



COUNTY ADMINISTRATOR  
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TO: Martha Kern, Chair  
Ways & Means Committee

THROUGH: Robert E. Guenzel  
County Administrator

FROM: Patricia J. Horne McGee, Director  
Washtenaw County Head Start

DATE: April 18, 2001

SUBJECT: Washtenaw County Head Start's Application to the Department of  
Health and Human Services for the Fiscal Year 2001 Head Start  
Program

**Board Action Requested:**

The Washtenaw County Head Start program is requesting that the Board of Commissioners authorize the County Administrator to sign the application to the Department of Health and Human Services for the Head Start Program for the period of August 1, 2001 through July 31, 2002 in the amount of \$3,937,594; authorizing the Administrator to sign the Notice of Grant Award; amending the budget and authorizing the Administrator to sign delegate contracts.

**Background:**

Washtenaw County has administered the Head Start program for eligible children and their families in Washtenaw County for more than thirty (30) years, and currently directly operates programs at two sites in Ypsilanti for 259 children and families, as well as 46 children in the Home Based option. In addition, three delegate programs provide services to 238 children and families, for a total Head Start program of 543 qualified families and children.

**Discussion:**

Authorization of the signature of the County Administrator on the Head Start Grant will allow continued pre-school services to children between the ages of 3 and 5 and their families who meet the eligibility criteria for the Head Start program. The Head Start program is a comprehensive, two generational program geared toward breaking the cycle of poverty through educational, health, nutrition, social, emotional and cognitive services.

In directly operated (“grantee”) program sites, the grant will fund 242 children and families in Ypsilanti sites and 12 in the Home Based program. In delegate sites, the grant will fund 136 children and families in Willow Run Schools, 102 in Ann Arbor, 17 in Whitmore Lake, and 34 in a new delegate program in Lincoln Consolidated Schools.

A total of 1,386,974 will be delegated to the following programs:

\*Ann Arbor Public Schools will receive \$484,094 in base funding and quality improvement and \$500 for Training and Technical Assistance as required by the Department of Health and Human Services, as well as \$15,525 in required cost-of-living increases.

\*Willow Run Public Schools will receive \$637,009 in base funding and quality improvement and \$500 for Training and Technical Assistance as required by the Department of Health and Human Services, as well as \$17,764 in required cost-of-living increases.

\*Whitmore Lake Public Schools will receive \$75,044 in base funding and \$500 for Training and Technical Assistance as required by the Department of Health and Human Services, as well as \$2,538 in required cost-of-living increases.

\*Lincoln Public Schools will receive \$153,000 in base funding and \$500 for Training and Technical Assistance as required by the Department of Health and Human Services.

Delegate programs match the above federal funds at a rate of 20% of the total program cost for base funding, using in-kind contributions.

In addition, \$151,616 in Quality Improvement funding will help fund training, tuition credits, salary increases, and parent development across the Head Start Program. An additional \$39,630 in Training & Technical Assistance funds will provide further training to staff and parents on education, child abuse and neglect, outcomes, children’s health, and other pertinent subjects.

**Impact on Human Resources:**

The requested board action will continue to fund existing positions.

**Impact on Budget:**

The requested board action will approve the Washtenaw County Head Start Grant budget in the amount of \$3,937,594. Of this, \$457,425 is appropriated from the County General Fund to meet our portion of the required local match. This amount was approved by the Board of Commissioners in the 2001 budget resolution (00-0285). In-kind contributions by Head Start parents also help to meet our local match requirement for the grantee program. The rest of the match requirement is met by the delegate programs for their portion of the Federal funding.

**Impact on Indirect Costs:**

There is \$167,974 in indirect costs associated with this budget.

**Impact on other County Departments or Outside Agencies:**

This action reflects the ongoing community collaboration with Ann Arbor Public Schools, Willow Run Community Schools and Whitmore Lake Public Schools, and a new collaboration this year with Lincoln Consolidated Schools.

**Conformity to County Policies:**

The requested board action is in conformity with county policies.

**Attachments/Appendices:**

Head Start Grant Application

Head Start Budget

A RESOLUTION AUTHORIZING THE ADMINISTRATOR TO SIGN THE APPLICATION TO THE DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE HEAD START PROGRAM FOR THE PERIOD OF AUGUST 1, 2001 THROUGH JULY 31, 2002 IN THE AMOUNT OF \$3,937,594; AUTHORIZING THE ADMINISTRATOR TO SIGN THE NOTICE OF GRANT AWARD; APPROVING THE HEAD START BUDGET AND AUTHORIZING THE ADMINISTRATOR TO SIGN DELEGATE CONTRACTS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

April 18, 2001

WHEREAS, Washtenaw County has administered the Head Start program for eligible children and their families in Washtenaw County for more than thirty (30) years;

WHEREAS, the Head Start program plans to serve 543 children of which 254 will be served directly by the county and 289 children through four delegate programs; and

WHEREAS, the federal grant of \$3,937,594 will be used for education, health, training and technical assistance and family services; and

WHEREAS, required local match will be provided by the County General Fund in the amount of \$457,425 as well as in-kind contributions from Head Start parents; and

WHEREAS, the Head Start Management Team will ensure compliance with all regulations; and

WHEREAS, the Delegate Programs will receive total Federal funding of \$1,386,974 for the operation of their programs; and

WHEREAS, this matter has been reviewed by the Head Start Policy Council, the County Administrator's Office, Corporation Counsel, the Office of Finance, Human Resources, and the Ways and Means Committee

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby authorizes the County Administrator to sign the application to the Department of Health and Human Services for the Head Start Program for the period of August 1, 2001 through July 31, 2002 in the amount of \$3,937,594 to be filed with the County Clerk.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby approves the following actions contingent upon receipt of the grant award in conformity with this application:

- (1) Authorizing the Administrator to sign the Notice of Grant Award
- (2) Amending the budget, as attached hereto and made a part hereof
- (3) Authorizing the administrator to sign delegate contracts/leases upon review of corporation counsel, to be filed with the County Clerk

Washtenaw County Head Start  
Summary Budget  
Fiscal Year Ending July 31, 2001

Business Unit	Object	Object Name	Current	Revised	Variance
2510019400	50000	Federal revenue	0	3,108,425	3,108,425
2510019400	69000	In-kind contributions	0	371,744	371,744
2510019400	69500	Transfers in	0	457,425	457,425
		Total revenue	0	3,937,594	3,937,594
2510019400	70050	Personal services	0	1,554,804	1,554,804
2510019400	72600	Supplies	0	76,378	76,378
2510019400	80000	Other services and charges	0	1,757,694	1,757,694
2510019400	93500	In-kind costs	0	371,744	371,744
2510019400	94000	Internal Service Charges	0	167,974	167,974
2510019400	95000	Capital outlay	0	9,000	9,000
		Total expense	0	3,937,594	3,937,594
		Revenue over/(under) expense	0	0	0

\$167,974 indirect costs