

Supplemental Funds to Continue Responding to COVID-19

Presenters

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Colleen Rathgeb Policy, Oversight and Planning Division
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Lizette Lopez, Program Operations Division
Theresa Rowley, Program Operations Division
Kate Troy, Policy, Oversight and Planning Division



ADMINISTRATION FOR
CHILDREN & FAMILIES



OFFICE OF HEAD START

Meet Our New Director!



Dr. Bernadine Futrell

HEAD START COVID-19 RESPONSE FUNDS

- ❑ **CARES Act**: **\$750 Million** has been awarded to all grantees – *approximately 43% of funds have been drawn down by grantees*
- ❑ **CRRSA Act**: **\$250 Million** was appropriated with FY21 Budget – *will be awarded in the Spring*
- ❑ **American Rescue Plan**: An additional **\$1 Billion** – *Signed by the President March 11th, 2021*



DISTRIBUTION OF NEW COVID FUNDING

All funds go out by formula to all grantees based on funded enrollment to continue to respond to COVID-19.

Logistics:

- Separate award with a new grant number
- One award per agency, per region
- No separation between HS and EHS



Agenda

- ❑ How to apply for supplemental funds in the Head Start Enterprise System (HSES)
- ❑ Suggested use of the funds
- ❑ Clarification of the financial reporting

How to Apply

- ❑ New temporary grant with a new acronym
 - ❑ HET: Regions 1-10
 - ❑ HAT: Region 11, American Indian Alaska Native
 - ❑ HNT: Region 12, Migrant and Seasonal Head Start
- ❑ The grant is available on the homepage of HSES after logging in starting on March 29th
- ❑ Applications are due April 9th



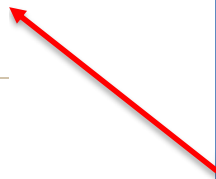
New Temporary Grant


- ❑ Select the new temporary grant number to apply for the COVID-19 funding

Grant Number

XXHET000635

XXCH123456



 **Office of Head Start / Head Start Enterprise System** [logout](#)

Grant Agency Selection

Your account is associated to multiple grant programs in HSES.
Please select which grant program you want to use for this session.

Grant Number	Grant Status	Grant Award Name	Program Name	Head Start Program	Early Head Start Program	Actions
XXHET000635	Active	Sample CRRSA COVID Grant				select
XXCH123456	Active	Sample Child-Service Grant	Sample Child-Service Program	000	200	select

Note: Only one grant agency can be selected per login. To select a different grant agency (after making selection in this page), log out and log back in.

HSES Tabs

- ❑ Review the contacts tab and make updates
- ❑ Communicate with the Regional Office about this funding via the Correspondence tab
- ❑ On the financial tab start the non-competing new application

HOME
RESOURCES
FEEDBACK

XXHET000635

XXHET000635 Sample CRRSA COVID Grant

Project Period: 04/01/2021-03/31/2023 (24 months) Annual Funding Month: April

Home
Contacts
Correspondence
Financials

Grant Applications

Fiscal Year: 2021 Budget Period: XXHET000635-01: 04/01/2021-03/31/2023 Project Period: **04/01/2021-03/31/2023** Annual Funding Month: **April**

Applications [Application Guide](#) | [Frequently Asked Questions](#)

Type	Dates	Application Status	Proposed Funding	Actions
Non-Competing New		Not Started	<ul style="list-style-type: none"> ▶ Federal Total: \$0 • Non-Federal Total: 0% \$0 	<ul style="list-style-type: none"> • start

Add Amendment

For assistance, please contact the HSES Help Desk at help@hsesinfo.org or call 1-866-771-4737 (toll-free) or 1-571-429-4858 (local), Monday - Friday, 8 a.m. - 7 p.m. EST (not available on weekends or federal holidays)



Abbreviated Application

- ❑ The application will pre-populated with guidance
- ❑ The allocated funding is pre-populated on the summary and SF-424A tabs

HOME
RESOURCES
FEEDBACK

XXHET000635 /Grant Application

XXHET000635 | 01: 04/01/2021-03/31/2023 | Non-Competing New

Back
Edit

Summary
Other Funding
SF424A
SF424
Grantee Change
Documents
Reports
Correspondence

Budget Summary

Grant Program, Function or Activity		New or Revised Budget		Total
		Federal	Non-Federal	
1.	Operations: Operations	\$97,514	\$0	\$97,514
5.	Totals	\$97,514	\$0	\$97,514

Guidance

This application contains a funding amount for one-time activities to prevent, prepare for, and respond to COVID-19. The total funding amount has been entered in the object class category "Other" on the SF-424A. If applicable, this amount reflects the allocations for all Head Start grants held by the organization and includes Head Start and Early Head Start allotments. Adjustments to funding amounts between object class categories on the SF-424A are permitted, however the Federal total cannot be adjusted as it reflects the total amount allocated by the Office of Head Start. Please review, edit if needed, and submit the application to the Regional Office as soon as possible and no later than the date indicated. Allocations were provided proportionally to all grants based on federal funded enrollment levels as required by the Consolidated Appropriations Act, 2021 (P.L. 116-260). Narratives, budget justifications, and governing body or policy council approvals are not required for this application, except for purchases that require prior approval such as for equipment or the purchase, construction, or major renovation of facilities. If any of these activities are included, a narrative explaining the purchases will be required.

The Head Start Act recognizes that lack of resources in a community adversely impacted by a major disaster may prevent Head Start grantees from providing all or a portion of their required non-federal contribution. In order to request a waiver of non-federal match, place the amount of \$0 in Section C of your SF-424A in your application. No separate waiver request is required. For more information, please see <https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-21-01>.

Please contact your Program Specialist using the correspondence tab within this application with questions.

	Allocation	Requested
CRRSA (COVID-19)	\$97,514	\$97,514



Abbreviated Application

- ❑ The funding is pre-populated in the “other” field of the SF-424A.
- ❑ Move funds into other budget categories based on how you plan to use the funds.

XXHET000635 | 01: 04/01/2021-03/31/2023 | Non-Competing New

Save Save and Stop Editing Cancel

Summary Other Funding SF424A SF424 Grantee Change Documents Reports Correspondence

Section A - Budget Summary

The New or Revised Budget Federal Column (e) is populated with amounts from Section B, Line 6.k.
The New or Revised Budget Non-Federal Column (f) is populated with amounts from Section C, Column (e).

Grant Program, Function or Activity	Catalog of Federal Domestic Assistance Number	Estimated Unobligated Funds ?		New or Revised Budget ?		Total ?
		Federal	Non-Federal	Federal ?	Non-Federal ?	
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1. Operations: Operations	93.600	\$	\$	\$97,514	\$0	\$97,514
2. N/A						
3. N/A						
4. N/A						
5. Totals		\$0	\$0	\$97,514	\$0	\$97,514

Section B - Budget Categories - Federal Funds

For each activity, provide the total requirements for Federal funds by object class categories.

6. Object Class Categories	Grant Program, Function, or Activity				Total
	(1) Operations: Operations	(2)	(3)	(4)	
a. Personnel	\$				\$0
b. Fringe Benefits	\$				\$0
c. Travel	\$				\$0
d. Equipment	\$				\$0
e. Supplies	\$				\$0
f. Contractual	\$				\$0
g. Construction	\$				\$0
h. Other	\$ 97,514				\$97,514
i. Total Direct Charges (sum of 6a-6h)	\$97,514				\$97,514
j. Indirect Charges	\$				\$0
k. TOTALS (sum of 6i and 6j)	\$97,514				\$97,514



Abbreviated Application

- Complete the SF-424A, and SF-424 tabs
 - Purchases that require prior approval such as equipment or construction require a narrative explaining the purchases.

- To request a waiver of non-federal match, enter \$0 in Section C of your SF-424A in your application. No additional justification of the waiver is required.

- Once the application is complete select submit.

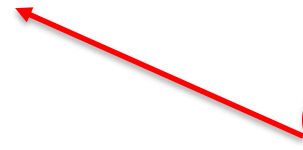
New Grant


- ❑ Once the NOA is issued the “T” will drop and the grant number will change.
- ❑ The new active grant will appear in HSES

Grant Number

XXHE000001

XXCH123456



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XXHE000001	Active	Sample CRRSA COVID Grant				select
XXCH123456	Active	Sample Child-Service Grant	Sample Child-Service Program	000	200	select

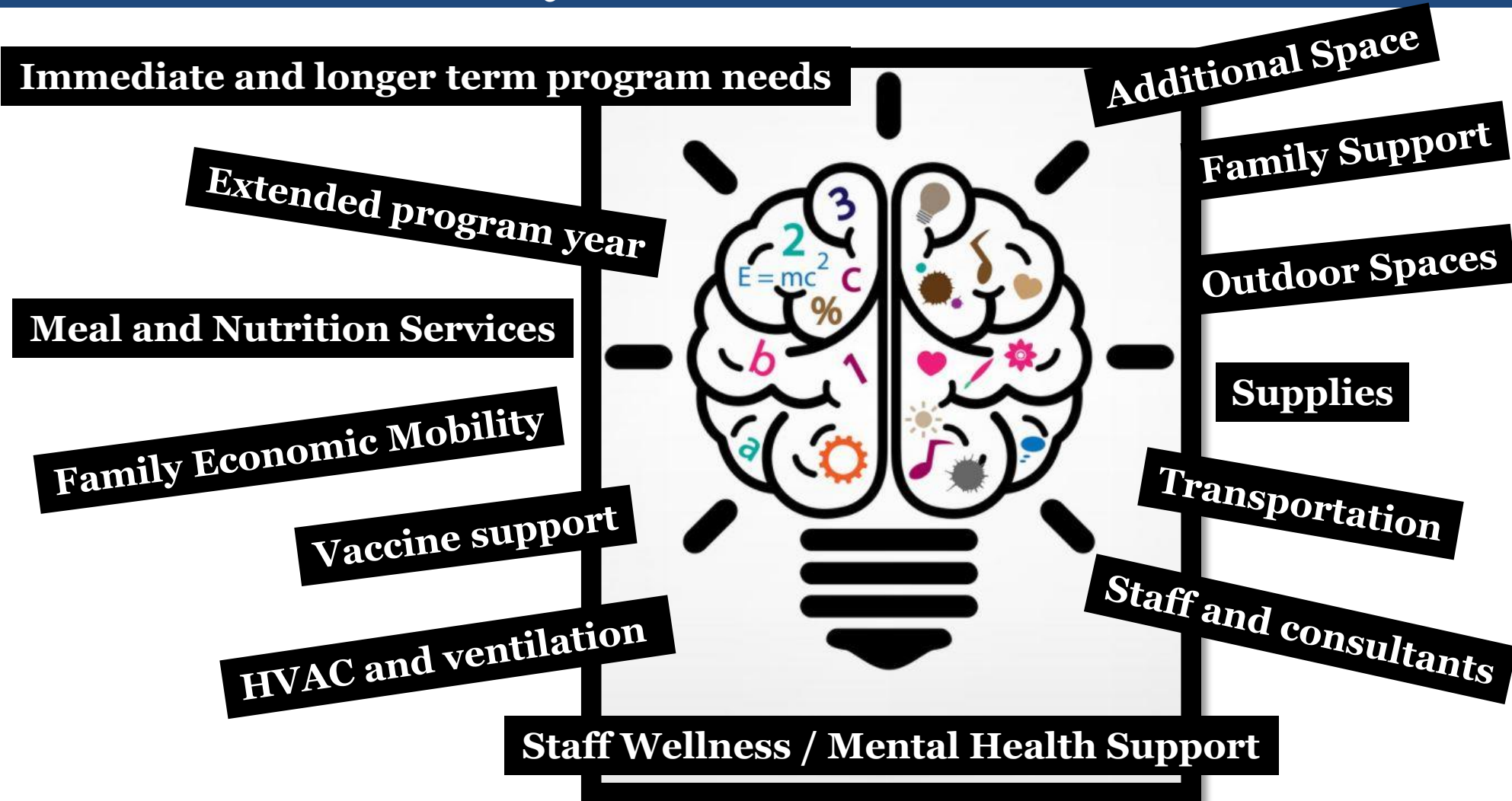
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Suggested Use of the Funds



COVID-19 & Beyond



Clarification of the financial reporting



Allowable Costs Generally:

For all expenses, an allowable cost must be:

- Necessary and reasonable for the performance of the Federal award *under the circumstances prevailing at the time the decision was made*;
- Allocable to (benefits) a specific federal award or necessary to the overall operation of the grantee; and
- Be adequately documented.



Documentation, Record Keeping, Reporting



- ❑ Identify the community, program, family, child circumstances that support new, different or increased needs;
- ❑ Make supportive changes to internal fiscal policies and procedures;
- ❑ Explain the connection between costs and the purpose of the award; and
- ❑ Connect costs with the program-specific impact of coronavirus.

CARES Act “C3” Financial Reporting

- ❑ Two Federal Financial Reports (SF-425) per Budget Period
- ❑ Follow the reporting requirements in accordance with ACF-PI-HS-17-04
- ❑ Report must be submitted in the Payment Management System (PMS)

FEDERAL FINANCIAL REPORT							
(Follow form instructions)							
1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)			Page	1	of
3. Recipient Organization (Name and complete address including Zip code)							
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		6. Report Type	7. Basis of Accounting		
				<input type="checkbox"/> Quarterly	<input type="checkbox"/> Cash <input type="checkbox"/> Accrual		
				<input type="checkbox"/> Semi-Annual			
				<input type="checkbox"/> Annual			
				<input type="checkbox"/> Final			
8. Project/Grant Period From: (Month, Day, Year)			To: (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)		
10. Transactions					Cumulative		
(Use lines a-c for single or multiple grant reporting)							



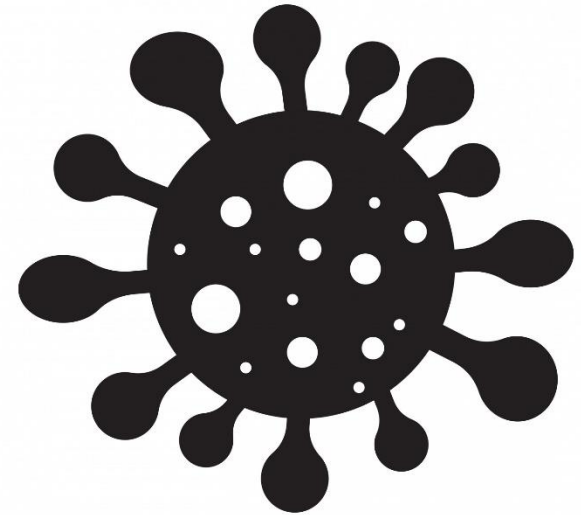
CARES Act Reporting Due Dates

Budget Period Start	Report Cumulative Costs Through	Annual-425 Due	Final SF425 Due
January 1	December 31	January 30	April 30
February 1	January 31	April 30	April 30
March 1	February 28/29	April 30	July 30
April 1	March 31	April 30	July 30
May 1	April 30	July 30	July 30
June 1	May 31	July 30	October 30
July 1	June 30	July 30	October 30
August 1	July 31	October 30	October 30
September 1	August 31	October 30	January 30
October 1	September 30	October 30	January 30
November 1	October 31	January 30	January 30
December 1	November 30	January 30	April 30



CRRSA Act “C5” Financial Reporting

- ❑ CRRSA awards will have 24 month budget and project periods
 - 04/01/2021 – 03/31/2023
- ❑ One grant, for each organization, per Region
- ❑ Two Federal Financial Reports (SF-425)
 - Annual Report
 - Final Report



CRRSA Act Reporting Due Dates

Budget Period	Report Cumulative Costs Through	Annual SF-425 Due	Report Cumulative Costs Through	Final SF-425 Due
04/01/2021-03/31/2023	March 31, 2022	April 30, 2022	March 31, 2023	July 30, 2023



American Rescue Plan Act of 2021

- Funds will be awarded as a supplement to the HE, HA and HN grants with the same budget and project periods:
 - 04/01/2021 – 03/31/2023
- ❑ Funds awarded as a “C6” subaccount
- ❑ Two Federal Financial Reports (SF-425)
 - Annual Report
 - Final Report



ARP Act Reporting Due Dates

Budget Period	Report Cumulative Costs Through	Annual SF-425 Due	Report Cumulative Costs Through	Final SF-425 Due
04/01/2021-03/31/2023	March 31, 2022	April 30, 2022	March 31, 2023	July 30, 2023



Thank you

