**All Applicants** must document conversations with neighboring programs. Neighboring programs means each Head Start grantee, ECEAP Contractor, and/or Tribal organization that may recruit children *within the same school district boundaries as the sites for which you are applying*. This is to ensure that new ECEAP slots will not negatively impact the ability for existing ECEAP, Head Start, or Tribal organizations to enroll to capacity.

Coordination **must** include:

* Discussion of the topics and questions identified below, with individual organizations or in a group meeting.
* Completion of one copy of the form below with each organization and obtain signatures.
* If you are a current ECEAP subcontractor applying to become a Contractor, attach your notification to your current Contractor to this section.
* Send these in a single pdf document titled

**“Exhibit C: Coordination with Neighboring Organizations –** ***.”***

|  |
| --- |
| **Insert document to this section** |

**In addition, if you are applying for ECEAP slots within or near the boundaries of a federally recognized Tribal reservation and not operated by that Tribe, you must complete this Exhibit with any early learning program operated by the Tribe.**

* Discuss the topics and questions identified below, with individual Tribes.
* Complete one copy of the form below with each Tribe and obtain signatures.
* Send these in a single pdf document titled “Exhibit C: Coordination with Neighboring Organizations – YOUR ORGANIZATION NAME.”

**Submit a brief letter of explanation if:**

* There are no Head Start grantees, ECEAP contractors, or tribal early learning programs currently recruiting children within the same school district boundaries as your request.
* You are unable to complete a discussion with neighboring organizations or Tribes. Include the reason and your summary of potential impacts to the other organization(s).

For a list of potentially-impacted organizations, view the [ECEAP Directors Roster](http://www.dcyf.wa.gov/sites/default/files/pdf/eceap/EceapDirectorsRoster.pdf) or contact the RFA Coordinator at dcyf.eceap@dcyf.wa.gov

DCYF reserves the right to communicate with organizations about the potential impact of your application and consider those communications during the scoring process.

**Please note, if awarded slots you must complete a required formal written and signed** [**Service Area Agreement**](https://www.dcyf.wa.gov/sites/default/files/pdf/eceap/Service%20Area%20Agreement%20Guidance%20Document.pdf) **with each neighboring ECEAP contractor, Head Start grantee, and Tribal Sovereign Nation.** *This Exhibit C does not take the place of formal written* [*Service Area Agreements*](https://www.dcyf.wa.gov/sites/default/files/pdf/eceap/SAMPLE_Service_Area_Agreement.pdf)**.**

Applicant’s Organization Name:

Applicant’s Contact Name, Phone, and Email:

Neighboring ECEAP, Head Start, or Tribal Organization Name:

Neighboring Organization Contact Name, Phone, and Email:

Check topics discussed and add comments:

[ ]  What are the community needs for additional ECEAP slots (such as different models: Part Day, School Day, or Working Day; or different delivery methods such as in schools, child care centers, or family child care homes)?

[ ]  How does the Applicant intend to address these community needs?

[ ]  Are there available eligible and unserved children in the Applicant’s proposed service area?

[ ]  Will both organizations be able to recruit and enroll enough children to maintain full enrollment?

[ ]  How will the applicant recruit groups of children not currently served?

[ ]  How will the organizations coordinate recruitment and enrollment?

[ ]  What are potential conflicts within the service area and how will the applicant work with the existing organization to alleviate conflicts?

[ ]  How many Part Day slots is the Applicant planning to apply for? What is the physical location of the Part Day sites?

[ ]  How many School Day slots is the Applicant planning to apply for? What is the physical location of the School Day sites?

[ ]  How many Working Day slots is the Applicant planning to apply for? What is the physical location of the Working Day sites?

[ ]  Summarize any other discussion.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |       |  |       |
| Applicant signature |  | Print Name |  | Date |

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| --- | --- | --- | --- | --- |
|  |  |       |  |       |
| Neighboring Head Start/ECEAP/Tribal Organization signature |  | Print Name |  | Date |