

**Head Start and/or Early Head Start Grantee - Shelby County, Tennessee
HHS-2014-ACF-OHS-CH-R04-0699**

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

Question: It seems like the size of the grant/program are somewhat flexible? Can we do ten classrooms overall? How quickly must we roll out the ten classrooms over the 5 year period?

Response: Applicants should apply for a number of children that is supported by the need in the community and the capacity of their organization and for an ongoing federal funding level that falls between the Award Floor and Award Ceiling listed in *Section II. Award Information* of the funding opportunity announcement (FOA). While ACF cannot provide direct guidance in an applicant's program design, applicants should consider the evaluation criterion on page 47 of the FOA, which states that the applicant: "Demonstrates the ability to provide timely and efficient implementation of all program components and services, including planning during the transition period, the availability of classroom space and facilities that meet applicable state and local licensing standards for each age group; the ability to provide necessary transportation; and the ability to recruit eligible pregnant women, infants, toddlers, and preschoolers, and their families. The applicant includes an implementation timetable that expressly states when children will begin receiving Head Start and/or Early Head Start services."

Question: What types of letters of support are most useful?

Response: Letter of Support provides statements from community, public and commercial leaders that support the project proposed for funding.

Question: Is there a way to find out why Shelby County was not re-designated?

Response: This information is available through the ACF Freedom of Information Act (FOIA) Office. You may make a FOIA request by following the instructions on the following webpage: http://archive.acf.hhs.gov/foia/foia_request.html

Question: Are there any restrictions on the buildings? Are we obligated to take over any buildings that are currently being used for Head Start?

Response: Applicants should refer to <https://www.acf.hhs.gov/programs/ohs/funding> to find information on buildings where services are currently being provided. ACF would consider these facilities in light of the following language from *Section I. Funding Opportunity Description* of the funding opportunity announcement (FOA): “If so directed by OHS, the newly funded grantee must accept assignment of any existing mortgages, long-term lease agreements, or security agreements (in the case of a modular unit) on properties subject to a federal interest occupied by the current grantee.”