

## Head Start Monthly Report May 2020

### Conduct of Responsibilities –

Each Head Start agency shall ensure the sharing of accurate and regular information for use by the **Governing Body and Policy Council**, about program planning, policies, and Head Start agency operations, including:

- (A) Monthly financial statements, including credit card expenditures;
- (B) Monthly program information summaries
- (C) Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- (D) Monthly reports of meals and snacks provided through programs of the Department of Agriculture;
- (E) The financial audit;
- (F) The annual self-assessment, including any findings related to such assessment;
- (G) The communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- (H) Communication and guidance from the Secretary;

### In accordance with the New Head Start Performance Standards that went into effect on November 7, 2016:

1301.2 (b) Duties & Responsibilities of the Governing Body -

(1) The governing body is responsible for activities specified at section 642©(1)€ of the Head Start Act.

(2) The governing body must use ongoing monitoring results, data on school readiness goals, and other information described in 1302.102, and information described at section 642(d)(2) of the Act to conduct its responsibilities.

Please see Program Information Summary & attachments to this monthly report for monitoring reports.

#### A. Monthly Financial Statements including credit card expenditures:

**Credit Card: \$3,391.70 Credit**

4/13/20	WIPFLI	\$1,525 *	A Esser
4/16/20	OAEYC	\$1,950 *	Ed Staff
4/21/20	Zoom	\$214.39	Admin
4/29/20	Venetian Gardens	\$55.90	N Fleck
4/8/20	Caesar's palace	&187.08*	A Esser

#### Program Information Summary

Due to COVID 19 normal operations for MCHS was modified entirely. All meetings including PC and Board were conducted virtually. All community meetings were conducted virtually. MCHS admin conducted required business such as self -assessment training and planning as well as the program's quarterly data review.

Education staff continued to provide distance learning through Facebook, Youtube, and at-home activities. Family Advocates continued to provide support to families through resource and referrals through ZOOM, phone calls and emails.

Special Note regarding Budgetary concerns – MCHS receives funding from the CACFP for nutritional services (cost of staff wages, cost of food and supplies). Since there was no school for part of March, all of April and May, that income will not be received. Additional costs for cleaning supplies, PPE, and technology were encumbered. The Director has modified budget allocations to compensate for these unexpected costs. Likewise, future revenue from CACFP and ECE preschool is questionable. There may be future budget allocations made to compensate for these differences.

**Education** – Education Manager and education staff met with local school district staff to discuss children transitioning to kindergarten in the Fall. Education staff receiving coaching met with coaches to finish up the year.

**Mental Health** – The MHC continues to see active cases via ZOOM, Facetime, and phone calls. The MHC had 57 referrals for the year.

**Disabilities** – 32 children are being served on IEPs with 4 suspected to need services

**Health** – The program was informed that there was a possibility of 1 enrolled parent testing positive for COVID 19.

**ERSEA** – Reported 154 children enrolled / 97%

**Family Engagement** –No family engagement events in the month of April

**B. Enrollment / Attendance**

**154 children are currently enrolled.**

**Enrollment by Program Option:**

Half Day PY Head Start	65
Full Day School Year Ed Complex	69
Full Day School Year Rockford	20

**Attendance by Program Option:**

Half Day PY Head Start	0
Full Day School Year Ed Complex	0
Full Day School Year Rockford	0

**C. CACFP report – CACFP claimed meals**

Month Served	April 2020
Total Days Attendance	0
Total Breakfast	0
Total Lunches	0
Total Snacks	0
Total Meals	0

**D. Self-Assessment – Plan attached to report**

**E. Community Assessment**

- In Progress

**F. Communication and guidance from the Secretary**

**Head Start Director is asking for an approval Self - Assessment Plan.**

**Head Start director is asking for approval of COVID 19, 1-time funding opportunity.**

**Attachments to report:**

Recruitment Report

Respectfully submitted,

Amy Esser  
Executive Director

HEAD START - 2020 GRANT

REVENUE					
	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES RECEIVED	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	1,834,166.00	-	1,834,166.00	620,000.00	1,214,166.00
CACFP Revenue	-	41,583.00	41,583.00	37,395.76	4,187.24
Other Local	-	-	-	1,500.00	(1,500.00)
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
<b>Total</b>	<b>1,834,166.00</b>	<b>41,583.00</b>	<b>1,875,749.00</b>	<b>658,895.76</b>	<b>1,216,853.24</b>

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	840,396.00	20,505.00	860,901.00	341,266.32	519,634.68	-	519,634.68
Fringe Benefits	681,342.00	-	681,342.00	221,609.71	459,732.29	-	459,732.29
Programming	157,976.00	793.00	158,769.00	47,212.51	111,556.49	33,333.91	78,222.58
Supplies	103,714.00	29,903.00	133,617.00	39,234.86	94,382.14	14,699.73	79,682.41
Capital Outlay	-	-	-	-	-	-	-
Other Expenditures	9,476.00	-	9,476.00	1,550.00	7,926.00	-	7,926.00
<b>PA22 subtotal</b>	<b>1,792,904.00</b>	<b>51,201.00</b>	<b>1,844,105.00</b>	<b>650,873.40</b>	<b>1,193,231.60</b>	<b>48,033.64</b>	<b>1,145,197.96</b>
<b>Training &amp; Technical Services</b>							
Training & technical serv (job code 400)	19,232.00	-	19,232.00	2,653.50	16,578.50	3,131.00	13,447.50
Staff out of town travel	22,030.00	-	22,030.00	5,430.01	16,599.99	4,763.38	11,836.61
<b>Subtotal Purch Service</b>	<b>41,262.00</b>	<b>-</b>	<b>41,262.00</b>	<b>8,083.51</b>	<b>33,178.49</b>	<b>7,894.38</b>	<b>25,284.11</b>
Training & Tech Supplies	-	-	-	-	-	790.00	(790.00)
<b>Subtotal Supplies</b>						<b>790.00</b>	<b>(790.00)</b>
T&TA -PA20	41,262.00	-	41,262.00	8,083.51	33,178.49	8,684.38	24,494.11
Return of Board Advance	-	-	-	-	-	-	-
<b>TOTALS</b>	<b>1,834,166.00</b>	<b>51,201.00</b>	<b>1,885,367.00</b>	<b>658,956.91</b>	<b>1,226,410.09</b>	<b>56,718.02</b>	<b>1,169,692.07</b>

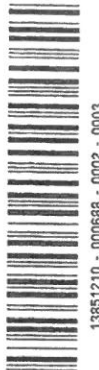
**TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES (61.15)**

**439 Early Childhood**

439-9920	Salaries 100	Fringes 200	Purchased Services 400	Supplies 500	Capital Outlay 600	Other 800	Total
Original CCIP Budget	31,400.00	20,600.00	-	-	-	-	52,000.00
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Adjusted CCIP Budget	31,400.00	20,600.00	-	-	-	-	52,000.00
Exp thru 9/30	3,781.79	2,153.86					5,935.65
Exp thru 10/31	3,634.26	2,049.45					5,683.71
Exp thru 11/30	3,697.49	2,140.84					5,838.33
Exp thru 12/31	3,556.96	2,271.36					5,828.32
Exp thru 01/31	3,642.10	3,655.68					7,297.78
Exp thru 02/28	3,982.66	2,357.59					6,340.25
Exp thru 03/31	3,776.91	2,325.80					6,102.71
Exp thru 04/30	3,755.62	2,204.13					5,959.75
Exp thru 05/31							-
Exp thru 06/30							-
Exp thru 07/31							-
Exp thru 08/31							-
Total Expenditures	29,827.79	19,158.71	-	-	-	-	48,986.50

<b>CCIP Budget</b>							
Remaining	1,572.21	1,441.29	-	-	-	-	3,013.50

**CAN SPEND UP TO** 34,540.00 22,660.00  
**BUDGET PLUS 10%**



ACCT. NUMBER: 5563 7579 0004 4218 CELINA CITY SCHOOLS

**COMMERCIAL ACCOUNT ACTIVITY**

CELINA CITY SCHOOLS **TOTAL COMMERCIAL ACTIVITY**  
 5563-7579-0004-4218 \$8,409.45CR

**ACCOUNTING CODE:**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-14	04-14		AUTO PAYMENT DEDUCTION	8,409.45 CR

**INDIVIDUAL CARDHOLDER ACTIVITY**

AMY ESSER **CREDITS**  
 5563-7500-2990-4743 \$3,662.08

**PURCHASES** **CASH ADV** **TOTAL ACTIVITY**  
\$270.29 \$0.00 \$3,391.79R

**ACCOUNTING CODE:**

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-13	04-10	55429500101852069181988	WIPFLILLP 7158437449 WI	1,525.00 CR
04-16	04-09	82305090107000000117112	OHIO AEYC MOUNT GILEAD OH	1,950.00 CR
04-21	04-20	55480770112026429200505	ZOOM.US 8887999666 CA P.O.S.: P-17231783 SALES TAX: 14.49	214.39
04-29	04-28	55417340120731205853951	TLF*VENETIAN GARDENS CELINA OH P.O.S.: 73120585393 SALES TAX: 0.00	55.90
<b>Total Purchasing Activity</b>				<b>\$3,204.71 CR</b>

**Travel Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-08	04-06	55310200098006201743635	CAESARS PLACE ADV RSVN 8662094732 NV 0020174363 ARRIVAL: 04-06-20	187.08 CR
<b>Total Travel Activity</b>				<b>\$187.08 CR</b>

KENNETH SCHMIESING **CREDITS**  
 5563-7500-6557-5571 \$0.00

**PURCHASES** **CASH ADV** **TOTAL ACTIVITY**  
\$61.90 \$0.00 \$61.90

**ACCOUNTING CODE:**

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-16	04-15	05436840107400046221699	WM SUPERCENTER #1433 CELINA OH	21.91
<b>Total Purchasing Activity</b>				<b>\$21.91</b>

**Travel Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-20	04-16	05410190108255176794900	SUBWAY 03062031 CELINA OH	39.99
<b>Total Travel Activity</b>				<b>\$39.99</b>

CONNIE ROSE **CREDITS**  
 5563-7501-5046-6116 \$0.00

**PURCHASES** **CASH ADV** **TOTAL ACTIVITY**  
\$5,154.28 \$0.00 \$5,154.28

**ACCOUNTING CODE:**

<b>Non-Federal Match</b>			
<b>*FINAL* December 2019</b>			
<b>In-Kind</b>	<b>Hours</b>	<b>Rate / hour</b>	<b>Total</b>
<b>Celina City Schools--Administrative / Support Personnel</b>			
Superintendent - \$11,065.60 / year			\$922.13
Treasurer's Office - Treasurer (TS) \$6323.20 / year			\$526.93
Treasurer's Office - Asst Treasurer (CR) \$3952.00 / year			\$329.33
Treasurer's Office - Admin Asst (SB) \$5532.00 / year			\$461.00
Fringe for All(Supt, Treas Office, IT, Speech, ELL, Jen&Jeff) - \$2391.00/yr			\$199.25
Technology Support - (CH) \$7,113.60 / year			\$592.80
Technology Support - (CS) \$2,371.20 / year			\$197.60
Benefits for Speech Therapist & Custodian - \$56,150.00/yr			\$4,679.17
Speech Therapist - \$42,416.00 / (Sept-May)			\$4,712.89
ELL Tutor - \$1,848 / year (Sept-May)			\$205.33
Itinerant Teachers - \$58,234.04 / (Sept-May) (Classroom) (2)			\$6,470.45
Board of Education		\$57.07	\$0.00
ESC Staff-VS		\$58.80	\$0.00
ESC Staff-TN		\$68.78	\$0.00
ESC Staff-SG		\$34.35	\$0.00
A. A. Itinerant	14.75	\$27.74	\$409.17
D. D. Itinerant	0.75	\$46.20	\$34.65
Special Ed-Tracey D		\$49.77	\$0.00
Special Ed-Andre W		\$1.95	\$0.00
Transportation			
		<b>Sub Total</b>	<b>\$19,740.70</b>
<b>Building Usage</b>			
Utilities - \$17,136 / year			\$1,428.00
Custodian - \$65,328 / year + retro amount			\$5,666.92
Maintenance - \$13,575 / year			\$1,131.25
Summer Custodian - July		\$9.75	\$0.00
Custodian / Paper Supplies			
		<b>Sub Total</b>	<b>\$8,226.17</b>
<b>Volunteers (from Non-Federal Match Sheets)</b>			
Cafeteria Helpers	21.5	\$11.91	\$256.07
Tri-Star Students	48.25	\$17.65	\$851.61
College Students / Interns	0	\$17.65	\$0.00
Classroom - Parent / Community	7.5	\$17.65	\$132.38
At Home Activities	90	\$17.65	\$1,588.50
FA Assistant - Parent / Community	19.5	\$17.65	\$344.18
Office Helpers	0	\$15.23	\$0.00
Bus Aide	0	\$12.48	\$0.00
Policy Council	8	\$40.95	\$327.60
Mileage	0	\$0.580	\$0.00
Miscellaneous Meetings			
		<b>Sub Total</b>	<b>\$3,500.33</b>
<b>Goods &amp; Services</b>			
CJ's Highmarks for Policy Council - 20% discount (Do this calculation for regular price (Amt Pd /.80=Reg Price)		20.0%	\$20.25
Monetary Donation			
Goods & Services Donation			\$319.10
Conscious Discipline \$10,800 / (8 months Sept 2019-Apr 2020)			\$1,350.00
Conscious Discipline \$ / (8 months Sept 2020-Apr 2021)			\$0.00
Foundations Behavioral Health-Discount on MHC fees	21.5	\$25.00	\$537.50
Foundations Behavioral Health-Kinship / Speaker		\$100.00	\$0.00
Four-U Office--Discount			
Misc. Discount on Goods / Services			
		<b>Sub Total</b>	<b>\$2,226.85</b>
<b>Total This Month</b>			<b>\$33,694.04</b>
In-Kind Needed Each Month: \$37,811.17		Annual required inkind	\$453,734.00
		Inkind needed to date	\$420,039.96

Non-Federal Match			
*FINAL* January 2020			
In-Kind	Hours	Rate / hour	Total
<b>Celina City Schools--Administrative / Support Personnel</b>			
Superintendent - \$11,065.60 / year			\$922.13
Treasurer's Office - Treasurer (TS) \$6323.20 / year			\$526.93
Treasurer's Office - Asst Treasurer (CR) \$3952.00 / year			\$329.33
Treasurer's Office - Admin Asst (SB) \$5532.00 / year			\$461.00
Fringe for All(Supt, Treas Office, IT, Speech, ELL, Jen&Jeff) - \$2391.00/yr			\$199.25
Technology Support - (CH) \$7,113.60 / year			\$592.80
Technology Support - (CS) \$2,371.20 / year			\$197.60
Benefits for Speech Therapist & Custodian - \$56,150.00/yr			\$4,679.17
Speech Therapist - \$42,416.00 / (Sept-May)			\$4,712.89
ELL Tutor - \$1,848 / year (Sept-May)			\$205.33
Itinerant Teachers - \$58,234.04 / (Sept-May) (Classroom) (2)			\$6,470.45
Board of Education		\$57.07	\$0.00
ESC Staff-VS		\$58.80	\$0.00
ESC Staff-TN		\$68.78	\$0.00
ESC Staff-SG		\$34.35	\$0.00
A. A. Itinerant	31.25	\$27.74	\$866.88
D. D. Itinerant	2.25	\$46.20	\$103.95
Special Ed-Tracey D		\$49.77	\$0.00
Special Ed-Andre W		51.95	\$0.00
Transportation			
		<b>Sub Total</b>	<b>\$20,267.71</b>
<b>Building Usage</b>			
Utilities - \$17,136 / year			\$1,428.00
Custodian - \$65,328 / year + retro amount			\$5,666.92
Maintenance - \$13,575 / year			\$1,131.25
Summer Custodian - July		\$9.75	\$0.00
Custodian / Paper Supplies			
		<b>Sub Total</b>	<b>\$8,226.17</b>
<b>Volunteers (from In-Kind Sheets)</b>			
Cafeteria Helpers	52	\$11.91	\$619.32
Tri-Star Students	43	\$17.65	\$758.95
College Students / Interns	0	\$17.65	\$0.00
Classroom - Parent / Community	57.5	\$17.65	\$1,014.88
At Home Activities	121.5	\$17.65	\$2,144.48
FA Assistant - Parent / Community	44.5	\$17.65	\$785.43
Office Helpers	0	\$15.23	\$0.00
Bus Aide	0	\$12.48	\$0.00
Policy Council	12	\$40.95	\$491.40
Mileage	0	\$0.580	\$0.00
Miscellaneous Meetings			
		<b>Sub Total</b>	<b>\$5,814.45</b>
<b>Goods &amp; Services</b>			
CJ's Highmarks for Policy Council - 20% discount (Do this calculation for regular price (Amt Pd /.80=Reg Price)		20.0%	\$0.00
Monetary Donation			
Goods & Services Donation			
Conscious Discipline \$10,800 / (8 months Sept 2019-Apr 2020)			\$1,350.00
Conscious Discipline \$ / (8 months Sept 2020-Apr 2021)			\$0.00
Foundations Behavioral Health-Discount on MHC fees	49.75	\$25.00	\$1,243.75
Foundations Behavioral Health-Kinship / Speaker		\$100.00	\$0.00
Four-U Office--Discount			
Misc. Discount on Goods / Services			
		<b>Sub Total</b>	<b>\$2,593.75</b>
<b>Total This Month</b>			<b>\$36,902.07</b>
In-Kind Needed Each Month: \$37,811.17		Annual required inkind	\$453,734.00
		Inkind needed to date	\$383,137.89



**Non-Federal Match**

**\*FINAL\* February 2020**

In-Kind	Hours	Rate / hour	Total
<b>Celina City Schools--Administrative / Support Personnel</b>			
Superintendent - \$11,065.60 / year			\$922.13
Treasurer's Office - Treasurer (TS) \$6323.20 / year			\$526.93
Treasurer's Office - Asst Treasurer (CR) \$3952.00 / year			\$329.33
Treasurer's Office - Admin Asst (SB) \$5532.00 / year			\$461.00
Fringe for All(Supt, Treas Office, IT, Speech, ELL, Jen&Jeff) - \$2391.00/yr			\$199.25
Technology Support - (CH) \$7,113.60 / year			\$592.80
Technology Support - (CS) \$2,371.20 / year			\$197.60
Benefits for Speech Therapist & Custodian - \$56,150.00/yr			\$4,679.17
Speech Therapist - \$42,416.00 / (Sept-May)			\$4,712.89
ELL Tutor - \$1,848 / year (Sept-May)			\$205.33
Itinerant Teachers - \$58,234.04 / (Sept-May) (Classroom) (2)			\$6,470.45
Board of Education		\$57.07	\$0.00
ESC Staff-VS		\$58.80	\$0.00
ESC Staff-TN		\$68.78	\$0.00
ESC Staff-SG		\$34.35	\$0.00
A. A. Itinerant	23.25	\$27.74	\$644.96
D. D. Itinerant	3	\$46.20	\$138.60
Special Ed-Tracey D		\$49.77	\$0.00
Special Ed-Andre W		51.95	\$0.00
Transportation			
		<b>Sub Total</b>	<b>\$20,080.44</b>
<b>Building Usage</b>			
Utilities - \$17,136 / year			\$1,428.00
Custodian - \$65,328 / year + retro amount			\$5,666.92
Maintenance - \$13,575 / year			\$1,131.25
Summer Custodian - July		\$9.75	\$0.00
Custodian / Paper Supplies			
		<b>Sub Total</b>	<b>\$8,226.17</b>
<b>Volunteers (from In-Kind Sheets)</b>			
Cafeteria Helpers	32.5	\$11.91	\$387.08
Tri-Star Students	27.25	\$17.65	\$480.96
College Students / Interns	0	\$17.65	\$0.00
Classroom - Parent / Community	45	\$17.65	\$794.25
At Home Activities	120.25	\$17.65	\$2,122.41
FA Assistant - Parent / Community	46.5	\$17.65	\$820.73
Office Helpers	0	\$15.23	\$0.00
Bus Aide	0	\$12.48	\$0.00
Policy Council	4.75	\$40.95	\$194.51
Mileage	0	\$0.580	\$0.00
Miscellaneous Meetings			
		<b>Sub Total</b>	<b>\$4,799.94</b>
<b>Goods &amp; Services</b>			
CJ's Highmarks for Policy Council - 20% discount (Do this calculation for regular price (Amt Pd /.80=Reg Price)		20.0%	\$0.00
Monetary Donation			
Goods & Services Donation			
Conscious Discipline \$10,800 / (8 months Sept 2019-Apr 2020)			\$1,350.00
Conscious Discipline \$ / (8 months Sept 2020-Apr 2021)			\$0.00
Foundations Behavioral Health-Discount on MHC fees	34	\$25.00	\$850.00
Foundations Behavioral Health-Kinship / Speaker		\$100.00	\$0.00
Four-U Office--Discount			
Misc. Discount on Goods / Services-Imagination Playground			\$375.00
		<b>Sub Total</b>	<b>\$2,575.00</b>
<b>Total This Month</b>			<b>\$35,681.54</b>
In-Kind Needed Each Month: \$37,811.17		Annual required inkind	\$453,734.00
		Inkind needed to date	\$347,456.35

MERCER COUNTY HEAD START RECRUITMENT PLAN

Month	Internal Strategy	External Strategy	Position Responsible	Costs	Objective	Outcome	Comments
December	Recruitment meeting		Director, FESM, FAS	Neutral	Inform staff of expectations, identify benchmarks, identify potential places to recruit for target audiences	Scheduled for 12/10/19	Completed
	Review required forms		Director, FESM, FAS	Copying / \$20	Make necessary changes	12/10/19	Completed
	Update required forms		HS Secretary	Neutral	Keep things up to date	12/10/19	
	Review marketing materials		Director, FESM, FAS, Secretaries, Parents	Neutral	Make necessary changes & updates	12/10/19	Completed
	Update marketing materials		Director, FESM, HS Secretary	\$125	Marketing materials to be appealing to target audiences	12/10/19	Completed
	Order Marketing materials		HS Secretary	\$1500	Have materials ready for 1 <sup>st</sup> quarter distribution	12/19/19	
	Run returning eligible student & sibling report in COPA		IT Secretary	Neutral	Provide updated list of children eligible for upcoming program year	Completed 12/1/19 -	List contains enough names to be 50%
January	Recruitment Meeting		Director, FESM, FAS	Neutral	Distribute marketing materials and list of places for distribution	Scheduled 1/6/20	
		Distribute marketing materials at local social service agencies and other entities identified.	FAS	Neutral	Saturate area with Head Start information	1/31/20	Majority of county completed, more to do
	Facebook & website		HS Secretary	Neutral	Inform visitors that Head Start is taking referrals for upcoming program year	1/6/20	
		Distribute recruitment information to COLT members	Director	Neutral	Provide agency directors with information about the program.	1/9/20	Amy presented, need to

MERCER COUNTY HEAD START RECRUITMENT PLAN

		Order yard signs to be in by end of the month	HS Secretary	Neutral	Meet deadlines
		Post flyers throughout the community.	FAs	\$250	Saturate the area with visual flyers with tags
April	Continue to complete applications on new applicants		FAs	Neutral	75% of enrollment complete
	Enrollment packets printed		HS Secretary	\$500	Packets ready for use
May	Continue to complete applications and begin enrollment packets on new applicants		FAs	Neutral	100% enrollment complete by end of month
	Provide FA's terminated list to follow up with previous families		FESM		Report- terminated students PY 19-20
		Flyers to McDonalds and Dominos	FAs, FESM		Request that flyers go out with happy meals and pizza deliveries
		Replenish flyers / posters throughout county agencies	FAs	Neutral	Keep information available & current
	Parent flyers		Parents	\$50	Provide parents with flyers and info sheets to distribute among friends
		Distribute Yard Signs	FAs, FESM		Yard signs distributed to local businesses
		Low income housing applications	FAs	Neutral	Reach families in low income housing units
June	Contact local kindergarten principals for		FESM	Neutral	Obtain names of possible applicants

\* only in places that are open

\* possibly have a pick up day

MERCER COUNTY HEAD START RECRUITMENT PLAN

August		Replenish flyers and posters at local social service agencies	FAs	\$50	Keep information available & current	
		Contact local JFS for foster care children	FAs	Neutral	Locate children in foster care placement	
	Continue completing enrollments		FAs	Neutral	100% full enrollment	
September, October, November	Continue taking applications		FAs	Neutral	Children turning 3 after program year starts or children late for enrollment	

MERCER COUNTY HEAD START RECRUITMENT PLAN

		Order yard signs to be in by end of the month	HS Secretary	Neutral	Meet deadlines
		Post flyers throughout the community.	FAs	\$250	Saturate the area with visual flyers with tags
April	Continue to complete applications on new applicants		FAs	Neutral	75% of enrollment complete
	Enrollment packets printed		HS Secretary	\$500	Packets ready for use
May	Continue to complete applications and begin enrollment packets on new applicants		FAs	Neutral	100% enrollment complete by end of month
	Provide FA's terminated list to follow up with previous families		FESM		Report- terminated students PY 19-20
		Flyers to McDonalds and Dominos	FAs, FESM		Request that flyers go out with happy meals and pizza deliveries
		Replenish flyers / posters throughout county agencies	FAs	Neutral	Keep information available & current
	Parent flyers		Parents	\$50	*only in places that are open *possibly have a pick up day
		Distribute Yard Signs	FAs, FESM		Yard signs distributed to local businesses
		Low income housing applications	FAs	Neutral	Reach families in low income housing units
June	Contact local kindergarten principals for		FESM	Neutral	Obtain names of possible applicants

MERCER COUNTY HEAD START RECRUITMENT PLAN

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## Mercer County Head Start Self- Assessment Plan 2020

The Head Start Program Performance Standards outline the requirement for each grantee to conduct an annual self-assessment.

*Ongoing assessment of program goals.* A program must effectively oversee progress towards program goals on an ongoing basis and annually must:

- (i) Conduct a self-assessment that uses program data including aggregated child assessment data, and professional development and parent and family engagement data as appropriate, to evaluate the program's progress towards meeting goals established under paragraph (a) of this section, compliance with program performance standards throughout the program year, and the effectiveness of the professional development and family engagement systems in promoting school readiness;
- (ii) Communicate and collaborate with the governing body and policy council, program staff, and parents of enrolled children when conducting the annual self-assessment; and,
- (iii) Submit findings of the self-assessment, including information listed in paragraph (b)(2)(i) of this section to the responsible HHS official.

In the past, MCHS has conduct self-assessment in March. However, after guidance from TTA, Head Start has proposed a new outline for conducting self-assessment. This new process is conducted at the end of a program year and is a compilation of data reports that have been collected and reviewed throughout the program year.

MCHS admin team meets quarterly to review data collected from monitoring reports. Monitoring reports are the result of data collection and analysis of monitoring tools. Monitoring tools are developed to monitor the "musts" as outlined in the HSPPS along with program goals. These quarterly reports feed the data collection needed for self-assessment.

MCHS proposes the following plan for self-assessment:

Week of May 11 – 15, 2020

Collection and aggregate the program data. Completed by MCHS admin.

Week of May 18-22, 2020

Orientation for all self – assessment members. Team members & leaders identified by programmatic area.

Week of May 25 – 29

Teams meet via ZOOM 5/27 & 5/28. Admin meet 5/29 to develop overall plan.

Self-Assessment report to PC and Board in June.



HSPPS section	HSPPS	HS Act	MCHS Action	Policy	Responsible party	Form
<b>1303 Subpart E—Facilities</b>						
<b>1303.40 Purpose</b>	<p>This subpart prescribes what a grantee must establish to show it is eligible to purchase, construct and renovate facilities as outlined in section 644(c), (f) and (g) of the Act. It explains how a grantee may apply for funds, details what measures a grantee must take to protect federal interest in facilities purchased, constructed or renovated with grant funds, and concludes with other administrative provisions. This subpart applies to major renovations. It only applies to minor renovations and repairs, when they are included with a purchase application and are part of purchase costs.</p>					
<b>1303.41 Approval of previously purchased facilities</b>	<p>If a grantee <u>purchased</u> a <u>facility</u> after December 31, 1986, and seeks to use grant funds to continue to pay purchase costs for the facility or to refinance current indebtedness and use grant funds to service the resulting debt, the grantee may apply for funds to meet those costs. The grantee must submit an application that conforms to requirements in this part and in the Act to the responsible HHS official. If the responsible HHS official approves the grantee's application, Head Start funds may be used to pay ongoing purchase, costs, which include principal and interest on approved loans.</p>		<p>MCHS currently owns NO facilities. CCS as the grantee provides space within existing board owned facilities. To meet the needs of families and children throughout the service area MCHS may rent / lease space not owned by grantee.</p>	<p>Approval of previously purchased facilities</p>	<p>Board of Education</p>	

<p><b>1303.42 Eligibility to purchase, construct, and renovate facilities.</b></p>	<p>(a) <i>Preliminary eligibility.</i> (1) Before a grantee can apply for funds to purchase, construct, or renovate a facility under §1303.44, it must establish that:</p> <ul style="list-style-type: none"> <li>(i) The facility will be available to Indian tribes, or rural or other low-income communities;</li> <li>(ii) The proposed purchase, construction or major renovation is within the grantee's designated service area; and,</li> <li>(iii) The proposed purchase, construction or major renovation is necessary because the lack of suitable facilities in the grantee's service area will inhibit the operation of the program.</li> </ul> <p>(2) If a program applies to construct a facility, that the construction of such facility is more cost-effective than the purchase of available facilities or renovation.</p>	<p>At any time the grantee determines the need to purchase, construct, or renovate existing facilities, the grantee must apply under 1303.44 to the Regional Office to begin the process. Prior to applying the grantee shall provide evidence that such facility will be available to specific populations identified in this guidance, the facilities lies within the physical parameters of the service area, and that the cost associated with purchase, construction, or renovation is more cost effective than utilizing existing facilities.</p>	<p>Preapplication to 1303.44</p>	<p>Board of Education</p>
	<p>(b) <i>Proving a lack of suitable facilities.</i> To satisfy paragraph (a)(1)(iii) of this section, the grantee must have a written statement from an independent real estate professional familiar with the commercial real estate market in the grantee's service area, that includes factors considered and supports how the real estate professional determined there are no other suitable facilities in the area.</p>	<p>As part of the evidence required to apply under 1303.44, the grantee must provide a written statement from an independent real estate professional from the service area defining that there are no suitable facilities in the given service area.</p>	<p>Board of Education</p>	<p>Board of Education</p>
<p><b>1303.43 Use of grant funds to pay fees</b></p>	<p>A grantee may submit a written request to the responsible HHS official for reasonable fees and costs necessary to determine preliminary eligibility under §1303.42 before it submits an application under §1303.44. If the responsible HHS official approves the grantee's application, the grantee may use federal funds to pay fees and costs.</p>	<p>Prior to the grantee utilizing federal dollars to pay any fees related to the required statements or appraisals as identified in 1303.42 for the application under 1303.44, the grantee must submit the request in writing to the OHS Regional Office.</p>	<p>Preapplication to 1303.44</p>	<p>Board of Education</p>

<p><b>1303.44 Applications to purchase, construct, and renovate facilities</b></p>	<p>(a) <i>Application requirements.</i> If a grantee is preliminarily eligible under §1303.42 to apply for funds to <u>purchase</u>, <u>construct</u>, or <u>renovate a facility</u>, it must submit to the <u>responsible HHS official</u>:</p> <p>(1) A statement that explains the anticipated effect the proposed purchase, construction or renovation has had or will have on program enrollment, activities and services, and how it determined what the anticipated effect would be;</p> <p>(2) A deed or other document showing legal ownership of the <u>real property</u> where facilities activity is proposed, legal description of the facility site, and an explanation why the location is appropriate for the grantee's service area;</p> <p>(3) Plans and specifications for the facility, including square footage, structure type, the number of rooms the facility will have or has, how the rooms will be used, where the structure will be positioned or located on the building site, and whether there is space available for outdoor play and for parking;</p> <p>(4) Certification by a licensed engineer or architect that the facility is, or will be upon completion, structurally sound and safe for use as a Head Start facility and that the facility complies, or will comply upon completion, with local building codes, applicable child care licensing requirements, the accessibility requirements of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Flood Disaster Protection Act of 1973, and the National Historic Preservation Act of 1966;</p> <p>(5) A description of proposed renovations or repairs to make the facility suitable for program activities, and plans and specification that describe the facility after renovation or repair;</p>		
	<p>To apply for a 1303.44 request for purchase, construction, or major renovation, MCHS must ensure the preapplication as defined in 1304.42 is completed and submitted to the Regional Office. Upon submission and approval, the grantee may move forward with the 1304.44 application as outlined in the HSPPS.</p>	<p>1303.44 Application to purchase, construct, and renovate facilities</p>	<p>Board of Education</p>

(6) A proposed schedule that details when the grantee will acquire, renovate, repair and occupy the facility;

(7) An estimate by a licensed independent certified appraiser of the facility's fair market value after proposed purchase and associated repairs and renovations construction, or major renovation is completed is required for all facilities activities except for major renovations to leased property;

(8) The cost comparison described in §1303.45;

(9) A statement that shows what share of the purchase, construction, or major renovation will be paid with grant funds and what the grantee proposes to contribute as a nonfederal match to the purchase, construction or major renovation;

(10) A statement from a lender, if a grantee applies to use Head Start funds to continue purchase on a facility or refinance existing debt on a facility that indicates the lender is willing to comply with §1303.49;

(11) The terms of any proposed or existing loan(s) related to purchase, construction or major renovation of the facility, including copies of any funding commitment letters, mortgages, promissory notes, potential security agreements to be entered into, information on all other sources of funding, construction or major renovation, and any restrictions or conditions imposed by other funding sources;

(12) A Phase I environmental site assessment that describes the environmental condition of the proposed facility site and any structures on the site;

(13) A description of the efforts by the grantee to coordinate or collaborate with other providers in the community to seek assistance, including financial assistance, prior to the use of funds under this section; and,

(14) Any additional information the responsible HHS official may require.

	<p>(b) <i>Additional requirements for leased properties.</i> (1) If a grantee applies to renovate leased property, it must submit to the responsible HHS official information described in paragraph (a) of this section, a copy of the existing or proposed lease agreement, and the landlord or lessor's consent. (2) If a grantee applies to purchase a modular unit it intends to site on leased property or on other property the grantee does not own, the grantee must submit to the responsible HHS official information described in paragraph (a) of this section and a copy of the proposed lease or other occupancy agreement that will allow the grantee access to the modular unit for at least 15 years.</p>		1303.44 Application Leased properties	Board of Education	
	<p>c) <i>Non-federal match.</i> Any non-federal match associated with facilities activities becomes part of the federal share of the facility.</p>				
<p><b>1303.45 Cost – comparison to purchase, construct, and renovate facilities</b></p>	<p>a) <i>Cost comparison.</i> (1) If a grantee proposes to purchase, construct, or renovate a facility, it must submit a detailed cost estimate of the proposed activity, compare the costs associated with the proposed activity to other available alternatives in the service area, and provide any additional information the responsible HHS official requests. The grantee must demonstrate that the proposed activity will result in savings when compared to the costs that would be incurred to acquire the use of an alternative facility to carry out program. (2) In addition to requirements in paragraph (1) of this section, the grantee must:</p> <ul style="list-style-type: none"> <li>(i) Identify who owns the property;</li> <li>(ii) List all costs related to the purchase, construction, or renovation;</li> <li>(iii) Identify costs over the structure's useful life, which is at least 20 years for a facility that the grantee purchased or constructed and at least 15 years for a modular unit the grantee renovated, and deferred costs, including mortgage balloon payments, as costs with associated due dates; and,</li> </ul>	<p>In the submission application of 1303.44, the grantee must provide a cost comparison analysis of the proposed project with an alternative location to carry out proposed program operations.</p> <p>Specific requirements to be included in this application are outlined specifically in HSPPS.</p>	1303.44 Application Cost Comparison & Allocation	Board of Education	

	(iv) Demonstrate how the proposed purchase, construction, or <u>major renovation</u> is consistent with program management and fiscal goals, community needs, enrollment and program options and how the proposed facility will support the grantee as it provides quality services to children and families.					
	(b) <i>Continue purchase or refinance.</i> To use funds to continue purchase on a facility or to refinance an existing indebtedness, the grantee must compare the costs of continued purchase against the cost of purchasing a comparable facility in the service area over the remaining years of the facility's useful life. The grantee must demonstrate that the proposed activity will result in savings when compared to the cost that would be incurred to acquire the use of an alternative facility to carry out the program.					
	(c) Multi-purpose use. If the grantee intends to use a facility to operate a Head Start program and for another purpose, it must disclose what percentage of the facility will be used for non-Head Start activities, along with costs associated with those activities, in accordance with applicable cost principles.		In the 1303.44 application, the grantee must identify if the building is to be used for purposes other than Head Start. If the space is to be used for anything other than Head Start a cost allocation plan will be developed outlining specific costs associated with all participating stakeholders / users.			
<b>1303.46 Recording and posting notices of federal interest</b>	(a) <i>Survival of federal interest.</i> A grantee that receives funds under this subpart must file notices of federal interest as set forth in paragraph (b) of this section. Federal interest cannot be defeated by a grantee's failure to file a notice of federal interest.		The grantee must file the federal interest notice for any project applied for under the 1303.44 application.	1303.44 Application Notice of Federal Interest	Board of Education	
	(b) <i>Recording notices of federal interest.</i> (1) If a grantee uses federal funds to purchase real property or a facility, excluding modular units, appurtenant to real property, it must record a notice of federal interest in the official real property records for the jurisdiction where the facility is or will be located. The grantee must file the notice of federal interest as soon as it uses Head Start funds to		The HSPPS outline the guidance as to what aspects of a 1303.44 application requires the filing of federal interest and specific timelines to do so.			

<p><b>1303.47 Contents of notices of federal interest</b></p>	<p>either fully or partially purchase a facility or real property where a facility will be constructed or as soon as it receives permission from the <u>responsible HHS official</u> to use Head Start funds to continue purchase on a facility.</p> <p>(2) If a grantee uses federal funds in whole or in part to construct a facility, it must record the notice of federal interest in the official real property records for the jurisdiction in which the facility is located as soon as it receives the notice of award to construct the facility.</p> <p>(3) If a grantee uses federal funds to renovate a facility that it, or a third party owns, the grantee must record the notice of federal interest in the official real property records for the jurisdiction in which the facility is located as soon as it receives the notice of award to renovate the facility.</p> <p>(4) If a grantee uses federal funds in whole or in part to purchase a modular unit or to renovate a modular unit, the grantee must post the notice of federal interest, in clearly visible locations, on the exterior of the modular unit and inside the modular unit.</p>				
<p><b>1303.44 Application Notice of Federal Interest</b></p>	<p>(a) <i>Facility and real property a grantee owns.</i> A notice of federal interest for a facility, other than a <u>modular unit</u>, and real property the grantee owns or will own, must include:</p> <ol style="list-style-type: none"> <li>(1) The grantee's correct legal name and current mailing address;</li> <li>(2) A legal description of the real property;</li> <li>(3) Grant award number, amount and date of initial facilities funding award or initial use of base grant funds for ongoing purchase or mortgage payments;</li> <li>(4) A statement that the notice of federal interest includes funds awarded in grant award(s) and any Head Start funds subsequently used to purchase, construct or to make <u>major renovations</u> to the real property;</li> <li>(5) A statement that the facility and real property will only be used for purposes consistent with the Act and applicable Head Start regulations;</li> <li>(6) A statement that the facility and real property will not be mortgaged or used as collateral, sold or otherwise transferred to another party, without the <u>responsible HHS official's</u> written permission;</li> </ol>	<p>The HSPPS outlines specific guidance as to the contents of the notice of federal interest in a 1303.44 application.</p>	<p>1303.44 Application Notice of Federal Interest</p>		

	<p>(7) A statement that the federal interest cannot be subordinated, diminished, nullified or released through encumbrance of the property, transfer of the property to another party or any other action the grantee takes without the responsible HHS official's written permission;</p> <p>(8) A statement that confirms that the agency's governing body received a copy of the notice of federal interest prior to filing and the date the governing body was provided with a copy; and,</p> <p>(9) The name, title, and signature of the person who drafted the notice.</p>				
	<p>(b) <i>Facility leased by a grantee.</i> (1) A notice of federal interest for a leased facility, excluding a modular unit, on land the grantee does not own, must be recorded in the official real property records for the jurisdiction where the facility is located and must include:</p> <ul style="list-style-type: none"> <li>(i) The grantee's correct legal name and current mailing address;</li> <li>(ii) A legal description of affected real property;</li> <li>(iii) The grant award number, amount and date of initial funding award or initial use of base grant funds for major renovation;</li> <li>(iv) Acknowledgement that the notice of federal interest includes any Head Start funds subsequently used to make major renovations on the affected real property;</li> <li>(v) A statement the facility and real property will only be used for purposes consistent with the Act and applicable Head Start regulations; and,</li> <li>(vi) A lease or occupancy agreement that includes the required information from paragraphs (b)(1)(i) through (v) of this section may be recorded in the official real property records for the jurisdiction where the facility is located to serve as a notice of federal interest.</li> </ul> <p>(2) If a grantee cannot file the lease or occupancy agreement described in paragraph (b)(1)(vi) of this section in the official real property records for the jurisdiction where the facility is located, it may file an abstract. The abstract must include the names and addresses of parties to the lease or occupancy agreement, terms of the lease or occupancy</p>				



	<p>agreement, and information described in paragraphs (a)(1) through (9) of this section.</p>				
	<p>(c) <i>Modular units.</i> A notice of federal interest on a modular unit the grantee purchased or renovated must be visible and clearly posted on the exterior of the modular and inside the modular and must include:</p> <ol style="list-style-type: none"> <li>(1) The grantee's correct legal name and current mailing address;</li> <li>(2) The grant award number, amount and date of initial funding award or initial use of base grant funds to purchase or renovate;</li> <li>(3) A statement that the notice of federal interest includes any Head Start funds subsequently used for major renovations to the modular unit;</li> <li>(4) A statement that the facility and real property will only be used for purposes consistent with the Act and applicable Head Start regulations;</li> <li>(5) A statement that the modular unit will not be mortgaged or used as collateral, sold or otherwise transferred to another party, without the responsible HHS official's written permission;</li> <li>(6) A statement that the federal interest cannot be subordinated, diminished, nullified or released through encumbrance of the property, transfer to another party, or any other action the grantee takes without the responsible HHS official's written permission;</li> <li>(7) A statement that the modular unit cannot be moved to another location without the responsible HHS official's written permission;</li> <li>(8) A statement that confirms that the agency's governing body has received a copy of the filed notice of federal interest and the date the governing body was provided with a copy; and,</li> <li>(9) The name, title, and signature of the person who completed the notice for the grantee agency.</li> </ol>				

<p><b>1303.48 Grantee limitations on federal interest</b></p>	<p>(a) A grantee cannot mortgage, use as collateral for a credit line or for other loan obligations, or, sell or transfer to another party, a <u>facility</u>, <u>real property</u>, or a <u>modular unit</u> it has purchased, constructed or renovated with Head Start funds, without the <u>responsible HHS official's</u> written permission.</p> <p>(b) A grantee must have the responsible HHS official's written permission before it can use real property, a facility, or a modular unit subject to federal interest for a purpose other than that for which the grantee's application was approved.</p>		<p>1303.44 Application Notice of Federal Interest</p>	<p>Board of Education</p>	
<p><b>1303.49 Protection of federal interest in mortgage agreements.</b></p>	<p>(a) Any mortgage agreement or other security instrument that is secured by <u>real property</u> or a <u>modular unit</u> constructed or purchased in whole or in part with federal funds or subject to renovation with federal funds must:</p> <ol style="list-style-type: none"> <li>(1) Specify that the <u>responsible HHS official</u> can intervene in case the grantee defaults on, terminates or withdraws from the agreement;</li> <li>(2) Designate the responsible HHS official to receive a copy of any notice of default given to the grantee under the terms of the agreement and include the regional grants management officer's current address;</li> <li>(3) Include a clause that requires any action to foreclose the mortgage agreement or security agreement be suspended for 60 days after the responsible HHS official receives the default notice to allow the responsible HHS official reasonable time to respond;</li> <li>(4) Include a clause that preserves the notice of federal interest and the grantee's obligation for its federal share if the responsible HHS official fails to respond to any notice of default provided under this section;</li> <li>(5) Include a statement that requires the responsible HHS official to be paid the federal interest before foreclosure proceeds are paid to the lender, unless the official's rights under the notice of federal</li> </ol>	<p>Prior to the grantee utilizing any facility or property purchased under a 1303.44 application for mortgage / collateral, the grantee must submit request in writing and receive approval in writing for OHS.</p>	<p>1303.44 Application Notice of Federal Interest</p>	<p>Board of Education</p>	

	<p>interest have been subordinated by a written agreement in conformance with §1303.51;</p> <p>(6) Include a clause that gives the responsible HHS official the right to cure any default under the agreement within the designated period to cure the default; and,</p> <p>(7) Include a clause that gives the responsible HHS official the right to assign or transfer the agreement to another interim or permanent grantee.</p>				
	<p>(b) A grantee must immediately notify the responsible HHS official of any default under an agreement described in paragraph (a) of this section.</p>			Board of Education	
<p><b>1303.50 Third party leases and occupancy arrangements.</b></p>	<p>(a) After November 7, 2016, if a grantee receives federal funds to <u>purchase</u>, construct or renovate a <u>facility on real property</u> the grantee does not own or to purchase or renovate a <u>modular unit</u> on real property the grantee does not own, the grantee must have a lease or other occupancy agreement of at least 30 years for purchase or <u>construction</u> of a facility and at least 15 years for a <u>major renovation</u> or placement of a modular unit.</p>	<p>The grantee must follow specific guidance provided in HSPPS related to the purchase, construction, or major renovations of any facility under a 1304.44 application – Agreements of 30 years or more, or 15 year minimum for modular.</p>	1303.44 application 3 <sup>rd</sup> Party Leases	Board of Education	
	<p>(b) The lease or occupancy agreement must:</p> <p>(1) Provide for the grantee's right of continued use and occupancy of the leased or occupied premises during the entire term of the lease;</p> <p>(2) Designate the regional grants management officer to receive a copy of any notice of default given to the grantee under the terms of the agreement and include the regional grants management officer's current address;</p> <p>(3) Specify that the <u>responsible HHS official</u> has the right to cure any default under the lease or occupancy agreement within the designated period to cure default; and,</p> <p>(4) Specify that the responsible HHS official has the right to transfer the lease to another interim or replacement grantee.</p>				

<p><b>1303.51</b> Subordination of the federal interest.</p>	<p>Only the <u>responsible HHS official</u> can subordinate federal interest to the rights of a lender or other third party. Subordination agreements must be in writing and the mortgage agreement or security agreement for which subordination is requested must comply with §1303.49. When the amount of federal funds already contributed to the <u>facility</u> exceeds the amount to be provided by the lender seeking subordination, the federal interest may only be subordinated if the grantee can show that funding is not available without subordination of the federal interest</p>	<p>The grantee may request a subordination of federal interest. Only the OHS may grant that request.</p>	<p>1303.44 Application Subordination of Federal Interest</p>	
<p><b>1303.52</b> Insurance, bonding, and maintenance</p>	<p>(a) <u>Purpose</u>. If a grantee uses federal funds to <u>purchase</u> or continue purchase on a <u>facility</u>, excluding <u>modular units</u>, the grantee must obtain a title insurance policy for the purchase price that names the <u>responsible HHS official</u> as an additional loss payee.</p> <p>(b) <u>Insurance coverage</u>. (1) If a grantee uses federal funds to purchase or continue purchase on a facility or modular unit the grantee must maintain physical damage or destruction insurance at the full replacement value of the facility, for as long as the grantee owns or occupies the facility. (2) If a facility is located in an area the National Flood Insurance Program defines as high risk, the grantee must maintain flood insurance for as long as the grantee owns or occupies the facility. (3) A grantee must submit to the responsible HHS official, within 10 days after coverage begins, proof of insurance coverage required under paragraphs (a) and (b) of this section.</p> <p>(c) <u>Maintenance</u>. A grantee must keep all facilities purchased or constructed in whole or in part with Head Start funds in good <u>repair</u> in accordance with all applicable federal, state, and local laws, rules and regulations, including Head Start requirements, zoning requirements, building codes, health and safety regulations and child care licensing standards.</p>	<p>The HSPPS provide specific guidance for insurance coverage and maintenance requirements for facilities purchased with Head Start funds.</p>	<p>1303.44 application Insurance Bonding Maintenance</p>	<p>Board of Education</p>

<p><b>1303.53 Copies of documents</b></p>	<p>A grantee must submit to the <u>responsible HHS official</u>, within 10 days after filing or execution, copies of deeds, leases, loan instruments, mortgage agreements, notices of federal interest, and other legal documents related to the use of Head Start funds for purchase, construction, major renovation, or the discharge of any debt secured by the <u>facility</u>.</p>		<p>The grantee must submit copies of documents regarding facilities affiliated with 1303.44 within 10 days to the Regional Office</p>	<p>1303.44 application Copies of Documents</p>	<p>Board of Education</p>
<p><b>1303.54 Record retention</b></p>	<p>A grantee must retain records pertinent to the lease, purchase, <u>construction</u> or renovation of a <u>facility funded in whole or in part with Head Start funds</u>, for as long as the grantee owns or occupies the facility, plus three years.</p>		<p>At a minimum, the grantee must maintain any records related to property / facilities for as long as the grantee owns the building plus 3 years.</p>	<p>1303.44 Application Record Retention</p>	<p>Board of Education</p>
<p><b>1303.55 Procurement procedures</b></p>	<p>(a) A grantee must comply with all grants management regulations, including specific regulations applicable to transactions in excess of the current simplified acquisition threshold, cost principles, and its own procurement procedures, and must provide, to the maximum extent practical, open and full competition.</p>		<p>The HSPPS provide specific guidance as to requirements set forth in procurement procedures such as open &amp; full competition, written prior approval from OHS for the use of federal funds, written prior approval on any modifications to an approved project, and provide access at any reasonable time to OHS for inspection of project.</p>	<p>1303.44 Application Procurement Procedures</p>	<p>Board of Education</p>
	<p>(b) A grantee must obtain the <u>responsible HHS official's</u> written approval before it uses Head Start funds, in whole or in part, to contract construction or renovation services. The grantee must ensure these contracts are paid on a lump sum fixed-price basis.</p>				
	<p>(c) A grantee must obtain prior written approval from the responsible HHS official for contract modifications that would change the scope or objective of a project or would materially alter the costs, by increasing the amount of grant funds needed to complete the project.</p>				

	<p>(d) A grantee must ensure all construction and renovation contracts paid, in whole or in part with Head Start funds contain a clause that gives the responsible HHS official or his or her designee access to the <u>facility</u>, at all reasonable times, during construction and inspection.</p>					
<p><b>1303.56 Inspection of work</b></p>	<p>The grantee must submit to the <u>responsible HHS official</u> a <u>final facility inspection report</u> by a licensed engineer or architect within 30 calendar days after the project is completed. The inspection report must certify that the facility complies with local building codes, applicable child care licensing requirements, is structurally sound and safe for use as a Head Start facility, complies with the access requirements of the Americans with Disabilities Act, section 504 of the Rehabilitation Act, and the Flood Disaster Protection Act of 1973, and complies with National Historic Preservation Act of 1966.</p>		<p>The grantee must provide to OHS an inspection report that outlines all requirements set forth in HSPPS such as building codes, child care requirements, ADA, Flood Disaster prevention Act, and National Historic Preservation Act.</p>	<p>1303.44 Application Inspection of Work</p>	<p>Board of Education</p>	

# Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Application to purchase, construct, or renovate a facility	<b>P/P #:</b>	
<b>Part:</b>	1303	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>E. Facilities</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Eligibility to purchase, construct, and renovate facilities</i>	<b>Implementation Responsibility:</b>	CCS Board of Education
<b>Related Performance Standard(s):</b>	1303.44	<b>Monitoring Responsibility:</b>	OHS

<p><b>(A) Policy</b></p>	<p>(a) <i>Application requirements.</i> If a grantee is preliminarily eligible under §1303.42 to apply for funds to purchase, construct, or renovate a facility, it must submit to the responsible HHS official:</p> <ol style="list-style-type: none"> <li>(1) A statement that explains the anticipated effect the proposed purchase, construction or renovation has had or will have on program enrollment, activities and services, and how it determined what the anticipated effect would be;</li> <li>(2) A deed or other document showing legal ownership of the real property where facilities activity is proposed, legal description of the facility site, and an explanation why the location is appropriate for the grantee’s service area;</li> <li>(3) Plans and specifications for the facility, including square footage, structure type, the number of rooms the facility will have or has, how the rooms will be used, where the structure will be positioned or located on the building site, and whether there is space available for outdoor play and for parking;</li> <li>(4) Certification by a licensed engineer or architect that the facility is, or will be upon completion, structurally sound and safe for use as a Head Start facility and that the facility complies, or will comply upon completion, with local building codes, applicable child care licensing requirements, the accessibility requirements of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Flood Disaster Protection Act of 1973, and the National Historic Preservation Act of 1966;</li> <li>(5) A description of proposed renovations or repairs to make the facility suitable for program activities, and plans and specification that describe the facility after renovation or repair;</li> <li>(6) A proposed schedule that details when the grantee will acquire, renovate, repair and occupy the facility;</li> <li>(7) An estimate by a licensed independent certified appraiser of the facility’s fair market value after proposed purchase and associated repairs and renovations construction, or major renovation is completed is required for all facilities activities except for major renovations to leased property;</li> <li>(8) The cost comparison described in §1303.45;</li> </ol>
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	<p>(9) A statement that shows what share of the purchase, construction, or major renovation will be paid with grant funds and what the grantee proposes to contribute as a nonfederal match to the purchase, construction or major renovation;</p> <p>(10) A statement from a lender, if a grantee applies to use Head Start funds to continue purchase on a facility or refinance existing debt on a facility that indicates the lender is willing to comply with §1303.49;</p> <p>(11) The terms of any proposed or existing loan(s) related to purchase, construction or major renovation of the facility, including copies of any funding commitment letters, mortgages, promissory notes, potential security agreements to be entered into, information on all other sources of funding, construction or major renovation, and any restrictions or conditions imposed by other funding sources;</p> <p>(12) A Phase I environmental site assessment that describes the environmental condition of the proposed facility site and any structures on the site;</p> <p>(13) A description of the efforts by the grantee to coordinate or collaborate with other providers in the community to seek assistance, including financial assistance, prior to the use of funds under this section; and,</p> <p>(14) Any additional information the responsible HHS official may require.</p>
<b>(B) Responsibility</b>	CCS Board of Education
<b>(C) Procedure</b>	Specific step by step guidance for application is stated in policy above.



## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	1303.44 application Insurance Bonding Maintenance	<b>P/P #:</b>	
<b>Part:</b>	1303	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>E. Facilities</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Insurance, bonding, &amp; maintenance</i>	<b>Implementation Responsibility:</b>	CCS Board of Education
<b>Related Performance Standard(s):</b>	1303.52	<b>Monitoring Responsibility:</b>	OHS

<b>(A) Policy</b>	<p>(a) <i>Purpose.</i> If a grantee uses federal funds to <u>purchase</u> or continue purchase on a <u>facility</u>, excluding <u>modular units</u>, the grantee must obtain a title insurance policy for the purchase price that names the <u>responsible HHS official</u> as an additional loss payee.</p> <p>(b) <i>Insurance coverage.</i> (1) If a grantee uses federal funds to purchase or continue purchase on a facility or modular unit the grantee must maintain physical damage or destruction insurance at the full replacement value of the facility, for as long as the grantee owns or occupies the facility.                  (2) If a facility is located in an area the National Flood Insurance Program defines as high risk, the grantee must maintain flood insurance for as long as the grantee owns or occupies the facility.                  (3) A grantee must submit to the responsible HHS official, within 10 days after coverage begins, proof of insurance coverage required under paragraphs (a) and (b) of this section.</p> <p>(c) <i>Maintenance.</i> A grantee must keep all facilities purchased or constructed in whole or in part with Head Start funds in good <u>repair</u> in accordance with all applicable federal, state, and local laws, rules and regulations, including Head Start requirements, zoning requirements, building codes, health and safety regulations and child care licensing standards.</p>
<b>(B) Responsibility</b>	CCS Board of Education

<p>(C) Procedure</p>	<p>The HSPPS provide specific guidance for insurance coverage and maintenance requirements for facilities purchased with Head Start funds. See policy above.</p>
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## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	1303.44 Application Notice of Federal Interest	<b>P/P #:</b>	
<b>Part:</b>	1303	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>E. Facilities</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Recording and posting notices of federal interest</i>	<b>Implementation Responsibility:</b>	CCS Board of Education
<b>Related Performance Standard(s):</b>	1303.46, 1303.47, 1303.48, 1303.49	<b>Monitoring Responsibility:</b>	OHS

<p><b>(A) Policy</b></p>	<p>(a) <i>Survival of federal interest.</i> A grantee that receives funds under this subpart must file notices of federal interest as set forth in paragraph (b) of this section. Federal interest cannot be defeated by a grantee’s failure to file a notice of federal interest.</p> <p>(b) <i>Recording notices of federal interest.</i> (1) If a grantee uses federal funds to <u>purchase real property</u> or a <u>facility</u>, excluding <u>modular units</u>, appurtenant to real property, it must record a notice of federal interest in the official real property records for the jurisdiction where the facility is or will be located. The grantee must file the notice of federal interest as soon as it uses Head Start funds to either fully or partially purchase a facility or real property where a facility will be constructed or as soon as it receives permission from the <u>responsible HHS official</u> to use Head Start funds to continue purchase on a facility.</p> <p>(2) If a grantee uses federal funds in whole or in part to construct a facility, it must record the notice of federal interest in the official real property records for the jurisdiction in which the facility is located as soon as it receives the notice of award to construct the facility.</p> <p>(3) If a grantee uses federal funds to renovate a facility that it, or a third party owns, the grantee must record the notice of federal interest in the official real property records for the jurisdiction in which the facility is located as soon as it receives the notice of award to renovate the facility.</p> <p>(4) If a grantee uses federal funds in whole or in part to purchase a modular unit or to renovate a modular unit, the grantee must post the notice of federal interest, in clearly visible locations, on the exterior of the modular unit and inside the modular unit.</p> <p>(a) <i>Facility and real property a grantee owns.</i> A notice of federal interest for a facility, other than a <u>modular unit</u>, and real property the grantee owns or will own, must include:</p> <ol style="list-style-type: none"> <li>(1) The grantee’s correct legal name and current mailing address;</li> <li>(2) A legal description of the real property;</li> <li>(3) Grant award number, amount and date of initial facilities funding</li> </ol>
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- award or initial use of base grant funds for ongoing purchase or mortgage payments;
- (4) A statement that the notice of federal interest includes funds awarded in grant award(s) and any Head Start funds subsequently used to purchase, construct or to make major renovations to the real property;
- (5) A statement that the facility and real property will only be used for purposes consistent with the Act and applicable Head Start regulations;
- (6) A statement that the facility and real property will not be mortgaged or used as collateral, sold or otherwise transferred to another party, without the responsible HHS official's written permission;
- (7) A statement that the federal interest cannot be subordinated, diminished, nullified or released through encumbrance of the property, transfer of the property to another party or any other action the grantee takes without the responsible HHS official's written permission;
- (8) A statement that confirms that the agency's governing body received a copy of the notice of federal interest prior to filing and the date the governing body was provided with a copy; and,
- (9) The name, title, and signature of the person who drafted the notice.

*(b) Facility leased by a grantee.* (1) A notice of federal interest for a leased facility, excluding a modular unit, on land the grantee does not own, must be recorded in the official real property records for the jurisdiction where the facility is located and must include:

- (i) The grantee's correct legal name and current mailing address;
- (ii) A legal description of affected real property;
- (iii) The grant award number, amount and date of initial funding award or initial use of base grant funds for major renovation;
- (iv) Acknowledgement that the notice of federal interest includes any Head Start funds subsequently used to make major renovations on the affected real property;
- (v) A statement the facility and real property will only be used for purposes consistent with the Act and applicable Head Start regulations; and,
- (vi) A lease or occupancy agreement that includes the required information from paragraphs (b)(1)(i) through (v) of this section may be recorded in the official real property records for the jurisdiction where the facility is located to serve as a notice of federal interest.

(2) If a grantee cannot file the lease or occupancy agreement described in paragraph (b)(1)(vi) of this section in the official real property records for the jurisdiction where the facility is located, it may file an abstract. The abstract must include the names and addresses of parties to the lease or occupancy agreement, terms of the lease or occupancy agreement, and information described in paragraphs (a)(1) through (9) of this section.

*(c) Modular units.* A notice of federal interest on a modular unit the grantee purchased or renovated must be visible and clearly posted on the exterior of the modular and inside the modular and must include:

- (1) The grantee's correct legal name and current mailing address;
- (2) The grant award number, amount and date of initial funding award or initial use of base grant funds to purchase or renovate;

- (3) A statement that the notice of federal interest includes any Head Start funds subsequently used for major renovations to the modular unit;
- (4) A statement that the facility and real property will only be used for purposes consistent with the Act and applicable Head Start regulations;
- (5) A statement that the modular unit will not be mortgaged or used as collateral, sold or otherwise transferred to another party, without the responsible HHS official's written permission;
- (6) A statement that the federal interest cannot be subordinated, diminished, nullified or released through encumbrance of the property, transfer to another party, or any other action the grantee takes without the responsible HHS official's written permission;
- (7) A statement that the modular unit cannot be moved to another location without the responsible HHS official's written permission;
- (8) A statement that confirms that the agency's governing body has received a copy of the filed notice of federal interest and the date the governing body was provided with a copy; and,
- (9) The name, title, and signature of the person who completed the notice for the grantee agency.

(a) A grantee cannot mortgage, use as collateral for a credit line or for other loan obligations, or, sell or transfer to another party, a facility, real property, or a modular unit it has purchased, constructed or renovated with Head Start funds, without the responsible HHS official's written permission.

(b) A grantee must have the responsible HHS official's written permission before it can use real property, a facility, or a modular unit subject to federal interest for a purpose other than that for which the grantee's application was approved.

(a) Any mortgage agreement or other security instrument that is secured by real property or a modular unit constructed or purchased in whole or in part with federal funds or subject to renovation with federal funds must:

(1) Specify that the responsible HHS official can intervene in case the grantee defaults on, terminates or withdraws from the agreement;

(2) Designate the responsible HHS official to receive a copy of any notice of default given to the grantee under the terms of the agreement and include the regional grants management officer's current address;

(3) Include a clause that requires any action to foreclose the mortgage agreement or security agreement be suspended for 60 days after the responsible HHS official receives the default notice to allow the responsible HHS official reasonable time to respond;

(4) Include a clause that preserves the notice of federal interest and the grantee's obligation for its federal share if the responsible HHS official fails to respond to any notice of default provided under this section;

	<p>(5) Include a statement that requires the responsible HHS official to be paid the federal interest before foreclosure proceeds are paid to the lender, unless the official's rights under the notice of federal interest have been subordinated by a written agreement in conformance with §1303.51;</p> <p>(6) Include a clause that gives the responsible HHS official the right to cure any default under the agreement within the designated period to cure the default; and,</p> <p>(7) Include a clause that gives the responsible HHS official the right to assign or transfer the agreement to another interim or permanent grantee.</p> <p>(b) A grantee must immediately notify the responsible HHS official of any default under an agreement described in paragraph (a) of this section.</p>
<b>(B) Responsibility</b>	CCS Board of Education
<b>(C) Procedure</b>	<p>The grantee must file the federal interest notice for any project applied for under the 1303.44 application.</p> <p>The HSPPS outline the guidance as to what aspects of a 1303.44 application requires the filing of federal interest and specific timelines to do so. (please see policy above)</p> <p>Prior to the grantee utilizing any facility or property purchased under a 1303.44 application for mortgage / collateral, the grantee must submit request in writing and receive approval in writing for OHS.</p> <p>The HSPPS specifically outlines required verbiage that must be entered at any time a property / facility is utilized in a mortgage agreement or other security agreement.</p>

## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Preapplication to 1303.44	<b>P/P #:</b>	
<b>Part:</b>	1303	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>E. Facilities</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Eligibility to purchase, construct, and renovate facilities</i>	<b>Implementation Responsibility:</b>	CCS Board of Education
<b>Related Performance Standard(s):</b>	1303.42, 1303.42	<b>Monitoring Responsibility:</b>	OHS

<b>(A) Policy</b>	<p>(a) <i>Preliminary eligibility.</i> (1) Before a grantee can apply for funds to purchase, construct, or renovate a <u>facility</u> under §1303.44, it must establish that:</p> <p>(i) The facility will be available to Indian tribes, or rural or other low-income communities;</p> <p>(ii) The proposed purchase, <u>construction</u> or <u>major renovation</u> is within the grantee's designated service area; and,</p> <p>(iii) The proposed purchase, construction or major renovation is necessary because the lack of suitable facilities in the grantee's service area will inhibit the operation of the program.</p> <p>(2) If a program applies to construct a facility, that the construction of such facility is more cost-effective than the purchase of available facilities or renovation.</p> <p>b) <i>Proving a lack of suitable facilities.</i> To satisfy paragraph (a)(1)(iii) of this section, the grantee must have a written statement from an independent real estate professional familiar with the commercial real estate market in the grantee's service area, that includes factors considered and supports how the real estate professional determined there are no other suitable facilities in the area.</p>
<b>(B) Responsibility</b>	CCS Board of Education
<b>(C) Procedure</b>	<p>At any time, the grantee determines the need to purchase, construct, or renovate existing facilities, the grantee must apply under 1303.44 to the Regional Office to begin the process. Prior to applying the grantee shall provide evidence that such facility will be available to specific populations identified in this guidance, the facilities lies within the physical parameters of the service area, and that the cost associated with purchase, construction, or renovation is more cost effective than utilizing existing facilities.</p> <p>As part of the evidence required to apply under 1303.44, the grantee must provide a written statement from an independent real estate professional from the service area defining that there are no suitable facilities in the given service area.</p> <p>Prior to the grantee utilizing federal dollars to pay any fees related</p>

	<p>to the required statements or appraisals as identified in 1303.42 for the application under 1303.44, the grantee must submit the request in writing to the OHS Regional Office.</p>
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## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	1303.44 application Cost Comparison and Allocation	<b>P/P #:</b>	
<b>Part:</b>	1303	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>E. Facilities</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Cost comparison to purchase, construct, and renovate facilities</i>	<b>Implementation Responsibility:</b>	CCS Board of Education
<b>Related Performance Standard(s):</b>	1303.45	<b>Monitoring Responsibility:</b>	OHS

(A) Policy	<p>a) <i>Cost comparison.</i> (1) If a grantee proposes to <u>purchase</u>, <u>construct</u>, or <u>renovate</u> a <u>facility</u>, it must submit a detailed cost estimate of the proposed activity, compare the costs associated with the proposed activity to other available alternatives in the service area, and provide any additional information the responsible HHS official requests. The grantee must demonstrate that the proposed activity will result in savings when compared to the costs that would be incurred to acquire the use of an alternative facility to carry out program.</p> <p>(2) In addition to requirements in paragraph (1) of this section, the grantee must:</p> <p>(i) Identify who owns the property.</p> <p>(ii) List all costs related to the purchase, <u>construction</u>, or renovation;</p> <p>(iii) Identify costs over the structure's useful life, which is at least 20 years for a facility that the grantee purchased or constructed and at least 15 years for a <u>modular unit</u> the grantee renovated, and deferred costs, including mortgage balloon payments, as costs with associated due dates; and,</p> <p>(iv) Demonstrate how the proposed purchase, construction, or <u>major renovation</u> is consistent with program management and fiscal goals, community needs, enrollment and program options and how the proposed facility will support the grantee as it provides quality services to children and families.</p> <p>(b) <i>Continue purchase or refinance.</i> To use funds to continue purchase on a facility or to refinance an existing indebtedness, the grantee must compare the costs of continued purchase against the cost of purchasing a comparable facility in the service area over the remaining years of the facility's useful life. The grantee must demonstrate that the proposed activity will result in savings when compared to the cost that would be incurred to acquire the use of an alternative facility to carry out the program.</p> <p>(c) <i>Multi-purpose use.</i> If the grantee intends to use a facility to operate a Head Start program and for another purpose, it must disclose what percentage of the facility will be used for non-Head</p>
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	Start activities, along with costs associated with those activities, in accordance with applicable cost principles.
<b>(B) Responsibility</b>	CCS Board of Education
<b>(C) Procedure</b>	<p>In the submission application of 1303.44, the grantee must provide a cost comparison analysis of the proposed project with an alternative location to carry out proposed program operations. This cost comparison must be created by an independent realtor or like from the service area.</p> <p>Specific requirements to be included in this application are outlined specifically in HSPPS. (1303.44 application process)</p> <p>If the facility proposed is used for any activities or programs that are not related to Head Start a cost allocation plan must be developed and submitted with the application. Head Start dollars can only be used for Head Start purposes.</p>

## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	1303.44 application Procurement Procedures	<b>P/P #:</b>	
<b>Part:</b>	1303	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>E. Facilities</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Procurement Procedures</i>	<b>Implementation Responsibility:</b>	CCS Board of Education
<b>Related Performance Standard(s):</b>	1303.55	<b>Monitoring Responsibility:</b>	OHS

<b>(A) Policy</b>	<p>(a) A grantee must comply with all grants management regulations, including specific regulations applicable to transactions in excess of the current simplified acquisition threshold, cost principles, and its own procurement procedures, and must provide, to the maximum extent practical, open and full competition.</p> <p>(b) A grantee must obtain the <u>responsible HHS official</u>'s written approval before it uses Head Start funds, in whole or in part, to contract construction or renovation services. The grantee must ensure these contracts are paid on a lump sum fixed-price basis.</p> <p>(c) A grantee must obtain prior written approval from the responsible HHS official for contract modifications that would change the scope or objective of a project or would materially alter the costs, by increasing the amount of grant funds needed to complete the project.</p> <p>(d) A grantee must ensure all construction and renovation contracts paid, in whole or in part with Head Start funds contain a clause that gives the responsible HHS official or his or her designee access to the <u>facility</u>, at all reasonable times, during construction and inspection.</p>
<b>(B) Responsibility</b>	CCS Board of Education

<p><b>(C) Procedure</b></p>	<p>The HSPPS provide specific guidance as to requirements set forth in procurement procedures such as open &amp; full competition, written prior approval from OHS for the use of federal funds, written prior approval on any modifications to an approved project, and provide access at any reasonable time to OHS for inspection of project. Please see policy above.</p>
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## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	1303.44 application 3 <sup>rd</sup> party leases	<b>P/P #:</b>	
<b>Part:</b>	1303	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>E. Facilities</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>3<sup>rd</sup> party leases and occupancy arrangements</i>	<b>Implementation Responsibility:</b>	CCS Board of Education
<b>Related Performance Standard(s):</b>	1303.50	<b>Monitoring Responsibility:</b>	OHS

<b>(A) Policy</b>	<p>a) After November 7, 2016, if a grantee receives federal funds to <u>purchase</u>, construct or renovate a <u>facility on real property</u> the grantee does not own or to purchase or renovate a <u>modular unit</u> on real property the grantee does not own, the grantee must have a lease or other occupancy agreement of at least 30 years for purchase or <u>construction</u> of a facility and at least 15 years for a <u>major renovation</u> or placement of a modular unit.</p> <p>(b) The lease or occupancy agreement must:</p> <ol style="list-style-type: none"> <li>(1) Provide for the grantee's right of continued use and occupancy of the leased or occupied premises during the entire term of the lease;</li> <li>(2) Designate the regional grants management officer to receive a copy of any notice of default given to the grantee under the terms of the agreement and include the regional grants management officer's current address;</li> <li>(3) Specify that the <u>responsible HHS official</u> has the right to cure any default under the lease or occupancy agreement within the designated period to cure default; and,</li> <li>(4) Specify that the responsible HHS official has the right to transfer the lease to another interim or replacement grantee.</li> </ol>
<b>(B) Responsibility</b>	CCS Board of Education

**(C) Procedure**

The HSPPS specifically outlines required verbiage that must be entered at any time a property / facility is utilized in a 3<sup>rd</sup> party lease or other occupancy arrangement.  
Please see policy above.

## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	1303.44 application Copies of Documents	<b>P/P #:</b>	
<b>Part:</b>	1303	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>E. Facilities</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Copies of documents</i>	<b>Implementation Responsibility:</b>	CCS Board of Education
<b>Related Performance Standard(s):</b>	1303.53	<b>Monitoring Responsibility:</b>	OHS

<b>(A) Policy</b>	A grantee must submit to the <u>responsible HHS official</u> , within 10 days after filing or execution, copies of deeds, leases, loan instruments, mortgage agreements, notices of federal interest, and other legal documents related to the use of Head Start funds for <u>purchase, construction, major renovation</u> , or the discharge of any debt secured by the <u>facility</u> .
<b>(B) Responsibility</b>	CCS Board of Education
<b>(C) Procedure</b>	The grantee must submit copies of documents regarding facilities affiliated with 1303.44 within 10 days to the Regional Office. Unless otherwise directed, documents should be uploaded in correspondence through HSES.

## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	1303.44 application Subordination of Federal Interest	<b>P/P #:</b>	
<b>Part:</b>	1303	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>E. Facilities</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Subordination of federal interest</i>	<b>Implementation Responsibility:</b>	CCS Board of Education
<b>Related Performance Standard(s):</b>	1303.51	<b>Monitoring Responsibility:</b>	OHS

<b>(A) Policy</b>	Only the <u>responsible HHS official</u> can subordinate federal interest to the rights of a lender or other third party. Subordination agreements must be in writing and the mortgage agreement or security agreement for which subordination is requested must comply with §1303.49. When the amount of federal funds already contributed to the <u>facility</u> exceeds the amount to be provided by the lender seeking subordination, the federal interest may only be subordinated if the grantee can show that funding is not available without subordination of the federal interest
<b>(B) Responsibility</b>	CCS Board of Education
<b>(C) Procedure</b>	<p>The grantee may request a subordination of federal interest. Only the OHS may grant that request.</p> <p>The grantee must contact the program specialist and grant specialist to begin application for this process.</p>



## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Approval of previously purchased facilities	<b>P/P #:</b>	
<b>Part:</b>	1303	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>E. Facilities</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Approval of previously purchased facilities</i>	<b>Implementation Responsibility:</b>	CCS Board of Education
<b>Related Performance Standard(s):</b>	1303.41	<b>Monitoring Responsibility:</b>	OHS

<b>(A) Policy</b>	If a grantee <u>purchased</u> a <u>facility</u> after December 31, 1986, and seeks to use grant funds to continue to pay purchase costs for the facility or to refinance current indebtedness and use grant funds to service the resulting debt, the grantee may apply for funds to meet those costs. The grantee must submit an application that conforms to requirements in this part and in the Act to the <u>responsible HHS official</u> . If the responsible HHS official approves the grantee's application, Head Start funds may be used to pay ongoing <u>purchase</u> , costs, which include principal and interest on approved loans.
<b>(B) Responsibility</b>	CCs Board of Education
<b>(C) Procedure</b>	MCHS currently owns NO facilities. CCS as the grantee provides space within existing board owned facilities. To meet the needs of families and children throughout the service area MCHS may rent / lease space not owned by grantee.

## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	1303.44 application Leased Properties	<b>P/P #:</b>	
<b>Part:</b>	1303	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>E. Facilities</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Application to purchase, construct, and renovate facilities</i>	<b>Implementation Responsibility:</b>	CCS Board of Education
<b>Related Performance Standard(s):</b>	1303.44	<b>Monitoring Responsibility:</b>	OHS

<b>(A) Policy</b>	<p><i>(b) Additional requirements for leased properties.</i> (1) If a grantee applies to renovate leased property, it must submit to the responsible HHS official information described in paragraph (a) of this section, a copy of the existing or proposed lease agreement, and the landlord or lessor's consent.</p> <p>(2) If a grantee applies to purchase a <u>modular unit</u> it intends to site on leased property or on other property the grantee does not own, the grantee must submit to the responsible HHS official information described in paragraph (a) of this section and a copy of the proposed lease or other occupancy agreement that will allow the grantee access to the modular unit for at least 15 years.</p> <p><i>c) Non-federal match.</i> Any non-federal match associated with facilities activities becomes part of the federal share of the facility.</p>
<b>(B) Responsibility</b>	CCS Board of Education
<b>(C) Procedure</b>	<p>To lease any property , MCHS will follow the guidance outlined in the 1303.44 application process and submit to the Regional Office for approval prior to renovating any leased property. Approval must be obtained prior to contract signing with any entity.</p> <p>To utilize modular facilities, MCHS must secure an agreement that the modular will be available to MCHS for up to 15 years.</p>

## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	1303.44 application Record Retention	<b>P/P #:</b>	
<b>Part:</b>	1303	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>E. Facilities</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Record Retention</i>	<b>Implementation Responsibility:</b>	CCS Board of Education
<b>Related Performance Standard(s):</b>	<i>1303.54</i>	<b>Monitoring Responsibility:</b>	OHS

<b>(A) Policy</b>	A grantee must retain records pertinent to the lease, <u>purchase</u> , <u>construction</u> or renovation of a <u>facility</u> funded in whole or in part with Head Start funds, for as long as the grantee owns or occupies the facility, plus three years.
<b>(B) Responsibility</b>	CCS Board of Education
<b>(C) Procedure</b>	At a minimum, the grantee must maintain any records related to property / facilities for as long as the grantee owns the building plus 3 years.

## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	1303.44 application Inspection of Work	<b>P/P #:</b>	
<b>Part:</b>	1303	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>E. Facilities</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Inspection of Work</i>	<b>Implementation Responsibility:</b>	CCS Board of Education
<b>Related Performance Standard(s):</b>	1303.56	<b>Monitoring Responsibility:</b>	OHS

<b>(A) Policy</b>	The grantee must submit to the <u>responsible HHS official</u> a final <u>facility</u> inspection report by a licensed engineer or architect within 30 calendar days after the project is completed. The inspection report must certify that the facility complies with local building codes, applicable child care licensing requirements, is structurally sound and safe for use as a Head Start facility, complies with the access requirements of the Americans with Disabilities Act, section 504 of the Rehabilitation Act, and the Flood Disaster Protection Act of 1973, and complies with National Historic Preservation Act of 1966.
<b>(C) Procedure</b>	CCS Board of Education
	The grantee must provide to OHS an inspection report that outlines all requirements set forth in HSPPS such as building codes, childcare requirements, ADA, Flood Disaster prevention Act, and National Historic Preservation Act.