Grant Application – FAQs

If I started a previous application in GABI and it has not been submitted, how can I access it?

It is available for editing in the new Grant Application. Since it was started as a GABI, it will retain the GABI folders in the Documents tab. To complete the application, pick up where you left off.

We are transitioning to a new Grant Number. Is it possible to carry over the budget details from the previous grant to the new grant?

Yes, the new Grant Application provides the ability to copy your previous budget into a new Grant Number when, for example, your grant transitions from an indefinite to a five year project period, requiring a new Grant Number upon award.

What are the types of Grant Applications?

For each budget period, there is one type of Application, similar to the GABI Basic Application. It is either:

- **Non-Competitive New (NCN)** – when the Grant Number is changing in the new budget period, or

- **Non-Competitive Continuation (NCC)** – when the Grant Number is not changing in the new budget period.

Where is the Supplemental application?

There is no longer a separate Supplemental application. Supplemental funding is handled via Amendments.

What are Amendments?

Amendments are required for all funding and program changes that require a new Notice of Award (NoA). In the new grant application module, ALL amendments must be submitted through HSES. Amendments include Change in Scope (i.e. enrollment reductions, add or remove program option, etc); Supplement; Budget Revision; and Carryover Request.

Instead of creating a Supplemental application, grantees add an Amendment, and select “Supplement” as the Amendment type.

How do I copy data from a previous application to a new application?

After choosing the application type you need in the Applications table, you will click the appropriate “view” link in the Actions column to begin the application. You will be directed 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.

How do I reset the values to zero?

Entering Edit mode on the Program Schedule or Budget tab removes the “Reports” menu, which is replaced with the “Actions” menu. You can use this menu to reset the values to zero.

In Edit mode, will the Actions “reset values to zero” or “copy previous application” apply to the whole application?

No, both actions only apply to the current tab, such as the Program Schedule tab or the Budget tab.

How do I roll up the Head Start, Early Head Start, and delegate applications for submission?

The new Grant Application eliminates the need to roll up these applications – consolidation automatically occurs.

How do I view the roll-up of the Head Start, Early Head Start, and delegate applications?

You can view the roll-up application by clicking on the Budget tab when in the grantee level view. Once in the roll-up budget view, you can quickly toggle between grant, program, and delegate levels and line items.

Do we still need a hard-copy signature now that an electronic signature is available?

No, the electronic signatures eliminate the need for hard copy signatures and mailings. See PI ACF-PI-HS-14-03.

Where is the Key Features tab?

The Key Features tab was retired with GABI.

Where do we enter or view data on the USDA Funds for Nutrition Services?

The Other Funding line item “USDA Funds for Nutrition Services” has been renamed “Child and Adult Care Food Program (CACFP) Funds”. In GABI Applications moved to the Grant Application, it is listed under the new name.

Can I still view a previous GABI?

Yes, previous GABI Applications have been copied into the Grant Application. You can view a previous GABI by changing the Fiscal Year or Budget Period drop-down on the main application page. The history in the Grant Application tab goes back to FY2010, as applicable for the Grant. Additionally, the GABI tab is still available to view previous GABIs, for a limited time.

Why are warnings and errors not displaying in the Summary tab?

Warnings and Errors will not show on the Summary tab for older Applications from GABI, unless they are returned to the Grantee and edited. Warnings and errors show under their specific data entry tabs when viewing these older Applications.

Where do we enter the functional allocations?

The need to split personnel costs into functional areas has been removed for all staff except administrative personnel. The administrative allocation can be entered in the **Admin Allocation** field for each budget line item. Removal of the other Functional Allocations expedites the application process.

How do the SF-424A and SF-424 already contain data?

A new feature is the pre-population of data in tabs via the completion of previous tabs.

Where can I find the instructions for the SF-424A and SF-424?

Click on the  (i.e. “Help” buttons) to view instructions for the SF-424A and SF-424.

Some of our personnel are not listed in any of the line items; how do we enter these personnel?

In the new Grant Application, you can add or delete rows/additional line items by selecting “**Add**” or “**Delete**” in the appropriate tables. Use this function to add other personnel.

What are the new PDF and Excel downloads which are found throughout the tabs?

New PDF and Excel reports can be found throughout the module, and these correspond to the tab you are viewing. All of these reports are compiled for your convenience in the Reports tab.

Where is the Detail Report?

It is available as the “Budget Details” report, in spreadsheet form, under the Reports tab.

Where can I find the warnings and errors audit report?

Warnings and errors now appear at the location in the application where the issue is found. There is also a roll-up of all warnings and errors on the Summary tab.

Will I be able to submit the Grant Application with an error?

While most validations haven’t changed, when errors are present, such as dollar amounts that do not add up, corrections must be made before submission.

What is Correspondence and how should we use it?

An exciting new feature is the Correspondence tab, providing a place for interactive communication between the Grantee and Regional Office specific to the Application, with emails to alert recipients of new correspondence. It is used for communications throughout the Grant Application process. Begin by clicking “Add Correspondence.” You can select prepopulated recipient(s) and enter email addresses of others, enter a subject and body, and attach any documents using the “Add Attachment” link. With this new feature, correspondence becomes part of the official grant file.