**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](mailto: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 |