



ADMINISTRATION FOR
CHILDREN & FAMILIES

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

June 2, 2017

Ramon Garcia, County Judge
Hidalgo County Head Start Program
1901 W State Highway 107
McAllen, TX 78504

Re: Grant No. 06CH010420

Dear Mr. Garcia:

The Consolidated Appropriations Act, 2017, contains an increase of approximately \$85 million for programs under the Head Start Act for Fiscal Year (FY) 2017. A portion of the increase provides a cost-of-living adjustment (COLA) of 1.0 percent, depending on final funding decisions, to assist grantees in increasing staff salaries and fringe benefits and offsetting higher operating costs.

The following table reflects the amount of the COLA for the Head Start and/or Early Head Start programs in FY 2017.

Common Accounting Number (CAN)	COLA Amount
Head Start Program Operations	\$259,717
Early Head Start Program Operations	
TOTAL	\$259,717

Submission Requirements

Program Instruction ACF-PI-HS-17-02, dated May 12, 2017, 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 supplemental application is due June 30, 2017 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 2017 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 or 1-866-771-4737.

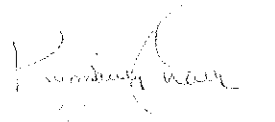
Please ensure the program narrative, budget and detailed budget justification submitted in the application documents demonstrate:

- An increase of 1.0 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 1.0 percent COLA or differential COLA increases;
- The provision of the 1.0 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, Head Start Program Specialist, at (214) 767-8850 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,



Kimberly Chalk
Regional Program Manager
Office of Head Start

cc: Teresa Flores, Head Start Director and Executive Director

Sec. 640. ALLOTMENT OF FUNDS; LIMITATIONS ON ASSISTANCE

(j) Any agency that receives financial assistance under this subchapter to improve the compensation of staff who provide services under this subchapter shall use the financial assistance to improve the compensation of such staff, regardless of whether the agency has the ability to improve the compensation of staff employed by the agency who do not provide Head Start services.

Hidalgo County Head Start Program

P. O. Box 0117 1901 West Highway 107
Edinburg, Texas 78540-0117 McAllen, Texas 78504
Telephone 956-383-0706, Fax 956-380-2588

Cost of Living (COLA) Funds as per ACF letter dated June 2, 2017

Narrative

The Hidalgo County Head Start Program (HCHSP) is submitting a supplemental application for a Cost of Living Adjustment for fiscal year 2017 as per letter dated June 2, 2017, from the Administration of Children and Families. The supplemental application is for the budget period 01/01/2017 to 12/31/2017 in the amount of \$259,717. These funds will strengthen HCHSP's efforts in retaining qualified trained personnel at all levels of our organization as we continue to provide the highest quality of Head Start services to the children and families of Hidalgo County.

(HCHSP) works with the most challenging and youngest population in Hidalgo County and therefore, it becomes very critical that the most qualified, appropriately educated and experienced staff be attracted, employed and retained by the Program. Studies show that the strategies necessary to support the successful recruitment and retention of credentialed and degreed professionals must reflect a direct and permanent financial support by the Program. In our case, these strategies must also respond to a competitive environment where increasing demand for degreed staff becomes more prevalent, as our Program continues to forge ahead and partner with the local School Districts in our service area.

This application supports our commitment to help children and their families become emotionally, socially, and academically ready for a successful continuation in their educational journey as they transition from Head Start to public schools.

Furthermore, Head Start families will benefit significantly from skilled personnel that promote the Program's resolve in the achievement of Program Goals, School Readiness Goals and Family Engagement Outcomes.

In summary, this Cost of Living Adjustment (COLA) funding application will:

- Implement a 1 percent increase in the hourly pay for each Head Start full time employee and the pay scale subject to the provisions of Sections 653 and 640(j) of the Head Start Act
- Assist with our successful partnerships with local school districts.
- Ensure the continuation of high quality Head Start services to the families of Hidalgo County.
- Facilitate the recruitment and retention of qualified professional staff at all levels of the organization.
- Support our school readiness goals and family engagement outcomes.

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Budget Narrative-Federal Share

The Hidalgo County Head Start Program is submitting a Cost Of Living Adjustment (COLA) for the following proposed Federal program costs that are accompanied with an explanation and justification for the proposed expenditures. All personnel costs are reasonable and conform to 45 CFR Part 75.402.

Personnel (Object class category 6.a)
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Proposed salaries are appropriate and competitive in the region and county. The staff of the Hidalgo County Head Start Program will meet all Head Start requirements and regulations. Salaries are aligned with prevailing wages in the area as well with federally recommended levels.

The prorated COLA funding will increase salaries as follows:

Titles	No. of Positions	Salary Increase
Teachers	186	\$54,567
Assistant Teachers	186	\$38,146
Disability Aides	19	\$3,897
Center Managers	37	\$12,380
SS Facilitators	6	\$1,803
SS Assistants	73	\$14,995
Custodians	49	\$5,915
Maintenance/Bus Drivers/Bus Aides/Warehouse Staff/ 13 Part Time Employees (PTE's)	66.50	\$13,697
Central Office Admin/Clerks/Secretaries/ Others	55	\$24,432
Total Salaries/Personnel	677.50	\$169,832

Fringe Benefits (object class category 6.b)
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In addition to adequate salaries the Hidalgo County Head Start staff receives a fringe benefit plan that is reasonable and conforms to 45 CFR Part 75.404. Fringe benefits will reflect increases as a result of higher salaries as follows.

Fringe Benefits	Amount
Medicare	\$2,463
Unemployment	\$713
Workers Compensation	\$1,739
Pension	\$11,812
Social Security	\$10,530
Total Fringe Benefits	\$27,257
Total Salaries and Fringe Benefits	\$197,089

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Supplies (Object Class Category 6.e)

Phonemic Awareness Curriculum 186 @ \$150.00	\$27,900
Kindermusik Curriculum 18 @ \$1,900.00	\$34,200
Miscellaneous Classroom supplies; Crayons, paper, glue, etc.,	\$ 528
Total Supplies	\$62,628

Total Federal Share	\$259,717
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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 contributions as per 45 CFR Part 75.306(f). Our School Readiness Partnerships with local school districts continues to yield great benefits in curriculum and instruction and in In-Kind/Matching contributions to the Program. We currently have 87 public school early childhood certified teachers in our Head Start classrooms, funded by the school districts that co-teach with our Head Start teachers in our classrooms.

1. PERSONNEL (Object Class Category 6.A)

Volunteer	Service Provided	Rate	Value
School teachers under the School Readiness Program	Classroom instructions to our children	1 teacher(s) X \$338.77/day X 145 days	\$49,122
Parent Involvement	Assist with take home activity instruction provided by the classroom teacher	1 volunteer x \$78.88/day x 145 days	\$11,438

3. Supplies (Object Class Category 6. e)

Used	Donation	Rate	Value
Classroom	Consumable (paper, art supplies, books and	N/A	\$4,369

Total In-Kind/Matching Funds	\$64,929
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Grand Total All Funds	\$324,646
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