

**Head Start and/or Early Head Start Grantee - Washington, District of Columbia
HHS-2013-ACF-OHS-CH-R03-0339**

The following questions have been received as of May 2, 2013. The answers have been provided by the Office of Head Start.

Question: Our corporation is located in Silver Spring, MD. The service is provided in DC. Do we have to submit a copy of the application to the SPOC in MD, DC or both?

Response: The organization should send it to the SPOC where the services are being performed.

Question: Our specific question is in reference to the 424A and the GABI for the Start-Up/Pre-Award Costs portion of the application. Should this request be entered separately on HSES-GABI in order to generate a separate 424A that accompanies the package?

Response: Per the funding opportunity announcement, *Section II. Award Information*, "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.

Standard forms (including SF-424A) are available at www.Grants.gov and at <http://www.acf.hhs.gov/grants-forms>

Question: I am emailing with a budget question that do not appear to be answered in the Head Start funding opportunity announcement (FOA) under the budget/budget justification criteria (pages 45-46), nor the project budget/budget justification section (pages 26-30). In previous calls to OHS staff, we have been directed to base our funding request on the "number of students we plan to serve." If this is the case, is the budget guided entirely by a per pupil allocation (i.e., a center should request funds that total approximately \$6000 per child served for Head Start students and/or a higher per pupil request for Early Head Start)? If so, should the net of these funds then consist as the basis for the entire budget (with all costs such as personnel, contractual, equipment, supplies, travel, fringe, etc. coming out of this entire total)? Or, are sites able to claim a per pupil allocation in addition to reasonable costs for personnel, fringe, equipment, supplies, contractual,

etc.? I did notice that the budget must not exceed 15% costs for administration, but is that the only other stipulation in regards to developing a budget? Finally, can someone provide more detail on what should be included in the "Program Income" line of the budget? Is that line item where per pupil funds and total number of pupils would be listed? Thank you in advance for any assistance.

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 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 may visit the Early Childhood Learning and Knowledge Center (ECLKC) at <http://eclkc.ohs.acf.hhs.gov/hslc> for more information on fiscal operations of Head Start grantees. Additionally, applicants should leave the Program Income line blank.

Question: We would like to confirm that the funding opportunity announcement only reflects communities in the Washington, DC area served by the two grantees identified in DRS Cohort 1?

Response: That is correct. The service areas included in the funding opportunity announcement currently posted for Washington, District of Columbia are those areas currently served by the two grantees identified in DRS Cohort 1: United Planning Organization and Edward C. Mazique Parent Child Center.

Question: Will applicants have to complete two separate applications for Head Start and Early Head Start?

Response: Any applicant responding to this funding opportunity announcement will submit **one** application, whether the applicant is proposing to provide: 1) Head Start services only, 2) Early Head Start services only, or 3) both Head Start and Early Head Start services.

Question: Is there a meeting to discuss this grant?

Response: A meeting is not planned to discuss this FOA. 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 FOA, whether they are able to develop an application they believe to be responsive to the FOA and in designing and writing their applications.

Question: If a school is part of two consortium applications (i.e., one public charter school participates in two separate applications for this award), what would happen in the event that both applications are awarded? Would the school have to choose to only participate in one application? Could they participate in both applications if they had sufficient student populations to meet the needs of both grants?

Response: The funding opportunity announcement does not prohibit organizations from submitting multiple applications. If two applicants were selected for award, and the school was part of both applications, ACF would negotiate with all parties involved to determine an appropriate award amount commensurate with the school's capacity to provide services under one or both applications.

Question: Is this grant available to new and developing programs or is it only available to programs that are already in existence?

Response: This competition is open to all eligible applicants as stated in ***Section III.1, Eligible Applicants.***

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.