

# Frequently Asked Questions

November 9, 2018

1. In the synopsis, it indicates that private and public institutions of higher education are eligible. However, it is unclear under the additional eligibility whether public institutions of higher education are eligible. The language seems to indicate that only entities with non-profit status are eligible, yet it directs the reader to Section 645Ad of the Head Start Act. "Eligible applicants are any public or private non-profit agencies, including community-based and faith-based organizations, or for-profit agencies pursuant to Section 645A(d) of the Head Start Act, 42 U.S.C. &sect; 9840A(d). Eligibility is limited to public or private non-profit organizations, including faith-based organizations or for-profit organizations that can provide Early Head Start services to children and families. Entities operating Head Start programs are eligible to operate Early Head Start programs. Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. "In 645A(d) of the act, the language states: "other public entities AND non-profit..." "(3) other public entities, and nonprofit or for-profit private entities, including community-based and faith-based organizations, capable of providing child and family services that meet the standards for participation in programs under this subchapter and meet such other appropriate requirements relating to the activities under this section as the Secretary may establish" Could you please clarify if a public community college that is not considered a non-profit agency is eligible? [You are encouraged to review \*Section III.1 Eligible Applicants\* of the funding opportunity announcement for additional information on what entities are eligible to apply for funding through this opportunity. The Office of Head Start does not have enough information about your organization to determine specific eligibility.](#)
2. Would you be able to clarify which organizational documents require the establishment and maintenance of a Board of Directors (RFP p.28): For-Profit Organizations Sole-proprietorships are not eligible applicants. For-profit organizations applying for funding must submit the following to provide proof of their eligibility and legal status: A Certificate of Good Standing, A current list of board members, and Organizational documents that require the establishment and maintenance of a Board of Directors. [While your question is unclear, the requirements around board and governance structure is established in the Head Start Act, not by any specific organizational documents.](#)
3. Do I sign the SF 424 (Application for Federal Assistance) as the Authorized Representative in Field Number 21 or should our Governing Board Chairperson sign? \* If I sign, I will need our Governing Board's approval on file at our office. Do I also need to include it with the grant application? \* If our Governing Board Chairperson signs, do they need a grants.gov account, AOR role in grants.gov, a SAM account, and/or listed as the Electronic Business POC in SAM? 2. On the SF 424 Field Number 8f, this contact person needs to be different than who signs the SF 424 as the AOR, correct? 3. On the Key Contact form, is this person the same as the contact person on the SF 424 Field Number 8f? [You are encouraged to review Grants.gov, Forms, SF-424 family, where you can locate the instructions for both the SF-424 as well as the Key Contact form.](#)

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4. I am writing to inquire whether there are any records of an old application submitted in 2016  
Feedback on applications submitted in 2016 is not available.
  
5. Is Head Start Grant Application Instruction with Guidance Version 3 to be used with application  
This document is not applicable to applications submitted for this competition. For the most up to date information regarding how to apply for funding, applicants are encouraged to visit <https://www.acf.hhs.gov/grants/howto#chapter-4>. This webpage provides information on applying for grants, registering and applying through Grants.gov, submitting an application, and understanding the grant review process.
  
6. Can you please confirm ASAP that we can use State funds to match the grant funds?  
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. Applicants are encouraged to review the Early Childhood Learning & Knowledge Center website for additional information on the non-federal share match requirement.
  
7. Could you please let me know which TYPE OF APPLICATION I should enter in Item 2 of the SF-424?  
Applicants should select "New" as type of application.