

Grant Application User Guide—Grantee without Delegates Submission Instructions: Noncompeting Continuation and New Noncompetitive Five Year Grants

The Office of Head Start recently updated the HSES grant application section. The benefits include:

- fully electronic signatures, eliminating the need for hard copy signatures and mailings
- the ability to copy your previous budget into a new grant number when, for example, your grant transitions from indefinite to a five year project period, requiring a new grant number upon award
- improved visibility of data previously “hidden” in sections, such as personnel
- functional allocations used only for administrative personnel
- new PDF and Excel reports throughout the module, at much faster speeds.
- guidance for submission of amendments
- correspondence tab for communications with the regional office

Get started by logging in and navigating to **Financials > Application** tab.

Quick Guide

- Step 1.** On the **Application main page**, choose budget period through drop-down lists. **(1.1.1)**
- Step 2.** Select the type of application from the Applications table and click **Start** to start. **(1.1.1)**
- Step 3.** Decide if you want to pre-populate your application with information from a previous application or start with a new (i.e., blank) application for each program type, then click the appropriate radio buttons. **(1.1.1)**
- Step 4.** Under the Program Schedules, enter the classes/groups and numbers of children in each Program Option at each of your centers, and the days the classes/groups meet. **(1.5)**
- Step 5.** When you understand the special edit mode features on the Budget tabs, enter all relevant budget information for your programs. **(1.6)**
- Step 6.** Enter any Other Funding amounts that apply. **(1.7)**
- Step 7.** Complete the SF424A. **(1.8)**
- Step 8.** Add or edit information as required. **(1.9)**
- Step 9.** Upload all required documents. **(1.10)**
- Step 10.** Submit Application **(2)**

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1. Creating an Application

1.1. Introduction to the Application tab main page

Selecting **Application Guide** in the top right of the “Applications” table downloads a PDF guide detailing the application process.

Fiscal Year and Budget Period drop-down lists

Applications table

Application tab main page

Applications

Type	Dates	Application Status	Proposed Funding	Actions
Non-Competing Continuation	Due: 06/03/2014	Not Started	Federal Total: \$0 Non-Federal Total: 0% \$0	view

Add Amendment button procedures are discussed in Section 4.

Click arrow to see additional funding details.

Once the application is started, the Application Status will change from “Not Started” to “Started by Grantee” and new Actions will become available.

1.1.1. How to Set Up the Application Process

- Step 1.** On the Application screen, use the **Fiscal Year** and **Budget Period** drop-down lists to choose which applications appear in the Application table. (Default setting: current budget period)
- Step 2.** Find the application type you need in the **Applications** table, then click the appropriate “view” link in the Actions column to begin the application.

You will move to the Start Application page. On this page—which you will see **ONLY** the first time you start the application—you can select a previous application to use as a starting point. You can also simply start an entirely new application.

- Step 3.** Decide if you want to pre-populate your application with information from a previous application or start with a new (i.e., blank) application for each program type, then click the appropriate radio buttons in the Select column. (Or click Cancel to return to the previous page without starting an application.)

Warning
You will see this page **ONLY** the first time you start the application; after that, you will go directly to the Summary page described in the next section.

Start Application page

000 - Head Start

Select	Budget Period	Status	Status Date	Funded Enrollment	Program Operations	Federal TTA	Federal Total	NFS	Total Budget
<input type="radio"/>	01/09/2013-31/08/2014	Approved by Grantee	08/22/2013	599	\$4,137,976	\$53,553	\$4,191,529	\$1,047,882	\$5,239,411
<input type="radio"/>	01/09/2012-31/08/2013	Approved by Grantee	09/15/2013	617	\$4,463,406	\$53,553	\$4,516,961	\$1,129,240	\$5,646,201
<input type="radio"/>	01/09/2011-31/08/2012	Approved by Grantee	07/18/2011	617	\$4,431,501	\$53,553	\$4,485,054	\$1,121,264	\$5,606,318
<input checked="" type="radio"/>	New Application								

200 - Early Head Start

Select	Budget Period	Status	Status Date	Funded Enrollment	Program Operations	Federal TTA	Federal Total	NFS	Total Budget
<input type="radio"/>	01/09/2013-31/08/2014	Approved by Grantee	09/22/2013	142	\$1,711,765	\$42,794	\$1,754,559	\$438,640	\$2,193,199
<input type="radio"/>	01/09/2012-31/08/2013	Approved by Grantee	09/15/2013	142	\$1,711,765	\$42,794	\$1,754,559	\$438,640	\$2,193,199
<input type="radio"/>	01/09/2011-31/08/2012	Approved by Grantee	07/18/2011	124	\$1,480,621	\$37,016	\$1,517,637	\$379,409	\$1,897,046
<input checked="" type="radio"/>	New Application								

Continue Cancel

1.2. New Features and Basic Navigation

This page and the next go over some of the features you will see throughout the application.

In general, use the “**Back**” button” to return to the previous page. (From the Summary tab, it will return to the Application main page.)

The “**Edit**” button is available on all application tabs, even when a page (like this one) has no editable content. How it works is described on the next page.

View Grant Application: Summary tab

Use the **tabs** to navigate between application sections.

Office of Head Start / Head Start Enterprise System | hsprograms-webapp-14.08-SNAPSHOT-29336-20140801 | logout

HOME INSTRUCTIONS FEEDBACK

Grant Application / Program Application

Head Start | 01/01/2015-12/31/2015 | Non-Competing Continuation

Back Edit

Summary Program Schedule Budget Other Funding SF424A Reports

Program Type	Funded Enrollment	Federal			Non-Federal Share	Non-Federal Percentage	Total Budget
		Program Operations	TTA	Total			
Head Start		\$0	\$0	\$0		0%	\$0

Status History [Hide Details](#)

Date	Status	User	Comments
08/01/2014 10:59 AM, EST	Started by Grantee		

Warnings / Errors

No warnings or errors found.

Warnings/Errors will display any validation warnings or errors triggered by your data. (You can submit an application with warnings, but not with errors.) Warnings and errors are displayed on the Summary tab (shown above) and on the budget tab (shown below). If you copied a previous application the warnings/errors from that application will appear.

Sample warning message

Budget Summary

	Federal			Non-Federal Share	Total Cost	Employees	Admin Allocation
	Program Operations	TTA	Total				
Total Budget:	\$275,000	\$1,250	\$276,250	\$0	\$276,250	0	0%
Total Direct Costs:	\$275,000	\$1,250	\$276,250	\$0	\$276,250		0%

• Warning: The sum of Personnel and Fringe Benefits normally is between 60% and 80% of the total federal budget.

Summary Program Schedule Budget Other Funding SF424A SF424 Documents Reports Correspondence

Head Start Early Head Start

Enrollment by Program Option

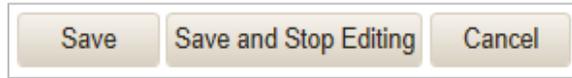
Download Download

Many pages have **download links for PDF or Excel reports** that will contain the data on that page. Note: Reports are not accessible when you are in edit mode.

Edit Mode

Once you click the “Edit” button, the “Back” and “Edit” buttons are replaced by “Save,” “Save and Stop Editing,” and “Cancel.”

Buttons after selecting Edit



- **Save** saves edits you have made and keeps you in edit mode.
- **Save and Stop Editing** saves edits you have made and exits edit mode.
- **Cancel** exits edit mode without saving any changes.

You can navigate between tabs while in edit mode. (**Save and Stop Editing** or **Cancel** removes you from edit mode.) Note that switching between tabs saves edits you have made on that page.

Editing data:

- To edit or add data, click in any cell and type or use drop-downs as necessary.
- Links and buttons become available to allow you to customize your application. For example, in the screenshot below, there are links that allow you to delete rows and a button that will allow you to add more rows.

Note: You cannot download reports while in edit mode.

Program Schedule tab in edit mode

Summary | Program Schedule | Budget | Other Funding | SF424A | SF424 | Documents | Reports | Correspondence

Summary | Program Schedule | Service Area | Budget | Other Funding | SF424A | SF424 | Grantee Change | Documents | Reports

Head Start | **Early Head Start**

Enrollment by Program Option

	Center-based	Combination Program	Family Child Care	Home-based	Locally Designed Program	Funded Child Enrollment Total	Pregnant Women	Funded Enrollment Total
Total Enrollment:	587	0	0	12	0	599	0	599

Program Schedules

Center-based								
Schedule Number	2. Funded Child Enrollment	3a. Number of classes / groups / family child care settings	3b. Double Session	4. Number of hours of classes / groups / FCC settings per child per day	5. Number of days of classes / groups / FCC settings per child per week	6. Number of days of classes / groups / FCC settings per child per year	7. Number of home visits per child per year	8. Number of hours per home visit
CB-000-1 delete	497	28	no <input type="checkbox"/>	4.45	4	128	2	1.5
CB-000-2 delete			no <input type="checkbox"/>					
Total: 497								
Add Center-based Schedule								

Annotations in screenshot:

- Delete link: points to [delete](#) links for CB-000-1 and CB-000-2.
- Add button: points to [Add Center-based Schedule](#).
- Drop-down list: points to the "no" selection in the Double Session column for CB-000-1.

Other:

- Special features available in edit mode on the Budget section are discussed in that section.
- The SF424 pages have “Help” buttons (?) that provide additional details; an example is given in the SF424 section.

1.3. Introduction to Tabs

The tabs are arranged in the recommended order of completion:

- Summary (this tab provides summary information—no data are entered on this tab)
- Program Schedule
- Budget (has multiple subtabs)
- Other Funding
- SF424A
- SF424
- Documents
- Reports
- Correspondence

You can work on the tabs in any order, but you will find it useful to complete the Budget tab before you get to the SF424 because HSES will pre-populate the SF424A and SF424 with information you enter in the Budget tab.

1.4. Summary Tab

This tab displays the overall funding totals for the application and any warnings or errors triggered by the data you have entered on other tabs. You do not enter any data here.

- If you opted to begin with a copy of a previous application, these data will be pre-populated, as shown in the screenshot below.
- If you start with a new application, this table will have zeros to start with and will fill in as you enter and save data on the other tabs—particularly the Budget tab.

[Summary page](#)

Office of Head Start / Head Start Enterprise System
hsprograms-webapp-14.08-SNAPSHOT-29336-20140801
[redacted] | [logout](#)

HOME
INSTRUCTIONS
FEEDBACK

[redacted] / [Start Application](#) / [Grant Application](#)

[redacted] | 01/01/2015-12/31/2015 | **Non-Competing Continuation**

Back
Edit

Summary
Program Schedule
Budget
Other Funding
SF424A
SF424
Documents
Reports
Correspondence

Summary

Program Type	Funded Enrollment	Federal			Non-Federal Share	Non-Federal Percentage	Total Budget
		Program Operations	TTA	Total			
Head Start		\$0	\$0	\$0		0%	\$0

Status History

Date	Status	User	Comments
08/01/2014 10:59 AM, EST	Started by Grantee	[redacted]	

Programs

Head Start						
Program Number	Program Name	Status	Status Date	Funded Enrollment	Proposed Funding	Actions
000	[redacted]	Started by Grantee	08/01/2014	0	▶ Federal Total: \$0 • Non-Federal Total:	• view
003	[redacted]	Not Started		0	▶ Federal Total: \$0 • Non-Federal Total:	• start • assign to delegate • exclude
006	[redacted]	Not Started		0	▶ Federal Total: \$0 • Non-Federal Total:	• start • assign to delegate • exclude

Warnings / Errors

1.5. Program Schedule Tab

This tab lists the types of programs you can provide (i.e., center-based, combination program, family child care, home-based, and locally designed program) plus the funded enrollment total for Head Start programs and the funded child enrollment total, pregnant women, and funded enrollment total for Early Head Start programs.

- The **Enrollment by Program Option** table at the top of the page is a rollup of the Program Schedules tables below and is not editable. As data are added or updated, the “Enrollment by Program Option” table at the top will automatically update.

Step 4. Under **Program Schedules**, enter the classes/groups in each Program Option at each of your centers, as well as the numbers of children in those classes/groups and the days they meet.

- To edit or add data, click in any cell and type or use dropdowns as necessary.
- To add a row, click the **Add...** button below the appropriate table.
- To delete a row, click **delete** in the “Schedule Number” column.

Data in the example below were pre-populated by starting with an existing application on the “Start Application” page.

Program Schedule tab in view mode

Office of Head Start / Head Start Enterprise System | hsprograms-webapp-14.08-SNAPSHOT-29308-20140731-1 | logout

HOME INSTRUCTIONS FEEDBACK

/Grant Application

05/01/2014-04/30/2015 | Non-Competing Continuation

Back Edit

Summary Program Schedule Budget Other Funding SF424A SF424 Documents Reports Correspondence

Head Start Early Head Start

Enrollment by Program Option [Download](#) [Download](#)

Program Schedule tab in edit mode

Save Save and Stop Editing Cancel

Summary Program Schedule Budget Other Funding SF424A SF424 Documents Reports Correspondence

Head Start Early Head Start

Enrollment by Program Option [copy previous application](#) [reset](#)

	Center-based	Combination Program	Family Child Care	Home-based	Locally Designed Program	Funded Child Enrollment Total
Total Enrollment:	783	0	0	123	0	906

Program Schedules

Schedule Number	2. Funded Child Enrollment	3a. Number of classes / groups	3b. Double Session	4. Number of hours of classes / groups per child per day	5. Number of days of classes / groups per child per week	6. Number of days of classes / groups per child per year	7. Number of home visits per child per year	8. Number of hours per home visit
CB-000-1 delete	783	19	no	6.5	5	160	52	1.5
Total:		783						

Add Center-based Schedule

The schedule numbers are system generated:

- The starting letters represent the program option (CB = Center-based, HB = Home-based, etc.).
- The set of three numbers identify the program or delegate (000 = HS grantee, 200 = EHS grantee, OXX = an HS delegate, etc.). The final number is sequential.

1.6. Budget Tab

The budget tab has separate sections for Head Start and Early Head Start. Both have the same subtabs under Budget Details, but individual items on those pages may differ.

Step 5. Use the special edit mode features (explained below and on the next two pages), and enter all relevant budget information for your programs.

Budget Details tabs and subtabs:

- Personnel
 - Child Health and Development
 - Family and Community Partnership
 - Program Design and Management
 - Other
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Contractual
- Construction
- Other
- Indirect Charges

At the top right of the page, a “Reports” section lists the reports you can download as PDFs or an Excel spreadsheet. See info about “Actions” menu on next page.

At the top of the Budget tab is the “Budget Summary” table—a roll-up of all the budget information entered in the Budget tab tables.

Next on the page is the “Budget Details” section with its subtabs.

The **Personnel** tab has two unique features:

- A table showing the personnel total; and
- A second set of tabs for personnel categories.

Budget tab and the Personnel subtab

The screenshot shows the 'Budget Summary' table and the 'Personnel' subtab details. The 'Budget Summary' table includes columns for Program Operations, TTA, Total, Non-Federal Share, Total Cost, Employees, and Admin Allocation. The 'Personnel' subtab shows a 'Personnel Total' row and a detailed table for personnel categories like Program Managers, Teachers, and Teacher Aides.

	Federal			Non-Federal Share	Total Cost	Employees	Admin Allocation
	Program Operations	TTA	Total				
Total Budget:	\$7,056,930	\$82,075	\$7,139,005	\$1,784,751	\$8,923,756	244	12.06%
Total Direct Costs:	\$6,672,936	\$82,075	\$6,755,011	\$1,515,956	\$8,270,967		5.12%

Line Item	Federal			Non-Federal Share	Total Cost	Employees	Admin Allocation
	Program Operations	TTA	Total				
Personnel Total:	\$4,490,768	\$0	\$4,490,768	\$0	\$4,490,768	244	5.93%

Line Item	Federal			Non-Federal Share	Total Cost	Employees	Admin Allocation
	Program Operations	TTA	Total				
1. Program Managers and Content Area Experts	\$61,366	\$0	\$61,366	\$0	\$61,366	2	0%
2. Teachers / Infant Toddler Teachers	\$920,238	\$0	\$920,238	\$0	\$920,238	43	0%
3. Family Child Care Personnel	\$0	\$0	\$0	\$0	\$0	0	0%
4. Home Visitors	\$193,357	\$0	\$193,357	\$0	\$193,357	12	0%
5. Teacher Aides and Other Education Personnel	\$711,465	\$0	\$711,465	\$0	\$711,465	44	0%

Warnings and Errors may appear under the budget summary table when inconsistent or illogical values are entered. These will not appear until the data are saved. These will also appear under “Warnings/Errors” on the Summary tab.

1.6.1. Special Feature on Budget Summary: Actions Menu

Entering edit mode on the Budget Summary tab removes the “Reports” links as it does on other pages. Here, however, it is replaced with the “Actions” menu. You can use this tab to copy budget data—and budget data only—from a previous application or reset all budget values to zero.

Budget Summary tab showing Actions menu

Budget Summary							
	Federal			Non-Federal Share	Total Cost	Employees	Admin Allocation
	Program Operations	TTA	Total				
Total Budget:	\$4,137,976	\$53,553	\$4,191,529	\$1,047,882	\$5,239,411	104	14.54%
Total Direct Costs:	\$3,759,904	\$53,553	\$3,813,457	\$1,047,882	\$4,861,339		7.89%

Actions

[copy previous application](#)

[reset](#)

Under “Actions” are two options: **copy previous application** and **reset**.

Copy previous application

When you select the “copy previous application” option, a new page will open that lists previous applications of the same type.

- Select a previous application and click **Continue** to proceed.

Warning: Clicking “Continue” will overwrite any budget data that have been entered in the current application.

Or,

- Click **Cancel** in the bottom left to return to the budget page.

Copy previous application page

HOME INSTRUCTIONS FEEDBACK

/Grant Application /Copy Application

05/01/2014-04/30/2015 | Non-Competing Continuation Application

Select one of the previous non-competing continuation applications to copy the contents to your application.
WARNING: Any values that you have provided will be overwritten with values from the application selected below.

Select	Budget Period	Status	Status Date	Federal			NFS	Total Budget
				Program Operations	TTA	Total		
<input type="radio"/>	05/01/2013-04/30/2014	Approved by Grantee	02/21/2013	\$7,597,797	\$82,075	\$7,679,872	\$1,919,968	\$9,599,840
<input type="radio"/>	05/01/2012-04/30/2013	Approved by Grantee	04/16/2012	\$7,543,484	\$82,075	\$7,625,559	\$1,906,390	\$9,531,949
<input type="radio"/>	05/01/2011-04/30/2012	Approved by Grantee	09/01/2011	\$7,543,484	\$82,075	\$7,625,559	\$1,906,390	\$9,531,949

Continue Cancel

Reset

- Select the “reset” option to change all values on the Budget tab to zero. You will be taken to the confirmation screen shown below.
- On the Reset Application page, select **Cancel** to return to the Budget tab without making any changes or **Reset** to reset all values to zero.

Budget reset warning page

HOME INSTRUCTIONS FEEDBACK

/View Grant Application /Reset Application

09/01/2014-08/31/2015 | Non-Competing Continuation Application

Click on the “Reset” button to reset the budget.
WARNING: Any values that you have provided will be overwritten with zeros.

Cancel Reset

1.6.2. Other Special Edit Mode Features in the Budget Section

Under the "Admin Allocation" column, use the "0%" to reset the "Actual" value to the default value.

Editing budget data example

Line Item	Federal			Non-Federal Share	Total Cost	Employees	Admin Allocation	
	Program Operations	TTA	Total				Actual	Default
1. Program Managers and Content Area Experts	\$ 61,366	\$ 0	\$61,366	\$ 0	\$61,366	2	0%	0%
2. Teachers / Infant Toddler Teachers	\$ 920,238	\$ 0	\$920,238	\$ 0	\$920,238	43	0%	0%
3. Family Child Care Personnel	\$ 0	\$ 0	\$0	\$ 0	\$0	0	0%	0%
4. Home Visitors	\$ 193,357	\$ 0	\$193,357	\$ 0	\$193,357	12	0%	0%
5. Teacher Aides and Other Education Personnel	\$ 711,465	\$ 0	\$711,465	\$ 0	\$711,465	44	0%	0%
6. Health / Mental Health Services Personnel	\$ 217,454	\$ 0	\$217,454	\$ 0	\$217,454	11	0%	0%
7. Disabilities Services Personnel	\$ 119,902	\$ 0	\$119,902	\$ 0	\$119,902	5	0%	0%
8. Nutrition Services Personnel	\$ 779,944	\$ 0	\$779,944	\$ 0	\$779,944	49	0%	0%
9. Other Child Services Personnel	\$217,126	\$0	\$217,126	\$0	\$217,126		0%	
9.1 Education Supervisor	\$ 217,126	\$ 0	\$217,126	\$ 0	\$217,126	8	0%	0%
Child Health and Development Personnel Total:	\$3,220,852	\$0	\$3,220,852	\$0	\$3,220,852	174	0%	

Add additional line items by clicking the "add" button in the "Other" category where applicable (below "Other Child Services" in this example).

Additional line item

9.2

<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$0	\$ <input type="text"/>	\$0	<input type="text"/>	<input type="text"/>	%	0%
<input type="button" value="delete"/> <input type="button" value="add"/>									

You can delete any line items you add.

1.6.3. Other Budget Tabs

The other Budget tabs have similar layouts and identical functions to the Personnel tab.

Other Budget tabs

Budget Details

Personnel	Fringe Benefits	Travel	Equipment	Supplies	Contractual	Construction	Other	Indirect Charges
-----------	-----------------	--------	-----------	----------	-------------	--------------	-------	------------------

1.7. Other Funding Tab

The funding entered on this tab is separate from the non-federal share match and should NOT be included in the NFS funding on the Budget tab.

Note that USDA Funds for Nutrition Services has been renamed Child and Adult Care Food Program (CACFP) Funds.

Entering zero for CACFP will result in an error. This error will not be displayed on this tab, but will display where data is rolled up (summary tab).

Step 6. Enter any Other Funding amounts that apply.

Other Funding includes the following categories (as shown in the screenshot below):

Federal Funding

1. Federal Child Development and Child Care Funds
2. Child and Adult Care Food Program (CACFP) Funds
3. Other Federal Funding

State Funding

4. State Preschool Programs
5. Other State Funding

Local Government Funding

6. School District Funding
7. Other Local Government Funding

Other Funding

8. Tribal Government Funding
9. Fundraising Activities
10. Other

Other Funding tab

Save Save and Stop Editing Cancel

Summary Program Schedule Budget Other Funding SF424A SF424 Documents Reports Correspondence

Head Start Early Head Start

Please Note: Funding entered on this tab is separate from the non-federal share match and should NOT be included in the NFS funding on the Budget tab.

Other Funding	Amount
Federal Funding	
1. Federal Child Care and Development Fund (CCDF):	\$ <input type="text"/>
2. Child and Adult Care Food Program (CACFP) Funds:	\$ <input type="text"/>
3. Other Federal Funding <input type="text"/> :	\$ <input type="text"/>
State Funding	
4. State Preschool Programs:	\$ <input type="text"/>
5. Other State Funding <input type="text"/> :	\$ <input type="text"/>
Local Government Funding	
6. School District Funding:	\$ <input type="text"/>
7. Other Local Government Funding <input type="text"/> :	\$ <input type="text"/>
Other Funding	
8. Tribal Government Funding:	\$ <input type="text"/>
9. Fundraising Activities:	\$ <input type="text"/>
10. Other <input type="text"/> :	\$ <input type="text"/>
Total:	\$0

1.8. SF424A Tab

Step 7. Complete the SF424A. Note: This form is no longer to be submitted on paper, and will be considered electronically signed when the Submit Application button is clicked.

Note: Information previously entered and saved on Budget tabs will be used to pre-populate SF424 where possible.

For example, In Section A - Budget Summary (see screenshot below), some information is editable and some is not. Text immediately below the section heading explains the source of the information that is not editable:

- The New or Revised Budget Federal Column (e) is populated with amounts from Section B, Line 6.k.
- The New or Revised Budget Non-Federal Column (f) is populated with amounts from Section C, Column (e).

SF424A in edit mode and help button example

Summary Program Schedule Budget Other Funding SF424A SF424 Documents Reports Correspondence

Program: 200 - (Started by Grantee)

Section A - Budget Summary

The New or Revised Budget Federal Column (e) is populated with amounts from Section B, Line 6.k.
The New or Revised Budget Non-Federal Column (f) is populated with amounts from Section C, Column (e).

Grant Program, Function or Activity	Catalog of Federal Domestic Assistance Number	Estimated Unobligated Funds		New or Revised Budget		The sum of amounts in Columns (e) and (f). Total
		Federal	Non-Federal	Federal	Non-Federal	
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1. Program Operations	93.600	\$ 0	\$ 0	\$94,988	\$19,007	\$113,995
2. TTA	93.600	\$ 0	\$ 0	\$1,500	\$0	\$1,500
3. N/A						
4. N/A						
5. Totals		\$0	\$0	\$96,488	\$19,007	\$115,495

Section B - Budget Categories - Federal Funds

For each activity, provide the total requirements for Federal funds by object class categories.
Lines 6.a - 6.k of the Program Operations Column (1) and TTA Column (2) contain the amounts specified in the Budget tab.

6. Object Class Categories	Grant Program, Function, or Activity				Total
	(1) Program Operations	(2) TTA	(3)	(4)	
a. Personnel	\$71,388	\$0			\$71,388
b. Fringe Benefits	\$17,400	\$0			\$17,400
c. Travel	\$0	\$0			\$0
d. Equipment	\$0	\$0			\$0
e. Supplies	\$1,300	\$0			\$1,300
f. Contractual	\$2,500	\$1,500			\$4,000
g. Construction	\$0	\$0			\$0
h. Other	\$2,400	\$0			\$2,400
i. Total Direct Charges (sum of 6a-6h)	\$94,988	\$1,500			\$96,488
j. Indirect Charges	\$0	\$0			\$0
k. TOTALS (sum of 6i and 6j)	\$94,988	\$1,500			\$96,488
7. Program Income	\$	\$			\$0

Clicking on  (i.e., "Help" button) provides additional details.

1.9. SF424 Tab

Step 8. Information on this tab is partly pre-populated from the Budget and the SF424A tabs. To adjust those figures, edit the Budget tab or SF424A tab. Add or edit information as required.

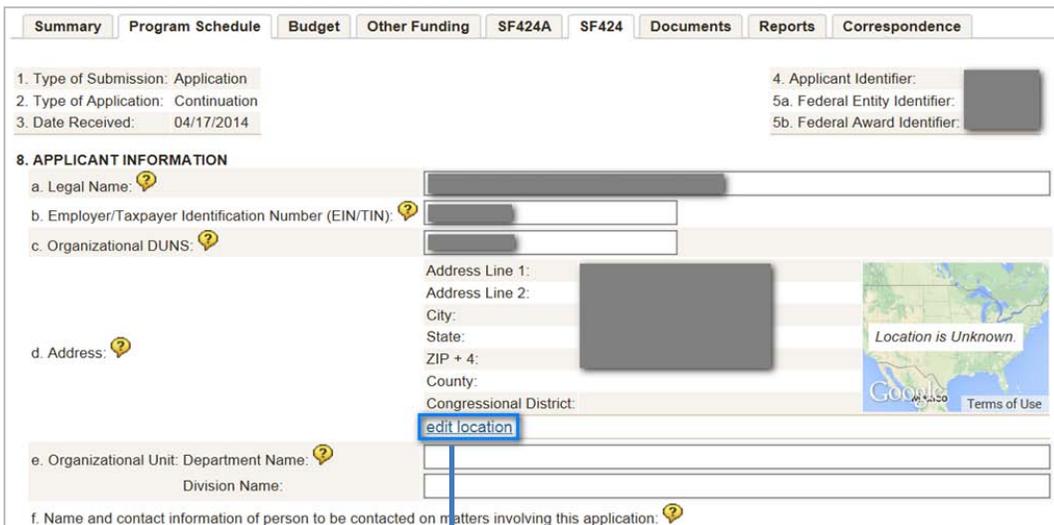
Certifications and assurances can be downloaded at the bottom of this page.

Click on  (i.e., Help button) to get additional information.

To edit your location:

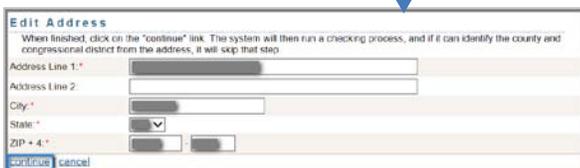
- Click the “edit location” link in Section 8.d.
- On the Edit Address screen, enter your address, then click the “continue” link.
- The system will standardize your address, if necessary, though you may opt to continue without standardizing.
- You will be asked to validate your address in the final step. To do so, follow the instructions in the dialog box.
- Select **finish** to accept the edits, **back** to go back a step, and **cancel** to exit “edit location.”

SF424 overview and edit address screens



The screenshot shows the SF424 overview screen with tabs for Summary, Program Schedule, Budget, Other Funding, SF424A, SF424, Documents, Reports, and Correspondence. The main content area includes:

- 1. Type of Submission: Application
- 2. Type of Application: Continuation
- 3. Date Received: 04/17/2014
- 4. Applicant Identifier: [Redacted]
- 5a. Federal Entity Identifier: [Redacted]
- 5b. Federal Award Identifier: [Redacted]
- 8. APPLICANT INFORMATION**
 - a. Legal Name: [Redacted]
 - b. Employer/Taxpayer Identification Number (EIN/TIN): [Redacted]
 - c. Organizational DUNS: [Redacted]
 - d. Address: [Redacted]
 - Address Line 1: [Redacted]
 - Address Line 2: [Redacted]
 - City: [Redacted]
 - State: [Redacted]
 - ZIP + 4: [Redacted]
 - County: [Redacted]
 - Congressional District: [Redacted]
 - [edit location](#)
 - e. Organizational Unit: Department Name: [Redacted]
Division Name: [Redacted]
 - f. Name and contact information of person to be contacted on matters involving this application: [Redacted]

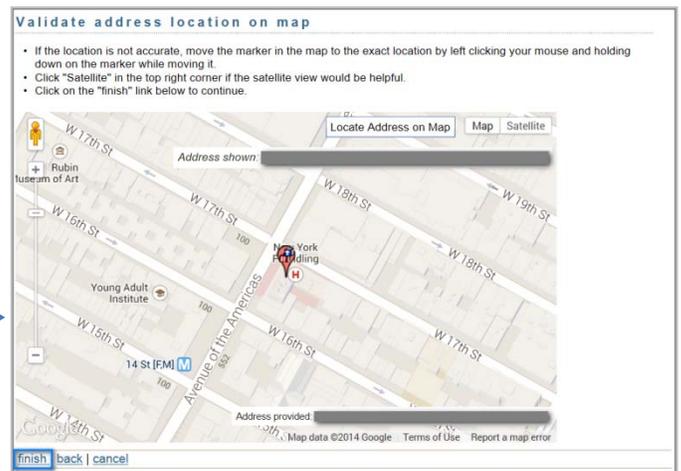


The 'Edit Address' screen prompts the user to enter address details. A blue arrow points from the 'edit location' link in the previous screen to the 'continue' button.



This screenshot shows an error message: "Errors found: The street number in the input address was not valid." It instructs the user to correct the errors and click "continue". A blue arrow points from the 'continue' button in the previous screen to this one.

Final step in location process: 



The 'Validate address location on map' screen shows a Google Map of New York City. A red pin is placed on the map. The address shown is "14 St (FM) Avenue of the Americas". A blue arrow points from the 'continue without standardizing address' button in the previous screen to this one.

1.10. Documents Tab

The documents tab provides folders for all the materials you are required to upload.

- View and download documents in regular or edit mode.
- Upload documents in edit mode only.

Document tab in edit mode

Open or close all folders or download all documents by using the appropriate links at the top of the table.

To upload a document:

- Select the Upload New Document icon () in the appropriate row.
- On the Upload application page, browse for the document to upload and provide a description of the file.

Document upload page

- Click **Upload** to upload the document and return to the documents tab or **Cancel** to return to the documents tab without uploading.

Once a document is uploaded, it will appear in the table and the Upload New Document icon will be replaced with the Edit Document icon ().

Documents tab with sample document uploaded

Open and close individual folders by using the ▶/▼ (i.e., Open/Close Folder icons).

Click the  (i.e., the edit icon) to move to a screen where you can edit the document, replace it with another document, or delete it using the appropriate buttons under the Action menu.

Edit Document screen

Step 9. Upload all required documents.

1.11. Reports Tab

The Reports tab allows you to download all reports that are available on any of the other tabs in the application.

The certifications and assurances are not available on the reports tab. They can be downloaded at the bottom of the SF424 tab.

Reports tab

Report	PDF	Excel
Program Schedule	 Download	 Download
Budget Categories	 Download	
Budget Summary	 Download	
Budget Details		 Download
Admin Costs	 Download	
Other Funding	 Download	
Application Summary Items	 Download	
Application Documents	 Download	
Warnings/ Errors	 Download	

Save Save and Stop Editing Cancel

1.12. Correspondence Tab

The correspondence tab allows users to communicate with program staff. All messages and attachments will become part of the final application. Sending correspondence sends and email to all recipients. Messages are also viewable within HSES. Note that attachments are listed in the email, but can only be downloaded through HSES.

Correspondence tab

To compose a message, click **Add Correspondence**. Use the check boxes to select relevant program staff. To include other recipients, check “Other(s)” and add email addresses separated by semicolons. Click **Send** to send and **Cancel** to discard any changes and return to the previous screen.

Add Correspondence screen

To attach a file, click Add Attachment. On the next screen, use **Browse...** to select a file, **Upload** to upload the attachments, or **Cancel** to discard any changes and return to the previous screen.

Upload screen

2. Submitting an Application

Step 10. Submit Application

Once you are ready to submit an application (or amendment application), you may click on **submit** under “actions”

Application main page with submit active

Application
FY 2014 Funding Increase
GABI
Award Actions
Sequestration

Fiscal Year: 2015 Budget Period: 07CH7044-11: 11/01/2014-10/31/2015 Project Period: **Indefinite** Annual Funding Month: **November**

Applications Application Guide

Type	Dates	Application Status	Proposed Funding	Actions
Amendment 3: Budget Revision		Started by Grantee	▶ Federal Total: \$0 • Non-Federal Total: 0% \$0	<ul style="list-style-type: none"> • view • submit
Amendment 2: Change in Scope		Started by Grantee	▶ Federal Total: \$0 • Non-Federal Total: 0% \$0	<ul style="list-style-type: none"> • view • submit
Amendment 1: Carryover Request		Started by Grantee	▶ Federal Total: \$0 • Non-Federal Total: 0% \$0	<ul style="list-style-type: none"> • view • submit
Non-Competing Continuation	• Due: 08/03/2014	Started by Grantee	▶ Federal Total: \$0 • Non-Federal Total: 0% \$0	<ul style="list-style-type: none"> • view • submit

Clicking submit will take you to the submit application page (below). On this page you will see a high level budget summary and a summary of any warnings that have not been addressed. To submit the page to the regional office, click **Submit Application**. To return to the previous screen without submitting, click **Cancel**.

Submit application page

Office of Head Start / Head Start Enterprise System
hsprograms.webapp-14.08-SNAPSHOT-29013-20
logout

HOME
MANAGE USERS
INSTRUCTIONS
FEEDBACK

/submit application to Regional Office

11/01/2014-10/31/2015 | Non-Competing Continuation Application

Program Type	Funded Enrollment	Federal			Non-Federal Share	Non-Federal Percentage	Total Budget
		Program Operations	TTA	Total			
Head Start		\$0	\$0	\$0	\$0	0%	\$0
Early Head Start		\$0	\$0	\$0		0%	\$0
Total	0	\$0	\$0	\$0	\$0	0%	\$0

Warnings / Errors [Hide Details](#)

000 - Head Start - Omaha Public Schools			
Severity	Section	Item	Validation
Warning	Budget	Fringe Benefits: 1. Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SU)	The agency has not entered an amount for the required fringe benefits (Social Security, State Disability, Unemployment, Worker's Compensation).

By submitting this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

Authorized Representative: Name:

Title:

Phone Number:

Email:

Once the application has been submitted, the status on the application main page will update to “Submitted to Regional Office” and the only option available under “Actions” is to **view**.

3. Adding an Amendment

3.1. Application Main Page

From the application main page you can add various types of amendments to the application. To add an amendment, click the **Add Amendment** button below the Applications table.

Application Main Page showing Add Amendment button

Office of Head Start / Head Start Enterprise System | hsprograms-webapp-14.06- SNAPSHOT-27868-20140422- | logout

HOME INSTRUCTIONS FEEDBACK

Home Contacts Programs Centers Facilities Enrollment DRS Financials PIR Reviews Documents

Application FY 2014 Funding Increase GABI Award Actions Sequestration

Fiscal Year: 2014 Budget Period: 09/01/2014-08/31/2015 Project Period: Indefinite Annual Funding Month: September

Applications [Application Guide](#)

Type	Dates	Application Status	Proposed Funding	Actions
Non-Competing Continuation	• Due: 06/03/2014	Started by Grantee	▶ Federal Total: \$6,557,617 • Non-Federal Total: 13.78% \$1,047,882	• view

Add Amendment

Once an amendment has been added, it may be viewed from the application main page by selecting **View** under the “Actions” column.

Application FY 2014 Funding Increase GABI Award Actions Sequestration

Fiscal Year: 2014 Budget Period: 09/01/2014-08/31/2015 Project Period: Indefinite Annual Funding Month: September

Applications [Application Guide](#)

Type	Dates	Application Status	Proposed Funding	Actions
Amendment 1: Change in Scope		Started by Grantee	▶ Federal Total: \$0 • Non-Federal Total: 0% \$0	• view
Non-Competing Continuation	• Due: 06/03/2014	Started by Grantee	▶ Federal Total: \$6,557,617 • Non-Federal Total: 13.78% \$1,047,882	• view

Add Amendment

3.1.1. Select Amendment Type

Doing this takes you to the Select Amendment Type page. Use the radio buttons under “Type” to select the type of amendment you wish to add and click the **Continue** button to proceed with the amendment or **Cancel** to return to the application main page without creating an amendment.

Links in the “References” column open new tabs in your browser with additional information.

Select Amendment Type page

Select Amendment Application Type		
Type	Description of Request	References
<input type="radio"/> Change in Scope	Conversion	HS Act - Sec. 640(f)(2)(B) ; Sec. 645 (a)(4-5) PI - ACF-PI-HS-09-01, 02
	Enrollment reduction	HS Act - Sec. 640(g)(3)
	Add or remove program option	HS Regulation - 45 C.F.R. 1306.31 - 32, 1306.34-37 PI - ACF-PI-HS-10-04
	Other programmatic change	<ul style="list-style-type: none"> • Post Award Changes • 1301.33 - Delegation of Program Operations
<input type="radio"/> Supplement	Request for additional financial support	Application and Grant Award Process Narrative
<input type="radio"/> Budget Revision	Changes in the line item budget that supports program operations	Post Award Changes
<input type="radio"/> Carryover Request	Request prior approval for carryover of unobligated funds	Carryover of Unobligated Balance

3.2. Initial Amendment page overview

On the initial amendment page, you can start amendments (under “Program”).

Initial view of amendment page

Office of Head Start / Head Start Enterprise System
hsprograms-webapp-14.08-SNAPSHOT-29336-20140801
logout

HOME
INSTRUCTIONS
FEEDBACK

/Grant Application

| Change in Scope

Back
Edit

Summary
Budget
Other Funding
SF424A
SF424
Documents
Reports
Correspondence

Summary

Program Type	Funded Enrollment	Federal			Non-Federal Share	Non-Federal Percentage	Total Budget
		Program Operations	TTA	Total			
Head Start		\$0	\$0	\$0		0%	\$0

Status History

Date	Status	User	Comments
08/01/2014 11:04 AM, EST	Started by Grantee		

Programs

Head Start						
Program Number	Program Name	Status	Status Date	Funded Enrollment	Proposed Funding	Actions
000		Started by Grantee	08/01/2014	0	▶ Federal Total: \$0 • Non-Federal Total:	• view
003		Not Started		0	▶ Federal Total: \$0 • Non-Federal Total:	• start • assign to delegate • exclude
006		Not Started		0	▶ Federal Total: \$0 • Non-Federal Total:	• start • assign to delegate • exclude

3.2.1. Starting an Amendment Application

To start an application, select **start** under “Actions”. You will be taken to the next page for confirmation.

Start Application Confirmation Page

Office of Head Start / Head Start Enterprise System | hsprograms-webapp-14.06-SNAPSHOT-27868-20140422-1 | logout

HOME INSTRUCTIONS FEEDBACK

/Amendment 3: Carryover Request / Start Application

Amendment 3: 09/01/2014-08/31/2015 | Carryover Request Application

000 - Head Start -

Are you sure you would like to create a new application?

Create New Application Cancel

Click **Create New Application** to confirm, or click **Cancel** to return to the previous page without creating the new application.

View program application page

Office of Head Start / Head Start Enterprise System | hsprograms-webapp-14.06-SNAPSHOT-27868-20140422-1 | logout

HOME INSTRUCTIONS FEEDBACK

/Amendment 3: Carryover Request / View Program Application

Head Start | 09/01/2014-08/31/2015 | Carryover Request

Back Edit

Summary Service Area Budget Other Funding SF424A Reports

Summary

Program Type	Federal			Non-Federal Share	Non-Federal Percentage	Total Budget
	Program Operations	TTA	Total			
Head Start	\$0	\$0	\$0		0%	\$0

Warnings / Errors

Severity	Section	Item	Validation
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4. Viewing an in-process Application

Once an application has been started, it can be viewed from the Application main page by clicking **view** under “Actions”.

Applications				Application Guide
Type	Dates	Application Status	Proposed Funding	Actions
Amendment 15: Change in Scope		Started by Grantee	▶ Federal Total: \$0 • Non-Federal Total: 0% \$0	<ul style="list-style-type: none"> view

You will be taken to the main grant application page

Grant application main page

Grant Application
01/01/2015-12/31/2015 | Non-Competing Continuation

Back
Edit

Summary
Program Schedule
Budget
Other Funding
SF424A
SF424
Documents
Reports
Correspondence

Summary

Program Type	Funded Enrollment	Federal			Non-Federal Share	Non-Federal Percentage	Total Budget
		Program Operations	TTA	Total			
Early Head Start		\$94,988	\$1,500	\$96,488	\$19,007	16.46%	\$115,495

Status History

Date	Status	User	Comments
08/14/2014 03:14 PM, EST	Started by Grantee		

Programs

Early Head Start						
Program Number	Program Name	Status	Status Date	Funded Enrollment	Proposed Funding	Actions
200		Started by Grantee • Errors: 2 • Warnings: 2	08/14/2014	0	▶ Federal Total: \$96,488 • Non-Federal Total: \$19,007 Total:	<ul style="list-style-type: none"> view
201		Assigned to Delegate	08/14/2014	0	▶ Federal Total: \$0 • Non-Federal Total:	<ul style="list-style-type: none"> view reassign to grantee exclude
203		Not Started		0	▶ Federal Total: \$0 • Non-Federal Total:	<ul style="list-style-type: none"> start assign to delegate exclude

Warnings / Errors

Grant Application			
Severity	Section	Item	Validation
Warning	Budget	Non-federal share on budget and/or SF424A	The total non-federal share percentage is below 20%.
Warning	Other Funding	Other funding	USDA funds for nutrition services has not been entered.