

Grant Application Process

Instructions

ACYF-IM-HS-00-12



Application Process

Timeline

- ▶ Letters of Intent are sent to Grantees 120 days prior to Budget Year Start Date.
- ▶ Applications due in the Regional Office 90 days prior to Budget Year Start Date. Submit GABI via Head Start Enterprise System (hses) website.
- ▶ Financial Assistance Award, Terms & Conditions, and Funding Letter are official notice of award.

Must submit the following items for EACH year of the grant cycle

- ▶ 1. Standard Form (SF) 424: Application for Federal Assistance
- ▶ 2. SF 424A, Budget Information, Assurances
- ▶ 3. Program Approach and Grants Application Budget Instrument (GABI), including non Federal share
- ▶ 4. Project Description and Budget Justification
- ▶ 5. Board signature on 424 and Policy Council minutes documenting approval

Must submit the following items for EACH year of the grant cycle

- ▶ 6. Indirect Cost Negotiated Agreement, if applicable
- ▶ 7. Certifications, Disclosures, and Assurances to be signed by Board Chairperson (Log No. ACF-PI-HS-06-01)
- ▶ 8. Contact/Address Information Form
- ▶ 9. Training and Technical Assistance Plan

I. Objectives and Need for Assistance

Cycle 1 (full project description)

- Demographic make-up of HS eligible children & families, including estimated #, geographic location, and racial & ethnic composition
- Other child dev & cc programs serving HS eligible children & approximate # served by ea.
- Estimated number of eligible children with disabilities 4 yrs old or <, including types of disabilities. ID services/resources provided to the children.
- Data regarding: education, health, nutrition, social services needs defined by HS families, AND community partners
- Resources in community, including assessments of availability and accessibility.

Use the Community Assessment Findings

- Determine program philosophy
- Long-range and short-range goals/objectives
- Type of component services most needed
- Program option or options to be provided
- Recruitment area
- Locations of centers & home based areas
- Set criteria that defines the types of children and families that will be given priority for recruitment and selection

Geographic Area

- Proposed service area
- Define by county or subcounty
- Maps or other graphic aids may be attached



II. Program Approach and Results or Benefits Expected

Cycle 1 (full project description)

Program Approach:

- Provide information regarding long- and short-range goals and objectives for the three year project period
- Goals and objectives must
 - ▶ Relate to the Community Assessment
 - ▶ Be consistent with philosophy of Head Start
 - ▶ Include improvement plan from self assessment

Program Approach

– Describe how you will deliver high quality services to children and families in all areas:

- ▶ Head Start Program Performance Standards
- ▶ children with disabilities

– Describe how you provide services:

- ▶ Child development
- ▶ Health
- ▶ Family and community partnerships
- ▶ Program management

Program Approach

- Explain how approach is linked to:
 - ▶ Findings in Community Assessment
 - ▶ Program Goals
 - ▶ Provide info on progress made in mtg program requirements & plans for improving management & delivery of services based on SA, monitoring reports, cost analysis, PIR, Audits, RO, etc.



Results or Benefits Expected

- ▶ Brief summary of results or benefits expected in meeting goals and objectives over the three year period



III. Budget and Budget Justification

Cycles 1, 2 & 3 (full project and abbreviated)

- Complete a Line item budget (GABI)
- Must provide a narrative budget justification that explains:
 - ▶ The allowability (necessary)
 - ▶ The reasonableness
 - ▶ Allocability of proposed costs
- The budget justification should relate to the budget activities and activities indicated in the program narrative

Budget and Budget Justification

–Must include in the budget justification:

- ▶ Itemized list of equipment
- ▶ **Contracts**
- ▶ Explanation of travel costs
- ▶ **Non-Federal resources**
- ▶ Explain and justify renovation or construction
- ▶ Explain rent & mortgage
- ▶ Any other direct costs
- ▶ Information regarding source and amount of cash and resources from other funding sources that support the project such as CPP

(Braided/Blended funding)

Budget and Budget Justification

Additional Budget Submission Requirements:

- ▶ Non-Federal Line-Item Budget (GABI) & justification
- ▶ GABI Detail Report and Other Funding Sources Exhibit
- ▶ Separate Exhibits- if needed for Travel

Budget and Budget Justification

Additional Budget Submission Suggestions:

- ▶ Pages Numbered for Referencing and Lookup Purposes
- ▶ Budget narrative supports and aligns with 424
- ▶ Line-Item Budget for each Program Account Showing Funding Streams necessary to Run The Program
- ▶ Payroll Section showing Positions, hours, rates, etc.

GABI

- ▶ The Grant Application Budget Instrument (GABI) is a software application designed to simplify and expedite the Head Start grant application process.



GABI

- ▶ The GABI is intended to assist grantees and their delegates in several ways:
 - It increases the likelihood that a grant application will be accepted on the first submission by alerting the applicant to possible errors in the grant. This reduces the amount of time spent reworking applications due to arithmetic errors and/or regulatory or best practice inconsistencies.
 - It allows for a detailed examination of a grantee's budget and a comparison of a program's philosophy to the program's actual spending practices.
 - It generates SF424 reports based on the budget information entered.

GABI

- ▶ Sources of help for GABI:
 - Grant Application Budget Instrument (GABI) User Manual
 - hses help desk 703 312 5363
 - <http://hses.ohs.acf.hhs.gov>

Continuation Application

▶ Cycle 2 and 3 (abbreviated project description)

Objectives need for assistance and geographic area:

- Summary of any significant changes in CA, including service area. Describe any proposed changes resulting from a reconsideration of decisions related to 6 areas:
 - 1 **Demographics**
 - 2 Other child care programs serving HS eligible children
 - 3 **Estimated number of children with disabilities**
 - 4 & 5 Data regarding: education, health, nutrition, social services needs and same areas defined by HS families
 - 6 **Resources in community**
- If no changes, state as such. No further info necessary.

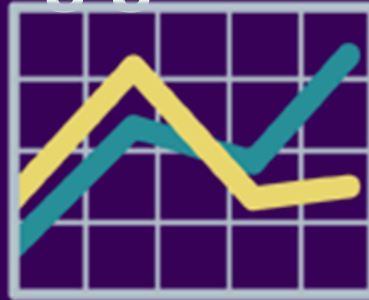
Continuation Application yrs 2-3

Program Approach

- ▶ Provide info regarding changes to Long-range and short-range goals. If no changes, state as such. No further info needed.
- ▶ If major changes from previous year proposed, explain & justify. Major changes include adding/ending a program option, adding or ending a DA, reducing enrollment, change to structure. If no major changes, state as such. No further info needed.

Results/Benefits Expected (yrs 2-3)

Provide a brief summary which have been realized in meeting goals and objectives



NEW REQUIREMENTS - Region VIII

- ▶ **Cap on Employee Compensation (can not exceed the rate payable for Level II of the Executive Schedule, currently \$179,700. (Program Instruction ACF-PI-HS-08-03))**
- ▶ **Address any action steps identified for T/TA Plan or the grant application from the Risk Management meeting.**

NEW REQUIREMENTS - Region VIII

▶ ACF-PI-HS-06-01

- All grantee Boards are expected to have a role in the submission of refunding applications and Quality Improvement Plans
- In most cases this governing board is directly responsible for oversight of the Head Start grant. In some cases - large city governments, for example, - the agency's board does not exercise direct oversight of the Head Start grant but rather has delegated this responsibility to an organization which then functions as the grantee board. In either case, there is a body which has responsibility for the Head Start grant. This body cannot delegate this responsibility further.

TRAINING & TECHNICAL ASSISTANCE PLAN

- ▶ Training Plan developed with assistance from the Region VIII GPSS



TRAINING PLAN

- ▶ Start developing at least 6 months before your grant is due
- ▶ Use the T/TA Plan Criteria as a Guide
- ▶ Suggest use of Narrative/Matrix/Narrative format

TRAINING PLAN

- ▶ Include members of the Board, Policy Groups, Staff and Volunteers
- ▶ T/TA Plan is an important and necessary component of your application package
- ▶ All systems and data should be considered when developing your T/TA Plan
- ▶ Priorities, Inclusive, Relevant, Measure, Justification, Clear

Additional Supporting Documentation

- ▶ Program Design & Detail
- ▶ Selection Process to Prioritize Enrollment
- ▶ Program Configurations
- ▶ Organizational Chart and Wage Scales
- ▶ Program Budgets
- ▶ Self-Assessment Summary & Outcomes Data

Application for Supplemental Funds

- ▶ Explain reason for request
- ▶ Justify the need
- ▶ Indicate if permanent funding increase or one-time funds
- ▶ SF 424 and 424A
- ▶ Evidence of Policy Council approval
- ▶ Budget and Budget justification
- ▶ Do not need Certifications, Disclosures, and Assurances

Application for Grant Amendment

- ▶ Major Change within the course of a grant year with no significant increase or decrease in funding
- ▶ Must secure written approval prior to making change (Prior Approval)
- ▶ Major Changes include but not limited to: (45 CFR 92.30 or 74.25)
 - Reduction in total funded enrollment
 - Change in structure or personnel in management staff positions
 - Discontinuance of a delegate agency
 - Change in the scope or the objective of the project or program

Cost Categories that Require Prior Approval

- ▶ No cost extensions.
- ▶ Travel to foreign countries.
- ▶ Equipment purchases over \$25,000.
- ▶ Construction or purchase of facilities.
- ▶ Adding or revising budget line items that require prior approval
- ▶ Using supplemental funds for other than specified purposes.
- ▶ Renovations exceeding \$5,000.
- ▶ Increased funding for indirect costs.

Application for Grant Amendment

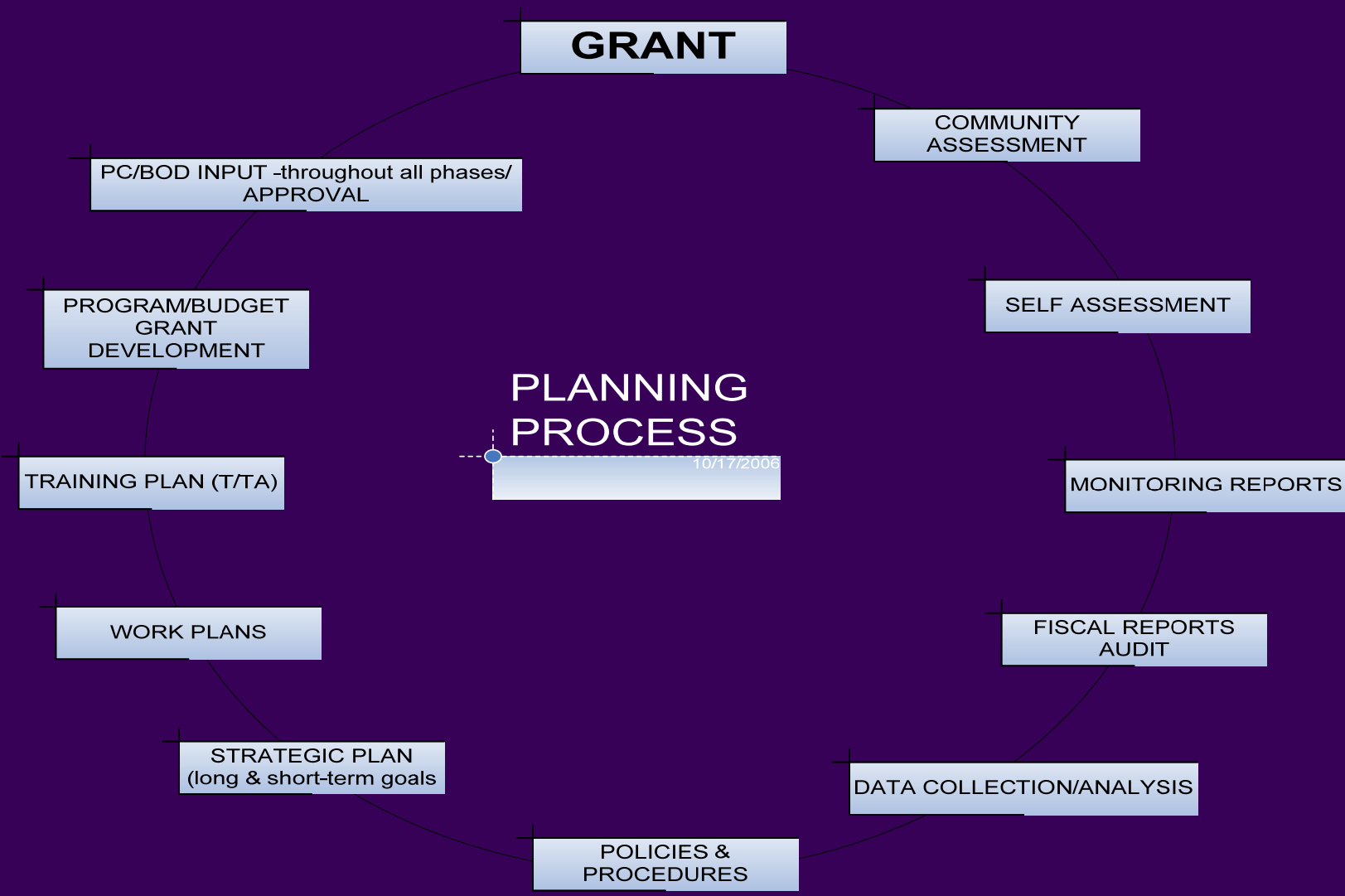
- ▶ Except for changes requiring prior approval, grantees do not need to submit grant amendments when transferring funds between and among the object class categories within the total approved budget of the project, provided funds are used for allowable program costs

Important Reminders

- ▶ Policy Council – minutes of meetings leading up to grant application including the establishment of a quorum. Has the Policy Council actively participated in the development of the grant application ?
- ▶ Proxy voting not allowed by Robert's Rules of Order.
- ▶ Ramifications of 2007 Head Start Reauthorization on the grant application process

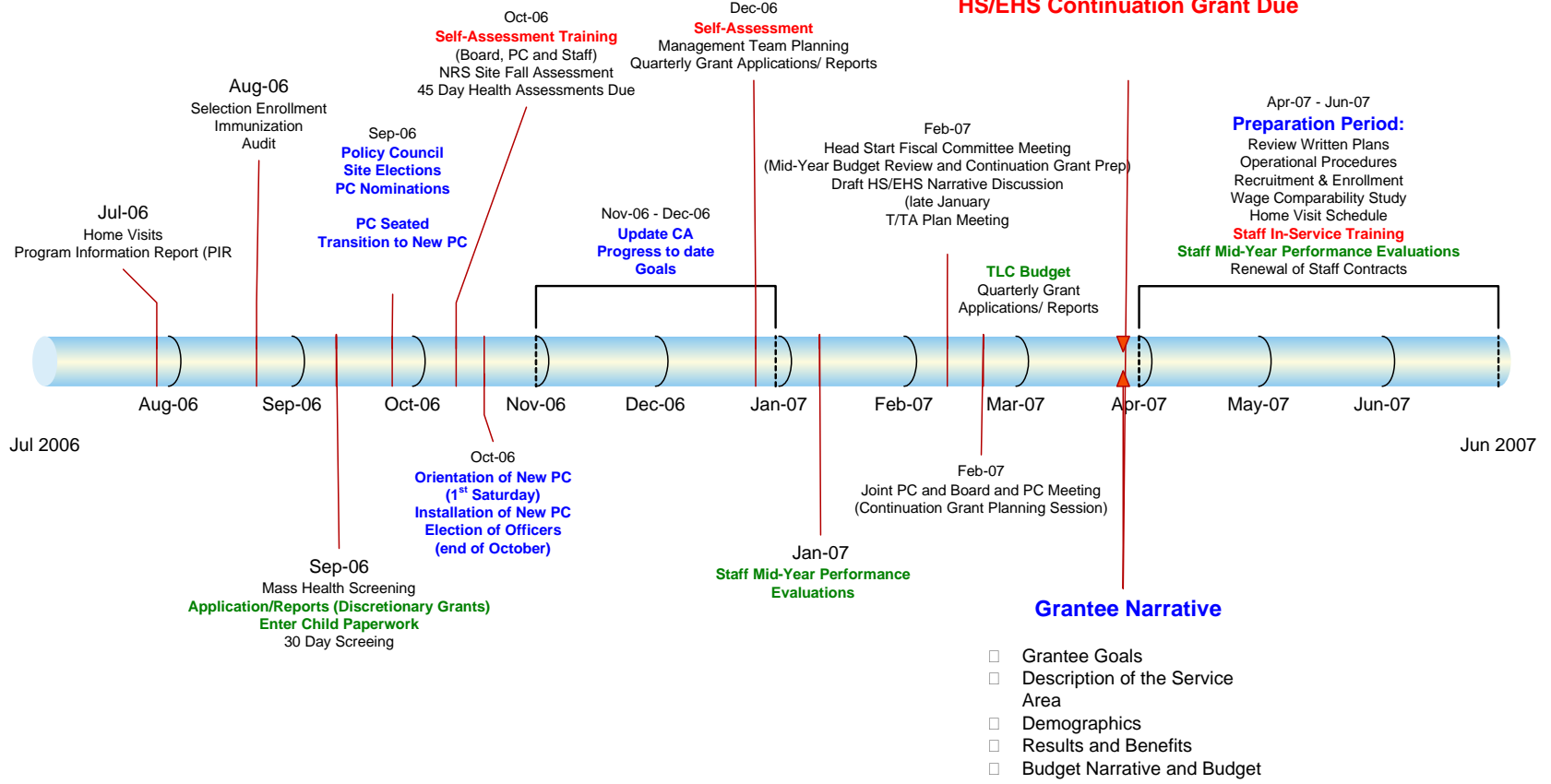
Important Reminders

- ▶ Include this information in the grant application (PIR, monitoring results)
- ▶ Budget Narrative includes the itemized list of costs with the written explanation for Federal and Non-Federal share
- ▶ Include the indirect cost agreement with your continuation grant each year



Mar-07

HS/EHS Continuation Grant Due



Resources

▶ www.techsoup.org

Produced and Presented by OHS Region VIII Staff and Technical Assistance Network

