Early Head Start Expansion and Early Head Start-Child Care Partnership Grants Frequently Asked Questions

November 30, 2018

1. Will Grants.gov accept two application from an agency using the same Duns#? For example, we are hoping to apply for funding in both Region 8 and Region 9, but wanted to ensure that the grant system would allow for the submission. My understanding is that the grant that is dated last will be the one that is reviewed. How will the system know that they are two different grants if we use the same Duns#?

   Per the *Executive Summary, General Information for All Applicants* section of the funding opportunity announcement "applicant entities may submit only one application per service area, regardless of how they choose to apply. The Administration for Children and Families will review only one application for a service area from any applicant."

2. At the top of page 21 of the RAF it states only (2) electronic files, excluding Standard Forms and OMB-approved forms shall be uploaded. I created a Workspace in Grants.Gov for completing and submitting the grant proposal. Please see the attached Workspace mandatory forms. Under which of these mandatory forms do I upload File 1 and File 2? It as you can see requires Project/Performance Site Locations and Project narrative Attachment Form, which I believe are both in File 1 but after talking with the Help Desk at Grants.Gov all mandatory files must be uploaded before allowing me to submit the proposal.

   Per *Section IV.2 Content and Form of Application Submission, Adherence to the Two-File Requirement*, "SFs and OMB-approved forms will not be considered additional files." These files may be uploaded to Grants.gov separately from the First and Second Files.

3. We are seeking some guidance and clarification on the following requested documents/appendices in File 2 requested under the above referenced FOA: * Is the attached form adequate for 501C3 certificate of good standing? Or what is required? * What specific procedures regarding fiscal control & accountability are required? * What is being requested by "compliance with federal/state/ local government standards"? * Is there further guidance on what is required to for oversight of federal awards? * Are the 6th-8th request under Organizational Capacity docs seeking policies and procedures, other forms, or narrative descriptions?

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4. I have a question regarding two items in the FOA for EHS Expansion, page 25. Two items are listed as required in the appendices:1. Oversight of Federal Awards 2. Protection of Sensitive and/or Confidential Information My question is exactly what you are expecting for those two items.

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5. I am currently working on the Key Contacts form, which the instructions indicate requires Key Management Staff, Key Program Staff and the Board Chairperson. For us, this would be at least 5 individuals. However, the form allows for only 4 entries. Can you clarify who it would be appropriate for us to eliminate from the list? Or provide guidance on how we can add additional contacts?

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6. I have a question about project/performance site locations on this grant. We are a shared services alliance so we don't actually deliver childcare ourselves. We have 6 centers who are planning to be partner sites. Do I put our shared service alliance as the primary site and then add the 6 centers as other locations?

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7. I have a question about the above Project Performance Site Locations form required on the ACF application: our project will cover three (3) different Congressional Districts and there's only

space for one. I attached a doc to the completed SF-424 providing the additional District #s - will the reviewer know to refer back to that form?

Yes, the non-federal reviewers will have access to the additional document uploaded **as part of** the SF-424.

8. In the RFP we are to upload only 2 files, where do each (File #1 and File #2) go? Does File #1 go under Project Narrative Attachment Form and File #2 go under Other Attachments? Or do both files go under the Project Narrative File? If so, will we be disqualified if we don't upload anything to Other Attachments?

   You are encouraged to contact the Grants.gov helpdesk at: 1-800-518-4726 or support@grants.gov

9. Where on the SF-424 form should start-up in-kind be added? At the same time the program staff are thinking of submitting a waiver for the start-up in-kind. Should the start-up still be entered in the SF-424 and where or should a remark be added about start-up in-kind (waived).

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10. As noted in the FOA for HHS-2019-ACF-OHS-HP-1386, "Prospective applicants will also have the opportunity to send questions to OHS by e-mail at OHSTech@reviewops.org. A summary of the questions and OHS responses will be posted for public view on the applicant support website as soon as they become available." I would like to request a summary of the questions submitted to OHS and the OHS responses, as well as the web address of the "Applicant Support Website"

    The requested information is available on the Early Childhood Learning & Knowledge Center's webpage at: https://eclkc.ohs.acf.hhs.gov/grant-application/article/frequently-asked-questions

11. I was told by a Head Start/Early Head Start grantee that OHS will only be funding center-based services, not home-based, with these funds. Is that correct?

Applicants may propose to provide center-based and/or home-based services through the Early
Head Start Expansion - Early Head Start Child Care Partnership funding opportunity
announcement.

12. I do not know where to upload the Start- up budget . Also have a question about Admin
overhead.

Per *Section II. Federal Award Information* of the funding opportunity announcement, "If
requested, applicants must provide a separate budget for start-up/pre-award costs, in addition
to a 12-month budget for the base funding awarded, within the page limitations stated for The
Project Budget and Budget Justification in *Section IV.2. Content and Form of Application
Submission*."

13. When completing the SF-424A (Budget Information for Non-Construction Programs), our
application includes a startup/pre-award funding request in Section B, Item G, Construction.
Because we include a funding request here, do we need to complete the SF-424C (Budget
Information For Construction Programs) and the SF-424D (Assurances for Construction
Programs)?

Per *Section IV.2. Content and Form of Application Submission, Required Forms, Assurances, and
Certifications*, the submission of the SF-424A, ASF-424B, SF-424C, and SF-424D is required for all
applicants when applying for both, non-construction and construction activities, under the
proposed project.

14. We are preparing an application for the FOA #HHS-2019-ACF-OHS-HP-1386 which is due this
Friday, and we have a questions about the 424 forms. We are requesting start-up/pre-award
costs that involve renovations aka construction activities to a facility, but pg 15 of 69 of the FOA
states that start-up/pre-award costs must be separate on the 424: Estimates for start-up/pre-
award costs must be separately identified on the SF-424, Application for Federal Assistance, and
in the Budget and Budget Justification section of the application. The start-up/pre-award
funding amount must not be included in the funding amount listed on Line 18a (Federal) of the
SF-424. The funding amount listed in Line 18a of the SF-424 must represent only the total annual
federal funding the applicant is requesting for base and T/TA funding. Start-up/pre-award costs,
if requested, should be included only on the Other Estimated Funding line (Line 18e) and clearly
labeled as "Start-up/Pre-Award Costs" in a separate line item on the SF-424A, Budget
Information - Non-Construction Programs. Additionally, if applicants are requesting start-
up/pre-award costs, these costs must be easily identified as a separate budget in the Budget and
Budget Justification section of the application. Also, page 28 of the FOA states that projects
including both non-construction and construction activities must submit the 424 A, B, C and D.
We completed the 424 and 424 A according to the above directions, placing the start-up costs
separate in the other column. **The real question is...since these start-up costs just so happen to**

be construction, does that mean we need to complete the 424c and D? If we are not awarded the start-up pre-award cost, then there are no construction activities in the base and T/TA funding meaning we do not need to complete the 424 C and D, but if we are awarded the start-up/pre-award, then there are construction activities. The situation is arising because of the nature of our start-up/pre-award request.

Per *Section IV.2. Content and Form of Application Submission, Required Forms, Assurances, and Certifications*, the submission of the SF-424A, ASF-424B, SF-424C, and SF-424D is required for all applicants when applying for both, non-construction and construction activities, under the proposed project.

15. I am trying to open a daycare center and I was looking for funding opportunities to help with the cost of opening it up. I just want to make sure this is the correct grant to apply for.

    Per the *Executive Summary*, the purpose of this funding opportunity is to expand access to high-quality, comprehensive early learning services for low-income infants and toddlers and their families. New or existing Head Start, EHS, and EHS-CC Partnership grantees can apply to establish or add new traditional EHS slots through Non-Partnership EHS Expansion. Non-Partnership EHS Expansion grantees will also provide early, continuous, intensive and comprehensive child development and family support services that will enhance the physical, social, emotional, and intellectual development of participating children; support parents' efforts to fulfill their parental roles; and help parents move toward self-sufficiency.

16. I am trying to get more information on how to name the files for the FOA HHS-2019-ACF-OHS-HP-1386. The information I have found is all the general grants.gov naming conventions (50 characters, the UTF-8 special characters, etc.) but not the specific guidance on what to name each file and the forms that need uploaded. Are there additional requirements or are we just to follow the grants.gov general naming conventions?

    Per *Section IV.2. Content and Form of Application Submission, Naming Application Submission Files* of the funding opportunity announcement, "Carefully observe the file naming conventions required by www.Grants.gov. Limit file names to 50 characters (characters and spaces). Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html"