

# FAIRFAX COUNTY HEAD START POLICY COUNCIL MEETING AGENDA

Virtual via MS Teams Conference ID: 170 380 587#  
Phone: +1 571-429-5982,,170380587#  
July 22, 2021

## 2021 Policy Council Executive Officers

*Heather Thomas  
Chairperson*

*Romana Akbar  
Vice Chairperson*

*David Aratuo  
Secretary*

*Fatiha Abderraziq  
Treasurer*

*Abdisalem Aden  
Parliamentarian*

## OFC Head Start Admin Office Contacts

*Jennifer Branch  
Division Director*

### Call to Order (6:30 p.m.)

Heather Thomas, Chairperson

### Business Meeting

- Roll Call and Introductions
- Approval of Minutes from June meeting

### Treasurer's Report

Tina Schmidt, Fiscal Officer

- June Policy Council Budget Reports

### Fiscal Reports

Tina Schmidt, Fiscal Officer

- June Head Start At-a-Glance for Head Start Early Head Start Birth to Five and Early Head Start Child Care Partnership & Expansion

### Personnel Approval

Tracita Douglas, GMV Rep

### COVID Response Updates

Meg Marcus, Community Rep

### Administrative Updates

Jennifer Branch, Director

- FA1 2020-2021 Federal Review Monitoring Report
- Monthly Reports – June 2021
  - Enrollment Statistics
  - Average Daily Attendance Report
  - USDA Food Reimbursement Report

- PC Member Updates

Policy Council Members

### Adjourn

*Next meeting in August. Date TBD*



### Mission Statement

*To ensure that all Head Start/Early Head Start children ages 0-5 and pregnant women have access to quality child care, family services and early childhood programming.*

# FAIRFAX COUNTY HEAD START

## AGENDA DE LA REUNIÓN DEL CONCEJO DE POLÍTICAS

Conference ID: 170 380 587# via Virtual MS Teams  
ó por Teléfono: +1 571-429-5982,,170380587#  
22 de julio, 2021

2020

### Consejo de Política Oficiales Ejecutivos

Heather Thomas  
Presidenta

Romana Akbar  
Vice-Presidenta

David Aratuo  
Secretaria

Fatiha Abderraziq  
Tesorera

Abdisalem Aden  
Parlamentario

### OFC Head Start Oficina de Administración

Jennifer Branch  
Director de División

### Llamada al Orden (6:30 p.m.)

Heather Thomas, Presidenta

### Reunión

- Pasar Lista e Introducciones
- Aprobación de la Minuta de junio

### Reporte del Tesorero

Tina Schmidt, Oficial Fiscal

- Reportes del presupuesto del Concejo de Políticas de junio

### Reportes Fiscales

Tina Schmidt, Oficial Fiscal

- Vistazo de Head Start en junio  
Early Head Start Head Start y el Programa desde el Nacimiento hasta los Cinco años y Asociación y Expansión de Early Head Start

### Aprobación de Personal

Tracita Douglas, GMV Rep

### Actualizaciones de Respuestas COVID

Meg Marcus, Rep de la Comunidad

### Actualizaciones Administrativas

Jennifer Branch, Directora

- Informe de Seguimiento de la Revisión Estatal FA1 2020-2021
- Reportes Mensuales – junio 2021
  - Estadística de Registros
  - Reporte Promedio de Asistencia Diaria
  - Reporte de Reembolso de Alimentos de USDA
- Actualizaciones de miembros

### Conclusión de la Reunión

Próxima Reunión en agosto. Fecha a determinarse.



### Mission Statement

To ensure that all Head Start/Early Head Start children ages 0-5 and pregnant women have access to quality child care, family services and early childhood programming.



# Policy Council Meeting

## MINUTES

**DATE:** 6/24/21

**TIME:** 6:30 - 7:30 P.M.

**LOCATION:** FAIRFAX COUNTY HEAD  
START – ONLINE TEAMS MEETING  
571-429-5982

<b>MEETING CALLED BY</b>	Heather Thomas, Chairperson at 6:35 pm.
<b>TYPE OF MEETING</b>	Business Meeting
<b>FACILITATOR</b>	Fairfax County Office for Children Head Start
<b>NOTE TAKER</b>	Julie Chang, staff Business Analyst
<b>TIMEKEEPER</b>	Abdisalam Aden (Parliamentarian)
<b>ATTENDEES</b>	<p><b>All programs represented, quorum present</b>  <b>FCPS:</b> Tanya Blackburn, Fatiha Abderraziq, Sheku Bangura  Absent: Sundar Layalu, Rayan Abdelgader, Griselda Blanco  <b>GMV/FCC:</b> Heather Thomas, David Aratuo, Tracita Douglas  <b>Higher Horizons:</b> Abdisalam Aden, Romana Akbar  Absent: Omar Mohamed  <b>Community Representative:</b> Meg Marcus (absent)  <b>Staff:</b> Jennifer Branch, Julie Chang, Julie Espinar, Kevin Wolfe, Karle Finley, Maura Burke</p>

### Agenda topics

ROLL CALL, INTRODUCTIONS

HEATHER THOMAS

<b>DISCUSSION</b>	<p><b>Introductions:</b></p> <p>This meeting will be recorded per the emergency ordinance regulation so there can be a record before the minutes are finalized and approved.</p> <p>Emergency ordinance approval to move that each member's voice may be adequately heard by each other member of the Policy Council. Heather read through a detailed script required to hold a meeting electronically. In order to conduct this meeting wholly electronically and to effectuate the emergency procedures authorized by FOIA, Policy Council needed to make certain findings and determinations for the record.</p> <p>Policy Council staff and guests introduced themselves stating which program they represented.</p>
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>➤ Audibility of Members' Voices: First motion made by Heather, seconded by Romana. All approved. Motion carries.</li> <li>➤ Need for an Electronic Meeting: Nature of the emergency is the COVID-19 Pandemic which makes it unsafe for the members to attend a physical meeting. Heather made a motion. Tracita and Tanya seconded the motion. None opposed. Approved unanimously.</li> </ul>

MINUTES APPROVAL

HEATHER THOMAS

<b>DISCUSSION</b>	<b>Approval of Meeting Minutes:</b> Heather asked the council to review the minutes from the May meeting.
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>➤ <b>May 2021 Meeting minutes approval</b> A motion to approve was made by David, second motion by Romana. Unopposed, motion carried unanimously.</li> </ul>

TREASURER'S REPORT

KEVIN WOLFE

<b>DISCUSSION</b>	<p><b>Treasurer's Reports:</b></p> <p>Kevin reviewed the monthly budget.</p> <p>Heather asked what the \$3,000 in conferences was for. Jennifer reminded PC that this includes trainings. The fiscal PC training that was provided is included in this expense.</p>
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>➤ May 2021 Treasurer's reports accepted and filed as presented.</li> </ul>

<b>DISCUSSION</b>	<b>Program Fiscal Reports:</b> Kevin shared the program fiscal reports for May 2021. Since we are not fully expended our budget, there is some funding left. OHS is allowing programs to request an extension of 11 months to utilize the funds. Because there were a lot of line items not spent due to COVID (Transportation, food, etc) they are giving us more time to spend it down.
<b>CONCLUSIONS</b>	➤ HS/EHS and EHS-CC Partnership and Expansion grant fiscal reports accepted and filed as presented.

PERSONNEL APPROVAL

TRACITA DOUGLAS

<b>DISCUSSION</b>	<b>Yetunda Akingbemi</b> is being recommended for hire for Child Care Specialist II, Nutritionist at Greater Mt. Vernon HS/EHS. Out of a total of 23 applicants, there were 2 applicants that moved forward to the initial panel interview. As a result, these two applicants participated in the second interview including Julie Espinar, Claudine Christie, and Policy Council representative, Tracita Douglas. Ms. Akingbemi has a MA, Public Health Nutrition (University of Minnesota) and is a registered dietician. She has experience with working with pediatric patients and patient centered nutrition care, as well as working for the WIC program.
<b>CONCLUSIONS</b>	➤ Tracita makes a recommendation to hire. A motion to approve Yetunda Akingbemi was made by Abdisalem, second motion by David. Unopposed, motion carried unanimously.

DIRECTORS REPORT

JENNIFER BRANCH

<b>DISCUSSION</b>	<b><u>Administrative Updates</u></b> Programs are actively recruiting for Fall. Please spread the word to friends who may be eligible for the program.  <b><u>Monthly Reports – April 2021</u></b> <ul style="list-style-type: none"><li>Jennifer shared the monthly reports for enrollment and the USDA food program. We wrapped up the year with fairly good enrollment numbers. Some were very close to 100%. Have enrolled the required number of children with disabilities. Our waiting list is shrinking because we are accepting children for Fall.</li></ul>
<b>CONCLUSIONS</b>	➤ Enrollment/Attendance Reports for May 2021 accepted and filed as presented.

PC MEMBER UPDATES

POLICY COUNCIL

<b>DISCUSSION</b>	Heather asked for members to give any updates or share resources, ask questions etc. <ul style="list-style-type: none"><li>Romana recently got a job at the Office of Commonwealth Attorney as a paralegal. Congratulations to Romana!</li><li>Heather shared information about the Virginia Promise Partnership – to ensure all families get quality and affordable child care regardless of income. She encouraged members to go to at least one call, if not monthly.</li></ul>
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Motion to adjourn made by Romana and seconded by Tracita. No objections.

**Adjournment:** Meeting adjourned at 7:14 p.m.

**Next meeting:** July 22, 2021 at 6:30 p.m.



Head Start Policy Council  
Annual Budget Report  
Month Ending June 2021

BUDGET ITEM	2020-2021 PROPOSED BUDGET	July	August	Sept.	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Expenses YTD	Balance	% Bud. Spent YTD
Child Care	2,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000.00	0.0%
Meeting Stipends	1,800.00	105.00	-	120.00	120.00	165.00	120.00	135.00	120.00	120.00	210.00	120.00	120.00	1,455.00	345.00	80.8%
Conferences/Training/Activities	6,670.00	-	-	-	-	-	123.48	-	-	3,000.00	-	-	-	3,123.48	3,546.52	46.8%
Refreshments	2,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	2,500.00	0.0%
Stipend Fund - Interview/Other	1,350.00	60.00	-	90.00	75.00	75.00	105.00	50.00	45.00	225.00	120.00	75.00	45.00	965.00	385.00	71.5%
Voided Charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Checking Account Services	360.00	21.11	19.84	20.98	20.71	20.13	22.72	20.75	20.06	23.71	22.45	22.57	23.19	258.22	101.78	71.7%
<b>Total</b>	<b>14,680.00</b>	<b>186.11</b>	<b>19.84</b>	<b>230.98</b>	<b>\$ 215.71</b>	<b>260.13</b>	<b>371.20</b>	<b>205.75</b>	<b>185.06</b>	<b>3,368.71</b>	<b>352.45</b>	<b>217.57</b>	<b>188.19</b>	<b>5,801.70</b>	<b>8,878.30</b>	<b>39.5%</b>

Reconciled Beginning Cash Balance as of **June 30, 2020** \$ **13,624.83**  
Appropriation from Cash Reserves -  
11/2020 Dep transfer to PC account 4,655.17  
Ending Cash Balance \$ **12,478.30**

Head Start Policy Council  
Annual Budget Report  
Month Ending June 2021

<u>Check Date</u>	<u>Check Number</u>	<u>Payee</u>	<u>AMOUNT</u>	<u>Budget Category</u>
06/02/21	6217	Heather Thomas	15.00	Stipend Fund - Interview/Other
06/24/21	6218	Tanya Blackburn	15.00	Meeting Stipend
06/24/21	6219	Fatiha Abderraziq	15.00	Meeting Stipend
06/24/21	6220	Sheku Bangura	15.00	Meeting Stipend
06/24/21	6221	David Aratuo	15.00	Meeting Stipend
06/24/21	6222	Abdisalem Aden	15.00	Meeting Stipend
06/24/21	6223	Romana Akbar	15.00	Meeting Stipend
06/24/21	6224	Tracita Douglas	45.00	Stipend Fund - Interview/Other
06/24/21	6225	Heather Thomas	15.00	Meeting Stipend

Bank Service Charge	23.19	Checking Account Services
<b>Total</b>	<u>\$ 188.19</u>	

<b>Budget Totals</b>		
Child Care		
Meeting Stipend	120.00	
Conferences/Training/Activities		
Refreshments		
Voided Charges	-	
Stipend Fund - Interview/Other	45.00	
Checking Account Services	23.19	
<b>Total</b>	<u>\$ 188.19</u>	





# Head Start At-a-Glance



## FAIRFAX COUNTY HEAD START AND EARLY HEAD START PROGRAMS Items Requiring Governance Review and Approval

### PPC FISCAL Action Items

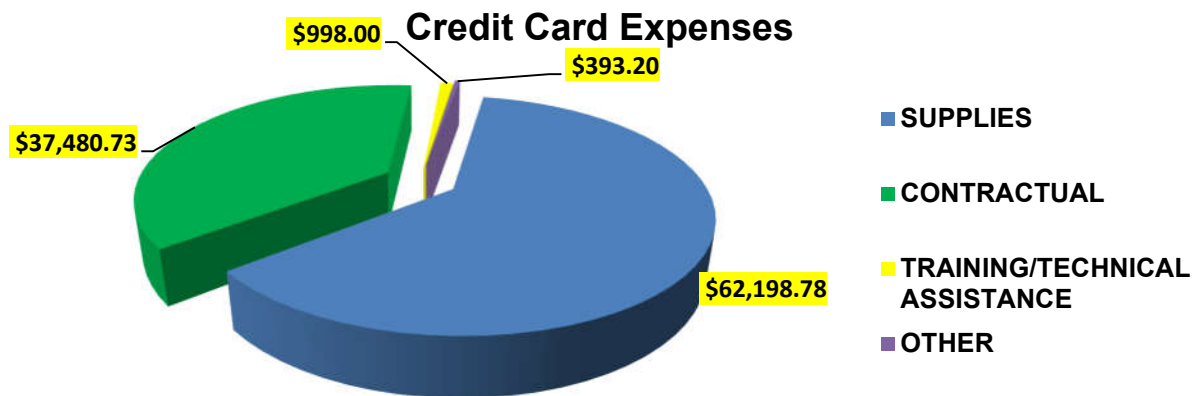
**Notices of Award for Head Start / Early Head Start, Childcare Partnership, and Covid-19**

**Annual reports will be presented next month**

**No status on the requested extension on HS / EHS FY2021 Grants**

### REQUIRED FISCAL REPORTING YTD Expenditure Report as of **June 30, 2021**

Credit Card Expense Summary (Activity for **June 2021**) - **\$101,070.71**



### Grant Performance Summary

Description	#	Head Start (HS)	Early Head Start (EHS)	Early Head Start Child Care Partnership and Expansion (EHS-CCP)	USDA - Child Care Food Program	Total
Budget	1	\$ 5,364,257.00	\$ 4,215,530.00	\$ 943,361.00	\$ 174,269.00	\$ 10,697,417.00
<b>YTD Actual</b>	<b>2</b>	<b>\$ 5,021,670.83</b>	<b>\$ 3,944,395.06</b>	<b>\$ 932,509.56</b>	<b>\$ 15,809.41</b>	<b>\$ 9,914,384.86</b>
<b>Encumbrances</b>	<b>3</b>	<b>\$ 170,797.81</b>	<b>\$ 124,849.91</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 295,647.72</b>
Budget Remaining	4	\$ 171,788.36	\$ 146,285.03	\$ 10,851.44	\$ 158,459.59	\$ 487,384.42
Percent Spent YTD	5	93.61%	93.57%	98.85%	9.07%	92.68%

### NON-FEDERAL SHARE MATCH (NFS)

Description	#	Head Start (HS)	Early Head Start (EHS)	Early Head Start Child Care Partnership and Expansion (EHS-CCP)	Total
NFS Match Required Amount	6	\$ 1,245,714.00	\$ 1,004,669.00	\$ 223,538.00	\$ 2,473,921.00
<b>YTD Actual</b>	<b>7</b>	<b>\$ 1,072,103.85</b>	<b>\$ 989,888.48</b>	<b>\$ 223,538.00</b>	<b>\$ 2,285,530.33</b>
(Over)/ Under Required Amount	8	\$ 173,610.15	\$ 14,780.52	\$ -	\$ 188,390.67

### NOTES:

A – Program Year – FY21: July 1, 2020 through June 30, 2021

B – # of children = 658 HS & EHS + 56 EHS CCP → 714 Total Federally Funded Enrollment

C – Expenditures exclude advance payments to Higher Horizons Day Care Center.

D – All programs participate in the USDA Child and Adult Care Food Program. However, only the food costs for Greater Mount Vernon are reflected in this report. Family Child Care partners and delegates have separate agreements with USDA and food costs are reimbursed and reported separately.

E – Federal Budget includes 2% Cost of Living Adjustment (COLA), Quality Improvement, and one-time Supplemental/COVID-19 funding.

F – COVID-19 One-Time Funding does not require a 20% non-federal share match.

Funds Management Update Date	Funds Center	Order	Period	Amount to be checked against payment bud	G/L Account	Commitment item name	Text	Short Description	Long Description (vlookup)
6/1/2021	G797910001		12	276.00	544540	Credit Card Expense	AMZN MKTP US*2R305242021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	130.92	544540	Credit Card Expense	AMAZON.COM*2R1Y05242021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	499.00	544540	Credit Card Expense	NATIONAL HEAD ST05242021XXXXXXXXXX518903	T	TRAINING/TECHNICAL ASSISTANCE
6/1/2021	G797910001		12	499.00	544540	Credit Card Expense	NATIONAL HEAD ST05242021XXXXXXXXXX518903	T	TRAINING/TECHNICAL ASSISTANCE
6/1/2021	G797910001		12	57.02	544540	Credit Card Expense	AMAZON.COM*2R0FP05242021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	503.12	544540	Credit Card Expense	AMAZON.COM*2R0I805242021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	29.45	544540	Credit Card Expense	AMAZON.COM*2R1FM05242021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	325.57	544540	Credit Card Expense	AMAZON.COM*2R1N005242021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	64.80	544540	Credit Card Expense	AMAZON.COM*2R5JR05242021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	308.49	544540	Credit Card Expense	AMAZON.COM*2R64505242021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	212.21	544540	Credit Card Expense	AMAZON.COM*2R91905242021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	356.99	544540	Credit Card Expense	AMAZON.COM*2R68105242021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	199.90	544540	Credit Card Expense	AMAZON.COM*2R7WW05242021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	185.70	544540	Credit Card Expense	AMAZON.COM*2R80L05242021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	119.92	544540	Credit Card Expense	AMAZON.COM*2R80505242021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	402.42	544540	Credit Card Expense	AMAZON.COM*2R9JN05242021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	177.18	544540	Credit Card Expense	AMAZON.COM*2R28405242021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	149.50	544540	Credit Card Expense	AMAZON.COM*2R1Z005242021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	59.24	544540	Credit Card Expense	AMAZON.COM*2R49K05242021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	89.94	544540	Credit Card Expense	AMAZON.COM*2R2AW05242021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	104.93	544540	Credit Card Expense	AMAZON.COM*2R0Z805242021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	414.00	544540	Credit Card Expense	AMZN MKTP US*2R705252021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	276.00	544540	Credit Card Expense	AMZN MKTP US*2R305252021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	288.10	544540	Credit Card Expense	LAKESHORE LEARNI05252021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	276.00	544540	Credit Card Expense	AMZN MKTP US*2R105252021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	313.98	544540	Credit Card Expense	AMAZON.COM*2R30T05252021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	276.00	544540	Credit Card Expense	AMZN MKTP US*2R605252021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	276.00	544540	Credit Card Expense	AMZN MKTP US*2R705252021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	200.40	544540	Credit Card Expense	AMAZON.COM*2R5T805262021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	292.83	544540	Credit Card Expense	KAPLAN EARLY LEA05262021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	475.16	544540	Credit Card Expense	AMAZON.COM*2R3ZW05262021XXXXXXXXXX497762	S	SUPPLIES
6/1/2021	G797910001		12	421.35	544540	Credit Card Expense	MICHAELS STORES 05262021XXXXXXXXXX497762	S	SUPPLIES
6/1/2021	G797910001		12	-2.39	544540	Credit Card Expense	MICHAELS STORES 05262021XXXXXXXXXX497762	S	SUPPLIES
6/1/2021	G797910001		12	-23.85	544540	Credit Card Expense	MICHAELS STORES 05262021XXXXXXXXXX497762	S	SUPPLIES
6/1/2021	G797910001		12	276.00	544540	Credit Card Expense	AMZN MKTP US*2R905262021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	340.16	544540	Credit Card Expense	AMAZON.COM*2R9AJ05262021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	288.61	544540	Credit Card Expense	AMAZON.COM*2R51G05262021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	1,036.79	544540	Credit Card Expense	4IMPRIINT 05272021XXXXXXXXXX497762	S	SUPPLIES
6/1/2021	G797910001		12	26.48	544540	Credit Card Expense	AMAZON.COM*2R7HJ05272021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	772.68	544540	Credit Card Expense	AMAZON.COM*2R2DW05272021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	714.19	544540	Credit Card Expense	LAKESHORE LEARNI05272021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	1,049.91	544540	Credit Card Expense	LAKESHORE LEARNI05272021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	863.01	544540	Credit Card Expense	LAKESHORE LEARNI05272021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	336.64	544540	Credit Card Expense	AMAZON.COM*2R9VX05272021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	332.21	544540	Credit Card Expense	AMAZON.COM*2R9PB05272021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	56.54	544540	Credit Card Expense	AMAZON.COM*2R8BZ05272021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	202.28	544540	Credit Card Expense	AMAZON.COM*2R43F05272021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	81.81	544540	Credit Card Expense	AMAZON.COM*2R3EY05272021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	359.00	544540	Credit Card Expense	THE HOME DEPOT #05282021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	292.47	544540	Credit Card Expense	AMAZON.COM*2R5KG05272021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	530.40	544540	Credit Card Expense	AMAZON.COM*2R4ZL05272021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	306.02	544540	Credit Card Expense	AMAZON.COM*2R4VG05272021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	141.39	544540	Credit Card Expense	AMAZON.COM*2R14A05272021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	52.36	544540	Credit Card Expense	AMAZON.COM*2R6OF05282021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	1,079.91	544540	Credit Card Expense	CLEANITSUPPLY.CO05282021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	213.04	544540	Credit Card Expense	AMAZON.COM*2R8XJ05282021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	242.68	544540	Credit Card Expense	AMAZON.COM*2R6QA05282021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	88.26	544540	Credit Card Expense	AMAZON.COM*2R2QL05282021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	58.84	544540	Credit Card Expense	AMAZON.COM*2R2J305282021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	82.56	544540	Credit Card Expense	AMAZON.COM*2R12D05282021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	147.10	544540	Credit Card Expense	AMAZON.COM*2R1KD05282021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	83.64	544540	Credit Card Expense	LAKESHORE LEARNI05282021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	276.00	544540	Credit Card Expense	AMZN MKTP US*2R605282021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	56.54	544540	Credit Card Expense	AMAZON.COM*2R95705282021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	184.44	544540	Credit Card Expense	AMAZON.COM*2R9ZF05282021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	29.45	544540	Credit Card Expense	AMAZON.COM*2R2FN05282021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	254.57	544540	Credit Card Expense	AMAZON.COM*2R2PQ05282021XXXXXXXXXX518903	S	SUPPLIES
6/1/2021	G797910001		12	58.90	544540	Credit Card Expense	AMAZON.COM*2R5BI05282021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001		12	32.4	544540	Credit Card Expense	AMAZON.COM*2R3FW05312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001		12	85.76	544540	Credit Card Expense	AMAZON.COM*2X7PI05312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001		12	414	544540	Credit Card Expense	AMZN MKTP US*2R605312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001		12	414	544540	Credit Card Expense	AMZN MKTP US*2X105312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001		12	1427.49	544540	Credit Card Expense	LAKESHORE LEARNI05312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001		12	565.98	544540	Credit Card Expense	KAPLAN EARLY LEA05312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001		12	393.2	544540	Credit Card Expense	CLIAWAIVED INC 05312021XXXXXXXXXX518903	O	OTHER
6/7/2021	G797910001		12	359	544540	Credit Card Expense	THE HOME DEPOT #05312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001		12	359	544540	Credit Card Expense	THE HOME DEPOT #05312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001		12	359	544540	Credit Card Expense	THE HOME DEPOT #05312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001		12	359	544540	Credit Card Expense	THE HOME DEPOT #05312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001		12	359	544540	Credit Card Expense	THE HOME DEPOT #05312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001		12	359	544540	Credit Card Expense	THE HOME DEPOT #05312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001		12	359	544540	Credit Card Expense	THE HOME DEPOT #05312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001		12	1192.68	544540	Credit Card Expense	STAPLES DIRECT 05312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001		12	504.89	544540	Credit Card Expense	YOUNG SPECIALTIE05312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001		12	135.38	544540	Credit Card Expense	AMAZON.COM*2R48S05312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001		12	935.29	544540	Credit Card Expense	AMAZON.COM*2X1ZH05312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001		12	88.26	544540	Credit Card Expense	AMAZON.COM*2X98105312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001		12	833.28	544540	Credit Card Expense	LAKESHORE LEARNI05312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001		12	635.17	544540	Credit Card Expense	LAKESHORE LEARNI05312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001		12	1006.63	544540	Credit Card Expense	LAKESHORE LEARNI05312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001		12	585.39	544540	Credit Card Expense	AMAZON.COM*2R2ZU05312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001		12	42.99	544540	Credit Card Expense	AMZN MKTP US*2R705312021XXXXXXXXXX518903	S	SUPPLIES

6/7/2021	G797910001	12	304.92	544540 Credit Card Expense	AMAZON.COM*2R0IZ05312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001	12	75.41	544540 Credit Card Expense	KAPLAN EARLY LEA05312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001	12	116.1	544540 Credit Card Expense	AMAZON.COM*2X2R305312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001	12	124.36	544540 Credit Card Expense	AMAZON.COM*2X2R305312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001	12	64.8	544540 Credit Card Expense	AMAZON.COM*2X42605312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001	12	749.75	544540 Credit Card Expense	AMZN MKTP US*2R805312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001	12	163.8	544540 Credit Card Expense	AMAZON.COM*2R2YM05312021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001	12	555.43	544540 Credit Card Expense	AMAZON.COM*2X2AA06012021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001	12	169.18	544540 Credit Card Expense	AMAZON.COM*2X4GE06012021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001	12	-38.37	544540 Credit Card Expense	AMAZON.COM 06012021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001	12	161.9	544540 Credit Card Expense	AMAZON.COM*2R8BG06012021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001	12	1162.9	544540 Credit Card Expense	AMAZON.COM*2R83Y06012021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001	12	-38.37	544540 Credit Card Expense	AMAZON.COM 06012021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001	12	-38.37	544540 Credit Card Expense	AMAZON.COM 06012021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001	12	100	544540 Credit Card Expense	AMAZON.COM*2R9EJ06022021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001	12	399.2	544540 Credit Card Expense	AMAZON.COM*2X2B806022021XXXXXXXXXX497762	S	SUPPLIES
6/7/2021	G797910001	12	558.88	544540 Credit Card Expense	AMAZON.COM*2X4BX06022021XXXXXXXXXX497762	S	SUPPLIES
6/7/2021	G797910001	12	81.84	544540 Credit Card Expense	AMAZON.COM*2R9S106032021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001	12	897	544540 Credit Card Expense	AMZN MKTP US*2R606032021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910002	12	7205.67	544540 Credit Card Expense	MV TRANSPORTATIO06042021XXXXXXXXXX784705	C	CONTRACTUAL
6/7/2021	G797910001	12	79.56	544540 Credit Card Expense	AMAZON.COM*2R0DV06042021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001	12	1299.9	544540 Credit Card Expense	AMZN MKTP US*2X506042021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001	12	1206.55	544540 Credit Card Expense	LAKESHORE LEARNI06042021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001	12	824.91	544540 Credit Card Expense	LAKESHORE LEARNI06042021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001	12	1325.25	544540 Credit Card Expense	LAKESHORE LEARNI06042021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001	12	1405.51	544540 Credit Card Expense	LAKESHORE LEARNI06042021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001	12	1999.68	544540 Credit Card Expense	AMZN MKTP US*2X606042021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001	12	59.58	544540 Credit Card Expense	AMAZON.COM*2X4E706042021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001	12	276	544540 Credit Card Expense	AMZN MKTP US*2X906042021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001	12	138	544540 Credit Card Expense	AMZN MKTP US*2X906042021XXXXXXXXXX518903	S	SUPPLIES
6/7/2021	G797910001	12	649.95	544540 Credit Card Expense	AMZN MKTP US*2R706042021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	319	544540 Credit Card Expense	THE HOME DEPOT #06072021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	19998.37	544540 Credit Card Expense	JEFFERY'S CATERI06072021XXXXXXXXXX131428	C	CONTRACTUAL
6/14/2021	G797910001	12	9005.77	544540 Credit Card Expense	JEFFERY'S CATERI06072021XXXXXXXXXX131428	C	CONTRACTUAL
6/14/2021	G797910001	12	1270.92	544540 Credit Card Expense	JEFFERY'S CATERI06072021XXXXXXXXXX131428	C	CONTRACTUAL
6/14/2021	G797910001	12	19.98	544540 Credit Card Expense	AMZN MKTP US*2X806072021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	807.1	544540 Credit Card Expense	BARNES & NOBLE #06072021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	478.98	544540 Credit Card Expense	THE HOME DEPOT #06072021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	359	544540 Credit Card Expense	THE HOME DEPOT #06072021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	359	544540 Credit Card Expense	THE HOME DEPOT #06072021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	649.95	544540 Credit Card Expense	AMZN MKTP US*2X706072021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	277.6	544540 Credit Card Expense	LAKESHORE LEARNI06072021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	96.65	544540 Credit Card Expense	LAKESHORE LEARNI06072021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	42.68	544540 Credit Card Expense	AMAZON.COM*2X9NV06072021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	263.94	544540 Credit Card Expense	AMZN MKTP US*2X206072021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	84.15	544540 Credit Card Expense	AMAZON.COM*2X0ES06072021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	152.91	544540 Credit Card Expense	AMAZON.COM*2X3H406072021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	187.82	544540 Credit Card Expense	AMAZON.COM*2X3MF06072021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	177	544540 Credit Card Expense	AMAZON.COM*2X33L06072021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	408.81	544540 Credit Card Expense	AMAZON.COM*2X4BE06072021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	326.28	544540 Credit Card Expense	AMAZON.COM*2X42U06072021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	332.49	544540 Credit Card Expense	AMAZON.COM*2X5EB06072021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	135.92	544540 Credit Card Expense	AMAZON.COM*2X5Z006072021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	1393.95	544540 Credit Card Expense	AMZN MKTP US*2X906072021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	42.68	544540 Credit Card Expense	AMAZON.COM*2X1D606072021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	42.68	544540 Credit Card Expense	AMAZON.COM*2X50F06072021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	120.18	544540 Credit Card Expense	AMAZON.COM*2X6F406072021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	287.71	544540 Credit Card Expense	AMAZON.COM*2X5G706072021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	-69.33	544540 Credit Card Expense	AMAZON.COM 06082021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	83.97	544540 Credit Card Expense	AMAZON.COM*2X0K906082021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	1910.28	544540 Credit Card Expense	KAPLAN EARLY LEA06102021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	119.52	544540 Credit Card Expense	AMAZON.COM*2X19J06102021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	119.52	544540 Credit Card Expense	AMAZON.COM*2X8UP06112021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	119.9	544540 Credit Card Expense	AMAZON.COM*2X10106112021XXXXXXXXXX518903	S	SUPPLIES
6/14/2021	G797910001	12	119.52	544540 Credit Card Expense	AMAZON.COM*2X84L06112021XXXXXXXXXX518903	S	SUPPLIES
6/21/2021	G797910001	12	685.02	544540 Credit Card Expense	AMAZON.COM*2X5UD06142021XXXXXXXXXX518903	S	SUPPLIES
6/21/2021	G797910001	12	14.94	544540 Credit Card Expense	AMAZON.COM*2X2LJ06142021XXXXXXXXXX518903	S	SUPPLIES
6/21/2021	G797910001	12	112.05	544540 Credit Card Expense	KAPLAN EARLY LEA06142021XXXXXXXXXX518903	S	SUPPLIES
6/21/2021	G797910001	12	1153.53	544540 Credit Card Expense	KAPLAN EARLY LEA06142021XXXXXXXXXX518903	S	SUPPLIES
6/21/2021	G797910001	12	139.28	544540 Credit Card Expense	KAPLAN EARLY LEA06142021XXXXXXXXXX518903	S	SUPPLIES
6/21/2021	G797910001	12	66.36	544540 Credit Card Expense	KAPLAN EARLY LEA06142021XXXXXXXXXX518903	S	SUPPLIES
6/21/2021	G797910001	12	2131.95	544540 Credit Card Expense	AMAZON.COM*213K406152021XXXXXXXXXX518903	S	SUPPLIES
6/21/2021	G797910001	12	83.88	544540 Credit Card Expense	AMAZON.COM*211WY06162021XXXXXXXXXX518903	S	SUPPLIES
6/21/2021	G797910001	12	477.27	544540 Credit Card Expense	KAPLAN EARLY LEA06172021XXXXXXXXXX518903	S	SUPPLIES
6/21/2021	G797910001	12	276.27	544540 Credit Card Expense	KAPLAN EARLY LEA06172021XXXXXXXXXX518903	S	SUPPLIES
6/21/2021	G797910001	12	-359	544540 Credit Card Expense	THE HOME DEPOT #06182021XXXXXXXXXX518903	S	SUPPLIES
6/28/2021	G797910001	12	761.91	544540 Credit Card Expense	AMAZON.COM*211EO06212021XXXXXXXXXX518903	S	SUPPLIES
6/28/2021	G797910001	12	593.41	544540 Credit Card Expense	KAPLAN EARLY LEA06222021XXXXXXXXXX518903	S	SUPPLIES
6/28/2021	G797910001	12	1892.47	544540 Credit Card Expense	KAPLAN EARLY LEA06232021XXXXXXXXXX518903	S	SUPPLIES

101,070.71



Department of Health and Human Services  
Administration for Children and Families

Notice of Award

Award# 03CH012068-01-00

FAIN# 03CH012068

Federal Award Date: 06/29/2021

**Recipient Information**

**1. Recipient Name**

COUNTY OF FAIRFAX  
12000 Government Center Pkwy Ste 214  
Fairfax, VA 22035-0001  
703-324-8087

**2. Congressional District of Recipient**

11

**3. Payment System Identifier (ID)**

1540787833A2

**4. Employer Identification Number (EIN)**

540787833

**5. Data Universal Numbering System (DUNS)**

074837626

**6. Recipient's Unique Entity Identifier**

**7. Project Director or Principal Investigator**

Ms. JENNIFER BRANCH  
JENNIFER.BRANCH@FAIRFAXCOUNTY.GOV  
703-324-8087

**8. Authorized Official**

Mr. JEFFREY MCKAY  
Chairman, Board of Supervisors  
CHAIRMAN@fairfaxcounty.gov  
(703) 971-6262

**Federal Agency Information**

ACF/OHS Region III Grants Office

**9. Awarding Agency Contact Information**

Trisha Smith  
Grants Officer  
trisha.smith@acf.hhs.gov  
215-861-4742

**10. Program Official Contact Information**

Mrs. Brenda R Hewitt  
Regional Program Manager, Region 3  
Brenda.Hewitt@acf.hhs.gov  
215-861-4743

**Federal Award Information**

**11. Award Number**

03CH012068-01-00

**12. Unique Federal Award Identification Number (FAIN)**

03CH012068

**13. Statutory Authority**

42 USC 9801 ET SEQ

**14. Federal Award Project Title**

HEAD START AND EARLY HEAD START

**15. Assistance Listing Number**

93.600

**16. Assistance Listing Program Title**

Head Start

**17. Award Action Type**

New

**18. Is the Award R&D?**

No

**Summary Federal Award Financial Information**

**19. Budget Period Start Date** 07/01/2021 - **End Date** 06/30/2022

**20. Total Amount of Federal Funds Obligated by this Action** \$8,915,760.00

20a. Direct Cost Amount \$8,915,760.00

20b. Indirect Cost Amount \$0.00

**21. Authorized Carryover** \$0.00

**22. Offset** \$0.00

**23. Total Amount of Federal Funds Obligated this budget period** \$0.00

**24. Total Approved Cost Sharing or Matching, where applicable** \$2,202,537.00

**25. Total Federal and Non-Federal Approved this Budget Period** \$11,118,297.00

**26. Project Period Start Date** 07/01/2021 - **End Date** 06/30/2026

**27. Total Amount of the Federal Award including Approved  
Cost Sharing or Matching this Project Period** Not Available

**28. Authorized Treatment of Program Income**

Additional Costs

**29. Grants Management Officer – Signature**

Trisha Smith  
Grants Officer

**30. Remarks**



## Department of Health and Human Services

### Administration for Children and Families

## Notice of Award

Award# 03CH012068-01-00

FAIN# 03CH012068

Federal Award Date: 06/29/2021

### Recipient Information

#### Recipient Name

COUNTY OF FAIRFAX  
12000 Government Center Pkwy Ste 214  
Fairfax, VA 22035-0001  
703-324-8087

#### Congressional District of Recipient

11

#### Payment Account Number and Type

1540787833A2

#### Employer Identification Number (EIN) Data

540787833

#### Universal Numbering System (DUNS)

074837626

#### Recipient's Unique Entity Identifier

Not Available

#### 31. Assistance Type

Project Grant

#### 32. Type of Award

Service

### 33. Approved Budget

(Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only

II. Total project costs including grant funds and all other financial participation

a. Salaries and Wages	\$1,936,353.00
b. Fringe Benefits	\$916,802.00
c. Total Personnel Costs	\$2,853,155.00
d. Equipment	\$0.00
e. Supplies	\$341,184.00
f. Travel	\$18,161.00
g. Construction	\$0.00
h. Other	\$153,864.00
i. Contractual	\$5,549,396.00
j. TOTAL DIRECT COSTS	\$8,915,760.00
k. INDIRECT COSTS	\$0.00
l. TOTAL APPROVED BUDGET	\$8,915,760.00
m. Federal Share	\$8,915,760.00
n. Non-Federal Share	\$2,202,537.00

### 34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
1-G034122	03CH01206801	ACFOHS	41.51	\$8,762,456.00	75-21-1536
1-G034120	03CH01206801	ACFOHS	41.51	\$69,574.00	75-21-1536
1-G034121	03CH01206801	ACFOHS	41.51	\$83,730.00	75-21-1536





## Department of Health and Human Services

Administration for Children and Families

## Notice of Award

Award# 03CH012068-01-00

FAIN# 03CH012068

Federal Award Date: 06/29/2021

### 35. Terms And Conditions

#### 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

COUNTY OF FAIRFAX

03CH012068-01-00

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1. Remarks

### **30. REMARKS (Continued from previous page)**

Under Section 638 of the Head Start Act, this grant action awards FAIRFAX COUNTY VIRGINIA a project period of 07/01/2021-06/30/2026 for the operation of a Head Start and Early Head Start program in the designated service area(s). This action awards \$8,762,456 for operations; \$69,574 for Head Start training and technical assistance; and \$83,730 for Early Head Start training and technical assistance for the initial budget period of 07/01/2021-06/30/2022.

The projected operations costs per program based on the application submitted for this period are \$4,846,887 for Head Start and \$3,915,569 for Early Head Start.

Head Start population: 434 children.

Designated Head Start service area(s): FAIRFAX COUNTY INCLUDING THE CITIES OF FALLS CHURCH AND FAIRFAX, VIRGINIA.

Approved program option(s) for the Head Start program: Center-based.

Early Head Start population: 224 infants, toddlers, and pregnant women.

Designated Early Head Start service area(s): FAIRFAX COUNTY INCLUDING THE CITIES OF FALLS CHURCH AND FAIRFAX, VIRGINIA.

Approved program option(s) for the Early Head Start program: Center-based, Family Child Care, Home-based.

This grant is subject to the requirements included in Attachments 1 and 2.

This action awards funds for the cost-of-living adjustment increase for program operation. The projected increases based on the application submitted for this period are \$58,419 for Head Start and \$47,194 for Early Head Start. This grant action approves a non-federal match waiver for the federal funds awarded for cost-of-living adjustment application.

## **Attachment 1**

### **Recipient Organization: FAIRFAX COUNTY VIRGINIA**

This grant is subject to Section 640(b) of the Head Start Act and 45 C.F.R. § 1303.4 requiring a non-federal match of 20 percent of the total cost of the program. This grant is also subject to the requirements in Section 644(b) of the Head Start Act and 45 C.F.R. § 1303.5 limiting development and administrative costs to a maximum of 15 percent of the total costs of the program, including the non-federal match contribution of such costs. The requirements for a non-federal match of 20 percent and the limitation of 15 percent for development and administrative costs apply to the 07/01/2021-06/30/2022 budget period unless a waiver is approved. Any request for a waiver of the non-federal match, or a portion thereof, that meets the conditions under Section 640(b)(1)-(5) of the Head Start Act and 45 C.F.R. § 1303.4 or a waiver of the limitation on development and administrative costs that meets the conditions under 45 C.F.R. § 1303.5 must be submitted in advance of the end of the budget period. Any waiver request submitted after the expiration of the project period will not be considered.

The HHS Uniform Administrative Requirements (see 45 C.F.R. § 75.308(c)(1)(ii)) provide the authority to ACF to approve key staff of Head Start grantees. For the purposes of this grant, key staff is defined as the Head Start Director or person carrying out the duties of the Head Start Director if not under that title and the Chief Executive Officer, Executive Director and/or Chief Fiscal Officer if any of those positions is funded, either directly or through indirect cost recovery, more than 50 percent with Head Start funds.

Section 653 of the Head Start Act prohibits the use of any federal funds, including Head Start grant funds, to pay any portion of the compensation of an individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

Prior written approval must be obtained for the purchase of equipment and other capital expenditures as described in 45 C.F.R. § 75.439(a). Prior written approval must also be obtained under 45 C.F.R. § 75.439(b)(3) and 45 C.F.R. Part 1303 Subpart E - Facilities to use Head Start grant funds for the initial or ongoing purchase, construction and major renovation of facilities. No Head Start grant funds may be used toward the payment of one-time expenses, principal and interest for the acquisition, construction or major renovation of a facility without prior written approval of the Administration for Children and Families.

## **Attachment 2**

### **Budget Period 01 of the Project Period**

**Head Start Grantees must comply with the terms and conditions for the project period award in the specified timeframes.**

#### **Health and Safety**

- Conduct a screening of the health and safety environment of each center and/or family child care home where services are provided according to the following schedule, as applicable:
  - within 45 days of the start of the program or school year;
  - within 45 days of children receiving services in a new center and/or family child care home; and/or
  - within 45 days of the start of the project period when the project period begins during the program or school year. See: <https://eclkc.ohs.acf.hhs.gov/organizational-leadership/publication/health-safety-screener>
- Complete a certification of compliance with all Office of Head Start (OHS) health and safety requirements within 75 days of the start of the program or school year, or within 75 days of the start of the project period when the project period begins during the program or school year.
- Submit the certification to the OHS in the Head Start Enterprise System (HSES) under the DRS tab, NoA Conditions in the folder titled "Certification of Compliance with Health & Safety Requirements" and notify your Program and Grants Management Specialists of its availability in the Correspondence tab immediately thereafter.

#### **Governance**

- Conduct a screening of the organization's governance and leadership capacity within 60 calendar days of the start of the project period. See: <https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/governing-body-tribal-council-certification>
- Complete a certification that the governance and leadership capacity screening was conducted and a training plan was developed within 75 days of the start of the project period. See: <https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/governance-leadership-oversight-capacity-screener-certification>
- Submit the certification to the OHS in the Head Start Enterprise System (HSES) under the DRS tab, NoA Conditions in the folder titled "Certification of Governance and Leadership Capacity Screening" and notify your Program and Grants Management Specialists of its availability in the Correspondence tab immediately thereafter. See: <https://eclkc.ohs.acf.hhs.gov/designation-renewal-system>



Department of Health and Human Services  
Administration for Children and Families

Notice of Award

Award# 03HP000205-03-00

FAIN# 03HP000205

Federal Award Date: 06/24/2021

**Recipient Information**

**1. Recipient Name**

COUNTY OF FAIRFAX  
12000 Government Center Pkwy Ste 214  
Fairfax, VA 22035-0001  
703-324-8087

**2. Congressional District of Recipient**

11

**3. Payment System Identifier (ID)**

1540787833A2

**4. Employer Identification Number (EIN)**

540787833

**5. Data Universal Numbering System (DUNS)**

074837626

**6. Recipient's Unique Entity Identifier**

**7. Project Director or Principal Investigator**

Ms. JENNIFER BRANCH  
JENNIFER.BRANCH@FAIRFAXCOUNTY.GOV  
703-324-8087

**8. Authorized Official**

Mr. JEFFREY MCKAY  
Chairman, Board of Supervisors  
CHAIRMAN@fairfaxcounty.gov  
(703) 971-6262

**Federal Agency Information**

ACF/OHS Region III Grants Office

**9. Awarding Agency Contact Information**

Trisha Smith  
Grants Officer  
trisha.smith@acf.hhs.gov  
215-861-4742

**10. Program Official Contact Information**

Mrs. Brenda R Hewitt  
Regional Program Manager, Region 3  
Brenda.Hewitt@acf.hhs.gov  
215-861-4743

**Federal Award Information**

**11. Award Number**

03HP000205-03-00

**12. Unique Federal Award Identification Number (FAIN)**

03HP000205

**13. Statutory Authority**

42 USC 9801 ET SEQ.

**14. Federal Award Project Title**

Early Head Start

**15. Assistance Listing Number**

93.600

**16. Assistance Listing Program Title**

Head Start

**17. Award Action Type**

Non-Competing Continuation

**18. Is the Award R&D?**

No

**Summary Federal Award Financial Information**

**19. Budget Period Start Date** 07/01/2021 - **End Date** 06/30/2022

**20. Total Amount of Federal Funds Obligated by this Action** \$904,823.00

20a. Direct Cost Amount \$904,823.00

20b. Indirect Cost Amount \$0.00

**21. Authorized Carryover** \$0.00

**22. Offset** \$0.00

**23. Total Amount of Federal Funds Obligated this budget period** \$0.00

**24. Total Approved Cost Sharing or Matching, where applicable** \$223,537.00

**25. Total Federal and Non-Federal Approved this Budget Period** \$1,128,360.00

**26. Project Period Start Date** 07/01/2019 - **End Date** 06/30/2024

**27. Total Amount of the Federal Award including Approved  
Cost Sharing or Matching this Project Period** Not Available

**28. Authorized Treatment of Program Income**

Additional Costs

**29. Grants Management Officer - Signature**

Trisha Smith  
Grants Officer

**30. Remarks**



## Department of Health and Human Services

### Administration for Children and Families

## Notice of Award

Award# 03HP000205-03-00

FAIN# 03HP000205

Federal Award Date: 06/24/2021

### Recipient Information

#### Recipient Name

COUNTY OF FAIRFAX  
12000 Government Center Pkwy Ste 214  
Fairfax, VA 22035-0001  
703-324-8087

#### Congressional District of Recipient

11

#### Payment Account Number and Type

1540787833A2

#### Employer Identification Number (EIN) Data

540787833

#### Universal Numbering System (DUNS)

074837626

#### Recipient's Unique Entity Identifier

Not Available

#### 31. Assistance Type

Project Grant

#### 32. Type of Award

Service

### 33. Approved Budget

(Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only

II. Total project costs including grant funds and all other financial participation

a. Salaries and Wages	\$483,373.00
b. Fringe Benefits	\$232,758.00
c. Total Personnel Costs	\$716,131.00
d. Equipment	\$0.00
e. Supplies	\$53,964.00
f. Travel	\$3,566.00
g. Construction	\$0.00
h. Other	\$13,524.00
i. Contractual	\$117,638.00
j. TOTAL DIRECT COSTS	\$904,823.00
k. INDIRECT COSTS	\$0.00
l. TOTAL APPROVED BUDGET	\$904,823.00
m. Federal Share	\$904,823.00
n. Non-Federal Share	\$223,537.00

### 34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
1-G034122	03HP00020503	ACFOHS	41.51	\$885,647.00	75-21-1536
1-G034121	03HP00020503	ACFOHS	41.51	\$19,176.00	75-21-1536





### 35. Terms And Conditions

#### 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>

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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

COUNTY OF FAIRFAX

03HP000205-03-00

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1. Remarks

### **30. REMARKS (Continued from previous page)**

This action awards \$885,647 for operations and \$19,176 for training and technical assistance for the 07/01/2021-06/30/2022 budget period.

Early Head Start population: 56 infants and toddlers.

Designated Early Head Start service area(s): 1. FAIRFAX COUNTY

2. CITY OF FALLS CHURCH

3. CITY OF FAIRFAX

4. ALEXANDRIA.

Approved program option(s) for the Early Head Start program: Center-based, Family Child Care.

This grant is subject to the requirements included in Attachment 1.

This action awards \$10,675 for the cost-of-living adjustment increase for Early Head Start program operations, based on the application submitted for this period. This grant action approves a non-federal match waiver for the federal funds awarded for cost-of-living adjustment application.

## **Attachment 1**

**Award Number: 03HP000205/03**

**Recipient Organization: FAIRFAX COUNTY VIRGINIA**

This grant is subject to Section 640(b) of the Head Start Act and 45 C.F.R. § 1303.4 requiring a non-federal match of 20 percent of the total cost of the program. This grant is also subject to the requirements in Section 644(b) of the Head Start Act and 45 C.F.R. § 1303.5 limiting development and administrative costs to a maximum of 15 percent of the total costs of the program, including the non-federal match contribution of such costs. The requirements for a non-federal match of 20 percent and the limitation of 15 percent for development and administrative costs apply to the 07/01/2021-06/30/2022 budget period unless a waiver is approved. Any request for a waiver of the non-federal match, or a portion thereof, that meets the conditions under Section 640(b)(1)-(5) of the Head Start Act and 45 C.F.R. § 1303.4 or a waiver of the limitation on development and administrative costs that meets the conditions under 45 C.F.R. § 1303.5 must be submitted in advance of the end of the budget period. Any waiver request submitted after the expiration of the project period will not be considered.

The HHS Uniform Administrative Requirements (see 45 C.F.R. § 75.308(c)(1)(ii)) provide the authority to ACF to approve key staff of Head Start grantees. For the purposes of this grant, key staff is defined as the Head Start Director or person carrying out the duties of the Head Start Director if not under that title and the Chief Executive Officer, Executive Director and/or Chief Fiscal Officer if any of those positions is funded, either directly or through indirect cost recovery, more than 50 percent with Head Start funds.

Section 653 of the Head Start Act prohibits the use of any federal funds, including Head Start grant funds, to pay any portion of the compensation of an individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

Prior written approval must be obtained for the purchase of equipment and other capital expenditures as described in 45 C.F.R. § 75.439(a). Prior written approval must also be obtained under 45 C.F.R. § 75.439(b)(3) and 45 C.F.R. Part 1303 Subpart E - Facilities to use Head Start grant funds for the initial or ongoing purchase, construction and major renovation of facilities. No Head Start grant funds may be used toward the payment of one-time expenses, principal and interest for the acquisition, construction or major renovation of a facility without prior written approval of the Administration for Children and Families.



## Department of Health and Human Services

### Administration for Children and Families

## Notice of Award

Award# 03HE000967-01-00

FAIN# 03HE000967

Federal Award Date: 04/27/2021

### 35. Terms And Conditions

#### STANDARD TERMS

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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)

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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.

#### REPORTING REQUIREMENTS

1. **Federal Reporting Requirements for Head Start CRRSA and ARP Grant Awards**



## Department of Health and Human Services

### Administration for Children and Families

## Notice of Award

Award# 03HE000967-01-00

FAIN# 03HE000967

Federal Award Date: 04/27/2021

#### **Federal Financial Report (SF-425):**

Federal Financial Reports (SF-425) must be submitted in the Payment Management System (PMS) based on the reporting schedule below:

1. C5 (CRRSA) Annual FFR 4/1/2021 – 3/31/2022: due by 7/30/2022
2. C6 (ARP) Annual FFR 4/1/2021 – 3/31/2022: due by 7/30/2022
3. C5 (CRRSA) Final FFR 4/1/2021 – 3/31/2023: due by 6/29/2023
4. C6 (ARP) Final FFR 4/1/2021 – 3/31/2023: due by 6/29/2023

FFR Grantee User Guide: <https://pms.psc.gov/pms-user-guide/federal-financial-report.html>

For support using the Payment Management System, contact your PMS Liaison Accountant: <https://pms.psc.gov/find-pms-liaison-accountant.html>

#### **Federal Cash Transaction Report (FFR-FCTR-425):**

The Federal Cash Transaction Report (FCTR – Disbursements, lines 10a - 10c), **FFR-FCTR** (Disbursements) must be prepared and certified as follows:

- Disbursements January 1 – March 31: certify by April 30
- Disbursements April 1 – June 30: certify by July 30
- Disbursements July 1 – September 30: certify by October 30
- Disbursements October 1 – December 31: certify by January 30

If the FCTR is not certified 10 days after the due date, funds will be frozen until the report has been submitted.

FCTR Guidance: <https://pms.psc.gov/pms-user-guide/federal-cash-transaction-report.html>

#### **Performance Progress Report:**

This award is subject to performance progress reporting as indicated in 45 CFR 75.342. Additional information will be forthcoming as to the reporting requirements and frequency.

#### **Tangible Personal Property Report (SF-428):**

This award is subject to the submission of a Tangible Personal Property Report SF-428 and SF-428B, and as necessary, SF-428S, at closeout. This report is due on the same date the final SF-425 Federal Financial report is due. Please review the chart in the **Federal Financial Report (SF-425)** section of these reporting requirements for the due date. Completed copies of the SF-428 reports must be uploaded to the specified folders in the Grant Notes section of GrantSolutions.

Downloadable version of SF-428 can be found at <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>.

#### **Real Property Standard Form (SF-429):**

The submission of the SF-429 Attachment A No Property report is not required for CRRSA



## Department of Health and Human Services

### Administration for Children and Families

## Notice of Award

Award# 03HE000967-01-00

FAIN# 03HE000967

Federal Award Date: 04/27/2021

**and ARP grant awards where there is no covered real property.**

If funds from this award are used for any purpose requiring a 45 CFR Part 1303 application (purchase, construction, major renovation), submission of applicable SF-429 with supporting documentation is required. A SF-429 Attachment B and/or Attachment C is required upon approval of the 1303 application for purchase, construction, or major renovation.

Grantees with covered real property must submit reports at least annually on the status of real property in which OHS holds a Federal interest. Grantees with real property with federal interest must submit the SF-429 Attachment C along with supporting documentation to request transfer of property and record to the grantee's CH or HP grant program (or, if applicable, the OHS eligible designated new entity that will continue the intended purpose of property) at closeout on the same date as the final SF-425 Federal Financial report is due.

- 1. Annual Real Property Status for 4/1/2021 – 3/31/2022: due as an Attachment to the Annual SF-425 in Payment Management System by 7/30/2022**
- 2. Annual Real Property Status for 4/1/2021 – 3/31/2023: due as the SF-429A in the On-Line Data Collection System by 4/30/2023**
- 3. Transfer of Real Property: due as the SF-429C in the On-Line Data Collection System by 6/29/2023**

## AWARD ATTACHMENTS

COUNTY OF FAIRFAX

03HE000967-01-00

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1. COVID (P.L. 116-260) Remarks

### **30. REMARKS (Continued from previous page)**

This action awards one-time funds under Common Accounting Number (CAN) 1100 for activities pertaining to the prevention, preparation, and/or response to the coronavirus disease (COVID-19). COVID-19 funds can be used for costs incurred from December 27, 2020 in response to the public health emergency.

If applicable, this action approves the purchase of equipment identified on the 'Equipment' object class category.

If applicable, this action approves a non-federal match waiver for the federal funds awarded.





Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 03HE000967-01-01

FAIN# 03HE000967

Federal Award Date: 05/26/2021

**Recipient Information**

**1. Recipient Name**

COUNTY OF FAIRFAX  
12000 Government Center Pkwy Ste 214  
Fairfax, VA 22035-0001  
703-324-8087

**2. Congressional District of Recipient**

11

**3. Payment System Identifier (ID)**

1540787833A2

**4. Employer Identification Number (EIN)**

540787833

**5. Data Universal Numbering System (DUNS)**

074837626

**6. Recipient's Unique Entity Identifier**

**7. Project Director or Principal Investigator**

Ms. JENNIFER BRANCH  
JENNIFER.BRANCH@FAIRFAXCOUNTY.GOV  
703-324-8087

**8. Authorized Official**

Mr. JEFFREY MCKAY  
Chairman, Board of Supervisors  
CHAIRMAN@fairfaxcounty.gov  
(703) 971-6262

**Federal Agency Information**

ACF/OHS Region III Grants Office

**9. Awarding Agency Contact Information**

Trisha Smith  
Grants Officer  
trisha.smith@acf.hhs.gov  
215-861-4742

**10. Program Official Contact Information**

Mrs. Brenda R Hewitt  
Regional Program Manager, Region 3  
Brenda.Hewitt@acf.hhs.gov  
215-861-4743

**Federal Award Information**

**11. Award Number**

03HE000967-01-01

**12. Unique Federal Award Identification Number (FAIN)**

03HE000967

**13. Statutory Authority**

42 USC 9801 ET SEQ

**14. Federal Award Project Title**

American Rescue Plan

**15. Assistance Listing Number**

93.600

**16. Assistance Listing Program Title**

Head Start

**17. Award Action Type**

Supplement

**18. Is the Award R&D?**

No

**Summary Federal Award Financial Information**

**19. Budget Period Start Date** 04/01/2021 - **End Date** 03/31/2023

**20. Total Amount of Federal Funds Obligated by this Action** \$854,301.00

20a. Direct Cost Amount \$854,301.00

20b. Indirect Cost Amount \$0.00

**21. Authorized Carryover** \$0.00

**22. Offset** \$0.00

**23. Total Amount of Federal Funds Obligated this budget period** \$214,892.00

**24. Total Approved Cost Sharing or Matching, where applicable** \$0.00

**25. Total Federal and Non-Federal Approved this Budget Period** \$1,069,193.00

**26. Project Period Start Date** 04/01/2021 - **End Date** 03/31/2023

**27. Total Amount of the Federal Award including Approved  
Cost Sharing or Matching this Project Period** Not Available

**28. Authorized Treatment of Program Income**

Additional Costs

**29. Grants Management Officer - Signature**

Trisha Smith  
Grants Officer

**30. Remarks**



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 03HE000967-01-01

FAIN# 03HE000967

Federal Award Date: 05/26/2021

**Recipient Information**

**Recipient Name**

COUNTY OF FAIRFAX  
12000 Government Center Pkwy Ste 214  
Fairfax, VA 22035-0001  
703-324-8087

**Congressional District of Recipient**

11

**Payment Account Number and Type**

1540787833A2

**Employer Identification Number (EIN) Data**

540787833

**Universal Numbering System (DUNS)**

074837626

**Recipient's Unique Entity Identifier**

Not Available

**31. Assistance Type**

Project Grant

**32. Type of Award**

Service

**33. Approved Budget**

(Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only

II. Total project costs including grant funds and all other financial participation

a. Salaries and Wages	\$0.00
b. Fringe Benefits	\$0.00
c. Total Personnel Costs	\$0.00
d. Equipment	\$0.00
e. Supplies	\$144,806.00
f. Travel	\$0.00
g. Construction	\$0.00
h. Other	\$135,474.00
i. Contractual	\$788,913.00
j. TOTAL DIRECT COSTS	\$1,069,193.00
k. INDIRECT COSTS	\$0.00
l. TOTAL APPROVED BUDGET	\$1,069,193.00
m. Federal Share	\$1,069,193.00
n. Non-Federal Share	\$0.00

**34. Accounting Classification Codes**

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
1-G031200	03HE00096701C6	ACFOHS	41.51	\$854,301.00	75-2122-1536



## Department of Health and Human Services

### Administration for Children and Families

## Notice of Award

Award# 03HE000967-01-01

FAIN# 03HE000967

Federal Award Date: 05/26/2021

### 35. Terms And Conditions

#### 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.

#### REPORTING REQUIREMENTS

1. **Federal Reporting Requirements for Head Start CRRSA and ARP Grant Awards**



## Department of Health and Human Services

### Administration for Children and Families

## Notice of Award

Award# 03HE000967-01-01

FAIN# 03HE000967

Federal Award Date: 05/26/2021

#### **Federal Financial Report (SF-425):**

Federal Financial Reports (SF-425) must be submitted in the Payment Management System (PMS) based on the reporting schedule below:

1. C5 (CRRSA) Annual FFR 4/1/2021 – 3/31/2022: due by 7/30/2022
2. C6 (ARP) Annual FFR 4/1/2021 – 3/31/2022: due by 7/30/2022
3. C5 (CRRSA) Final FFR 4/1/2021 – 3/31/2023: due by 7/30/2023
4. C6 (ARP) Final FFR 4/1/2021 – 3/31/2023: due by 7/30/2023

FFR Grantee User Guide: <https://pms.psc.gov/pms-user-guide/federal-financial-report.html>

For support using the Payment Management System, contact your PMS Liaison Accountant: <https://pms.psc.gov/find-pms-liaison-accountant.html>

#### **Federal Cash Transaction Report (FFR-FCTR-425):**

The Federal Cash Transaction Report (FCTR – Disbursements, lines 10a - 10c), **FFR-FCTR** (Disbursements) must be prepared and certified as follows:

- Disbursements January 1 – March 31: certify by April 30
- Disbursements April 1 – June 30: certify by July 30
- Disbursements July 1 – September 30: certify by October 30
- Disbursements October 1 – December 31: certify by January 30

If the FCTR is not certified 10 days after the due date, funds will be frozen until the report has been submitted.

FCTR Guidance: <https://pms.psc.gov/pms-user-guide/federal-cash-transaction-report.html>

#### **Performance Progress Report:**

This award is subject to performance progress reporting as indicated in 45 CFR 75.342, and will occur at least annually. Additional information will be forthcoming as to the reporting requirements and frequency.

#### **Tangible Personal Property Report (SF-428):**

This award is subject to the submission of a Tangible Personal Property Report SF-428 and SF-428B, and as necessary, SF-428S, at closeout. This report is due on the same date the final SF-425 Federal Financial report is due. Please review the chart in the **Federal Financial Report (SF-425)** section of these reporting requirements for the due date. Completed copies of the SF-428 reports must be uploaded to the specified folders in the Grant Notes section of GrantSolutions.

Downloadable version of SF-428 can be found at <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>.

#### **Real Property Standard Form (SF-429):**



## Department of Health and Human Services

### Administration for Children and Families

## Notice of Award

Award# 03HE000967-01-01

FAIN# 03HE000967

Federal Award Date: 05/26/2021

**The submission of the SF-429 Attachment A No Property report is not required for CRRSA and ARP grant awards where there is no covered real property.**

If funds from this award are used for any purpose requiring a 45 CFR Part 1303 application (purchase, construction, major renovation), submission of applicable SF-429 with supporting documentation is required. A SF-429 Attachment B and/or Attachment C is required upon approval of the 1303 application for purchase, construction, or major renovation.

Grantees with covered real property must submit reports at least annually on the status of real property in which OHS holds a Federal interest. Grantees with real property with federal interest must submit the SF-429 Attachment C along with supporting documentation to request transfer of property and record to the grantee's CH or HP grant program (or, if applicable, the OHS eligible designated new entity that will continue the intended purpose of property) at closeout on the same date as the final SF-425 Federal Financial report is due.

- 1. Annual Real Property Status for 4/1/2021 – 3/31/2022: due as an Attachment to the Annual SF-425 in Payment Management System by 7/30/2022**
- 2. Annual Real Property Status for 4/1/2021 – 3/31/2023: due as the SF-429A in the On-Line Data Collection System by 4/30/2023**
- 3. Transfer of Real Property: due as the SF-429C in the On-Line Data Collection System by 7/30/2023**

# AWARD ATTACHMENTS

COUNTY OF FAIRFAX

03HE000967-01-01

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1. ARP Remarks

### **30. Remarks (continued from previous page)**

This action awards one-time supplemental funds authorized under the American Rescue Plan Act 2021, P.L. 117-2 for the provision of approved services defined under the Head Start Act, to include activities outlined in Program Instruction ACF-PI-HS-21-03 to further support in-person services. The amount of this award is identified in Field 34 of this Notice of Award and charged to Account Number 1200, which includes the suffix "C6." All funds for expenditures under this C6 subaward must be disbursed from the corresponding account in the Payment Management System.

This action approves the purchase of equipment identified on the 'Equipment' object class category, if applicable.

This action approves a non-federal match waiver for the federal funds awarded, if applicable.



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | [eclkc.ohs.acf.hhs.gov](http://eclkc.ohs.acf.hhs.gov)

July 09, 2021

County of Fairfax

Re: Grant No. 03HP000205,03CH010411

**Dear Head Start Grantee:**

The Administration for Children and Families (ACF), Office of Head Start (OHS) recently conducted a monitoring review of your program. The attached report contains information about your agency's performance and compliance with the requirements of the Head Start Program Performance Standards, Public Law 110-134, Improving Head Start for School Readiness Act of 2007, and other applicable regulations.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

If the report has findings the corrective action period will begin 72 hours from the time this email was sent.

Sincerely,

OHS Monitoring Team





ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 [eclkc.ohs.acf.hhs.gov](http://eclkc.ohs.acf.hhs.gov)

## Program Performance Summary Report

**To: Authorizing Official/Board Chairperson**

*Mr. Jeffrey McKay*

*County of Fairfax*

*12011 Government Center Pkwy, Suite 903*

*Pennino Building, Head Start Program*

*Fairfax, VA 22035 - 1100*

**From: Responsible HHS Official**

**Date: 07/08/2021**

**On behalf of Dr. Bernadine Futrell**

**Director, Office of Head Start**

From May 17, 2021 to May 21, 2021, the Administration for Children and Families (ACF) conducted a Focus Area One (FA1) monitoring review of the County of Fairfax Head Start and Early Head Start programs. This report contains information about the grantee's performance and compliance with the requirements of the Head Start Program Performance Standards (HSPPS) or Public Law 110-134, Improving Head Start for School Readiness Act of 2007.

The Office of Head Start (OHS) would like to thank your governing body, policy council, parents, and staff for their engagement in the review process. The FA1 review allows the OHS to understand how programs are progressing in providing services in the 5-year grant cycle. The report includes the performance measures used to understand grantee progress towards program goals. You can use this report to identify where your program was able to describe progress toward implementing program services that promote quality outcomes for children and families. Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

### **DISTRIBUTION OF THE REPORT**

Ms. Brenda Hewitt, Regional Program Manager

Mr. Christopher Leonard, Chief Executive Officer/Executive Director

Ms. Jennifer Branch, Head Start Director

Ms. Jennifer Branch, Early Head Start Director

## Glossary of Terms

<b>Opportunity for Continuous Improvement (OCI)</b>	An OCI is identified when the grantee is determined compliant in an area; however, through intentional, continuous improvement strategies, the agency has the opportunity to enhance overall program quality.
<b>Area of Concern (AOC)</b>	An area for which the agency needs to improve performance. These issues should be discussed with the grantee's Regional Office of Head Start for possible technical assistance.
<b>Area of Noncompliance (ANC)</b>	An area for which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more areas of performance. This status requires a written timeline of correction and possible technical assistance or guidance from the grantee's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.
<b>Deficiency</b>	<p>As defined in the Head Start Act, the term "deficiency" means:</p> <p>(A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves:</p> <ul style="list-style-type: none"> <li>(i) a threat to the health, safety, or civil rights of children or staff;</li> <li>(ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations;</li> <li>(iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management;</li> <li>(iv) the misuse of funds received under this subchapter;</li> <li>(v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or</li> <li>(vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified;</li> </ul> <p>(B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or</p> <p>(C) an unresolved area of noncompliance.</p>



## Program Design, Management, and Quality Improvement

### Program Design

The grantee's program design and structure takes into account community strengths and needs.

### Program Management and Quality Improvement

The grantee has an approach for providing effective management and oversight of all program areas and fiduciary responsibilities.

### Program Governance

The grantee maintains a formal structure for program governance that includes a governing body, a policy council (or policy committee for delegates), and parent committees.

## Program Design, Management, and Quality Improvement Summary

County of Fairfax designed and delivered Head Start and Early Head Start services responsive to the needs of children and families through directly operated and delegate services. The program used its community assessment data to determine trends such as population movement and the increase of dual language learners in the service area to design center and home-based service options for low-income families. For instance, when the program learned families were moving to an area without services, it worked with a nearby delegate to open an additional classroom. County of Fairfax used program data and staff professional development goals to identify staff training needs. Collaborations with delegates maximized training opportunities, including cluster training based on specific needs. The program met families' needs by regularly analyzing community data and providing responsive service options.

The management team and governing bodies collaborated to develop program goals and objectives and implement ongoing program improvement. Three broad goals were developed from program and community data and feedback from stakeholders and staff leadership. However, delegates created additional goals and individualized objectives based on service area needs and site-specific program data. Monthly, the leadership team analyzed reports detailing ongoing child assessment data and family and health outcomes to develop course correction plans as needed. Program staff also shared this data with the governing bodies to inform planning and program improvement decisions. The program's leadership staff and governing bodies regularly analyzed data to improve program services.



## Designing Quality Education and Child Development Program Services

### Alignment with School Readiness

The grantee's approach to school readiness aligns with the expectations of receiving schools, the Head Start Early Learning Outcomes Framework (HSELOF), and state early learning standards.

### Effective and Intentional Teaching Practices

The grantee has strategies to ensure teaching practices promote progress toward school readiness.

### Supporting Teachers in Promoting School Readiness

The grantee has an approach for ensuring teachers are prepared to implement the curriculum and support children's progress toward school readiness.

### Home-based Program Services

The grantee has strategies to ensure home-based program services help parents to provide high-quality learning experiences.

## Designing Quality Education and Child Development Program Services Summary

County of Fairfax provided services to improve children's readiness for their next educational setting. Education services were guided by research-based curriculum and assessment systems selected to meet the needs of each service option. To best support children's school readiness, the program aligned its curricula with the expectations of receiving schools, the Head Start Early Learning Outcomes Framework, and Virginia's Foundation Blocks for Early Learning. By recruiting highly qualified educators, the majority of whom surpassed the minimum requirements established in the Head Start Program Performance Standards, the program was able to provide quality educational services. Also, the education staff reflected children's language and culture, and services were customized to ensure the full participation of children with a disability and dual language learners. Additionally, the program translated materials into families' home languages and provided interpreters during parent meetings, home visits, and conferences. All staff completed training on Teaching Strategies GOLD and data analysis to support teaching practices. Program and delegate specialists regularly reviewed child outcomes and Classroom Assessment Scoring System data with teaching teams to identify coaching needs, develop improvement plans, and individualize children's services. Further, coaching staff identified trends to determine the need for staff professional development, additional teaching resources, and changes to environmental designs. Staff support was data-informed, and teaching practices advanced children's development.

In response to COVID-19, the program and delegates offered virtual and hybrid service options. The program provided staff training on implementing the cloud version of The Creative Curriculum to support the continuity of quality education services. To encourage families' participation in virtual services, the program provided mini tablets and headphones, in addition to helping parents complete at-home activities and understand their child's development. One positive outcome from the pandemic was that staff reported a higher level of engagement with families during virtual services. Despite the pandemic, the program continued to provide effective educational services to support children's school readiness.

The program and delegates also leveraged strong relationships with partners to support children and families' smooth transitions. Head Start and Early Head Start children began transitioning to their next educational setting by visiting their new classrooms. Receiving teachers gathered children's developmental information through child observations and, with parental permission, children's ChildPlus data. Parent meetings and home visits focused on helping families understand the registration process and classroom expectations. Lastly, parents received a progress summary sheet with ideas to support learning at home. County of Fairfax delivered services to support children's successful transitions.



## Designing Quality Health Program Services

### Child Health Status and Care

The grantee has an approach for ensuring the delivery of high-quality health services.

### Safety Practices

The grantee implements a process for monitoring and maintaining healthy and safe environments and ensuring all staff have complete background checks.

## Designing Quality Health Program Services Summary

County of Fairfax improved children's health outcomes by educating families and connecting them to resources. During enrollment, family service staff shared information with families on children's age-appropriate medical and oral health care schedules and collected families' health data. The program maintained and monitored all health information in ChildPlus. Program and delegate health managers regularly reviewed ChildPlus data reports to identify children's completed services and help families with follow-up services. The program leveraged community partners to ensure families had access to medical services. For example, most oral health providers were only conducting emergency services during the pandemic, so the program partnered with a dental hygienist to provide children's services. Recognizing the importance of mental health support for children, families, and staff, County of Fairfax's directly operated and delegate programs contracted with mental health consultants. The consultants provided child and classroom observations with follow-up strategies for staff and families. Additional mental health services for families included wellness home activities and one-on-one support. Also, the program leveraged the expertise of its Health Services Advisory Committee (HSAC) to support families and staff before and during COVID-19. Members of the HSAC attended parent meetings to discuss COVID-19 related concerns, provided education on the importance of completing health services, and addressed safety concerns about attaining services during a pandemic. The program analyzed health data and leveraged the HSAC to improve families' health and wellness.

The program implemented strategies to provide healthy and safe learning environments. Designated staff noted concerns throughout indoor and outdoor surroundings during daily, weekly, monthly, and annual health and safety checks, and the data reviewed during monthly health workgroups. If an immediate concern was identified, each program had a system to report the issue and monitor its timely correction. Staff training also enhanced program efforts to ensure healthy and safe learning environments. All new staff members from directly operated and delegate programs were required to complete health training aligned with the Head Start Program Performance Standards during the orientation process. Also, all staff received annual and ongoing training on safe sleep practices, shaken baby syndrome, and the grantee's standards of conduct. Further, each employee completed a detailed criminal record check before hire and every 5 years after that. Effective program practices ensured staff members were trained to provide safe and healthy learning environments.



## Designing Quality Family and Community Engagement Services

### Family Well-being

The grantee has an approach for collaborating with families to support family well-being.

### Strengthening Parenting and Parent-Child Supports

The grantee has an approach for providing services that strengthen parenting skills.

## Designing Quality Family and Community Engagement Services Summary

County of Fairfax family engagement staff supported families' well-being by helping them set goals and providing resources to promote goal progress. Families completed annual Family Partnership Agreements and bi-annual needs assessments to gather information on their strengths and needs. Each family service staff member's caseload included approximately 35 families, allowing them sufficient time to individualize services for each family. Family service staff partnered with families during home visits to develop goals and share resources. The program tracked and monitored family service information in ChildPlus, and staff checked in with families monthly to discuss goal progress and connect families to services. Family outcomes data was shared with program leadership and the governing bodies to determine staff training needs and identify community partners. For example, when family outcomes showed limited progress in financial mobility, the program trained family service staff in methods to support families' economic advancement. Families received referrals, resources, and staff support to achieve goals and improve family well-being.

The program provided parenting education opportunities to support families in strengthening their parenting skills. The program utilized the ReadyRosie parenting curriculum, which had previously been piloted with a delegate program, with positive results and high participation. Program staff shared short videos of activities using materials in the home with families and utilized parent workshop resources during parent meetings. Parents were also encouraged to participate in opportunities such as parent committees, parent meetings, breakfast and learns, the policy council, and parent workshops. In response to the pandemic, the program recorded parent meetings for families to view when convenient. Program staff supported parents' program involvement and provided training and opportunities for parents to network and enhance their parenting skills.



## **Developing Effective Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Strategies and Fiscal Infrastructure**

### **Eligibility, Recruitment, Selection, Enrollment, and Attendance**

At least 10% of the grantee's total funded enrollment is filled by children eligible for services under IDEA or the grantee has received a waiver.

The grantee enrolls children or pregnant women who are categorically eligible or who meet defined income-eligibility requirements.

### **Enrollment Verification**

The grantee maintains and tracks full enrollment.

### **Fiscal Infrastructure, Capacity, and Responsiveness**

The grantee's fiscal staff have the qualifications needed to provide oversight of the grant.

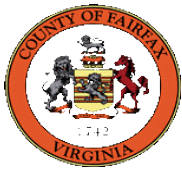
The grantee has a budget development and revision process that includes stakeholders and appropriate approvals, and ensures continuous alignment with program design, goals, and objectives.

## **Developing Effective Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Strategies and Fiscal Infrastructure Summary**

County of Fairfax's staff used its ERSEA policies and procedures to accurately determine families' eligibility for Head Start and Early Head Start services. The program's selection criteria were based on community and program data and outlined a point system for prioritizing the enrollment of children with the greatest needs. During COVID-19, staff shifted face-to-face application interviews to phone and virtual meetings with families and accepted documents electronically. To help oversee the accuracy of families' enrollment determinations, the program implemented a two-step eligibility verification process. Program staff collaborated with delegate providers to place children in a setting that met families' needs. Applications and corresponding documentation were maintained in the ChildPlus system, which used the selection criteria to develop a prioritized waitlist. Program and delegate staff regularly monitored enrollment, attendance, and eligibility data to maintain consistency across programs and develop continuous improvements. Although the COVID-19 pandemic hindered the evaluation and possible services for children with suspected disabilities, the grantee reported that services were quickly achieving pre-pandemic levels, and children were receiving timely evaluations and services. County of Fairfax ensured enrollment slots were prioritized, verified, and utilized by children and families with the greatest needs.

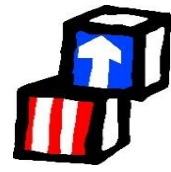
County of Fairfax's fiscal team provided financial oversight of Federal funds and supported Head Start and Early Head Start services. The grantee followed the county's operating procedures and Head Start regulations to manage financial services effectively. Led by the chief financial officer, the fiscal team provided monthly financial reports to program staff and the governing bodies. The fiscal department collaborated with delegates and directly operated services to ensure funding allocations supported program services. Additionally, the grantee's financial oversight included quarterly in-depth analysis of financial data to plan for potential budget modifications. For example, the grantee shifted funds to address families' food insecurities during the COVID-19 pandemic. Program leadership initiated the budget development process, which was informed by previous fiscal and program data, goals, priorities, and needs. The process also included input from delegates, parents, and staff before the budget's final approval by the policy council and the Board. Fiscal and program staff collaborated to align financial management services with program needs and goals.

----- End of Report -----

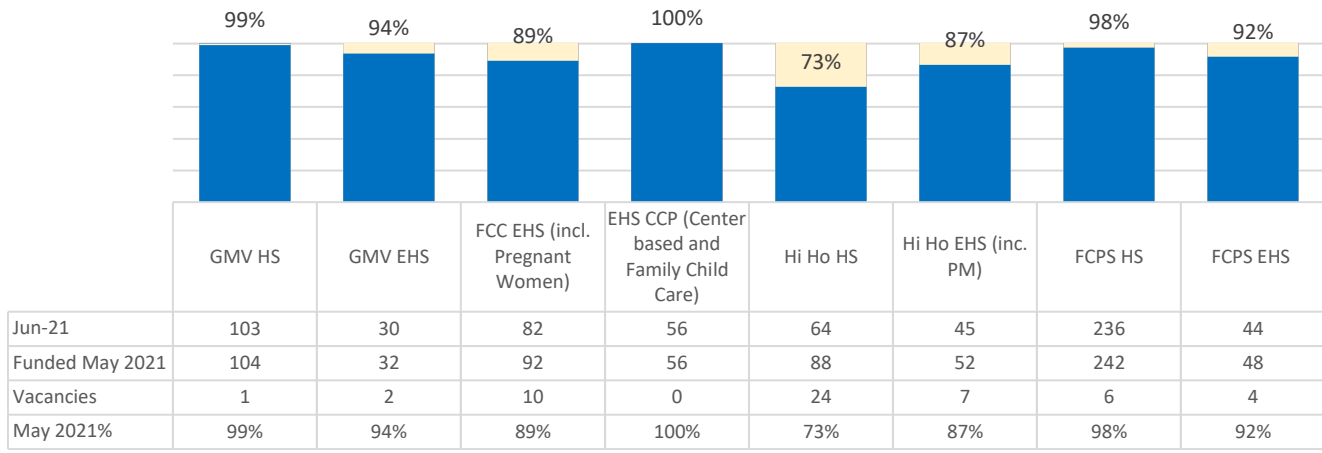


## Monthly Enrollment Statistics

Month ending June 30, 2021  
presented to the Policy Council

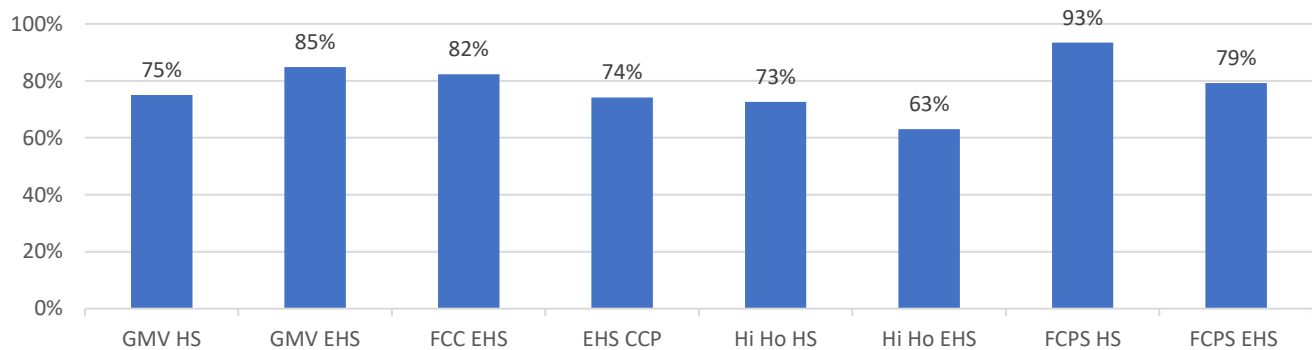


### Actual Enrollment vs. Funded Enrollment end of month report - includes vacancies of less than 30 days



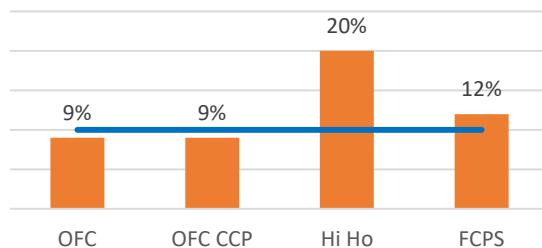
Enrollment has been a challenge due to the pandemic. Eligible families with young children are keeping them home - due to school-age siblings being home (doing virtual learning) and/or concerns surrounding the pandemic. There are many families on the waiting list who are deferring their enrollment for a later time. Programs continue recruitment efforts county wide.

### Average Daily Attendance for the Month

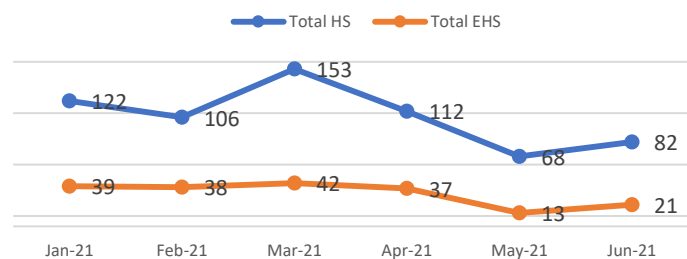


Delegate program at Higher Horizons HS and EHS opened for center-based services on April 19. FCPS school year completed June 4. FCC homes remained open to serve families in person. Greater Mt. Vernon Head Start and Early Head Start provide a hybrid model with both center-based services and virtual learning options and increased to 4 days a week starting in June.

### Children Served with Disabilities (IEP or IFSP)



### Waiting List



Lower % with disabilities this program year due to a variety of reasons, including fewer observations of children's skills and behaviors as well as FCPS Special Education experiencing a backlog of testing. Waiting list numbers show a reduction as children are accepted for next school year.





Fairfax County Office for Children Head Start Program  
Greater Mount Vernon Meal Count and Attendance Report

**June 2021 GMV USDA Meal Count and Attendance Report**

**Days of Operation:** 12 days of service

**Total Child Participation:** 116

**Total Meals Served:** 2,861

**Breakfast:** 964

**Lunch:** 956

**Snack:** 941

**Total Cost of Food:** \$ 12, 399.20 (Jeffery's for GSCC and GSG)

Additional cost of food: Family Meals \$ 15,411.27

**Report prepared by:**

Everludis Lopez, RDN

July 16, 2021