



Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: May 18, 2022

SUBJECT: Discussion/Approval to Submit a Supplemental Application for a Cost of Living Adjustment (COLA) and Quality Improvement (QI) funds.

RATIONALE/NEED: The Hidalgo County Head Start Program (HCHSP) must submit a supplemental application for a Cost of Living Adjustment (COLA) and Quality Improvement (QI) funding allocation for fiscal year 2022 (January 1, 2022 through December 31, 2022), as per instructions in a letter dated April 20, 2022, from the Administration of Children and Families (ACF), Office of Head Start.

Funding Type	Funded Amount
Cost-of-Living Adjustment (COLA)	\$667,400
Quality Improvement (QI)	\$192,040
Total Funding	\$859,440

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES:*Memorandum to Commissioners' Court and Head Start Policy Council includes proposal for use of funds

*Salary Scale

*Administration for Children & Families, Office of Head Start Region VI Letter Dated April 20, 2022

INITIATED BY: Edmundo Garcia, Assistant Director for Program Operations

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: Teresa Flores



Hidalgo County Head Start Program

P. O. Box 0117

1901 West Highway 107

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Telephone 956-383-0706

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Date: May 10, 2022

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

From: Teresa Flores, Head Start Executive Director

A handwritten signature in blue ink that reads "Teresa Flores".

Cc: Valde Guerra, Hidalgo County Executive Officer

Subject: Supplemental Funding Application for Cost of Living Adjustment (COLA) and Quality Improvement (QI)

The Administration for Children and Families (ACF) has informed the Hidalgo County Head Start Program (HCHSP) that "***The Consolidated Appropriations Act, 2022***" includes an increase in funding for all Head Start Programs to support a Cost-of-Living Adjustment (COLA) and Quality Improvement (QI). ACF further instructs that this COLA adjustment must be applied to the "*pay scale of each Head Start position, including current employees and unfilled vacancies*" and must be no less than 2.28%. Quality Improvement (QI) funds are allocated proportionately to allow for meaningful investments, as permitted by the Act.

Our Program's increased allocation for COLA is \$667,400 and \$192,040 for QI totaling \$859,440. The ACF has asked us to submit a supplemental funding application by June 1, 2022. Please refer to attached letter dated April 20, 2022.

Funding Type	Funded Amount
Cost-of-Living Adjustment (COLA)	\$667,400
Quality Improvement (QI)	\$192,040
Total Funding	\$859,440

This year, after analyzing and reviewing our budgetary needs as well as our program goals and objectives, the program is confident that our COLA allocation will allow us to comply with the Office of Head Start's mandate and provide "*a permanent increase of no less than 2.28% adjustment to the pay scale for each Head Start/Early Head Start position*". In addition, the program will be able to provide, for essential workers in high demand and at the lower end of the pay scale, a higher increase of 4.6%, **3.35% from the COLA allocation and 1.25% from the QI allocation**. These positions include, Teachers, Assistant Teachers, Support Service Assistants and Disability Classroom Aides. This increase, will provide parity for Head Start wages, as it will bring our employees' compensation closer to local comparable salaries in our service area and help us retain trained personnel in critically impacted positions.

Attached is a breakdown of the COLA and QI increases along with the total number of positions that will be adjusted accordingly, including fringe benefits costs and the remaining balance for each funding type.



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COST OF LIVING ADJUSTMENT (COLA FUNDING)

Titles	No. of Positions	COLA Increase
Center Managers, Area Directors, Dept. Directors, & Coordinators	53	\$53,456
Teachers	185	\$208,853
Family Service Coordinators	3	\$3,099
Support Service Facilitators/ Assistants	79	\$60,798
Assistant Teachers, Education Secretary, & Substitutes	241	\$143,458
LVN Coordinators, Registered Nurse, & Health & Safety Coordinator	4	\$4,326
Disability Classroom Assistants	18	\$13,853
Community Partnership Director and Facilitator	2	\$2,350
Executive Director	1	\$2,662
Chief Financial Officer	1	\$1,789
MIS Director	1	\$1,498
Procurement Director	1	\$1,539
Staff Development Coordinator	1	\$1,061
Field Operations Director	1	\$1,560
Administrator for Human Resources	1	\$1,789
Assistant Program Directors	2	\$4,368
Assistant Administrator for Human Resources	1	\$1,581
Secretaries	10	\$6,365
Asst. CFO, Fiscal Coordinator, Bookkeeper, and Asst. Bookkeepers	5	\$4,472
MIS Facilitator Tech 1 & Network Manager	3	\$2,746
Employee Benefits Coordinator	1	\$1,019
Procurement Coordinator	1	\$1,019
Field Operations Manager, Coordinator, Electrician, Crew Leaders, Maintenance Workers, Mail Couriers, and Custodians	67	\$26,635
Bus Drivers and Bus Aides	46	\$22,027
Total COLA Salaries	728	\$572,323

Fringe Benefits	Amount
Social Security	\$31,639
Unemployment	\$973
Workers Compensation	\$5,309
Medicare	\$8,299
Pension	\$39,940
Total Fringe Benefits	\$86,160

Supplies	Amount
Classroom Supplies	\$8,917
Total Supplies	\$8,917

Total Cost-of-Living Adjustment (COLA)	\$667,400
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QUALITY IMPROVEMENT (QI FUNDING)

Titles	No. of Positions	QI Increase
Teachers	185	\$80,225
Support Service Assistants	76	\$22,131
Assistant Teachers	185	\$53,872
Disability Classroom Assistants	18	\$5,242
Total Quality Improvement Salaries Increase	464	\$161,470

Fringe Benefits	Amount
Social Security	\$10,011
Unemployment	\$275
Workers Compensation	\$1,066
Medicare	\$2,341
Pension	\$11,303
Total Fringe Benefits	\$24,996

Supplies	Amount
Classroom Supplies	\$5,574
Total Supplies	\$5,574

Total Quality Improvement (QI)	\$192,040
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The COLA & QI compensation will be applied retroactively to January 1, 2022, for all employees including the Head Start Nutrition personnel funded by the Texas Department Agriculture (TDA).

This supplemental application will not require any funding contributions by the County since the 20% of the Non-Federal Match Requirement under the grant amounting to \$214,860 will be met through our partnerships with the local school districts.

Attached is the Program's Salary Scale for your records.

Attachments: ACF letter
Program Salary Scale

2022 Hidalgo County Head Start Program Salary Scale

Position - Title	# of Positions	Current Approved Annual Salary	COLA/QI Adjusted Annual Salary	COLA/QI %
Administrator for Education - Masters	1	\$ 78,395.20	\$ 80,184.00	2.28%
Administrator for Human Resources - Masters	1	\$ 78,395.20	\$ 80,184.00	2.28%
Assistant Administrator for Human Resources	1	\$ 68,910.40	\$ 70,491.20	2.28%
Assistant Bookkeeper (Procurement & Finance)	2	\$ 27,955.20	\$ 28,600.00	2.28%
Assistant Chief Financial Officer	1	\$ 61,360.00	\$ 62,753.60	2.28%
Assistant Program Director - Bachelors	1	\$ 95,305.60	\$ 97,468.80	2.28%
Assistant Program Director - Masters	1	\$ 96,824.00	\$ 99,028.80	2.28%
Assistant Teacher	185	\$ 23,233.60	\$ 24,294.40	4.60%
Bookkeeper - Finance	1	\$ 33,841.60	\$ 34,611.20	2.28%
Bus Aide/Substitute	15	\$ 23,233.60	\$ 23,753.60	2.28%
Bus Driver/Maintenance	23	\$ 23,358.40	\$ 23,899.20	2.28%
Center Manager - Associates	29	\$ 35,755.20	\$ 36,566.40	2.28%
Center Manager - Masters	1	\$ 42,806.40	\$ 43,784.00	2.28%
Center Manager - Bachelors	7	\$ 41,475.20	\$ 42,411.20	2.28%
Chief Financial Officer - Bachelors	1	\$ 78,312.00	\$ 80,100.80	2.28%
Coordinator - Associates (Health LVN's & Transportation)	3	\$ 40,892.80	\$ 41,828.80	2.28%
Coordinator - Bachelors	10	\$ 44,740.80	\$ 45,760.00	2.28%
Coordinator - Masters	2	\$ 46,467.20	\$ 47,528.00	2.28%
Courier (Warehouse)	3	\$ 23,129.60	\$ 23,649.60	2.28%
Crew Leader- Non Degree	3	\$ 32,968.00	\$ 33,716.80	2.28%
Custodian (Administration & Centers)	49	\$ 23,129.60	\$ 23,649.60	2.28%
Department Director - Non Degree (Field Operations)	1	\$ 68,286.40	\$ 69,846.40	2.28%
Department Director - Non Degree (MIS)	1	\$ 65,915.20	\$ 67,412.80	2.28%
Director - Bachelors	4	\$ 67,142.40	\$ 68,681.60	2.28%
Director - Masters	6	\$ 68,910.40	\$ 70,491.20	2.28%
Disability Classroom Assistant	18	\$ 23,233.60	\$ 24,294.40	4.60%
Electrician Technician	1	\$ 35,276.80	\$ 36,088.00	2.28%
Executive Director - Masters	1	\$ 117,187.20	\$ 119,849.60	2.28%
Executive Secretary	1	\$ 42,099.20	\$ 43,056.00	2.28%
Executive Secretary	1	\$ 44,532.80	\$ 45,552.00	2.28%
Facilitator - Associates (MIS & Community Partnerships)	2	\$ 35,276.80	\$ 36,088.00	2.28%
Facilitator - Non Degree (MIS)	1	\$ 32,968.00	\$ 33,716.80	2.28%
Field Operations Manager - Bachelors	1	\$ 52,270.40	\$ 53,456.00	2.28%
Health & Safety Coordinator	1	\$ 54,225.60	\$ 55,452.80	2.28%
Maintenance Worker	9	\$ 23,129.60	\$ 23,649.60	2.28%
Mental Health Counselor	2	\$ 55,598.40	\$ 56,867.20	2.28%
Nurse (RN) - Bachelors	1	\$ 54,225.60	\$ 55,452.80	2.28%
Secretary	9	\$ 23,836.80	\$ 24,377.60	2.28%
Secretary	1	\$ 26,041.60	\$ 26,644.80	2.28%
Network Manager	1	\$ 52,270.40	\$ 53,456.00	2.28%
Support Service Facilitator - A.A. (Centers)	2	\$ 35,276.80	\$ 36,088.00	2.28%
Support Service Facilitator - Non Degree (Centers)	1	\$ 30,971.20	\$ 31,158.40	2.28%
Support Service Assistants	76	\$ 23,129.60	\$ 24,190.40	4.60%
Teacher - Associates	107	\$ 31,532.80	\$ 33,009.60	4.60%
Teacher - Bachelors	78	\$ 35,713.60	\$ 37,377.60	4.60%
Part Time Bus Aide/Classroom (PTE's)	8	\$ 9,422.40	\$ 9,640.80	2.28%
Substitute Teachers (Daily Rate)	54	\$ 81.28	\$ 83.12	2.28%
Total Number of Positions	728			

2022 Texas Department of Agriculture (TDA) Salary Scale

Position - Title	# of Positions	Current		COLA/QI %
		Approved Annual Salary	COLA Adjusted Annual Salary	
TDA - Assistant Cook	2	\$ 23,129.60	\$ 23,649.60	2.28%
TDA - Bookkeeper	1	\$ 33,841.60	\$ 34,611.20	2.28%
TDA - Coordinator - Bachelors	2	\$ 44,740.80	\$ 45,760.00	2.28%
TDA - Director - Bachelors	1	\$ 67,142.40	\$ 68,681.60	2.28%
TDA - Food Driver	8	\$ 23,129.60	\$ 23,649.60	2.28%
TDA - Head Cook	2	\$ 31,179.20	\$ 31,886.40	2.28%
TDA - Kitchen Helper	10	\$ 23,129.60	\$ 23,649.60	2.28%
TDA - Secretary	1	\$ 23,836.80	\$ 24,377.60	2.28%
Total Number of TDA Positions	27			



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

April 20, 2022

Grant No. 06CH012134

Dear Head Start Grant Recipient:

The Consolidated Appropriations Act, 2022, contains an increase for Head Start of approximately \$289 million over the Fiscal Year (FY) 2021 level. This includes a cost-of-living adjustment (COLA) of \$234 million and a \$52 million Quality Improvement investment. The COLA supports a 2.28 percent adjustment above FY 2021 funding levels to increase the pay scales of Head Start and Early Head Start staff, including vacant positions, fringe benefits, and to offset higher operating costs. Quality Improvement funds are allocated proportionately based on federal funded enrollment levels, with additional adjustments given to smaller grant recipients to allow for a meaningful investment, as permitted by the Act.

The following table reflects the COLA and Quality Improvement increases available for FY 2022.

Funding Type	Head Start
Cost-of-Living Adjustment (COLA)	\$667,400
Quality Improvement (QI)	\$192,040
Total Funding	\$859,440

Please note, these permanent increases are effective at the start of the FY 2022 budget period and are retroactive if this period has already commenced. Allocations are subject to adjustment if changes are made to annual funding/enrollment levels. Applicable to recipients operating both a Head Start and Early Head Start program, allocations for each funding type by program must be budgeted accordingly in application submissions.

Application Submission Requirements

The supplemental application is due **June 1, 2022** and must be submitted in the [Head Start Enterprise System \(HSES\)](#). To apply, please select the **Financials** tab, **Grant Application** tab, **Fiscal Year 2022**, and add the **'Supplement – COLA and Quality Improvement'** amendment type. No other application type for these funds will be accepted. For additional information on the allowable uses of COLA and Quality Improvement funding, refer to Program Instruction ACF-PI-HS-22-02.

Content of 'Supplement – COLA and Quality Improvement' Application

Applications must include separate project narratives and detailed budget justifications for each funding type, COLA and Quality Improvement, and by program, Head Start and/or Early Head Start. Each narrative must use 12-point font, and not exceed 10 pages. All narratives, budget justifications, and other supporting documentation must be uploaded into respective folders within the **Documents** tab of the application.

For COLA, the following must be demonstrated:

- A permanent increase of no less than the required 2.28 percent adjustment to the pay scale for each Head Start/Early Head Start position, including current employees and unfilled vacancies subject to the provisions of Sections 653 and 640(j) of the Head Start Act;

- A rationale and supporting documentation detailing agency policies and procedures if a position is receiving less than the required COLA percentage or differential COLA increases;
- The provision of a no less than 2.28 percent increase to all delegate agencies and partners or justification if less than the required percentage or differential increases are provided to delegate agencies and partners;
- Written confirmation that increases will be applied retroactively to the start of the FY 2022 budget period with a description of how funds will be distributed to affected employees, if applicable;
- The planned uses for any portion of the COLA funds to offset higher operating costs, once the 2.28 percent increase is provided to all staff, delegates and partners.

For Quality Improvement, the following must be demonstrated:

- Investments are consistent with Sec. 640(a)(5) of the Act (except programs are not bound by the requirements that at least 50 percent of the funds be used for staff compensation or that no more than 10 percent of funds be used on transportation. For more information on allowable activities as outlined in the Act, please see Attachment A);
- Investments made in Quality Improvement should be ongoing; description and written confirmation that funds will be used for ongoing purposes consistent with Section 640(a)(5) of the Act;
- If funds are used for staff wages, written confirmation that increases will be applied retroactively to the start of the FY 2022 budget period with a description of how funds will be distributed to all affected employees.
- If funds are used for one-time activities in the FY 2022 budget period, describe plans for how the funds will be allocated in the subsequent budget period.

Recipients are strongly encouraged to commit to sustained quality improvement investments, such as further increasing wages of Head Start/Early Head Start educational staff. However, grant recipients have the flexibility to use these funds to support the greatest local needs, consistent with Section 640(a)(5) of the Act.

Application's Budget Tab Requirements

The data entered on the Budget tab within the application populates the SF-424A. Grantees are required to include funds for both COLA and Quality Improvement, and within the appropriate program, Head Start or Early Head Start.

Non-Federal Match

The budget and detailed budget justification must include each source of non-federal match, including estimated amount per source and the valuation methodology. Flexibilities continue for waiver requests of the non-federal match requirement through the public health emergency due to the COVID-19 pandemic. If a non-federal match waiver is being request, a value of \$0 must be entered in Section C of the SF-424A of the application. No additional justification is required, and the issuance of a notice of award constitutes approval of the request.

Supporting Documents

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 application must be provided. Through the public health emergency, at a minimum a statement confirming approval by Governing Body and Policy Council members available for contact will be accepted.

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 Monica Flores, Head Start Program Specialist, at 214-767-8856 or Monica.flores@acf.hhs.gov or Heather Colwell, Grants Management Specialist, at 214-767-8850 or heather.colwell@acf.hhs.gov.

Program Improvement (One-Time) Requests

Grant recipients encountering program improvement needs that cannot be supported by the agency budget are invited to apply for one-time funding. This funding must be applied for separately through the appropriate amendment in HSES. Program Improvement requests are prioritized and subject to funding availability. For questions regarding program improvement needs and requests, please contact the regional office.

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

Sincerely,
The Office of Head Start

Attachment A

Allowable Uses of Quality Improvement Funds as Specified in the Head Start Act

1. To improve the compensation (including benefits) of educational personnel, family service workers, and child counselors, as described in Sections [644\(a\)](#) and [653](#) of the Head Start Act, in the manner determined by the Head Start agencies (including Early Head Start agencies) involved, to support the following —
 - ensure that compensation is adequate to attract and retain qualified staff for the programs involved in order to enhance program quality;
 - improve staff qualifications and assist with the implementation of career development programs for staff that support ongoing improvement of their skills and expertise; and
 - provide education and professional development to enable teachers to be fully competent to meet the professional standards established under [Sec. 648A\(a\)\(1\)](#) of the Act, including—
 - providing assistance to complete postsecondary course work;
 - improving the qualifications and skills of educational personnel to become certified and licensed as bilingual education teachers, or as teachers of English as a second language; and
 - improving the qualifications and skills of educational personnel to teach and provide services to children with disabilities
2. To support staff training, child counseling, and other services necessary to address the challenges of children from immigrant, refugee, and asylee families; homeless children; children in foster care; children with limited English proficiency; children of migrant or seasonal farmworker families; children from families in crisis; children referred to Head Start programs (including Early Head Start programs) by child welfare agencies; and children who are exposed to chronic violence or substance abuse.
3. To ensure that the physical environments of Head Start programs are conducive to providing effective program services to children and families, and are accessible to children with disabilities and other individuals with disabilities.

4. To employ additional qualified classroom staff to reduce the child-to-teacher ratio in the classroom and additional qualified family service workers to reduce the family-to-staff ratio for those workers.
5. To ensure that Head Start programs have qualified staff that promote the language skills and literacy growth of children and that provide children with a variety of skills that have been identified, through scientifically based reading research, as predictive of later reading achievement.
6. To increase hours of program operation, including the following —
 - conversion of part-day programs to full-working day programs; and
 - increasing the number of weeks of operation in a calendar year.
7. To improve community wide strategic planning and needs assessments for Head Start programs and collaboration efforts for such programs, including outreach to children described in no. 2 above.
8. To transport children in Head Start programs safely.
9. To improve the compensation and benefits of staff of Head Start agencies, in order to improve the quality of Head Start programs.