

Duluth Public Schools/Duluth Head Start

Education Committee

April 16, 2013

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ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region V | 233 North Michigan Avenue, Suite 400, Chicago, IL 60601 | www.eclkc.ohs.acf.hhs.gov

February 1, 2013

Ann Wasson, Board Chair
DULUTH PUBLIC SCHOOL DISTRICT #709
2102 North Blackman Avenue
Duluth, MN 55811

Re: Grant No. 05CH5335

Dear Ms. Wasson:

An application for continued refunding of your organization's Head Start and/or Early Head Start grant for the budget period 8/1/2013 – 7/31/2014 is due 5/1/2013, ninety days prior to the start of the budget period. This letter provides guidance on the requirements for submission of the continuation application.

For planning purposes, the application should reflect the enrollment and funding levels in the table below.

| Common Accounting Number (CAN) | Projected Funding | Funded Enrollment |
|--|--------------------|-------------------|
| G054122 – Head Start Program Operations | \$1,880,664 | 255 |
| G054120 – Head Start Training and Technical Assistance | \$28,958 | |
| G054125 – Early Head Start Program Operations | | 0 |
| G054121* – Early Head Start Training and Technical Assistance | | |
| TOTAL | \$1,909,622 | 255 |

* CAN G054121 replaces CAN G051126 formerly used for Early Head Start Training and Technical Assistance.

Funding is contingent upon the availability of federal funds and satisfactory performance by your organization under the terms and conditions of the Head Start grant in the current budget period.

The application for continued refunding must be prepared in accordance with the instructions in Information Memorandum ACYF-IM-HS-00-12, dated April 25, 2000. This information is available electronically at the following link: <http://eclkc.ohs.acf.hhs.gov/hslc>. As noted in the Information Memorandum, Head Start and Early Head Start grantees are required to submit a full application once every three years. In the other two years, grantees need only submit budget information, describe the progress they are making toward their community needs and objectives, and explain proposed significant changes to their programs. You are considered to be in year three of the application cycle and are required

| | | |
|--|---|------------------------------|
| ACF Administration for Children and Families | U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES | |
| | 1. Log No. ACF-PI-HS-13-01 | 2. Issuance Date: 03/01/2013 |
| | 3. Originating Office: Office of Head Start | |
| | 4. Key Words: Key Words: Sequestration, Automatic Reductions, Federal Spending, Proportionate Reductions, Enrollment Reductions, Workforce Reductions | |

PROGRAM INSTRUCTION

TO: All Head Start, Early Head Start, American Indian and Alaska Native Head Start, and Migrant and Seasonal Head Start Grantee Agencies

SUBJECT: Sequestration

INSTRUCTION:

As you are likely aware, in accordance with the Budget Control Act of 2011, a series of spending cuts, called sequestration, will cancel approximately \$85 billion in budgetary resources across the federal government for the remainder of the federal fiscal year. The President is required to issue a sequestration order today, March 1, resulting in spending reductions of approximately 5 percent for the remainder of the federal fiscal year. We estimate that approximately 70,000 children will lose access to Head Start services because of this reduction.

As a result, all Head Start, Early Head Start, American Indian and Alaska Native Head Start, and Migrant and Seasonal Head Start grants will be reduced by approximately 5 percent. All state, regional, and national activities, including training and technical assistance, research, and monitoring, will also be reduced by at least 5 percent. Proportional reductions across all these activities are required by Section 640 of the Head Start Act.

We advise all grantees to begin planning how they will alter their programs to operate at the reduced levels. As programs begin this planning process, we ask you to keep the following principles in mind:

- The first priority for all programs is to maintain a high quality of service provided to children and families and to ensure their health and safety.
- It is critical to minimize disruptions to currently enrolled children for this program year.
- We expect enrollment reductions, as well as workforce reductions, particularly in the upcoming program year.

The Office of Head Start (OHS) is committed to working with programs to ensure the provision of high-quality services continue during this challenging time. We understand the impact on the current program year will vary depending on when grantees receive their annual funding. We know that programs well into their program year will have to make decisions quickly to operate at this reduced funding level, possibly including early program closures. We will exercise as much flexibility and with as much assistance as possible to ensure the above principles can be adhered to.

OHS will be hosting an all-grantee call on March 1, 2013, to provide further guidance, including details on implementation. We also encourage programs to work closely with their Regional Office as

you develop strategies and plans to move forward. Please direct any questions to your Regional Office.

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

/Yvette Sanchez Fuentes/

Yvette Sanchez Fuentes
Director
Office of Head Start

FEDERAL HEAD START GRANT TOTAL **\$1,785,220.**

Training and Technical Assistance Funds **\$28,958.**

Salary and fringe with staff cuts as shown below **\$1,596,442.**

Available for non-labor expenses **\$159,820.**

Non-labor expenses include: Mental health consultants, classroom supplies, general supplies, transportation, mileage, travel not covered in T and TA plan, database fee, telephones, copy machine maintenance, NHSA membership, classroom food allowance, payer of last resort, training funds for First Aid/CPR and Safe-Strong Child and in-direct costs.

223 children-----32 less children

128 days (school calendar)

3.5 hours

4 days a week (M-TH)

5 sites

7 classrooms-----1 less classroom

7 teachers-----1 less full-time teacher

13 paras (7 full-time and 6 part-time) -----1 less full-time and 2 less part-time paras

4 family advocates (all part-time) -----10 less advocate hours

80% of their time/pay

4 coordinators

2 administrative assistants

1 director

2 mental health consultants

1 recruiter

Additional

7 Minnesota Reading Corps members full time in each room coached and trained by our education Coordinator

3 Early Childhood Special Education collaborations at no additional cost

Rationale

This Enrollment Reduction request adheres to the requirements established in ACF-IM-HS-08-03 and the principles outlined in ACF-PI-HS-13-01; maintaining high quality services to children and families, ensuring their health and safety and minimizing disruptions during the program year. Duluth Head Start will maintain quality services by utilizing enrollment reduction cost savings to retain part-time paras in the classrooms, restoring funds for interpreters, curriculum support and resources and by providing additional adult assistance in classrooms where there are significant but short-term needs. These are areas we would have had to cut substantially if we did not have this opportunity to utilize cost savings from this Enrollment Reduction.

Because we are requesting an Enrollment Reduction along with our FY13 federal grant application, we will have the ability to close a classroom at the end of our current academic year, minimizing any disruptions to children and families. Due to retirements occurring at the end of this academic year, we will be able to downsize with fewer cuts to returning staff.

Cost Savings Breakdown

We will eliminate one classroom serving a total of 32 children in morning and afternoon sessions.

| | |
|--|--------------------------|
| • 1 full time classroom teacher | \$72,089. |
| • 1 full-time para | \$34,094. |
| • 1 Part time para | \$12,447. |
| • 1 part-time family advocate | \$22,891. |
| • mental health consultation time | \$8664. |
| • Classroom supplies | \$500. |
| • <u>Total of estimated cost savings</u> | <u>\$150,685.</u> |
| • 5% reductions in FY13 grant funds due to Sequestration | \$94, 033. |
| • restoring 3 part-time paras | \$40,650. |
| • additional cost savings utilization for interpreters, curriculum support and resources and additional adult assistance | \$16,002. |
| • <u>Total cost savings utilization</u> | <u>\$150,685.</u> |

SFY 14Head Start Application

OSullivan, Barbara (MDE) [barbara.osullivan@state.mn.us]

Sent: Monday, April 08, 2013 1:18 PM

To: Jcross@accap.org; jherseth@otwhs.org; jfiola@smoc.us; gpheadstart@boreal.org; kim.scanlan@threeriverscap.org; Kraig.gratke@tccaction.com; Larry.ketchum@tccaction.com; lgilkey@capagency.org; laurieC@tvoc.org; Lee.turney@llojibwe.com; lmaron@reachupinc.org; maho@mahube.org; marilujohnsen@fdlrez.com; mcarlson@nwcaa.org; dmoses@caprw.org; pamb@lakesandprairies.net; pamela m. rees; rico.alexander@picaheadstart.org; sandys@c2r2.org; Skip.ferris@aeoa.org; twickstrom@nas.k12.mn.us; vala@wcmca.org

Cc: adillon@picaheadstart.org; Barb.brodeen@boisforte-nsn.gov; barbd@kootasca.org; chuckwalt@fdlrez.com; chightower@caprw.org; dmills@otwcac.org; deb.allison@bicap.org; debp5@willmarnet.com; DPD@tvoc.org; dennis.olson@millelacsband.com; i.v.foster@duluth.k12.mn.us; geraldinek@grandportage.com; gbuckanaga@yahoo.com; harlan.tardy@aeoa.org; joanm@heartlandcaa.org; john.fitzgerald@wcainc.org; joe.ayers@tccacation.com; joep@lakesandprairies.net; lpigatti@mahube.org; lmaron@reachupinc.org; msexton@wccaweb.com; msullivan@capagency.org; mike.thorsteinson@threeriverscap.org; nsteffl@smoc.us; patrickg@c2r2.org; patrick.mcfarland@accap.org; ranordin@nwcaa.org; bobb@lakesandpines.org; bmelby@intercountycc.org; ronv@whiteearth.com; stephenn@wcmca.org; wayne.stenberg@semcac.org; Dickhausen, Jeanne (MDE) [Jeanne.Dickhausen@state.mn.us]; Boemer, Lisa (MDE) [lisa.boemer@state.mn.us]; Gayle Kelly Work [gayle@mnheadstart.org]

Attachments: 2014 State HS Plan - Part~1.doc (115 KB) ; 2014 State HS Plan - Part~1.xlsx (41 KB) ; SFY2014 MN HS Allocation ~1.xlsx (93 KB) ; SFY2014 MN HS Program Pla~1.docx (454 KB)

Dear Head Start Grantees:

Attached is the funding application for SFY 2014. We are aware of the stress you are currently under especially with sequestration and re-competition looming and the unknown impacts of all that on your programs. Therefore, we are keeping the funding allocation consistent with SFY 13 and have not incorporated any changes in the application process with the exception that we no longer require you to send in your policy council minutes other than as documentation for approval of the state application you are submitting. Please see the instructions for completing your applications. Although there are no current legislative changes proposed for Head Start there is always a potential. If anything does change, MDE will create a simple amendment process for you.

I know you are awaiting more information from the Region V office on dealing with sequestration. State funded children should not be treated any differently than your federally funded children, especially since we know that most programs combine their state and federal funds. For instance, if you are closing your program two weeks earlier than planned because of the federal reduction in funds, you can combine the state funds to keep the

program operating a few more days.

MDE will continue to monitor state funded enrollment.

I hope this process will be easy for you. Please submit your applications by May 15, 2013 to ensure your grants are in place by July 1, 2013. Thank you for all you do.

Special Request ASAP:

1. If you have not completed the survey monkey concerning waiting list, please send now to Jeanne Dickhausen, our Head Start Collaboration Specialist. Jeanne.dickhausen@state.mn.us
You can e-mail Jeanne directly and just let her know the number of EHS and the number of regular HS children on your waiting lists if that is easier than filling out the survey. As the legislature moves toward their omnibus finance bill, we want to be sure to have this important information available.
2. Can you send your immediate plans to balance your decrease in the federal budget. We are especially interested if you plan to end your program earlier especially since this impacts children in your program with IEPs. Just a brief statement is all that is needed. Also, I think that will be of interest to the state legislature as well. That information can also be sent to Jeanne. Jeanne.dickhausen@state.mn.us

Barbara O'Sullivan
Early Learning Services Supervisor

Cc Jeanne Dickhausen, Head Start Collaboration Specialist.

STATE HEAD START GRANT TOTAL

\$395,273.

CURRENTLY FUNDED OPTION #1

Childcare Collaboration with the YWCA of Duluth (provides the full range Head Start services to families enrolled at the YWCA Childcare Center)

21 children-infants/toddlers/preschoolers

1 teacher/family advocate (full-time and year round with infants and toddlers, school year only with preschoolers)

CURRENTLY FUNDED OPTION #2

Families in Transition (provides the full range of Head Start services to families with preschool children experiencing homelessness)

18 children-infants/toddlers/preschoolers

2 teacher/family advocates (30 hours each, 1 year round with infants and toddlers at reduced hours)

20% of their time/pay

1 mental health

2 administrative assistants

1 recruiter

4 coordinators

1 director

Note: Because we just received this application during our spring break, we may make some minor changes but do not anticipate any significant changes from this current year.