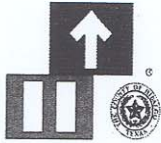


VI. PROGRAM OPERATIONS

A. 1. Cost Of Living Application



Hidalgo County Head Start Program

Policy Council Agenda

DATE: April 21, 2010

SUBJECT: Discussion/Approval of Application to the Department of Health and Human Services for Cost of Living Adjustment (COLA) Funds for \$211,408

RATIONALE/NEED: The Department of Health and Human Services has appropriated Cost of Living Adjustment (COLA) funding that will allow the Program to continue pay employees COLA increases of 2.4% from July 1, 2009 to December 31, 2010.

RECOMMENDATION: Administration recommends approval.

COST:

RELATED INFORMATION INCLUDES: Cost of Living (COLA) Application Information

INITIATED BY: Edmundo Garcia, Assistant Program Director 

REVIEWED BY: Teresa Flores, Executive Program Director

EXECUTIVE DIRECTOR'S APPROVAL: 



Hidalgo County Head Start Program Memorandum

Date: April 13, 2010

To: Hidalgo County Commissioners' Court
Hidalgo County Policy Council

Through: Teresa Flores, Executive Director

From: Edmundo Garcia, Assistant Program Director

Subjects: Cost Of Living Adjustment (COLA) (ARRA)

During 2009 the Department of Health and Human Services allocated funding increases for the Hidalgo County Head Start Program under the American Recovery and Reinvestment Act (ARRA) for Cost of Living Adjustments (COLA) and Quality Improvement (QI). The COLA funds were to be made available to us from 7/1/2009 to 7/1/2010 and the QI funds from 7/1/2009 to 9/30/2010.

The Program has been advised to submit an application for additional ARRA funding in the amount of **\$211,408**. These funds will make it possible for the Program to continue paying all employees their ARRA portion of the COLA increase of **2.4%** through 12/31/2010. We have been further advised that once the funding application is approved, the increase will be included in our base funding for 2011.

The Program will utilize these in accordance with the instructions provided in Program Information Instructions ACF-PI-HS-10-01, dated 02/17/2010.

Please find attached application packet as per letter dated March 15, 2010 from the Department of Health and Human Services.



Hidalgo County Head Start Program

¼ Mile West of 10th St. on Hwy 107

P. O. Box 0117

Edinburg, Texas 78540-0117

Telephone 956-383-0706, Fax 956-380-2588

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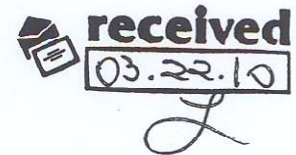
Policy Council Approval and Minutes



DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
Regional Office VI
1301 Young St, Room 937
Dallas, TX 75202-5433

March 15, 2010



Juan Salinas, Board Chairperson
Hidalgo County Head Start Program
P.O. Box 0117
Edinburg, TX 78540-0117

Re: Grant No. 06CH0183

Dear Honorable Salinas:

On December 16, 2009, President Obama signed Public Law 111-117, the Consolidated Appropriations Act, 2010, which contains an increase of approximately \$122 million for programs under the Head Start Act for Fiscal Year (FY) 2010, excluding those funds appropriated to Head Start under the American Recovery and Reinvestment Act (ARRA). The \$122 million funding increase will be used to make the 1.84 percent cost-of-living adjustment (COLA) increase provided to grantees in FY 2009 with ARRA funds part of the permanent base funding for your FY 2010 Head Start and Early Head Start grant.

Program Instruction ACF-PI-HS-10-01, dated February 17, 2010, informed Head Start and Early Head Start (EHS) grantees and delegate agencies of the intended uses of these funds and announced the opportunity for grantees to apply for the COLA funds. Please review the Program Instruction carefully to ensure your application for COLA funds meets the requirements for funding and contains all of the necessary information.

This letter advises you of the allocations your agency will receive for COLA. As noted in the Program Instruction, these funds will become available to your agency upon the conclusion of the first 12 months of the ARRA budget period, i.e., either June 1, 2010 or July 1, 2010. Based on the beginning date of each agency's FY 2010 budget period, some agencies will receive a prorated amount until the start of the next Head Start and/or Early Head Start continuation grant in FY 2011. Other agencies will receive the full allocation in FY 2010 while some will receive both a prorated amount and the full allocation in FY 2010. Grantees not receiving the full allocation amount in FY 2010 will be notified in the Funding Guidance Letter the full allocation for FY 2011.

The table below identifies your agency's allocations for COLA funds for Head Start and/or Early Head Start for FY 2010.

Program Account (PA)	Prorated Amount	Full Allocation
PA 4122 - Head Start	\$211,408	
PA 4125 - Early Head Start	\$ 0	
Total	\$211,408	

Application Requirements

Grantees must submit a supplemental application for the funding increases using the Standard Form 424 (SF-424), Application for Federal Assistance, by April 30, 2010. Applications must be complete and include the budget, budget justification, and program narrative. **Incomplete applications may affect the timely award of Federal funding.** Breakouts should be provided on the SF-424A, Budget Information – Non-Construction Programs, for the distribution of funds for COLA by object class categories. In Section B of the SF-424A, use a separate column to reflect the amounts by object class categories for COLA for Head Start and Early Head Start. If your agency is receiving both a prorated amount and the full allocation in FY 2010, please display these amounts in separate columns on the SF-424A. Grantees with July through September 2010 refunding dates are encouraged to request the full allocation with your continuation application; however, a separate supplemental application will be needed if you are receiving both the prorated and full allocation.

The application must provide detailed program and budget narratives for your planned use of the COLA funds and demonstrate the following:

- A 1.84 percent increase in the hourly rate of pay for each Head Start/Early Head Start employee subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- A rationale if employees are receiving less than the 1.84 percent COLA or differential COLA increases;
- The provision of the 1.84 percent increase to all delegate agencies or justification if you do not propose to allocate the full 1.84 percent increase to delegates;
- An increase of 1.84 percent in the Head Start pay scale or justification if the agency proposes not to increase the pay scale; and
- The planned uses for the balance of the COLA funds once the 1.84 percent increase in the hourly rate of pay is met.

The budget narrative must provide a projection of the amounts and sources the grantee will use for the non-federal share match requirements.

Governing body approval is required on the application. The SF-424 must be submitted under the signature of the Board Chairperson, as required in Program Instruction ACF-PI-HS-06-01, dated September 19, 2006. In addition, Policy Council approval is required. A signed statement by the Policy Council Chair and accompanying minutes demonstrating participation in the development and approval of the application must be submitted with the application. If the Policy Council has not approved the application, a letter from the Policy Council indicating its reasons for withholding approval is required

Grantees are strongly encouraged to submit the supplemental applications online via the HSES. If you submit the application via HSES, you must still provide the original signature pages for the Standard Form (SF) 424, Application for Federal Assistance, and SF-424B, Assurances – Non-Construction Programs, to:

Ray Bishop, Regional Grants Management Officer
Office of Grants Management
Administration for Children and Families
1301 Young Street, Room 937
Dallas, TX 75202-5433

If a grantee does not choose to submit the supplemental application via HSES, the original application, required forms and certifications and two copies must be submitted to the address listed above.

A checklist is enclosed to assist you in ensuring the application contains all of the required information.

As you develop your applications, we encourage you to contact your Program Specialist, Alfredo Huerta, at (214)767-8859 to clarify any questions you may have and discuss your plans for the use of these funds. Thank you for your cooperation.

Sincerely,



Susan Johnston
Regional Program Manager
Office of Head Start, Region VI

Enclosure

cc: Executive Director

Head Start Grant Application Checklist FY 2010 Funding Increase



Please double check before you upload your application and send the signature pages that you've included the following:

For completion of the supplemental application for the 1.84 percent cost-of-living adjustment (COLA) increase, refer to Program Instruction ACF-PI-HS-10-01, dated February 17, 2010, and the Funding Guidance Letter from the Regional Office. The Program Instruction is available on the Early Childhood Learning and Knowledge Center (ECLKC) at <http://eclkc.ohs.acf.hhs.gov> by typing ACF-PI-HS-10-01 in the "Search" field at the top of the page.

Documents may be uploaded into the HSES GABI with the exception of the original signature pages for the Standard Form (SF) 424, Application for Federal Assistance, and SF-424B, Assurances – Non-Construction Programs.

1. **Application including:**

- SF-424 - **must have Board Chair's signature** _____
- SF-424A – must contain amounts by object class categories for Head Start and Early Head Start _____
- SF-424B, Assurances – Non-Construction Programs - **must have Board Chair's signature** _____

2. **Program and Budget Narratives**, describing the planned uses of the funds and demonstrating the following for *each grantee and delegate*:

- Each employee received a 1.84 percent increase in the hourly rate of pay subject to the provisions of Sections 653 and 640(j) of the Act; _____
- Justification if employees receive less than 1.84 percent or differential increases; _____
- Each delegate received the 1.84 percent increase or a justification if the full increase was not provided to delegates; _____
- The Head Start pay scale increased by 1.84 percent or a justification if the agency proposes not to increase the pay scale; _____
- The categories and amounts of other increased operating costs after the hourly rate of pay increases; _____
- A projection of the amounts and sources that will be used for non-federal share match (Cash and/or In-kind) _____

3. **Signed Policy Council Approval Statement and Meeting Minutes** _____

If the Policy Council has not approved the application, a letter from the Policy Council indicating its reasons for withholding approval must be included.

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-10-01	2. Issuance Date: 02/17/2010
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start Funding Increase	

PROGRAM INSTRUCTION

TO: Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: FY 2010 Head Start Funding Increase

INSTRUCTION:

President Obama, on December 16, 2009, signed Public Law 111-117, the Consolidated Appropriations Act, 2010. Included in this Act was the Fiscal Year (FY) 2010 appropriation of \$7,234,783,000 for programs under the Head Start Act. This represents an increase of approximately \$122 million over the FY 2009 appropriation level (excluding those funds appropriated to Head Start under the American Recovery and Reinvestment Act [ARRA]).

The \$122 million funding increase will be used to make the 1.84 percent cost-of-living adjustment (COLA) increase provided to grantees in FY 2009 with ARRA funds part of the permanent base funding for your FY 2010 Head Start and Early Head Start grant. This Program Instruction explains the COLA increase that is available to your program and provides guidance on the criteria for the use of these funds.

The term "OHS Regional Office" in this Program Instruction is meant to include the American Indian Alaska Native and Migrant and Seasonal program branches.

FY 2010 Cost-of-Living Adjustment

Each grantee can apply for a COLA increase of 1.84 percent of the amount of base funding committed to your program as of October 1, 2008. Base funding excludes training and technical assistance funds, any other ARRA funds, and any one-time funding grantees may have received in FY 2009. In separate guidance, your Regional Office will advise you of the amount of funds available for this purpose for FY 2010.

COLA increases are to be used to increase staff salaries and fringe benefits and pay higher operating costs. All staff in Head Start programs must receive a cost-of-living increase of at least 1.84 percent in their hourly rate of pay, subject to the provisions of Sections 653 and 640(j) of the Head Start Act. Section 653 prohibits Head Start salaries in excess of the average rate of compensation of persons providing substantially comparable services in the area where the program is carried out or in excess of the average rate of compensation paid to a substantial number of persons providing

substantially comparable services in the area of the person's preceding employment. Section 653 also prohibits any Head Start employee from being compensated at a rate higher than that of an Executive Schedule Level II position, currently \$179,700. Section 640(j) of the Act requires that the compensation of Head Start employees must be improved regardless of whether the agency has the ability to improve the compensation of staff employed by the agency who do not provide Head Start services.

Each grantee, as specified in 45 CFR 1301.31, is required to have personnel policies that specify salary rates and fringe benefits. Any grantee proposing to award salary increases of less than 1.84 percent or differential cost-of-living increases to staff must justify its rationale in its budget narrative. Grantees with delegate agencies are expected to allocate a 1.84 percent cost-of-living increase to each delegate or justify why such an approach is not appropriate.

COLA increases should be used to permanently increase the Head Start pay scales rather than only increasing the salaries of current employees. Grantees that believe there is reason not to increase their pay scale to reflect these COLA increases must provide an explanation as to why such an increase is not considered appropriate.

Any funds remaining after providing the cost-of-living increase in the hourly rate of pay may be used to offset increased operating costs in other areas of the budget. This includes increased costs in rent, utilities, facilities maintenance and insurance, contractual arrangements, vehicle fuel and maintenance, supplies and equipment.

The ARRA grants issued in either June or July 2009 provided funds for the 1.84 percent increase in FY 2009, and these funds are available to cover the salaries and fringe benefit increases for the ensuing 12-month period. Thus, many grantees will receive supplemental funds in FY 2010 to cover the period between the end of the ARRA grant and your next continuation grant. Those grantees with budget period start dates that begin subsequent to the end of the ARRA grant will receive the increase with the FY 2010 continuation grant.

Application Requirements

The application must be submitted on the Standard Form (SF) 424 and contain the appropriate Board and Policy Council approvals, program narrative and budget narrative. Your Regional Office will contact you to provide information on the amount of funds available to your agency this year and to offer further guidance on the application requirements. Please direct any questions to your Regional Office.

/ Yvette Sanchez Fuentes /

Yvette Sanchez Fuentes
Director
Office of Head Start

**APPLICATION FOR
FEDERAL ASSISTANCE**

Version 7/03

1. TYPE OF SUBMISSION: Application		2. DATE SUBMITTED	Applicant Identifier 06-CH0183
<input type="checkbox"/> Construction	Pre-application <input type="checkbox"/> Construction	3. DATE RECEIVED BY STATE	State Application Identifier
<input checked="" type="checkbox"/> Non-Construction	<input type="checkbox"/> Non-Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name: Hidalgo County		Organizational Unit: Department: Hidalgo County Head Start Program	
Organizational DUNS: 06-2403597		Division: Administration For Children and Families/ Health and Human Services	
Address: Street: 100 East Cano Second Floor		Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: First Name: Teresa	
City: Edinburg		Middle Name	
County: Hidalgo		Last Name Flores	
State: Texas	Zip Code 78539	Suffix:	
Country: U.S.A.		Email: tflores@hchsp.org	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 74-6000717		Phone Number (give area code) (956)383-0607	Fax Number (give area code) (956)380-2588
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) A. Increase Award : Cost of Living Adjustment 6 month prorated allocation		7. TYPE OF APPLICANT: (See back of form for Application Types) B. County Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): Head Start 93-600		9. NAME OF FEDERAL AGENCY: Administration for Children and Families/ Health and Human Services	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Hidalgo County		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Cost of Living Adjustment 6 month prorated allocation	
13. PROPOSED PROJECT Start Date: 07/01/2010		14. CONGRESSIONAL DISTRICTS OF: a. Applicant Hidalgo County	
Ending Date: 12/31/2010		b. Project Project 15	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 211,408 ⁰⁰	a. Yes. <input checked="" type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: April 30, 2010	
b. Applicant	\$ 52,852 ⁰⁰	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
c. State	\$ ⁰⁰	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
d. Local	\$ ⁰⁰	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
e. Other	\$ ⁰⁰		
f. Program Income	\$ ⁰⁰		
g. TOTAL	\$ 264,260 ⁰⁰		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Authorized Representative			
Prefix Honorable	First Name Rene	Middle Name	
Last Name Ramirez			Suffix
b. Title Hidalgo County Judge			c. Telephone Number (give area code) (956)318-2600
d. Signature of Authorized Representative			e. Date Signed

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. ARRA	93-600	\$	\$	\$ 211,408.00	\$ 52,852.00	\$ 264,260.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 211,408.00	\$ 52,852.00	\$ 264,260.00
SECTION B - BUDGET CATEGORIES						
Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					
	(1)	(2)		(3)		Total (5)
a. Personnel	\$ 180,434.00	\$	\$	\$	\$	\$ 180,434.00
b. Fringe Benefits	30,974.00					30,974.00
c. Travel						0.00
d. Equipment						0.00
e. Supplies						0.00
f. Contractual						0.00
g. Construction						0.00
h. Other						0.00
i. Total Direct Charges (sum of 6a-6h)	211,408.00	0.00	0.00	0.00	0.00	211,408.00
j. Indirect Charges						0.00
k. TOTALS (sum of 6i and 6j)	\$ 211,408.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 211,408.00
7. Program Income		\$	\$	\$	\$	\$ 0.00

Authorized for Local Reproduction

Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

Previous Edition Usable

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$ 52,852.00	\$	\$	\$	52,852.00
9.					0.00
10.					0.00
11.					0.00
12. TOTAL (sum of lines 8-11)	\$ 52,852.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 52,852.00

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 211,408.00	\$	\$	\$ 105,704.00	\$ 105,704.00
14. Non-Federal	52,852.00			26,426.00	26,426.00
15. TOTAL (sum of lines 13 and 14)	\$ 264,260.00	\$ 0.00	\$ 0.00	\$ 132,130.00	\$ 132,130.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	
22. Indirect Charges:	
23. Remarks:	

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE Hidalgo County Judge	
APPLICANT ORGANIZATION Hidalgo County Head Start Program		DATE SUBMITTED



Hidalgo County Head Start Program

¼ Mile West of 10th St. on Hwy 107

P. O. Box 0117

Edinburg, Texas 78540-0117

Telephone 956-383-0706, Fax 956-380-2588

Cost of Living (COLA) funds under the American Recovery and Reinvestment Act (ARRA)
As per Program Instruction ACF-PI-HS-11-01 Dated 02/17/2010

Narrative

This COLA funding will make it possible for the Hidalgo County Head Start Program to retain appropriately certified and adequately trained personnel at all levels of the organization in order to continue to provide the best quality services to the families of Hidalgo County.

This COLA application for prorated funds totaling **\$211,408** will serve to continue the salary increases provided under the 2009/2010 ARRA funding due to expire at the end of the 12 months continuation period(07/01/09 to 07/01/2010).

The Hidalgo County Head Start Program staff works with the most challenging and youngest population in the county. The need for appropriately educated and experienced staff continues to be an imperative element of early education, in light of the important role educators play in providing educational and developmentally appropriate experiences to the children we serve. This need is also underscored by the educational requirements of PL 110-134. The systems required to support successful recruitment efforts and to retain appropriately credentialed and degreed professional staff must reflect direct and permanent financial support. These systems must function effectively in an environment of increasing competition for degreed and credentialed staff, particularly from the School Districts (ISDs), who are charged with meeting the educational needs of the County's fast-growing school-aged population.

Although our Program remains committed to securing and retaining appropriately degreed and highly trained staff, this commitment will be challenged by a national environment of "flat funding" for the Head Start Program. While local market forces drive competitive salaries, flat funding threatens to impede our ability to compete.

The current salary for a certified school teacher in our area averages **\$40,500**. Although this rate of pay will be unattainable at this time for our Program, the additional funding will however position us to better compete in our immediate market.

The funding for COLA increase will continue to be used to pay for higher operating costs and to increase staff salaries and fringe benefits. The COLA supplemental funding for 2009/2010 allowed us to increase the agency's Head Start pay scale and the corresponding fringe benefits for all positions across the Program by **2.4%**. This application will allow us to extend the COLA increases until December 31, 2010, and beyond that, as part of our base funding for 2011.



Hidalgo County Head Start Program

¼ Mile West of 10th St. on Hwy 107

P. O. Box 0117

Edinburg, Texas 78540-0117

Telephone 956-383-0706, Fax 956-380-2588

The Quality Improvement appropriation awarded in 2009 continues to be utilized to provide education and professional development enabling teachers to be fully competent and meet the professional standards established under section 648A (a)(1). More than 50 percent of the Quality Improvement Funding is being used to improve the compensation and benefits of educational personnel and family service workers. Teachers with bachelor degrees were provided with additional compensation and placed on a career path towards certification for bilingual education or teachers of English as a second language. All teachers with associate degrees also received additional increases as they continue on their way to the bachelor's program and eventually certification.

The remaining QI funding is being utilized to target key and essential areas. These will include, supporting staff training, child counseling, and other services, necessary to address the challenges of children from immigrant, refugee, from families seeking asylum, homeless children, children in foster care, limited English proficient children, children from families in crisis, children referred to our Head Start Program by child welfare agencies, and children who are exposed to chronic violence or substance abuse and to maintain safe and secure environments for children.

The Program will ensure that the physical environments remain conducive to providing effective program services to children and families, and are accessible to children with disabilities and other individuals with disabilities. These supplemental funds have made it possible for our facilities to receive long awaited facelifts. Flooring and roofing repairs were long past due in some of our older facilities.

These funds will also ensure the retention of qualified staff who promotes the development of language skills and literacy growth of children in their native language and in English. The Hidalgo County Head Start Program will continue the process of retaining, through appropriate incentives and benefits, the most qualified personnel to carry out a comprehensive program which includes teaching in the eight domains: Language Development; Literacy; Mathematics; Science; Creative Arts; Social and Emotional Development; Approaches to Learning; and Physical Health and Development.

Instructional materials have also been purchased with these funds. The materials address the individual needs of children identified through the use of the LAP-D, Learning Accomplishment Profile Diagnostic. The LAP-D is a diagnostic tool which assesses the domains of learning and development using hand held devices (palm pilots) and computer software. Instructional supplies and materials were also purchased to duplicate the "instructional kits" utilized in selected classrooms participating in the School Readiness Collaboration projects. The plan is to replicate both resources and staff development to extend skill development of staff and the utilization of defined strategies in more classrooms serving children who will be transitioning to the public schools at the end of the



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program year. These resources are major indispensable tools in aligning the Head Start Outcomes with public school state guidelines for early childhood education and the subsequent delivery of instruction.



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Budget Narrative-Federal Share

The Hidalgo County Head Start Program is submitting a Cost Of Living for the period of 7/2/09 to December 31, 2010. The following proposed Federal program costs are accompanied with an explanation and justification for the proposed expenditures. All personnel costs are reasonable and conform to 2 CFR Part 225 Appendix B Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87).

Personnel (Object class category 6.a)

All proposed salaries are appropriate and competitive in the region and county. The staff of the Hidalgo County Head Start Program will meet all Head Start requirements and regulations. Salaries are aligned with prevailing wages in the area as well with federally recommended levels. All salary levels are in accordance with Section 653 of the newly enacted Head Start Act.

The prorated COLA funding will increase salaries as follows:

Titles	No. of Positions	Salary Increase
Teachers	193	\$54,789
Assistant Teachers/ Disability Aides	213	\$43,713
Center Managers/Clerks	44	\$14,285
SS Facilitators	24	\$7,878
SS Assistants	44	\$10,185
Custodians	53	\$11,779
Central Office Admin/Clerks/Secretaries/ Others	41	\$23,636
Maintenance/Bus Drivers/Bus Aides/Warehouse Staff	126	\$14,169
Total	738	\$180,434



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Fringe Benefits (object class category 6.b)

In addition to adequate salaries the Hidalgo County Head Start staff receives a fringe benefit plan that is reasonable and conforms to 2 CFR Part 225 Appendix B Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87).

Fringe benefits will reflect increases as a result of higher salaries as follows:

Benefit	Amount
Medicare	\$2,616
Unemployment	\$1,462
Workers Compensation	\$3,079
Health & Life Insurance	*
Pension	\$12,630
Social Security	\$11,187
Total Fringe Benefits	\$30,974

Total Federal Share

\$211,408

*Health and life insurance is a set rate of \$349.75 per employee per month it is not impacted by increase in salary.



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Budget Narrative-Non-Federal Share

The following are the proposed Non-Federal Resources to be provided by The Hidalgo County Head Start Program. The listed resources meet the requirements for In-Kind contribution as per 2 CFR Part 225 Appendix B Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)

1. PERSONNEL (Object Class Category 6.A)

Volunteer	Service Provided	Rate	Value
School teachers under the School Readiness Program	Classroom instructions to our children	1 teachers X \$302.33/day X 172 days	\$52,001

3. Supplies (Object Class Category 6. e)

Used	Donation	Rate	Value
Classroom	Consumable (paper, art supplies, books and	N/A	\$852

Total In-Kind **\$52,852**

Grand Total All Funds **\$264,260**



Hidalgo County Head Start Program

1901 West State Highway 107
McAllen, Texas 78504
Telephone (956)383-0706

P. O. Box 0117
Edinburg, Texas 78540-0117
Telephone (956) 383-070

Grant Number 06CH0183

The Hidalgo County Head Start Program Policy Council held a meeting on Wednesday April 21, 2010 at the Hidalgo County Head Start Administrative Offices in Edinburg, Texas.

The Policy Council unanimously approved and authorized the submission of the "**Application for COLA funds**" to the Administration for Children and Families, Department of Health and Human Services, as per program instructions ACF-PI-HS-10-01 dated 2/17/2010 and letter dated March 15, 2010.

Prorated Cost Of Living (COLA)	\$211,408
In-Kind Contribution	\$ 52,852
Total Application	\$264,260

Erick Rodriguez, Chairperson
Hidalgo County Head Start Policy Council

April 21, 2010
Date