

- A. CALL TO ORDER
- B. PUBLIC COMMENT
- C. INTRODUCTIONS
- D. ADDITIONS TO AGENDA
- E. READING OF MINUTES

- I. March Minutes

- Documents:

- [MARCH MINUTES.PDF](#)

- F. OLD BUSINESS
- G. NEW BUSINESS
- H. Region XIII Preschool Developmental Disabilities Services
  - I. CDS-CC Adapted Learning Plan

- Documents:

- [CDS-CC ADAPTED LEARNING PLAN.PDF](#)

- II. COVI-19 Early Intervention Services Data

- Documents:

- [COVID-19 EARLY INTERVENTION SERVICES DATA.PDF](#)

- I. Early Education/Child Care
    - I. Update On Services Through COVID - 19
    - II. Parent Parade
  - J. Early Head Start
    - I. EHS Continuation Grant Application

- Documents:

- [EHS CONTINUATION GRANT APPLICATION.PDF](#)

- II. EHS COLA And Quality Improvement Application

- Documents:

- [EHS COLA AND QUALITY IMPROVEMENT APPLICATION.PDF](#)

III. EHS 60 Day Monitoring Review Notification Letter

Documents:

[EHS 60 DAY MONITORING REVIEW NOTIFICATION LETTER.PDF](#)

IV. EHS Program Instruction COVID- 19 Funds

Documents:

[EHS PROGRAM INSTRUCTION COVID-19 FUNDS .PDF](#)

K. BUDGET

I. 2020 - 2021 Budget Update

L. OTHER NEW BUSINESS

I. COVID - 19 Closure - Reopening Plan

M. DIRECTOR'S REPORT

I. April Director's Report

N. TREASURER'S REPORT

I. March Financials

Documents:

[MARCH FINANCIALS.PDF](#)

II. Federal Financial Quarterly Report

Documents:

[FEDERAL FINANCIAL REPORT QUARTERLY REPORT.PDF](#)

III. Federal Financial Semi Annual Report

Documents:

[FEDERAL FINANCIAL SEMI-ANNUAL REPORT.PDF](#)

O. STATISTICAL REPORT

I. March Statistical Report

Documents:

[MARCH STATISTICAL REPORT.PDF](#)

P. NEXT MEETING DATE:

May 27, 2020

Q. ADJOURN

Children's Developmental Services of Campbell County  
Board of Director's Meeting  
March 25, 2020

**MEETING PLACE:**

The Children's Developmental Services of Campbell County Board of Directors met in a regular meeting via phone conference March 25, 2020.

**CALL TO ORDER:**

The meeting was called to order by Chairwoman Wendy Balo at 7:10p.m.

**PUBLIC COMMENT:**

There was no Public Comment.

**INTRODUCTIONS:**

Board members present via telephone were Wendy Balo, Carol Yonkee, Bertine Bahige, Cindy Reardon, and Tyler Watts. Director Bob Tranas and Senior Administrative Assistant Melissa Kline.

**ADDITIONS TO AGENDA:**

There were no additions to the agenda.

**READING OF MINUTES:**

Cindy Reardon made a motion to approve the February 2020 minutes with a change being the Next Meeting Date to March 25, 2020. Carol Yonkee seconded. With a unanimous vote, the motion carried.

**OLD BUSINESS:**

There was no old business.

**NEW BUSINESS:**

**REGION XIII PDDS:**

There was no Region XIII PDDS business.

**EARLY CHILDHOOD EDUCATION:**

**Staff Training- Teaching Strategies Gold:**

Bob Tranas requested approval to close August 17 & 18 2020 for an all staff training.

Cindy Reardon did request for options to be explored. The Board voted on locking in August 17 & 18 2020 if no other options work out.



Bertine Bahige made a motion to approve locking in August 17 & 18 2020 for closure. Cindy Reardon Seconded. With a unanimous vote, the motion carried.

**EARLY HEAD START:**

**Information Memorandum:**

Bob Tranas presented an Information Memorandum that covered the allowed use of Modular Units.

**EHS Funding Increase:**

Bob Tranas shared information about an EHS funding increase from the Office of Head Start.

The increase is provided for quality improvement. The improvement funds are allocated proportionately based on federal funded enrollment, with additional consideration given to small grantees to allow for a meaningful investment. The increase for FY 2020 is as follows: COLA \$6,397 and Quality Improvement \$35,000. Bob Tranas shared that the COLA funds will be used towards the cost of health insurance. Early Head Start will use \$35,000 for improving our approach to trauma informed care. In part, this will be through a contract with the YES house and staff development.

The application is due May 15, 2020 to the Office of Head Start.

**BUDGET:**

**2020-2021 Budget Review:**

Bob Tranas presented the 2020-2021 budget. There is an increase in the budget due to the cost of health care and merit increases that were awarded.

There is an increase in Early Intervention for the purchase of 1,000 developmental wheels.

Public Works Department is recommending portable shade units for the East Playground, instead of the shade structure discussed at February's meeting. The recommended portable shade structures are \$600/unit, for a total of \$2,400.

There was discussion on changing the budgeted half time Speech/Language pathologist position to a full time Speech/Language Pathologist Assistant if approved by the County Commissioners. This would be an increase to the budget of \$32,209.00.

Bertine Bahige made a motion to approve the 2020-2021 Operating Budget of \$6,418,684, which includes the addition of the wage increase for a full-time Speech Assistant and the additional capital request of \$2,400, for the shade structures. Carol Yonkee Seconded. With a unanimous vote, the motion carried.

**OTHER NEW BUSINESS:**

There was no other new business discussed.

**DIRECTOR'S REPORT:**

Bob Tranas provided a verbal report for March.

**TREASURER'S REPORT:**

**February Financial Report:**

The February Financial Report was presented.

Carol Yonkee made a motion to accept the February Treasurer's Report as submitted. Cindy Reardon seconded. With a unanimous vote, the motion carried.

**STATISTICAL REPORT:**

The February statistical reports were reviewed.

**ADJOURN:**

There being no further business, Cindy Reardon made a motion to adjourn. Bertine Bahige seconded. With a unanimous vote, the motion carried. Meeting adjourned at 7:53pm.

**NEXT MEETING DATE:**

**The next scheduled meeting for Children's Developmental Services of Campbell County Board of Directors is April 29, 2020 7:00 P.M. at the Children's Developmental Services of Campbell County.**

Respectfully Submitted,

Cindy Reardon, Secretary  
CDS -CC Board of Directors

Wendy Balo, Chairwoman  
CDS -CC Board of Directors

## Children's Developmental Services of Campbell County Adapted Learning Plan

Children's Developmental Services of Campbell County (CDS-CC) discontinued home-based and center-based services to children and families on March 23, 2020. Traditional services will not be provided for the foreseeable future, until the COVID-19 pandemic is under control, at which time we will resume our regular spring/summer programming when appropriate. Families have been receiving communication from CDS-CC staff during the discontinuation of services through an array of methods (REMIND.com, Facebook, phone calls, and facetime). During the week of April 6, 2020, CDS-CC will begin providing virtual educational services and supports to the children and families enrolled in programming at CDS-CC.

### Early Intervention and Education Program

Early intervention staff from both Part C and Part B will be contacting all families of children with active Individual Family Service Plans (IFSP) and Individual Education Plans (IEP) to determine what the virtual/remote services will look like for each child and family. Early intervention staff will complete a Prior Written Notice for each child and send a copy to the family. Staff will begin serving children on an IFSP and IEP the week of April 6, 2020. The delivery of services during the shutdown will include the following methods: virtual meetings through Microsoft Teams, Google DUO, phone calls, activity packets sent to the home, and collaborative efforts with the early childhood classroom teacher.

Families who "opt-out" of services will receive twice monthly communication from their case-manager and regular communication from their CDS-CC early childhood classroom teacher. On-going regular communication will consist of Google Voice text messaging, REMIND.com, and phone calls.

### Early Childhood Education Preschool

Early childhood classroom staff will continue to communicate with all families and children enrolled in CDS preschool services. Methods of communication will include: REMIND.com, Facebook, facetime, Microsoft Teams, and phone calls. Teachers will share educational activities through on-line resources provided by our curriculum and child assessment program, Teaching Strategies Gold. Social-emotional resources will be shared through Center on the Social and Emotional Foundations for Early Learning (CSEFEL). Additional developmentally appropriate activities will be shared through a variety of methods: Facebook, YouTube, and other curriculum resources. Literacy activities will also be promoted through our Public Library. Families can call the library and checkout books, which are put together by library staff into backpacks. The books are delivered to families when they drive-by the library and are met in the parking lot by library staff.



## **Early Head Start**

Children receiving services through Early Head Start home-based programming will also receive continued services and supports from EHS home visitors, including dually enrolled Part C families. Home visiting staff will continue to communicate with all families and children enrolled in Early Head Start. Methods of communication will include Google text, Facebook, and phone calls. Home visitors will share educational activities through on-line resources provided by our curriculum (Partners for a Healthy Baby) and child assessment program, Teaching Strategies Gold. Social-emotional resources will be shared through Center on the Social and Emotional Foundations for Early Learning (CSEFEL). Additional developmentally appropriate activities will be shared through a variety of methods: Facebook, YouTube, and handouts. Literacy activities will also be promoted through our Public Library. Families can call the library and checkout books, which are put together by library staff into backpacks. The books are delivered to families when they drive-by the library and are met in the parking lot by library staff.

## **Other Community Resources available to our families:**

### **Campbell County School District**

CCSD's Nutrition Services department will provide free breakfast and lunch pickup for all children through age 18 Monday through Friday from 9AM until 12 PM beginning Monday, March 23<sup>rd</sup>. Children must be present to pick up their meals. There is no proof of residency or attendance area required. Breakfast and lunch may be picked up at the same time and will be distributed from buses in the parking lot at the following schools:

- Hillcrest Elementary
- Pronghorn Elementary
- Stocktrail Elementary
- Prairie Wind Elementary
- Cottonwood Elementary
- Rozet Elementary

### **Perkins**

Free child's meal with purchase of adult entrée from 11am-2pm

Monday-Grilled cheese, applesauce and beverage

Tuesday- two pancakes, choice of bacon or sausage links, beverage

Wednesday- Two eggs cooked to order, bacon or sausage links, kid's beverage

Thursday-two pieces French toast, gogurt, and beverage

Friday-mac and cheese, applesauce and beverage

### **Gillette Little Free Pantry locations:**

- Lakeside Park
- Bivens Park
- Sunflower Park
- Public Library in Wright

### **Salvation Army 682-6982**

620 N Hwy 14/16

Drive up food boxes Monday, Wednesday, and Thursday from 9-3 or delivery on the same days from 12-3. Must call before noon for deliveries.

### **Jimmy John's**

Free slim sandwich and drink for K-12 grades M-F from 11-3pm

### **Burger King**

2 free kid's meals with one purchased adult meal

## COVID-19 Health Emergency – Special Education services plans data

Part C	Video	Phone calls	Packets	Combo	Opt Out	# No Response or no decision	Total # on Caseload
Paige	0	0	0	17	0	6	23
Lexi	10	2	0	4	2	3	21
Holly	0	8	0	10	1	2	21
<b>Totals</b>	10	10	0	31	3	11	65

Part B	Video	Phone calls	Packets	Combo	Opt Out	# No Response or no decision	Total # on Caseload
Gwen	0	0	5	8	5	4	22
Lexi B	0	0	0	10	1	2	13
Dana	0	0	0	19	5	4	28
Stacie	0	0	0	20	0	1	21
Miranda	1	0	0	15	8	1	25
Mary Ann	0	0	2	17	4	1	24
Christina	0	0	0	10	5	0	15
Matt	8	3	0	2	5	5	23
<b>Totals</b>	9	3	17	91	33	18	171

Part B Speech Only -Part B Specialized Instruction	Video	Phone calls	Packets	Combo	Opt Out	# No Response or no decision	Total # on Caseload
Suzie	1	0	2	3	3	1	10
Leah	0	0	5	7	2	1	15
Janell	0	0	0	4	3	0	7
Mikal	1	0	0	4	0	1	6
<b>Totals</b>	2	0	7	18	8	3	38

Total Related Services being Provided	Part C	Part B	Total
Speech Language	17	107	124
Physical Therapy	19	26	45
Occupational Therapy	15	48	63
<b>Grand Totals</b>	51	181	232



Children's Developmental Services of Campbell County

- Early Childhood
- Region XIII PDDS
- Early Head Start

1801 South 4-J Road  
Gillette, WY 82718

phone 307.682.2392

fax 307.682.8463

<http://www.ccgov.net/cds>

April 24, 2020

Jeffery S. Newton  
Regional Grants Officer  
Office of Grants Management, Region VIII  
Administration for Children and Families  
999 18<sup>th</sup> Street  
South Terrace; Suite 499  
Denver, Colorado 80202

Dear Mr. Newton,

Please find enclosed our Standard Form (SF) 424, Application for Federal Assistance, and SF-424B, Assurances Non-Construction Programs, for our Early Head Start Program from the Children's Developmental Services of Campbell County.

We are requesting funds in the amount of \$329,859 in federal dollars and \$82,465 in applicant dollars for a total request of \$412,324 for 12-month operational costs for September 1, 2020 through August 31, 2021. This program serves 36 infants, toddlers, and pregnant women who meet the Early Head Start criteria.

Thank you for support of our program.

Sincerely,

A handwritten signature in black ink that reads "Robert Tranas".

Robert Tranas  
Executive Director

A handwritten signature in black ink that reads "Stephanie Stevens".

Stephanie Stevens  
Early Head Start Coordinator



Campbell County  
Wyoming



## TABLE OF CONTENTS

Project Summary	Page 1
Application for Federal Assistance (SF 424)	Page 2
Budget Information - Non-Construction Programs (SF 424 A)	Page 5
Compendium of Required Certifications and Assurances (424 B)	Page 8
<b>Continuation Application</b>	
Section I      Program Design and Approach to Service Delivery	Page 14
Sub-Section A: Goals	Page 14
Sub-Section B: Service Delivery	Page 23
Sub-Section C: Governance, Organizational, and Management Structures	Page 30
Section II      Budget and Budget Justification Narrative	Page 35
Annual Self-Assessment, Program Improvement Plan	Page 48
Organizational Chart	Page 54
Training and Technical Assistance Plan	Page 55
Cost Allocation	Page 60
Criteria Ranking	Page 64
Documentation of Policy Council Approval of Grant Application	Page 69
Documentation of Board of Directors Approval of Grant Application	Page 70
Certification of Early Head State Administrative Costs	Page 71
Certificate of Exemption from Wyoming Sales Tax	Page 72
Address Information Form	Page 73

## **Project Summary**

Children's Developmental Services of Campbell County (CDS-CC) has established the Early Head Start (EHS) Program in Campbell County Wyoming for 36 low-income/at-risk infants, toddlers and pregnant women to build strong families and a foundation for School Readiness. Through the Community Assessment; poverty, accessible and affordable health and mental health care, substance abuse, family violence, child neglect, and isolation are characteristics of the at-risk population that have been identified in Campbell County. These characteristics substantiate the need for this program that started in September 1999. Long range goals, short term objectives, and expected outcomes have been developed for this program. Beginning with pregnancy and continuing until age three, the CDS-CC Early Head Start Program will provide a home-based program option. Families will receive weekly one and one half (1-1/2) hour home visits a minimum of 48 times a year. Group socializations are offered a minimum of 24 times a year for two-hour sessions. Group socializations provide support, information, and "hands on" parent/child interactive activities. Home visits support the family as the child's primary teacher and will be facilitated in their provision of an optimal environment.

Special emphasis will be placed on assisting parents as they work towards self-sufficiency, fostering parental and extended family member's involvement, assuring family wellness through emotional security and safety, and ensuring children are ready for school.

Five full-time personnel conduct the EHS program. Current CDS-CC personnel will contribute time and resources in supporting the program's staff and families. Community awareness and collaboration will be emphasized throughout the project.

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text" value="08CH011225"/>	
5a. Federal Entity Identifier: <input type="text" value="N/A"/>	5b. Federal Award Identifier: <input type="text" value="08CH011225"/>	
<b>State Use Only:</b>		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: <input type="text" value="CAMPBELL, COUNTY OF"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="836000103"/>	* c. Organizational DUNS: <input type="text" value="071413140"/>	
<b>d. Address:</b>		
* Street1: <input type="text" value="1801 S 4J Rd"/>	Street2: <input type="text"/>	
* City: <input type="text" value="Gillette"/>	County/Parish: <input type="text" value="Campbell County"/>	
* State: <input type="text" value="WY: Wyoming"/>	Province: <input type="text"/>	
* Country: <input type="text" value="USA: UNITED STATES"/>	* Zip / Postal Code: <input type="text" value="82718-5201"/>	
<b>e. Organizational Unit:</b>		
Department Name: <input type="text"/>	Division Name: <input type="text"/>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="Robert"/>	
Middle Name: <input type="text"/>	* Last Name: <input type="text" value="Tranas"/>	
Suffix: <input type="text"/>	Title: <input type="text" value="Executive Director"/>	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="(307) 682-2392"/>	Fax Number: <input type="text"/>	
* Email: <input type="text" value="RJT70@ccgov.net"/>		

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

ACF-Head Start

**11. Catalog of Federal Domestic Assistance Number:**

93.600

CFDA Title:

Head Start

**\* 12. Funding Opportunity Number:**

eGrants-N/A

\* Title:

N/A

**13. Competition Identification Number:**

Not Applicable

Title:

Not Applicable

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Campbell County - WY including the cities o

**\* 15. Descriptive Title of Applicant's Project:**

Early Head Start

Attach supporting documents as specified in agency instructions.

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="329,859"/>
* b. Applicant	<input type="text" value="82,465"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text" value="0"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="412,324"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

**BUDGET INFORMATION - Non-Construction Programs**

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. Early Head Start: Program Operations	93.600	\$	\$	319,859	\$ 82,465	402,324
2. Early Head Start: TTA	93.600			10,000	0	10,000
3.						
4.						
5. Totals		\$ 0	\$ 0	329,859	\$ 82,465	412,324

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Early Head Start: Program Operations	(2) Early Head Start: TTA	(3)	(4)	
a. Personnel	\$ 202,133	\$ 0	\$	\$	\$ 202,133
b. Fringe Benefits	95,709	0			95,709
c. Travel	0	3,000			3,000
d. Equipment	0	0			0
e. Supplies	3,775	0			3,775
f. Contractual	0	0			0
g. Construction	0	0			0
h. Other	18,242	7,000			25,242
i. Total Direct Charges (sum of 6a-6h)	319,859	10,000			\$ 329,859
j. Indirect Charges	0	0			\$ 0
k. TOTALS (sum of 6i and 6j)	\$ 319,859	\$ 10,000	\$	\$	\$ 329,859
7. Program Income	\$	\$	\$	\$	\$

**SECTION C - NON-FEDERAL RESOURCES**

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. Early Head Start: Program Operations	\$ 82,465	\$	\$	\$ 82,465
9. Early Head Start: TTA				0
10.				
11.				
12. TOTAL (sum of lines 8-11)	\$ 82,465	\$ 0	\$ 0	\$ 82,465

**SECTION D - FORECASTED CASH NEEDS**

Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal \$ 329,859	\$ 103,081	\$ 103,081	\$ 103,081	\$ 20,616
14. Non-Federal \$ 82,465			0	\$ 82,465
15. TOTAL (sum of lines 13 and 14) \$ 412,324	\$ 103,081	\$ 103,081	\$ 103,081	\$ 103,081

**SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT**

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

**SECTION F - OTHER BUDGET INFORMATION**

21. Direct Charges:		22. Indirect Charges:	
23. Remarks:			

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

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**Office of Head Start**

Updated July 29, 2014

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF  
REQUIRED CERTIFICATIONS AND ASSURANCE**

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**Table of Contents**

SF424B, Assurances ..... 1  
Certification Regarding Lobbying ..... 3  
Certification Regarding Level II of the Executive Schedule ..... 3  
Certification of Filing and Payment of Federal Taxes ..... 4

# U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCE

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## SF424B Assurances – Non-Construction Programs

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

## U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCE

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9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

# U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCE

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## Certification Regarding Lobbying

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### Statement for Loan Guarantees and Loan Insurance

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### Regarding Compliance with Compensation Cap (Level II of the Executive Schedule)

Federal funds will not be used to pay any part of the compensation of an individual employed by a Head Start and/or Early Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

# U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCE

## Certification of Filing and Payment of Federal Taxes

As required by the Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriation Act, 2008 (Public Law 110-161, Division G, Title V, section 523), as a prospective financial assistance recipient entering into a grant or cooperative agreement of more than \$5,000,000, I, as the duly authorized representative of the applicant, do hereby certify to the best of my knowledge and belief, that:

1. The applicant has filed all Federal tax returns required during the three years preceding this certification
2. The applicant has not been convicted of a criminal offense pursuant to the Internal Revenue Code of 1986 (U.S. Code - Title 26, Internal Revenue Code)
3. The applicant has not, more than 90 days prior to this certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

## Submission Statement

<p>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)</p> <p><input type="checkbox"/> ** I AGREE</p> <p>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</p>	
<b>Authorized Representative:</b>	
Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="DG"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Reardon"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="CDS County Comissioner, Chairman"/>	
* Telephone Number: <input type="text" value="(307) 682-7283"/>	Fax Number: <input type="text"/>
* Email: <input type="text" value="DGR01@ccgov.net"/>	
* Signature of Authorized Representative: <input type="text"/>	* Date Signed: <input type="text"/>
* Submitted by: <input type="text"/>	Date Submitted: <input type="text"/>

## SECTION I - Program Design and Approach to Service Delivery

### Sub-Section A: Program Goals, Measurable Objectives, and Expected Outcomes

1. *Additions, deletions, or revisions to Program Goals, Measurable Objectives, and Expected Outcomes that have occurred since last year's application.*

The program's long-range goals, short term objectives, and expected outcomes were established through the organization's strategic planning; including on-going analysis of program data and Community Assessment results. The program goals were developed to compliment and support the program's School Readiness Goals, the Head Start Program Performance Standards and the Office of Head Start/Early Head Start priorities. Progress on these short term (Year 1) objectives is identified below. There are no proposed updates or changes to the program goals, objectives or expected outcomes.

2. *For each Program Goal:*
  - a. *Demonstrate your Progress/Outcomes this year toward meeting your Measurable Objectives and Expected Outcomes*
  - b. *Describe any Challenges in achieving progress towards Expected Outcomes and how your program is working to address those Challenges*

The following describes the progress, outcomes, and challenges for the program goals and measurable objectives during year one:

<b>Goal 1: School Readiness – Early Head Start will promote the value of every child by providing comprehensive, quality services to all children and families in order for them to achieve their fullest potential.</b>	
<b>Objective 1a:</b> All enrolled children will make progress towards School Readiness Goals with a minimum of 85% of children meeting or exceeding age level expectations in each area of development as demonstrated by improved child outcomes in all five domains of the Head Start Early Learning Outcomes Framework (Approaches to Learning; Social and Emotional Development; Language and Literacy; Cognition, Perceptual, Motor, and Physical Development).	
<b>Progress/Outcomes</b>	<b>Challenges</b>
The School Readiness Goals for the Early Head Start program at Children's Developmental Services were developed to align with	<ul style="list-style-type: none"> <li>• Supporting families</li> </ul>

<p>the Head Start Early Learning Outcomes Framework. Home visitors use this framework with families to develop individual child goals and provide information regarding age appropriate development. Within 45 days of enrollment a personalized curriculum plan is established by the parent and home visitor for each child. All programs at CDS-CC utilize Teaching Strategies Gold as an ongoing assessment to monitor developmental progress for all children. Home visitors work closely with families to complete TSG checkpoints three times per year. Data gathered through this process is analyzed and used to help guide home visits and program planning. The majority of children enrolled in the Early Head Start program are meeting or exceeding age level expectations in each area of development.</p>	<p>experiencing trauma, addiction, or mental health issues in addressing these needs while continuing to support their child’s learning and development</p> <ul style="list-style-type: none"> <li>• Consistent attendance at socializations</li> </ul>
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<b>Percent of EHS Children meeting or exceeding Teaching Strategies Gold Widely Held Expectations Snapshot Report</b>	
<b>Domain</b>	<b>Spring 2019/2020</b>
Social-Emotional	97%
Motor	97%
Language	88%
Cognitive	91%
Literacy	94%
Mathematics	82%

**Objective 1b:** All families will support their child’s learning by engaging in home visits, socializations, and the goal setting process throughout the program year.

<b>Progress/Outcomes</b>	<b>Challenges</b>
<p>Home visitors engage families during weekly home visits to plan in-kind activities for parent-child interactions between visits as well as planning for the next visit. The Head Start Early Learning Outcomes Framework is utilized with parents to develop and update individual goals. Parents are asked to provide feedback for planning socializations. Community partners are invited to socializations based on the interests and needs identified by the parents. Multiple means of communication such as in person,</p>	<ul style="list-style-type: none"> <li>• Consistent attendance at socializations</li> <li>• Engaging parents in taking the lead during planning and when interacting with their child.</li> </ul>

<p>phone, and text messages are used to provide education, share information, and connect families to resources.</p> <p>In an effort to increase attendance at socializations, the EHS program is seeking increased parent input in identifying interests and inviting appropriate community partners, scheduling socializations at times that families identify as most convenient for them and providing transportation to and from socializations for those families who have identified lack of transportation as a barrier to participation.</p> <p>To engage parents in taking the lead in planning and during parent-child interactions, EHS home visitors focus on building strong, trusting relationships with parents and children first, then modeling behaviors and interactions while scaffolding supports to work towards parents engaging more independently.</p> <p>Tracking parent in-kind is one of the ways we monitor how engaged families are in working with their children on established goals each month. The first half of the 2019-2020 program year 34 families returned in-kind documentation, demonstrating that they were actively engaged in working on goals with their children.</p>	
<p><b>Objective 1c:</b> EHS staff will coordinate the transition process to ensure schools are prepared for children by developing a communication system and building relationships with Head Start and other Preschools EHS children will transition to.</p>	
<p><b>Progress/Outcomes</b></p>	<p><b>Challenges</b></p>
<p>EHS program staff have reviewed current transition practices to determine strengths and areas in need of improvement. The transition checklist and procedure for transitions was reviewed and revised. A transition interview guide has been developed and is available as an option to assist in transition planning with families. We also developed a template for transition plans to ensure that families are provided with a written summary of options discussed and next steps.</p> <p>We are working to develop relationships with new staff in partner programs and collaborate regarding the transition process from EHS to receiving preschools. COVID-19 has slowed this process.</p>	<ul style="list-style-type: none"> <li>• Staff turnover in receiving preschool programs in the community</li> </ul>

<b>Goal 2: Health and Wellness: - CDS-CC will create a culture that values and promotes comprehensive health and wellness of families and staff.</b>	
<b>Objective 2a:</b> EHS will educate all families about health literacy and support each family to understand their health information and role in the health of their children.	
<b>Progress/Outcomes</b>	<b>Challenges</b>
<p>A community resource guide was developed to provide families with a list of current medical and dental providers in the community as well as other community resources. A partnership was established with a local dentist to provide access to dental care for enrolled pregnant women who are unable to travel out of Gillette to access Medicaid dental services.</p> <p>EHS home visitors help families access local transportation options, and when those are unavailable, home visitors transport families to visits to receive well child-care and immunizations.</p> <p>Health requirements are tracked on a regular basis. Home visitors provide families with information from the curriculum regarding the importance of well child checks, mental health, and dental care. Families are reminded when dates for health and dental visits are approaching and encouraged to schedule those appointments with their providers in advance in order to complete the requirements according to recommended timelines.</p>	<ul style="list-style-type: none"> <li>• Ongoing prenatal dental care is difficult to access due to low Medicaid reimbursement rates</li> </ul>
<b>Objective 2b:</b> Early Head Start will promote a healthy lifestyle, including nutrition, physical activity, and rest, to all families enrolled in the program.	
<b>Progress/Outcomes</b>	<b>Challenges</b>
<p>EHS staff received training on the Healthy Kids, Healthy Future model. Monthly handouts are provided to families regarding the “Harvest of the Month”. This approach is also implemented in the preschool programming at CDS-CC.</p> <p>Through a partnership with Cent\$ible Nutrition, families receive education on budget friendly cooking and nutrition information. CDS-CC education staff work with kitchen staff to improve overall quality and nutrition of food served at EHS socializations through a Nutrition Task Force. In addition, information is provided to families to assist them in accessing programs such as WIC and SNAP in order to supplement their food budget and allow them to purchase nutritious foods. EHS families are also</p>	<ul style="list-style-type: none"> <li>• Mental health issues within families impact motivation to participate and ability to leave the house.</li> <li>• Access to and assumed cost of healthy food</li> </ul>

<p>invited to participate in the local Blessings in a Backpack program which provides children with food each weekend. Home visitors deliver food bags weekly to families who have expressed interest in this program.</p> <p>During home visits, families receive age appropriate information from the curriculum related to physical activities, self-care, routines, and quality sleep for children and families. When the weather is nice, home visitors will meet families at local parks for visits and socializations to encourage active outdoor play and interaction.</p> <p>Individualized support is provided to parents to encourage them to incorporate a healthy diet and exercise as a way to support mental health in addition to coordinating with health care providers and counselors for medication and therapy as appropriate.</p>	
<p><b>Objective 2c:</b> EHS will educate staff on mental health issues, including trauma, resiliency, social-emotional wellness and behavioral concerns to help improve staff’s capacity to identify, refer, and provide services to children and families in need of support or behavioral health services.</p>	
<p><b>Progress/Outcomes</b></p>	<p><b>Challenges</b></p>
<p>CDS-CC has a strong, ongoing relationship with the YES House, who provides comprehensive services that meet the needs of many of the families we serve. Additionally, we have established MOUs with other mental health providers in the community.</p> <p>A regular schedule has been established with the mental health consultant from the YES House. She meets with staff on a monthly basis to and is available as needed throughout the month for consultation and support related to specific situations. Additionally, the mental health consultant facilitates a parent group once per month to address various mental health topics as identified by participating parents.</p> <p>YES House staff attend socializations throughout the year to share information about resources and the impact of trauma on development.</p> <p>One of the EHS home visitors completed the training to become a trained Love and Logic facilitator. Love and Logic for early childhood classes are offered free of charge three times per year.</p>	<ul style="list-style-type: none"> <li>• Family follow through with referrals, either due to stigma related to mental health or lack of health insurance coverage for mental health services.</li> </ul>

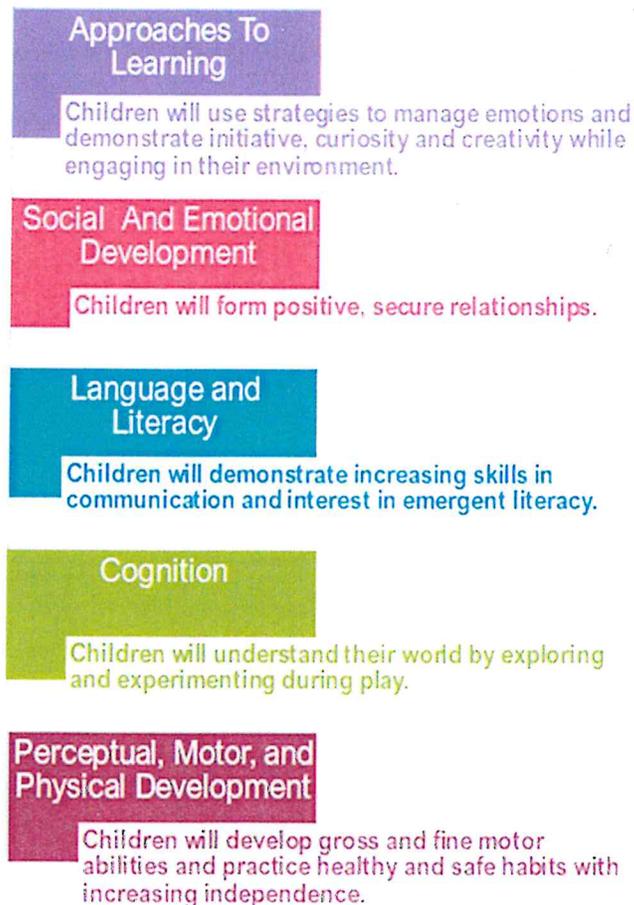
<p>All EHS parents are invited and encouraged to register and attend the class.</p> <p>The EHS home visitors regularly share information from the curriculum regarding ACEs and the impact of trauma with families. They support families in identifying resiliency factors and ways support their child’s development in a positive way, as well as encouraging parents and supporting them in accessing appropriate services. During this program year, twelve of our EHS families have accessed mental health services through counseling and/or medication to address underlying mental health issues and trauma within the family.</p>	
<p><b>Objective 2d:</b> EHS will provide training to staff and families on how to work with families impacted by opioid/drug addiction.</p>	
<p><b>Progress/Outcomes</b></p>	<p><b>Challenges</b></p>
<p>EHS staff attended the Regional Head Start Conference in Billings, MT in October. Several of the sessions attended were related to substance abuse issues and trauma. Regular meetings with our mental health consultant often focus on how to best support families impacted by substance abuse and misuse.</p> <p>We have several EHS families who report self -medicating for depression and anxiety. In one family, the mother regularly smoked marijuana to cope with her mental health issues. She was initially resistant to the idea of seeking counseling or medical treatment. The home visitor worked to develop a strong relationship with this mother and provided education and resources for mental health treatment. This mother eventually chose to consult with her physician and take prescribed medications on a trial basis. She now reports no use of illegal drugs for the past three months, as well as self-reporting of increased confidence in her ability to parent successfully.</p> <p>Another mother with a history of substance abuse and addiction issues recently had to have a surgical procedure. She and her home visitor discussed opioid abuse and misuse. She was able to bring her concerns to her doctor and they developed a plan to be proactive in preventing abuse issues following surgery while still managing her post-surgical pain effectively.</p>	<ul style="list-style-type: none"> <li>• Accessibility of quality addiction treatment</li> <li>• Untreated mental health issues leading to self-medication through the use and abuse of substances</li> </ul>

<b>Goal 3: Engagement - EHS will empower families to understand the importance of and prioritize family engagement within their home and community.</b>	
<b>Objective 3a:</b> EHS will educate families on the importance of limiting the amount of time infants are in containers (car seats, strollers, bumbo seats, bouncy swings, rockers, bouncer seats, nursing cushions, vibrating chairs, jumpers, exersaucers, activity gyms/centers).	
<b>Progress/Outcomes</b>	<b>Challenges</b>
<p>Home visitors provide ongoing education from the curriculum and other resources about the benefits of tummy time, holding your baby, and floor time. Daily tummy time for infants is emphasized at each home visit, and this often becomes a child goal. The physical therapist at CDS-CC is available to provide consultation and education to home visitors and families as needed regarding the impact of containers on typical motor development.</p> <p>EHS home visitors have begun to collaborate with the local interagency coordinating council to develop an educational campaign related to Container Baby Syndrome prevention. This is an ongoing process and the ICC is currently prioritizing next steps.</p>	<ul style="list-style-type: none"> <li>• Containers are marketed to families as a way to promote optimal development</li> <li>• Identifying the most effective way to share information with families</li> </ul>
<b>Objective 3b:</b> EHS will introduce and implement strategies with families during home visits to impact parent engagement with their child during and in between the visits.	
<b>Progress/Outcomes</b>	<b>Challenges</b>
<p>Home visitors collaborate with parents to identify child goals to support each child’s individual learning. These goals are aligned with in-kind activities to encourage parents to utilize specific strategies and interactions between home visits.</p> <p>Home visitors complete “bagless” visits and focus on using items found around the house and homemade toys to illustrate to parents that they can work on goals with their children at any time. Families are provided with a book each week that they are able to keep until they are ready to exchange it for a new book. Additionally, emphasis is placed on establishing consistent routines that work for each individual child and family, and how to make learning experiences a part of everyday routines.</p> <p>Monthly attendance reports are completed and analyzed by the EHS Coordinator and EHS home visitors for each individual</p>	<ul style="list-style-type: none"> <li>• Parents are often used to an “expert” model and do not always take ownership of their role as their child’s first and most important teacher.</li> </ul>

<p>family. When attendance becomes inconsistent or changes significantly, home visitors partner with families to identify barriers and create a plan to increase engagement in the program.</p>	
<p><b>Objective 3c:</b> EHS will implement strategies to increase parent, parent-child and child engagement during socializations.</p>	
<p><b>Progress/Outcomes</b></p>	<p><b>Challenges</b></p>
<p>In an effort to increase attendance at socializations, the EHS home visitors seek increased parent input in identifying interests and inviting appropriate community partners, scheduling socializations at times that families identify as most convenient for them and providing transportation to and from socializations for those families who have identified lack of transportation as a barrier to participation. Community partners are invited to socializations based on the interests and needs identified by the parents.</p> <p>Home visitors bring information from socializations to home visits with families who did not attend in an effort to maintain a feeling of connectedness and increase interest in attending socializations in the future. Parent groups facilitated by the mental health consultant have been regularly attended by 3-5 families. Topics have included ways to cope with and overcome social anxiety. Since several families are actively engaging in these meetings, home visitors plan to incorporate this format into one of the regularly offered socialization opportunities in an attempt to further engage more families in socializations.</p> <p>During socializations, home visitors maintain and consistent routine, plan age appropriate activities, and update the room each month with new and relevant opportunities for engagement. During activities, home visitors facilitate interactions between parents and children using PIWI strategies.</p>	<ul style="list-style-type: none"> <li>• Inconsistent attendance at socializations</li> <li>• Many of the EHS parents have social anxiety and avoid group activities</li> </ul>

3. *If additions, deletions, or revisions were made to your programs **School Readiness Goals** since last year's application, then describe how the revised goals align with the Head Start Early Learning Outcomes Framework: Ages Birth to Five, state and tribal early learning guidelines, as appropriate, and requirements and expectations of the local schools where children will transition.*

There have been no additions, deletions, or revisions to the School Readiness Goals for the children enrolled in EHS at CDS-CC. The **program's school readiness goals** are currently aligned with the Head Start Early Learning Outcomes Framework: Ages Birth to Five, Wyoming's Birth to Three Early Learning Guidelines, and the expectations of the Head Start and Children's Developmental Services of Campbell County preschool programs. The color bands are also aligned with the HSELOF for easy reference for both staff and families. A committee comprised of CDS staff, Policy Council members, and representatives from Head Start worked with Regional T.TA to develop these school readiness goals.



As an agency, we have also aligned our goals with Campbell County School District. The chart below demonstrates this alignment.

**CDS –CC Goals Aligned with School District Goals**

CDS-CC Goals	Campbell County School District Goals
<ul style="list-style-type: none"> <li>• Promote skills of attention, memory, problem solving, creativity, language, and literacy</li> <li>• Gain skills to appropriately regulate and express emotions</li> </ul>	<ul style="list-style-type: none"> <li>• Improve student achievement</li> </ul>
<ul style="list-style-type: none"> <li>• Provide opportunities for wellness to allow children to live a healthy active lifestyle</li> </ul>	<ul style="list-style-type: none"> <li>• Improve wellness of students and staff</li> </ul>
<ul style="list-style-type: none"> <li>• Partner with families to provide supports, services, information, and resources</li> <li>• Partner with community resources to advocate in meeting the needs of children and families</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure efficient and effective operations</li> </ul>

4. *If additions, deletions, or revisions were made to your **Program Goals** since last year’s application, then include information on how parents and the governing body were involved in those changes.*

There were no additions, deletions, or revisions made to the Program Goals since last year’s application.

**Sub-Section B: Service Delivery**

***1. Service and Recruitment Area***

The proposed **Service and Recruitment Area** continues to be Campbell County. There are no proposed changes to the service area.

***2. Needs of Children and Families***

The **needs of children and families** eligible for Head Start in Campbell County was determined by analyzing the 2019 Community Needs Assessment. While overall poverty rates in Campbell County are below the national average, rates have risen in the last two years for which

data are available. Poverty rates for children under age 18 increased by 3.1% from 2016 to 2017. As of 2017, there were approximately 700 children under the age of 5 living in poverty in Campbell County. Multigenerational poverty, accessible and affordable health, dental and mental health care, substance abuse, family violence, and isolation continue to be characteristics of the at-risk population that have been identified in Campbell County. The **Needs of Children and Families** in Campbell County have remained consistent from last year's findings; therefore, no updates or changes have occurred.

### ***3. Chosen Program Option and Funded Enrollment Slots***

The **home-based program option and proposed funded enrollment** will remain unchanged for the next year. The **Early Head Start program option** will continue to be the home-based model for all 36 enrollment slots. Through the home-based option all enrolled children and their families will receive weekly home visits, a minimum of 48 visits a year will be offered, each visit lasting a minimum of one and one-half hours (1-1/2). Each family will also be offered a minimum of 24 Socializations distributed over the course of the program year, lasting a minimum of two hours each. There are no proposed changes to the program option or funded enrollment.

### ***4. Centers and Facilities***

There are no additions, deletions, or changes to service locations. Early Head Start will continue to be a home-based model. The physical location of the Early Head Start program is 416 Juniper Lane, Gillette, WY. The facility has an occupancy license through the City of Gillette. Safety checks are completed regularly.

## ***5. Eligibility, Recruitment, Selection, Enrollment, and Attendance***

Recruitment and selection will continue to focus on reaching the population who meet the need for EHS services, as determined by community assessments and Federal eligibility requirements. The program uses a weighted criterion ranking to establish and maintain a waiting list for potential enrollment in the Early Head Start program. All thirty-six (36) of the enrolled children and families for this Early Head Start Program will meet the Head Start enrollment criteria established by the Head Start Act of 2007. At least 90% of the enrollment spots will be from families who meet the income guidelines, children with disabilities will make up at least 10% of the enrollment, and there will be a minimum of one slot reserved for pregnant women.

Regular attendance is promoted by each home visitor as they work with families to reschedule cancelled or missed visits and encourage attendance at socializations. Information is provided to the families and discussions are had with each family regarding the benefits and importance of home visit attendance and attendance at socializations. Attendance data is analyzed monthly. If home visit attendance for any family falls below 80%, an individualized attendance plan is developed based on family needs. Efforts include offering alternative visit times, updating contact information, and developing a plan to remind families of scheduled home visits.

Regular attendance at socializations is encouraged and has been identified as a challenge. The Early Head Start program has gathered parent input regarding preferred time of day, parent interests and challenges. EHS staff invite appropriate community partners relevant to identified interests, schedule socializations at times that families identify as most convenient for them and provide transportation to and from socializations for those families who have identified lack of transportation as a barrier to participation. Early Head Start staff plan to work closely with

parent group in the upcoming year to identify more strategies to increase attendance at socializations.

## ***6. Education and Child Development***

There are no updates or proposed changes to the Early Head Start program's approach to education and child development from the previous year.

The EHS program will continue to address the educational and developmental needs of each individual child through a variety of learning opportunities while focusing on the individual child's development in the following areas: cognition and general knowledge, language and literacy, physical development and health, and social/emotional development.

The home-based curriculum used by Early Head Start is, *FSU Partners for a Healthy Baby, Prenatal to Three (Partners)*. It is a research-based curriculum designed to support a systematic approach to planning and conducting effective home visits. The Pyramid Model's Parents Interacting with Infants Model (PIWI) continues to be the only curriculum enhancement currently used to support school readiness. Key experiences, identified by the family's routines, are used by parents in their interaction with children to explore and experiment at their own level of knowledge.

Each enrolled child and family are offered 24 group socializations per year, each lasting a minimum of 2 hours. Socializations are planned jointly with families with a focus on parent education and enhancing parent-child relationships. *Parents Interacting with Infants* is used to plan group socializations.

All children enrolled in EHS services will continue to receive a comprehensive screening within forty-five days of enrollment which includes screening hearing, vision, and development using the Brigance Early Childhood Screen III, 0 – 35 months. Results of the screening are

reviewed with the parent. **Ongoing assessment** of the child's development will continue to be collected utilizing Teaching Strategies Gold, a research based on-going child assessment tool, along with a routines-based conversation with the family. Checkpoints using Teaching Strategies Gold are completed three times per year by the EHS Home Visitor and the family.

## **7. Health**

Comprehensive **health services**, including preventative health, oral health, nutrition, mental health, and prenatal health care will continue to be addressed as during the previous program year. There are no adult dental providers in Campbell County who currently accept Medicaid, creating a barrier to accessing dental care for pregnant women enrolled in EHS. A partnership has been established with a local dental provider who is willing to donate a dental examination for enrolled pregnant women in need. There is the potential for this partnership to expand to local dental hygienists for necessary cleaning, as well.

## **8. Family and Community Engagement**

CDS-CC/EHS continues to use a family growth tracking tool, Life Skills Progression (LSP), along with our Family Partnership Plans to support families in their efforts to become self-sufficient. The data demonstrates the amount of growth each family has made during their time in the program. Aggregated program data from the LSP is reviewed by each home visitor and during reflective supervision with their supervisor for program and individual planning. The Home Visitor shares the LSP data with the family as they review and develop family partnership agreements with the family.

As part of the Family Partnership Services, a family assessment is completed during enrollment. Families develop a Family Partnership Agreement with the home visitor and are provided with the framework needed to complete their individual goals to obtain self-sufficiency.

The family goals/outcomes are aligned with the Parent, Family, and Community Engagement Framework. Family goals are developed through the Routines Based Conversation (RBC) process, which is used to find areas within the family routines that pose challenges for the development of the family and child, while identifying strengths within the family. This allows the home visitor and family to establish goals specific for the family that will not only support the family's development, but also the efforts of everyone involved to ensure each child is school ready.

The data used to track the child's development and the family's efforts toward self-sufficiency is analyzed to guide the program's ongoing improvement efforts. Individual child assessment data is used by EHS staff and parents to determine where growth and continued support for the child should be focused. The staff and parents will then use this information to develop individual child goals and strategies to support those goals.

The Early Head Start program at CDS-CC has many strong community partnerships with agencies which provide needed services to the children and families enrolled in the Early Head Start program. Access to dental care for enrolled pregnant women has been an ongoing challenge in our community, therefore, a partnership was established with a local dentist through which enrolled pregnant women are able to receive a dental examination during pregnancy when they are not able to access covered services. At this time, we have not identified any challenges to necessary partnerships as collaborating with other agencies is a strength in our community.

#### ***9. Services for Children with Disabilities***

There are no proposed changes in disability services. The needs of children with disabilities in Campbell County are addressed through programming at Children's Developmental Services of Campbell County. CDS-CC is committed to providing a fully

inclusive program for children, which means that children with disabilities will be educated within the regular education environment, in the home for home-based programming, and during socializations. Early Head Start continues to ensure at least **10%** of the enrollment opportunities are available for infants and toddlers with disabilities. Both the EHS program and the Part C program are located, coordinated and collaborated at the same facility. A referral to the Part C program will be made, with parental consent, due to results of a screening, ongoing assessment results, or parent concerns. The EHS home visitor will collaborate with and support the family through the referral, evaluation, and after an IFSP is developed. The EHS home visitor will work closely with the family to help carry over intervention strategies.

#### ***10. Transition***

Transitions will continue to be a priority of the program, as they are necessary to support successful experiences for the families participating in EHS. There have been no changes in the program plan for transitions and there are no anticipated changes for the upcoming year.

#### ***11. Services to Enrolled Pregnant Women***

Services, for pregnant women, are focused on their identified needs and subsequent goals. Services, length and frequency of visits, are determined based on those needs. Pregnant women will typically be seen on a weekly basis for 1.5 hours and they are also invited to the infant Socialization.

Ongoing prenatal dental care is difficult to access in Campbell County due to low Medicaid reimbursement rates. The Early Head Start program has established a partnership with a local dental provider who is willing to donate dental examinations for enrolled pregnant women, as well as help facilitate access to treatment needs identified during this examination. There is

the potential to expand this partnership to include dental hygienists who would be willing to donate dental cleanings to enrolled pregnant women.

## ***12. Transportation***

The transportation needs of Early Head Start children and families will be addressed on an individual basis. Public transportation is limited in the community. Transportation will be provided in county owned vehicles as necessary to ensure parent participation in the program, such as to and from Policy Council meetings, Parent Meetings, and Socializations.

Transportation will also be provided to and from appointments as needed. All county provided transportation is determined on an individualized basis, dependent on family needs. There are no proposed changes in transportation.

### **Sub-Section C: Governance, Organizational and Management Structures**

#### ***1. Governance***

The program is proposing no changes to the roles and responsibilities of the Board of Directors or Policy Council. The **Governing Body structure** will continue to consist of the Board of County Commissioners, who has legal and fiduciary responsibilities. The Board of County Commissioners is an elected Board. The **Board of Directors** membership is a political appointment by the County Commissioners and consists of five individuals interested in early childhood education and early intervention services. Board Members are exempt from the requirements of the Head Start Act, as they are political appointments. Although the Board is exempt from Section 642(c)(B-D) of the Head Start Act, the Board does have expertise in each of the required areas.

The Board of Directors meet monthly. During these monthly meetings, they communicate with the Executive Director, program staff and the Policy Council Liaison. Most of

the key-program information and on-going monitoring occurs during these monthly meetings. The Board receives monthly reports on finances, statistics, nutrition, and other programmatic topics which allow them to monitor services on an on-going basis. They receive ongoing monitoring results and data on school readiness goals as the information is available, currently that information is generated three times a year. Policy Council meets prior to the Board meeting, so decisions made by the Policy Council are available and shared with the Board by either the Executive Director, EHS Coordinator, and/or the Policy Council Liaison.

The Policy Council meets monthly and consists of five members and two alternate members. Policy Council Members are elected annually by the Parent Committee through an application process and Policy members can serve up to five, consecutive one-year terms.

Three of the members are parents in the EHS program, one from each of the home visitor's caseload and two members are from the community, also elected by the Parent Committee. Efforts are made to involve community members who have a passion or interest for serving the families in our community. There are two alternate members, one representing the Community who is the Board of Directors Liaison and one parent, elected by the Parent Committee. The alternate members attend all meetings and can vote when there is an absence of a full-time member. Responsibilities include the following: approving policies concerning ERSEA, school readiness goals, selection of curriculum, program goals, grant applications, budget, Policy Council By-Laws, and policy for electing members to Policy Council. Policy Council receives and reviews monthly reports on finances, statistics, nutrition, and other programmatic topics which allow them to monitor services on an on-going basis. An EHS Policy Council member participates in the CDS-CC Board of Directors meeting and a CDS-CC Board of Director Member participates in the EHS Policy Council meeting.

## ***2. Human Resources Management***

There are no proposed changes to the management and staffing structure. The Organizational Structure for the EHS program is fully integrated into the entire CDS-CC organization. The structure establishes clear lines of communication, supervision, and positions. Each staff position has a job description outlining the work duties, supervision received and exercised, examples of important and essential duties, job related and essential qualifications, experience and training guidelines, licenses, certificates or registrations and working conditions. Policies and Procedures for Succession Planning have been established by the Board of Directors. Succession plans are established for key positions in the organization, to ensure we have highly qualified individuals in place should a vacancy occur. Prior to employment, all EHS staff, consultants, and contracted individuals must complete and receive a clean criminal background check report from the Department of Family Services and Division of Criminal Investigations, as written in CDS-CC Policy.

CDS-CC provides intensive pre-service training, in-services, and out of area training opportunities to all staff. Staff development occurs in several phases including orientation, ongoing training and evaluation for further training. Training occurs in a myriad of methods including practice-based coaching, group training onsite, group technical assistance, individual technical assistance, workshops, peer training, visitation to sites for observation, research and article reviews, and mentorships. To ensure there is direction to the staff development program, a training plan is developed annually, implemented, and evaluated. The plan is developed to reflect staff needs, results of the annual-self assessment, annual staff performance appraisals, OHS priorities, School Readiness data, annual Community Assessment, Board of Directors Annual Strategic Plan, on-going monitoring and annual PIR data. Training hours are tracked to ensure

that each staff member completes a minimum of 15 hours of professional development per year and meets the requirements in the Performance Standards. There are no proposed changes to the program's approach to staff training and professional development. The proposed plan for the upcoming fiscal year addresses currently identified training needs (See Attachment).

### ***3. Program Management and Quality Improvement***

Children's Developmental Services has a system in place; one which ensures on-going monitoring, accountability, efficiency and leadership are occurring simultaneously. CDS-CC has implemented an organizational structure focused on systems and on the patterns of interrelationships among key components of the system which include organizational workflow, process, attitudes, perceptions, quality of work, decision making process and other factors. The systems and services are interrelated, and the cause and effect are closely identified by self-assessment/monitoring, planning, strategic planning, addressing the identified needs for continuous improvement and quality of services which strengthens services to very young children, their families, the community and staff who provide services within the system.

There are no previously identified areas of non-compliance/deficiency, safety incidents, or audit finding.

The annual self-assessment process was completed during the past program year. The annual review consisted of reviewing aggregated data from ongoing assessment, individual files, forms, policies and procedures, preparation for monitor reviews, ERSEA data, MOU's and records. During the review, EHS staff used multiple sources of data to assess how the systems work together to provide quality services. The 2019 Annual Self-Assessment identified the following three areas for program improvement: developing an ongoing file review system, increasing the number of enrolled pregnant women receiving dental care, and increasing the number of children

receiving lead screenings as recommended.

The EHS Coordinator reviews ERSEA data, financial reports, statistical reports, on-going child and family data, lesson plans, socialization plans, and progress towards meeting individual goals on a monthly basis. This data is discussed during reflective supervision meetings with home visitors and during twice monthly EHS team meetings. Through these meetings, areas in need of improvement and opportunities for professional development are identified.

Staff training hours are tracked and monitored to ensure each staff member completes a minimum of 15 hours of professional development per year and meets the requirements in the Performance Standards. Training occurs in a myriad of methods including group training onsite, group technical assistance, individual technical assistance, workshops, peer training, visitation to sites for observation, research and article reviews, and mentorships. Time for staff to participate in training is prioritized.

Early Head Start staff receive a competitive salary, excellent benefits, opportunities for staff to identify areas for professional growth and incorporate individual interests and needs into their annual performance appraisal. Continuing education opportunities are paid for and ample time for training to attend trainings is provided. As an organization we strive to promote a positive work environment with low staff turnover which allows the development of long-term relationships between families and home visitors.

**Section II. Budget and Budget Justification Narrative/Early Head Start Line-Item Budget**

Object Class Categories	A EHS Costs for Program Operations	B EHS T/TA CANG 084121	C Non-Federal Contribution	D Number of Persons FT PT	
<b>a) PERSONNEL</b>					
<b>Administrative</b>					
Executive Director (Administrative-100%)			\$5,793		.05
Financial Specialist (Administrative- 100%)			\$7,101		.10
<b>Coordination</b>					
EHS Coordinator (Administrative-20%)	\$40,301		\$10,075	.9	
Early Intervention Coordinator			\$4,655		.05
Early Childhood Coordinator			\$3,625		.05
Administrative Assistant/Family Services Technician (Administrative-25%)	\$25,974		\$8,658	.9	
<b>Education</b>					
Home Visitor (3)	\$135,858		\$20,962	3	
<b>Total Personnel</b>	<b>\$202,133</b>		<b>\$60,869</b>	<b>4.8</b>	<b>.65</b>

**Early Head Start Line-Item Budget**

	A EHS Program Operations Budget	B EHS T/TA CANG 084121	C Non-Federal Contribution
<b>b) FRINGE BENEFITS</b>			
Social Security	\$11,473		\$6,919
Worker's Compensation	\$3,531		\$0
Health/Dental/Life Insurance	\$54,164		\$53,054
Retirement	\$26,011		\$17,808
Flexible Benefits	\$530		\$3,750
<b>Total Fringe Benefits</b>	<b>\$95,709</b>		<b>\$81,531</b>
<b>d) EQUIPMENT \$ -0-</b>			
<b>e) SUPPLIES</b>			
Office Supplies	\$1,300		
Child and Family Service Supplies	\$1,775		
Other Supplies Program/Copying/Postage	\$700		
<b>Total Supplies</b>	<b>\$3,775</b>		
<b>f) CONTRACTUAL \$ -0-</b>			
<b>g) CONSTRUCTION \$ -0-</b>			
<b>h) OTHER</b>			
Utilities	\$6,393		
Child Liability Insurance	\$171		
<b>Total Occupancy</b>	<b>\$6,564</b>		

**Early Head Start Line-Item Budget**

	A EHS Program Operations Budget	B EHS T/TA CAN 084121	C Non-Federal Contribution
<b>Local Travel</b>			
Vehicle Maintenance/ Repair	\$900		
Vehicle Operating Expenses	\$2,500		
<b>Total Local Travel</b>	<b>\$3,400</b>		
<b>Nutrition Services</b>			
Children's food (80% reimbursed USDA)	0		
Adult food	0		
Consultation	\$300		
<b>Total Nutrition and Food</b>	<b>\$300</b>		
<b>Child Services – Consultants</b>			
Child Care/Translation	\$1,400		
Health Services	\$3,000		
Family Enrichment (Counseling)	\$2,026		
<b>Total Child Services- Consultants</b>	<b>\$6,426</b>		
<b>OTHER PARENT SERVICES</b>			
Parent Activities/Parent Travel	\$250		
Parent In-Kind			\$11,183
Parent Books and Resources	\$150		
<b>Total Parent Services</b>	<b>\$400</b>		<b>\$11,183</b>
<b>Publications/Advertising/Printing</b>			
Program Printing	\$600		
Advertising	0		

**Early Head Start Line-Item Budget**

	A EHS Costs for Program Operations	B EHS T/TA CAN 084121	C Non-Federal Contribution
<b>Training/Travel or Staff Development</b>			
Training/Travel and Staff Development		\$10,000	
<b>Other</b>			
Association Dues	\$552		
<b>Total Other (h)</b>	<b>\$18,242</b>		<b>\$11,183</b>
<b>TOTAL DIRECT CHARGES</b>	<b>\$319,859</b>	<b>\$10,000</b>	<b>\$153,583</b>
<b>INDIRECT COSTS</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>
<b>TOTALS - ALL BUDGET CATEGORIES</b>	<b>\$319,859</b>	<b>\$10,000</b>	<b>\$153,583</b>
<b>TOTAL BUDGET</b> <b>A. Program Funds \$319,859</b> <b>B. T&amp; TA Funds \$10,000</b> <b>C. TOTAL FEDERAL SHARE \$329,859</b> <b>(Columns A+B+C below)</b> <b>TOTAL NON-FEDERAL <u>\$153,583</u></b> <b>TOTAL \$483,442</b>			

**Budget Justification of “Federal Resources”**

CDS-CC has been operating and serving the children and families of Campbell County, Wyoming for 51 years. The agency provides a variety of programs utilizing local, state and federal funds for the benefit of children and families. It is the belief of this agency that when resources can be combined, yet allocated appropriately, it is a more cost efficient and people efficient way of doing business. CDS-CC fulfills the function of being able to provide an array of services through one provider, utilizing a team of professionals. This is collaboration in its truest sense. CDS-CC currently operates programs which complement the EHS program with personnel, facility, playground, kitchen, equipment and supplies already in place. Thus, the EHS

program is not the sole support of all the operational costs. CDS-CC operates on sound budget principles, including equitable allocations to all funding sources. CDS-CC will collaborate and access funds from local government, CDS-CC Foundation, and others when necessary.

Justification of each expenditure category follows:

**Personnel**

Staff compensation levels are fair and appropriate as determined by the Campbell County Personnel Committee and County Policy. Each position is evaluated on a schedule to establish a consistent basis for measuring and ranking the relative work and job requirements of each job. Each of the positions for the EHS program have been evaluated as well, the last wage comparability study completed by Campbell County was completed in September 2019. All staff receive comparable wages with others in the community and region. The Wage Comparability Study completed by Campbell County Human Resources office compared staff from the Children's Developmental Services to other staff in the community and geographic region. The three criteria used to determine the labor market survey included; employer size, geographic proximity, and nature of services provided.

Early Head Start Staff were compared with others in our community who are required to have comparable education levels, work experience, and job-related duties. The following is a breakdown with requirements for each position in Early Head Start:

All staff who are in management level positions at Children's Developmental Services are required to have five to six years of work experience in early childhood programs with progressively responsible supervisory experience and a bachelor's or master's degree in Early Childhood Education or closely related field.

The Early Head Start Home Visitor requires three to four years of experience in early

childhood and a bachelor's or master's degree in Early Childhood Education or closely related field.

It remains our program goal to ensure the Early Head Start program can retain well trained, qualified staff to maintain high quality comprehensive services.

The compensation levels are fair and appropriate and ensure the continuity of staff who meet the needs of families in this program. Staff compensation is fair and equitable based on the Campbell County Pay Scale, which places all staff in a "Range and Band". The Range and Band **does not allow for a staff person to receive compensation more than Level II of the Executive Schedule**. Staff compensation levels, including salary and benefits, **will not be more than \$187,100**. EHS Staff members include five full-time employees; these positions are employed 12 months a year:

**EHS Coordinator** – The Coordinator coordinates services provided by the EHS program, this is a full-time position of 40 hours per week, 36 hours or 90% of time is dedicated to EHS while the remaining four hours are used to supervise the Part C Early Interventionists. Federal funds, in the amount of **\$40,301** are used to pay for coordinating Early Head Start. The total salary and benefits for the Early Head Start Coordinator total \$95,460. The federal dollars used to support the EHS Coordinator position equal **\$60,240** or 64% of the total salary and benefits.

**EHS Home Visitors (3)** - These full-time positions, 40 hours/week, provide home-based services for 36 families, totaling **\$135,858** of Federal ACF funds.

**Administrative Assistant/Family Services** - This position provides 90% or 36 hours a week to the EHS program for administrative support and family services totaling **\$25,974** of Federal ACF funds.

**Total Personnel: \$202,133**

### **Fringe Benefits**

All full-time employees are provided with Social Security (FICA at 7.65%), Workers Compensation at 1.46% and Wyoming Retirement at 18.12%. Health, Life, and Dental Insurance is provided to full-time employees, at an individual rate of \$2,821 a month. Currently we offer two health plans for employees to choose from. A Low Deductible Health Plan (LDHP) and a High Deductible Health Plan (HDHP). Employees pay a portion of the premium for the LDHP, which for a family is \$315 per month. There is no employee premium for the HDHP. A Health Savings Account benefit of up to \$1,000 per family for full-time employees is also offered. A prorated amount equal to the number of hours is reflected in this budget.

**Fringe Benefits total: \$95,709**

**Equipment** - There are no costs for equipment.

**Supplies** - Included in this budget category are costs for program office supplies (\$1,300), copying and postage (\$700), and operational supplies totaling **\$2,000**. Supplies for Home Visit and Discovery Times which includes diapers for enrolled children during socialization total \$1,175, and Teaching Strategies Gold online tracking system slots are at \$600, for a total of **\$1,775**. A per child cost is determined for these expenditures. These costs are reasonable and appropriate.

**These costs total \$3,775**

### **Contractual**

There is no contractual cost reflected in this category.

### **Construction**

There is no construction cost reflected in this category.

## **Other**

**Occupancy** - Costs included are utility costs, telephone, child liability insurance, and maintenance/custodial. Included in the utilities cost category are electric, water, sewer, gas, and garbage costs based on per square footage use. Approximately 3,000 square feet are dedicated towards the EHS program, representing 30% of total square footage. The total estimated cost of utilities is \$21,310 with **\$6,393** allocated for utilities for the EHS program, amounting to \$533 per month. This is a reasonable expense for utilities. Child Liability Insurance reflects the cost of pre-school accident insurance for 36 children in the EHS program totaling **\$171**, for a total "Occupancy" Cost of: **\$6,564**.

**Local Travel** - Included in this category are vehicle operating expenses and vehicle maintenance expenses. Vehicle operating expenses consist of staff transportation for home visits. Due to the long distances in Campbell County and the high cost of gas, each Home Visitor (3) is allocated \$69.50 per month for travel expenses to and from home visits for a total of **\$2,500**. Vehicle maintenance/repair reflects the cost of vehicle maintenance expenses for the vehicles operated by EHS Home Visitors, including repairs and general maintenance as needed, **\$900**. The total for local travel is **\$3,400**.

**Nutrition and Food**- The Children's Developmental Services Board of Directors decided to discontinue the USDA, CACFP Program in January 2015. This decision was based on the administration of USDA requirements outweighing the financial return. The EHS Home Based program would be eligible to receive approximately \$500 a year for reimbursement for the children's meals provided at socializations. The reimbursement amount does not cover the administrative requirements of the program, let alone the cost of food and staff time to prepare the meals. The cost of the participating parent's and children's food will be covered by Campbell

County. **Consultation** for the review of USDA approved menus by a Clinical Dietician is budgeted at **\$300**. The total for nutrition and food is **\$300**.

**Child Services** - Included in this category are translation services and childcare. Childcare expenses are budgeted for parents attending Parent Meetings, Policy Council meetings, Discovery Times and Health Services Advisory Committee meetings. Parents are reimbursed \$2.00 an hour for their first child and \$1.00 an hour for each additional child. Translating services are budgeted and provided through this line item, at \$40.00/hour, for our non-English speaking families. These services total: **\$1,400**. The **Health Services** line item is a contract with a Registered Nurse. The RN's responsibilities include monitoring and tracking each enrolled child's and pregnant woman's health care. This is calculated at \$30.00/hour for two (2.0) hours per week. Total not to exceed **\$3,000**.

**Mental Health** services are provided for the program in the **Family Enrichment** line item, through a contract with the Y.E.S. House. The agreement provides consistent on-site mental health services for enrolled families and consultation with EHS staff. This contract is paid based on two and one half (2.5) hours a month X \$67.50/hour. Total for this line item is **\$2,026**. The total for child services is **\$6,426**.

**Parent Services** include funding for activities/travel and books and resources. **Parent Activities and Travel**- Parents are encouraged to transport themselves and their children in private autos for the group interactions and to attend parent meetings, Policy Council and Parent Committee meetings. They will be reimbursed at the standard mileage rate \$0.585 per mile totaling **\$250**. There is also **\$150** for the program to purchase books and resources to be shared with families throughout home visits and socialization. Total line item for Parent Resources is **\$400**.

**Publications/Advertising/Printing** include the costs for Program Printing and Program Advertising. **Program Printing** - This category reflects cost for printing EHS forms, brochures, and public awareness materials for a total of **\$600**. **Program Advertising** – This category has been reduced to \$0.00 due to mandated budget cuts. The total for this line is **\$600**

**Training/Travel and Technical Assistance**- These funds are used for training to address the needs for staff, parents, and volunteers, including travel costs for out of town training opportunities and meetings. Travel costs include meals, lodging, and transportation and are actual costs. The cost of the Training and Technical Assistance totals **\$10,000**.

**Association Dues** - These funds will be used to pay program dues to Regional and State Head Start Associations, totaling **\$552**.

Total for "Other"= **\$18,242**

Total T&TA Funds = **\$10,000**

**Total Direct Charges= \$329,859**

### **NON-FEDERAL RESOURCES**

Item descriptions included in the Non-Federal In-Kind Budget are described below:

#### **PERSONNEL**

##### **Administrative**

**Executive Director** – Robert Tranas dedicates 5% of time directly to administering the EHS program and budget totaling \$5,793. The total salary and benefits for the Executive Director total **\$179,567**. There are no Federal dollars allocated to this position.

**Administrative Specialist** - Carol Curtis dedicates 10% of time directly to perform accounting procedures and fiscal management of the EHS program totaling **\$7,101**.

##### **Coordination**

**Early Intervention Coordinator** - Trena Bauder dedicates 5% of her time to assure coordination between the EHS program and the Part C and Part B programs totaling **\$4,655**.

**Early Childhood Coordinator** – Tausha Edmonds dedicates 5% of time coordinating required training for EHS staff, parents, and care givers totaling \$3,625.

**Early Head Start Coordinator** – Stephanie Stevens coordinates services provided by the EHS Program. Campbell County provides **\$10,075** towards this salary, which is considered in-kind. The supervision of Part C Services total 10% or \$5,597.

**Administrative Assistant/Family Services** – Ashley Salmon provides administrative support and works on family involvement activities for EHS. In-kind donations of **\$8,658** are provided by Campbell County towards this salary.

**Education**

**Home Visitor** - These three positions provide home visits to EHS enrolled families. These three positions receive a total of **\$20,962** from Campbell County because of salary market adjustments put into effect by Campbell County Board of Commissioners.

**FRINGE BENEFITS**

This includes fringe benefits and related payroll cost for the staff positions described above, based on the applicable percentages to the wages discussed above.

<b>Social Security - calculated at .0765 (federal rate)</b>	<b>\$ 6,919</b>
<b>Health/Dental/Life Insurance-calculated at \$16.28/hr.</b>	<b>\$53,054</b>
<b>Retirement - calculated at .1812</b>	<b>\$17,808</b>
<b>Health Savings Account</b>	<b><u>\$ 3,750</u></b>
<b>Total personnel and fringe Benefits-Non-Federal</b>	<b>\$81,531</b>

**OTHER**

**Volunteers - Parent/Volunteer Time for Meetings** - This includes the cost of time for parents to attend monthly policy council meetings (3 parent member @ 2 hrs./mo.), and parent

meetings (8 parents at 1 hour per month) at \$15.08/hour. These costs total \$2,662. Parent's volunteer time working with their children on individual child goals (36 parents at one and one-half hours per month) at Instructional Assistant rate of \$15.08 for a total of \$8,521.

**Total Parent In-kind is \$11,183.**

**TOTAL NON-FEDERAL BUDGET - \$153,583**

**Administrative Costs** incurred through personnel and fringe benefits include twenty percent (20%) of the EHS Coordinator duties and twenty-five percent (25%) of the Administrative Assistant/Family Services Technician duties, which are administrative in nature. The in-kind positions of the Executive Director and Administrative Specialist are 100% administrative.

Following is a breakdown of the salary and fringe benefit costs of administrative positions:

<b>Administrative Costs</b>							
	<b>Social Security .0765</b>	<b>Workers Comp 1.46</b>	<b>Health/Dental \$2,821/mo</b>	<b>Retirement .1812</b>	<b>Salaries</b>	<b>HSA Benefit</b>	<b>Total</b>
<b>EHS Coordinator (.20)</b>	\$771	\$147	\$6,093	\$1,826	\$10,073	\$180	\$19,090
<b>Administrative Assistant (.25)</b>	\$662	\$127	\$7,618	\$1,569	\$8,658	\$180	\$18,814
<b>Executive Director (.5)</b>	\$443	\$85	\$1,693	\$1,050	\$5,793	0	\$9,064
<b>Financial Specialist (.10)</b>	\$543	\$104	\$2,414	\$1,287	\$7,101	0	\$11,449
<b>Totals</b>	\$2,419	\$463	\$17,818	\$5,732	\$31,625	\$360	\$58,417

**EHS Paid Positions:**

EHS Coordinator (20%) - **\$19,090**

EHS Administrative Assistant/Family Services (25%) - **\$18,814**

**In-Kind Administrative Positions:**

Executive Director (15%) - **\$9,064**

Administrative Specialist (10%) - **\$11,149**

Percent of Administrative Personnel to Total EHS Program Budget is 12.1% of the total program cost.

## Children's Developmental Services of Campbell County

### Early Head Start Self-Assessment Report

2018-2019 Program Year

#### Introduction

#### Program Description

Children's Developmental Services of Campbell County/Early Head Start (CDS-CC/EHS) began providing EHS Home Based Services to 36 pregnant women and children birth to three years of age in September 1999. CDS-CC also provides disability services for children from birth until public school, child care for children 3 years until they enter public school, as well as parenting classes for the community. All programs are supported by numerous funding sources which include Federal, State, and local governments.

#### Program Goals

The Early Head Start program established four program goals for the 5-Year project period ending August 31, 2019. These include:

- **Goal 1:** CDS-CC will establish collaborative relationships with all families and community partners in order for families to reach self-sufficiency.
- **Goal 2:** CDS-CC/EHS families will lead healthy and active lives, which will increase their children's abilities to be "ready for school".
- **Goal 3:** A foundation of School Readiness will be established, for all children, by the Early Head Start program.
- **Goal 4:** CDS-CC/EHS management system will operate seamlessly, in a manner that proactively manages risk while meeting all needs of the program.

#### Context for Self-Assessment

Prior to completing this year's self-assessment, the team began by reviewing last year's self-assessment report. A review of data indicated sufficient progress was made on the following goals for program improvement which were included in last year's self-assessment:

- **Goal 1:** Early Head Start will develop a system to ensure parent information and emergency care information is up to date, is distributed to kitchen staff, and readily available during socializations.
- **Goal 2:** Early Head Start will secure a contract with a Mental Health consultant.
- **Goal 3:** Early Head Start will update identified forms, completed within the first 45 days, to comply with the performance standards and the most recent community assessment.
- **Goal 4:** Increase the number of children receiving their first dental visit at 12 months.

At an initial planning meeting, the team decided to focus on the Focus Area 1 monitoring protocol to ensure compliance with the Head Start Program Performance Standards. Team members were assigned areas to review, and a timeline was established.

## **Methodology**

### **Self-Assessment Team Members**

#### **Program Design and Management**

Stephanie Stevens, Bob Tranas

#### **Fiscal**

Stephanie Stevens, Bob Tranas, Carol Curtis

#### **Education and Child Development**

Cassie Sapp and Kristina Tyler

#### **Health Program**

Heather Zahn, Cassie Sapp, Di Ohman

#### **Family and Community Engagement**

Heather Zahn, Stephanie Stevens

#### **ERSEA**

Kristina Tyler, Heather Zahn, Stephanie Stevens, Jimmi Snyder

#### **Home Visit Observations**

Heather Zahn- Michelle Pierce, Policy Council Member

Kristina Tyler- Shelly Hagen, Policy Council Member

Cassie Sapp- Cindy Reardon, Board Member

### **Timeframe and data collection tools**

The annual self-assessment was conducted from August 1 to September 30, 2019. A review of files was completed on August 16, 2019. Individual teams scheduled meeting times to review assigned areas.

The following data sources were utilized during this review:

- FY 2019 Focus Area One Monitoring Protocol
- 2017-2018 Annual Self-Assessment
- PIR data
- Individual Files
- Program goals
- Community Assessment
- Financial reports
- Policies and Procedures
- Head Start Early Learning Outcomes Framework

- Parent, Family, and Community Engagement Framework
- School Readiness Goals
- Health tracking logs
- Discovery lesson plans
- CACFP logs
- Emergency preparedness plans
- Enrollment forms

## Key Insights

### Program Strengths

#### Program Design and Management

- Home based program option. Most working families in our community do not qualify for Early Head Start. Typically, families who are eligible for our program are not working, making a home-based option most appropriate.
- System for ongoing monitoring includes regular review of attendance, Teaching Strategies GOLD, child and family goals, financial reports, home visit and socialization observations, files, and nutrition reports
- Staffing ratio- EHS home visitors also serve as Family Service Coordinators. Each home visitor maintains a caseload of 12 families.
- Shared governance among County Commissioners and Board of Directors. Executive Director maintains communication with the commissioners to request that they seek appointments for the Board of Directors that fulfill all required areas.

#### Fiscal

- Senior Financial Specialist with 34 years of experience
- Policy Council and the Board of Directors review monthly financial reports
- Policy Council and the Board of Directors approve the budget
- 95% of the budget goes to personnel, with the remaining 5% to operating expenses

#### Education and Child Development

- School Readiness Goals are aligned with the HSELOF.
- New curriculum was chosen with parent input. It is research based, aligns with HSELOF and school readiness goals, and supports child and family outcomes
- All EHS staff have been trained in implementing the Partners for a Healthy Baby curriculum with fidelity
- Translators are utilized when working with Spanish speaking families.
- Collaboration with Part C and Part B service providers for additional family support and ease of transitions between programs
- EHS home visitors completed online certificate program for partnering with families
- Learning environment/learning experiences in Discovery- activities planned in each area of development.

## Health Programs

- Follow CACFP for Discovery meals and accommodate feeding needs for each child.
- Mental health consultant/services.
- Compliance with safety standards. Checklists are used to continuously monitor safety. Good emergency preparedness plans. Basic 8 training yearly for all staff.
- Defensive driving completed before transporting clients. Car seat safety/installation training.
- Majority of families have and maintain medical homes. Adherence to 30 and 45-day requirements for health and developmental screenings.
- Timely referral and follow-through with Part C and Part B services. Consultation with families not yet referred or enrolled.
- All staff have thorough back ground checks.

## Family and Community Engagement

- Needs assessment and LSP data are used to identify and prioritize the needs of enrolled families
- Parents were involved in selection of the new curriculum
- Develop and maintain relationships with community agencies through presentations, referrals, and MOUs.
- Participation in ICC

## ERSEA

- Community Assessment data is used to guide recruitment efforts, criteria ranking and selection
- Eligibility interviews are completed in person. When unable to complete in person, the reason is clearly documented.
- Eligibility is verified through review of applications and verification documents by 3 staff members
- Program maintained full enrollment for the program year
- Over 10% of enrolled children were also eligible for and receiving services through the Part C program
- Monthly reports generated and shared with Policy Council and Board of Directors. These reports include information on enrollment and attendance. Attendance data is reviewed with home visitors during reflective supervision and strategies to increase family engagement and attendance are discussed.

## Areas for Program Improvement

**Program Management-** Currently, EHS files are reviewed for completion at the end of each program year. The annual review team identified this process as an area in need of improvement in order to utilize file reviews throughout the year as an ongoing monitoring tool.

**Health Services-** Currently, there are no adult dental providers who accept Medicaid in our community. This is a barrier to meeting the dental health needs of enrolled pregnant women in our program. We will seek guidance and support from our HSAC and the state collaboration

office on this matter. An additional need in this area is completion of required lead screenings at 12 and 24 months. We will start by contacting our HSAC to begin to address this need.

#### **Progress in meeting goals and objectives**

- **Goal 1:** Early Head Start will develop a system to ensure parent information and emergency care information is up to date, is distributed to kitchen staff, and readily available during socializations.  
**Progress:** A procedure was developed for updating parent and emergency care information. All information is consolidated into a binder which is available during socializations. Nutrition related needs are shared with kitchen staff as needed.
- **Goal 2:** Early Head Start will secure a contract with a Mental Health consultant.  
**Progress:** A mental health contract was secured. Currently, the Mental Health consultant will meet with staff one time per month and facilitate a mental health group for parents one time per month. The Mental Health consultant is also available on an as needed basis for guidance related to individual mental health related situation.
- **Goal 3:** Early Head Start will update identified forms, completed within the first 45 days, to comply with the performance standards and the most recent community assessment.  
**Progress:** All identified forms were updated to reflect the most recent community assessment and comply with performance standards.
- **Goal 4:** Increase the number of children receiving their first dental visit at 12 months.  
**Progress:** Reminders to schedule at 10 months are increasing the number of children who receive their first dental visit at 12 months. Home visitors are following up with families, and the community resource guide was updated.

#### **Recommendations for program improvement**

**Goal 1:** Early Head Start will develop an ongoing file review system to ensure that all paperwork is up to date, included in the file, and completed within the required timelines.

- Action Steps:**
- Review current file review system and checklist
  - Develop tracking form and system for ongoing reviews throughout the year
  - Get feedback from EHS Home Visitors and Administrative Assistant on process

**Goal 2:** Increase the number of enrolled pregnant women who receive required dental screenings and treatment and establish a dental home.

- Action Steps:**
- Contact Head Start State Collaboration office
  - Contact HSAC dentist for guidance

Based on information gathered, establish a plan to meet short term dental needs as well as ongoing treatment needs.

**Goal 3:** Increase the number of children receiving required lead screening at 12 and 24 months.

**Action Steps:** Consult with HSAC

Reach out to local pediatric providers to share information regarding EHS requirements

Review EPSDT

**CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY**  
**Region XIII/Early Childhood Care Care/Early Head Start**  
**Organizational Structure**  
**County Commissioners**

**Board of Directors**

Early Head Start: Policy Council,  
 Health Services Advisory Committee,  
 Parent Committee

**CDS-CC Foundation Board**

**\*1. Executive Director: Bob Tranas**

\*3. Early Childhood Coordinator  
 Tausha Edmonds

\*2. Early Intervention Coordinator  
 Trena Bauder

\*4. Early Head Start Coordinator  
 Stephanie Stevens

Senior Financial Specialist  
 Carol Curtis

Early Childhood Instructors (8)  
 Instructional Assistant I, II, III

Speech Language Pathologist (4.5)  
 Occupational Therapist (2)  
 Physical Therapist  
 Early Intervention Inclusion Supervisor  
 Early Intervention Instructors (8)

Early Head Start Home Visitors (3)  
 EHS Administrative Assistant II

Financial Specialist  
 Administrative Assistant II  
 Senior Administrative Assistant

Bus Drive II & Bus Driver I  
 Bus Assistant

Part C  
 Family Service Coordinators/Infant  
 Instructors (3)

Food Service Supervisor  
 Food Service Assistant

*Contract: Nurse & Mental Health  
 Consultant*

**Early Intervention/Early Childhood/Full Day Preschool (4)**

***Pandas***    ***Otters***  
 Early Childhood Instructor  
 Early Intervention Instructor  
 (2) Instructional Assistants

***Rascals***    ***Honeybees***  
 Early Childhood Instructor  
 Early Intervention Instructor  
 (2) Instructional Assistants

***Amazon***  
 Early Childhood Instructor  
 Early Intervention Instructor  
 (2) Instructional Assistants

***Meadow***  
 Early Childhood Instructor  
 Early Intervention Instructor  
 (2) Instructional Assistants

***Arctic***  
 Early Childhood Instructor  
 Early Intervention Instructor  
 (2) Instructional Assistants

***Outback***  
 Early Childhood Instructor  
 Early Intervention Instructor (M/W)  
 Early Intervention Instructor (T/TH)  
 (2) Instructional Assistants

***Sea***  
 Speech Language Pathologist (2)  
 Early Childhood Instructor (2)

Instructional Assistant DD

Instructional Assistant DD

Nurse: Contracted with Public Health

*\*Chain of Command*

EHS Training and Technical Assistance Plan

	A	B	C	D	E	F	G	H
	Training Need (Justification)	T/TA Resources	Target Audience	Expected Outcomes	Responsible Staff	Timeline	Estimated Cost Allocation	
1	Creating a workplace culture for learning where all staff and programs collaboratively work towards a commitment to learning.	CC4L Committee	CDS Staff	Participants will focus on data and using data to inform instruction, scaffold learning, and plan for professional development.	CC4L Staff Members	Monthly meetings throughout the 2020-2021 year	EHS: \$ EI: \$	-
2							Childcare: \$	-
3							Admin: \$	-
4							EHS: \$	-
5							EI: \$	-
6	Orientation for Board of Directors and Policy Council members on their responsibilities. This need is a program requirement and OHS initiative.	CDS Staff	Members of Policy Council and Board of Directors	Members will gain knowledge of Shared Governance, the requirements of the HS Act 2007, and on their responsibilities in Governance and Management of Early Childhood programming.	Executive Director and EHS Coordinator	July 2020	Childcare: \$	-
7							Admin: \$	-
8							EHS: \$	-
9							EI: \$	-
10	OHS regulations on Early Head Start Eligibility will be reviewed with participants in order to stay compliant.	EHS Policies/Procedures and OHS Webinar	All staff who determines eligibility and all governance members.	Participants will understand the eligibility determination process and the ramifications for not abiding by those procedures.	EHS Coordinator	October 2020	Childcare: \$	-
11							Admin: \$	-
12							EHS: \$ 1,200.00	-
13							EI: \$	-
14	Region 8 Head Start Conference	Regional TTA Network	EHS Staff	Participants will attend the annual Regional Conference to learn about Performance Standards, Best Practice, how to improve socialization, etc.	EHS Coordinator	October 2020	Childcare: \$	-
15							Admin: \$	-
16								
17								

EHS Training and Technical Assistance Plan

	A	B	C	D	E	F	G	H
	Training Need (Justification)	T/TA Resources	Target Audience	Expected Outcomes	Responsible Staff	Timeline	Estimated Cost Allocation	
18	Pedestrian Safety training is a Performance Standard requirement for enrolled families.	EHS Staff	EHS enrolled families	Participants will learn safe riding practices, boarding and leaving the vehicle, crossing the street, and danger zones around the vehicle.	EHS Home Visitors	October 2020	EHS:	-
EI: \$							-	
Childcare: \$							-	
19	Writing Family and Individual Child Goals/Outcomes	Regional T.TA Network	EHS Home Visitors	Participants will learn about writing functional child and family goals	EHS Coordinator	Fall 2020	Admin: \$	-
EHS: \$							-	
EI: \$							-	
20	Practice Based Coaching/ TLC	ECLKC Resources/Coaching Corner Regional T. TA Staff	EHS Coordinator	Participants will be provided support as we continue to implement the PBC model. Participants will receive further training in the TLC model.	EHS Coordinator	Throughout the 2020-2021 program year.	Admin: \$	-
EHS: \$							-	
EI: \$							-	
21	Supporting families and children through transitions	ECLKC Resources/Teacher Time	EHS Coordinator	Participants will learn what they need to know to make transitions successful for children and families.	EHS Coordinator	Spring or Fall of 2020/2021	Admin: \$	-
EHS: \$							-	
EI: \$							-	
22							Childcare: \$	-
Childcare: \$							-	
Admin: \$							-	
23							Childcare: \$	-
Childcare: \$							-	
Admin: \$							-	
24							Childcare: \$	-
Childcare: \$							-	
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25							Childcare: \$	-
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26							Childcare: \$	-
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27							Childcare: \$	-
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28							Childcare: \$	-
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29							Childcare: \$	-
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30							Childcare: \$	-
Childcare: \$							-	
Admin: \$							-	
31							Childcare: \$	-
Childcare: \$							-	
Admin: \$							-	
32							Childcare: \$	-
Childcare: \$							-	
Admin: \$							-	
33							Childcare: \$	-
Childcare: \$							-	
Admin: \$							-	
34							Childcare: \$	-
Childcare: \$							-	
Admin: \$							-	

EHS Training and Technical Assistance Plan

	A	B	C	D	E	F	G	H
	Training Need (Justification)	T/TA Resources	Target Audience	Expected Outcomes	Responsible Staff	Timeline	Estimated Cost Allocation	
35	WHSA	Regional Office, Regional T.TA Staff, WHSA Members	EHS Coordinators	Opportunity to network and collaborate with other Head Start Organizations in the state and participate in trainings provided by Regional T.A. and Region 8 Staff, based on needs of members.	EHS Coordinator	Meet 4 times a year	EHS: \$ 600.00	
36							EI: \$ -	
37							Childcare: \$ -	
38							Admin: \$ -	
39	Region 8 Leadership Institute	Regional T.TA Network	EHS Coordinator/ Executive Director/ Fiscal	Regional training focusing on data, leadership, oversight, etc.	EHS Coordinator	Summer 2021	EHS: \$ 800.00	
40							EI: \$ -	
41							Childcare: \$ -	
42							Admin: \$ -	
43	CPR/First Aid Recertification	Red Cross Material, Ready Reference Cards & Website Access	EHS Home visitors who's CPR/First Aid certification expires this year	To maintain CPR/First Aid certification required by state licensing and NAEYC	CDS-CC Red Cross Instructors	January 2021	EHS: \$ 112.00	
44							EI: \$ -	
45							Childcare: \$ -	
46							Admin: \$ -	
47	The required DFS training	Early Childhood Coordinator	EHS Home Visitors	To maintain knowledge in the following areas: Safety and health of children, Fire Safety, Sanitation procedures, medication administration, Sudden Infant Death Syndrome (SIDS), Safe sleep practices, blood borne pathogens, recognition and reporting of suspected child abuse or neglect, shaken baby syndrome, nutrition, transportation of children.	Early Childhood Coordinator	August 2021	EHS: -	
48							EI: -	
49							Childcare: \$ -	
50							Admin: \$ -	
51								

EHS Training and Technical Assistance Plan

	A	B	C	D	E	F	G	H
	Training Need (Justification)	T/TA Resources	Target Audience	Expected Outcomes	Responsible Staff	Timeline	Estimated Cost Allocation	
52	Container Baby Syndrome Training	Physical Therapist	EHS Home Visitors	Participants will be provided with information on Container Baby Syndrome, what it is and how to prevent it as well as the benefits of tummy time, holding your baby and floor time.	EHS Coordinator	Fall 2020	EHS:	
53							EI: \$	-
54							Childcare: \$	-
55							Admin: \$	-
56	Hearing Screening Training: Obtaining, Interpreting, Referring, and Following-up on Hearing Screening Results for Infants, Toddlers, and Preschoolers	EHD- Wyoming/CDS-CC Audiologist	EHS and Part C Home Visitors, EI's, and Classroom Staff	Participants will be trained on how to use the Otacoustic Emissions (OAE) and pure tone hearing screening.	Early Intervention Inclusion Supervisor/EHS Coordinator	Fall 2020	EHS:	
57							EI: \$	-
58							Childcare: \$	-
59							Admin: \$	-
60	Volunteer Training	EHS	Volunteers	Training to ensure volunteers are trained on the program including: goals/program philosophy, safety, and program operations.	EHS Coordinator	As needed	EHS:	
61							EI: \$	-
62							Childcare: \$	-
63							Admin: \$	-
64	Parent Training: Topics include: School Readiness, health, engagement, discipline, behaviors, etc.	Florida State University: Center for Prevention and Early Intervention Policy	EHS Parents and families	Prepare parents with the knowledge and skills needed to become their child's first teacher. Provide information and activities to parents/caregivers support all aspects of their child's development, including school readiness.	EHS Home Visitors	Throughout the 2019-20 program year.	EHS: \$ 1,200.00	
65							EI: \$	-
66							Childcare: \$	-
67							Admin: \$	-
68								

EHS Training and Technical Assistance Plan

	A	B	C	D	E	F	G	H
	Training Need (Justification)	T/TA Resources	Target Audience	Expected Outcomes	Responsible Staff	Timeline	Estimated Cost Allocation	
69	Health Services Management	T/TAS at WKU	EHS Coordinator EHS Admin. Assistant	Increase understanding of regulations related to the provision of comprehensive health services.	EHS Coordinator	December 2020	EHS: \$ 3,188.00	
70							EI: \$ -	
71							Childcare: \$ -	
72							Admin: \$ -	
73	LSP - Life Skills Progression		EHS Staff	Increase ability to collect and analyze LSP data for use in ongoing monitoring and outcomes.	EHS Coordinator		EHS: \$ 2,900.00	
74							EI: \$ -	
75							Childcare: \$ -	
76							Admin: \$ -	
77							EHS: \$10,000	
78							EI: \$ -	
79							Childcare: \$ -	
80							Admin: \$ -	
81								

## Children's Developmental Services of Campbell County Cost Allocation Plan

### Direct Charging of Shared Costs

#### Purpose/General Statements

The purpose of this cost allocation plan is to summarize, in writing, the methods and procedures that Children's Developmental Services of Campbell County (CDS-CC) will use to allocate costs to various programs, grants, contracts and agreements.

All goods and services purchased solely and specifically for any program shall be direct charged to that program.

CDS-CC has the internal policy of using all monies funded to this program in a responsible and ethical manner, as stated in CDS-CC's Vision, Mission, Goals and Value Statement, within the realms of Head Start, County, State and Federal guidelines.

#### General Approach

The general approach of CDS-CC in allocating costs to particular grants and contracts is as follows:

- All goods and services purchased solely and specifically for any program shall be direct charged to that program.
- Allowable direct costs that can be identified to more than one program are prorated individually as direct costs using a base most appropriate to the particular cost being prorated.
- All other allowable general and administrative costs (costs that benefit all programs and cannot be identified to a specific program) are allocated to programs, grants, etc. using a base that results in an equitable distribution.

#### Allocation of Costs

- The expenses of Children's Developmental Services of Campbell County are shared by the following cost centers/programs: Administrative, Early Intervention, Early Childhood, and Early Head Start, all funded by: private pay, reimbursement funding (Medicaid and DFS reimbursement) county government and/or state and federal grants. CDS-CC may receive other supplemental funding from other sources at various times. These restricted supplemental funds may be granted for a specific project or expense and will only reflect costs which are allowable and approved by each specific grant.
- CDS-CC organizational projected budgets are prepared to reflect all funding sources, goods and services to be purchased, personnel costs based on all employed staff, and the projected percentage of time or actual hours and fringe benefits to be paid by each program for the program period. The projected budget shall be based on the relative benefits received by each program. Documentation will include multi program cost allocation spreadsheets, automated financial reports, and Personnel Action Reports (Kronos). (See Methodology 1)

- Compensation for Personal Services – Documented in each individual’s calendar, showing time distribution based on time spent on each program. Salaries and wages are charged directly to the program for which work has been done.
  - Fringe benefits (FICA, Wyoming Retirement and Worker’s Compensation) are allocated in the same manner as salaries and wages. Health, life, and dental insurance are allocated in the same manner as salaries and wages.
  - Vacation, holiday, and sick pay are allocated in the same manner as salaries and wages.
- Travel Costs – Allocated based on purpose of travel. All travel costs (local and out-of-town) are charged directly to the program for which the travel has incurred. Travel costs that benefit more than one program will be allocated to those programs based on the ratio of each program’s salaries to the total of such salaries. Travel costs that benefit all programs will be allocated based on the ratio of each program’s salaries to total salaries.
- Professional Services Costs (such as consultants)- Allocated to the program benefiting from the service. All professional services costs are charged directly to the program for which the service was incurred. Costs that benefit more than one program will be allocated to those programs based on the ratio of each program’s expenses to the total of such expenses. Costs that benefit all programs will be allocated based on the ratio of each program’s expenses to total expenses.
- Office Expense and Supplies (including office supplies and postage) – Allocated based on usage as well as a monthly expense to rent and maintain the postage machine. Expenses used for a specific program will be charged directly to the cost center. Postage expenses are charged directly to cost centers. Costs that benefit more than one program will be allocated to those programs based on the ratio of each program’s expenses to the total of such expenses. Costs that benefit all programs will be allocated based on the ratio of each program’s expenses to total expenses. (See Methodology 2)
- Equipment – CDS-CC depreciates equipment when the initial acquisition cost exceeds \$1,000. Depreciation is recorded at ½ the annual calculated straight-line amount. Items below \$1,000 are reflected in the supplies category and expensed in the current year. Unless allowed by the awarding agency, equipment purchases are recovered through depreciation. Depreciation costs for allowable equipment used solely by one program are charged directly to the program using the equipment. If more than one program uses the equipment, then an allocation of the depreciation costs will be based on the ratio of each program’s expenses to the total of such expenses. Costs that benefit all programs will be allocated based on use.
- Printing (including supplies, maintenance and repair) – Expenses are charged directly to programs that benefit from the service. Expenses that benefit more than one program are allocated based on the ratio of the costs to total expenses. Costs that benefit more than one program will be allocated to those programs based on use.

- Insurance – Insurance needed for a particular program is charged directly to the program requiring the coverage.
- Telephone/Communications – Cell phone usage is charged directly to program using them.
- Facilities Expenses – Allocated based upon usable square footage. The ratio of total square footage used by all personnel to total square footage is calculated. Facilities costs related to general and administrative activities are allocated to program based on the ratio of program square footage to total square footage. (See Methodology 3)
- Training/Conferences/Seminars – Allocated to the program benefiting from the training, conferences or seminars. Costs that benefit more than one program will be allocated to those programs based on the ratio of each program’s salaries to the total of such salaries. Costs that benefit all programs will be allocated based on the ratio of each program’s salaries to total salaries.
- Other costs (including dues, license, fees, etc.) – Dues, fees, or other expenses are charged directly to the programs with the needed reimbursable requirements.

**Allocation Methodology**

**Methodology 1**

EHS Coordinator coordinates services provided by the EHS program, this is a full-time position of 40 hours per week, 36 hours or 90% of time is dedicated to EHS while the remaining four hours are used to supervise the Part C Early Interventionists. Federal funds, in the amount of **\$48,543**, are used to pay for coordinating Early Head Start. The total salary and benefits for the Early Head Start Coordinator total \$110,922. **Administrative Assistant/Family Services** - This position provides 90% or 36 hours a week to the EHS program for administrative support and family services totaling **\$28,881** of Federal ACF funds. These percentages are documented on individual calendars.

	Shared Personnel Costs	%	Amount Allocated EHS	%	Amount Allocated Part C	Total
EHS Coord	\$ 111,507.32	90%	\$100,356.59	10	\$11,150.73	\$111,507.32
EHS Admin	\$ 72,106.41	90%	\$64,895.26	10	\$7,211.15	\$72,106.41
Total	\$183,613.73	100%	\$165,251.85		\$ 18,361.88	\$183,613.73

## **Methodology 2**

Paper, office supplies, postage, and child accident insurance- a per child cost is used to determine Early Head Start 36 children 7%, Part C 83 children 16%, Part B 217 children 42% and Paying Preschool 180 children 35%.

<b>Grant</b>	<b>Shared Costs benefiting all programs</b>	<b>%</b>
EHS	\$ 7,000	7%
Part B	\$42,000	42%
Part C	\$16,000	16%
Paying Preschool	\$35,000	35%
Total	\$100,000	100%

## **Methodology 3**

Facilities Expense Amount = \$10,000

Utility costs are allocated based on square footage. Square footage for each program and general and administrative activity is considered in the analysis.

<b>Program</b>	<b>Square Footage</b>	<b>%</b>	<b>Amount Allocated</b>
EHS	300	30%	\$ 5,359
EIEP	700	70%	\$ 12,502
Total	10,000	100%	\$17,861

## CRITERIA RANKING CHECKLIST

Date: \_\_\_\_\_

Client's Name: \_\_\_\_\_

**Birth Date:** \_\_\_\_\_

- |                        |   |
|------------------------|---|
| Pregnant Woman         | 3 |
| Birth to 12 months     | 2 |
| 13 Months to 24 Months | 1 |
| 25 Months to 36 Months | 0 |

**INCOME**

- |  |   |
|--|---|
| 75 % of poverty or less  | 4 |
| At or below income guidelines, being a foster child, or homeless | 4 |
| Slightly over income guidelines, up to 130% of guideline         | 2 |
| 130% to 185% of income guidelines                                | 1 |
| Over 185% of income guidelines                                   | 0 |

Number of Family Household Members \_\_\_\_\_

Yearly Income: \$ \_\_\_\_\_

**FAMILY COMPOSITION**

- |                                     |               |
|-------------------------------------|---------------|
| First Child in Family               | 2             |
| Under 21, More Than One Child       | 2             |
| Minor With Spouse/Significant Other | 2             |
| Minor Living Alone                  | 2             |
| Foster Family                       | 2             |
| Single Parent                       | 1             |
| Single Parent w/Significant Other   | 1             |
| Multi-Generational Family           | 1             |
| Two Parents                         | 0             |
| Other: _____                        | (0 - 2) _____ |

**FAMILY EDUCATION**

- |                                       |   |
|---------------------------------------|---|
| Father Did Not Complete High School   | 3 |
| Mother Did Not Complete High School   | 3 |
| Father/Mother unknown education level | 3 |
| Father Completed GED                  | 2 |
| Mother Completed GED                  | 2 |
| Father Completed High School          | 1 |
| Mother Completed High School          | 1 |
| Father Completed College              | 0 |
| Mother Completed College              | 0 |

**SPECIAL NEEDS**

- IFSP in 1 or more areas 2
- Suspected Disability/at risk 1

**FAMILY SERVICES**

- Family Receiving No Services at this Time 2
- Family Receiving Services from One or Two Agencies 1
- Family Receiving Services from Three or More Agencies 0

**OTHER NEEDS**

- Homeless 2
- Isolation (lives in a rural area of Campbell County) 1
- Isolation (new in town) 1
- English as a Second Language 1
- Referred by Other Agency Reason: \_\_\_\_\_ 1

**FAMILY BACKGROUND**

*Please award one point for each box checked*

- Family Stress (1-9) \_\_\_\_
- Social Service Needs (1-5) \_\_\_\_
- Environmental Concerns (1-4) \_\_\_\_
- Health Concerns (1-4) \_\_\_\_

**Criteria Checklist Total** \_\_\_\_\_

**COMMENTS:**

Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## **Policies for the Early Head Start Criteria Ranking Checklist**

### **CFR. 1305.6**

#### **Procedures**

1. After the Waiting List is filled out, staff should complete the Criteria Ranking Checklist. It is very important to have more than one person complete the ranking to help insure objectivity and fair consideration of all relevant factors. This will be completed by the EHS Coordinator, Administrative Assistant, and a Home Visitor.
2. Information used to award points must be able to be documented and not based on something you “know”. Please document the source and/or the concern on the Waiting List (weighing your words carefully) and on the Criteria Ranking (being more specific).
3. Points are then totaled. Additional comments can be written in the “comment” section. It is important to initial the form, date and site where indicated. Rankings can be updated as appropriate, such as if a family moves to another center or additional information is obtained.
4. Although family dynamics are included in the ranking, each child needs to be ranked individually. CDS-CC prioritizes by the individual child’s ranking, not by the family ranking. Therefore, siblings may end up with different rankings. A sibling of an enrolled child will only be enrolled if he/she is the next child on the waiting list.
5. Use the comment section to note any additional pertinent information, or any program preference indicated by the family.
6. The Criteria Ranking on each client, on the waiting list, needs to be updated every six months to ensure that the information is accurate and reflects the family’s current status. Update the form in a different color of ink and re-date the form.

#### **SPECIFIC CRITERIA**

**Income** A family’s income is determined at enrollment, although we do ask for an accurate report at this time. Acceptable forms used to determine income include: Individual Income Tax Form 1040, W-2 forms, pay stubs, pay envelopes, written statements from employers, child support receipt, or documentation showing current status as recipients of public assistance. Children, who are categorically eligible, regardless of income, include foster children, homeless children, and those receiving Public Assistance (TANF or SSI). Appropriate documentation

Revised 2019

shall be collected and documented by the staff person verifying eligibility.

*A child's whose family's income is below poverty line or who is categorically eligible would automatically have priority over an over-income child to be served under the new 130% authority regardless of the child's age (provided that they are age eligible) or score on an agency's priority point system. However, CDS-CC/EHS can still serve up to 10% of children from incomes above the poverty line.*

#### **Family Composition** (Points may be awarded for more than one category)

- \*First Child in Family - if this is the first child in the family.
- \*Minor Living Alone - if person is not living with parents or spouse/significant other.
- \*Multi-Generational Family - if there is more than one generation living under the same roof.
- \*Foster/Other - if the primary guardian is anyone other than the biological/adoptive parents, such as the grandparents, aunt/uncle, sibling, and the State.
- \*Two Parents - both in home.

#### **Family Education**

- \*Select the highest level of education for both parents. In the event that the education is unknown – select father/mother unknown educational level

#### **Special Needs**

- \*IFSP in 1 or more areas: This indicates that a child has an active IFSP. This area would be the one marked if the child was being served for articulation concerns and was referred for assessment in another area. As long as there is an active IFSP, regardless of other concerns or referrals, this item is marked.
- \*Suspected Disability/At Risk: This indicates that the child has been referred for testing or there is a concern about a disability that has not been diagnosed. This child is not on an IFSP in any area.

DO NOT MARK BOTH DISABILITY SUSPECTED AND IFSP IN ONE OR MORE AREAS!

#### **Other Needs**

- \*Homeless - if the parent/guardian is of legal age and doesn't have a permanent address of his/her own and is dependent upon others to meet their **temporary** housing needs or is living out of a car, box, etc.
- \*Isolation - if the child or family lives in a rural area of Campbell County or family is new to area.
- \*Referred by Other Agency - if the child is referred to EHS by another agency such as DFS, Public Health, CDS-CC, etc. The type of referral should be noted, and points given accordingly.

#### **Family Background**

- \*Maternal Depression - Documented from a mental health provider or medical doctor, if possible.

Revised 2019

- \*Serious/Chronic Health Concerns - A condition that affects the child's or parent's ability to participate in the program or regular activity, such as severe asthma, cancer, seizures, diabetes, lead poisoning, heart conditions, severe allergies, etc., not already noted under disability.
  - \*Family Stress - A terminal illness or death of an immediate family member, parent incarcerated, job loss (primary income), change in number of children in the home, divorce, marriage, etc.
  - \*Social Service Needs - Includes disabled parent, mental illness in immediate family, prenatal drug or alcohol exposure, parent in rehab/addiction program, child abuse, family violence, court mandated services, drug and alcohol abuse, etc.
  - \*Environmental Concerns - Includes chaotic home environment, inconsistent and/or numerous adults in the home, neglect, lack of adequate housing or safety issues, lack of proper supervision, lack of appropriate nutrition, lack of affordable licensed child care, etc.
- \*Points are awarded for each at-risk factor identified **one (1) point per checked box.***



Children's Developmental Services of Campbell County

- Early Childhood
- Region XIII PDDS
- Early Head Start

1801 South 4-J Road  
Gillette, WY 82718

phone 307.682.2392  
fax 307.682.8463  
<http://www.ccgov.net/cds>

## POLICY COUNCIL SIGN OFF SHEET

**FOR:** EARLY HEAD START GRANT APPLICATION 2020-2021

**GRANTEE NAME:** CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY

**MAILING ADDRESS:** 1801 S. 4-J ROAD, GILLETTE, WY 82718

**DATE:** April 23, 2020

**AMOUNT:** \$412,324

I, \_\_\_\_\_, Policy Council Chairperson, along with the Policy Council members participated in the development of this application through discussion during the monthly Policy Council Meetings, participation on the budget committee, and Community Assessment review. The final review and approval of the Early Head Start Grant Application for the Program Year beginning on September 1, 2020 through August 31, 2021 was completed on this day.

\_\_\_\_\_  
Policy Council Chairperson

\_\_\_\_\_  
Date



Campbell County  
wyoming



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National Academy  
of Early Childhood  
Programs



Children's Developmental Services of Campbell County

- Early Childhood
- Region XIII PDDS
- Early Head Start

1801 South 4-J Road  
Gillette, WY 82718

phone 307.682.2392  
fax 307.682.8463  
<http://www.ccgov.net/cds>

## CDS-CC BOARD OF DIRECTORS SIGN OFF SHEET

**FOR:** EARLY HEAD START GRANT APPLICATION 2020-2021

**GRANTEE NAME:** CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY

**MAILING ADDRESS:** 1801 S. 4-J ROAD, GILLETTE, WY 82718

**DATE:** April 29, 2020

**AMOUNT:** \$ 412,324

I, \_\_\_\_\_, CDS-CC Board of Directors Chairperson, along with the CDS-CC Board of Directors members participated in the development of this application through discussion during the monthly Board of Directors Meetings, participation on the budget committee, and Community Assessment review. The final review and approval of the Early Head Start Grant Application for the Program Year beginning on September 1, 2020 through August 31, 2021 was completed on this day.

\_\_\_\_\_  
CDS-CC BOD Chairperson

\_\_\_\_\_  
Date



Campbell County  
w y o m i n g





Children's Developmental Services of Campbell County

- Early Childhood
- Region XIII PDDS
- Early Head Start

1801 South 4-J Road  
Gillette, WY 82718

phone 307.682.2392  
fax 307.682.8463  
<http://www.ccgov.net/cds>

### ***CERTIFICATION OF EARLY HEAD START ADMINISTRATIVE COSTS***

We, Children's Developmental Services of Campbell County, have reviewed 45 CFR Part 1303.5, and certify that the development and administration costs to administer the Children's Developmental Services of Campbell County Early Head Start Program for the program year September 1, 2020 through August 31, 2021 will not exceed 15 percent of \$412,324.

Documents substantiating administrative costs are available in our files for review by auditor and Office of Human Development Services/Health and Human Services Personnel.

\_\_\_\_\_  
Robert Tranas  
Executive Director

\_\_\_\_\_  
Date



Campbell County  
wyoming



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National Academy  
of Early Childhood  
Programs

This is a multistate form. Not all states allow all exemptions listed on this form. Purchasers are responsible for knowing if they qualify to claim exemption from tax in the state that would otherwise be due tax on this sale. The seller may be required to provide this exemption certificate (or the data elements required on the form) to a state that would otherwise be due tax on this sale.

The purchaser will be held liable for any tax and interest and possibly civil and criminal penalties imposed by the member state, if the purchaser is not eligible to claim this exemption. A seller may not accept a certificate of exemption for an entity-based exemption on a sale made at a location operated by the seller within the designated state, if the state does not allow such an entity-based exemption.

1  Check if you are attaching the Multistate Supplemental form.

W  Y If not enter the two-letter postal abbreviation for the state under whose laws you are claiming exemption

2  Check if this certificate is for a single purchase and enter the related invoice/purchase order# \_\_\_\_\_

3

Please Print

Name of purchaser  
CAMPBELL COUNTY GOVERNMENT (Various Departments-see attached)

Business Address City State Zip code

500 S GILLETTE AVE GILLETTE WY 82716

Purchasers tax ID number State of issue Country of issue

83-6000103

If no tax ID number FEIN Driver's license number/State issued ID number Foreign diplomat number

Enter one of the following: state of issue number

Name of seller from whom you are purchasing, leasing or renting

Seller's address City State Zip code

4 Type of business. Circle the number that describes your business.

- 01 Accommodation and food services 11 Transportation and warehousing
02 Agriculture, forestry, fishing, hunting 12 Utilities
03 Construction 13 Wholesale trade
04 Finance and insurance 14 Business services
05 Information, publishing and communications 15 Professional services
06 Manufacturing 16 Education and health-care services
07 Mining 17 Nonprofit organization
08 Real Estate 18 Government
09 Rental and leasing 19 Not a business
10 Retail trade 20 Other (explain)

5 Reason for exemption. Circle the letter that identifies the reason for the exemption.

- A Federal government (department)
B State or local government (name) CAMPBELL COUNTY
C Tribal Government (name)
D Foreign diplomat#
E Religious or educational organization#
G Resale #
H Agriculture production#
I Industrial production/manufacturing#
J Direct pay permit#
K Multiple points of use (services, digital goods, or computer software delivered electronically)
L Direct mail #
M Other (explain)

6 Sign here. I declare that the information on this certificate is correct and complete to the best of my knowledge and belief.

Signature of authorized purchaser Print name here Title Date

Lucinda L. Ewing

Lucinda L. Ewing

Accounts Payable Clerk

## ADDRESS INFORMATION FORM

**GRANT NUMBER:** 08CH01125

**GRANT NAME:** Children's Developmental Services of Campbell County

- 1. HEAD START DIRECTOR:** Stephanie Stevens  
1801 South 4-J Road  
Gillette, WY 82718  
Telephone Number: (307)682-2392  
Fax Number: (307)682-8463  
Email: sss70@ccgov.net  
Website: <https://www.ccgov.net/139/Childrens-Developmental-Services>
- 2. EXECUTIVE DIRECTOR:** Bob Tranas  
1801 South 4-J Road  
Gillette, WY 82718  
Telephone Number: (307)682-2392  
Fax Number: (307)682-8463  
Email: rjt70@ccgov.net  
Website: <https://www.ccgov.net/139/Childrens-Developmental-Services>
- 3. BOARD CHAIRPERSON:** Wendy Balo  
1401 Hwy 50  
Gillette, WY 82718  
Telephone Number: (307)689-2245  
Email: WML08@ccgov.net
- 4. POLICY COUNCIL CHAIRPERSON**  
Jessica Meade  
325 Sunflower Lane  
Gillette, WY 82716  
Telephone Number: (307)299-3400  
Email: jessicameade1414@gmail.com
- 5. FISCAL OFFICER:** Carol Curtis  
1801 South 4-J Road  
Gillette, WY 82718  
Telephone Number: (307)682-2392  
Fax Number: (307)682-8463  
Email: clc70@ccgov.net  
Website: <https://www.ccgov.net/139/Childrens-Developmental-Services>



Children's Developmental Services of Campbell County

· Early Childhood  
· Region XIII PDDS  
· Early Head Start

1801 South 4-J Road  
Gillette, WY 82718

phone 307.682.2392  
fax 307.682.8463  
<http://www.ccgov.net/cds>

April 24, 2020

Jeffery S. Newton  
Regional Grants Officer  
Office of Grants Management, Region VIII  
Administration for Children and Families  
999 18<sup>th</sup> Street  
South Terrace; Suite 499  
Denver, Colorado 80202

Dear Mr. Newton,

Please find enclosed our Standard Form (SF)424 and the Supplement- Cost-of-Living Adjustment (COLA) and Quality Improvement Funds application. Children's Developmental Services of Campbell County/Early Head Start Program is applying for these funds according to the letter received from your office on March 13, 2020.

We are requesting COLA funds in the amount of \$41,397 in federal funds, and \$10,350 in applicant dollars for a total request of \$51,747 to help offset the increase in premiums for staff health, dental and life insurance benefits as well as fund ongoing quality improvement efforts.

Thank you for your continued support of our program.

Sincerely,

Handwritten signature of Bob Tranas in black ink.

Bob Tranas  
Executive Director

Handwritten signature of Stephanie Stevens in black ink.

Stephanie Stevens  
Early Head Start Coordinator



Campbell County  
Wyoming



## TABLE OF CONTENTS

Application for Federal Assistance (SF 424)	Page 1
Budget Information - Non-Construction Programs (SF 424 A)	Page 2
<b>Supplement- COLA and Quality Improvement Application</b>	
COLA Narrative	Page 7
COLA Budget	Page 8
Quality Improvement Narrative	Page 8
Quality Improvement Budget	Page 12
Documentation of Policy Council Approval of Grant Application	Page 13
Documentation of Board of Directors Approval of Grant Application	Page 14

Application for Federal Assistance SF-424								
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application			<b>* 2. Type of Application:</b> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision			<b>* If Revision, select appropriate letter(s):</b> Increase Award <b>* Other (Specify):</b>		
<b>* 3. Date Received:</b>			<b>4. Applicant Identifier:</b>					
[ ]			08CH011225					
<b>5a. Federal Entity Identifier:</b>			<b>5b. Federal Award Identifier:</b>					
N/A			08CH011225					
<b>State Use Only:</b>								
<b>6. Date Received by State:</b>		<b>7. State Application Identifier:</b>						
[ ]		[ ]						
<b>8. APPLICANT INFORMATION:</b>								
<b>* a. Legal Name:</b> CAMPBELL, COUNTY OF								
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b>			<b>* c. Organizational DUNS:</b>					
836000103			071413140					
<b>d. Address:</b>								
<b>* Street1:</b> 1801 S 4J Rd								
<b>Street2:</b> [ ]								
<b>* City:</b> Gillette								
<b>County/Parish:</b> Campbell County								
<b>* State:</b> WY: Wyoming								
<b>Province:</b> [ ]								
<b>* Country:</b> USA: UNITED STATES								
<b>* Zip / Postal Code:</b> 82718-5201								
<b>e. Organizational Unit:</b>								
<b>Department Name:</b>			<b>Division Name:</b>					
[ ]			[ ]					
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>								
<b>Prefix:</b> Mr.		<b>* First Name:</b> Robert						
<b>Middle Name:</b> [ ]								
<b>* Last Name:</b> Tranas								
<b>Suffix:</b> [ ]								
<b>Title:</b> Executive Director								
<b>Organizational Affiliation:</b>								
[ ]								
<b>* Telephone Number:</b> (307) 682-2392			<b>Fax Number:</b> [ ]					
<b>* Email:</b> RJT70@ccgov.net								

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

ACF-Head Start

**11. Catalog of Federal Domestic Assistance Number:**

93.600

CFDA Title:

Head Start

**\* 12. Funding Opportunity Number:**

eGrants-N/A

\* Title:

N/A

**13. Competition Identification Number:**

Not Applicable

Title:

Not Applicable

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Campbell County - WY including the cities o

**\* 15. Descriptive Title of Applicant's Project:**

Early Head Start

Attach supporting documents as specified in agency instructions.

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="41,397"/>
* b. Applicant	<input type="text" value="10,350"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text" value="0"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="51,747"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes
- No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

**BUDGET INFORMATION - Non-Construction Programs**

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. Early Head Start: Program Operations	93.600	\$	\$	41,397	10,350	\$ 51,747
2. Early Head Start: TTA	93.600			0	0	0
3.						
4.						
5. Totals		\$ 0	\$ 0	41,397	10,350	\$ 51,747

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Early Head Start: Program Operations	(2) Early Head Start: TTA	(3)	(4)	
a. Personnel	\$ 5,369	\$ 0	\$	\$	\$ 5,369
b. Fringe Benefits	6,397	0			6,397
c. Travel	0	0			0
d. Equipment	6,617	0			6,617
e. Supplies	0	0			0
f. Contractual	0	0			0
g. Construction	0	0			0
h. Other	23,014	0			23,014
i. Total Direct Charges (sum of 6a-6h)	41,397	0			\$ 41,397
j. Indirect Charges	0	0			\$ 0
k. TOTALS (sum of 6i and 6j)	\$ 41,397	\$ 0	\$	\$	\$ 41,397
7. Program Income	\$	\$	\$	\$	\$

**SECTION C - NON-FEDERAL RESOURCES**

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. Early Head Start: Program Operations	\$ 10,350	\$	\$	\$ 10,350
9. Early Head Start: TTA				0
10.				
11.				
12. TOTAL (sum of lines 8-11)	\$ 10,350	\$ 0	\$ 0	\$ 10,350

**SECTION D - FORECASTED CASH NEEDS**

Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal \$ 41,397	\$ 18,613	\$ 7,595	\$ 7,595	\$ 7,594
14. Non-Federal \$ 10,350	\$ 2,588	\$ 2,588	\$ 2,587	\$ 2,587
15. TOTAL (sum of lines 13 and 14) \$ 51,747	\$ 21,201	\$ 10,183	\$ 10,182	\$ 10,181

**SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT**

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

**SECTION F - OTHER BUDGET INFORMATION**

21. Direct Charges:		22. Indirect Charges:	
23. Remarks:			

## **COLA Narrative**

Children's Developmental Services of Campbell County (CDS-CC) reviewed ACF-PI-HS-20-02 and the Funding Guidance Letter to help determine the direction for the use of the Cost of Living Adjustment (COLA) funds. CDS-CC is allocated \$6,397 for the 2020 FY cost of living adjustment. Campbell County Government hired Segal Waters Consulting to conduct a Classification & Total Compensation Study, which was completed in September 2019. To complete this study, Segal Waters reviewed pay range information, pay practices, paid leave, health benefits, and retirement to complete a competitive market analysis comparing compensation competitiveness to similar positions within the local market. The results of this study show that compensation and benefits at CDS-CC are currently at 104% of the market average.

Based on this compensation information, CDS-CC proposes to utilize COLA funds to offset the rising costs of health insurance. Each employee will receive an equal prorated amount of COLA funds to cover the increase in premiums for the next fiscal year. Currently, employees have the option to choose between a Low Deductible Health Plan (LDHP) at a cost to the employee of \$315 per month for a family, and a High Deductible Health Plan (HDHP) at no cost to the employee. Applying the COLA funds towards the 8 % increase in health insurance premiums will assist CDS-CC in keeping health insurance premiums to a minimum.

**COLA Budget**

COLA				
EHS Personnel	Current Health Premium Cost	8% Increase to premium	COLA	Non-Federal Share
EHS Coordinator	\$26,730	\$2,128	\$1,151	\$977
EHS Administrative Assistant	\$26,730	\$2,128	\$1,151	\$977
Home Visitor	\$29,700	\$2,364	\$1,365	\$999
Home Visitor	\$29,700	\$2,364	\$1,365	\$999
Home Visitor	\$29,700	\$2,364	\$1,365	\$999
<b>Totals</b>	<b>\$142,560</b>	<b>\$11,348</b>	<b>\$6,397</b>	<b>\$4,951</b>

**Quality Improvement Narrative**

Following review of the Funding Guidance Letter, attachments, and relevant sections of the Head Start Act, Children’s Developmental Services of Campbell County proposes the following quality improvement investments for the Early Head Start program.

**Staff compensation**

Results of the recent compensation study completed by Campbell County Government show that Early Head Start staff compensation levels are currently fair and appropriate in comparison with others in the community who are required to have comparable education levels, work experience, and job-related duties. It remains our goal to ensure the Early Head Start County employees receive annual pay increases on a merit-based system. Children’s

Developmental Services of Campbell County proposes allocating **\$5369** towards the annual merit increase.

### **Equipment**

Vision screening will be improved through upgrading the vision screening equipment to increase accuracy and speed of measurement when working with young children. The cost to upgrade vision screening equipment is \$6317. Workflow efficiency will be enhanced through the purchase of a computer monitor for the EHS Administrative Assistant/Family Services technician in the amount of \$300. Total costs for **Equipment: \$6617.**

### **Trauma Informed Approaches**

#### **Expand Mental Health Services**

Children's Developmental Services of Campbell County currently has an established mental health contract for 2.5 hours per month to provide mental health consultation for enrolled families and EHS staff. Quality funds in the amount of **\$6600** will be used to expand the **mental health contract** to enhance consultation services for staff and families, integrate supports for families recovering from trauma, and improve staff knowledge and awareness of signs and symptoms of trauma in young children. This cost is calculated based on 8 additional hours per month at \$67.50/hour.

#### **Strengthen Family Services**

Educational support provided by an Instructional Assistant or other qualified CDS staff member may include preparation prior to home visits and socializations as well as care for siblings during socializations, parent group, and other program activities. **Substitute** staff may

also provide support for sibling engagement during challenging home visits to allow home visitors to focus on interactions between the parent and enrolled child. In order to promote more regular participation as well as increase the program's ability to support families in accessing healthcare and nutrition services, a substitute may be utilized to ensure adequate staffing to more effectively allow for transportation to be provided for those families in need. This cost is calculated at the substitute pay rate of \$15.12/hour based on 8 hours per month for a total of **\$1452.**

**Communication** with families will be enhanced by purchasing smartphones and data for each Early Head Start home visitor. Services will be purchased through a prepaid format. Early Head Start home visitors do not currently have a consistent means of communication with families while out of the office for extended periods during the day providing services in homes and the community. Additionally, there are many effective web-based resources that are useful in providing families with education and information regarding resources. Home visitors will be able to access these resources to share with families during home visits, which will increase availability to families who do not currently have access to internet through other means. The total cost for communication is budgeted at **\$1860.**

### **Support a Trauma-Informed Workforce**

Trust-Based Relational Intervention (TBRI) is an attachment-based, trauma-informed intervention designed to meet the needs of vulnerable children. This model trains adults to provide effective support for at-risk children. The goals of TBRI emphasize creating an environment of physical, social, and psychological safety, recognizing and meeting children's physiological needs, structuring experiences to enhance self-regulation, enhancing caregiver

awareness and ability to be mindful while caregiving, developing secure attachments, and increasing resilience in caregivers and children.

Initial training in the TBRI model consists of 4 full day trainings and will be provided to all EHS staff, Part C early intervention staff, and preschool staff at Children's Developmental Services. Staff from community partner programs such as the YES House and the local Head Start preschool program will be invited to attend all trainings in an effort to increase community wide access to trauma informed approaches as children and families transition out of the Early Head Start program and into preschool programs and other programs within the community. The total budget for the initial TBRI training and associated materials is **\$2800**.

#### **Create a Program-Wide Trauma-Informed Environment**

Following completion of the initial TBRI training, additional funds in the amount of **\$9300** will be allocated for **implementation support**, TBRI specific coaching, and regular follow-up with staff to ensure that TBRI principles continue to be implemented with fidelity. This is calculated based on 5 hours per month at \$155/hour. Collected data will be reviewed regularly and the implementation plan will be adjusted accordingly.

Program improvements related to integrating a trauma informed approach over time will be tracked using a variety of measures including Teaching Strategies Gold data, the Life Skills Progression tool, and family outcomes data as well as through the ongoing self- assessment process. Currently, the Early Head Start program uses a variety of locally designed systems for data tracking but does not have a centralized system for tracking program data. To improve the quality of data management and analysis, **\$1002** will be budgeted to purchase **Child Plus software**.

**Non-Federal Match**

In-kind donation in the amount of \$2612 is provided by ChildPlus Software through donation of implementation training and an in-kind discount. The remaining \$6031 non-federal funds will be met through personnel salary and benefits paid for by Campbell County.

**Quality Improvement Budget**

<b>Quality Improvement Investment</b>	<b>EHS Costs</b>
Staff Compensation	\$5,369
Equipment	\$6,617
Mental Health Consultation	\$6,600
TBRI 4-Day Training and materials	\$2,800
TBRI Implementation support, coaching and follow up	\$9,300
Substitute	\$1,452
Communication	\$1,860
Child Plus	\$1,002
<b>Total</b>	<b>\$35,000</b>

## POLICY COUNCIL SIGN OFF SHEET

**FOR:** EARLY HEAD START COLA and QUALITY IMPROVEMENT  
GRANT APPLICATION 2020-2021

**GRANTEE NAME:** CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL  
COUNTY

**MAILING ADDRESS:** 1801 S. 4-J ROAD, GILLETTE, WY 82718

**DATE:** April 23, 2020

**AMOUNT:** \$51,747

I, \_\_\_\_\_, Policy Council Chairperson, along with the Policy Council members participated in the development of this application through discussion during the monthly Policy Council Meetings, participation on the budget committee, and Community Assessment review. The final review and approval of the Early Head Start Grant Application for the Program Year beginning on September 1, 2020 through August 31, 2021 was completed on this day.

\_\_\_\_\_  
Policy Council Chairperson

\_\_\_\_\_  
Date





Children's Developmental Services of Campbell County

- Early Childhood
- Region XIII PDDS
- Early Head Start

1801 South 4-J Road  
Gillette, WY 82718

phone 307.682.2392  
fax 307.682.8463  
<http://www.ccgov.net/cds>

## CDS-CC BOARD OF DIRECTORS SIGN OFF SHEET

**FOR:** EARLY HEAD START COLA and QUALITY IMPROVEMENT  
GRANT APPLICATION 2020-2021

**GRANTEE NAME:** CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL  
COUNTY

**MAILING ADDRESS:** 1801 S. 4-J ROAD, GILLETTE, WY 82718

**DATE:** April 29, 2020

**AMOUNT:** \$ 51,747

I, \_\_\_\_\_, CDS-CC Board of Directors Chairperson, along with the CDS-CC Board of Directors members participated in the development of this application through discussion during the monthly Board of Directors Meetings, participation on the budget committee, and Community Assessment review. The final review and approval of the Early Head Start Grant Application for the Program Year beginning on September 1, 2020 through August 31, 2021 was completed on this day.

\_\_\_\_\_  
CDS-CC BOD Chairperson

\_\_\_\_\_  
Date



Campbell County  
Wyoming





ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | [eclkc.ohs.acf.hhs.gov](https://eclkc.ohs.acf.hhs.gov)

April 03, 2020

Mrs. Stephanie Stevens, Early Head Start Director  
Children`s Developmental Services of Campbell County  
Re: Grant No. 08CH011225

Dear Mrs. Stevens,

The Office of Head Start (OHS) will conduct a Focus Area 1 (FA1) monitoring review of Children`s Developmental Services of Campbell County (08CH011225) during the week of 06/08/2020. Please note, with the exception of emergencies, review dates cannot be changed.

Your review will be lead by Ms. Bonnie Becker, who will be in contact with you shortly to schedule a series of calls and other offsite activities for this review.

Lastly, OHS has provided monitoring resources for grantees on the Early Childhood Learning and Knowledge Center (ECLKC) at <https://eclkc.ohs.acf.hhs.gov/federal-monitoring> and on the Aligned Monitoring System Virtual Expo at <https://onlinexperiences.com/Launch/Event.htm?ShowKey=43448>.

Sincerely,

OHS Monitoring Team

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-20-03	2. Issuance Date: 04/14/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Coronavirus Aid, Relief, and Economic Security Act; Appropriations; Fiscal Year (FY) 2020; COVID-19	

**PROGRAM INSTRUCTION**

**TO:** Head Start and Early Head Start Grantees and Delegate Agencies

**SUBJECT:** FY 2020 Supplemental Funds in Response to the Coronavirus Disease 2019 (COVID-19)

**INSTRUCTION:**

This Program Instruction (PI) provides information about supplemental funds available for Head Start programs in response to coronavirus disease 2019 (COVID-19).

On March 27, 2020, President Trump signed into law the Coronavirus Aid, Relief, and Economic Security (CARES) Act, 2020 [P.L. 116-136]. This legislation includes \$750 million for programs under the Head Start Act to support preventative, preparedness, and response activities related to the coronavirus. Of this amount, up to \$500 million is available for programs to operate supplemental summer programs and about \$250 million is available for one-time activities in response to COVID-19.

**Supplemental Summer Programs**

As a result of the CARES Act, up to \$500 million is available for supplemental grants to existing Head Start grantees to offer supplemental summer programs.

*Purpose*

Many Head Start programs are closed to prevent the spread of COVID-19 in their communities. Closures may result in months of lost learning opportunities and comprehensive services for children and their families. These losses will be compounded for children whose Head Start programs remain closed during summer months (whether in whole or in part). Research has shown that children tend to lose academic gains during the summer months; this is particularly true for children from low-income families. To offset these losses, Head Start programs can operate supplemental summer programs for a portion of their Head Start children who would otherwise not be served over the summer. Up to \$500 million is available to fund grants for supplemental summer programs to existing Head Start grantees that can demonstrate the capacity to deliver high-quality summer learning experiences to promote school readiness and successful transitions to kindergarten.

These summer programs would primarily focus on children transitioning to kindergarten. Programs would be expected to do all of the following: provide social and emotionally supportive learning environments; consistent daily routines; support for families to bring their children up to date on needed medical, dental, and other follow-up services; and transition support for children and families to receiving schools.

Such summer programs also would afford parents and primary caregivers the opportunity to return to work, and connect to needed services and supports for mental health, parenting, and stable housing. Program staff working during the summer program would receive income and benefits, have an opportunity to work with children and families before they transition to kindergarten, and have access to professional development opportunities. Head Start programs that receive such funding should consider establishing or amending existing Memoranda of Understanding (MOUs) with receiving schools in order to build successful transition plans that include the transmission of health and other important information.

We understand this is a fluid situation and Head Start programs may not be able to fully predict whether they will be able to open their doors in time for a summer program. We ask programs to plan for a summer program with the assumption they will be able to operate. If programs are unable to operate as intended due to health and safety concerns, we will revisit our plans and funding decisions.

It is, of course, critical that Head Start programs continue to follow local and federal guidance from health departments and other authorities when determining how to implement a summer program that maintains the health and safety of children, families, and staff. Also, even when Head Start programs are able to open, there should be an understanding that families may choose not to return for the summer due to health concerns—for example, a family in which the child is living with their grandparents or someone else that is at higher risk for serious illness from COVID-19.

#### *Summer Program Enrollment*

Funding would be provided to grantees to operate a summer program that prioritizes enrollment for (1) currently enrolled children entering kindergarten at the beginning of the 2020–2021 program year and (2) currently enrolled children with Individualized Education Programs (IEPs). We estimate the available funding would be able to support summer programming for all of these children. Depending on the availability of funds, Head Start programs may also be able to serve other vulnerable populations that would greatly benefit from a summer program in addition to rising kindergarteners and children with IEPs.

#### *Eligible Grantees*

All Head Start programs that can demonstrate they have the capacity to deliver high-quality summer learning experiences to promote school readiness and successful transitions to kindergarten are eligible to apply. Head Start programs may not receive funds for days during the summer when they would already be fully operational. For example, Head Start programs already funded to be operational for the full calendar year for all children would not be eligible for this funding. If a program operates during the summer for a portion of its rising kindergarteners, it could apply for

funding to provide services to those rising kindergarteners and children on IEPs who would not be normally participate during the summer. No program option is excluded from this funding.

Grantees subject to competition for continued funding through the Designation Renewal System (DRS) are eligible to apply; however, the Administration for Children and Families (ACF) reserves the right to delay funding decisions until the outcome of the DRS competitions has been finalized.

#### *How to Apply*

Applicants must submit all required materials, as explained below.

Once made available in late April, eligible applicants must submit a **Summer Program Supplement** in the Head Start Enterprise System (HSES). Application for these funds is voluntary.

#### *System for Award Management (SAM) Registration*

The requirements for SAM registration have temporarily changed due to the federal government's response to the COVID-19 pandemic. To support entities impacted by COVID-19, applicants are not required to have an active SAM registration at the time of submission of the application. ACF encourages applicants to start their SAM registration early in the process, and the awarding agency may require documented proof of the registration submission confirmation after award.

#### *Content of Applications*

Applicants must address the following requirements in the application. The Application and Budget Justification should use 12-point font and not exceed 10 pages.

#### *Program Schedule*

Applicants must ensure the proposed summer program schedule reflects the total number of children anticipated to be served with the supplemental funding. We understand there might be some uncertainty considering the circumstances. For the center-based, family child care, and locally designed program options, the program schedule should include the number of classes, hours per day for each class, days per week, and total number of operational days that would be provided with this funding. For the home-based program option, the program schedule should identify the number of home visits, hours per home visit, number of socializations, and hours per socialization that would be provided with this funding.

#### *Budget*

Applicants will enter the budget for the summer program directly into the SF-424A. The budget should indicate funding needed to fully operate the summer program for the anticipated duration. Non-federal match is not needed for the application; see the section on Waiver of Non-Federal Match below.

#### *Application and Budget Justification Narrative*

Applicants must base their approach on prioritizing enrollment for currently enrolled children who are projected to enter kindergarten at the beginning of the 2020–2021 program year and currently enrolled children with an IEP. The budget justification should

identify all costs by object class category for operations. It should identify the staff needed for summer operations, including the number of anticipated hours of staff time, taking into consideration the need to recruit staff to work in the program, oversight of operations, and the need to recruit families for participation. The budget should also consider classroom supplies, space costs, and any increased costs for health and mental health needs.

#### *Supporting Documents*

The grantee must submit a statement confirming that governing body and Policy Council members available for contact have given their approval of the Supplemental Summer Program application.

The application must be submitted on behalf of the authorizing official registered in the HSES.

All applications will be reviewed and awarded on a rolling basis. Applications are due by May 15, 2020. Applications received by this date will be reviewed and processed. If funds are still available, the Office of Head Start (OHS) may continue to accept applications until June 15, 2020 to make additional awards.

#### *Reporting Requirements and Monitoring*

Programs are required to report monthly enrollment of their summer program in the HSES. However, OHS will not consider the weeks or months in which the summer program is operational as part of the under-enrollment process. OHS will not conduct regular monitoring and Classroom Assessment Scoring System (CLASS): Pre-K® reviews of summer programs, but expects quality to be on par with normal operations. Programs are not required to submit Program Information Report (PIR) data on services provided. As always, OHS reserves the right to schedule a targeted review at any time if concerns arise.

### **One-Time Activities in Response to COVID-19**

As a result of the CARES Act, approximately \$250 million is available for grants to Head Start grantees for one-time activities in response to COVID-19. These funds are not limited to grantees that will operate supplemental summer programs.

#### *Purpose*

Head Start programs may need to undertake a wide range of one-time, specific actions or activities in response to COVID-19. Activities could include:

1. Mental health services, supports, crisis response, and intervention services.
2. Coordination, preparedness, and response efforts with state, local, tribal, and territorial public health departments and other relevant agencies.
3. Provision of meals and snacks not reimbursed by the U.S. Department of Agriculture (USDA).
4. Training and professional development for staff on infectious disease management.
5. Purchasing necessary supplies and contracted services to sanitize and clean facilities and vehicles.

6. Other actions that are necessary to maintain and resume the operation of programs, such as hiring substitute staff, investing in technology infrastructure, making improvements to air conditioning systems, or other emergency assistance.

### *Eligible Grantees*

All Head Start, Early Head Start, and Early Head Start-Child Care Partnership grantees are eligible to receive funding for one-time activities in response to COVID-19.

### *How to Apply*

For this funding, each grantee will be able to apply for a proportionate amount based on their total funded enrollment. These funds will be combined with the existing FY 2020 Cost-of-Living-Adjustment and Quality Improvement (COLA/QI) applications due on May 15, 2020. OHS will provide further guidance and instruction. Awards are expected to be processed beginning in June.

### **Waiver of Non-Federal Match**

The COVID-19 pandemic, a national emergency, is seriously affecting economic conditions in communities throughout the nation. The Head Start Act recognizes that lack of resources in a community adversely impacted by a major disaster may prevent Head Start grantees from providing all or a portion of their required non-federal contribution. OHS has determined that the widespread impact of the COVID-19 pandemic adversely impacts all Head Start grantees. Consequently, OHS will approve all requests for waivers of non-federal match associated with the following funds for fiscal year 2020: COLA, QI, and funding associated with COVID-19. In order to request a waiver of non-federal match, place the amount of \$0 in Section C of your SF-424A in your application. No separate waiver request is required. The issuance of a notice of award constitutes approval of the requested waiver.

### **Additional Reporting Requirements**

The CARES Act contains the following reporting requirements in Section 15011 for grantees receiving COVID-19 related funding:

Not later than 10 days after the end of each calendar quarter, any grantee that is an entity receiving more than \$150,000 total in funds under the CARES Act (P.L. 116-136), the Coronavirus Preparedness and Response Supplemental Appropriations Act (P.L. 116-123), the Families First Coronavirus Response Act (P.L. 116-127), or any other Act primarily making appropriations for the Coronavirus response and related activities, shall submit to the Secretary and the Pandemic Response Accountability Committee a report. This report shall contain:

1. The total amount of funds received from the U.S. Department of Health and Human Services (HHS) under one of the foregoing enumerated Acts
2. The amount of funds received that were expended or obligated for each project or activity
3. A detailed list of all projects or activities for which large covered funds were expended or obligated, including the:
  - a. Name and description of the project or activity

- b. Estimated number of jobs created or retained by the project or activity, where applicable
4. Detailed information on any level of sub-contracts or sub-grants awarded by the covered recipient or its sub-contractors or sub-grantees to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 allowing aggregate reporting on awards below \$50,000 or to individuals, as prescribed by the director of the Office of Management and Budget

"Covered recipients" are defined in Section 15011 as:

- Any entity that receives large covered funds
- Includes any state, the District of Columbia, and any territory or possession of the United States

"Large covered funds" are defined in Section 15011 as:

- Covered funds that amount to more than \$150,000

Information on how to meet these reporting requirements will be provided at a later date.

### **Additional Information**

Additional information and materials on COVID-19, including summer programming, are available on the [Head Start COVID-19 Response](#) page on the Early Childhood Learning and Knowledge Center (ECLKC) website. This webpage will continue to be updated on an ongoing basis in the coming weeks and months.

Please direct any questions regarding this PI to your Regional Office.

Thank you for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron  
Director  
Office of Head Start  
Office of Early Childhood Development

**FOR THE MONTH OF March 2020**

<b>REVENUES Received</b>	
Enrollments	\$20,942.01
Over Payment in Child Care	\$460.75
Enrollments DFS	\$4,393.52
Enrollments Preschool	\$13,449.20
Over Payment in 1/2 day Preschool	\$62.80
Misc	\$88.85
<b>Sub total Preschool Monies</b>	<b>\$38,350.03</b>
BHD Region XIII Part B State March	\$149,633.40
BHD Region XIII Part B VIB Federal March	\$4,316.58
BHD Region XIII Part B Flow thru Federal March	\$6,456.67
BHD Region XIII Part C State - March	\$60,527.27
BHD Region XIII Part C Federal February	\$8,777.28
Child Find -- CCSD	\$0.00
Medicaid Waiver/Title 19	\$5,945.38
Reimbursement	\$500.00
Early Head Start -February exp	\$29,465.35
Early Head Start T & TA Funds	\$328.00

<b>TOTAL RECEIPTS</b>	<b>\$265,949.93</b>
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<b>Monies Transferred to Campbell County</b>	
REGION XIII Expenses - DD Expenses February DD Exp	
Including Part C/Title VIB/Medicaid/Flow Thru Expenses	\$240,229.76
Early Head Start Expenses - February	\$29,797.35
<b>TOTAL Monies transferred</b>	<b>\$270,027.11</b>

<b>Miscellaneous Income</b>	
Collections	\$379.45
Copies	\$88.85
Kindergarden transition summit	\$500.00
<b>Total</b>	<b>\$968.30</b>

*SUMMARY REPORT*

<b>DISBURSEMENTS</b>	
ADMINISTRATION	\$34,389.58
EARLY CHILDHOOD	\$135,366.86
EARLY INTERVENTION	\$293,999.06
EARLY HEAD START	\$31,052.67
<b>TOTAL DISBURSEMENTS</b>	<b>\$494,808.17</b>

Preschool Monies + Transferred Monies - Less Disbursements	
DIFFERENCE = CAMPBELL CO. APPROPRIATION	<b>-\$186,431.03</b>

*Total Enrollment Accounts Receivable as of 2-29-2020* **\$8,314.51**

Child Care/Preschool & DFS -	
Charges and adjustments	\$ 31,310.69
Less payments received	\$ 38,784.73
<b>Balance Accounts Receivable as of 3-31-2020</b>	<b>\$ 840.47</b>

<b>GRANT FUNDED BANK BALANCES: 1ST NATIONAL BANK</b>	
REGION XIII ACCOUNT	\$236,156.58
EARLY HEAD START	\$83.92
<b>3/31/2020</b>	<b>\$236,240.50</b>

**CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY**  
**FISCAL YEAR 2019-2020**  
**FINANCIAL STATEMENT FOR March 2020**  
**Percentage of Year Expended 75%**

	MARCH REVENUES	CURRENT YEAR 2019-2020 BUDGETED	2019-2020 RECEIVED TO DATE	PERCENT OF BUDGET	UNENCUMBERED BALANCE	CHART OF ACCT NUMBER	Explanation
<b>REVENUES EARLY CHILDHOOD EDUCATION</b>							
Enrollments/Full Day Preschool	20,481.26	256,650.00	221,737.78	0.86	34,912.22	1.4856	Parent's Fees
Enrollments/DFS	4,393.52	40,000.00	22,594.92	0.56	17,405.08	1.4856.1	DFS Clients
Enrollments/ Preschool	13,386.40	199,500.00	124,117.81	0.62	75,382.19	1.4856.2	Preschool
Interest Income & Misc	88.85	1,500.00	1,720.89	1.15	-220.89	1.5220.20	Misc Income
<b>Totals Early Childhood Education</b>	<b>38,350.03</b>	<b>497,650.00</b>	<b>370,171.40</b>	<b>0.74</b>	<b>127,478.60</b>		
<b>REVENUES EARLY INTERVENTION</b>							
Grants							
Title VI-B Federal 619 2019-2020	4,316.58	51,799.40	38,849.24	0.75	12,950.16	1.4493.19	Federal VIB Funding 19-20 205 children @ 252.68
Title VI-B Federal Flow Thru 2019-2020	6,456.67	77,479.75	58,110.03	0.75	19,369.72	1.4495.19	Federal Flow Thru Funding 19-20 205 Children @ 377.95
BHD - Region XIII Part B State 2019-2020	149,633.40	1,795,601.00	1,346,700.60	0.75	448,900.40	1.4523	State Part B Funding includes Social Emotional 207 @ 8674.40
BHD - Region XIII Part C Federal 2019-2020	8,777.28	114,105.00	78,995.55	0.69	35,109.45	1.4498	Federal Part C funding 19-20 83 children @ 1374.76
BHD - Region XIII Part C State 2019-2020	60,527.27	736,327.00	544,745.33	0.74	191,581.67	1.4497.06	State Part C Funding 19-20 83 children @ 8750.93 includes SE + PD Funds
Child Find		65,000.00	65,000.00	1.00	0.00	1.4629	school district contract
Medicaid Title 19	5,945.38	62,000.00	40,965.05	0.66	21,034.95	1.4432.3	reimbursement from State/OT,PT, SPEECH
Reimbursement Income	500.00	5,000.00	1,241.00	0.25	3,759.00	1.5491	in/out unexpected reimbursement
<b>Total Early Intervention</b>	<b>236,156.58</b>	<b>2,907,312.15</b>	<b>2,174,606.80</b>	<b>0.75</b>	<b>732,705.35</b>		
<b>REVENUES EARLY HEAD START</b>							
Early Head Start 2019-2020	29,465.35	319,859.04	200,761.25	0.63	119,097.79	1.4412.20	EHS Budget FY 19 (Sept-August)
Early Head Start 2019-2020 T & TA Funds	328.00	10,000.00	2,527.24	0.00	7,472.76	1.4412.21	Technical Assistant Funds
<b>Total Early Head Start</b>	<b>29,793.35</b>	<b>329,859.04</b>	<b>203,288.49</b>	<b>0.63</b>	<b>126,570.55</b>		
<b>Campbell County Appropriation</b>	<b>186,431.03</b>	<b>2,403,595.81</b>	<b>1,729,437.78</b>	<b>0.72</b>	<b>674,158.03</b>		<b>Income less expenses</b>
<b>TOTAL ALL REVENUE</b>	<b>490,730.99</b>	<b>6,138,417.00</b>	<b>4,477,504.47</b>	<b>0.73</b>	<b>1,660,912.53</b>		<b>Totals</b>

EXPENDITURES	MARCH Expenditures	CURRENT YEAR	2019-2020	PERCENT OF BUDGET	UNENCUMBERED BALANCE	Explanation
		2019-2020 BUDGETED	Expended TO DATE			
<b>ADMINISTRATION</b>						
Wages and Benefits						
Salaries & wages Permanent Emp.						
Regular Earnings	10,048.56	136,681.00	94,216.16	0.69	42,464.84	701.6022 4 full time/ less DD
Regular Earnings Overtime	644.40	6,200.00	3,772.53	0.61	2,427.47	701.6023 Overtime for non-exempt employee
Regular Earnings/part time	1,682.55	23,797.00	17,472.27	0.73	6,324.73	701.6024 1 part time less DD
Additional Requested Payroll		0.00	0.00		0.00	701.6028
Compensation Adjustment		10,135.00	10,506.74	1.04	-371.74	701.6039 As per County Commissioners
Employers Contributions						
Empl. Contribution Fica	1,821.36	25,526.00	17,427.36	0.68	8,098.64	701.6041 7.65% Fica Tax
P/R Benefit Expenditures	15,430.65	184,841.00	122,793.11	0.66	62,047.89	701.6042 life/dental/health/17.12% RET
<b>TOTAL WAGES AND BENEFITS</b>	<b>29,627.52</b>	<b>387,180.00</b>	<b>266,188.17</b>	<b>0.69</b>	<b>120,991.83</b>	
Contractual Services						
Communications & Transportation						
Postage & Freight	-121.49	400.00	-90.59	-0.23	490.59	701.6052 postage meter and scale
Telephone - Advertising		0.00	0.00	#DIV/0!	0.00	701.6053
Publicity						
Public Relations/Board Expense		200.00	180.88	0.90	19.12	701.6091 Board/Committee Work
50 Year Anniversary Activities	232.27	2,500.00	449.77	0.18	2,050.23	701.6091.06 50 year anniversary activities
Dues & Subscriptions						
Periodicals	189.73	400.00	528.29	1.32	-128.29	701.6101 Subscriptions
Collection Agency		750.00	834.82	1.11	-84.82	701.6102
Utility Service						
Electricity, Water & Sewer	607.14	20,000.00	8,087.43	0.40	11,912.57	701.6111 shared exp with EHS DDD
Propane & Natural Gas	575.56	3,500.00	1,358.92	0.39	2,141.08	701.6114 shared exp with EHS DDD
Garbage Collections	232.75	3,500.00	2,066.75	0.59	1,433.25	701.6116 shared exp with EHS DDD
Maintenance/Licensing Agreement						
Maintenance Agreement	1,886.17	8,500.00	2,175.17	0.26	6,324.83	701.6234 copier/fax
Travel Employees						
Tuition & Fees	120.00	1,000.00	477.00	0.48	523.00	701.6517.1
Conferences/Seminars & Workshops		750.00	99.75	0.13	650.25	701.6517.3
Employee Transportation	31.62	300.00	116.07	0.39	183.93	701.6517.4 mileage @ .58
Meals & Lodging	443.96	2,250.00	1,269.06	0.56	980.94	701.6517.5 Leadership WY
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>4,197.71</b>	<b>44,050.00</b>	<b>17,553.32</b>	<b>0.40</b>	<b>26,496.68</b>	
Supplies						
General Office Supplies	739.51	3,000.00	1,701.02	0.57	1,298.98	701.6531 shared exp with EHS DDD
Paper Supplies	-175.16	1,200.00	926.34	0.77	273.66	701.6533 shared exp with EHS + DDD
<b>TOTAL SUPPLIES</b>	<b>564.35</b>	<b>4,200.00</b>	<b>2,627.36</b>	<b>0.63</b>	<b>1,572.64</b>	
Fixed Charges						
Insurance						
General Liability		150.00	150.00	1.00	0.00	701.6933 surety Bonds for Carol/Emily/Treasurer
<b>TOTAL FIXED CHARGES</b>	<b>0.00</b>	<b>150.00</b>	<b>150.00</b>	<b>1.00</b>	<b>0.00</b>	
Capital Outlay						
Furniture/ Fixtures/Equipment	0.00	1,000.00	281.39	0.28	718.61	701.7202 Replacement of Chairs/items under 1000
Technology/Phone/Pro Care Software	0.00	750.00	150.00	0.20	600.00	701.7214 support Pro Care Software
<b>TOTAL CAPITAL OUTLAY</b>	<b>0.00</b>	<b>1,750.00</b>	<b>431.39</b>	<b>0.25</b>	<b>1,318.61</b>	
<b>SUB TOTAL ADMINISTRATION</b>	<b>34,389.58</b>	<b>437,330.00</b>	<b>286,950.24</b>	<b>0.66</b>	<b>150,379.76</b>	

EXPENDITURES	MARCH Expenditures	CURRENT YEAR	2019-2020	PERCENT OF BUDGET	UNENCUMBERED BALANCE	Explanation
		2019-2020 BUDGETED	Expended TO DATE			
<b>EARLY EDUCATION/CHILD CARE</b>						
Wages and Benefits						
Salaries & wages Permanent Emp.						
Regular Earnings	60,293.56	752,942.00	529,367.32	0.70	223,574.68	702.6022
Regular Earnings/Part Time		0.00	0.00	#DIV/0!	0.00	702.6024
Salaries & wages Temp. Emp.						
Regular Earnings/Subs	4,735.33	32,000.00	23,281.73	0.73	8,718.27	702.6032
Regular Earnings/Class Assistants		0.00	0.00	#DIV/0!	0.00	702.6034
Additional Requested Payroll		0.00	0.00	#DIV/0!	0.00	702.6038
Compensation Adjustment		27,718.00	25,255.38	0.91	2,462.62	702.6039
Employers Contributions						
Empl. Contribution Fica	7,050.91	77,086.00	58,675.97	0.76	18,410.03	702.6041
P/R Benefit Expenditures	48,904.73	595,458.00	387,477.66	0.65	207,980.34	702.6042
<b>TOTAL WAGES AND BENEFITS</b>	<b>120,984.53</b>	<b>1,485,204.00</b>	<b>1,024,058.06</b>	<b>0.69</b>	<b>461,145.94</b>	
Contractual Services						
Printing/Duplicating						
Printing Cartridges	109.53	500.00	500.00	1.00	0.00	702.6072
Dues & Subscriptions						
Periodicals/Curriculum	2,109.60	9,000.00	7,934.15	0.88	1,065.85	702.6101
Assoc., Committee Dues		250.00	0.00	0.00	250.00	702.6102
Hepatitis B Vaccination/CRIML Bckgrnd	39.00	1,200.00	679.00	0.57	521.00	702.6381
Naeyc Accreditation		1,000.00	1,035.00	1.04	-35.00	702.6383
Family Functions		500.00	162.82	0.33	337.18	702.6391
Travel Employees						
Tuition & Fees	480.00	2,162.00	1,128.10	0.52	1,033.90	702.6517.1
Conferences/Seminars/Workshops		4,650.00	3,746.94	0.81	903.06	702.6517.3
Employee Transportation		250.00	0.00	0.00	250.00	702.6517.4
Meals & Lodging		500.00	219.07	0.44	280.93	702.6517.5
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>2,738.13</b>	<b>20,012.00</b>	<b>15,405.08</b>	<b>0.77</b>	<b>4,606.92</b>	
Supplies						
School Supplies	5,188.02	10,000.00	7,409.61	0.74	2,590.39	702.6554
Classroom Supplies	50.00	2,200.00	884.23	0.40	1,315.77	702.671
Food	5,317.05	60,000.00	41,645.21	0.69	18,354.79	702.6665
Kitchen Supplies	1,103.38	10,000.00	1,840.04	0.18	8,159.96	702.669
Medical Supplies		500.00	242.34	0.48	257.66	702.6671
Repairs & Maintenance						
Furnishings		1,000.00	634.77	0.63	365.23	702.6762
Kitchen Maintenance		2,850.00	0.00	0.00	2,850.00	702.6762.4
<b>TOTAL SUPPLIES</b>	<b>11,658.45</b>	<b>86,550.00</b>	<b>52,656.20</b>	<b>0.61</b>	<b>33,893.80</b>	
Fixed Charges						
Insurance						
Preschool Accident Insurance	-14.25	4,300.00	3,512.75	0.82	787.25	702.6942
<b>TOTAL FIXED CHARGES</b>	<b>-14.25</b>	<b>4,300.00</b>	<b>3,512.75</b>	<b>0.82</b>	<b>787.25</b>	
Capital Outlay						
Playground Equipment		2,000.00	518.32	0.26	1,481.68	702.7216
<b>TOTAL CAPITAL OUTLAY</b>	<b>0.00</b>	<b>2,000.00</b>	<b>518.32</b>	<b>0.26</b>	<b>1,481.68</b>	
<b>Sub Totals Early Education/Child Care</b>	<b>135,366.86</b>	<b>1,598,066.00</b>	<b>1,096,150.41</b>	<b>0.69</b>	<b>501,915.59</b>	

EXPENDITURES	MARCH	CURRENT YEAR	2019-2020	PERCENT	UNENCUMBERED	Explanation
	Expenditures	2019-2020 BUDGETED	Expended TO DATE	OF BUDGET	BALANCE	
<b>EARLY INTERVENTION</b>						
Wages and Benefits						
Salaries & wages Permanent Emp.						
Regular Earnings	163,153.20	2,061,600.00	1,486,280.63	0.72	575,319.37	703.6022 28 full time employees + ADM & PRE/EHS DD
Regular Earnings/Part Time	3,300.50	89,540.00	34,752.55	0.39	54,787.45	703.6024 3 part time employees + ADM DD
Temp Part time/Subs	2,598.75	31,185.00	23,388.75	0.75	7,796.25	703.6032 substitutes on call 10.81
Additional Requested Payroll		0.00	0.00	#DIV/0!	0.00	703.6038
Compensation Adjustment		55,288.00	56,851.29	1.03	-1,563.29	703.6039 as per county commissioners
Employers Contributions						
Empl. Contribution Fica/WC	23,733.82	171,809.00	156,145.79	0.91	15,663.21	703.6041 7.65% fica + WC
P/R Benefit Expenditures	86,567.17	1,065,403.00	688,102.51	0.65	377,300.49	703.6042 health/dental/17.12% ret /Def Com
Flex Benefits		21,010.00	28,262.50	1.35	-7,252.50	703.6046 100.00 flex + employee/Health Savings Plan included
<b>TOTAL WAGES AND BENEFITS</b>	<b>279,353.44</b>	<b>3,495,835.00</b>	<b>2,473,784.02</b>	<b>0.71</b>	<b>1,022,050.98</b>	
Contractual Services						
Communications						
Postage & Freight	66.57	800.00	599.13	0.75	200.87	703.6052
Telephone/Data Plan	189.49	2,500.00	1,567.53	0.63	932.47	703.6053 Cell Phones + Data Plan for I pads
Publicity						
Advertising		500.00	0.00	0.00	500.00	703.6092 open positions
Recruitment/Relocation		2,500.00	0.00	0.00	2,500.00	703.6093.01 open positions
Dues & Subscriptions						
Periodicals		500.00	456.00	0.91	44.00	703.6101 LRP Publications
Professional Dues		3,000.00	1,549.00	0.52	1,451.00	703.6102.2 Certifications/License Fees/Assoc Dues
Utilities	5,142.00	61,700.00	46,278.00	0.75	15,422.00	703.6111 DDD portion of utilities.Annex
Professional Services						
Children's Transportation	-208.34	8,830.00	3,254.89	0.37	5,575.11	703.6137 mileage reimbursement/fuel
Consulting	275.00	10,000.00	1,935.00	0.19	8,065.00	703.6146 Outside contracts/Translators
Infant Inter Agency Council		500.00	333.84	0.67	166.16	703.6386 Agency activities/luncheons ICC
Region XIII Social Emotional	2,352.30	10,000.00	6,970.65	0.70	3,029.35	703.6393 Trainings/Contracts/Parent classes as per SF34 Social Emotional/Pyramid
Travel Employees						
Tuition & Fees	810.00	3,000.00	2,720.39	0.91	279.61	703.6517.1
State Training and Technical Assistance	4,366.50	15,000.00	14,234.77	0.95	765.23	703.6517.22 state funds for training
Employee Transportation	10.85	500.00	40.58	0.08	459.42	703.6517.4 .545 per mile
Meals & Lodging		5,000.00	3,354.59	0.67	1,645.41	703.6517.5
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>13,004.37</b>	<b>124,330.00</b>	<b>83,294.37</b>	<b>0.67</b>	<b>41,035.63</b>	
Supplies						
General Office Supplies	400.00	5,000.00	4,059.99	0.81	940.01	703.6531 includes shredder expense
Paper Supplies	216.67	3,000.00	1,950.03	0.65	1,049.97	703.6533
School Supplies	311.98	8,000.00	4,611.02	0.58	3,388.98	703.6554 Protocols
School Furnishings		1,000.00	0.00	0.00	1,000.00	703.6771.1 Items under 1,000
School Furnishings/Additional Classroom		0.00	0.00	#DIV/0!	0.00	703.6771.2
Part C Supplies		1,400.00	1,242.37	0.89	157.63	703.6748 Teaching Strategies Gold/Net/Supplies
Repairs & Maintenance						
Vehicle Parts & Repairs	50.00	5,760.00	2,835.23	0.49	2,924.77	703.6751
<b>TOTAL SUPPLIES</b>	<b>978.65</b>	<b>24,160.00</b>	<b>14,698.64</b>	<b>0.61</b>	<b>9,461.36</b>	
Fixed Charges						
Reimbursement Expense		5,000.00	741.00	0.15	4,259.00	703.7105 in/out expense
Total Fixed Charges	0.00	5,000.00	741.00	0.15	4,259.00	
Capital Outlay						
Office Equipment		500.00	0.00	0.00	500.00	703.7194 desks/file cabinets
School Equipment	662.60	5,000.00	3,128.36	0.63	1,871.64	703.7217 Equipment Repair and Maintenance
<b>TOTAL CAPITAL OUTLAY</b>	<b>662.60</b>	<b>5,500.00</b>	<b>3,128.36</b>	<b>0.57</b>	<b>2,371.64</b>	
<b>Sub totals for Early Intervention</b>	<b>293,999.06</b>	<b>3,654,825.00</b>	<b>2,575,646.39</b>	<b>0.70</b>	<b>1,079,178.61</b>	

EXPENDITURES	MARCH Expenditures	CURRENT YEAR	2019-2020	PERCENT OF BUDGET	UNENCUMBERED BALANCE	Explanation	
		2019-2020 BUDGETED	Expended TO DATE				
<b>EARLY HEAD START</b>							
Wages and Benefits							
Salaries & wages Permanent Emp.							
Regular Earnings	17,418.12	251,636.00	165,458.33	0.66	86,177.67	704.6022	5 FULL TIME / 1 PART TIME/less DD
Compensation Adjustment		6,790.00	5,368.82	0.79	1,421.18	704.6039	As per County Commissioners
Employers Contributions							
Empl. Contribution Fica	3,025.49	23,560.00	19,799.18	0.84	3,760.82	704.6041	7.65% fica + WC
P/R Benefit Expenditures	8,968.76	131,203.00	80,269.66	0.61	50,933.34	704.6042	health/dental/17.12% ret/Def Comp
Flex Benefits		2,990.00	3,437.50	1.15	-447.50	704.6046	100.00 per employee flex + health savings plan
<b>TOTAL WAGES AND BENEFITS</b>	<b>29,412.37</b>	<b>416,179.00</b>	<b>274,333.49</b>	<b>0.66</b>	<b>141,845.51</b>		personal services include CDS share
Contractual Services							
Communications							
Postage & Freight/Copies	54.92	700.00	494.28	0.71	205.72	704.6052	Monthly expense to CDS
Printing Special Forms		600.00	254.00	0.42	346.00	704.6071	Home Visits/lesson plans
Associate Dues		552.00	72.00	0.13	480.00	704.6102	WYO + Region VIII Dues
Utilities							
Utilities	446.59	5,359.00	4,019.31	0.75	1,339.69	704.6111	Monthly expenses to CDS/annex (source gas/garbage/elec
Travel Employees							
Consulting Training		300.00	0.00	0.00	300.00	704.6146.01	Nutrition Contract
Technical Assitance (carry over June)		2,000.00	2,000.00	1.00	0.00	704.6146.07	Require Training Dollars
Technical Assitance (current year)	796.83	8,000.00	2,016.07	0.25	5,983.93	704.6146.09	Require Training Dollars
Vehicle Transportation	208.34	2,500.00	1,875.06	0.75	624.94	704.6517.4	monthly expense/fuel
Vehicle Maintenance/Repair		900.00	712.44	0.79	187.56	704.6751	repairs on vehicles
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>1,506.68</b>	<b>20,911.00</b>	<b>11,443.16</b>	<b>0.55</b>	<b>9,467.84</b>		
Supplies							
General Office Supplies	100.00	1,300.00	1,022.40	0.79	277.60	704.6531	Monthly expense to CDS
Classroom/Home Base Educational Supplies		1,775.00	1,428.96	0.81	346.04	704.6554	actual for x-tra supplies/mo for CDS supplies/CC Net/GOLD
Preschool Accident Insurance	14.25	171.00	128.25	0.75	42.75	704.6942	Monthly expenses to CDS
<b>TOTAL SUPPLIES</b>	<b>114.25</b>	<b>3,246.00</b>	<b>2,579.61</b>	<b>0.79</b>	<b>666.39</b>		
Parent Services							
Parents Books & Resources		150.00	0.00	0.00	150.00	704.6181.01	parents books & supplies
Other Parent Services/Child Care	19.37	1,400.00	406.42	0.29	993.58	704.6181.02	child care for classes/interactions/translation
Parents Activities/Travel		250.00	0.00	0.00	250.00	704.6517.9	reimbursement for parents
Family Enrichment Counsel		3,060.00	810.01	0.26	2,249.99	704.6181.03	Contract w/mental health provider
Health Services Contract		3,000.00	2,122.50	0.71	877.50	704.6181.04	contracted nurse
<b>TOTAL PARENT SERVICES</b>	<b>19.37</b>	<b>7,860.00</b>	<b>3,338.93</b>	<b>0.42</b>	<b>4,521.07</b>		
<b>Sub totals for Early Head Start</b>	<b>31,052.67</b>	<b>448,196.00</b>	<b>291,695.19</b>	<b>0.65</b>	<b>156,500.81</b>		
<b>TOTAL EXPENDITURES</b>	<b>494,808.17</b>	<b>6,138,417.00</b>	<b>4,250,442.23</b>	<b>0.69</b>	<b>1,887,974.77</b>		Totals

**CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY**  
**EHS Budget for September 2019-August 2020**  
**FY 19-20 \$\$\$314,296.00+ 5563.00 COLA + 10,000. TA = 329,859.00 federal dollars**  
**FINANCIAL STATEMENT FOR March 2020**  
**Percentage of Year Expanded 59%**  
**Budget Detail**

EHS FINANCIAL 19-20

**REVENUE:**

Early Head Start 2019-2020  
 Early Head Start 2019-2020 T & TA FUNDS  
 Campbell County Appropriation

MARCH REVENUES	CURRENT YEAR		2019-2020 RECEIVED TO DATE	PERCENTAGE OF BUDGET	UNENCUMBERED BALANCE	CHART OF ACCT NUMBER	Explanation
	2019-2020 BUDGETED						
29,465.35	319,859.04		200,761.25	0.63	119,097.79	704.4412.19	EHS FY16 approved grant 2019-2020
328.00	10,000.00		2,527.24	0.25	7,472.76	704.4412.19	EHS FY16 approved grant 2019-2020
	118,336.96		0.00	0.00	118,336.96	701.5751	County hard dollars

**EARLY HEAD START EXPENDITURES**

**EXPEDITURES**

Personal Services  
 Salaries & wages Permanent Emp.  
     Regular Earnings  
     Compensation Adjustment  
 Employers Contributions  
     Empl. Contribution Fica  
     P/R Benefit Expenditures  
     P/R Flex Benefit  
**TOTAL PERSONAL SERVICES**  
 Contractual Services  
 Communications  
     Postage & Freight/Copies  
     Printing Special Forms  
     Associate Dues  
 Utilities  
     Utilities  
 Travel Employees  
     Consulting Training  
     T & TA Expenses  
     Vehicle Transportation  
     Vehicle Maintenance/Repair  
**TOTAL CONTRACTUAL SERVICES**  
 Supplies  
     General Office Supplies  
     Classroom/Home Base Educational Supplies  
     Preschool Accident Insurance  
**TOTAL SUPPLIES**  
 Parent Services  
     Parents Books & Resources  
     Other Parent Services/Child Care  
     Parents Activities/Travel  
     Family Enrichment Counsel  
     Health Services Contract  
**TOTAL PARENT SERVICES**

MARCH REVENUES	CURRENT YEAR		2018-2019 RECEIVED TO DATE	PERCENTAGE OF BUDGET	UNENCUMBERED BALANCE	CHART OF ACCT NUMBER	Explanation
	2019-2020 BUDGETED						
17,418.12	251,636.00		127,703.85	0.51	123,932.15	704.6022	5 FULL TIME /
	6,790.00		5,368.82	0.79	1,421.18	704.6039	as per county commissioners
3,025.49	23,560.00		16,547.19	0.70	7,012.81	704.6041	7.65% fical/WC
8,968.76	131,203.00		67,075.71	0.51	64,127.29	704.6042	flex/health/dental/reI/
0.00	2,990.00		2,650.00	0.89	340.00	704.6046	FLex Benefits/Health savings
29,412.37	416,179.00		219,345.57	0.53	196,833.43		personal services include CDS share
54.92	700.00		384.44	0.55	315.56	704.6052	Monthly Exp to CDS
	600.00		254.00	0.42	346.00	704.6071	
	552.00		0.00	0.00	552.00	704.6102	
446.59	5,359.00		3,126.13	0.58	2,232.87	704.6111	Monthly Exp to CDS
	300.00		0.00	0.00	300.00	704.6146.01	Nutrition
796.83	10,000.00		3,324.07	0.33	6,675.93	704.6146.07	Trainings
208.34	2,500.00		1,458.38	0.58	1,041.62	704.6517.4	Monthly Exp to CDS
	900.00		700.06	0.78	199.94	704.6751	repairs on vehicles
1,506.68	20,911.00		9,247.08	0.44	11,663.92		
100.00	1,300.00		822.40	0.63	477.60	704.6531	Monthly Exp to CDS
	1,775.00		574.20	0.32	1,200.80	704.6554	actual for x-tra supplies/mo for CDS supplies
14.25	171.00		99.75	0.58	71.25	704.6942	Monthly Exp to CDS
114.25	3,246.00		1,496.35	0.46	1,749.65		
	150.00		0.00	0.00	150.00	704.6181.01	parents books & supplie
19.37	1,400.00		325.29	0.23	1,074.71	704.6181.02	child care for classes/interactions/translations
	250.00		0.00	0.00	250.00	704.6517.9	reimbursement for parents
	3,060.00		506.26	0.17	2,553.74	704.6181.03	counsel/legal parents/Consulting
	3,000.00		1,597.50	0.53	1,402.50	704.6181.04	public health nurse
19.37	7,860.00		2,429.05	0.31	5,430.95		

Total expenditures for Early Head Start

31,052.67

448,196.00

232,518.05

0.52

215,677.95

**FEDERAL FINANCIAL REPORT**

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report Is Submitted <b>HHS-ADMINISTRATION FOR CHILDREN &amp; FAMILIES</b>		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page	of			
				1	2			
pages								
3. Recipient Organization (Name and complete address including Zip code) <b>CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY 1801 SOUTH 4-J ROAD GILLETTE, WY, 82718</b>								
4a. DUNS Number  071413140	4b. EIN  1836000103A2	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final <input type="checkbox"/> Month	7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual				
8. Project/Grant Period From: (Month, Day, Year) To: (Month, Day, Year)			9. Reporting Period End Date (Month, Day, Year) <b>MARCH 31, 2020</b>					
10. Transactions				Cumulative				
<i>(Use lines a-c for single or multiple grant reporting)</i>								
<b>Federal Cash (To report multiple grants, also use FFR Attachment):</b>								
a. Cash Receipts				71,261.65				
b. Cash Disbursements				102,160.24				
c. Cash on Hand (line a minus b)				-30,878.59				
<i>(Use lines d-o for single grant reporting)</i>								
<b>Federal Expenditures and Unobligated Balance:</b>								
d. Total Federal funds authorized								
e. Federal share of expenditures								
f. Federal share of unliquidated obligations								
g. Total Federal share (sum of lines e and f)								
h. Unobligated balance of Federal funds (line d minus g)								
<b>Recipient Share:</b>								
i. Total recipient share required								
j. Recipient share of expenditures								
k. Remaining recipient share to be provided (line i minus j)								
<b>Program Income:</b>								
l. Total Federal program income earned								
m. Program income expended in accordance with the deduction alternative								
n. Program income expended in accordance with the addition alternative								
o. Unexpended program income (line l minus line m or line n)								
11. Indirect Expense		a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
		g. Totals:						
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:								
13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)								
a. Typed or Printed Name and Title of Authorized Certifying Official <b>Curtis, Carol Senior Financial Specialist</b>				c. Telephone (Area code, number and extension) <b>307-660-7612</b>				
b. Signature of Authorized Certifying Official <b>Carol Curtis</b>				d. Email address <b>clc70@ccgov.net</b>				
				e. Date Report Submitted (Month, Day, Year) <b>APRIL 13, 2020</b>				
14. Agency use only:								

Standard Form 425 - Revised 6/28/2010  
OMB Approval Number: 0348-0061  
Expiration Date: 10/31/2011

**Paperwork Burden Statement**  
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.



**FEDERAL FINANCIAL REPORT**

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted  <b>G08-ADMINISTRATION FOR CHILDREN REG EIGHT</b>	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)  <b>08CH01122501</b>
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3. Recipient Organization (Name and complete address including Zip code)  
**Children's Developmental Services of Campbell County**  
**1801 South 4-J Road, GILLETTE, WY 82718**

4a. DUNS Number  <b>071413140</b>	4b. EIN  <b>1836000103A2</b>	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual
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8. Project/Grant Period (Month, Day, Year) From: <b>September 1, 2019</b> To: <b>August 31, 2020</b>	9. Reporting Period End Date (Month, Day, Year) <b>February 29, 2020</b>
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10. Transactions Cumulative  
*(Use lines a-c for single or combined multiple grant reporting)*

**Federal Cash (To report multiple grants separately, also use FFR Attachment):**

a. Cash Receipts	\$173,495.14
b. Cash Disbursements	\$203,288.49
c. Cash on Hand (line a minus b)	\$(29,793.35)

*(Use lines d-o for single grant reporting)*

**Federal Expenditures and Unobligated Balance:**

d. Total Federal funds authorized	\$329,859.00
e. Federal share of expenditures	\$203,288.00
f. Federal share of unliquidated obligations	\$0.00
g. Total Federal share (sum of lines e and f)	\$203,288.00
h. Unobligated balance of Federal funds (line d minus g)	\$126,571.00

**Recipient Share:**

i. Total recipient share required	\$82,464.75
j. Recipient share of expenditures	\$14,925.20
k. Remaining recipient share to be provided (line i minus j)	\$67,539.55

**Program Income:**

l. Total Federal share of program income earned	\$0.00
m. Program income expended in accordance with the deduction alternative	\$0.00
n. Program income expended in accordance with the addition alternative	\$0.00
o. Unexpended program income (line l minus line m or line n)	\$0.00

	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
11. Indirect Expense		0			\$0.00	\$0.00	\$0.00
		0			\$0.00	\$0.00	\$0.00
	g. Totals:					\$0.00	\$0.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official  <b>Curtis, Carol</b> <b>Senior Financial Specialist</b>	c. Telephone (Area code, number, and extension) <b>+1 (307) 660-7612</b>
b. Signature of Authorized Certifying Official <b>Curtis, Carol</b>	d. Email Address <b>clc70@ccgov.net</b>
	e. Date Report Submitted (Month, Day, Year) <b>April 17, 2020</b>

Standard Form 425  
OMB Approval Number: 4040-0014  
Expiration Date: 02/28/2022

**Paperwork Burden Statement**  
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 4040-0014. Public reporting burden for this collection of information is estimated to average 1 hour per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: US Department of Health & Human Services, OS/OIG/PRA, 200 Independence Ave, SW, Suite 336-E,

FEDERAL FINANCIAL REPORT

(Additional Page)

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Federal Agency & Organization : G08-ADMINISTRATION FOR CHILDREN REG EIGHT

Federal Grant ID : 08CH01122501

Recipient Organization : Children`s Developmental Services of Campbell County  
1801 South 4-J Road, GILLETTE, WY 82718

DUNS Number : 071413140

EIN : 1836000103A2

Reporting Period End Date : February 29, 2020

Status : Report Certified/Pending Agency Approval

Remarks :

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Federal Agency Review

Reviewer Name :

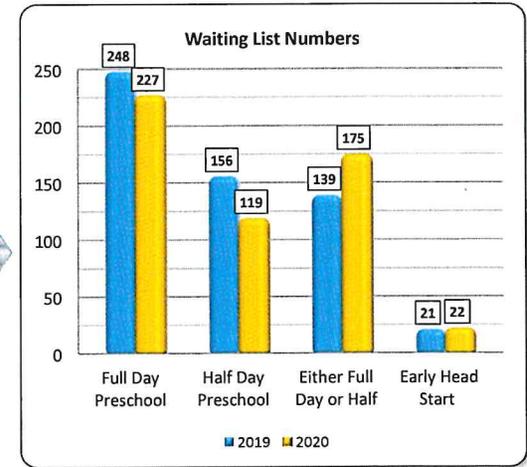
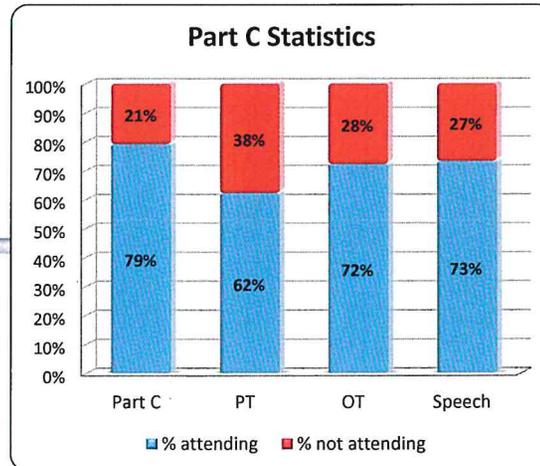
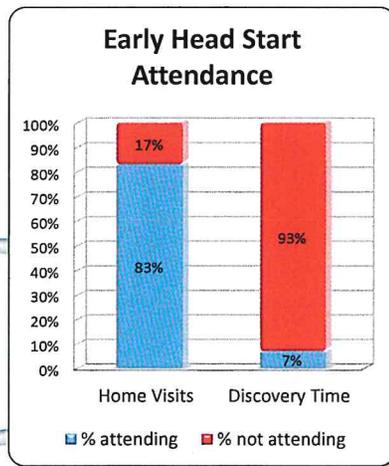
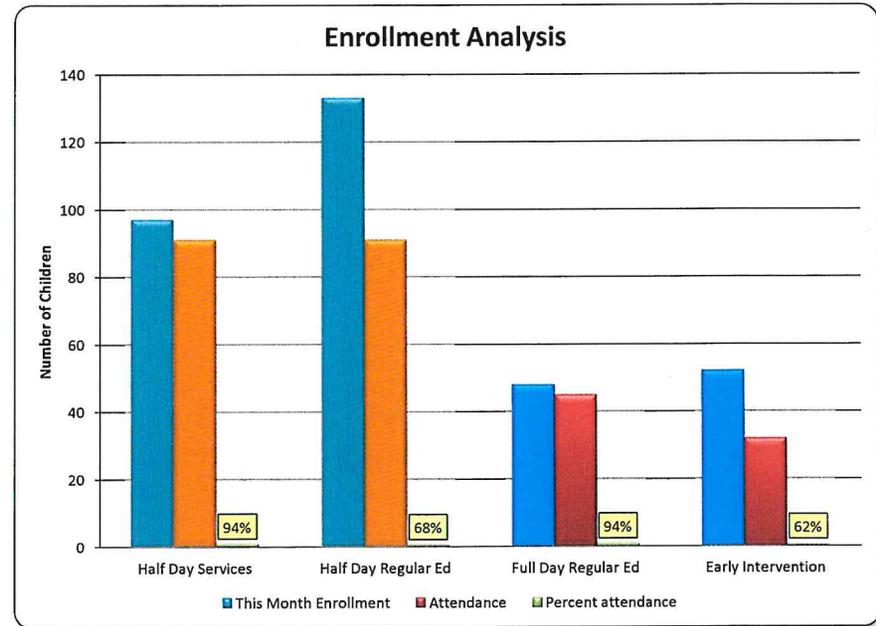
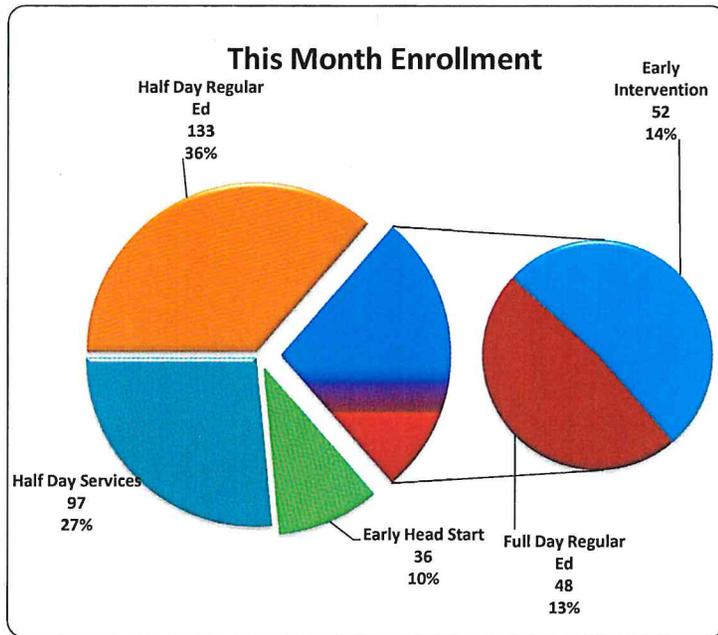
Phone # :

Email :

Review Date :

Review Comments :

March 2020  
Statistical Report



March 2020  
Statistical Report

