

Area: Program Governance

Subject: PG09 – Policy Groups and Selection of Delegate Agencies and Their Service Areas

Reference: 1304.50 (d)(1)(v)

Policy: Central California Migrant Head Start Policy Council (CCMHSPC), the Stanislaus Head Start Policy Council (SHSPC) will approve and submit to the Governing Body recommendations on the selection of delegate agencies for service areas of the Grantee.

Procedure:

1. Process for selecting service areas for existing delegate agencies:
 - a. Each year existing delegate agencies will complete and submit a Community Assessment and Enrollment Plan to the Grantee by the contractual due date. The Community Assessment will indicate existing, or change to, the agency's service area. The Enrollment Plan will indicate the program options that will be provided, including proposed days and hours of service.
 - b. Proposed changes to a delegate agency's service area as indicated in the Community Assessment must be submitted to the Grantee with documentation of delegate Policy Committee and Governing Body review and approval.
 - c. If approval is received by the delegate Policy Committees, the Data Director will develop a Funding Distribution that identifies each delegate agency, their service area, the number of children to be served, and the amount of money allocated to each agency.
 - d. If approval is not received from the delegate Policy Committee, the Policy Committee must submit a letter to the delegate agency's Governing Body explaining why the change was not approved if a compromise cannot be reached. The delegate agency will notify in writing the Grantee Executive Director and will initiate impasse procedure.
 - e. The Funding Distribution will be presented to the appropriate Policy Council to review, approve and submit to the relevant Governing Body for final approval.
 - f. Upon receipt of grantee Governing Body approval, Data Director will provide Delegate agencies guidance on developing their refunding applications.
2. When selecting a new delegate agency and its service area, the process is as follows:
 - a. A Request for Proposal is developed by the Grantee.
 - b. A Request for Proposal is distributed and advertised through appropriate media.
 - c. A Bidders' Conference is held.
 - d. A team of proposal readers is assembled that includes, but is not limited to, Grantee staff, community representatives, and Policy Council members.
 - e. Proposals are read and scored by the team of readers and recommendations are made for funding.
 - f. Recommendations from readers are presented to Policy Council for approval.
 - g. After the Policy Council approves recommendations, it is submitted to the

Governing Body for final approval.

- h. If approved, the successful applicant is notified by Grantee. If not approved by both Policy Council and Governing Body, the procedures outlined in PG19 – Internal Dispute Resolution, will be followed.
- i. After approval, a contract with the new delegate is executed and the new delegate agency is oriented to the program.

Supervised by: Executive Director, Director II

Performed by: Director II, Data Director, Delegate Agency Representative

Forms needed: N/A

Frequency: At each occurrence