

# Office of Head Start 2<sup>nd</sup> National Birth to Five Leadership Institute

## FAQs for the Office of Head Start Leadership Award

### Overview

1. *What is the Regional Award?*  
Each Regional Office will review applications submitted online to that region and will select the winner of their Regional Office of Head Start (OHS) Leadership Award. There will be twelve Regional Award winners and they will be honored at the 2013 Leadership Institute.
2. *What is the National Award?*  
After the Regional Awards are selected, information about those awards will be sent to the OHS Central Office. OHS leadership will review the submissions and select one winner of the National OHS Leadership Award. This award will be announced at the opening plenary of the Leadership Institute.
3. *What is the focus for the 2013 Leadership Award?*  
The 2013 OHS Leadership Award focuses on Effective Family Engagement.

### Submission

1. *Our program is just starting to implement a program goal. Can we apply?*  
Yes, if you wish to tell your implementation story, please submit an application.
2. *Can we submit more than one application?*  
Each program may submit one application. In the case of a grantee with both Head Start and EHS, this means one application covering the 0-5 range. Grantees identified for the Designation Renewal System (DRS) between 2011 and 2013 are not eligible to submit.
3. *Can I include articles from our program newsletter or local newspaper?*  
The website is not set up to accept attachments to the essay. Decisions about scores will be based on what is submitted in the essay.
4. *Can we write the essay in the online application?*  
It is better to use a word processing program to compose the essay. Then copy and paste the essay into the online application form. This will enable you to reserve a copy for your records.
5. *Will the electronic form of the essay preserve Word formatting?*  
Yes, most formatting will be preserved.
6. *Will the electronic version perform a word count?*  
No, it does not have that capability.

7. *What is a blind review?*

A blind review means that the reviewer who assesses online applications cannot identify the program that submitted the application by name, location, or staff. For that reason, we ask that you substitute program and staff names and locations with XX, initials, or an acronym.

8. *In telling our story, should we feature our leaders or our family engagement efforts?*

The team members (up to five names) should be listed on the application form where this information is requested. The essay should be written to highlight specific examples of how family engagement is integrated throughout systems and services and how you planned and implemented this integration.

9. *Do we have to discuss every bullet listed on the instruction page when telling our story?*

The bullets are guidelines. It is best to tell the story of how you began your work, progress through accomplishments and challenges, and what you see as results and next steps. Use the bullets to ensure you do not omit important details.

10. *Who can I contact if I have technical questions about the online application?*

For responses to technical questions, please contact Byron Gray by emailing [bgray@pal-tech.com](mailto:bgray@pal-tech.com).

## **Review Process**

1. *How long will the review take?*

The regions will announce the winner in late March and thank you letters will be sent to all applicants at that time.

2. *Will we be able to find out our score?*

No, scores are confidential and the records will not be retained after the region selects a Regional Award.

3. *Who will review the applications?*

The Regional Program Managers (RPMs) will assign staff reviewers from the regional offices to serve as reviewers. The blind review process is designed to be impartial.

## **Post-award**

1. *If selected, will our travel be reimbursed?*

OHS is not able to cover the costs of travel to and from the Institute and hopes that programs receiving awards will be able to attend.

2. *If we attend the Institute, will we be required to make a presentation?*

Those who receive Regional Awards will be asked to share experiences and strategies during a lunchtime panel on Effective Family Engagement.