

Head Start and/or Early Head Start Grantee - Hamilton County, including the City of
Cincinnati, Ohio
HHS-2014-ACF-OHS-CH-R05-0704

The following questions have been received as of August 20, 2013. The answers have been provided by the Office of Head Start.

Question: In the FOA it indicates that in the “Fourth Electronic File” you must put the Phase II narrative, financial statements and notes, and Audit Reports for the last two years. Our Audit Reports, which include the financial statements and notes are 27 pages each which exceeds the 50 page maximum without the Phase II narrative. I am certain there are other applicants in the same position and wanted to know if you can let me know which specific pages of the audits/financial statements are needed so that when I add my Phase II narrative I am able to meet the 50 page limit. Is this a situation where 2 audit pages to a page would be an acceptable way to get all of the information included?

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.

Applications must not include any page that contains two or more reduced-sized pages on a single sheet. If an application contains two or more reduced-sized pages on a single sheet, ACF will count each reduced-sized page as if it were a full-sized page. For example, two pages printed onto one sheet of paper would be counted as two pages. This calculation may cause the application to be over the page limit, which would result in all pages over the page limit being removed from the end of the section (Abstract, Project Description/Phase One narrative, Budget Justification, Appendices, or Phase Two), and the removed pages being excluded from competitive review.