

# Hidalgo County Head Start Program

## Policy Council Regular Agenda

**DATE:** September 14, 2015

**SUBJECT:** Discussion/Approval to Submit the Following 2016 Budget Applications:  
a. Department of Health and Human Services (DHHS)  
b. Texas Department of Agriculture (TDA)

**RATIONALE/NEED:** Every year the Program must submit the Continuation Budget Application and the Texas Department of Agriculture budget application in order for the Program to continue providing comprehensive services to the children and their families.

**RECOMMENDATION:** Administration recommends approval.

**COST:** N/A

**RELATED INFORMATION INCLUDES:** Memorandum, DHHS and TDA Budgets

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**INITIATED BY:** Edmundo Garcia, Assistant Director for Operations

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

**EXECUTIVE DIRECTOR'S APPROVAL:** 





ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | Region VI | 1301 Young Street, Room 937, Dallas, TX 75202 | [www.eclkc.ohs.acf.hhs.gov](http://www.eclkc.ohs.acf.hhs.gov)

July 17, 2016

Ramon Garcia, County Judge  
HIDALGO COUNTY HEAD START PROGRAM  
P.O. Box 0117  
Edinburg, TX 78540

Re: Grant No. 06CH0183

Dear Mr. Garcia:

Your organization was notified by the Office of Head Start that the current budget period for the Head Start and/or Early Head Start grant will be extended from 12/31/2015 through 6/30/2016. The application for the extension of the budget period for the Head Start and/or Early Head Start grant is due 10/1/2015. This letter provides guidance on the requirements for submission of the application. Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start grant in the current budget period.

Public Law 113-235, enacted December 16, 2014, established the appropriation for the Head Start program for Fiscal Year (FY) 2015. Until the appropriation for the Head Start program for FY 2016 is enacted, the funding levels set in FY 2015 are used for planning purposes. The following table reflects the projected funding and enrollment levels for the Head Start and/or Early Head Start grant in FY 2016.

<b>Common Accounting Number (CAN)</b>	<b>Projected Funding</b>	<b>Funded Federal Enrollment</b>
G064122 – Head Start Program Operations	\$25,512,470	3690
G064120 – Head Start Training and Technical Assistance	\$276,833	
G064125 – Early Head Start Program Operations	\$0	0
G064121 – Early Head Start Training and Technical Assistance	\$ 0	
<b>TOTAL</b>	<b>\$25,789,303</b>	<b>3690</b>

To determine the prorated amount of the annual budget that will be made available for services from 1/1/2016 through 6/30/2016, the application must contain a budget for 12 months of operations. The application must be prepared in accordance with the instructions in Information Memorandum ACYF-IM-HS-00-12, dated April 25, 2000. This information is available electronically at the following link: <http://eclkc.ohs.acf.hhs.gov/hslc>. For the purposes of this application, an abbreviated application that contains budget information, describes the progress being made toward community needs and objectives, and explains any proposed changes to the Head Start and/or Early Head Start program options, delegate agencies, enrollment, and

organizational structure is required. Please review ACYF-IM-HS-00-12, the attached instructions, and this guidance carefully prior to preparing the application.

The application must be submitted using the Standard Form 424 (SF-424), Application for Federal Assistance. The application must be submitted electronically in the Head Start Enterprise System (HSES) at <https://hses.ohs.acf.hhs.gov/hsprograms>. The Administration for Children and Families will no longer accept a hard copy of the application. Please select the Financials tab in the HSES and then select the Application tab to complete the application. Reference materials can be found in the "Instructions" section of the HSES. For further assistance, please contact [help@hsesinfo.org](mailto:help@hsesinfo.org) or 1-866-771-4737.

The application must contain the proposed budget, budget justification, and program narrative. Breakouts must be provided on the SF-424A, Budget Information – Non-Construction Programs, for the distribution of funds by object class categories. The proposed budget must support all program costs, both direct and indirect costs, if appropriate. In Section B of the SF-424A, use a separate column to reflect the amounts by object class categories for operations and training and technical assistance (T/TA) funds for Head Start and/or Early Head Start. Section D, Forecasted Cash Needs, of the SF-424A must accurately reflect the funds needed for each quarter of the year based on the expected outlays and timing of operational expenditures. A separate SF-424A must be submitted for each delegate agency. **Incomplete applications will not be processed.**

### **Long Range Goals and Objectives**

The application must provide, as part of the goals and objectives of the program, a description of program goals for improving the school readiness of children. School readiness goals, as defined in 45 C.F.R. § 1307.2, articulate the expectations of children's status and progress across domains of language and literacy development, cognition and general knowledge, approaches to learning, physical well-being and motor development, and social and emotional development that will improve their readiness for kindergarten.

The application must contain a description of the following:

- The program's goals and progress in aligning the goals with the Head Start Child Development and Early Learning Framework, State early learning guidelines, and the requirements and expectations of the schools, to the extent they apply to the ages of children, birth to five, participating in the program.
- The child assessment system used by the program to collect information about children's development in combination with parents and families and how the program uses or plans to use that information to individualize instruction and learning.
- The key findings from aggregating the child assessment data, how that information helped identify patterns of progress and areas where improvement is required, and how progress toward meeting school readiness goals is shared with parents and the community.

The application must also contain an update of the summary of findings of the community assessment. Further, the application must identify any proposed program improvements or changes to the program design based on the aggregation and analysis of individual child-level assessment data, the community assessment, and the results of the self-assessment. Additionally, a breakout of the proposed enrollment levels for each county within the approved

service area as well as the results of the annual self-assessment and the improvement plan must also be submitted with the application.

#### **Development of the Training and Technical Assistance (T/TA) Budget**

The T/TA plan must assure sufficient resources are devoted to address all T/TA needs, support school readiness goals, ensure staff are qualified, and provide quality and comprehensive services to all enrolled children and families. The application must include the T/TA plan and an accompanying narrative on the T/TA needs. The T/TA plan must address the results of the self-assessment and identify resources to implement the improvement plan.

Grantees with identified areas of noncompliance and/or deficiencies should invest appropriate resources to assure correction is achieved. If the direct funding for T/TA is not sufficient to meet all of the identified needs in the annual T/TA plan, operational funds available in the annual grant award may be used.

#### **Approvals**

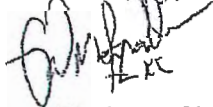
Approval of the application by the Governing Body and Policy Council is required. Signed statements by the Governing Body and Policy Council Chairs attesting to the approval of the application and the minutes documenting each group's participation in the development and approval of the application must be submitted. If the Policy Council has not approved the application, a letter from the Policy Council indicating its reasons for withholding approval is required.

#### **Submission Information**

The application must be submitted electronically on behalf of the Authorized Official registered in the HSES. A checklist is enclosed to assist in ensuring the application contains all of the required information.

If you have any questions or need assistance, please contact Michelle Helmke, Head Start Program Specialist, at (214) 767-8852 or [michelle.helmke@acf.hhs.gov](mailto:michelle.helmke@acf.hhs.gov) or Gerald Scroggins, Grants Management Specialist, at (214) 767-8703 or [gerald.scroggins@acf.hhs.gov](mailto:gerald.scroggins@acf.hhs.gov). Thank you for your cooperation and timely submission of the grant application.

Sincerely,



Kimberly Chalk  
Regional Program Manager  
Office of Head Start

Enclosure

cc: Teresa Flores, Executive Director/Head Start Director

# Head Start Grant Application Checklist



Please be sure the following items are included in the application package in the Head Start Enterprise System (HSES).

If the grant application includes a request for a reduction in enrollment due to conversion from Head Start to Early Head Start services (with the exception of American Indian and Alaskan Native grantees) or conversion from part-day to full-working day services, please include a cover letter along with the rationale for requesting consideration for such approval.

For completion of the abbreviated application, refer to **Information Memorandum ACYF-IM-HS-00-12**, dated April 25, 2000. The Information Memorandum and Program Instruction are available on the Early Childhood Learning and Knowledge Center (ECLKC) at <http://eclkc.ohs.acf.hhs.gov>.

1. **Grant Applications** (via the web at <https://hses.ohs.acf.hhs.gov/hsprograms>):
  - Separate application tabs are required for both Head Start and Early Head Start programs.
  - A separate application is required for each delegate agency.
  - SF-424 – The application is submitted and signed electronically on behalf of the registered Authorized Official. Scanned, signed and uploaded SF-424 forms are no longer necessary.
  - SF-424A
    - A breakout of amounts by object class categories for Head Start and Early Head Start operations and training/technical assistance; and
    - The forecast of cash needs by quarter based on anticipated outlays.
  - SF-424B, Assurances – Non-Construction Programs
2. **Submission Requirements:**
  - An abbreviated application is required.
3. **Program Schedule:**
  - The Program Schedule must contain the projected funded enrollment by program option for Head Start and/or Early Head Start that can be supported with the projected funding level.
4. **Long Range Goals and Objectives**, describing the following:
  - The program's long range goals and shorter term program objectives;
  - The program's school readiness goals and progress in aligning the goals with the Head Start Child Development and Early Learning Framework, State early learning guidelines, and the requirements and expectations of the schools;
  - The child assessment system used to collect information about children's development in combination with parents and families and how the program uses or plans to use that information to individualize instruction and learning;
  - The key findings from aggregating the child assessment data, how that information helped identify patterns of progress and areas where improvement is required, and how progress toward meeting school readiness goals is shared with parents and the community; and
  - Any proposed program improvements or changes to the program design based on the aggregation and analysis of individual child-level assessment data, the community assessment, and the results of the self-assessment.

5. **Program and Budget Narratives**, 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); and
  - Copy of approved Indirect Cost Rate Agreement, if applicable.
6. **Training and Technical Assistance Plan**
7. **Results of Self-Assessment and Improvement Plan**
8. **Signed Governing Body and Policy Council Approval Statements and Meeting Minutes:** 
  - A letter from the Policy Council indicating its reasons if approval is withheld.



# Hidalgo County Head Start

## MEMORANDUM

*"Children first..."*

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Date: September 09, 2015

To: Hidalgo County Policy Council  
Hidalgo County Commissioners' Court

From: Teresa Flores, Executive Director

C.C: Edmundo Garcia, Assistant Program Director  
Nora Munoz, Assistant Program Director  
Elma Keller, Chief Financial Officer

Subject: 2016 Budget (Health and Human Services Dept.)  
2016 Budget for Nutrition (Texas Department of Agriculture)

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The Hidalgo County Head Start Program (HCHSP) utilizes funding from the Administration for Children and Families, Department of Health and Human Services and the Texas Department of Agriculture to provide services to 3,690 children in Hidalgo County. Both budgets are attached for your consideration.

HCHSP is submitting a Funding Application for approval under Grant No.06CH0183 to the Administration for Children and Families, Department of Health and Human Services for \$25,789,303. This application is to extend the Head Start funding from 12/31/2015 to 6/30/2016 as per their letter dated July 17, 2015 (see letter attached). As per instructions HCHSP is submitting a 12 month budget for the period of 01/01/2016 to 12/31/2016.

HCHSP has also prepared the reimbursement grant application for approval under the Child and Adult Care Food Program to the Texas Department of Agriculture totaling \$3,132,791 for nutritional services.

The Major Cost categories and description of relevant variances from 2015 to 2016 for both funds are detailed below for your review and approval.

### **Health and Human Service Head Start Grant**

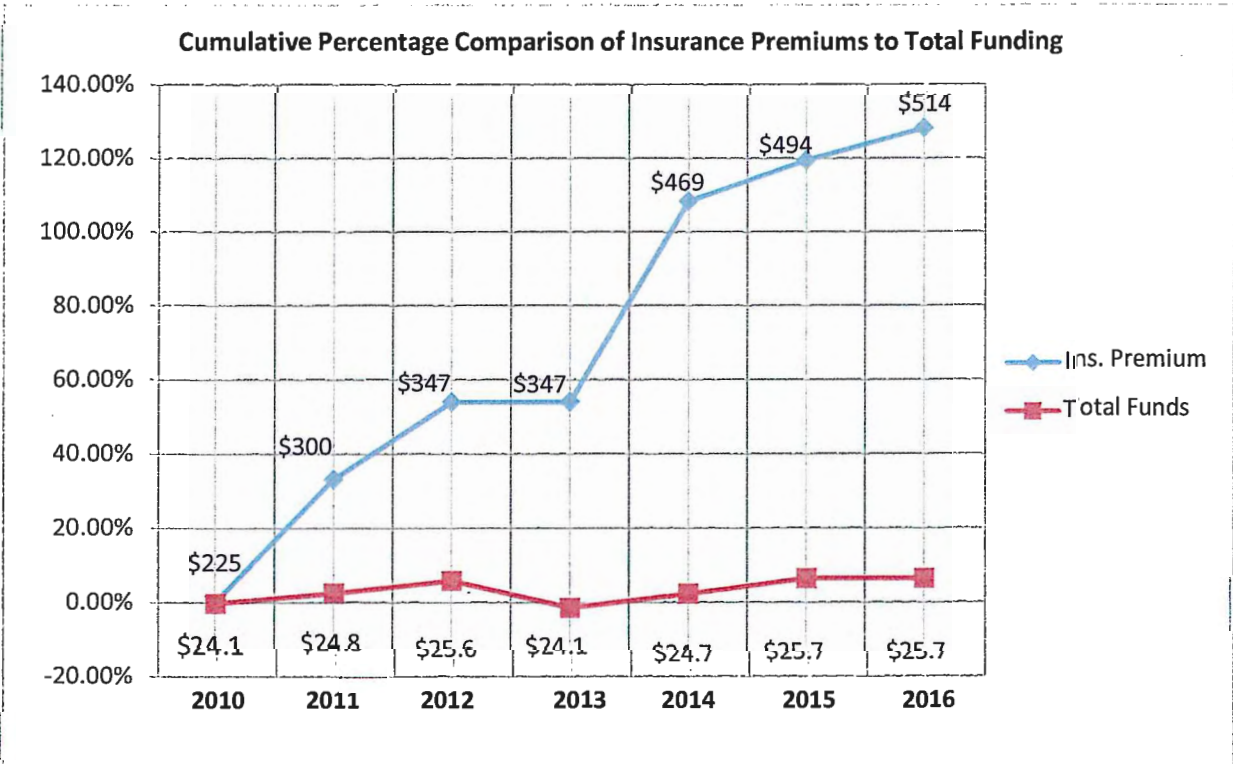
#### **Salaries \$16,483,601**

The salary category contains funding for 758 Head Start positions, a reduction of 45 positions when compared to 2013 levels as a result of streamlining systems and efficiency measures taken over the past years. (See Yearly Budgeted Positions Report). Salaries represent 64.6% (excluding Fringe Benefits) of the entire Program budget, requiring close monitoring and constant analysis. This year once again the Program has managed to continue to streamline responsibilities and reduce

personnel, without impacting services, by another 8 positions. An additional 3% of the cost of personnel responsible for food serving and handling duties was charged to TDA; resulting in a net decrease of \$59,238 in the Salaries category. Duties and responsibilities were reviewed, analyzed and realigned for optimum service delivery benefits. This effort also brought about a reclassification of some positions and the upgrading of the position for Director for Curriculum and Instruction to an Administrator for Education. This is a critical position which will provide supervision and leadership for all Education Area Directors and reinforce curriculum design and implementation that conforms to the Head Start School Readiness Initiative. This position will also be responsible for the implementation of the Practice Based Coaching Plan (PBC) to improve CLASS standings as well as other effective teaching practices as we address the Designation Renewal System (DRS) requirements.

**Fringe Benefits \$6,865,783**

This category represents 27% of the entire Program Budget, as with salaries HCHSP closely monitors and analyses this category throughout the year. This budget category has continued to increase since 2010 due to medical premium rates, while our total funding has remained relatively flat. In 2010 it was costing the Program \$225.00/employee/month to provide health insurance for the employees, in 2016 the estimate is at \$513.75/employee/month. The cumulative percentage increase compared to total funding, is reflected in the graph below.



In 2015 medical premiums increased from \$469 to \$494/employee/month or an increase of 5.3% from 2014, adding \$207,131 in costs to fringe benefits. The rate increase was not finalized until the funding application had been submitted and all funding had been fully allocated (10/01/2014). In order to address this increase, administration proposes to use the estimated year-end fund balance in 2015 of approximately \$248,713 (See attached 2015 Budget to Actual Analysis) to cover

the additional medical premiums costs. A year-end fund balance is a yearly occurrence, which HCHSP manages in order to maximize all federal dollars. This primarily happens as a result of funded vacancies throughout the year and the time required filling these vacancies. In previous years HCHSP has used this balance to purchase instructional materials/curriculum, surveillance cameras, playground, equipment and computers, with the approval of the Policy Council and Grantee Board.

Since, the Program has been asked to apply for the same level of funding for 2016 and the medical premium increases will have to be included in the budget, HCHSP propose to include in the Training and Technical Assistance allocation the partial function costs of the staff/professional development operation, and the costs of our internal professionals - Education Directors and Staff Development Director who perform the roles of educational guides to the teaching staff for purposes of professional development and to address Program needs. They organize both formal and informal mentoring. They are responsible for staff development for large and small groups. They interact one-on-one with staff to help them reflect on their practice and connect research and theory to their work. This action will align salaries and fringe benefits costs to the Training and Technical Assistance line item by \$207,131 to better capture the true costs directly attributed to this category.

#### **Equipment \$0**

This category captures expenditures for major equipment (\$5,000 or above as per Federal Regulations) shows a decrease of \$61,600 when compared to 2015. This year the Program is not planning to order major equipment, such as vehicles. The Program has reclassified \$15,000 from this category to Small Equipment under the "Other" category, to focus on replacing older air conditioning units as they become obsolete and unrepairable.

#### **Supplies \$585,339**

This category reflects a net decrease of \$23,263 primarily due to a realignment of budgeted costs to actual year to date costs.

#### **Other \$1,854,580**

This category shows an anticipated net expenses reduction of \$49,601. The savings in this category are attributable to the continued shifting of classrooms to the relocation of classroom to areas of greater need. This initiative has had the beneficial effect of reducing costs in rental expense, in spite of the small increase in center space due to changes in our 15 year \$10 and \$12 yearly leases. The costs of utilities and local travel have also benefited from center relocations. In addition the Program continues to streamline processes which have also reduced costs in disability services, mental health and medical services as more children and families are linked to medical homes and become eligible for Medicaid services. Printing services has also been reduced in anticipation of a more organized process of ordering annual forms. This category shows a reclassification of \$25,000 to the Small Equipment subcategory, which includes \$15,000 from equipment in order to more accurately account for the purchase of air conditioning units. This change also

makes it possible to differentiate between these expenditures and regular equipment purchases, as per grant requirements. Training and Technical Assistance funding is also included in this category at the same funding level as in previous budgets.

The Head Start Grant requires a twenty percent (20%) non-federal match which as always, will be met through in-kind contributions provided by parents, families and community partners, allowable under the Head Start Act. Volunteers spend time in the classrooms assisting teachers, assisting with meals, reading to the children as parents continue the Head Start experience at home with curriculum oriented activities. Community partners provide rent-free classroom space as well as classroom supplies and materials. School districts also have provided free and low-cost classroom space in addition to teachers, furniture, computers and materials and supplies. This year's Non-Federal match will equal \$6,447,326, \$4,450,330 will be available from donated land and discounted classroom space (see attached Appraisal Report) and the difference \$1,996,996, will be matched by parents' home activities and volunteer services and by the cost of school districts teachers assigned to our classrooms.

This application reflects the Program's resolve to efficiently use Federal dollars with local resources and provide services to the neediest of our community.

**Texas Department of Agriculture  
Funding For Nutritional Services**

The application for food services to the **Texas Department of Agriculture (TDA)** for FY2015 (10/1/2015 to 9/30/2016) for reimbursement under **The Child and Adult Care Food Program** is in the amount of **\$3,132,790**. This application reflects an estimated increase in reimbursement of \$75,527 due to an upward adjustment in the rate of reimbursement from \$5.667 to 5.807 per child/per day.

The major Cost categories are as follow:

**Salaries \$985,061.** This category includes the salary costs for 26 employees (refer to attached "Yearly Budgeted Positions" report). The increase of \$27,677 when compared to FY 2015 reflects and additional cost for 42% of personnel responsible for handling food and serving meals at the centers. This budget includes an additional 3% of those salaries when compared to 2015.

**Fringe Benefits \$468,696.** The variance of \$42,914 reflected in this category is primarily due to the increase in health insurance premiums. However, unlike the Head Start grant, this funding stream is based on a reimbursement rate that increases yearly, and on the average daily attendance (ADA) increases, making any fluctuations in budgeted costs easier to absorb.

**Food Cost \$1,305,383.** This line item captures all food costs related to the production of meals. The increase in this line item of \$16,026 reflects a slight anticipated increase in the overall cost of food.

**Total Operating Expenses \$1,679,033.** This category represents a net decrease of \$4,708 when compared to the previous year budget. HCHSP is not planning on purchasing any vehicle this year as some vehicles have been replaced during the past 3 years. The Program does plan to invest in new equipment for the kitchens. The Program also anticipates savings in equipment maintenance, vehicle maintenance and fuel as a result of replacing vehicles in previous years and equipment in the next budget cycle. The Training and Technical Assistance subcategory also shows a reduction as we realign budgeted cost to actual year to date expenditures.

More detailed changes impacting all other line items are reflected in the attached Budget Analysis for review and discussion.

Hidalgo County Head Start Program

2016 Budget Analysis

Description	2015 Approved Budg	2016 Proposed Budg	Variance	Comments/Notes
<b>Salaries/Fringes</b>				
Salaries	16,705,464.00	16,646,225.67	(59,238.33)	Reclassification of positions
Fringes/Pension Costs	6,509,456.00	6,910,289.81	400,833.81	Increase in Fringe Benefits and 4% Health Ins increase
Salaries paid from T&TA		(207,131.34)	(207,131.34)	Program trainers paid from T&TA
<b>Total Salaries/Fringes</b>	<b>23,214,920.00</b>	<b>23,349,384.15</b>	<b>134,464.15</b>	
<b>Out of Town Travel</b>	-	-	-	
<b>Equipment (Over \$5K)</b>				
Equipment	15,000.00	-	(15,000.00)	Reclassified to small equipment
Vehicles	46,600.00	-	(46,600.00)	Not ordering vans
<b>Total Equipment</b>	<b>61,600.00</b>	<b>-</b>	<b>(61,600.00)</b>	
<b>Supplies</b>				
Office	69,700.00	79,200.00	9,500.00	Reclassified postage with office supplies
Postage	10,000.00	-	(10,000.00)	Reclassified postage with office supplies
Classroom	194,062.00	194,062.00	-	
Maintenance	184,483.00	184,483.00	-	
Janitorial	75,000.00	62,236.85	(12,763.15)	Realigned expenditures with actual costs
Medical	8,007.00	8,007.00	-	
Playground	10,000.00	-	(10,000.00)	Will not be ordering playground equipment
Operational	57,350.00	57,350.00	-	
<b>Total Supplies</b>	<b>608,602.00</b>	<b>585,338.85</b>	<b>(23,263.15)</b>	
<b>Other</b>				
Center Space	147,911.00	169,397.00	21,486.00	Rent incr:Edbg III,Donna IV;Mc IV, Mercedes I & 2
Telephone	261,200.00	261,200.00	-	
Utilities	488,937.00	450,000.00	(38,937.00)	Closed Vine Terrace, Elsa-replaced old AC units
Local Travel	77,400.00	49,200.00	(28,200.00)	Realigned expenditures with actual costs
Professional Services	92,500.00	92,500.00	-	
Dental Serv	10,000.00	1,000.00	(9,000.00)	More children qualify for medicaid services
Disability Serv	5,000.00	4,800.00	(200.00)	Realigned expenditures with actual costs
Mental Health	29,000.00	29,250.00	250.00	Realigned expenditures with actual costs
Medical Serv	2,000.00	1,000.00	(1,000.00)	More children qualify for medicaid services
Printing Center	33,900.00	28,900.00	(5,000.00)	Realigned expenditures with actual costs
Insurance	215,000.00	202,000.00	(13,000.00)	Employee Liab Ins rates decreased
Vehicle Maintenance	95,000.00	95,000.00	-	
Fuel	125,000.00	125,000.00	-	
Equip. Repair	43,500.00	43,500.00	-	
Equip. Rental	1,000.00	-	(1,000.00)	Equipment will not be rented
Small Equipment	-	25,000.00	25,000.00	Reclassified from Equipment to Small Equipment
CDA/ T.T.A.	276,833.00	276,833.00	-	
<b>Total Other</b>	<b>1,904,181.00</b>	<b>1,854,580.00</b>	<b>(49,601.00)</b>	
<b>Total Budget</b>	<b>25,789,303.00</b>	<b>25,789,303.00</b>	<b>(0.00)</b>	

**Texas Department of Agriculture (TDA)  
Budget Analysis**

Description	2015-2016	2016-2017	Difference	Comments/Notes
<b>Salaries/Fringes</b>				
Salaries	957,383.44	985,060.96	27,677.52	Absorbing 42% of custodians salaries in 2015-2015
Fringes/Pension Adm Costs	425,782.75	468,696.52	42,913.77	Increase in Fringe Benefits / 4% Health Insurance Increase
<b>Total Salaries/Fringes</b>	<b>1,383,166.19</b>	<b>1,453,757.48</b>	<b>70,591.29</b>	
<b>Food</b>	<b>1,289,357.25</b>	<b>1,305,383.24</b>	<b>16,025.99</b>	
<b>Supplies and Equipment</b>				
Equipment	23,323.00	-	(23,323.00)	Will not be purchasing vehicles in 2016
Non-Food Supplies	158,149.98	184,000.00	25,850.02	Purchasing 2 double deck ovens, 1 refrigerator, and 2 DVR's
Office Supplies	6,499.80	7,499.80	1,000.00	Purchasing shelving and office supplies
<b>Purchased Services</b>				
Equipment Maintenance	34,998.48	30,000.00	(4,998.48)	New equipment on hand; less maintenance required
Vehicle Maintenance	5,650.00	4,650.00	(1,000.00)	Costs have decreased with the purchase of new vehicles
Vehicle Fuel	25,000.00	20,000.00	(5,000.00)	Fuel costs have decreased with the purchase of new vehicles
Utilities	85,999.92	85,999.92	-	
Telephone	9,500.40	9,500.40	-	
Subscriptions	2,000.00	2,000.00	-	
Printing	2,300.00	2,000.00	(300.00)	Realigned expenditures with actual costs
<b>Media Costs</b>				
<b>Organization Costs</b>				
Local Travel	3,999.96	3,999.96	-	
T & TA	27,546.59	24,000.00	(3,546.59)	Realigned expenditures with actual costs
<b>Total Operating Expenses</b>	<b>1,674,325.38</b>	<b>1,679,033.32</b>	<b>4,707.94</b>	
<b>Total Budget</b>	<b>3,057,491.57</b>	<b>3,132,790.80</b>	<b>75,299.23</b>	Rate per meal increased from \$5.6675 to \$5.8075 for 2015-2016.

**Reimbursement Formula:**

172 Service Days x 3,690 Children x 85% ADA x \$5.8075 Reimbursement Rate = \$3,133,018.48 - \$227.68 per TDA formula = \$3,132,790.80)

**Reimbursement Rate is Calculated as follows:**

Breakfast	1.66
Lunch	3.07
Snack	0.84
Cash-in-Lieu of Commodities:	0.2375
<b>Reimbursement Rate</b>	<b>5.8075</b>

**Hidalgo County Head Start Program  
2015 Budget to Actual YTD Analysis**

Description	2015 Approved Budg	2015 Actual Exp	2015 YTD Balance	2015 Year End Est.	2015 Over/(Short)	2015 Realigned Budget
<b>Salaries/Fringes</b>						
Salaries	16,705,464.00	10,189,483.73	6,515,980.27	6,089,000.00	426,980.27	16,278,483.73
Fringes/Pension Costs	6,509,456.00	4,250,722.78	2,258,733.22	2,437,000.00	(178,266.78)	6,687,722.78
<b>Total Salaries/Fringes</b>	<b>23,214,920.00</b>	<b>14,440,206.51</b>	<b>8,774,713.49</b>	<b>8,526,000.00</b>	<b>248,713.49</b>	<b>22,966,206.51</b>
<b>Out of Town Travel</b>						
	-	-	-	-	-	-
<b>Equipment (Over \$5K)</b>						
Equipment	15,000.00		15,000.00	-	15,000.00	-
Vehicles	46,600.00	42,980.00	3,620.00	-	3,620.00	42,980.00
<b>Total Equipment</b>	<b>61,600.00</b>	<b>42,980.00</b>	<b>18,620.00</b>	<b>-</b>	<b>18,620.00</b>	<b>42,980.00</b>
<b>Supplies</b>						
Office	69,700.00	41,891.72	27,808.28	14,692.44	13,115.84	56,584.16
Postage	10,000.00	9,897.73	102.27	4,948.84	(4,846.57)	14,846.57
Classroom	194,062.00	293,906.72	(99,844.72)	187,377.19	(287,221.91)	481,283.91
Maintenance	184,483.00	159,790.89	24,692.11	200,001.82	(175,309.71)	359,792.71
Janitorial	75,000.00	34,769.11	40,230.89	10,000.00	30,230.89	44,769.11
Medical	8,007.00	765.00	7,242.00	-	7,242.00	765.00
Playground	10,000.00	-	10,000.00	-	10,000.00	-
Operational	57,350.00	44,220.97	13,129.03	10,577.57	2,551.46	54,798.54
<b>Total Supplies</b>	<b>608,602.00</b>	<b>585,242.14</b>	<b>23,359.86</b>	<b>427,597.86</b>	<b>(404,238.00)</b>	<b>1,012,840.00</b>
<b>Other</b>						
Center Space	147,911.00	119,763.20	28,147.80	17,508.40	10,639.40	137,271.60
Telephone	261,200.00	153,446.05	107,753.95	76,000.00	31,753.95	229,446.05
Utilities	488,937.00	258,403.83	230,533.17	155,000.00	75,533.17	413,403.83
Local Travel	77,400.00	30,538.24	46,861.76	25,000.00	21,861.76	55,538.24
Professional Services	92,500.00	62,351.14	30,148.86	30,000.00	148.86	92,351.14
Dental Serv	10,000.00	293.00	9,707.00	500.00	9,207.00	793.00
Disability Serv	5,000.00	2,271.45	2,728.55	2,728.55	-	5,000.00
Mental Health	29,000.00	15,244.91	13,755.09	13,755.09	-	29,000.00
Medical Serv	2,000.00	-	2,000.00	-	2,000.00	-
Printing Center	33,900.00	20,135.21	13,764.79	1,000.00	12,764.79	21,135.21
Insurance	215,000.00	201,221.15	13,778.85	-	13,778.85	201,221.15
Vehicle Maintenance	95,000.00	90,386.20	4,613.80	40,000.00	(35,386.20)	130,386.20
Fuel	125,000.00	73,720.00	51,280.00	40,000.00	11,280.00	113,720.00
Equip. Repair	43,500.00	26,177.07	17,322.93	35,000.00	(17,677.07)	61,177.07
Equip. Rental	1,000.00	-	1,000.00	-	1,000.00	-
Small Equipment	-	-	-	-	-	-
CDA/ T.T.A.	276,833.00	81,408.41	195,424.59	195,424.59	-	276,833.00
<b>Total Other</b>	<b>1,904,181.00</b>	<b>1,135,359.86</b>	<b>768,821.14</b>	<b>631,916.63</b>	<b>136,904.51</b>	<b>1,767,276.49</b>
<b>Total Budget</b>	<b>25,789,303.00</b>	<b>16,203,788.51</b>	<b>9,585,514.49</b>	<b>9,585,514.49</b>	<b>(0.00)</b>	<b>25,789,303.00</b>

**Hidalgo County HeadStart Program (HS) & Texas Department of Agriculture (TDA)**

**Positions Budgeted for 2016**

Administration (105)		Finance (110)		MIS (115)		Personnel (120)		Procurement (125)		Risk Management (135)	
Positions:	No:	Positions:	No:	Positions:	No:	Positions:	No:	Positions:	No:	Positions:	No:
Assist. Program Director (s)	2	Chief Financial Officer	1	Director	1	Secretary (s)	3	Director	1	Benefits Adm	1
Receptionist & Secretary	2	Bookkeeper (s)	2	MIS Facilitator Tech I	3	HR Director	1	Coordinator	1	Risk Mgt Spec	
Executive Secretary (s)	2	Assist. Bookkeeper (s)	2					Asst. Bkkper	1	Paid by County	
Administrative Assistant	1										
Executive Director	1										
	<b>8</b>		<b>5</b>		<b>4</b>		<b>4</b>		<b>3</b>		<b>1</b>

Education (205)		Staff Development (210)		Health (305)		Disability (405)		Family Serv (605)		Transition Literacy (610)	
Positions:	No:	Positions:	No:	Positions:	No:	Positions:	No:	Positions:	No:	Positions:	No:
Teacher (s)	195	Director	1	Coordinator/LVN (s)	2	Director	1	Coordinator(s)	2	Director	1
Assist. Teacher (s)	195	Clerk (s)	1	Registered Nurse	1	Coordinator(s)	2	Secretary	1	Facilitator	1
Secretary	1			Director	1	Asst. Bkkper	1	Director	1		
Area Director Supervisor	1			Secretary	1	Service Aide (s)	19	Records Specialist	1		
Area Director (s)	4			Mental Health Coor	1						
Center Manager (s)	37										
Compliance Director	1										
SS Assistant(s)	68										
SS Facilitator(s)	8										
	<b>510</b>		<b>2</b>		<b>6</b>		<b>23</b>		<b>5</b>		<b>2</b>

Field Operations (505)		TDA (705)						Total # of Budgeted Positions	
Positions:	No:	Positions:	No:						
Bus Aide (Classroom) Part Time	13	Assistant Cooks	2					<b>Head Start</b>	
Bus Aide (Substitute)	16	Head Cooks	2					HS Budgeted Positions	<b>691</b>
Bus Driver(s) (Maintenance)	29	Drivers	7					HS Part-Time	<b>13</b>
Custodian(s)	52	Kitchen Helpers	10					Substitute Teachers	<b>54</b>
Coordinator(s)	2	Coordinators	2					# of HS Positions	<b>758</b>
Director	1	Secretary	1					<b>TDA</b>	
Clerk	1	Bookkeeper	1					# of TDA Positions	<b>26</b>
Electrician Technician	1	Director	1						
Crew Leader(s)	2							<b>Grand Total of:</b>	<b>784</b>
Maintenance Worker(s)	10								
Courier (s)	4								
	<b>131</b>		<b>26</b>						

2016 Budget File  
9/2/2015

# Yearly Budgeted Positions

## Hidalgo County Head Start Program

Department	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Administration	8	8	8	8	7	8	8	8	8	8	8	8	8
Finance	8	8	7	7	7	7	7	7	7	6	5	5	5
MIS	8	7	5	5	5	4	4	5	5	5	4	4	4
Personnel	5	5	5	5	5	5	5	5	5	5	3	4	4
Procurement	4	4	4	4	4	4	4	4	4	4	4	3	3
Public Relations	1	1	1	1	1	1	1	1	1	1	0	0	0
Risk Management	2	2	2	1	1	1	1	1	1	1	1	1	1
Education	470	525	525	509	511	511	511	513	509	525	520	518	510
Substitutes	57	57	57	57	57	57	57	57	57	57	54	54	54
Staff Development	3	3	3	3	2	2	2	2	2	2	2	2	2
Health	25	5	5	5	5	5	5	7	7	7	6	6	6
Mental Health	5	3	2	2	2	2	2	0	0	0	0	0	0
Disability	36	26	24	21	21	21	21	20	25	26	22	23	23
Field Operations	158	156	150	147	144	142	142	142	141	149	131	131	131
Family Services	30	5	5	4	4	5	5	5	5	5	5	5	5
Transition Literacy	14	2	2	2	2	2	2	2	2	2	2	2	2
<b>Total # of Positions</b>	<b>834</b>	<b>817</b>	<b>805</b>	<b>781</b>	<b>778</b>	<b>777</b>	<b>777</b>	<b>779</b>	<b>779</b>	<b>803</b>	<b>767</b>	<b>766</b>	<b>758</b>
<b>Cost of Living Adj (COLA)</b>						4%	2.40%	0%	1%	0%	3.50%		

## Texas Department of Agriculture (TDA)

	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
Head Cook	3	3	3	2	2	2	2	2	2	2	2	2	2
Assistant Cook	5	5	4	4	4	2	2	2	2	2	2	2	2
Driver	10	10	10	8	7	7	7	7	7	7	7	7	7
Kitchen Helper	21	21	19	15	13	13	10	10	10	10	10	10	10
Food Coordinator	6	2	2	2	2	2	2	2	2	2	2	2	2
Clerk	2	2	1	1	1	1	1	0	0	0	0	0	0
Bookkeeper	0	0	0	0	0	0	0	1	1	1	1	1	1
Secretary	0	0	1	1	1	1	1	1	1	1	1	1	1
Director	1	1	1	1	1	1	1	1	1	1	1	1	1
<b>Total # of Positions</b>	<b>48</b>	<b>44</b>	<b>41</b>	<b>34</b>	<b>31</b>	<b>29</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>
<b>% of Cust. Sal/Fr</b>				7%	14%	20%	25%	33%	39%	39%	39%	39%	42%