

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
BUREAU OF EARLY LEARNING & DEVELOPMENT

**Head Start Grant Program**  
**July 1, 2013 to June 30, 2015**



**Legislative Authority**

Connecticut General Statutes Section 10-16n

**RFP 086**

**Due Date**

**April 26, 2013**

**STEFAN PRYOR  
COMMISSIONER OF EDUCATION**

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Levy Gillespie  
Equal Employment Opportunity Director/American with Disabilities Act Coordinator  
State of Connecticut Department of Education  
25 Industrial Park Road  
Middletown, CT 06457  
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# Part I. Program Information and Requirements

## Purpose

The State Head Start grant is intended to serve three purposes as specified in Connecticut General Statutes (CGS) Section 10-16n:

- 1) To establish extended-day and full-day, year-round Head Start programs or expand existing Head Start programs to extended-day or full-day, year-round programs.
- 2) To enhance program quality.
- 3) To increase the number of children served.

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

All Head Start programs that receive funding under this grant must be in compliance with Federal Head Start Performance Standards.

## Background

The Connecticut State Department of Education (CSDE) is committed to providing children greater access to high-quality preschool programs in an effort to reduce the achievement gap between the state’s poorest students and their wealthier counterparts. Research shows that access to high-quality preschool programs provide important foundational skills needed for educational success. Expanding services to Head Start eligible children will increase opportunities for promoting children’s school readiness. More children can be engaged in high-quality preschool experiences that promote cognitive; personal and social; and physical and creative/aesthetic development. The provision of summer programming to avoid a gap in learning can help children stay on target for beginning school with developmentally appropriate skills.

The CSDE encourages grantees to submit proposals implementing collaborative approaches for service delivery with other community-based child care agencies, providers and funding sources.

Collaboration between Head Start, State School Readiness Programs, Family Resource Centers, Even Start and other programs that support young children and families is encouraged. Grantees applying for funding to provide full-day, year-round services may consider seeking assistance from Care 4 Kids Child Care Assistance Program through the Department of Social Services (DSS).

Grantees may propose to expand the part-day, center-based options they offer in order to serve additional children. Funding may also be used to enhance program quality.

## Description of Areas of Funding

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

*Services (16101-TANF formula calculation)* Only Head Start grantees serving towns that had 900 or more children in the TANF program (as of June 30, 1996 – C.G.S. Section 10-16n), may apply for Services funding (funding formula is subject to change).

The following towns are eligible for Services funding:

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

*Services (16101)*

Programs are to use funds to increase the number of children served beyond the federally funded enrollment by providing full-day, year-round programs for additional children including summer programs. These programs must operate a minimum of six hours per day, five days per week and 180 days per year. The summer program must operate a minimum of 3.5 hours per day, five days per week for five to eight weeks. Applicants proposing less than an eight-week program must explain in detail how this program will meet the needs of the community as documented by the program's community needs assessment or other detailed documentation that includes a narrative description of the supporting data. Services provided must be center-based.

*Enhancement (16106)*

Programs are to use funds to increase the number of children served beyond the federally funded enrollment by either extending the school day or year (e.g., increasing wrap-around programs) or increasing enrollment in existing federally funded Head Start programs. Extending the day is defined as a program that is extended beyond the federally supported 3.5 hour day to a 6 to 10 hour day. Children must attend an extended-day program for a minimum of 6 hours per day. Extended-year programs add weeks beyond those that are federally funded and include a five- to eight-week summer program (applicants proposing less than an eight-week program must explain how this program will meet the needs of the community as documented by the program's community needs assessment or other documentation that includes a narrative description of the supporting data). The summer program proposed must be in session for a minimum of five days per week for at least 3.5 hours/day. Services provided must be center-based.

or

Programs are to use funds to increase the number of children served beyond the federally funded enrollment by providing part-day, year-round programs for additional children, with or without a summer program. These programs must operate a minimum of 3.5 hours per day, five days per week and 180 days per year. The summer program, if provided, must operate for a minimum of 3.5 hours per day, five days per week for five to eight weeks. Applicants proposing less than an eight-week program must explain in detail how this program will meet the needs of the community as documented by the program's community needs assessment or other detailed documentation that includes a narrative description of the supporting data. Services provided must be center-based.

and/or

Programs are to use funds to enhance program quality by providing opportunities to augment children's literacy/language and/or mathematical development. Programs must directly address the Head Start Child Development and Early Learning Framework as well as the CT Preschool Curriculum and Assessment Frameworks.

*Link (16202)*

Programs are to use funds to improve the achievement gap/preparation gap in CT through innovative and/or evidence-based strategies. Programs and activities must be based on the results of a community needs assessment and focus on the children that have been identified as being the most vulnerable, as defined in the Head Start Act (e.g., children experiencing homelessness, children in foster care, children with disabilities).

## **Conditions for Funding**

All Head Start Programs funded through this grant program must:

- comply with the Head Start Program Performance Standards; and
- have no identified areas of deficiency to apply for Link funds. *Consideration may be given to programs with areas of deficiencies that have an approved Quality Improvement Plan and can demonstrate significant progress toward correcting the area(s) of deficiency(ies) and/or non-compliance(s) or have evidence of correcting the deficiency verified by the Office of Head Start (OHS).*

Head Start agencies can utilize the DSS Child Care Assistance Program funds and other funding streams that may be available locally and/or privately.

The CSDE encourages programs to attain accreditation through the National Association for the Education of Young Children (NAEYC).

## **Eligible Applicants**

Non-profit agencies and boards of education that are federal Head Start grantees serving children who are 3- and 4-years old and eligible 5-year olds may apply. Applications from delegate agencies must be submitted through the grantee agencies (fiscal agents).

All Head Start grantees are eligible to submit proposals for funds for Link and Enhancement (with the exception of Link funding for programs with identified areas of deficiency as described in “Conditions for Funding”).

Only Head Start grantees serving towns that had 900 or more children in the TANF program (as of June 30, 1996) (C.G.S., Section 10-16n), may apply for funds under Services. (This formula is subject to change).

Refer to page 1 for a list of eligible towns.

## **Grant Period**

The CSDE is anticipating the funding of Head Start programs for a two-year period from July 1, 2013- June 30, 2015 based on the availability of funds. Applicants must submit their proposals for both years (2013 and 2014). For Year 2, the CSDE requires applicant agencies to submit a summary of Year 1 activities, objectives achieved and revisions to the two-year application. Grants will be awarded each year based on the annual appropriation of the Connecticut legislature.

## **Funds Available**

The amount of \$6,721,150 is anticipated to be available for each year, July 1, 2013, to June 30, 2014, and July 1, 2014, to June 30, 2015. All grants shall be funded within the limits of available appropriations.

Funds are anticipated to be made available as follows:

The amount of \$1,773,000 for Enhancement.

The amount of \$2,200,000 for Link (\$800,000 to be awarded non-competitively to Action for Bridgeport Community Development, Inc. (ABCD)).

The amount of \$2,748,150 for Services (allocated by formula).

All funds for the Link and Enhancement categories will be awarded on a competitive basis.

## **Part II: Application Requirements**

THE FOLLOWING FORMAT IS REQUIRED FOR ALL APPLICATIONS. THE CSDE WILL NOT ACCEPT MODIFICATIONS, ADDITIONAL PAGES, ATTACHMENTS OR APPENDICES.

### **Cover Sheet**

The format for the cover sheet appears on page 12 of this document. The cover sheet must be signed by the Superintendent of Schools if a public school is the grantee or the Executive Director of the grantee agency. The cover page must identify the amount of funding requested.

### **Proposal Abstract**

A separate abstract is required for each category of funding being requested. The abstract must include how the applicant plans to meet the purpose of the grant program and maintain fidelity to the federal Head Start program. The following information must be included:

- the category(ies) of application (e.g., Link, Service, Enhancement);
- the key features of the proposal;
- the number of children to be served as a result of this grant program; and
- the number of children that will receive full-day, year-round services as a result of the grant program

### **Statement of Need, Objectives and Indicators**

Describe the need for 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; enhancing program quality; and increasing the number of children served.

Applicant must identify the objectives for each of the two years of funding and the indicators of achievement that will be used to determine whether the objectives have been met. (See pages 14 and 15 for the Objectives/Indicators form.)

### **Proposed Services and Activities**

For each of the two years of funding, applicants must identify objectives and indicators of achievement.

Describe the staffing patterns that will enable services to be provided in accordance with the Head Start Program Performance Standards in all component areas. Identify all proposed staff/positions (e.g. teachers, paraprofessionals, literacy aides) to be funded through this grant, the proposed rates of pay and the hours and length of year persons will be employed.

The outline must include the hours and days of operation of the federally funded Head Start program; any hours in addition that are funded through other streams; the number of additional children that are proposed to be served as a result of this grant; and the site(s) address(es) where the services will be provided.

### **Evaluation**

Describe the methods and procedures that will be used to determine if and to what extent the objectives of the grant proposal have been achieved.

The CSDE requires an evaluation at the end of each year for the activities funded through this grant. Annual reporting forms will be provided electronically. Quarterly Activity Report forms will require the recipient of funds to report on progress toward the objectives identified in this proposal.

### **Collaboration**

Use the Collaboration Worksheet (page 18) to describe how the program will collaborate with other agencies/programs such as: state-funded school readiness programs, Family Resource Centers, Even Start, local school districts, adult education programs, the Department of Social Services, local health agencies, and any other agencies/programs providing health, education, child care or family support services.

### **Budget Forms**

Use the appropriate form(s) on pages 20 through 25, to indicate how the grant funds will be expended for each year of funding. A grantee (fiscal agent) with delegate agencies must provide a composite budget that includes proposed expenditures for the delegate agencies. Such fiscal agent must complete individual budget justification sheets and attach for each delegate agency represented in the composite budget.

Applicants must provide budget amounts for fiscal year one, July 1, 2013, through June 30, 2014, and fiscal year two, July 1, 2014, through June 30, 2015. The budgets must reflect the entire two-year grant period. **The CSDE does not permit grantees to use more than 5 percent of the total budget for administrative costs.** Administrative costs are reflected on budget lines 111A, 612 and 940.

Only agencies that have been approved by the CSDE are eligible to apply for indirect costs. No carry-over funds will be allowed. Each budget must end on June 30 of the budget year.

The reasonableness of the applicant's budget is one of the competitive criteria for award consideration.

### **Budget Justification**

Provide a detailed explanation by code number of the line item expenditures in each budget. Separately, describe any expenses related to a continuation summer program.

### **Head Start Federal Monitoring Reviews**

The grantee is required to submit, as part of the application, a copy of the most recent Head Start Monitoring Review report including responses to any compliance issues.

### **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 Service, Administration for Children and Families. Grantees must also specify the financial award for each delegate agency, if applicable.

### **Statement of Assurances**

The Statement of Assurances must be signed and included with this application and certified on the Cover Sheet by the applicant agency.

### **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 CSDE. This grant application contains the "Affirmative Action Certification Form" certifying that an Affirmative Action Plan is file with CSDE. The individual authorized to sign on behalf of the applicant must sign and return the Affirmative Action Certification Form and submit such form with the grant application.

### **Date of Board Acceptance**

If it is not possible to obtain approval prior to April 26, 2013, please submit the application by this date. Send official board approval no later than May 24, 2013.



## **Part III: Application Process**

### **Obligations of Grantees**

All bidders are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in C.G.S. Sections 4a-60, 4a-60a and Sections 4a-68j-1 et seq. of the Regulations of the Connecticut State Agencies.

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

### **Freedom of Information Act**

All of the information contained in a proposal submitted in response to this Request for Proposal (RFP) is subject to the Freedom of Information Act Sections 1-200 et seq. (FOIA). 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 record and receive a copy of such records.

### **Management Control of the Program and Grant Consultation**

The grantee must have complete management control of this grant. While the CSDE 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.

### **Updating of information**

The applicant is required to provide updates of any changes in program administration and copies of all reports relating to findings or deficiencies by Head Start, the CT Department of Public Health, the U.S. Department of Health and Human Services or any agency or organization reviewing the program or site or the applicant or any delegate agencies. Department of Public Health documentation must include, but is not limited to:

- invitation to attend an office meeting in response to a licensing or complaint visit(s);
- “Notice of Violation” (NOV);
- “Consent Orders” (CO);
- “Statement of Charges” (SOC), including a notice of hearing; and
- “Summary Suspension”.

Self-reporting of this information (including accompanying documentation) must be received by the CSDE program manager within 72 hours of the incident.

### **Definition of Terms**

The following definitions should be considered when drafting the application:

Part-day: 3.5 hours

Full-day: 50 weeks/year; 5 days/week

Part-year: 160 days (or less if authorized in writing by the OHS)

Full-year: 12 months

School-year: 180 days

Extended-year: weeks beyond those funded by OHS; may include a summer program

**Due Date**

Grant applications (the original plus two copies), **IRRESPECTIVE OF POSTMARK DATE, must be received by 4:00 p.m. on Friday, April 26, 2013.** The original grant application must bear an original signature of the authorized representative of the applicant. Faxed copies of the application will not be accepted.

**Mailing and Delivery Information**

<p><u>Mailing Address:</u>          Andrea Brinnel, Head Start Program Grant Manager          CT State Department of Education          165 Capitol Avenue, Room 215          PO Box 2219          Hartford, CT 06145-2219</p>	<p><u>Delivery Address:</u>          Andrea Brinnel, Head Start Program Grant Manager          CT State Department of Education          165 Capitol Avenue, Room 215          Hartford, CT 06106</p>
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**Review of Proposals and Grant Awards**

The CSDE reserves the right to make grant awards under this program without discussion with the applicants. Therefore, applicants should submit proposals that present the project in the most favorable light from both technical and cost standpoints.

Andrea Brinnel, Head Start Program Grant Manager, will be available to answer questions concerning this RFP. A bidder’s conference will be held on Wednesday, February 20, 2013, from 1-3:00 p.m. at the State Department of Education, 25 Industrial Park Road, Middletown, CT in Conference Room MCR3. Please enter through the rear of the building.

The CSDE will review and rate proposals according to the Review Criteria in this RFP. The CSDE intends to announce grant awards in June, 2013.

The Commissioner of Education reserves the right to not 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 CSDE 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.

**Other Program Requirements**

The CSDE will conduct on-site monitoring visits to grant programs.

The CSDE requires agencies that receive funding under this grant to submit annual and quarterly activity reports and attend meetings as scheduled by the CSDE.

Annual project evaluations must be submitted to Andrea Brinnel, Head Start Program Grant Manager for CSDE, on or before August 15 following the fiscal year in which the Head Start program participates in the grant program.

Within 60 days after the close of the fiscal year, each grantee must file a financial statement of expenditures with the CSDE on such forms as the CSDE may require.

## Part IV: Review Criteria

### HEAD START GRANT PROGRAM 2013 and 2014

#### Application Checklist

	Yes	No
Proposal Abstract		
Budget(s)		
Budget Justification Sheets(s)		
QIP or OHS verification, if required		
Head Start Monitoring Review		
U.S. Dept. of Health and Human Services		
ACF Financial Assistance Award		
Statement of Assurances		
Affirmative Action Packet		

**HEAD START FEDERAL MONITORING SYSTEM (formerly PRISM)**

Submit as an attachment to the application form the most recent Head Start Federal Monitoring System report and all responses to compliance issues. If Link funding is being requested, submit copies of QIP and progress toward correcting deficiencies and/or verification from OHS that deficiencies have been addressed.

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

Submit as an attachment to the application form a copy of the most recent U.S. Department of Health and Human Services Financial ACF Award letter. Each individual delegate agency should include a separate letter.

**Review Rubric - Enhancement**

<b>Needs, Objectives, and Indicators</b>	<b>Possible Points</b>	<b>Points Scored</b>
Statement of the needs of the proposed project.	10	
Project objectives and indicators of achievement for the objectives.	10	

**Proposed Services and Activities**

<ul style="list-style-type: none"> <li>Evidence that the program is fully enrolled through federal funding.</li> <li>Evidence that there are children on waiting lists who will participate in the program established through this funding.</li> <li>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 inclusion of children with disabilities.</li> <li>Evidence that quality enhancements directly address the Head Start Child Development Framework and the Connecticut Preschool Curriculum and Assessment Frameworks.</li> </ul>	35	
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**Documentation and Evaluation**

Methods and measures are listed to document and evaluate the project, including the degree to which each objective of the project is achieved.	10	
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**Collaboration**

Proposal addresses how the grantee will collaborate with other agencies and child care providers, as appropriate, in meeting goals and objectives.	10	
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**Budget**

<ul style="list-style-type: none"> <li>Proposed expenditures are appropriate to the project objectives/ activities and are cost effective.</li> <li>Budget justification provides detailed information on how the funds are to be spent.</li> <li>Proposed budget expenditures identify only 5 percent of budget for administrative costs.</li> </ul>	25	
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**TOTAL**

<b>Possible Points</b>	<b>Points Scored</b>
100	

**Review Rubric - Link**

<b>Needs, Objectives, and Indicators</b>	<b>Possible Points</b>	<b>Points Scored</b>
Statement of the needs of the proposed project.	10	
Objectives of the project and indicators of achievement for the objectives.	10	

**Proposed Services and Activities**

<ul style="list-style-type: none"> <li>• Evidence that the proposed activities are research-based or are considered best practice.</li> <li>• Evidence that children will benefit directly from the proposed activities.</li> <li>• Evidence that funds are targeted to efforts to ameliorate the achievement gap/preparation gap in CT.</li> <li>• Programs and activities were developed based on the results of a community needs assessment and focus on children identified as most vulnerable as defined in the Head Start Act.</li> <li>• Evidence that proposed 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 inclusion of children with disabilities.</li> </ul>	25	
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**Compliance with the Head Start Program Performance Standards**

If area(s) of deficiencies are present, the program can demonstrate progress toward correcting the areas of deficiencies. Copy of approved QIP and/or OHS verification supplied.	10	
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**Documentation and Evaluation**

Methods and measures are listed to document and evaluate the project, including the degree to which each objective of the project is achieved.	10	
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**Sustainability**

Proposal addresses how the grantee plans to sustain these activities at the conclusion of the grant period.	10	
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**Budget**

<ul style="list-style-type: none"> <li>• Proposed expenditures are appropriate to the objectives/ activities and are cost effective.</li> <li>• Budget justification provides detailed information on how the funds are to be spent.</li> <li>• Proposed budget expenditures identify only 5 percent for administrative costs.</li> </ul>	25	
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**TOTAL**

<b>Possible Points</b>	<b>Points Scored</b>
100	

**Part V: Application Form**

**Connecticut State Department of Education  
HEAD START STATE GRANT APPLICATION**

**GRANT PERIOD**  
**July 1, 2013 to June 30, 2015**

**GRANT COVER PAGE**

Name of Grantee (Fiscal Agent)*	Name of Program
Fiscal Agent Contact Name	Program Contact Name
Fiscal Agent Address	Program Address
Fiscal Agent Telephone Number	Program Telephone Number
Fiscal Agent Contact E-mail Address	Program Contact E-mail Address

\*It is the responsibility of the grantee (Fiscal Agent) to provide up-to-date contact information. In the event of any changes, contact information must be reported to the Head Start Program Grant Manager in an expeditious manner.

**Amount of Funding Requested for Fiscal Years 2014 and 2015**

	Fiscal Year 2013-2014	Fiscal Year 2014-2015
Head Start Services	\$	\$
Head Start Link	\$	\$
Head Start Enhancement	\$	\$

**Date of Governing Board's Acceptance**

Month	Day	Year

I hereby certify that the information contained in this application is true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

<b>Grantee (Fiscal Agent)</b>	<b>Program to use funds (Grantee or Delegate Name)</b>

Total Funds requested	\$	Fiscal Year 2014	\$	Fiscal Year 2015
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Federally-funded Head Start enrollment
Number of children on waiting list

**Grant Funds Requested**

	Proposed number of children to be served	
	Fiscal Year 2014	Fiscal Year 2015
Link		
Services		
Enhancement		

**Proposal Abstract**

Provide a one-page abstract that addresses each of the categories of the Head Start proposal (Link, Services and Enhancement) for which you are applying.



<b>Grantee (Fiscal Agent)</b>	<b>Program to use funds (Grantee or Delegate Name)</b>

**OBJECTIVES AND INDICATORS OF ACHIEVEMENT FOR FISCAL YEAR 2014**

Directions: Applicants must provide goals/objectives and indicators of achievement for each area for which funding has been requested. Goals and objectives must be specific, measurable, attainable, realistic and timely. Indicators of achievement should specifically identify how achievement of goals and objectives are to be measured. In addition, all applicants must address a goal with objectives and indicators of achievement for collaboration from each funding category. Make copies of this page as needed. **Funded programs will be required to submit an electronic copy of this form quarterly, along with a narrative to report progress.**

<b>Funding Category</b>	<b>Year 1 Goals and Objectives FY 2014</b>	<b>Year 1 Indicators of Achievement FY 2014</b>	<b>Progress toward each Goal and Objective</b>

<b>Grantee (Fiscal Agent)</b>	<b>Program to use funds (Grantee or Delegate Name)</b>

**OBJECTIVES AND INDICATORS OF ACHIEVEMENT FOR FISCAL YEAR 2015**

Directions: Applicants must provide goals/objectives and indicators of achievement for each area for which funding has been requested. Goals and objectives must be specific, measurable, attainable, realistic and timely. Indicators of achievement should specifically identify how achievement of goals and objectives are to be measured. In addition, all applicants must address a goal with objectives and indicators of achievement for collaboration from each funding category. Make copies of this page as needed. **Funded programs will be required to submit an electronic copy of this form quarterly, along with a narrative to report progress.**

<b>Year 2 Goals and Objectives FY 2015</b>	<b>Year 2 Indicators of Achievement FY 2015</b>	<b>Progress toward each Goal and Objective</b>

<b>Grantee (Fiscal Agent)</b>	<b>Program to use funds (Grantee or Delegate Name)</b>

**Proposed Services Description**

Provide an outline of 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.

Grantee (Fiscal Agent)	Program to use funds (Grantee or Delegate Name)

**Documentation and Evaluation**

Describe the methods and procedures used to evaluate how the objectives of this project will be met.

Grantee (Fiscal Agent)	Program to use funds (Grantee or Delegate Name)

**Collaboration**

Describe how the program will collaborate with other agencies and organizations to provide services for Head Start children and families. Describe how children with disabilities will receive special education services and how they will be included in the program.

**SAMPLE BUDGET JUSTIFICATION**  
Year 1 & 2

Indicate costs of implementing Fiscal Years 2014 and 2015 by budget code. Refer to Budget Object Codes in application packet for code descriptions. A worksheet is provided following each Budget Form page. 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:**

Code #	Description	Expenditure Explanation
111B	Teachers	3 hours per day for 39 weeks <span style="float: right;">\$ 15,470</span> 8 hours per day for 13 weeks (total 1,105 hours) 1,105 hours @\$14/hour x 1 teacher
200	Personnel Services Employee Benefits	FICA @ 7.68% of salaries: \$1,925 <span style="float: right;">\$ 7,063</span> Worker's Compensation 6.9% of salaries: \$850 Health Insurance @ \$3,525/staff/year: \$4,288

**ENHANCEMENT**

**FISCAL YEARS 2014-2015**

**BUDGET FORM**

GRANTEE NAME:	TOWN CODE:
GRANT TITLE: <b>HEAD START ENHANCEMENT</b>	YEARS 1 & 2
PROJECT TITLE:	
FUND: 11000 SPID: 16106 YEAR: 2014 PROG: 82079 CF1:	CF2:
GRANT PERIOD: 7/1/13 – 6/30/15 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	PARENTAL 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)		
	<b>TOTAL</b>		

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> ORIGINAL REQUEST DATE	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> STATE DEPARTMENT OF EDUCATION	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> DATE OF
<hr style="border: none; border-top: 1px solid black; margin-top: 5px;"/> REVISED REQUEST DATE	PROGRAM MANAGER AUTHORIZATION	APPROVAL





**SERVICES**

**FISCAL YEARS 2014-2015**

**BUDGET FORM**

GRANTEE NAME:		TOWN CODE:	
GRANT TITLE: <b>HEAD START – SERVICES</b>		YEARS 1 & 2	
PROJECT TITLE:			
FUND: 11000 SPID: 16101 YEAR: 2014 PROG: 82079 CF1:		CF2 SDE00006	
GRANT PERIOD: 7/1/13 – 6/30/15		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	PARENTAL 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)		
	<b>TOTAL</b>		

\_\_\_\_ ORIGINAL REQUEST DATE  
 \_\_\_\_\_ REVISED REQUEST DATE

\_\_\_\_ STATE DEPARTMENT OF EDUCATION  
 \_\_\_\_\_ PROGRAM MANAGER AUTHORIZATION

\_\_\_\_ DATE OF  
 \_\_\_\_\_ APPROVAL



LINK

FISCAL YEARS 2014-2015

BUDGET FORM

GRANTEE NAME:		TOWN CODE:	
GRANT TITLE: <b>HEAD START LINK</b>		YEARS 1 & 2	
PROJECT TITLE:			
FUND 11000 SPID: 16202 YEAR: 2014		PROG: 82079	CF1: CF2:
GRANT PERIOD: 7/1/13 – 6/30/15		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	PARENTAL 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)		
	<b>TOTAL</b>		

\_\_\_\_ ORIGINAL REQUEST DATE  
\_\_\_\_ REVISED REQUEST DATE

\_\_\_\_ STATE DEPARTMENT OF EDUCATION  
PROGRAM MANAGER AUTHORIZATION

\_\_\_\_ DATE OF  
APPROVAL



## APPENDIX A: Budget Object Codes

This list is a description of the budget codes. 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 workers' 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, or 580. 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.

**APPENDIX B: Affirmative Action Plan**

IF A CURRENT AFFIRMATIVE ACTION PLAN IS ON FILE WITH THE STATE DEPARTMENT OF EDUCATION, COMPLETE THE STATEMENT WRITTEN BELOW AND SUBMIT AS PART OF THE PROPOSAL.

IF A CURRENT AFFIRMATIVE ACTION PLAN IS NOT ON FILE, COMPLETE THE AFFIRMATIVE ACTION PACKET AND SUBMIT AS PART OF THE PROPOSAL.

**CERTIFICATION THAT A CURRENT  
AFFIRMATIVE ACTION PLAN IS ON FILE**

I, the undersigned authorized official, hereby certify that the current Affirmative Action Plan of the applying organization/agency is on file with the Connecticut State Department of Education. The Affirmative Action Plan is, by reference, part of this application.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Authorized Official



## APPENDIX C: Statement of Assurances

### PROJECT TITLE:

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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) References in this section to “contract” shall mean this grant agreement and references to “contractor” shall mean the grantee. For the 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 per cent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of 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.

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. 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 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; (d) the contractor agrees to comply with each provision of this section and sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to sections 46a-56, 46a-68e

and 46a-68f; (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 section (2) above 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; 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 the term of this contract and any amendments thereto as they exist on the date of the 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 manner 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 section 46a-56; (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.

8) The contractor shall include the provisions of section (7) above 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; 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:

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Name (typed):

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Title (typed):

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Date:

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**APPENDIX D: Head Start Services-Simulated Allocations**

**HEAD START SERVICES  
SIMULATED ALLOCATIONS  
(Funding formula is subject to change)**

<b>Town Code</b>	<b>Town Name</b>	<b>Simulated Head Start Allocation</b>
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
	<b>TOTAL</b>	<b>\$2,748,150</b>