

Head Start Grantee Competition  
New York, Bronx, Kings, Queens and Richmond Counties, New York  
HHS-2013-ACF-OHS-CH-R02-0483

The following questions have been received as of July 15, 2012. The answers have been provided by the Office of Head Start.

**Question:** Do you require the NYC Department of Health site license for a facility?

**Response:** The Office of Head Start requires the cognizant state agency to license facilities.

**Question:** Can we submit a temp license pending renovations?

**Response:** Too little information has been included for OHS to provide a response to this question.

**Question:** I see that Head Start Grant HHS-2013-ACF-OHS-CH-R02-0483 is subject to Executive Order 12372, "Intergovernmental Review of Federal Programs." That said, I see that New York is not a participating jurisdiction in the Executive Order. As such, I am wondering how to answer question 19 on form SF-424. I am assuming I answer B - "Program is subject to E.O. 12372 but has not been selected by the State for review" - but let me know if I'm wrong.

**Response:** The Office of Head Start cannot advise in this regard. Please refer to **Section IV.4. Intergovernmental Review of Federal Programs** in the Funding Opportunity Announcement (FOA) for more details.

**Question:** If we are not budgeting for construction expenses, do we still need to include Forms 424C&D?

If we are going to budget for some construction, do we submit both sets of forms, and only include expenses directly related to construction on the 424C budget form (with all other expenses being recorded in the 424A form)? Or, should we only fill out 424C&D and not include 424A&B?

**Response:** In the Forms / Assurances / Certifications table, the FOA states that forms 424C and 424D are... "required for all applicants when applying for a construction project."

All applicable standard forms should be filled out as indicated in the FOA.

**Question:** The funding announcement requires the narrative in Phase 1 to be double spaced. Do tables and figures incorporated in the narrative also have to be double-spaced or can they be single-spaced?

**Response:** "Only numerical budget tables included as part of the application narrative may be single-spaced."

**Question:** We want to know if in our response to RFP HHS-2013-ACF-OHS-CH-R02-0483, do we need to also request funding for our existing direct federal Head Start-funded slots. Will those existing slots continue to be funded, without the need for us to compete for them? Should we just apply for the additional slots needed in our community? Or do we need to apply for funding to continue existing slots and to increase the number of children we will serve with Head Start funding?

**Response:** If your organization is one of the five incumbent grantees combined in this funding opportunity announcement, then the application submitted should request all slots, both existing and additional, that the applicant proposes to serve.

**Question:** Will there be an EHS funding announcement for Queens? If not, how should we apply for the Queens HS announcement if we want to continue to operate our existing EHS program and add HS services?

**Response:** Currently there is no EHS funding announcement for Queens, NY. We cannot determine if additional funding opportunity announcements will be available for this service area. If you haven't done so, please register at [www.grants.gov](http://www.grants.gov) to receive email alerts for funding opportunities in your area.

**Question:** I have two questions re: the HHS-2013-ACF-OHS-CH-R02-0483 RFP (Head Start, New York City

Forms 424A&B (Non-Construction Program Budget & Assurances) and Forms 424C&D (Construction Program Budget & Assurances) are required for this grant...

1) ...If we are not budgeting for construction expenses, do we still need to include Forms 424C&D?

2) ...If we are going to budget for some construction, do we submit both sets of forms, and only include expenses directly related to construction on the 424C budget form (with all other expenses being recorded in the 424A form)? Or, should we only fill out 424C&D and not include 424A&B?

I would very much appreciate your answers to these questions plus any additional clarification you can provide regarding allocating expenses to these separate budget forms.

**Response:** In the Forms / Assurances /Certifications table, the Funding Opportunity Announcement (FOA) states that forms 424C and 424D are...“required for all applicants when applying for a construction project.”  
All applicable standard forms should be filled out as indicated in the FOA.

**Question:** What would disqualify us if we are running a family child care program?

**Response:** Please refer to Section III.3. Disqualification Factors in the Funding Opportunity Announcement (FOA).

**Question:** I want to know whether I can still write a grant proposal in New York City since we have been advised that under EarlyLearnNYC all funding for earlychildhood will come through ACS.  
Also is there an Early Headstart proposal for Queens since there is a great need for this program particularly in the area of Southeast Queens.

**Response:** Anyone who meets the eligibility criteria can apply for any open funding opportunity:  
"Eligible applicants are any local public or private non-profit agency, including community-based and faith-based organizations, or for-profit agency within a community, pursuant to the Head Start Act, 42 U.S.C. ? 9836(a)(1). Eligibility is limited to local public or private non-profit organizations, including faith-based organizations or local for-profit organizations in the service area, that can provide Head Start services to children and families residing in New York, Bronx, Kings, Queens and Richmond Counties, New York."

In response to your inquiry about Early Head Start funding opportunities, the following is a link to all open announcements for Head Start.

<http://www.acf.hhs.gov/grants/open/foa/office/ohs>

**Question:** Are there any scheduled bidders' conferences for FON HHS-2013-ACF-OHS-CH-R02-0483?

**Response:** There are no bidders' conferences scheduled at this time.