

Head Start March 2015 Board of Education and Policy Council Report

Head Start Good News:

- An employee group at Gus Harrison Correctional Facility recently made a large donation to Head Start consisting of gas cards, 10 backpacks, and over 200 articles of children's clothing. Officer Jill Richards worked with Family Support Coordinator Nancy Roback to identify specific program needs. They also worked together during December to identify a Head Start family for the GHCF employees to "adopt" and were able to provide several items for a single-parent family to help with the holidays.



Enrollment (as of the end of the month)

Program	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
EHS - 72	72	72	72	72	72	72	72	71				
HS - 357	0	36	357	357	341	345	337	333				

- This represents four months in a row that we are under enrolled in Head Start. We have experienced a higher than normal number of drops from the program and a higher than usual number of rejections for placement as children are finding services elsewhere or moving out of the county. We are now at the point where we expect that an action plan will have to be developed detailing what steps we will take to achieve full enrollment for next year.

Nutrition

Program	July	Aug	Sept	Oct	Nov	Dec
Breakfast	\$422.82	\$745.20	\$5,738.04	\$6,966.00	\$4,247.64	\$4,056.48
Lunch	\$2.98	\$2.98	\$4,398.48	\$4,955.74	\$3,149.86	\$3,149.86
Snack	\$205.82	\$178.76	\$1,139.80	\$1,389.90	\$838.86	\$635.50
Cash *	\$0.23	\$0.25	\$365.31	\$411.59	\$261.61	\$261.61
Total **	\$631.85	\$927.19	\$11,641.63	\$13,723.23	\$8,497.97	\$8,103.45

Program	Jan	Feb	March	April	May	June
Breakfast	\$4,947.48	\$3,573.72				
Lunch	\$3,450.84	\$2,735.64				
Snack	\$1,079.94	\$853.62				
Cash *	\$286.61	\$227.21				
Total **	\$9,764.87	\$7,390.19				

* Cash In Lieu Of Commodities

** Early Head Start, Head Start and Great Start Readiness Program

Data Management Plan

- Comprehensive report is attached.

Outcomes Indicators

- A mid-year summary report and results charts are attached.

Budget Reports

- Head Start continues to have cost savings in the salaries and benefits categories due to staff vacancies. Early Head Start has cost savings in contractual due to the limited amount of transportation that has been utilized by families to attend socializations.

Average Daily Attendance (85% Requirement – based on actual enrollment)

Early Head Start

	July	Aug	Sept	Oct	Nov	Dec
Present	83.43%	85.81%	85.69%	84.13%	79.74%	83.31%
Present & Excused	90.06%	91.75%	94.38%	87.93%	87.04%	95.00%

	Jan	Feb	Mar	Apr	May	June
Present	78.13%	86.06%				
Present & Excused	89.06%	92.38%				

Head Start

	July	Aug	Sept	Oct	Nov	Dec
Present	--	86.35%	88.42%	85.27%	82.35%	79.74%
Present & Excused	--	95.85%	95.35%	92.29%	91.97%	92.53%

	Jan	Feb	Mar	Apr	May	June
Present	81.23%	77.82%				
Present & Excused	90.60%	88.39%				

- The Leadership Team is discussing classroom attendance numbers to address concerns.
- Classrooms below 85% - February 2015 (using Present & Excused):
 - Garfield 6 p.m. 84.38%
 - Lenawee Medical 79.52% 3rd consecutive month

Other Pertinent Program Information

- Communications from OHS:
 - ACF-IM-HS-15-01 – “Real Property Reporting and Request Requirements”
 - *Effective for budget periods beginning on or after Dec. 26, 2014, all grantees, including those with no covered real property, are instructed to use and submit Standard Form (SF) 429.*
 - *The status of real property purchased, constructed, or subject to major renovations paid for in whole or in part with federal Head Start funds and real property claimed as match for a Head Start award must be reported annually on forms SF-429 and SF-429-A.*
- Staffing Vacancies
 - Teachers – 4
 - Nutrition Assistants - 2

Data Management Plan 2014-2015

Session Start Dates:	7/2/2014	8/18/2014	9/3/2014	
Child Health and Developmental Services - 1.A. Accessibility to health care is determined	Due Dates/Results			<u>1</u>
<u>Expectation</u>	<u>Method</u>	<u>Timeline</u>	<u>EHS</u>	<u>Notes</u>
90%	ChildPlus - PIR 9707	90 days	70/72 = 97.22%	2 pregnant moms
		150 days	71/71 = 100%	No concerns
			<u>G8 & LMCF</u>	<u>Notes</u>
			33/35 = 94.29%	1 incomplete; 1 not due
			36/36 = 100%	No concerns
			<u>HS - SY</u>	<u>Notes</u>
			300/300 = 100%	No concerns
			295/299 = 98.66%	4 w/o medical home
Child Health and Developmental Services - 1.A. Accessibility to dental care is determined	Due Dates/Results			<u>2</u>
<u>Expectation</u>	<u>Method</u>	<u>Timeline</u>	<u>EHS</u>	<u>Notes</u>
90%	ChildPlus - PIR 9708	90 days	65/72 = 90.28%	2 pregnant moms; 1 waiver; 4 not due
		150 days	71/71 = 100%	No concerns
			<u>G8 & LMCF</u>	<u>Notes</u>
			29/35 = 82.86%	3 incomplete; 3 not due
			36/36 = 100%	No concerns
			<u>HS - SY</u>	<u>Notes</u>
			300/300 = 100%	No concerns
			251/299 = 83.95%	48 w/o dental home
Child Health and Developmental Services - 1.B.i Up to date vaccinations	Due Dates/Results			<u>3</u>
<u>Expectation</u>	<u>Method</u>	<u>Timeline</u>	<u>EHS</u>	<u>Notes</u>
100%	ChildPlus - PIR 9708	90 days	69/72 = 95.83%	2 pregnant moms; 1 not due
		120 days	62/70 = 88.57%	2 preg moms; 1 drop; 1 waiver; 4 incomplete
			<u>G8 & LMCF</u>	<u>Notes</u>
			35/35 = 100%	No concerns
			37/37 = 100%	No concerns
			<u>HS - SY</u>	<u>Notes</u>
			298/300 = 99.33%	2 past due
			303/304 = 99.67%	1 past due
Child Health and Developmental Services - 1.B.ii Disabilities Subpart D - 1. B. iv Health appraisal	Due Dates/Results			<u>4</u>
<u>Expectation</u>	<u>Method</u>	<u>Timeline</u>	<u>EHS</u>	<u>Notes</u>
100%	ChildPlus - Health 3015	30 days	56/72 = 77.78%	2 pregnant moms; 7 past due; 9 not due
		45 days	61/72 = 84.72%	2 pregnant moms; 5 past due; 4 not due
		60 days	63/72 = 87.50%	2 pregnant moms; 7 past due
		120 days	66/70 = 94.29%	2 pregnant moms; 2 past due
			<u>G8 & LMCF</u>	<u>Notes</u>
			34/37 = 91.89%	3 past due
			25/36 = 69.44%	8 not due; 1 past due; 1 vacant
			32/36 = 88.89%	3 not due; 1 past due
			37/37 = 100%	No concerns
			<u>HS - SY</u>	<u>Notes</u>
			232/321 = 72.27%	41 not due; 30 past due; 18 vacant
			272/305 = 89.18%	23 not due; 10 past due; (16 vacant)
			297/309 = 96.12%	12 past due (11 vacant)
			296/304 = 97.37%	8 past due
Child Health and Developmental Services - 1.B.iii Dental Exam	Due Dates/Results			<u>5</u>
<u>Expectation</u>	<u>Method</u>	<u>Timeline</u>	<u>EHS</u>	<u>Notes</u>
90%	ChildPlus - Health 3065	90 days	48/72 = 66.67%	15 not due; 2 pregnant moms; 7 past due
		180 days	60/72 = 83.33%	12 past due
		270 days	29-Mar	
			<u>G8 & LMCF</u>	<u>Notes</u>
			30/35 = 85.71%	5 past due
			30/31 = 96.77%	1 past due
			15-May	
			<u>HS - SY</u>	<u>Notes</u>
			252/300 = 84.00%	48 past due
			2-Mar	
			31-May	
Disabilities Subpart D - 1.B.iii Hearing screening completed	Due Dates/Results			<u>6</u>
<u>Expectation</u>	<u>Method</u>	<u>Timeline</u>	<u>EHS</u>	<u>Notes</u>
95%	ChildPlus - Health 3065	45 days	62/72 = 86.11%	2 pregnant moms; 8 not due
		135 days	69/70 = 98.57%	1 not due
		230 days	71/71 = 100%	No concerns
			<u>G8 & LMCF</u>	<u>Notes</u>
			23/36 = 63.89%	7 not due; 4 past due; 2 vacant
			36/37 = 97.30%	1 past due
			5-Apr	
			<u>HS - SY</u>	<u>Notes</u>
			268/305 = 87.87%	18 past due; 19 not due; (16 vacant)
			289/301 = 96.01%	12 past due
			21-Apr	

Data Management Plan 2014-2015

Disabilities Subpart D - 1.B.iii Vision screening completed					Due Dates/Results				<u>7</u>
Expectation	Method	Timeline	EHS	Notes	G8 & LMCF	Notes	HS - SY	Notes	
95%	ChildPlus - Health 3065	45 days	62/72 = 86.11%	2 pregnant moms; 8 not due	23/36 = 63.89%	7 not due; 4 past due; 2 vacant	272/305 = 89.18%	13 past due; 20 not due; (16 vacant)	
		135 days	69/70 = 98.57%	1 not due	37/37 = 100%	No concerns	289/301 = 96.01%	12 past due	
		230 days	71/71 = 100%	No concerns	5-Apr		21-Apr		

Child Health and Developmental Services - 1.C Follow up and assistance provided for children not up to date on immunizations					Due Dates/Results				<u>8</u>
Expectation	Method	Timeline	EHS	Notes	G8 & LMCF	Notes	HS - SY	Notes	
95%	ChildPlus - Health 3320	90 days	2/3 = 66.67%	1 not due	0/0	No concerns	2/2 = 100%	No concerns	
		180 days	2/3 = 66.67%	1 past due	0/0	No concerns	2-Mar		
		270 days	29-Mar		15-May		31-May		

Child Health and Developmental Services - 1.E; 2.D; 3.A; 3.B; 4.A.iii; 4.A.iv; 4.A.vi; 5.A Child Mental Health - 1.I and 3.F Follow up plans for health services (health status, hearing, vision, health appraisal, dental)					Due Dates/Results				<u>9</u>
Expectation	Method	Timeline	EHS	Notes	G8 & LMCF	Notes	HS - SY	Notes	
95%	ChildPlus - Health 3065	60 days	23/27 = 85.19%	4 not due	20/22 = 90.91%	2 past due	179/227 = 78.85%	48 past due	
		75 days	23/27 = 85.19%	4 not due	18/18 = 100%	No concerns	144/198 = 72.73%	54 past due	
		120 days	32/34 = 94.12%	2 past due	11/18 = 61.11%	7 past due	128/182 = 70.33%	54 past due	
		180 days	20/30 = 66.67%	10 past due	7/9 = 77.78%	2 past due	2-Mar		

Child Nutrition - 1.B.i Heights and weights are taken for each child					Due Dates/Results				<u>10</u>
Expectation	Method	Timeline	EHS	Notes	G8 & LMCF	Notes	HS - SY	Notes	
95%	ChildPlus - 3420	30 days	25/34 = 73.53%	1 not due; 8 past due	31/36 = 86.11%	5 not due	206/321 = 64.17%	97 not due; 18 vacant; 5 past due; 13 not due;	
		45 days	26/34 = 76.47%	1 not due; 7 past due	33/36 = 91.67%	1 not due; 2 vacant	287/305 = 94.10%	(16 vacant); 5 not due; 6 past due	
		60 days	34/40 = 85.00%	2 past due; 4 not due	35/36 = 97.22%	1 not due	298/309 = 96.44%	(11 vacant)	
		245 days	4-Mar		20-Apr		6-May		

Child Nutrition - 1.B.ii Follow up plans are developed to address children whose BMI is 95% and over					Due Dates/Results				<u>11</u>
Expectation	Method	Timeline	EHS	Notes	G8 & LMCF	Notes	HS - SY	Notes	
95%	ChildPlus - Health 3065	90 days	5/12 = 41.67%	7 past due	5/6 = 83.33%	1 past due	2/4 = 50.00%	2 past due	
		180 days	5/6 = 83.33%	1 past due	7/7 = 100%	No concerns	2-Mar		
		270 days	29-Mar		15-May		31-May		

Child Health and Developmental Services - 2.B. Social Emotional Questionnaire completed					Due Dates/Results				<u>12</u>
Expectation	Method	Timeline	EHS	Notes	G8 & LMCF	Notes	HS - SY	Notes	
90%	ChildPlus - Health 3015-3016	45 days	60/72 = 83.33%	10 not due; 2 accepted but not enrolled	35/38 = 92.11%	2 not due; 1 accepted but not enrolled	294/295 = 99.66%	1 past due	
		135 days	67/67 = 100%	No concerns	37/37 = 100%	No concerns	292/299 = 97.66%	7 past due	
		230 days	65/68 = 95.59%	3 past due	5-Apr		21-Apr		

Data Management Plan 2014-2015

Child Health and Developmental Services - 2. B. Follow up to Social Emotional Questionnaire Completed					Due Dates/Results				<u>13</u>
Expectation	Method	Timeline	EHS	Notes	G8 & LMCF	Notes	HS - SY	Notes	
95%	ChildPlus - Health 3065	75 days	5/5 = 100%	No concerns	6/6 = 100%	No concerns	55/69 = 79.71%	14 need follow up	
		165 days	4/7 = 57.14	3 need follow up	3/3 = 100%	No concerns	23/32 = 71.88%	9 need follow up	
		210 days	2/2 = 100%	No concerns	16-Mar		1-Apr		

Disabilities Subpart B - 1.H.I and B-1.H.ii Tracking disability concerns					Due Dates/Results				<u>14</u>
Expectation	Method	Timeline	EHS	Notes	G8 & LMCF	Notes	HS - SY	Notes	
95%	ChildPlus - Disabilities 3560	90 days	2/2 = 100%	No Concerns	1/1 = 100%	No concerns	3/3 = 100%	No concerns	
		150 days	2/2 = 100%	No Concerns	1/1 = 100%	No concerns	3/3 = 100%	No concerns	
		240 days	1/1 = 100%	No Concerns	15-Apr		1-May		

ERSEA - 4.C 10% of enrolled children must have an IEP or IFSP					Due Dates/Results				<u>15</u>
Expectation	Method	Timeline			Program	Notes			
100%	ChildPlus - Disabilities 3501	150 days (SY)			48/407 = 11.79%	No concerns			
		210 days (SY)			1-Apr				

Child Health and Developmental Services - 2.A Disabilities Subpart B - 1.D.I and D-1.B.i Brigance completed					Due Dates/Results				<u>16</u>
Expectation	Method	Timeline	EHS	Notes	G8 & LMCF	Notes	HS - SY	Notes	
95%	ChildPlus - Health 3065	45 days	59/70 = 84.29%	11 not due; 2 not enrolled	33/35 = 94.29%	2 not due	287/306 = 93.80%	1 past due; 18 not due	
		135 days	67/70 = 95.71%	3 not due yet	36/36 = 100%	No concerns	294/294 = 100%	No concerns	
		230 days	69/69 = 100%	No concerns	5-Apr		21-Apr		

Child Health and Developmental Services - 4.A.v Disabilities Subpart B - 1.E. Follow up plans are developed to address Brigance results					Due Dates/Results				<u>17</u>
Expectation	Method	Timeline	EHS	Notes	G8 & LMCF	Notes	HS - SY	Notes	
95%	ChildPlus - Health 3065	75 days	7/8 = 87.50%	1 follow up needed	9/9 = 100%	No concerns	39/57 = 68.42%	13 past due; 5 not due	
		165 days	2/2 = 100%	No concerns	5/6 = 83.33%	1 student transferred	12/17 = 70.59%	5 missing	
		210 days	3/5 = 60%	2 past due	16-Mar		1-Apr		

Disabilities Subpart B - 1-Diii Tracking SAT Process					Due Dates/Results				<u>18</u>
Expectation	Method	Timeline	EHS	Notes	G8 & LMCF	Notes	HS - SY	Notes	
95%	ChildPlus - Health 3065	90 days			0/0	No concerns	34/37 = 91.89%	3 folders not turned in	
		150 days			2/2 = 100%	No concerns	37/38 = 97.37%	1 folder not turned in	
		240 days			15-Apr		1-May		

Data Management Plan 2014-2015

ERSEA - 2.B					Due Dates/Results				<u>19</u>
90% of enrolled children must be low-income									
<u>Expectation</u>	<u>Method</u>	<u>Timeline</u>	<u>EHS</u>	<u>Notes</u>	<u>G8 & LMCF</u>	<u>Notes</u>	<u>HS - SY</u>	<u>Notes</u>	
100%	ChildPlus 2004	1 day	70/72 = 97.22%	LI=68; MI=2; OI=2	35/36 = 97.22%	LI=32; MI=3; OI=1	293/321 = 91.28%	LI=259; MI=34; OI=28	
		30 days	70/72 = 97.22%	LI=68; MI=2; OI=2	36/37 = 97.29%	LI=33; MI=3; OI=1	290/321 = 90.34%	LI=259; MI=31; OI=31	
		60 days (SY)			<u>Program</u>				
		90 days (SY)			396/429 = 92.31%	LI=358; MI=38; OI=33			
		120 days (SY)			413/429 = 96.27%	LI=343; MI=37; OI=33			
		150 days (SY)			385/417 = 92.33%	LI=348; MI=37; OI=32			
		180 days (SY)			378/409 = 92.42%	LI=338; MI=40; OI=31			
		210 days (SY)			2-Mar				
		240 days (SY)			1-Apr				
					1-May				

Family Partnerships - 1.B					Due Dates/Results				<u>20</u>
Management Systems and Procedures - 2.G.iv									
Opportunities for setting family goals and review on progress									
<u>Expectation</u>	<u>Method</u>	<u>Timeline</u>	<u>EHS</u>	<u>Notes</u>	<u>G8 & LMCF</u>	<u>Notes</u>	<u>HS - SY</u>	<u>Notes</u>	
95%	ChildPlus - FS 4110	90 days	64/67 = 95.52%	No concerns	26/27 = 96.30%	No concerns	250/263 = 95.10%	No concerns	
		177 days (SY)			<u>Program</u>				
		270 days (SY)			369/388 = 95.10%				
					31-May				

Family Partnerships - 2.B thru 2.F, and 5.G, 5.H					Due Dates/Results				<u>21</u>
Referrals and follow up - direct and to community agencies									
<u>Expectation</u>	<u>Method</u>	<u>Timeline</u>	<u>EHS</u>	<u>Notes</u>	<u>G8 & LMCF</u>	<u>Notes</u>	<u>HS - SY</u>	<u>Notes</u>	
95%	ChildPlus - FS 4130	60 days	85/89 = 95.50%	No concerns	25/26 = 96.15%	No concerns	158/166 = 95.18%	Action needs to happen within 30 days of need.	
		75 days	97/99 = 97.97%	No concerns	25/26 = 96.15%	No concerns	240/250 = 96.00%	No concerns	
		120 days	112/115 = 97.39%	No concerns	26/27 = 96.30%	No concerns	263/275 = 95.64%	No concerns	
		180 days	153/160 = 95.63%	No concerns	23/24 = 95.83%	No concerns	2-Mar		

Mgmt Systems and Procedures 3.D, 3.G					Due Dates/Results				<u>22</u>
PIR Reporting									
<u>Expectation</u>	<u>Method</u>	<u>Timeline</u>			<u>Program</u>	<u>Notes</u>			
Complete	ChildPlus - PIR	February			2-Feb	No report			
		May			4-May				
		June			24-Jun				

Data Management Plan 2014-2015

<i>In-Kind Report</i>					23
<u>Expectation</u>	<u>Method</u>	<u>Timeline</u>	<u>EHS</u>	<u>Notes</u>	<u>Due Dates/Results</u>
100%	ChildPlus - 4315	2nd Mon Aug	\$12,656.38		
	ChildPlus - 4310	2nd Mon Sept	\$28,278.57		
					<u>Program</u>
		2nd Mon Oct			\$174,732.75
		2nd Mon Nov			\$265,971.45
		2nd Mon Dec			\$408,358.05
		2nd Mon Jan			\$509,337.21
		2nd Mon Feb			\$608,445.28
		2nd Mon Mar			9-Mar
		2nd Mon Apr			13-Apr
		2nd Mon May			11-May
		2nd Mon Jun			8-Jun

EHS - Early Head Start
 HS - Head Start
 SY - School Year

G8 - Garfield Room 8
 LMCF - Lenawee Medical Care Facility

Adrian Public Schools Head Start Early Childhood Programs

2014-15 School Readiness Goals

Data Analysis Summary: Period 2

The Early Childhood Committee met on March 12, 2015 to analyze our Outcomes Data Reports and review our School Readiness Goals. The committee reviewed Period 2 COR Advantage Data. The committee reviewed the overall Period 2 Program Outcomes Indicators. This is first year the program is using High Scope's new COR Advantage as our assessment tool. It is an assessment tool designed for age's birth to 7. The program is currently tracking data on 29 items as our outcomes indicators. The committee also reviewed data on our program School Readiness Goals. The following goals were set in the required School Readiness Domains:

1. Approaches to Learning
 - a. Initiative and Planning
 - b. Reflection
2. Social and Emotional Development
 - a. Emotions
 - b. Community
3. Physical Health and Development
 - a. Fine Motor Skills
 - b. Personal Care and Healthy Behavior
4. Language and Literacy
 - a. Listening and Comprehension
 - b. Phonological Awareness
 - c. Reading
5. Cognition and General Items
 - a. Number and Counting
 - b. Data Analysis
 - c. Observing and Classifying

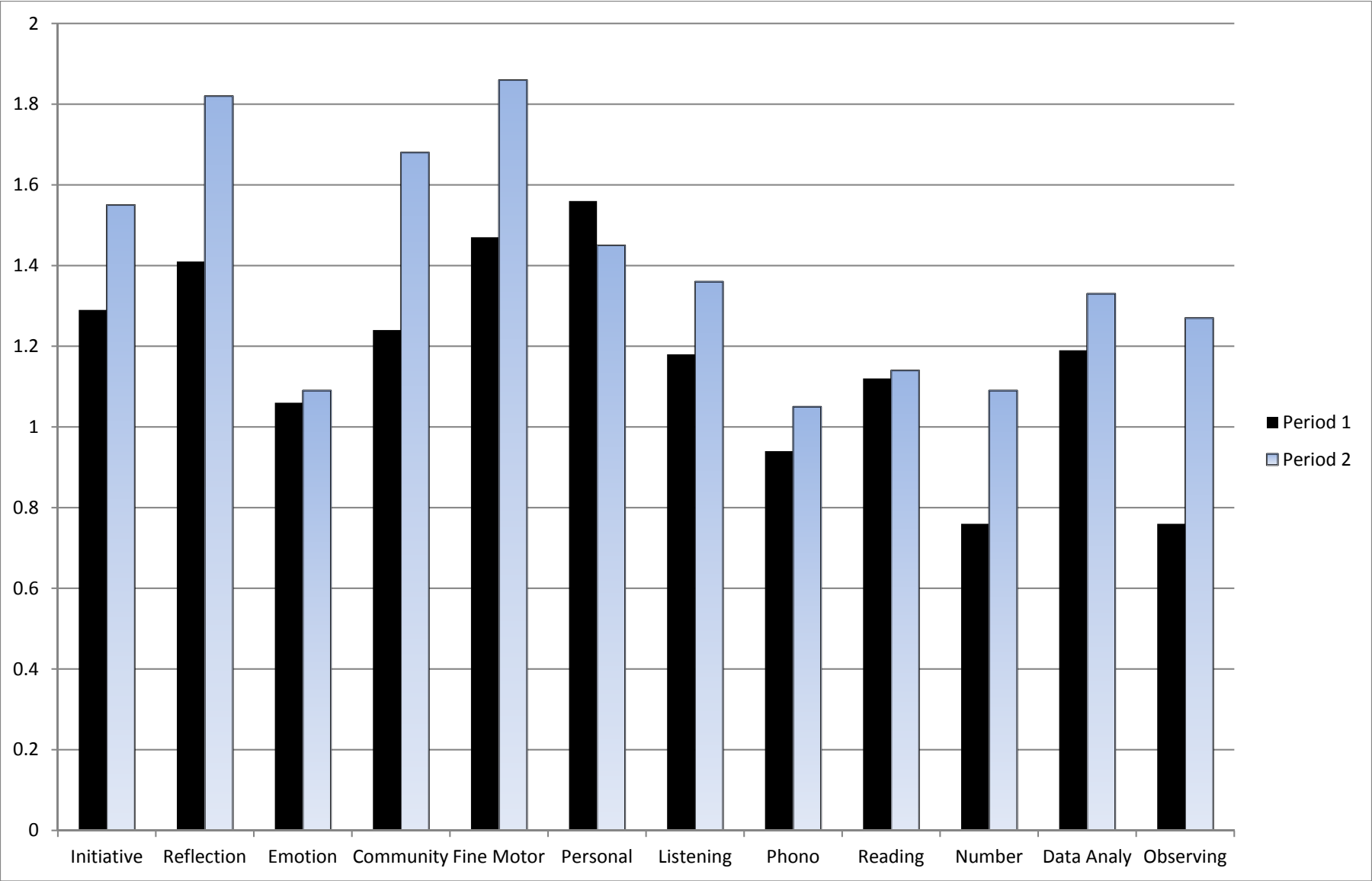
When reviewing the data, the average score program wide for each of the goals was between a 2.46 and a 3.92. The lowest score for Period 2 was in Phonological Awareness. The highest score was in Fine Motor Skills. Each of the age groupings: infants, toddlers, three year olds, and four year olds made gains in their development.

The data also indicated that program wide, females on average score higher than males in the program.

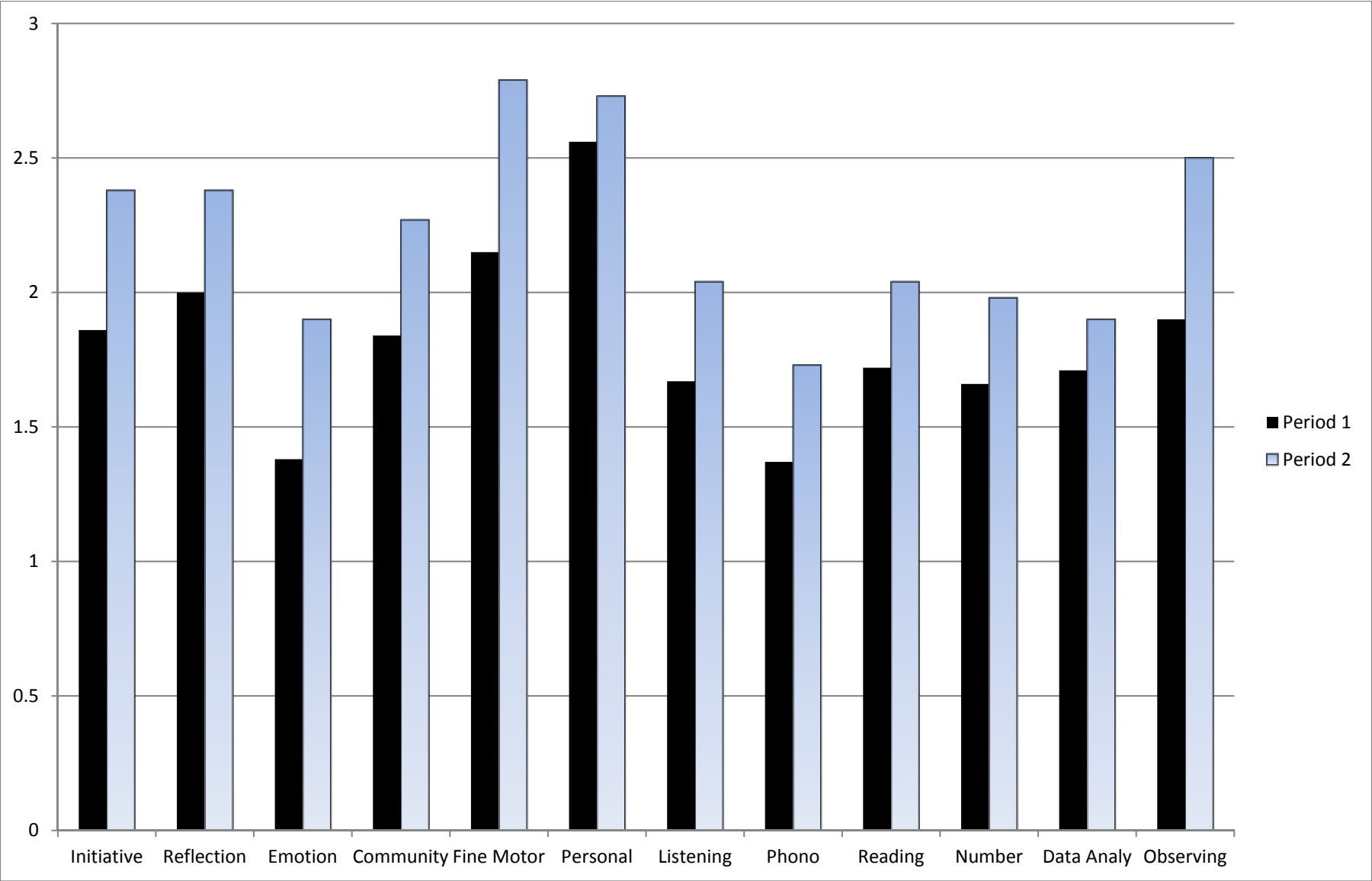
The attached charts reflect the above summary.

This data has been shared with staff in order to inform their lesson planning for Period 2. Teachers and Home Visitors are required to include School Readiness Goals in their lesson plans daily.

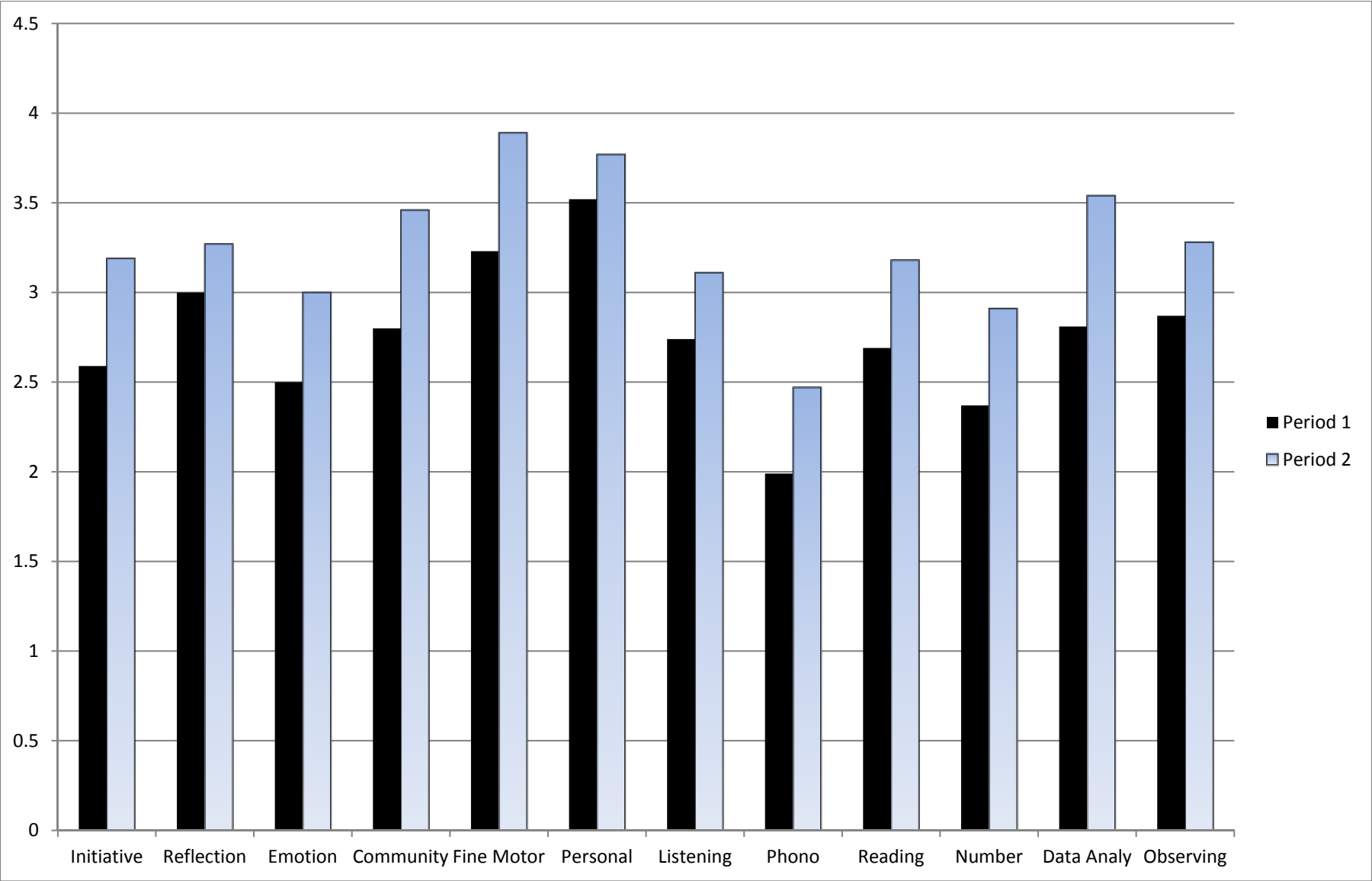
Adrian Public Schools Head Start Early Childhood Programs
School Readiness Goals 2014 – 15
Program Wide Infants



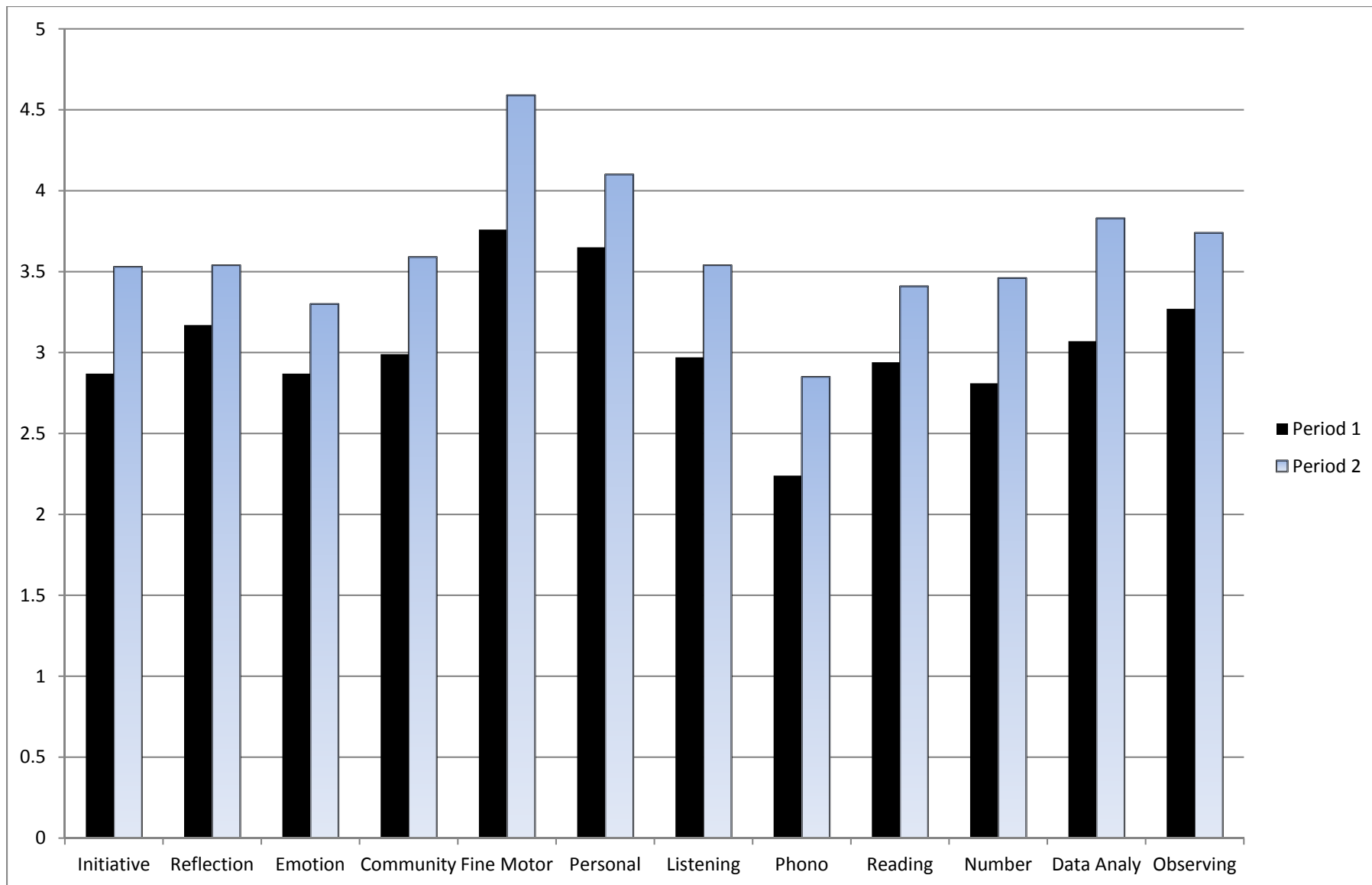
Adrian Public Schools Head Start Early Childhood Programs
School Readiness Goals 2014 – 15
Program Wide Toddlers



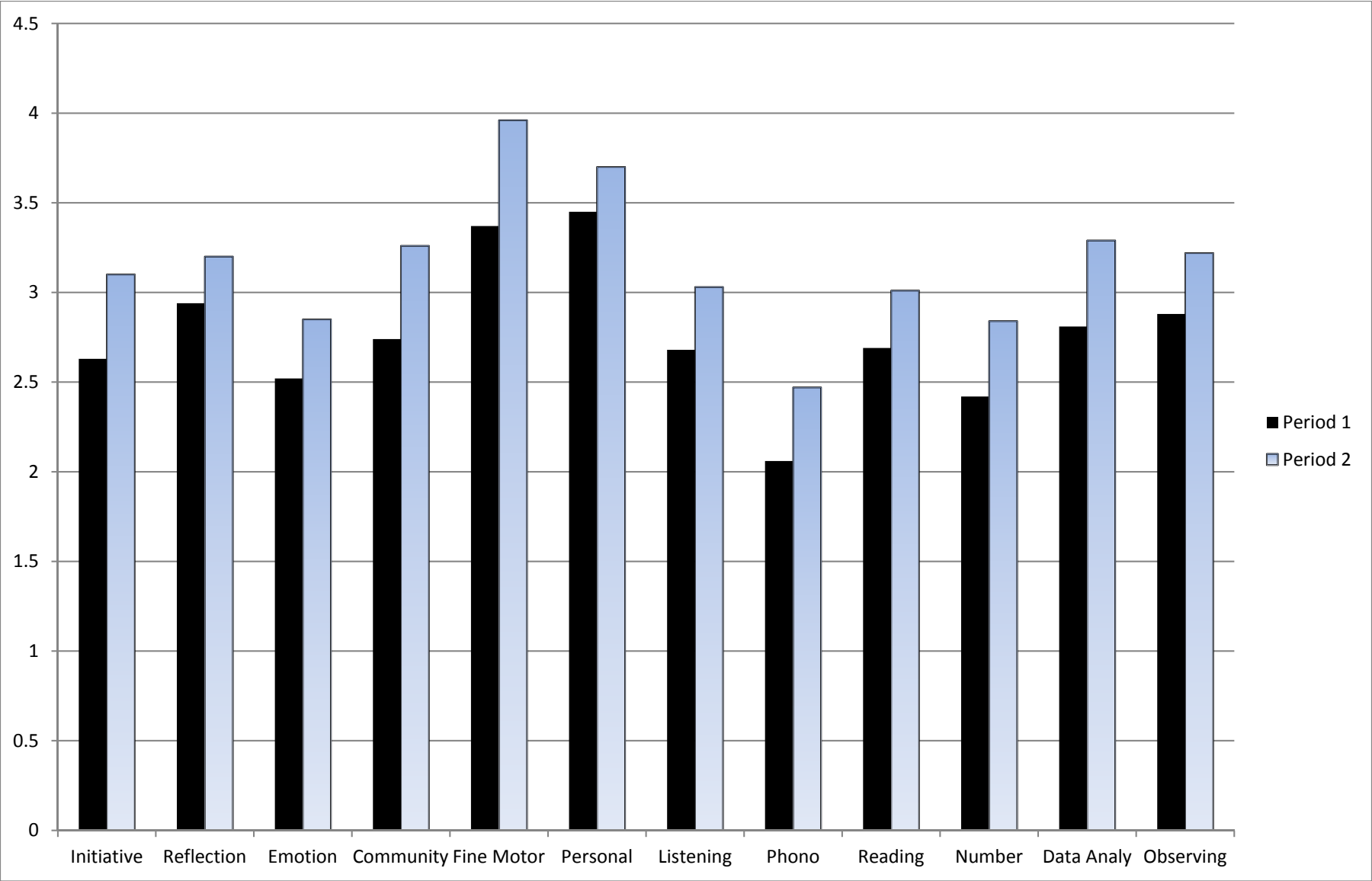
Adrian Public Schools Head Start Early Childhood Programs
School Readiness Goals 2014 – 15
Program Wide 3 Year Olds



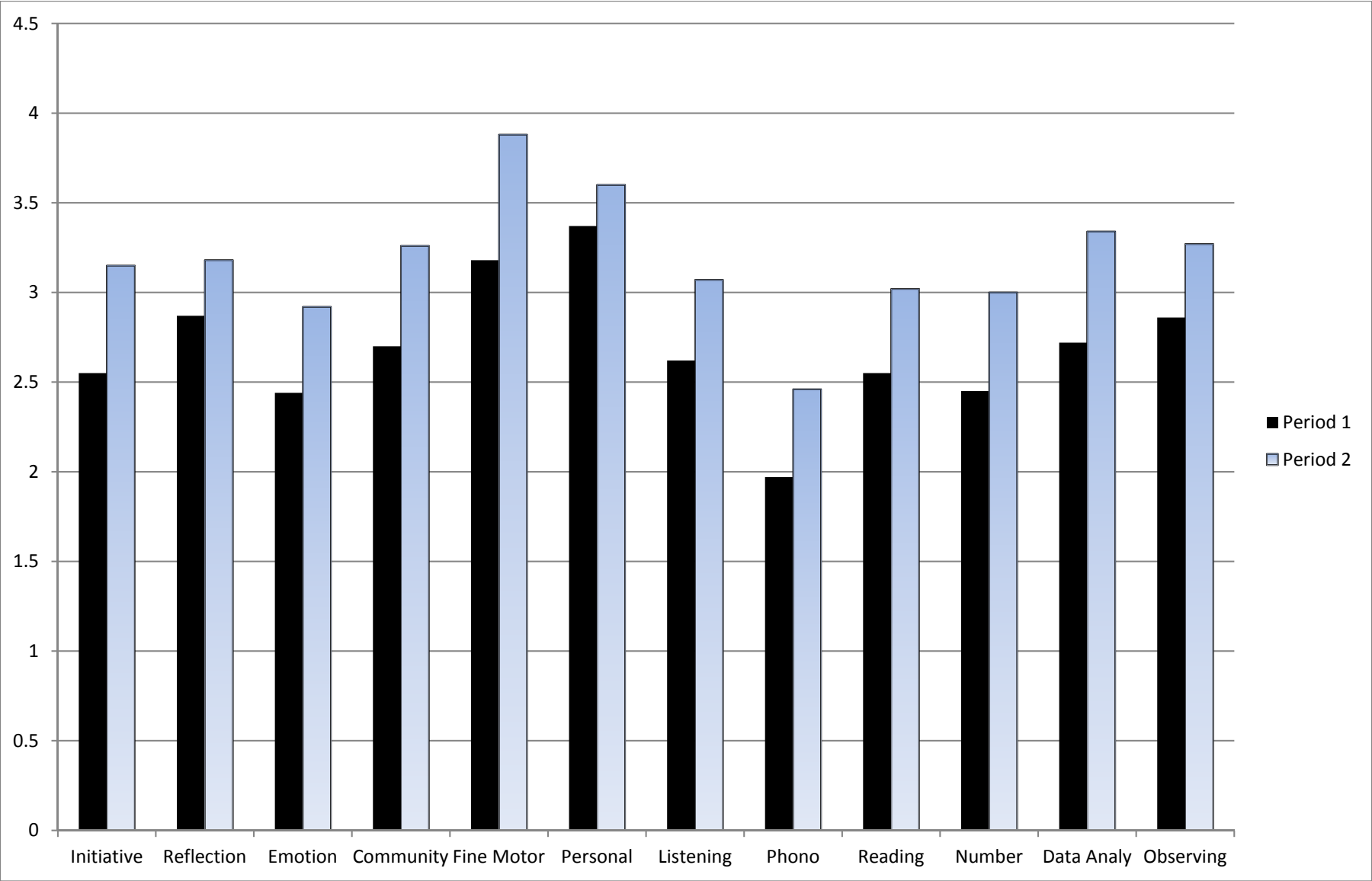
Adrian Public Schools Head Start Early Childhood Programs
School Readiness Goals 2014 – 15
Program Wide 4 Year Olds



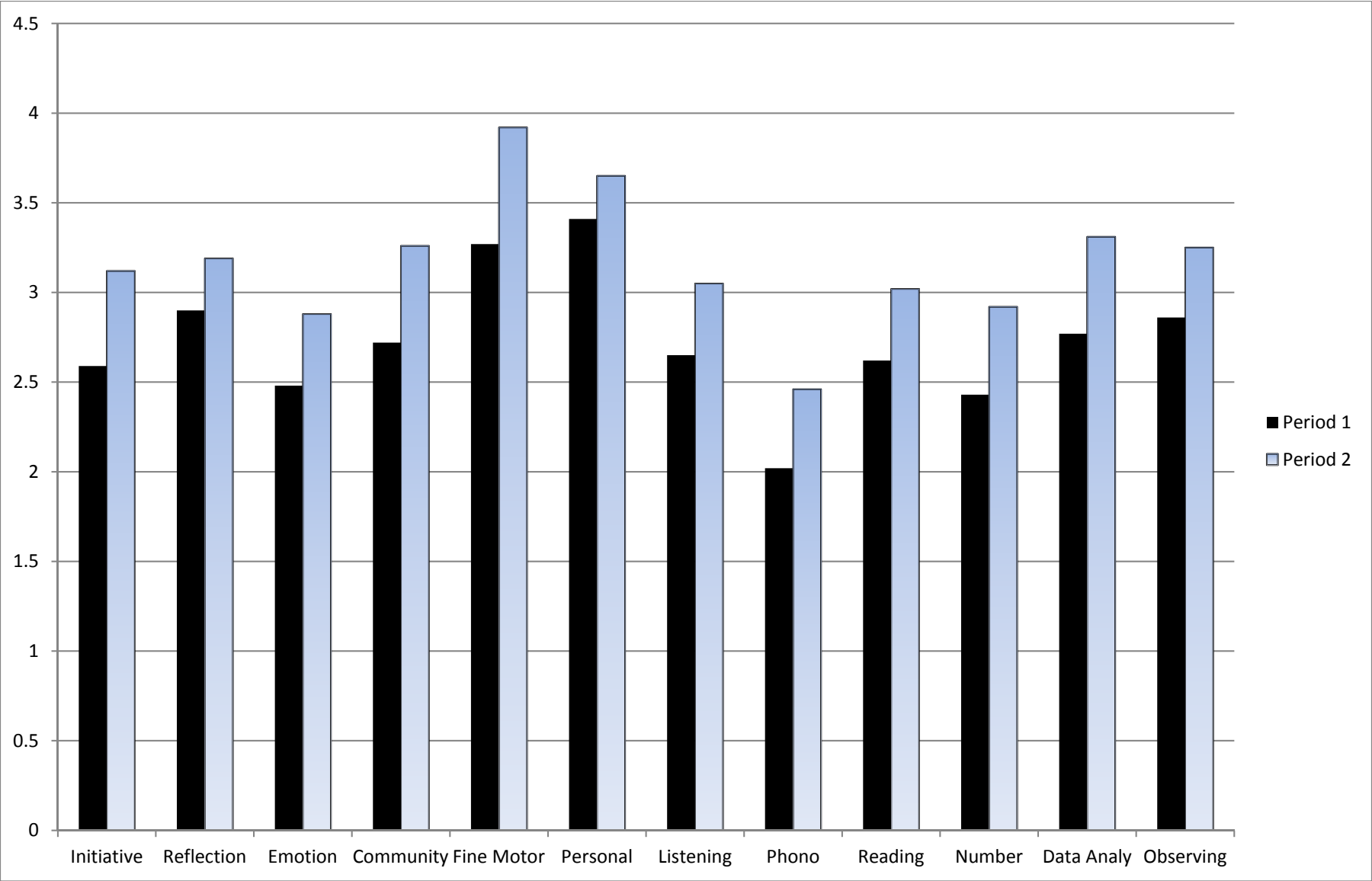
Adrian Public Schools Head Start Early Childhood Programs
School Readiness Goals 2014 – 15
Program Wide Females



Adrian Public Schools Head Start Early Childhood Programs
School Readiness Goals 2014 – 15
Program Wide Males



Adrian Public Schools Head Start Early Childhood Programs
School Readiness Goals 2014 – 15
Program Wide



HEAD START BUDGET REPORT AS OF 1/31/15

Approved Budget Category	Basic Grant	Training	Total	Expenditures	% Expended	% of Year	Difference
1- Personnel	\$ 1,394,838.00	\$ -	\$ 1,394,838.00	\$ 786,699.71	56%	58%	-2%
2 - Fringe Benefits	\$ 842,153.00	\$ -	\$ 842,153.00	\$ 407,477.85	48%	58%	-10%
3- Travel	\$ -	\$ 8,325.00	\$ 8,325.00	\$ 15,072.93	181%	58%	123%
4 - Equipment	\$ -	\$ -	\$ -				
5- Supplies	\$ 44,350.00	\$ -	\$ 44,350.00	\$ 43,668.62	98%	58%	40%
6 - Contractual	\$ 216,070.00	\$ -	\$ 216,070.00	\$ 74,217.68	34%	58%	-24%
7 -Construction	\$ -		\$ -	\$ -			
8 & 9 - Other	\$ 210,751.00	\$ 24,979.00	\$ 235,730.00	\$ 241,014.11	102%	58%	44%
Total	\$ 2,708,162.00	\$ 33,304.00	\$ 2,741,466.00	\$ 1,568,150.90	57%	58%	-1%
Inkind	\$ 677,041.00	\$ 8,326.00	\$ 685,367.00	\$487,711.45	71%	58%	13%
				as of 1/31/15			
Max. Allowable Admin. Cost	\$ 507,780.00	\$ 6,245.00	\$ 514,025.00	\$ 148,228.74	29%		
Admin Cost As % Of Expenditures					7%		

EARLY HEAD START BUDGET REPORT AS OF 1/31/15

Approved Budget Category	Basic Grant	Training	Total	Expenditures	% Expended	% of Year	Difference
1- Personnel	\$ 447,255.00	\$ -	\$ 447,255.00	\$ 242,925.19	54%	58%	-4%
2 - Fringe Benefits	\$ 255,744.00	\$ -	\$ 255,744.00	\$ 127,788.93	50%	58%	-8%
3- Travel	\$ -	\$ 6,822.00	\$ 6,822.00	\$ 8,175.97	120%	58%	62%
4 - Equipment	\$ -	\$ -	\$ -				
5- Supplies	\$ 23,650.00	\$ -	\$ 23,650.00	\$ 11,660.98	49%	58%	-9%
6 - Contractual	\$ 26,088.00	\$ -	\$ 26,088.00	\$ 1,569.93	6%	58%	-52%
7 -Construction	\$ -		\$ -	\$ -			
8 & 9 - Other	\$ 60,320.00	\$ 13,244.00	\$ 73,564.00	\$ 54,064.21	73%	58%	15%
Total	\$ 813,057.00	\$ 20,066.00	\$ 833,123.00	\$ 446,185.21	54%	58%	-5%
Inkind	\$ 203,264.00	\$ 5,017.00	\$ 208,281.00	\$ 118,939.21	57%	58%	-1%
				as of 1/31/15			
Max. Allowable Admin. Cost	\$ 152,448.00	\$ 3,762.00	\$ 156,210.00	\$ 19,505.16	12%		
Admin Cost As % Of Expenditures					3%		

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-15-01	2. Issuance Date: 01/27/2015
	3. Originating Office: Office of Head Start	
	4. Key Word: SF-429; Real Property; Inventory; Facilities; Reporting	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Grantees

SUBJECT: Real Property Reporting and Request Requirements

INFORMATION:

Effective for budget periods beginning on or after Dec. 26, 2014, all grantees, including those with no covered real property, are instructed to use and submit Standard Form (SF) 429. It includes the following real property reporting and request forms:

- [Instructions for SF-429](#)
- [SF-429-A](#) (General Reporting; includes cover page)
- [SF-429-B](#) (Request to Acquire, Improve, or Furnish; includes cover page)
- [SF-429-C](#) (Disposition or Encumbrance Request; includes cover page)

The status of real property purchased, constructed, or subject to major renovations paid for in whole or in part with federal Head Start funds and real property claimed as match for a Head Start award must be reported annually on forms SF-429 and SF-429-A. Please carefully read the Instructions for SF-429 provided by the Office of Management and Budget to ensure that all required forms are complete and accurate. A description of each form follows.

SF-429 Required Forms

- **SF-429 Cover Page** must be submitted annually by all grantees and accompany all reports and requests.
 - It provides recipient (grantee) information and must accompany any submission of forms SF-429-A, SF-429-B, or SF-429-C.
 - Use the Comments section (Item 9) to indicate that there is no real property (as defined above) to report, identify real property with no change in status, and note parcels with changes. Additional attachments are required only for previously unreported real property and parcels with changes.
- **SF-429-A General Reporting** must be submitted annually on the same date the grantee's first SF-425 Final Federal Financial Report for the budget period is due.
 - A separate sheet is required to provide real property details for each parcel of real property being reported, including land, buildings, and modular units. Information for every parcel of real property that is

purchased, constructed, or subject to major renovations with Head Start funds as defined in [45 CFR 1309.3](#) and real property claimed as match for a Head Start award must be included.

- The term purchase includes outright purchase, down payment, and the use of Head Start funds to make mortgage payments (both principal and interest).
 - A federal interest created by the use of Head Start funds does not end until it is released by the Administration for Children and Families (ACF). In Item 13, grantees should note the funding period in which the federal interest began as the "From" date and enter "Until released by ACF" in the "To" space.
- **SF-429-B Request to Acquire, Improve, or Furnish** must be submitted along with the additional information required by 45 CFR Part 1309 whenever a grantee is seeking ACF approval to use Head Start funds to engage in purchase, construction, or major renovation of facilities covered by 45 CFR Part 1309.
 - Information included in SF-429-B can be cross-referenced in the Part 1309 application.
 - The appraised value (valuation) required in Item 14f must be provided by an independent real property appraiser licensed or certified by the state in which the property is located.
- **SF-429-C Disposition or Encumbrance Request** must be submitted at closeout and whenever a grantee is seeking ACF approval to sell, transfer, or encumber property subject to a federal interest, including the refinancing of existing indebtedness and subordination of a federal interest to the rights of a lender.
 - SF-429-C implements the requirements for grantees making requests for disposition of real property previously addressed at [45 CFR §74.32](#) and [45 CFR §92.31](#). Interim final U.S. Department of Health and Human Services grants management regulations address disposition of property at 45 CFR §75.318.
 - Item 14a asks grantees to indicate a disposition preference; however, the final decision as to method of disposition of property subject to a federal interest resides with ACF and will be communicated to the grantee through written disposition instructions.
 - An independent real property appraiser licensed or certified by the state in which the property is located must provide the appraised value required in Item 14e.
 - Subordination requests are initiated through the use of form SF-429-C. Requests for subordination should be identified in Item 14i and accompanied by the proposed subordination agreement, which must meet the terms and conditions noted in [45 CFR §1309.21](#) and [45 CFR §1309.22](#).
 - [ACF-IM-HS-12-08](#) remains in effect and provides a simplified disposition process for older modular units as defined in the Information Memorandum (IM).
 - SF-429-C is required whenever real property, subject to a federal interest, is pledged as collateral for a loan or mortgage. A pledge of collateral includes financing for ongoing purchase, such as a long-term mortgage, as well as any use of the property as collateral for future borrowing, such as lines of credit or refinancing of existing debt.

How to Submit Forms:

Head Start and Early Head Start grantees are directed to submit reports in paper form (original and two copies) to their respective regional grants management officer. [A fillable PDF version of form SF-429, attachments, and instructions](#) is available on the Early Childhood Learning and Knowledge Center (ECLKC) website. Further updates will be provided when electronic submission through the GrantSolutions system is available.

Further Guidance:

[ACF-IM-HS-12-02](#) SF-428 Tangible Personal Property Report and SF-429 Real Property Status Report is superseded insofar as form SF-429 and its attachments are concerned. The Office of Head Start (OHS) will publish new guidance regarding form SF-428 and its attachments separately.

Please direct any questions to your OHS Regional Office.

/ Ann Linehan /

Ann Linehan
Acting Director
Office of Head Start