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The following persons have been designated to handle inquiries regarding the Pennsylvania Department of Education’s nondiscrimination policies:

**For Inquiries Concerning Nondiscrimination in Employment:**
Pennsylvania Department of Education
Equal Employment Opportunity Representative
Bureau of Human Resources
333 Market Street, 11th Floor, Harrisburg, PA 17126-0333
Voice Telephone: (717) 787-4417, Fax: (717) 783-9348

**For Inquiries Concerning Nondiscrimination in All Other Pennsylvania Department of Education Programs and Activities:**
Pennsylvania Department of Education
School Services Unit Director
333 Market Street, 5th Floor, Harrisburg, PA 17126-0333
Voice Telephone: (717) 783-3750, Fax: (717) 783-6802

If you have any questions about this publication or for additional copies, contact:

Pennsylvania Department of Education
Office of Child Development and Early Learning
333 Market Street, 6th Floor, Harrisburg, PA 17126-0333
Voice: (717)787-7489, Fax: (717) 787-1529
www.education.pa.gov
All Media Requests/Inquiries: Contact the Office of Press & Communications at (717) 783-9802
INTRODUCTION

Pennsylvania’s future depends on providing every child with a world-class education and the skills to succeed in the global economy of the 21st century. In order to rebuild the middle class and reestablish Pennsylvania as an economic leader, the quality of education the commonwealth’s children receive can no longer be dictated by the zip code where they live.

A high-quality education is the birthright of every Pennsylvanian – from pre-kindergarten through college graduation. To fulfill this promise, the state must start by recognizing that resources, results, and responsibility go hand-in-hand; the success of our schools relies on adequate and equitable public investment, accompanied by strong and fair accountability.

The Pennsylvania Department of Education (PDE), Office of Child Development and Early Learning (OCDEL), is releasing a competitive Head Start Supplemental Assistance Program (HSSAP) Request for Application (RFA). This RFA process is a full competitive rebid for HSSAP funding for the fiscal year (FY) 2017-18 as the first year of a five-year cycle, and will include the Governor’s proposed $10M in expansion funds. OCDEL encourages all eligible Head Start providers to apply. Current HSSAP grantees MUST re-apply as part of this full competitive rebid process. Existing grant recipients who apply shall be eligible to receive 2017-18 grants of the same amount as received in 2016-17 (less start-up costs) if, by March 1, 2017, they enrolled children to fill more than 90 percent of their approved slots. Existing grant recipients who apply with less than 90 percent of slots filled shall have their grants reduced proportionally (e.g. a recipient with 75 percent enrollment will get 75 percent of its 2016-17 grant). Any funds remaining shall go first to recipients proposing to serve more eligible children in 2017-18 and thereafter to new applicants. Failure to reapply for funding will result in the re-appropriation of funds to those who have applied and been selected to receive funds.

HSSAP provides children with the opportunity to experience a high quality pre-kindergarten program. The program standards will ensure a high return on the investment in the preparation of young children for school and will help to close the achievement gap. Early education through Head Start can open the doors of opportunity for every child to do well in school, in the workforce, and in life. Applicants may submit funding proposals aligned with the program models outlined in the Head Start Program Performance Standards 1302 Part B.

PDE is issuing this RFA now to support providers in preparing to serve children and to assist with being ready for enrollment by September. We recognize that providers need to conduct outreach to families; recruit, hire and train staff; and do all of the planning necessary to successfully implement the program pending approval of proposed funding.

This application material is intended to help providers think about what their capacity can be under the proposed $59 million in available state funds for high-quality pre-
kindergarten programs. Additionally, this guidance document is intended to assist applicants with completing the applications process in the eGrants system.

BACKGROUND AND HISTORY OF HEAD START SUPPLEMENTAL ASSISTANCE PROGRAM

The Pennsylvania Department of Education (PDE) is committed to providing opportunities for children to begin school ready for school success and succeed in their schooling careers, as lifelong learners and productive citizens. Quality early childhood education programs can increase a child’s readiness for school and contribute to school success.

The Head Start Supplemental Assistance Program (HSSAP) began in FY 2004-05 with a $15 million funding allocation that served 2,469 children in 35 grantees across 39 counties. Funding was expanded the following year to increase its reach to serve 4,710 children, with 47 grantees across 50 counties. In FY 2016-17, 5,584 children were served with 40 grantees in 50 counties in Pennsylvania.

The intent of the Head Start Supplemental Assistance Program (HSSAP) is to increase the number of low-income, Head Start-eligible children receiving high quality pre-kindergarten services in Pennsylvania. The proven high standards of Head Start programs ensure that young children are prepared for school, helping to close the achievement gap between groups of students in the K-12 educational system while their families receive additional services that enable them to support their children’s successful entry into school. The Head Start Supplemental Assistance Program opens the doors of opportunity for more children and their families in Pennsylvania to do well in school, in the workforce and in life.

GENERAL APPLICATION INFORMATION

Information in this section will provide direction to the applicant in completion of the eGrants application.

Legal Name and Address

This is the name and address that an agency uses on its federal W-9 form. It is used when registering for the agency’s federal ID number. Applicants for Head Start Supplemental Assistance Program (HSSAP) Grants should consult with the person who handles tax, legal or accounting matters for the agency to determine the legal name, address and federal ID number. The correct legal name and address must be provided where requested in order to process an application. Failure to do so will result in significant delays in providing funding. The application also asks for a “Doing Business As” name (if different from the legal name).

Vendor Number (SAP #)
A vendor number and account can be set up by registering at https://www.myworkplace.state.pa.us:448/sap/bc/webdynpro/sap/zm_vendor_reg# selecting the Non-Procurement Registration Form. All agencies applying for Head Start Supplemental Assistance Program (HSSAP) grants must be pre-registered. The Central Vendor Management Unit is a storage database. The comptroller uses this account to store direct deposit information. If you have any questions about vendor numbers, please contact Brent Gordon (brgordon@pa.gov, (717) 346-0028) or Brian Bell (bribell@pa.gov, (717) 346-0038) at The Office of Child Development and Early Learning.

**Administrative Unit Number (AUN Number)**

Head Start Supplemental Assistance Program applicants will need to supply a valid AUN number within the REQUIRED Letter of Intent and application. To verify your AUN number or to check to see if you have one assigned to your agency, click here. If you are an Intermediate Unit, select Search for Intermediate Units. If you are not an Intermediate Unit, select Advanced Search and search for your agency. Applicants that are not already licensed by PDE, and therefore do not have an AUN number, should contact Brent Gordon (brgordon@pa.gov, (717) 346-0028) or Brian Bell (bribell@pa.gov, (717) 346-0038) at The Office of Child Development and Early Learning.

**Master Provider Index Number (MPI Number)**

All Head Start Supplemental Assistance Program (HSSAP) applicants will need a Master Provider Index (MPI) number as part of the application process. MPI numbers are used by the Pennsylvania Department of Human Services to identify legal entities and service locations that participate in any of its programs. As such, they are used in PELICAN as a common identifier for all OCDEL programs, including child care licensing, Early Intervention, Pennsylvania Pre-K Counts, Head Start Supplemental Assistance Program and Keystone STARS. Legal entities are assigned a unique nine-digit MPI number. In addition, service locations are assigned a unique 13-digit MPI number, which is created by adding a four-digit extension to the nine-digit MPI of the legal entity. Legal entities and service providers currently participating in any of these programs should have an MPI number. Applicants that are not currently participating any of these programs should contact the Early Learning Network (ELN) Help Desk at (877) 491-3818 and provide their Federal Tax ID to determine their MPI numbers. MPI numbers will not be able to be provided without Federal Tax ID.

**Tax ID Number or Federal ID Number**

This is the number that an agency uses on its federal W-9 form. Applicants for Head Start Supplemental Assistance Program (HSSAP) funds should consult with the person who handles tax, legal or accounting matters for the agency to determine the federal ID number. Use this number where requested in the application. The correct number must be provided where requested in order to process an application. Failure to do so will
result in significant delays in funding approved applicants for FY 2017-18. This number is often referred to as the “FEIN number” by OCDEL staff.

**Address of applicant agency**

Fully complete the chart with street address, city, state, zip code, and county of the applying lead agency.

**Applicant provider type**

The following entities are eligible to apply in the competitive process for FY 2017-18:

- Head Start grantees
- Early Head Start grantees

Successful applicants MUST demonstrate:

- Current federal funding for Head Start or Early Head Start as a grantee or delegate
- NO uncorrected deficiencies from the most current federal Integrated Monitoring System

**Applicant type**

Single grantees are defined as lead agencies responsible for providing the Head Start Supplemental Assistance Program (HSSAP) slots at their service location(s) under this grant.

Joint grantees are defined as lead agencies with partners. Partnerships are defined as a provider receiving a pass-thru grant from the grantee and being responsible for providing the Head Start Supplemental Assistance Program (HSSAP) slots at their service location(s) under this grant. Joint applications must include a signed and completed letter of commitment from each partnering agency. A template is included and must be uploaded within the eGrants system to complete a joint application.

**Grant request and abstract**

In the grant abstract, grantees should describe their proposed model. Along with the requested information on number of children served, the abstract must include information on the number of classrooms, program structure, which must be delivered in accordance with the Head Start Program Performance Standards Section 1302, subpart B. The abstract should also include the number of service hours, counties and school districts to be served, and the involved partners (if applicable).

“Grant amount requested” is the amount of funding requested to implement the proposed model.

Please provide the cost per child used to calculate the grant request.
This funding is contingent upon approval by the Pennsylvania Legislature. There is no ceiling or limit on the potential number of slots that may be awarded to any individual applicant.

Existing grant recipients shall be eligible to receive 2017-18 grants of the same amount as received in 2016-17 (less start-up costs) if, by March 1, 2017, they enrolled children to fill more than 90 percent of their approved slots. Existing grant recipients with less than 90 percent of slots filled shall have their grants reduced proportionally (e.g. a recipient with 75 percent enrollment will get 75 percent of its 2016-17 grant). Enrollment data from the PELICAN system will be used to make the funding determinations, along with verification of PELICAN data by the program’s preschool specialist. It is important that PELICAN enrollment data is up-to-date to ensure funding decisions are based on accurate information.

Any funds remaining shall go first to recipients proposing to serve more eligible children in 2017-18 and thereafter to new applicants.

Head Start Supplemental Assistance Program grants are funded via state dollars and, therefore, carryover funds are not permitted. All grant dollars identified in this FY 2017-18 application must be encumbered or spent by June 30, 2018.

**CONTACT INFORMATION**

Please fully complete all requested information within the charts provided in the eGrants system. If individuals function in more than one role, please fully complete ALL charts, repeating information when necessary. Partner contact information should be completed by JOINT grantees ONLY, including one chart for EACH partner.

Please review the information below when designating the authorized individual to sign the contract for the Head Start Supplemental Assistance Program contract.

If an applicant is successful in their proposal, grant documents must be signed and dated by the chief administrative officer of the grantee.

Grants to community-based organizations and all other entities must be signed by the president or vice president AND secretary or treasurer of the organization. If only one officer signs, the requirement for a second signature may be waived provided that evidence of the person’s signature authority is provided. In cases where it is necessary to demonstrate or document the authority of the person who signed the grant contract, such documentation can be obtained in any one of the following four ways: (1) a copy of the minutes of the Board of Trustees indicating that the person was authorized to sign contracts or the specific contract in question; (2) a copy of board by-laws indicating that the person was authorized to sign contracts; (3) a signed certification by the secretary of the board that either minutes or by-laws exist that authorize the signatory to sign; or (4)
a letter signed by appropriate board officers indicating that they ratify the signature of
the individual who signed the contract.

**GRANT STRUCTURE**

Partnerships:

**Single grantees not requesting partnerships should not complete these charts.**

A signed LETTER OF COMMITMENT must be uploaded within this section of the
eGrants application for each proposed partner.

For joint grantees, please complete charts for ALL partners that you are proposing to
provide funds to Head Start Supplemental Assistance Program (HSSAP) classroom(s) as part of your grant. **Partnerships are defined as a provider receiving a pass-thru grant from the grantee and being responsible for providing the Head Start Supplemental Assistance Program (HSSAP) slots at their service location(s) under this grant.**

For each chart, please provide the Partner MPI # (9 digits) as the identifier. A row under each chart should be complete for each Partner as all information is required. All partners will need an MPI number as part of the application process. MPI numbers are used by the Pennsylvania Department of Human Services to identify providers and service locations that participate in any of its programs. As such, they are used in PELICAN as a common identifier for all OCDEL programs, including child care licensing, Early Intervention, Pennsylvania Pre-K Counts, Head Start Supplemental Assistance Program and Keystone STARS. Providers currently participating in any of these programs should have an MPI number. Applicants that are not currently participating any of these programs should contact the Early Learning Network Help Desk at (877) 491-3818 and provide their Federal Tax ID to determine their MPI. MPI Number will not be able to be provided without Federal Tax ID.

Locations:

**BOTH joint and single grantees should complete these charts.** Charts should be completed for ALL locations that you are proposing to enroll children in for Head Start Supplemental Assistance Program (HSSAP). **A location is defined as any physical address where a Head Start Supplemental Assistance Program (HSSAP) classroom will be located.**

For each chart, please provide the Location MPI # (13 digits) as the identifier. A row under each chart should be complete for each location as all information is required. All locations will need an MPI number as part of the application process. MPI numbers are used across the Pennsylvania Department of Human Services to identify providers and service locations that participate in any of their programs. As such, they are used in PELICAN as a common identifier for all OCDEL programs, including Child Care
Licensing, Early Intervention, Pennsylvania Pre-K Counts, Head Start Supplemental Assistance Program and Keystone STARS. Providers currently participating in any of these programs should have an MPI number. Applicants that are not currently participating any of these programs should contact the Early Learning Network Help Desk at (877) 491-3818 and provide their Federal Tax ID to determine their MPI. MPI number will not be able to be provided without Federal Tax ID. Each Location Base MPI# (9 digits) must match either the Lead Agency MPI# or a Partner MPI#.

The total number of slots requested must match the grantee's total requested slots in General Information, grant request and abstract section of this application.

**PROGRAM DESCRIPTION/WORK STATEMENT**

The following work statement sections must be addressed within the Work Statement of this application. Each question must be answered completely with enough detail to understand exactly what is being proposed and responses should be in compliance with Head Start Program Performance Standards to receive the maximum number of points.

**Program History**

This section of the application, asks applicants about current and historical HSSAP grantee status as a lead or partner agency, and current federal Head Start compliance status. Existing grant recipients shall be eligible to receive 2017-18 grants of the same amount as received in 2016-17 (less start-up costs) if, by March 1, 2017, they enrolled children to fill more than 90 percent of their approved slots. Existing grant recipients with less than 90 percent of slots filled shall have their grants reduced proportionally (e.g. a recipient with 75 percent enrollment will get 75 percent of its 2016-17 grant). Enrollment data from the PELICAN system will be used to make the funding determinations, along with verification of PELICAN data by the program's preschool specialist. It is important that PELICAN enrollment data is up-to-date to ensure funding decisions are based on accurate information.

Any funds remaining shall go first to recipients proposing to serve more eligible children in 2017-18 and thereafter to new applicants.

The following entities are eligible to apply in the competitive process for FY 2017-18:

- Head Start grantees
- Early Head Start grantees

Successful applicants MUST demonstrate:

- Current federal funding for Head Start or Early Head Start as a grantee or delegate
- NO uncorrected deficiencies from the most current federal Integrated Monitoring System

Eligible applicants that apply for Head Start Supplemental Assistance funding must provide assurance that they operate in full compliance with the federal Head
Start Program Act, federal Head Start Performance Standards and other program regulations. They assure they will provide updates to the Office of Child Development and Early Learning if any changes in their compliance status occur during the program year. **Failure to do so jeopardizes continued grant funding. In order to maintain HSSAP funding, grantees must maintain their federally funded Head Start/Early Head Start status as a grantee or delegate agency.**

**Eligibility, Recruitment, Selection, Enrollment and Attendance (Head Start Program Performance Standards 1302 subpart A)**

This section of the application asks applicants to provide detailed responses to three questions related to Head Start Performance Standards 1302, subpart A. The questions relate directly to §1302.11 Determining community strengths, needs, and resources, as well as §1302.14 Selection process.

Applicants are asked to define their agency’s federally approved service area, required by Head Start Program Performance Standard 1302.11 (a). Proposed HSSAP funding must provide services within the federally approved service area.

Applicants are asked to provide information on the agency’s community-wide strategic planning and needs assessment, required by Head Start Program Performance Standard 1302.11 (b), as it relates to the proposed HSSAP service. This question affords the applicant, the opportunity to provide a data-based rationale for the proposed HSSAP services. Applicant should provide specific information from the agency’s strategic planning and needs assessment in the response and provide clear connections to show alignment between the agency’s strategic planning and needs assessment and the proposed HSSAP services.

The final question in this section asks applicants to describe community coordination efforts. While Head Start typically serves children with the greatest need, families are encouraged to choose from those services available to them within the community that best serve their individual circumstances. A communication system of shared waiting lists and referrals within the community is critical to assure families understand the services that are available so they make the most informed decisions. Applicants are asked include information from the agency’s community-wide strategic planning and needs assessment detailing, at minimum, the pre-kindergarten landscape of the service area. In addition to the minimum pre-kindergarten information, applicants may choose to include additional information on other community programs as it relates to recruitment of children for HSSAP services.

In addition, Head Start Program Performance Standard 1302.14 (a) details the federal requirements for prioritizing younger children as part of the selection process, in cases where Head Start eligible children can enroll in high-quality pre-kindergarten for a full school day. In cases where the service area pre-kindergarten landscape shows the availability of high-quality pre-kindergarten for a full school day, the applicants should
describe either 1) how younger children will be prioritized, or 2) why this requirement may not be met.

**Program Structure (Head Start Program Performance Standards 1302 subpart B)**

This section of the application asks applicants to provide detailed responses to three questions related to Head Start Performance Standards 1302, subpart B.

Applicants are asked to describe the agency’s federally approved program structure. Applicants should provide a description which aligns to one or more of the program options provided within Head Start Performance Standards 1302, subpart B. In addition, applicants should provide information on provided comprehensive services.

Applicants are asked to describe the proposed model for the requested HSSAP funding. For **center-based** options, include the number of annual hours of planned class operations, as well as the number of months of operation. For **home-based** options, include specific information about the services offered using HSSAP funding. For **family child care** options, include annual hours of operation. Include specifics showing that HSSAP funding will be applied only to pre-kindergarten aged children. Locally-designed program options will only be considered when a federal waiver is already approved for the variation.

Applicants are then asked to describe how the proposed HSSAP funding will align with, and/or enhance the agency’s approved federally approved program structure.

**Family and Community Engagement Program Services (Head Start Program Performance Standards 1302 subpart E)**

This section of the application asks applicants to provide detailed responses to three questions related to Head Start Performance Standards 1302, subpart E.

Applicants are asked to describe the program’s family engagement approach, required by Head Start Program Performance Standard 1302.50 Family engagement. Strategies should be integrated into all systems and program services to support family well-being and promote children’s learning and development. Applicants should utilize language from Head Start Program Performance Standard 1302.50 (b) within their response. Detail the extent to which HSSAP funding will be utilized to enhance this approach.

Applicants are asked to describe collaborations with specific early learning providers and agencies, as well as other community and education agencies, required by Head Start Program Performance Standard 1302.53 Community partnerships and coordination with other early childhood and education programs. Applicants should provide a detailed response explaining specific collaborative efforts for each of the following with the goal of building equitable access to quality early childhood experiences to all eligible families in the service area. Applicants should utilize language
from Head Start Program Performance Standard 1302.53 (a) and (b), as applicable, within their response.

- Early Intervention (both infant/toddler and preschool)
- PA Pre-K Counts
- School districts
- Child care and other community early learning programs
- Other local community agencies that support early learning (health organizations, libraries, social service agencies, CCIS)
- Higher education

The final question in this section relates to Head Start Program Performance Standard 1302.53 (b-2), which defines requirements for Head Start participation in the state’s Quality Rating and Improvement System (QRIS). Applicants are asked to indicate if the Head Start agency currently participates in Keystone STARS at any locations. If so, applicants are asked to describe the number of centers, the STAR level of each, and the number of years of participation. In addition, applicants are asked about the potential for increasing the designated STAR level of any locations and/or completing designation of additional federally-funded centers. Applicants are asked to provide an implementation plan, if applicable.
PROGRAM ASSURANCES

Eligible applicants that apply for Head Start Supplemental Assistance Program funding must provide assurance they understand and have the capacity to meet the requirements for the program. Applicants are asked to read and indicate full understanding of the assurance by checking the providing box by each assurance. Only applications with ALL assurances checked will be considered for funding.

FISCAL DOCUMENTATION

There are two pieces of fiscal documentation required for successful HSSAP application within the eGrants system: the budget detail-line item budget with detailed budget justification, and the budget summary (this is generated by the eGrants system after the line item detail is completed). Each will be reviewed carefully by OCDEL and program staff may contact you if additional information is needed. Detailed and accurate submissions will ensure timely approval of applications. Applications that include partners in their model must also include a budget template for each partner. The partner budgets should be uploaded as an attachment to the eGrants application.

A line item budget template for partners can be downloaded within the eGrants system or from: http://www.pakeys.org/pages/get.aspx?page=HSSAP%20Apply. Applications will not be considered complete until all relevant fiscal documentation is submitted.

1. Budget Detail-Line Item Budget – This is completed in the eGrants system and can be found in the separate Budget section. Each line item must be appropriately cost allocated by category. Applicants must complete the justification section of the budget template to explain the method(s) of cost allocation used for each line item and be thoroughly justified and clearly related to the proposed project. There should be a clear relationship between the proposed activities and where the money is going to be spent. The budget justification should provide detailed information so that reviewers can understand 1) how the budget amount was calculated, and 2) specifics regarding cost allocations or how the funding will be used. All requested items must be thoroughly explained and clearly related to the proposed project. There should be a sound relationship between the proposed activities and where the money is going to be spent. An example of the budget justification using the cost-allocation methods listed in the Fiscal Supplement document is provided below. Recommended percentage ranges for each line item are also provided within the fiscal supplement, which should be reviewed prior to budget preparation and submission. Examples of justification may be found in the Appendix A – Fiscal Supplement document: http://www.pakeys.org/uploadedContent/Docs/Head%20Start/APPENDIX%20A%20-%20Fiscal%20Supplement.pdf
### Budget Expenditures

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<tr>
<th>Budget Expenditures</th>
<th>Budget Amount</th>
<th>Justification</th>
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<tbody>
<tr>
<td>Enter all Program related Child Health and Development Salaries</td>
<td>$61,000</td>
<td>Classroom 1, 20 slots: Smith (FT teacher) - $40,000 (100%); Clark (Asst. Teacher) $30,000 * 70% = $21,000</td>
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2. **Budget Summary**— will be generated by the eGrants system after the line item detail is completed. It is important for the applicant to check that the budget summary figure aligns with the budget detail-line item budget, as well as with the requested grant amount entered into the General Information section of the application.

**If you are proposing to work with partners,** please have a separate budget for each partner. We will review your document and all partner documents to see the methodology and distribution proposed for your total grant.

### TECHNICAL ASSISTANCE

Registering for a pre-application webinar will provide the necessary information to assist interested applicants in the completion of the application. See below for scheduled dates and times. The webinars will include the opportunity to ask questions regarding the application process, and program requirements. Any response provided during the webinars will not become “official” until addressed in writing by PDE. In addition to questions submitted during the webinars, PDE will accept questions sent to RA-PAPreKCounts@pa.gov until 3 PM on April 7, 2017. Official written responses to questions submitted by the due date will be posted to http://www.pakeys.org/pages/get.aspx?page=HSSAP%20Apply. Applicants should not address questions regarding this application through any other means. The webinar will be recorded.

Questions related to eGrants process ONLY should be directed to Winnie Richards at winrichard@pa.gov.

**Head Start Supplemental Assistance Program webinar will be held on:**

March 31<sup>st</sup>, 9:00 AM - 11:00 AM

To attend the webinars you must register by clicking on the following link: https://attendee.gotowebinar.com/register/4153439638618729988

After registering, you will receive a confirmation email containing information about joining the webinar.

To access the webinar on the day of the event:
1. Click the link sent to you in the registration email at the specified time. *This link should not be shared with others; it is unique to you.* The name of the registrant will automatically appear on the attendee list.

Please remember before joining, to [check audio system requirements](#) to avoid any connection issues.

2. Choose one of the following audio options:

**TO USE YOUR COMPUTER’S AUDIO:**
When the webinar begins, you will be connected to audio using your computer’s microphone and speakers (VoIP). A headset is recommended.

**FUNDING AND SUBMISSION INFORMATION**

1. Head Start Supplemental Assistance Program applicants MUST complete a REQUIRED Letter of Intent using the template posted at [http://www.pakeys.org/pages/get.aspx?page=HSSAP%20Apply](http://www.pakeys.org/pages/get.aspx?page=HSSAP%20Apply). The Letter of Intent represents intent to apply for Head Start Supplemental Assistance Program funding and includes preliminary information about requested funding, program model, provider type, and area to be served. The Letter of Intent is a requirement to gain access to the eGrants system and to be eligible to submit an application for funding. Programs interested in applying must submit a fully completed mandatory Letter of Intent **by 3 PM on April 21, 2017** to RA-PAPreKCounts@pa.gov. Programs who do not submit a timely Letter of Intent will not be able to apply in the eGrants system. Late submissions will not be accepted. Those agencies submitting a fully complete Letter of Intent by the due date will be notified when the Head Start Supplemental Assistance Program application is open in eGrants.

Information submitted in the Letter of Intent may be modified in the final eGrants application.

2. Application Deadline and Submission Information:

**All applications must be submitted by May 5, 2017 at 3 PM**

The Head Start Supplemental Assistance Program (HSSAP) application can be accessed at [http://egrants.ed.state.pa.us/](http://egrants.ed.state.pa.us/).

Specific instructions on the use of eGrants can be accessed at [http://egrants.ed.state.pa.us/v2/Instructions_AddRoles.pdf](http://egrants.ed.state.pa.us/v2/Instructions_AddRoles.pdf).

3. Scope and Use of Fund:

Please note that funding is contingent upon approval by the Pennsylvania Legislature.
Eligible applicants may apply for the level of funding necessary to support the scope of project activities that are supported by relevant, credible data, are cost effective and relate to the goals of this initiative. Applicants are encouraged to consider this information as guidance in the development of their initiative. Applicants are advised to determine their funding request based on the scope and quality of their project. Applicants are eligible to apply for only one grant per fiscal year. Grant awards are based on the availability of funds to the Pennsylvania Department of Education to support this project.

4. Applicant Review, Scoring Rubric and Notification:
Applications will be reviewed by a team of readers determined by the Office of Child Development and Early Learning. These readers are familiar with Head Start Program Performance Standards. Existing grant recipients shall be eligible to receive 2017-18 grants of the same amount as received in 2016-17 (less start-up costs) if, by March 1, 2017 they enrolled children to fill more than 90 percent of their approved slots. Existing grant recipients with less than 90 percent of slots filled shall have their grants reduced proportionally (e.g. a recipient with 75 percent enrollment will get 75 percent of its 2016-17 grant). Enrollment data from the PELICAN system will be used to make the funding determinations, along with verification of PELICAN data by the program’s preschool specialist. It is important that PELICAN enrollment data is up-to-date to ensure funding decisions are based on accurate information.

Any funds remaining shall go first to recipients proposing to serve more eligible children in 2017-18 and thereafter to new applicants. The distribution of remaining funds will be contingent upon application scoring. Applications will be awarded ratings based on the applicant’s ability to demonstrate need, respond to the questions that relate to the Head Start requirements and adhere to the application instructions.

Evaluation of the entire application will be based on the following:

<table>
<thead>
<tr>
<th>Section</th>
<th>Points</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>No points – however, must be completed for consideration</td>
<td>Failure to fully complete the General and Contact Information sections completely could result in the disqualification of the proposal.</td>
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<tr>
<td>Contact Information</td>
<td>No points – however, must be completed for consideration</td>
<td>Grant request and abstract that is consistent with full application and with</td>
</tr>
<tr>
<td><strong>Section</strong></td>
<td><strong>Points</strong></td>
<td><strong>Comments</strong></td>
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<td>Head Start Program Performance</td>
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<td>Standards.</td>
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<tr>
<td>Grant Structure</td>
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<td>Target populations with the highest overall percentage of economically disadvantaged children will be prioritized. Each applicant will be awarded up to 50 points based on the school level data for the targeted school districts and the county level data based upon proposed locations that will serve children.</td>
</tr>
<tr>
<td>Program History</td>
<td>No points-</td>
<td>Responses will be verified before application will be moved to peer review status.</td>
</tr>
<tr>
<td>however must be completed and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>accurate to be considered for review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eligibility, Recruitment, Selection,</td>
<td>25</td>
<td>Up to five points awarded for description of federal service area.</td>
</tr>
<tr>
<td>Enrollment and Attendance</td>
<td></td>
<td>Up to 10 points each of the other two questions in this section, based upon quality of response.</td>
</tr>
<tr>
<td>Program Structure</td>
<td>25</td>
<td>Up to five points awarded for description of federally approved program structure.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Up to 10 points each of the other two questions in this section, based upon quality of response.</td>
</tr>
<tr>
<td>Family and Community</td>
<td>30</td>
<td>Up to 10 points each of the three questions in this section,</td>
</tr>
<tr>
<td>Section</td>
<td>Points</td>
<td>Comments</td>
</tr>
<tr>
<td>---------------------------</td>
<td>--------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Engagement Program Services</td>
<td></td>
<td>based upon quality of response.</td>
</tr>
<tr>
<td>Program Assurances</td>
<td>No points – however, must be completed for consideration</td>
<td>Failure to fully complete the Program Assurances section may result in the disqualification of the proposal.</td>
</tr>
<tr>
<td>Fiscal Documentation</td>
<td>50</td>
<td>Budget detail-line item budget submitted and fully complete. Alignment between budget request, and proposed activities detailed in other application sections.</td>
</tr>
</tbody>
</table>

It is anticipated that negotiations with potential applicants will begin after the application deadline and that applicants will be notified of selection or non-selection in June or July 2017, with final selection pending enactment of the FY 2017-18 Budget that includes program funding. Once contracting is completed, selected grantees may begin programming.

**TIME PERIOD AND REQUIRED REPORTING AND MONITORING**

1. Time Period:
Contingent on the approval of Head Start Supplemental Assistance Program (HSSAP) appropriation in the FY 2017-18 budget, funding will be available for program expenses from July 1, 2017 through June 30, 2018. Grantees will have the opportunity to apply for continuation grants based on the availability of funds for up to four additional program years.

2. Monitoring and Reporting:
Successful applicants will submit reports through the PELICAN online data reporting system. Training in the use of the system is available through OCDEL and staff are available to offer technical assistance as needed.

Head Start Supplemental Assistance Program (HSSAP) grantees receive periodic site visits to monitor and learn about program operations and to identify model programs and practices. Staff is also available to interpret program requirements and regulations and provide technical assistance.
Grantee meetings are held at least annually and in most cases regionally. While attendance is required, grantees have the discretion to send select staff attendees based on the meeting agendas.