

## Head Start Monthly Report December 2017

### Conduct of Responsibilities –

Each Head Start agency shall ensure the sharing of accurate and regular information for use by the **Governing Body and Policy Council**, about program planning, policies, and Head Start agency operations, including:

- (A) Monthly financial statements, including credit card expenditures;
- (B) Monthly program information summaries
- (C) Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- (D) Monthly reports of meals and snacks provided through programs of the Department of Agriculture;
- (E) The financial audit;
- (F) The annual self-assessment, including any findings related to such assessment;
- (G) The communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- (H) Communication and guidance from the Secretary;

### In accordance with the New Head Start performance Standards that went into effect on November 7, 2016:

1301.2 (b) Duties & Responsibilities of the Governing Body -

(1) The governing body is responsible for activities specified at section 642©(1)€ of the Head Start Act.

(2) The governing body must use ongoing monitoring results, data on school readiness goals, and other information described in 1302.102, and information described at section 642(d)(2) of the Act to conduct its responsibilities.

Please see Program Information Summary & attachments to this monthly report for monitoring reports.

#### A. Monthly Financial Statements including credit card expenditures: \$2456.82

• 10/24/17	Dune Park (train tickets)	\$25.50
• 10/26/17	SQ Moham Chicago (taxi)	\$11.05
• 10/26/17	Taxi Svc Chicago	\$11.25
• 10/27/17	Speedway Ft. Wayne (gas)	\$38.75
• 10/27/17	Millenium Station (train tickets)	\$25.50
• 10/27/17	Hyatt Hotels	\$964.95
• 11/06/17	Dune park (train ticket)	\$8.50
• 11/08/17	Taxi Svc	\$10.25
• 11/08/17	Taxi Svc	\$9.50
• 11/09/17	Speedway Chesterton (gas)	\$42.22
• 11/09/17	Millenium Station (train tickets)	\$8.50
• 11/09/17	Hyatt Hotels	\$1,193.85
• 11/18/17	Doubletree Hilton	\$107.00

## B. Program Information Summary

Director completed and received approval for budget revision to continuation grant 16/17 which ended on November 30<sup>th</sup>. The budget revision was requested for the purchase of new handicap-accessible bus. The Director and the Management team has been developing new performance evaluation tools with support from Head Start TTA. The Managers have been providing onboarding and new employee orientation to new employees as they have been hired. Two positions remain open, Floater TA and Bus Aide. The director attended the School Readiness and Data Institute offered by Region V in Chicago, Illinois. The director will be reviewing current school district policy to ensure existing policies meet Head Start federal regulations. TTA visited Head Start twice in November to assist with HSELOF alignment and School Readiness and Data. Director and Education Manager meet monthly with No Wrong Door Committee and Early Childhood Task Force.

**Education** –Conducted first Data Dialogue day with education staff. Teaching staff were given checkpoint data to review and plan objectives to reach program established school readiness goals. Information garnered from data dialogue indicates the need for professional development around Curriculum fidelity and assessment. Practice Based coaching and Conscious Discipline coaching continue for teaching staff. CLASS observation completed. Director met with Coldwater Kindergarten teachers and Principal. Director received KRA data from Celina City Schools, Coldwater Schools, and St. Henry Schools.

**Mental Health** –Head Start contracts with Foundations for Mental Health Services. Currently, one student has been referred for observation.

**Health** – We have children enrolled who have physicals expired. The program is working with providers to ensure this requirement is met. The program can pay for this if there are no other resources available.

**Disabilities** – We are currently serving 14 children with IEPs. There are several more ETRS scheduled in the next few weeks. Head Start serves 1 child with a Medical Plan of Action and 2 children with dietary plans of action.

**Transportation** – Bus monitors were completed this month.

**Family Engagement** – Families attended a literacy make it take it event where parents were educated on literacy and how to tell stories and build activities that were developmentally appropriate for their children. Families are referred to Foundations for Incredible Years parenting. The program is investigating the adoption of its own parenting curriculum as well as a research and evidence-based parent engagement measuring tool – Parent Gauge.

## C. Enrollment / Attendance

**132 children are currently enrolled. The Administrative Team has been conducting strategic planning discussions will need to occur to discuss any possible modifications to the program. In February 2018, the current Risk Management plan for enrollment expires. At that time the program must have a response about enrollment. Discussions about infusing Early Head Start and converting part day programming to full-day programming have begun.**

### Enrollment by Program Option:

Half Day PY Head Start	97
Full Day School Year Ed Complex	20

Full Day School Year Rockford	15
ECE – State – funded (CPPS)	13

**Attendance by Program Option:**

Half Day PY Head Start	86.7%
Full Day School Year Ed Complex	93.33%
Full Day School Year Rockford	91.56%
CPPS	91.28%

**D. CACFP report – CACFP claimed meals**

<b>Month Served</b>	<b>November 2017</b>
<b>Total Days Attendance</b>	<b>Rockford &amp; Part Day programming - 15 Ed Complex Full day Programming - 18</b>
<b>Total Breakfast</b>	<b>1203</b>
<b>Total Lunches</b>	<b>1860</b>
<b>Total Snacks</b>	<b>1128</b>
<b>Total Meals</b>	<b>4091</b>

**E. Financial Audit – N/A**

**F. Annual Self-Assessment**

- Completed March 2016

**G. Community Assessment**

- Update In Process

**H. Communication and guidance from the Secretary**

**Attachments to report:**

Required screenings report  
School Readiness Data

Respectfully submitted,

Amy Esser  
Executive Director

HEAD START - 2017 GRANT

REVENUE						
	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING	ANTICIPATED ACCRUAL
Federal Revenue	1,270,106.00	-	1,270,106.00	1,006,000.00	264,106.00	
CACFP Revenue	-	88,230.00	88,230.00	63,445.05	24,784.95	
Other Local	-	-	-	1,910.02	(1,910.02)	(This was auction proceeds)
Refund prior year exp	-	-	-	-	-	
Board advance	-	-	-	-	-	
<b>Total</b>	<b>1,270,106.00</b>	<b>88,230.00</b>	<b>1,358,336.00</b>	<b>1,071,355.07</b>	<b>286,980.93</b>	

EXPENSES								
	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE	ANTICIPATED ACCRUAL
Salary	571,137.00	50,400.00	621,537.00	584,900.88	36,636.12		36,636.12	
Fringe Benefits	322,617.00	9,100.00	331,717.00	324,515.51	7,201.49	30.00	7,171.49	
Programming	141,109.00	4,230.00	145,339.00	56,936.59	88,402.41	16,012.95	72,389.46	
USAS (400's)	-	-	-	-	-	-	-	-
USAS (500)	102,774.00	24,500.00	127,274.00	75,666.27	51,607.73	15,853.72	35,754.01	
Capital Outlay	91,644.00	-	91,644.00	-	91,644.00	90,339.00	1,305.00	
Other Expenditures	8,500.00	-	8,500.00	2,079.00	6,421.00	892.00	5,529.00	
<b>PA22 subtotal</b>	<b>1,237,781.00</b>	<b>88,230.00</b>	<b>1,326,011.00</b>	<b>1,044,098.25</b>	<b>281,912.75</b>	<b>123,127.67</b>	<b>158,785.08</b>	
<b>Training &amp; Technical Services</b>								
Training & technical serv (job code 400)	11,648.00	-	11,648.00	17,764.43	(6,116.43)	542.30	(6,658.73)	
Staff out of town travel	7,584.00	-	7,584.00	10,373.36	(2,789.36)	2,064.00	(4,853.36)	
<b>Subtotal Purch Service</b>	<b>19,232.00</b>	<b>-</b>	<b>19,232.00</b>	<b>28,137.79</b>	<b>(8,905.79)</b>	<b>2,606.30</b>	<b>(11,512.09)</b>	
<b>Training &amp; Tech Supplies</b>								
Subtotal Supplies	13,093.00	-	13,093.00	1,097.14	11,995.86	-	11,995.86	
T&TA -PA20	32,325.00	-	32,325.00	29,234.93	3,090.07	2,606.30	483.77	
Return of Board Advance	-	-	-	-	-	-	-	
<b>TOTALS</b>	<b>1,270,106.00</b>	<b>88,230.00</b>	<b>1,358,336.00</b>	<b>1,073,333.18</b>	<b>285,002.82</b>	<b>125,733.97</b>	<b>159,268.85</b>	

**TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES (1,978.11)**

**FY 2018 PRE-SCHOOL GRANT FUND 439**

	APPROVED BUDGET	ACTUAL EXPENDED	UNENCUMBERED BALANCE	ENCUMBERED REQUISITIONS	REMAINING
Instructional Salary	23,370.00	8,586.65	14,783.35	0.00	14,783.35
Instructional Fringe Benefits	3,600.00	4,828.02	(1,228.02)	0.00	(1,228.02)
Instructional Services	3,000.00	163.50	2,836.50	0.00	2,836.50
Instructional Supplies	2,480.00	0.00	2,480.00	0.00	2,480.00
<b>Subtotal Instructional</b>	<b>32,450.00</b>	<b>13,578.17</b>	<b>18,871.83</b>	<b>0.00</b>	<b>18,871.83</b>
Admin Salary	16,926.00	3,423.36	13,502.64	0.00	13,502.64
Admin Fringes	2,624.00	1,965.14	658.86	0.00	658.86
<b>Subtotal Admin</b>	<b>19,550.00</b>	<b>5,388.50</b>	<b>14,161.50</b>	<b>0.00</b>	<b>14,161.50</b>
Prof Development	0.00	0.00	0.00	0.00	0.00
<b>Subtotal Prof Development</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTALS</b>	<b>52,000.00</b>	<b>18,966.67</b>	<b>33,033.33</b>	<b>0.00</b>	<b>33,033.33</b>

FUND 439 PRESCHOOL GRANT SUMMARY	
2018 GRANT EXPENDED IN FY18	18,966.67
TOTAL STATE PRESCHOOL DOLLARS IN FY18	18,966.67

**FY 2018 PRE-SCHOOL FUND 020**

REVENUE	APPROVED BUDGET	ACTUAL REVENUE	REMAINING FUNDING
Preschool fees	0.00	0.00	0.00
Other Revenue	0.00	0.00	0.00
Refund of prior years	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

  

	APPROVED BUDGET	ACTUAL EXPENDED	UNENCUMBERED BALANCE	ENCUMBERED REQUISITIONS	REMAINING BALANCE
Local Expenditures	-	-	-	-	-
Salary	-	-	-	-	-
Fringe	-	-	-	-	-
Services	-	-	-	-	-
Supplies	-	-	-	-	-
Capital Outlay	-	-	-	57.00	(57.00)
Other expenditures	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>57.00</b>	<b>(57.00)</b>

FUND 020 PRESCHOOL CASH BALANCE SUMMARY	
CARRYOVER BALANCE SEPT 1, 2018	149.45
FY18 REVENUE	0.00
FY18 EXPENDITURES	0.00
	<u>149.45</u>

PO open to Sue Stachler for Classroom Supplies

<b>Agency: All</b>	<b>Currently Enrolled= 145</b>
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**406 - EPSDT status Report**

	Up-To-Date	Not Up-To-Date
<b>Dental</b>	<u>132</u>	<u>13</u>
<b>Growth Assessment</b>	<u>140</u>	<u>5</u>
<b>HCT or HGB</b>	<u>122</u>	<u>23</u>
<b>Hearing</b>	<u>138</u>	<u>7</u>
<b>Lead Screening (Mandated)</b>	<u>120</u>	<u>25</u>
<b>Vision</b>	<u>139</u>	<u>6</u>

Up-to-Date / Not Up-to-Date on ALL Mandated Exams

Up-To-Date	Not Up-To-Date
<u>120</u>	<u>25</u>

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*3 students with expired physicals*

Agency: All

Currently Enrolled= 145

**421-Immunization Status**

Name	1st	2nd	3rd	4th	5th	Waiver/Compliance
<b>Completed</b>						
Polio	<u>144</u>	<u>143</u>	<u>141</u>	N/A	N/A	<u>1</u>
DTAP	<u>144</u>	<u>144</u>	<u>142</u>	<u>131</u>	N/A	<u>3</u>
MMR	<u>144</u>	N/A	N/A	N/A	N/A	<u>1</u>
HIB	<u>144</u>	<u>141</u>	<u>129</u>	<u>97</u>	N/A	<u>44</u>
HepatitisB	<u>144</u>	<u>143</u>	<u>143</u>	N/A	N/A	<u>1</u>
Varicella	<u>143</u>	N/A				<u>2</u>
HepatitisA	<u>143</u>	<u>123</u>	N/A	N/A	N/A	<u>13</u>
Pneumococcal	<u>143</u>	<u>142</u>	<u>133</u>	<u>99</u>	N/A	<u>41</u>
Rotavirus	<u>106</u>	<u>90</u>	<u>61</u>	N/A	N/A	<u>83</u>
<b>Incomplete</b>						
Polio	<u>1</u>	<u>2</u>	<u>4</u>	N/A	N/A	
DTAP	<u>1</u>	<u>1</u>	<u>3</u>	<u>14</u>	N/A	
MMR	<u>1</u>	N/A	N/A	N/A	N/A	
HIB	<u>1</u>	<u>4</u>	<u>16</u>	<u>48</u>	N/A	
HepatitisB	<u>1</u>	<u>2</u>	<u>2</u>	N/A	N/A	
Varicella	<u>2</u>	N/A				
HepatitisA	<u>2</u>	<u>22</u>	N/A	N/A	N/A	
Pneumococcal	<u>2</u>	<u>3</u>	<u>12</u>	<u>46</u>	N/A	
Rotavirus	<u>39</u>	<u>55</u>	<u>84</u>	N/A	N/A	
<b>Source</b>	<b>Children up-to-date on immunizations (As of 12-12-2017)</b>	<b>Children NOT up-to-date on immunizations (After 12-12-2017)</b>	<b>Children received all possible shots (As of 12-12-2017)</b>	<b>Children NOT current on all possible shots (After 12-12-2017)</b>	<b>Children met State's guidelines for an exemption from immunizations</b>	<b>None</b>
<b>Current Immunization Record</b>	<u>116</u>	<u>1</u>	<u>5</u>	<u>8</u>	<u>2</u>	<u>13</u>
<b>Health History at Enrollment</b>	<u>57</u>	N/A	<u>23</u>	N/A	<u>0</u>	<u>65</u>

As of Date filtering is NOT applicable to Health History Information which is submitted at enrollment.

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**BUSINESS CARD STATEMENT**

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2456.82

**ACCOUNT ACTIVITY**

(CONTINUED)

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
11/15	WAL-MART #1433 CELINA OH	33.80-
11/14	CROWNE PLAZA COLUMBUS COLUMBUS OH KENNETH SCHMIESING TRANSACTIONS THIS CYCLE (CARD 4374) \$212.80	179.00-
10/24	DUNE PARK STATION CHESTERTON IN	25.50-
10/26	SQ *SQ *GOSQ.COM MOHAM Chicago IL	11.05-
10/27	SPEEDWAY 05161 ILL FORT WAYNE IN	38.75-
10/27	MILLENNIUM STATION CHICAGO IL	25.50-
10/26	TAXI SVC CHICAGO CHICAGO IL	11.25-
10/27	HYATT HOTELS CHICAGO CHICAGO IL	964.95-
11/06	DUNE PARK STATION CHESTERTON IN	8.50-
11/08	TAXI SVC CHICAGO CHICAGO IL	10.25-
11/08	TAXI SVC CHICAGO CHICAGO IL	9.50-
11/09	SPEEDWAY 05522 CHE CHESTERTON IN	42.22-
11/09	MILLENNIUM STATION TER CHICAGO IL	8.50-
11/09	HYATT HOTELS CHICAGO CHICAGO IL	1,193.85-
11/18	DOUBLETREE BY HILTON C WORTHINGTON OH AMY ESSER TRANSACTIONS THIS CYCLE (CARD 5223) \$2,456.82	107.00-
11/10	Payment Thank You - Web	
11/15	ORBOTIX 303-4442053 CO THOMAS S SOMMER TRANSACTIONS THIS CYCLE (CARD 4245) -\$21,996.61 INCLUDING PAYMENTS RECEIVED	-23,811.60 1,814.99-
11/14	CROWNE PLAZA COLUM-DUB DUBLIN OH TIM BUSCHUR TRANSACTIONS THIS CYCLE (CARD 2946) \$85.00	85.00.-

2017 Totals Year-to-Date	
Total fees charged in 2017	\$0.00
Total interest charged in 2017	\$0.00

Year-to-date totals do not reflect any fee or interest refunds you may have received.

**INTEREST CHARGES**

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Annual Balance



**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES  
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

<b>1. AWARDING OFFICE:</b> Office of Head Start		<b>2. ASSISTANCE TYPE:</b> Discretionary Grant		<b>3. AWARD NO.:</b> 05CH8467-04-04		<b>4. AMEND. NO.:</b> 4		
<b>5. TYPE OF AWARD:</b> Service			<b>6. TYPE OF ACTION:</b> Budget Revision			<b>7. AWARD AUTHORITY:</b> 42 USC 9801 ET SEQ.		
<b>8. BUDGET PERIOD:</b> 12/01/2016 THRU 11/30/2017			<b>9. PROJECT PERIOD:</b> 07/01/2014 THRU 06/30/2019			<b>10. CAT NO.:</b> 93.600		
<b>11. RECIPIENT ORGANIZATION:</b> Celina City Schools 6731 State Route 219 Celina, OH 45822-8151 Grantee Authorizing Official: Curt Shellabarger , Board President						<b>12. PROJECT / PROGRAM TITLE:</b> Head Start		
<b>13. COUNTY:</b> Mercer		<b>14. CONGR. DIST.:</b> 04		<b>15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR:</b> Ken Schmiesing Superintendent				

<b>16. APPROVED BUDGET:</b>				<b>17. AWARD COMPUTATION:</b>			
Personnel.....	\$	571,137.00		A. NON-FEDERAL SHARE.....	\$	317,527.00	20%
Fringe Benefits.....	\$	322,617.00		B. FEDERAL SHARE.....	\$	1,270,106.00	80%
Travel.....	\$	18,584.00		<b>18. FEDERAL SHARE COMPUTATION:</b>			
Equipment.....	\$	90,766.00		A. TOTAL FEDERAL SHARE.....	\$	1,270,106.00	
Supplies.....	\$	87,280.00		B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$	127,710.00	
Contractual.....	\$	67,097.00		C. FED. SHARE AWARDED THIS BUDGET PERIOD...\$		1,142,396.00	
Facilities/Construction.....	\$	0.00		<b>19. AMOUNT AWARDED THIS ACTION:</b>			
Other.....	\$	112,625.00			\$	0.00	
Direct Costs.....	\$	1,270,106.00		<b>20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:</b>			
Indirect Costs.....	\$	0.00			\$	4,440,451.00	
At % of \$				<b>21. AUTHORIZED TREATMENT OF PROGRAM INCOME:</b>			
In Kind Contributions.....	\$	0.00		Additional Costs			
Total Approved Budget.....	\$	1,270,106.00		<b>22. APPLICANT EIN:</b>		<b>23. PAYEE EIN:</b>	
				346400269		1346400269A1	
				<b>24. OBJECT CLASS:</b>			
				41.51			

<b>25. FINANCIAL INFORMATION:</b>							DUNS	013433719
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %		
	05CH846704	75-17-1536	7-G054122	\$0.00				

**26. REMARKS:** (Continued on separate sheets)

<b>27. SIGNATURE - ACF GRANTS OFFICER</b>		<b>DATE:</b>	<b>28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY</b>	
Eric P Staples		11/29/2017	Mr. Omar Barrett	
			11/29/2017	
<b>29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)</b>			<b>DATE:</b>	
Ms. Heather L Wanderski - Supervisory Program Specialist			11/29/2017	

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES  
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<b>11. RECIPIENT ORGANIZATION:</b> Celina City Schools				

**STANDARD TERMS**

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>.

This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>.

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

The Administration for Children and Families  
U.S. Department of Health and Human Services  
Office of Grants Management  
ATTN: Grants Management Specialist  
330 C Street, SW., Switzer Building Corridor  
3200 Washington, DC 20201 AND  
U.S. Department of Health and Human Services  
Office of Inspector General  
ATTN: Mandatory Grant Disclosures, Intake Coordinator  
330 Independence Avenue, SW, Cohen Building  
Room 5527 Washington, DC 20201  
Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: [MandatoryGranteeDisclosures@oig.hhs.gov](mailto:MandatoryGranteeDisclosures@oig.hhs.gov)  
Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

# AWARD ATTACHMENTS

Celina City Schools

05CH8467-04-04

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1. 05CH8467-04-04 Celina Budget Revision Remarks 11.29.2017

**26. REMARKS (Continued from previous page)**

**Special Conditions**

The budget revision only approves obligations made by November 30, 2017 and does not constitute authority to make any further obligations for the budget period as described in 45 C.F.R. § 75.309(a).

This grant action approves the request to rebudget Head Start operations funds of \$58,091 from the Personnel, \$17,655 from the Fringe Benefits and \$15,020 from the Supplies object class categories to the Equipment (\$90,766) object class category for the purchase of a bus.

Head Start population: 158 children.

Designated Head Start service area: Mercer County.

Approved program options: Center-based.