

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☐ New
☒ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

*** 3. Date Received:**

4. Applicant Identifier:

09CH011763-001

5a. Federal Entity Identifier:

N/A

5b. Federal Award Identifier:

09CH011763

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

Elk Grove Unified School District

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

94-6002501

*** c. Organizational DUNS:**

013617204

d. Address:

*** Street1:**

9510 Elk Grove Florin Rd

Street2:

Ste 211

*** City:**

Elk Grove

County/Parish:

Sacramento County

*** State:**

CA: California

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

95624-1801

e. Organizational Unit:

Department Name:

Early Childhood Education

Division Name:

Pre K-6 Education

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

*** First Name:**

Janet

Middle Name:

*** Last Name:**

Anderson

Suffix:

Title:

PreK-6 Director

Organizational Affiliation:

*** Telephone Number:**

(916) 686-7595

Fax Number:

(916) 686-7718

*** Email:**

janderso@egusd.net

Application for Federal Assistance SF-424

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

Public/State Controlled Institution of Higher Education

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.):

Elk Grove, CA and Sacramento, CA

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

Head Start Application 2020-21 "Year 1 of 5"

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="3,553,476"/>
* b. Applicant	<input type="text" value="888,369"/>
* 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="4,441,845"/>

*** 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 ☒ NoIf "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:

Carrie Hargis, Director, Fiscal Services
Elk Grove Unified School District

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2022

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Program Operations	93.600	\$	\$	\$ 3,539,436	\$ 888,369	\$ 4,427,805
2. TTA	93.600			14,040	0	14,040
3.						
4.						
5. Totals		\$	\$	\$ 3,553,476	\$ 888,369	\$ 4,441,845

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Program Operations	(2) TTA	(3)	(4)	
a. Personnel	\$ 2,109,840	\$ 0	\$	\$	2,109,840
b. Fringe Benefits	985,728	0			985,728
c. Travel	0	0			0
d. Equipment	0	0			0
e. Supplies	169,249	0			169,249
f. Contractual	0	0			0
g. Construction	0	0			0
h. Other	130,000	14,040			144,040
i. Total Direct Charges (sum of 6a-6h)	3,394,817	14,040			3,408,857
j. Indirect Charges	144,619	0			144,619
k. TOTALS (sum of 6i and 6j)	\$ 3,539,436	\$ 14,040	\$	\$	\$ 3,553,476
7. Program Income	\$	\$	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. Program Operations	\$ 888,369	\$	\$	\$	888,369
9. T7A					0
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$ 888,369	\$ 0	\$ 0	\$ 0	888,369

SECTION D - FORECASTED CASH NEEDS				
Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal \$ 3,553,476	\$ 888,369	\$ 888,369	\$ 888,369	\$ 888,369
14. Non-Federal \$ 888,369	\$ 222,092	\$ 222,092	\$ 222,092	\$ 222,092
15. TOTAL (sum of lines 13 and 14) \$ 4,441,845	\$ 1,110,461	\$ 1,110,461	\$ 1,110,461	\$ 1,110,461

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: (EGISD) 144,619
23. Remarks: (EGUSD) Final indirect cost rate of 4.26%, estimated base costs of \$3,408,837, and total indirect expense of \$144,619	

<p style="text-align: center;">HEAD START/EARLY HEAD START GRANT APPLICATION GOVERNING BOARD APPROVAL</p>
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On behalf of the Elk Grove Unified School District Head Start/Early Head Start Governing Board I, Beth Albiani, Board President, certify the Governing Board has approved the (agency name) Grant Application (including Basic and Training/Technical Assistance) for Fiscal Year 2021-2022 (August 1, 2021 – July 31, 2022) at its meeting on March 23, 2021. Attached is the sign-in sheet of attendees; minutes of the meeting are forthcoming.

Beth Albiani

Name

Signature

Date

<p style="text-align: center;">HEAD START/EARLY HEAD START GRANT APPLICATION POLICY COMMITTEE APPROVAL</p>

On behalf of the Elk Grove Unified School District Head Start Policy Committee (PC) I, Junior Goris, Policy Council Chairperson, certify the Policy Committee has approved the Elk Grove Unified School District Grant Application (including Basic and Training/Technical Assistance) for Fiscal Year 2021-2022 (August 1, 2021 – July 31, 2022) at its meeting on March 9, 2021. Attached is the sign-in sheet of attendees; minutes of the meeting are forthcoming.

Junior Goris

Name

Signature

Date

EXHIBIT A-1

SUMMARY OF FEDERAL FUNDS, CHILDREN TO BE SERVED, CHILD-ADULT RATIO, AND PROGRAM OPTIONS HEAD START – 09CH010182

Delegate: Elk Grove Unified School District

Delegate #: 001

Street Address: 9510 Elk Grove-Florin Elementary

City: Elk Grove

Zip: 95624

Head Start Director's Name: Janet Anderson

Phone: (916) 686-7595

Policy Council Chairperson: Junior Goris

Phone: (347) 432-6881

Street Address: 30 Windstone Court

City: Sacramento

Zip: 95831

Federal Share:

PA 22 (HS Basic)

\$ 3,539,436

PA 20 (HS T/TA)

\$ 14,040

Local Share:

(25% of total Federal share or 20% of total program cost) \$ 888,369

Total Program Costs:

\$ 4,441,845

Use one chart per program option for *each group of children served in different hours of service.*

Program Information – Center Based, Part-Day	PA 22
(a) Number of children to be enrolled	380
(b) Child/Adult Ratio	10:1
(c) Number of handicapped children to be enrolled:	38
(d) Number of weeks per year that program will operate: i. Traditional Calendar Regular First day of class: <u>8/12/2021</u> Last day of class: <u>5/25/2022</u> iii. Modified Traditional Calendar Regular First day of class: <u>8/12/2021</u> Last day of class: <u>6/10/2022</u>	35
(e) Number of classes:	19
(f) Number of classroom operation hours per day:	3.5
(g) Number of classroom operation days per week:	4
(h) Number of classroom operation hours per week (f times g):	14

(i) Number of classroom operation days per year:	132
(j) Total number of hours per program year (f times i)	462
(k) Number of teachers:	19
(l) Number of teacher hours per week:	22.5
(m) Number of double sessions (same HS teacher in AM and PM class):	0
(n) Number of paid teacher aides:	19
(o) Number of home visits per year:	2
(p) Number of hours per home visit:	1
(q) Anticipated USDA (CCFP) food reimbursement:- remains the same for 2021-22 per FNS	\$306,158
(r) Center(s) / Classroom(s) in this Option: Macola Beitzel Elementary School / 1301B William Daylor High School / 1302B Franklin Elementary School / 1304B Isabelle Jackson Elementary School / 1305B Samuel Kennedy Elementary School / 1306A Herman Leimbach Elementary School AM / 1307A and PM / 1307B Charles Mack Elementary School / 1308B Florence Markofer Elementary School AM / 1309A and PM / 1309B James McKee Elementary School / 1310B Prairie Elementary School AM / 1311A, AM / 1311B and PM / 1311D John Reith Elementary School / 1313A Sierra Enterprise Elementary School / 1314A Union House Elementary School / 1315A Irene B. West Elementary School / 1316A and 1316 B	

Program Information – Center Based, Full Day	PA 22
(a) Number of children to be enrolled	60
(b) Child/Adult Ratio	10:1
(c) Number of handicapped children to be enrolled:	6
(d) Number of weeks per year that program will operate: i. Traditional Calendar Full Day First day of class: <u>8/12/2021</u> Last day of class: <u>5/26/2022</u> iv. Modified Traditional Calendar Full Day First day of class: <u>8/12/2021</u> Last day of class: <u>6/10/2022</u>	35
(e) Number of classes:	3

(f) Number of classroom operation hours per day:	6
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week (f times g):	30
(i) Number of classroom operation days per year:	173
(j) Total number of hours per program year (f times i)	1,038
(k) Number of teachers:	3
(l) Number of teacher hours per week:	35
(m) Number of double sessions (same HS teacher in AM and PM class):	0
(n) Number of paid teacher aides:	3
(o) Number of home visits per year:	2
(p) Number of hours per home visit:	1
(q) Anticipated USDA (CCFP) food reimbursement: remains the same for 2021-22 per FNS	\$69,027
(r) Center(s) / Classroom(s) in this Option: Florin Elementary School / 1303R David Reese Elementary School / 1312R Prairie Elementary School / 1311R	

Summary of Program Options: Head Start	
Center-Based Funded Enrollment:	
Option 1 – CB	380
Option 2 - CB	60
Total Head Start Funded Enrollment	440

EXHIBIT E - IDENTIFICATION OF CENTERS – HEAD START

Delegate Agency: Elk Grove Unified School District
 Modified Traditional Calendar

Length of Operating Year (must agree with Program Calendar):
 Regular First Day of Class: 8/12/2021 Last Day of Class: 6/10/2022
 Full Day First Day of Class: 8/12/2021 Last Day of Class: 6/10/2022

Classroom/Center Name	Location Street Address, City, State, Zip	Days of Operation/ Operating Hours	No. of Classes	No. of Children per class	Name & Address of Kitchen (School) Site Providing Food Service
Florin Elementary	7300 Kara Drive Sacramento, CA 95828	Monday - Friday 8:00 – 1:55	1	20	Florin Elementary
Herman Leimbach Elementary	8101 Grandstaff Drive Sacramento, CA 95823	Monday – Thursday 8:00 – 11:30 AM 11:45 – 3:15 PM	1 1	20 20	Herman Leimbach Elementary
Charles Mack Elementary	4701 Brookfield Drive Sacramento, CA 95823	Monday – Thursday 11:45-3:15	1	20	Charles Mack Elementary
John Reith Elementary	8401 Valley Lark Drive Sacramento, CA 95823	Monday – Thursday 8:00-11:30	1	20	John Reith Elementary
Union House Elementary	7850 Deer Creek Drive Sacramento, CA 95823	Monday – Thursday 8:00-11:30	1	20	Union House Elementary

of Sites: 5

of Classes: 6

EXHIBIT E - IDENTIFICATION OF CENTERS – HEAD START

Delegate Agency: Elk Grove Unified School District
Traditional Calendar

Length of Operating Year (must agree with Program Calendar):
Regular First Day of Class: 8/12/2021 Last Day of Class: 5/25/2022
Full Day First Day of Class: 8/12/2021 Last Day of Class: 5/26/2022

Classroom/Center Name	Location Street Address, City, State, Zip	Days of Operation/ Operating Hours	No. of Classes	No. of Children per class	Name & Address of Kitchen (School) Site Providing Food Service
Maeola Beitzel Elementary	8140 Caymus Drive, Sacramento, CA 95829	Monday – Thursday 11:30-3:00	1	20	David Reese Elementary
William Daylor H.S.	6131 Orange Avenue Sacramento, CA 95823	Monday – Thursday 8:00-12:00	1	20	William Daylor High School
Franklin Elementary	5401 Dorsey Drive Elk Grove, CA 95757	Monday – Thursday 11:30-3:00	1	20	Franklin Elementary
Isabelle Jackson Elementary	8351 Cutler Way Sacramento, CA 95828	Monday – Thursday 11:30-3:00	1	20	Isabell Jackson Elementary
Samuel Kennedy Elementary	7037 Briggs Drive Sacramento, CA 95828	Monday – Thursday 7:45-11:15	1	20	Samuel Kennedy Elementary
Florence Markofer Elementary	9759 Tralee Way Elk Grove, CA 95624	Monday – Thursday 7:45 – 11:15 AM 11:45– 3:15 PM	1 1	20 20	Florence Markofer Elementary
James McKee Elementary School	8701 Halverson Drive Elk Grove, CA 95624	Monday – Thursday 11:30 – 3:00 PM	1	20	James McKee Elementary
Prairie Elementary	5251 Valley Hi Drive Sacramento, CA 95823	Regular = Monday-Thursday 7:45-11:15 11:30-3:00 Full Day = Monday – Friday 8:00-1:55	1 2 1	20 20 20	Prairie Elementary

David Reese Elementary	7600 Lindale Drive Sacramento, CA 95828	Monday – Friday 8:00-1:55	1	20	David Reese Elementary
Sierra Enterprise Elementary	9115 Fruitridge Road Sacramento, CA 95826	Monday – Thursday 8:00-11:30	1	20	Sierra Enterprise Elementary
Irene B. West Elementary	8625 Serio Way Elk Grove, CA 95758	Monday – Thursday 7:45-11:15 11:45-3:15	1 1	20 20	Irene B. West Elementary

of Sites: 11

of Classes: 16

ALL GROVE UNIFIED SCHOOL DISTRICT

2021																				
ONLY CROSS OUT DAYS WHEN CLASSES ARE <u>NOT</u> IN SESSION MODIFIED TRADITIONAL HEAD START - Part-Day 132 SCHOOL DAYS							August 7							September 17						
							Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
							1	2	3	4	5	6	7				1	2	3	4
							8	9	10	11	12	13	14	5	6	7	8	9	10	11
							15	16	17	18	19	20	21	12	13	14	15	16	17	18
							22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30									
October 16							November 11							December 10						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				
2022																				
January 11							February 14							March 9						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28						27	28	29	30	31		
30	31																			
April 16							May 15							June 6						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		
JULY 0																				
Su	Mo	Tu	We	Th	Fr	Sa														
				1	2	3														
4	5	6	7	8	9	10														
11	12	13	14	15	16	17														
18	19	20	21	22	23	24														
25	26	27	28	29	30	31														

ELK GROVE UNIFIED SCHOOL DISTRICT
HEAD START PRESCHOOL- Full-day
MODIFIED TRADITIONAL CALENDAR 2021-2022

2021																				
ONLY CROSS OUT DAYS WHEN CLASSES ARE <u>NOT</u> IN SESSION MODIFIED TRADITIONAL HEAD START - Full-day 173 SCHOOL DAYS							August 14							September 20						
							Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
							1	2	3	4	5	6	7				1	2	3	4
							8	9	10	11	12	13	14	5	6	7	8	9	10	11
							15	16	17	18	19	20	21	12	13	14	15	16	17	18
							22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30									
October 20							November 16							December 12						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				
2022																				
January 13							February 18							March 12						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28						27	28	29	30	31		
30	31																			
April 20							May 20							June 8						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		
JULY 0																				
Su	Mo	Tu	We	Th	Fr	Sa														
				1	2	3														
4	5	6	7	8	9	10														
11	12	13	14	15	16	17														
18	19	20	21	22	23	24														
25	26	27	28	29	30	31														

HEAD START PRESCHOOL- Part-day
TRADITIONAL CALENDAR 2021-2022

2021																																
ONLY CROSS OUT DAYS WHEN CLASSES ARE <u>NOT</u> IN SESSION TRADITIONAL HEAD START - Part-day 132 SCHOOL DAYS							August 7							September 17																		
							Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa												
							1	2	3	4	5	6	7				1	2	3	4												
							8	9	10	11	12	13	14	5	6	7	8	9	10	11												
							15	16	17	18	19	20	21	12	13	14	15	16	17	18												
							22	23	24	25	26	27	28	19	20	21	22	23	24	25												
29	30	31					26	27	28	29	30																					
October 16							November 11							December 10																		
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa												
					1	2		1	2	3	4	5	6				1	2	3	4												
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11												
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18												
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25												
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31													
31																																
2022																																
January 15							February -14							March 13																		
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa												
						1			1	2	3	4	5			1	2	3	4	5												
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12												
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19												
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26												
23	24	25	26	27	28	29	27	28						27	28	29	30	31														
30	31																															
April 16							May 13							June 0																		
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa												
					1	2	1	2	3	4	5	6	7																			
3	4	5	6	7	8	9	8	9	10	11	12	13	14																			
10	11	12	13	14	15	16	15	16	17	18	19	20	21																			
17	18	19	20	21	22	23	22	23	24	25	26	27	28																			
24	25	26	27	28	29	30	29	30	31																							
JULY 0																																
Su	Mo	Tu	We	Th	Fr	Sa																										

HEAD START PRESCHOOL- Full-day
TRADITIONAL CALENDAR 2021-2022

Program Narrative

Section A - Goals

1. Elk Grove Unified School District (EGUSD) will support the School Readiness goal through continued professional development focused on CLASS and through use of the CLASS platform which provides instant feedback to teachers regarding their instructional techniques as measured by the CLASS tool. The program did not introduce the Conscious Discipline program. Additional research revealed that Conscious Discipline was better suited for younger children and that the Teaching Pyramid and the Second Step program were working well to support children's social-emotional growth as evidenced in the Program Information Report (PIR) numbers of teachers seeking support averaging 47 Requests for Assistance (RFA) from 13 teachers at the beginning of the school year and 4 RFA from 4 teachers at the end of the school year. Rather than purchase and introduce a new music program, the Head Start program chose to continue using *I Am Moving, I Am Learning*, and to supplement this program with new learning and ideas for music and movement provided by The California Preschool Instructional Network (CPIN).

The Head Start program will continue to utilize Synergy, the attendance program used by EGUSD, to track attendance. Further investigation of Positive Behavior Intervention Supports (PBIS) as a program for providing resources for parents to improve attendance resulted in the program understanding that resources provided by this program are better suited for older children and that continued use of resources provided by The Teaching Pyramid were more appropriate for preschool. Research of attendance patterns show that historically attendance in the EGUSD Head Start program has averaged 85% or higher. During the 2020-2021 school year attendance has averaged over 90%. Although the program is continually searching for new ways to work with families to promote attendance, the program does not feel a need to add the PBIS program.

The Head Start program chose not to implement Project Appleseed Family and Parental Forever Toolbox, and Frogstreet Press Family Engagement. Analysis of the usage of the *Ready Rosie* parenting program adopted in 2018 shows families are using it and that additional family engagement programs were not needed. *Ready Rosie* is web based, research supported, and created to help families learn activities they can do with their children. The number of families using the program averaged 153 this school year.

2. All Head Start programs in the EGUSD are in distance learning through Zoom meetings. The collection of evidence and ratings for the DRDP Fall session was completed in the Early Education PS Modified Essential View, which is reduced in the domains and measures that are

covered. Both Physical Development and Health and Approaches to Learning were not part of the Modified Essential View.

Domain-Fall 2019	Unable Responding Exploring	Building Integrating
Physical Development and Health	5	95
Social and Emotional Development	13	85
Language and Literacy Development	14	86
Cognition and General Knowledge	14	86
Approaches to Learning	19	81

Domain-Fall 2020	Unable Responding Exploring	% + or -	Building Integrating	% + or -
Physical Development and Health	NA		NA	
Social and Emotional Development	31	+18%	69	-16%
Language and Literacy Development	36	+22%	64	-22%
Cognition and General Knowledge	33	+19%	67	-19%
Approaches to Learning	NA		NA	

B. Service Delivery

1. Service and Recruitment Area

The program did not make any changes.

2. Needs of Children and Families

There were no significant changes.

3. Chosen Program Option(s) and Funded Enrollment Slots

a. Head Start Class-Size Waivers:

The program is not requesting a class size waiver.

b. Conversion:

The program is not proposing to convert Head Start services to provide Early Head Start services.

4. Centers and Facilities

a. The Head Start program in EGUSD will serve 440 students.

Program Option: Center-Based

Part-day, part-year:	380
Full-day, part-year:	<u>60</u>
	440

- b. Centers have been updated in HSES.
- c. The program moved a classroom from the old Franklin Elementary School to the new Franklin Elementary School. The school site at the old school was closed and a new school built.
- d. EGUSD plans to expend the entire \$189,000 of the Head Start Low Cost/No Cost funds. These funds will support the modification of the PreK playgrounds located at Samuel Kennedy Elementary and Prairie Elementary. This project includes the removal of playground flooring, installing pour-in-place rubber playground surface and installing free standing shade structures to cover the entire playground surface. This modification will be completed by the end of the 2020-21 school year.

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

- a. The Head Start program actively recruits children through a variety of avenues. The program is advertised on the EGUSD webpage. Flyers describing the program are posted on the front window or office bulletin board at every school site in the school district. The program works closely with EGUSD foster youth, homeless education, and special education programs. Additionally, the program is known to, and receives referrals from, various pediatricians, WIC, the Department of Human Services, and the Sacramento Employment and Training Agency. In non-pandemic times, the program recruits at several community events.
- b. The Head Start program uses Synergy, the attendance program used by EGUSD to track attendance. The program has a written intervention process for excessive or habitual absences which includes sending home a letter describing the importance of regular attendance and how it relates to learning and establishing good habits for attendance for school as well as the number of days their child has missed. If attendance remains poor, teachers conduct a parent/teacher conference and/or a home visit to discover the barriers keeping the child from attending regularly and to ascertain if or what the program can do to help the child attend school on a regular basis. Additionally, teachers provide great attendance certificates to children who do not miss more than 10% of school during the month. The Head Start program taught all classes remotely from March 2020 through the winter of 2021. Due to remote learning, the intervention process for habitual

absences were modified to include a letter home and a phone call from the teacher to discuss how the program can assist with attendance. Verbal recognition for good attendance was provided.

6. Education and Child Development

a. Changes to curriculum

The program did not make any significant changes in this area.

b. Promoting implementation of curriculum with fidelity

In order to support staff in implementing the curriculum to fidelity (Creative Curriculum), the program provides ongoing professional learning during monthly program development. The program will use the Creative Curriculum fidelity tool to monitor and support implementation to fidelity. Coaching will be provided as needed.

c. Changes to developmental screens

The program did not make any changes to developmental screens or assessment tools.

7. Health

- a.** The program works in partnership with First 5 to help meet oral health needs. First 5 arranges for a program to examine children's teeth, provide fluoride varnish, and make a referral to a dentist if needed. The program works with the EGUSD nutritionist to ensure nutritional needs are being met and followed for all students. Program Educators are assigned to specific school sites to assist in on-going monitoring of health events to assure needed follow-up is provided. In addition, the program monitoring team monitors student files in the area of health to assure needed assistance was provided. Staff utilizes the Teaching Pyramid program and the Second Step program to assist with students social and emotional well-being. The program employs a full-time social worker and a part-time licensed clinical psychologist to provide mental health consultation services.

8. Family and Community Engagement

The program did not make any changes.

9. Services for Children with Disabilities

The program did not make any changes.

10. Transitions

The Head Start program collaborates with other delegate programs, with SETA Head Start, and with other Head Start programs throughout California and the nation to ensure a seamless transition between Early Head Start to the EGUSD Head Start program or between two Head Start programs. The ERSEA team contacts the other program, the family, and the teacher where the child will be placed to support a successful transition.

The Head Start program works with the School Readiness team to support a successful transition from Head Start to kindergarten. Throughout the year, the school readiness team offers workshops geared toward kindergarten readiness. These workshops include, but are not limited to, how to read with your child, math, art, and musical activities. Do to COVID-19, these workshops were offered using Zoom. Do to COVID-19, students were not able to visit a kindergarten classroom or tour a school campus.

Section C – Governance, Organizational and Management Structures

1. Governance

The program did not make any changes.

2. Human Resources Management

The program did not make any changes.

3. Program Management and Quality Improvement

The program received a Corrective Action letter for being under enrolled in February.

The program is in process of creating procedures to correct this.

Staff Qualifications

	<u>Total Number</u>	<u>Permit</u>	<u>AA</u>	<u>BA</u>	<u>Masters or Higher</u>
Teachers	22			15	7
Associate Teachers/Teacher assistants	22	7	7	6	1

HEAD START-EARLY HEAD START BUDGET

Agreement # 21C225150/FY 2021-22

Fiscal Year: 2020-2021 Budget Period: From 8/01/21 To 7/31/2022

Grantee/Delegate: Elk Grove Unified School District

City: Elk Grove

Phone: 916-686-7595

Program contact: Janet Anderson

Zip Code: 95624

Chair: Junior Goris

HEAD START

of children enrolled:

of handicapped:

EARLY HEAD START # of children enrolled:

of handicapped:

of Class Sites:

of Classes:

Cost Categories	Head Start Basic	Head Start TA	Head Start Total	Head Start * Non-Federal	EHS Basic	EHS TA	EHS Total	EHS * Non-Federal	Total
Personnel see attached Schedule A. Personnel	\$ 2,109,840	\$ -	\$ 2,109,840	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,109,840
Fringe Benefits See attached Schedule B - @ approx. 0.784049139	\$ 985,728	\$ -	\$ 985,728	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 985,728
Travel see attached Schedule C. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment see attached Schedule D. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies see attached Schedule E. Supplies	\$ 169,249	\$ -	\$ 169,249	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 169,249
Contractual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other see attached Schedule H. Other	\$ 130,000	\$ 14,040	\$ 144,040	\$ 888,369	\$ -	\$ -	\$ -	\$ -	\$ 1,032,409
TOTAL DIRECT CHARGES	\$ 3,394,817	\$ 14,040	\$ 3,408,857	\$ 888,369	\$ -	\$ -	\$ -	\$ -	\$ 3,408,857
Indirect Charges 4.26%	\$ 144,619	\$ -	\$ 144,619	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144,619
TOTAL	\$ 3,539,436	\$ 14,040	\$ 3,553,476	\$ 888,369	\$ -	\$ -	\$ -	\$ -	\$ 4,441,845

Schedule A. HS Personnel

Agency: Elk Grove Unified School District

FY: 2021-22

Program:

HSES Line Item (class)		Number of Persons Employed	Cost for Program Operations	Cost for Training & TA	Non- Federal Share	Admin Allocation %
Child Health and Development						
1	Program Managers & Content Area Experts	1.00	64,850	-	-	0%
	Includes program managers, supervisors, and content experts in child development, health, mental health nutrition, and disabilities services. Include home-based and family child care supervisors.					
2	Teachers/Infant Toddler Teachers	12.38	1,141,355	-	-	0%
	Include all teachers, infant and toddler.					
3	Family Child Care Personnel	0.00	-	-	-	0%
	Includes family child care staff if they are agency employees. If providers are not agency employees, enter costs under item (f)(6) or (h)(7).					
4	Home Visitors	0.00	-	-	-	0%
5	Teacher Aides & Other Education Personnel	12.26	336,045	-	-	0%
6	Health/Mental Health Services Personnel	1.00	39,790	-	-	0%
	Includes nurses, health service aides, speech therapists, mental health staff and other health services personnel.					
7	Disabilities Services Personnel	1.00	25,598	-	-	0%
8	Nutrition Services Personnel	0.00	-	-	-	0%
	Includes nutritionists, cooks, and other food services staff.					
9	Other Child Services Personnel	1.88	93,231	-	-	0%
	Include any personnel that provide services to children that cannot be reported in any other category.					
Family and Community Partnerships						
10	Program Managers & Content Area Experts	0.00	-	-	-	0%
	Include program managers, coordinators, supervisors, and content experts in parent involvement, social services, volunteer coordination, or other family and community partnership activities.					
11	Other Family & Community Partnerships Personnel	6.25	238,598	-	-	0%
	Include social workers, family service workers, social services aides, parent involvement aides, and other family and partnerships staff.					
Program Design and Management						
12	Executive Director/Other Supervisor of HS Director	0.00	-	-	-	100%
13	Head Start / Early Head Start Director	0.00	-	-	-	100%
14	Managers	0.00	-	-	-	100%
15	Staff Development	0.00	-	-	-	100%
16	Clerical Personnel	5.60	120,193	-	-	100%
17	Fiscal Personnel	1.00	32,558	-	-	100%
18	Other Administrative Personnel	1.00	17,622	-	-	100%
Other						
19	Maintenance Personnel	0.00	-	-	-	5%
20	Transportation Personnel	0.00	-	-	-	0%
21	Other Personnel	0.00	-	-	-	0%
TOTAL PERSONNEL		43.36	2,109,840	-	-	

Schedule A. EHS Personnel

Agency: Elk Grove Unified School DistrictFY: 2021-22

Program: _____

HSES Line Item (class)		Number of Persons Employed	Cost for Program Operations	Cost for Training & TA	Non- Federal Share	Admin Allocation %
Child Health and Development						
1	Program Managers & Content Area Experts	0.00	-	-	-	0%
	Includes program managers, supervisors, and content experts in child development, health, mental health nutrition, and disabilities services. Include home-based and family child care supervisors.					
2	Teachers/Infant Toddler Teachers	0.00	-	-	-	0%
	Include all teachers, infant and toddler.					
3	Family Child Care Personnel	0.00	-	-	-	0%
	Includes family child care staff if they are agency employees. If providers are not agency employees, enter costs under item (f)(6) or (h)(7).					
4	Home Visitors	0.00	-	-	-	0%
5	Teacher Aides & Other Education Personnel	0.00	-	-	-	0%
6	Health/Mental Health Services Personnel	0.00	-	-	-	0%
	Includes nurses, health service aides, speech therapists, mental health staff and other health services personnel.					
7	Disabilities Services Personnel	0.00	-	-	-	0%
8	Nutrition Services Personnel	0.00	-	-	-	0%
	Includes nutritionists, cooks, and other food services staff.					
9	Other Child Services Personnel	0.00	-	-	-	0%
	Include any personnel that provide services to children that cannot be reported in any other category.					
Family and Community Partnership						
10	Program Managers & Content Area Experts	0.00	-	-	-	0%
	Include program managers, coordinators, supervisors, and content experts in parent involvement, social services, volunteer coordination, or other family and community partnership activities.					
11	Other Family & Community Partnerships Personnel	0.00	-	-	-	0%
	Include social workers, family service workers, social services aides, parent involvement aides, and other family and partnerships staff.					
Program Design and Management						
12	Executive Director/Other Supervisor of HS Director	0.00	-	-	-	100%
13	Head Start/Early Head Start Director	0.00	-	-	-	100%
14	Managers	0.00	-	-	-	100%
15	Staff Development	0.00	-	-	-	100%
16	Clerical Personnel	0.00	-	-	-	100%
17	Fiscal Personnel	0.00	-	-	-	100%
18	Other Administrative Personnel	0.00	-	-	-	100%
Other						
19	Maintenance Personnel	0.00	-	-	-	5%
20	Transportation Personnel	0.00	-	-	-	0%
21	Other Personnel	0.00	-	-	-	0%
TOTAL PERSONNEL		0.00	-	-	-	

Sch A Wksht

Class	Total FTE	HS FTE	HS T/TA	EHS FTE	EHS T/TA	HS Amt	HS T/TA Amt	EHS Amt	EHS T/TA Amt	Total Amt	HS In-kind	EHS In-kind
1	1.00	1.00	-	-	-	64,850.00	-	-	-	64,850	-	-
2	12.38	12.38	-	-	-	1,141,355.00	-	-	-	1,141,355	-	-
3	-	-	-	-	-	-	-	-	-	-	-	-
4	-	-	-	-	-	-	-	-	-	-	-	-
5	12.26	12.26	-	-	-	336,045.00	-	-	-	336,045	-	-
6	1.00	1.00	-	-	-	39,790.00	-	-	-	39,790	-	-
7	1.00	1.00	-	-	-	25,598.00	-	-	-	25,598	-	-
8	-	-	-	-	-	-	-	-	-	-	-	-
9	1.88	1.88	-	-	-	93,231.00	-	-	-	93,231	-	-
10	-	-	-	-	-	-	-	-	-	-	-	-
11	6.25	6.25	-	-	-	238,598.00	-	-	-	238,598	-	-
12	-	-	-	-	-	-	-	-	-	-	-	-
13	-	-	-	-	-	-	-	-	-	-	-	-
14	-	-	-	-	-	-	-	-	-	-	-	-
15	-	-	-	-	-	-	-	-	-	-	-	-
16	5.60	5.60	-	-	-	120,193.00	-	-	-	120,193	-	-
17	1.00	1.00	-	-	-	32,558.00	-	-	-	32,558	-	-
18	1.00	1.00	-	-	-	17,622.00	-	-	-	17,622	-	-
19	-	-	-	-	-	-	-	-	-	-	-	-
20	-	-	-	-	-	-	-	-	-	-	-	-
21	-	-	-	-	-	-	-	-	-	-	-	-
	43.36	43.36	-	-	-	2,109,840.00	-	-	-	2,109,840.00	-	-
												0%
												43.36
												100%

Schedule A-1 Personnel Detail

Elk Grove Unified School District

Qty	Title	Hrly Rate	Hrs/Wk	Wks/Yr	Annual	%	HS - Basic	HS - T/TA	EHS - Basic	EHS - T/TA	NFS - HS	NFS - EHS	HSES Class
Program Operations													
22	Teachers	\$62.66	22.5	36.8	1,141,355	100%	1,141,355						2
11	Teacher Assistants (Paraeducators)	\$19.20	20	38.8	163,868	100%	163,868						5
1	Teacher Assistants (Paraeducators)	\$18.18	27.9	38.8	19,682	100%	19,682						5
5	Teacher Assistants (Paraeducators)	\$19.03	22.5	38.8	83,045	100%	83,045						5
5	Teacher Assistants (Paraeducators)	\$15.62	26	34.2	69,450	100%	69,450						5
1	Program Specialist	\$62.36	40	40	99,769	65%	64,850						5
1	Instructional Coach	\$74.77	37.5	35	98,138	50%	49,069						1
1	Instructional Coach	\$74.77	37.5	35	98,138	45%	44,162						9
1	Disabilities Personnel - Psychologist	\$82.04	40	39	127,990	20%	25,598						9
1	Health/Nutrition Program Educator	\$29.09	40	45.6	53,053	75%	39,790						7
													6
49	Subtotal				\$1,954,488		\$1,700,869	\$0	\$0	\$0	\$0	\$0	\$0
Parent/ Family Support													
1	Social Worker	\$57.24	40	38.4	87,915	75%	65,936						11
3	Program Educator	\$32.47	40	52.2	203,368	75%	152,526						11
1	Bilingual Family Advocate	\$22.52	30	38.8	26,216	38%	9,831						11
1	Bilingual Family Advocate	\$23.81	30	38.8	27,720	3%	693						11
1	Bilingual Family Advocate	\$23.59	30	38.8	27,463	35%	9,612						11
7	Subtotal				\$372,682		\$238,598	\$0	\$0	\$0	\$0	\$0	\$0
Administration/Facilities/Maintenance													
1	Staff Secretary	\$17.77	40	52.2	\$37,099	48%	\$17,622						18
1	Fiscal Technician	\$25.99	40	52.2	\$54,263	60%	\$32,558						17
1	Clerical Personnel	\$25.76	40	52.2	53,780	40%	21,512						16
1	Clerical Personnel	\$22.90	40	52	47,638	40%	19,055						16
1	Clerical Personnel	\$33.63	24	52	41,967	30%	12,590						16
1	Site Clerical Personnel	\$20.16	40	52	41,936	50%	20,968						16
1	Site Clerical Personnel	\$19.83	40	52	41,238	60%	24,743						16
1	Site Clerical Personnel	\$20.50	40	52	42,650	50%	21,325						16
8	Subtotal				\$360,571		\$170,373	\$0	\$0	\$0	\$0	\$0	\$0

64	Grand Total	\$	2,687,741	\$	2,109,840	\$	-	\$	-	\$	-	\$	-
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Schedule B - Fringe Benefits
2021-22

Agency Elk Grove Unified School District

HSES Line Item	%	Description	Head Start		Early Head Start		Head Start NFS	Early Head Start NFS
			Basic	T&TA	Basic	T&TA		
1	6.20%	Social Security	44,570	-	-	-	-	-
	1.45%	Medicare Certificated and Classified Employees	30,593	-	-	-	-	-
	0.05%	Unemployment Insurance	1,055	-	-	-	-	-
	2.00%	Worker's Comp Insurance	42,197	-	-	-	-	-
Total Line 1			\$ 118,415	\$ -	\$ -	\$ -	\$ -	\$ -
2		Health & Welfare total (Health/dental flat rate based on bargaining unit and classification \$1080 per FTE for H & W Employee EGBERT; H & W flatfees average \$960 per FTE for CSEA and \$1560 for all others; Life Insurance avg \$61 except certificated might avg \$184 per FTE)	460,422	-	-	-	-	-
Total Line 2			\$ 460,422	\$ -	\$ -	\$ -	\$ -	\$ -
3	16.15%	Retirement-STRS	224,642	-	-	-	-	-
	20.70%	Retirement-PERS	148,805	-	-	-	-	-
Total Line 3			\$ 373,447	\$ -	\$ -	\$ -	\$ -	\$ -
4		Other Fringe	-	-	-	-	-	-
	1%	EGBERT 1% of Salary	21,098	-	-	-	-	-
	1%	EGBERT additional 1% of Salary for Certificated	12,346	-	-	-	-	-
Total Line 4			\$ 33,444	\$ -	\$ -	\$ -	\$ -	\$ -
		Total Fringe	\$ 985,728	\$ -	\$ -	\$ -	\$ -	\$ -

Admin Allocation	
HS	EHS
8.08%	

*The default Admin Allocation percentages for Fringe Benefits are calculated based on the data entered in the Personnel section of the Line Item Budget.

Schedule C - Out-Of-State Travel

Agency Elk Grove Unified School DistrictFY 2021-22

Program _____

# Staff/Parent	Description	Basic	T & TA	Admin %
	HEAD START TOTAL	\$ -	\$ -	
	EARLY HEAD START TOTAL	\$ -	\$ -	
Total Travel		\$ -	\$ -	

HSES Line Item	Description	Head Start		Early Head Start		Head Start	Early Head Start	Admin %
		Basic	T&TA	Basic	T&TA	NFS	NFS	
1	Office Equipment							
Total Line 1		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2	Classroom/Outdoor/Home-based							
Total Line 2		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3	Vehicle Purchase							
Total Line 3		\$ -	\$ -	\$ -	\$ -	0	0	
4	Other Equipment							
Total Line 4		\$ -	\$ -	\$ -	\$ -	0	0	
Total Equipment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Any tangible, non-expendable, personal property charged directly to an award that has a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

HSES Line Item	Description	Head Start		Early Head Start		Head Start NFS	Early Head Start NFS	Admin %
		Basic	T&TA	Basic	T&TA			
1	Office Supplies							
	Postage/Office Supplies	6,000						
Total Line 1		\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	
2	Child and Family Services Supplies							
	Classroom Supplies	95,049						
	Classroom year end event activities 22 classroom	1,650						
	Printing/duplicating	5,000						
	Non-capitalized computer equipment	20,000						
	Non-capitalized furniture and equipment	35,000						
Total Line 2		\$ 156,699	\$ -	\$ -	\$ -	\$ -	\$ -	
3	Food Services Supplies							
	Orientation	550						
Total Line 3		\$ 550	\$ -	\$ -	\$ -	0	0	
4	Other Supplies							
	Medical/Dental supplies- Soap,	6,000						
	Tooth brushes etc							
Total Line 4		\$ 6,000	\$ -	\$ -	\$ -	0	0	
	Total Supplies	\$ 169,249	\$ -	\$ -	\$ -	\$ -	\$ -	

HSES Line Item	Description	Head Start		Early Head Start		Head Start	Early Head Start	Adm%
		Basic	T&TA	Basic	T&TA	NFS	NFS	
1	Depreciation /Use Allowance Classroom space: 20 classrooms at 16 sites totaling 27,142 sq ft @0.7450 for 10 months					202,208		
Total Line 1		\$ -	\$ -	\$ -	\$ -	\$ 202,208	\$ -	
2	Rent							
Total Line 2		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3	Mortgage							
Total Line 3		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4	Utilities, Telephone Phones & iPads Maintenance/Repairs-Maintenance agreement and rental for office and class site copiers	4,000 7,000						50%
Total Line 4		\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ -	
5	Building and Child Liability Insurance							
Total Line 5		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
6	Building Maint. / Repair & Other Occp.							
Total Line 6		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
7	Incidental Alterations/Renovations							
Total Line 7		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
8	Local Travel Home Visits .56 per mile - reimbursement for staff to travel for home/site visits, professional development workshops & registration sites	4,000						
Total Line 8		\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	
9	Nutrition Services School Nurse 7 hours x \$74.35	15,000				520		
Total Line 9		\$ 15,000	\$ -	\$ -	\$ -	\$ 520	\$ -	
10	Child Services Consultants							
Total Line 10		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
11	Volunteers Classroom - 5199.32 hrs x 16.19/hr Home activities - 15360 hrs x 16.195/hr PPC Meeting 22 classes x 1.5 hrs x 10 monthly meetings x 16.19/hr Pre-K Director - 1@.20 FTE Salary and Benefits \$209,703 x .20 FTE Pre-K Program Specialist - 1@.30 FTE Salary and Benefits \$148027x .30 FTE Program Educator- 1@.10 FTE Salary and Benefits \$84344x .10 FTE Project Implementor- 1@.10 FTE Salary and Benefits \$88961 x .10 FTE Principals- 8 @.02 FTE Salary and Benefits \$1,378,099 x .02 FTE Principals- 8 @.01 FTE Salary and Benefits \$1,420,453 x .01 FTE Academic Program Coordinators- 2 @.20 FTE Salary and Benefits \$260,157 x .20 FTE Academic Program Coordinators- 3@.10 FTE Salary and Benefits \$410,497 x .10 FTE Academic Program Coordinator- 2 @.40 FTE Salary and Benefits \$272,291x .40 FTE					84,177 248,678 5,343 41,941 44,408 8,434 8,896 27,562 14,205 52,031 41,050 108,916		

Total Line 11		\$ -	\$ -	\$ -	\$ -	\$ 685,641	\$ -
12	Substitutes (if not paid benefits)						
	Substitutes - Teacher Timesheets	35,000					
	Substitutes - Paraeducator Timesheets	25,000					
	Paraeducator Training	1,500					
	Nurse - Timesheet	9,500					
	Other Timesheets	8,000					
Total Line 12		\$ 79,000	\$ -	\$ -	\$ -	\$ -	\$ -
13	Parent Services						
	Medical and Dental Svcs for children as needed	3,000					
	Reimbursement for mileage to attend PPC Mtg.	800					
	PPC Meeting refreshment and end of year event	350					
Total Line 13		\$ 4,150	\$ -	\$ -	\$ -	\$ -	\$ -
14	Accounting and Legal Services						
Total Line 14		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Publications/Advertising/Printing						
Total Line 15		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	CLASS Training or Staff Development		7,500				
	CSEFEL/Pyramid Training		500				
	Conference Workshops	3,350	2,000				
	Parent education workshops	1,500	500				
	CLASS Training/follow-up/Reliability Test		1,000				
	Staff Development	5,000	2,000				
	New Employee Orientation and mentoring		540				
Total Line 16		\$ 9,850	\$ 14,040	\$ -	\$ -	\$ -	\$ -
17	Other						
	Membership to R9HSA/ NHS/State HS	2,000					
	Facility Licenses/Other fees	5,000					
Total Line 17		\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other		\$ 130,000	\$ 14,040	\$ -	\$ -	\$ 888,369	\$ -

	Head Start			Early Head Start		
	Basic	TA	NFS	Basic	TA	NFS
Personnel	170,373	-	-	-	-	-
Fringe Benefits	79,599	-	-	-	-	-
Travel	-	-	-	-	-	-
Equipment	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Contractual	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Other	2,000	-	-	-	-	-
Indirect Charges	144,619	-	-	-	-	-
TOTAL	\$ 396,591	\$ -	\$ -	\$ -	\$ -	\$ -
			Total Admin Cost	\$ 396,591	Total Admin Cost	\$ -
			Head Start Admin %	8.93%	Early Head Start Admin %	-

Elk Grove Unified School District
Head Start Program
Budget Narrative
2021-2022

Personnel (\$2,109,840)

The Elk Grove Unified School District supports 440 Head Start preschoolers and their families. The program is taught by sixteen teachers fully credentialed by the State of California, and six teachers holding a Children's Center Permit. All teachers hold a minimum of a BA or BS degree. It is supported by twenty-two instructional assistants. The program is supported by highly qualified support staff that meet all of the mandates under health, mental health, nutrition, parent involvement and community partnerships. The proposed salaries are aligned with compensation rates established by the District for each position classification. These positions include program managers, supervisors, and content experts in child development, health, mental health, nutrition, and disabilities services, teachers, para-educators and clerical support staff.

Fringe Benefits (\$985,728)

Benefits are calculated based upon each position's respective bargaining unit and include FICA, unemployment insurance, workers compensation, retirement, and health.

6.20% FICA for Classified Employees	\$44,570
1.45% Medicare Certificated and Classified Employees	\$30,593
0.05% Unemployment Insurance	\$ 1,055
2.00% Worker's Comp Insurance	\$42,197
Health and Welfare Total	\$460,422

Health/Dental flat rate based on bargaining unit and classification;
 \$1,080 per FTE for health and welfare employee, EGBERT;
 Health and Welfare-Retirees average \$960 per FTE for CSEA
 and \$1,560 for all others;
 Life Insurance average \$184 per FTE for Certificated Management
 and \$61 for all others

16.15%	Retirement STRS	\$224,642
20.70%	Retirement PERS	\$148,805
1%	EGBERT 1% of Salary	\$21,098
	EGBERT additional 1% of Salary for Certificated	\$12,346
Total Fringe		\$985,728

Supplies (\$169,249)

A high quality program requires the utilization of resources for classroom instruction and materials for children to use such as books, crafts, and materials for the various centers. The program also distributes various resources for the staff and parents to utilize as they further support the children in their overall development. This category includes classroom supplies, curriculum materials, postage, office supplies, books for the classroom, health supplies, and other miscellaneous classroom supplies. Printing services will be paid for under this category to produce supplemental educational materials that will be distributed to parents such as activity books, newsletters, program brochures and pamphlets, registration packets, marketing materials and flyers for community outreach. Funding will be utilized to purchase medical/dental supplies such as soap, paper towels, tooth paste and toothbrushes for the children. Funding will also be utilized to purchase new technology items and/or replace broken or obsolete computers/printers/scanners and other items to assure staff has access to technology needed to run the program.

Other (\$130,000)

This category will cover the travel costs provided for staff traveling for home visits, professional development workshops, site visits by support staff, and staff traveling to where registrations are being held. Travel costs are based upon historical mileage traveled by staff in similar positions performing similar types of work. It will fund California Head Start Association membership fees. It will fund refreshments for parent policy meetings that are held on a monthly basis as well as the cost for the mileage traveled to the meetings. The category will fund the facility licensing, maintenance for the printers and other equipment utilized in the classroom and office, as well as costs for phones and iPads. This funding will be used to purchase the meal teachers eat each day with their students when modeling table manners and eating a variety of foods. This funding will cover the cost of substitutes to cover teachers and para-educators when they are ill or attending training when their class is in session and other timesheets to provide extra support for the program when needed. This funding will also be used to cover medical and dental services for children who need these services.

Training and Technical Assistance (\$14,040)

Funding in this category will be used to pay for materials, to pay for teachers to attend professional development outside of their contracted hours, and mentors from outside of the district to continue the implementation of CSEFEL/Pyramid training in the program.

Professional growth is essential for staff to keep up to date with current research and practices in the preschool field. Funding in this category will be used to send teachers to Early Childhood Education conferences and workshops in order to keep their practices current. Staff

who attend conferences and workshops come back to the larger group and report what they have learned.

Parent/guardian education is one of the cornerstones of Head Start. Funding in this category will be used to purchase supplies necessary for workshops to increase parent/guardian knowledge of child development, support parent-child relationships, and support parent/guardian engagement in helping their child transition to kindergarten.

On-going staff development is a cornerstone for any high-quality program. Funding has been placed in this category to pay for experts from inside and outside of Elk Grove Unified School District to assure the program can provide high quality professional development.

CLASS is the instrument being used by Head Start to evaluate classrooms and how personnel work with students to promote their social, emotional, and academic success. The program has included funding in this category in order to continue supporting staff in CLASS through observations, continued training, and recertification expenses for reliable observers. New staff will be supported by a veteran teacher who will be released from their classroom to mentor and support as needed. Coaches will be assigned eleven classes each.

In order to assess student developmental and academic needs, and deliver a quality program, the Head Start program has several assessments and documents to track student and family needs. The program has included funds in this category in order to provide a mentor to support newly hired Head Start staff. Working with a mentor helps to ensure that all families in the program receive the same high-quality services whether they are placed with a veteran teacher or a teacher new to the program.

Cost Allocation Methodology

The PreK program in EGUSD is funded by three sources: Head Start, State programs, and Title I. Certified in accordance with 45 CFR 75.415, Elk Grove Unified School District has an Indirect Cost Rate reviewed and approved by the cognizant agency, the California Department of Education. Any additional program costs not included in the Indirect Cost Rate proposal that must be allocated between multiple funding sources will be allocated by the following methodology(ies):

1. All allowable direct costs are charged directly to the grants.
2. 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.
3. All other allowable general and administrative costs (costs that benefit all programs and cannot be identified to a specific program) are allocated to grants using a shared cost methodology assuring equitable distribution.

Non Federal Share (\$888,369)

PreK classrooms are located on sixteen (16) sites in EGUSD. Site administration assist the program with classroom oversight and teacher evaluation.

Administrators:

Principals- 8 @.02 FTE Salary and Benefits \$1,378,099 x .02 FTE	\$27,562
Principals- 8 @.01 FTE Salary and Benefits \$1,420,453 x .01 FTE	14,205
Academic Program Coordinators-2 @.20 FTE Salary and Benefits \$260,157 x .20 FTE	52,031
Academic Program Coordinators- 3@.10 FTE Salary and Benefits \$410,497 x .10 FTE	41,050
Academic Program Coordinator-2@.40 FTE Salary and Benefits \$272,291x.40 FTE	108,916

Academic Program Coordinators- 1@.30 FTE Salary and Benefits \$142548 x .30 FTE 42,764
\$286,528

Parents volunteer in the classroom on a monthly basis to ensure a high-quality program. Parents are given various activities to support the work being done in the classroom. EGUSD anticipates approximately 5199.32 hours of classroom volunteer time. Volunteers are valued at the current teacher assistant rate of \$16.19 per hour. \$84,177

Parents work at home on a monthly basis to support the Head Start program. Parents are given various activities to do at home to support the work being done in the classroom. EGUSD anticipates approximately 15,360 hours of home volunteer time. Volunteers are valued at the current teacher assistant rate of \$16.19 per hour. \$248,678

Parents attend a monthly Head Start Parent Policy Committee meeting to make operational and financial decisions for the program. EGUSD anticipates approximately 330 hours of Policy Committee volunteer time. Volunteers are valued at the current teacher assistant rate of \$16.19 per hour. \$5,343

Head Start classes are held at various Elementary Schools and one Alternative Education High School. EGUSD does not charge the Head Start program. A total of sixteen schools designate classrooms to hold Head Start programs and provide parents an opportunity to attend preschool at their home school. The program claims the cost of maintaining the classrooms as non federal share from the district. The budget department in EGUSD calculates the rate based on prior year

expenses to maintain these classrooms and forwards the rate to the program at the beginning of each fiscal year.

Elk Grove Unified School District provides twenty classrooms at sixteen school sites to support the Head Start program.

27,142 square feet @ 0.7450 for 10 months	\$202,208
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Elk Grove Unified School District provides school nurses at no charge to the program to do health screenings necessary to meet the Head Start performance standards for vision and hearing. EGUSD is anticipating a total of 7 hours valued at the current nurse's rate of \$74.35 per hour.

\$520

Elk Grove Unified School District provides a PreK Director to work with the Program Specialists and Principals at the school sites to ensure a high quality program and collaboration between the Head Start program and the school sites.

Pre-K Director - 1@.20 FTE Salary and Benefits \$209,703 x .20 FTE	\$41,941
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Elk Grove Unified School District employs two Program Specialists to oversee the PreK program and work with teachers at school sites. One Program Specialist is not compensated with Head Start funds and a portion of their salary will be utilized for non-federal share.

Pre-K Program Specialist - 1@.30 FTE Salary and Benefits \$148,027 x .30 FTE	\$44,408
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EGUSD employs five Program Educators to assist with registration and recruitment, assist with family engagement activities and monitor classrooms. One Program Educator is not compensated with Head Start funds and a portion of their salary will be utilized for non-federal share.

Program Educator- 1@.10 FTE Salary and Benefits \$84,344 x .10 FTE	\$ 8,434
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EGUSD employs one Program Implementor who is the secretary for the PreK Director. This position is not compensated with Head Start funds and a portion of their salary will be utilized for non-federal share.

Project Implementor- 1@.10 FTE Salary and Benefits \$88,961 x .10 FTE	\$ 8,896
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Other Resources

The Head Start program is supported in part by First 5 California	\$512,228
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The Head Start program is supported in part by the Child and Adult Care

Food Program	\$375,185
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Financial Management System

In accordance with 45 CFR 75.302 and 45 CFR 75.303, EGUSD financial management systems and internal controls provide for effective control over and accountability for grant funds, property and other assets and ensure they are used solely for authorized purposes. The program employs a fiscal technician who manages day to day expenses overseeing invoices, payroll, and other expenses to assure expenditures are in compliance with Federal statutes, regulations, and terms and conditions of the Federal Award. EGUSD fiscal and budget

departments internally monitor and approve all Head Start incoming monies and expenses to assure they are accurate and in compliance with the conditions of the Federal Award.

EGUSD hires an outside auditor to audit all programs within the district including the Head Start program on an annual basis. SETA audits the program bi-annually. If an instance of noncompliance is identified, action is taken immediately to rectify it.

In-Direct Charges (\$144,619)

The indirect cost recovery calculation of 4.26% of total direct costs is based on the approved 2020-2021 rate set by the California Department of Education.