



Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: September 21, 2022

SUBJECT: Discussion/Approval to Submit the Following 2023 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 Department of Health and Human Services 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.

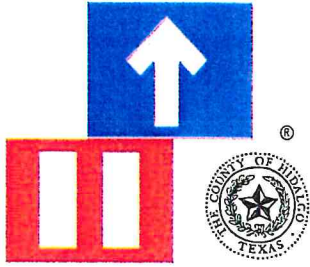
COST: N/A

RELATED INFORMATION INCLUDES: DHHS and TDA Budget Information

INITIATED BY: Elma Carrera, Chief Financial Officer

REVIEWED BY: Edmundo Garcia, Assistant Director for Operations

EXECUTIVE DIRECTOR'S APPROVAL: _____



Hidalgo County Head Start 2023 Budget

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**A. Letter from the Administration of
Children and Families, Office of Head
Start, Department of Health and
Human Services**



ADMINISTRATION FOR
CHILDREN & FAMILIES

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

June 27, 2022

Grant No. 06CH012134

Dear Head Start Grant Recipient:

An application for funding for the upcoming budget period must be submitted by October 1, 2022.

The following table reflects the annual funding and enrollment levels available to apply for:

Funding Type	Head Start
Program Operations	\$30,131,385
Training and Technical Assistance	\$322,586
Total Funding	\$30,453,971

Program	Head Start
Federal Funded Enrollment	3,690

Period of Funding: 01/01/2023 - 12/31/2023

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.

Incomplete applications will not be processed.

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 "Resources" section of the HSES.

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 with questions regarding the *Application Instructions*.

For assistance submitting the application in HSES, contact 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 budget period.

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.

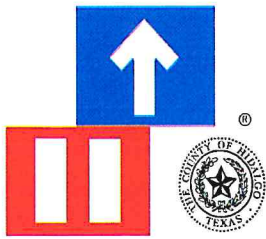
Thank you for your cooperation and timely submission of the grant application.

Sincerely,

/Kenneth Gilbert/

Kenneth Gilbert
Regional Program Manager
Office of Head Start

**B. Budget Memorandum to Hidalgo
County Policy Council and
Commissioners' Court (Grantee
Board): (Pages 1-3)**



MEMORANDUM

Date: September 16, 2022

To: Hidalgo County Policy Council
Hidalgo County Commissioners' Court

From: Elma P. Carrera, Chief Financial Officer *(Signature)*

Thru: Edmundo Garcia, Assistant Program Director *(Signature)*

C.C: Nora Muñoz, Assistant Program Director

Subject: 2023 Budget - Head Start (Department of Health and Human Services)
2023 Budget - Nutrition (Texas Department of Agriculture)

The Hidalgo County Head Start Program is submitting a Continuation Funding Application for the budget period of 01/01/2023 to 12/31/2023 under Grant No. 06CH010420 to the Administration for Children and Families, Department of Health and Human Services in the amount of **\$30,453,971**. The Program has also prepared the reimbursement grant under the Child and Adult Care Food Program to the Texas Department of Agriculture totaling **\$4,188,984** for nutritional services.

Head Start - (Department of Health and Human Services)

The attached Head Start Program Budget for 2023 reflects the Program's commitment to delivering high quality Head Start services in accordance with the Head Start Program 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 before, will be met through In-Kind contributions derived from services provided by our community partnerships allowable under the Head Start Act. This year's required non-federal match contribution is \$7,613,493. Local school districts for example, are currently providing 112 public school teachers, certified in Early Childhood Education, to co-teach with Head Start teachers. These teachers are paid by the school districts which will generate approximately \$4.8 million in non-federal match contributions. In addition, the school districts provide classroom supplies and materials, electronic equipment and transportation services which are valued at fair market and recorded as non-federal match contributions. The Program will also generate \$3.3 million as a result of free classroom space and real property provided by our community partners and local school districts.

This year in keeping with the County's Budget Office recommendation, our 2023 budget must be prepared to absorb an increase of 6% in Health Insurance costs and all other fringe benefits totaling **\$325,886**.

Since our appropriation from Head Start is fixed for the year and we have no other revenue source, we rely on meeting estimated budget increases by reducing budget line items to levels less than desirable. Furthermore, through a systematically organized process, we engage in shifting, reducing, and postponing planned expenses to accommodate additional budget increases. Fortunately, as has been our practice, we are able to meet all under budgeted line items with funds remaining as a result of unfilled employee vacancies throughout the year.

This year, for example, Administration is recommending approval to delete five vacant positions: one Teacher, one Assistant Teacher, one Secretary, one Custodian and one Health & Safety Coordinator. The Teacher, Assistant Teacher, and the Custodian are no longer needed since the number of classrooms has been consolidated from 184 classrooms to 183. The Secretary and Health & Safety Coordinator’s job responsibilities have also been delegated accordingly and processes have been streamlined to accommodate the challenges of our Program’s budget constraints. This change will realize a net savings of **\$214,590** in the “Salaries” budget line item. In addition to this change, the Program will also realize a net savings of **\$42,600** in annual rental costs since the Weslaco III and La Herencia Head Start Centers have been relocated to the Rudy Silva and Margo Elementary Schools within the Weslaco Independent School District. Administration is also proposing to reduce **\$68,696** in the Telephone budget line item and realign actual costs in this category.

Listed below are the proposed budget line item changes Administration is recommending for approval to cover the anticipated budget impact for FY2023. These changes will allow the Hidalgo County Head Start Program to continue to provide services to the children and families of Hidalgo County while simultaneously accommodating the estimated budget increase of our Health Insurance costs.

Budget Line Item Description (Increase)	Amount
Health Insurance/Fringe Benefits	\$325,886
Total Budget Line Item Increase (+)	\$325,886

Budget Line Item Description (Decrease)	Amount
Salaries	\$214,590
Rent	42,600
Telephone	68,696
Total Proposed Budget Line Item Decrease (-)	\$325,886

Please see budget line item costs and descriptions listed below:

Salaries \$19,618,421 – This budget line item reflects the net savings of \$214,590 as a result of deleting the five positions mentioned above. In addition to this recommendation, Administration is also proposing to continue to utilize part of our Training and Technical Assistance funds to cover 50% of the salaries and fringe benefits costs for three Education Area Directors, three Education Coordinators and one Staff Development Coordinator as they spend more than 50% of their time in planning and preparing for professional development and training in the classroom. This will enable us to decrease the Salaries budget line item category by \$259,894. Training and Technical Assistance funds are authorized by Head Start for internal or external professionals to conduct trainings.

The salaries cost category reflects salaries for seven hundred twenty-three (723) Head Start positions. Please refer to the “Budgeted Positions” and the “Salary Scale” attached.

Fringe Benefits \$8,874,649 – In this category, the Health Insurance costs will reflect an annual premium increase of 6% for all Head Start employees. This category also includes all other fringe benefits i.e., FICA, Unemployment, Worker’s Compensation, Pension, Medicare and Life Insurance benefits totaling a net increase of \$325,886.

Equipment \$0 - There will be no equipment purchases for FY2023.

Out of Town Travel \$0 – There will be no out of town travel expenses for FY2023.

Supplies \$540,313 - This category reflects costs for office, classroom, maintenance, janitorial, medical and operational supplies. Historically, the Program is able to purchase all supplies needed at the end of the year, due primarily, to unexpended funds for budgeted positions that remained vacant.

Other \$1,420,588 - 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, Printing Costs, General Liability Insurance, Vehicle Maintenance, Fuel, Equipment Repairs, Small Equipment and Training and Technical Assistance. In this category, the Program proposes to reduce costs in the amount of \$42,600 for annual rent since we have now relocated to the Weslaco School District campuses and \$68,696 for Telephone Expense as we realign costs to actual expenditures.

Please refer to Attachment I “2023 Budget” for more information.

Total Budget Allocation from Health and Human Services	\$30,453,971
Total Non-Federal Match Required	\$ 7,613,493
Total Budget	\$38,067,464

Nutrition – TDA (Texas Department of Agriculture)

The attached Texas Department of Agriculture (TDA) Budget for food services reimbursement for the fiscal year 2022-2023 (10/1/2022 to 9/30/2023) under The Child and Adult Care Food Program is in the amount of \$4,188,984. This budget reflects an estimated increase of \$450,370 due to an upward adjustment in the rate of reimbursement from \$6.89 to \$7.72 per child/per day.

In summary, the major costs categories for our 2023 budget are listed below for your review. Please also see Attachment II “2022-2023 Budget” for more information.

Salaries \$1,212,866 - This line item reflects the same number of positions as in FY 2023. The increase of \$17,034 when compared to FY 2022 is a result of the 2.28% Cost of Living Adjustment (COLA) approved in 2022.

Fringe Benefits \$627,507 - All fringe benefits are comparable with County benefits. The increase of \$28,460 is a result of the 6% anticipated increase in the Health Insurance and Fringe Benefits costs including FICA, Unemployment, Worker’s Compensation, Pension, Medicare, and Life Insurance.

Total Operating Expenses \$2,348,611 - This category includes expenses for the following: Food, Vehicles, Equipment, Small 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.

**C. Attachment I:
2023 Head Start Budget**

2023 Budget
Attachment I

Description	2023 Budget Amount
Salaries/Fringes	
Salaries	19,878,315
Fringes/Pension Costs	8,874,649
T&TA Costs	(259,894)
Total Salaries/Fringes	28,493,070
Out of Town Travel/T&TA	-
Equipment (Over \$5,000)	
Equipment	-
Vehicles	-
Total Equipment	-
Supplies	
Office	67,104
Classroom	240,091
Maintenance	100,000
Janitorial	62,237
Medical	7,398
Operational	63,483
Total Supplies	540,313
Other	
Center Space	27,124
Telephone	235,740
Utilities	166,528
Local Travel	48,250
Professional Services	72,550
Dental Serv	1,050
Disability Serv	4,000
Mental Health	28,500
Health Services	2,000
Printing Center	30,100
Insurance	271,000
Vehicle Maintenance	95,000
Fuel	85,000
Equip. Repair/Maintenance	12,000
Small Equipment	19,160
T & T A /Out of Town	322,586
Building Repairs	-
Total Other	1,420,588
Total Budget (Per attached funding letter)	30,453,971

D. Attachment II:

2022-2023 TDA (Nutrition) Budget

Texas Department of Agriculture (TDA)
2022 - 2023 Nutrition Budget
Attachment II

Description	2022-2023
Salaries/Fringes	
Salaries	1,212,865
Fringes/Pension Adm Costs	627,507
Total Salaries/Fringes	1,840,373
Food	
	1,801,224
Supplies and Equipment	
Vehicles	39,125
Small Equipment (Under \$5,000/unit)	77,451
Non-Food Supplies	182,356
Office Supplies	10,000
Purchased Services	
Rent	6,000
Equipment Maintenance	40,000
Vehicle Maintenance	11,000
Vehicle Fuel	17,000
Utilities	65,000
Telephone	26,000
Equipment (Over \$5,000/unit)	55,955
Printing	5,500
Media Costs	
Organization Costs	
Local Travel	4,000
T & TA	8,000
Total Operating Expenses	2,348,611
Total Budget	4,188,984

Meal Reimbursement Formula:

173 Service Days x 3,690 Children x 85% ADA x \$7.72 Reimbursement Rate = \$4,188,984 (Total Budget)

Reimbursement Rate is Calculated as follows:

Breakfast	2.21
Lunch	4.03
Snack	1.18
Cash-in-Lieu of Commodities:	0.3
Reimbursement Rate	7.72

**E. Attachment III:
2023 Employee Salary Scale**

2023 Hidalgo County Head Start Program Salary Scale - Attachment III

Position - Title	# of Positions	2023 Annual Salary
Administrator for Education - Masters	1	\$80,184.00
Administrator for Human Resources - Masters	1	\$80,184.00
Assistant Administrator for Human Resources	1	\$70,491.20
Assistant Bookkeeper (Procurement & Finance)	2	\$28,600.00
Assistant Chief Financial Officer	1	\$62,753.60
Assistant Program Director - Bachelors	1	\$97,468.80
Assistant Program Director - Masters	1	\$99,028.80
Assistant Teacher	184	\$24,294.40
Bookkeeper - Finance	1	\$34,611.20
Bus Aide/Substitute	15	\$23,753.60
Bus Driver/Maintenance	23	\$23,899.20
Center Manager - Associates	29	\$36,566.40
Center Manager - Masters	1	\$43,784.00
Center Manager - Bachelors	7	\$42,411.20
Chief Financial Officer - Bachelors	1	\$80,100.80
Coordinator - Associates (Health LVN's & Transportation)	3	\$41,828.80
Coordinator - Bachelors	10	\$45,760.00
Coordinator - Masters	2	\$47,528.00
Courier (Warehouse)	3	\$23,649.60
Crew Leader- Non Degree	3	\$33,716.80
Custodian (Administration & Centers)	48	\$23,649.60
Department Director - Non Degree (Field Operations)	1	\$69,846.40
Department Director - Non Degree (MIS)	1	\$67,412.80
Director - Bachelors	4	\$68,681.60
Director - Masters	6	\$70,491.20
Disability Classroom Assistant	18	\$24,294.40
Electrician Technician	1	\$36,088.00
Executive Director - Masters	1	\$119,849.60
Executive Secretary	1	\$43,056.00
Executive Secretary	1	\$45,552.00
Facilitator - Associates (MIS & Community Partnerships)	2	\$36,088.00
Facilitator - Non Degree (MIS)	1	\$33,716.80
Field Operations Manager - Bachelors	1	\$53,456.00
Maintenance Worker	9	\$23,649.60
Mental Health Counselor	2	\$56,867.20
Nurse (RN) - Bachelors	1	\$55,452.80
Secretary	8	\$24,377.60
Secretary	1	\$26,644.80
Network Manager	1	\$53,456.00
Support Service Facilitator - A.A. (Centers)	2	\$36,088.00
Support Service Facilitator - Non Degree (Centers)	1	\$31,158.40
Support Service Assistants	76	\$24,190.40
Teacher - Associates	106	\$33,009.60
Teacher - Bachelors	78	\$37,377.60
Part Time Bus Aide/Classroom (PTE's)	8	\$9,640.80
Substitute Teachers (Daily Rate)	54	\$83.12/Daily
Total Number of Positions	723	

2023 Texas Department of Agriculture (TDA) - Nutrition Salary Scale

Position - Title	# of Positions	2023 Annual Salary
TDA - Assistant Cook	2	\$23,649.60
TDA - Bookkeeper	1	\$34,611.20
TDA - Coordinator - Bachelors	2	\$45,760.00
TDA - Director - Bachelors	1	\$68,681.60
TDA - Food Driver	8	\$23,649.60
TDA - Head Cook	2	\$31,886.40
TDA - Kitchen Helper	10	\$23,649.60
TDA - Secretary	1	\$24,377.60
Total Number of TDA Positions	27	

F. Attachment IV:

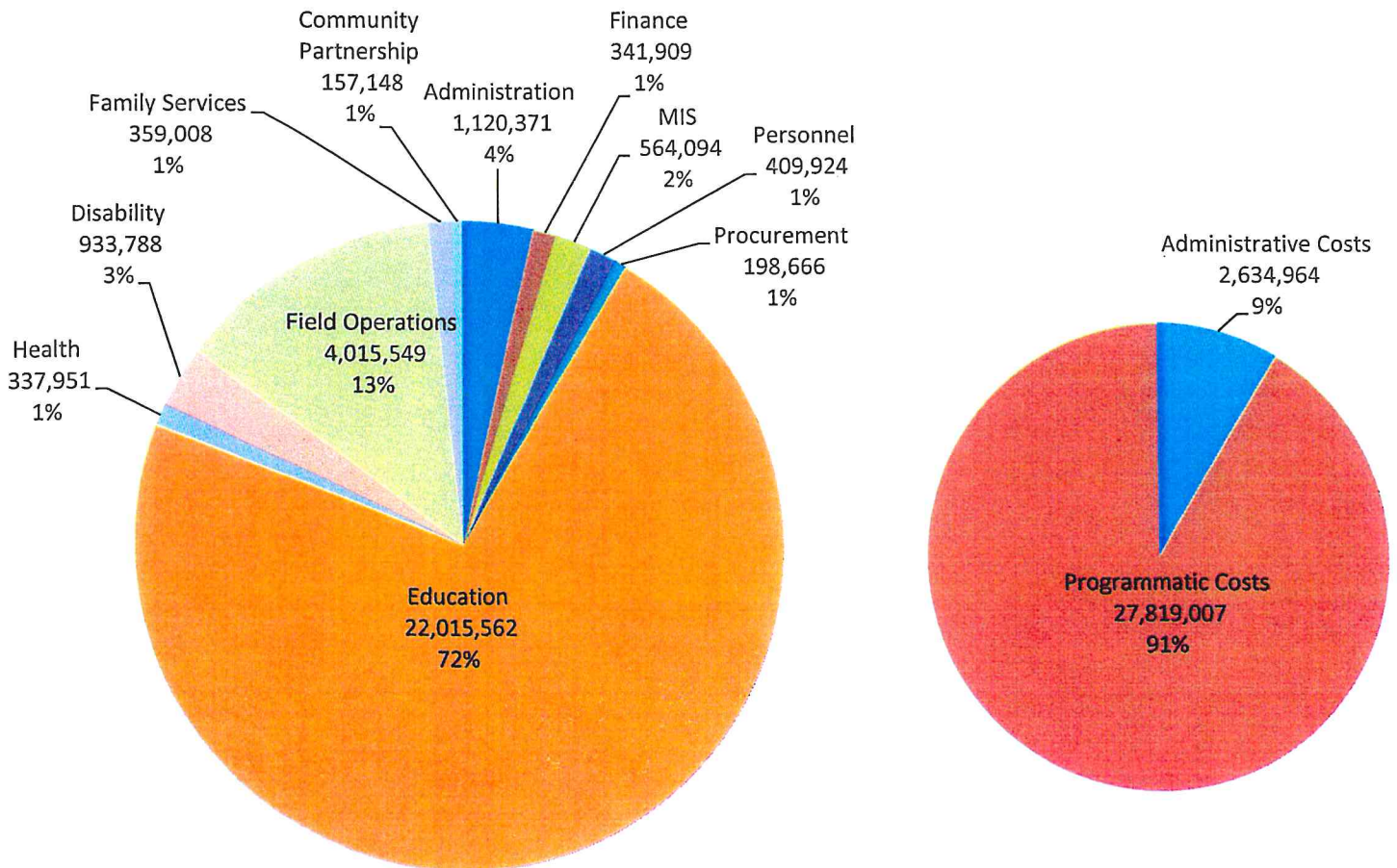
Graph: Budget by Department – Head Start

Graph: Budget by Department – Nutrition

Hidalgo County Head Start Program 2023

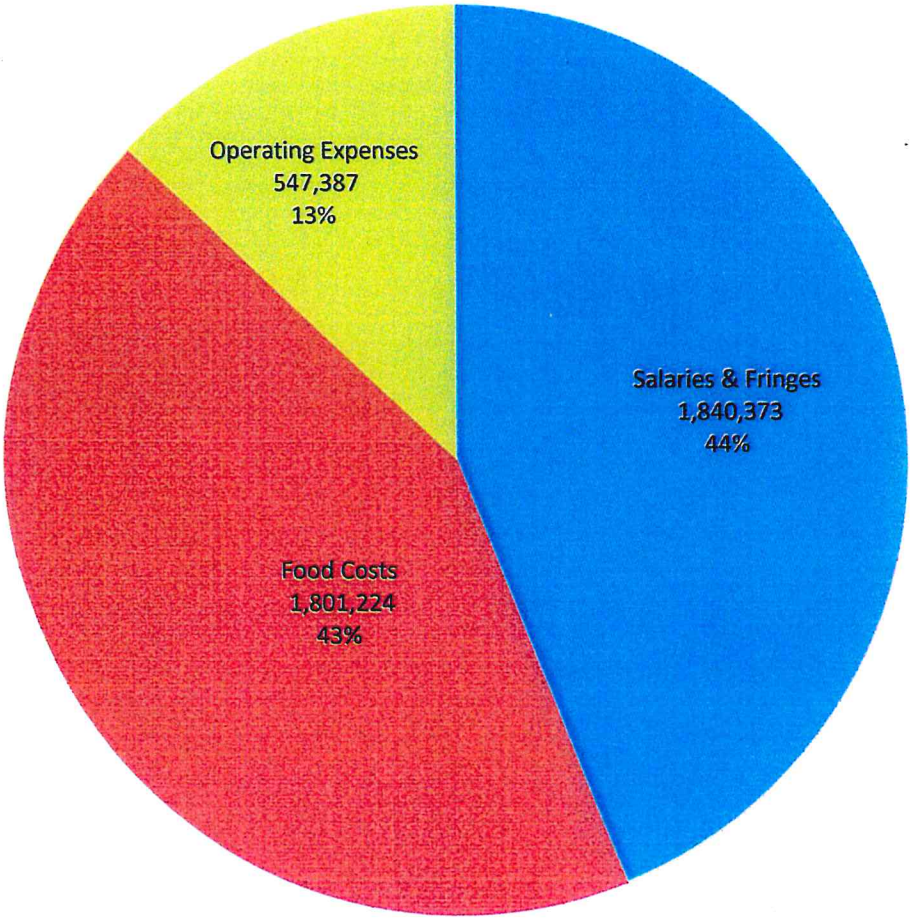
Budget by Department - Head Start **Attachment IV**

Department:	Salaries	Fringes	Supplies	Other	Totals
Administration	444,533	124,876	26,754	524,208	1,120,371
Finance	251,826	83,334	5,500	1,250	341,909
MIS	190,674	65,558	60,683	247,180	564,094
Personnel	271,835	95,289	15,000	27,800	409,924
Procurement	143,042	48,674	3,450	3,500	198,666
Education	14,850,064	6,783,289	239,491	142,718	22,015,562
Health	233,979	81,182	8,880	13,910	337,951
Disability	621,878	292,090	8,600	11,220	933,788
Field Operations	2,273,714	1,186,466	165,487	389,882	4,015,549
Family Services	232,107	79,873	4,018	43,010	359,008
Community Partnership	104,770	34,018	2,450	15,910	157,148
Totals	19,618,421	8,874,649	540,313	1,420,588	30,453,971
<i>Percentage in categories</i>	64.4%	29.1%	1.8%	4.7%	100.0%



**Hidalgo County Head Start Program
2022-2023 Budget by Department - TDA (Nutrition)
Attachment IV**

Description:	Budget Amount
Salaries & Fringes	1,840,373
Food Costs	1,801,224
Operating Expenses	547,387
Totals	4,188,984



**G. Attachment V:
Budgeted Positions by Department**

**Hidalgo County HeadStart Program (HS) & Texas Department of Agriculture (TDA)
Budgeted Positions by Department (January 1, 2023 through December 31, 2023)**

Attachment 1

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	Assistant Chief Financial Officer	1	MIS Facilitator Tech I	2	Assistant Admin for HR	1	Coordinator	1
Executive Secretary	2	Coordinator	1	Records Specialist	1	Coordinator	1	Assistant Bookkeeper	1
Secretary	1	Bookkeeper	1			Secretary	3		
	6	Assistant Bookkeeper	1				4		
			5				6		3
Education (205)		Health (305)		Disability (405)		Family Serv (605)		Community Partnership (610)	
Positions:	No:	Positions:	No:	Positions:	No:	Positions:	No:	Positions:	No:
Administrator for Education	1	Director	1	Director	1	Director	1	Director	1
Area Director	3	Registered Nurse	1	Coordinator	2	Coordinator	3	Facilitator	1
Compliance Monitor	1	Coordinator/LVN	2	Secretary	1	Secretary	1		
Secretary	1	Secretary	1	Disability Aide	18				
Center Manager	37								
Teacher	184								
Assistant Teacher	184								
SS Facilitator	3								
SS Assistant	76								
Staff Development Coord.	1								
Education Coordinator	3								
	494		5		22		5		2
Field Operations (505)		Mental Health (205)		Part Time Positions		TDA (705)		Total # of Budgeted Positions	
Positions:	No:	Positions:	No:	Positions:	No:	Positions:	No:	Positions:	No:
Director	1	Mental Health Director	1	Field Oper Bus Aides	8	Director	1	Head Start	661
Field Operations Manager	1	Mental Health Counselor	2	Substitute Teachers	54	Coordinator	2	HS Budgeted Positions	8
Transportation Coordinator	1					Bookkeeper	1	Field Operations Bus Aides	54
Electrician Technician	1					Secretary	1	Education Substitute Teachers	723
Crew Leader	3					Head Cook	2	# of HS Positions	27
Bus Driver Maintenance	23					Assistant Cook	2	TDA	27
Bus Aide Substitute	15					Kitchen Helper	10	# of TDA Positions	750
Maintenance Worker	9					Food Driver	8	Grand Total of:	
Custodian	48								
Courier	3								
Secretary	1								
	106		3		62		27		

**H. Attachment VI:
Yearly Budgeted Positions**

