

BOARD OF COUNTY COMMISSIONERS FOR  
ADAMS COUNTY, STATE OF COLORADO

RESOLUTION APPROVING THE ADAMS COUNTY HEAD START U.S. DEPARTMENT  
OF HEALTH AND HUMAN SERVICES RESTORATION OF SEQUESTERED FUNDS &  
COLA INCREASE - 2014

**Resolution 2014-164**

**WHEREAS**, the Administration for Children and Families has made funds available for Adams County Head Start to receive a funding increase that would reinstate the funding reduction of One Hundred Eighty Nine Thousand One Hundred Seventy Dollars (\$189,170) ACHS received last program year due to Sequestration funding and cuts. The Cost of Living Adjustment (COLA) request is for a 1.3% increase in funding to increase staff salaries and the staff pay scales.

**WHEREAS**, the total requested amount of Two Hundred Thirty Five Thousand Eight Hundred Thirty Four Dollars (\$235,834) will allow ACHS to permanently increase Head Start employee's compensation by 1.3% for the period of April 1, 2014 through October 31, 2014; and

**WHEREAS**, Adams County Head Start is required to provide a 20% in-kind match in the amount of Forty Seven Thousand One Hundred Sixty Seven Dollars (\$47,167); and

**WHEREAS**, Adams County Head Start is submitting the 2014 Head Start Restoration of Sequestered Funds and COLA Continuation Grant Application for a total amount of Two Hundred Eight Three Thousand One Dollars (\$283,001); and

**WHEREAS**, the Policy Council for Adams County Head Start met on March 19, 2014 in which the Restoration of Sequestered Funds & COLA Increase – 2014 grant application was approved; and

**WHEREAS**, it is in the interests of program expediency that the Director of the Human Services Department be designated as the "Authorized Representative and Certifying Officer" to execute the non-contractual documents necessary to comply with the requirements of the grant application, including complying with any ACF rules and regulations; and

**WHEREAS**, federal funds have a variety of types of information which need to be completed which include, but are not limited to, reports, amendments, funding adjustments, certifications, correspondence, applications, contracts; and

**WHEREAS**, the Director of the Human Services Department will be designated as Authorized Representative and Certifying Officer to execute the non-contractual documents necessary to carry out the Head Start Program Services Agreement.

**NOW THEREFORE, BE IT RESOLVED** by the Adams County Board of Commissioners, that the 2014 Head Start Restoration of Sequestered Funds & COLA Increase be approved.

Upon motion duly made and seconded the foregoing resolution was adopted by the following vote:

Henry	_____	Excused
Tedesco	_____	Aye
Hansen	_____	Aye

Commissioners

STATE OF COLORADO    )  
County of Adams        )

I, Karen Long, County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid do hereby certify that the annexed and foregoing Order is truly copied from the Records of the Proceedings of the Board of County Commissioners for said Adams County, now in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said County, at Brighton, Colorado this 7<sup>th</sup> day of April, A.D. 2014.

County Clerk and ex-officio Clerk of the Board of County Commissioners  
Karen Long:



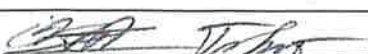
By:



Deputy

**APPLICATION FOR  
FEDERAL ASSISTANCE**

Version 7/03

<b>1. TYPE OF SUBMISSION:</b> Application		<input type="checkbox"/> Pre-application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction	<b>2. DATE SUBMITTED</b>	Applicant Identifier 08CH0008	
<input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		<input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier	
<b>5. APPLICANT INFORMATION</b>			<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier 08CH0008/41	
Legal Name: Adams County Board of County Commissioners		<b>Organizational Unit:</b> Department: Adams County Health & Human Services			
Organizational DUNS: 076476373		Division: Office of Head Start			
<b>Address:</b> Street: 7111 East 56th Ave		<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b>			
City: Commerce City		Prefix: Mr	First Name: Chris		
County:		Middle Name			
State: CO		Last Name Kline			
Zip Code 80022		Suffix:			
Country:		Email: Ckline@adccgov.org			
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> 8 4 - 6 0 0 0 7 3 2		Phone Number (give area code) 303-286-4119	Fax Number (give area code) 303-286-4130		
<b>8. TYPE OF APPLICATION:</b> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/>		<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) Revision Other (specify)			
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> TITLE (Name of Program): Head Start / Early Head Start		<b>9. NAME OF FEDERAL AGENCY:</b> Head Start / Early Head Start			
<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b> Adams County Colorado		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> Supplemental descriptive is attached on a separate attached sheet.			
<b>13. PROPOSED PROJECT</b> Start Date: April 1st, 2014		<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant 2nd, 7th			
Ending Date: Oct. 31, 2014		b. Project 2nd, 7th			
<b>15. ESTIMATED FUNDING:</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>			
a. Federal	\$	235,834	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON		
b. Applicant	\$	47,167	DATE:		
c. State	\$		b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372		
d. Local	\$		<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
e. Other	\$		<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>		
f. Program Income	\$		<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No		
g. TOTAL	\$	283,001			
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.</b>					
<b>a. Authorized Representative</b>					
Prefix Ms	First Name Eva		Middle Name		
Last Name Henry			Suffix		
b. Title Authorizing Official			c. Telephone Number (give area code) 303-286-4130		
d. Signature of Authorized Representative 			e. Date Signed 4-21-14		

*[Handwritten initials and marks]*

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes 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 (0348-0040), Washington, DC 20503.


**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

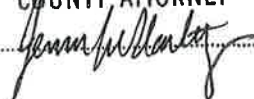
As the duly authorized representative of the applicant, I certify that the applicant:

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.

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.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Chairman
APPLICANT ORGANIZATION Adams County	DATE SUBMITTED March 24, 2014

Standard Form 424B (Rev. 7-97) Back

APPROVED AS TO FORM  
COUNTY ATTORNEY  



**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. COLA	93.600	\$	\$	\$ 46,664.00	\$ 47,167.00	\$ 93,831.00
2. Program Operations	93.600			189,170.00		189,170.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 235,834.00	\$ 47,167.00	\$ 283,001.00

SECTION B - BUDGET CATEGORIES					
Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$ 26,069.00	\$	\$	\$	\$ 26,069.00
b. Fringe Benefits	10,137.00				10,137.00
c. Travel	0.00				0.00
d. Equipment	0.00				0.00
e. Supplies	42,600.00				42,600.00
f. Contractual	67,100.00				67,100.00
g. Construction					0.00
h. Other	43,264.00				43,264.00
i. Total Direct Charges (sum of 6a-6h)	189,170.00		0.00	0.00	189,170.00
j. Indirect Charges					0.00
k. TOTALS (sum of 6i and 6j)	\$ 189,170.00	\$	\$ 0.00	\$ 0.00	\$ 189,170.00
7. Program Income	\$	\$	\$	\$	\$ 0.00

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$ 47,167.00	\$	\$	\$	47,167.00
9.					0.00
10.					0.00
11.					0.00
12. TOTAL (sum of lines 8-11)	\$ 47,167.00	\$ 0.00	\$ 0.00	\$ 0.00	47,167.00

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter			4th Quarter
		1st Quarter	2nd Quarter	3rd Quarter	
13. Federal	\$ 235,834.00	\$	\$	\$ 117,917.00	\$ 117,917.00
14. Non-Federal	47,167.00			23,583.00	23,584.00
15. TOTAL (sum of lines 13 and 14)	\$ 283,001.00	\$ 0.00	\$ 0.00	\$ 141,500.00	\$ 141,501.00

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)	\$	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges: 283,001	22. Indirect Charges:
23. Remarks:	

**Adams County Head Start  
FY 2014 Head Start Funding Increase  
Budget Justification**

Adams County Head Start (ACHS) is requesting a 2014 Head Start Funding Increase of \$235,834 (\$189,170 for operations and \$46,664 for COLA increase). The \$189,170 restores the 5.27 percent reduction in funds ACHS received during the 2013 program year. The \$46,664 will provide a 1.3 percent cost-of-living adjustment (COLA) to employees' current salaries and an increase of base salaries. The funds will cover the remainder of the 2014 program year, a seven month period, from April 1, 2014 through October 31, 2014. The program's Non-Federal share amount is \$47,167, for a grand total of **\$283,001**.

Adams County Head Start receives funds from other sources including USDA funds for the nutrition program, Colorado Preschool Program funding to enhance center based classroom experiences, as well as federal and private funding to help support the Home Based program option.

**PERSONNEL**

*Salaries and Benefits* –ACHS currently has 80 staff members and six Home Based AmeriCorps members that currently provide services to 515 (545 if application is approved) children and their families, in either a center or home based setting. The additional COLA funds will be used to increase Head Start employees' compensation by 1.3% as well as increase the base salary for ACHS positions. This will help ACHS efforts to attract and retain qualified staff.

Total COLA cost is **\$46,664**.

*Additional Employees* – Three additional staff members will be hired to provide services to an additional thirty (30) Head Start children and their families. An additional Teacher, Assistant Teacher and Family Services/Recruitment Specialist will be hired. The 2014 funds will cover salaries and benefits for three months from August 1, 2014 through October 31, 2014. Benefits provided to the employees include medical, dental, vision, and life insurance; Adams County retirement plan, long term disability, FICA, Worker's Compensation, and Medicare.

Total cost of hiring additional employees is **\$36,206**.

**CONTRACTUAL**

Additional costs for contracted therapeutic services through collaborative partnerships with school districts in offering comprehensive services to children in need of special education.

Total cost for therapeutic services are **\$67,100**.

**SUPPLIES**



The program is expecting to purchase consumable materials, curriculum, and non-consumable program supplies under \$2,500 that will be use to implement each Head Start component. The total cost of supplies is **\$17,000**: this includes the startup cost for an additional classroom including the cost of furniture, computers, assessment tools, curriculum, books, paper, pencils, crayons, markers, manipulative, learning activities, tooth burses and tooth paste, nutritional resources, supplies for children with special needs and literacy materials for families (this list is not all inclusive). The cost also includes the replacement of classroom furniture and supplies that are in poor condition in many of our existing classrooms.

Funding will also cover technology costs of \$25,600 to support ACHS's school readiness efforts of mirroring academic tools used by the public schools along with providing children with the opportunity to experience computer technology in the classroom. The cost is as follows:

- Sixteen computers for a total of **\$12,800**
- Sixteen tablets for a total of **\$6,800**
- Age appropriate software totaling **\$6,000**

Total cost for supplies are **\$42,600**.

The total operating costs, not including personnel & fringe benefits are **\$139,170** with all funds requested from the Head Start grant.

**(Other) Additional Startup Costs:** With the addition of thirty (30) Head Start slots an additional classroom, playground, kitchen area and office space is needed to provide Head Start services. The startup costs include the following:

- Leasing a classroom at \$1,500 per month for four months, for a total cost of **\$6000**
- An estimated cost of **\$3,264** for Utilities
- Facility improvements needed for the classroom, office space, and/or kitchen area to meet federal, state and local regulations estimating a total cost of **\$14,000**
- Purchasing and installing playground equipment, playground surfacing and fencing to meet regulations for a total cost of **\$20,000**

Total other cost equals **\$43,264**

#### **NON-FEDERAL SHARE MATCH**

Funding from the Colorado Pre-school Program funds totaling **\$47,167** will be used to meet the 20% requirement of the total additional requested funds.

## Adams County Head Start

### Supplemental SF – 424 descriptive title of applicant's project narrative.

The restoration of sequestered funds with the COLA increase will allow us to permanently increase Head Start employee's compensation by 1.3%. Additionally, we are adding a new classroom, adding 30 Head Start slots, and hiring 3 new staff members. Through collaborative partnerships with school districts we will offer comprehensive services to children in need of special education through contracted therapeutic services, including on-site services.

## Adams County Head Start

### FY 2014 Head Start Funding Increase and COLA Application

#### Adams County Head Start FY 2014 Head Start Funding Increase

##### Introduction

The funding increase of \$189,170 will support Adams County Head Start (ACHS) in reinstating the thirty (30) Head Start slots the program eliminated as well as the implementation of components that will enhance our program's service delivery. Ultimately providing higher quality services to the children and families we serve if the funding increase is granted. ACHS is committed to providing high quality services for the children, families and employees in our program along with maintaining a continuous improvement model by implementing the following components:

- Adding thirty (30) Head Start slots that were eliminated due to Sequestration funding cuts
- Improve the delivery of therapeutic services for children with special needs
- Securing Head Start facilities in the areas of greatest need
- Mainstreaming learning opportunities for ACHS children

Due to the Sequestration funding cuts and a substantial increase in health costs, our program funding was greatly impacted. In turn, ACHS re-evaluated its service delivery when the funding cuts needed to be implemented to absorb these budget adjustments. Prior to the Sequestration funding cuts, ACHS partnered with some school districts and a childcare center to house Head Start slots, allocating a substantial dollar amount to provide the services through our partnerships. ACHS chose to bring the Head Start slots in-house for two reasons. First, the decision was made due to the high cost of partnering with the school districts and the one childcare center. ACHS saw an opportunity to better utilize these funds by reallocating them to services that would enhance opportunities for children and their families. Second, and most importantly, the data reflected on the 2013 Community Needs Assessment, the program's waitlist and also a parent survey indicated that more families were in need of part-day services rather than full day services. This data was instrumental in ACHS's decision to eliminate full day slots and deciding to redistribute slots to the areas where communities were most in need of Head Start services.

With the availability of the FY 2014 Head Start Funding Increase ACHS analyzed program needs by reviewing several sources that included; internal monitoring outcomes, the 2013 Community Needs

Assessment, the program's waitlist, parent survey outcomes, and input from Adams County's early childhood state council. ACHS carefully analyzed the options/services that were impacted or eliminated by the Sequestration funding cuts to determine if they could be reinstated without jeopardizing program sustainability and ensuring that the needs of the community are at the forefront of our decisions. Our research outcomes indicated the need for enhancing the delivery of therapeutic services for children with special needs, securing facilities, and providing mainstream learning opportunities as the major areas of focus for continuous improvement. ACHS also determined that the thirty (30) Head Start slots that were eliminated could be reinstated in part-day sessions. Detailed accounts of these components are described in the sections below.

### **Therapeutic Services for Children with Special Needs**

To secure long-term sustainability of our program and quality control of services that are provided, ACHS decided to not house Head Start slots within school districts' classrooms, thus providing available funds to be allocated where services are most needed, such as, serving children with Individualized Education Plans (IEPs). ACHS will maintain collaborations with school districts to identify the best approach to meet the unique individual needs of children on IEPs. For the past two years, ACHS has struggled to meet the 10% mandate to serve children with special needs. School districts are facing obstacles, such as, funding cuts and increased enrollment resulting in having limited classroom availability and special education services to properly serve all preschool children with special needs in their surrounding communities. These collaborations will benefit the school districts and ACHS, but most importantly, the children and families who are in need of special education services. Currently, ACHS does not have the therapeutic services component to support children with IEPs in all of our Head Start classrooms. With the funding increase, ACHS will be able to build stronger collaborative partnerships with our surrounding school districts and offer comprehensive services to children in need of special education through contracted services, including on-site services.

### **Facilities**

Lack of affordable facilities to house classrooms continues to be a challenge for ACHS. With the reinstatement of thirty (30) Head Start slots, ACHS must be strategic in identifying facilities in the communities with the greatest need. According to ACHS's 2013 Community Needs Assessment, there is a need for Head Start services in the cities of Federal Heights, Northglenn and Thornton. The city of Federal Heights is the poorest city in the County, and based on the school district that serves this

community, they are running out of space to provide preschool children residing in this area with early learning opportunities due to lack of facilities. The 2013 Community Needs Assessment also indicates that the cities of Northglenn and Thornton, combined, have the fastest growing population of 0-5 year olds. As a Head Start program, we too are running out of affordable facilities options. ACHS is considering several facilities that could house the thirty (30) slots that will be reinstated with the increased funding. The program is also considering moving up to sixty-four (64) of the 129 slots that had to be placed elsewhere when we stopped partnering with the school districts due to Sequestration cuts. Currently, additional leasing costs are beyond our budget abilities. ACHS is proposing to use a portion of the reinstated funds to secure child and family appropriate facilities in the cities of Northglenn, Federal Heights and/or Thornton. ACHS will provide high quality services to children and their families who otherwise could not afford to send their children to pre-school and could potentially not receive any early learning educational opportunities before they enter kindergarten in these high need areas.

#### **Mainstream Learning Opportunities**

ACHS is committed to providing a high quality learning environment that will support each child's learning to ensure proficient skills are achieved for academic success and school readiness. Many of the challenges and obstacles children in our program face are beyond their control. Our goal is to provide each of the children in our program the skills and experiences needed to succeed once they enter kindergarten. This process entails many components. Not only is it necessary for the children in our program to have the academic knowledge to succeed in kindergarten and beyond, but they also have to have the technological skills to be successful when they enter the kindergarten environment.

The majority of the children in our program do not have access to computers/tablets. Due to the low socio-economic status of the children and families ACHS serves, the majority of children enrolled in our program lack the opportunity to play/work on a computer/tablet due to the family's budget limitations. When a family is focused on basic needs, such as, housing and food for their family, technology is not at the forefront of a family's priorities. Without exposure to technology, their children start kindergarten at a disadvantage in comparison to other preschoolers from higher economic status, and/or those who have opportunities to experience technology in their home/educational settings. Not having an opportunity to practice or learn through the use of computers/tablets is one more challenge many children in our program do not have control over. ACHS's goal is to have the ability to provide enrolled children with learning experiences through the use of technology, giving them an opportunity to develop the necessary skills so they can demonstrate their true abilities.

The technology implemented in our classroom environments will provide children with the experience they need to begin establishing familiarity of computer knowledge and will support in improving school readiness skills. Technology knowledge or just basic use of computers/tablets is a necessity that is becoming even more prevalent for academic success. For example, before a child enters kindergarten some area school districts are requiring a pre-test that must be completed by the child on a computer. Children who have not been exposed to technology are at a greater disadvantage and are basically set up to fail since they face additional obstacles due to no or limited experience in using computers/tablets. Unfortunately, since many Head Start children do not have the technological knowledge to use the computer their true abilities are not reflected on the outcome of the computer administered exam. The funding award will support the efforts of mirroring academic tools used by area public schools along with providing children the opportunity to experience computer technology that is not typically available to children from low-income families by providing a computer/tablet in the classroom environment.

#### **Additional Staff**

The additional thirty (30) slots will require ACHS to hire an additional Teacher, Assistant Teacher and Family Services/Recruitment Specialist. When the Sequestration cuts took place, ACHS did not fill a Family Services specialist position; however, considering the increased number of families that will be served; there is a need to hire a Family Services/Recruitment Specialist. The Family Services/Recruitment Specialist's responsibilities will include a caseload of thirty families and recruitment duties. The program recognizes that more efforts/resources need to be placed in the area of recruitment in the community to remain fully enrolled and to build the much needed connections with agencies in the community that can refer eligible children. This position will also aide in the recruitment efforts to reach children with special needs and to establish ongoing communication with organizations that can support our efforts in reaching out to Head Start eligible families and children.

#### **Conclusion**

Some of the changes that took place because of Sequestration funding cuts have had a positive impact on our program and it is crucial to continue pursuing the plans the program identified to strengthen services and ensure quality. These changes required altering some aspects of our service delivery. The Sequestration funding cuts also provided ACHS with an opportunity to re-evaluate all aspects of the

program and ensure long-term program sustainability. Having all of our Head Start slots in-house has resulted in better monitoring of service delivery.

ACHS will continue to offer part day sessions and keep all Head Start slots in-house. ACHS continues to partner with school districts and childcare centers to ensure that families needing full day services can have an option of dual enrollment. The increased funding will open doors to new possibilities that will enhance the services the children, families and employees in our program need as outlined in prior sections above.

Adams County has the fastest growing population of 0-5 year olds in the state of Colorado. ACHS is the only Head Start program in Adams County; as such, it is instrumental in providing countless opportunities and resources to families living in poverty that need a strong support network. Adams County Head Start could possibly be the only program available to children of limited resources that can offer them the opportunity to learn and grow on their journey to school readiness.

## **Adams County Head Start COLA Request**

### **Cost of Living Adjustment Increase**

Adams County Head Start is requesting a 1.3% cost of living adjustment in funding to increase staff salaries and the staff pay scales. This will help maintain the quality of Head Start services by supporting ACHS efforts to attract and retain qualified staff and to offset higher operating costs.