

Frequently Asked Questions

November 20, 2018

1. The Federal Award Notice section states that successful applicants will be notified though the issuance of a Notice of Award, but when should a notice be expected to be sent out.
[Notice of Awards will be sent to successful applicants prior to the anticipated startup date of 7/2/19.](#)
2. The Head Start and/or Early Head Start Grantee Funding Opportunity Announcement states the following regarding the start-up budget request: "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." Does this mean that the start-up budget should be included as a separate "Grant Program Function or Activity" in Section A, on page 1, and then be itemized by line item in Section B? For the Training and Technical Assistance budget, should this also be listed as a separate "Grant Program Function or Activity" in Section A, or added into the total budget for the project?
[You are encouraged to visit Grants.gov, Forms, SF-424 Family for instructions on how to complete form, including the fields noted in your inquiry. The Office of Head Start does not have any further guidance beyond the instructions published in the funding opportunity announcement.](#)
3. Can you tell me how to enter the start-up funding requests in the 424?
[You are encouraged to visit Grants.gov, Forms, SF-424 Family for instructions on how to complete form, including the fields noted in your inquiry.](#)
4. When completing the subject form, is it the intent that the grantee location is the project location entered....OR is it intended that every center across the service are be entered?
[While the Office of Head Start cannot advise on the specifics of your question. The sections of the PROJECT/PERFORMANCE SITE LOCATIONS FORM is clearly marked to request information on the primary location and individual site locations.](#)
5. Please indicate whether we need to submit both Resumes and Biographical Sketches, of whether submitting one of the two is sufficient. (Page 29) If resumes are required, for whom (in terms of job position) must we submit resumes?
[Applicants are encouraged to review Section V.1 Criteria, Staffing, and Organizational Capacity to determine what information is required in regards to the applicant's organization. The number of resumes an applicant includes and for whom is at their discretion.](#)
6. I read in the instructions that the "point of contact person" must be different from the AOR. On which form is this "point of contact person"? Can you please provide more information about the Mandatory Grant disclosure, If we do not have any violations of federal law, do we need to submit disclosures? I don't see a space on the work space to submit the Third File - Federal Financial Review(Audit). The instructions indicate this is separate and not counted in the page count. Where do I attach the audit? On the "other attachments" space on the workspace, there is a place for "mandatory" and "other" attachments.
[Points of contact should be entered on the Key contacts form which can be found on Grants.gov. Per Section IV.2. Content and Form of Application Submission, Mandatory Grant Disclosure, "Submission is required for all applicants and recipients, in writing, to the awarding](#)

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agency and to the HHS Office of the Inspector General (OIG) all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award". All questions related to uploading documents should be directed to Grants.gov. *Please note* Grants.gov is an agency independent of the Office of Head Start.

7. On the 424 #4. Applicant Identifier: is this the number assigned to our agency for payment drawdowns, etc? On the 424-A We have an amount listed for Start-up/Pre Award Costs in a separate column, do we take this amount into consideration when calculating the Section D - Forecasted Cash Needs for each quarter or do we have to stick to the award ceiling amount? The Office of Head Start cannot advise on your question specifically and you are encouraged to visit Grants.gov, Forms, SF-424 Family for instructions on how to complete form.

8. On Grants.gov it has a section to be completed called "Project/Performance Site Primary Location". We completed the primary site location with our central office information. Below it is another section called "Project/Performance Site OTHER Locations". It asks for the organization name and DUNS number like the primary site section did. So, are we to fill in that section with each Head Start center name and address we currently have or is that for delegates, etc?

While the Office of Head Start cannot advise on the specifics of your question. The sections of the PROJECT/PERFORMANCE SITE LOCATIONS FORM are clearly marked to request information on the primary location and individual site locations.

9. For programs with both HS and EHS, do we need two SF-424(a) forms to be able to submit Budget information on both programs.

Applicants are encouraged to utilize all columns of the SF-424A form to represent the budget information for both programs.

10. Can you tell me what dates I should be using the SF 424 report? Would our grant year change to 7/1/19 to 6/30/20?

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 II. Federal Award Information the Office of Head Start expects to award grants on 7/1/19.

11. A required document in the SecondFile is "Oversight of Federal Awards" - what is this please? And, if applicable, where can I find it?

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)

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will adhere to applicable federal and programmatic regulations, further details regarding the Oversight of Federal Awards can be found in the section.