

CONNECTICUT OFFICE OF EARLY CHILDHOOD

**Head Start Grant Program**  
**July 1, 2015 to June 30, 2017**



Connecticut Office of  
**Early Childhood**

**Legislative Authority**

Connecticut General Statutes Section 10-16n

**RFP 086**

**Due Date**

**April 24, 2015**

**MYRA JONES-TAYLOR  
COMMISSIONER**

The Connecticut Office of Early Childhood is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Office of Early Childhood does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Office of Early Childhood does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Office of Early Childhood's nondiscrimination policies should be directed to:

Levy Gillespie  
Equal Employment Opportunity Director/American with Disabilities Act Coordinator  
State of Connecticut Department of Education  
25 Industrial Park Road  
Middletown, CT 06457  
860-807-2101  
[Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov)

**The Connecticut Office of Early Childhood is an affirmative action/equal opportunity employer.**

## Table of Contents

I. Program Information and Requirements .....	1-4
Purpose .....	1
Background.....	1
Description of Areas of Funding .....	1-3
Conditions for Funding.....	3
Eligible Applicants .....	3
Grant Period.....	3
Funds Available .....	4
II. Application Requirements.....	5-6
Cover Sheet.....	5
Proposal Abstract.....	5
Statement of Need, Objectives and Indicators.....	5
Proposed Services and Activities.....	5
Evaluation .....	5
Collaboration .....	6
Budget Forms.....	6
Budget Justification .....	6
Head Start Federal Monitoring Reviews (formerly PRISM).....	6
U.S. Department of Health and Human Services-ACF Financial Assistance	
Award Letter .....	6
Statement of Assurances.....	6
Affirmative Action Packet.....	6
Date of Board Acceptance .....	6
III. Application Process .....	7-8
Obligation of Grantees.....	7
Freedom of Information Act.....	7
Management Control of the Program and Grant Consultation.....	7
Updating of Information .....	7
Definition of Terms .....	7
Due Date .....	8
Review of Proposal and Grant Awards .....	8
Other Program Requirements .....	8
IV. Review Criteria.....	9-12
V. Application Form.....	13-28
VI. Appendices .....	29-38
Appendix A. Budget Object Codes .....	29
Appendix B. Affirmative Action Plan .....	32
Appendix C. Statement of Assurances .....	33
Appendix D. Head Start Services–Simulated Allocations .....	38

## **Part I. Program Information and Requirements**

### **Purpose**

The State Head Start grant is intended to serve three purposes as specified in Connecticut General Statutes (CGS) Section 10-16n:

- 1) To establish extended-day and full-day, year-round Head Start programs or expand existing Head Start programs to extended-day or full-day, year-round programs.
- 2) To enhance program quality.
- 3) To increase the number of children served.

Head Start grantees must use the funds only to supplement and not to supplant, federal, state and/or local funds.

All Head Start programs that receive funding under this grant must be in compliance with Federal Head Start Performance Standards.

### **Background**

The Connecticut Office of Early Childhood (OEC) is committed to providing children greater access to high-quality preschool programs in an effort to reduce the achievement gap between the state's poorest students and their wealthier counterparts. Research shows that access to high-quality preschool programs provide important foundational skills needed for educational success. Expanding services to Head Start eligible children will increase opportunities for promoting children's school readiness. More children can be engaged in high-quality preschool experiences that promote development in all domains of learning; language and literacy; the creative arts; mathematics; science; cognition; social studies; social and emotional development; and physical health and development. The provision of year-round programming to avoid a gap in learning can help children stay on target with developmentally appropriate skills.

The OEC encourages grantees to submit proposals implementing collaborative approaches for service delivery with other community-based child care agencies, providers and funding sources. Collaboration between Head Start, State School Readiness Programs, Family Resource Centers, Even Start, Smart Start and other programs that support young children and families is encouraged. Grantees applying for funding to provide full-day, year-round services may consider seeking assistance from the Care 4 Kids Child Care Assistance Program.

Grantees may propose to expand the part-day, center-based options they offer in order to serve additional children. Funding may also be used to enhance program quality.

### **Description of Areas of Funding**

Head Start grantees are invited to submit applications under one or more of the following grant categories for which they are eligible:

*Services (16101-TANF formula calculation)* Only Head Start grantees serving towns that had 900 or more children in the TANF program (as of June 30, 1996 – C.G.S. Section 10-16n), may apply for Services funding (funding formula is subject to change).

The following towns are eligible for Services funding:

Bridgeport	Hartford	New Haven	Stamford
Bristol	Manchester	New London	Waterbury
Danbury	Meriden	Norwalk	West Haven
East Hartford	New Britain	Norwich	Windham

*Services (16101)*

Grantees/delegates are to use funds to increase the number of children served beyond the federally funded enrollment by providing full-day, year-round programs for additional children including summer programs. These programs must operate a minimum of six hours per day, five days per week and 180 days per year. The summer program must operate a minimum of 3.5 hours per day, five days per week for five to eight weeks. Applicants proposing less than an eight-week program must explain in detail how this program will meet the needs of the community as documented by the program's community needs assessment or other detailed documentation that includes a narrative description of the supporting data. Services provided must be center-based.

*Enhancement (16106)*

Grantees/delgates are to use funds to increase the number of children served beyond the federally funded enrollment by either extending the school day or year (e.g., increasing wrap-around programs) or increasing enrollment in existing federally funded Head Start programs. Extending the day is defined as a program that is extended beyond the federally supported 3.5 hour day to a 6 to 10 hour day. Children must attend an extended-day program for a minimum of 6 hours per day. Extended-year programs add weeks beyond those that are federally funded and include a five- to eight-week summer program (applicants proposing less than an eight-week program must explain how this program will meet the needs of the community as documented by the program's community needs assessment or other documentation that includes a narrative description of the supporting data). The summer program must be in session for a minimum of five days per week for at least 3.5 hours/day. Services provided must be center-based settings.

or

Grantees/delegates are to use funds to increase the number of children served beyond the federally funded enrollment by providing part-day, year-round programs for additional children, with or without a summer program. These programs must operate a minimum of 3.5 hours per day, five days per week and 180 days per year. The summer program, if provided, must operate for a minimum of 3.5 hours per day, five days per week for five to eight weeks. Applicants proposing less than an eight- week program must explain in detail how this program will meet the needs of the community as documented by the program's community needs assessment or other documentation that includes a narrative description of the supporting data. Services provided must be in a center-based setting.

and/or

Grantees/delegates are to use funds to enhance program quality by providing opportunities to augment children's literacy/language and/or mathematical development. Programs must directly address the Head Start Child Development and Early Learning Framework as well as the CT Early Learning and Development Standards (ELDS).

## LINK (16202)

Grantees/delegates are to use funds to decrease the achievement gap/preparation gap in CT through innovative and/or evidence-based strategies. Service delivery and strategies must be based on the results of a community needs assessment and focus on the children that have been identified as being the most vulnerable as defined in the Head Start Act (e.g., children experiencing homelessness, children in foster care, children with disabilities). Preference for funding will be given to programs who have implemented innovative and/or evidence-based strategies through past LINK funding opportunities and whose application details plans to scale up these activities to include additional sites, communities and/or regions. Preference for funding will also be given to programs that replicate or scale up LINK activities that are currently being implemented by other grantees that have shown to be effective for this population of children.

*Note: Additional options for use of funds may be available in FY 2016-2017.*

### **Conditions for Funding**

All Head Start grantees/delegates funded through this grant must:

- comply with the Head Start Program Performance Standards; and
- have no identified areas of deficiency to apply for Link. *Consideration may be given to programs with areas of deficiencies that have an approved Quality Improvement Plan and can demonstrate significant progress toward correcting the area(s) of deficiency(ies) and/or non-compliance(s) or have evidence of correcting the deficiency verified by the Office of Head Start (OHS).*

Head Start grantees/delegates may utilize the Child Care Assistance Program funds and other funding streams that may be available locally and/or privately.

The OEC encourages programs to attain accreditation through the National Association for the Education of Young Children (NAEYC).

### **Eligible Applicants**

Non-profit agencies and boards of education that are federal Head Start grantees/delegates serving children who are 3- and 4-years old and eligible 5-year olds may apply. Applications from delegate agencies must be submitted through the grantee (fiscal agents).

All Head Start grantees/delegates are eligible to submit proposals for Enhancement funds.

All Head Start grantees/delegates are eligible to submit proposals for LINK funds if they have no identified areas of deficiency as described in “Conditions for Funding”.

Only Head Start grantees/delegates serving towns that had 900 or more children in the TANF program (as of June 30, 1996) (C.G.S., Section 10-16n), may apply for funds under Services. (This formula is subject to change).

Refer to page 1 for a list of eligible towns.

### **Grant Period**

The OEC anticipates funding Head Start programs from July 1, 2015-June 30, 2017 based on the availability of funds. Applicants must submit their proposals for both years (2015 and 2016). For Year 2, the OEC requires grantees/delegates to submit a summary of Year 1 activities, objectives achieved and revisions to the Year 2 application. Grants will be awarded annually based on appropriations of the Connecticut legislature.

**Funds Available**

The amount of \$6,544,093 is anticipated to be available each year of the 2 grant periods: July 1, 2015, to June 30, 2016, and July 1, 2016, to June 30, 2017. All grants shall be funded within the limits of available appropriations.

Funds are anticipated to be made available as follows:

- \$1,743,350 for Enhancement.
- \$2,090,000 for LINK (\$400,000 to be awarded non-competitively to Action for Bridgeport Community Development, Inc. (ABCD)).
- \$2,710,743 for Services (allocated by formula).

All funds for the LINK and Enhancement categories will be awarded on a competitive basis.

## **Part II: Application Requirements**

THE FOLLOWING FORMAT IS REQUIRED FOR ALL APPLICATIONS. THE OEC WILL NOT ACCEPT MODIFICATIONS, ADDITIONAL PAGES, ATTACHMENTS OR APPENDICES.

### **Cover Sheet**

The format for the cover sheet appears on page 13 of this document. The cover sheet must be signed by the Superintendent of Schools if a public school is the grantee or the Executive Director of the grantee agency. The cover page must identify the amount of funding requested. A separate cover sheet is required for delegate agencies (see page 13).

### **Proposal Abstract**

A separate abstract is required for each category of funding being requested. The abstract must include how the applicant will meet the purpose of the grant program and maintain fidelity to the federal Head Start program. The following information must be included:

- the category(ies) of application (e.g., LINK, Service, Enhancement);
- the key features of the proposal;
- the number of children to be served as a result of this grant program; and
- the number of children that will receive full-day, year-round services as a result of the grant program

### **Statement of Need, Objectives and Indicators**

Describe the need for establishing extended-day and full-day, year-round Head Start programs or expanding existing Head Start programs to extended-day or full-day, year-round programs; enhancing program quality; and increasing the number of children served.

Applicant must identify the objectives for each of the two years of funding and the indicators of achievement that will be used to determine whether the objectives have been met. (See pages 16 and 17 for the Objectives/Indicators form.)

### **Proposed Services and Activities**

Describe the staffing patterns in order to be provide services in accordance with the Head Start Program Performance Standards in all component areas. Identify all proposed staff/positions (e.g. teachers, paraprofessionals, literacy aides) to be funded through this grant, the proposed rates of pay and the hours and length of year staff will be employed.

The description must include the hours and days of operation of the federally funded Head Start program; any hours in addition that are funded through other streams; the number of additional children that are proposed to be served as a result of this grant; and the site(s) address(es) where the services will be provided.

### **Evaluation**

Describe the methods and procedures that will be used to determine if and to what extent the objectives of the grant proposal have been achieved.

The OEC requires an evaluation at the end of each year for the activities funded through this grant. Annual reporting forms will be provided electronically. Quarterly Activity Report forms are required to report on progress toward meeting the objectives identified in this proposal.

## **Collaboration**

Use the Collaboration Worksheet (page 20) to describe how the program will collaborate with other agencies/programs such as: state-funded School Readiness programs, Family Resource Centers, Even Start, local school districts, adult education programs, local health agencies, and other agencies/programs providing health, education, child care or family support services. Describe how the program is part of a continuum of high-quality preK-3<sup>rd</sup> grade services in the communities that are served.

## **Budget Forms**

Use the appropriate form(s) on pages 22 through 27, to indicate how the grant funds will be expended for each year of funding. A grantee (fiscal agent) with delegate agencies must provide separate budgets for proposed expenditures for delegate agencies. Such fiscal agent must complete individual budget justification sheets and attach for each delegate agency.

Applicants must provide budget amounts for fiscal Year 1, July 1, 2015, through June 30, 2016, and fiscal Year 2, July 1, 2016, through June 30, 2017. The combined budgets must reflect the entire two-year grant period. **The OEC does not permit grantees to use more than 5 percent of the total budget for administrative costs.** Administrative costs are reflected on budget lines 111A and 940 on pages 22 and 24.

Only agencies that have been approved by the OEC are eligible to apply for indirect costs. No carry-over funds will be allowed. Each budget must end on June 30 of the budget year.

The reasonableness of the applicant's budget is one of the competitive criteria for award consideration.

## **Budget Justification**

Provide a detailed explanation by code number of the line item expenditures in Year 1 and Year 2 budgets. Separately, describe any expenditure related to a continuation summer program.

## **Head Start Federal Monitoring Reviews**

The grantee is required to submit, as an attachment to this application, a copy of the most recent Head Start Monitoring Review report including responses to any compliance issues.

## **U.S Department of Health and Human Services ACF Financial Assistance Award Letter**

The grantee is required to submit, as an attachment to this application, a copy of the most recent Financial Assistance Award Letter from the United States Department of Health and Human Service, Administration for Children and Families. Grantees must also specify the financial award for each delegate agency, if applicable.

## **Statement of Assurances**

The Statement of Assurances (pages 32-36) must be signed and included with this application and certified on the Cover Sheet by the applicant agency.

## **Affirmative Action Packet**

In accordance with the regulation established by the Commission on Human Rights and Opportunities, each applicant is required to have a completed Affirmative Action Packet on file with the OEC. This grant application contains the "Affirmative Action Certification Form" (page 31) certifying that an Affirmative Action Plan is file with OEC. The individual authorized to sign on behalf of the applicant must sign and return the Affirmative Action Certification Form and submit such form with the grant application on.

## **Date of Board Acceptance**

If it is not possible to obtain approval prior to April 24, 2015, please submit the application by this date. Send official board approval no later than May 22, 2015.

## **Part III: Application Process**

### **Obligations of Grantees**

All bidders are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in C.G.S. Sections 4a-60, 4a-60a and Sections 4a-68j-1 et seq. of the Regulations of the Connecticut State Agencies.

The grantee must submit periodic reports of its employment and sub-contracting practices in such form, in such a manner and in such time as may be prescribed by the Commission on Human Rights and Opportunities.

### **Freedom of Information Act**

All of the information contained in a proposal submitted in response to this Request for Proposal (RFP) is subject to the Freedom of Information Act Sections 1-200 et seq. (FOIA). The FOIA declares that except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in the statute) are public records and every person has the right to inspect such record and receive a copy of such records.

### **Management Control of the Program and Grant Consultation**

The grantee must have complete management control of this grant. While the OEC staff may be consulted for their expertise, they will not be directly responsible for the selection of sub-grantees or vendors, nor will they be directly involved in the expenditure and payment of funds.

### **Updating of information**

The applicant is required to provide updates of any changes in program administration and copies of all reports relating to findings or deficiencies by Head Start, the OEC Division of Licensing, the U.S. Department of Health and Human Services or any agency or organization reviewing the program or site or the applicant or any delegate agencies. Department of Public Health documentation must include, but is not limited to:

- invitation to attend an office meeting in response to a licensing or complaint visit(s);
- “Notice of Violation” (NOV);
- “Consent Orders” (CO);
- “Statement of Charges” (SOC), including a notice of hearing; and
- “Summary Suspension”.

Self-reporting of this information (including accompanying documentation) must be received by the OEC program manager within 72 hours of the incident.

### **Definition of Terms**

The following definitions should be considered when drafting the application:

Part-day: 3.5 hours

Full-day: 50 weeks/year; 5 days/week

Part-year: 160 days (or less if authorized in writing by the OHS)

Full-year: 12 months

School-year: 180 days

Extended-year: weeks beyond those funded by OHS; may include a summer program

**Due Date**

An electronic copy of the grant application must be received by 4:30 PM on April 24, 2015. Additionally, original signature pages as well as a copy of the application on a CD must be received by 4:30 PM on April 24, 2015. Original signatures must be received by the due date **IRRESPECTIVE OF POSTMARK DATE**. Faxed copies of the signatures will not be accepted.

**Mailing and Delivery Information**

<p><u>Mailing Address:</u>          Andrea Brinnel, Head Start Program Grant Manager          CT Office of Early Childhood          PO Box 2219          Hartford, CT 06145-2219</p>	<p><u>Delivery Address:</u>          Andrea Brinnel, Head Start Program Grant Manager          CT Office of Early Childhood          165 Capitol Avenue, Room G-19          Hartford, CT 06106</p>
--	--

**Review of Proposals and Grant Awards**

The OEC reserves the right to make grant awards under this program without discussion with the applicants. Therefore, applicants should submit proposals that present the project in the most favorable light from both technical and cost standpoints.

Andrea Brinnel, Head Start Program Grant Manager, will be available to answer questions concerning this RFP. A bidder’s conference will be held on Tuesday, February 10, 2015, from 9:30 to 11:00 p.m. at the CT State Department of Education, 25 Industrial Park Road, Middletown, CT in the SERC classroom. Please enter through the rear entrance. Attendees will be required to sign in with security.

The OEC will review and rate proposals according to the Review Criteria in this RFP. The OEC intends to announce grant awards in June, 2015.

The Commissioner reserves the right to not fund a federal Head Start grantee if it is determined that the number of program deficiencies of an existing Head Start program or the nature of a particular deficiency leads the OEC to conclude that the grantee cannot manage the fiduciary responsibilities required under this grant or that an award to a particular grantee is not in the best interest of the State or consistent with the priorities set out in this RFP.

**Other Program Requirements**

The OEC will conduct announced and unannounced on-site monitoring visits to grant programs.

The OEC requires agencies that receive funding under this grant to submit annual and quarterly activity reports and attend meetings as scheduled by the OEC.

Annual project evaluations must be submitted to Andrea Brinnel, Head Start Program Grant Manager for OEC, on or before August 15 following the fiscal year in which the Head Start program participates in the grant program.

Within 60 days after the close of the fiscal year, each grantee must file a financial statement of expenditures with the OEC on such forms as the OEC may require.

Head Start grantees and delegates receiving funding through this grant program are required to participate in evaluations conducted by or on behalf of the OEC.

## Part IV: Review Criteria

### HEAD START GRANT PROGRAM 2015 - 2017

#### Application Checklist

	Yes	No
Proposal Abstract		
Budget(s)		
Budget Justification Sheets(s)		
QIP or OHS verification, if required		
Head Start Monitoring Review		
U.S. Dept. of Health and Human Services		
ACF Financial Assistance Award		
Statement of Assurances		
Affirmative Action Packet		

**HEAD START FEDERAL MONITORING SYSTEM**

Submit as an attachment to the application form the most recent Head Start Federal Monitoring System report and all responses to compliance issues. If Link funding is being requested, submit copies of QIP and progress toward correcting deficiencies and/or verification from OHS that deficiencies have been addressed.

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES ACF FINANCIAL ASSISTANCE AWARDS LETTER**

Submit as an attachment to the application form a copy of the most recent U.S. Department of Health and Human Services Financial ACF Award letter. Each individual delegate agency should include a separate letter.

**Review Rubric - Enhancement**

<b>Needs, Objectives, and Indicators</b>	<b>Possible Points</b>	<b>Points Scored</b>
Statement of the needs of the proposed project.	10	
Project objectives and indicators of achievement for the objectives.	10	

**Proposed Services and Activities**

<ul style="list-style-type: none"> <li>• Evidence that the program is fully enrolled through federal funding.</li> <li>• Evidence that there are children on waiting lists who will participate in the program established through this funding.</li> <li>• Evidence that program services and activities are appropriate to the goals and objectives of the project and address the requirements of the Head Start Program Performance Standards, including early childhood development and health services; family and community partnerships; program design and management and inclusion of children with disabilities.</li> <li>• Evidence that quality enhancements directly address the Head Start Child Development Framework and the Connecticut Early Learning and Development Standards</li> </ul>	35	
---	----	--

**Documentation and Evaluation**

Methods and measures are listed to document and evaluate the project, including the degree to which activities meet intended objectives.	10	
--	----	--

**Collaboration**

Proposal addresses how the grantee will collaborate with other agencies and child care providers, as appropriate, in meeting goals and objectives.	10	
--	----	--

**Budget**

<ul style="list-style-type: none"> <li>• Proposed expenditures are appropriate to the project objectives/ activities and are cost effective.</li> <li>• Budget justification provides detailed information on how the funds are to be spent.</li> <li>• Proposed budget expenditures identify only 5 percent of budget for administrative costs.</li> </ul>	25	
---	----	--

**TOTAL**

<b>Possible Points</b>	<b>Points Scored</b>
100	

**Review Rubric - LINK**

<b>Needs, Objectives, and Indicators</b>	<b>Possible Points</b>	<b>Points Scored</b>
Statement of the needs of the proposed project.	10	
Objectives of the project and indicators of achievement for the objectives.	10	

**Proposed Services and Activities**

<ul style="list-style-type: none"> <li>• Evidence that the proposed activities are research-based or are considered best practice.</li> <li>• Evidence that children will benefit directly from the proposed activities.</li> <li>• Evidence that funds are targeted to efforts to ameliorate the achievement gap/preparation gap in CT.</li> <li>• Programs and activities were developed based on the results of a community needs assessment and focus on children identified as most vulnerable as defined in the Head Start Act.</li> <li>• Evidence that proposed activities are appropriate to the goals and objectives of the project and address the requirements of the Head Start Program Performance Standards, including early childhood development and health services; family and community partnerships; program design and management and inclusion of children with disabilities, as well as the CT Early Learning and Development Standards.</li> </ul>	20	
---	----	--

**Scale up of activities previously funded through LINK.**

Program has implemented innovative and/or evidence-based activities through past LINK funding and has a detailed plan to scale up these activities to include additional sites, communities or regions, or the program replicates or scales up LINK activities that are currently being implemented by other grantees.	10	
--	----	--

**Compliance with the Head Start Program Performance Standards**

If area(s) of deficiencies are present, the program can demonstrate progress toward correcting the areas of deficiencies. Copy of approved QIP and/or OHS verification supplied.	10	
--	----	--

**Documentation and Evaluation**

Methods and measures are listed to document and evaluate the project, including the degree to which activities meet intended objectives.	10	
--	----	--

**Sustainability**

Proposal addresses how the grantee will sustain these activities at the conclusion of the grant period.	10	
---	----	--

**Budget**

<ul style="list-style-type: none"> <li>• Proposed expenditures are appropriate to the objectives/ activities and are cost effective.</li> <li>• Budget justification provides detailed information on how the funds are to be spent.</li> <li>• Proposed budget expenditures identify only 5 percent for administrative costs.</li> </ul>	20	
---	----	--

**TOTAL**

<b>Possible Points</b>	<b>Points Scored</b>
100	

**Part V: Application Form**

**Connecticut Office of Early Childhood  
HEAD START STATE GRANT APPLICATION**

**GRANT PERIOD**  
**July 1, 2015 to June 30, 2017**

**GRANT COVER PAGE**

Name of Grantee (Fiscal Agent)*	Name of Program
Fiscal Agent Contact Name	Program Contact Name
Fiscal Agent Address	Program Address
Fiscal Agent Telephone Number	Program Telephone Number
Fiscal Agent Contact E-mail Address	Program Contact E-mail Address

\*It is the responsibility of the grantee (Fiscal Agent) to provide up-to-date contact information. In the event of any changes, contact information must be reported to the Head Start Program Grant Manager in an expeditious manner.

**Amount of Funding Requested for Fiscal Years 2016 and 2017**

	Fiscal Year 2015-2016	Fiscal Year 2016-2017
Head Start Services	\$	\$
Head Start Link	\$	\$
Head Start Enhancement	\$	\$

**Date of Governing Board's Acceptance**

Month	Day	Year

I hereby certify that the information contained in this application is true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

**Detail of Sites Receiving Funding**

Please list each site that the State Head Start Supplement funds will impact and the estimated dollar amount. When using Head Start State Supplementary funds across all sites you may list one amount and note it applies to all locations (e.g. for TS Gold, agency-wide parent event). This is being requested so the OEC is able to accurately identify **the actual site** locations that are impacted by Head Start State Supplement grant funds.

SITE NAME AND ADDRESS	SERVICES	ENHANCEMENT	LINK
<i>Example:</i> Little Learners, 25 Main St., Middletown	n/a	\$ 42,000 for an additional 6 FD/FY spaces	\$25,000 for TS Gold (shared with multiple sites as listed)
Critters, 125 Main St., East Hartford	\$60,000 for 15 extended day/year spaces	\$5,000 Parent literacy supplies and convening's	TS Gold, see above
Lucky Lambs, 1 Elm St., Hartford	\$125,000 15 FD/FY spaces & 7 extended day/year spaces.		TS Gold. See above

<b>Grantee (Fiscal Agent)</b>	<b>Program to use funds (Grantee or Delegate Name)</b>

Total Funds requested	\$	Fiscal Year 2016	\$	Fiscal Year 2017
-----------------------	----	------------------	----	------------------

Federally-funded Head Start enrollment
Number of children on waiting list

**Grant Funds Requested**

Link	Proposed number of children to be served	
	Fiscal Year 2016	Fiscal Year 2017
Services		
Enhancement		

**Proposal Abstract**

Provide a one-page abstract that addresses each of the categories of the Head Start proposal (Link, Services and Enhancement) for which you are applying.

<b>Grantee (Fiscal Agent)</b>	<b>Program to use funds (Grantee or Delegate Name)</b>

**OBJECTIVES AND INDICATORS OF ACHIEVEMENT FOR FISCAL YEAR 2016**

Directions: Applicants must provide goals/objectives and indicators of achievement for each area for which funding has been requested. Goals and objectives must be specific, measurable, attainable, realistic and timely. Indicators of achievement should specifically identify how achievement of goals and objectives are to be measured. In addition, all applicants must address a goal with objectives and indicators of achievement for collaboration from each funding category. Make copies of this page as needed. **Funded programs will be required to submit an electronic copy of this form quarterly, along with a narrative to report progress.**

<b>Funding Category</b>	<b>Year 1 Goals and Objectives FY 2016</b>	<b>Year 1 Indicators of Achievement FY 2016</b>	<b>Progress toward each Goal and Objective</b>

<b>Grantee (Fiscal Agent)</b>	<b>Program to use funds (Grantee or Delegate Name)</b>

**OBJECTIVES AND INDICATORS OF ACHIEVEMENT FOR FISCAL YEAR 2017**

Directions: Applicants must provide goals/objectives and indicators of achievement for each area for which funding has been requested. Goals and objectives must be specific, measurable, attainable, realistic and timely. Indicators of achievement should specifically identify how achievement of goals and objectives are to be measured. In addition, all applicants must address a goal with objectives and indicators of achievement for collaboration from each funding category. Make copies of this page as needed. **Funded programs will be required to submit an electronic copy of this form quarterly, along with a narrative to report progress.**

<b>Year 2 Goals and Objectives FY 2017</b>	<b>Year 2 Indicators of Achievement FY 2017</b>	<b>Progress toward each Goal and Objective</b>

<b>Grantee (Fiscal Agent)</b>	<b>Program to use funds (Grantee or Delegate Name)</b>

**Proposed Services Description**

Provide an outline of services and activities that address the categories for which funding is requested. Include the site location (name and address) where children are being served through this funding.

<b>Grantee (Fiscal Agent)</b>	<b>Program to use funds (Grantee or Delegate Name)</b>

**Documentation and Evaluation**

Describe the methods and procedures used to evaluate how the objectives of this project will be met.

Grantee (Fiscal Agent)	Program to use funds (Grantee or Delegate Name)

**Collaboration**

Describe how the program will collaborate with other agencies and organizations to provide services for Head Start children and families. Describe how children with disabilities will receive special education services and how they will be included in the program.

**SAMPLE BUDGET JUSTIFICATION**  
Year 1 & 2

Indicate costs of implementing Fiscal Years 2016 and 2017 by budget code. Refer to Budget Object Codes in application packet for code descriptions. A worksheet is provided following each Budget Form page. Use additional pages if needed.

A summary explanation must be provided for each line item expenditure noted in your budget. Examples are provided below.

**Examples:**

Code #	Description	Expenditure Explanation
111B	Instructional Salaries	3 hours per day for 39 weeks <span style="float: right;">\$ 15,470</span> 8 hours per day for 13 weeks (total 1,105 hours) 1,105 hours @\$14/hour x 1 teacher
200	Personnel Services Employee Benefits	FICA @ 7.68% of salaries: \$1,925 <span style="float: right;">\$ 7,063</span> Worker's Compensation 6.9% of salaries: \$850 Health Insurance @ \$3,525/staff/year: \$4,288

**ENHANCEMENT**

**FISCAL YEARS 2016-2017**

**BUDGET FORM**

GRANTEE NAME:		TOWN CODE:	
GRANT TITLE: <b>HEAD START ENHANCEMENT</b>		YEARS 1 & 2	
PROJECT TITLE:			
FUND: 11000 SPID: 16106 YEAR: 2016 PROG: 82079 CF1:		CF2:	
GRANT PERIOD: 7/1/15 – 6/30/17		AUTHORIZED AMOUNT: \$	
<b>CODES</b>	<b>DESCRIPTIONS</b>	<b>BUDGET AMOUNT</b>	
		<b>Year 1</b>	<b>Year 2</b>
111A	NON-INSTRUCTIONAL SALARIES		
111B	INSTRUCTIONAL SALARIES		
200	PERSONAL SERVICES-EMPLOYEE BENEFITS		
322	INSERVICE		
323	PUPIL SERVICES		
324	FIELD TRIPS		
325	PARENTAL ACTIVITIES		
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES		
340	OTHER PROFESSIONAL SERVICES		
400	PURCHASED PROPERTY SERVICES		
510	STUDENT TRANSPORTATION SERVICES		
530	COMMUNICATIONS		
580	TRAVEL		
600	SUPPLIES		
700	PROPERTY		
917	INDIRECT COSTS (if eligible)		
	<b>TOTAL</b>		

\_\_\_\_\_ ORIGINAL REQUEST DATE  
\_\_\_\_\_ REVISED REQUEST DATE

\_\_\_\_\_ OFFICE OF EARLY CHILDHOOD  
PROGRAM MANAGER AUTHORIZATION

\_\_\_\_\_ DATE OF  
APPROVAL



SERVICES

FISCAL YEARS 2016-2017

BUDGET FORM

GRANTEE NAME:		TOWN CODE:	
GRANT TITLE: <b>HEAD START – SERVICES</b>		YEARS 1 & 2	
PROJECT TITLE:		FUND: 11000 SPID: 16101 YEAR: 2016 PROG: 82079 CF1: CF2 SDE00006	
GRANT PERIOD: 7/1/15 – 6/30/17		AUTHORIZED AMOUNT: \$	
CODES	DESCRIPTIONS	BUDGET AMOUNT	
		Year 1	Year 2
111A	NON-INSTRUCTIONAL SALARIES		
111B	INSTRUCTIONAL SALARIES		
200	PERSONAL SERVICES-EMPLOYEE BENEFITS		
322	INSERVICE		
323	PUPIL SERVICES		
324	FIELD TRIPS		
325	PARENTAL ACTIVITIES		
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES		
400	PURCHASED PROPERTY SERVICES		
510	STUDENT TRANSPORTATION SERVICES		
530	COMMUNICATIONS		
580	TRAVEL		
600	SUPPLIES		
700	PROPERTY		
917	INDIRECT COSTS (if eligible)		
	<b>TOTAL</b>		

\_\_\_\_ ORIGINAL REQUEST DATE  
\_\_\_\_ REVISED REQUEST DATE

\_\_\_\_\_  
OFFICE OF EARLY CHILDHOOD  
PROGRAM MANAGER AUTHORIZATION

\_\_\_\_\_  
DATE OF  
APPROVAL



LINK

FISCAL YEARS 2016-2017

BUDGET FORM

GRANTEE NAME:		TOWN CODE:	
GRANT TITLE: <b>HEAD START LINK</b>		YEARS 1 & 2	
PROJECT TITLE:			
FUND 11000 SPID: 16202 YEAR: 2016		PROG: 82079	CF1: CF2:
GRANT PERIOD: 7/1/15 – 6/30/17		AUTHORIZED AMOUNT: \$	
CODES	DESCRIPTIONS	BUDGET AMOUNT	
		Year 1	Year 2
111A	NON-INSTRUCTIONAL SALARIES		
111B	INSTRUCTIONAL SALARIES		
200	PERSONAL SERVICES-EMPLOYEE BENEFITS		
322	INSERVICE		
323	PUPIL SERVICES		
324	FIELD TRIPS		
325	PARENTAL ACTIVITIES		
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES		
340	OTHER PROFESSIONAL SERVICES		
400	PURCHASED PROPERTY SERVICES		
510	STUDENT TRANSPORTATION SERVICES		
530	COMMUNICATIONS		
580	TRAVEL		
600	SUPPLIES		
700	PROPERTY		
917	INDIRECT COSTS (if eligible)		
	<b>TOTAL</b>		

\_\_\_\_ ORIGINAL REQUEST DATE  
\_\_\_\_ REVISED REQUEST DATE

\_\_\_\_ OFFICE OF EARLY CHILDHOOD  
PROGRAM MANAGER AUTHORIZATION

\_\_\_\_ DATE OF  
APPROVAL



## **APPENDIX A: Budget Object Codes**

This list is a description of the budget codes. The list is provided to help you in designing budgets for operating expenses and capital improvements.

### **111A Non-Instructional**

Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll including overtime salaries or salaries paid to employees of a temporary nature.

### **111B Instructional**

Salaries for employees providing direct instruction/counseling to pupils/clients. This category is used for both counselors and teachers. Include all salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees. Substitute teachers or teachers hired on a temporary basis to perform work in positions of either a temporary or permanent nature are also reported here. Tutors or individuals whose services are acquired through a contract are not included in the category. A general rule of thumb is that a person for whom the grantee is paying employee benefits and who is on the grantee payroll is included; a person who is paid a fee with no grantee obligation for benefits is not.

### **200 Personal Services - Employee Benefits**

Amounts paid by the grantee on behalf of the employees whose salaries are reported in objects 100 or 111A and 111B. These amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services. Included are the employer's cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation and workmen's compensation insurance.

### **300 Purchased Professional and Technical Services**

Services which, by their nature, can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, etc.

### **322 In-service (Instructional Program Improvement Services)**

Payments for services performed by persons qualified to assist teachers and supervisors to enhance the quality of the teaching process. This category includes curriculum consultants, in-service training specialists, etc., who are not on the grantee payroll.

### **323 Pupil Services (Non-Payroll Services)**

Expense for certified or licensed individuals who are not on the grantee payroll and who assist in solving pupils' mental and physical problems. This category includes medical doctors, therapists, audiologists, neurologists, psychologists, psychiatrists, contracted guidance counselors, etc.

#### 324 Field Trips

Costs incurred for conducting educational activities off site. Includes admission costs to educational centers, fees for tour guides, etc.

#### 325 Parental Activities

Expenditures related to services for parenting including workshop presenters, counseling services, baby-sitting services, and overall seminar/workshop costs.

#### 330 Employee Training and Development Services

Services supporting the professional and technical development of school district personnel, including instructional, administrative, and service employees. Included are course registration fees (that are not tuition reimbursement), charges from external vendors to conduct training courses (at either school district facilities or off-site), and other expenditures associated with training or professional development by third-party vendors.

#### 340 Other Professional Services

Professional services other than educational services that support the operation of the school district. Included, for example, are medical doctors, lawyers, architects, auditors, accountants, therapists, audiologists, dieticians, editors, negotiations specialists, paying agents, systems analysts, and planners.

#### 400 Purchased Property Services

Services purchased to operate, repair, maintain, and rent property owned or used by the grantee. These services are performed by persons other than grantee employees. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

#### 500 Other Purchased Services

Amounts paid for services rendered by organizations or personnel not on the payroll of the grantee (separate from Professional and Technical Services or Property Services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

#### 510 Student Transportation Services

Expenditures for transporting pupils to and from school and other activities. Included are such items as bus rentals for field trips and payments to drivers for transporting handicapped children.

#### 530 Communication

Services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone and voice communication services; data communication services to establish or maintain computer based communications, networking, and Internet services; video communications services to establish or maintain one-way or two-way video communications via satellite, cable, or other devices; postal communications services to establish or maintain postage machine rentals, postage, express delivery services, and couriers. Include licenses and fees for services such as subscriptions to research materials over the Internet software, both 'downloaded' and 'off-the-shelf,' should be coded to objects 650 or 735.

#### 580 Travel

Expenditures for transportation, meals, hotel and other expenses associated with staff travel. Per diem payments to staff in lieu of reimbursement for subsistence (room and board) are also included.

#### 600 Supplies

Amounts paid for items that are consumed, worn out, or deteriorated through use, or items that lose their identity through fabrication or incorporation into different or more complex units or substances.

#### 700 Property

Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment, and replacement of equipment.

In accordance with the Connecticut State Comptroller's definition equipment, included in this category are all items of equipment (machinery, tools, furniture, vehicles, apparatus, etc.) with a value of over \$1,000.00 and the useful life of more than one year and data processing equipment that has unit price under \$1,000.00 and a useful life of not less than five years.

#### 800 Debt Service and Miscellaneous

Amounts paid for goods and services not otherwise classified above.

#### 917 Indirect Costs

Costs incurred by the grantee which are not directly related to the program but are a result thereof. Grantees must submit indirect cost proposals to the Connecticut State Department of Education to apply for a restricted and unrestricted rate. Only grantees that have received rate approvals are eligible to claim indirect costs. Please note, however, that grantees who receive the majority of their grant funds other than through the Connecticut State Department of Education may use the rate approved by another federal agency.

**APPENDIX B: Affirmative Action Plan**

IF A CURRENT AFFIRMATIVE ACTION PLAN IS ON FILE WITH THE OFFICE OF EARLY CHILDHOOD, COMPLETE THE STATEMENT WRITTEN BELOW AND SUBMIT AS PART OF THE PROPOSAL.

IF A CURRENT AFFIRMATIVE ACTION PLAN IS NOT ON FILE, COMPLETE THE AFFIRMATIVE ACTION PACKET AND SUBMIT AS PART OF THE PROPOSAL.

**CERTIFICATION THAT A CURRENT  
AFFIRMATIVE ACTION PLAN IS ON FILE**

I, the undersigned authorized official, hereby certify that the current Affirmative Action Plan of the applying organization/agency is on file with the Connecticut Office of Early Childhood. The Affirmative Action Plan is, by reference, part of this application.

---

Signature of Authorized Official

---

Date

---

Print Name of Authorized Official

**APPENDIX C: Statement of Assurances**

**STATEMENT OF ASSURANCES**

CONNECTICUT OFFICE OF EARLY CHILDHOOD  
STANDARD STATEMENT OF ASSURANCES  
GRANT PROGRAMS

**PROJECT TITLE:**

\_\_\_\_\_  
\_\_\_\_\_

**THE APPLICANT:**

\_\_\_\_\_

**HEREBY ASSURES THAT:**

\_\_\_\_\_  
(insert Agency/School/CBO Name)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the Connecticut Office of Early Childhood;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut Office of Early Childhood, including information relating to the project records and access thereto as the Connecticut Office of Early Childhood may find necessary;

- H.** The Connecticut Office of Early Childhood reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- I.** If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;
- J.** The applicant will protect and save harmless the Connecticut Office of Early Childhood from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;
- K.** At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut Office of Early Childhood any moneys not expended in accordance with the approved program/operation budget as determined by the audit;

**L. REQUIRED LANGUAGE (NON-DISCRIMINATION)**

References in this section to “contract” shall mean this grant agreement and to “contractor” shall mean the Grantee.

(a) For purposes of this Section, the following terms are defined as follows:

- i. "Commission" means the Commission on Human Rights and Opportunities;
- ii. "Contract" and “contract” include any extension or modification of the Contract or contract;
- iii. "Contractor" and “contractor” include any successors or assigns of the Contractor or contractor;
- iv. "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose;
- v. “good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- vi. "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- vii. "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- viii. "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical

- Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- ix. "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and
  - x. "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

- (b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation

or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- (g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in

conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.

(h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

**M.** The grant award is subject to approval of the Connecticut Office of Early Childhood and availability of state or federal funds.

**N.** The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

I, the undersigned authorized official; hereby certify that these assurances shall be fully implemented.

Authorized Signature: \_\_\_\_\_

Name: *(typed)* \_\_\_\_\_

Title: *(typed)* \_\_\_\_\_

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

**APPENDIX D: Head Start Services-Simulated Allocations**

**HEAD START SERVICES  
SIMULATED ALLOCATIONS  
(Funding formula is subject to change)**

<b>Town Code</b>	<b>Town Name</b>	<b>Simulated Head Start Allocation</b>
015	Bridgeport	\$208,408
017	Bristol	\$146,463
034	Danbury	\$150,648
043	East Hartford	\$149,838
064	Hartford	\$266,037
077	Manchester	\$148,896
080	Meriden	\$155,717
089	New Britain	\$171,118
093	New Haven	\$209,333
095	New London	\$148,198
103	Norwalk	\$156,101
104	Norwich	\$147,475
135	Stamford	\$161,258
151	Waterbury	\$189,770
156	West Haven	\$149,885
163	Windham	\$151,598
	<b>TOTAL</b>	<b>\$2,710,743</b>