

GABI - Grant Detail Report
12/06/2001

Grant/Del: 06CH0008 / 0
Name: Dipsy Doodle Community Action Program
Fiscal Yr: 2002

Basic HS Grant Application
State: OK
Budget Period: 6/01/2001 to 5/31/2002

Summary Items

10. Food and Nutrition

Most agencies spend less than \$1/per child/per day from ACYF dollars for food and nutrition costs. If this agency spends more, check that the agency is making full use of USDA funds.

Food and Nutrition Cost:	\$168,885
Food and Nutrition Cost/Per Child/Per Day:	\$3.23

11. Content Area Experts.

Agency has content area experts for the following functions:

Education:	Yes
Health	Yes
Nutrition:	Yes
Family and Community Partnerships:	Yes
Disability Services:	Yes

12. Case Loads.

In general, staff case loads of more than 70 for the health and Family Community Partnership functions are related to lower scores on PIR measures of service delivery. This agency has case loads as follows:

Health Staff Case Load:	100.73
Family and Community Partnership Staff Case Load:	277.00
Home Visitor Case Load:	0.00

13. USDA Funding.

USDA should pay for at least 80% of cooks, children's food, and food supply costs. For this agency:

USDA Funding and Food and Nutrition Cost:	\$325,575
USDA Funding as a percentage of above:	48.13%

Program Approach Form

I. Funded Enrollment					
1. Funded enrollment by program option:					
Center-based enrollment	277	Number of Pregnant Women:		0	
Home-based enrollment	0				
Combination option enrollment	0				
Family child care enrollment	0				
Other option enrollment	0				
Total Enrollment	277				
II. Program Schedule					
1. Program schedule number	1				
2. Program option identification	CB				
3. Funded enrollment	277				
Complete #4-9 for center-based, family child care, combination, and other options					
4a. Number of classes/groups/family child care settings	14				
4b. Double session	No				
5. Number of hours of classes/groups/FCC settings per child, per day	6				
6. Number of days of classes/groups/FCC settings per child, per week	5				
7. Number of days of classes/groups/FCC settings per child, per year	189				
8. Number of home visits per child, per year	2				
9. Number of hours per home visit	2				
Complete #10-13 for home-based options					
10. Number of home visits per child, per year					
11. Number of hours per home visit					
12. Number of hours per home-based socialization experience					
13. Number of home-based socialization experiences per child, per year					

Line Item Budget For Head Start and Early Head Start

Position	HS/EHS Cost for Program Operations	HS/EHS Cost for Training & Technical Assistance	Non-Federal Share (Cash and in-kind)	Number of Persons Employed
a. PERSONNEL				
Child Health and Developmental Services Personnel				
1 Program Managers & content Area Experts	\$46,940	\$0	\$14,000	6.00
2 Teachers/Infant Toddlers Teachers	\$232,960	\$0	\$0	14.00
3 Family Child Care Personnel	\$0	\$0	\$37,492	7.00
4 Home Visitors				
5 Teacher Aides & Other Education Personnel	\$170,575	\$0	\$7,887	14.00
6 Health/Mental Health Services personnel	\$14,560	\$0	\$0	1.00
7 Disabilities Services Personnel	\$26,960	\$0	\$0	2.00
8 Nutrition Services Personnel	\$43,680	\$0	\$37,440	6.00
9 Other Child Services Personnel	\$4,145	\$0	\$0	1.00
Family and Community Partnerships Personnel				
10 Program Managers & Content Area Experts	\$8,320	\$0	\$0	1.00
11 Other Family & Community Partnerships Personnel				
Program Design and Management Personnel				
12 Managers	\$31,000	\$0	\$0	1.50
13 Staff Development				
14 Clerical Personnel	\$0	\$0	\$8,500	1.00
15 Fiscal Personnel	\$8,500	\$0	\$6,000	1.00
16 Other Administrative Personnel				

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Line Item Budget For Head Start and Early Head Start

Position	HS/EHS Cost for Program Operations	HS/EHS Cost for Training & Technical Assistance	Non-Federal Share (Cash and in-kind)	Number of Persons Employed
Other Personnel				
17 Maintenance Personnel				
18 Transportation Personnel				
19 Other Personnel				
TOTAL PERSONNEL (6a)	\$587,640	\$0	\$111,319	55.50

Line Item Budget For Head Start and Early Head Start

Position	HS/EHS Cost for Program Operations	HS/EHS Cost for Training & Technical Assistance	Non-Federal Share (Cash and in-kind)
b. FRINGE BENEFITS			
1 Social Security(FICA), State Disability, Unemployment	\$55,035	\$0	\$0
2 Health/Dental/Life Insurance	\$40,833	\$0	\$0
3 Retirement	\$44,975	\$0	\$0
4 Other Fringe			
TOTAL FRINGE BENEFITS (6b)	\$140,843	\$0	\$0

c. TRAVEL			
1 Staff Out-Of-Town Travel	\$4,899	\$0	\$0
TOTAL TRAVEL (6c)	\$4,899	\$0	\$0

d. EQUIPMENT			
1 Office Equipment			
2 Classroom/Outdoor/Home-based/FCC			
3 Vehicle Purchase			
4 Other Equipment			
TOTAL FRINGE BENEFITS (6d)			

e. SUPPLIES			
1 Office Supplies			
2 Child and Family Services Supplies	\$12,992	\$0	\$3,323
3 Food Services Supplies			

Line Item Budget For Head Start and Early Head Start

Position	HS/EHS Cost for Program Operations	HS/EHS Cost for Training & Technical Assistance	Non-Federal Share (Cash and in-kind)
4 Other Supplies			
TOTAL SUPPLIES (6e)	\$12,992	\$0	\$3,323

f. CONTRACTUAL			
1 Administrative Services(e.g., Legal, Accounting)			
2 Health/Disabilities Services			
3 Food Service	\$62,121	\$0	\$0
4 Child Transportation Services			
5 Training & Technical Assistance	\$0	\$13,958	\$0
6 Family Child Care			
7 Delegate Agency Costs			
8 Other Contracts			
TOTAL CONTRACTUAL (6f)	\$62,121	\$13,958	\$0

g. CONSTRUCTION			
1 New Construction			
2 Major Renovation			
3 Acquisition of Buildings/Modular Unites			
TOTAL CONSTRUCTION (6g)			

Line Item Budget For Head Start and Early Head Start

Position	HS/EHS Cost for Program Operations	HS/EHS Cost for Training & Technical Assistance	Non-Federal Share (Cash and in-kind)
h. OTHER			
1 Depreciation/Use Allowance			
2 Rent	\$29,699	\$0	\$27,322
3 Mortgage			
4 Utilities, Telephone	\$15,000	\$0	\$5,000
5 Building & Child Liability Insurance	\$7,157	\$0	\$0
6 Building Maintenance/Repair and Other Occupancy	\$2,800	\$0	\$0
7 Incidental Alterations/Renovations			
8 Local Travel	\$12,175	\$0	\$0
9 Nutrition Services	\$13,325	\$0	\$0
10 Child Services Consultants			
11 Volunteers	\$0	\$0	\$500
12 Substitutes (if not paid benefits)	\$4,145	\$0	\$15,000
13 Parent Services	\$5,250	\$0	\$0
14 Accounting & Legal Services	\$6,409	\$0	\$0
15 Publications/Advertising/Printing	\$4,500	\$0	\$0
16 Training or Staff Development			
17 Other	\$14,996	\$0	\$0
TOTAL SUPPLIES (6h)	\$115,456	\$0	\$47,822

Line Item Budget For Head Start and Early Head Start

Position	HS/EHS Cost for Program Operations	HS/EHS Cost for Training & Technical Assistance	Non-Federal Share (Cash and in-kind)
i. TOTAL DIRECT CHARGES	\$923,951	\$13,958	\$234,478
j. INDIRECT COSTS			
k. TOTALS - ALL BUDGET CATEGORIES	\$923,951	\$13,958	\$234,478

Other Cash and In-Kind Funding Sources

Other Cash and In-Kind Funding Sources		Value
<u>Federal Funding</u>		
1.	Federal Child Development and Child Care funds	\$0
2.	USDA Funds for Nutrition Services	\$156,690
3.	Other Federal Funding ()	\$0
<u>State Funding</u>		
4.	State Preschool Programs	\$0
5.	Other State Funding ()	\$0
<u>Local Government Funding</u>		
6.	School District Funding	\$0
7.	Other Local Government Funding ()	\$0
<u>Other Funding</u>		
8.	Tribal Government Funding	\$0
9.	Fund-raising Activities	\$0
10.	Other ()	\$0
<u>TOTAL</u>		\$156,690

Dipsy Doodle Community Action Program

06CH0008 / 000 / FY 2002

Basic HS Grant Application

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
COMPENDIUM OF REQUIRED CRETIFICATIONS AND ASSURANCES**

**SF 424B
ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- 1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.*
- 2. Will give the awarding agency, the Comptroller General of the United States, and the appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.*
- 3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.*
- 4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.*
- 5. Will comply with the intergovernmental Personnel Act of 1970 (42 U.S.C. 4278-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM=s Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).*
- 6. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination of the bases of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act or 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits amended, relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act or 1970 (P.L. 91-616), as amended, relating to non-discrimination on the bases of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of the alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (I) any other non-discrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the application.*
- 7. Will comply or has already complies, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally*

assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply with the provisions of the Health Act (5 U.S. C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction subagreements.

10. Will comply, if applicable with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plan under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205)

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.)

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead-based paint in the construction or rehabilitation of residence structures.

17. Will cause to be preformed the required financial and compliance audits in accordance with the single Audit Act of 1984.

18. Will comply with all applicable requirement of all other Federal laws, executive orders, regulations and policies governing this program.

DRUG-FREE WORKPLACE REQUIREMENTS GRANTEES OTHER THAN INDIVIDUALS

By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

This certification is required by regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR, Part 76, Subpart F. The regulations published in the January 31, 1989 Federal Register, require certification by grantees that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when HHS determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment.

Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

Workplace identifications must include the actual address of buildings (or parts of building) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g. all vehicles of a mass transit authority of State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

If the workplace identified to HHS changes during the performance of the grant, the grantee shall inform the agency of the change(s), it previously identified the workplaces in question (see above).

Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 USC 812) and as further defined by regulations (21 CFR, 1308.11 through 1308.15). "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing use, or possession of any controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact of involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

The grantee certifies that it will provide a drug-free workplace by:

- a) *Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession of use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;*
- b) *Establishing a drug-free awareness program to inform employees about:*
 - (1) *The dangers of drug abuse in the workplace;*
 - (2) *The grantee's policy of maintaining a drug-free workplace;*
 - (3) *Any available drug counseling, rehabilitation, employee assistance programs; and*

- (4) *The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;*
- c) *Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);*
- d) *Notifying the employee in the statement required by paragraph (a) that as a condition of employment under the grant, the employee will:*
 - (1) *Abide by the terms of the statement; and*
 - (2) *Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;*
- e) *Notifying the agency in writing within ten days after receiving notice under subparagraph (d)(2), from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;*
- f) *Taking one of the following actions within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:*
 - (1) *Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or*
 - (2) *Requiring such employee to participate satisfactorily in drug abuse assistance for rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.*
- g) *Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) through (f).*

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal program either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; services providers whose sole source of applicable Federal funds is Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing this certification, the offeror/contractor (for acquisitions) or applicant/grantee (for grants) certifies that the submitting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The submitting organization agrees that it will require that the language of this certification be included in any subawards which subrecipients shall certify accordingly.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS**

By signing and submitting this proposal, the applicant, defined as the primary participant in accordance with 45 CFR Part 76 certifies to the best of his or her knowledge and believe that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any Federal Department or agency;*
- (b) have not within a 3-year period preceding this proposal been convicted or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;*
- (c) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and*
- (d) have not within a 3-year period preceding this application/proposal had one or more public transaction (Federal, State or local) terminated for cause or default.*

The inability of a person to provide the certification required above with not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The Department of Health and Human Services' (HHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

The prospective primary participant agrees that by submitting this proposal, it will include the clause entitled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided below without modification in all lower tier covered transactions.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS
(TO BE SUPPLIED TO LOWER TIER PARTICIPANTS)**

By signing and submitting this lower tier proposal, the prospective lower tier participant, as defined in 45 CFR, Part 76, certifies to the best of its knowledge and belief that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency*
- (b) where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal.*

The prospective lower tier participant further agrees by submitting this proposal that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

CERTIFICATION REGARDING LOBBYING

**FOR CONTRACTS, GRANTS, LOANS
AND COOPERATIVE AGREEMENTS**

The undersigned certifies to the best of his knowledge and belief, that:

- (1) No Federal appropriate funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of an agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby agree to the above certifications and assurances.

The Star Wizard
Signature of Certifying Official

2/28/01
Date

Executive Director
Title

Klepaz Doodle Community Action Program
Applicant Organization

A. CONTINUATION APPLICATION**1. Objectives, Need for Assistance, and Geographic Area****Full Project Description**

Objectives and Need for Assistance: Applicants must submit a summary of significant findings from the most recent Community Assessment. Included should be a summary of each of the six categories of information required by the Head Start regulation on Eligibility, Recruitment, Selection, Enrollment and Attendance in Head Start, 45 CFR 1305.3(b):

- The demographic make-up of Head Start eligible children, including number, location, and ethnic and racial composition.
- Other child development programs serving Head Start eligible children.
- The estimated number of children with disabilities.
- Data regarding the education, health, nutrition and social service needs of Head Start eligible children.
- The education, health, nutrition and social services needs of Head Start eligible children, as defined by their families and community institutions.
- Resources available in the community.

Applicants should explain how the findings of the Community Assessment were used to help reach decisions in the six areas listed in 45 CFR 1305.3(c):

- Determine the program's philosophy and long-range and short-range program objective.
- Determine the type of services and program option or options to be provided.
- Determine the recruitment area of the program.
- If applicable, determine the recruitment areas of delegate agencies.
- Determine the locations of centers and home-based programs.
- Set the criteria that define the types of children and families that will be given priority for recruitment and selection.

Geographic Area: Applicants must identify their proposed service area and define it by county or sub-county areas, such as a municipality, town or census tract, or a Federally recognized Indian reservation. Maps or other graphic aids may be attached.

Abbreviated Project Description

Objectives, Need for Assistance and Geographic Area: Applicants must provide a summary of any significant changes in the information in the Community Assessment determined during the annual review of the Community Assessment including changes in the service area. The applicant must describe any proposed changes in the program that have resulted from a reconsideration of the decisions described in the six areas listed in 45 CFR 1305.3(c).

If there are no major changes, this should be stated in the application. No additional information is necessary.

2. Program Approach and Results or Benefits Expected

Full Project Description

Program Approach: Applicants must provide information regarding both their program's long-range goals and the objectives to be accomplished during the three-year period. Goals and objectives must relate to the findings of the Community Assessment, be consistent with the philosophy of Head Start, and reflect the findings of the program's annual self-assessment.

Applicants must fill out the *Program Approach Form*, explained below in Section II, which specifies the kinds of Head Start services, which will be provided.

Applicants must describe how they are going to deliver high quality services to children and families in all areas of service and program management defined by the Head Start Program Performance Standards (45 CFR Part 1304) and the Head Start Program Performance Standards on Services to Children with Disabilities (45 CFR Part 1308). Applicants must discuss how they plan to provide Early Childhood Development and Health Services, build Family and Community Partnerships and ensure effective Program Design and Management. Applicants must explain how their approach is linked to findings of the Community Assessment and the program's long-term and short-term goals. Full written plans for implementing services should not be submitted.

Applicants must provide information on progress made in meeting program requirements and plans for improving the management and delivery of services. Specific needs for improvement identified through self-assessments, monitoring reports, cost analysis data, Program Information Report data, audits, fiscal reports and correspondence from the Regional Office should be discussed.

Results or Benefit Expected: Applicants must provide a brief summary of the results and benefits, which are expected in meeting the goals and objectives of the program during the following three-year period.

Abbreviated Project Description

Program Approach: Applicants must provide information regarding changes to the local long-range goals and short-term program objectives to be accomplished during the three-year cycle. If there are no changes to the program goals and objectives, this should be stated in the application. No additional information is required.

If major changes from the previous year's program are proposed, applicants must submit information to explain and justify the proposed changes. Major changes are the addition or discontinuance of a program option, addition or discontinuance of a delegate agency, reductions in total funded enrollment, and changes in the structure of Head Start/Early Head Start coordinating/management staff positions.

If no major changes are being proposed, this should be stated in the application. No additional information is required.

Results or Benefit Expected: Applicants must provide a summary of results and benefits which have been realized in meeting the goals and objectives of their program in implementing major activities established for the previous program year.

3. Budget and Budget Justification

Full Project Description

Applicants should complete the Line-Item Budget for Head Start and Early Head Start which provides detail for each object class on the SF 424A. Applicants also must provide a narrative budget justification which that explains the necessity, reasonableness, and allocability of proposed costs. The budget justification should relate the proposed budget to the activities indicated in the Program Narrative.

Applicants must provide itemized lists of equipment purchases and contracts and a brief explanation of travel costs and of non-Federal resources used to meet the non-Federal match requirement. The budget narrative discussion should make reference to these lists, and should provide narrative discussion of any items that merit further explanation.

Applicants also should explain and justify any proposed renovations or construction, and any "other" direct costs (in object class (h) of the Line-Item Budget). The budget narrative should explain any situation or special programming that makes the data on the *Program Approach Form* and Line-Item Budget unusual.

Information must be provided regarding the source and amount of cash and other resources that will be used to support the project in addition to the Federal funds requested and the required non-Federal match. In instances where the Head Start program delivers services in cooperation with other child development and child care programs, such as State-funded preschool or child care, applicants should describe how coordination will be managed from a budgetary perspective, addressing such areas as shared staff, facilities, and equipment.

Abbreviated Project Description

Applicants must submit the Line-Item Budget for Head Start and Early Head Start and a budget justification annually.

C. APPLICATION FOR GRANT AMENDMENT

Applicants wanting to make a major program change within the course of a grant year with no significant increase or decrease in funding must make a request for a grant amendment and secure written approval from the appropriate ACF grant office prior to making the change. Major changes include but are not limited to discontinuance of a delegate agency, reductions in total funded enrollment, and changes in the structure of Head Start/Early Head Start management staff positions.

Except for changes requiring prior approval, grantees do not need to submit grant amendments when transferring funds between and among the object class categories within the total approved budget of the project, provided funds are used for allowable program costs.

T-41A

NON-FEDERAL SHARE
Non-Competing Continuation

PERSONNEL

Bookkeeper 7.05/hr X 850 hours	\$6,000
Secretary 6.14/hr X 855 hours	5,250
Admin Asst. 6.50/hr X 500 hours	3,250
Education Assistant 7.00/hr X 2,000 hours	14,000
Cook Aide 5.76/hr X 6,500 hours	37,440
Bus Aide 5.15/hr X 2,080 hours	10,712
Family Worker 6.15/hr X 6,096 hours	37,492

OCCUPANCY

Rent, Fair Market Value @ 4.00/ft. X 6,831 sq. ft.	27,322
Utilities	5,000

SUPPLIES

Classroom supplies	2,000
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OTHER

Education Consultant	2,000
Substitutes	15,000
Volunteers	8,387
Medical/Dental Exams	58,625
Nutrition Consultant	1,500
Speech Therapy	500

TOTAL NON-FEDERAL SHARE	\$234,478
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**POLICY COUNCIL MEETING
FEBRUARY 19, 2001**

At the regular monthly meeting, the Head Start Policy Council met with a quorum present. Discussion took place on the application to continue funding the Head Start program. The Head Start Director presented the budget.

The Good Witch made a motion to approve the application and Sweet Dorothy seconded the motion. The motion passed unanimously.

The application for federal funds in the amount of \$937,909 and the program option to continue center-based services was approved.

Joe Crow, Chairperson
Policy Council Chairperson