



COUNTY ADMINISTRATOR  
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TO: Wesley Prater, Chair  
Ways & Means Committee

THROUGH: Robert E. Guenzel  
County Administrator

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

DATE: March 17, 2004

SUBJECT: Washtenaw County Head Start's Application

**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, 2004 through July 31, 2005 in the amount of \$4,466,388 (this includes 1.6% COLA allocation). Authorization to sign the notice of grant award, approval of the budget and authorization for the Administrator to sign the delegate contracts, including the budget for the directly operated program in Ypsilanti and (4) delegate programs at Ann Arbor Public Schools, Lincoln Consolidated Schools, Whitmore Lake Public Schools and Willow Run Community Schools as well as a Child Care partnership with SOS Crisis Center

**Background:**

Washtenaw County has administered the Head Start program for eligible children and their families in Washtenaw County for more than thirty-five (35) years, and currently directly operates programs in Ypsilanti for 192 children and families and at Ann Arbor, Lincoln, Whitmore Lake, and Willow Run for 369 children and families.

**Discussion:**

Authorization of the signature of the County Administrator on the Head Start Grant and approval of the budget 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 child development program geared toward breaking the cycle of poverty through educational, health, nutrition, social, emotional and cognitive services.

A total of \$1,620,711 will be delegated to the following:

- \*Ann Arbor Public Schools will receive \$592,647, plus \$500 for Training and Technical Assistance as required by the Department of Health and Human Services. Ann Arbor Public Schools will serve 119 children.
- \*Lincoln Consolidated Schools will receive \$230,547, plus \$500 for Training and Technical Assistance as required by the Department of Health and Human Services. Lincoln Consolidated Schools will serve 68 children.
- \*Whitmore Lake Public Schools will receive \$135,625, plus \$500 for Training and Technical Assistance as required by the Department of Health and Human Services. Whitmore Lake Public Schools will serve 34 children.
- \*Willow Run Community Schools will receive \$593,852, plus \$500 for Training and Technical Assistance as required by the Department of Health and Human Services. Willow Run Community Schools will serve 136 children.
- \*Time for Tots will receive \$66,040. Time for Tots will serve 12 children.

The grantee will directly serve 192 children and administer the countywide program using \$1,788,705 of

the Federal funding.

Based on grant regulations, expenditures reimbursed by other Federal agencies should not be included in the grant application. As in previous years, the food program that provides nutritious meals to the children attending Head Start classes is eligible for U.S. Department of Agriculture (USDA) reimbursement. The projected expenditures to be reimbursed by USDA have been backed out of the grant application budget, in compliance with grant regulations. However, these expenditures and the expected USDA reimbursement revenue are included in the proposed County budget amendment.

**Impact on Human Resources:**

There will be no impact on Human Resources.

**Impact on Budget:**

The requested board action will approve the Washtenaw County Head Start Grant application budget in the amount of \$4,466,388. This amount includes \$3,451,292 Federal funding; \$592,418 Head Start appropriation; and \$422,678 in-kind match from delegates and the grantee. The Head Start appropriation amount is included in the 2005 General Fund budget.

In addition to the grant application budget of \$4,466,388, the budget amendment attached to the resolution includes the planned expenditures and related USDA reimbursement revenue for the food program. The total amount of USDA revenue and expenditure is budgeted at \$141,276, bringing the resolution budget to a total of \$4,607,664.

**Impact on Indirect Costs:**

Indirect costs in the amount of \$167,974 are included in this grant application.

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

This action reflects the ongoing community collaboration with Ann Arbor Public Schools, Lincoln Schools, Willow Run Community Schools, Whitmore Lake Public Schools, and the SOS Crisis Center.

**Conformity to County Policies:**

The requested board action is in conformity with county policies.

**Attachments/Appendices:**

Head Start Grant Application  
Head Start Budget  
GABI

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, 2004 THROUGH JULY 31, 2005 IN THE AMOUNT OF \$4,466,388; AUTHORIZING THE ADMINISTRATOR TO SIGN THE NOTICE OF GRANT AWARD; APPROVING THE HEAD START GRANT BUDGET AND ADDITIONAL FOOD PROGRAM BUDGET FOR A TOTAL AMOUNT OF \$4,607,664; AND AUTHORIZING THE ADMINISTRATOR TO SIGN DELEGATE CONTRACTS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

APRIL 7, 2004

WHEREAS, Washtenaw County has administered the Head Start program for eligible children and their families in Washtenaw County for more than thirty-five (35) years;

WHEREAS, the Head Start program plans to serve 561 children of which 192 will be served directly by the county and 369 through four delegate programs and one child care partnership; and

WHEREAS, 2004 – 2005 is the third year in the 3 year grant cycle 2002 – 2005; and

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

WHEREAS, the federal grant funding of \$3,451,292 will be used for child development, 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 \$592,418 as well as \$422,678 in-kind contributions from Head Start parents and community volunteers; and

WHEREAS, in addition to the Federal grant application, expenditures for the food program are projected to be reimbursed by the U.S. Department of Agriculture in the amount of \$141,276; 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, 2004 through July 31, 2005 in the amount of \$4,466,388 to be filed with the County Clerk.

BE IF FURTHER RESOLVED that the Board of Commissioners takes the following actions contingent upon receipt of the grant award in conformity with the application:

1. Authorizing the County Administrator to sign the Notice of Grant Award
2. Amending the budget in the amount of \$4,607,664, as attached hereto and made a part hereof
3. Authorizing the Administrator to sign the delegate contracts upon review of Corporation Counsel, to be filled with the County Clerk.

HEAD START PROGRAM  
BUSINESS UNIT 2510049400  
Period 8/1/04 - 07/31/05

		<u>Current</u>	<u>Revised</u>	<u>Variance</u>
Revenue:				
50000	Federal Revenue	\$0	\$3,451,292	\$3,451,292
69000	In-Kind Contributions	\$0	\$422,678	\$422,678
69500	Transfers In	\$0	\$592,418	\$592,418
	Grant Subtotal	\$0	\$4,466,388	\$4,466,388
50000	USDA Revenue	\$0	\$141,276	\$141,276
	Total	\$0	\$4,607,664	\$4,607,664
Expenditures:				
70050	Personal Services	\$0	\$1,829,265	\$1,829,265
72600	Supplies	\$0	\$57,460	\$57,460
80000	Other Services & Charges	\$0	\$1,981,011	\$1,981,011
93500	In-Kind Charges	\$0	\$422,678	\$422,678
94000	Internal Service Charges	\$0	\$167,974	\$167,974
95000	Capital Outlay	\$0	\$8,000	\$8,000
	Grant Subtotal	\$0	\$4,466,388	\$4,466,388
70050	USDA-Eligible Expenses (Personal Svcs, Supplies)	\$0	\$141,276	\$141,276
	Total	\$0	\$4,607,664	\$4,607,664

Indirect Costs = \$167,974