Supplemental Funds to Continue Responding to COVID-19

Presenters
Dr. Bernadine Futrell, Director of Office of Head Start
Heather Wanderski, Program Operations Division
Colleen Rathgeb Policy, Oversight and Planning Division
Sharon Yandian, Comprehensive and TTA Services Division
Lizette Lopez, Program Operations Division
Theresa Rowley, Program Operations Division
Kate Troy, Policy, Oversight and Planning Division
Meet Our New Director!

Dr. Bernadine Futrell
CARES Act: $750 Million has been awarded to all grantees – approximately 43% of funds have been drawn down by grantees

CRRSA Act: $250 Million was appropriated with FY21 Budget – will be awarded in the Spring

American Rescue Plan: An additional $1 Billion – Signed by the President March 11th, 2021
DISTRIBUTION OF NEW COVID FUNDING

All funds go out by formula to all grantees based on funded enrollment to continue to respond to COVID-19.

Logistics:

- Separate award with a new grant number
- One award per agency, per region
- No separation between HS and EHS
Agenda

- How to apply for supplemental funds in the Head Start Enterprise System (HSES)
- Suggested use of the funds
- Clarification of the financial reporting
How to Apply

- New temporary grant with a new acronym
  - HET: Regions 1-10
  - HAT: Region 11, American Indian Alaska Native
  - HNT: Region 12, Migrant and Seasonal Head Start
- The grant is available on the homepage of HSES after logging in starting on March 29th
- Applications are due April 9th
New Temporary Grant

- Select the new temporary grant number to apply for the COVID-19 funding

**Grant Number**

- XXHET000635
- XXCH123456
HSES Tabs

- Review the contacts tab and make updates
- Communicate with the Regional Office about this funding via the Correspondence tab
- On the financial tab start the non-competing new application
Abbreviated Application

- The application will pre-populated with guidance
- The allocated funding is pre-populated on the summary and SF-424A tabs

**Budget Summary**

<table>
<thead>
<tr>
<th>Grant Program, Function or Activity</th>
<th>New or Revised Budget</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Federal</td>
<td>Non-Federal</td>
</tr>
<tr>
<td>1. Operations: Operations</td>
<td>$97,514</td>
<td>$0</td>
</tr>
<tr>
<td>5. Totals</td>
<td>$97,514</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Guidance**

This application contains a funding amount for one-time activities to prevent, prepare for, and respond to COVID-19. The total funding amount has been entered in the object class category “Other” on the SF-424A. If applicable, this amount reflects the allocations for all Head Start grants held by the organization and includes Head Start and Early Head Start allotments. Adjustments to funding amounts between object class categories on the SF-424A are permitted, however the Federal total cannot be adjusted as it reflects the total amount allocated by the Office of Head Start. Please review, edit if necessary, and submit the application to the Regional Office as soon as possible and no later than the date indicated. Allocations were provided proportionally to all grants based on federal funded enrollment levels as required by the Consolidated Appropriations Act, 2021 (P.L. 116-260). Narratives, budget justifications, and governing body or policy council approvals are not required for this application, except for purchases that require prior approval such as for equipment or the purchase, construction, or major renovation of facilities. If any of these activities are included, a narrative explaining the purchases will be required.

The Head Start Act recognizes that lack of resources in a community adversely impacted by a major disaster may prevent Head Start grantees from providing all or a portion of their required non-federal contribution. In order to request a waiver of non-federal match, place the amount of $0 in Section C of your SF-424A in your application. No separate waiver request is required. For more information, please see [https://ezhcgrants.hhs.gov/policy/pls/acf-pl-21-01](https://ezhcgrants.hhs.gov/policy/pls/acf-pl-21-01).

Please contact your Program Specialist using the correspondence tab within this application with questions.

<table>
<thead>
<tr>
<th>Allocation</th>
<th>Requested</th>
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<td>CRRSA (COVID-19)</td>
<td>$97,514</td>
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</table>
The funding is pre-populated in the “other” field of the SF-424A.

Move funds into other budget categories based on how you plan to use the funds.
Abbreviated Application

- Complete the SF-424A, and SF-424 tabs
  - Purchases that require prior approval such as equipment or construction require a narrative explaining the purchases.

- To request a waiver of non-federal match, enter $0 in Section C of your SF-424A in your application. No additional justification of the waiver is required.

- Once the application is complete select submit.
New Grant

- Once the NOA is issued the “T” will drop and the grant number will change.
- The new active grant will appear in HSES
Suggested Use of the Funds
COVID-19 & Beyond

Immediate and longer term program needs

Extended program year
Meal and Nutrition Services
Family Economic Mobility
Vaccine support
HVAC and ventilation
Staff Wellness / Mental Health Support

Additional Space
Family Support
Outdoor Spaces
Supplies
Transportation
Staff and consultants
Clarification of the financial reporting
Allowable Costs Generally:

For all expenses, an allowable cost must be:

- Necessary and reasonable for the performance of the Federal award *under the circumstances prevailing at the time the decision was made*;
- Allocable to (benefits) a specific federal award or necessary to the overall operation of the grantee; and
- Be adequately documented.
Documentation, Record Keeping, Reporting

- Identify the community, program, family, child circumstances that support new, different or increased needs;
- Make supportive changes to internal fiscal policies and procedures;
- Explain the connection between costs and the purpose of the award; and
- Connect costs with the program-specific impact of coronavirus.
CARES Act “C3” Financial Reporting

- Two Federal Financial Reports (SF-425) per Budget Period
- Follow the reporting requirements in accordance with ACF-PI-HS-17-04
- Report must be submitted in the Payment Management System (PMS)
# CARES Act Reporting Due Dates

<table>
<thead>
<tr>
<th>Budget Period Start</th>
<th>Report Cumulative Costs Through</th>
<th>Annual-425 Due</th>
<th>Final SF425 Due</th>
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<tbody>
<tr>
<td>January 1</td>
<td>December 31</td>
<td>January 30</td>
<td>April 30</td>
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<tr>
<td>February 1</td>
<td>January 31</td>
<td>April 30</td>
<td>April 30</td>
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<tr>
<td>March 1</td>
<td>February 28/29</td>
<td>April 30</td>
<td>July 30</td>
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<tr>
<td>April 1</td>
<td>March 31</td>
<td>April 30</td>
<td>July 30</td>
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CRRSA Act “C5” Financial Reporting

- CRRSA awards will have 24 month budget and project periods
  - 04/01/2021 – 03/31/2023
- One grant, for each organization, per Region
- Two Federal Financial Reports (SF-425)
  - Annual Report
  - Final Report
## CRRSA Act Reporting Due Dates

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American Rescue Plan Act of 2021

• Funds will be awarded as a supplement to the HE, HA and HN grants with the same budget and project periods:
  • 04/01/2021 – 03/31/2023

- Funds awarded as a “C6” subaccount
- Two Federal Financial Reports (SF-425)
  • Annual Report
  • Final Report
ARP Act Reporting Due Dates

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Thank you