



## HSES GABI: Frequently Asked Questions

### 1. How do I access GABI?

GABI is now available in the Head Start Enterprise System (HSES) (<https://hses.ohs.acf.hhs.gov/hsprograms>). Simply log into HSES and then click on the GABI tab.

### 2. What advantages does the new GABI have over the standalone version?

- You can submit your entire refunding application online without exporting and importing files. The chance of error will be greatly reduced, you will save the time and cost of mailing large applications, and the date submitted is recorded in the system.
- You no longer need to download GABI system files to your local network or desktop.
- Improvements can be made to the system without disruption or extra effort.
- The risk of losing data within your desktop or network due to crashes is eliminated.
- You will be able to review the status of your application.
- You can view the same page that your grants or program specialist is viewing while discussing details over the phone.
- You can record comments in the system.

### 3. I've already completed our 2009 application in GABI 5.0—do I need to redo it in HSES?

Please do not recreate applications in HSES GABI that have already been submitted to the regional office.

Grantees are asked to use HSES GABI beginning with the March 1, 2009, refunding submissions. There are many advantages to having your new GABI files submitted in HSES.

OHS will accept applications created from the desktop version of GABI for a limited time. OHS will discontinue support for the old version on March 1, 2009.

### 4. Do I need my old GABI applications to use the new GABI?

No. To use GABI in HSES, you no longer need the desktop GABI software or any of the applications stored in it. However, should you decide to reference them sometime in the future, you can export all of the applications from the old GABI as reports and save them for later use.

### 5. Will I be able to access my old applications from the desktop GABI within HSES GABI?

No. Applications prepared and submitted in the former desktop GABI software will not be available in HSES GABI. However, any applications you create in the new system will be stored and available to review/copy each subsequent year.

### 6. Can I make a practice or test application to explore and become familiar with HSES GABI before beginning my application?

Yes, it's recommended that you create a temporary application to explore the new system prior to submitting your next application to the regional office. When you're finished training with it, you can simply delete this application by selecting its "Delete" checkbox and clicking on the "Delete" button at the top left corner of the main page applications list. **Do not use the "Send" action link** as this will submit the application to the regional office and prevent you from being able to delete the application without contacting your regional office.



**7. In the former desktop GABI, I used to be able to duplicate or copy old applications from the previous year; can I still do that in HSES GABI?**

Yes, you can copy applications in the new system. To do this, click on the “Copy” link for any application you want to copy on the GABI main page.

**8. What if I am unsure of which line item to use for one or more of our expenses?**

Questions regarding allotment/usage of funds throughout the line item budget should be referred to the fiscal or program specialists at your regional office. Please refer to ACYF-IM-HS-00-12, dated April 25, 2000, for guidance in completing the GABI. (Information Memorandums are available in the Early Childhood Learning and Knowledge Center at <http://eclkc.ohs.acf.hhs.gov/hslc>.)

**9. In the Line Item Budget Section, why am I not able to edit the Cost for TTA field in each section?**

The Cost for TTA field is disabled in the Personnel, Fringe Benefits, and Construction sections of the Line Item Budget since TTA funds cannot be allocated for these categories.

**10. How do I use any of the “Other” and “Personnel #14 – Managers” multiple record line items?**

There are several “Other” category line items and the Personnel #14 “Managers” line item throughout the budget that provide the ability to add multiple records. For each record you add, make sure to also specify its “Line Item Description.” To add, delete, or scroll through any available records, use the navigation buttons below the functional allocations list. If you’d like to see an example of how records are added and removed, please launch our “Budget Detail Page” training video available in the “Instructions” HSES sidebar sectional link.

**11. When I sum the read-only percentages for functional allocations in the Fringe Benefits section of the Line Item Budget, the total does not equal 100%, yet the screen says it does. Why is this happening?**

On the screen, functional allocations are rounded to the nearest 100th. However, any computations performed within the software use actual values.

**12. What type of files can be attached in the new “Upload Documents” tab?**

GABI provides the ability to upload the required grant application documents created in your local system, such as Word, PDF, etc., directly into HSES GABI for download by the regional office. These documents are attached using the “Upload Documents” detail page that is available in each GABI application.

**13. Should I attach documents in the individual applications or the roll up?**

It is recommended that documents be attached to the roll up. You may, however, attach documents to individual applications for your own record keeping purposes.



**14. I attached supporting documentation to my individual applications before creating a roll-up. Are those items transferred to the roll-up?**

While these documents are still viewable from the individual applications to which they were uploaded, when the roll-up is created, these documents will not appear on its “Upload Documents” detail page. You can, however, upload any documents necessary directly to the newly created roll-up application.

**15. On the SF424 page, the contact person or authorized representative information is incorrect. How do I update this with the correct information?**

This information is pulled from the “Contacts” tab within HSES. Please navigate to this tab to update your agency’s contact information if necessary. Once saved, the new contact information will be available on the SF424 page.

**16. As a grantee, my delegate(s) has sent an application for review, but there are changes needed before it can be accepted. What do I need to do now?**

You should click on the “Deny” link in the Actions column of the application. You will receive a pop-up window prompting you to include a brief description of the reason for denying the application. Enter the explanation and click the “Deny” button. The application’s status will change to “Denied by Grantee” and the delegate will be able to view the reason for denial by clicking on the link. Please contact the delegate to let them know that changes are needed and that, once denied, they can edit GABI.

**17. My delegate(s) has sent an application for review and all funding and enrollment data is correct. What do I need to do now?**

The grantee should click on the “Approve” link in the Actions column once the delegate application is properly completed and all required supporting documentation is provided. The application’s status will change to “Approved by Grantee.” From there the grantee can submit the application to the regional office for review via the “Send” link or include the delegate application as part of a roll-up.

**18. What applications can be included in a roll-up?**

Grantees will be able to create roll-ups from both grantee and delegate applications, as long as they meet the following criteria:

- All applications have the same grant number.
- All applications have the same fiscal year.
- At least one grantee application (Delegate ID 000 or 200) is included.
- When rolling up *supplemental* applications only one grantee application can be included.

**19. What’s the difference between the Line Item Roll-up and Contractual Roll-up applications?**

The first difference between the two roll-ups is in the way they account for the line item budget costs of any included delegate applications.

- Line item roll-up applications add all budget line items together for all rolled up applications.
- The Contractual roll-up application takes the aggregate total budget sum of all included delegate applications and displays it in the “Delegate Agency Costs” line item of the “Contractual” budget section.



The second difference is in the availability of the SF424 and SF424A detail pages. Only the contractual roll-up application provides you read-only access to both of these detail pages.

**20. How can I edit an individual application after it has already been included in a roll-up?**

Once a roll-up has been created the individual applications cannot be edited. To edit an application you will need to first **delete the roll-up application**. Individual applications will then become editable.

*Note: You will need to recreate the roll-up application after all corrections have been made.*

**21. As a grantee, I received an error that I am not including all of my delegates when creating a roll-up application. Where can I view the list of our delegates?**

A list of all delegates associated with your grant number is available under the “Delegates” tab within the HSES environment.

*Note: You must contact your regional office regarding the addition or removal of delegates from HSES.*

**22. How do I submit signed SF424 documents?**

You may file your entire application electronically. Please print, sign, scan, and upload the signature page(s) to the “Upload Documents” detail page. If you are unable to scan and upload the signature page(s), you must send the signed hard copy in the mail.

**23. In the former desktop version of GABI, we had to export and submit electronic GABI files to our regional office via e-mail or CD. Will I need to do this with the new version of GABI?**

Only grantee users will be able to submit applications to the regional office. Delegate users, on the other hand, will send or submit applications to their grantees.

To send an application, click on the “Send” button for any application available in the “Actions” column of the main page of GABI.

## **TROUBLESHOOTING / TECHNICAL QUESTIONS**

**24. How do I print a copy of the FAQs?**

Simply select “File, Print” from the top link on your browser. HSES provides a print-friendly view of the FAQs using this method.

**25. When viewing the tooltips using the Firefox browser, I am not able to view the entire message. What can I do to fix this?**

By default, Firefox limits the tooltips to one line. To view the entire message you must install the Firefox “Long Titles” plug-in, which can be downloaded from the following location <https://addons.mozilla.org/en-US/firefox/addon/1715>.



**26. Why can't I print/view the PDF reports?**

You may not have the Adobe Acrobat Reader installed. Use the following link to access the free plug in for Adobe Acrobat Reader (<http://www.adobe.com/products/acrobat/readstep2.html>).

**27. I'm having trouble viewing the website. Pages are cut off on the side/bottom. What should I do?**

GABI works best when your screen resolution is set to (1024x768) or above.

**28. We've always used GABI on our local network; can multiple people still work on the same application?**

It is not recommended that more than one user work on GABI at the same time.

**29. Where are the National Averages or Variance Reports?**

These reports will be available once enough data is in the system for the reports to be valid.