

EXECUTIVE SUMMARY

Head Start/Early Head Start Continuation Grant Proposal

Board Item FF-2, June 23, 2020

In August of every year, the Head Start/Early Head Start Continuation Grant and supporting documents are due to the Head Start Enterprise System in order to continue funding in the five-year grant period. For the 2020-2021 fiscal year, we are requesting funds in the amount \$17,342,551 from the Department of Health and Human Services for the School Board of Broward County Head Start/Early Head Start program. The Department of Health and Human Services is not requiring a grant narrative as part of the submission for this school year. The following documents are required and are part of this approval request:

- Self-Assessment and Improvement Plan - The *Self-Assessment and Improvement Plan* is a report completed after a self-assessment of the Head Start Department and its programs are conducted. Committees made up of Head Start staff, parents, principals and community members were formed and each was assigned a service area to review and discuss. The *Self-Assessment and Improvement Plan* is conducted annually to review all Head Start service areas and make recommendations for improvement. The report is completed and approved by the Head Start Policy Council and by the School Board of Broward County every year.
- Program Goals and Objectives - The *2020-2021 Program Goals and Objectives* were revised based on the Self-Assessment results. These goals and objectives help to guide the work of the Head Start staff to ensure compliance in all areas.
- Budget Narrative and Budget Detail - The *Budget Narrative and Budget Detail*, provides the budgetary information for the 2020-2021 fiscal year (November 1, 2020 - October 31, 2021). In this report the funding for the Department is detailed in the areas of Personnel, Supplies, Contracts, Technology, and Professional Development.
- Training and Technical Assistance Report - The *Training and Technical Assistance Report* provides details on how funds will be spent on Professional Development for all staff. For this year, conferences and professional development will be limited to locations in Florida to avoid air travel. Training and professional development for large groups may be held virtually to ensure safety of all individuals. The amount funded for training and technical assistance may not be applied to other areas.
- Selection Criteria - The *Selection Criteria* document provides the criteria for selection and eligibility for children based on Head Start/Early Head Start Performance Standards and the Community Assessment.

All documents presented have been reviewed with and approved by the Head Start/Early Head Start Policy Council.