



Administration for Children and Families: Early Head Start

A. Funding Table

(Dollars in Millions)

	Total Appropriated	Planned Obligations FY 2009	Planned Obligations FY 2010
Grants	\$957.0	\$478.5	\$478.5
Technical Assistance	110.0	55.0	55.0
Monitoring	33.0	16.5	16.5
Total	1,100.0	550.0	550.0

B. Objectives

Under the American Recovery and Reinvestment Act (Recovery Act), \$1.1 billion will be provided to the Office of Head Start to increase the number of children participating in Early Head Start. The objective of the Early Head Start program is to enhance the cognitive, social and emotional development of low-income children, including children on federally-recognized reservations and children of migratory farm workers, through the provision of comprehensive health, educational, nutritional, social and other services and to involve parents in their children's learning and to help parents make progress toward their educational, literacy and employment goals. Head Start also emphasizes the significant involvement of parents in the administration of their local Head Start programs. These goals relate to HHS Strategic Objective 3.2: Protect the safety and foster the well-being of children and youth. The HHS Strategic Plan, Fiscal Years 2007 – 2012 can be found at: <http://aspe.hhs.gov/hhsplan/>.

C. Activities

The purpose of this funding is to increase the number of children participating in Early Head Start (with up to ten percent of these funds to be used for training and technical assistance and up to three percent for monitoring the operations of these additional programs). Conference report language that accompanied the Recovery Act bill stated: The conferees expect the Department of Health and Human Services (HHS) to work with Head Start grantees in order to manage these resources in order to sustain fiscal year 2009 awards through fiscal year 2010.

D. Characteristics

The Recovery Act appropriates \$1.1 billion to increase the number of Early Head Start (EHS) children.



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Purpose	Type of Award	Funding Amount	Recipient
Expand Early Head Start services	Competitive discretionary grants	\$957 million	Community based organizations, local government, higher education institutions, American Indian tribes and migrant and seasonal grantees
Monitoring	Contract	\$33 million	TBD
Training and technical assistance (T/TA)	Included in awards to grantees who receive expansion funding, modifications to existing contracts and award of new grants/contracts	\$110 million	Provided to EHS grantees who receive expansion funding, current state-based T/TA system to work with new grantees, new contracts to work on Child Development Associate (CDA) credential and other training issues
TOTAL = \$1.1 Billion			

E. Delivery Schedule

- Synopsis of Grant Opportunity published online – completed April 2, 2009
- Announcement published in grants.gov – May 8, 2009
- Applications due – July 9, 2009
- Panel the EHS expansion proposals – late July 2009
- Select successful applicants for EHS expansion – August 2009
- Award EHS expansion grants – September 2009
- Allocate T/TA funding, including direct awards to grantees and contract modifications to existing recipients to provide T/TA support – September 2009
- Modify contracts to enhance Head Start monitoring activities – September 2009

F. Environmental Review Compliance

The distribution of Early Head Start funds as a result of the Recovery Act is categorically excluded from environmental review based on Category 2 section F - Functional Exclusion: Grants for Social Services under Chapter 30-20-30 of the HHS General Administration Manual. By definition, the use of these funds: (1) mitigates social and environmental impacts; (2) does not include construction or alterations of the human environment; and (3) have no anticipated individual or cumulative significant effect on natural or cultural assets. Any funding that includes construction



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or alterations will not fall under this categorical exclusion and will be subject to an environmental assessment. Therefore Early Head Start qualifies for a Categorical Exclusion from National Environmental Protection Act (NEPA) and will be reported under Section 1609(c) report form for ACF.

G. Measures

This funding is expected to provide services to approximately 45,000 more pregnant women, infants, toddlers, and their families. An additional 10,000 Early Head Start (EHS) children will be served through the EHS portion of \$1 billion in Head Start Recovery Act funding, in total nearly doubling the total number of Early Head Start participants.

Targets for the following performance measures have been developed based on historical data, analysis of current trends in Early Head Start programs, and the projected impact of Recovery Act funds.

Table 1

Measure	Type	Most Recent Result	FY 2009 Target	FY 2010 Target	FY 2010 +/- FY 2009
Increase the percentage of Early Head Start teachers with AA, BA, Advanced Degree, or a degree in a field related to early childhood education.	Outcome	54%	57%	60%	+3%
Number of additional centers used to serve the increased Early Head Start enrollment.	Output	TBD (new output measure)	600	4,000	+3,400
Number of jobs created as a result of Recovery Act Funding for Early Head Start expansion.	Output	TBD (new output measure)	3,4000	23,000	+19,600
Number of additional early Head Start children served as a result of Recovery Act Funds	Output	TBD (new output measure)	8,000	55,000	+47,000

Table 2

Data Source	Data Validation
Program Information Report (PIT)	Data collection for the PIR is automated to improve efficiency in the collection and analysis of data. Head Start achieves a 100 percent response rate annually from 2,600 respondents. The Office of Head Start also engages in significant monitoring of Head Start grantees through monitoring reviews of Head Start and Early Head Start grantees, which examine and track Head Start Program Performance Standards compliance at least every three years for each program. Teams of ACF Regional Office and Central Office staff, along with



Data Source	Data Validation
	trained reviewers, conduct more than 500 on-site reviews each year. The automated data system provides trend data so that the team can examine strengths and weaknesses in all programs

The Office of Head Start (OHS) will, through quarterly risk management calls with its grantees, track the above output measures related to the number of new jobs created and new centers opened. This information will be updated and made available on the OHS website (<http://www.acf.hhs.gov/programs/ohs/>).

H. Monitoring and Evaluation

All Recovery Act programs will be assessed for risk and to ensure that appropriate internal controls are in place throughout the entire funding cycle. These assessments will be done consistent with the statutory requirements of the Federal Manager’s Financial Integrity Act and the Improper Payments Information Act, as well as OMB’s circular A-123 “Management’s Responsibility for Internal Control.”

ACF will follow its existing internal control structure in implementing this Early Head Start expansion. The expenditure of these funds will be carefully monitored by Office of Head Start (OHS) regional staff and by ACF Office of Administration (OA) grants specialists with strong oversight from the national office. On-going Risk Management Meetings conducted with each grantee will focus on the use of these funds and the frequency will be increased to quarterly with all grantees receiving these funds. All Early Head Start programs are subject to regular monitoring visits where their records, including fiscal records will be carefully reviewed to assure an appropriate use of these funds. New Early Head Start programs will be visited after completion of their first year of program operations. The fiscal monitoring tools will be revised to ensure that the use of these funds is thoroughly and separately examined. All new Early Head Start grantees will be monitored at the end of their first year of operation. In addition, all Head Start grantees must submit an annual audit to OHS.

I. Transparency

ACF will be open and transparent in all of its grant awards and contracts that involve spending of Recovery Act funding consistent with statutory and OMB guidance. ACF will ensure that recipient reporting required by Section 1512 of the Recovery Act and OMB guidance is made available to the public on Recovery.gov by October 10, 2009. ACF will inform recipients of their reporting obligation through standard terms and conditions, grant announcements, contract solicitations, and other program guidance. ACF will provide technical assistance to grantees and contractors and fully utilize Project Officers to ensure compliance with reporting requirements.

OHS will post on its website (<http://www.acf.hhs.gov/programs/ohs/>) quarterly information about the spending of Recovery Act funds, including such information as the number of successful EHS expansion applicants, how many new children are being served, how many new staff have been hired, and how many new EHS centers have been opened (see Table 1 output measures). Annual performance results are



available in the annual ACF Budget Justification and Online Performance Appendix (available at: <http://www.acf.hhs.gov/programs/olab/budget/index.html>).

J. Accountability

Head Start is legislatively required to perform reviews of each Head Start program every three years and to review all newly funded programs after its first years of operation. Erroneous Payment reviews are conducted to determine whether documentation demonstrated that a Head Start child was income eligible. In the case of errors, Head Start grantees are required to develop corrective action plans. ACF has also issued a memorandum reminding all grantees of documentation requirements, developed a standard signed statement template form, increased oversight of documentation activities being performed by ACF Regional Offices, and increased grantee emphasis for on-going monitoring through training and development of a monitoring protocol to review management systems. Head Start Regional program managers are charged with assuring all programs in their regions are providing appropriate services to enrolled children and families and using their grants funds as required by statute and regulation. Grantees that are not must correct their problems or face de-funding.

To ensure that managers are held to high standards of accountability in achieving program goals under the Recovery Act, ACF will build on and strengthen existing processes. Senior ACF and Office of Head Start officials will meet regularly with senior Department officials to ensure that projects are meeting their program goals, assessing and mitigating risks, ensuring transparency, and incorporating corrective actions. The personnel performance appraisal system will also incorporate Recovery Act program stewardship responsibilities for program and business function managers. Both senior and program managers are held accountable for assuring quality grantee performance through their Performance Management Appraisal Program (PMAP) plans. PMAP plans define clear expectations for managerial performance related to ACF-wide goals, the HHS Strategic Plan, and other key performance measures.

K. Barriers to Effective Implementation

None identified.

L. Federal Infrastructure

Not applicable.