



**ALL IN FOR KANSAS KIDS – KINDERGARTEN READINESS QUALITY SUBGRANTS**  
**2021 APPLICATION GUIDANCE**

[Kansas Children’s Cabinet and Trust Fund](#)

Melissa Rooker, Executive Director

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[Quality Subgrants Application](#)

Questions and requests for technical assistance

[Kindergarten Readiness Quality Subgrants Technical Assistance Request Form](#)

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## Funding Opportunity

In September 2020, the Kansas Children’s Cabinet and Trust Fund (Children’s Cabinet) announced the release of the *All in for Kansas Kids* Quality Subgrants (Subgrants). These Subgrants support quality enhancements to strengthen the early childhood care and education system in Kansas to benefit children, families, and communities. In November 2020, 62 projects were awarded funds across five Subgrant categories, including Kindergarten Readiness.

**A second round of funds is now available for one year Kindergarten Readiness Subgrants. Applications are not being accepted for the other Subgrant categories at this time.**

### Goals

- Support locally-driven ideas and approaches to engage broad community partnerships, including to support transitions to Kindergarten.
- Identify shared learning opportunities and scale what works to all Kansas communities.

### Timeline

- February 10, 2021: Release of Application Guidance and Online Application Opens
- February 10 – March 18, 2021: Technical Assistance and Support Available
- March 19, 2021 (by 11:59 p.m.): Kindergarten Readiness Applications Due

For administrative purposes, the Kansas State Department of Education has been designated to serve as the fiscal agent for the Children’s Cabinet.

## Overview

*All in for Kansas Kids* Kindergarten Readiness [Quality Subgrant Application](#)

*All in for Kansas Kids* Kindergarten Readiness [Frequently Asked Questions](#)

### Eligible Applicants

Potential applicants for the Kindergarten Readiness Quality Subgrants include:

- 501c3 organizations
- Community-Based organizations and libraries
- Unified School Districts
- Head Start programs
- Community coalitions with one partner designated as fiscal agent

- County and city governments
- Universities
- KDHE-licensed child care facilities serving children ages birth through five

### **Key Definitions**

- Licensed Child Care is defined as child care facilities, both home-based and center-based, licensed by the Kansas Department of Health and Environment who serve children from birth through age five.

### **Measuring Success**

These Kindergarten Readiness Subgrant awards are designed to support a broad range of partners as they address the unique needs of families and communities to support the transition into kindergarten. Grantees will identify significant challenges in their area, generate and test new approaches, and share lessons learned.

While individual grantee outcomes will look different across the state, the overall impact will be a stronger statewide early childhood care and education system. Understanding what success looks like to each applicant is key to testing these locally-driven approaches and scaling what works.

**Applicants will identify three specific measures** to determine successful strategies that will ultimately be shared and scaled across Kansas. These measures should be responsive to the gaps outlined in the *All in for Kansas Kids Needs Assessment* and align with the tactics of the [Strategic Plan](#) and [Blueprint for Early Childhood](#). Applicants will:

- **Select one statewide indicator that aligns with their project goals.** Applicants will select from a short list of statewide indicators that relate to the specific type of Subgrant for which they apply.
- **Contribute two additional success measures of their choice.** Applicants will propose one qualitative and one quantitative success marker that they commit to track and report on quarterly.

### **Alignment with Blueprint for Early Childhood**

The [Blueprint for Early Childhood](#) is the Children’s Cabinet strategic framework to optimize child and family well-being through three building blocks: Healthy Development, Strong Families, and Early Learning. Moving the needle on these three areas will require community collaboration across sectors, involving multiple partners working toward a shared vision of high-quality, accessible, and affordable programs for young children and families. All applicants will be asked to indicate which building block their project primarily aligns with and supports.

### **Alignment with *All in for Kansas Kids* Efforts**

Collaboration among Kansas state agencies, early childhood champions, and more than 6,100 Kansans produced the *All in for Kansas Kids* 2019 [Needs Assessment](#) and [Strategic Plan](#). These two documents present key findings around needs and outline 7 goals to help guide the next five years

of early childhood efforts in Kansas. These Subgrants are one of many tactics to address needs, improve quality, strengthen collaboration, and ensure every child thrives in Kansas.

Applicants are encouraged to review and reference both documents when developing local approaches to meet the needs of young children and families.

Applicants should also consider how their approach and strategies can be informed by the lived experiences of Kansans in their region or community. Regional reports from the stories of more than 2,200 Kansans highlighting both unique needs and local solutions are included as Appendix F in the back of the *All in for Kansas Kids* 2019 [Needs Assessment](#). Story collection from across Kansas helps researchers identify patterns and describe the range of challenges, bright spots, and disruptors Kansans are experiencing. Grantees will be required to participate in the Our Tomorrows story collection effort, which contributes to the [Our Tomorrows Statewide Story Bank](#). The Story Bank compliments the measures of success each grantee is tracking and reporting, and will offer communities and state leaders a broader picture of Subgrant impact and outcomes.

If applicable, grantees will be required to update [1-800-CHILDREN](#) annually or as changes occur to grant partner information. The 1-800-CHILDREN resource is the Centralized Access Point for Kansas, providing information to families and providers about child development and community-based services.

If applicable, grantees may also be asked to participate in the *Good Beginnings Last a Lifetime* campaign. This statewide campaign increases awareness of the need for quality licensed child care including enhanced provider recruitment and retention—all to increase access and availability for families, especially in rural areas. Participation may include distribution of resources (handouts, videos, web links, etc.) and/or help with social media efforts to spread awareness of the importance and needs of our early childhood care and education workforce.

### **Additional Resources**

These optional resources may be helpful tools in developing project ideas.

***All in for Kansas Kids Webinars*** – The September 2020 biweekly webinars focused on kindergarten transition and available resources.

- [September 9, 2020 Webinar Slides](#), [Presentation Recording](#)
- [September 23, 2020 Webinar Slides](#), [Presentation Recording](#)

### **Office of Head Start – [Transition to Kindergarten Initiative](#)**

This framework was utilized as part of the [2020 Kindergarten Readiness Summit](#) and offers resources for communities working collaboratively to support kindergarten transition.

### **Memorandum of Understanding (MOU) Toolkit**

[This toolkit](#) provides resources on how to develop an MOU between community stakeholders to create a seamless plan for transitioning children into kindergarten.

## Overview of Statewide ASQ Online System

[This document](#) provides an overview of the Statewide ASQ Online System.

### Keys to Successful Grant Submissions

The Children’s Cabinet will support innovative, locally-driven approaches that help meet needs identified in the *All in for Kansas Kids 2019 Needs Assessment*. We aim to solve challenges of access and availability while enhancing the quality of early childhood care and education across the state.

Successful proposals will include one or more of the following:

- Strategies that meet one or more needs called out in the 2 central messages and 7 key findings of the [Needs Assessment](#)
- Strategies that support one or more outcome statement of the 7 Goals in the [Strategic Plan](#)
- Strategies that offer community-specific data, including local voices and perspectives, on needs, gaps and challenges, including those identified in the [Regional Sensemaking Guides](#) from the 2019 needs assessment process
- Strategies that incorporate equitable approaches
- Strategies that test innovative, high-quality approaches to supporting the unique needs of local children and families
- Strategies that incorporate strong family engagement or family voice and choice efforts
- Documented community partnerships and a collaborative approach
- Clearly articulated measures and indicators of project impact and success

## Kindergarten Readiness Subgrant Details

### Overview

The purpose of the Kindergarten Readiness Quality Subgrants is to support the successful transition of children from early childhood settings into kindergarten through community collaboration. Key partners include community-based organizations, school districts, Head Start programs, parents and families, child care centers and home-based providers, and organizations that support early childhood care and education (e.g. service centers, technical assistance providers).

### Eligibility Information and Considerations

- Eligible applicants are public school districts, Head Start programs, community coalitions, and/or community-based organizations that can provide support to one or multiple communities (including but not limited to non-profits, education service centers, and postsecondary institutions).

## Strategies and Activities

Applicants will be expected to:

- Identify a community team of six to 10 members (which must include the superintendent or a senior member of the district leadership team, the Head Start director (if applicable), either a child care center director or family child care provider, and a parent or family representative).
- Select one or more of the following priority areas to focus on: coordinated planning, information sharing and/or service delivery between early childhood settings and school districts; workforce and joint professional development; and family engagement.
- Identify strategies for how families will be engaged throughout the project including, but not limited to, participation on the community team.
- Identify community-level strategies to improve a community's Kansas State Department of Education Kindergarten Readiness Star Recognition rating (e.g. joint professional development, community-wide implementation of curriculum, screening or assessment tools, focused transition activities). Describe what information will be used to determine current rating on the [Kindergarten Readiness Recognition rubric](#).

## Award Information

### Source of Funding

These Subgrants are made possible through a federal *Preschool Development Birth Through Five Renewal Grant (PDG-R)* issued to the Children's Cabinet, April 2020. Awards are subject to the availability of funds and any modifications required by the Children's Cabinet.

### Number and Amount of Awards

The number of awards issued is not pre-determined. Awards will be allocated based on the quantity and quality of proposals received. The Children's Cabinet reserves the right to reject any proposals that are incomplete or non-responsive to these Application Guidelines and to award grants based on available funding.

- **Annual funding available for Kindergarten Readiness: \$250,000 total; single award cap of \$25,000.**

### Award Length

Subgrants will be awarded to successful applicants with a grant period of April 30, 2021-April 29, 2022.

## Allowable Use of Funds

Allowable use of Subgrant funds include: Costs tied to provision of Direct Services, Personnel, Travel and Subsistence, Furniture, Equipment, Supplies, Contractual, Professional Development, and Indirect Costs. Expenditures must be necessary and reasonable.

Subgrant funds shall not be expended for purchase of land, buildings, vehicles, or food/beverages.

Indirect costs must comply with 45 CFR § 75.414. Allowable indirect costs (as defined in OMB Circular A-122) will be limited to 10%.

The Children’s Cabinet may audit grants at any point to ensure that funds are being spent in accordance with the OMB circular and the approved grant proposal.

## Application Process and Requirements

### How to Apply

Applications must be submitted online with all required documentation using the [Kansas CommonApp portal](#) no later than 11:59 p.m. CST on March 19, 2021. Applications will be reviewed independently by a panel of early childhood care and education stakeholders. A total of 110 points will be available based on the Selection Criteria below.

Failure to submit an application that contains all the specified information may negatively affect the review of the application, preclude access to or use of award funds pending satisfaction of the conditions, and/or prevent the application from proceeding to the Children’s Cabinet Grant Review Team for further consideration.

### Kansas CommonApp Portal

The [Kansas CommonApp portal](#) is a new grant submission tool to manage applicant profiles and proposals across a variety of state agency funding opportunities. The portal was developed this summer and is being piloted with these Subgrants. Technical assistance, as described below, is available to help applicants both navigate this new system and develop strong proposals. Upon submission of your Subgrant application you may be asked to complete a brief survey about your experiences using the new [Kansas CommonApp portal](#). The [Kansas CommonApp portal](#) includes both question-and-answer fields and the ability to upload required documents.

### User Profile

Applicants will begin the application process by creating a “User Profile” when they login to the online [Kansas CommonApp portal](#). The information in your “User Profile” will be linked to every application submitted under your login information.

- Type of applicant (select from a drop-down: licensed child care provider, non-profit/501c3, county/city government, unified school district, community coalition with a fiscal agent, university/community college)
- General Contact information for Applicant (Including contact information for the Owner,

CEO, or Executive Director)

- Business/Organization Information (Including federal EIN, and if applicable website address, child care licensing number, mission statement, 501c3 verification, Form 990, W9 or year-end financial statement)

### **Eligibility**

Applicants will be reminded of the eligibility criteria when beginning each application and asked to confirm they meet the criteria.

### **Project Abstract**

Each application requires a brief description (no more than 100 words) of the project purpose, primary strategies for which funding is requested, key partners, and anticipated successes of the project.

### **Description of Need**

Each application must present a picture of the local need, gaps, or challenges that relate to the purpose of the specific Subgrant for which you are applying. Use supporting data as available including the *All in for Kansas Kids* 2019 [Needs Assessment](#) report and appendices, community-specific information, and local voices and perspectives.

### **Project Description**

Each application requires a detailed description of the project that aligns with the purpose of the specific Subgrant for which you are applying. Include the following details:

- Describe all strategies and key activities of the project and identify how they will meet the stated purpose of the Subgrant.
- Describe the population to be impacted by the project. Include basic demographic information of the children and families to be served (if applicable) and identify the geographic reach of the project.
- Describe outreach strategies and how the impacted populations will engage with your project. Include details specifically on how families will be engaged throughout the project.
- Describe how your project will ensure equitable access for Kansas families.
- Describe any potential barriers to implementation and strategies to overcome them.
- If applicable, describe how the project is innovative in addressing challenges and/or gaps in support for kindergarten transition. If applicable, describe how project will utilize models or approaches previously tested in other communities.
- If applicable, describe how the project will promote early childhood developmental and/or social emotional health. Specifically describe how this project will assist in your community's utilization of developmental screening and the implementation of the Statewide ASQ Online

System. If applicable, describe current participation or interest in joining the Statewide ASQ Online System and how the program is or will be shared with project partners.

- Provide the estimated project timeline from beginning to completion.

### **Partnerships and Capacity**

Applicants must demonstrate appropriate partnerships and the capacity to implement and administer the proposed project. Include the following details:

- Describe the applicant's experience with the strategies of the proposed project.
- Describe the applicant's experience working with the audience of the project.
- Describe in detail any proposed partnerships and/or collaborations, including how they will address the need more effectively than each partner working independently.
- Explain how Subgrant resources will be allocated among partners.

### **Measures of Success**

Applicants must identify and commit to tracking and reporting (quarterly) three unique measures of success. Include the following details:

- Identify one qualitative success marker.
- Identify one quantitative success marker.
- Select one statewide quantitative success marker from a pre-populated list (based on PDG-R and *All in for Kansas Kids* Strategic Plan evaluation efforts) that aligns with project goals.
- Describe how you will collect information quarterly for each of these success markers.

### **Budget and Budget Narrative**

Applicants must complete and submit the Budget Worksheets provided in the template (available on the Budget & Budget Narrative Tab of each Subgrant application in the [Kansas CommonApp portal](#)) as described below.

- Worksheet 1: Budget Main (Tab 1)

Please provide the total proposed budget for your 12-month project (April 30, 2021-April 29, 2022). This includes total cost for all activities for which funding is sought by the applicant organization and/or partnership.

- Worksheet 2: Budget Narrative (Tab 2)

Provide a budget justification narrative for each budget item for which funding is sought. The budget justification should thoroughly and clearly describe every category of expense listed in the budget worksheet. The justification should explain how all costs were estimated and

calculated and how they are relevant to the completion of the proposed project. It should be mathematically sound and correspond with the information and figures in Worksheet 1.

- Worksheet 3: Budgeted Partners (Tab 3)

Please list the name of any Partner who is receiving a portion of Subgrant funds including a brief description of the activities they are receiving Subgrant funds to do.

### **Partnership Member Endorsement List**

If applicable, applicants must provide a list of names, with email and phone number, of individuals representing any entity involved in the implementation of this project. This includes both entities receiving funds from you as the applicant and/or playing key roles in implementing the project. A template is provided (in MS Excel format) on the Capacity & Partnerships Tab inside each Subgrant application in the [Kansas CommonApp portal](#).

### **Transmittal Letter for Audit, Form 990, W9, or most recent Year-end Financial Statement Insert**

The Children’s Cabinet requires that a current Transmittal Letter for Audit, Form 990, W9, or most recent Year-end Financial Statement Insert be included as part of the grant proposal, as applicable. Applicants can upload these on their User Profile page within the [Kansas CommonApp portal](#).

### **501c3 Verification (required, if applicable)**

Required as applicable per type of organization. Applicants can upload these on their User Profile page within the [Kansas CommonApp portal](#).

### **Board Member List (required, if applicable)**

Required as applicable per type of organization. If applicable, also include a Conflict of Interest Statement for Board Members. Applicants can upload these on their User Profile page within the [Kansas CommonApp portal](#).

### **Letters of Support (optional)**

Applicants can include letters of support they feel would strengthen consideration of their application. Applicants can upload these for each Subgrant application, on the Capacity & Partnerships Tab within the [Kansas CommonApp portal](#).

### **Assurances and Authorized Signature**

The authorized person for each Subgrant application must read, agree, and sign (electronically) the Funding Agreement statement in the [Kansas CommonApp portal](#) prior to submission.

## **Technical Assistance, Review, and Selection Process**

### **Technical Assistance**

The Children’s Cabinet is committed to supporting equitable access to Subgrant funding and has developed ways to help applicants and grantees. The purpose of this technical assistance is three-fold:

1. To build skills and capacity for grant-writing among Kansas organizations and entities,
2. Provide support in making connections or translating good ideas to grant proposal language, and
3. Provide assistance in identifying sources of supporting data on need.

Technical assistance includes the following:

- One-on-one technical assistance calls, as requested by applicant
- Pre-submission review and feedback, as requested by applicant (based on number of requests and reviewer capacity)
- Online repository of resources to help with research and need data
- Post-award one-on-one technical assistance calls and resource sharing

Technical Assistance is intended to provide an opportunity for applicants to ask questions and think through concerns or challenges. Technical Assistance is not intended to help applicants complete or edit an application, or develop project plans, rather as a tool to aid applicants in this work. Applicants may utilize a maximum of three hours of Technical Assistance, based on resources available. Please note that utilization of Technical Assistance has no influence on the application review process and scoring or final award determination.

### **How to Request Technical Assistance**

All questions and requests for technical assistance must be submitted via the [Kindergarten Readiness Quality Subgrants Technical Assistance Request Form](#) between February 10 and March 18, 2021. The Subgrant technical assistance team will respond directly to individuals as quickly as possible via email, with follow-up phone calls as needed. Information from technical assistance conversations may be used to populate additional applicant and grantee resources to ensure shared learning.

### **Proposal Review**

The Children's Cabinet is committed to ensuring a fair and equitable process for awarding grants. Eligible applications will be evaluated, scored, and rated by impartial and diverse representatives from Kansas families, businesses, early childhood care and education programs, social service programs, and the PreK-12 system. Funding recommendations will be provided to the Children's Cabinet Executive Director and State Director Team leadership for final approval. The State Director Team includes early childhood leaders from Kansas Department of Health and Environment, Kansas Department for Children and Families, the Kansas Children's Cabinet and Trust Fund, and the Kansas State Department of Education. The Children's Cabinet reserves the right to work with applicants and grantees post-submission to modify proposals as deemed necessary.

## Selection Criteria

Evaluators will use a [scoring rubric](#) to review proposals. A maximum of **110 points** is possible. The following table is representative of the order in which the proposal will be organized. In addition, applications will be considered ‘incomplete’ and not scored at all if they are missing applicable and required attachment documents. Maximum scores assigned to proposal components are as follows:

Section	Points
Project Abstract	3 points
Description of Need	12 points
Project Description	50 points
Capacity and Partnerships	12 points
Measures of Success	15 points
Kindergarten Readiness Focus Area	5 points
Strategies to Engage Families	5 points
Budget (all tabs on the Template Document)	8 points
	<b>110 points</b>

## Subgrant Monitoring and Reporting

The purpose of monitoring is to support grantees in their Subgrant implementation efforts; ensure children, families, and communities are being served as intended; and elevate opportunities for shared learning and project scaling across the Kansas early childhood care and education system.

### Quarterly Reporting

The Children’s Cabinet will monitor Subgrant progress quarterly and provide technical assistance to support grantees with project implementation.

- Grantees will be expected to complete a quarterly report that addresses Subgrant spending progress, any challenges and/or bright spots, technical assistance needs, Our Tomorrows Story Bank collection updates, and progress on the measures and indicators of success identified in the applicant’s proposal.
- Depending on quarterly report progress, grantees may be asked to participate in technical assistance and/or adjust project strategies and implementation efforts.

### Annually, or as Indicated

- Grantees will submit an [Our Tomorrows Story Bank](#) collection plan at the beginning of their project. Grantees will receive a story collection URL and have access to ongoing coaching and technical assistance from Our Tomorrows Story Bank researchers to guide story collection in their communities.
- Grantees will be expected, as applicable, to update 1-800-CHILDREN annually or as changes occur to grant partner information.

- If applicable, grantees will participate in the *Good Beginnings Last a Lifetime* campaign during the course of project implementation.

### **Financial Reporting**

Program reporting includes a monthly financial report. Grantees shall submit an invoice on the 30<sup>th</sup> of each month via email.

### **Ongoing Audit Requirements**

Transmittal Letter for Audit, Form 990, or most recent Year-end Financial Statement Insert, or any other audit requirements, as needed and requested by the Children’s Cabinet.

## **Assurances and Certifications**

### **Supplanting of Grant Funds**

The grantee shall not replace or supplant funding of another existing program with funds provided for in this Grant. Funds awarded under this Agreement may not be used for any purpose other than the one defined in this document.

### **Debarment**

As part of the Code of Federal Regulations (45 C.F.R. Part 76), all governmental entities receiving funding from the Federal Government must participate in a government wide system for non-procurement debarment and suspension. A person or entity that is debarred or suspended shall be excluded from Federal financial and non-financial assistance and benefits under Federal programs and activities. Debarment or suspension of a participant in a program by one agency shall have government wide effect. The Deputy Commissioner of Education is authorized to impose debarment. Before any person or entity enters into an agreement, grant or contract with KCCTF, the [Excluded Parties Lists](#) shall be researched for potential debarred persons or entities.

### **Compliance with Laws and Regulations**

The Grantee agrees that it will comply with all federal, state, and local laws and regulations in effect at any time during the course of this Grant. The Grantee shall certify to the KCCTF Executive Director that it will provide a drug-free workplace and as a condition of the Grant, the Grantee will not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in conducting any activity with the Grant.

### **Nondiscrimination and Workplace Safety**

The grantee agrees to abide by all state, federal and local laws, rules and regulations prohibiting discrimination in employment and controlling workplace safety. Any violation of applicable laws, rules and regulations may result in termination of this Grant.

### **ADA Compliance**

The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-111 et seq.) and the applicable provisions of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.) (ADA) and to

not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "Equal Opportunity Employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

Parties to this contract understand that the provisions of this paragraph (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting state agency cumulatively total \$5,000 or less during the fiscal year of such agency.

### **Audit Requirements**

Awards containing Federal funds are subject to the Audit Requirements listed in OMB Circular A-133. Organizations expending Federal award funds in excess of \$500,000 during their fiscal year must have an audit completed in accordance with this Circular. Organizations spending less than \$500,000 annually in Federal awards may be subject to other audit requirements which will be established at the time of the award.

### **Cost Principles**

PDG B-5 Renewal grant awards are subject to the requirements of Every Student Succeeds Act, Section 9212; the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards – 45 CFR Part 75; the HHS Grants Policy Statement; and any specific terms and conditions noted on the award or by attachment to the award.

Funds awarded through this agreement are subject to the following requirements as established by the Office of Management and Budget:

- OMB Circular A-102 – Grants and Cooperative Agreements with State and Local Governments
- OMB Circular A-110 – Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education and Other Non-Profit Organizations
- OMB Circular A-21 – Cost Principles for Educational Institutions
- OMB Circular A-87 – Cost Principles for State, Local and Indian Tribe Governments
- OMB Circular A-122 – Cost Principles for Non-Profit Organizations