**FY 2018 – HEAD START STATE SUPPLEMENTAL GRANT -QUESTIONS & ANSWERS**

**FUNDING QUESTIONS**

1. ***I am concerned with the reduction in grant funding by raising the minimum grant amount to $30K for one new grantee and five other grantees.  With many other grantees’ percentages falling below those grantees awarded $30K, wouldn’t it make sense to adjust all grantees to a similar percentage?  Also, I would prefer the adjustment come if/when we receive additional funding and not on a level funded year.***

**A1)** In the FY17 Head Start State Supplemental grant, the Department of Early Education and Care (EEC) funded a total of 30 Head Start and Early Head Start grantees, and there are currently a total of 31 Head Start and Early Head Start grantees in Massachusetts funded by the Region 1 Office of Head Start. EEC established a minimum grant amount of $30,000 for the FY18 Head Start State Supplemental grant for the new grantee. In making this adjustment to the minimum grant amount, EEC awarded additional funding to five other Head Start/Early Head Start grantees to bring their funding to the minimum grant award of $30,000 for the FY18 Head Start State Supplemental grant. Unfortunately, in the FY18 projected state budget there was no additional funding in the Head Start State Supplemental Grant line item, so EEC could only proceed with the current projected allocation of 9.1 million dollars. Funding is subject to state and federal budget allotment and appropriation.

1. ***I would like to know why the distribution calculation of funds to Agencies for the Mass Supplemental Grant has not been re-aligned in decades.  I believe the original intention (and calculation) was based upon the number of Head Start and Early Head Start slots an Agency had.  Many agencies have reduced their number of slots over the years; we have not.  The allocations as they stand today are no longer equitable.***

**A2)**  The Department of Early Education and Care (EEC) considered and reviewed several funding formulas for the FY18 Head Start State Supplemental grant before it reached its final decision. EEC reviewed a formula based on the number of Head Start/Early Head Start slots, and 14 Head Start and Early Head Start grantees would have received a cut in funding that was higher than the proposed 1.381% reduction for FY18. EEC’s funding formula for the FY18 Head Start State Supplemental grant was based on creating a fair and equitable distribution to all Head Start and Early Head Start grantees with the minimum amount of impact for those grantees that received a reduction.

1. ***Do we need to use the same funding level for all 3 years?***

**A3)** Yes, the same funding level will be applied across all three fiscal years. On the FY18 Head Start State Supplemental grant online application, you will automatically generate proposed budgets for FY19 and FY20 based on your FY18 budget total. At the end of years one and two of the grant, you will be requested to submit actual budgets for each year.

1. **May you utilize the entire $30,000 for salary compensation without using any of the funding for workforce development?**

**A4)** The purpose of the FY18 Head Start State Supplemental grant is to prioritize workforce development supports, which includes supporting child development staff’s salary, compensation and benefits. If you received only $30,000 in the FY18 Head Start State Supplemental grant, then you may choose to use your grant funding for child development staff’s salary, compensation and benefits. Child development staff may include preschool teachers and assistant teachers, infant and toddler teachers and assistant teachers, home-based visitors and family child care providers.

**QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) QUESTIONS**

1. ***Our Head Start program is home-based so there is not a way to participate in the QRIS Quality Rating System because it does not apply to home-based models.  Our child care center DOES participate in the QRIS and we are QRIS Level 3, however, that is not a Head Start sponsored program. Please advise whether we should utilize the Head Start State Supplemental Grant to support Home Visitor salaries.  I am hoping that this QRIS requirement does not disqualify us from state funding.***

**A5)** The Massachusetts QRIS Standards were developed for all programs and educators serving children and youth across the Commonwealth's mixed delivery system. EEC’s Licensing Regulations at 606 CMR 7.00 et seq. serve as a solid foundation for a set of well-developed QRIS Standards based on child development, early education and after school program quality research. To address the unique characteristics of quality found in different types of programs, the QRIS Standards have been customized for Center Based/School Based programs, Family Child Care, and After School Programs/Out of School Time programs. If your Head Start program is a home-based model with no center-based or family child care providers, then you are not required to participate in QRIS. You are eligible to apply for the FY18 Head Start State Supplemental Grant and please note in the FY18 Head Start State Supplemental Grant narrative question number 3 regarding QRIS that you are a Head Start home-based program.

1. ***Currently we are receiving EEC Head Start Supplemental Funds.  We are interested in reapplying. Within the requirements, it states we will need to upload a QRIS Application Summary Profile, as well as a QRIS Continuous Quality Improvement Plan (CQIP). Given we are a 100% EHS Home Visiting Program with no center based classrooms or family child care providers, we have not participated in QRIS and do not have a Profile.  Please advise us how to proceed with remitting our grant without this documentation so that our future RFR doesn’t get rejected for not having a complete application.***

**A6)** Early Head Start Home Visiting Programs that are home-based models with no center-based or family child care providers are not required to participate in QRIS. You are eligible to apply for the FY18 Head Start State Supplemental Grant, but please note in the FY18 Head Start State Supplemental Grant narrative question number 3 regarding QRIS that you are an Early Head Start Home Visiting Program.

**MISCELLEANOUS QUESTIONS**

1. ***Please fully define, 'Direct Service Transportation' as non-allowable.  We may need transportation services for professional development sessions with family child care providers to come together for coaching and modeling developmentally appropriate curriculum.  Transportation would not be for transporting children to daily care.***

**A7)** Direct Service Transportation is defined as transporting children and is non-allowable in the FY18 Head Start State Supplemental grant. In Appendix B - Head Start Budget Guidelines, Category 7- Travel includes travel expenses for administrators, instructional staff, coaches and mentors for in-state travel required to implement grant specific activities. Out-of-state travel is not allowed under the budget guidelines.

1. ***Since the priority of the FY18 Head Start State Supplemental grant is workforce development supports, can programs be allowed to continue to fund state-funded children that are currently tied to this grant?***

**A8)** The FY18 Head Start State Supplemental grant’s purpose is to prioritize programs’ workforce development supports, directly support staff salaries to help retain staff, enhance and maintain quality through active participation in the MA QRIS, and to provide non-federal matching funds to assist programs in meeting the 20% federal match requirement. The Department of Early Education and Care strongly discourages any Head Start or Early Head Start grantee to discontinue serving the total number of current children tied to their Head Start State Supplemental grant funding. Each Head Start or Early Head Start grantee that currently has state-funded children, must clearly explain in its FY18 Head Start State Supplemental grant application and projected budget the current total number of state-funded children in the program, describe the services provided to these children, and the amount of Head Start State Supplemental grant funding allocated for these children.

1. ***Given that this is now a three year grant, will agencies need to apply for FY19, or will that be automatic?***

**A9)** When your FY18 Head Start State Supplemental grant application is approved, you will receive a Standard Contract Form (SCF) for the three year term (July 1, 2017 thru June 30, 2020). You will not have to re-apply for the grant in subsequent years, however, you will need to submit an actual budget for FY19 (July 1, 2018 through June 30, 2019) and then again for FY20 (July 1, 2019 through June 30, 2020).