

Governance, Federal Monitoring, & Grant Development



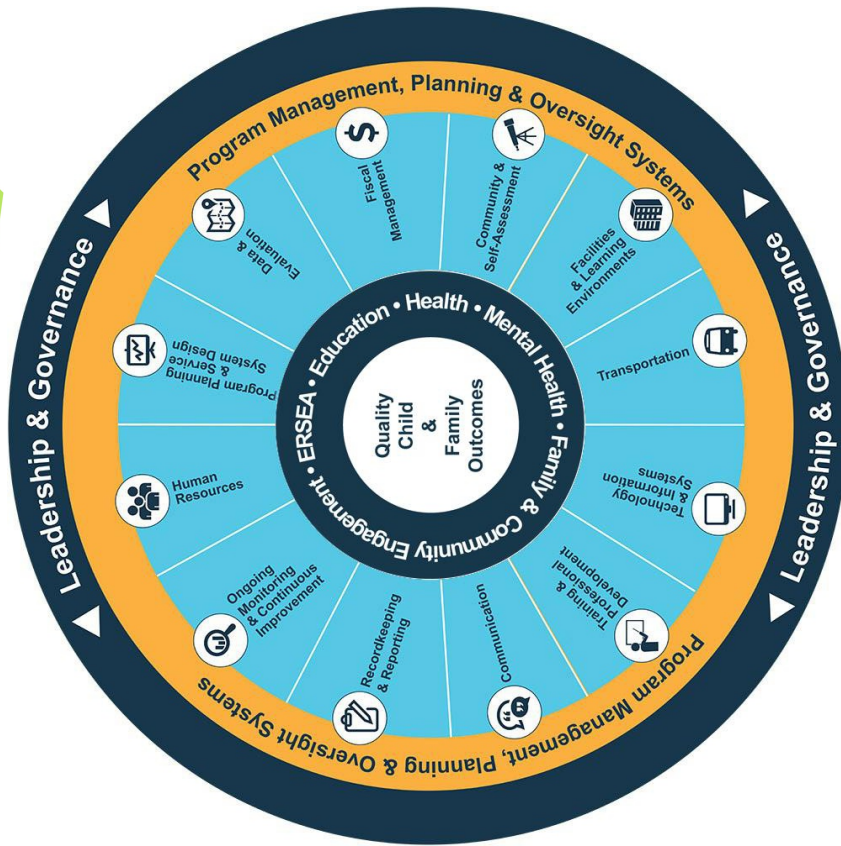
Program Design & Management



1. Board/Policy Council

Relationship of the governing bodies and why it
is important for you to be informed





- ◆ Leadership & Governance are the foundation of effective management
- ◆ HS leadership consist of 3 key entities: Board, Policy Council, & management staff
- ◆ Strategic direction

- ◆ Defines the intent of Congress
- ◆ Purpose of program
- ◆ Types of services
- ◆ Populations to be served
- ◆ The Act identifies:
 - ◆ Reporting
 - ◆ Evaluation
 - ◆ Administrative requirements
 - ◆ Defines composition of governing body & Policy Council



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- ◆ Foundation for program design & delivery of high quality services
 - ◆ HSPPS include:
 - ◆ Budgeting & capital expenditures
 - ◆ Key legal & fiscal responsibilities
 - ◆ Program operations
 - ◆ Fiscal & administrative requirements





Electronic Code of Federal Regulations



- ◆ [Fiscal regulations](#)
- ◆ Audits
- ◆ Procurement
- ◆ Cost allocation
- ◆ Allowable cost

Other Regs

- ◆ State Licensing, Sanitation, Fire
- ◆ USDA & CACFP
- ◆ Local ordinances



SO WHAT?

So what?

Informed decision making

- ◆ Approval of grants
- ◆ Approval of reports
- ◆ Ask the right questions
- ◆ Input & guidance for program operations

Federal Monitoring

- ◆ Board & Policy Council are required participants during reviews

2. Federal Monitoring



Focus Area (FA) 2

- ◆ On-site interview (5 days)
- ◆ Classroom Explorations
- ◆ Safe Facility Explorations
- ◆ Data Tours
- ◆ Document reviews
- ◆ Grant application & goals
- ◆ Program Information Report (PIR)
- ◆ Community assessment
- ◆ Self-assessment
- ◆ Annual report
- ◆ Audits



Introductory Meeting	Data Tours	Classroom Explorations
The FA2 review week will begin with an introductory meeting between the program's managers and the Monitoring Team (Review Lead, FA2 Reviewers, and Fiscal Reviewer). This introductory meeting provides the foundation for the review week with an emphasis on management systems. The governing body and the policy council will have a joint meeting with the Review Team to share how they monitor and support the recipient in the program's delivery of quality services.	In FY22 there will be a focus on programs demonstrating child, family, and program outcomes during the FA2 review. During the data tours, service area managers share program data (past 24 months) that demonstrate performance based on the Federal regulations monitored in the FA2 Protocol. The Monitoring Team will use the Protocol to guide the meeting discussions while the recipient demonstrates how the program collects, aggregates, and uses data for continuous improvement. The fiscal data tour will include testing, including documents for expenditures such as the CARES Act and the American Rescue Plan to ensure funding is used to prevent, prepare, and respond to COVID-19.	FA2 Review Team members will conduct classroom observations to understand how the recipient is providing quality education services to children. The Review Lead and FA2 Reviewers will facilitate small group discussions with teachers/home visitors to understand how they individualize for children, implement curricula, and receive support to provide quality education services.

Safe Facility Exploration	Eligibility, Recruitment, Selection, Enrollment, and Attendance	Focus Area 2 Document List
The OHS continues to place a high priority on safe facilities. The Monitoring Team will conduct visits to the program's facilities and will request documentation (such as an inspection certificate) confirming the facility is free of lead. The recipient will also share the results of external inspections within the past 12 months. This includes a description of corrective action that occurred as a result of the outcome of the inspections.	Programs will demonstrate ERSEA practices by: • Providing an eligibility file roster of children and expectant mothers enrolled in the program to the Review Lead prior to the review • Providing eligibility documentation based on a sample of files • Demonstrating actual enrollment and participation of children and expectant mothers in the program	The program will provide the following documentation to the Review Lead prior to or during the first day of the review (unless otherwise noted); this is not an exhaustive list of documents that should be furnished during the review: • Eligibility File List using unique identifier numbers • Criminal Records Check Tracking Document • Lead Teacher Qualification Tracking Document • Detailed general ledger for the base grant (current award period, last closed award period, notice of grant awards for the periods reviewed) and Fiscal Policy and Procedures • Lead-free facility certificate (if available) • Copy of (or link to) external inspections (such as licensing) from the past 12 months • Current organizational chart (including fiscal staff)

3. Grant Approval

Grant Application

Enrollment

Services

Dollars

Data &
Proposed
Changes



8-County Area

County	Site Name	Projected Enrollment	Full (School) Day/Part Yr	Full Day/Full Yr	Part Day/Part Yr
Audrain	WFSC	15	-	15	-
Audrain	Community R-6	10	10	-	-
Boone	Centralia	30	-	-	30
Boone	Park	45	45	-	-
Boone	CELN	30	30	-	-
Boone	Bear Creek	15	-	15	-
Boone	Worley	15	-	15	-
Callaway	Callaway	15	-	15	-
Cole	Cole East	30	-	30	-
Cooper	Clubhouse	15	-	15	-
Howard	Glasgow	15	15	-	-
Moniteau	Moniteau	15	-	15	-
Osage	Linn	15	15	-	-

Head
Start
265

Early Head Start 200

County	Site Name	Projected Enrollment	Full Day/Full Yr	Home Based	Prenatal
Audrain	WERDCC Prison	12	-	-	12
Audrain	Audrain HB	10	-	6	4
Audrain	WFSC	20	20	-	-
Boone	Bear Creek	8	8	-	-
Boone	Worley	25	16	8	1
Boone	Park	8	8	-	-
Callaway	Callaway	26	16	9	1
Cole	Capital*	12	12	-	-
Cole	Cole East	25	16	8	1
Cooper/Howard	Cooper/Howard HB	10	-	9	1
Howard	Howard	16	16	-	-
Moniteau	Moniteau HB	10	-	9	1
Osage	Osage HB	18	-	16	2



\$6,686,403

Grant Application Amount

465

HS/EHS Funded Enrollment

\$1,671,600

Non-Federal Share Requirement

