



## Hidalgo County Head Start Program Memorandum

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Date: May 16, 2016

To: Hidalgo County Head Start Policy Council  
Hidalgo County Commissioners' Court

From: Teresa Flores, Executive Director

Subject: COLA Funding 2016

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The Department of Health and Human Services has informed us, via their letter dated May 6, 2016 (see attached), that Cost of Living Adjustment (COLA) funds have been allocated for our Program in the amount of \$257,165 to provide a 1.8% COLA for all Head Start employees from 01/01/2016 to 06/30/2016. These funds will require us to submit a supplemental application by May 31, 2016.

Since the funding increase provided by this allocation is based on the total budget for the first six months of 2016 (01/01/2016 to 06/30/2016), and not just on planned salaries, this COLA Adjustment will allow us to provide an effective salary adjustment of 2% to all Head Start Employees. In addition, this increase will also serve to provide parity and equity to comparable positions with other Head Start Programs, County departments and comparable positions in county school districts. Over the years we have been able to make adjustments to various positions as we continue our quest for equity and comparability. At this time we seek your consideration in order to address similar equitable issues for key administrative positions in our Program. This COLA increase, will likewise, make it possible for the Program to retain qualified personnel and at the same time marginalize staff turnover.

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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)

May 6, 2016

Ramon Garcia, County Judge  
Hidalgo County Head Start Program  
P.O. Box 0117  
Edinburg, TX 78540

Re: Grant No. 06CH0183

Dear Mr. Garcia:

On December 18, 2015, President Obama signed Public Law 114-113, Consolidated Appropriations Act, 2016, which contains an increase of approximately \$570 million for programs under the Head Start Act for Fiscal Year (FY) 2016. A portion of the increase provides a cost-of-living adjustment (COLA) of 1.8 percent, depending on final funding decisions, to assist grantees in increasing staff salaries and fringe benefits and offsetting higher operating costs.

Program Instruction ACF-PI-HS-16-03, dated April 27, 2016, informed Head Start and Early Head Start grantees and delegate agencies of the intended uses of these funds and announced the opportunity for grantees to apply for the funds. Please review the Program Instruction carefully to ensure your supplemental application meets the requirements for funding and contains all of the necessary information.

The following table reflects the amount of the COLA available to your organization, depending on final funding decisions, for the Head Start and/or Early Head Start programs through June 30, 2016.

Common Accounting Number (CAN)	Program	COLA Amount
G064122	Head Start	\$257,165
G064125	Early Head Start	\$0
<b>TOTAL</b>		<b>\$257,165</b>

#### Submission Requirements

The supplemental application is due May 31, 2016 and must be submitted in the Head Start Enterprise System (HSES) at <https://hses.ohs.acf.hhs.gov/hsprograms>. Please select the Financials tab, Application tab, Fiscal Year 2016 and the budget period to add the 'Supplement' amendment type. For technical assistance in preparing the application, please contact the HSES Help Desk at [help@hsesinfo.org](mailto:help@hsesinfo.org) or 1-866-771-4737.

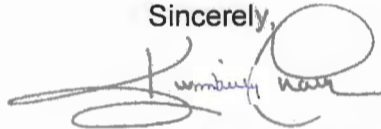
Please ensure the program narrative, budget and detailed budget justification submitted in the application documents demonstrate:

- An increase of 1.8 percent in the hourly rate of pay for each Head Start/Early Head Start employee and the pay scale subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- The rationale if employees are receiving less than the 1.8 percent COLA or differential COLA increases;
- The provision of the 1.8 percent increase to all delegate agencies and partners or justification if the full percentage is not provided to delegate agencies and partners;
- The planned uses for the balance of the COLA funds to offset higher operating costs;
- Each source of non-federal match, including the estimated amount per source and the valuation methodology; and
- A detailed justification that conforms with the criteria under Section 640(b)(1)-(5) of the Head Start Act if the application proposes a waiver of any portion of the non-federal match requirement.

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group's participation in the development and approval of the supplemental application must be provided. The application must be submitted on behalf of the Authorizing Official registered in the HSES. **Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. If you have any questions or need assistance, please contact Heather Colwell, Contractor, Head Start Program Specialist, at (214) 767-8856 or [Heather.colwell@acf.hhs.gov](mailto:Heather.colwell@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

cc: Teresa Flores, Executive Director & Head Start Director

2016 HIDALGO COUNTY HEAD START PROGRAM WAGE COMPARABILITY (Children Enrolled - Personnel)	(Superintendents) Executive Director Yearly Salary	Assistant Directors Yearly Salary	Administrator for Human Resources	Administrator for Education Yearly Salary	Administrative Assistant Yearly Salary	Department Directors Yearly Salary	Chief Financial Officer Yearly Salary	Fiscal Officer Yearly Salary	CenterManagers Yearly Salary	Coordinators Family Services, Special Services, Education, Nutrition, Public Information, Transportation Yearly Salary	Specialist Family Records, Risk Management Yearly Salary	Teacher (Associates) Yearly Salary	Teacher (Bachelors) Yearly Salary	Aide (Teacher Assistant, Disability Service & Bus Aide) Yearly Salary	Education Area Directors Yearly Salary	SpecialServices Director Yearly Salary	Assistant Administrator for Human Resources
Hidalgo County Head Start Program (3,690- 795)	\$96,845	\$79,456.00 - \$81,203,20	\$67,912	\$67,912	na	\$54,995.20 - \$58,156.80	\$66,102	na	\$30,971.20 - \$37,086.40	\$32,884.80 - \$38,750.40	\$41,600	\$26,853	\$30,555	\$18,574	\$54,995.20 - \$58,156.80	\$54,995.20 - \$58,156.80	\$45,635
2015-2016 Texas Head Start Salary Survey	\$ 86,563.00 \$110,088.00	n/a	n/a	n/a	n/a	\$58,704.00 \$66,000.00	\$66,551.00 \$71,705.00	n/a	\$ 33,408.00 \$41,749.00	\$35,401.00 \$46,225.00	n/a	\$21,614.00 \$22,326.00	\$27,740.00 \$26,377.00	\$14,500.00 \$17,409.00	\$58,704.00 \$66,000.00	\$58,704.00 \$66,000.00	n/a
Community Action Inc of Central Texas	\$68,640.00 \$79,040.00	n/a	\$54,080.00 \$62,400.00	\$60,320.00 \$68,640.00	n/a	\$54,080.00 \$68,640.00	\$64,480.00 \$74,880.00	n/a	\$41,600.00 \$45,760.00	\$45,760.00 \$54,080.00	n/a	\$27,040.00 \$29,120.00	\$29,120.00 \$35,360.00	\$20,800.00 \$22,880.00	\$54,080.00 \$68,640.00	\$54,080.00 \$68,640.00	\$24,960.00 \$31,200.00
ESC Region 19 Head Start (4,375 - 1,017 )	\$74,481.00 \$111,724.00	\$68,963.00 \$103,447.00	\$65,062.00 \$97,591.00	\$68,963.00 \$103,447.00	n/a	\$44,387.00 \$66,579.00	\$85,655.00 \$128,482.00 (Not Head Start Funded)	n/a	\$29,022.00 \$43,534.00	n/a	\$31,390.00 \$47,076.00	\$21,614.00 \$32,437.00	\$27,740.00 \$41,602.00	\$15,830.00 \$23,712.00	\$44,387.00 \$66,579.00	\$44,387.00 \$66,579.00	n/a
Swisher County Head Start ( 54 - 21)	n/a	n/a	n/a	n/a	n/a	\$40,000.00 \$47,000.00	n/a	n/a	n/a	\$25,000	\$25,000.00 \$33,000.00	\$20,000.00 \$33,000.00	\$25,000.00 \$40,000.00	n/a	n/a	n/a	n/a
Webb County Head Start (1,200 - 316)	\$111,834	n/a	n/a	\$56,897	n/a	n/a	n/a	n/a	\$25,032.00 \$25,401.00	\$53,647	n/a	\$23,545	n/a	\$15,278.00 \$18,094.00	n/a	n/a	n/a
Alabama Coushetta Head Start	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$28,080	n/a	n/a	\$20,800	\$24,960.00 \$30,326.00	\$15,080	n/a	n/a	n/a
AVANCE-San Antonio 2015 (1,629 -422)	\$91,467 - \$137,201	n/a	\$39,536- \$59,316	n/a	n/a	\$52,291 - \$103,713	\$69,141	n/a	n/a	\$34,380 - \$59,316		\$29, 640	\$41,662	\$19,011	n/a	n/a	\$34,380 - \$51,570
Child Care Associates (2,632 - 860))	\$150,000.00 - \$179,500.00	\$62,350.00 - \$102,625.00	n/a	n/a	n/a	n/a	n/a	n/a	\$32,208.00 - 63,250.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$42,260.00 - \$66,593.00
Community Action, Inc of Hays, Caldwell & Blanco Counties	\$87,396	\$63,144.00 - \$88,584.00	n/a	n/a	\$51,276.00 - \$27,432.00	\$46,140	\$64,476	\$32,748.00 - \$39,384.00	\$32,136	n/a	\$33,204.00 - \$38,544.00	n/a	\$28,656	\$19,068	\$42,096.00 - \$61,440.00	n/a	n/a
Head Start of Greater Dallas (4,000)	n/a	n/a	n/a	n/a	\$27,869	\$64,300	\$64,300		\$37,159.46 - \$48,517.59	\$42,981	\$40,800	\$24,152	\$34,856	\$18,075	\$64,300	\$64,300	\$42,981
Nueces County CAA	\$78,908	n/a	n/a	n/a	n/a	n/a	\$66,997	n/a	\$33,758	n/a	n/a	\$26,458	\$27,717	\$19,035	\$32,718	n/a	n/a
Hill County Community Action Co.	\$43,200	n/a	n/a	n/a	\$23,984	n/a	\$68,749	n/a	n/a	\$29,494	n/a	\$21,736	\$22,339	\$17,389.00 - \$19,802.00	n/a	n/a	n/a
South Plains Community Action Assoc., Inc. (1,487 /410)	\$92,373	\$49,857.60 - \$69,659.20	n/a	n/a	\$28,766	n/a	\$104,686	\$35,818	\$30,201.60 - \$34,174.40	\$26,873.60 - \$38,584.00	\$32,240	\$21,528	\$30,659	\$17,410	\$41,600	n/a	\$51,626
Community Action Corporation (1,500 - 330)	\$125,000	\$85,000	n/a	n/a	n/a	n/a	\$95,000	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

2016 HIDALGO COUNTY HEAD START PROGRAM WAGE COMPARABILITY (Children Enrolled - Personnel)	LVN Yearly Salary	RN Yearly Salary	(Social Worker) Support Service Facilitator Yearly Salary	MIS Facilitator Technician Yearly Salary	Electrician Tech. Crew Leader	Clerks, Maintenance Worker, Warehouse Courier Yearly Salary	Secretary Yearly Salary	Head Cook Yearly Salary	Custodians Yearly Salary	Kitchen Helper, Assistant Cooks, Food Transport Drivers	Assistant Bookkeeper Yearly Salary	Bookkeeper Finance, Nutrition Yearly Salary	Executive Secretary Yearly Salary	Bus Drivers Yearly Salary
Hidalgo County Head Start Program (3,690- 795)	\$35,402	\$46,987	\$26,000.00 - \$35,318.40	\$54,995	\$30,555	\$18,346	\$20,634	\$27,019	\$18,346	\$18,346	\$24,211	\$24,211	\$36,462	\$19,282
2015-2016 Texas Head Start Salary Survey	\$30,557.00 \$35,207.00	\$45,000.00 \$50,909.00	\$23,642.00 \$27,551.00	\$43,551.00 \$48,275.00	n/a	\$20,000.00 \$25,327.00	n/a	n/a	n/a	n/a	n/a	\$29,328.00 \$34,589.00	\$30,000.00 \$34,847.00	n/a
Community Action Inc of Central Texas	n/a	n/a	n/a	n/a	n/a	\$16,640.00 \$24,960.00	n/a	\$16,640.00 \$22,880.00	n/a	\$16,640.00 \$20,800.00	\$27,040.00 \$37,440.00	n/a	\$18,720.00 \$27,040.00	\$24,960.00 \$35,360.00
ESC Region 19 Head Start (4,375 - 1,017 )	n/a	\$49,712.00 \$74,571.00	\$29,681.00 \$44,410.00	n/a	\$27,090.00 \$38,992.00	\$19,814.00 \$28,518.00	\$22,790.00 \$32,800.00	\$16,522.00 \$23,788.00	\$15,830.00 \$22,814.00	\$15,504.00 \$22,344.00	n/a	\$35,156.00 \$52,734.00	\$26,918.00 \$40,368.00	\$18,360.00 \$26,431.00
Swisher County Head Start ( 54 - 21)	n/a	n/a	\$30,000.00 \$33,000.00	n/a	n/a	n/a	n/a	\$15,000.00 \$15,700.00	n/a	n/a	n/a	n/a	n/a	n/a
Webb County Head Start (1,200 - 316)	\$42,127	n/a	n/a	n/a	n/a	\$17,772.00 \$23,948.00	\$38,434	\$27,760	n/a	\$15,783.00 \$18,107.00	n/a	n/a	n/a	\$18,107
Alabama Coushetta Head Start	n/a	n/a	\$20,800.00 \$27,830.40	n/a	n/a	n/a	n/a	\$16,640.00 \$21,070.40	n/a	\$15,080.00 \$16,640.00	n/a	n/a	n/a	n/a
AVANCE-San Antonio 2015 (1,629 -422)	n/a	\$39,536 - \$59,316	\$29,902 - \$44,863	n/a	n/a	\$17,084 - \$39,006	\$34,536 \$51,570	\$20,779	\$17,084 - \$25,636	\$17,084 - \$25,636	\$29,902 - \$44,863	\$34,380 - \$51,570	\$39,536 - \$59,316	\$17,084- \$29,477
Child Care Associates (2,632 - 860))	n/a	\$42,260.00 - \$66,593.00	\$25,500.00 - \$40,102.00	\$32,208.00 - \$48,72.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$40,250.00 - \$63,250.00	n/a	n/a
Community Action, Inc of Hays, Caldwell & Blanco Counties	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Head Start of Greater Dallas (4,000)	n/a	\$47,519	n/a	n/a	n/a	\$23,881.89 - 27,869.32	n/a	\$22,569	\$21,006	\$17,607	n/a	n/a	n/a	\$25,609
Nueces County CAA	n/a	n/a	\$18,013	n/a	\$27,867	n/a	n/a	\$16,702	n/a	n/a	n/a	n/a	n/a	n/a
Hill County Community Action Co.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
South Plains Community Action Assoc., Inc. (1,487 /410)	\$50,877	n/a	n/a	n/a	n/a	\$21,819	\$27,560	\$21,819	\$19,760	\$19,074	n/a	n/a	n/a	\$22,693
Community Action Corporation (1,500 - 330)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a