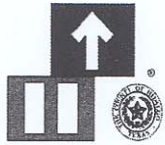


# **VI. PROGRAM OPERATIONS**

## **A. 2. Expansion Refunding Application**



# Hidalgo County Head Start Program

## Policy Council Agenda

**DATE:** April 21, 2010

**SUBJECT:** Discussion/Approval of Application for Refunding of Head Start Expansion Grant to the Department of Health and Human Services for the Amount of \$918,000 under ARRA

**RATIONALE/NEED:** These funds will allow the Program to continue to provide Head Start services to one-twenty (120) additional children under the Expansion Grant.

**RECOMMENDATION:** Administration recommends approval.

**COST:** None

**RELATED INFORMATION INCLUDES:** Refunding Head Start Expansion Grant Application

\*\*\*\*\*

**INITIATED BY:** Edmundo Garcia, Assistant Program Director 

**REVIEWED BY:** Teresa Flores, Executive Director

**EXECUTIVE DIRECTOR'S APPROVAL:** 



# Hidalgo County Head Start Program Memorandum

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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: Application for Expansion Refunding under ARRA

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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 Expansion purposes. These funds were to be made available to us from 9/30/2009 to 9/29/2010.

The Program has been advised to submit an application for additional ARRA funding in the amount of **\$918,000**. These funds will be made available to us from 9/30/2010 to 9/29/2011, and will make it possible for the Program to continue providing services to 120 additional children, bringing our total funded enrollment to 3,690 children.

Moreover, the Program will be able to continue to absorb expenditures in salaries and fringes benefits for seven(7) teachers, seven (7) assistant Teachers, two (2) support service assistance, four (4) bus drivers, four (4) bus aides and two (2) center clerks, as specified in the attached application. In addition two additional buses will also be purchased under this grant.

Please find attached application packet as per letter dated April 1, 2010 from the Department of Health and Human Services.



# **Hidalgo County Head Start Program**

¼ Mile West of 10<sup>th</sup> 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



Rec'd 04/06/10

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

April 1, 2010

Rene Ramirez, County Judge  
Hidalgo County Head Start Program  
P.O. Box 0117  
Edinburg, TX 78540-0117

Re: Grant No. 06SH0183

Dear Ms. Ramirez:

Your organization received funds under the American Recovery and Reinvestment Act to expand Head Start services within your approved service area. An application for refunding of your organization's Head Start expansion grant for the budget period 9/30/2010 – 9/29/2011 is due 6/30/2010, ninety days prior to the start of your budget period. This letter provides guidance on the requirements for submission of the continuation application.

For planning purposes, the application should reflect the enrollment and funding levels in the table below.

COMMON ACCOUNTING NUMBER (CAN)	PROJECTED FUNDING	FUNDED ENROLLMENT
G06R023 – Head Start Program Operations	\$900,000	120
G06R020 – Head Start Training and Technical Assistance	\$18,000	
<b>Total</b>	<b>\$918,000</b>	<b>120</b>

Funding is contingent upon the availability of federal funds and satisfactory performance by your organization under the terms and conditions of the Head Start grant in the initial budget period. The funding levels noted above must support all budgeted program costs, both direct and, if appropriate, indirect costs.

## Application Requirements

Grantees must submit an application using the Standard Form 424 (SF-424), Application for Federal Assistance. Applications must be complete and include the budget, budget justification, and program narrative. Breakouts should be provided on the SF-424A, Budget Information – Non-Construction Programs, for the distribution of funds by object class categories. In Section B of the SF-424A, use a separate column to reflect the amounts by object class categories for program operations and training/technical assistance. A separate SF-424 and SF-424A must be submitted for each delegate agency. **Incomplete applications will not be processed and may affect the timely award of Federal funding.**

The application must provide a detailed program narrative for your planned use of the funds that demonstrates the following:

- The number of children served in each program option;
- The program schedule for each option, including the number of days and hours of service, the number and duration of home visits, and the number and duration of socializations as applicable;
- A breakout of the proposed enrollment levels for each county within your approved service area;
- Any significant changes to the program design and program options based on the community need;
- The plan for use of the training and technical assistance funds; and
- The progress you are making towards your goals and objectives and any significant challenges.

The application must contain a proposed budget and budget justification that demonstrate the following:

- The amount of funds and a description of the intended use of the funds by object class category for program operations and training/technical assistance;
- A projection of the amounts and sources the grantee will use for the non-federal share match requirement;
- A detailed justification that conforms with the criteria under Section 640(b)(1)-(5) of the Head Start Act if you propose to request a waiver of any portion of the non-federal share match;
- The amount and sources of other funding, including the Child and Adult Care Food Program, child care subsidies and State funds; and
- A copy of the approved indirect cost rate and/or cost allocation plan if applicable.

## **Approvals**

Governing body approval is required on the application for continuation funding. The Standard Form 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.

## **Cap on Employee Compensation**

Section 653 of the Head Start Act places limitations on the compensation of Head Start staff. Specifically, the Act prohibits the use of **any** Federal funds, including Head Start grant funds, to pay any part of the compensation of an individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule, currently \$179,700. Program Instruction ACF-PI-HS-08-03, issued May 12, 2008, provides guidance on this requirement and defines compensation. No funds may be charged to the Head Start grant or to any other Federal program either as a direct cost or any pro-rata as an indirect cost for an employee whose compensation exceeds \$179,700. Please ensure that your application provides an assurance that the compensation policies of your agency and those of any delegate agencies, if applicable, comply with the compensation cap guidelines.

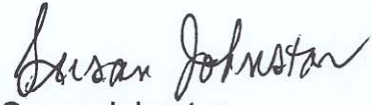
## **Submission Information**

The original and two copies of the application containing the required forms, certifications, approvals, budget, and program and budget narratives must be submitted to the following address:

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

A checklist is enclosed to assist you in ensuring the application contains all of the required information. If you have any questions or require assistance, please contact Alfredo Huerta, your Head Start Program Specialist, at (214)767-8859 or [alfredo.huerta@acf.hhs.gov](mailto:alfredo.huerta@acf.hhs.gov) or Debra Ogwo, your Grants Management Specialist, at (214)767-0498 or [dogwo@acf.hhs.gov](mailto:dogwo@acf.hhs.gov). Thank you for your cooperation and timely submission of your grant application.

Sincerely,

A handwritten signature in cursive script that reads "Susan Johnston".

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

Enclosure

cc: Executive Director

# Head Start and Early Head Start Expansion Grant Application Checklist



For completion of the continuation application for Head Start and/or Early Head Start expansion funds awarded under the American Recovery and Reinvestment Act, refer to the Funding Guidance Letter from the Regional Office. The original and two copies of the application must be submitted to the Regional Office.

1. **Application** including:

- SF-424 - **must have Board Chair's signature** \_\_\_\_\_
- SF-424A – must contain a breakout of amounts by object class categories for Head Start and Early Head Start operations and technical assistance \_\_\_\_\_
- SF-424B, Assurances – Non-Construction Programs - **must have Board Chair's signature** \_\_\_\_\_

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

- The number of children served in each program option; \_\_\_\_\_
- The program schedule for each option, including:
  - number of days and hours of service, \_\_\_\_\_
  - number and duration of home visits, and \_\_\_\_\_
  - number and duration of socializations as applicable; \_\_\_\_\_
- A breakout of the proposed enrollment levels for each county within the approved service area; \_\_\_\_\_
- Any significant changes to the program design and program options based on the community need; \_\_\_\_\_
- The plan for use of the training and technical assistance funds; \_\_\_\_\_
- The progress you are making towards your goals and objectives and any significant challenges. \_\_\_\_\_

3. **Budget Narrative**, describing the planned uses of the funds and demonstrating the following for **each grantee and delegate**:

- The amount and intended use of the funds by object class category for program operations and training/technical assistance; \_\_\_\_\_
- A projection of the amounts and sources of the non-federal share match requirement (Cash and/or in-kind); \_\_\_\_\_
- A detailed justification if you propose to request a waiver of any portion of the non-federal share match; \_\_\_\_\_
- The amount and sources of other funding; \_\_\_\_\_
- A copy of the approved indirect cost rate and/or cost allocation plan if applicable; \_\_\_\_\_
- Assurance of compliance with the compensation cap policies \_\_\_\_\_

4. **Signed Policy Council Approval Statement and Meeting Minutes** \_\_\_\_\_

- A letter from the Policy Council if approval was withheld. \_\_\_\_\_

**APPLICATION FOR FEDERAL ASSISTANCE**

Version 7/03

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction	<input type="checkbox"/> Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	<b>2. DATE SUBMITTED</b>	Applicant Identifier 06SH0183
		<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier 06SH0183

**5. APPLICANT INFORMATION**

<b>Legal Name:</b> HIDALGO COUNTY		<b>Organizational Unit:</b> Department: HIDALGO COUNTY HEAD START PROGRAM	
<b>Organizational DUNS:</b> 06-2403597		<b>Division:</b> ADMINISTRATION FOR CHILDREN & FAMILIES/ HEALTH & HUMAN	
<b>Address:</b> <b>Street:</b> 100 EAST CANO, SECOND FLOOR		<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b> Prefix: Middle Name: First Name: TERESA	
<b>City:</b> EDINBURG		<b>Last Name:</b> FLORES	
<b>County:</b> HIDALGO		<b>Suffix:</b>	
<b>State:</b> TEXAS	<b>Zip Code:</b> 78539	<b>Email:</b> TFLORES@HCHSP.ORG	
<b>Country:</b> UNITED STATES OF AMERICA		<b>Phone Number (give area code):</b> (956)383-0706	
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> 74-6000717		<b>Fax Number (give area code):</b> (956)380-2588	

<b>8. TYPE OF APPLICATION:</b> <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)	<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) B. COUNTY Other (specify)
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<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> TITLE (Name of Program): ARRA HEAD START PROGRAM 93-708	<b>9. NAME OF FEDERAL AGENCY:</b> ADMINISTRATION FOR CHILDREN & FAMILIES/ HEALTH & HUMAN
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<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b> HIDALGO COUNTY, TEXAS	<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> APPLICATION FOR REFUNDING OF HEAD START EXPANSION UNDER THE AMERICAN RECOVERY AND REINVESTMENT ACT
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<b>13. PROPOSED PROJECT</b> Start Date: 09/30/2010 Ending Date: 09/29/2011	<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant: HIDALGO COUNTY b. Project: 15
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<b>15. ESTIMATED FUNDING:</b> <table border="1"> <tr><td>a. Federal</td><td>\$</td><td>918,000.00</td></tr> <tr><td>b. Applicant</td><td>\$</td><td>229,500.00</td></tr> <tr><td>c. State</td><td>\$</td><td>.00</td></tr> <tr><td>d. Local</td><td>\$</td><td>.00</td></tr> <tr><td>e. Other</td><td>\$</td><td>.00</td></tr> <tr><td>f. Program Income</td><td>\$</td><td>.00</td></tr> <tr><td>g. TOTAL</td><td>\$</td><td>1,147,500.00</td></tr> </table>	a. Federal	\$	918,000.00	b. Applicant	\$	229,500.00	c. State	\$	.00	d. Local	\$	.00	e. Other	\$	.00	f. Program Income	\$	.00	g. TOTAL	\$	1,147,500.00	<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b> 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. 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
a. Federal	\$	918,000.00																				
b. Applicant	\$	229,500.00																				
c. State	\$	.00																				
d. Local	\$	.00																				
e. Other	\$	.00																				
f. Program Income	\$	.00																				
g. TOTAL	\$	1,147,500.00																				
<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b> <input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No																						

**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.**

<b>a. Authorized Representative</b>		
Prefix HONORABLE	First Name RENE	Middle Name
Last Name RAMIREZ		Suffix
<b>b. Title</b> HIDALGO COUNTY JUDGE		<b>c. Telephone Number (give area code)</b> (956)318-2600
<b>d. Signature of Authorized Representative</b>		<b>e. Date Signed</b>

# Budget Information — Non-Construction Programs

OMB Approval No. 0348-0044

Section A - Budget Summary		Estimated Unobligated Funds				New or Revised Budget		Total
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)	Total (g)	
1. ARRA HEAD START	93.708	\$	\$	\$ 918,000	\$ 229,500	\$ 1,147,500	\$ 1,147,500	
2.								
3.								
4.								
5. Totals		\$	\$	\$	\$	\$	\$	
Section B - Budget Categories		Grant Program, Function or Activity				Total		
Object Class Categories	(1)	(2)	(3)	(4)	(5)			
a. Personnel	\$ 547,342	\$	\$	\$	\$ 547,342			
b. Fringe Benefits	147,639				147,639			
c. Travel								
d. Equipment	150,000				150,000			
e. Supplies	20,000				20,000			
f. Contractual								
g. Construction								
h. Other	53,019				53,019			
i. Total Direct Charges (sum of 6a-6h)	918,000				918,000			
j. Indirect Charges								
k. Totals (sum of 6i and 6j)	918,000				918,000			
7. Program Income	\$	\$	\$	\$	\$			

Section C - Non-Federal Resources					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Totals	
8. ARRA HEAD START	\$ 229,500	\$	\$	\$	229,500
9.					
10.					
11.					
12. Total (sum of lines 8 - 11)	\$ 229,500	\$	\$	\$	229,500

Section D - Forecasted Cash Needs					
	Total for 1st Year	Future Funding Periods (Years)			(e) Fourth
		1st Quarter	2nd Quarter	3rd Quarter	
13. Federal	\$ 918,000	\$ 229,500	\$ 229,500	\$ 229,500	\$ 229,500
14. Non-Federal	229,500	57,375	57,375	57,375	57,375
15. Total (sum of lines 13 and 14)	\$ 1,147,500	\$ 286,875	\$ 286,875	\$ 286,875	\$ 286,875

Section E - Budget Estimates of Federal Funds Needed for Balance of the Project					
(a) Grant Program	(b) First	Future Funding Periods (Years)			(e) Fourth
		(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	\$
17.					
18.					
19.					
20. Total (sum of lines 16-19)	\$	\$	\$	\$	\$

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 10<sup>th</sup> St. on Hwy 107

P. O. Box 0117

Edinburg, Texas 78540-0117

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

Expansion Refunding Application  
American Recovery and Reinvestment Act (ARRA)  
Grant Number 06SH0183

## Narrative

This **Expansion Refunding totaling \$918,000** 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 quality services to the 120 additional three year olds enrolled as a result of the 2009 Expansion funding appropriation.

More specifically, the continuation of this grant award will be used to continue to compliment the expansion process begun in 2009. Six (6) classrooms have been constructed and one additional classroom in our Edcouch Center has been made school-ready as a result of the 2009 Start-Up funding already provided. The newly constructed classrooms have been placed in locations next to an existing center where the waiting lists have exceeded 50% of the three year old children enrolled. Transportation services will be provided to ensure participation of the families of children with the greatest need. Each year many children are not served because there is a lack of available slots. Children from the current recruited and approved waiting lists will be selected based on the income and age criteria.

This expansion funding will allow the Hidalgo County Head Start Program to continue paying the salaries of seven (7) teachers, seven (7) assistant teachers, two (2) support service assistants, two (2) bus drivers, two (2) bus aides. Moreover, it will allow us to hire two (2) additional bus drivers with the appropriate credentials and two (2) additional bus aides to safely transport eligible children to receive Head Start services. Two (2) additional buses will also be added to our fleet. All buses will be equipped with appropriate child restraints as per Head Start standards. The Program will review routes and redraw them as necessary to ensure that those with the greatest need are served.

The most recent Community Assessment identified the need to provide assistance to working parents by offering services that would allow them to remain employed and participate in trainings. The proposed program **option** and service strategy for participants in the Hidalgo County Head Start expansion project will be center-based, with the following **hours of operation**

- Extended Day Service      7:30 am to 5:30 PM
- Full Day Service            7:30 am to 3:30 PM
- Part Day Service            7:30 am to 1:00 PM



## Hidalgo County Head Start Program

¼ Mile West of 10<sup>th</sup> St. on Hwy 107

P. O. Box 0117

Edinburg, Texas 78540-0117

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

This program option and service strategy provided during a school year calendar system was designed to coincide with the schedule of services of the school districts in Hidalgo County. Two **home visits** per year of one hour each will be carried out with appropriate **socialization** activities as necessary shou

The additional **Training and Technical assistance** funds under this refunding application will complement Hidalgo County's Head Start continuous commitment in the professional development of staff. Our classroom personnel will continue to be provided with educational benefits to enhance their level of education, thus directly impacting the development process of our children and families. Staff is reimbursed for all educational expenses as they pursue Associate's or Bachelor's degrees in early childhood education and are also provided with paid educational leave to accomplish their educational goals. To further enhance the education of our personnel, the Program has cemented collaboration efforts with the University of Texas at Pan America and South Texas College. These efforts have resulted in the implementation of appropriate curricula for early childhood education. The STEP, Strategic Teacher Education Program, started with a grant from the Department of Health and Human Services, is a collaboration effort to assist teachers in earning a bachelors' degree in Early Childhood Education.

These funding opportunities under the American Recovery and Reinvestment Act (ARRA) will make it possible for the Hidalgo County Head Start Program to realize substantial gains in meeting its long term **goals and objectives** outlined in the strategic plan, while implementing measures to address our more immediate and short term needs. Our goals are to promote WORKFORCE DEVELOPMENT, INFRASTRUCTURE DEVELOPMENT AND PROGRAM AND SERVICES DEVELOPMENT.

Under our goal for "WORKFORCE DEVELOPMENT" THE program has been able to promote professional development and strengthen the competencies of classroom staff and senior leadership skills, knowledge and abilities by providing more opportunities for continuing education and more career path opportunities while developing a more competitive and equitable compensation Plan.

The additional funding can be directly linked to our ability to carry on "INFRASTRUCTURE DEVELOPMENT". The Program has been able to evaluate and Plan for the upgrade and of facilities and transportation system. Repairs and facilities have been accomplished at our facilities in San Juan, Donna, Pharr, Palmview, Western Road and Alton. New classrooms have been built at our Edinburg IV, Edinburg V and San Juan II facilities, making Head Start services available to more children in our service area.

The Head Start family's Transportation needs continue to be met as we are able to purchase buses and hire additional bus drivers and bus aides. This funding will allow the program to purchase two (2) additional buses and hire additional bus drivers with the appropriate credentials and bus aides to safely transport eligible children to receive Head Start services. All buses will be equipped with



## Hidalgo County Head Start Program

¼ Mile West of 10<sup>th</sup> St. on Hwy 107

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Edinburg, Texas 78540-0117

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appropriate child restraints as per Head Start standards. The Program will review routes and redraw them as necessary to ensure that those with the greatest need are served. Each family requests for transportation is interviewed and a home visit is made to assess the need and desired option.

Technological upgrades have been attainable at all level of the organization. Computerized systems for financial reporting, for family history information and for federal reporting purposes, are continuously being upgraded and new systems implemented. Classroom computers are upgraded on a regular basis and software that correlates to curriculum are also upgraded. Monitoring systems have benefited greatly due to the infusion of newer and better technology at all level of our organization.

The Program maintains and expands its integrated communication system via its computer network. Staff uses e-mail and an online instant messaging system to communicate among all departments and with the majority of the centers. The system will be expanded to include all Program sites. Surveillance systems were installed at all Program locations and in every classroom. Such systems continue to insure the safety and security of children, staff and program property. It also serves to monitor Program Operations.

The Program currently utilizes the PROMIS (Program Resources and Outcomes Management Information System) software to maintain a complete family history on all children enrolled in the Program. This computerized system generates reports for monitoring program activities in order to meet federal deadlines in health mental health, family services, special services and nutrition. This web-based system is networked to the majority of the centers and to all of the departments within the administrative office.

Improvements in "SERVICE DEVELOPMENT" have expanded opportunities for more participation by parents and community partners as they take advantage in our many social initiatives. Our Healthy Marriage conferences reinforce the family unit and strengthen parenting skills for Head Star families. Additional promotion of family healthy development through parental education in the areas of Diabetes and Developmental Delays information have proven extremely beneficial to the development of Head Start families and to the community at large. The Program has also implemented the Exploring Parenting Curriculum to help develop parenting skill and reinforce child development and family bonding.



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## Budget Narrative - Federal Share

The Hidalgo County Head Start Program is submitting an application for refunding for expansion under the American Recovery and Reinvestment Act of 2009 (ARRA). 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 in alignment with prevailing wages in the area as well as with federally recommended levels. All salaries are in compliance with Section 653 of the newly enacted Head Start Act.

Position	Amount
7 teachers with AA @ \$27,686.84	\$193,808
7 assistant teachers @ \$18,479.55	\$129,357
2 Support Service Assistants @ 19,431.19	\$38,862
4 Bus Driver @ 19,165.62	\$76,662
4 Bus Aide @ 18,479.55	\$73,958
2 Center clerks @ 17,347.20	\$34,694
<b>Total Personnel (6a)</b>	<b>\$547,342</b>



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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).

The fringe benefits costs included in this expansion application are as follow

<b>Fringe Benefit</b>	<b>Amount</b>
FICA	\$33,935
Unemployment	\$4,433
Workers' Comp	\$1,257
Workers' Comp	\$1,461
Pension	\$38,314
Medicare	\$7,936
Life	\$621
Health	\$59,680
<b>Total Fringes</b>	<b>\$147,639</b>

### Equipment (object class category 6.d)

The request for equipment is for the purchase of 2 school buses. The Program will purchase these buses utilizing our established procurement process, which adheres to federal, state and local procurement regulations. These buses will comply with all state and federal safety requirements and will be utilized in accordance with Head Star Performance Standards Part 1310.

These buses will provide transportation for the additional children under the expansion grant, and will assist parents without transportation in providing a safe and healthy method of transporting their children.

**Yellow School Buses 2 X \$75,000 Total \$150,000**



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### Supplies (object class category 6.e)

The supplies purchased under this category will complement the initial Expansion funding.

This object class includes Playground supplies which are developmentally appropriate for our three to five year olds. All items purchased under this category will comply with all Head Start Standards and Title 40, Social Services & Assistance Part 19, Texas Dept. of Protective and Regulatory Services, Chapter 746, Minimum Standards Child-Care Centers.

Description	Cost
3 Sand Studios	\$10,000
3 slides	\$10,000
<b>Total supplies(6.e)</b>	<b>\$20,000</b>

### Other (object class category 6.h)

In anticipation of additional square footage to maintain as well as additional vehicles to maintain and fuel, this category includes the following expenditures.

Fuel	15,019
Utilities, Telephone	10,000
Building Maintenance and Repair	10,000
<b>Total</b>	<b>\$35,019</b>

<b>Training and Technical Assistance</b>	<b>\$18,000</b>
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<b>Total Other (6.h)</b>	<b>\$53,019</b>
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<b>Total Federal Share</b>	<b>\$918,000</b>
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## Budget Narrative -USDA

In addition to the Federal Funds provided by the Department of Health and Human Services, the Hidalgo County Head Start Program will utilize funds from The Texas Department of Agriculture (TDA) under the United State Department of Agriculture (USDA) to provide meals to the children under the Child and Adult Care Food Program as per Head Start Standard §1302.23(b)(i)

The Hidalgo County Head Start Program implements a nutrition program that meets the nutritional needs and feeding requirements of each child, including those with special dietary needs and children with disabilities. In addition, the nutrition program serves a variety of cultural foods with cultural and ethnic preferences which broaden the child's food experience as per §1302.23(1).

Children under this expansion will receive meal services in accordance with Head Start Standard§1302.23(b)(ii) *"Each child in a center-based full-day program must receive meals and snacks that provide one halve (1/2) to two thirds(2/3) of the child's daily nutritional needs, depending upon the length of the program day"*.

The reimbursement amount anticipated for nutritional services is as follows.

Meal type	Rate	No. Of Children	Avg. Days	Amount
Breakfast	1.46	120	172	\$30,134
Lunch	2.68	120	172	\$55,315
Cash in Lieu	0.0195	120	172	\$402
PM snack	0.74	120	172	\$15,274
Total Reimbursement				\$101,126



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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).

The School Readiness Partnerships continues to grow as it supplements and enriches Head Start services by providing certified bilingual teachers in 15 classrooms. It also supplements program staff resources including instructional materials and staff development. The Program will expand to more classrooms in 2009-2010.

### 1. PERSONNEL (Object Class Category 6.A)

Volunteer	Service Provided	Rate	Value
School teachers under the School Readiness Program	Classroom instructions to our children	4 teachers X \$302.33/day X 172 days	\$208,003
Classroom Assistants	Read stories, toileting, playground & lunchroom supervision	6 volunteers X 11.38 X 20 weeks X 15 hours	\$20,484

### 3. Supplies (Object Class Category 6. e)

Used	Donation	Rate	Value
Classroom	Consumable (paper, art supplies, books and	N/A	\$1,013

**Total In-kind \$229,500**

**Application Grand Total \$1,147.500**



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Grant Number 06SH0183

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 Expansion Refunding**" to the Administration for Children and Families, Department of Health and Human Services, as per instructions on their letter dated April 1, 2010.

Refunding Expansion Allocation	\$ 900,000
Training and Technical Assistance Allocation	\$ 18,000
Total Federal Funds	\$ 918,000
In-Kind Contribution	\$ 229,500
Total Application	\$1,147,500

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Erick Rodriguez, Chairperson  
Hidalgo County Head Start Policy Council

April 21, 2010  
Date