

**Duluth Public Schools / Duluth Head Start
Governing Board (School Board) Annual Training
Presented to the Education Committee
March 11, 2014**

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Duluth Head Start



Serving preschool children and their families in Duluth since 1964.

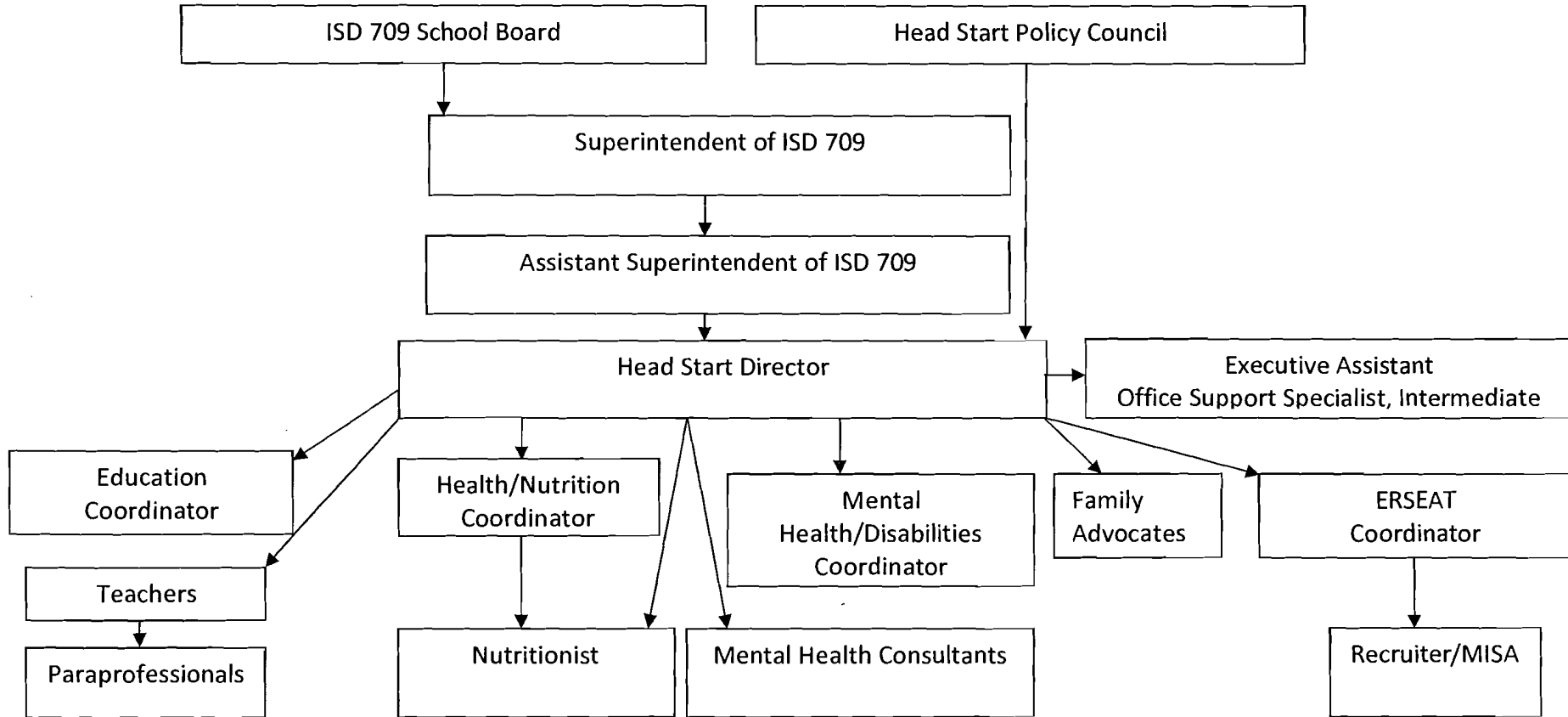
Duluth Head Start Mission

- * The mission of Duluth Head Start is to serve income eligible preschool children and their families. These services include opportunities to enhance social and cognitive skills, increase health and wellness and build upon family strengths.

Duluth Head Start Locations

- * Barnes Early Childhood Center (1)
- * Laura MacArthur Elementary School (2)
- * Myers-Wilkins Elementary School (2)
- * Piedmont Elementary School (1)
- * Stowe Elementary School (1)
- * Spirit Valley YWCA Childcare Center (EHS and Pre-k)
- * Washington Center (EHS and Pre-K)

Duluth Head Start Organizational Chart

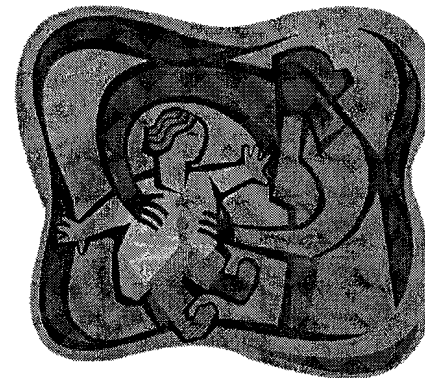
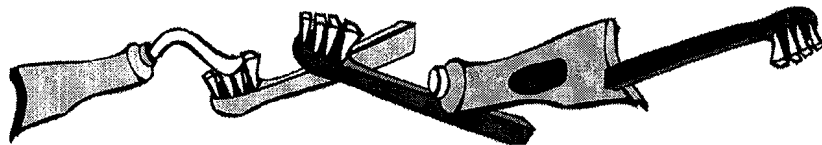


Funding Sources

- * Federal grants fund our classrooms throughout the city serving 3 and 4 year olds.
- * State grants fund our collaboration with the YWCA Childcare Center and Families in Transition serving families experiencing homelessness.

Comprehensive Services

- * Health
- * Nutrition
- * Education
- * Mental Health
- * Disabilities
- * Family Advocacy
- * Parent Engagement



Eligibility

* 2014 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA

* Persons in family/household	Poverty guideline
* 1	\$11,670
* 2	15,730
* 3	19,790
* 4	23,850
* 5	27,910
* 6	31,970
* 7	36,030
* 8	40,090

* For families/households with more than 8 persons, add \$4,060 for each additional person.

Enrollment Requirements

- * Families interested in Head Start complete enrollment paperwork with a Head Start staff person.
- * Families provide proof of income, take their child to the doctor and the dentist for a check-up and any immunizations needed.
- * Finding a doctor or dentist is sometimes hard to do. Head Start staff will assist parents with finding a family doctor and dentist.

Curriculum



- * Opening the World of Learning-A literacy rich curriculum used in all Federal Head Start classrooms.



- * Second Step-Supports social-emotional growth by helping children identify and manage feelings, learn to be with others and solve problems.



- * Strategies from SEEDS of Early Literacy and Action Based Learning (connecting, brain, movement & learning) are embedded into the day.

Duluth Head Start School Readiness Goals: Preschool

Domain	Goals
Physical Development and Health	<p>Children will develop and demonstrate healthy and safe habits.</p> <p>Children will develop and demonstrate gross and fine motor control that enables them to participate in physical activities.</p>
Social and Emotional Development	<p>Children will develop and demonstrate the ability to form close relationships with other people, express and manage emotions, and explore new environments.</p>
Language and Literacy	<p>Children will develop and demonstrate expressive and receptive language skills to communicate with others and in order to meet their needs.</p> <p>Children will develop and demonstrate awareness and the skills necessary to talk, read and write.</p> <p>Children who are dual language learners will develop and demonstrate increasing skills in their home language while acquiring beginning proficiency in English Language Learning.</p>
Cognition and General Knowledge	<p>Children will develop and demonstrate increasing knowledge and skills in the areas of math, science and social studies.</p> <p>Children will develop and demonstrate an increasing ability to use logic and reasoning to solve problems.</p>
Approaches to Learning	<p>Children will develop and demonstrate the ability to express themselves through creative art forms.</p> <p>Children will develop and demonstrate the ability to cooperate, attend, and persist in learning activities.</p>

Duluth Head Start School Readiness Goals: Early Head Start

Domain	Goals
Physical Development and Health	Children will develop physical and motor skills to support general health, safety and well-being.
Social and Emotional Development	Children will develop trust and demonstrate the ability to form close relationships with other people, express and manage emotions, and explore new environments.
Language and Literacy	Children will develop and demonstrate emerging expressive and receptive language skills in to communicate with others and in order to meet their needs. Children will develop and demonstrate an interest in pre-literacy activities such as books, photos, music, rhymes, and nursery games.
Cognition and General Knowledge	Children will develop and demonstrate new skills, knowledge and the ability to acquire and process new information through play and interaction with others and the environment.
Approaches to Learning	Children will develop and demonstrate interest and curiosity in their surroundings through exploration, discovery, imitation and symbolic play.

Screening & Assessment

- * **Social Emotional Screening**: during initial home visit
- * **Health & Developmental Screening**: within first 45 days of enrollment
- * **On-going assessment** : through various means; documented observation, child interview, direct assessment, parent input, work samples
- * **Outcomes**: are reported 3 times/year
- * **Curriculum is individualized** : (increasing or modifying the degree of challenge, or adapting the environment) accordingly to make the Early Head Start and Head Start programs relevant and meaningful for every child.

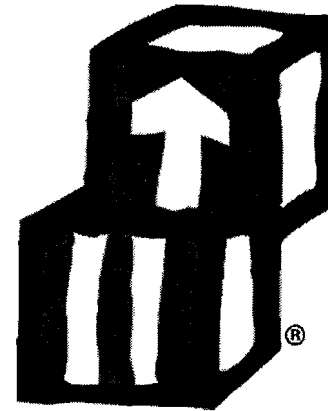
Parent Engagement

- * Home Visits
- * Conferences
- * Policy Council
- * Parent/Family Events
- * Community Involvement
- * Ensuring regular attendance
- * Supporting healthy child development



For more information:

- * Duluth Head Start
2102 N. Blackman Ave.
Duluth, MN 55811
Phone: 218-336-8815
Fax: 218-336-8819



- * Online @ <http://www.duluth.k12.mn.us>

Duluth Head Start Shared Decision-Making

- Both entities, the School Board and the Policy Council, understand and respect their unique and specific roles and responsibilities in providing a high quality Head Start program
- The Policy Council understands the authority that the School Board has in making decisions, setting policy and overseeing the fiscal and legal aspects of any program or service of the Duluth Public Schools
- The School Board understands the role that the Policy Council has in the administration of the Duluth Head Start program
- Policies and procedures developed and implemented by the School Board that affect Head Start staffing and services will be shared with Policy Council. The same will occur regarding policies and procedures that are developed and implemented specific to Head Start- these will be shared with the School Board
- If at any time there is a need for the 2 parties to meet, that will be scheduled through School Board Committees or and invitation to a Policy Council meeting
- If needed, the Impasse Policy will be utilized to resolve any issues that my arise

Duluth Head Start Policy Council Training

What is Policy Council?

- Policy Council is a committee of parents and community representative who meet regularly to help establish policies and make suggestions about program operations. This group works closely with the Head Start Director and staff.
- The committee recommends policies based on input from the parent committees at each site, childcare center, and Families in Transition
- Members are elected for one (1) term, and can serve up to an additional two (2) terms (or 3 years total)
- Any parent is welcome to attend a Policy council meeting, but only elected representative may vote. If a representative is absent, their elected alternate may vote in their place
- Meetings are held monthly at Barnes Early Childhood Center, located in Lowell School, from 6-8 p.m. A light supper and childcare are provided. Transportation is provided to those who need it

What are the responsibilities of the Policy Council?

- Members serve as a link between parent committees. They share ideas, community resources, and concerns of all our parents. They report on Policy Council meetings during parent committee meetings.
- The PC shares some joint responsibilities and governance with the Duluth School Board
- Approve program operating plans and fiscal administration and be advised of any changes while the program is in operation
- Establish and review criteria for enrolling children into Head Start
- Assist with the interviewing and selection of applicants for Head Start staff positions
- Initiate suggestions and ideas for program improvement
- Members act as spokesperson for Head Start in the Duluth community

DULUTH HEAD START POLICY COUNCIL REPRESENTATIVES

Policy Council Representative Roles and Responsibilities:

- Attend Policy Council Meetings, participate in discussions, and **vote** on action items
- Attend Parent Meetings and service as a **link to the parents** you represent
- Along with your alternate, bring **requests, questions, and issues** from the Parent Meetings to Policy Council to be addressed
- Report on **Policy Council and Committee activity** at Parent Meetings
- **Participate fully** in other Policy Council activities
- Establish ways to **keep in communication** with the parents you represent.

The **purpose** of the Duluth Head Start Policy Council is to work in partnership with key management staff and the governing body to **develop, review, and approve or disapprove** the following policies and procedures:

- All **funding applications** and amendments to funding applications for Head Start before the applications are submitted
- Procedures describing how the governing body (School Board) and the Policy Council will implement **shared decision making**
- Procedures for **program planning** that include the program's philosophy and long-and short-range program goals and objective
- The **composition of the Policy Council** and the procedures by which members are chosen
- Criteria for defining **recruitment, selection, and enrollment priorities**
- The **annual Self-Assessment** of the grantee's progress
- Program **personnel policies** and subsequent changes to those policies, including standards of conduct for program staff, consultants and volunteers
- **Decisions to hire or terminate** the Head Start Director and any person who works primarily for Head Start

DULUTH HEAD START POLICY COUNCIL ALTERNATES

Policy Council Representative Roles and Responsibilities

- Attend Policy Council Meetings and participate in discussions
- Replace your representative as a voting member when **the representative is unable to attend** a Policy Council meeting
- Attend Parent Meetings and serve as a **link to the parents** you represent
- Along with your representative, bring **requests, questions, and issues** from the Parent Meetings to the Policy Council to be addressed
- Report on **Policy Council and Committee activity** at Parent Meetings
- Participate in Policy Council **activities** when needed
- Establish ways to **keep in communication** with parents you represent

The **purpose** of the Duluth Head Start Policy Council is to work in partnership with key management staff and the governing body to **develop, review, and approve or disapprove** the following policies and procedures:

- **All funding applications** and amendments to funding applications for Head Start before the applications are submitted
- Procedures describing how the governing board (School Board) and the Policy Council will implement **shared decision making**
- Procedures for **program planning** that include the program's philosophy and long-and short-range program goals and objective
- The **composition of the Policy Council** and the procedures by which members are chosen
- Criteria for defining **recruitment, selection, and enrollment priorities**
- The **annual Self-Assessment** of the grantee's progress
- Program **personnel policies** and subsequent changes to those policies, including standard of conduct for program staff, consultants and volunteers
- **Decisions to hire or terminate** the Head Start Director and any person who works primarily for Head Start

Duluth Head Start Internal Dispute Resolution (Impasse Policy)

The purpose of this dispute resolution is to establish a procedure for reaching solutions for disagreements between the School Board and the Duluth Head Start Policy Council. This policy is required by the Federal Head Start Performance Standards. The Policy Council has the authority to share certain governance functions with the (Governing Board-School Board) as they relate to the administration of Head Start. The Policy Council works in partnerships with the Head Start Director who, in turn, works with the Administrative staff of the School District (Head Start Grantee).

The procedure for resolving internal disputes between the Duluth School Board and the Duluth Head Start Policy Council is as follows:

1. A meeting will be arranged between the Executive Committee of the Policy Council, the Head Start Director and the Superintendent of Schools and/or the Director of School Operations. The difference will be discussed and, if possible, a resolution reached. If so, the resolution will be shared by the Superintendent to the School Board and by the Executive Committee to the Policy Council.
2. If no resolution is reached, the Policy Council Executive Committee may request time on the School Board agenda or at the appropriate School Board Committee meetings to share their point of view and seek resolution. Any resolution must meet Federal Head Start regulations as well as any School District, state or local laws.
3. If there is still no resolution, assistance will be sought from the Regional Office of Head Start. A meeting or conference call would be arranged and discussion will continue until a resolution is reached.

Duluth Head Start COMMUNITY COMPLAINT PROCEDURE

The following procedure will be followed to resolve parent or community complaints about the Head Start program.

Once a complaint has been made, the Director of School Operations and the Head Start Director will discuss the complaint and appropriate response. The following steps may be taken depending on the nature of the complaint:

1. If the complaint is about a particular staff person, that person will be contacted and the complaint will be discussed
2. If the complaint is about a particular site or program option, the Head Start Director will share the complaint with appropriate staff, the Parent Committee and Policy Council
3. If the complaint is about program policies or services, the Director will share the complaint with appropriate staff, Policy Council and School District staff

All complaints will be address within a reasonable time frame. Confidentiality will be maintained at all times. The School Board and the Policy Council are committed to resolving all issues in good faith and respect.

ACF-PI-HS-14-01 FY 2014 Head Start Funding Increase

Office of Head Start [no-reply@hsicc.org]

Sent: Monday, February 10, 2014 3:50 PM**To:** Pamela M Rees[View the web version](#)[Registration](#) | [Login](#)

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-14-01	2. Issuance Date: 02/10/2014
	3. Originating Office: Office of Head Start	
	4. Key Words: Fiscal Year 2014 Funding Increase; Appropriations; COLA; Sequestration	

PROGRAM INSTRUCTION**TO:** Head Start and Early Head Start Grantees and Delegate Agencies**SUBJECT:** FY 2014 Head Start Funding Increase**INSTRUCTION:**

President Obama signed the Consolidated Appropriations Act of 2014 on January 17, 2014. This Act includes \$8,598,095,000 for programs under the Head Start Act, representing an increase of approximately \$1.025 billion over the fiscal year (FY) 2013 funding level.

The approximately \$1.025 billion increase restores the 5.27 percent reduction from sequestration and provides all grantees with a 1.3 percent cost-of-living adjustment (COLA). The FY 2014 funding level also includes \$500 million for expansion through the Early Head Start-Child Care (EHS-CC) Partnership to support communities in expanding high-quality early learning and development opportunities for infants and toddlers.

This Program Instruction provides information about the additional funds that are available to Head Start and Early Head Start grantees in FY 2014 and describes the requirements for applying for the portion of these funds that are available for restoring operational funds reduced by sequestration and providing the COLA. The Administration for Children and Families (ACF) is developing a separate announcement about the EHS-CC Partnership funds and will be providing more information in the coming weeks about how to apply for these funds.

Grantees that already received partial funding for FY 2014 are eligible to receive a supplemental award to reflect the increased appropriation. Grantees that successfully competed for funds and received reduced awards due to sequestration are also eligible to receive these increases. All grantees are required to request these funds through a grant application.

Restoring Sequestration

The FY 2014 appropriation restores the 5.27 percent reduction grantees received in FY 2013 due to sequestration. The expectation is that grantees will use these funds to restore the number of funded enrollment slots, the number of days or weeks in the program year, or the other cuts programs made to absorb the reduction. If there are any circumstances that make full restoration of services or slots challenging, grantees should work with their Regional Office.

FY 2014 Cost-of-Living Adjustment (COLA)

Each grantee may apply for a COLA increase of 1.3 percent of the FY 2012 base funding level. Base funding excludes training and technical assistance funds and any one-time funding grantees may have received in FY 2012. COLA funds are to be used to increase staff salaries and fringe benefits and to pay for higher operating costs.

Programs that use COLA funds to increase staff salaries should increase the hourly rate of pay and permanently increase the Head Start pay scale rather than only increase the salaries of current employees. Sections 653 and 640(j) of the Head Start Act provide further guidance on the uses and limitations of the COLA funds. Section 653 of the Act restricts compensation to a Head Start employee that is higher than the average rate of compensation paid for substantially comparable services in the area where the program is operating. Section 640(j) of the Act requires that the compensation of Head Start employees must be improved regardless of whether the agency has the ability to improve the compensation of staff employed by the agency that do not provide Head Start services.

Each grantee, as specified in 45 CFR 1301.31, is required to have personnel policies that specify salary rates and fringe benefits. Any grantee proposing differential COLA increases to staff or delegates must justify its rationale in its budget narrative.

Application Requirements

Grantees must submit a grant application or application amendment in the Head Start Enterprise System (HSES) that includes the Grant Application Budget Instrument (GABI), SF-424 Application for Federal Assistance, board and Policy Council approvals, program narrative, and budget narrative. Information on the increased amount of funds available to your agency for the restoration of operational funds reduced by sequestration and for the COLA will be available in HSES. Due dates for amended applications will also be available in HSES. Grantees that may need an extension of the due date for their grant application should contact their Regional Office.

As always, grantees encountering one-time needs, especially related to health and safety concerns, should contact their Regional Office throughout the year.

Please direct any questions regarding this Program Instruction to your Regional Office.

Thank you for your work on behalf of children and families.

/ Ann Linehan /

Ann Linehan
Acting Director
Office of Head Start

Office of Head Start (OHS) | 1250 Maryland Avenue, SW | 8th Floor Portals Building | Washington, DC 20024
<http://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | Contact Us

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Please do not reply to this email. Contact customer service for additional support.

Head Start Five Year Grant Eligibility - Action Required

Office of Head Start [no-reply@hsesinfo.org]

Sent: Monday, February 24, 2014 4:43 PM

To: Pamela M Rees

Office of Head Start | 8th Floor Portals Building, 1250 Maryland Ave, SW, Washington DC 20447 | eclkc.ohs.acf.hhs.gov

*- last review
- No funding
- Continued service
5 yr. grant
cycles*

Important Action Required:

Please click the link below to acknowledge receipt of this notification:
https://hses.ohs.acf.hhs.gov/hses_notice/502dc55788ad732c37bb58f37e980a90

February 24, 2014

DULUTH PUBLIC SCHOOL DISTRICT #709

2102 N Blackman Avenue
Duluth, MN 55811

Re: Grant No. 05CH5335

Dear Head Start Grantee:

This letter is to inform you the Administration for Children and Families (ACF) determined your program is preliminarily eligible for a non-competitive five year grant award to provide Head Start and/or Early Head Start services. This determination was made based on our review of available data, including the results of your triennial review in fiscal year 2013. ACF finds that none of the conditions under 45 C.F.R. §1307.3 were met by your agency.

The Office of Head Start (OHS) will issue your agency's non-competitive five year grant award on your next annual refunding date.

All indefinite grants are undergoing closeout procedures. Initial instructions for submission of inventories are detailed as an attachment to this notification. Your Regional Office will

communicate additional closeout procedures in advance of the new five year project period start date.

Consistent with 45 C.F.R. §1307.7(c)(2)(ii), should ACF determine that your program has met one of the conditions under 45 C.F.R. §1307.3 prior to the award of the grant, this determination will change and you will receive notice that your organization will be required to compete for funding. Should any of these conditions be met, your agency must report to your Regional Office through the Head Start Enterprise System as described in 45 C.F.R. §1307.4 within 10 working days of occurrence.

Congratulations on your non-competitive designation and thank you for your continued work on behalf of children and families.

Sincerely,
/ Ann Linehan /

Ann Linehan
Acting Director, Office of Head Start

The following contacts at your program received this email:

Authorizing Official: Mr. Thomas Kasper, Chair of School Board ISD# 709

Executive Director: Mr. Bill Gronseth

HS and/or EHS Director(s): Ms. Pamela Rees

Attachment:

Head Start Indefinite Grant Closeout - Inventory Submission Instructions

On December 9, 2011, 45 C.F.R. Part 1307, Policies and Procedures for Designation Renewal of Head Start and Early Head Start Programs¹, became final. This regulation includes a provision that Head Start and Early Head Start grants change from indefinite project periods to five year project periods. All Head Start grants, *regardless of competition status*, are undergoing closeout as indefinite project periods are phased out and five year project periods begin.

The Administration for Children and Families (ACF) requires a comprehensive inventory as part of the Designation Renewal (DRS) process and in advance of the completion of the indefinite project period. (See 45 C.F.R. Part 74.33-35 or 45 C.F.R. Part 92.33(b).) Inventories of Head Start and Early Head Start property, equipment and supplies must be submitted to the responsible awarding agency (ACF). Report all covered property, equipment and supplies used in grantee operations, including property, equipment and supplies in use by contracted service providers and delegate agencies.

Standard Forms SF-428, SF-428S, and SF-429

Use of TANGIBLE PERSONAL PROPERTY REPORT (SF-428) and SUPPLEMENTAL SHEET (SF-428S) and REAL PROPERTY STATUS REPORT (SF-429) for reporting are

strongly encouraged. The forms may be accessed at the following link:
http://www.whitehouse.gov/omb/grants_forms. Inventories submitted using another format must contain all of the required elements of the SF-428 and SF-429 and detailed as noted below:

Inventory of Supplies by Location and Room – SF-428S

Include an inventory of supplies by location and room. Please include items such as classroom furniture and fixtures, desktop and laptop computers and hardware, video and teleconference items, cameras, smart boards, and playground items.

Equipment Inventory – SF-428S

Provide the most recent equipment inventory that was reconciled to your agency's equipment records. (See 45 C.F.R. Part 74.34(f)(3) or 45 C.F.R. Part 92.32(d)(2).) Include a list of all vehicles purchased using Head Start funds, including make, model, year, capacity, and condition of each vehicle.

Submission Instructions

Grantees are to submit the information in the Head Start Enterprise System (HSES) under the "DRS" tab. Organizations determined preliminarily eligible to receive a grant for a five year project period are required to submit the inventories with the funding application package.

If you anticipate not being able to meet the above timeframe or requirements, notify your Regional Grants Management Officer in writing immediately. Please contact your Regional Office with questions.

ECLKC Home > Head Start > Grants > Five Year Grant Periods

Five Year Grant Periods

The Office of Head Start (OHS) is moving from indefinite project periods to definite project periods of five years (60 months) for all Head Start grantees as part of the **Designation Renewal System (DRS)**. The DRS ensures that organizations of the highest quality continue to provide Head Start services and opens the service areas of others to competition. This renewed commitment to quality provides an opportunity to implement changes in OHS funding practices and oversight of Head Start programs.

Five Year Head Start Project Periods (ACF-IM-HS-13-02) - REVISED

Information Memorandum (IM) ACF-IM-HS-13-02 discusses the key elements of five year project periods for all Head Start grantees and how they will strengthen quality services in the program.

Resources for the Conditions for all Five Year Grants

In keeping with the renewed commitment to quality, all Head Start grants have new terms and conditions attached to the Notice of Award (NoA) in the areas of Health and Safety, Governance, School Readiness, and Audit Training.

Grantees who receive a five year project period are asked to refer to their NoA, Attachment 2, for their unique requirements. Each grantee is required to complete these activities. Where required, the results must be submitted to the Regional Office within the identified time frames. Regional Office staff will discuss and validate these conditions and certifications with the grantee.

Health and Safety Screener

The Office of Head Start (OHS) Health and Safety Screener can help organizations identify where they need to make changes and build capacity to ensure children are healthy and safe in their care. Head Start grantees must conduct a screening of the health and safety environment of each center and/or family child care home where services are provided within 45 days of the start of the program or school year, or within 45 calendar days of the start of the five year project period when the five year project period begins during the program or school year.

Certification of Health and Safety Screening

This form may be used to fulfill the OHS requirement that the grantee governing body submit a signed certification of compliance with all applicable health and safety requirements within 75 calendar days of the start of the program or school year, or within 75 calendar days of the start of the five year project period when the five year project period begins during the program or school year. The form must be submitted to OHS in the Head Start Enterprise System (HSES) immediately thereafter.

Governance, Leadership, and Oversight Capacity Screener

This OHS screener reflects the Head Start requirements for program governance to help organizations identify where they need to make changes for quality improvement. It assists programs in building capacity to fulfill Head Start governance responsibilities. The grantee governing body must complete the OHS Governance, Leadership, and Oversight Capacity Screener or another governance and leadership capacity screening within 60 days of the start of the five year project period.

Certification of Governance and Leadership Capacity Screening

This OHS form may be used to fulfill the requirement that the grantee governing body submit a signed certification that the grantee has conducted a governance and leadership capacity screening and, using the results, developed a training plan. The governance and leadership capacity screening certification must be submitted to OHS in HSES within 75 calendar days of the start of the project period.

OHS Approach to School Readiness

Grantees must participate in school readiness progress meetings with OHS. The **Head Start Approach to School Readiness** encompasses three major frameworks that promote an understanding of school readiness for parents and families, infants and toddlers, and preschoolers. The three frameworks provide the foundation for implementing systemic and integrated comprehensive child development services and family engagement efforts that lead to school readiness for young children and families.

A-133 Audit Training Webcast: Understanding the Importance of Your Annual Audit and How the Audit Process Can Strengthen Your Organization

Grantees must participate in this OHS-sponsored single audit webcast within six months of the start of the project period. Board members, fiscal staff, and other agency leaders will gain a greater understanding of the purpose and importance of the annual audit to their Head Start program's fiscal health.

Historical - First Year Conditions for ALL Five Year Grant Awards Webinar (July 19)

The conditions for the first year of all Head Start five year grant awards were the focus of this webinar. Grantees learned about upcoming changes in funding practices and oversight of programs.

[More Resources on Governance from the National Center on Program Management and Fiscal Operations](#)

[More Resources on Health and Safety from the National Center on Health](#)

Five Year Grant Periods. HHS/ACF/OHS. 2013. English.

ECLKC Home > Policy & Regulation > Information Memorandums (IMs) > 2013 > IM 13-02 Five Year Head Start Project Periods - REVISED

Five Year Head Start Project Periods - REVISED

ACF-IM-HS-13-02

ESPAÑOL

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-13-02	2. Issuance Date: 07/01/2013
	3. Originating Office: Office of Head Start	
	4. Key Words: Designation Renewal; 45 CFR § 1307.7(a)(1); Project Periods; Funding	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: Five Year Head Start Project Periods

INFORMATION

The Office of Head Start (OHS) is moving from indefinite project periods to five year project periods for all Head Start grantees. This requires changes in OHS funding practices and oversight of Head Start programs. Changes in oversight will include improved communication between federal staff and grantees, as well as ongoing analysis of data to determine the type of support needed by grantees. The main purpose of improved oversight is to assure the quality of program services, the effectiveness of management systems, and the achievement of outcomes for children, families, and communities.

Key elements of the five year Head Start project periods are described below.

Funding Guidance

Grantees who are eligible for a non-competitive five year grant will receive a detailed funding guidance letter issued by their Regional Office six months prior to their refunding date. Grant applications will be due to the Regional Office three months prior to the start of the new project period. Grantees will be required to describe the program approach, define anticipated outcomes, and include measures of program progress throughout the five year period. Proposed changes in scope (i.e., program approach, service options, funded enrollment) should be discussed in advance with your assigned program specialist to ensure your application is complete.

Application criteria in years two through five of the project period will focus on grantee progress toward goals, outcomes, and intended impacts defined in either the year one or the competitive application. Grantees will be expected to use program data to analyze and report on their progress. Grantee requests to change or update their program approach must be supported by program data. Throughout the five year project period and at the end of a five year project period, grantees will be expected to provide evidence of the program's cumulative impact on the children, families, and communities served.

Additional Post-Award Requirements

The following requirements will be conditions for all five year grants on the Notice of Award (NoA). Each grantee will complete the activities outlined below and, where required, submit the results to their Regional Office within the identified timeframes. Regional Office staff will discuss and validate these conditions/certifications during annual site visits.

Governance

- The grantee governing body must conduct a governance and leadership capacity screening within 60 calendar days of the start of the project period.
- The governing body must certify that the governance and leadership capacity screening was conducted and a training plan was developed. The certification must be submitted to OHS in the Head Start Enterprise System (HSES) within 75 calendar days of the start of the project period.

Health and Safety

- Each grantee must complete a screening of the health and safety environment of each center and/or family child care home where services are provided within 45 calendar days of the start of the program/school year, or within 45 calendar days of the start of the five year project period when the five year project period begins during the program/school year.
- The grantee governing body must submit to OHS the signed certification of compliance with all applicable health and safety requirements within 75 calendar days of the start of the program or school year, or within 75 calendar days of the start of the five year project period when the five year project period begins during the program or school year. The form must be submitted to OHS in HSES immediately thereafter.

School Readiness

- Grantee must participate in individual school readiness progress meetings with the OHS Regional Office.

Audit Webinar

- Grantee must participate in an OHS-sponsored single audit webinar within six months of the start of the project period.

OHS expects grantees to provide high-quality, comprehensive services to children and families. The OHS training and technical assistance (T/TA) network is available to help programs succeed in achieving these outcomes.

Grantees are reminded that OHS retains the authority to determine whether Head Start agencies meet standards with respect to program, administrative, financial management, and other requirements. Serious violations by any grantee of these requirements can result in a suspension or termination of a grant.

OHS believes that the five year awards and the conditions, oversight, and training and technical assistance described above will strengthen the quality of services. OHS fully expects grantees to achieve the greatest outcomes through the provision of high quality, comprehensive services to children and families. High quality begins with assuring that every child receives services in an environment that is healthy and safe. It is incumbent on the governing body to assure that systems are in place and ongoing monitoring occurs so that the health and safety of children are never compromised.

Please direct any questions on this Information Memorandum to your Office of Head Start Regional Office.

/ Yvette Sanchez Fuentes /

Yvette Sanchez Fuentes
Director
Office of Head Start

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See PDF Version of Information Memorandum:

Five Year Head Start Project Periods - REVISION [PDF, 81KB]

Five Year Head Start Project Periods - REVISION. ACF-IM-HS-13-02. HHS/ACF/OHS. 2013. English.

Required Viewers: 

PRELIMINARY FEDERAL HEAD START BUDGET FOR 2014-2015

BASE GRANT (THIS YEAR)	\$1,781,553.
RESTORED SEQUESTRATION AMOUNT	\$99,111.
TRAINING AND TECHNICAL ASSISTANCE	\$28,958.
COLA OF 1.3% WE CAN APPLY FOR	\$24,449.
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TOTAL GRANT	\$1,934,071.

255 children (adds 32 children and families)
128 days
3.5 hour sessions back to back
4 days a week (M-TH)
5 sites
8 classrooms (adds back 1 classroom, location TBD)

100% of their time and pay

8 teachers (adds 1 teacher)
8 paras (cuts 7 part-time paras, adds 1 full-time para and 1 more due to retirement)
4 family advocates (adds family advocate hours for restored classroom)

80% of their time and pay

4 coordinators
2 administrative assistants
1 recruiter
1 director

Eliminating 7 part-time paras (\$81,666.) allows us to add back the 32 children and families cut due to SEQUESTRATION while maintaining quality programming. We will add extra hourly help as we can afford them to support our classroom staff.

Please note this has been recommended by the Head Start Planning Team and reviewed by the Head Start Policy Council at their March 4th meeting.

PRELIMINARY STATE HEAD START BUDGET FOR 2014-2015

STATE HEAD START GRANT TOTAL **\$395,273.**

CURRENTLY FUNDED OPTION #1

Childcare Collaboration with the YWCA of Duluth (provides the full range Head Start services to families enrolled at the YWCA Childcare Center)

21 children-infants/toddlers/preschoolers

CURRENTLY FUNDED OPTION #2

Families in Transition (provides the full range of Head Start services to families with preschool children experiencing homelessness)

18 children-infants/toddlers/preschoolers

100% of their time and pay

1 Childcare Collaboration Teacher/Advocate

(Full-time and year round with infants and toddlers, school year only with preschoolers)

2 Families in Transition Teacher/Family Advocates (30 hours each,

1 year round with infants and toddlers at reduced hours)

20% of their time/pay

1 mental health

2 administrative assistants

1 recruiter

4 coordinators

1 director

**Please note we have not yet received the State Head Start allocation amount.
The estimates above reflect this year's funded amount.**