



Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: September 21, 2016

SUBJECT: Discussion/Approval to Submit the Following 2017 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

INITIATED BY: Edmundo Garcia, Assistant Director for Operations

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: Teresa Flores



Hidalgo County Head Start

MEMORANDUM

“Children first...”

Date: September 14, 2016

To: Hidalgo County Policy Council
Hidalgo County Commissioners’ Court

From: Teresa Flores, Executive Director *Teresa Flores*

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

Subject: 2017 Budget for Head Start Program (Department of Health and Human Services)
2017 Budget for Nutrition (Texas Department of Agriculture)

The Hidalgo County Head Start Program is submitting a Funding Application for a non-competitive grant for FY2017 (1/1/2017 to 12/31/2017) under Grant Number O6CH010420 to the Administration for Children and Families, Department of Health and Human Services in the amount of \$26,248,527, as per their letter dated August 1, 2016 (see letter attached).

The Program is also submitting the annual reimbursement grant for child nutritional services under the Child and Adult Care Food Program to the Texas Department of Agriculture totaling \$3,275,486.

Department of Health and Human Services, Head Start Grant.

The attached Head Start Program budget for 2017 reflects the Program’s continued commitment to providing high quality services as per Head Start Federal Standards requirements in accordance with the Head Start Act of 2007. This funding will make it possible for the Hidalgo County Head Start Program to serve **3,690** children and families throughout the County Of Hidalgo.

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 classroom space at reduced rates as well as classroom supplies and materials. School districts provide state licensed teaches and free or low-cost classroom space. They also provide furniture, computers, materials and supplies. This year’s Non-Federal share match contribution will amount to \$6,562,131. The total funding application to The Department of Health and Human Services for Federal and Non-Federal sources will amount to \$32,810,658. Please see budget categories below:

**Head Start
Health and Human Services
2017 Budget**

This budget reflects the same level of funding that was awarded in FY 2016 (1/01/2016 – 12/31/2016). This budget includes an anticipated increase in health insurance costs of \$65,000. There are no new positions or salary increases proposed for consideration.

Salaries	\$16,954,774
Fringes/ Benefits	\$ 6,918,060
Equipment	\$ 0
Office Supplies	\$ 87,104
Classroom Supplies	\$ 187,955
Maintenance Supplies	\$ 226,402
Janitorial Supplies	\$ 62,237
Medical Supplies	\$ 5,398
Operational Supplies	\$ 66,483
Center Space/Rent	\$ 170,597
Telephone Service	\$ 328,585
Utilities	\$ 343,000
Local Travel	\$ 48,500
Professional Services	\$ 72,550
Dental Services	\$ 1,050
Disability Services	\$ 5,600
Mental Health Services	\$ 30,000
Medical Services	\$ 500
Printing Center	\$ 29,600
Insurance	\$ 175,000
Vehicle Maintenance	\$ 95,000
Fuel	\$ 75,000
Equipment Repair	\$ 48,999
Small Equipment Rental	\$ 39,300
Training and Technical Assistance*	\$ 276,833
Total Budget	\$ 26,248,527
Non-Federal Share	\$ 6,562,131
Total	\$ 32,810,658

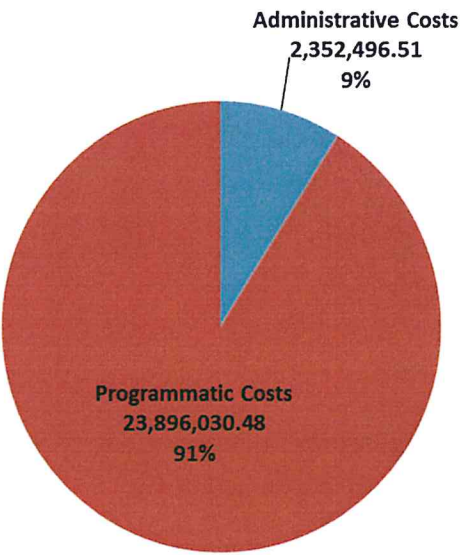
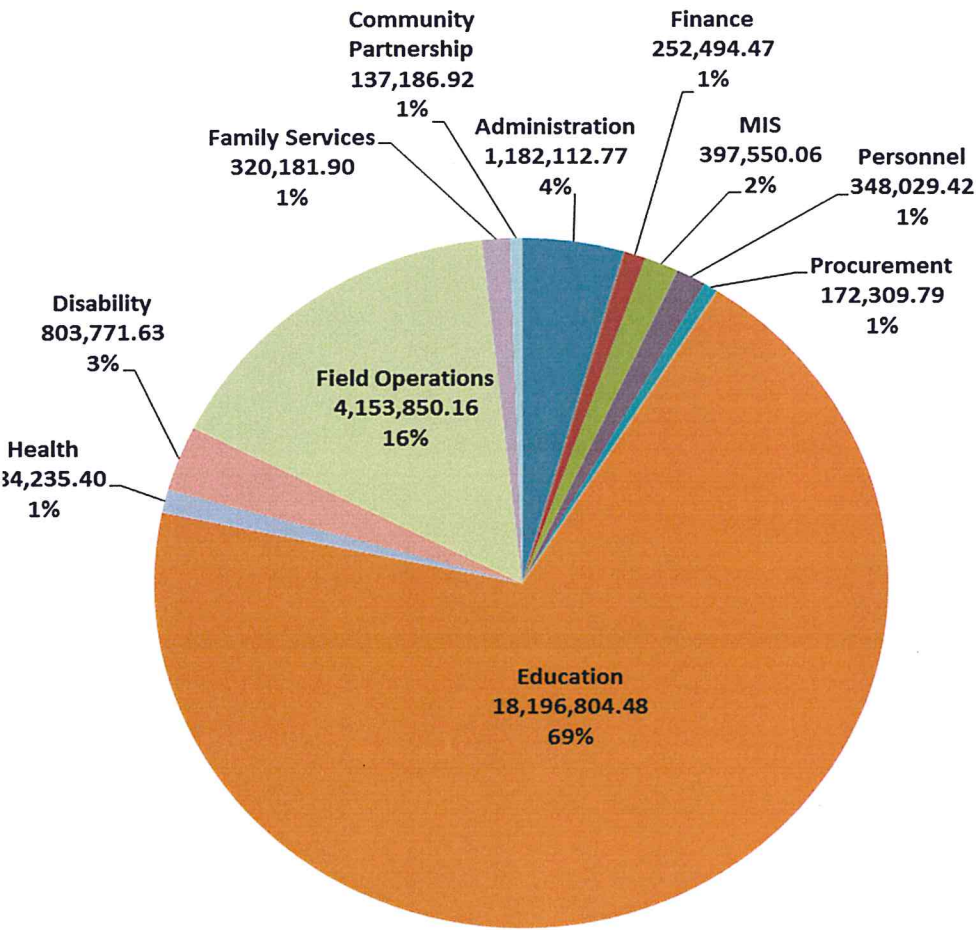
*Specifically designated

The Salary schedule and Schedule by position are attached for review.

Head Start
Health and Human Services Funds
2017 Budget by Department and Major Expenditures

Department:	Salaries	Fringes	Supplies	Other	Totals
Administration	408,299.20	110,791.57	43,304.00	619,718.00	1,182,112.77
Finance	179,670.40	59,424.07	8,950.00	4,450.00	252,494.47
MIS	148,699.20	48,917.86	59,983.00	139,950.00	397,550.06
Personnel	242,590.40	75,739.02	15,000.00	14,700.00	348,029.42
Procurement	123,926.40	38,233.39	4,150.00	6,000.00	172,309.79
Education	12,667,285.60	5,215,629.14	183,954.74	129,935.00	18,196,804.48
Health	201,115.20	63,510.57	6,879.63	12,730.00	284,235.40
Disability	548,974.40	231,322.23	6,700.00	16,775.00	803,771.63
Field Operations	2,137,896.80	984,318.40	294,888.85	736,746.11	4,153,850.16
Family Services	205,545.60	63,307.93	9,318.37	42,010.00	320,181.90
Community Partnership	90,771.20	26,865.72	2,450.00	17,100.00	137,186.92
Totals	16,954,774.40	6,918,059.90	635,578.59	1,740,114.11	26,248,527.00
Percentage By Category	64.6%	26.4%	2.4%	6.6%	100.0%

Administrative Costs:
Administration; Finance; MIS;
Personnel; Procurement
Programmatic Costs:
Education; Health; Disability, Field
Operations; Family Services;
Community Partnership



**Head Start Nutrition Program
Texas Department of Agriculture**

The application for food services to the **Texas Department of Agriculture** for FY2017 (10/1/2016 to 9/30/2017) for reimbursement under **The Child and Adult Care Food Program** is in the amount of **\$3,275,486**. This application reflects an estimated increase in reimbursement of \$142,695 due to an upward adjustment in the rate of reimbursement from \$5.8075 to 5.9675 per child/per day.

The Reimbursement rate is calculated as follows:

Breakfast	\$1.71
Lunch	\$3.16
Snack	\$0.86
Cash-in-Lieu of Commodities	<u>\$0.2375</u>
Reimbursement Rate	\$5.9675

The Reimbursement formula is calculated as follows:

$$175 \text{ service days} \times 3,690 \text{ children} \times 85\% \text{ ADA} \times 5.9675 = \$3,275,486$$

This budget includes one new position for a driver and all salaries remain funded at the same level as in FY2016. This budget includes an anticipated increase in health insurance costs of \$2,592.

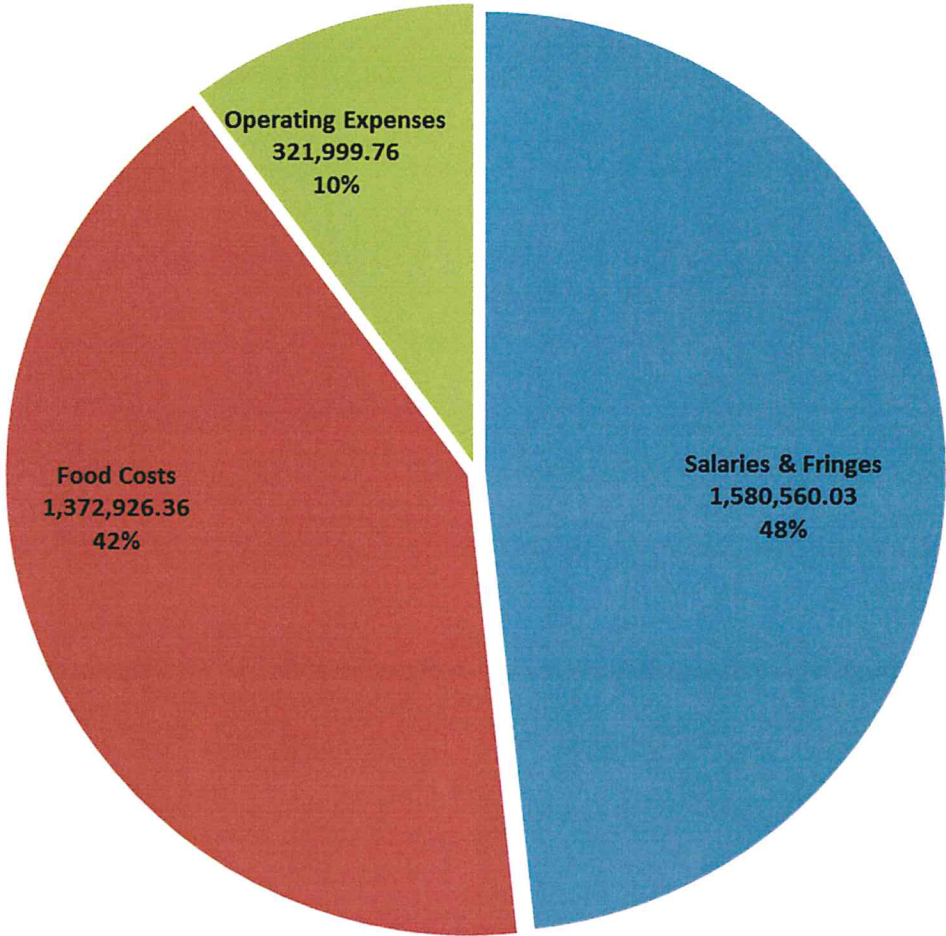
**Head Start Nutrition Program
FY2017**

Salaries	\$ 1,085,365
Fringe Benefits	\$ 495,195
Food	\$ 1,362,926
Equipment	\$ 0
Non-Food Supplies	\$ 155,000
Office Supplies	\$ 7,500
Equipment Maintenance	\$ 30,000
Vehicle Maintenance	\$ 8,500
Vehicle Fuel	\$ 12,000
Utilities	\$ 75,000
Telephone	\$ 12,000
Subscriptions	\$ 2,000
Printing	\$ 2,000
Local Travel	\$ 4,000
Trainings and Technical Assistance	\$ 24,000
Total Budget	\$ 3,275,486

The Salary Schedule and Schedule by Position are attached for review.

**Head Start Nutrition Budget
Texas Department of Agriculture Funds
2017 Budget by Major Expenditures**

Description:	Budget Amount
Salaries & Fringes	1,580,560.03
Food Costs	1,362,926.34
Operating Expenses	331,999.78
Totals	3,275,486.15



**Hidalgo County Head Start Program Base Salary Scale
2016-2017**

POSITION - TITLE	Annual Salary
Administrator for Education - Masters	\$69,487.56
Administrator for Human Resources - Masters	\$69,487.56
Assistant Administrator for Human Resources	\$46,693.94
Assistant Bookkeeper - Procurement	\$24,772.90
Assistant Bookkeeper- Finance	\$24,772.90
Assistant Cook	\$20,500.00
Assistant Director for Operations	\$85,332.00
Assistant Director for Programmatic Services- Masters	\$86,205.60
Assistant Teacher	\$20,500.00
Bookkeeper - Finance	\$30,008.41
Bookkeeper - TDA	\$29,306.09
Bus Aide/Substitute	\$20,500.00
Bus Driver/Maintenance	\$20,500.00
Bus/Classroom Aide (PIT-20 Hours Weekly)	\$8,353.40
Center Manager (Non-Degree)	\$28,641.00
Center Manager (Associates)	\$31,699.20
Center Manager (Bachelors)	\$36,776.26
Center Manager (Masters)	\$37,946.80
Chief Financial Officer - Bachelors	\$70,106.40
Clerk/Receptionist - Administration	\$20,500.00
Coordinator - Associates	\$36,222.92
Coordinator - Bachelors	\$39,649.41
Coordinator - Non Degree	\$33,647.73
Crew Leader- Non Degree	\$29,220.95
Custodian - Administration & Center	\$20,500.00
Department Director - Non Degree - MIS	\$58,999.30
Department Director - Non Degree - Field Operations	\$60,548.80
Director - Associates	\$57,888.56
Director - Bachelor	\$59,506.04
Director - Masters	\$61,080.95
Disability Classroom Assistant	\$20,500.00
Electrician Technician	\$31,264.08
Executive Director - Masters	\$104,915.20
Executive Secretary	\$37,308.33
Facilitator - Associates	\$31,264.08
Facilitator - Non Degree	\$29,220.95
Food Driver	\$20,500.00
Head Cook	\$27,646.05
Kitchen Helper	\$20,500.00
Mail Courier	\$20,500.00
Maintenance Worker	\$20,500.00
Mental Health Counselor - Master's Degree	\$48,193.94
Nurse (RN) - Bachelors	\$48,077.30
Risk Management Specialist - Non Degree	\$42,565.12
Secretary	\$21,112.30
Specialist - Bachelors	\$42,565.12
Support Service Facilitator (Center) - A.A.	\$31,264.08
Support Service Facilitator (Center) - B.A.	\$36,137.79
Support Service Facilitator (Center) - Non Degree	\$26,603.20
Support Service Assistants	\$20,500.00
Teacher (Associates)	\$27,475.78
Teacher (Bachelors)	\$31,264.08
Interim Teacher (temporary)	\$21,154.86
Warehouse Courier	\$20,500.00
Substitutes	\$60.00 per day
\$1,500.00 Stipend for Masters Degree	
\$2,000.00 Stipend for Additional Department Responsibilities	
\$500.00 Stipend for Center Manager Assigned Two Centers	
\$200.00 Stipend for Center Manager per Classroom for more than Five Classrooms	
\$1,000.00 Stipend for Center Manager in Public School Site	

**Letter from ACF, Office of Head Start Regarding
the Funding Application for 01.01.17-12.31.17**



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region VI | 1301 Young Street, Room 937, Dallas, TX 75202 | www.eclkc.ohs.acf.hhs.gov

August 1, 2016

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

Re: Grant No. 06CH010420

Dear Mr. Garcia:

This letter provides guidance on the requirements for submission of the application to operate Head Start and/or Early Head Start programs by organizations preliminarily eligible for a non-competitive grant under 45 C.F.R. § 1307.7 and organizations currently operating under a grant with a definite project period. 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.

The following table reflects the projected funding and enrollment levels for the Head Start and/or Early Head Start grant for use in preparing the application for the 1/1/2017 – 12/31/2017 budget period.

Common Accounting Number (CAN)	Funding Level	Funded Federal Enrollment
G064122 – Head Start Program Operations	\$25,971,694	3,960
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	
TOTAL	\$26,248,527	3,960

The application for the Head Start and/or Early Head Start grant is due 10/1/2016. The application must be prepared in accordance with the *Application Instructions* available in the Head Start Enterprise System (HSES). The instructions specify the requirements for submission of the baseline application for the first budget period of the project period and continuation applications in the subsequent budget periods of the project period. A continuation application must be completed for the upcoming budget period. **Incomplete applications will not be processed.**

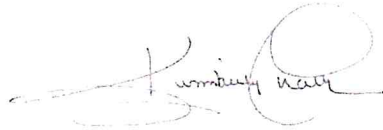
Submission Requirements

The *Application Instructions* containing the criteria the application must address and the submission requirements are posted in the HSES at <https://hses.ohs.acf.hhs.gov/hsprograms>. Please select the Financials tab under Instructions in the HSES to download the *Application Instructions* upon receipt of this letter. Please review the instructions carefully prior to preparing the application. Reference materials can be found in the "Instructions" section of the HSES. To access the application, select the Financials tab on the home page. For further assistance, please contact help@hsesinfo.org or 1-866-771-4737.

The application must be submitted electronically in the HSES. The application must be submitted on behalf of the Authorizing Official registered in the HSES.

Please ensure the application contains all of the required information in the *Application Instructions*. 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 or Gerald Scroggins, Grants Management Specialist, at (214) 767-8703 or gerald.scroggins@acf.hhs.gov. Thank you for your cooperation and timely submission of the grant application.

Sincerely,

A handwritten signature in black ink, appearing to read "Kimberly Chalk". The signature is fluid and cursive, with a large loop at the end.

Kimberly Chalk
Regional Program Manager
Office of Head Start

cc: Teresa Flores, Executive Director & Head Start Director

**Hidalgo County Head Start Program
Budgeted Position**

**Hidalgo County HeadStart Program (HS) & Texas Department of Agriculture (TDA)
Positions Budgeted from January 1, 2017 through December 31, 2017**

Administration (105)		Finance (110)		MIS (115)		Personnel (120)		Procurement (125)	
Positions:	No:	Positions:	No:	Positions:	No:	Positions:	No:	Positions:	No:
Executive Director	1	Chief Financial Officer	1	Director	1	Administrator for HR	1	Director	1
Assistant Program Director	2	Bookkeeper	2	MIS Facilitator Tech I	3	Human Resources Director	1	Coordinator	1
Executive Secretary	2	Assistant Bookkeeper	2			Assistant Admin for HR	1	Assistant Bookkeeper	1
Secretary	1					Secretary	3		
Receptionist	1					<i>Risk Management Specialist</i>	0		
	7		5			<i>Paid by the County</i>	6		3
Education (205)		Staff Development (210)		Health (305)		Disability (405)		Family Serv (605)	
Positions:	No:	Positions:	No:	Positions:	No:	Positions:	No:	Positions:	No:
Administrator for Education	1	Director	1	Director	1	Director	1	Director	1
Area Director	4	Clerk	1	Registered Nurse	1	Coordinator	2	Coordinator	2
Compliance Monitor	1			Coordinator/LVN	2	Clerk	1	Records Specialist	1
Mental Health Counselor	1			Secretary	1	Disability Aide	19	Secretary	1
Secretary	1								
Center Manager	37								
Teacher	186								
Assistant Teacher	186								
SS Facilitator	6								
SS Assistant	73								
	496		2		5		23		5
Field Operations (505)		Community Partnership (610)		TDA (705)		Total # of Budgeted Positions			
Positions:	No:	Positions:	No:	Positions:	No:	Positions:	No:	Positions:	No:
Director	1	Director	1	Director	1			Head Start	
Coordinator	2	Facilitator	1	Coordinator	2			HS Budgeted Positions	673
Electrician Technician	1			Bookkeeper	1			HS Part-Time	13
Crew Leader	2			Secretary	1			Substitute Teachers	54
Bus Driver Maintenance	28			Head Cook	2			# of HS Positions	740
Bus Aide Substitute	15			Assistant Cook	2			TDA	
Maintenance Worker	10			Kitchen Helper	10			# of TDA Positions	27
Custodian	51			Food Driver	8			Grand Total of:	767
Courier	4								
Clerk	1		2						
<i>Bus Aide Classroom Part Time</i>	13								
	128		27		27				

Yearly Budgeted Positions

Hidalgo County Head Start Program

Department	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Administration	8	8	8	8	7	8	8	8	8	8	8	8	8	7
Finance	8	8	7	7	7	7	7	7	7	6	5	5	5	5
MIS	8	7	5	5	5	4	4	5	5	5	4	4	4	4
Personnel	5	5	5	5	5	5	5	5	5	5	3	4	4	6
Procurement	4	4	4	4	4	4	4	4	4	4	4	3	3	3
Public Relations	1	1	1	1	1	1	1	1	1	1	0	0	0	0
Risk Management	2	2	2	1	1	1	1	1	1	1	1	1	1	0
Education	470	525	525	509	511	511	511	513	509	525	520	519	513	496
Substitutes	57	57	57	57	57	57	57	57	57	57	54	54	54	54
Staff Development	3	3	3	3	2	2	2	2	2	2	2	2	2	2
Health	25	5	5	5	5	5	5	7	7	7	6	6	6	5
Mental Health	5	3	2	2	2	2	2	0	0	0	0	0	0	0
Disability	36	26	24	21	21	21	21	20	25	26	22	23	23	23
Field Operations	158	156	150	147	144	142	142	142	141	149	131	131	128	128
Family Services	30	5	5	4	4	5	5	5	5	5	5	5	5	5
Transition Literacy	14	2	2	2	2	2	2	2	2	2	2	2	2	2
Total # of Positions	834	817	805	781	778	777	777	779	779	803	767	767	758	740

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	2016-17
Head Cook	3	3	3	2	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	2
Driver	10	10	10	8	7	7	7	7	7	7	7	7	7	8
Kitchen Helper	21	21	19	15	13	13	10	10	10	10	10	10	10	10
Food Coordinator	6	2	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	0
Bookkeeper	0	0	0	0	0	0	0	1	1	1	1	1	1	1
Secretary	0	0	1	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	1
Total # of Positions	48	44	41	34	31	29	26	26	26	26	26	26	26	27