

Frequently Asked Questions

Oct. 2, 2019

1. Are current grantees able to apply outside of their service area?

Funding awarded through these opportunities must be used to provide Head Start and/or Early Head Start services within the service area designated in the announcement (FOA Title and Executive Summary).

2. Can you please repeat the ACS web address to retrieve information?

Funding opportunity announcements are posted on the Administration for Children and Families website on the Office of Head Start, <https://www.acf.hhs.gov/ohs/funding>.

3. Can we serve children from outside the service area, as long as they are served at centers within the service area? Often parents choose a center near where they work, not live.

The Administration for Children and Families (ACF) does not provide direct guidance or instruction in the development of an applicant's project design or in writing their applications. Applicants should use their best judgment in determining whether they are able to meet the requirements contained in the funding opportunity announcement (FOA), whether they are able to develop an application they believe to be responsive to the FOA and in designing and writing their applications.

4. If the service area includes multiple jurisdictions, do we have to provide a location in each jurisdiction that only serves families in those jurisdictions or can we allow families to choose which location they would prefer to attend (based on where they are employed or what is closer to them)?

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5. On page 24 of the RFP, there is a section called "Approach." Is this describing a separate, unique section that should follow the project summary, or is just describing information that should go in one of the Sections 1-7 (Demonstration of Need, Achieving Early Learning..., etc.)?

"Approach," as noted on page 24 of the funding opportunity announcement, serves as a heading for the content that follows through page 29.

6. Can you address the start-up funds bullet on the previous slide?

Applicants are encouraged to review Section II. Federal Award Information, Start-up/Pre-Award Costs, for more information.

7. Will there be a training on non-competing awards?

The Office of Head Start will not offer a training on non-competing awards.

8. Page 3 of the announcement indicates that HS expects to fund full-year programs. Is that a requirement? In some areas, that would result in serving many fewer families.

Per Section I. Program Description, Program Approach, it states “OHS expects that grantees will implement a full-year model, as described in 45 CFR Part 1302 Subpart B, that will require per-child costs that, in most circumstances, will be higher than the costs needed to provide part-year services. Applicants are encouraged to use this opportunity to design a model of services and program options that best meet the needs of children and families over time, including helping to meet the child care needs of parents.”

9. So, if we have been in DRS within the past 5 years, can we apply for additional programs?

Yes, grantees in DRS are eligible to apply.

10. Are the slides available?

The presentation given by the Office of Head Start will not be disseminated or posted publicly.

11. How do you become a grantee?

Potential applicants are encouraged to review the entire funding opportunity announcement and the Head Start Program Performance Standards to determine if you are eligible and able to develop an application that will meet the needs of the community in which they intend to serve. You are also encouraged to visit www.acf.hhs.gov/grant/howto

12. Are grantees that are on Designated Renewal Status qualified to apply for this funding opportunity?

Yes, grantees in DRS are eligible to apply.

13. Will a copy of this webinar presentation be made available to attendees today?

The presentation given by the Office of Head Start will not be disseminated or posted publicly.

14. Are there video supports for completing the Non-Competing New applications?

The Office of Head Start is not aware of a video to support the Non-Competing New Applications.

15. Can you post the web address to find the granting opportunities?

Funding opportunity announcements are posted on the Administration for Children and Families website on the Office of Head Start, <https://www.acf.hhs.gov/ohs/funding>

16. I understand that the award ceiling applies for the first project budget period. Does this award ceiling also apply for budget periods 2-5?

It's important to note there is a distinction between how the award ceiling and budget period function in the context of a competition. The award ceiling as indicated in Section II. Federal

Award Information is primarily linked to Section III.3 Other. That said, the amount noted underestimated total funding in Section II. Federal Award Information is the amount applicants should use for their first 12-month budget period.

17. There is a construction section of the non-construction budget. What types of construction costs would go here, and in what cases would we need to submit the completely separate construction budget?

The Administration for Children and Families (ACF) does not provide direct guidance or instruction in the development of an applicant's project design or in writing their applications. However, applicants are encouraged to review the instructions found on grants.gov for the SF424C and SF424D forms.

18. If we are a current grantee and are awarded, will this be an independent grant or added to our current award?

Grant award decisions made as a result of a competition will be determined during applicant negotiations.

19. I am not seeing my region listed in the current list - will there be more opportunities/regions listed?

When the Office of Head Start is ready to accept applications, OHS will issue an official notice known as a funding opportunity announcement (FOA), which will be available on Grants.gov which will contain more information on applicant eligibility and the service area. You are encouraged to sign up for email notifications regarding new grant opportunities. To do so, you may visit the Manage Subscriptions portion of Grants.gov, available at the following link: <https://www.grants.gov/web/grants/manage-subscriptions.html>

20. Is there a cost per child range that is considered appropriate for different regions?

The Office of Head Start has not determined cost per child per region.

21. I can't find the funding announcement for our county- I may be missing it or are there more announcements that will be posted? (Rio Blanco County, Colorado)

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22. I understand that there are award ceilings and floors with the applications that we have to keep with. When we apply, are we supposed to apply for serving the children using the same cost per child ratio that was being followed by the previous grant award/grantee for that area? For example, if the cost per child was around \$11,000 previously but the model didn't include full-day Head Start services along with transportation, could we apply for a portion of

the grant (still sticking with the ceilings and floors) and ask for more money per child for more comprehensive services?

Applicants are not required to maintain the cost per child ratio operated by the incumbent grantee. Rather, applicants should propose a budget that supports the identified need in the community, ages and number of children to be served and type of services proposed.

- 23. Do you anticipate new funding opportunities to become available this fall for new communities? I am located in Charlottesville, VA and we are interested in creating an Early Head Start Program where there is strong community support and high need (note, Charlottesville currently has a Head Start, but not an EHS). 2) If funding does become available this fall and we are awarded a grant in July 2020, how long is the anticipated planning period? We have heard that we must be up and running within 4 month of receiving the award and we want to make sure that we are capable of doing so.**

All upcoming competitive grant opportunities are always forecasted to the public prior to the posting of the full FOA. You are encouraged to sign up for email notifications regarding new grant opportunities. To do so, you may visit the Manage Subscriptions portion of Grants.gov, available at the following link: <https://www.grants.gov/web/grants/manage-subscriptions.html>. Additionally, the Executive Summary states, "Please note that applicants responding to this FOA will be expected to begin providing Head Start and/or Early Head Start services quickly after award, with a minimal start-up period, to support limited to no disruption in services to the currently enrolled children and families in this service area."

- 24. Regarding HHS-2020-ACF-OHS-CH-R03-1709, are we able to define the service area for our proposal by cities?**

Funding awarded through this opportunity must be used to provide Head Start and/or Early Head Start services within the service area designated in the announcement. Based on the expected number of awards noted in Section II. Federal Award Information applicants can propose to serve a portion of Allegheny County. You are encouraged to review the service area specific details listed on page 2 of the FOA.

- 25. Are we allowed to submit more than one application under one of the new Head Start RFPs, if each application is for a different proposed site?**

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."

- 26. Can you please tell me how to find the inventory report for the existing HS program for this grant? Funding Opportunity Title: Head Start and/or Early Head Start Grantee The City of Winchester, and Clarke and Frederick Counties, Virginia, Funding Opportunity Number: HHS-2020-ACF-OHS-CH-R03-1776.**

You are encouraged to review the grantee profiles and grantee inventories on the Early Childhood Learning and Knowledge Center website. Please visit this website regularly as information continues to be uploaded regularly.

27. I do not see my region posted among the funding opportunities - is there an open competition that is not region-specific?

When the Office of Head Start is ready to accept applications, OHS will issue an official notice known as a funding opportunity announcement (FOA), which will be available on Grants.gov which will contain more information on applicant eligibility and the service area. You are encouraged to sign up for email notifications regarding new grant opportunities. To do so, you may visit the Manage Subscriptions portion of Grants.gov, available at the following link: <https://www.grants.gov/web/grants/manage-subscriptions.html>

28. For this year, there appear to be up to 2 grant award(ee)s possible for Cook County, with a total of \$7,338,647 available funds. Do you anticipate this funding will be available again next year? If not, when would be the next time funding may be available, if we do not apply this year? Given that the project start date is July 1, 2020 for this year's applicants, what major deliverables will be expected of grantees within the first year of the project? Does the funding amount include support for capital construction (i.e. new center or renovation of existing space)? If not, how would grantees be expected this need? Is there a recommended format to follow for the grant narrative application, and other required grant documents where a template is not provided?

The Office of Head Start does not anticipate another competition for this funding amount next year. Additionally, organizations that are awarded funds on July 1, 2020 are expected to begin Head Start and Early Head Start services quickly after award. Further, you are encouraged to review Section II. Federal Award Information for information on startup cost that may include cost for construction and or renovation. In closing, the Administration for Children and Families (ACF) cannot provide any further guidance or instruction in the development of an applicant's project design or in writing their applications.

29. Who is the grantee to which the FOA for Tarrant County refers? (The Center for Transforming Lives or Child Care Associates-trying to figure out which of the two, if separate, is available to apply) a. The Center for Transforming Lives agency has 2 grant numbers b. Child Care Associates has 1 grant number 2. Where can we access the profile and inventory? I checked the ECLKC for the information on inventory and it was not available for the proposed grantee. 3. How many Head Start and how many Early Head Start slots are in each center? I would like to understand the breakdown of ages served per location. 4. Would the new grantee application take over current operating centers or number of children?

The grantee in competition for Tarrant County is Child Care Associates. You are encouraged to review all the grantee profiles and grantee inventories on the Early Childhood Learning and Knowledge Center website to review all publicly available information regarding the incumbent grantee's centers that are leased or owned. Please visit this website regularly as additional information is uploaded regularly.

30. Regarding FOAs: HHS-2020-ACF-OHS-CH-R02-1642 HHS-2020-ACF-OHS-CH-R02-1744 HHS-2020-ACF-OHS-CH-R02-1748. Are these rebids because the existing provider's contracts are up for renewal? Or are these brand-new centers or ones that the provider is no longer able to fulfill their contract?

The service areas referenced in your question are made available as a result of the current grantee's designation to compete under the Designation Renewal System.

- 31. In regard to the "Second File" appendices: Are government agencies exempt from the submission requirement of the Certificate of Good Standing? If so, do we need to include a statement stating this in our submittal? Also, since we are writing our grant application without assistance from a contractor, do we edit or omit the Signed Board of Directors Attestation?**

Per Section IV.2. Content and Form of Application Submission, Required Forms, Assurances, and Certifications of the funding opportunity announcement, the submission of a Certificate of Good Standing is only required for for-profit organizations. Additionally, per the chart included in Section VIII. Other Information, the Signed Board of Directors Attestation's submission applies only to applicants who collaborate with an external grant-writer, consultant and/or contractor for assistance and/or support on their application submission.

- 32. Our program operates with established delegate agencies. The delegates are selected through the City's Procurement process and funding is provided through city contracts. On page 15 of the announcement under the second file section Third-party agreements are requested. I did not see that delegate agency agreements were listed? Are delegate agency contracts being requested? The City's contract template is at least 35 pages in length and would take up almost half of the suggested 73 pages for the Second file. 2. Per the Head Start Act programs are required to have MOU's with the Part B and C provider as well as with the LEA for purposes of training and transition, etc. These are multi-page agreements. With that being said, are these the third-party agreements? Similarly, we contract various vendors to provide health, dental, medical and nutritional services to our Head Start children. Each vendor has a contract with the City and so are we being asked to provide the contract template?**

It is the applicant's discretion which third party agreement they choose to include with their submission.

- 33. Page 14 of the application - line spacing - specifies double spacing for Federal Financial Review. Formatting for Appendices and Federal Financial Review Attachments (third file) does not specify double spacing. Question - 1. What is the difference between the Federal Financial Review (double spaced) and the Federal Financial Review Attachments? Is the Federal Financial Review included in the project description? If so, where is this described in the application?**

The Federal Financial Review attachments are not subject to the line spacing requirements as noted in the FOA.

- 34. We would like to schedule a tour of the current Head Start/Early Head Start facility at 220 E. Helena, Ellensburg, WA 98902 in order to determine the current condition of the facility, equipment, grounds and other assets. This will inform what or if we need to request for start-up funding. We would like to visit the facility before 10/11 in order to allow sufficient time to prepare a start-up budget.**

Upon request, the Office of Head Start might support visits to facilities for applicants with whom we are negotiating, at the appropriate time.