



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Memorandum

To: Champaign County Regional Planning Commissioners
From: Brandi Granse, Early Childhood Division Director
Date: Thursday, November 12, 2020
Re: Action Item – RPC November 20, 2020 Meeting

I recommend approval of the Head Start/Early Head Start and Early Head Start Expansion Continuation Funding Applications for the grant year March 1, 2021 through February 28, 2022. The Policy Council will review the applications on November 23. By approving this funding request, you are approving submission for the level of funding, the number of enrollments, the program options and schedules, and the required documents to support the applications as proposed.

Head Start Funded Enrollment – 435

- Program Operations \$3,443,490
- Training & Technical Assistance \$39,051
- Non-Federal Share \$0

Early Head Start Funded Enrollment – 141

- Program Operations \$2,160,751
- Training & Technical Assistance \$47,534
- Non-Federal Share \$0

Early Head Start Expansion Funded Enrollment - 90

- Program Operations \$1,929,529
- Training & Technical Assistance \$45,944
- Non-Federal Share \$0



Early Childhood Education Program

1776 E. Washington St. Urbana, IL 61802
P 217.328.3313 F 217.328.2426
TTY 217.384.3862 CCRPC.ORG



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The required documents to support the applications include:

- Budget Summaries
- Continuous Quality Improvement Plan
- Community Assessment
- Enrollment by Program Option and Schedules

As the positive COVID-19 cases continue to rise within Champaign County, the program will maintain the five centers at limited capacity with expanded remote/virtual learning options as necessary. Also, we will continue providing home-based services and partnering with six family child care home providers to offer additional program options for supporting families' needs.

Due to the COVID-19 pandemic and the inability to receive the normal volunteer hours and organizational contributions, our program is requesting a waiver for all of the required 20% non-federal share. According to the Information Memorandums, Coronavirus Disease 2019 (COVID-19) Fiscal Flexibilities - ACF-IM-HS-20-03 and General Disaster Recovery Flexibilities - ACF-HS-IM-19-01, programs may request a waiver for all or part of their 20% non-federal share based on emergency or disaster because other organizations may not be able to provide the usual contributions to the Head Start grantees during this time.



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people.possibilities.



Office of Head Start

05CH011410-000 - Champaign County Head Start

FY2021 - 03/01/2021-02/28/2022 - Non-Competing Continuation

Head Start - Budget Categories

<i>Budget Category</i>	<i>Program Operations</i>	<i>Training Technical Assistance</i>	<i>Non-Federal Share</i>
Personnel	\$1,973,450	\$11,507	\$0
Fringe Benefits	\$703,815	\$1,717	\$0
Travel	\$1,000	\$4,048	\$0
Equipment	\$0	\$0	\$0
Supplies	\$70,362	\$0	\$0
Contractual	\$115,000	\$14,148	\$0
Construction	\$0	\$0	\$0
Other	\$336,086	\$7,631	\$0
Total Direct Charges	\$3,199,713	\$39,051	\$0
Indirect Charges	\$243,777	\$0	\$0
Total	\$3,443,490	\$39,051	\$0



Office of Head Start

05CH011410-200 - Champaign County Early Head Start
FY2021 - 03/01/2021-02/28/2022 - Non-Competing Continuation

Early Head Start - Budget Categories

<i>Budget Category</i>	<i>Program Operations</i>	<i>Training Technical Assistance</i>	<i>Non-Federal Share</i>
Personnel	\$1,197,712	\$11,507	\$0
Fringe Benefits	\$489,852	\$1,717	\$0
Travel	\$1,000	\$3,345	\$0
Equipment	\$0	\$0	\$0
Supplies	\$50,000	\$0	\$0
Contractual	\$84,000	\$23,406	\$0
Construction	\$0	\$0	\$0
Other	\$161,525	\$7,559	\$0
Total Direct Charges	\$1,984,089	\$47,534	\$0
Indirect Charges	\$176,662	\$0	\$0
Total	\$2,160,751	\$47,534	\$0



Office of Head Start

05HP000138-200 - Champaign County

FY2021 - 03/01/2021-02/28/2022 - Non-Competing Continuation

Early Head Start - Budget Categories

<i>Budget Category</i>	<i>Program Operations</i>	<i>Training Technical Assistance</i>	<i>Non-Federal Share</i>
Personnel	\$1,027,458	\$0	\$0
Fringe Benefits	\$397,748	\$0	\$0
Travel	\$1,000	\$3,950	\$0
Equipment	\$0	\$0	\$0
Supplies	\$55,000	\$0	\$0
Contractual	\$22,000	\$26,467	\$0
Construction	\$0	\$0	\$0
Other	\$268,285	\$15,527	\$0
Total Direct Charges	\$1,771,491	\$45,944	\$0
Indirect Charges	\$158,038	\$0	\$0
Total	\$1,929,529	\$45,944	\$0



Office of Head Start

05CH011410-000 - Champaign County Head Start
 FY2021 - 03/01/2021-02/28/2022 - Non-Competing Continuation

Enrollment by Program Option

	<i>Center-based</i>	<i>Combination Program</i>	<i>Family Child Care</i>	<i>Home-based</i>	<i>Locally Designed Program</i>	<i>Funded Child Enrollment Total</i>
Total Enrollment	374	0	24	37	0	435

Program Schedules

Center-based

<i>Schedule Number</i>	<i>2. Funded Child Enrollment</i>	<i>3a. Number of classes / groups</i>	<i>3b. Double Session</i>	<i>4. Number of hours of classes / groups per child per day</i>	<i>5. Number of days of classes / groups per child per week</i>	<i>6. Number of days of classes / groups per child per year</i>	<i>7. Number of home visits per child per year</i>	<i>8. Number of hours per home visit</i>
CB-000-1	157	8	no	6	5	170	2	1
CB-000-2	217	13	no	10	5	225	2	1
Total	374							

Family Child Care

<i>Schedule Number</i>	<i>2. Funded Child Enrollment</i>	<i>3a. Number of classes / groups / family child care settings</i>	<i>3b. Double Session</i>	<i>4. Number of hours of classes / groups / FCC settings per child per day</i>	<i>5. Number of days of classes / groups / FCC settings per child per week</i>	<i>6. Number of days of classes / groups / FCC settings per child per year</i>	<i>7. Number of home visits per child per year</i>	<i>8. Number of hours per home visit</i>
FCC-000-1	24	6	no	10	5	240	2	1

Home-based

<i>Schedule Number</i>	<i>2. Funded Child Enrollment</i>	<i>9. Number of home visits per child per year</i>	<i>10. Number of hours per home visit</i>	<i>11. Number of hours per home-based socialization experience</i>	<i>12. Number of home-based socialization experiences per child per year</i>
HB-000-1	37	36	1.5	2.5	24



Office of Head Start

05CH011410-200 - Champaign County Early Head Start
FY2021 - 03/01/2021-02/28/2022 - Non-Competing Continuation

Enrollment by Program Option

	<i>Center-based</i>	<i>Combination Program</i>	<i>Family Child Care</i>	<i>Home-based</i>	<i>Locally Designed Program</i>	<i>Funded Child Enrollment Total</i>	<i>Pregnant Women</i>	<i>Funded Enrollment Total</i>
Total Enrollment	64	0	28	44	0	136	5	141

Program Schedules

Center-based

<i>Schedule Number</i>	<i>2. Funded Child Enrollment</i>	<i>3a. Number of classes / groups</i>	<i>3b. Double Session</i>	<i>4. Number of hours of classes / groups per child per day</i>	<i>5. Number of days of classes / groups per child per week</i>	<i>6. Number of days of classes / groups per child per year</i>	<i>7. Number of home visits per child per year</i>	<i>8. Number of hours per home visit</i>
CB-200-1	64	8	no	10	5	225	2	1

Family Child Care

<i>Schedule Number</i>	<i>2. Funded Child Enrollment</i>	<i>3a. Number of classes / groups / family child care settings</i>	<i>3b. Double Session</i>	<i>4. Number of hours of classes / groups / FCC settings per child per day</i>	<i>5. Number of days of classes / groups / FCC settings per child per week</i>	<i>6. Number of days of classes / groups / FCC settings per child per year</i>	<i>7. Number of home visits per child per year</i>	<i>8. Number of hours per home visit</i>
FCC-200-1	28	6	no	10	5	240	2	1

Home-based

<i>Schedule Number</i>	<i>2. Funded Child Enrollment</i>	<i>9. Number of home visits per child per year</i>	<i>10. Number of hours per home visit</i>	<i>11. Number of hours per home-based socialization experience</i>	<i>12. Number of home-based socialization experiences per child per year</i>
HB-200-1	44	46	1.5	2.5	24

Pregnant Women

<i>Schedule Number</i>	<i>Projected Number of Pregnant Women</i>
PW-200-1	5



Office of Head Start

05HP000138-200 - Champaign County
 FY2021 - 03/01/2021-02/28/2022 - Non-Competing Continuation

Enrollment by Program Option

	<i>Center-based</i>	<i>Combination Program</i>	<i>Family Child Care</i>	<i>Home-based</i>	<i>Locally Designed Program</i>	<i>Funded Child Enrollment Total</i>	<i>Pregnant Women</i>	<i>Funded Enrollment Total</i>
Total Enrollment	80	0	0	0	0	80	10	90

Program Schedules

Center-based

<i>Schedule Number</i>	<i>2. Funded Child Enrollment</i>	<i>3a. Number of classes / groups</i>	<i>3b. Double Session</i>	<i>4. Number of hours of classes / groups per child per day</i>	<i>5. Number of days of classes / groups per child per week</i>	<i>6. Number of days of classes / groups per child per year</i>	<i>7. Number of home visits per child per year</i>	<i>8. Number of hours per home visit</i>
CB-200-1	80	11	no	10	5	225	2	1

Pregnant Women

<i>Schedule Number</i>	<i>Projected Number of Pregnant Women</i>
PW-200-1	10

CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION'S HEAD START/EARLY HEAD START PROGRAM

CONTINUOUS QUALITY IMPROVEMENT PLAN 2021-2022

Updated as of: 11/5/2020				
Objectives/Areas of Improvement	Action Items	Results & Evidence	Team Members Responsible	Time Frame/Status
FAMILY SERVICES				
Provide strategies for Self-Care	Create and identify resources for events such as Stress Less Parties.	Flyers	Service Area Managers	Target Date 5/1/21
Increase monthly Attendance above 85%	Continue monitoring data and addressing concerns.	ChildPlus reports	Service Area Managers	Target Date 12/1/2021
Increase the percentage of families trained on car seat safety	Continue monitoring data and addressing concerns.	ChildPlus reports	Service Area Managers	Target Date 8/1/2021
Assess Family Needs due to COVID-19 pandemic	Survey families and determine actions based on needs.	ChildPlus reports	Service Area Managers	Target Date 5/1/2021
FACILITIES & LEARNING ENVIRONMENTS				
Centralized location (moving Savoy into Champaign area, moving out of Champaign HS)	Identify a building or locations for building.	Real-estate documentation.	Service Area Managers, CEO, CFO	Target Date - 6/1/2023
	Research and identify a donor to provide the funds.	Contract	Service Area Managers, CEO, CFO	Target Date - 6/1/2023
	Begin planning of building remodel if necessary and/or architectural planning.	Plans	Service Area Managers, CEO, CFO	Target Date - 6/1/2023
Replace/Update HVAC units at Urbana HS	Complete Assessments and identify funding.	Quotes	Director	Date Completed 7/10/2020
Replace/Update Fire Sprinkling System at	Complete Assessments and identify funding.	Quotes	Director	Date Completed 6/29/2020
Replace Boiler System at Savoy HS	Request bids from vendors and identify funding.	Assessment, quotes, etc.	Director	Target Date - 8/1/2023
PROGRAM PLANNING & SERVICE SYSTEM DESIGN				
Assess Program Structure	Review, assess, and adjust current Program Structure based on needs of the program.	Organizational Chart	Director	Target Date - 5/1/2021
Increase family participation at program events including male	Start a mentor program for parents/guardians to help them with career goals.	Mentor List	Child & Family Services Managers	Target Date -5/1/2022

Objectives/Areas of Improvement	Action Items	Results & Evidence	Team Members Responsible	Time Frame/Status
involvement.	Recruit male group/organization to collaborate with Head Start to increase father/male involvement.	Recruitment Event Documentation	Child & Family Services Managers	Target Date -5/1/2022
TECHNOLOGY & INFORMATION SYSTEMS				
Research new child assessment systems.	Investigate new ChildPlus Outcomes Assessment and determine next steps for fall 2021.	Comparison documentation	Child Development Services Manager; Professional Development Committee	Date Completed 8/1/2021
Purchase an inventory management system to monitor supplies.	Assess different systems and make a decision on a system that meets the needs of the program.	Inventory Management Reports	Transportation/ Facilities Manager	Target Date - 5/1/2021
Reassess and monitor technology needs after COVID-19 pandemic	Assess current and future technology needs.	Survey Families and Employees	Child Development Services Manager; Professional Development Committee	Target Date 5/1/2021
TRAINING & PROFESSIONAL DEVELOPMENT				
Offer Texting training for Families	Identify resource	Training Agenda and Sign-In Sheets	Site Managers	Target Date - 6/1/2020
Provide Lunch & Learns	Create a plan and identify dates.	Training Agenda and Sign-In Sheets	Service Area Managers	Target Date - 3/1/2020
Expand Professional Development Committee/ Leadership Teams	Identify more staff and develop goals.	Agendas, sign-in sheets, outcomes	Service Area Managers	Date Completed 10/2020--EC Advisory Committee
Offer specialized training track for each job classification at agency wide staff development days	Create training track and identify dates.	Training Agenda and Sign-In Sheets	Child Development Services Manager; Professional Development Committee	Date Completed 9/2/2020
Increase CLASS scores in the area of Instructional Support	Monitor scores and provide training	CLASS Scores; Training Agenda and Sign-In Sheets	Child Development Services Manager; Professional Development Committee	Target Date - 8/1/2021
TRANSPORTATION				
Update transportation procedures	Review current procedures and review other resources from other HS programs	Transportation Assessment	Transportation/ Facilities Manager	Target Date - 8/1/2021
	Update procedures as needed	Transportation Assessment	Transportation/ Facilities Manager	Target Date - 8/1/2021