

**CONNECTICUT STATE DEPARTMENT OF EDUCATION
DIVISION OF EDUCATIONAL PROGRAMS AND SERVICES
BUREAU OF EARLY CHILDHOOD EDUCATION AND SOCIAL SERVICES**

**Request for Proposals
2005-2007**

HEAD START GRANT PROGRAM

Purpose: To assist non-profit agencies and local and regional boards of education, which are federal Head Start grantees in: 1) establishing extended-day and full-day, year-round Head Start programs or expanding existing Head Start programs to extended-day or full-day, year-round programs; or 2) enhancing program quality; or 3) increasing the number of children served.

Legislative Authority: Connecticut General Statutes Section 10-16n

Application Due Date: May 30, 2005

Published Date: April 16, 2005

**RFP 086
Revised 04/05**

CONNECTICUT STATE DEPARTMENT OF EDUCATION

**Dr. Betty J. Sternberg
Commissioner of Education**

IT IS THE POLICY OF THE CONNECTICUT STATE BOARD OF EDUCATION THAT NO PERSON SHALL BE EXCLUDED FROM PARTICIPATION IN, DENIED THE BENEFITS OF, OR OTHERWISE DISCRIMINATED AGAINST UNDER ANY PROGRAM INCLUDING EMPLOYMENT, BECAUSE OF RACE, COLOR, RELIGIOUS CREED, SEX, AGE, NATIONAL ORIGIN, ANCESTRY, MARITAL STATUS, SEXUAL ORIENTATION, MENTAL RETARDATION AND PAST/PRESENT HISTORY OF MENTAL DISORDER, LEARNING DISABILITY AND PHYSICAL DISABILITY.

MAILING AND DELIVERY INFORMATION

Proposals (original and 4 copies) **IRRESPECTIVE OF POSTMARK DATE AND MEANS OF TRANSMITTAL** must be received by 4:30 p.m. on May 30, 2005. **EXTENSIONS SHALL NOT BE GIVEN.**

The mailing address is:

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SECTION I. PROGRAM INFORMATION AND REQUIREMENTS

A. Background

Over the past several years, the State Department of Education has provided funding to Head Start programs to assist them in (1) establishing extended-day and full-day, year-round Head Start programs or expanding existing Head Start programs to extended-day or full-day, year-round programs; (2) enhancing program quality; and (3) increasing the number of children served pursuant to Connecticut General Statutes, section 10-16n.

The Department of Education is particularly interested in efforts that can contribute to closing the achievement gap between low-income children and children from higher income households. Therefore, expanded services to Head Start eligible children that are available through this funding provide increased opportunities for promoting children's school readiness. Through this funding opportunity, many more children can be engaged in further in-depth experiences that can promote their cognitive, social/emotional, physical and creative development. The provision of a summer program can keep children on track for entering school with the appropriate skills, which skills they may not acquire if they are completely out of a program during the summer months. Additionally, research has shown the importance of children's early language and literacy development in laying the foundation for later school success.

Grantees are encouraged to submit proposals to implement collaborative approaches to funding or service delivery with other community-based child care agencies and providers and funding sources, especially School Readiness programs and Family Resource Centers. Grantees applying for funding to provide full-day, year-round services can seek to access the Department of Social Services child care subsidies for families in the Temporary Assistance to Needy Families (TANF) program or other state subsidies.

The State Department of Education also recognizes there is still an unmet need in many Head Start programs to expand services through part-day, center-based options. Grantees may propose expansion to serve more children through these options. Grantees will also be able to utilize funding available for the foregoing activities to enhance program quality.

This Request for Proposals (RFP) also provides the opportunity to enhance program quality through initiatives focused on literacy and family literacy and mathematics in early childhood. A detailed description of areas of funding begins on page 2 of the RFP.

B. Purpose of the Program

The Head Start grant provides funds to assist non-profit agencies and boards of education, which are federal Head Start grantees in: (1) establishing full-day, year-round Head Start programs or expanding existing Head Start programs to full-day, year-round programs; or (2) enhancing program quality; or (3) increasing the number of children served.

Head Start grantees must use the funds received only to supplement and not to supplant federal, state and local funds.

All Head Start programs that receive funding under this grant must be in compliance with federal Head Start Performance Standards, by addressing all Head Start components throughout the year.

C. Description of Areas of Funding

Head Start grantees are invited to submit applications under one or more of the following categories for which they are eligible:

Category I:

Providing extended-day, year-round programs for children, **with** or **without** a continuation summer program by extending the day and year for existing federally funded part-day, part-year Head Start programs (i.e. **wrap-around programs**). These programs must operate a minimum of 6 hours per day, 5 days per week and 180 days per year. The continuation summer program, if selected, must operate a minimum of 3.5 hours per day, 5 days per week for 8 weeks.

Category II:

Increasing the number of children served beyond the federally funded enrollment by providing part-day, year-round programs for **additional children, with** or **without** a continuation summer program. These programs must operate a minimum of 3.5 hours per day, 5 days per week and 180 days per year. The continuation summer program, if selected, must operate a minimum of 3.5 hours per day, five days per week for 8 weeks. These programs must work with school readiness programs to seek funding for additional hours and days of operation if necessary

Category III:

Increasing the number of children served beyond the federally funded enrollment by providing full-day, year-round programs for **additional children with** a continuation summer program. These programs must operate a minimum of 6 hours per day, 5 days per week and 180 days per year. The continuation summer program must operate 3.5 hours per day, 5 days per week for 8 weeks.

Category IV:

Enhancing program quality by providing opportunities to enhance children's literacy development, family literacy and/or children's mathematical development and address Head Start Child Performance Assessment and/or Connecticut's Preschool Benchmarks in language, literacy and/or mathematics if applying for funding to enhance program quality.

D. Conditions for Funding

All Head Start programs funded through this grant must:

- be in compliance with the Head Start Program Performance Standards throughout the program year
- include services to children with disabilities
- use only center-based program option for Categories I, II, and III with classrooms of 17-20 children each.

Note: Head Start agencies can utilize the Department of Social Services child care subsidy funds and other funding streams that may be available through local and private sectors.

E. Eligible Applicants

Non-profit agencies and boards of education that are federal Head Start grantees that serve children who are 3 and 4 years old and eligible 5 year olds may apply. Grantees must allow delegate agencies access to the application process. However, applications from delegate agencies must be submitted through the grantee agencies.

Categories I, II and IV – All Head Start grantees are eligible to submit proposals for funding under these categories.

Category III – Only Head Start grantees serving towns that have 900 or more children on the TANF program, (formerly AFDC) as established in Sec. 10-16n of the Connecticut General Statute, may apply for funding in this category. Category C towns are:

Bridgeport	Meriden	Norwich
Bristol	New Britain	Stamford
Danbury	New Haven	Waterbury
East Hartford	New London	West Haven
Hartford	Norwalk	Windham
Manchester		

F. Duration of the Grant

This RFP is for a two-year period. The State Department of Education is anticipating the funding of Head Start programs for a two-year period July 1, 2005 – June 30, 2007 based on the availability of funds. Programs must submit applications addressing the RFP for a two-year period FY 2005-2006 and FY 2006-2007. For Year 2, the State Department of Education requires applicant agencies to submit a summary of Year 1 activities, objectives achieved, and revisions to the two-year application submitted in Year 1. **Grants will be awarded each year based on the annual appropriation of the Connecticut legislature.**

G. Funds Available

The amount of \$4,521,150 is available for each year July 1, 2005 to June 30, 2006 and July 1, 2006 to June 30, 2007. The State Department of Education is anticipating the funding of Head Start programs for this two-year period. All grants shall be funded within the limits of available appropriations. Funding will be made available as follows:

The amount of \$1,773,000 is available to provide services in the following categories:

Category I: Extended-day, year-round programs with or without a continuation summer program (wrap-around).

Category II: Additional children in part-day, year-round programs with or without a continuation summer program.

The amount of \$2,700,000 is available to provide services for:

Category III: Additional children in full-day, year-round programs with a continuation summer program. See Attachment D for 2005-2006 simulated allocations.

The amount of \$48,150 is available to provide services for:

Category IV: Program Quality Enhancement – Literacy and Mathematics

All grantees along with delegate agencies may apply for funding for Categories I, II and IV. All grants will be awarded competitively.

Only grantees along with delegate agencies that serve towns with 900 or more children on TANF may apply for funding for Category III.

SECTION II. APPLICATION REQUIREMENTS

PLEASE USE THIS FORMAT ONLY. THIS FORM MAY BE COPIED ONTO A WORD PROCESSING PROGRAM. HOWEVER, MODIFICATIONS, ADDITIONAL PAGES, ATTACHMENTS OR APPENDICES WILL NOT BE ACCEPTED.

A. Cover Page

A model for the content and format of the cover page is provided with the application materials. The cover page must be signed by the superintendent of schools if a public school is the grantee or the executive director of the grantee agency. This page must identify the amount of funding requested.

B. Proposal Abstract

There must be an abstract for each category of the proposal that addresses how the selected categories best meet the purpose of this grant program and its fidelity to the federal Head Start design and must include the following information:

- The category(ies) of application
- The number of additional children to be served
- The number of children that will receive full-day, year-round services
- An overview of key features of the proposal

C. Statement of Need, Objectives and Indicators

Describe the need for providing full-day, year-round services with or without a summer program, increasing the number of children served and enhancing program quality. Address children's preparedness for school, children's literacy, family literacy and early childhood mathematical development, other special needs of children and families and family employment patterns, family need for child care and other support services.

Identify on the forms provided, the objectives of the proposed project for each year of funding and the indicators that will be used to determine if the objectives have been achieved.

D. Proposed Services and Activities

Outline the services and activities that will be conducted in years 1 and 2 that target the goals of this grant and meet your objectives and indicators.

Describe the staffing pattern that will enable services to be provided in accordance with the Head Start Program Performance Standards in all component areas. Identify all proposed staff or staff positions to be funded through this grant, their proposed salary rates and the length of time they will be employed each year.

The outline must include the hours and days of operation of the federally funded Head Start program; the hours, days and weeks of operation provided; and the number of additional children that will be served through this grant, and the site(s) location and address(es) at which services will be provided.

E. Evaluation

Describe the methods, techniques and procedures to be used to determine the degree to which each of the objectives of the proposed project will be achieved.

An evaluation is required at the end of each year for activities funded through this RFP.

F. Collaboration

Describe how the proposed program will collaborate with School Readiness Programs, Family Resource Centers, Even Start, local school districts, including adult education programs, the Department of Social Services, local health agencies and other programs and agencies in providing health, education, child care and family support services for children and families.

G. Budget

There are three budget forms that have been provided. The budget form Head Start Enhancement is to be used for all expenditures related to **Categories I and II**. Budget form Head Start Expansion is to be used for **Category III** expenditures. Budget form Head Start Services is to be used for **Category IV** expenditures.

Using the attached budget forms, indicate how the grant funds will be expended for each year of funding. A grantee with delegate agencies must provide a composite budget that includes proposed expenditures for delegate agencies. Budget Justification Sheets must be attached for each delegate agency represented in the composite budget.

Provide the costs for fiscal year one, July 1, 2005-June 30, 2006 and fiscal year two, July 1, 2006-June 30, 2007. The costs must be detailed to reflect the entire two-year grant period. **Not more than 5% of the total budget is allowable for administrative costs, reflected on lines 111A, 612 and 940 of the budget.**

Only agencies that have been approved by the Department are eligible to apply for indirect costs. No carryover will be allowed. Each budget will end on June 30 of the budget year.

Note: The reasonableness of the applicant's budget is among the competitive criteria for award consideration.

H. Budget Justification

Provide a detailed explanation by code number, of each line item expenditure noted in each budget. Be sure to describe expenses that are related to the continuation summer program.

I. Program Review Instrument for Systems Monitoring Report (PRISM)

The grantee is required to submit as part of the application, a copy of the most recent Program Review Instrument for Systems Monitoring (PRISM) report and grantee responses to compliance issues.

J. U.S. Department of Health and Human Services ACF Financial Assistance Award Letter

The grantee is required to submit as part of the application, a copy of the most recent Financial Assistance Award Letter from the United States Department of Health and Human Services, Administration for Children and Families. **Grantees must also specify the financial award for each delegate agency.**

K. Statement of Assurances

The Statement of Assurances must be included in this application and certified via the cover page by the applicant agency.

L. Affirmative Action Packet

In accordance with the regulation established by the Commission on Human Rights and Opportunities, each applicant is required to have a completed Affirmative Action Packet on file with the State Department of Education.

M. Date of Board Acceptance

If it is not possible to obtain board approval prior to May 30, 2005, please submit the application according to the timelines written herein. Send official board approval no later than June 10, 2005.

SECTION III. APPLICATION PROCESS

A. Obligations of Grantees

All bidders are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in Connecticut General Statutes Section 4a-60, 4a-60a and Sections 4a-68j-I et seq. of the Regulations of Connecticut State Agencies.

Furthermore, the grantee must submit periodic reports of its employment and sub-contracting practices in such form, in such manner and in such time as may be prescribed by the Commission on Human Rights and Opportunities.

B. Freedom of Information Act

All of the information contained in a proposal submitted in response to this RFP is subject to the provisions of Chapter 3 of the Connecticut General Statutes (Public Records and Meetings and Freedom of Information Act (FOIA) Sections 1-200 through 1-241). The FOIA declares that except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in the statute) are public records and every person has the right to inspect such records and receive a copy of such records.

C. Management Control of the Program and Grant Consultation Role of State Department of Education Personnel

The Grantee must have complete management control of this grant. While State Department of Education staff may be consulted for their expertise, they will not be directly responsible for the selection of sub-grantees or vendors, nor will they be directly involved in the expenditure and payment of funds.

D. Annie E. Casey Foundation

Applicants that are part of a collaborative effort funded in whole or in part by the Annie E. Casey Foundation must submit documentation that:

- A. the collaborative oversight entity has been provided the opportunity to review and comment on the grant application or proposal prior to submission to the Department;
- B. the proposal or application submitted provides information detailing the activities which assure priority access to services to children, youth and families referred by the collaborative oversight entity; and
- C. the applicant shall designate someone to act as liaison for the referral process.

E. Facsimile (Faxed) Copies

Facsimile (faxed) copies of proposals will not be accepted. Only proposals with the original signatures will be accepted as timely filed.

F. Review of Proposals and Grant Awards

The State Department of Education reserves the right to make grant awards under this program without discussion with the applicants. Therefore, proposals should be submitted which present the project in the most favorable light from both technical and cost standpoints.

Camille Jackson Alleyne (860/807-2053), Program Manager, Head Start Grant Program, State Department of Education, will be available to answer questions concerning this Request for Proposals at the Bidders' Conference that will be announced at a later date.

Proposals (originals and 4 copies) **IRRESPECTIVE OF POSTMARK DATE AND MEANS OF TRANSMITTAL** must be received by May 30, 2005. **EXTENSIONS WILL NOT BE GIVEN.**

The State Department of Education will review and rate proposals according to the Review Criteria in Section IV of this announcement. The State Department of Education intends to announce recipients of grant awards in June.

The Commissioner of Education reserves the right not to fund a federal Head Start grantee if it is determined that the number of program deficiencies of an existing Head Start program or the nature of a particular deficiency leads the State to conclude that the grantee cannot manage the fiduciary responsibilities required under this grant, or that an award to a particular grantee is not in the best interest of the State or most consistent with the priorities set out in this RFP.

G. Other Program Requirements

The State Department of Education will conduct on-site monitoring visits to grant programs.

The State Department of Education requires agencies that receive funding under this grant to submit annual and monthly activity reports (see Appendix E for copies of report forms) and attend meetings as scheduled by the Department.

Annual project evaluations must be submitted to the State Department of Education on or before August 31 following the fiscal year in which the Head Start program participates in the grant program.

Within sixty (60) days after the close of the fiscal year, each grantee must file a financial statement of expenditures with the State Department of Education on such forms as the Department may require.

In addition, the Head Start Advisory Committee will evaluate projects that receive funding under this grant through reports provided by the Department of Education. All grantees will be required to submit evaluation information as requested by the Head Start Advisory Committee or the State Department of Education.

SECTION IV. REVIEW CRITERIA

HEAD START GRANT PROGRAM 2005-2007

A. Checklist

Proposal Abstract	Yes	_____	No	_____
Budget	Yes	_____	No	_____
Budget Justification Sheet	Yes	_____	No	_____
PRISM Report	Yes	_____	No	_____
U.S. Department of Health and Human Services ACF Financial Assistance Award	Yes	_____	No	_____
Statement of Assurances	Yes	_____	No	_____
Affirmative Action Packet	Yes	_____	No	_____

<u>Possible</u> <u>Points</u>	<u>Points</u> <u>Scored</u>
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B. Needs, Objectives, Indicators

1. Provide a statement of the needs of the proposed project.	10	_____
2. A list of the objectives of the project and indicators of achievement for the objectives is provided.	15	_____

C. Proposed Services and Activities

- There is evidence that program is fully enrolled through federal funding		
- There is evidence that there are children on waiting lists who will participate in the program established through this funding		
- There is evidence that program services and activities are appropriate to the goals and objectives of the project and address the requirements of the Head Start Program Performance Standards, including early childhood development and health services; family and community partnerships; program design and management and services to children with disabilities.	30	_____

D. Documentation and Evaluation

Methods are included which will be used to document and evaluate the project, including the degree to which each objective of the project is achieved.	10	_____
--	----	-------

E. Collaboration

The project addresses how it proposes to collaborate with other agencies and child care providers as appropriate, in addressing this proposal.	10	_____
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F. Budget

Proposed budget expenditures identify only 5% of budget for administrative costs.

Proposed expenditures are appropriate to the project objectives/activities and are cost effective, and budget justification provides detailed information on how funds are to be spent.

25 _____

TOTAL POSSIBLE POINTS

100 _____

PROJECT NUMBER _____
For State Use Only

Project Title _____
Grant Period July 1, 2005 – June 30, 2007

Total Funds Requested in each year 2005-2007 \$ _____ 2006-2007 \$ _____

Application Categories: (check all that apply)

Category I: Extended-day, full-year programs with without
a continuation summer program

Category II: Additional children in part-day, full-year programs with without
a continuation summer program

Category III: Additional children in full-day, full-year programs with
a continuation summer program

Category IV: Program Quality Enhancement – language and literacy, mathematics

Number of children in entire Head Start program _____

Number of federally funded Head Start children _____

Number of children on waiting lists _____

Number of children served	Grant requested	
Category	Year 1	Year 2
Category I _____	\$ _____	\$ _____
Category II _____	\$ _____	\$ _____
Category III _____	\$ _____	\$ _____
Category IV _____	\$ _____	\$ _____

Proposal Abstract

Provide a one page abstract that addresses the categories of the Head Start proposal.

OBJECTIVES AND INDICATORS OF ACHIEVEMENT OF OBJECTIVES FOR 2005-2007

Directions: Applicant agencies are required to use this form for “Objectives and Indicators of Achievement” for year’s 1 and 2. Objectives and Indicators must be specific and measurable for Years 1 and 2. Applicants must provide objectives and indicators for each area for which funding is being requested. In addition, all applicants must address objectives and indicators for collaboration.

Year 1 Objectives 2005-2004	Year 1 Indicators of Achievement 2003-2004	Year 2 Objectives 2004-2005	Year 2 Indicators of Achievement 2004-2005

OBJECTIVES AND INDICATORS OF ACHIEVEMENT OF OBJECTIVES FOR 2003-2005

Directions: Applicant agencies are required to use this form for “Objectives and Indicators of Achievement” for year’s 1 and 2. Objectives and Indicators must be specific and measurable for Years 1 and 2. Applicants must provide objectives and indicators for each area for which funding is being requested. In addition, all applicants must address objectives and indicators for collaboration.

Year 1 Objectives 2005-2006	Year 1 Indicators of Achievement 2005-2006	Year 2 Objectives 2006-2007	Year 2 Indicators of Achievement 2006-2007

PROJECT NUMBER _____
For State Use Only

PROPOSED SERVICES AND ACTIVITIES

Provide an outline of appropriate services and activities that address the categories for which funding is requested. Include the site location (name and address) where children are being served through this funding.

PROJECT NUMBER _____
For State Use Only

DOCUMENTATION AND EVALUATION

Describe methods, techniques and procedures to be used to document and evaluate the objectives of this project, including the degree to which the objectives have been achieved.

PROJECT NUMBER _____
For State Use Only

COLLABORATION

Describe how the program will collaborate with other agencies in providing services for Head Start children and families.

CATEGORIES I and II

FISCAL YEARS 2005-2007

BUDGET FORM

GRANTEE NAME:		TOWN CODE:	
GRANT TITLE: HEAD START ENHANCEMENT		YEARS 1 & 2	
PROJECT TITLE:			
ACCOUNTING CLASSIFICATION: FUND 11000 SPID 16106 ACTIVITY			
GRANT PERIOD: 7/1/05 – 6/30/07		AUTHORIZED AMOUNT: \$	
CODES			
DESCRIPTIONS		BUDGET AMOUNT	
		Year 1	Year 2
111A	ADMINISTRATIVE/SUPERVISOR SALARIES		
111B	TEACHERS		
112A	EDUCATION AIDES		
112B	CLERICAL		
119	OTHER		
200	PERSONAL SERVICES-EMPLOYEE BENEFITS		
322	INSERVICE		
324	FIELD TRIPS		
325	PARENT ACTIVITIES		
400	PURCHASED PROPERTY SERVICES		
510	PUPIL TRANSPORTATION		
530	COMMUNICATIONS		
590	OTHER PURCHASED SERVICES		
611	INSTRUCTIONAL SUPPLIES		
612	ADMINISTRATIVE SUPPLIES		
690	OTHER SUPPLIES		
700	PROPERTY		
890	OTHER OBJECTS		
940	INDIRECT COSTS (if eligible)		
	TOTAL		

____ ORIGINAL REQUEST DATE
 _____ REVISED REQUEST DATE

 STATE DEPARTMENT OF EDUCATION
 PROGRAM MANAGER AUTHORIZATION

 DATE OF
 APPROVAL

CATEGORIES I and II

BUDGET JUSTIFICATION – HEAD START ENHANCEMENT
YEARS 1 & 2

Project cost of implementing 2005-2007 plan by budget code. Refer to Budget Object Codes in application packet for code descriptions. Use additional pages if needed.

A summary explanation must be provided for each line item expenditure noted in your budget. Examples are provided below.

Examples:

<u>Code #</u>		<u>Description</u>	
111B	Teachers	3 hours per day for 39 weeks 8 hours per day for 13 weeks (total 1,105 hours) 1,105 hours @ \$14.00/hour x 1 teacher	\$ 15,470
200	Personal Services/ Employee Benefits	FICA @ 7.68% of Salaries: \$1,925 Workers Compensation 6.9% of Salaries: \$850 Health Insurance @ \$3,525/staff/year: \$4,288	\$ 7,063

CATEGORY III

FISCAL YEARS 2005-2007

BUDGET FORM

GRANTEE NAME:		TOWN CODE:	
GRANT TITLE: HEAD START – EXPANSION		YEARS 1 & 2	
PROJECT TITLE:			
ACCOUNTING CLASSIFICATION: FUND 11000 SPID 16101 ACTIVITY			
GRANT PERIOD: 7/1/05 – 6/30/07		AUTHORIZED AMOUNT: \$	
CODES	DESCRIPTIONS	BUDGET AMOUNT	
		Year 1	Year 2
111A	ADMINISTRATIVE/SUPERVISOR SALARIES		
111B	TEACHERS		
112A	EDUCATION AIDES		
112B	CLERICAL		
119	OTHER		
200	PERSONAL SERVICES-EMPLOYEE BENEFITS		
322	INSERVICE		
323	PUPIL SERVICES		
324	FIELD TRIPS		
325	PARENT ACTIVITIES		
330	OTHER PROFESSIONAL TECHNICAL SERVICES		
400	PURCHASED PROPERTY SERVICES		
510	PUPIL TRANSPORTATION		
530	COMMUNICATIONS		
590	OTHER PURCHASED SERVICES		
611	INSTRUCTIONAL SUPPLIES		
612	ADMINISTRATIVE SUPPLIES		
690	OTHER SUPPLIES		
700	PROPERTY		
890	OTHER OBJECTS		
940	INDIRECT COSTS (if eligible)		
	TOTAL		

____ ORIGINAL REQUEST DATE
 _____ REVISED REQUEST DATE

 STATE DEPARTMENT OF EDUCATION
 PROGRAM MANAGER AUTHORIZATION

 DATE OF
 APPROVAL

CATEGORY III

BUDGET JUSTIFICATION – EXPANSION
YEARS 1 & 2

Identify cost of implementing 2005-2007 plan by budget code. Refer to Budget Object Codes in application packet for code descriptions. Use additional pages if needed.

A summary explanation must be provided for each line item expenditure noted in your budget.

Code #

Description

CATEGORY IV

FISCAL YEARS 2005-2007

BUDGET FORM

GRANTEE NAME:		TOWN CODE:	
GRANT TITLE: HEAD START SERVICES		YEARS 1 & 2	
PROJECT TITLE:			
ACCOUNTING CLASSIFICATION: FUND 11000 SPID 16101 ACTIVITY			
GRANT PERIOD: 7/1/05 – 6/30/07		AUTHORIZED AMOUNT: \$	
CODES	DESCRIPTIONS	BUDGET AMOUNT	
		Year 1	Year 2
111A	ADMINISTRATIVE/SUPERVISOR SALARIES		
111B	TEACHERS		
112A	EDUCATION AIDES		
112B	CLERICAL		
119	OTHER		
200	PERSONAL SERVICES-EMPLOYEE BENEFITS		
322	INSERVICE		
323	PUPIL SERVICES		
324	FIELD TRIPS		
325	PARENT ACTIVITIES		
330	OTHER PROFESSIONAL TECHNICAL SERVICES		
400	PURCHASED PROPERTY SERVICES		
510	PUPIL TRANSPORTATION		
530	COMMUNICATIONS		
590	OTHER PURCHASED SERVICES		
611	INSTRUCTIONAL SUPPLIES		
612	ADMINISTRATIVE SUPPLIES		
690	OTHER SUPPLIES		
700	PROPERTY		
890	OTHER OBJECTS		
940	INDIRECT COSTS (if eligible)		
	TOTAL		

____ ORIGINAL REQUEST DATE
 _____ REVISED REQUEST DATE

 STATE DEPARTMENT OF EDUCATION
 PROGRAM MANAGER AUTHORIZATION

 DATE OF
 APPROVAL

CATEGORY IV

BUDGET JUSTIFICATION – HEAD START SERVICES
YEARS 1 & 2

Project cost of implementing 2005-2007 plan by budget code. Refer to Budget Object Codes in application packet for code descriptions. Use additional pages if needed.

A summary explanation must be provided for each line item expenditure noted in your budget.

Code #

Description

PRISM REPORT.

Attach to this page a copy of the most recent PRISM report and grantee responses to compliance issues.

PROJECT NUMBER _____
For State Use Only

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES ACF FINANCIAL ASSISTANCE
AWARD LETTER

Attach to this page a copy of the most recent U.S. Department of Health and Human Services Financial ACF Assistance Award Letter. **Specify the financial award for each delegate agency.**

Budget Object Codes

This list is a description of the codes in the budget. The list is provided to help you in designing a budget for the program.

- 111A Administrator/Supervisor Salaries
Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll including overtime salaries or salaries paid to employees of a temporary nature.
- 111B Teachers
Salaries for employees providing direct instruction/counseling to pupils/clients. This category is used for both counselors and teachers. Include all salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees. Substitute teachers or those hired on a temporary basis to perform work in positions of either a temporary or permanent basis are also reported here. Tutors or individuals whose services are acquired through a contract are not included in the category. A general rule of thumb is that a person for whom the grantee is paying employee benefits and who is on the grantee payroll is included; a person who is paid a fee with no grantee obligation for benefits is not.
- 112A Education Aides
Salaries for grantee employees who assist staff in providing classroom instruction. Include all gross salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees.
- 112B Clerical
Salaries for grantee employees performing clerical/secretarial services. Include all gross salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees.
- 119 Other
Salaries for any other grantee employee not fitting into objects 111A, 111B, 112A or 112B. Include the gross salaries for these individuals including overtime salaries or temporary employees. Included can be janitorial personnel costs, grant activity coordinators' salaries, and food service personnel.
- 200 Personal Services - Employee Benefits
Amounts paid by the grantee on behalf of the employees whose salaries are reported in objects 111A, 111B, 112A, 112B or 119. These amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services. Included are the employer cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation and workmen's compensation.

- 322 Inservice: (Instructional Program Improvement Services)
Payments for services performed by persons qualified to assist teachers and supervisors to enhance the quality of the teaching process. This category includes curriculum consultants, inservice training specialists, etc., who are not on the grantee payroll.
- 323 Pupil Service
Expense for certified or licensed individuals who are not on the grantee payroll and who assist in solving pupil's mental and physical problems. This category includes medical doctors, therapists, audiologists, neurologists, psychologists, psychiatrists, contracted guidance counselors, etc.
- 324 Field Trips
Costs incurred for conducting educational activities off site. Includes admission costs to educational centers, fees for tour guides, etc.
- 325 Parental Activities
Expenditures related to services for parenting including workshop presenters, counseling services, baby-sitting services, and overall seminar/workshop costs.
- 330 Other Professional/Technical Services
Payments for professional or technical services that are not directly related to instructional activities. Included are payments for data processing, management consultants, legal services, etc.
- 400 Purchased Property Services
Expenditures for services to operate, repair, maintain and rent property owned and used by the LEA. These are payments for services performed by persons other than LEA employees. Most frequently allowed expenditures include: Rentals – costs for renting or leasing land, buildings, equipment or vehicles; Repair and Maintenance Services – expenditure for repairs and maintenance services not provided directly by LEA personnel, including contracts and agreements covering the upkeep of buildings and equipment; and Construction Services (Remodeling and Renovation) – payments to contractors for major permanent structural alterations and for the initial or additional installation of heating and ventilating systems, electrical systems, plumbing systems or other service systems in existing buildings. Utility services such as cleaning service, disposal service, snow plowing, lawn care, etc., could also be reported in this category. It is up to the program manager to inform applicant what is an allowable purchase property service under the grant program. The review of the budget justification should reveal the existence of any unallowable item.
- 510 Pupil Transportation.
Expenditures for transporting pupils to and from school and other activities. Included are such items as bus rentals for field trips and payments to drivers for transporting handicapped children.
- 530 Communications
Payments for services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone and telegraph services as well as postage machine rental and postage.

- 590 Other Purchased Services
All other payments for services rendered by organization or personnel not on the grantee payroll not detailed in 510, 530, 560, 580, or 590. These include: Insurance costs (other than employee benefits) - payments for all types of insurance coverage including property, liability and fidelity; Printing and Binding - publication costs, and advertisement - any expenditures for announcements in professional publications, newspapers or broadcasts over radio or television including personnel recruitment, legal ads, and the purchase and sale of property.
- 611 Instructional Supplies
Expenditures for consumable items purchased for instructional use.
- 612 Administrative Supplies
Expenditures for consumable items directly related to program administrative (non-instructional) activities.
- 690 Other Supplies
Allowable Expenditures for any other supply which is not instructional or administrative in nature. This category would include maintenance supplies, heating supplies, and transportation supplies.
- 700 Property
Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment, and replacement of equipment. For most grants only equipment such as computers, duplicating machines, furniture, and fixtures is allowable and the line item description on the budget will read Property/Equipment only. Other items which could be included in this category if allowable under grant legislation are expenditures for the acquisition but not the rental of buildings and land. Although cost of materials which resulted in a new or vastly improved structure would also be included here, the expenditures for the contracted construction of buildings, for permanent structural alterations, and for the initial or additional installation of heating and ventilating systems, fire protection systems, and other service systems in existing buildings are recorded under object 400 - Purchased Property Services. **In accordance with the Connecticut State Comptroller's definition of equipment, included in this category are all items of equipment (machinery, tools, furniture, vehicles, apparatus, etc.) with a value over \$1,000 and the useful life of more than one year.**
- 890 Other Objects (Miscellaneous Expenditures)
Expenditures for goods or services not properly classified in one of the above objects including expenditures for dues and fees.
- 940 Indirect Costs
Costs incurred by the grantee which are not directly related to the program but are a result thereof. Beginning Fiscal Year 1998, grantees must submit indirect cost proposals to the Connecticut Department of Education to apply for a restricted and unrestricted rate. Only grantees that have received rate approvals are eligible to claim indirect costs.

ATTACHMENT B

Affirmative Action Packet

STATEMENT OF ASSURANCES

PROJECT TITLE: _____

THE APPLICANT: _____ HEREBY ASSURES THAT:
(Insert Agency)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the Connecticut State Board of Education and the State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the State Department of Education, including information relating to the project records and access thereto as the State Department of Education may find necessary;
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;
- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the State Department of Education any monies not expended in accordance with the approved program/operation budget as determined by the audit;

L. Required Contract Language

- (1) For purposes of this section, "Commission" means the Commission on Human Rights and Opportunities.

For the purposes of this section, "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (a) who are active in the daily affairs of the enterprise, (b) who have the power to direct the management and policies of the enterprise and (c) who are members of a minority, as such term is

defined in subsection (a) of Conn. Gen. Stat. Section 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

For purposes of this section, "sexual orientation" means having a preference for heterosexuality, homosexuality or bisexuality, having a history of such preference or being identified with such preference, but excludes any behavior which constitutes a violation of part VI of chapter 952 of the general statutes.

- (2) (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. If the contract is for a public works project, the contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such project. The contractor further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved; (b) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the commission; (c) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the commission, advising the labor union or worker's representative of the contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (d) the contractor agrees to comply with each provision of this section and Conn. Gen. Stat. Sections 4a-62, 32-9e, 46a-56 and 46a-68b to 46a-68k, inclusive, and with each regulation or relevant order issued by said commission pursuant to said sections; (e) the contractor agrees to provide the commission on human rights and opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a-56.
- (3) Determination of the contractor's good faith efforts shall include but shall not be limited to the following factors: The contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (4) The contractor shall develop and maintain adequate documentation, in a manner prescribed by the commission, of its good faith efforts.
- (5) The contractor shall include the provisions of subsection (2) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The contractor shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with this section and Conn. Gen. Stat. Sections 4a-62, 32-9e, 46a-56 and 46a-68b to 46a-68k, inclusive; provided if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

- (6) The contractor agrees to comply with the regulations referred to in this section as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.
 - (7) (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any matter prohibited by the laws of the United States or of the state of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (b) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the commission on human rights and opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (c) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to sections 46a-56 of the general statutes; (d) the contractor agrees to provide the commission on human rights and opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor which relate to the provisions of this section and section 46a-56 of the general statutes.
 - (8) The contractor shall include the provisions of subsection (7) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The contractor shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56 of the general statutes; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.
- M. The grant award is subject to approval of the State Department of Education and availability of state or federal funds.
- N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated thereunder are hereby incorporated by reference.

I, the undersigned authorized official, hereby certify that these assurances shall be fully implemented.

Signature: _____

Name (typed): _____

Title (typed): _____

Date: _____

ATTACHMENT D

**HEAD START SERVICES - EXPANSION
2005-2007 SIMULATED ALLOCATIONS**

Town Code	Town Name	Simulated Head Start Allocation
015	Bridgeport	\$ 211,284
017	Bristol	\$ 148,484
034	Danbury	\$ 150,227
043	East Hartford	\$ 151,906
064	Hartford	\$ 258,637
077	Manchester	\$ 147,943
080	Meriden	\$ 157,866
089	New Britain	\$ 169,905
093	New Haven	\$ 212,222
095	New London	\$ 150,203
103	Norwalk	\$ 152,256
104	Norwich	\$ 149,551
135	Stamford	\$ 156,481
151	Waterbury	\$ 182,390
156	West Haven	\$ 151,954
163	Windham	\$ 148,691
	TOTAL	\$2,700,000

STATE DEPARTMENT OF EDUCATION
 Bureau of Early Childhood, Career and Adult Education
 25 Industrial Park Road
 Middletown, CT 06457-1543

HEAD START

2005-2006 ANNUAL PROGRAM ACTIVITY REPORT

One form must be completed by each grantee and delegate agency. This form must provide information effective *September 30* of the reporting year and must be submitted to the Department by *October 15* of the reporting year.

Note: Information requested pertains to the federal Head Start program and extended-day and full-day Head Start programs funded through the State Department of Education, unless otherwise specified. **DO NOT** include School Readiness data.

I. General Information		
Program Name: _____		
Organization: _____		
Mailing Address: _____ _____		
If delegate agency, list grantee: _____		
Director: _____		
Telephone: _____	Fax: _____	E-Mail: _____
Name of Person Completing Form: _____ (contact person)		
Title: _____	Telephone: _____	

II. Name and Title of Approving Official		
(Agency Director, Executive Director, or other individual responsible for certifying that this form is the agency's authorized response.)		
_____ Name (typed or printed)		
_____ Signature	_____ Title	_____ Date

III. Type of Agency Completing this Form (check only one)		
Community Action Agency (CAA)	_____	
School System	_____	
Private/Public Non-Profit (Non-CAA)	_____	

IV. Budget Information

Enter Budget information for the federal fiscal year and state fiscal year in each of the following categories)

Federal amount \$ _____ Federal grant fiscal year: _____ to _____
(month/day/year) (month/day/year)
State _____ State grant fiscal years: July 1, 2005 to June 30, 2006
Total Budget (federal and state) \$ _____
Early Head Start (if applicable) \$ _____ (do not include in above total)
Other (identify source) \$ _____ (do not include in above total)

V. Enrollment Information

Enter the funded enrollment in each of the following categories. Do not count the same child more than once.

Federal _____
State _____
Total _____

VI. Staffing Information

Enter the number of Component Staff (in FTE) in the following categories. Do not count a staff person more than once.

Education Coordinators _____ Disabilities _____
Social Services _____ Parent Involvement _____
Health _____ Home Visitor Supervisor _____
Other _____

Classroom/Education in Staff (in FTE)

Number of Head Teachers _____ Number of Aides or Assistants _____
Number of Home Visitors: _____ Total Number _____

Level of Preparation of Educational Staff

List the number of educational staff in each of the following categories. Do not count a staff person more than once.

Less than High School _____ High School Graduate _____
CDA _____ Associate Degree _____
Four-Year Degree _____ Graduate Degree _____

Submit Form to: Bridget Darboe
CT State Department of Education
25 Industrial Park Road
Middletown, CT 06457
Phone: 860/807-2055 Fax: 860/807-2062
email: Bridget.Darboe@po.state.ct.us

STATE DEPARTMENT OF EDUCATION
Bureau of Early Childhood, Career and Adult Education
25 Industrial Park Road
Middletown, CT 06457-1543

HEAD START
MONTHLY PROGRAM ACTIVITY REPORT

Report Month: _____

One form must be completed by each grantee and delegate agency. This form must provide information effective the last day of the reporting month and must be submitted to the Department no later than the 15th of the following month.

Note: Information requested pertains to the federal Head Start program and extended-day and full-day Head Start programs funded through the State Department of Education, unless otherwise specified. DO NOT include School Readiness data.

I. General Information

Program Name: _____

Organization: _____

Mailing Address: _____

If delegate agency, list grantee: _____

Director: _____

Telephone: _____ Fax: _____ E-Mail: _____

Name of Person Completing Form: _____
(contact person)

Title: _____ Telephone: _____

II. Name and Title of Approving Official

(Agency Director, Executive Director, or other individual responsible for certifying that this form is the agency's authorized response.)

Name (typed or printed)

Signature Title Date

III. Program Operation Information

of operating days this month: _____ # of program closures this month: _____

List reasons for closure other than a recognized state holiday: _____

IV. Child Enrollment and Attendance

Enter the number of children enrolled on last day of the month in each of the following categories-do not count the same child more than once (write n/a where not applicable).

a) Partial Day (3 ½ & less than 6 hrs.) # _____ b) Full day (6 hrs. & less than 10 hrs.)# _____

c) Full Day (10 hrs. or more)# _____ Of these children # _____ are in SDE extended-day program and # _____ are in SDE full-day program.

d) Home-Based # _____

e) Total Number Enrolled (must equal a + b + c + d) _____

Enter the average attendance for the month # _____ (this cannot be greater than the total number enrolled in (e) above).

Enter the number of children currently on a Head Start waiting list – do not count the same child more than once.

on Waiting List _____

V. Early Head Start Enrollment on Last Day of Month

This is the only section pertaining to Early Head Start. Enter the number of children enrolled in Early Head Start program. Do not include Early Head Start in any other section (if not applicable, put n/a).

Early Head Start # _____

Enter the number of children on a waiting list for Early Head Start.

Waiting List # _____

VI. Disability Services Information

Enter the number of children with IEPs in the following categories. Do not count the same child more than once.

a. Number of children with a LEA developed IEP _____

b. Number of children with a Head Start developed IEP _____

c. Percentage of children identified as having a disability that receive special services _____ %
(based on total number of children enrolled in program)

VII. Parents and Families Information

Total number of families in program _____ Number of families without Diploma or GED _____

Number of families Employed _____ Number of families in job training _____

Number of families Unemployed _____ Number of families in adult education _____
(do not include specific job training, e.g., plumbing)

Submit Form to: Bridget Darboe
CT State Department of Education
25 Industrial Park Road
Middletown, CT 06457

Phone: 860/807-2055 Fax: 860/807-2062
email: Bridget.Darboe@po.state.ct.us

VII. Site Information

List each site and address in the Head Start program. In the town column, list the town name only and not the station, village, etc. For example, Storrs is in the town of Mansfield, Jewett City is in the town of Griswold.

For enrollment, put the funded enrollment and do not count a child more than once.

List the number of children at sites with State Department of Education extended-day programs.

Site Names and Addresses	Town	Center Based (check) ✓	Home Based (check) ✓	NAEYC Accred. (check) ✓	State Extended-Day Enrollment	Federal Enroll. Number			State Enroll. Number			Total Enroll. Number		
						3-year olds	4-year olds	5-year olds	3-year olds	4-year olds	5-year olds	3-year olds	4-year olds	5-year olds
AGENCY TOTAL ENROLLMENT														

