

Management Responsibilities Chart

I. PLANNING II. GENERAL PROCEDURES III. HUMAN RESOURCES MANAGEMENT

A=General responsibility B=Operating responsibility C=Must approve or disapprove D=Determined locally

Function I. Planning

Program Service Plan / Funding Application Proposed changes	Documents needed	Citation from Performance Standards	Grantee agency		Delegate agency		Grantee or delegate Management Staff	
			Governing body	Policy Council	Governing Body	Policy Cmte	HS Program Director	Agency Director
Proposed changes in enrollment	Annual Reports PIR Outcomes Reports	a) 1304.50(d)(1)(iii) Procedures for program planning in accordance with this Part and the requirements of 45 CFR 1305.3.	A&C	C	C	C	B	D
Proposed changes to days, and hours of service	Community Assessment Goals & Objectives Strategic or Long Range Plans Program Philosophy (PG08) Revised Program Service Plans	(b) 1304.50(d)(1)(iv) The program's philosophy and long- and short-range program goals and objectives	A&C	C	C	C	B	D
Proposed changes in location of sites or service area	Revised Program Service Plans (PG09)	(c) 1304.50(d)(1)(v) The selection of delegate agencies and their service areas (this regulation is binding on Policy Councils exclusively) (see 45 CFR 1301.33 and 45 CFR 1305.3(a) for additional requirements about delegate agency and service area selection, respectively).	A&C	C	—	—	B (Grantee Only)	D (Grantee Only)

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Proposed changes in Enrollment Recruitment Selection Eligibility Attendance	Selection Policies & Procedures (PG11)	d) 1304.50(d)(1)(vii) Criteria for defining recruitment, selection, and enrollment priorities	A	C	A	C	B	D
Requests for proposal or amendments to the contract	Contract Funding Application (PG05)	(e) 1304.50(d)(1)(i) All funding applications and amendments to funding applications for Early Head Start and Head Start, including administrative services, prior to the submission of such applications to the grantee (in the case of Policy Committees) or to HHS (in the case of Policy Councils).	A&C	C	A&C	C	B	D
Proposed changes to Parent Reimbursement Policy	Claim Reimbursement Parent Reimbursement Policy (PG17)	(f) 1304.50(f) Grantee and delegate agencies must enable low-income members to participate fully in their group responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the members.	A	C	A	C	B	D
Proposed Changes to the Agreement for Delegation of Activities	Self Assessment Findings Requiring Plan of Action Federal Review Audit Reports Annual Reports Program Area Plans (PG12)	g) 1304.50(d)(1)(viii) The annual self-assessment of the grantee or delegate agency's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review	A	C	A	C	B	D

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Function II. General Procedures

Program Service Plan / Funding Application Proposed changes	Documents needed	Citation from Performance Standards	Grantee agency		Delegate agency		Grantee or delegate Management Staff	
			Governing body	Policy Council	Governing Body	Policy Cmte	HS Program Director	Agency Director
Proposed Changes of Revision to By- laws	By laws Articles of Incorporation Policy Council Composition Document (PG10)	(a) 1304.50(d)(1)(vi) The composition of the Policy Council or the Policy Committee and the procedures by which policy group members are chosen	A&C	C	A&C	C	B	D
Proposed Changes of Revision to By- laws	By-laws (PG02) (PG18)	(b) 1304.50(g) (1) Grantee and delegate agencies must have written policies that define the roles and responsibilities of the governing body members and that inform them of the management procedures and functions necessary to implement a high quality program.	A&C	–	A&C	–	–	D
Proposed Changes of Revision to By- laws	By- laws JPA	c) 1304.50(d)(1)(ii) Procedures describing how the governing body and the appropriate policy group will implement shared decision-making.	A&C	C	A&C	C	D	D
Inform Grantee anytime an agreement cannot be reached between Policy Council and Governing Board	Binding Arbitration Agreement for Resolution of Impasse (PG19)	(d) 1304.50(h) Internal dispute resolution. Each grantee and delegate agency and Policy Council or Policy Committee jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.	A&C	C	A&C	C	D	D

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Inform grantee of any community complaints about the program	Binding Arbitration Agreement for Resolution of Impasse (PG20)	(e) 1304.50(d)(2)(v) Establish and maintain procedures for hearing and working with the grantee or delegate agency to resolve community com-plaints about the program	B	B	B	B	D	D
	Annual Reports Audit Reports	(f) 1304.50(g)(2) Grantee and delegate agencies must en-sure that appropriate internal controls are established and implemented to safeguard Federal funds in accordance with 45 CFR 1301.13	A	–	A	–	D	D
	Audit Reports	(g) The annual independence audit that must be conducted in accordance with 45CFR 1301.12	A	–	A	–	D	D

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Function III. Human Resources Management

Program Service Plan / Funding Application Proposed changes	Documents needed	Citation from Performance Standards	Grantee agency		Delegate agency		Grantee or delegate Management Staff	
			Governing body	Policy Council	Governing Body	Policy Cmte	HS Program Director	Agency Director
Proposed changes prior to making changes	Personnel Policies (PG13)	(a) 1304.50(d)(1)(ix) Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, and volunteers.	A&C	C	A&C	C	D	D
NA	Personnel Policies	(b) 1304.50(d)(1)(x) Decisions to hire or terminate the Early Head Start or Head Start director of the grantee agency.	A&C	C	–	–	–	D
NA	Personnel Policies	(c) 1304.50(d)(1)(xi) Decisions to hire or terminate any person who works primarily for the Early Head Start or Head Start program of the grantee agency.	A	C	–	–	B (Grantee Only)	D
Proposed changes prior to making changes to Hiring / Termination Process	Personnel Policies (PG14)	(d) 1304.50(d)(1)(x) Decisions to hire or terminate the Early Head Start or Head Start director of the delegate agency.	–	–	A&C	C	–	D

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Proposed changes prior to making changes to Hiring / Termination Process	Personnel Policies (PG14)	(e) 1304.50(d)(1)(xi) Decisions to hire or terminate any person who works primarily for the Early Head Start or Head Start program of the delegate agency.	—	—	A	C	B (Delegate Only)	D
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