



# Hidalgo County Head Start Program

## Policy Council Regular Meeting

**DATE:** August 10, 2016

**SUBJECT:** Responses to Governance, Leadership and Oversight Capacity Screener

### **RATIONALE/NEED:**

The Notice of Award (NoA) includes requirements, terms and condition of the grant under Attachment 1s 1 (Exhibit 1) and 2 (Exhibit 2). Instructions for meeting the requirements, terms and conditions for Five Year Head Start Periods are described in Information Memorandum ACF-IM-HS-13-02 (Exhibit 3).

The Terms and Conditions

Review/Responses to Governance, Leadership and Oversight Capacity Screener

Terms and compliance in the area of Governance require that the Governance, Leadership and Oversight Capacity Screener be completed by the governing body Chair (Commissioners' Court), the Policy Council Chair, the Executive Director and that the results/findings be shared with the full governing body, the policy council and the program leadership (Executive Team).

**RECOMMENDATION:** Information Only.

**COST:**

### **RELATED INFORMATION INCLUDES:**

Exhibit 1 - Grant Requirements

Exhibit 2 - Terms and Conditions

Exhibit 3 - Information Memorandum ACF-IM-13-02

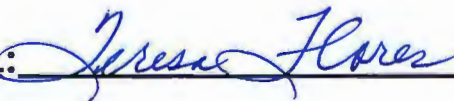
Exhibit 4 - Governance, Leadership, and Oversight Capacity Screener

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**INITATED BY:**

**REVIEWED BY:**

**EXECUTIVE DIRECTOR'S APPROVAL:**

  
\_\_\_\_\_

**Exhibit 1**  
**Grant Requirements**

## Attachment 1

### Recipient Organization: Hidalgo County Head Start Program

This grant is subject to Section 640(b) of the Head Start Act and 45 C.F.R. § 1301.20 requiring a non-federal match of 20 percent of the total cost of the program. This grant is also subject to the requirements in Section 644(b) of the Head Start Act and 45 C.F.R. § 1301.32 limiting development and administrative costs to a maximum of 15 percent of the total costs of the program, including the non-federal match contribution of such costs. The requirements for a non-federal match of 20 percent and the limitation of 15 percent for development and administrative costs apply to the 07/01/2016-12/31/2016 budget period unless a waiver is approved. Any request for a waiver of the non-federal match, or a portion thereof, that meets the conditions under Section 640(b)(1)-(5) of the Head Start Act or 45 C.F.R. § 1301.21 or a waiver of the limitation on development and administrative costs that meets the conditions under 45 C.F.R. § 1301.32(g) must be submitted in advance of the end of the budget period. Any waiver request submitted after the expiration of the project period will not be considered.

The HHS Uniform Administrative Requirements (see 45 C.F.R. § 75.308(c)(2)) provide the authority to ACF to approve key staff of Head Start grantees. For the purposes of this grant, key staff is defined as the Head Start Director or person carrying out the duties of the Head Start Director if not under that title and the Chief Executive Officer, Executive Director and/or Chief Fiscal Officer if any of those positions is funded, either directly or through indirect cost recovery, more than 50 percent with Head Start funds.

Section 653 of the Head Start Act prohibits the use of any federal funds, including Head Start grant funds, to pay any portion of the compensation of an individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

Prior written approval must be obtained for the purchase of equipment and other capital expenditures as described in 45 C.F.R. § 75.439(a). Prior written approval must also be obtained under 45 C.F.R. § 75.439(b)(3) and 45 C.F.R. Part 1309 to use Head Start grant funds for the initial or ongoing purchase, construction and major renovation of facilities. No Head Start grant funds may be used toward the payment of one-time expenses, principal and interest for the acquisition, construction or major renovation of a facility without prior written approval of the Administration for Children and Families.

**Exhibit 2**  
**Terms and Conditions**

Attachment 2  
Budget Period 01 of the Project Period

Recipient Organization: Hidalgo County Head Start Program

**Head Start Grantees must comply with the terms and conditions for the project period award in the specified timeframes.**

#### Health and Safety

- Conduct a screening of the health and safety environment of each center and/or family child care home where services are provided according to the following schedule, as applicable:
  - within 45 days of the start of the program or school year;
  - within 45 days of children receiving services in a new center and/or family child care home; and/or
  - within 45 calendar days of the start of the project period when the project period begins during the program or school year.See <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/mang-sys/monitoring/HealthandSafety.htm>.
- Complete a certification of compliance with all Office of Head Start (OHS) 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 project period when the project period begins during the program or school year.
- Submit the certification to the OHS in the Head Start Enterprise System (HSES) under the DRS tab, NoA Conditions in the folder titled "Certification of Compliance with Health & Safety Requirements" and notify your Program and Grants Management Specialists of its availability in the Correspondence tab immediately thereafter.

#### Governance

- Conduct a screening of the organization's governance and leadership capacity within 60 calendar days of the start of the project period. See <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/mang-sys/program-gov/GovernanceLeade.htm>.
- Complete a certification that the governance and leadership capacity screening was conducted and a training plan was developed within 75 calendar days of the start of the project period. See <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/mang-sys/program-gov/Certificationof.htm>.
- Submit the certification to the OHS in HSES under the DRS tab, NoA Conditions in the folder titled "Certification of Governance and Leadership Capacity Screening" and notify your Program and Grants Management Specialists of its availability in the Correspondence tab immediately thereafter.

See <http://eclkc.ohs.acf.hhs.gov/hslc/grants/5-yr-cycle> for resources and information.

**Exhibit 3**  
**Information Memorandum**  
**ACF-IM-13-02**

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

**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

## **Exhibit 4**

# **Governance, Leadership & Oversight Capacity Screener**



## Governance, Leadership, and Oversight Capacity Screener

### Introduction

Organizations that accept federal funds to operate a Head Start and/or Early Head Start program must have strong governance systems in place to safeguard federal dollars and provide oversight and direction to the Head Start program.

This screener organizes the Head Start requirements to help organizations to identify where they need to make changes and build capacity to fulfill their Head Start governance responsibilities.

### Suggestions for Use

1. Print a copy of this screener.
2. Have your organization's governing body or Tribal Council chair, Policy Council chair, executive director, and Head Start program director work together to review the table beginning on page 3 and to identify (with a check mark or "X") the following items:
  - Required Head Start governance practices that your organization currently has in place
  - Required Head Start governance practices that your organization will implement within the first three months of funding
  - Required Head Start governance practices that your organization needs help understanding and implementing
3. At the top of page 10, list the governance practices and regulations that your organization needs assistance in understanding and implementing.
4. Enter any questions or concerns you have in the Comments Section on page 10.
5. Share this screener and your findings with your full governing body or Tribal Council, Policy Council, and Head Start program leadership. Assign people to begin implementation of the governance practices you have identified as not currently in place.

6. You can explore the [governance](#) page of the Program Management and Fiscal Operations (PMFO) section on Early Childhood Learning and Knowledge Center (ECLKC) to access other resources that can assist you as you move your governance system and practices forward.
7. At your next meeting with Regional Office staff, discuss those governance practices and regulations where your organization may benefit from technical assistance.

### Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice is currently in place	Practice will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
1. The governing body (or Tribal Council) has the required composition. <sup>1</sup> Head Start Act Sec. 642(c)(1)(B) (i-iv)	NOT APPLICABLE		
• At least one member has fiscal/accounting background and expertise.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• At least one member has early childhood education and development background and expertise.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• At least one member is a licensed attorney.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Members reflect the community served and include parents of children who are currently, or were formerly, enrolled in Head Start programs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The Policy Council has the required composition. Head Start Act Sec. 642(c)(2)(B)(i) Sec. 642(c)(2)(B)(ii)(I-II)			
• At least 51 percent of Policy Council members are parents of children who are currently enrolled in the Head Start program (including delegate agencies).	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• The Policy Council includes at least one member of the at-large community served by the program or any delegate agency.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Members are elected by parents of children currently enrolled in the program.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

<sup>1</sup> If the composition of the governing body does not include individuals with the required qualifications, the governing body must use consultants or other individuals with relevant expertise and qualifications to meet the composition requirements [Head Start Act Sec. 642(c)(1)(B)(vi)].

Head Start Governance Practices and Related Regulations	Practice is currently in place	Practice will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<p>3. Members of the governing body (or Tribal Council) receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and are able to provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.</p> <p style="text-align: right;">Head Start Act Sec. 642(d)(3)</p>			
<ul style="list-style-type: none"> <li>The agency has a system for identifying the T/TA needs of the governing body (or Tribal Council) and using this information to develop a T/TA plan.</li> </ul>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<p>4. Members of the Policy Council receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and can provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.</p> <p style="text-align: right;">Head Start Act Sec. 642(d)(3)</p>			
<ul style="list-style-type: none"> <li>The agency has a system for identifying the T/TA needs of the Policy Council and using this information to develop a T/TA plan.</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>5. The governing body (or Tribal Council) exercises the following responsibilities:</p> <p style="text-align: right;">Head Start Act Sec. 642(c)(1)(E)(iv)(I-III) Sec. 642(c)(1)(E)(iv)(VI)</p>			
<ul style="list-style-type: none"> <li>Establishes procedures and criteria for recruiting, selecting, and enrolling children</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Selects delegate agencies, as appropriate</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Develops procedures for selecting Policy Council members</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Reviews applications for funding and amendments to applications for funding</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Head Start Governance Practices and Related Regulations	Practice is currently in place	Practice will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
6. The governing body (or Tribal Council) assumes responsibility for the following: Head Start Act Sec. 642(c)(1)(E)(iv)(VII)(aa)-(dd)			
• All major financial expenditures of the agency	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• The operating budget of the agency	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• The selection (except when a financial auditor is assigned by the state under state law or is assigned under local law) of independent financial auditors to report all critical accounting policies and practices to the governing body (or Tribal Council)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• The financial audit	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• The agency's progress in carrying out the programmatic and fiscal provisions in the agency's grant application, including implementation of corrective actions	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Monitoring of the agency's actions to correct any audit findings and other actions necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The governing body (or Tribal Council) is engaged in reviewing and approving each of the following: Head Start Act Sec. 642(c)(1)(E)(iv)(V)(aa-cc) Sec. 642(c)(1)(E)(iv)(IX)			
• The Self-Assessment	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Personnel policies of the agency regarding the hiring, evaluation, termination, and compensation of agency employees	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Results from monitoring conducted under section 641A(c), including appropriate follow-up activities	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Head Start Governance Practices and Related Regulations	Practice is currently in place	Practice will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> <li>Personnel policies and procedures, including those regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>8. The Policy Council engages in the oversight of program operations in each of the following decision-making areas:</p> <p style="text-align: center;">Head Start Act Sec. 642(c)(2)(D)(i-viii) Sec. 642(c)(2)(A)</p>			
<ul style="list-style-type: none"> <li>Activities to support the active engagement of families in the program</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Program recruitment, selection, and enrollment priorities</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Applications for funding and amendments to applications for funding</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Budget planning for program expenditures, including policies for reimbursement related to participation in Policy Council activities</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Bylaws for the operation of the Policy Council</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Program personnel policies and decisions regarding the employment of program staff, consistent with 642(c)(1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Developing procedures for how members of the Policy Council of the Head Start program are elected</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Recommendations on the selection of delegate agencies and the service areas for such agencies</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Program design and operation</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Planning program goals and objectives</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Head Start Governance Practices and Related Regulations	Practice is currently in place	Practice will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
9. The following reports are received by the Policy Council and members find them useful:  <div style="text-align: right;">Head Start Act Sec. 642(d)(2)(A-I)</div>			
Annual reports:			
<ul style="list-style-type: none"> <li>• The financial audit</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>• The Self-Assessment, including any findings related to such assessment</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>• Program Information Reports (PIRs)</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Monthly reports:			
<ul style="list-style-type: none"> <li>• Financial statements, including credit card expenditures (if the program uses credit cards)</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>• Program information summaries</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>• Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>• Reports of meals and snacks provided through programs of the U.S. Department of Agriculture (USDA)</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Additional reports:			
<ul style="list-style-type: none"> <li>• Community Assessment, completed every three years with annual updates</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>• The strategic plan, including program goals, school readiness goals, and short-term programmatic and financial objectives</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>• Applicable and current updates from the Secretary (e.g., Program Instructions, Information Memorandums, etc.)</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Head Start Governance Practices and Related Regulations	Practice is currently in place	Practice will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
10. The following reports are received by the governing body (or Tribal Council) and members find them useful:  Head Start Act Sec. 642(d)(2)(A-I)			
Annual reports:			
<ul style="list-style-type: none"> <li>The financial audit</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>The Self-Assessment, including any findings related to such assessment</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Program Information Reports (PIRs)</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Monthly reports:			
<ul style="list-style-type: none"> <li>Financial statements, including credit card expenditures (if the program uses credit cards)</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Program information summaries</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Reports of meals and snacks provided through programs of the U.S. Department of Agriculture (USDA)</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Additional reports:			
<ul style="list-style-type: none"> <li>Community Assessment, completed every three years with annual updates</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>The strategic plan, including program goals, school readiness goals, and short term programmatic and financial objectives</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Applicable and current updates from the Secretary (e.g., Program Instructions, Information Memorandums, etc.)</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Head Start Governance Practices and Related Regulations	Practice is currently in place	Practice will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<p>1. The Head Start agency works with the governing body (or Tribal Council) and Policy Council to make available to the public a report published at least once each year that discloses the following information from the most recently concluded fiscal year:</p> <p style="text-align: center;">Head Start Act Sec. 644 (a)(2)(A-H)</p>			
<ul style="list-style-type: none"> <li>The total amount of public and private funds received and the amount from each source</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>An explanation of budgetary expenditures and proposed budget for the fiscal year</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>The results of the most recent review by the Secretary and the financial audit</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>The percentage of enrolled children that received medical and dental exams</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Information about family engagement activities</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>The agency's efforts to prepare children for kindergarten</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Any other information required by the Secretary</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Our Organization Needs Assistance in Understanding and Implementing the Following Governance Regulations:**

No assistance needed.

**Additional Comments, Questions, or Concerns:**

The Hidalgo County Head Start Program will develop a system to identify training and technical assistance needs of the Grantee Board (Commissioners' Court) "to ensure that members understand the information received and are able to provide effective oversight of, make appropriate decisions for, and participate in" the Program (Refer to #3 above).

**OFFICE OF HEAD START**



### Certification of Governance and Leadership Capacity Screening

Grant Number: 06CH010420-01-00

Grantee Name: Hidalgo County Head Start Program

The signatures below attest that, consistent with the terms and conditions of the Notice of Award (NoA), our agency completed a screening of the governance and leadership capacity and developed a plan to address identified training needs.

Ramon Garcia

Board Chair/Tribal Chair

8/10/16

Date

[Signature]

8/10/16

Policy Council Chair

Date

Luzma Flores

8/10/16

Head Start Director

Date

\_\_\_\_\_

\_\_\_\_\_

Early Head Start Director

Date