is in the best interest of the Federal Government.

In making a continuation award, the Secretary also considers whether the grantee is operating in compliance with the assurances in its approved application, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department ([34 CFR 100.4](#), [104.5](#), [106.4](#), [108.8](#), and [110.23](#)).

Application Checklist

The application will require you to fill out several forms, which are listed and linked in grants.gov. See below for a description of forms and sections:

1. Standard Documents

- ☐ Application for Federal Assistance (SF 424)
- ☐ Department of Education Supplemental Information for SF 424

2. Budget Information

- ☐ Budget Information for Non-Construction Programs (SF 424A)

3. Abstract Form

- ☐ Abstract — Attach this document to the Abstract Form in the Grants.gov application.

4. Project Narrative

- ☐ Application Narrative (Project Narrative Attachment Form)

5. Budget Narrative

- ☐ Budget Narrative Attachment Form

6. Other Attachment Forms

- ☐ CCAMPIS Program Profile Form
- ☐ Absolute Priority Narrative (no more than 3 pages)
- ☐ Invitational Priority Narrative (no more than 3 pages)

7. Assurances and Certifications

- ☐ Disclosure of Lobbying Activities (Standard Form LLL)
- ☐ Grants.gov Lobbying Form
- ☐ Assurances – Non-Construction Programs (SF 424B)

Part 1: Standard Documents

Application for Federal Assistance (SF 424)

ED Supplemental Information for SF 424 ([Instructions](#))

This form requires basic identifying information about the applicant and the application. Please provide all requested applicant information (including name, address, e-mail address and UEI). **When applying electronically via Grants.gov, you will need to ensure that the UEI on your application is the same as the UEI**

your organization used when it registered with the System for Award Management.

Applicants are advised to complete the Application for Federal Assistance (Form SF 424) first. Grants.gov will automatically insert the correct Assistance Listing Number and program name automatically wherever needed on other forms.

Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although this form accepts attachments, ED will only review materials/files attached in accordance with the instructions provided within this application.

Part 2: Budget Information

Budget Information for Non-Construction Programs (Standard Form 424A)

The SF-424A Budget Information Form is required. This part of your application contains information about the Federal funding you are requesting. The form requires total funding requests for each year of the project, but only requires detailed information for Year 1 of the project. You will provide information on all years of the project, including an itemized budget breakdown for each year of the proposed project, in your Budget Narrative. Specific instructions for completing the Budget Narrative are provided within this application notice and instructions under Budget Narrative. Budget Narrative attachments are not included in the page count.

Instructions for completing SF-424A:

The SF-424A has six sections (A-F). While the form includes several sections and boxes, please use the information below to complete only the necessary sections.

Section A – Budget Summary

- *Section A-Budget Summary:* Enter the name of the grant program for which you are requesting funds in 1(a).
- *Section A-Budget Summary:* 1(b): Enter the Assistance Listing Number (Example 84.044A).
- *Section A-Budget Summary:* 1(e) “Federal”: Include the total amount requested for the entire performance period. The amount you enter here will auto populate in 5 (e).
- *Section A-Budget Summary:* 1(f) “Non-Federal”: Only include an amount in this section if you propose to include non-Federal financial resources as part of this project, including any non-Federal funds to meet any program cost sharing requirements. If not including non-Federal financial resources, leave this blank or include 0.

- *Section A-Budget Summary: 1(g):* If using Grants.gov form, the total amount included here will be auto-calculated based on what is included in 1(e) and 1(f).

Section B – Budget Categories

- **Section B-Budget Categories:**
 - **Line 6. Object Class Categories:** The categories listed here (a-k) are the categories you will need to further describe in the Budget Narrative. For this section, only include the total amount by category for Year 1 of the project. You will provide a breakdown by category for each year of the project in the Budget Narrative. If using Grants.gov, line 6 column (1) will be auto-populated with the name of the program for which you are requesting funding.
- *Personnel (line 6a.):* Enter project personnel salaries and wages only. Include fees and expenses for consultants on line 6f or 6h.
- *Fringe Benefits (line 6b):* The organization's normal fringe benefits contribution may be charged to the program. Leave this line blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect cost.
- *Travel (line 6c):* Indicate the travel costs of employees and participants only. Include travel of persons such as consultants on line 6f or 6h.
- *Equipment (line 6d):* Indicate the cost of tangible, non-expendable personal property that has a usefulness greater than one year and acquisition costs that are the lesser of the capitalization level established by the applicant entity for financial statement purposes or \$10,000 per article. Lower limits may be established to maintain consistency with the applicant's policy.
- *Supplies (line 6e):* Show all tangible, expendable personal property. Direct supplies and materials differ from equipment in that they are consumable, expendable, and of a relatively low unit cost. Supplies purchased with grant funds should directly benefit the grant project and be necessary for achieving the goals of the project.
- *Contractual (line 6f):* The contractual category should include all costs specifically incurred with actions that the applicant takes in conjunction with an established internal procurement system. Include consultant fees, expenses, and travel costs in this category if the consultant's services are obtained through a written binding agreement or contract.
- *Construction (line 6g):* Construction funds are not authorized, unless specified by the program. If construction is allowable, include the amount request for construction costs.

- *Other (line 6h):* Indicate all direct costs not covered on lines 1-6. For example, include costs such as space rental, required fees, honoraria and travel (where a contract is not in place for services), training, and communication and printing costs. If applicable, include stipends under other. If stipends are included under other, do not include stipends when calculating the indirect cost. Do not include costs that are included in the indirect cost rate.
- *Total Direct Costs (line 6i):* The sum of lines 6a-6h. If using Grants.gov, this number is auto-calculated.
- *Indirect Costs (line 6j):* Indicate the applicant's approved indirect cost rate, per [34 CFR 75.560 - 75.564](#). If an applicant does not have an approved indirect cost rate agreement with a cognizant Federal agency, the applicant must apply to ED for a temporary indirect cost rate if it wishes to charge indirect costs to the grant. For more information, go to [ED's website](#). In addition, a grantee, if it is eligible, may also use de minimis rate as provided for under [2 CFR 200.414\(f\)](#).
- *Total Cost (line 6i and 6j):* This number should be equal to sum of lines 6i-6j (total of direct costs + indirect costs). If using Grants.gov, this number is auto-calculated. The sum for column one, labeled Project Year 6 (1), should also be equal to item 15a on the application cover sheet (SF Form 424).
- *Line 7. Program Income:* You may leave this field blank.

Section C – Non-Federal Resources

This section should only be completed if you are proposing a cost share or if the program for which you are applying requires a Non-Federal cost share. If you include a cost share, provide a breakdown by including the dollars that will come from the applicant, State, and other sources, as applicable.

Section D – Forecasted Cash Needs

- *Line 13. Federal:* The total for 1st Year column will automatically calculate based on the funding amounts included in Quarters 1-4. These quarters apply to **Year One ONLY**. Enter the forecasted cash needs from Federal sources for each quarter of the first program year. The amount entered for each quarter will be used to auto-calculate the amount in line 15 and is your forecasted needs. You will have an opportunity to provide updates to these quarterly amounts in post-award.
- *Line 14. Non-Federal:* The total for 1st year column will automatically calculate based on the funding amounts included in Quarters 1-4. These quarters apply to **Year One ONLY**. **Leave this blank for each quarter if you are not including any**

Non-Federal Funds. If including non-Federal funds, enter the forecasted cash needs from non-Federal sources for the first quarter of the first program year. If not applicable, leave blank.

- **Line 15. (sum of lines 13 and 14):** If using Grants.gov, the total is auto-calculated.

Section E – Budget Estimates of Federal Funds Needed for Balance of the Project

This section collects information for future funding periods. While the columns are labeled First (b) through Fourth (e), this is the section where you will include the **total** amount of Federal funds requested for Years 2-4, for four-year projects. You are only including the **total** amount of Federal funds requested for the outyears beyond Year 1. The total amount in Section D. line 13 plus the total amount in the outyears should match the project total requested in Section A line 5 (e).

- *Line 16 Column (a) Grant Program:* If using Grants.gov, this box will be auto-populated with the name of the program you included in Section A Line 1.
- *Line 16 Column (b) First:* Include the total amount requested for the first outyear. **Year 2 of the project.** Ensure this amount matches what is in your Budget Narrative.
- *Line 16 Column (c) Second:* Include the total amount requested for the second outyear. **Year 3 of the project.** Ensure this amount matches what is in your Budget Narrative.
- *Line 16 Column (d) Third:* Include the total amount requested for the third outyear. **Year 4 of the project.** Ensure this amount matches what is in your Budget Narrative.

Section F – Other Budget Information

- *Line 21. Direct Charges:* You may leave this field blank.
- *Line 22. Indirect Charges:* Enter the type of indirect rate (provisional, predetermined, final or fixed) or 15% de minimis rate that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.
- *Line 23. Remarks:* You may leave this field blank.

Part 3: Abstract Form

The project abstract should not exceed one double spaced pages and should include a concise description of the following information:

- Project objectives and activities
- Absolute Priorities

- Proposed project outcomes
- Proposed project partners, if applicable

Part 4: Project Narrative

This section should be attached as a single document to the Project Narrative Attachment Form in accordance with the instructions found on Grants.gov and should be organized in the following manner and include the following parts in order to expedite the review process.

Ensure that you only attach the ED approved file types detailed in the [2025 Common Instructions](#). When attaching files, applicants should limit the size of their file names.

☐ **Table of Contents**

The Table of Contents shows where and how the important sections of your proposal are organized and should not exceed one double-spaced page.

☐ **Application Narrative**

ED encourages applicants to limit this section of the application to the equivalent of no more than 50 pages. The recommended page limit does not apply to the cover sheet; the budget section, including the narrative budget justification; the assurances and certifications; or the one- abstract, the resumes, the bibliography, logic model, or the letters of support. However, the recommended page limit does apply to the **Project Narrative**.

Part 5: Budget Narrative

This section should be attached as a single document to the Budget Narrative Attachment Form in accordance with the instructions found on Grants.gov. It should be organized in the following manner and include the following parts in order to expedite the review process. Ensure that you attach the ED approved file types detailed in the [2025 Common Instructions](#).

Each application must also provide a Budget Narrative for requested Federal funds. The Budget Narrative for requested Federal funds should provide a justification of how the money requested for each budget item will be spent, and the total amounts for each project year should match the total amounts in Section E – Budget Estimates of Federal Funds Needed for Balance of the Project in SF-424A.

This section requires an itemized budget breakdown for each project year and the basis for estimating the costs of personnel salaries, benefits, project staff travel, materials and supplies, consultants and subcontracts, indirect costs and any other projected expenditures. Be sure to complete an itemized budget breakdown and narrative for each year of the proposed project. Below is a breakdown of the categories to be included in the Budget Narrative for each project year:

- *Personnel:* List all staff positions by title including roles and responsibilities. For each position give the annual salary, the percentage of time devoted to the project, and the amount of each position's salary funded by the grant.
- *Fringe Benefits:* The institution's normal fringe benefits contribution may be charged to the program. Leave this line blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect cost.
- *Travel:* For grantee staff only, specify the purpose, number of staff traveling, mileage, per diem, estimated number of in-state and out-of-state trips, and other estimated costs for each type of travel.
- *Equipment:* Identify each item of equipment you expect to purchase that has an estimated acquisition cost of \$10,000 or more per unit (or if your capitalization level is less than \$10,000, use your capitalization level) and a useful lifetime of more than one year (see [2 CFR Part 200.1](#) for the definition of Equipment). List the item, quantity, and the unit cost per item.
- *Supplies:* Identify the cost of supplies (e.g., general office supplies, desk/chairs, laptops/printers, other specialty items) in the detailed budget per category. Except for general office supplies, list the item, quantity, and the unit cost per item. Supplies include all tangible personal property other than "equipment" (see [2 CFR Part 200.1](#) for the definition of Supplies). Items with a unit cost of less than \$10,000 are supplies, not "equipment."
- *Contractual:* The contractual category should include all costs specifically incurred with actions that the applicant takes in conjunction with an established internal procurement system. Include consultant fees, expenses, and travel costs in this category if the consultant's services are obtained through a written binding agreement or contract.
- *Construction:* Construction funds are not authorized.
- *Other:* Indicate all direct costs not covered elsewhere. For example, include such costs as space rental, required fees, honoraria and travel (where a contract is not in place for services), training, and communication and printing costs. List items, such as stipends or incentives, not covered elsewhere. Do not include costs that are included in the indirect cost rate.
- *Indirect Costs:* Indicate the applicant's approved indirect cost rate, per sections [34 CFR 75.560 - 75.564](#). If an applicant does not have an approved indirect cost rate agreement with a cognizant Federal agency, the applicant must apply to ED for a temporary indirect cost rate if it wishes to charge indirect costs to the grant. For more information, go to [ED's website](#). In addition, a grantee, if it is eligible, may also use de minimis rate as provided for under 2 CFR 200.414(f).

- **Total Cost:** This number should be total direct costs + indirect costs.

The Budget Narrative provides an opportunity for the applicant to identify the nature and amount of the proposed expenditures. The applicant should provide sufficient detail to enable reviewers and project staff to understand how requested funds will be used, how much will be expended, and the relationship between the requested funds and project activities and outcomes.

In accordance with [34 CFR 75.232](#), ED staff perform a cost analysis of each recommended project to ensure that costs relate to the activities and objectives of the project, are reasonable, allowable and allocable. ED may delete or reduce costs from the budget during this review.

Note: Applicants are encouraged to review the Cost Principles described in 2 CFR part 200 subpart E 2 CFR part 200 subpart E of the Guidance for Federal Financial Assistance.

6. Other Attachment Forms

- ☐ CCAMPIS Program Profile Form
- ☐ Absolute Priority Narrative (no more than 3 pages)
- ☐ Invitational Priority Narrative (no more than 3 pages)

Part 7: Assurances and Certifications

Be certain to complete all required assurances and certifications and include all required information in the appropriate place on each form. The assurances and certifications required for this application are:

- ☐ **Disclosure of Lobbying Activities**
- ☐ **Grants.Gov Lobbying Form – “Certification Regarding Lobbying”**

Note: While it is required to submit the lobbying form that best meets an applicants’ situation, the two forms are classified as “optional” in Grants.gov to avoid submission errors when only one of the lobbying form is submitted.

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application:

- When you submit your application electronically, you must upload any narrative sections and all other attachments to your application as files Portable Document Format (PDF). ED recommends applicants submit all documents as read-only flattened PDFs, meaning any fillable PDF files must be saved and submitted as non-fillable PDF files and not as interactive or fillable PDF files, to better ensure applications are processed in a more timely, accurate, and efficient manner.

- Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
- When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded file names must be fewer than 50 characters, and, in general, applicants should not use any special characters. However, Grants.gov does allow for the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded for review.
- Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package with all attachments is less than 5 MB. Therefore, you may want to check the total size of your package before submission.

Helpful Hints When Working with Grants.gov

Please go to <https://www.grants.gov/support> for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Applicant FAQs found at this Grants.gov link: <https://www.grants.gov/applicants/applicant-faqs> as well as additional information on Workspace at <https://www.grants.gov/applicants/workspace-overview>.

Slow Internet Connections

When using a slow internet connection, such as a dial-up connection, to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g., cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. Failure to fully upload an application by the deadline date and time will result in your application being marked late in the G5 system. If you do not have access to a high-speed internet connection, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than 14 calendar days before the application deadline date.

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