

Frequently Asked Questions

Oct. 2, 2019

1. Where can we find exemplar applications that were previously awarded a Head Start grant to use as tools to guide the writing process?

Applications funded by federal grant programs are subject to disclosure under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Such applications are frequently requested under the FOIA, consistent with the FOIA's requirement to proactively disclose frequently requested materials at 5 U.S.C. § 552(a)(2)(D). Each released application will receive appropriate redaction of specific information to protect personal privacy and competitively sensitive commercial information. Information on filing a FOIA request is available at: <http://www.acf.hhs.gov/freedom-of-information-act>. Please note the name of the grantee organization must be included in a FOIA request.

2. For applicants that have many staff members across multiple counties, is it necessary to list staff member name for every position (e.g., teachers, assistant teachers)? Or, is it acceptable to include the names of only key leadership team members and then list the rest of the staff members by position?

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* of the FOA. The review panels will use the FOA as their principal guidance available to them in the same way that it is the principal guidance for applicants.

3. Where can we find the number of students who are currently being served by the incumbent for our county?

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 funded enrollment. Information about the incumbent grantee for all available service areas should be posted by October 3rd. Applicants, based on their own community and family needs assessments should plan accordingly based on information provided.

4. Will there be new funding released later this fall for new communities, similar to the RFP released last November?

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>

- 5. 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.

- 6. Did you say that funding announcement awards would be in July 2020?**

Per Section II. Federal Award Information, the anticipated project start date is 07/01/2020.

- 7. If the funding opportunity has two (2) anticipated awards, would that be one for Head Start and one for Early Head Start, or would it be up to two for each?**

Per Section II. Federal Award Information, Expected Number of Awards of the FOA," Please note that the expected number of awards represents an estimated range of awards that the Office of Head Start might make as the result of this funding opportunity announcement."

- 8. What if we do not see our service area and/or do not see any tribal for EHS/HS?**

Please note per the Head Start Regulations, tribal grantees designated under the Designation Renewal System engage in a different process that does not require them to go immediately into competition in the year in which they were designated.

- 9. If you apply for a portion of a grant, for instance 2 out of 5 available counties, how do you determine the application amount?**

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. An applicant's proposed budget should reflect their proposed program type, program option, number of children served, etc.

- 10. Could you please give an example of why a program would have "a denial of refunding?"**

Examples of "a denial of refunding" can be found in the Head Start Program Performance Standards in Section 1304.5 Termination and denial of refunding.

- 11. I missed how to find out the inventory for the grant.**

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 funded enrollment. Information about the incumbent grantee for all available service areas should be posted by October 3rd. Applicants, based on their own community and family needs assessments should plan accordingly based on information provided.

12. Can you repeat where we can find the resources of other grantees in our community?

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 funded enrollment. Information about the incumbent grantee for all available service areas should be posted by October 3rd. Applicants, based on their own community and family needs assessments should plan accordingly based on information provided.

13. 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 Section IV.2 *Content Form of Application Submission*, Single Application Submission it states "Applicants are limited to submitting only one application in response to this funding opportunity announcement. Only the last on-time, application submission will be accepted for review. Electronically submitted applications must be on-time and pass the www.Grants.gov validation process to be accepted for review."

14. If the FOA lists only a specific city for the service area, can the grant be submitted to include the county as the 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. You are encouraged to review the service area specific details listed on page 2 of the FOA.

15. To be clear, only non-profit organizations can apply for HS//EHS?

Applicants are encouraged to view the list of eligible applicants noted on the synopsis tab associated with each funding opportunity announcement posted on Grants.gov.

16. If I am a current grantee, will this new award be a separate grant or added to current grant?

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

17. If I am a newly formed nonprofit organization (less than 1 year), can I apply?

Per the list of eligible applicants as noted in the synopsis tab on Grants.gov, non-profit organizations are eligible to apply.

18. Are there any FOA's for South Dakota?

Currently, there are no funding opportunities posted for South Dakota.

19. I am a current Head Start program and I wondered if we are awarded this grant in July 2020, would this change the grant year for my program? Currently it is March 1 - Feb. 28, 2020. Will that be changed to a different time period?

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

20. Our Tribal Head Start is currently part of a consortium, Can we apply for our own grant?

Applicants are encouraged to view the list of eligible applicants noted on the synopsis tab associated with each funding opportunity announcement posted on Grants.gov.

21. What document(s) is required for "Oversight of Federal Awards" in the Appendices?

Per Section IV.2 Content and Form of Application Submission under 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.

22. Please give examples of what past experience (per Evaluation Criteria) a grantee would need in order to score well in the selection process?

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23. I did not hear my question asked. When would we see our service area or tribal area

Please note, per the Head Start Regulations, tribal grantees designated under the Designation Renewal System engage in a different process that does not require them to go immediately into competition in the year in which they were designated.

24. If there are no childcare facilities in the community and construction would be necessary, is there time after the award is granted for construction? Or does a facility need to be established prior?

Per the Executive Summary section of the FOA it 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". Additionally, applicants are encouraged to review Section II. Federal Award Information, Startup/Pre-award Costs.

25. Where can I find information about the national average costs per Head Start slot and Early Head Start costs?

The Office of Head Start does not publish a national average cost per child.

26. Is there a specific cost per child that we need to apply for?

The Office of Head Start has not determined a specific cost per child for each funding opportunity announcement.

27. If there are many grantees in the area, how do we know what organization is up?

You are encouraged to review the grantee profile and grantee inventories on the Early Childhood Learning and Knowledge Center website to review all publicly available information regarding the incumbent grantee's service area.