Migrant and Seasonal Head Start Grantee Competition – Caroline, Kent, Queen Anne, and Somerset Counties, Maryland
HHS-2013-ACF-OHS-CM-R12-0515

The following questions have been received as of May 30, 2012. The answers have been provided by the Office of Head Start.

Due to shifting agricultural work and farming needs, applicants may propose additional counties or service areas within a state (identified in the funding opportunity announcement) if the need for services for eligible migrant and seasonal families is identified and justified in such areas. Please note, additional proposed service areas should not overlap with areas where migrant and seasonal grantees are currently providing services.

Question: On page 1 of the FOA and in other sections of the FOA there are references to Migrant and Seasonal Head Start grantees being authorized to serve pregnant women. Only Early Head Start grantees are statutorily authorized to serve pregnant women. Under what statutory authority are Migrant and Seasonal Head Start grantees permitted to serve pregnant women?

Response: In response to this funding opportunity announcement, Migrant and Seasonal programs may choose to serve pregnant women if a need for such services is identified in the community. OHS supports the continuity of services for farmworker families to include pregnant women, infants, toddlers and preschoolers.

Question: At page 20 of the FOA, there is boilerplate language as to what should be contained in the "Approach" section. Are applicants required to provide information in response to this boilerplate language? For example, page 20 of the RFA states: "While this method of presenting information may be helpful for a new start-up grantee, it is not helpful to an incumbent grantee". Must we use it?

Response: The submission of this information is not required.

Question: Can an organization deviate from the level of detail requested in the FOA in order to comply with the page limitation?

Response: The Office of Head Start cannot advise in this regard. Applicants should refer to *Section IV. Application and Submission Information* for page limit requirements.

Question: The FOA request a level of detail in travel budgets that is unreasonable given the number of travel events for which an organization must budget given the ten state service area. Can we deviate from the level of detail requested in the FOA in order to comply with the page limitation?

Response: The Office of Head Start cannot advise in this regard. Applicants should refer to *Section IV. Application and Submission Information* for page limit requirements.

Question: Are documents contained in the appendix in single-line spaced format? Many of the documents required to be placed in the appendix (e.g., letters of support, resumes of key personnel, external audit reports, third-party agreements) are single-spaced, but at page 15 of the RFA it states "All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12 point font."

Response: The Office of Head Start cannot advise in this regard. Applicants should refer to *Section IV. Application and Submission Information* for page limit requirements.

Question: At page 20 of the FOA it states that footnotes and endnotes are permissible. May footnotes and end-notes be single-line spaced and may they be in a font smaller than 12 point?

Response: The Office of Head Start cannot advise in this regard. Applicants should refer to *Section IV. Application and Submission Information* for page limit requirements.

Question: Delegate agency contracts are too lengthy to be included in the appendix. May applicants submit delegate agency contracts after the award is made?

Response: Applicants should follow the instructions stated in the funding opportunity announcement.

Questions: The FOA references the "Authorized Organizational Representative" as the person authorized to "assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or awards." However, on Grants.gov the Authorized Organizational Representative is the individual authorized to complete electronic submissions on Grants.gov. In other words, in the FOA, the AOR would be our Board Chair; but on Grants.gov the AOR is the individual within our Fiscal Department who has the technical knowledge and ability to make an electronic submission of the grant application. How do we resolve this contradiction?

Response: The Office of Head Start will not advise in this regard.

Question: At page 39 of the FOA, applicants are required to identify the number of children served by delegate agencies, but applicants are not otherwise required to identify the number of children served. Why is that?

Response: This statement is inaccurate. Please refer *Section V.1 Criteria* in the funding announcement.

Question: Are incumbent grantees required to submit their external audit reports. OHS already has copies of these reports.

Response: Applicants are encouraged to follow the guidance issued in the funding announcement. All documentation that will be retrieved and reviewed by the Office of Head Start is stated in the funding announcement.

Question: Are the Phase One panel reviewers going to have access to Phase Two document such that an applicant can reference material from Phase Two in its Phase One application?

Response: Applicants should ensure all information they wish to have considered in Phase One be submitted per the guidance in *Section IV. Application and Submission Information* for page limit requirements.

Question: On page 5 of the Request for Applications (RFA), the description includes counties in which the current grantee no longer serves children, and fails to include counties in which the grantee currently serves children. Specifically, the current grantee has served children in: (1) Glades County, Hendry County, Hardee County, Sarasota County, and Charlotte County, Florida; (2) Edgecombe County, Franklin County, Lenoir County, and Pitt County, North Carolina; and (3) Appling County, Candler County, and Evans County, Georgia. In addition, the current grantee no longer serves children in Caroline County, Kent County and Queen Anne County, Maryland. Does this need to be corrected?

Response: The detailed service area found in *Section I. Funding Opportunity Description* has been updated. Please see the grantee profile for further detail.