

HS RECOMPETITION

Tip Sheet

Discussing
Violations & Noncompliance



Understanding the Criteria

The **Past Performance** section of the grant is used to evaluate how your past experiences can inform your future ability to deliver Head Start services. It specifically asks you to describe *Repeat Violations*. Not every violation, just repeat violations. This includes deficiencies, non-compliances, and audit findings.

It is important to provide a detailed and balanced description of these issues as your reviewer will have access to your program's prior findings and triennial review results. The tips below provide additional insight on how you can put your best foot forward.

DESCRIBING THE VIOLATION

Use language directly from your review letter, audit, or the letter you received from OHS explaining why you were placed in DRS. This will provide the required information without providing any unnecessary details that could count against you.

DESCRIBE YOUR RESPONSE

It is vital to describe what you have done to address the situation. For example, including information on your initial response, any activities that you have conducted to address the problem (trained staff, terminated employment, revised systems, conducted observations using consultants, etc), and new systems to flag noncompliance.

DESCRIBE MONITORING TO ENSURE ONGOING COMPLIANCE

Once you have described your situation and response, make sure to illustrate to the reviewer how you will ensure the situation does not occur in the future. Include who will monitor activities, any changes to systems you have implemented, and special arrangements you have made to proactively address problem areas.