



# Hidalgo County Head Start Program

## Policy Council Regular Agenda

**DATE:** February 20, 2019

**SUBJECT:** Discussion, Consideration and Action Authorizing the Submittal of the Cost of Living Adjustment (COLA) Application for Budget Year 01.01.19 to 12.31.19

**RATIONALE/NEED:** The Office of Head Start has announced availability of Cost of Living Adjustment (COLA) funds to support a 2% adjustment. An application for these funds is required.

**RECOMMENDATION:** Administration recommends approval.

**COST:** N/A

**RELATED INFORMATION INCLUDES:** \*Administration for Children & Families,  
Office of Head Start Region VI Letter  
Dated 01.15.19  
\*COLA Memorandum  
\*Salary Scale  
\*Recommendation

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

January 15, 2019

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 Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019, contains an increase of approximately \$200 million for programs under the Head Start Act for Fiscal Year (FY) 2019. A portion of the increase provides a cost-of-living adjustment (COLA) of 1.77 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 increase(s) for FY 2019.

Funding Type	Head Start	Early Head Start
Cost-of-Living Adjustment (COLA)	\$476,368	
<b>Total COLA Funding</b>	<b>\$476,368</b>	

### Submission Requirements

Program Instruction ACF-PI-HS-18-06, dated November 30, 2018, 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 March 1, 2019 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 2019 and the budget period to add the 'Supplement - COLA' 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 1.77 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 1.77 percent COLA or differential COLA increases;
- The provision of the 1.77 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](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,



RG VI Management  
Office of Head Start

cc: Teresa Flores, Head Start Director and Executive Director



# Hidalgo County Head Start

Date: February 13, 2019

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

From: Teresa Flores, Head Start Executive Director

C.C: Valde Guerra, Hidalgo County Executive Officer

Subject: Supplemental Funding Application for Cost of Living (COLA)

The Administration for Children and Families (ACF) has informed the Hidalgo County Head Start Program (HCHSP) that *“the Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019”*, contains an increase in funding to provide a cost-of-living adjustment (COLA) of 1.77 percent, to assist all Head Start grantees in increasing staff salaries and fringe benefits and offsetting higher operating costs. Our Program’s allocation for 2019 is **\$476,368**. AFC has asked us to submit a supplemental funding application by March 1, 2019. Please refer to attached letter dated January 15, 2019.

Our allocation is based on a COLA rated of 1.77 percent of our 2019 budget less any Training and Technical Assistance allocations. This method of appropriating funds by ACF, has always allowed us to provide a slightly higher COLA increase. This year after reviewing our budget we are able to recommend a 2% (percent) COLA for all Head Start employees.

Appropriation By ACF	\$476,368
2% COLA Salaries & Fringe Benefits	\$376,264
Net Balance	\$ 100,104

The balance of **\$100,104** will be used to relocate a two classroom modular building from our San Juan II center area to our Edinburg IV Head Start center area at 3215 Richardson Rd. in Edinburg. This will accommodate 60 children currently served at our Edinburg I Head Start located at 225 S. 25<sup>th</sup> Ave in the Edinburg Housing Authority complex known as Albores. The Albores complex has been sold and is scheduled for demolition. Any remaining funds after the relocation is completed will be used to purchase classroom supplies.

This COLA application will not entail any funding contribution from the County’s General Fund, since the 20% Non-Federal Match required under the grant of \$119,092, will be provided through our partnership with the school districts.

Appropriation By ACF	\$476,368
Non-Federal Match	\$119,092
Total Application	\$ 595,460

The COLA compensation will be applied retroactively to January 1, 2019. Head Start Nutrition personnel funded by the Texas Department Agriculture (TDA) funding will also receive the same COLA adjustment. See attached Salary Scale.



# Hidalgo County Head Start

## 2019 Hidalgo County Head Start Program Salary Scale

Position - Title	# of HS Positions	Current Approved Annual Salary	2% COLA Adjusted Annual Salary
Administrator for Education - Masters	1	\$72,003.86	\$ 73,444.80
Administrator for Human Resources - Masters	1	\$72,003.86	\$ 73,444.80
Assistant Administrator for Human Resources	1	\$48,379.59	\$ 49,358.40
Assistant Bookkeeper - Procurement & Finance	3	\$25,672.98	\$ 26,187.20
Assistant Director for Operations	1	\$87,539.96	\$ 89,294.40
Assistant Director for Programmatic Services- Masters	1	\$88,436.28	\$ 90,209.60
Assistant Teacher	185	\$21,255.44	\$ 21,673.60
Bookkeeper - Finance	1	\$31,093.55	\$ 31,720.00
Bus Aide/Substitute	15	\$21,255.44	\$ 21,673.60
Bus Driver/Maintenance	23	\$21,255.44	\$ 21,673.60
Center Manager (Associates)	28	\$32,843.49	\$ 33,508.80
Center Manager (Masters)	2	\$39,309.75	\$ 40,102.40
Center Manager (Bachelors)	8	\$38,105.60	\$ 38,875.20
Chief Financial Officer - Bachelors	1	\$71,918.50	\$ 73,361.60
Clerk/Receptionist - Administration	3	\$21,255.44	\$ 21,673.60
Coordinator - Associates (LVN's)	2	\$37,538.47	\$ 38,292.80
Coordinator - Bachelors	9	\$41,081.04	\$ 41,912.00
Coordinator - Non Degree	1	\$34,870.87	\$ 35,568.00
Courier (Warehouse)	4	\$21,255.44	\$ 21,673.60
Crew Leader- Non Degree	2	\$30,282.60	\$ 30,888.00
Custodian - Administration & Center	49	\$21,255.44	\$ 21,673.60
Department Director - Non Degree - Field Operations	1	\$62,741.95	\$ 63,980.80
Department Director - Non Degree - MIS	1	\$60,522.51	\$ 61,734.40
Director - Bachelor	6	\$61,674.91	\$ 62,899.20
Director - Masters	5	\$63,296.81	\$ 64,563.20
Disability Classroom Assistant	18	\$21,255.44	\$ 21,673.60
Electrician Technician	1	\$32,395.33	\$ 33,030.40
Executive Director - Masters	1	\$107,643.00	\$ 109,803.20
Executive Secretary	1	\$38,669.53	\$ 39,436.80
Executive Secretary	1	\$40,910.31	\$ 41,724.80
Facilitator - Associates.	2	\$32,395.33	\$ 33,030.40
Facilitator - Non Degree	1	\$30,282.60	\$ 30,888.00
Maintenance Worker	10	\$21,255.44	\$ 21,673.60
Mental Health Counselor	1	\$51,068.53	\$ 52,083.20
Nurse (RN) - Bachelors	1	\$49,809.43	\$ 50,814.40
Part Time Bus Aide/Classroom (PTE's)	8	\$8,653.69	\$ 8,829.60
Secretary	6	\$21,874.32	\$ 22,318.40
Secretary	1	\$23,923.04	\$ 24,398.40
Specialist - Masters	1	\$45,690.65	\$ 46,612.80
Support Service Facilitator (Center) - A.A.	2	\$32,406.40	\$ 33,030.40
Support Service Facilitator (Center) - Non Degree	3	\$27,572.31	\$ 28,142.40
Support Service Assistants	74	\$21,255.44	\$ 21,673.60
Teacher (Associates)	93	\$28,468.63	\$ 29,036.80
Teacher (Bachelors)	92	\$32,395.33	\$ 33,030.40
Substitute Teachers (Daily Rate)	54	\$62.22	\$ 63.46
<b>Total Number of Head Start Positions</b>	<b>725</b>		

## 2019 Texas Dept. of Agriculture Nutrition Staff Salary Scale

Position - Title	# of HS Positions	Current Approved Annual Salary	2% COLA Adjusted Annual Salary
Food Driver	8	\$21,255.44	\$ 21,673.60
Head Cook	2	\$28,639.35	\$ 29,224.00
Kitchen Helper	10	\$21,255.44	\$ 21,673.60
Assistant Cook	2	\$21,255.44	\$ 21,673.60
Director - Bachelor	1	\$61,674.91	\$ 62,899.20
Coordinator - Bachelors	2	\$41,081.04	\$ 41,912.00
Secretary	1	\$21,874.32	\$ 22,318.40
TDA Bookkeeper	1	\$31,093.55	\$ 31,720.00
<b>Total Number of TDA Positions</b>	<b>27</b>		