

**HEAD START DELEGATE CONTRACT  
FOR THE CONDUCT AND ADMINISTRATION OF  
THE EARLY HEAD START PROGRAM (IN THREE PARTS)**

**PART I: AGREEMENTS**

This Agreement, entered into as of the first day of July 2025, by and between the County of Genesee, Michigan, a Michigan Municipal Corporation acting by and through the Genesee County Community Action Resource Department (GCCARD), 1101 Beach Street, Flint, Michigan 48502, hereinafter referred to as the "Grantee" and the Delegate Agency, Charles Stewart Mott Community College (UEI/DUNS: XA83XLJ4ENX5/020095311), 1401 E. Court St., Flint, Michigan, 48503, Genesee County, State of Michigan, hereinafter referred to as the "Delegate Agency."

WITNESSETH THAT:

Whereas, the Grantee is scheduled to receive a Grant from the Department of Health and Human Services/Administration for Children and Families (CFDA NO. 93.600), Executive Office of the President of the United States (hereinafter referred to as the HHS/ACF), said Grant designated as Early Head Start Grant No. 05CH012299-201 on the first day of July 2025, and

WHEREAS, pursuant to said Grant the Grantee is undertaking certain activities; and

WHEREAS, the Grantee and the Delegate Agency agree to render certain mutual assistance in these undertakings;

Now, therefore, the Grantee and the Delegate Agency do mutually agree as follows:

The Delegate Agency shall, in a satisfactory and proper manner as determined by the Grantee, perform the following:

1. Operate an Early Head Start Program according to the work program and attachments as submitted to and approved by the Grantee and HHS/ACF policies and/or procedures and all general and special conditions stated in this contract. The policies and/or procedures include,

but are not limited to, performance standards, self-assessment validation instruments, memos and letters from the National, Regional and Grantee office, 45 CFR, Parts 75 & 87, 2007 Head Start Act, Federal Funding Accountability and Transparency Act of 2006, 2 CFR 200, and Federal Registers pertaining to the Early Head Start Program. The Delegate Agency may make no change in its work program without prior written approval of the Grantee. The work program referenced here includes the Grant Application, Grantee and Local Performance Standard Plans.

If there are any conflicting regulations that exist or come to exist between the local district's union contract or board policy, the Federal Regulation, grantee work plan or any other requirements herein stated, the local rule shall be waived in favor of the rule issued by HHS/ACF or Grantee.

2. The Delegate Agency shall commence performance of this contract on the first day of July 2025, and shall complete performance no later than the last day of June, 2026.
3. The Delegate Agency shall maintain such records and accounts including property, personnel, and financial records as are deemed necessary by the Grantee and/or by HHS/ACF to assure a proper accounting for all Program funds, both federal and non-federal shares.
4. It is expressly understood and agreed that in no event will the total compensation and reimbursement to be paid hereunder exceed the maximum sum of **\$157,760** for all services rendered for Early Head Start. The Delegate Agency's approved budget is found in Section 5. Any changes of amount in excess of 10% within or between categories must have approval of the Policy Council and Grantee. The Personnel and Fringes categories A & B combined cannot exceed 10% of the amounts stated without the prior approval of the Grantee.

## SECTION 5 - BUDGET CATEGORIES – MOTT COLLEGE EARLY HEAD START

	GRANT PROGRAM, FUNCTION OR ACTIVITY	
5. Object Classification Category	(1) PA-25	
a. Personnel	\$19,131	
b. Fringe Benefits	\$9,182	
c. Travel	\$0.00	
d. Equipment	\$0.00	
e. Supplies	\$7,000	
f. Contractual	\$117,847	
g. Construction	\$0.00	
h. Other	\$4,600	
<b>TOTALS</b>	<b>\$157,760</b>	

**EHS In-kind Total: \$39,440**

6. The Delegate Agency shall obtain in-kind contributions in the amount of **\$39,440**. Early Head Start grant subject to receipt of funds from HHS/ACF. The Grantee shall make payment under this Contract in accordance with standard operating procedures outlined by the Grantee.
7. In the event that Supplemental Grant awards are approved by HHS/ACF for the Delegate Agency, an addendum to the Contract will be written and all conditions of additional awards are applicable.
8. It is expressly understood that the administrative cost to operate this grant may not exceed 10% of the Delegate Agency's total grant. This is the percentage that was indicated in the Delegate Agency's grant application that it would cost to administer the program.
9. The Delegate Agency agrees to assist the Grantee in complying with all of the conditions governing Grants under the Head Start Act.
10. The Delegate shall in a satisfactory manner as determined by the Grantee perform the following activities for the Early Head Start Program:
  - a. A minimum of 8 Early Head Start children between 0-3 (infants and toddlers) must be enrolled in full day sessions, 4 days per week, 7.5 hours per day, 184 days per year as outlined in the Head Start Performance Standards.
  - b. In addition to the classroom services, the following family services will be provided, as further described in Part II, Section 23: Health, Social Services, Parent Involvement, Family Engagement, Nutrition, Mental Health, Career Development and Program Administration. These services will center around Child Development and Health Services, Community and Family Engagement and Program Design and Management.

**PART II. TERMS AND CONDITIONS GOVERNING CONTRACTS BETWEEN THE HEAD START GRANTEE AGENCY AND THE DELEGATE AGENCY CONTRACTOR.**

In addition to any conditions specified in Part I, this Contract is subject to all of the Federal and/or State conditions listed below. Waiver of any of these conditions must be upon the express written approval of an authorized representative of the Department of Health and Human Services/Administration for Children and Families, and such waivers shall be made a part of this Contract.

1. Suspension and Termination of this Contract by the Grantee: If the Grant from HHS/ACF under which this Contract is funded is terminated by HHS/ACF, the Grantee shall have the right to terminate this Contract by giving written notice to the Delegate Agency and specifying the effective date thereof. The Grantee may also terminate the Contract for a reason that is not arbitrary or capricious, subject to the appeal procedures set forth below in Part II, Section 3.
2. Suspension and Termination of this Contract by the Delegate Agency: If the Delegate Agency is unable or unwilling to comply with any additional conditions as may be lawfully applied by HHS/ACF to the Grantee, the Delegate Agency shall terminate the Contract by giving written notice to the Grantee ninety (90) days in advance of such termination, specifying the effective date thereof. In the event of termination by either party, all property and finished or unfinished documents, data, studies and reports purchased or prepared by the Delegate Agency under this Contract shall, at the option of the Grantee, be transferred or conveyed to the Grantee. The Delegate Agency shall be entitled to compensation for any un-reimbursed expenses necessarily incurred in satisfactory performance of the Contract. Notwithstanding the above, the Delegate Agency shall not be relieved of its liability to the Grantee for any damages sustained by the Grantee by virtue of a breach of the Contract by the Delegate Agency for the purpose of set-off, until such time as the exact amount of damages to the Grantee from the Delegate Agency is agreed upon or otherwise determined.

3. Appeal Procedures for Delegate Agency: Appeal procedures for termination of the delegate is as follows:
  1. A grantee must notify a delegate agency in writing of its decision to terminate its agreement with the delegate agency explaining the reasons for its decision and the delegate agency has the right to appeal the decision to the grantee within 10 work days after receipt of the notice.
  2. The grantee has 20 days to review the written appeal and issue its decision.
  3. A grantee may not terminate the operation of a delegate agency on the basis of defects or deficiencies in the operation of the program without first:
    - a. Notifying the delegate agency of the defects and deficiencies;
    - b. Providing, or providing for, technical assistance so that defects and deficiencies can be corrected by the delegate agency; and
    - c. Giving the delegate agency the opportunity to make appropriate corrections.
  4. The Grantee shall notify the responsible HHS official about an appeal and the Grantee's decision. Part 1304.6 of the Head Start Performance Standards details the appeal procedures delegates have and may follow if the appeal necessitates further action by HHS.
4. Changes in this Contract: The Grantee may, from time to time, request changes in the scope of the services of the Delegate Agency to be performed under this Contract. Such changes, including any increase or decrease in the amount of the Delegate Agency's funding level which are mutually agreed upon by and between the Grantee and the Delegate Agency, must be incorporated in written amendments to this Contract.
5. Reports, Records and Inspections: The Delegate Agency shall submit financial, program progress, evaluation, and other reports as required by the Grantee, and shall maintain such property, personnel, financial and other records and accounts as are deemed necessary. The

Delegate Agency shall permit on-site inspections by Grantee or HHS representatives and shall require employees and board members to furnish such information as, in the judgment of the Grantee or HHS/ACF representatives may be relevant to a question of compliance with Contract conditions and directives applicable to Head Start or to the effectiveness, legality, and achievements of the program. All of these records will be made available for audit or inspection purposes to the Controller General of the United States, and will be retained for three (3) years after the expiration of this Contract unless written permission to destroy them is received from both the Grantee and HHS/ACF, with the following qualifications:

- a. Records shall be retained beyond the three (3) year period if audit findings have not yet been resolved.
- b. Records for non-expendable property which was acquired with Federal funds shall be retained for three (3) years after its final disposition.
- c. When Grantee records are transferred to or maintained by HHS/ACF, the three (3) years retention requirement is not applicable to the Delegate Agency.

6. Contract Related Income: The Delegate Agency is accountable to the Grantee for any income generated by activities performed under this Contract. Such income may be produced by the services of individuals, or by employing equipment and facilities, royalties and profits from publications, films, or similar materials, or general services of the Delegate Agency institution. All income, other than interest earned (see "C" below) and fees collected during the contract period shall be retained by the Delegate Agency, and in accordance with the Contract Agreement shall be:

- a. Added to funds committed to the program by the Grantee and the Delegate Agency and be used to further eligible program objectives.
- b. The Delegate Agency is required to maintain records of the receipt and disposition of the income in the same manner as required for the funds provided by the Contract which gave

rise to the income.

- c. Interest Earned: The amounts earned on Contract funds, with the following exception, must be returned to HHS. State governments and any agency or instrumentality of a State, however, will not be held accountable for interest earned on Contract funds pending their disbursement for program purposes.
- 7. Mileage Expenses: Expenses charged for local travel shall not exceed those which would be allowed under the rules of the United States Government official travel. The rules can be found at 41 C.F.R. Part 301-10. The Delegate Agency agrees that any reimbursements for travel by its employee shall not include home to work site travel.
  - 8. Expenses Disallowed: No Contract funds shall be expended for:
    - a. Any expenses other than those necessarily incurred in the performance of this Contract as called for in the approved program budget, or those approved prior to said expense by the Grantee.
    - b. The cost of meals for employees or officials of the Delegate Agency, except when on travel status, or when the employee is participating in an allowable program activity where Grant funds have been authorized to provide food to program participants (other than employees), and the employee is required by his/her job duties to take part in the activity.
  - 9. Disposal of Property: If property is acquired with Contract funds, the property shall be disposed of only with the expressed written approval of the Grantee.
  - 10. Publication and Publicity: The Delegate Agency agrees that all stationery, information releases, pamphlets or brochures, reports of activities or other materials prepared and/or distributed by the Delegate Agency in conjunction with services performed pursuant to this Agreement shall identify the Genesee County Community Action Resource Department (GCCARD) as the sponsor of the program.



11. Copyrights: If the Contract results in a book or other published materials, the author is free to copyright the work, but HHS/ACF reserves a royalty free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, all such copyrighted material and any material which can be copyrighted resulting from the Contract.
12. Labor Standards: All laborers and mechanics employed by contractors or subcontractors in the alteration, or repair, including painting or decorating of projects, buildings, and works which are federally assisted under this Contract shall be paid wages at rates not less than those prevailing or similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-5).
13. Patents: Any discovery or invention arising out of, or developed in the course of, work aided by this Contract, shall be promptly and fully reported to the Grantee for transmittal in accordance with HHS directives (45 CFR, Subtitle A.).
14. Discrimination Prohibited: No person shall, on the ground of race, creed, color, national origin, sex or disability condition, be excluded from participation in, be denied the proceeds of, or be subject to discrimination in the performance of this Contract. The Delegate Agency will comply with the regulations promulgated by HHS/ACF, pursuant to the Civil Rights Act of 1964, and with directions of the Grantee in furtherance on non-discrimination.
15. Discrimination in Employment Prohibited: The Delegate Agency will not discriminate against any employee employed in the performance of this Contract or against any applicant for employment, because of race, color, creed, national origin, age, sex or disability condition. The Delegate Agency will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, creed, color, national origin, age, sex or disability condition. This requirement shall apply to, but not be limited to, the following:

Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

The Delegate Agency shall comply with all applicable statutes and Executive Orders on equal employment opportunity, and this Contract shall be governed by the provisions of all such statutes and Executive Orders, including enforcement provisions, as set forth in HHS/ACF directives.

16. Covenant Against Contingent Fee: The Delegate Agency warrants that no person or Agency or other organization has been employed or retained to solicit or secure this Contract upon any Agreement or understanding for a commission, percentage, brokerage, or contingent fee. For breach or violation of this warrant, the Grantee shall have the right to annual compensation, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee, or to seek such other remedies as may be legally available.
17. Political Activity Prohibited: None of the funds, materials, property, or services contributed by the Grantee or the Delegate Agency under this Contract shall be used during the performance of this Contract for any partisan political activity, or to further the election or defeat of any candidate for public office.
18. Religious Activity Prohibited: There shall be no religious worship instruction or proselytization as part of or in conjunction with performance of this Contract.
19. Compliance with Local Laws: The Delegate Agency shall comply with all applicable laws, ordinances, and codes of State and local governments.
20. Income Requirements: At least ninety (90%) percent of the children selected for the Early Head Start program will be from families whose income falls within the HHS Income Guidelines for 2025.

21. Special Conditions on Volunteer Services: Volunteer hours can be valued at the minimum wage or consistent with those regular rates paid for similar work in the local labor market. This may be included if they are volunteering their services for work on the program which someone would otherwise have to be hired to perform.

Services will not be treated as partially volunteered. No services for which a person is compensated, even though the compensation may be low, shall be treated as volunteered.

22. Head Start Recruitment/Enrollment Boundaries/Service Area: The per pupil funding received is to service residents living in Genesee County. The permanent address of the custodial family must be verified and used when enrolling an EHS family. Services are to be provided by the Mott Community College Early Childhood Learning Center.

23. Special Program Requirements: In carrying out the provisions of this Contract, the Delegate Agency will maintain full compliance with all program requirements. Failure to comply will be grounds for suspension or termination of this Contract by the Grantee:

a. Health Services: The Delegate Agency will provide a health program that will include a well baby exam for children age 1 month through 30 months and a complete physical for 3 year old children in accordance with the EPSDT time frames and requirements. Provisions will be made by the Delegate Agency to follow-up if treatment is indicated. Other health services such as dental screenings, fluoride varnishes, immunizations, etc. as identified in the Performance Standards will also be followed.

b. Mental Health Services: The Delegate Agency agrees to work with the GCCARD Infant Mental Health Coordinator to provide mental health services as outlined in the Performance Standards. The Delegate Agency shall be responsible for the identification and reporting of child abuse and neglect as designated by the Child Protection Law.

- c. Disability Services: The Delegate Agency agrees to be responsible to provide full EHS services to children with disabilities. The Delegate Agency agrees to hold Individualized Service Plan conferences with parents of children diagnosed with disabilities within thirty (30) days of the diagnosis. The Delegate Agency agrees to service a minimum of ten (10%) percent diagnosed children with disabilities in the EHS Program. These children should be diagnosed by mid year.
- d. Education Services: The Delegate Agency must provide activities based on a sound, developmental, literacy rich infant and toddler curriculum and organized in accordance with the Head Start Performance Standards and provisions related to child outcomes from Head Start's 2007 Re-authorization Legislation.

The Delegate Agency agrees to:

1. Write daily lesson plans.
2. Designate a staff person to review such plans regularly.
3. Maintain anecdotal records on all children.
4. Include health and nutrition in plans each month.
5. Write individualized education plans for each child with special needs.
6. Administer locally selected developmental and behavioral screenings and use the COR Assessment for each child in the Early Head Start Program, tracking the assessment a minimum of three times during the school year and analyze data and compare to the program's local, state and national school readiness established goals.
7. Individualize lessons in accordance with the results of the assessment.
8. Do at least two academic home visits and two parent teacher conferences per year and report on designated forms.

9. Conduct monthly staff/in-service meetings. Copies of the agendas, attendance and minutes of meetings are to be on file at the local program for review by the Central Office.
  10. Submit cumulative results of child outcomes at the midpoint and at the end of the program year to the Central Office. This should show progress or lack of for each of the domains/indicators measured.
- e. Social Services: The Delegate Agency will provide Social Services, which, at a minimum, identifies and arranges for the professional treatment of those family conditions which may seriously interfere with the development of the child, or which may prevent the attendance or full participation of the child and parents in the program, and which provides for referrals to relevant social services agencies. All referrals shall be followed up. A Family Needs and Strength Survey will be completed and on file for each family enrolled in the program within ninety (90) days of enrollment. Records substantiating these services must be maintained.
- All families must have the opportunity to develop a family partnership agreement with a designated staff assigned as a family partner. Families not interested should be asked to sign a family partnership agreement indicating they are not interested. All partnership agreements are to be on file at the local program.
- f. Parent Involvement/Engagement: The Delegate Agency will provide for opportunities for parent engagement including parent teacher conferences, home visits, participating in parent meetings and trainings, and the option to volunteer in the classroom. The Delegate Agency will operate a parent policy committee in accordance with 1301.3 of the Performance Standards (Program Governance) and will work with the Grantee to have parents and community representatives from the program represented on the Policy

Council in accordance with the Policy Council Bylaws. The Delegate Agency will also conduct an EHS orientation, provide for regular parent education and conduct a Parenting Curriculum session. Times of these activities need to be so scheduled as to meet the various schedules of families.

- g. Nutrition Services: The Delegate Agency agrees to work with the GCCARD Nutrition Coordinator to provide nutrition services. The Delegate Agency agrees to submit nutrition assessment data on overweight, underweight and anemic children, and assist Nutrition Coordinator in the follow-up on these cases. The Delegate Agency agrees to meet 1/3 - 1/2 of the daily nutritional needs of children from birth to age 3 per Head Start Guidelines. Breakfast, snack and lunch menus will be submitted monthly to the Nutrition Coordinator. Each teacher will include food or nutrition related learning activities in their lesson plans each month.
- h. Human Resource Development: The Delegate Agency must ensure that the following conditions will be adhered to as regards to hiring:
  - 1. Special preference will be given to hiring Head Start parents (past or present) for the position for which they qualify.
  - 2. Any new lead teacher hired after June 30, 2013 must have a Bachelors Degree in Early Childhood Education with coursework in infant/toddler development. The lead teacher has the overall responsibility for the classroom. This responsibility includes implementation of the High Scope Curriculum and COR Assessment, lesson plans, paperwork, classroom orders, inventories, scheduling of home visits and parent/teacher conferences, etc. The lead teacher also has primary care giving responsibilities for 4 children and directs the second teacher in the classroom.
  - 3. EHS Associate Teacher (second Teacher) – this teacher must have either an Associate Degree in ECE or an Infant/Toddler CDA. This teacher assists the lead

teacher in carrying out all requirements and also has primary care giving responsibilities for 4 children.

4. Monitoring will be carried out in the following manner:

- a. Teachers transcripts and certifications will be sent to the Grantee, by the Delegate Agency, and retained as a means of verifying Early Childhood certification.
- b. If the Delegate does not live up to the terms of this Agreement, the following steps will be taken:
  1. A meeting will be set up between the Delegate and the Grantee to discuss the violation.
  2. If no resolution is reached, a recommendation, from the Grantee, will be made to suspend the program.

5. The Grantee may, upon reasonable notice to the Delegate, suspend the program either in whole or in part. The suspension shall not be more than fifteen (15) working days to correct any portion(s) of the conditions specified in this Agreement.

- a. Any costs incurred by the Delegate Agency during a suspension period will be deemed "disallowed cost," and will not be reimbursable or recoverable under this Agreement. These non-recoverable costs include, but are not limited to, salaries, wages, fringes, rentals, etc.

6. Early Head Start Family Service Coordinators hired after June 30, 2013 will have one of the following credentials.

- a. MSW/ACSW or a Masters in counseling or psychology.
- b. B.A. in Social Work, Counseling or Psychology.

7. Early Head Start Health Coordinators will have a Bachelor Degree in Community Health Care or a related field or be a registered or licensed nurse.

8. Early Head Start Education Coordinators will have a Bachelor's or higher in Early Childhood Education or B.A. or B.S. in Elementary Education with a minimum of twelve

(12) credit hours in Early Childhood Education and two (2) years of verifiable teaching experience in preschool or early childhood programs with knowledge, training and/or experience in the laws and mechanics of obtaining special education services.

9. The Delegate Agency will provide to the Grantee a complete copy of their active personnel policies and all current Head Start job descriptions.

24. Special Administrative Requirements: In carrying out the provisions of this Contract, the Delegate Agency will ensure full compliance with the following administrative requirements. Failure to comply will be grounds for suspension or termination of this Contract by the Grantee.

- a. The Delegate Agency agrees that the EHS classroom will have 8 infants/toddlers and two adult staff. One staff will be lead teacher and the second teacher will be the associate teacher taking her direction from the lead teacher. Both teaching staff will be responsible for 4 children of which they will work toward forming bonding, attachment and relationship experiences.
- b. The Delegate Agency will comply with the laws of Section 504 of the Vocational Rehabilitation Act, 29 U.S.C.A. § 794 (2008) regarding accessibility for persons with disabilities.
- c. Enrollment: The Delegate Agency will enroll a minimum of 8 EHS children on the first day of class and replace drops within thirty (30) days of the official drop date. The Delegate Agency will comply with the Enrollment and Attendance Policies as set forth in the Performance Standards and Head Start Act.

PART III. SPECIAL TERMS AND CONDITIONS FOR GOVERNING THE CONTRACT BETWEEN THE HEAD START GRANTEE AGENCY AND THE DELEGATE AGENCY CONTRACTOR

1. Certification of Accounting System: The Delegate Agency must have complied with any previous year's audit recommendations to the satisfaction of the Grantee before funds will be



released under this Agreement. It is expressly understood that the Grantee will release no funds to the Delegate Agency after July 1, 2026 until the Delegate Agency complies with this requirement.

2. Financial Reports:

- a. Subject to receipt of funds from HHS, the Agency shall make payment under this Contract in accordance with the following method, such payment to be made upon presentation of a completed Exhibit III, Statement of Expenditures, by the Delegate Agency, and verification by the Agency, prior to verification by an auditor in the employ of the Agency, shall be subject to adjustment upon such verification.
- b. The Delegate Agency agrees to submit a complete and accurate Exhibit III monthly to the Agency, with back-up documentation and a letter of transmittal by an authorized official, according to the 2025-2026 Reporting Schedule (See Attachment A).
- c. The Delegate Agency agrees to submit together with the final Exhibit III on July 30, 2026 a letter of transmittal indicating that those documents submitted are the final reports of the program.
- d. The Delegate Agency also agrees that payment for the final Exhibit III of the Program will not be made until the contractual reports have been reviewed and approved.
- e. It is expressly understood and agreed that in no event will the total amount to be paid to the Delegate Agency under this Agreement exceed **\$157,760** for Early Head Start for full and satisfactory performance.

3. Role of Policy Committee/Council: The Delegate Agency agrees to operate a Center Committee, Policy Committee and send representatives to the Policy Council.

4. Summary of Financial Reporting Requirements Under This Contract:

- a. The monthly Exhibit III - Statement of Expenditures. A separate exhibit is to be submitted for the main grant (PA 25).
  - b. Monthly record of volunteer services and other in-kind contributions as recorded on the weekly volunteer services report.
5. Summary of Reporting Requirements Due on a One Time Basis (See Attachment A Report Schedule)
  6. Summary of Reporting Requirements to be Submitted to the Grantee in Accordance with the 2025-2026 Report Schedule (See Attachment A):
  7. The Delegate Agency agrees to participate in all computer training and support services provided by the Grantee for the purpose of learning how to effectively use the computer as an administrative tool to the EHS Program (See Attachment B. Meeting Calendar).
  8. This Agreement may be revised at any time by amendment(s) signed by duly authorized representatives of both parties, such amendment(s) becoming a permanent part of the original Agreement.
  9. The Delegate Agency hereby agrees to defend, indemnify, and save harmless the Grantee from any and all claims of any nature whatsoever for damages (including personal injuries and death resulting therefrom) which may arise from the Delegate's performance of this Agreement. Provided however, that nothing contained herein shall be construed as rendering the Delegate Agency liable for acts of the Grantee's officers, agents, or employees.
  10. The Delegate Agency agrees that all signs and publications used by the Delegate Agency in performing its obligations under this Agreement shall identify the Genesee County Community Action Resource Department (GCCARD) as the sponsor of this activity for that whole or part.

PART IV. SERVICES THE GRANTEE WILL PROVIDE TO THE DELEGATE AGENCIES:

1. Fiscal Monitoring:

- a. Grantee office checks the Delegate Agency's monthly fiscal reports, including all Exhibit III back-up documentation, and provides reimbursement if reports are in order,
- b. Grantee office compiles fiscal reports for the National and Regional Head Start offices.
- c. Grantee verifies that Exhibit III's reflect actual expenses to the EHS Program. (A minimum of two times per year)

2. Policy Council:

- a. Grantee trains the Policy Council members in their responsibilities to work for children and families in the total Genesee County Early Head Start Program.
- b. Grantee trains members on their rights and responsibilities as Early Head Start parents.
- c. Grantee provides ongoing "How to Conduct Meetings" training to executive board members.
- d. Grantee meets monthly with the Policy Council to ensure that programs are operating smoothly and information is being dispersed.
- e. Grantee types and disperses Policy Council agendas, minutes, and other necessary information.

3. Health Advisory Board:

- a. Grantee is responsible for recruiting and appointing Advisory Board members.
- b. Grantee conducts training for new Advisory Board memberships.
- c. Grantee meets with the Advisory Board members at least three (3) times per year. Grantee helps to facilitate these Advisory Board meetings, as well as all necessary Health subcommittee meetings.
- d. Grantee types minutes, agendas, and other necessary information for the Health Advisory Board.

4. Recruitment:

- a. Grantee assists delegates in the recruitment of children via local newspaper advertisements, pamphlets, television and radio announcements, community posters, etc.

5. Community Needs Assessment:

- a. Grantee conducts a comprehensive Community Needs Assessment every four (4) years.
- b. Grantee updates the Community Needs Assessment annually.
- c. Grantee provides and distributes technical assistance in the use of the Community Needs Assessment.

6. Monitoring Program Performance and Providing Technical Assistance:

- a. Grantee observes and monitors classrooms, buildings, playgrounds, buses, spot-checks records, attendance, lesson plans, student folders, etc., to determine program performance and types of technical assistance and corrective action needed.
- b. Grantee monitors progress of service areas by spot-checking and tracking monthly reports to the original referrals.
- c. Grantee periodically attends parent workshops, orientations, parent committee meetings, and other parent trainings in order to monitor performance and compliance and determine types of technical assistance needed.
- d. Grantee spot-checks administration records, including fiscal, to monitor and determine compliance and types of technical assistance needed.
- e. Grantee is responsible for monitoring all programs to ensure that each program has developed protocols/processes to ensure compliance with the Head Start Performance Standards.

7. Monitoring Review:

Grantee, with the Policy Council, coordinates the Total Program Yearly Monitoring Review,

including monitoring of the Action Plans and verifying compliance.

8. Record Keeping:

- a. Grantee coordinates the record keeping forms, which are to be uniform throughout the county to ensure that necessary information is gathered. Grantee updates these forms on an as-needed basis from input by Head Start Directors and appropriate Coordinators. Forms include: Enrollment Application, Family Interest Survey, Health History, Nutrition/Diet Assessment, Mental Health Referrals, Average Daily Attendance forms, monthly Social Service forms, Parent Involvement forms.
- b. Grantee monitors the student enrollment applications to ensure that necessary information is completed, full enrollment is met and maintained, and the number of over-income children does not exceed 10% of total enrollment.
- c. Grantee monitors and analyzes the monthly and quarterly reports submitted to the Head Start office. Technical assistance is provided if reports indicate that assistance is needed.

9. Meetings: Grantee conducts meetings for Program Directors and Service Staff to provide opportunities for information exchange and technical assistance.

10. Program Calendar (Attachment B):

- a. Grantee schedules Total Program meeting dates including workshops, Director meetings, Coordinator meetings, Policy Council and Policy Council Subcommittee meetings (i.e., by-laws, personnel program planning and evaluation, etc.).
- b. The Grantee develops the calendar that details due dates for forms submitted to the Central Office or input in the computer.

11. Grant Application:

- a. Grantee is responsible for review and compilation of Delegate Program Grant applications and submission of these applications to the Regional Office in accordance with stated due dates.

- b. Grantee meets with Delegate regarding grant instructions.
- c. Grantee assists and reviews budgets and narratives of Delegate Agency's Programs.
- d. Grantee is responsible for final compilation of all grants into one package.
- e. Grantee is responsible for meeting with Delegate regarding opportunities for grant funds as funds become available.

12. Computer Assistance:

- a. Grantee studies the computer hardware and software and makes suggestions to improve the Total Program Tracking System.
- b. Grantee provides technical assistance for use of the hardware and software packages.

13. Nutrition Services:

Grantee coordinates the total nutrition services for the Delegate Programs, including:

- a. Providing nutrition training for staff, parents, and food staff personnel.
- b. Reviewing breakfast, lunch, and snack menus on a monthly basis to ensure that EHS Nutritional Guidelines are met.
- c. Observing every classroom at least once during the Program Year to review nutrition lesson plans, observe family service, etc.
- d. Counseling families of overweight, underweight, and anemic children.
- e. Publishing of a parent/staff newsletter to provide nutrition information.
- f. Providing, as necessary, nutrition technical assistance and corrective action plans for areas in which improvement is needed.

14. Mental Health Services:

Grantee coordinates the total Mental Health Services for the Delegate Programs, including:

- a. Providing a classroom observation schedule of sufficient frequency that atypical behavior is identified.
- b. Reviews each child's social/emotional screening to determine if further follow-up is

needed.

- c. Observing specific children upon request.
- d. Writing Action Plans for the teachers to use for children with special needs.
- e. Counseling families on a short-term basis.
- f. Making community referrals (including follow-up) for families requiring long-term counseling.
- g. Providing mental health workshops to parents and staff for mental health training.
- h. Publishing of a parent/staff newsletter to provide mental health information.
- i. Provide Reflective Supervision to EHS staff upon request of the manager.

15. Problem-Solving and Conflict Resolution:

Grantee, either as identified or upon request from the delegates:

- a. Assists in developing solutions to programmatic or fiscal problems of the Delegate Agency.
- b. Meets with Delegate Superintendents and other officials in order to assist the Delegate Agency in meeting Performance Standards or grant requirements.
- c. Assists in resolving conflict between the Delegate Agency's Staff, community, or parents (only after the Delegate has exhausted their remedies).

IN WITNESS WHEREOF, the Grantee and the Delegate Agency have executed this Agreement as of the date first above written.

GENESEE COUNTY BOARD OF COMMISSIONERS:

08/01/2025

Date

by DEL RICO J LOYD  
DEL RICO J LOYD (Aug 1, 2025 08:59:56 EDT)

DEL RICO LOYD, Chairperson  
Genesee County Board of Commissioners

MOTT COMMUNITY COLLEGE

Date

August 26, 2025

by Shaunda Richardson-Snell  
SHAUNDA RICHARDSON-SNELL, President  
Mott Community College



**GCCARD EARLY HEAD START  
REPORTING SCHEDULE FOR MOTT DELEGATE PROGRAM  
2025-2026**

**July 7, 2025**

- \_\_\_\_\_ 1 Heights and Weights must be entered into COPA

**August 1, 2025**

- \_\_\_\_\_ 1 July Enrollment Report (Submitted electronically to HS Secretary)  
Staff List (names, addresses and phone numbers) put "unlisted" if staff do not want this  
information shared with other staff.
- \_\_\_\_\_ 2
- \_\_\_\_\_ 3 New children, family data and health information entered into COPA tracking system.

**August 4, 2025**

- \_\_\_\_\_ 1 July Exhibit III, with all back-up documentation, (submit electronically).
- \_\_\_\_\_ 2 July Credit Card Expenses (submit electronically to HS Secretary).
- \_\_\_\_\_ 3 July Meal Counts (submit electronically to HS Secretary)
- \_\_\_\_\_ 4 July Special Needs Report (submit electronically to HS Secretary)  
Program calendar that indicates when operational, holidays, breaks, etc. (submit electronically to
- \_\_\_\_\_ 5 Associate Program Specialist and bring copy to our office)
- \_\_\_\_\_ 6 Heights and Weights must be entered into COPA

**September 2, 2025**

- \_\_\_\_\_ 1 August Enrollment Report (Submitted electronically)

**September 8, 2025**

- \_\_\_\_\_ 1 August Exhibit III, with all back-up documentation (submit electronically).
- \_\_\_\_\_ 2 August Credit Card Expenses (Submit electronically to HS Secretary)
- \_\_\_\_\_ 3 August Meal Counts (Submit electronically to HS Secretary)  
July and August Average Daily Attendance and Monthly Center Base Home Visit and Parent  
Teacher Conference Report
- \_\_\_\_\_ 4
- \_\_\_\_\_ 5 August Special Needs Report (submit electronically to HS Secretary)
- \_\_\_\_\_ 6 Heights and Weights must be entered into COPA
- \_\_\_\_\_ 7 Audit

**September 17, 2025**

- \_\_\_\_\_ 1 Family Needs/Strengths Survey and Partnership/Goal Building Form, as well as Family Goals  
entered into COPA
- \_\_\_\_\_ 2 Parent/Teacher Conference Form (Blank forms)
- \_\_\_\_\_ 3 Social Service forms that you will be using for direct services, phone calls, referral and follow  
through services. (Other than the social service report form)
- \_\_\_\_\_ 4 Copies of the screening and assessment instrument you will be using.
- \_\_\_\_\_ 5 LEA Contracts (Disability)
- \_\_\_\_\_ 6 Transition Plans
- \_\_\_\_\_ 7 Curriculum Plan
- \_\_\_\_\_ 8 Child Outcomes Plan
- \_\_\_\_\_ 9 Program Committee By-Laws
- \_\_\_\_\_ 10 Program Monitoring Plan
- \_\_\_\_\_ 11 Names, positions, titles, salaries and date of hire into the Early Head Start program of all staff  
members who participate in the fulfillment of obligations under this contract, not withstanding that  
the particular staff member may receive his/her salary wholly or partially from funds other than  
those provided by the Grantee. Any changes hereafter should be submitted no later than 15 days  
from the date on which the change has occurred.
- \_\_\_\_\_ 12 Name of all EHS Teachers and Associate Teachers, Home Visitors stating one of the following:
- a Degree in Early Childhood
- b ZA Endorsement
- c CDA
- \_\_\_\_\_ 13 Name of all other Early Head Start staff stating highest degree and major.
- \_\_\_\_\_ 14 Complete student applications for all students in the EHS Program and income verification forms.
- \_\_\_\_\_ 15 New children, family data and health information entered into COPA tracking system.

_____ 16	Staff List (updated)
_____ 17	Average Daily Attendance Policy.
_____ 18	Lesson plan form (s)
_____ 19	Nutrition Diet Assessment (one per child).

**October 1, 2025**

_____ 1	September Enrollment Report (submit electronically to HS Secretary)
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**October 6, 2025**

_____ 1	September Exhibit III, with all back-up documentation (submit electronically)
_____ 2	September Credit Card Expenses (submit electronically to HS Secretary)
_____ 3	September Meal Counts (submit electronically to HS Secretary)
_____ 4	Early Head Start Parent Organizational Profile (Names and Addresses of Policy Committee Members and Parent Representatives to Policy Council)
_____ 5	Heights and Weights must be entered into COPA

**October 15, 2025**

_____ 1	Monthly monitoring of child file during family service meeting utilizing COPA uploaded documents
_____ 2	First Outcomes Assessment Report (Graphs)
_____ 3	Special Needs Report Entered into COPA.
_____ 4	First Quarterly Reports on Program Objectives and T/TA Evaluation
_____ 5	Completed Early Head Start applications for the relevant reporting period.
_____ 6	New children, family data and health information entered into COPA tracking system.
_____ 7	New applications.
_____ 8	Daily socialization schedule (Include staff start & end time, children's start & end time, meal times, and any teaching staff break times).
_____ 9	September Special Needs Report (submit electronically to HS Secretary)

**November 3, 2025**

_____ 1	October Enrollment Report (Submit electronically to HS Secretary)
_____ 2	Nutrition needs assessment of overweight, underweight, anemic, dental caries, etc.
_____ 3	Policy statement for college reimbursement.
_____ 4	Control sheets entered into COPA (family and child record).
_____ 5	New Applications
_____ 6	September/October Average Daily Attendance and Monthly Center Base Home Visit and Parent Teacher Conference Report
_____ 7	October Health Report entered into COPA
_____ 8	October Special Needs Report entered into COPA
_____ 9	October Special Needs Report (submit electronically)
_____ 10	October Exhibit III, with all back-up documentation (submit electronically).
_____ 11	October Credit Card Expenses (Submit electronically to HS Secretary)
_____ 12	October Meal Counts (Submit electronically to HS Secretary)
_____ 13	Sparkle Reports (submit paper copy as well as electronically to secretary)
_____ 14	Delegate program self assessment monitoring findings
_____ 15	Heights and Weights must be entered into COPA

**November 12, 2025**

_____ 1	Monthly monitoring of child file during family service meeting utilizing COPA uploaded documents
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**December 1, 2025**

_____ 1	November Enrollment Report (submit electronically to HS Secretary))
_____ 2	November Exhibit III, with all back-up documentation (submit electronically)
_____ 3	November Credit Card Expenses (Submit electronically to HS Secretary)
_____ 4	November Meal Counts (Submit electronically to HS Secretary)
_____ 5	Total Program Self Assessment Corrective Action Report

**December 8, 2025**

- \_\_\_\_\_ 1 New children, family data and health information entered into COPA tracking system.
- \_\_\_\_\_ 2 New applications
- \_\_\_\_\_ 3 November Health Report entered into COPA
- \_\_\_\_\_ 4 November Special Needs Report entered into COPA
- \_\_\_\_\_ 5 November Special Needs Report (submit electronically)
- \_\_\_\_\_ 6 Staff List Updated
- \_\_\_\_\_ 7 EHS Parent Organizational Profile Updated
- \_\_\_\_\_ 8 Heights and Weights must be entered into COPA

**January 2, 2026**

- \_\_\_\_\_ 1 December Enrollment Report (Submit electronically to HS Secretary)

**January 7, 2026**

- \_\_\_\_\_ 1 December Exhibit III, with all back-up documentation (submit electronically)
- \_\_\_\_\_ 2 December Credit Card Expenses (Submit electronically to HS Secretary)
- \_\_\_\_\_ 3 December Meal Counts (Submit electronically to HS Secretary)
- \_\_\_\_\_ 4 Personnel policies approved by the Policy Committee
- \_\_\_\_\_ 5 Job Descriptions for all Head Start positions approved by the Policy Committee
- \_\_\_\_\_ 6 Heights and Weights must be entered into COPA
- \_\_\_\_\_ 7 Monthly monitoring of child file during family service meeting utilizing COPA uploaded documents

**January 20, 2026**

- \_\_\_\_\_ 1 New children, family data and health information entered into COPA tracking system.
- \_\_\_\_\_ 2 New Applications
- \_\_\_\_\_ 3 November/December Average Daily Attendance and Monthly Center Base Home Visit and Parent
- \_\_\_\_\_ 4 Teacher Conference Report
- \_\_\_\_\_ 5 December Health Report entered into COPA
- \_\_\_\_\_ 6 December Special Needs report entered into COPA
- \_\_\_\_\_ 7 Second Quarterly Reports on Program Objectives and T/TA Evaluation
- \_\_\_\_\_ 8 December Special Needs Report (Submit electronically to HS Secretary)
- \_\_\_\_\_ 9 Second Outcome Assessment Reports (Graphs)

**February 2, 2026**

- \_\_\_\_\_ 1 January Enrollment Report (Submit electronically to HS Secretary)
- \_\_\_\_\_ 2 January Exhibit III, with all back-up documentation (submit electronically)
- \_\_\_\_\_ 3 January Credit Card Expenses (Submit electronically to HS Secretary)
- \_\_\_\_\_ 4 January Meal Counts (Submit electronically to HS Secretary)
- \_\_\_\_\_ 5 Heights and Weights must be entered into COPA

**February 11, 2026**

- \_\_\_\_\_ 1 New children, family data and health information entered into COPA tracking system.
- \_\_\_\_\_ 2 New Applications
- \_\_\_\_\_ 3 January Health Report entered into COPA
- \_\_\_\_\_ 4 January Special Needs Report entered into COPA
- \_\_\_\_\_ 5 January Special Needs Report (Submit electronically to HS Secretary)
- \_\_\_\_\_ 6 Staff List Updated
- \_\_\_\_\_ 7 EHS Parent Organizational Profile Updated
- \_\_\_\_\_ 8 Monthly monitoring of child file during family service meeting utilizing COPA uploaded documents

**March 2, 2026**

- \_\_\_\_\_ 1 February Enrollment Report (Submit electronically to HS Secretary)
- \_\_\_\_\_ 2 Delegate Programs 2026-2026 Proposal packet for EHS
- \_\_\_\_\_ 3 February Exhibit III, with all back-up documentation (submit electronically)
- \_\_\_\_\_ 4 February Credit Card Expenses (Submit electronically to HS Secretary)
- \_\_\_\_\_ 5 February Meal Counts (Submit electronically to HS Secretary)
- \_\_\_\_\_ 6 Heights and Weights must be entered into COPA

**March 11, 2026**

- \_\_\_\_\_ 1 New children, family data and health information entered into COPA tracking system.
- \_\_\_\_\_ 2 New Applications
- \_\_\_\_\_ January/February Average Daily Attendance and Monthly Center Base Home Visit and Parent
- \_\_\_\_\_ 3 Teacher Conference Report
- \_\_\_\_\_ 4 February Health Report entered into COPA
- \_\_\_\_\_ 5 February Special Needs Report entered into COPA
- \_\_\_\_\_ 6 February Special Needs Report (Submit electronically to HS Secretary)
- \_\_\_\_\_ 7 Monthly monitoring of child file during family service meeting utilizing COPA uploaded documents

**April 1, 2026**

- \_\_\_\_\_ 1 March Enrollment Report (Submit electronically to HS Secretary)

**April 8, 2026**

- \_\_\_\_\_ 1 March Exhibit III, with all back-up documentation (submit electronically)
- \_\_\_\_\_ 2 March Credit Card Expenses (Submit electronically to HS Secretary)
- \_\_\_\_\_ 3 March Meal Counts (Submit electronically to HS Secretary)
- \_\_\_\_\_ 4 New children, family data and health information entered into COPA tracking system.
- \_\_\_\_\_ 5 New Applications
- \_\_\_\_\_ 6 March Health Report entered into COPA
- \_\_\_\_\_ 7 March Special Needs Report entered into COPA
- \_\_\_\_\_ 8 Third Quarterly Reports on Program Objectives and T/TA Evaluation
- \_\_\_\_\_ 9 March Special Needs Report (Submit electronically to HS Secretary)
- \_\_\_\_\_ 10 Monthly monitoring of child file during family service meeting utilizing COPA uploaded documents
- \_\_\_\_\_ 11 Heights and Weights must be entered into COPA

**May 1, 2026**

- \_\_\_\_\_ 1 April Enrollment Report (Submit electronically to HS Secretary)

**May 4, 2026**

- \_\_\_\_\_ 1 April Exhibit III, with all back-up documentation (submit electronically)
- \_\_\_\_\_ 2 April Credit Card Expenses (Submit electronically to HS Secretary)
- \_\_\_\_\_ 3 April Meal Counts (Submit electronically to HS Secretary)
- \_\_\_\_\_ 4 Third Outcome Assessment Reports (Graphs)
- \_\_\_\_\_ 5 Follow-up on Family Assessment and Goals entered into COPA
- \_\_\_\_\_ 6 Heights and Weights must be entered into COPA

**May 13, 2026**

- \_\_\_\_\_ 1 Monthly monitoring of child file during family service meeting utilizing COPA uploaded documents
- \_\_\_\_\_ 2 New children, family data and health information entered into COPA tracking system.
- \_\_\_\_\_ 3 New Applications
- \_\_\_\_\_ March/April Average Daily Attendance and Monthly Center Base Home Visit and Parent Teacher
- \_\_\_\_\_ 4 Conference Report
- \_\_\_\_\_ 5 April Health Report entered into COPA
- \_\_\_\_\_ 6 April Special Needs Report entered into COPA
- \_\_\_\_\_ 7 Inkind reports (back up for Exhibit III, with all back-up documentation Inkind information)
- \_\_\_\_\_ 8 Sparkle Reports (submit paper copy as well as electronically to secretary)
- \_\_\_\_\_ 9 April Special Needs Report (Submit electronically to HS Secretary)

**June 1, 2026**

- \_\_\_\_\_ 1 May Enrollment Report (Submit electronically to HS Secretary)
- \_\_\_\_\_ 2 May Special Needs Report (Submit electronically to HS Secretary)
- \_\_\_\_\_ 3 Breakfast, snack and lunch menus for July
- \_\_\_\_\_ 4 May Exhibit III, with all back-up documentation (submit electronically)
- \_\_\_\_\_ 5 May Credit Card Expenses (Submit electronically to HS Secretary)
- \_\_\_\_\_ 6 May Meal Counts (Submit electronically to HS Secretary)
- \_\_\_\_\_ 7 Heights and Weights must be entered into COPA

**June 10, 2026**

\_\_\_\_\_ 1 Monthly monitoring of child file during family service meeting utilizing COPA uploaded documents

**June 25, 2026**

\_\_\_\_\_ 1 All data for 2025-2026 school year must be entered by 3 PM so rollover procedures can occur.

**July 1, 2026**

\_\_\_\_\_ 1 June Enrollment Report (Submit electronically to HS Secretary)

**July 13, 2026**

\_\_\_\_\_ 1 A list of local staff training sessions, including topics, dates and number inserviced

\_\_\_\_\_ 2 An inventory of all non-consumable Head Start equipment. All major equipment purchased during the year, itemized according to location and cost. This includes all items costing \$300.00 or more and all appliances, audio-visual equipment and furniture.

\_\_\_\_\_ May/June Average Daily Attendance and Monthly Center Base Home Visit and Parent Teacher Conference Report

\_\_\_\_\_ 3 June Special Needs Report (Submit electronically to HS Secretary)

\_\_\_\_\_ 4 A list of field trips arranged for students an/or parents including places, dates, and number attended.

\_\_\_\_\_ 5 June Exhibit III, with all back-up documentation (submit electronically)

\_\_\_\_\_ 6 Any unresolved problems during the program year, identifying the cause and solutions proposed.

\_\_\_\_\_ 7 Fourth Quarterly Reports on Program Objectives and T/TA Evaluation

\_\_\_\_\_ 8 Any additional student applications for 2025-2026 that you may not have turned in

\_\_\_\_\_ 9

## 2025-2026 GCCARD HEAD START CALENDAR OF EVENTS (TENTATIVE)

**JULY**

- 1 Begin the 2025-2026 program year
- 4 **Fourth of July Holiday Observed (Office Closed)**
- 7 Heights and weights for EHS children
- 18 EHS Staff Training/Meeting (St. Michael's Conference Center)

**AUGUST**

- 4 Heights and weights due for EHS children
- 4 Coordinator's and Key Staff Retreat
- 7 Total Program Inservice Subcommittee Meeting - 1:30 p.m. (Tentative)
- 11 Head Start Preschool Teaching Staff Return
- 11 Staff "Welcome Back" training (all day training - St. Michael's Conf. Center)
- 12 Early Head Start classes resume
- 15 Return to work training videos/quizzes to be completed (virtual work day)
- 19 Parent Policy Council Meeting; 9:30 a.m.
- 25 All HS Preschool Classes Resume. These may be adjusted according to school district needs, enrollment, etc.

**SEPTEMBER**

- 1 **Labor Day Holiday (Office Closed)**
- 8 Heights and weights for EHS children
- 15 Spoke Team Meeting from 9:00 a.m. - 10:00 a.m. (this includes Education Coordinators, Family Service Staff and Mental Health Staff)
- 16 Parent Policy Council Eat and Greet - 9:30 a.m. (Tentative)
- 19 Super Day Family Engagement Event
- 29 Delegate programs begin their own self assessment.
- 30 Total Program All Coordinators Planning Meeting - 2:00 p.m. (all coordinators, including Beecher and Mott Delegates attend)

**OCTOBER**

- 3 Staff Meeting 8:30 a.m. - (St. Michael's Conference Center)
- 6 Heights and weights must be turned in to Family Service Staff for HS & EHS children.
- 7-8 MHSA Assembly Meeting, Mackinaw Island, MI
- 13 Spoke Team Meeting from 9:00 a.m. - 10:00 a.m. (this includes Education Coordinators, Family Service Staff and Mental Health Staff)
- 15 Education coordinators meeting at 8:30 a.m.
- 15 Family service meeting at 1:30 p.m.
- 21 Parent Policy Council Meeting from 9:00 a.m. - 1:00 p.m. (training of new members by past members. New members observe a Council meeting in action).
- 27-11/3 Total Program Monitoring
- 28 Total Program All Coordinators Planning Meeting - 2:00 p.m. (all coordinators, including Beecher and Mott Delegates attend)
- 31 Staff Meeting 8:30 a.m. - (St. Michael's Conference Center)
- 31 Lunch & Learn (Nutrition and Mental Health) from 12:00 - 1:00 p.m.

**NOVEMBER**

- 3 Heights and weights for EHS children
- 6 Total Program Health Advisory Board Meeting - 9:00 a.m.- (Location TBD)
- 11 **Veteran's Day Observed (Office Closed)**
- 12 Education coordinators meeting at 8:30 a.m.
- 12 Family service meeting at 1:30 p.m.
- 17 Spoke Team Meeting from 9:00 a.m. - 10:00 a.m. (this includes Education Coordinators, Family Service Staff and Mental Health Staff)
- 18 Parent Policy Council Meeting from 9:30 a.m. (Election of Officers)
- 27-28 **Thanksgiving Holiday (Office Closed)**

**DECEMBER**

- 2 Total Program All Coordinators Planning Meeting - 2:00 p.m. (all coordinators, including Beecher and Mott Delegates attend)

**2025-2026 GCCARD HEAD START CALENDAR OF EVENTS (TENTATIVE)**

- 5 Total Program Inservice - 8:00 a.m. - 4:00 p.m. - (St. Michael's Conference Center)
- 8 Spoke Team Meeting from 9:00 a.m. - 10:00 a.m. (this includes Education Coordinators, Family Service Staff and Mental Health Staff)
- 8 Heights and weights for EHS children
- 16 Parent Policy Council Meeting from 9:30 a.m.
- 17 Family service coordinators meeting 8:30 a.m. (Tentative)
- 18 Education coordinators meeting at 8:30 a.m.
- 22 Winter break begins for 42-52 week teaching staff and home visitors on December 22 at 8:00 a.m. and return at 8:00 a.m. on January 5, 2026. \*These dates are based on the majority of district calendars we have at the time our calendar is completed. These dates are tentative and may change due to program needs and the district's or colleges schedule.
- 24 **GCCARD Head Start Office Closed**
- 25 **GCCARD Head Start Office Closed**
- 31 **GCCARD Head Start Office Closed**

**JANUARY**

- 1 **GCCARD Head Start Office Closed**
- 5 42-52 week teaching staff and home visitors return from Winter Break
- 5 Heights and weights due to family service for EHS children.
- 6 Total Program All Coordinators Planning Meeting - 2:00 p.m. (all coordinators, including Beecher and Mott Delegates attend)
- 7 Education coordinators meeting at 8:30 a.m.
- 7 Family service meeting at 1:30 p.m.
- 9 Staff Meeting 8:30 a.m. - (St. Michael's Conference Center)
- 15-16 MHSA Assembly Meeting; Detroit, MI
- 19 **Martin Luther King, Jr. Day Observed (Office Closed)**
- 20 Parent Policy Council Meeting from 9:30 a.m.
- 23 Male Involvement Bowling Event (Tentative)
- 26 Spoke Team Meeting from 9:00 a.m. - 10:00 a.m. (this includes Education Coordinators, Family Service Staff and Mental Health Staff)
- 26 Individual programs begin work on their 2026-2027 proposals with their Grant Budget Planning and Evaluation Committee. Schedule local meetings and training with GBPE and Policy Committee for proposal development.

**FEBRUARY**

- 2 Heights and weights must be turned in to family service staff for EHS children.
- 3 Total Program All Coordinators Planning Meeting - 2:00 p.m. (all coordinators, including Beecher and Mott Delegates attend)
- 5 Total Program Health Advisory Board Meeting; Location TBD - 9:00 a.m.
- 6 Staff Meeting 8:30 a.m. - (St. Michael's Conference Center)
- 6 Lunch & Learn (Nutrition and Mental Health) from 12:00 - 1:00 p.m.
- 10 Total Program Monitoring Reverification of Non-compliance items thru site visits.
- 11 Education coordinators meeting at 8:30 a.m.
- 11 Family service meeting at 1:30 p.m.
- 13-16 **Observance of President's Day (Office Closed)**
- 17 Parent Policy Council Meeting from 9:30 a.m. *(Results of the Total Program Self Assessment - findings and action plan presented at this time)*
- 21 Walk for Warmth (tentative date)
- 23 Spoke Team Meeting from 9:00 a.m. - 10:00 a.m. (this includes Education Coordinators, Family Service Staff and Mental Health Staff)
- 26 Parent First Aid/CPR Training/Certification (Tentative)
- 27 Royal Ball Family Engagement Event

**MARCH**

- 2 Heights/weights due for HS and EHS children.
- 3 Total Program All Coordinators Planning Meeting - 2:00 p.m. (all coordinators, including Beecher and Mott Delegates attend)

**2025-2026 GCCARD HEAD START CALENDAR OF EVENTS (TENTATIVE)**

- 2-6 Grant, Budget Planning and Evaluation Committee Meeting; 9:30 a.m.
- 5-7 MIAEYC Annual Conference, Grand Rapids, MI
- 6 Staff Meeting 8:30 a.m. - (St. Michael's Conference Center)
- 9 Spoke Team Meeting from 9:00 a.m. - 10:00 a.m. (this includes Education Coordinators, Family Service Staff and Mental Health Staff)
- 11 Education coordinators meeting at 8:30 a.m.
- 11 Family service meeting at 1:30 p.m.
- 24 Parent Policy Council Meeting from 9:30 a.m. (Review Grant Package)
- 30-31 Spring Break for all 42-52 week teaching staff and home visitors

**APRIL**

- 1-3 Spring Break for all 42-52 week teaching staff and home visitors
- 3 **Good Friday - Office Closed**
- 6 Heights and weights due for EHS children.
- 7 Total Program All Coordinators Planning Meeting - 2:00 p.m. (all coordinators, including Beecher and Mott Delegates attend)
- 8 Education coordinators meeting at 8:30 a.m.
- 8 Family service meeting at 1:30 p.m.
- 10 Staff Meeting 8:30 a.m. - (St. Michael's Conference Center)
- 13 Spoke Team Meeting from 9:00 a.m. - 10:00 a.m. (this includes Education Coordinators, Family Service Staff and Mental Health Staff)
- 21 Parent Policy Council Meeting from 9:30 a.m.
- 28 Total Program All Coordinators Planning Meeting - 2:00 p.m. (all coordinators, including Beecher and Mott Delegates attend)

**MAY**

- TBD MHSA Assembly, Grand Rapids, MI
- 1 GCCARD HS/EHS Staff Meeting 8:30 a.m. - (St. Michael's Conference Center)
- 4 Heights and weights due for EHS children.
- 4-7 NHSA National Conference, Minneapolis, MN
- 7 Total Program Health Advisory Board Meeting; Location TBD- 9:00 a.m.
- 11 Spoke Team Meeting from 9:00 a.m. - 10:00 a.m. (this includes Education Coordinators, Family Service Staff and Mental Health Staff)
- 13 Education coordinators meeting at 8:30 a.m.
- 13 Family service meeting at 1:30 p.m.
- 19 Parent Policy Council Meeting from 9:30 a.m.
- 21 Last day for children at 42-52 week centers (This date may adjust for any center that is short on contact days).
- 25 **Memorial Day (Office Closed)**
- 26 Total Program All Coordinators Planning Meeting - 2:00 p.m. (all coordinators, including Beecher and Mott Delegates attend)
- 29 HS Preschool 42-52 week teaching staff last day; End of Year Meeting.

**JUNE**

- 1 Heights and weights due for EHS children.
- 8 Spoke Team Meeting from 9:00 a.m. - 10:00 a.m. (this includes Education Coordinators, Family Service Staff and Mental Health Staff)
- 10 Education coordinators meeting at 8:30 a.m.
- 10 Family service meeting at 1:30 p.m.
- 16 Parent Policy Council Meeting from 9:30 a.m. (tentative)
- 19 **Juneteenth - Office Closed**

**JULY 2026**

- 17 GCCARD EHS Staff Training/Meeting

**PLEASE NOTE:** Some emergency meetings may still be needed that are not planned. Some adjustments may need to be made to this schedule if additional meetings arise from the National, Regional or State level. Also, some sub-committee meetings will need to be created and scheduled for the purpose of planning, reviewing forms, etc.



## Attachment C

### Federal Award Information

1) Recipient Name:	<u>Charles Stewart Mott Community College</u>
2) Recipient's Unique Entity Identifier:	<u>XA83XLJ4ENX5</u>
3) Unique Federal Award Identification Number (FAIN):	<u>05CH012299-201</u>
4) Federal Award Date:	<u>July 1, 2025</u>
5) Period of Performance Start and End Date:	<u>July 1, 2025 – June 30, 2026</u>
6) Amount of Federal Funds Obligated by this action:	<u>\$157,760</u>
7) Total Amount of Federal Funds Obligated:	<u>\$157,760</u>
8) Total Amount of the Federal Award:	<u>\$157,760</u>
9) Budget Approved by the Federal Awarding Agency:	<u>See Page 3 of Contract</u>
10) Total Approved Cost Sharing or Matching Where Applicable:	<u>\$39,440</u>
11) Federal Award Project Description:	<u>Operate an Early Head Start Program</u>
12) Name of Federal Awarding Agency and Contact Information for Awarding Official:	<u>Department of Health and Human Services/Administration for Children and Families</u>
13) CFDA Number and Name:	<u>93.600 - Head Start and Early Head Start</u>
14) Identification of whether the award is R & D:	<u>N/A</u>
15) Indirect Cost Rate for the Federal Award:	<u>\$0.00</u>

