

Certification of Governance and Leadership Capacity Screening

Grant Number: 09HP000193

Grantee Name: Contra Costa County Community Services Bureau

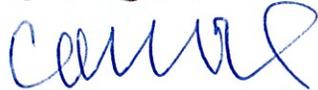
The signatures below attest that, consistent with the terms and conditions of the Notice of Award (NOA), our agency completed a screening of the governance and leadership capacity and developed a plan to address identified training needs.

\_\_\_\_\_  
Board Chair/Tribal Chair

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Policy Council Chair

8/7/19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Head Start Director

8.13.19  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Head Start Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Early Head Start Director

\_\_\_\_\_  
Date



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**



NATIONAL CENTER ON  
Program Management and Fiscal Operations

## Attachment 2

### Budget Period 01 of the Project Period

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

#### Health and Safety

- Conduct a screening of the health and safety environment of each center and/or family child care home where services are provided according to the following schedule, as applicable:
  - within 45 days of the start of the program or school year;
  - within 45 days of children receiving services in a new center and/or family child care home; and/or
  - within 45 days of the start of the project period when the project period begins during the program or school year.See: <https://eclkc.ohs.acf.hhs.gov/organizational-leadership/publication/health-safety-screener>.
- Complete a certification of compliance with all Office of Head Start (OHS) health and safety requirements within 75 days of the start of the program or school year, or within 75 days of the start of the project period when the project period begins during the program or school year.
- Submit the certification to the OHS in the Head Start Enterprise System (HSES) under the DRS tab, NoA Conditions in the folder titled "Certification of Compliance with Health & Safety Requirements" and notify your Program and Grants Management Specialists of its availability in the Correspondence tab immediately thereafter.

#### Governance

- **Conduct a screening** of the organization's governance and leadership capacity within 60 calendar days of the start of the project period. See: <https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/governing-body-tribal-council-certification>.
- **Complete a certification that the governance and leadership capacity screening was conducted and a training plan was developed within 75 days of the start of the project period.** See: <https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/governance-leadership-oversight-capacity-screener-certification>.
- Submit the certification to the OHS in the Head Start Enterprise System (HSES) under the DRS tab, NoA Conditions in the folder titled "Certification of Governance and Leadership Capacity Screening" and notify your Program and Grants Management Specialists of its availability in the Correspondence tab immediately thereafter.

See: <https://eclkc.ohs.acf.hhs.gov/designation-renewal-system>