

# Frequently Asked Questions

October 19, 2018

1. Where can we find the required components that need to be discussed in the narrative portion of the grant?

You are encouraged to read *Sections IV.2 Content and Form of Application Submission and Section V.1 Criteria* of the funding opportunity announcement to find required components to complete application.

2. Question: Can we apply to provide Early Head Start services in Dickenson County or is this posted in error? Can we propose only propose to provide Head Start services?

Yes, a potential applicant may choose to provide Head Start and/or Early Head Start services. The choice to propose either Head Start or Early Head Start services, or a combination of the two is at the applicant's discretion.

3. Three questions related to HHS-2019-ACF-OHS-CH-R09-1447, please: 1. Are you willing to share the list of sites operated by the current grantee so that we can be accurate in the site locations we list in our application? 2. Will you share existing mortgages, long-term lease agreements, or security agreements about sites occupied by the current grantee? 3. Will there be an opportunity for applicants to tour the current Grantee's sites to do a facilities and materials needs assessment?

Per *Section VIII. Other Information* of the funding opportunity announcement (FOA), interested applicants are encouraged to visit the Early Childhood Learning & Knowledge Center's webpage, specific to the service areas in competition, to download the profile of current grantee services, equipment and inventory that are intended to support organizations in preparing their funding applications. Specifically, the sites operated by the incumbent are located on the Early Childhood Learning & Knowledge Center's webpage <https://eclkc.ohs.acf.hhs.gov/grant-application/article/funding-opportunity-announcement-foa-locator>. Existing mortgages, long-term lease agreements, or security agreements about sites are not public information and will not be shared. There will not be an opportunity to tour locations during the period in which this FOA is open.

4. "Mortgages and Long-Term Lease Agreements." - Is there a way to know of any existing mortgages, long-term lease agreements, or security agreements on properties subject to a federal interest occupied by the current grantee prior to writing an application? How would a new applicant be able to cover these type of costs in the budget?

You are encouraged to review the grantee profile and grantee inventory on the Early Childhood Learning & Knowledge Center website <https://eclkc.ohs.acf.hhs.gov/grant-application/article/funding-opportunity-announcement-foa-locator> for the service area(s) you are interested in. The grantee profile contains all the publicly available information regarding the incumbent grantee's mortgages and long-term lease agreements.

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5. Will I receive answers via email or if they would be posted on a public website?

An individual that submits a question to [OHSTech@reviewops.org](mailto:OHSTech@reviewops.org), will receive a response via email. Additionally, all questions and answers are posted to the Early Childhood Learning & Knowledge Center's webpage with the inquirer's personal and/or proprietary information redacted.

6. For which staff should we include resumes and for which staff should we include biographical sketches?

It's in an applicant's discretion for which staff they include resumes and biographical sketches.

7. On P 15: Signed Board of Directors Attestation – if the grant application is written in-house, does the board action need to state what is written on P 59-60 or is it just a regular board action signed by our Board President? Certificate of Good Standing – is this only a requirement for for-profit organizations as indicated on P 23, but if not, where can this form be found or obtained? Oversight of Federal Awards – where can this form be found and who would we ask to complete it? Protection of Sensitive and/or Confidential Information – is there a form for this, and if so where, or do we just attest to the fact that we do this and how?

*Per Section VIII. Other Information* of the funding opportunity announcement (FOA), 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. 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 of the FOA, 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.