

Frequently Asked Questions

October 25, 2018

1. Is there an opportunity for a new grantee to acquire that property from the previous grantee if a new grantee is awarded the grant?

Per Section I. Program Description, Mortgages and Long-Term Lease Agreements it states "If so directed by OHS, the newly funded grantee must accept assignment of any existing mortgages, long-term lease agreements, or security agreements (in the case of a modular unit) on properties subject to a federal interest occupied by the current grantee".

2. The guidance states that File 3 should include "Federal Financial Review which includes most recent annual independent audit, including financial statements, related notes to the financial statements and the schedule of findings and questioned costs." However on page 13 of the Guidance, it also states that the Federal Financial Review must be double spaced, in 12-point Times New Roman font with 1 inch margins. If the documents are fully legible use 12 point TNR font and 1 inch margins but is single spaced, is this acceptable to submit or should a request for a new audit finding packet from an independent audit agency be the next course of action?

Yes, applicants can submit documentation for the federal financial review in its current format.

3. Questions regarding FOA #HHS-2019-ACF-OHS-CH-R06-1474: 1. In documents that we are uploading, can we bold or highlight any text? 2. In narratives, does there need to be one space or two spaces between sentences? 3. How does a Third Party Agreement apply to an agency that is currently in operation? We are currently in operation and have MOUs with all of our third parties. Do we need to submit both (MOU and Third Party Agreement) for these agencies? 4. Who do you ask to provide a Certificate of Good Standing?

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.

Per Section IV.2 Content and Form of Application Submission, The Project Description, Third-Party Agreements, "Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are not considered to be third-party agreements. Third party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization. Provide written and signed agreements between grantees and sub grantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship." The Certificate of Good Standing can be attained through your state tax office.

Frequently Asked Questions

October 25, 2018

4. Questions regarding FOA #HHS-2019-ACF-OHS-CH-R04-1455: 1- Do we have to submit a budget and audit if our current budget is under \$ 250,000.00. 2- What is the Board of Directors Attestation. 3- What is the Certificate of Good Standing. 4- What is the oversight Federal Awards5- What is the Protection of Sensitive and /or confidential Information.

Per Section IV.2 Content and Form of Application Submission, The Project Budget and Budget Justification, all applicants are required to submit a project budget and budget justification with their application. *Per section IV.2 Content and Form of Application Submission under Required Forms, Assurances and Certifications* the SF-424 submission is required for all applicants by the application due date. *Per the chart included in Section VIII. Other Information*, the Signed Board of Directors Attestation's submission applies to applicants who collaborate with an external grant-writer, consultant and/or contractor for assistance and/or support on their application submission. A certificate issued by a proper authority in a jurisdiction to verify that a corporation actually exists, has paid all its statutory dues, has met all filing requirements and, therefore, is authorized to transact business in that state. The Certificate of Good Standing can be attained through your state tax office. *Per Section IV.2 Content and Form of Application Submission, Project Description*, the Oversight of Federal Awards is not a standard federal form but is a plan devised by the applicant to describe how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations, further details regarding the Oversight of Federal Awards can be found in section. Lastly, the Protection of Sensitive and/or Confidential Information is not a standard form but a plan created by the applicant detailing the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded.

5. Is it a general overview what types of trainings will be attended on an annual basis? Or do I need to specify what trainings will be attended in a certain time period like December 2019- November 2020?

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.

6. Can I submit the grant application while licensing through the State is pending or does the facility have to be licensed and open prior to applying for the grant?

Licenses for proposed facilities are not required during time of application.

7. Twelve questions related to HHS-2019-ACF-OHS-CH-R04-1529. 1. Should text in charts be size 12? 2. Should lines in charts be double spaced? 3. Are 1st time grant applicants required to have signed statements of approval or disapproval from the governing board? 4. Are 1st time grant applicants required to have signed statements of approval or disapproval from the policy council? 5. Are 1st time grant applicants required to have minutes for participation in the

Frequently Asked Questions

October 25, 2018

development of the application from the governing board? 6. Are 1st time grant applicants required to have minutes for participation in the development of the application from the policy council? 7. Can an interim policy council be used until the applicant is notified of funding? 8. Are consultants in the area of fiscal management acceptable for the governing board? 9. Are 1st time grant applicants required to submit an annual report? 10. Are 1st time grant applicants required to submit results of self-assessment and improvement plan? 11. Does the 60 page limit include just the application and budget justification narrative? 12. Does the 60 page limit include the application, budget justification narrative and supporting documents.

Per Section IV.2 Content and Form of Application Submission, Font size and Margin it states "All narrative documents (e.g., Project Summary/Abstract, Project Description, Budget and Budget Justification, Federal Financial Review) must be in 12-point Times New Roman (TNR) font with 1-inch margins. All tables, charts, and inserts must also be in TNR 12-point font. Only footnotes may be in TNR 10-point font". *Per Section IV.2 Content and Form of Application Submission, Line Spacing* it states "Double Spacing: The Project Description and Federal Financial Review must be double-spaced. Any non-numerical tables, charts, or inserts must be double-spaced. Single Spacing: The Project Summary/Abstract, Table of Contents, and Budget and Budget Justification may be single-spaced. Numerical budget tables included as part of the application narrative may be single-spaced".

Additionally, 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. Applications will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1 Criteria* of the FOA.

8. Please confirm that the Federal Financial Review is to go in the Third File and that there are no specific format requirements other than it be readable.
The Federal Financial Review should be uploaded as the third file.
9. Six questions regarding HHS-2019-ACF-OHS-CH-R06-1477 Question 1- How do I obtain the staffing information for the people that are already employed at these facilities? Question 2- How do I obtain information about their pay scale? I would like to attract and retain qualified staff member with some type of monetary incentive. Question 3- How do I obtain the strategies and mechanisms that are currently being implemented? I want to know if they are effective. If some of the strategies are effective, I would like to use them in my application along with some new ideas that my organization would like to implement. Question 4- How do I obtain information about the current grantee and staff? Part of the application ask me to determine which applicants are most capable of implementing a high quality, comprehensive program, but I don't know who's the current grantee. Question 5- Can I obtain a copy of the current budgets and justification? As I stated above, I don't want to cause a drastic change for this community. I don't want to set a budget that will drastically interrupt anyone financial stability. I want to gradually implement my organizations expectations and programs. Question 6- Is the current grantee able to reapply for this grant? or Is this a five year contract that's not renewable?
Thanks in advance for your support.

Frequently Asked Questions

October 25, 2018

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. With regard to staff currently employed at the incumbent organization, if the competitive process issues an award to a new organization the Office of Head Start would work with both agencies to support the least disruption of employment for staff.