

Greetings,

The Office of Head Start (OHS) provided notice of the requirement for grantees in receipt of Disaster Relief Act funds to participate in improper payment reviews as specified in the Terms and Conditions Applicable to Disaster Relief Act Funds in the Notice of Award. This information was also shared during The Ultimate Path to Recovery Virtual Conference conducted August 3 – 6, 2020.

The Office of Head Start has contracted with Rubino & Company to complete improper payment reviews for Disaster Recovery grants. Each grantee will receive an introductory email from Patrick Curtis or Daniel Borne of Rubino & Company which will include the total of all draws completed under Disaster Recovery grants during Fiscal Year 2020 (covering 10/1/2019 – 9/30/2020).

Rubino & Company will require each grantee to provide a detailed list of expenditures equal to the sum-total of draws made under Disaster Recovery grants during Fiscal Year 2020. Rubino & Company will provide specific instructions on how to safely transmit such information and acceptable formats for data transmission. They will be sampling transactions from the entire population of expenditures made under Disaster Recovery grants during Fiscal Year 2020. If expenditures from your organization are selected as part of the sample, Rubino & Company will inform you and provide additional instructions for secure transmission of supporting documents.

Grantees may view all recorded panels offered during The Ultimate Path to Recovery Virtual Conference, using the link below:

The Ultimate Path to Recovery Conference

If you have any questions or concerns, please contact your assigned Disaster Recovery Program Specialist or Grants Specialist.

Sincerely,

/Heather Wanderski/

Program Operations Division Director  
Office of Head Start

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: Through this information collection, ACF is gathering information to help the Office of Head Start (OHS) examine grantee use of federal funds related to disaster relief in accordance with the Improper Payments Information Act 2002. Public reporting burden for this collection of information is estimated to average 1 hour per grantee, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (Title 2, Code of Federal Regulations (CFR), Part 200, Subsection 300, "Statutory and National Policy Requirements" [also codified at Title 45, CFR, Part 75, Subsection 300]). An agency may not conduct or

sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0558 and the expiration date is 11/30/2023. If you have any comments on this collection of information, please contact Stefanie Gordon at [stefanie.gordon@acf.hhs.gov](mailto:stefanie.gordon@acf.hhs.gov) or (646) 905-8061.