



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | [eclkc.ohs.acf.hhs.gov](http://eclkc.ohs.acf.hhs.gov)

October 08, 2024

Great Lakes Community Action Partnership

Re: Grant No. 90CM009853

**Dear Great Lakes Community Action Partnership:**

The Office of Head Start is writing to inform you that Great Lakes Community Action Partnership in Fremont, OH, meets one or more of the criteria listed in the Head Start Program Performance Standard Regulation [45 CFR Part 1304](#) requiring an open competition. This letter provides information on how the determination was made and explains the competitive process.

*Basis of Competitive Determination*

Great Lakes Community Action Partnership in Fremont, OH, was determined to be ineligible for automatic renewal and designated for competition based on the following condition(s):

45 CFR Part 1304.11(a) - The agency has been determined to have two or more deficiencies across reviews conducted under section 641A(c)(1)(A), (C), or (D) of the Act during the relevant time period under §1304.15.

*Deficiency Condition*

Based on reviews conducted on 11/06/2023 and 07/15/2024, HHS determined that Great Lakes Community Action Partnership had two or more deficiencies. Specifically, Great Lakes Community Action Partnership was found to be deficient with the following requirement(s):

1302.47 Safety practices. (b) A program must develop and implement a system of management, including ongoing training, oversight, correction and continuous improvement in accordance with §1302.102, that includes policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety. This system must ensure: (1) Facilities. All facilities where children are served, including areas for learning, playing, sleeping, toileting, and eating are, at a minimum: (iii) Free from pollutants, hazards and toxins that are accessible to children and could endanger children's safety.

1302.102 Achieving program goals. (d) Reporting. (1) A program must submit: (ii) Reports, as appropriate, to the responsible HHS official immediately or as soon as practicable, related to any significant incidents affecting the health and safety of program participants, circumstances affecting the financial viability of the program, breaches of personally identifiable information, or program involvement in legal proceedings, any matter for which notification or a report to state, tribal, or local authorities is required by applicable law.

HHS informed Great Lakes Community Action Partnership of these deficiencies on 12/04/2023 and 09/16/2024. If you would like a copy of your review report(s), please see the Reviews tab in HSES.

*Competitive Process and Interim Funding*

Should your agency wish to compete to operate a Head Start and/or Early Head Start program, Great Lakes Community Action Partnership must submit an application under a funding opportunity announcement that will be published later this year on [Grants.gov](https://www.grants.gov). Funds will be awarded to the organization "that demonstrates that it is the most qualified entity to deliver a high-quality and comprehensive Head Start or Early Head Start program." See [45 CFR Part 1304.13](https://www.ecfr.gov/current/title-45/chapter-I/subchapter-B/part-1304/subpart-1304.13). Your agency will continue to receive grant funding until such competition has concluded. The grant award project period ends 07/31/2025.

You must file a current [Real Property Status Report](#), Form SF-429 with Attachment A, in GrantSolutions to identify any leased or owned real property subject to a federal interest. Recipients are also required to provide [Tangible Personal Property Report](#) SF-428 and SF-428B, and if needed, SF-428S, not later than 90 days after the close of the project period. Recipients are to scan and upload completed copies of the SF-428 reports to the specified folders in the Grant Notes section of GrantSolutions. If you anticipate not being able to meet the above timeframe or requirements, notify your Regional Grants Management Officer via HSES Correspondence.

If you have any questions about the competitive process or the designation determination, please contact your Regional Office.

Sincerely,

/Khari M. Garvin/

Khari M. Garvin  
Director  
Office of Head Start

**Enclosure:**

**Reports - Inventory and Program Information Report (PIR)**

The Administration for Children and Families (ACF) requires a comprehensive, up to date inventory of Head Start and Early Head Start real property, equipment and supplies used in recipient operations, including those in use by contracted service providers and delegate agencies, to post as part of the upcoming Funding Opportunity Announcement. An onsite verification of Head Start/Early Head Start real property may be conducted. Required inventories are due not later than 45 days after receipt of this letter.

*Inventory of Real Property*

An SF-429 is required for each facility with federal interest and requires the calculation of federal interest in the property, and documentation supporting a calculation of the Head Start Federal interest and any non-Federal interest share in the property.

Include:

- Accounting records that reflect the expenditures that create the interest share in the property.
- A copy of any mortgage, lease or other contractual encumbrance against property acquired with Head Start funds.
- A copy of the Notice of Federal interest filing.

- Most recent appraisal of property (within three years).

#### *Onsite Assessment of Facilities with Federal Interest*

Regional Office may contact the recipients regarding the timeline and logistics for scheduling an onsite assessment of each facility (owned and leased) with federal interest. Recipients should have information requested in this document available for review.

#### *Inventory of Supplies by Location and Room*

Include an inventory of supplies by location, room and condition. Please include items such as classroom furniture and fixtures, desktop and laptop computers and hardware, video and teleconference items, cameras, smart boards, and playground items.

#### *Inventory of Equipment*

Provide the most recent equipment inventory that was reconciled to your agency's equipment records. Include a list of all vehicles purchased using Head Start funds, including make, model, year, capacity, and condition of each vehicle.

#### *Inventory Submission Instructions*

Recipients are to submit the information in the Head Start Enterprise System (HSES) under the DRS tab. Notify the Regional Office using the Correspondence tab that the materials are available.

#### *Program Information Report (PIR)*

Recipients are to complete and submit the 2025 PIR not later than June 30, 2025. The annual PIR is the federally required Program Performance Report for Head Start.

Please contact your Regional Office with questions.