

Hidalgo County Head Start 2021 Budget

Table of Contents

- A. Letter from the Administration of Children and Families, Office of Head Start, Department of Health and Human Services
- B. Budget Memorandum to Hidalgo County Policy Council and Commissioners' Court (Grantee Board): (Pages 1-4)
- C. Attachment I: 2021 Head Start Head Start Budget
- D. Attachment II: 2020-2021 TDA (Nutrition) Budget
- E. Attachment III: 2021 Employee Salary Scale
- F. Attachment IV: 2021 Non-Federal Match/ Public School Teachers
- G. Attachment V: 2021 Non-Federal Match/Real Property



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 333 C St., SW, 4th Floor, Washington DC 20201 | actko.ohs@acf.hhs.gov

August 25, 2020

Grant No. 06CH010420

Dear Head Start Grantee:

A grant application must be completed for the upcoming budget period. The application for the Head Start grant is due October 1, 2020.

The following table reflects the annual funding and enrollment levels for Fiscal Year 2021.

Funding Type	Head Start
Program Operations	\$28,919,132
Training and Technical Assistance	\$322,586
Total Funding	\$29,241,718

Program	Head Start
Federal Funded Enrollment	3,690

Period of Funding: 01/01/2021 - 06/30/2021

Application Submission Requirements

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)* for a continuation application. It must be submitted on behalf of the Authorizing Official registered in the HSES.

The *Application Instructions* are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the "Instructions" section of the HSES.

Incomplete applications will not be processed.

Please ensure the application contains all of the required information. For additional questions or guidance regarding the application instructions, please contact Monica Flores, Head Start Program Specialist, at 214-767-8856 or Monica.flores@acf.hhs.gov or Amanda Guy, Grants Management Specialist, at 816-426-2286 or amanda.guy@acf.hhs.gov.

For technical assistance in submitting the application in HSES, contact the Help Desk at help@hsesinfo.org or 1-866-771-4737.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the current award, including the submission of all required financial and real property reports.

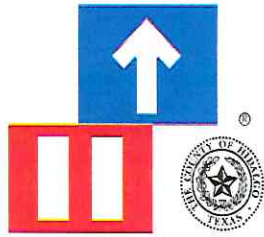
Enrollment and funding levels are subject to change prior to or during the period of funding for failure to comply with the terms and conditions of the award, including the full enrollment initiative.

Sincerely,

/Kenneth Gilbert/ Kenneth Gilbert

Regional Program Manager

Office of Head Start



MEMORANDUM

Date: September 17, 2020

To: Hidalgo County Policy Council
Hidalgo County Commissioners' Court

From: Elma P. Carrera, Chief Financial Officer

Thru: Teresa Flores, Executive Director *Teresa Flores*

C.C: Edmundo Garcia, Assistant Program Director
Nora Muñoz, Assistant Program Director

Subject: 2021 Budget - Head Start (Department of Health and Human Services)
2021 Budget - Nutrition (Texas Department of Agriculture)

The Hidalgo County Head Start Program is submitting a Continuation Funding Application for the budget period of 01/01/2021 to 12/31/2021 under Grant No. 06CH010420 to the Administration for Children and Families, Department of Health and Human Services in the amount of \$29,241,718. The Program has also prepared the reimbursement grant under the Child and Adult Care Food Program to the Texas Department of Agriculture totaling \$3,583,969 for nutritional services.

Head Start - (Department of Health and Human Services)

The attached Head Start Program Budget for 2021 reflects the Program's commitment to deliver high quality Head Start services in accordance to Head Start Federal Performance Standards and the Head Start Act. This funding will make it possible for the Hidalgo County Head Start Program to continue to serve 3,690 children and families throughout the County of Hidalgo. All costs are reasonable and conform to 45CFR Part 75 Uniform Administrative Requirements, Cost Principles and Audit Requirements for HHS Awards and to the Head Start Program Performance Standards 45 CFR Part 1303 Financial and Administrative Requirements.

The Head Start Grant requires a twenty percent (20%) non-federal match which as always, will be met through In-Kind Contributions derived through services provided by community partnerships allowable under the Head Start Act. This year, for example, the Program will generate \$4,161,405 of non-federal match as a result of free classroom space and real property provided by our community partners and local school districts. A certified independent appraisal in real property was secured by the Program to determine actual in-kind contributions. The certified appraisal is good for the next three years and shall be used by the Program to document non-federal match contributions. Please refer to "Attachment V" 2021 Non Federal Match for Real Property. In addition to the donated

space/property, the local school districts are also providing 110.5 public school teachers, certified in Early Childhood Education, to co-teach with Head Start teachers. These teachers are paid by the local school districts which will also generate approximately \$3,149,025 million in non-federal match contributions. Please refer to "Attachment IV" for 2021 Non Federal Math Public School Teachers. Local school districts are also providing classroom supplies and materials, electronic equipment and transportation services. This year's required non-federal match contribution is \$7,310,430.

The proposed initiatives listed below will allow the Hidalgo County Head Start Program to continue to provide services to the children and families of Hidalgo County. Please see budget line item costs and description listed below.

Salaries \$18,786,281 - In this category, Program Administration staff has reviewed and analyzed the proposed budget allocations and is requesting approval to reclassify the Warehouse Coordinator position to a Health and Safety Coordinator position at no additional cost. The Health and Safety Coordinator will be responsible to enforce and monitor our response to the COVID virus across the Program and direct and make available trainings on sanitizing and disinfecting facilities, classrooms, furniture, playgrounds, buses, etc. This position will work with Human Resources, our Health Department and the County Health Department to ensure that our children and families are in a safe and healthy environment.

Administration is also proposing to utilize part of our Training and Technical Assistance funds to pay for 50% of the salaries for 3 Education Area Directors, 3 Education Coordinators and 1 Staff Development Coordinator as they provide personalized professional development. This will enable us to decrease the Salaries category by \$231,554.

The salaries cost category reflects salaries for seven hundred twenty nine (729) Head Start positions. Please refer to "Attachment III" 2021 Salary Scale.

Fringe Benefits \$8,136,383 - This category reflects employee fringe benefits, i.e., Social Security (FICA) \$1,179,106, Unemployment (FUTA) \$36,134, Worker's Compensation \$191,353, Pension Costs \$1,349,456, Health Insurance costs \$5,076,400, Medicare Costs \$275,759 and Life Insurance Benefits \$28,175.

Equipment \$0 - There will be no equipment purchases for FY2021.

Out of Town Travel/T&TA \$111,908 - This category reflects appropriations for professional development training for Program staff.

Supplies \$783,616 - This category reflects costs for office, classroom, maintenance, janitorial, medical and operational supplies. Historically, the Program is able to purchase supplies at the end of the year, due primarily, to unexpended funds for budgeted positions that remained vacant as mentioned above.

Other \$1,423,530 - This category includes costs for Center Space (Rent), Telephone, Utilities, Local Travel, Professional Services, Children’s Dental Services, Children’s Disability Services, Children’s Mental Health Services, Children’s Health Services, Health/Medical Services, Printing Costs, Children’s Liability Insurance, Vehicle Maintenance, Fuel, Equipment Repairs, Small Equipment and Training and Technical Assistance.

In this category, the Hidalgo County Head Start Program will see a reduction in rental costs for 2021, as we enjoy the benefits of our partnerships with local entities and school districts. Our Edinburg III, Mission III, and Mission IV centers’ rental costs were waived by the landlord, Vesta Corporation, reducing our annual costs by \$9,480. Similarly, we were able to relocate our Edinburg I Center at the Edinburg Housing Authority (EHA) building to our Edinburg II Center also within EHA, and generate a savings in rental costs of \$5,400. The Program will realize a favorable annual savings of \$14,880 for Center Space rental costs. Additionally, the Program received COLA and Quality Improvement funding of which \$138,973 will be used to pave the parking lot at our Edinburg IV Head Start Center during the 2020 fiscal year. These savings will be reallocated to the classroom supplies budgeted line item in 2021.

Please refer to Attachment I “2021 Budget” for detailed budget line items.

Total Budget Allocation from Health and Human Services	\$29,241,718
Total Non-Federal Match Required	<u>\$ 7,310,430</u>
Total Budget	<u>\$36,552,148</u>

Nutrition – (Texas Department of Agriculture)

The attached Texas Department of Agriculture (TDA) Budget for food services reimbursement for the fiscal year 2020-2021 (10/1/2020 to 9/30/2021) under The Child and Adult Care Food Program is in the amount of \$3,583,969. This budget reflects an estimated increase of \$96,314 due to an upward adjustment in the rate of reimbursement from \$6.4275 to \$6.605 per child/per day.

In summary, the major costs categories for our 2021 budget are listed below for your review. Please also see "Attachment II" 2020-2021 Nutrition Budget and Meal Reimbursement Rate for more information.

Salaries \$1,187,102 - This line item reflects the same number of positions as in FY 2021.

Fringe Benefits \$583,329 - This category reflects employee fringe benefits, i.e., Social Security (FICA) \$73,600, Unemployment (FUTA) \$2,256, Worker's Compensation \$34,997, Pension Costs \$83,097, Health Insurance costs \$370,112, Medicare Costs \$17,213 and Life Insurance Benefits \$2,054. All fringe benefits are comparable with County benefits.

Total Operating Expenses \$1,813,538 - This category includes expenses for the following: Food, Vehicles, Equipment, Non-Food Supplies, Office Supplies, Rent, Equipment Maintenance, Vehicle Maintenance, Vehicle Fuel, Utilities, Telephone, Subscriptions, Printing, Local Travel and T & TA.

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

Total Reimbursements from TDA

\$3,583,969

Hidalgo County Head Start Program

2021 Budget

Attachment I

Description	2021 Budget Amount
Salaries/Fringes	
Salaries	18,786,281
Fringes/Pension Costs	8,136,383
Total Salaries/Fringes	26,922,664
Out of Town Travel/T&TA	111,908
Equipment (Over \$5,000)	
Equipment	-
Vehicles	-
Total Equipment	-
Supplies	
Office	67,104
Classroom	444,496
Maintenance	140,899
Janitorial	62,237
Medical	5,398
Operational	63,483
Total Supplies	783,616
Other	
Center Space	69,684
Telephone	304,436
Utilities	231,872
Local Travel	48,500
Professional Services	72,550
Dental Serv	1,050
Disability Serv	4,000
Mental Health	28,500
Health Services	4,000
Printing Center	30,100
Insurance	197,000
Vehicle Maintenance	95,000
Fuel	85,000
Equip. Repair/Maintenance	22,000
Small Equipment	19,160
T & T A /Out of Town	210,678
Building Repairs	-
Total Other	1,423,530
Total Budget (Per attached funding letter)	29,241,718

Texas Department of Agriculture (TDA)
2020 - 2021 Nutrition Budget
Attachment II

Description	2020-2021
Salaries/Fringes	
Salaries	1,187,102
Fringes/Pension Adm Costs	583,329
Total Salaries/Fringes	1,770,431
Food	1,469,427
Supplies and Equipment	
Vehicles	-
Equipment	-
Non-Food Supplies	155,917
Office Supplies	14,118
Purchased Services	
Rent	6,000
Equipment Maintenance	37,215
Vehicle Maintenance	6,000
Vehicle Fuel	12,000
Utilities	65,000
Telephone	25,000
Subscriptions	2,000
Printing	3,500
Media Costs	
Organization Costs	
Local Travel	4,000
T & TA	13,360
Total Operating Expenses	1,813,538
Total Budget	3,583,969

Meal Reimbursement Formula:

173 Service Days x 3,690 Children x 85% ADA x \$6.605 Reimbursement Rate = \$3,583,968.78 (Total Budget)

Reimbursement Rate is Calculated as follows:

Breakfast	1.89
Lunch	3.51
Snack	0.96
Cash-in-Lieu of Commodities:	0.245
Reimbursement Rate	6.605

**Hidalgo County Head Start Program
2021 Salary Scale**

Attachment III

Position - Title	# of HS Positions	Annual Salary
Administrator for Education - Masters	1	\$ 77,160
Administrator for Human Resources - Masters	1	\$ 77,160
Assistant Administrator for Human Resources	1	\$ 67,824
Assistant Bookkeeper - Procurement & Finance	3	\$ 27,521
Assistant Chief Financial Officer	1	\$ 60,411
Assistant Director (Bachelors)	1	\$ 93,813
Assistant Director (Masters)	1	\$ 95,313
Assistant Teacher	185	\$ 22,877
Bookkeeper - Finance	1	\$ 33,327
Bus Aide/Substitute	15	\$ 22,877
Bus Driver/Maintenance	23	\$ 22,977
Center Manager (Associates)	28	\$ 35,199
Center Manager (Masters)	1	\$ 42,132
Center Manager (Bachelors)	7	\$ 40,835
Chief Financial Officer - Bachelors	1	\$ 77,075
Coordinator - Associates includes LVN's	3	\$ 40,239
Coordinator - Bachelors	13	\$ 44,025
Courier (Warehouse)	4	\$ 22,778
Crew Leader- Non Degree	2	\$ 32,455
Custodian	49	\$ 22,778
Department Director - Non Degree - Field Operations	1	\$ 67,228
Department Director - Non Degree - MIS	1	\$ 64,867
Director - Bachelor	6	\$ 66,080
Director - Masters	4	\$ 67,824
Disability Classroom Assistant	18	\$ 22,877
Electrician Technician	1	\$ 34,709
Executive Director - Masters	1	\$ 115,358
Executive Secretary	1	\$ 41,430
Executive Secretary	1	\$ 43,833
Facilitator - Associates	2	\$ 34,709
Facilitator - Non Degree	1	\$ 32,455
Field Operations Manager	1	\$ 51,459
Maintenance Worker	10	\$ 22,778
Mental Health Counselor	2	\$ 54,723
Nurse (RN) - Bachelors	1	\$ 53,383
Part Time Bus Aide/Classroom (PTE's)	8	\$ 9,273
Secretary	9	\$ 23,459
Secretary	1	\$ 25,628
Specialist - Masters	1	\$ 48,980
Support Service Facilitator (Center) - A.A.	2	\$ 34,709
Support Service Facilitator (Center) - Non Degree	5	\$ 29,563
Support Service Assistants	72	\$ 22,778
Teacher (Associates)	93	\$ 31,027
Teacher (Bachelors)	92	\$ 35,146
Substitute Teachers (Daily Rate)	54	\$ 80.00
Head Start Program - Number of Positions	729	

Hidalgo County Head Start Program
2021 Non-Federal Match/Public School Teachers
School District Partnerships
Attachment IV

District	Center	# of ISD Teachers	Avg Hrs/Yr	Teacher Rate	Estimated Total
Edcouch	JRG	3	703	40.52	85,456.68
Edinburg	Edinburg III	2	703	40.52	56,971.12
	Edinburg III	2	703	40.52	56,971.12
	Edinburg IV	6	703	40.52	170,913.36
	Edinburg V	4	703	40.52	113,942.24
	San Carlos	3	703	40.52	85,456.68
	UTRGV	2	703	40.52	56,971.12
Hidalgo	Hidalgo	1	703	40.52	28,485.56
La Joya	La Joya	3.5	703	40.52	99,699.46
	Palmview II	5.5	703	40.52	156,670.58
	Palmview III	4	703	40.52	113,942.24
	Sullivan City	3	703	40.52	85,456.68
	Western Road	2	703	40.52	56,971.12
McAllen	Navarro	5	703	40.52	142,427.80
	Bonham	3.5	703	40.52	99,699.46
Mercedes	Mercedes I	4	703	40.52	113,942.24
Mission	Alton	2	703	40.52	56,971.12
	Cpt. J. Castro	1.5	703	40.52	42,728.34
	Mission II	2.5	703	40.52	71,213.90
	Mission III	1.5	703	40.52	42,728.34
	Mission IV	1.5	703	40.52	42,728.34
Monte Alto	Monte Alto	1	703	40.52	28,485.56
PSJA	Pharr	3	703	40.52	85,456.68
	Alamo	3	703	40.52	85,456.68
	Farias	6	703	40.52	170,913.36
	Carmen Anaya	4	704	40.52	114,104.32
	Longoria	4	704	40.52	114,104.32
	Palacios	7	704	40.52	199,682.56
	San Juan I	2	704	40.52	57,052.16
	San Juan II	4	704	40.52	114,104.32
Weslaco	La Herencia	1.5	704	40.52	42,789.12
	North Bridge	3.5	704	40.52	99,841.28
	Weslaco III	2.5	704	40.52	71,315.20
	Donna I	3.5	704	40.52	99,841.28
	Donna II	1.5	704	40.52	42,789.12
	Progreso	1.5	704	40.47494	42,741.54
10 School Districts		110.5			3,149,025.00

**Hidalgo County Head Start Program
2021 Non-Federal Match/Real Property
Community and School District Partnerships
Attachment V**

Center	Cert Apprais Mkt Value	Mkt Apprais Land Rate	Mkt Annual		Gross Bldg Area (SF)	Annual Rent	Yrly In-Kind
			Rental Rate per sq ft	Est. Land Area (SF)			
Alamo	271,000.00	5.00		54,241	7,950	12	271,193
Alton	179,000.00	4.00		45,529	7,265	3,000	179,116
Donna I	313,000.00	3.50		89,472	11,661	0	313,152
Donna II	40,000.00	2.50		15,970	3,488	12	39,913
Edcouch Kitch	286,000.00	4.50	16.20	20,436	3,780	6,000	55,236
Edinburg III	390,000.00	5.50	22.20	11,391	2,854	0	63,359
UTRGV	725,000.00	5.25	26.40	13,650	4,464	0	117,850
Farias	1,423,000.00		27.00		8,575	0	231,525
La Herencia	435,000.00	3.00	24.00	37,923	2,952	3,600	67,248
La Joya	252,000.00	4.50		56,062	5,363	12	252,267
Mission II	709,000.00	5.25		135,036	9,750	0	708,939
Mission III	379,000.00	4.50	22.20	13,529	2,774	0	61,583
Mission IV	370,000.00	4.50	21.60	11,976	2,774	0	59,918
Monte Alto	233,000.00		18.00	8,934	2,366	7,200	35,388
Palacios	1,423,000.00		27.00		8,575	0	231,525
Pharr	88,000.00	4.00		22,004	6,288	12	88,004
San Juan I	44,000.00	3.50		12,700	3,488	12	44,438
Weslaco III	605,000.00	6.50	22.80	75,821	5,022	36,000	78,502
Western Road	46,000.00	2.00		23,184	4,200	8,400	37,968
Anaya	836,000.00		27.00		5,040	0	136,080
Castro	546,000.00		24.00		4,320	0	103,680
JRG	1,287,000.00		24.00		9,819	0	235,656
Mercdes	646,000.00		24.00		4,928	0	118,272
Longoria	849,000.00		24.00		5,759	0	138,216
Navarro	1,817,000.00		15.00		22,990	0	344,850
North Bridge	777,000.00		24.00		6,147	0	147,528
2020 Totals for Non-Federal Match							4,161,405