

## ORANGE COUNTY HEAD START FISCAL CORRECTIVE ACTION PLAN

<b>CITATION</b>	Regulation 75.302
<b>DESCRIPTION OF NON-COMPLIANCE</b>	The grant recipient did not submit reports documenting compliance with Federal Statutes, regulations, and the terms and conditions of the Federal award in a timely manner.

**Directions: Develop your improvement goal and desired outcome.** List, in specific terms, the actions taken and the specific outcomes for each action. Include indicators for assessing the accomplishment of each action, the timeframe, person responsible and the plan for monitoring ongoing compliance.

<b>GOAL:</b>	To successfully upload SF-429 A Forms into the Grant Solution Online Data base beginning FY 2021 to present.
<b>DESIRED OUTCOME:</b>	Complete and submit SF -429 A forms from 2021 FY year through out the remaining years of the program.

Region IV Quality Improvement Plan						
Actions Taken	Time Frame/ Date Completed	Person(s) Responsible	Documentation/ Data Tracking	Resources	Ongoing Monitoring Plan	
Locate Property Description, Acreage, Sqft.	June 2024 <b>COMPLETED</b>	Sandra Ruff	Legal Description from the County Property Appraiser	County Property Appraiser	Annually update Property information as necessary.	
Identify Real Property Cost	June 2024 <b>COMPLETED</b>	Sandra Ruff, Orange County Real Estate County Attorney Procurement Department Capital Projects	Previous Notice of Award Letters, Letters of Federal Interest, Consent Agenda	Previous Notice of Award Letters, Letters of Federal Interest	Will keep these documents digitally in the share drive for future.	

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Region IV Quality Improvement Plan						
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Identify Cumulative Energy Consumption	June 2024 <b>COMPLETED</b>	Sandra Ruff Community and Family Services Fiscal Department Facilities Department	Utility Bills	Utility Bills	Request the bill annually to record kWk	
Fiscal Staff attend the Fiscal Academy Sessions 1 - 4	June 2024 <b>COMPLETED</b>	Fiscal Unit Management Team	Sign-in Sheets	Region 4 Training and Technical Assistance	Continue to provide training in fiscal and federal interest annually to all fiscal staff.	
Provide the Real Property Field Guide to all of management and fiscal staff	June 2024 <b>COMPLETED</b>	Fiscal Unit Management Team	Provide Attachment A to fiscal staff Certify they have read via email response	Real Property Status Report Field Guide	Send updated Field Guide as updates are made	
Require all Fiscal staff to read the Facilities Guidance Attachment A	June 2024 <b>COMPLETED</b>	Head Start Fiscal Unit	Provide Attachment A to fiscal staff Certify they have read via email response	Facilities Guidance Attachment A	Report any updates to the staff annually	

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Gain Access to the Grant Solutions Online Data Base and be able to complete forms	April 2024 – July 2024 <b>COMPLETED</b>	Sandra Ruff	Ability to access the 429 A reports	Grants Solutions	Change password quarterly.	
Request to remove Lila Mitchell Head Start from Enterprise	June 2024 – August 2024	Fiscal Program Manager	Enterprise Administrator	Enterprise	Not Applicable	
Request to remove South Orlando YMCA Head Start from Enterprise	June 2024 – August 2024	Fiscal Program Manager	Enterprise System Administrator	Enterprise System	Not Applicable	
Fiscal Staff to attend the Fiscal Academy Annually as offered	September 2024	Fiscal Unit Management Team	Certificate	Region 4 T/TA	Fiscal Academy will be added to the Training and Technical Assistance plan	
File SF – 429 A Forms for Taft Head Start, Southwood Head Start, Pine Hills Head Start, and John Bridges Head Start	June 2024 – October 2024	Fiscal Program Manager	Submission Grant Solutions Online Data Collection	Grant Solutions	File SF-429 A annually at the end of the grant period.	

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<b>GOAL:</b>	Create an annual procedure to ensure the SF-429 A is completed annually.
<b>DESIRED OUTCOME:</b>	Complete and submit SF -429 A Annually in a timely manner. Orange County Head Start will be compliant to Regulation 75.302

Region IV Quality Improvement Plan					
Actions Taken	Time Frame/ Date Completed	Person(s) Responsible	Documentation/ Data Tracking	Resources	Ongoing Monitoring Plan
Notify Head Start Staff of Finding	May 2024 <b>COMPLETED</b>	Director	Head Start Sign-in sheets for End of Year Service	End of Year Service	Provide updates as necessary.
Provide findings to Policy Council and Board of County Commissioners	June 2024 <b>COMPLETED</b>	Director Fiscal Program Manager Policy Council Board of County Commissioners	Policy Council Meeting Minutes	FA2 Findings	Provide ongoing communication with Policy Council and Board of County Commissioners
Establish a secondary user for Grant Solutions Online Data Collection System	July 2024 <b>COMPLETED</b>	Fiscal Program Manager Fiscal Officer	Access to Grant Solutions Online Data Collection system	Grant Solutions Online Data Collection System	Fiscal Officer will serve as secondary user for the Grant Solutions Online Data Collection system

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Provide a discussion with Policy Council on Progress and Corrective Action Plan	August 2024	Director Fiscal Program Manager	Policy Council Meeting Minutes	Corrective Action Plan	Provide Policy Council with updates as necessary.	
Provide a discussion with the Board of County Commissioners about Corrective Action Plan and Progress	August 2024	Director Board of County Commissioners	Meeting Confirmation Policy Council Minutes Results from FA2	Corrective Action Plan	Provide updates to the Board of County Commissioners as necessary.	
Develop Standard Operating Procedure to include steps on filing the SF 429 A and to outline due dates	June 2024 – October 2024	Fiscal Program Manager Director Quality Assurance Fiscal Facilities Contract Administrator	Standard Operating Procedures Meeting	ACF-IM-HS- 17-01 75.343 Reporting on Real Property Federal Agency Forms	Update Policy Annually as needed.	
Provide access to copies of all reports and a Federal Interest Letter to Policy Council	October 2024 - December 2024	Fiscal Program Manager	Policy Council Meeting Minutes	Previous letters for reference	Provide Letters to Policy Council	
Submit for record Federal Interest Letter to Board of County Commissioners	October 2024 – December 2024	Fiscal Program Manager Board of County Commissioners	Consent Agenda Meeting Minutes	Previous letters for reference	Provide Letters to Board of County Commissioners Annually	

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Create a monitoring and tracking for the SF 429 A to ensue completed as required	October 2024 – December 2024	Fiscal Officer	Calendar SOP Filing Calendar	Outlook SOP	Annually	
As policies update, notify staff of changes	Ongoing	Fiscal Unit	Email	Standard Operating Procedures	Annual Standard Operating Procedures Meeting	