

**Head Start and/or Early Head Start Grantee – City of Trenton, New Jersey
HHS-2014-ACF-OHS-CH-R02-0665**

The following questions have been received as of September 27, 2013. The answers have been provided by the Office of Head Start.

Question: Would you please let us know what factors are used to calculate cost per child? Should we include Training and Technical Assistance, General and Administrative Costs and Match?

Response: 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: Please clarify what is included in the 50-page limit for Phase Two. Does the 50-page limit refer only to the narrative or is it inclusive of the years financial statements, notes and audit reports?

Response: Per the funding opportunity announcement, *Section IV.2. Content and Form of Application Submission, Formatting the Application Submission*, Phase Two Narrative, Financial Statements and Notes, and Audit Reports must be clearly labeled as 'Phase Two' and is limited to 50 pages. Audit reports are not excluded from the 50 page requirement.

Question: For Phase Two, should we upload one PDF document that includes the narrative, financial statements, notes and audits?

Response: Per the funding opportunity announcement, applicants should upload Phase Two to the Fourth Electronic File. This file should be uploaded to the "Other Attachment File(s)" section of the Application Package and must include "Phase Two" in the file name.

Question: Should Policy Council approval be included in the third electronic file, "Appendices?"

Response: Please refer to *Section VIII. Other Information/Application Checklist* for placement of Policy Council documents.

Question: Where should Proof of Legal Status be attached?

Response: Please refer to *Section IV.2. Content and Form of Application Submission* for placement of Proof of Legal Status documents.

Question: Please confirm that financial statements should be included only with the fourth electronic file, "Phase Two," and that financial statements should not be included in the third electronic file, "Appendices?"

Response: The Phase Two documentation, including the narrative and audited financial statements, should be included in the Phase Two file as described in the funding opportunity announcement. ACF cannot advise on which documents applicants should include, so applicants should use their best judgment. Because the contents of the Appendices are at the applicant's discretion, if you have additional room in this section within the page limitations you may choose to include extra Phase Two information (such as the second year of audited financial statements) in the Appendices.