

From: **OHS - Official Action Required** <OHS-Official-ActionRequired@hsesinfo.org>
Date: Mon, Mar 4, 2019 at 1:50 PM
Subject: 05CH8398 - Notice of Competitive Status
To: David Kirby <David.Kirby@isd709.org>, Bill Gronseth <William.Gronseth@isd709.org>, Pamela Rees <Pamela.Rees@isd709.org>
Cc: Heather Wanderski <heather.wanderski@acf.hhs.gov>

**Important Grantee
Action Required:**

Please click the link below to acknowledge receipt of this notification:
<https://hses.ohs.acf.hhs.gov/email-read-receipt/acknowledgement?id=8bca3b2c-b1e4-4cc5-a0c8-73f2c8e9413f>

March 04, 2019

Mr. David Kirby, Chair of School Board
Duluth Public School District #709
2102 N Blackman Avenue
Duluth, MN 55811-4803

Re: Grant No. 05CH8398

Dear Head Start Grantee:

This letter is to inform you that Duluth Public School District #709 in Duluth, MN, meets one or more of the criteria listed in the Head Start Program Performance Standard Regulation [45 CFR Part 1304](#) requiring an open competition, provides information on how the determination was made, and explains the competitive process.

The grant award project period ends 07/31/2019.

If your agency wishes to receive a new Head Start grant to provide services in the current service area, it must submit an application and compete with other entities.

Basis of Competitive Determination

Duluth Public School District #709 in Duluth, MN, was determined to be ineligible for automatic renewal and designated for competition based on the following condition(s):

45 CFR Part 1304.11(a) - The agency has been determined to have one or more deficiencies on a review or reviews conducted under section 641A(c)(1)(A), (C), or (D) of the Act in the relevant time period covered by the responsible HHS official's review under Part 1304.15.

Deficiency Condition

Based on a review conducted on 05/10/2016, HHS determined that Duluth Public School District #709 had one or more deficiencies. Specifically, Duluth Public School District #709 was found to be deficient with the following requirement(s):

PART 1304 - Program Performance Standards For Operation Of Head Start Programs By Grantees And Delegate Agencies

1304.53 Facilities, Materials, and Equipment.

(a) Head Start Physical Environment and Facilities

(10) Grantee and delegate agencies must conduct a safety inspection, at least annually, to ensure that each facility's space, light, ventilation, heat, and other physical arrangements are consistent with the health, safety and developmental needs of children. At a minimum, agencies must ensure that:

(x) The selection, layout, and maintenance of playground equipment and surfaces minimize the possibility of injury to children; and that

(xvi) All sewage and liquid waste is disposed of through a locally approved sewer system, and garbage and trash are stored in a safe and sanitary manner.

HHS informed Duluth Public School District #709 of that deficiency or deficiencies on **08/16/2016**. If you would like a copy of your review report(s), please see the Reviews tab in HSES.

Competitive Process and Interim Funding

Should your agency wish to compete to operate a Head Start and/or Early Head Start program, the agency must submit an application under a funding opportunity announcement that will be published at a later date on [Grants.gov](https://www.grants.gov). Funds will be awarded to the organization "that demonstrates that it is the most qualified entity to deliver a high-quality and comprehensive Head Start or Early Head Start program." See [45 CFR Part 1304.13](https://www.ecfr.gov/current/title-45/chapter-I/subchapter-A/part-1304)

Your agency will continue to receive grant funding until such competition has concluded. The final budget period of your current grant may be prorated as an extension until 06/30/2020. Grantees will be asked to submit a budget for 12 months of operations, and this amount will be prorated based on the annual funding month and the percent of enrollment served part-year or full-year. Please note that the new grant, whether it is your organization or another, will receive the remainder of funds available to the service area for the current fiscal year. Typically, new awards are made by July 1.

If you have any questions about the competitive process or the designation determination, please contact your Regional Office.

Sincerely,

/Deborah Bergeron/

Deborah Bergeron
Director
Office of Head Start

Enclosure:

Reports - Inventory and Program Information Report (PIR)

The Administration for Children and Families (ACF) requires a comprehensive, up to date inventory of Head Start and Early Head Start real property, equipment and supplies used in grantee operations,

including those in use by contracted service providers and delegate agencies, to post as part of the upcoming Funding Opportunity Announcement. An onsite verification of Head Start/Early Head Start real property will be conducted. Required inventories are due not later than 45 days after receipt of this letter.

Inventory of Real Property

An SF-429 is required for each facility with federal interest and requires the calculation of federal interest in the property, and documentation supporting a calculation of the Head Start Federal interest and any non-Federal interest share in the property.

Include:

- Accounting records that reflect the expenditures that create the interest share in the property.
- A copy of any mortgage, lease or other contractual encumbrance against property acquired with Head Start funds.
- A copy of the Notice of Federal interest filing.
- Most recent appraisal of property (within three years).

Onsite Assessment of Facilities with Federal Interest

Regional Office will contact the grantee regarding the timeline and logistics for scheduling an onsite assessment of each facility (owned and leased) with federal interest. Grantees should have information requested in this document available for review.

Inventory of Supplies by Location and Room

Include an inventory of supplies by location, room and condition. 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.

Inventory of Equipment

Provide the most recent equipment inventory that was reconciled to your agency's equipment records. Include a list of all vehicles purchased using Head Start funds, including make, model, year, capacity, and condition of each vehicle.

Inventory Submission Instructions

Grantees are to submit the information in the Head Start Enterprise System (HSES) under the DRS tab. Notify the Regional Office using the Correspondence tab that the materials are available.

Program Information Report (PIR)

Grantees are to complete and submit the 2020 PIR not later than June 30, 2020. The annual PIR is the federally required Program Performance Report for Head Start.

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.

**Important Grantee
Action Required:**

Please click the link below to acknowledge receipt of this notification:
<https://hses.ohs.acf.hhs.gov/email-read-receipt/acknowledgement?id=8bca3b2c-b1e4-4cc5-a0c8-73f2c8e9413f>

This message was sent by the Head Start Enterprise System (<https://hses.ohs.acf.hhs.gov>). For assistance, please contact the HSES Help Desk at help@hsesinfo.org or call 1-866-771-4737 (toll-free) or 1-571-429-4858 (local), Monday - Friday, 8 a.m. - 7 p.m. EST (not available on weekends or federal holidays). Reference ID: [699700]