

**Head Start and/or Early Head Start Grantee - City of Detroit within Wayne County, Michigan  
HHS-2013-ACF-OHS-CH-R05-0479**

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The following questions have been received as of April 29, 2013. The answers have been provided by the Office of Head Start.

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**Question:** How many slots are needed to be competitive?

**Response:** The competitiveness of an application is not solely dependent on the number of slots requested, but also on the comprehensiveness of the applicant's response to *Section V.1. Criteria* of the funding opportunity announcement and the considerations listed in *Section V.2. Review and Selection Process*.

**Question:** Is it allowed to request funding to support increased number of children "to be" served by working through scenarios with 1 or 2 new facilities? Meaning, can an application remain eligible if it references facilities where no lease has been formally signed? It does not seem clear in the application how to best approach a situation where increasing the number of facilities will occur, but only if funding is granted.

**Response:** Applicants should describe how services would be provided if funding is awarded. In the development of proposals, applicants should investigate costs for facilities where services could be provided, and may use those estimated costs in the application. Applicants should also consider the availability of buildings with federal interest in the service area, as posted on the ACF website (<http://www.acf.hhs.gov/programs/ohs/funding>) for each specific funding opportunity announcement.

**Question:** If "new" facilities are allowed to be a part of an application and it still remain eligible, what level of information should be included to show commitment on the applicant's part? Short of a lease and State of Michigan licensing approval, could an application for State of Michigan license meet initial application requirements? Would HHS need to see construction bids where facility modifications may be necessary?

**Response:** 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.

**Question:** My questions relates to the third core element of an effective program, (C) Past Performance. The language from the application instructions states, "*The application must provide detailed information about how the applicant's past experience in early education (or related fields) and in communities similar to the targeted community will enable them to operate a successful Head Start and/or Early Head Start Program.*" I am wondering if the applicant's past experience applies to the organization's past experience in providing early education or the past combined experience of the individuals who are involved with the organization in some capacity and would be providing Head Start/Early Head Start Services. Finally, do you have any suggestions to how an organization might apply for a Head Start/Early Head Start grant if it doesn't have experience in serving this particular population but has the capacity?

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**Question:** Can sites be in a different city that shares a Detroit zip code?

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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.

**Question:** What is a DUNS number?

**Response:** It is universal identifier under the Data Universal Numbering System and Systems for Award Management (SAM) registration. A DUNS number is required of all applicants. To obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at <http://www.sam.gov>.

**Question:** Can you tell me the organization or organizations which have held or now hold the contract(s)?

**Response:** Please review the current grantee profile located on City of Detroit within Wayne County, Michigan's funding opportunity announcement webpage. <http://www.acf.hhs.gov/programs/ohs/funding?sa=15674>

**Question:** Is this a competitive competition for those contractors and prospective new bidders? If so will there be preference given to current contractors.?

**Response:** This competition is open to all eligible applicants as stated in **Section III.1, Eligible Applicants**. Preference will not be given to current contractors as applications will be reviewed and evaluated by objective review panels using the evaluation criteria described in **Section V.1** of the funding opportunity announcement.

**Question:** Can a facility right on the border of the city limits, but not within them, be utilized for the program provided that all of the families and children served are residents of Detroit?

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**Question:** Which 'elements' can be single spaced: is it allowable to single space graphs and data tables in the program narrative?

**Response:** As stated in *Section IV.2. Content and Form of Application Submission*, Project Summary/Abstract and the Budget and Budget Justification may be single spaced.

**Question:** Is start-up budget included in the 15 page limitation?

**Response:** Yes, all parts of the budget and /budget justification are limited to a combined 15 single-spaced pages.

**Question:** Can a nonprofit agency apply for the Detroit Head Start pilot grant as a grantee and also be in someone else's grant application as a delegate agency?

**Response:** The funding opportunity announcement does not prohibit organizations from submitting multiple applications.

**Question:** Can you please tell me if the Head Start/Early Head Start grant is affected by the sequestration? And if so, how?

**Response:** All awards made for FY 2013 funding opportunity announcements will be made based on the availability of FY 2013 funding. If FY 2013 funding is decreased by a percentage as the result of sequestration when an award is made, the award will be made at a reduced percentage. In this case, ACF will negotiate with the prospective awardee to determine any necessary amendments to the program design and budget based on the reduced funding level prior to an award being made.