City of San Antonio

AGENDA
Head Start Policy Council

Tuesday, October 27, 2020 **6:15 PM** **Video Conference**

No in-person public access to the Board Meeting

Read below for multiple ways to participate and provide comment

To protect the health and safety of the public and limit the potential spread of COVID -19, the Department of Human Services Head Start Policy Council will hold this meeting via video conference. These meeting standards are based upon the various suspended provision of the Open Meetings Act issued by the Texas governor in response to the COVID-19 crisis. These modified standards shall remain in place until further notice or until the state disaster declaration expires or is otherwise terminated by the Texas governor.

Members of the public may listen to the live meeting by calling toll-free +1(415)-655-0001 and dialing the access code, 133 502 0532

Once a quorum is established, the Head Start Policy Council shall consider the following:

Public Comments

Public Comment will be scheduled during the meeting by the Chair. Public Comments can be submitted until 5:00 PM on the day before the meeting. Comments received will be made part of the record of the meeting. Comments may be provided in English or Spanish and interpretation services will be provided with advanced notice. Public Comment can be submitted in one of the following options:

1. Email comments up to 300 words to andrea.martinez@sanantonio.gov. A summary of the comment will be read into the record.

2. Leave a message at (210) 206-5544. Voice messages will be limited to 300 words transcribed. A summary of the comment will be read into the record.

3. Those who would like to receive a live call back should include their name, telephone number, and topic on which they would like to speak in their voice message at (210) 206-5544. Live call back comment time limits to 3 minutes.

Call to Order

Meeting Minutes

1. Approval of September 22, 2020 Meeting Minutes

Correspondence

2. ACF-IM-HS-20-02 Head Start Modular Units

3. ACF-IM-HS-20-04 HS Transportation Services and Vehicles During the COVID-19 Pandemic

4. ACF-IM-HS-20-05 Fiscal Year (FY) 2021 Monitoring Process for HS and EHS Grantees

5. ACF-PI-HS-20-05 Final Rule on Designation Renewal System Changes

6. ACF-IM-HS-20-03 Coronavirus Disease 2019 (COVID-19) Fiscal Flexibilities

7. ACF-PI-HS-20-02 FY 2020 Head Start Funding Increase

8. ACF-PI-HI-20-03 FY 2020 Supplemental Funds in Response to Coronavirus Disease 2019 (COVID-19)

9. ACF-PI-HS-20-04 Update to Funding for FY 2020 Supplemental Funds in Response to the Coronavirus Disease 2019 (COVID-19)

Briefing and Possible Action

10. Review of School Readiness Goals

11. Review of EHS-CCP Monitoring Report

12. Review of Head Start and EHS-CCP Monthly Report

13. Review of Head Start, EHS, and EHS-CCP Fiscal Reports

Governing Body

Announcements

Adjournment

EXECUTIVE SESSION

At any time during the Head Start Policy Council meeting, the Policy Council may meet in Executive Session under Chapter 551 of the Texas Government Code, including consultation with an attorney.

DEPARTMENT OF HUMAN SERVICES HEAD START MISSION STATEMENT

Preparing children and engaging families for school readiness and life-long success

ROLL CALL

MEETING MINUTES

HEAD START POLICY COUNCIL MEETING
September 22, 2020
6:15 P.M.
Virtual Meeting

Members Present	San Antonio Independent School District (SAISD): Naomi Castellanos, Joe Betty Garcia Community Representative: Jeremiah Rivera
Members Absent	San Antonio Independent School District (SAISD): Becky Maldonado Edgewood Independent School District (EISD): Jessica Ruiz, Elena Araceli Martinez EHS-CCP (East) Tanya Bocanegra EHS-CCP (West) Rosalinda Huereca Pena Community Representative: Alice Alvarez
Alternate Members Present	SAISD: Nancy Gallegos EHS-CCP West: Janice Garcia
Alternate Members Absent	SAISD: Melinda Pina, Josefina Macias, Meeta Helms EISD: Rebeca Anguiano EHS- CCP East: Christian Charles

I. CALL TO ORDER

2019-2020 Vice Chair, Ms. Naomi Castellanos called the meeting to order at 6:25 p.m.

Vice Chair, Ms. Naomi Castellanos asked Ms. Elvia Pace, Management Analyst to start roll call to record attendance. Ms. Pace announced quorum was met.

II. PUBLIC COMMENTS

None to report

III. MEETING MINUTES

Motion: Ms. Janice Garcia moved to approve the August 25, 2020 meeting minutes.
Seconded (2nd): Mr. Jeremiah Rivera
Vote: All in favor (unanimous)- The motion carried.

IV.BRIEFING AND POSSIBLE ACTION (a-i)

a.) Approval of Head Start Continuation Application

Vice Chair, Naomi Castellanos asked Ms. Audrey Jackson, Head Start Administrator to present Head Start Continuation Application. Ms. Jackson reported the program does the continuation every November 1st even though the program starts in January. Changes in the application were made

specifically due to the COVID Pandemic. Some of the most significant changes included enrollment via virtual or in person was a parent's choice. Also, there were changes in the assessment we are using as a program. We are now using CIRCLE instead of Lap3. CIRCLE has a camera capability that allows student to be observed. Typically we would not make a change like this during our program cycle however COVID has had us look at what is best for our families and what is realistic virtually. There were no additional questions.

Motion: Ms. Janice Garcia moved to approve the Head Start Continuation Application with minor edits.
Seconded (2nd): Mr. Jeremiah Rivera
Vote: All in favor (unanimous)

b.) Approval of Early Head Start Continuation Application

Vice Chair, Naomi Castellanos asked Ms. Rhonda Roach to present the Early Head Start Continuation Application. Ms. Roach reported that although we were just awarded this grant it was prorated from July 1st thru January 31st. The grant will run as the Head Start grant will run from February 1st thru January 31st. Although the grant has not started officially with staff there is a lot of work being done building the program to get it ready to begin. There were no questions.

Motion: Ms. Janice Garcia moved to approve the Early Head Start Continuation Application with minor edits.
Seconded (2nd): Mr. Jeremiah Rivera
Vote: All in favor (unanimous)

c.) Approval of the updated Head Start Policy Council Bylaws

Vice Chair, Naomi Castellanos asked Ms. Audrey Jackson to present the updated Head Start Policy Council Bylaws. Ms. Jackson reported that the bylaws were updated to include the new EHS grant. The percentages of the parents that are assigned on the Policy Council is gathered by the percentages of the students that are enrolled in the different programs and the districts. The bylaws were increased by four (4) positions. There were no additional questions.

Motion: Ms. Nancy Joan Gallegos moved to approve the Head Start Policy Council Bylaws with minor edits.
Seconded (2nd): Mr. Jeremiah Rivera
Vote: All in favor (unanimous)

d.) Approval of the Revised 2020-2021 Head Start, EHS, and EHS-CCP Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Selection Criteria Point Matrices

Vice Chair, Naomi Castellanos asked Ms. Dani Salas, Senior Management Analyst, to review the Revised 2020-2021 Head Start, EHS, and EHS-CCP Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Selection Criteria Point Matrices. Ms. Salas reported that the Point Matrix had already been approved by Policy Council but because of the pandemic the point matrix had to be revised to capture those changes. The Office of Head Start also sent guidance and the program changed some of the points that would capture families affected by COVID specifically homeless families. There were no further questions.

Motion: Ms. Janice Garcia moved to approve the Revised 2020-2021 Head Start, EHS, and EHS-CCP Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Selection Criteria Point Matrices with minor edits.
Seconded (2nd): Mr. Jeremiah Rivera
Vote: All in favor (unanimous)

e.) Approval of EHS Program Policies

Vice Chair Naomi Castellanos asked Ms. Rhonda Roach to review the EHS Program Policies. Ms. Roach reported that they were in the building process of the new EHS grant. Part of this building was putting in place program policies. The policies of their existing EHS-CP grant served as the framework for the policies but were placed in revision so that changes can be made to fit EHS.

Motion: Ms. Janice Garcia moved to approve the EHS Program Policies with minor edits.
Seconded (2nd): Mr. Jeremiah Rivera
Vote: All in favor (unanimous)

f.) Review of EHS COVID Program Guidance

Vice Chair, Naomi Castellanos asked Ms. Rhonda Roach to present the EHS COVID Program Guidance. Ms. Roach reported this guidance was provided to assist in the ways we are providing services that will address the needs of or families during this pandemic. The guidance was provided for all content areas as well as monitoring to ensure we were thinking of flexibility. The program will offer remote learning to its 58 families that have already been accepted into the program. There were no questions.

g.) Review of Head Start Monitoring Report for 2019-2020

Vice Chair, Naomi Castellanos asked Mr. Pedro Ramirez, Special Project Manager, to present the Head Start Monitoring Report for 2019-2020. Mr. Ramirez reported that the COVID Pandemic did affect the monitoring that was administered after March. In February monitoring covered Nutrition, Education, Pedestrian Bus Safety Review and did not find any non compliances. In March the areas of Safe Environments and Disabilities were reviewed there were three (3) non compliances in Safe Environments. Some corrections were corrected however some would not be able to be corrected since they were not able to be on campus. In April, ERSEA Attendance and Ninety (90) Day Health were reviewed. In June Critical Health concerns were reviewed and there weren't any non-compliances were found. The non-compliances that were found will be items that will be looked at during this monitoring calendar period. There were no monitoring reviews were done in May, July or August. There were no questions.

h.) Review of Head Start Annual Monitoring Calendar

Vice Chair, Naomi Castellanos asked Mr. Pedro Ramirez to review the Head Start Annual Monitoring Calendar. Mr. Ramirez reported the dates on the monitoring calendar were pushed back to reflect the COVID pandemic and the issues that needed to be addressed such as health and safety screenings being pushed back until the children would be on campus. The safety environmental review will be reduced to fifty (50) percent for the first review and the second review will be at one hundred (100) percent. There were no questions.

i.) Review of EHS-CCP Monitoring Report for 2020

Vice Chair, Naomi Castellanos asked Ms. Dianne Mendez to present the EHS-CCP Monitoring Report for 2020. Ms. Mendez reported that the monitors conducted three (3) of their sites and there were not any non-compliances. There were findings and each of them have since been corrected. One hundred (100) percent of the classrooms and the playgrounds were monitored. There were strengths that were found such as freshly painted classrooms and positive teacher child activities. There were no questions.

j.) Review of EHS Annual Monitoring Calendar

Vice Chair, Naomi Castellanos asked Ms. Dianne Mendez to present the EHS Annual Monitoring Calendar. Ms. Mendez reported that the program identified which projects they would be reviewing for this grant. For the EHS grant they will focus on one project for the monitoring time frame. No further questions were asked.

k.) Review of EHS-CCP Annual Monitoring Calendar

Vice Chair, Naomi Castellanos asked Ms. Dianne Mendez to present the EHS-CCP Annual Monitoring Calendar. Ms. Mendez reported that the program will follow their monitoring identifiers of two projects per monitoring time frame. No further questions were asked.

l.) Review of Head Start and EHS-CCP Monthly Report

Vice Chair, Naomi Castellanos asked Ms. Audrey Jackson to present the Head Start and EHS-CCP Monthly Report. Ms. Jackson reported that the Head Start enrollment was twenty-eight (28) percent short of our funded enrollment. She also reported that the Office of Head Start is aware of the low enrollment as it has been low for organizations nationally. The OHS also provided guidance in encouraging programs to look at their returning families. Ms. Jackson provided percentages for disabilities (11.7% and 8% for SAISD) and over income (10%) percent. Ms. Jackson shared that the EHS grant has not started however the EHS-CCP program has a high year to date enrollment of two hundred and three (203) children of the two hundred and sixteen (216) children. Two thirds (2/3) of our children has returned, one (1) percent of over income families and nine (9) percent of disabilities which this number will drop as children will age out. HSPC Vice Chair Naomi Castellanos asks if most students are still doing virtual learning. Ms. Jackson responded that SAISD and EISD is at twenty-five (25) percent of their children are doing in school learning. The children were chosen by recommendations pf the children who are most in need educationally. Ms. Castellanos also asked if it was mandatory for parents to have their children to return. Mr. Jeremiah Rivera asked if the families moved out of the district would there be a plan to work with them to keep them enrolled. Ms. Jackson responded that families have the option to continue in our program virtually. Ms. Miller also added that the district, EISD specifically, looks at the family's situation and if they are displaced for any reason all efforts would be made for them to continue receiving services. She also reported that parents can change their minds before the next six (6) weeks but their situation can be looked at during a case by case basis a COVID procedures allows for flexibility. There were no additional questions.

m.) Review of Head Start, Early Head Start, EHS, and EHS-CCP Fiscal Reports

Vice Chair, Naomi Castellanos asked Ms. Mary Vasquez to present the present the Head Start, Early Head Start, EHS, and EHS-CCP Fiscal Reports. Ms. Vasquez reported that the grant runs from February 1st thru January 31st. The grant is thirty million nine hundred seventy-eight thousand eight hundred thirty-six (30,978,836) dollars. Year to date spending is about thirteen (13) million dollars. There are variances that are tied to contractual services. Metro Health, which usually provide our dental services has been pulled away to assist with the pandemic. The variances are also tied to personnel vacancies. These monies will be moved to building maintenance.

Ms. Vasquez reported that the EHS fiscal report has been prorated and the grant is running from July 1st thru January 31st. Currently there are no positions filled and EHS-CCP team members working for this grant as they are building this grant. There were no questions over the Head Start fiscal report.

Ms. Vasquez began reporting on the EHS-CCP fiscal report for the 2019-2020 school year. The program term ended on July 31st. They are still within the ninety (90) day close out and they will still be providing a report for this grant at our next meeting. Some of the largest variances are within travel due to no travel during the pandemic. Contractual services also had monies moved to Blessed Sacrament Academy and Healy Murphy due to classrooms being moved to Ella Austin. There may be a balance left in the grant and they will determine if it will be spent or moved to the next grant year. Ms. Vasquez reported on the EHS-CCP 2020-2021 grant year. There is a variance in personnel. This cost is being absorbed in the EHS grant due work being done to get the grant ready. There are positions that are open that may be filled by the end of the fiscal year. There was a hiring freeze which prevented these positions to be filled. There were no questions over the EHS and EHS-CCP fiscal report.

V. GOVERNING BODY

Vice Chair, Naomi Castellanos asked Mrs. Andrea Martinez, Senior Management Analyst to present items from the Governing Body and Advisory Committees. Mrs. Martinez reiterated the HSPC members the Economic and Workforce Development Committee are the governing board and items will be going the City of San Antonio City Council on October 15th . Also stated was the items presented during this meeting will be presented to the Community Action Advisory Board (CAAB) on September 24th, for review and approval. There was no further discussion.

VI. ANNOUNCEMENTS AND ITEMS FOR CONSIDERATION

None to report.

VII. ADJOURNMENT

Motion: Ms. Nancy Joan Gallegos moved to adjourn the meeting.
Seconded (2nd): Ms. Janice Garcia
Vote: All in favor (unanimous) – The motion carried.

Vice Chair, Naomi Castellanos, adjourned the meeting at 7:27 pm.

Naomi Castellanos _____ *10/27/20* _____

Chair **Date**

CORRESPONDENCE

ACF-IM-HS-20-02
Head Start Modular Units

HEAD START
City of San Antonio
Department of Human Services

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-20-02	2. Issuance Date: 03/05/2020
	3. Originating Office: Office of Head Start, Office of Grants Management	
	4. Key Words: Modular Unit; Portable Prefabricated Structure; Mobile Units; Manufactured; Real Property; Disposition	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Agencies and Delegate Agencies

SUBJECT: Head Start Modular Units

INFORMATION:

A modular unit is defined as "a portable prefabricated structure made at another location and moved to a site for use by a Head Start grantee to carry out a Head Start program, regardless of the manner or extent to which the modular unit is attached to underlying real property." The definition includes modular units used for any program purpose, including classrooms, kitchens, administrative offices, and storage buildings. See Terms, 45 CFR §1305.2. The purchase of any modular units with Head Start funds is subject to the provisions of 45 CFR Part 1303 Subpart E.

Many different types of prefabricated structures fall within the general term "modular unit." Some are structurally similar to traditional construction, subject to local building codes and firmly attached to an underlying foundation. These units can provide high-quality learning environments with a useful life similar to traditional construction.

At the other end of the spectrum are units that arrive on wheels and are installed by placement on supports without a full foundation. Local building codes are not usually applicable to these types of units. They are often referred to as manufactured or mobile units. Their useful life is significantly less than traditionally constructed buildings. Especially in harsh climates, these units tend to deteriorate quickly and require significant ongoing maintenance. They also lose structural stability, develop mold issues, and lose quality as a learning environment much sooner than high-quality modular units or traditional construction. See Teaching and the learning environment, 45 CFR §1302.31.

The Office of Head Start (OHS) recognizes there are circumstances when modular units are a quality, cost effective option for program services. However, purchase of a modular unit should not be a grantee's first choice when the option of construction or purchase of a traditionally built facility exists in the community. Similarly, when replacing older modular units, grantees should consider whether better quality modular units, construction, or purchase options are available in the community. While reasonableness of cost should always be a consideration for grantees, low-cost modular units are not a preferred option when other better-quality facility options are available.

To assure modular units used as Head Start facilities result in quality, cost effective learning environments, OHS is implementing the following requirements.

Application for Purchase of a Modular Unit

When a grantee applies for purchase of a modular unit under 45 CFR Part 1303 Subpart E, the following additional information is required per 45 CFR §1303.44(a)(14).

1. A statement indicating whether the modular unit will be classified as real property or equipment in the grantee's financial records. This classification must be maintained until the modular unit is disposed of in accordance with Real Property, 45 CFR §75.318(c) or Equipment, 45 CFR §75.320(e), as applicable.

2. A description of the procurement procedures that will be used to purchase the modular unit in compliance with 45 CFR §75.329.

3. If the modular unit proposed for purchase will be classified as real property, the grantee must submit standard form (SF)-429 with Attachment B. If the modular unit proposed for purchase will be classified as equipment, follow 45 CFR §75.407(a)(7) for prior approval. The modular unit must be included in the grantee's equipment inventory maintained in accordance with 45 CFR §75.320(d)(1)–(5).

4. The cost comparison required by 45 CFR §1303.45 must address the full cost of initial purchase of the modular unit. This includes site acquisition and preparation, delivery, set-up, and additional site work needed (e.g., ramps, fencing, parking, play area, landscaping). Estimated operating costs, including ongoing maintenance and repairs, must be also be provided, with an assumed estimated useful life of 15 years. For purposes of comparison with available alternatives within the community (see below), the cost of replacement of the modular unit at the end of 15 years must also be included.

5. Modular unit costs must be compared to available alternatives within the community, including construction of a new facility and purchase or lease of an existing facility (with any associated renovation costs). Initial and ongoing costs for comparable facilities must be estimated, including depreciation, with an assumed useful life of 30 years.

6. The application must describe the placement of the modular unit proposed for purchase. It also must indicate if the modular unit will be placed on leased or grantee-owned

property and the method of installation (e.g., placed on a poured foundation, on blocks, or other supports). The extent to which the modular unit can be removed and relocated must also be addressed, including whether it is possible to relocate the unit without significant damage to its structure once installed.

7. The statement of a real estate professional described in 45 CFR §1303.42(b) must clearly show the realtor making the certification considered the options of construction, purchase, or leasing of facilities as an alternative to purchase of a modular unit.

Request for Disposition of a Modular Unit

The disposition process for a modular unit depends on how the unit was classified in the grantee's financial records (real property or equipment) at the time of purchase and during its period of ownership by the grantee. A grantee may not change the historic classification of a modular unit for purposes of disposition. If classified as real property, the unit is subject to the disposition requirements described in 45 CFR §75.318(c) and 45 CFR §75.308(c)(1)(xi). A unit classified as equipment is subject to the disposition requirements described in 45 CFR §75.320(e) and 45 CFR §75.308(c)(1)(xi). For more information, please see the ACF Property: Disposition website.

Real Property

When the modular unit has been classified as real property, the grantee is required to submit SF-429 with Attachment C in the GrantSolutions Online Data Collection (OLDC) to request approval for disposition of the unit. Note that line 14e requires the grantee to enter the third-party appraised value of the real property (current market value). Current market value must be established by an independent certified real property appraiser (no more than three years old). The appraisal must be uploaded to the SF-429 Attachment C in GrantSolutions OLDC to verify the current market value amount.

The modular unit should be appraised separately from the land upon which it is located. The appraisal must clearly indicate the appraised value of:

1. The land, if owned by the grantee
2. The modular unit value in its existing location

Modular units classified as real property are usually firmly attached to the land upon which they are located. If the grantee does not own the land, all costs related to the proposed disposition (e.g., demolition, site restoration, takedown, moving, and new site preparation) must be identified in the disposition request. If the overall cost of all disposition options result in a net value that is $0 or less, there is no value for OHS to recover in the modular unit. The Office of Grants Management (OGM) will review all disposition requests in which there is no recoverable value. If there are no issues or concerns, the respective Grants Management Officer (GMO) will approve release of the federal interest.

Equipment

When the modular unit has been classified as equipment and has a current market value of $5,000 or more, grantees are required to submit the Tangible Personal Property Report—Disposition Request using SF-428 with Attachment C through the Head Start Enterprise System (HSES). Send correspondence to the GMO no later than 30 days before the proposed disposition. The modular unit may be retained, sold, or transferred as directed by the Administration for Children and Families (ACF) in accordance with 45 CFR §75.320.

When the modular unit has been classified as equipment and has a current market value of $5,000 or less, the modular unit may be retained, sold, or otherwise disposed of without payment of proceeds to the awarding agency (45 CFR §75.320(e)(1)). However, proceeds must be recognized as additive program income and used only for allowable Head Start program expenses. All requests for disposition instructions must be made in writing through HSES Correspondence to the GMO no later than 30 days before the proposed change. If there are no issues or concerns, the respective GMO will proceed with approval to release the federal interest.

Thank you for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

ACF-IM-20-04
HS Transportation Services and Vehicles During the COVID-19 Pandemic

HEAD START
City of San Antonio
Department of Human Services

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-20-04	2. Issuance Date: 06/22/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Transportation Services; Vehicles; COVID-19 Pandemic	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Agencies and Delegate Agencies

SUBJECT: Head Start Transportation Services and Vehicles During the COVID-19 Pandemic

INFORMATION:

School buses and allowable alternate vehicles are generally the safest mode of transportation for children. They are also necessary for many children and families to participate in Head Start programs. Implementing safe practices is essential when providing transportation services during the coronavirus disease 2019 (COVID-19) pandemic.

When making decisions about transporting children, programs should consult local health officials and other state and local authorities, to the extent feasible. These authorities can help assess the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of local public healthcare systems. Staff should take steps to ensure they mitigate the risk with respect to school buses and allowable alternate vehicles. The steps Head Start programs take to reduce risk should be the same whether the program is providing its own transportation or relying on contracted or school district-provided transportation.

Support Transportation Staff Safety

- Strongly encourage staff members who are sick to stay home, particularly those who have tested positive or are showing COVID-19 symptoms. Sick staff members should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments. Staff who have recently had close contact with a person with COVID-19 should also stay home and monitor their health. The U.S. Centers for Disease Control and Prevention (CDC) has recommendations sick people should follow.

- Send home staff experiencing symptoms during work hours.
- Assign vulnerable workers alternate duties that minimize their contact with children, families, and other employees, if possible.
- Make available and ensure the use of cloth face coverings per CDC recommendations. Vehicle operators should wear a cloth face covering only if it will not interfere with safe driving. Cloth face coverings should not be placed on children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
- Make available and ensure the use of hand hygiene supplies per CDC recommendations. Proper hand hygiene is an important infection control measure. Staff and children should wash their hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% alcohol. Supervise children when they use hand sanitizer to prevent ingestion.

  Key times to clean hands:
  - Before and after eating, preparing, or handling food and drinks
  - After using the toilet
  - After coming in contact with bodily fluid
  - After blowing your nose, coughing, or sneezing
  - After handling garbage

  Additional times to clean hands:
  - Before and after work shifts and breaks
  - After touching frequently touched surfaces, such as handrails
  - After putting on, touching, or removing cloth face coverings

Use of Head Start Vehicles During Periods of Service Interruption

Based on public health guidance, programs may temporarily stop regular program operations, including center-based, family child care, and home-based services. During this time, to the extent possible, employees should continue to engage families and deliver critical services remotely. Programs should continue to provide children with supplies they would receive normally through the program, such as diapers, formula, snacks, meals, and learning supplies.

When programs use agency vehicles to transport food and supplies, they should:

- Minimize contact between vehicle operators and other staff, children, and families as they load and deliver supplies.
- Make available and ensure the use of cloth face coverings and hand hygiene supplies, as described above. Ensure staff maintain at least 6 feet (about two adult arms' length) between each other and families receiving supplies.

Use of Head Start Vehicles to Provide Transportation Services for Children

For programs that are currently operating:

- Minimize contact between vehicle operators and other staff. If possible, stay at least 6 feet from other people.
- Make available and ensure the use of cloth face coverings and hand hygiene supplies as described above.
- Conduct a health check of all children and staff before they board the vehicle. Do not transport individuals with a fever of 100.4ºF (38ºC) or above or who show other signs of illness. Do not transport individuals who have been in close contact (within 6 feet) of someone who has tested positive for, or is showing symptoms of, COVID-19. Consider training and equipping bus monitors to use a non-contact thermometer.
- Position children as far apart as possible, preferably 6 feet apart, with one child per bench and no consecutive rows. If children are coming from the same home, they may sit together. If possible, ensure children sit 6 feet away from the vehicle operator.
- Reroute or stagger bus runs, as needed, to keep group size small and minimize potential exposure between children.
- If possible, keep class groups together on bus runs to minimize potential exposure between different groups of children.
- Use visible cues, such as stickers on the floors, to guide children and offer gentle prompts to help them understand the new protocols. Remember that young children do not understand the need for physical distancing. They rely on adults for their safety and care.
- Vehicle operators should avoid touching surfaces often touched by bus passengers, to the extent possible. Staff should use gloves if touching surfaces contaminated by body fluids.

Fluctuating Service

Programs should check state and local health department notices daily about COVID-19 transmission and mitigation levels in the area and adjust operations accordingly. As community conditions continue to change, some programs may need to adjust their program operations and services.

Based on local data and guidance or directives, programs should be prepared to stagger routes, reduce bus runs, or end bus runs temporarily. Programs should engage staff and families when making changes to transportation policies.

Clean Vehicles Between Each Use

Programs should clean and disinfect vehicles between each use pursuant to CDC's recommended process using products that are U.S. Environmental Protection Agency-approved for use against the virus that causes COVID-19. Be sure to thoroughly clean and disinfect commonly touched surfaces. Ensure safe and correct use of cleaning and disinfection products, including storing products securely away from children. Cleaning products should not be used near children. Staff should ensure there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic vapors.

- For hard and non-porous surfaces inside the vehicle (e.g., hard seats, arm rests, door handles, light and air controls, doors, windows), clean with detergent or soap and water if the surfaces are visibly dirty, prior to disinfectant application.

- For seatbelts, and other child safety restraints, programs must employ methods and products that are effective on COVID-19 and safe for use with the restraint system, particularly seatbelt webbing. Chlorine- or ammonia-based solutions may cause deterioration of safety restraint components and cannot be used. For cleaning guidelines, consult the vehicle or restraint system manufacturer.
- For soft or porous surfaces (e.g., fabric seats), remove any visible contamination and clean with appropriate cleaners indicated for use on these surfaces.

Refer to the CDC for additional information, particularly:

- Interim Guidance for Administrators of US K–12 Schools and Child Care Programs
- Guidance for Child Care Programs That Remain Open
- Child Care Decision Tool
- Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes
- What Bus Transit Operators Need to Know About COVID-19

Please stay in touch with your program specialist as you plan and provide program services.

Thank you for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

ACF-IM-20-05
Fiscal Year (FY) 2021
Monitoring Process
for HS and EHS Grantees

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-20-05	2. Issuance Date: 09/24/2020
	3. Originating Office: Office of Head Start	
	4. Key Word: Monitoring; CLASS®; COVID-19; FY 2021	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Grantees

SUBJECT: Fiscal Year (FY) 2021 Monitoring Process for Head Start and Early Head Start Grantees

INFORMATION:

Sec. 641A of the Improving Head Start for School Readiness Act of 2007 requires the Office of Head Start (OHS) to implement ongoing monitoring of all programs receiving federal funds. As a result of the coronavirus disease 2019 (COVID-19) pandemic and public health emergency, all monitoring reviews for the 2020–2021 school year will be conducted virtually. This decision was based on two principles that have driven OHS's decisions and guidance to programs throughout this period: (1) taking decisive actions to support each program's success and (2) keeping the safety of children and staff paramount.

While prevalence or risk of COVID-19 varies from community to community, OHS recognizes that each program's energies are focused on making innovative programmatic changes in a fluid environment to serve as many children and families as safely as possible. OHS does not wish to distract from those critical efforts by adding the burden of planning and accommodating an on-site federal review team. OHS believes a virtual monitoring protocol more appropriately balances the need for monitoring with the on-the-ground challenges to which programs are actively responding at this time. Secondly, and as important, OHS is committed to protecting the health and safety of children and staff in OHS programs. It understands that having outside monitors visit programs, in some locations, may increase the risk of exposure to COVID-19. Limiting visitors to Head Start facilities is consistent with guidance on best practices from the U.S. Centers for Disease Control and Prevention on safely providing child care in group settings during the pandemic. Given the availability of a suitable virtual alternative, on-site OHS monitoring reviews as a general practice present an unnecessary risk at this unique time. However, OHS reserves the right to conduct special off-site or on-site reviews if they are determined to be necessary.

FY 2021 Monitoring Overview

Review Type	FY 2021 Implementation	Start Date

Focus Area 1 (FA1)	FA1 reviews will continue to be conducted using a virtual format.	November 2020
Focus Area 2 (FA2)	FA2 reviews will be conducted virtually for the 2020–2021 program year.	January 2021
Classroom Assessment Scoring System (CLASS®)	OHS plans to suspend CLASS® reviews for the 2020–2021 school year.	Not Applicable
Follow-up	Follow-up reviews will be conducted virtually by your Regional Office.	Start dates will coincide with the end of the corrective action period.
American Indian and Alaska Native (AIAN) Reevaluations	AIAN reevaluation reviews will be conducted virtually by the applicable Regional Office.	Start dates will coincide with the Tribal DRS Consultation process and Plan to Improve Quality.

OHS will begin virtual monitoring of grantees in November 2020. Grantees who will receive a monitoring review in FY 2021 will receive a notification letter at least 45 days prior to the start of their review event. Grantees can expect a planning call with their assigned review lead to discuss the virtual schedule. It will include conversations on:

- Program Design and Management.
- Education and Child Development.
- Health Program Services.
- Family and Community Engagement.
- Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA).
- Fiscal Infrastructure.

During the FA1 and FA2 review processes, grantees will be asked questions about the use of Coronavirus Aid, Relief, and Economic Security (CARES) Act funding. They will also be asked about any adjustments made to program service delivery in response to the COVID-19 pandemic. OHS will request information regarding grantee service delivery model (e.g., in-person services, virtual services, or a hybrid of both) with the understanding that these operations may change throughout the program year.

If you have any questions or concerns regarding FY 2021 monitoring, please contact your Regional Office.

Thank you for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

ACF-PI-HS-20-05
Final Rule on Designation Renewal System Changes

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-20-05	2. Issuance Date: 8/27/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Designation Renewal System (DRS); Head Start Program Performance Standards (HSPPS); Revision; Final Rule; Regulation; Head Start; Competition; Classroom Assessment Scoring System (CLASS®); Monitoring; Deficiency; Fiscal; Audit	

PROGRAM INSTRUCTION

SUBJECT: Final Rule on Designation Renewal System Changes

INSTRUCTION:

The Office of Head Start (OHS) announced in the Federal Register a final rule updating the Designation Renewal System (DRS). In the Improving Head Start for School Readiness Act of 2007, Congress required the U.S. Department of Health and Human Services (HHS) to both establish a DRS and to periodically review the system. HHS first established the DRS through a final rule in 2011, and has been regularly analyzing data on the implementation of the system and on the grantees required to compete. OHS is confident the DRS has driven increases in the quality of Head Start and Early Head Start services, but believes improvements can be made to the system.

This final rule includes revisions to three of the seven conditions of the DRS: the deficiency condition, the condition related to the Classroom Assessment Scoring System (CLASS®), and the fiscal condition related to audit findings. These changes will ensure OHS identifies those grantees where competition is the most warranted and more effectively holds grantees accountable, while also making the DRS more transparent.

Key Changes from the Prior DRS Rule

Deficiency Condition

Under this final rule, the DRS no longer requires competition for grantees with a single deficiency during their project period. While all deficiencies are serious and substantial or systemic, changing the condition to require competition if a grantee receives two deficiencies during the project period better reflects significant quality failures of an agency. Additionally, the change will appropriately put the focus on grantees having systems in place to ensure health and safety incidents do not occur or are quickly identified and rectified and on financial and human resource systems that support ongoing, high-quality operations.

CLASS® Condition

For the CLASS® condition, the final rule facilitates the use of CLASS® as a quality improvement tool and promotes greater transparency for grantees. To achieve this, the final rule removes the lowest 10% criterion while simultaneously establishing quality thresholds and raising the competitive thresholds (formerly minimum thresholds) for each domain of the CLASS®.

The quality thresholds are as follows: 6 for Emotional Support, 6 for Classroom Organization, and 3 for Instructional Support. These new thresholds represent the expectations of OHS for the quality of the learning environment in every Head Start program. These thresholds do not relate to competition, but instead reflect a quality improvement focus in teacher-child interactions, with support from OHS. For any grantee with a score below one or more of the quality thresholds, OHS will provide support for quality improvement. OHS will help ensure the grantee's coordinated approach to training and professional development is targeting those areas of teaching practices and teacher-child interactions that most need improvements. The establishment of quality thresholds is intended to build on existing program quality improvement efforts to enhance classroom interactions beyond any set floor and will include more intentional OHS support for such efforts through training and technical assistance supports across a variety of platforms.

The final rule also sets more rigorous competitive thresholds for all three CLASS® domains and represents the floor for quality in terms of teacher-child interactions. Any grantee with a CLASS® score below one or more of the competitive thresholds will be designated for competition. Specifically, the competitive threshold for Classroom Organization is raised from 3 to 5 and Emotional Support is raised from 4 to 5. These competitive thresholds increase the minimum standard of quality and set the expectation for programs to work toward moving into the high-quality range. Because Instructional Support is a domain in which grantees tend to score lower, but is nonetheless important for ensuring high-quality teacher-child interactions, we take a graduated approach to increasing the threshold for this domain. More specifically, the competitive threshold for Instructional Support is initially raised from 2 to an interim threshold of 2.3 for all CLASS® reviews conducted through July 31, 2025. For all CLASS® reviews conducted on or after August 1, 2025, the competitive threshold for this domain raises to 2.5. This approach recognizes where most grantees currently score in this domain and will allow sufficient time for grantees to make necessary quality improvements and gradually move to higher quality.

Fiscal Condition

For the fiscal condition, the final rule retains the requirement to compete if a going concern is identified in an audit report. It also adds a second criterion that requires competition if a grantee has a total of two or more audit findings of material weakness or questioned costs related to their Head Start funds in audit reports for a financial period within the current project period. This change results in a fiscal condition that better detects risks to fiscal management and oversight.

Effective Date

The new DRS conditions will be effective October 27, 2020. The prior DRS conditions will apply to all programs until the effective date of this final rule. In general, grantee performance before the effective date of the final rule is subject to the prior DRS conditions and grantee performance after the effective date is subject to the revised DRS conditions. There will be no retroactive implementation of the revised conditions to ensure grantees are not designated for competition based a condition on which they did not know they would be judged.

For all grantees that have been designated for competition under the prior conditions and a funding opportunity announcement (FOA) has not been posted, OHS will reexamine the existing data to determine if they also meet the revised conditions. The new second criterion added to the fiscal condition will not be considered. These grantees will be required to compete if they would also be required to compete under the revised conditions. OHS will send redetermination letters to this group of grantees either reconfirming their competitive status or notifying them of preliminary eligibility for non-competitive funding.

Preliminary non-competitive decisions made prior to the effective date of this final rule will not be revisited under the revised DRS conditions; these grantees will continue to be eligible for a noncompetitive new grant. Only in the rare case that such a grantee receives two or more deficiencies, a license revocation, suspension, debarment from any federal or state funds, disqualification from the Child and Adult Care Food Program, or an audit finding of a going concern before receiving their non-competitive five-year grant award would the grantee be required to compete. This would also have happened under the prior regulation, with the only difference being the number of deficiencies requiring competition.

Next Steps

Programs are urged to take the time to read the final rule in its entirety, including the preamble and the text of the regulation. OHS will continue to provide direction, guidance, and resources that support our mission to prepare Head Start children and families for school and beyond.

Thank you for the work you do on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

ACF-IM-20-03
Coronavirus Disease 2019 (COVID-19) Fiscal Flexibilities

HEAD START
City of San Antonio
Department of Human Services

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-20-03	2. Issuance Date: 05/21/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Coronavirus Aid; COVID-19; Fiscal Flexibilities; Fiscal Year (FY) 2020	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Agencies and Delegate Agencies

SUBJECT: Coronavirus Disease 2019 **(**COVID-19) Fiscal Flexibilities

INFORMATION:

On March 30, 2020, the Administration for Children and Families (ACF) issued IM-ACF-OA-2020-01 ACF Grant Flexibilities in Conducting Human Service Activities Related to or Affected by COVID-19. It provides guidance related to fiscal flexibilities and waivers affecting grant applications, no-cost extensions, allowable costs, extension of certain deadlines, procurement, prior approvals, indirect cost rates, and single audit submissions.

This Information Memorandum (IM) describes how the Office of Head Start (OHS) is implementing each item from the ACF Memorandum. Please note that some items are implemented by OHS as issued by ACF and others are implemented with noted program-specific guidance.

1. Flexibility with System for Award Management (SAM) registration. (45 CFR §75.205; 2 CFR §200.205)

ACF is relaxing the requirement for active SAM registration at the time of application in order to expeditiously issue funding. However, Federal awarding agency review of risk posed by applicants at the time of award continues to apply. Current registrants in SAM with active registrations expiring before May 16, 2020, will be afforded a one-time extension of 60 days.

OHS will accept applications from entities not having a SAM number. However, within 60 days of the date of application or by the date of award issuance, whichever is sooner, the awardee must have obtained a SAM number. This flexibility will apply to applications submitted and awards made through September 30, 2020 subject to adjustment at the discretion of OHS.

2. Flexibility with application deadlines. (45 CFR §75.202; 2 CFR §200.202)

ACF is providing flexibility with regard to the submission of competing applications in response to specific announcements. As appropriate, ACF will post specific guidance on its websites and/or provide a point of contact for an Agency program official.

There are currently no OHS-specific flexibilities with regard to application deadlines. Applicants should continue to submit them on their scheduled due dates. One-time applications, such as those needed to address facility health and safety concerns, will continue to be accepted for consideration. An applicant/grantee must contact their Regional Grants Management officer in the event it is unable to meet a scheduled due date.

3. No-cost extensions on expiring awards. (45 CFR §75.308; 2 CFR §200.308)

To the extent permitted by law and at the respective Program Office's discretion, ACF will consider no-cost extension requests for awards active as of March 31, 2020, and scheduled to expire up to December 31, 2020, for a period of up to twelve (12) months. This will allow time for grantee/recipient assessments, resumption of individual projects, and a report on program progress and financial status to ACF staff. See Item 9 regarding financial, performance, and other reporting.

Grantees with Head Start awards active as of March 31, 2020 and scheduled to end on or before December 31, 2020 may, at the discretion of OHS, receive a no-cost extension of the project period of their award for up to 12 months, inclusive of any previous extensions. Grantees with awards active during the designated period of March 31, 2020 through December 31, 2020 who require no-cost extensions should submit their extension request to the Regional Grants Management officer as soon as possible to allow time for processing and issuance of a revised notice of award.

OHS will address on a case-by-case basis the need for no-cost extensions for project periods to transition program services and assets, including real property, to a replacement grantee designated as a successor to some or all of a grantee's service area because of a designation renewal system competition, OHS de-funding, or grantee relinquishment of an award.

4. Abbreviated non-competitive continuation requests. (45 CFR §75.308; 2 CFR §200.308)

For continuation requests scheduled to come in from April 1, 2020 to December 31, 2020, from projects with planned future support, ACF will accept a brief statement from grantees/recipients to verify that they are in a position to: 1) resume or restore their project activities; and 2) accept a planned continuation award. ACF will post any specific instructions on our website at https://www.acf.hhs.gov/coronavirus. ACF will examine the need to extend this approach on subsequent continuation award start dates as grantees/recipients have an opportunity to assess their situations.

OHS is accepting abbreviated narrative information in support of continuation applications due between April 1 and December 31, 2020. A grantee submitting an application for a non-competitive continuation award during the noted period must complete the budget and schedule tables within the Head Start Enterprise System (HSES), and submit only a budget justification (Section II) for the Application and Budget Justification Narrative document. Applicants must also complete any other applicable tabs in HSES, with supporting documents. Previously published guidance around non-federal match waiver requests and governing body and Policy Council approvals is also applicable to continuation applications. Submission of the noted information indicates the applicant's intent to resume or restore their project activities and accept the continuation award once issued.

5. Allowability of salaries and other project activities. (45 CFR §75.403, 45 CFR §75.404, 45 CFR §75.405, 45 CFR §75.430, 45 CFR §75.431, 45 CFR Part 75 Subpart E – Cost Principles; 2 CFR §200.403, 2 CFR §200.404, 2 CFR §200.405, 2 CFR §200.430, 2 CFR §200.431, 2 CFR Part 200 Subpart E – Cost Principles)

To the extent permitted by law, ACF will allow grantees/recipients to continue to charge salaries and benefits to their currently active awards consistent with the grantees'/recipients' policy of paying salaries (under unexpected or extraordinary circumstances) from all funding sources, Federal and non-Federal. Grantees/recipients will be permitted to amend/create emergency policies in order to put emergency contingencies in place. ACF will allow other allowable costs (e.g., program-related, allocable, reasonable) that are necessary to resume activities supported by the award to be charged to their awards, consistent with applicable Federal cost principles and the benefit to the project. ACF will evaluate the grantee's/recipient's ability to resume the project activity in the future and the appropriateness of future funding, as done under normal circumstances based on subsequent progress reports and other communications with the grantee/recipient. ACF will require grantees/recipients to maintain appropriate records and cost documentation as required by 45 CFR §75.302 (2 CFR §200.302) (financial management) and 45 CFR §75.361 (2 CFR §200.333) (record retention), to substantiate the charging of any salaries and other project activities costs related to interruption of operations or services. Grantees/Recipients are prohibited from using grant funds for costs that are reimbursed or compensated by other federal or state programs that provide for such benefits, including but not limited to the Small Business Administration's Paycheck Protection Program, the $100 billion in the Public Health and Social Services Emergency Fund, or unemployment compensation.

OHS has previously issued guidance related to ongoing payment of salary and benefits to employees during the COVID-19 outbreak and related center closures. Review:

- *COVID-19: Staff Wages and Benefits*
- *Update to Wages and Benefits Flexibility During the COVID-19 Pandemic*
- *Responding to Head Start Grantee Questions on COVID-19*

In summary, OHS has directed grantees to continue to pay regularly scheduled wages and benefits to employees unable to report to their usual work location because of COVID-19. Continued pay and benefits assures that families and children receive services to the full extent possible during center closures and employees are ready to report to work when centers re-open.

This flexibility does not extend to non-COVID-19 related closures during which employees would not otherwise be paid, such as summer breaks.

6. Allowability of costs not normally chargeable to awards. (45 CFR §75.403, 45 CFR §75.404, 45 CFR §75.405, 45 CFR Part 75 Subpart E – Cost Principles; 2 CFR §200.403, 2 CFR §200.404, 2 CFR §200.405, 2 CFR Part 200 Subpart E – Cost Principles)

To the extent permitted by law, ACF will allow grantees/recipients who incur costs related to the cancellation of events, travel, and/or other activities necessary and reasonable for the performance of the award, or the pausing and restarting of grant funded activities **due to the public health emergency**, to charge these costs to their award without regard to allowability of costs, reasonable costs, and allocable costs. ACF will allow grantees/recipients to charge the full cost of cancellation when the event, travel, and/or other activities are conducted under the auspices of the grant. **Grantees/recipients should not assume additional funds will be available should the charging of cancellation or other fees result in a shortage of funds to eventually carry out the event, travel, and/or other activities.** ACF will require grantees/recipients to maintain appropriate records and cost documentation as required by 45 CFR §75.302 (2 CFR §200.302) (financial management) and 45 CFR §75.361 (2 CFR §200.333) (record retention), to substantiate the charging of any cancellation or other fees related to interruption of operations or services **due to the public health emergency**. As appropriate, ACF will post additional guidance on specific types of costs on its websites and/or provide a point of contact for an Agency program official.

OHS recognizes that delivery of Head Start and Early Head Start services and family supports during the COVID-19 outbreak is both challenging and complex, especially when many families are isolated within their homes and may have experienced changes in life circumstances, such as job layoffs. In this unprecedented service environment, OHS understands costs that are necessary and reasonable for the performance of a Head Start award may be very different from allowable costs during normal operations. Circumstances in local communities may also vary significantly from state to state and within geographic areas. Grantees are expected to use prudent judgment and their knowledge of service populations and community circumstances to determine what expenses are necessary and reasonable to maintain services and, when possible, re-open centers. It will be important for grantees to document that costs incurred are necessary, reasonable, and allocable to the program's COVID-19 response for enrolled children and their families.

7. Prior approval requirement waivers. (45 CFR §75.407; 2 CFR §200.407)

To the extent permitted by law and at the respective Program Office's discretion, ACF will waive existing requirements to seek prior approval for allowable costs within program-specific authorities to effectively address the public health emergency response. However, grantees/recipients may continue to seek prior approval to avoid any potential disallowance or dispute based on unreasonableness or allocability for the allowable cost proposed or charged to the Federal award related to COVID-19. Grantees/recipients should remain in communication with Office of Grants Management (OGM) and must continue to act within existing guidelines for use of Federal funds. This temporary flexibility does not make unallowable expenses

allowable under a Federal award. **For those selected items of cost that are not directly related to COVID-19, the prior approval requirements remain in effect.** All costs charged to Federal awards must be consistent with Federal cost policy guidelines and the terms of the award, except where specified in this memorandum. ACF is requiring grantees/recipients to maintain appropriate records and cost documentation as required by 45 CFR §75.302 (2 CFR §200.302) (financial management) and 45 CFR §75.361 (2 CFR §200.333) (record retention), to substantiate the charging of any cancellation or other fees related to interruption of operations or services. As appropriate, ACF will post additional guidance on specific types of costs being allowed (or not allowed) on its websites and/or will provide a point of contact for an ACF program official.

Grantees may use funds from their current operating awards to respond to and recover from the impacts of COVID-19. For expenses necessary to respond to COVID-19, OHS grantees may utilize the following waivers of prior approval requirements. These waivers do not apply to COVID-specific summer program awards.

a. *Prior approval for the purchase of equipment (45 CFR §75.308(c)(1)(xi)). Grantees may purchase equipment needed to respond to COVID-19 with a value of up to $25,000 without prior ACF approval. This waiver applies to purchases made between January 20, 2020 and December 31, 2020.*

b. *Budget modifications (45 CFR §75.308(e)). In order to allow grantees more flexibility to spend funds as needed to respond to COVID-19 and, when possible, quickly move to re-open closed centers, prior approval is waived for budget transfers between direct cost categories for an aggregate amount not to exceed $1 million between January 20, 2020 and December 31, 2020.*

c. *Procurement by noncompetitive proposals (45 CFR §75.329(f)(2)). OHS recognizes that COVID-19 has created a public emergency for all grantees. Competitive solicitations may result in delays that impair a grantee's ability to respond to or recover from COVID-19. OHS is authorizing grantees to engage in sole source purchasing between January 20, 2020 and December 31, 2020 to obtain goods and services needed for COVID-19 response and recovery.*

8. Exemption of certain procurement requirements. (45 CFR §75.328, 45 CFR §75.330; 2 CFR §200.319(b), 2 CFR §200.321)

As appropriate, ACF will waive the procurement requirements related to geographical preferences and contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

OHS does not have Head Start-specific guidance associated with this flexibility. The exemption of certain procurement requirements noted above applies as stated to Head Start grantees.

9. Extension of financial, performance, and other reporting. (45 CFR §75.341, 45 CFR §75.342, 45 CFR §75.343; 2 CFR §200.327, 2 CFR §200.328, 2 CFR §200.329)

ACF will allow grantees to delay submission of financial, performance and other reports up to three (3) months beyond the normal due date. Grantees will be allowed to continue to draw down Federal funds without the timely submission of these reports. However, these reports must be submitted at the end of the postponed period. In addition, ACF will waive the requirement for recipients to notify the agency of problems, delays or adverse conditions related to COVID-19 on a grant by grant basis (45 CFR §75.342(d)(1); 2 CFR §200.328(d)(l)).

The extension of financial performance and other reporting noted above applies as stated to Head Start grantees, except that grantees must continue to submit open/closed center status reports and enrollment information without postponement.

10. Extension of currently approved indirect cost rates. (45 CFR §75.414.(c); 2 CFR §200.414(c))

The flexibility to extend currently approved indirect cost rates is the responsibility of the HHS Program Support Center, Cost Allocation Services (PSC/CAS). Grantees/recipients are instructed to contact PSC/CAS with any cost allocation and indirect cost rate questions. The contact information for PSC/CAS is available at https://rates.psc.gov/fms/dca/map1.html. Visit the disclaimer page. As a courtesy, grantees/recipients are encouraged to copy their respective assigned OGM specialist.

OHS does not have Head Start-specific guidance associated with this flexibility and the extension of currently approved indirect cost rates noted above applies as stated to Head Start grantees.

11. Extension of closeout. (45 CFR §75.381; 2 CFR §200.343)

ACF will allow the grantee/recipient to delay submission of any pending financial, performance, and other reports required by the terms of the award for the closeout of expired projects, provided that proper notice about the reporting delay is given by the grantee/recipient to the Agency. This delay in submitting closeout reports may not exceed one year after the award expires.

OHS grantees with project periods ending between April 1 and December 31, 2020 may request a delay of up to one year for submission of any pending financial, performance, or other reports required by the terms of their award. To request an extension, a grantee must submit a written request to its Regional Grants Management officer indicating the financial, performance, or other reports for which an extension is requested and the length of the requested extension. Extensions will generally be given in three-month increments and are effective only when approved in writing by ACF.

OHS will not entertain requests for extension of any closeout reports or other materials needed to transition program services and assets, including real property, to a replacement grantee designated as a successor because of a designation renewal system competition, OHS de-funding, or grantee relinquishment of an award.

12. Extension of Single Audit submission. (45 CFR §75.512; 2 CFR §200.512)

As permitted under the OMB M-20-17 memo, ACF will allow grantees/recipients and subrecipients that have not yet filed their single audits with the Federal Audit Clearinghouse as of the date of the issuance of this memorandum and that have fiscal year-ends through June 30, 2020, to delay the completion and submission of the Single Audit reporting package, as required under Subpart F of 45 CFR §75.501 (2 CFR §200.501) (audit requirements), to six (6) months beyond the normal due date. This extension does not require individual grantees/recipients and subrecipients to seek approval for the extension by ACF or oversight agency for audit; however, grantees/recipients and sub-recipients should maintain documentation of the reason for the delayed filing. Grantees/recipients and subrecipients taking advantage of this extension would still qualify as a "low-risk auditee" under the criteria of 45 CFR §75.520(a) (2 CFR §200.520(a)) (low-risk auditee criteria).

OHS does not have Head Start-specific guidance associated with this flexibility. The extension of single audit submission information noted above applies as stated to Head Start grantees.

Thank you for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

ACF-PI-HS-20-02
FY 2020
Head Start Funding Increase

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-20-02	2. Issuance Date: 03/11/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Consolidated Appropriations Act; Appropriations; Fiscal Year (FY) 2020; Funding Increase; Cost of Living Adjustment (COLA); Quality Improvement	

PROGRAM INSTRUCTION

TO: Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: FY 2020 HEAD START FUNDING INCREASE

INSTRUCTION:

President Trump signed Public Law 116-94, the Further Consolidated Appropriations Act, 2020, on December 20, 2019. Included is $10,613,095,000 for programs under the Head Start Act, an increase of $550 million over the fiscal year (FY) 2019 funding level.

This increase includes $193 million to provide all Head Start, Early Head Start (EHS), and Early Head Start-Child Care (EHS-CC) Partnership grantees a 2% cost-of-living adjustment (COLA); $100 million for expansion of EHS and EHS-CC Partnerships; $250 million for quality improvement; and $4 million to re-establish the Tribal Colleges and Universities Head Start Partnership Program.

This Program Instruction (PI) primarily provides information about the COLA and quality improvement funds available to grantees in FY 2020 and describes the requirements for applying for these funds. All Head Start, Early Head Start, and EHS-CC Partnership grantees are eligible to receive COLA and quality improvement funds. Grantees subject to competition for continued funding through the Designation Renewal System (DRS) are entitled to COLA funds through the end of their current award. However, the Administration for Children and Families reserves the right to delay decisions on quality improvement funding until the outcome of the DRS competitions has been finalized.

Preliminary information is also included on availability of competitive funding for EHS and EHS-CC Partnerships expansion and the Tribal Colleges and University Partnership grants, with more details coming in the near future. State Collaboration grants are not eligible for the COLA due to the statutory cap on their funding in the Head Start Act.

FY 2020 COLA

Each grantee may apply for a COLA increase of 2% of the FY 2019 base funding level. Base funding excludes training and technical assistance funds and any one-time funding received during FY 2019.

Grantees must use COLA funds to permanently increase the Head Start pay scale by no less than 2%. This includes salaries of current staff and the pay range of unfilled vacancies. An equivalent increase must be provided to delegate agencies and other partners to adjust their salaries and scales. Any grantee concerned that they cannot increase salary due to wage comparability issues should ensure public school salaries for kindergarten are included in their considerations.

Sections 653 and 640(j) of the Head Start Act provide further guidance on the uses and limitations of COLA funds. Sec. 653 restricts compensation to a Head Start employee that is higher than the average rate of compensation paid for substantially comparable services in the area where the program is operating. It also prohibits any Head Start employee from being compensated at a rate higher than that of an Executive Schedule Level II position, including employees being paid through indirect costs. Sec. 640(j) of the Act requires that the compensation of Head Start employees must be improved regardless of whether the agency has the ability to improve the compensation of staff employed by the agency that do not provide Head Start services.

Any grantee proposing a COLA percentage less than 2% across its pay scale, or differential increases between delegates or partners, must justify its rationale in its budget narrative.

As specified in Personnel policies, 45 CFR §1302.90, each grantee is required to establish written personnel policies and procedures that are approved by the governing body and Policy Council or policy committee. They must be available to all staff. Review your personnel policies and procedures since they may contain information relevant to this COLA.

Any remaining funds may be applied to fringe benefits costs, or to offset increased operating costs in other areas of the budget. This includes increased costs in rent, utilities, facilities maintenance and insurance, contractual arrangements, vehicle fuel and maintenance, supplies, and equipment.

FY 2020 Quality Improvement

Each grantee will be allocated a proportionate amount of quality improvement funding based on the number of slots they are funded to serve (approximately $250 per Head Start slot and $350 per EHS slot). However, there will be a minimum floor established to ensure all grantees are able to make a meaningful investment in quality, consistent with Sec. 640(a)(4)(C) of the Head Start Act. Grantees are strongly encouraged to invest this funding into ongoing program efforts and activities that help better incorporate a trauma-informed approach that will support children, families, and staff impacted by adverse experiences. Activities must align with Sec. 640(a)(5) of the Act, as outlined in Attachment A. However, programs are not bound by the requirements that at least 50% of the funds be used for staff compensation or that no more than 10% of funds be used on transportation. Further, programs have flexibility to use any amount of their quality improvement funding on Early Head Start and/or Head Start, based on community needs, and not to exceed the total amount available in a given grant. If a program chooses to use this flexibility, they must justify how this approach supports the greatest needs of their community.

Importantly, grantees should consider ongoing, sustained investments in quality improvements, as opposed to one-time investments, while also acknowledging one-time investments in FY 2020 may be necessary to sustain ongoing quality improvement. Grantees encountering other one-time program improvement needs are invited to apply for supplemental funding as needs emerge. These separate requests are addressed by priority and subject to availability of funds. Below is further information on the definitions of *trauma* and *trauma-informed approach*, developed by the Substance Abuse and Mental Health Services Administration (SAMHSA) at the U.S. Department of Health and Human Services (HHS).

Trauma occurs when frightening events or situations overwhelm a child or adult's ability to cope or deal with what has happened. These kinds of experiences cause an extended stress response and lasting effects on the physical and mental health of the individual. Trauma can occur in the form of a single event (e.g., a natural disaster or death of a close family member) or as a series of events or chronic condition (e.g., substance misuse, domestic and community violence, child abuse and neglect, extended homelessness, or food insecurity). Exposure to traumatic experiences is more common than most people believe, and the experience of trauma is highly individualized. What is traumatic to one person does not necessarily have the same traumatic effect on another person who experienced the same event or situation. In addition to enrolled children and families, Head Start staff may themselves experience trauma, as well as stress associated with their role in supporting children and families impacted by trauma.

A trauma-informed approach is one that realizes the widespread impact of trauma and understands potential paths for recovery; looks out for potential signs and symptoms of trauma among children, families, and staff; fully integrates knowledge about trauma into program policies, procedures, and practices; and seeks to actively resist re-traumatization. Related activities vary widely. They can include additional qualified staff to lower teacher-child ratios or family service staff caseloads; enhanced mental health partnerships and services for children and families; and transportation services. See Attachment B for additional information, including several concrete examples.

There is also flexibility in the use of these quality improvement funds to meet grantees' most pressing local needs. Therefore, a program may apply to use quality improvement funds for activities consistent with Sec. 640(a)(5) of the Act, except that any amount of these funds may be used on any of the activities specified in such section. See Attachment A for the list of activities. If a program applies to invest quality improvement funds in an activity or activities specified under Sec. 640(a)(5) that are not directly related to promoting trauma-informed care and supporting children, families, and staff impacted by trauma, the program must justify why this is the best use of these funds.

The Office of Head Start recently held a webinar on the quality improvement funding, and the webinar recording will be available on the Early Childhood Learning and Knowledge Center (ECLKC) soon.

Application Requirements

Grantees are required to request COLA and quality improvement funds through a grant application. Shortly, grantees will be issued a funding guidance letter specifying each funding level and additional instructions on how to apply for these funds. Grantees will be required to submit their applications in the Head Start Enterprise System (HSES).

EHS Expansion and EHS-CC Partnerships

One hundred million dollars is available to support new grants for traditional EHS and EHS-CC Partnerships to increase access to high-quality infant and toddler early learning. Funding will be awarded by March 2021. A funding opportunity announcement (FOA) is expected in summer 2020. This announcement will equally prioritize EHS expansion and EHS-CC Partnerships, as determined by the needs of local communities. More information on this opportunity will be available later this year.

Tribal Colleges and University Partnership Grants

Four million dollars is available to fund grants to Tribal Colleges or Universities who partner with at least one American Indian and Alaska Native (AIAN) Head Start agency. The grants will be designed to:

- Increase the number of degrees in the early childhood education fields
- Provide assistance to Head Start staff and parents enrolled in such programs
- Develop curricula to promote high-quality services and instruction
- Provide activities to upgrade the skills and qualifications of education personnel
- Offer technology literacy programs for AIAN Head Start agency staff
- Develop and implement virtual learning opportunities

Eligible entities will be Tribal Colleges and Universities meeting the definition in Sec. 316(b) of the Higher Education Act of 1965. Funding will be awarded by the end of September 2020. A FOA is expected in Spring 2020.

Please direct any questions regarding this PI to your Regional Office.

Thank you for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

ACF-PI-HS-20-03
FY 2020 Supplemental Funds in Response to Coronavirus Disease 2019 (COVID-19)

HEAD START
City of San Antonio
Department of Human Services

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-20-03	2. Issuance Date: 04/14/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Coronavirus Aid, Relief, and Economic Security Act; Appropriations; Fiscal Year (FY) 2020; COVID-19	

PROGRAM INSTRUCTION

TO: Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: FY 2020 Supplemental Funds in Response to the Coronavirus Disease 2019 (COVID-19)

INSTRUCTION:

This Program Instruction (PI) provides information about supplemental funds available for Head Start programs in response to coronavirus disease 2019 (COVID-19).

On March 27, 2020, President Trump signed into law the Coronavirus Aid, Relief, and Economic Security (CARES) Act, 2020 [P.L. 116-136]. This legislation includes $750 million for programs under the Head Start Act to support preventative, preparedness, and response activities related to the coronavirus. Of this amount, up to $500 million is available for programs to operate supplemental summer programs and about $250 million is available for one-time activities in response to COVID-19.

Supplemental Summer Programs

As a result of the CARES Act, up to $500 million is available for supplemental grants to existing Head Start grantees to offer supplemental summer programs.

Purpose
Many Head Start programs are closed to prevent the spread of COVID-19 in their communities. Closures may result in months of lost learning opportunities and comprehensive services for children and their families. These losses will be compounded for children whose Head Start programs remain closed during summer months (whether in whole or in part). Research has shown that children tend to lose academic gains during the summer months; this is particularly true for children from low-income families. To offset these losses, Head Start programs can operate supplemental summer programs for a portion of their Head Start children who would otherwise not be served over the summer. Up to $500 million is available to fund grants for supplemental summer programs to existing Head Start grantees that can demonstrate the capacity to deliver high-quality summer learning experiences to promote school readiness and successful transitions to kindergarten.

These summer programs would primarily focus on children transitioning to kindergarten. Programs would be expected to do all of the following: provide social and emotionally supportive learning environments; consistent daily routines; support for families to bring their children up to date on needed medical, dental, and other follow-up services; and transition support for children and families to receiving schools.

Such summer programs also would afford parents and primary caregivers the opportunity to return to work, and connect to needed services and supports for mental health, parenting, and stable housing. Program staff working during the summer program would receive income and benefits, have an opportunity to work with children and families before they transition to kindergarten, and have access to professional development opportunities. Head Start programs that receive such funding should consider establishing or amending existing Memoranda of Understanding (MOUs) with receiving schools in order to build successful transition plans that include the transmission of health and other important information.

We understand this is a fluid situation and Head Start programs may not be able to fully predict whether they will be able to open their doors in time for a summer program. We ask programs to plan for a summer program with the assumption they will be able to operate. If programs are unable to operate as intended due to health and safety concerns, we will revisit our plans and funding decisions.

It is, of course, critical that Head Start programs continue to follow local and federal guidance from health departments and other authorities when determining how to implement a summer program that maintains the health and safety of children, families, and staff. Also, even when Head Start programs are able to open, there should be an understanding that families may choose not to return for the summer due to health concerns—for example, a family in which the child is living with their grandparents or someone else that is at higher risk for serious illness from COVID-19.

Summer Program Enrollment
Funding would be provided to grantees to operate a summer program that prioritizes enrollment for (1) currently enrolled children entering kindergarten at the beginning of the 2020–2021 program year and (2) currently enrolled children with Individualized Education Programs (IEPs). We estimate the available funding would be able to support summer programming for all of these children. Depending on the availability of funds, Head Start programs may also be able to serve other vulnerable populations that would greatly benefit from a summer program in addition to rising kindergarteners and children with IEPs.

Eligible Grantees
All Head Start programs that can demonstrate they have the capacity to deliver high-quality summer learning experiences to promote school readiness and successful transitions to kindergarten are eligible to apply. Head Start programs may not receive funds for days during the summer when they would already be fully operational. For example, Head Start programs already funded to be operational for the full calendar year for all children would not be eligible for this funding. If a program operates during the summer for a portion of its rising kindergarteners, it could apply for

funding to provide services to those rising kindergarteners and children on IEPs who would not be normally participate during the summer. No program option is excluded from this funding.

Grantees subject to competition for continued funding through the Designation Renewal System (DRS) are eligible to apply; however, the Administration for Children and Families (ACF) reserves the right to delay funding decisions until the outcome of the DRS competitions has been finalized.

How to Apply
Applicants must submit all required materials, as explained below.

Once made available in late April, eligible applicants must submit a **Summer Program Supplement** in the Head Start Enterprise System (HSES). Application for these funds is voluntary.

System for Award Management (SAM) Registration
The requirements for SAM registration have temporarily changed due to the federal government's response to the COVID-19 pandemic. To support entities impacted by COVID-19, applicants are not required to have an active SAM registration at the time of submission of the application. ACF encourages applicants to start their SAM registration early in the process, and the awarding agency may require documented proof of the registration submission confirmation after award.

Content of Applications
Applicants must address the following requirements in the application. The Application and Budget Justification should use 12-point font and not exceed 10 pages.

Program Schedule
Applicants must ensure the proposed summer program schedule reflects the total number of children anticipated to be served with the supplemental funding. We understand there might be some uncertainty considering the circumstances. For the center-based, family child care, and locally designed program options, the program schedule should include the number of classes, hours per day for each class, days per week, and total number of operational days that would be provided with this funding. For the home-based program option, the program schedule should identify the number of home visits, hours per home visit, number of socializations, and hours per socialization that would be provided with this funding.

Budget
Applicants will enter the budget for the summer program directly into the SF-424A. The budget should indicate funding needed to fully operate the summer program for the anticipated duration. Non-federal match is not needed for the application; see the section on Waiver of Non-Federal Match below.

Application and Budget Justification Narrative
Applicants must base their approach on prioritizing enrollment for currently enrolled children who are projected to enter kindergarten at the beginning of the 2020–2021 program year and currently enrolled children with an IEP. The budget justification should

identify all costs by object class category for operations. It should identify the staff needed for summer operations, including the number of anticipated hours of staff time, taking into consideration the need to recruit staff to work in the program, oversight of operations, and the need to recruit families for participation. The budget should also consider classroom supplies, space costs, and any increased costs for health and mental health needs.

Supporting Documents
The grantee must submit a statement confirming that governing body and Policy Council members available for contact have given their approval of the Supplemental Summer Program application.

The application must be submitted on behalf of the authorizing official registered in the HSES.

All applications will be reviewed and awarded on a rolling basis. Applications are due by May 15, 2020. Applications received by this date will be reviewed and processed. If funds are still available, the Office of Head Start (OHS) may continue to accept applications until June 15, 2020 to make additional awards.

Reporting Requirements and Monitoring
Programs are required to report monthly enrollment of their summer program in the HSES. However, OHS will not consider the weeks or months in which the summer program is operational as part of the under-enrollment process. OHS will not conduct regular monitoring and Classroom Assessment Scoring System (CLASS): Pre-K® reviews of summer programs, but expects quality to be on par with normal operations. Programs are not required to submit Program Information Report (PIR) data on services provided. As always, OHS reserves the right to schedule a targeted review at any time if concerns arise.

One-Time Activities in Response to COVID-19

As a result of the CARES Act, approximately $250 million is available for grants to Head Start grantees for one-time activities in response to COVID-19. These funds are not limited to grantees that will operate supplemental summer programs.

Purpose
Head Start programs may need to undertake a wide range of one-time, specific actions or activities in response to COVID-19. Activities could include:

1. Mental health services, supports, crisis response, and intervention services.
2. Coordination, preparedness, and response efforts with state, local, tribal, and territorial public health departments and other relevant agencies.
3. Provision of meals and snacks not reimbursed by the U.S. Department of Agriculture (USDA).
4. Training and professional development for staff on infectious disease management.
5. Purchasing necessary supplies and contracted services to sanitize and clean facilities and vehicles.

6. Other actions that are necessary to maintain and resume the operation of programs, such as hiring substitute staff, investing in technology infrastructure, making improvements to air conditioning systems, or other emergency assistance.

Eligible Grantees
All Head Start, Early Head Start, and Early Head Start-Child Care Partnership grantees are eligible to receive funding for one-time activities in response to COVID-19.

How to Apply
For this funding, each grantee will be able to apply for a proportionate amount based on their total funded enrollment. These funds will be combined with the existing FY 2020 Cost-of-Living-Adjustment and Quality Improvement (COLA/QI) applications due on May 15, 2020. OHS will provide further guidance and instruction. Awards are expected to be processed beginning in June.

Waiver of Non-Federal Match

The COVID-19 pandemic, a national emergency, is seriously affecting economic conditions in communities throughout the nation. The Head Start Act recognizes that lack of resources in a community adversely impacted by a major disaster may prevent Head Start grantees from providing all or a portion of their required non-federal contribution. OHS has determined that the widespread impact of the COVID-19 pandemic adversely impacts all Head Start grantees. Consequently, OHS will approve all requests for waivers of non-federal match associated with the following funds for fiscal year 2020: COLA, QI, and funding associated with COVID-19. In order to request a waiver of non-federal match, place the amount of $0 in Section C of your SF-424A in your application. No separate waiver request is required. The issuance of a notice of award constitutes approval of the requested waiver.

Additional Reporting Requirements

The CARES Act contains the following reporting requirements in Section 15011 for grantees receiving COVID-19 related funding:

Not later than 10 days after the end of each calendar quarter, any grantee that is an entity receiving more than $150,000 total in funds under the CARES Act (P.L. 116-136), the Coronavirus Preparedness and Response Supplemental Appropriations Act (P.L. 116-123), the Families First Coronavirus Response Act (P.L. 116-127), or any other Act primarily making appropriations for the Coronavirus response and related activities, shall submit to the Secretary and the Pandemic Response Accountability Committee a report. This report shall contain:

1. The total amount of funds received from the U.S. Department of Health and Human Services (HHS) under one of the foregoing enumerated Acts
2. The amount of funds received that were expended or obligated for each project or activity
3. A detailed list of all projects or activities for which large covered funds were expended or obligated, including the:
    a. Name and description of the project or activity

    b. Estimated number of jobs created or retained by the project or activity, where applicable
4. Detailed information on any level of sub-contracts or sub-grants awarded by the covered recipient or its sub-contractors or sub-grantees to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 allowing aggregate reporting on awards below $50,000 or to individuals, as prescribed by the director of the Office of Management and Budget

"Covered recipients" are defined in Section 15011 as:

- Any entity that receives large covered funds
- Includes any state, the District of Columbia, and any territory or possession of the United States

"Large covered funds" are defined in Section 15011 as:

- Covered funds that amount to more than $150,000

Information on how to meet these reporting requirements will be provided at a later date.

Additional Information

Additional information and materials on COVID-19, including summer programming, are available on the Head Start COVID-19 Response page on the Early Childhood Learning and Knowledge Center (ECLKC) website. This webpage will continue to be updated on an ongoing basis in the coming weeks and months.

Please direct any questions regarding this PI to your Regional Office.

Thank you for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

ACF-PI-HS-20-04
Update to Funding for FY 2020 Supplemental Funds in Response to the Coronavirus Disease 2019 (COVID-19)

HEAD START
City of San Antonio
Department of Human Services

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-20-04	2. Issuance Date: 05/21/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Coronavirus Aid, Relief, and Economic Security Act; Appropriations; Fiscal Year (FY) 2020; COVID-19	

PROGRAM INSTRUCTION

TO: Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: Update to Funding for FY 2020 Supplemental Funds in Response to the Coronavirus Disease 2019 (COVID-19)

INSTRUCTION:

The Coronavirus Aid, Relief, and Economic Security (CARES) Act, 2020 (P.L. 116-136), makes available $750 million for programs under the Head Start Act, which includes up to $500 million for the purpose of operating supplemental summer programs.

The Office of Head Start (OHS) published Program Instruction (PI) ACF-PI-HS-20-03 on April 14, 2020 with information on applying for funding made available under the CARES Act. Due to the continued fluidity of the coronavirus disease 2019 (COVID-19) pandemic, this PI supersedes ACF-PI-HS-20-03.

In this PI, OHS updates funding instructions to provide greater flexibility so all grantees can respond to the unique and constantly evolving circumstances within their communities during the COVID-19 pandemic. It provides updated guidance and a simplified process for applying for all funds under the CARES Act. All CARES Act funding, including funds for voluntary summer programs, will be distributed as one-time funding by formula based on each grantee's funded enrollment.

Updated Funding Guidance

Many states and localities implemented stay-at-home or shelter-in-place orders to combat the spread of COVID-19 in March, April, and May, resulting in an unprecedented closure of Head Start programs across the country. Federal, state, and local officials are issuing new guidance on how communities will reopen in the coming weeks and months, and decisions could shift based on emerging data. OHS recognizes grantees will need flexibility to carefully plan reopening Head Start and Early Head Start programs while adhering to state and local guidance. Even with the best of planning, grantees may not be able to anticipate all needs and challenges that will arise over time.

Because grantees cannot predict with certainty when programs can safely open, OHS wants to ensure CARES Act funds are awarded in a manner that supports grantees' operation of supplemental summer programs while maintaining flexibility to repurpose those funds for other

one-time activities related to COVID-19, if needed. To achieve this, OHS has updated the funding guidance to fully distribute CARES Act funds by formula based on each grantee's funded enrollment. This will allow all grantees to be nimble and modify their spending plans as necessary based on state and local guidance. It will also mitigate the risk of either a substantial delay or unbalanced distribution of funding if a significant portion is separately awarded for the sole purpose of summer programs and some grantees are not able to operate during the summer as intended.

Grantees planning to operate summer programs are expected to continue to move forward with those plans if able to do so. Further, grantees that were not planning to operate summer programs now have the flexibility to do so. Summer programs are critical to offset losses in learning opportunities and comprehensive services due to program closures resulting from COVID-19. Grantees that are able to operate should continue to make every effort to prioritize (1) enrolled children who are projected to enter kindergarten at the beginning of the 2020–2021 school year and (2) enrolled children with an Individualized Education Program (IEP). Summer programs are still expected to provide the full range of comprehensive services to the extent possible, with a focus on preparing children for the coming school year.

Most grantees will receive sufficient funding to implement a summer program as planned. Others may need to revise their original plans to align with the adjusted one-time funding amount by formula, based on each grantee's funded enrollment. Grantees will have the flexibility to make programmatic changes or implement innovative approaches to adhere to state and local guidance. In addition, this simplified approach allows grantees the opportunity to use those funds for other one-time activities in response to COVID-19 if a summer program cannot operate.

To implement this updated funding approach, Supplement – COVID-19 One-Time applications already in progress will be amended to reflect adjusted amounts made available by formula. Programs no longer need to submit the separate 2020 Summer Supplement application.

Additional Information

Additional information and materials on COVID-19, including summer programing, are available on the Responding to COVID-19 page on the Early Childhood Learning and Knowledge Center (ECLKC) website. This webpage continues to be updated on a regular basis.

Please direct any questions regarding this PI to your Regional Office.

Thank you again for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

BRIEFING AND POSSIBLE ACTION

Review of
School Readiness Goals

HEAD START SCHOOL READINESS GOALS

Approaches to Learning

- Child will become more independent in behavior, actions, and play while exploring and investigating their surroundings.

Social & Emotional Development

- Child will develop social and emotional skills that support on-going positive relationships with self and others.

Language & Literacy

- Child will develop skills in listening and understanding and using words/actions to respond to others.
- Child will understand and demonstrate the use of print, signs, and pictures.
- Child will develop knowledge of how sounds, letters, and words relate to one another and spoken language.

Cognition

- Child will develop skills for reasoning, memory, and problem solving.
- Child will use critical thinking to understand and organize their world.

Perceptual, Motor, and Physical Development

- Child will demonstrate increasing independence in motor skills, self-care, and safety.
- Child will use their senses to understand, organize, and explore their world.

HUMAN SERVICES
CITY OF SAN ANTONIO

HEAD START
City of San Antonio
Department of Human Services

SaHeadStart.org | @SanAntonioHead Start @HeadStartSA @HeadStartSA

HEAD START METAS DE PREPARACIÓN ESCOLAR

Enfoques de Aprendizaje

- El niño se hará más independiente en el comportamiento, las acciones, y en el juego mientras que explora e investiga su entorno.

Desarrollo Social y Emocional

- El niño desarrollará habilidades sociales y emocionales que apoyan las continuas relaciones positivas consigo mismo y con sus compañeros.

Lenguaje y Lectoescritura

- El niño desarrollará habilidades de cómo eschuchar y comprender y de cómo usar palabras/acciones para responderle a los demás.
- El niño comprenderá y demostrará el uso de escribir en letra de molde, señales y dibujos.
- El niño desarrollará conocimientos de comó los sonidos, letras, y palabras se relacionan entre si y con el idioma hablado.

Cognición

- El niño desarrollará habilidades de razonamiento, memoria, y de cómo resolver problemas.
- El niño usara el pensamiento critico para comprender y organizar su entorno.

Desarrollo Perceptual Motriz y Fisico

- El niño demostrará mayor independencia en sus habilidades motor, cuidado de si mismo, y de seguridad.
- El niño usará sus sentidos para comprender, organizar, y explorar su entorno.

HUMAN SERVICES
CITY OF SAN ANTONIO

HEAD START
City of San Antonio
Department of Human Services

SaHeadStart.org | @SanAntonioHead Start @HeadStartSA @HeadStartSA

Review of
EHS-CCP Monitoring Report

City of San Antonio Head Start Program

Monitoring Report – September 2020

The Early Head Start (EHS) Program has developed a comprehensive and thorough approach to monitoring for non-compliances and areas of concern. Once identified, a timeline is developed, training and technical assistance is given, and corrective action plans are implemented to correct systemic issues so areas of weakness are not continued in the future. Follow-up monitoring events are conducted to ensure that the program has been successful in implementing corrections.

The following is a summary of findings for the Early Head Start- Child Care Partnership Program during the time period indicated above:

Monitoring Projects:

Health and Safety Screener — September 2020

- Healy Murphy Child Development Center
- Blessed Sacrament Academy Child Care Center
- Ella Austin Community Child Care Center

Non-Compliances - There were three non-compliances observed that showed a systemic or substantial material issue or concern in meeting performance standards or policy relating to the Safe Environment service area.

- Telephone cords were not secured in eleven out of fourteen classrooms and may cause injury to a child in one center.
- Required Child Care License Criminal Background results was not available for the Executive Director's at two sites.

Areas of Concern (Individual incident(s) that fail to meet performance standard or policy):

<u>Health and Safety Screener:</u>

Three EHS – CCP sites were visited. Findings included a lack of evidence of teacher required training completion; required fire and weather drill documentation; Missing medication authorization form and staff with expired CDA Credentials were noted findings.

Follow-up Activities:
Health and Safety Screener follow ups were conducted the week of September 9-17-2020 and the above noted findings were corrected and verified. The Health and Safety Screener monitoring projects are now closed.

Program Strengths:

We would like to highlight the EHS – CCP Providers for:

- BSA - Infant and toddler classrooms received new Bye Bye Buggies for outdoor adventures.
- Ella Austin - Children were engaged in age appropriate activities.
- Healy Murphy – Has a beautiful new child care facility and now in use for children and families to enjoy.

For more detailed information: dianne.mendez@sanantonio.gov

Review of Head Start and EHS-CCP Monthly Report

HEAD START
City of San Antonio
Department of Human Services

Head Start
Monthly Report to Policy Council
September 2020

Indicators		EISD	SAISD	Program Total
Enrollment				
Funded Enrollment		777	2,243	3,020
End of Month as reported to the Office of Head Start		612	1,670	2,282
YTD Enrollment		595	1,575	2,170
Enrollment Turnover - Program has not reached funded enrollment		0%	0%	0%
Enrollment as of 9/30/2020		595	1,575	2,170
Number of Days to Fill a Vacancy		12	16	16
Waiting List		5	54	59
Average Daily Attendance - Data not available		0%	0%	0%
Income Eligible <100%		62%	60%	61%
Over Income 101-130%		13%	12%	12%
Over Income 131% +		11%	9%	9%
Foster		2%	2%	8%
Homeless		7%	11%	10%
Public Assistance		6%	6%	6%
Disability Enrollment				
Percent (#) of enrolled children with a disability		12.00%	9.00%	9.47%
Food Reports				
Meals Served	Information not available	0	0	0
Snacks Served	Information not available	0	0	0
Special Diets		24	83	107
Education Services - Complete				
1st Home Visit	*(Benchmark Due Date: 10/16/2020)*	93%	20%	40%
2nd Home Visit	*(Benchmark Due Date: 3/29/2021)*	0%	0%	0%
1st Parent Conference	*(Benchmark Due Date: 12/18/2020)*	0%	0%	0%
2nd Parent Conference	*Benchmark Due Date: 6/11/2021)*	0%	0%	0%
Family Engagement Services - Complete				
Family Assessments BOY	*(Benchmark Due Date: 11/03/2020)*	20%	15%	17%
Family Assessments EOY	*(Benchmark Due Date: 7/16/2021)*	0%	0%	0%
Family Meeting Home Visits	*(Benchmark Due Date: 10/23/2020)*	99%	99%	99%
Mental Health Services - Complete				
Mental health consultation was provided (by a mental health professional)		1	9	10
Education Screenings - Complete				
ASQ - 3 Developmental (Benchmark Due Date: 9/7/2020)		94%	56%	67%
ASQ - SE Behavioral (Benchmark Due Date: 10/1/2020)		95%	57%	67%
Health Screenings - Complete				
Nutrition Assessment		100%	100%	99%
TB Questionnaire		94%	92%	93%
Hearing Screening		62%	58%	59%
Vision Screening		62%	58%	59%
Blood Pressure		57%	58%	57%
Growth Assessment		59%	60%	60%
Lead Test		49%	53%	52%
Physical Exams		51%	50%	50%
Dental Exams		50%	51%	51%

Early Head Start-Child Care Partnership
Monthly Report to Policy Council
September 2020

Indicators	BSA	Ella Austin	Healy Murphy	Inman	Seton Home	YWCA	TOTAL
Enrollment							
Funded Enrollment	36	48	64	28	20	20	216
End of Month as reported to the Office of Head Start	36	48	63	27	11	20	205
YTD Enrollment	36	48	67	28	13	20	212
Enrollment Turnover	0%	0%	6%	0%	15%	0%	3%
Enrollment as of 9/30/2020	36	48	63	28	11	20	206
Number of Days to fill a vacancy	0	0	8	0	20	0	19
Waiting List	34	30	41	17	0	45	167
Income Eligible <100%	61%	56%	60%	54%	0%	50%	54%
Over Income 101-130%	6%	8%	3%	0%	0%	10%	5%
Over Income 131% +	6%	0%	0%	0%	0%	5%	1%
Foster	6%	2%	7%	4%	0%	0%	4%
Homeless	22%	17%	21%	25%	100%	35%	27%
Public Assistance	0%	17%	9%	18%	0%	0%	9%
Average Daily Attendance	99%	96%	96%	91%	95%	95%	96%
Disability Enrollment							
Percent (#) of enrolled children with a disability	0%	0%	0%	0%	0%	0%	0%
Food Reports							
Meals Served	701	734	597	544	205	402	3,183
Snacks Served	337	369	290	272	99	195	1,562
Special Diets	10	11	14	7	2	3	47
Education Services- Complete							
1st Home Visit (Benchmark Due Date: 10/19/20)	0%	0%	0%	0%	0%	0%	0%
2nd Home Visit (Benchmark Due Date: 4/5/2021)	0%	0%	0%	0%	0%	0%	0%
1st Parent Conference (Benchmark Due Date: 1/21/2021)	0%	0%	0%	0%	0%	0%	0%
2nd Parent Conference (Benchmark Due Date: 7/2/2021)	0%	0%	0%	0%	0%	0%	0%
Family Engagement Services- Complete							
Family Assessments BOY (Benchmark Due Date: 11/30/2021)	41%	35%	29%	35%	78%	39%	43%
Family Assessments EOY (Benchmark Due Date: 6/25/2021)	0%	0%	0%	0%	0%	0%	0%
Family Meeting Home Visit	100%	100%	100%	100%	100%	100%	100%
Mental Health Services- Complete							
Students Received Mental Health Services (consulted with staff)	0	0	0	0	0	0	0
Education Screenings- Complete							
ASQ - 3 Developmental	0%	0%	0%	0%	0%	0%	0%
ASQ - SE2 Behavioral	0%	0%	0%	0%	0%	0%	0%
Health Screenings- Complete							
Health History	100%	100%	100%	100%	100%	100%	100%
Nutrition Assessment	100%	100%	100%	100%	100%	100%	100%
TB Questionnaire	100%	100%	100%	100%	100%	100%	100%
Hearing Screening	66%	60%	59%	44%	36%	65%	55%
Vision Screening	66%	60%	59%	44%	36%	65%	55%
Hemoglobin Test	81%	60%	73%	44%	45%	70%	62%
Lead Test	52%	35%	54%	26%	45%	30%	40%
Well-Child Exams (90-day requirement)	72%	58%	76%	77%	81%	50%	69%
Well-Child Exams	63%	54%	63%	59%	54%	40%	56%
Dental Exams	23%	25%	33%	4%	36%	65%	31%

Review of
Head Start, EHS, EHS-CCP
Fiscal Reports

HEAD START

Head Start Fiscal Reports GY 20-21 as of September 30, 2020

BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Variance	Var %
PERSONNEL	$3,957,260	$2,568,165	$2,442,196	$125,969	4.9%
FRINGE	$1,532,797	$929,628	$863,270	$66,358	7.1%
TRAVEL	$25,000	$227	$227	$0	0.0%
SUPPLIES	$329,986	$34,771	$35,536	($765)	-2.2%
EQUIPMENT	$0	$0	$0	$0	0.0%
CONTRACTUAL	$18,739,904	$8,047,769	$7,832,340	$215,428	2.7%
COSA	$199,171	$80,868	$75,541	$5,327	6.6%
Edgewood	$4,679,643	$1,803,711	$1,615,296	$188,415	10.4%
San Antonio ISD	$13,509,870	$6,056,322	$6,047,488	$8,834	0.1%
SAMH/UIW	$351,220	$106,868	$94,016	$12,852	12.0%
FACILITIES/CONSTRUCTION	$0	$0	$0	$0	0.0%
OTHER	$452,735	$153,178	$144,707	$8,471	5.5%
TOTAL FEDERAL BUDGET	$25,037,682	$11,733,738	$11,318,276	$415,462	3.5%
Non Federal/In Kind	$5,941,154	$3,372,185	$3,288,805	$83,380	2.5%
TOTAL BUDGET	$30,978,836	$15,105,922	$14,607,081	$498,841	3.3%

Variance Explanations:

Personnel Salaries Fringe Benefits	Variance associated with Head Start Division Vacancies, Vacancies will continue to persist for a short while due to current events. Variance associated with Vacancies have resulted in $600k shifted down to Contractual, split between EISD and SAISD.
Travel	Funds to be reallocated, travel is not anticipated to this degree for HS GY20-21
Supplies	
Contractual - COSA	
- SAISD/EISD	Invoiced 45 days after period close EISD Invoices beneath projections, forecast has been requested.
- SAMH/UIW	SAMH - $273,740.00 Budgeted - Variance tied to inablilty to provide these direct services as a result of COVID-19. UIW - $70,244.00 - Variance tied to inablilty to provide these direct services as a result of COVID-19.
Other	JE to recognize Sept Utility expenditures in process. Variance is also associated with staff mileage. As a result of COVID-19, HS has experienced a reduction in staff mileage reimbursements.
Non Federal/In Kind	

TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE	%
Administrative Cost	$4,646,825	N/A	$1,742,207	N/A	11.9%
(may not exceed 15% of Actual Expenditure)					
Training and Technical Assistance*	$277,322	$72,307	$64,730	$7,577	10.5%
(Earmarked costs)					

* $64,621 in Training & Technical Assistance allocated to San Antonio Independent School District

Procurement Card Transaction Log

For the Period Ending: September 30, 2020

Date	IO	GL	Vendor	Purpose	Amount
9/1/2020	138000002570	5302010	Brain Architecture Game	Brain Architecture Training Kit	$975.41
8/18/2020	138000002570	5302010	e-Junkie Counselor Exam Prep	National Counselor Exam Study Guide	$69.95
				Monthly Total:	$1,045.36

IO	GL	Account Name	Amount
138000002570	5201025	Educations - Class	$2,221.00
138000002567	5203070	Subscriptions to Publications	$275.00
138000002570	5302010	Office Supplies	$1,045.36
		Year to Date Total:	$3,541.36

Head Start 2020		TOTAL	YEAR TO DATE				
Grant Summary		BUDGET	Budget	Actual	Variance $	Variance %	Encumbrance
Description	**GL**	**$ 30,978,835.99**	**$ 15,105,922.44**	**$ 14,607,081.15**	**$ 498,841.29**	**3.30%**	**$ 9,623,227.62**
Regular Salaries	5101010	$ 3,957,260.00	$ 2,568,165.00	$ 2,440,949.55	$ 127,215.45	4.95%	$ -
Overtime Salaries	5101020	$ -	$ -	$ 36.01	$ (36.01)	0.00%	$ -
Retiree Payout Sal	5101070	$ -	$ -	$ 1,210.11	$ (1,210.11)	0.00%	$ -
Personnel Services		**$ 3,957,260.00**	**$ 2,568,165.00**	**$ 2,442,195.67**	**$ 125,969.33**	**4.91%**	**$ -**
Language Skill Pay	5101050	$ 17,750.00	$ 10,550.00	$ 10,100.00	$ 450.00	4.27%	$ -
FICA & Medicare Exp	5103005	$ 389,637.00	$ 212,906.00	$ 179,831.62	$ 33,074.38	15.53%	$ -
Life Insurance	5103010	$ 3,798.00	$ 2,290.00	$ 1,756.61	$ 533.39	23.29%	$ -
Transportation Allow	5103056	$ 2,730.00	$ 1,355.00	$ 1,430.00	$ (75.00)	-5.54%	$ -
Cell Phone Reimburse	5103105	$ 1,100.00	$ 700.00	$ 700.00	$ -	0.00%	$ -
Retirement Exp	5105010	$ 441,532.00	$ 300,135.00	$ 294,623.89	$ 5,511.11	1.84%	$ -
Civln Actv Healthcr	5170040	$ 628,250.00	$ 401,692.00	$ 374,828.15	$ 26,863.85	6.69%	$ -
Fringe Benefits		**$ 1,532,797.00**	**$ 929,628.00**	**$ 863,270.27**	**$ 66,357.73**	**7.14%**	**$ -**
Travel-Official	5207010	$ 25,000.00	$ 227.46	$ 227.46	$ -	0.00%	$ -
Travel-Official		**$ 25,000.00**	**$ 227.46**	**$ 227.46**	**$ -**	**0.00%**	**$ -**
Fees to Prof Contr.	5201040	$ 109,200.00	$ 42,292.66	$ 36,976.03	$ 5,316.63	12.57%	$ 47,477.15
Temporary Services	5202010	$ 1,500.00	$ 1,500.00	$ 1,559.43	$ (59.43)	-3.96%	$ 39.71
Contractual Services	5202020	$ 18,355,464.00	$ 7,927,797.89	$ 7,718,021.50	$ 209,776.39	2.65%	$ 9,317,792.51
EISD	5202020	$ 4,679,643.00	$ 1,803,711.00	$ 1,615,295.53	$ 188,415.47	10.45%	$ 2,716,998.47
SAISD	5202020	$ 13,509,870.00	$ 6,056,322.00	$ 6,047,488.21	$ 8,833.79	0.15%	$ 6,459,658.79
UIW	5202020	$ 77,480.00	$ 30,690.00	$ 18,232.45	$ 12,457.55	40.59%	$ 14,192.55
SAMH	6102100	$ 273,740.00	$ 76,178.00	$ 75,783.28	$ 394.72	0.52%	$ -
Direct	5202020	$ 21,923.00	$ 2,500.00	$ 2,289.80	$ 210.20	8.41%	$ 115,109.25
TTA	5202020	$ 66,548.00	$ 34,574.89	$ 34,715.51	$ (140.62)	-0.41%	$ 11,833.45
Contractual		**$ 18,739,904.00**	**$ 8,047,768.55**	**$ 7,832,340.24**	**$ 215,428.31**	**2.68%**	**$ 9,365,309.37**
Office Supplies	5302010	$ 83,843.91	$ 14,469.45	$ 13,498.52	$ 970.93	6.71%	$ 15,458.40
Cap<5000 - Comp Equ.	5501000	$ 76,478.45	$ 17,477.78	$ 17,239.08	$ 238.70	1.37%	$ 0.20
Cap<5000 - M&E Other	5501055	$ 8,500.00	$ 723.61	$ 2,836.89	$ (2,113.28)	-292.05%	$ -
Cap<5000 - Furn &Fix	5501065	$ 11,000.00	$ 2,100.00	$ 1,961.42	$ 138.58	6.60%	$ 3,932.72
Supplies		**$ 329,985.86**	**$ 34,770.84**	**$ 35,535.91**	**$ (765.07)**	**-2.20%**	**$ 169,687.82**

Head Start 2020		TOTAL	YEAR TO DATE				
Grant Summary		BUDGET	Budget	Actual	Variance $	Variance %	Encumbrance
Description	**GL**	**$ 30,978,835.99**	**$ 15,105,922.44**	**$ 14,607,081.15**	**$ 498,841.29**	**3.30%**	**$ 9,623,227.62**
Education - Classes	5201025	$ 85,703.00	$ 31,310.00	$ 30,358.36	$ 951.64	3.04%	$ 1,250.00
Adv and Publications	5203040	$ 8,000.00	$ 5,500.00	$ 5,233.50	$ 266.50	4.85%	$ -
Binding & Printing	5203060	$ 30,128.09	$ 23,290.09	$ 21,656.33	$ 1,633.76	7.01%	$ -
Subs to Publications	5203070	$ 2,000.00	$ 1,444.00	$ 1,411.40	$ 32.60	2.26%	$ -
Transportation Fees	5203090	$ 8,982.31	$ 1,497.05	$ 1,587.88	$ (90.83)	-6.07%	$ -
Maint & Rep - Cmrcl	5204020	$ 1,000.00	$ 436.00	$ 289.63	$ 146.37	33.57%	$ -
Maint - Buildings	5204050	$ 118,520.05	$ 37,633.00	$ 34,885.37	$ 2,747.63	7.30%	$ 72,815.85
Maint.- Repair Auto	5204090	$ 2,000.00	$ 400.00	$ 359.58	$ 40.42	10.11%	$ -
Mail and Parcel Post	5205010	$ 1,700.00	$ 1,620.00	$ 1,672.15	$ (52.15)	-3.22%	$ -
Rental Office Equip.	5205020	$ 12,000.00	$ 5,112.00	$ 4,646.37	$ 465.63	9.11%	$ -
Alarm and Sec. Serv.	5208530	$ 2,021.00	$ 500.00	$ 190.70	$ 309.30	61.86%	$ 276.00
M&R Parts Automotive	5301020	$ 2,000.00	$ 960.00	$ 727.57	$ 232.43	24.21%	$ -
Food	5304010	$ 15,010.00	$ 2,750.00	$ 1,962.72	$ 787.28	28.63%	$ 3,805.69
Cell Phone Services	5403040	$ 27,092.93	$ 15,690.93	$ 15,134.40	$ 556.53	3.55%	$ -
Domain Names	5403060	$ 200.00	$ 40.00	$ -	$ 40.00	100.00%	$ -
Wireless Data Comm.	5403510	$ 12,077.76	$ 6,639.76	$ 6,382.70	$ 257.06	3.87%	$ -
Motor Fuel and Lub.	5403545	$ 1,000.00	$ 488.00	$ 156.27	$ 331.73	67.98%	$ -
Gas and Electricity	5404530	$ 31,899.99	$ 15,030.66	$ 15,739.33	$ (708.67)	-4.71%	$ -
Water and Sewer	5404540	$ 3,250.00	$ 1,724.00	$ 1,203.26	$ 520.74	30.21%	$ -
DW Other	5407032	$ 5,500.00	$ 87.50	$ 87.75	$ (0.25)	-0.29%	$ -
Subs - Comp. Serv	5203080	$ 56,250.00	$ 1,025.00	$ 1,021.51	$ 3.49	0.34%	$ 10,082.89
Other		**$ 452,735.13**	**$ 153,178.00**	**$ 144,706.78**	**$ 8,471.22**	**5.53%**	**$ 88,230.43**
In Kind Salaries	6501010	$ 32,000.00	$ 32,000.00	$ 36,104.68	$ (4,104.68)	-12.83%	$ -
In Kind Social Security	6503005	$ 3,000.00	$ 3,000.00	$ 2,760.96	$ 239.04	7.97%	$ -
In Kind Life Insurance	6503010	$ 25.00	$ 25.00	$ 36.09	$ (11.09)	-44.36%	$ -
In Kind - Flex Benefit	6504030	$ 3,000.00	$ 3,000.00	$ 3,419.63	$ (419.63)	-13.99%	$ -
In Kind TMRS	6505010	$ 4,000.00	$ 4,000.00	$ 4,323.25	$ (323.25)	-8.08%	$ -
In Kind Other Contrc	6602025	$ 5,899,129.00	$ 3,330,159.59	$ 3,242,160.21	$ 87,999.38	2.64%	$ -
In Kind		**$ 5,941,154.00**	**$ 3,372,184.59**	**$ 3,288,804.82**	**$ 83,379.77**	**2.47%**	**$ -**
Total		**$ 30,978,835.99**	**$ 15,105,922.44**	**$ 14,607,081.15**	**$ 498,841.29**	**3.30%**	**$ 9,623,227.62**

Head Start GY 20-21 Monthly Breakdown			Quarter 1		
Description	**GL**	**YTD**	**February**	**March**	**April**
Regular Salaries	5101010	$ 2,440,949.55	$ 284,518.63	$ 312,213.75	$ 300,589.45
Overtime Salaries	5101020	$ 36.01	$ -	$ -	$ -
Retiree Payout Sal	5101070	$ 1,210.11	$ -	$ 184.99	$ 391.95
Personnel Services		**$ 2,442,195.67**	**$ 284,518.63**	**$ 312,398.74**	**$ 300,981.40**
Language Skill Pay	5101050	$ 10,100.00	$ 100.00	$ 1,300.00	$ 1,500.00
FICA & Medicare Exp	5103005	$ 179,831.62	$ 21,042.36	$ 22,918.19	$ 22,500.15
Life Insurance	5103010	$ 1,756.61	$ 223.00	$ 220.55	$ 214.05
Transportation Allow	5103056	$ 1,430.00	$ -	$ 260.00	$ 195.00
Cell Phone Reimburse	5103105	$ 700.00	$ -	$ 100.00	$ 100.00
Retirement Exp	5105010	$ 294,623.89	$ 34,529.53	$ 37,838.77	$ 36,695.88
Civln Actv Healthcr	5170040	$ 374,828.15	$ 47,192.08	$ 45,839.61	$ 45,807.07
Fringe Benefits		**$ 863,270.27**	**$ 103,086.97**	**$ 108,477.12**	**$ 107,012.15**
Travel-Official	5207010	$ 227.46	$ 227.46	$ -	$ -
Travel-Official		**$ 227.46**	**$ 227.46**	**$ -**	**$ -**
Fees to Prof Contr.	5201040	$ 36,976.03	$ 4,027.88	$ 3,421.87	$ 2,856.47
Temporary Services	5202010	$ 1,559.43	$ 1,360.48	$ -	$ 147.05
Contractual Services	5202020	$ 7,718,021.50	$ -	$ 19,268.45	$ 1,429,507.08
EISD	5202020	$ 1,615,295.53	$ -	$ -	$ 393,791.77
SAISD	5202020	$ 6,047,488.21	$ -	$ -	$ 1,033,222.26
SAMH	6102100	$ 75,783.28	$ -	$ -	$ 43,459.73
Direct	5202020	$ 2,289.80	$ -	$ 195.75	$ -
TTA	5202020	$ 34,715.51	$ -	$ 1,666.65	$ 1,666.65
Contractual		**$ 7,832,340.24**	**$ 5,388.36**	**$ 22,690.32**	**$ 1,475,970.33**
Office Supplies	5302010	$ 13,498.52	$ 1,208.92	$ 249.20	$ 279.40
Cap<5000 - Comp Equ.	5501000	$ 17,239.08	$ -	$ -	$ 3,440.00
Cap<5000 - M&E Other	5501055	$ 2,836.89	$ -	$ -	$ 500.00
Cap<5000 - Furn &Fix	5501065	$ 1,961.42	$ -	$ -	$ -
Supplies		**$ 35,535.91**	**$ 1,208.92**	**$ 249.20**	**$ 4,219.40**
Education - Classes	5201025	$ 30,358.36	$ 938.95	$ 2,250.00	$ 6,217.91
Adv and Publications	5203040	$ 5,233.50	$ -	$ -	$ -
Binding & Printing	5203060	$ 21,656.33	$ 3,448.75	$ 3,286.10	$ 1,668.67
Subs to Publications	5203070	$ 1,411.40	$ -	$ -	$ 594.00
Transportation Fees	5203090	$ 1,587.88	$ -	$ 1,306.51	$ 165.04
Maint & Rep - Cmrcl	5204020	$ 289.63	$ 63.18	$ -	$ 5.00
Maint - Buildings	5204050	$ 34,885.37	$ 6,945.00	$ 15,977.50	$ (6,563.55)
Maint.- Repair Auto	5204090	$ 359.58	$ 199.63	$ -	$ 11.85
Mail and Parcel Post	5205010	$ 1,672.15	$ -	$ -	$ 284.63
Rental Office Equip.	5205020	$ 4,646.37	$ -	$ 1,670.69	$ -
Alarm and Sec. Serv.	5208530	$ 190.70	$ 222.00	$ -	$ -
M&R Parts Automotive	5301020	$ 727.57	$ 81.37	$ -	$ 9.50
Food	5304010	$ 1,962.72	$ 162.68	$ 1,217.13	$ 607.11
Cell Phone Services	5403040	$ 15,134.40	$ -	$ 2,115.46	$ -
Wireless Data Comm.	5403510	$ 6,382.70	$ -	$ 853.30	$ 706.29
Motor Fuel and Lub.	5403545	$ 156.27	$ 10.99	$ 113.18	$ 15.25
Gas and Electricity	5404530	$ 15,739.33	$ -	$ -	$ 4,531.44
Water and Sewer	5404540	$ 1,203.26	$ -	$ -	$ 380.20
DW Other	5407032	$ 87.75	$ -	$ 87.75	$ -
Subs - Comp. Serv	5203080	$ 1,021.51	$ 588.00	$ -	$ -
Other		**$ 144,706.78**	**$ 12,660.55**	**$ 28,877.62**	**$ 8,633.34**
In Kind Salaries	6501010	$ 36,104.68	$ -	$ -	$ -
In Kind Social Security	6503005	$ 2,760.96	$ -	$ -	$ -
In Kind Life Insurance	6503010	$ 36.09	$ -	$ -	$ -
In Kind - Flex Benefit	6504030	$ 3,419.63	$ -	$ -	$ -
In Kind TMRS	6505010	$ 4,323.25	$ -	$ -	$ -
In Kind Other Contrc	6602025	$ 3,242,160.21	$ -	$ -	$ 11,580.67
In Kind		**$ 3,288,804.82**	**$ -**	**$ -**	**$ 11,580.67**
Total		**$ 14,607,081.15**	**$ 407,090.89**	**$ 472,693.00**	**$ 1,908,397.29**

Head Start GY 20-21 Monthly Breakdown			Quarter 2		
Description	**GL**	**YTD**	**May**	**June**	**July**
Regular Salaries	5101010	$ 2,440,949.55	$ 292,398.83	$ 317,176.52	$ 310,328.80
Overtime Salaries	5101020	$ 36.01	$ -	$ -	$ 36.01
Retiree Payout Sal	5101070	$ 1,210.11	$ 633.17	$ -	$ -
Personnel Services		**$ 2,442,195.67**	**$ 293,032.00**	**$ 317,176.52**	**$ 310,364.81**
Language Skill Pay	5101050	$ 10,100.00	$ 1,500.00	$ 1,450.00	$ 1,450.00
FICA & Medicare Exp	5103005	$ 179,831.62	$ 21,943.07	$ 23,176.41	$ 22,630.41
Life Insurance	5103010	$ 1,756.61	$ 215.69	$ 225.71	$ 204.42
Transportation Allow	5103056	$ 1,430.00	$ 195.00	$ 195.00	$ 195.00
Cell Phone Reimburse	5103105	$ 700.00	$ 100.00	$ 100.00	$ 100.00
Retirement Exp	5105010	$ 294,623.89	$ 34,811.59	$ 38,107.07	$ 37,540.38
Civln Actv Healthcr	5170040	$ 374,828.15	$ 45,594.08	$ 47,887.98	$ 45,410.92
Fringe Benefits		**$ 863,270.27**	**$ 104,359.43**	**$ 111,142.17**	**$ 107,531.13**
Travel-Official	5207010	$ 227.46	$ -	$ -	$ -
Travel-Official		**$ 227.46**	**$ -**	**$ -**	**$ -**
Fees to Prof Contr.	5201040	$ 36,976.03	$ 3,114.55	$ 10,780.68	$ 2,770.25
Temporary Services	5202010	$ 1,559.43	$ 17.30	$ 34.60	$ -
Contractual Services	5202020	$ 7,718,021.50	$ 1,355,780.38	$ 1,381,264.07	$ 1,390,469.37
EISD	5202020	$ 1,615,295.53	$ 338,366.92	$ 380,833.62	$ 369,287.87
SAISD	5202020	$ 6,047,488.21	$ 1,015,746.81	$ 998,763.80	$ 996,465.89
SAMH	6102100	$ 75,783.28	$ -	$ 9,486.54	$ -
Direct	5202020	$ 2,289.80	$ -	$ -	$ -
TTA	5202020	$ 34,715.51	$ 1,666.65	$ 1,666.65	$ 24,715.61
Contractual		**$ 7,832,340.24**	**$ 1,358,912.23**	**$ 1,401,565.89**	**$ 1,393,239.62**
Office Supplies	5302010	$ 13,498.52	$ 1,477.65	$ 4,519.83	$ -
Cap<5000 - Comp Equ.	5501000	$ 17,239.08	$ -	$ -	$ 5,289.60
Cap<5000 - M&E Other	5501055	$ 2,836.89	$ -	$ -	$ -
Cap<5000 - Furn &Fix	5501065	$ 1,961.42	$ -	$ 95.06	$ 670.26
Supplies		**$ 35,535.91**	**$ 1,477.65**	**$ 4,614.89**	**$ 5,959.86**
Education - Classes	5201025	$ 30,358.36	$ 325.00	$ 550.00	$ 9,537.50
Adv and Publications	5203040	$ 5,233.50	$ -	$ -	$ -
Binding & Printing	5203060	$ 21,656.33	$ -	$ 1,442.20	$ 27.60
Subs to Publications	5203070	$ 1,411.40	$ -	$ 275.00	$ -
Transportation Fees	5203090	$ 1,587.88	$ -	$ -	$ -
Maint & Rep - Cmrcl	5204020	$ 289.63	$ 5.00	$ -	$ 216.45
Maint - Buildings	5204050	$ 34,885.37	$ 535.00	$ 12,003.40	$ 267.50
Maint.- Repair Auto	5204090	$ 359.58	$ -	$ -	$ 148.10
Mail and Parcel Post	5205010	$ 1,672.15	$ -	$ -	$ 305.00
Rental Office Equip.	5205020	$ 4,646.37	$ 1,481.00	$ (158.33)	$ 922.77
Alarm and Sec. Serv.	5208530	$ 190.70	$ -	$ (31.30)	$ -
M&R Parts Automotive	5301020	$ 727.57	$ -	$ -	$ 636.70
Food	5304010	$ 1,962.72	$ 8.91	$ 8.91	$ 9.00
Cell Phone Services	5403040	$ 15,134.40	$ 4,396.77	$ 2,170.80	$ -
Wireless Data Comm.	5403510	$ 6,382.70	$ 418.41	$ 1,639.48	$ 76.50
Motor Fuel and Lub.	5403545	$ 156.27	$ 16.85	$ -	$ -
Gas and Electricity	5404530	$ 15,739.33	$ -	$ 2,504.25	$ -
Water and Sewer	5404540	$ 1,203.26	$ -	$ 329.53	$ -
DW Other	5407032	$ 87.75	$ -	$ -	$ -
Subs - Comp. Serv	5203080	$ 1,021.51	$ -	$ 433.51	$ -
Other		**$ 144,706.78**	**$ 7,186.94**	**$ 21,167.45**	**$ 12,147.12**
In Kind Salaries	6501010	$ 36,104.68	$ -	$ 22,186.97	$ (6,013.97)
In Kind Social Security	6503005	$ 2,760.96	$ -	$ 1,695.17	$ (458.99)
In Kind Life Insurance	6503010	$ 36.09	$ -	$ 22.16	$ (6.00)
In Kind - Flex Benefit	6504030	$ 3,419.63	$ -	$ 2,179.34	$ (602.74)
In Kind TMRS	6505010	$ 4,323.25	$ -	$ 2,659.80	$ (716.41)
In Kind Other Contrc	6602025	$ 3,242,160.21	$ -	$ 1,997,273.57	$ -
In Kind		**$ 3,288,804.82**	**$ -**	**$ 2,026,017.01**	**$ (7,798.11)**
Total		**$ 14,607,081.15**	**$ 1,764,968.25**	**$ 3,881,683.93**	**$ 1,821,444.43**

Head Start GY 20-21 Monthly Breakdown			Quarter 3		
Description	**GL**	**YTD**	**August**	**September**	**October**
Regular Salaries	5101010	$ 2,440,949.55	$ 312,280.82	$ 311,442.75	$ -
Overtime Salaries	5101020	$ 36.01	$ -	$ -	$ -
Retiree Payout Sal	5101070	$ 1,210.11	$ -	$ -	$ -
Personnel Services		**$ 2,442,195.67**	**$ 312,280.82**	**$ 311,442.75**	**$ -**
Language Skill Pay	5101050	$ 10,100.00	$ 1,400.00	$ 1,400.00	$ -
FICA & Medicare Exp	5103005	$ 179,831.62	$ 22,923.35	$ 22,697.68	$ -
Life Insurance	5103010	$ 1,756.61	$ 235.02	$ 218.17	$ -
Transportation Allow	5103056	$ 1,430.00	$ 195.00	$ 195.00	$ -
Cell Phone Reimburse	5103105	$ 700.00	$ 100.00	$ 100.00	$ -
Retirement Exp	5105010	$ 294,623.89	$ 37,718.67	$ 37,382.00	$ -
Civln Actv Healthcr	5170040	$ 374,828.15	$ 48,929.41	$ 48,167.00	$ -
Fringe Benefits		**$ 863,270.27**	**$ 111,501.45**	**$ 110,159.85**	**$ -**
Travel-Official	5207010	$ 227.46	$ -	$ -	$ -
Travel-Official		**$ 227.46**	**$ -**	**$ -**	**$ -**
Fees to Prof Contr.	5201040	$ 36,976.03	$ 5,726.45	$ 4,277.88	$ -
Temporary Services	5202010	$ 1,559.43	$ -	$ -	$ -
Contractual Services	5202020	$ 7,718,021.50	$ 1,159,782.21	$ 981,949.94	$ -
EISD	5202020	$ 1,615,295.53	$ 99,036.08	$ 33,979.27	$ -
SAISD	5202020	$ 6,047,488.21	$ 1,059,079.48	$ 944,209.97	$ -
SAMH	6102100	$ 75,783.28	$ -	$ 22,837.01	$ -
Direct	5202020	$ 2,289.80	$ -	$ 2,094.05	$ -
TTA	5202020	$ 34,715.51	$ 1,666.65	$ 1,666.65	$ -
Contractual		**$ 7,832,340.24**	**$ 1,165,508.66**	**$ 1,009,064.83**	**$ -**
Office Supplies	5302010	$ 13,498.52	$ 2,483.76	$ 3,279.76	$ -
Cap<5000 - Comp Equ.	5501000	$ 17,239.08	$ 7,556.08	$ 953.40	$ -
Cap<5000 - M&E Other	5501055	$ 2,836.89	$ -	$ 2,336.89	$ -
Cap<5000 - Furn &Fix	5501065	$ 1,961.42	$ 1,196.10	$ -	$ -
Supplies		**$ 35,535.91**	**$ 11,235.94**	**$ 6,570.05**	**$ -**
Education - Classes	5201025	$ 30,358.36	$ 2,000.00	$ 8,539.00	$ -
Adv and Publications	5203040	$ 5,233.50	$ 2,371.50	$ 2,862.00	$ -
Binding & Printing	5203060	$ 21,656.33	$ 11,783.01	$ -	$ -
Subs to Publications	5203070	$ 1,411.40	$ 542.40	$ -	$ -
Transportation Fees	5203090	$ 1,587.88	$ 35.08	$ 81.25	$ -
Maint & Rep - Cmrcl	5204020	$ 289.63	$ -	$ -	$ -
Maint - Buildings	5204050	$ 34,885.37	$ 6,919.95	$ (1,199.43)	$ -
Maint.- Repair Auto	5204090	$ 359.58	$ -	$ -	$ -
Mail and Parcel Post	5205010	$ 1,672.15	$ 1,082.52	$ -	$ -
Rental Office Equip.	5205020	$ 4,646.37	$ 519.68	$ 210.56	$ -
Alarm and Sec. Serv.	5208530	$ 190.70	$ -	$ -	$ -
M&R Parts Automotive	5301020	$ 727.57	$ -	$ -	$ -
Food	5304010	$ 1,962.72	$ 9.00	$ (60.02)	$ -
Cell Phone Services	5403040	$ 15,134.40	$ 4,293.65	$ 2,157.72	$ -
Wireless Data Comm.	5403510	$ 6,382.70	$ 1,792.48	$ 896.24	$ -
Motor Fuel and Lub.	5403545	$ 156.27	$ -	$ -	$ -
Gas and Electricity	5404530	$ 15,739.33	$ -	$ 8,703.64	$ -
Water and Sewer	5404540	$ 1,203.26	$ -	$ 493.53	$ -
DW Other	5407032	$ 87.75	$ -	$ -	$ -
Subs - Comp. Serv	5203080	$ 1,021.51	$ -	$ -	$ -
Other		**$ 144,706.78**	**$ 31,349.27**	**$ 22,684.49**	**$ -**
In Kind Salaries	6501010	$ 36,104.68	$ -	$ 19,931.68	$ -
In Kind Social Security	6503005	$ 2,760.96	$ -	$ 1,524.78	$ -
In Kind Life Insurance	6503010	$ 36.09	$ -	$ 19.93	$ -
In Kind - Flex Benefit	6504030	$ 3,419.63	$ -	$ 1,843.03	$ -
In Kind TMRS	6505010	$ 4,323.25	$ -	$ 2,379.86	$ -
In Kind Other Contrc	6602025	$ 3,242,160.21	$ 1,229,219.82	$ 4,086.15	$ -
In Kind		**$ 3,288,804.82**	**$ 1,229,219.82**	**$ 29,785.43**	**$ -**
Total		**$ 14,607,081.15**	**$ 2,861,095.96**	**$ 1,489,707.40**	**$ -**

Edgewood Independent School District GY20-21	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	Total w/ Revisions	YTD Expenses	YTD Balance
Personnel Salaries & Wages	**$ 3,424,207.38**	**$ 1,234,053.74**	**$ 2,190,153.64**	**$ 1,345,517.00**	**$ 742,464.68**	**$ 603,052.32**
FICA	$ 49,651.00	$ 16,757.66	$ 32,893.34	$ 19,510.00	$ 9,218.31	$ 10,291.69
Health Insurance	$ 411,232.00	$ 151,382.44	$ 259,849.56	$ 100,000.00	$ 61,852.72	$ 38,147.28
Retirement	$ 361,428.00	$ 134,206.07	$ 227,221.93	$ 10,000.00	$ 29,151.96	$ (19,151.96)
Worker's Compensation	$ 131,142.00	$ 55,104.94	$ 76,037.06	$ 7,839.00	$ 13,907.71	$ (6,068.71)
Official Travel (out of town)	$ 3,000.00	$ 134.55	$ 2,865.45	$ -	$ 250.00	$ (250.00)
Office Supplies	$ 2,000.00	$ 335.32	$ 1,664.68	$ -	$ 260.99	$ (260.99)
Medical and Dental Supplies	$ 5,000.00	$ -	$ 5,000.00	$ -	$ 499.00	$ (499.00)
Janitorial Supplies	$ 3,000.00	$ -	$ 3,000.00	$ -	$ -	$ -
Cap <5000 - Computers	$ 47,000.00	$ -	$ 47,000.00	$ -	$ 1,441.20	$ (1,441.20)
Cap <5000 - Furniture & Fixtures	$ 125,000.00	$ -	$ 125,000.00	$ -	$ -	$ -
Classroom Supplies	$ 21,208.00	$ -	$ 21,208.00	$ -	$ 2,065.82	$ (2,065.82)
CPR Training	$ 7,000.00	$ -	$ 7,000.00	$ -	$ 432.00	$ (432.00)
Counselor - Third Party	$ 26,942.00	$ -	$ 26,942.00	$ -	$ -	$ -
Staff Development/Training/Seminars-Staff	$ 1,000.00	$ -	$ 1,000.00	$ -	$ 42.95	$ (42.95)
Food (Refreshments-water/cofee for meetings)	$ 100.00	$ -	$ 100.00	$ -	$ 1,504.04	$ (1,504.04)
Advertising and Publications	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -
Binding Printing and Reproduction	$ 500.00	$ -	$ 500.00	$ -	$ 1,004.32	$ (1,004.32)
Transportation Fees-Staff Mileage	$ 500.00	$ 160.24	$ 339.76	$ -	$ 69.10	$ (69.10)
Mail and Postage	$ 600.00	$ 197.50	$ 402.50	$ -	$ -	$ -
Food for children (NOT reimbursed by USDA)	$ 36,975.00	$ 4,581.50	$ 32,393.50	$ -	$ -	$ -
Gas and Electricity	$ 20,848.00	$ 18,057.83	$ 2,790.17	$ -	$ -	$ -
Transportation Fees-Employee Allowance	$ 810.00	$ 323.75	$ 486.25	$ -	$ 1,645.85	$ (1,645.85)
Total:	**$ 4,679,643.38**	**$ 1,615,295.54**	**$ 3,064,347.84**	**$ 1,482,866.00**	**$ 865,810.65**	**$ 617,055.35**

Edgewood Independent School District GY19-20	Federal Totals			Non-Federal Totals		
	BUDGET	YTD EXPENSES	BALANCE	BUDGET	YTD EXPENSES	BALANCE
Salaries	$ 3,424,207.38	$ 1,234,053.74	$ 2,190,153.64	$ 1,345,517.00	$ 742,464.68	$ 603,052.32
Fringes	$ 953,453.00	$ 357,451.11	$ 596,001.89	$ 137,349.00	$ 114,130.70	$ 23,218.30
Travel	$ 3,000.00	$ 134.55	$ 2,865.45	$ -	$ 250.00	$ (250.00)
Equipment	$ -	$ -	$ -	$ -	$ -	$ -
Supplies	$ 203,208.00	$ 335.32	$ 202,872.68	$ -	$ 4,267.01	$ (4,267.01)
Contractual	$ 33,942.00	$ -	$ 33,942.00	$ -	$ 432.00	$ (432.00)
Other	$ 61,833.00	$ 23,320.82	$ 38,512.18	$ -	$ 4,266.26	$ (4,266.26)
Total	**$ 4,679,643.38**	**$ 1,615,295.54**	**$ 3,064,347.84**	**$ 1,482,866.00**	**$ 865,810.65**	**$ 617,055.35**

San Antonio Independent School District GY20-21	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	Total w/ Revisions	YTD Expenses	YTD Balance
Personnel Salaries & Wages	**$ 9,422,060.00**	**$ 4,551,889.60**	**$ 4,870,170.40**	**$ 3,675,788.00**	**$ 2,221,606.58**	**$ 1,454,181.42**
FICA	$ 687,166.00	$ 333,311.94	$ 353,854.06	$ 172,400.00	$ 161,610.79	$ 10,789.21
Health Insurance	$ 1,236,600.00	$ 612,648.41	$ 623,951.59	$ 264,782.00	$ 326,554.05	$ (61,772.05)
Retirement	$ 966,500.00	$ 476,786.54	$ 489,713.46	$ 140,000.00	$ 78,792.46	$ 61,207.54
Worker's Compensation	$ 60,000.00	$ 23,072.12	$ 36,927.88	$ 26,000.00	$ 11,003.89	$ 14,996.11
Unemployment	$ 11,500.00	$ -	$ 11,500.00	$ 2,000.00	$ -	$ 2,000.00
Classroom Supplies	$ 162,094.00	$ -	$ 162,094.00	$ -	$ -	$ -
Medical and Dental Supplies	$ 50,000.00	$ -	$ 50,000.00	$ -	$ -	$ -
Janitorial Supplies	$ 10,000.00	$ -	$ 10,000.00	$ -	$ -	$ -
Cap <5000 - Computers	$ 75,000.00	$ -	$ 75,000.00	$ -	$ -	$ -
Cap <5000 - Machinery & Equipment	$ 5,000.00	$ -	$ 5,000.00	$ -	$ -	$ -
Cap <5000 - Furniture & Fixtures	$ 13,700.00	$ -	$ 13,700.00	$ -	$ -	$ -
University of TX	$ 64,621.00	$ 49,779.60	$ 14,841.40	$ -	$ -	$ -
ZDA Architects	$ 38,500.00	$ -	$ 38,500.00	$ -	$ -	$ -
Consulting Services	$ 300,000.00	$ -	$ 300,000.00	$ -	$ -	$ -
Maintenance - Buildings & Improvement	$ 407,129.00	$ -	$ 407,129.00	$ -	$ -	$ -
Total:	**$ 13,509,870.00**	**$ 6,047,488.21**	**$ 7,462,381.79**	**$ 4,280,970.00**	**$ 2,799,567.77**	**$ 1,481,402.23**

San Antonio Independent School District GY19-20	Federal Totals			Non-Federal Totals		
	BUDGET	YTD EXPENSES	BALANCE	BUDGET	YTD EXPENSES	BALANCE
Salaries	$ 9,422,060.00	$ 4,551,889.60	$ 4,870,170.40	$ 3,675,788.00	$ 2,221,606.58	$ 1,454,181.42
Fringes	$ 2,961,766.00	$ 1,445,819.01	$ 1,515,946.99	$ 605,182.00	$ 577,961.19	$ 27,220.81
Travel	$ -	$ -	$ -	$ -	$ -	$ -
Equipment	$ -	$ -	$ -	$ -	$ -	$ -
Supplies	$ 315,794.00	$ -	$ 315,794.00	$ -	$ -	$ -
Contractual	$ 403,121.00	$ 49,779.60	$ 353,341.40	$ -	$ -	$ -
Other	$ 407,129.00	$ -	$ 407,129.00	$ -	$ -	$ -
Total	**$ 13,509,870.00**	**$ 6,047,488.21**	**$ 7,462,381.79**	**$ 4,280,970.00**	**$ 2,799,567.77**	**$ 1,481,402.23**

EARLY HEAD START

Early Head Start Fiscal Reports GY 20-21 as of September 30, 2020

BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Variance	Var %
PERSONNEL	$219,726	$51,145	$29,538	$21,607	42.2%
FRINGE	$83,755	$17,160	$9,643	$7,517	43.8%
TRAVEL	$4,083	$0	$0	$0	0.0%
SUPPLIES	$10,664	$950	$975	($25)	-2.7%
EQUIPMENT	$24,000	$0	$0	$0	0.0%
CONTRACTUAL	$997,495	$800	$760	$40	5.0%
COSA	$24,758	$800	$760	$40	5.0%
Edgewood	$889,737	$0	$0	$0	0.0%
Start Up - Edgewood	$83,000	$0	$0	$0	0.0%
SAMH/UIW	$0	$0	$0	$0	0.0%
FACILITIES/CONSTRUCTION	$0	$0	$0	$0	0.0%
OTHER	$22,958	$1,880	$1,887	($7)	-0.4%
TOTAL FEDERAL BUDGET	$1,362,682	$71,935	$42,804	$29,131	40.5%
Non Federal/In Kind	$322,738	$0	$0	$0	0.0%
TOTAL BUDGET	$1,685,420	$71,935	$42,804	$29,131	40.5%

Variance Explanations:

Personnel Salaries Fringe Benefits	Grant began 07/01/20 - 6 New Positions created expected to be filled October 2020. Current Expenditures are applied via Journal Entry (JE). JE for September personnel expenditures processed in October.
Travel	
Supplies	
Contractual - COSA - EISD - SAMH/UIW	
Other	
Non Federal/In Kind	

TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE	%
Administrative Cost	$108,590	N/A	$ 22,367.89	N/A	52.3%
(may not exceed 15% of Actual Expenditure)					
Training and Technical Assistance	$26,619	$1,950	$ 2,475.42	($525)	-26.9%
(Earmarked costs)					
Start Up*	$107,000	$0	$0	$0	0.0%
(Earmarked costs)					

* $83,000 in Start Up Cost allocated to Edgewood Independent School District

Procurement Card Transaction Log

For the Period Ending: September 30, 2020

Date	IO	GL	Vendor	Purpose	Amount
9/1/2020	138000002665	5302010	Brain Architecture Game	Brain Architecture Training Kit	$975.41
				Monthly Total:	**$975.41**

IO	GL	Account Name	Amount
138000002665	5302010	Office Supplies	$975.41
		Year to Date Total:	**$975.41**

EHS GY20-21		TOTAL	YEAR TO DATE				
Grant Summary		BUDGET	Budget	Actual	Variance $	Variance %	Encumbrance
Description	**GL**	**$ 1,685,420.00**	**$ 71,935.23**	**$ 42,804.28**	**$ 29,130.95**	**40.50%**	**$ -**
Regular Salaries	5101010	$ 219,726.47	$ 51,145.25	$ 29,538.23	$ 21,607.02	42.25%	$ -
Personnel Services		**$ 219,726.47**	**$ 51,145.25**	**$ 29,538.23**	**$ 21,607.02**	**42.25%**	**$ -**
FICA & Medicare Exp	5103005	$ 18,073.15	$ 3,912.61	$ 2,259.69	$ 1,652.92	42.25%	$ -
Life Insurance	5103010	$ 236.56	$ 51.15	$ 29.52	$ 21.63	42.28%	$ -
Retirement Exp	5105010	$ 27,676.18	$ 5,963.54	$ 3,526.86	$ 2,436.68	40.86%	$ -
Civln Actv Healthcr	5170040	$ 34,757.91	$ 7,232.69	$ 3,827.28	$ 3,405.41	47.08%	$ -
Fringe Benefits		**$ 83,755.14**	**$ 17,159.98**	**$ 9,643.35**	**$ 7,516.63**	**43.80%**	**$ -**
Fees to Prof Contr.	5201040	$ 19,450.09	$ 800.00	$ 760.00	$ 40.00	5.00%	$ -
Contractual		**$ 997,495.43**	**$ 800.00**	**$ 760.00**	**$ 40.00**	**5.00%**	**$ -**
Office Supplies	5302010	$ 2,917.84	$ 950.00	$ 975.42	$ (25.42)	-2.68%	$ -
Supplies		**$ 10,663.98**	**$ 950.00**	**$ 975.42**	**$ (25.42)**	**-2.68%**	**$ -**
Education - Classes	5201025	$ 5,958.67	$ 1,500.00	$ 1,500.00	$ -	0.00%	$ -
Maint - Buildings	5204050	$ 2,129.18	$ 165.00	$ 164.71	$ 0.29	0.18%	$ -
Rental Office Equip.	5205020	$ 287.89	$ 50.00	$ 52.97	$ (2.97)	-5.94%	$ -
Food	5304010	$ 2,431.34	$ 1.00	$ 0.90	$ 0.10	10.00%	$ -
Gas and Electricity	5404530	$ 729.18	$ 150.00	$ 154.98	$ (4.98)	-3.32%	$ -
Water and Sewer	5404540	$ 93.34	$ 14.00	$ 13.72	$ 0.28	2.00%	$ -
Other		**$ 22,957.64**	**$ 1,880.00**	**$ 1,887.28**	**$ (7.28)**	**-0.39%**	**$ -**
Total		**$ 1,685,420.00**	**$ 71,935.23**	**$ 42,804.28**	**$ 29,130.95**	**40.50%**	**$ -**

Early Head Start GY 20-21 Monthly Breakdown			Quarter 2	Quarter 3	
Description	**GL**	**YTD**	**July**	**August**	**September**
Regular Salaries	5101010	$ 29,538.23	$ 13,683.28	$ (1,298.50)	$ 17,153.45
Personnel Services		**$ 29,538.23**	**$ 13,683.28**	**$ (1,298.50)**	**$ 17,153.45**
FICA & Medicare Exp	5103005	$ 2,259.69	$ 1,046.79	$ (99.34)	$ 1,312.24
Life Insurance	5103010	$ 29.52	$ 13.68	$ (1.30)	$ 17.14
Retirement Exp	5105010	$ 3,526.86	$ 1,633.78	$ (155.04)	$ 2,048.12
Civln Actv Healthcr	5170040	$ 3,827.28	$ 1,364.41	$ (133.28)	$ 2,596.15
Fringe Benefits		**$ 9,643.35**	**$ 4,058.66**	**$ (388.96)**	**$ 5,973.65**
Fees to Prof Contr.	5201040	$ 760.00	$ -	$ -	$ 760.00
Contractual		**$ 760.00**	**$ -**	**$ -**	**$ 760.00**
Office Supplies	5302010	$ 975.42	$ -	$ -	$ 975.42
Supplies		**$ 975.42**	**$ -**	**$ -**	**$ 975.42**
Education - Classes	5201025	$ 1,500.00	$ -	$ -	$ 1,500.00
Maint - Buildings	5204050	$ 164.71	$ -	$ -	$ 164.71
Rental Office Equip.	5205020	$ 52.97	$ -	$ -	$ 52.97
Food	5304010	$ 0.90	$ -	$ -	$ 0.90
Gas and Electricity	5404530	$ 154.98	$ -	$ -	$ 154.98
Water and Sewer	5404540	$ 13.72	$ -	$ -	$ 13.72
Other		**$ 1,887.28**	**$ -**	**$ -**	**$ 1,887.28**
Total		**$ 42,804.28**	**$ 17,741.94**	**$ (1,687.46)**	**$ 26,749.80**

EARLY HEAD START

CHILD CARE PARTNERSHIP

(EHS-CCP)

Early Head Start - CCP Fiscal Reports GY 20-21 as of September 30, 2020

BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Var ($)	Var (%)
PERSONNEL	$820,282	$135,862	$105,221	$30,641	22.6%
FRINGE	$298,009	$46,488	$35,335	$11,153	24.0%
TRAVEL	$4,160	$0	$0	$0	0.0%
EQUIPMENT	$0	$0	$0	$0	0.0%
SUPPLIES	$28,539	$1,000	$975	$25	2.5%
CONTRACTUAL	$1,789,060	$280,200	$281,775	($1,575)	-0.6%
COSA	$61,280	$3,000	$4,575	($1,575)	-52.5%
Blessed Sacrament	$284,130	$46,200	$46,200	$0	0.0%
Ella Austin	$378,840	$61,600	$61,600	$0	0.0%
Healy Murphy	$505,120	$82,134	$82,134	$0	0.0%
Inman Christian	$220,990	$35,934	$35,934	$0	0.0%
Seton Home	$157,850	$25,666	$25,666	$0	0.0%
YWCA	$157,850	$25,666	$25,666	$0	0.0%
UIW	$23,000	$0	$0	$0	0.0%
OTHER	$42,193	$2,097	$1,470	$627	29.9%
TOTAL FED BUDGET	$2,982,243	$465,647	$424,776	$40,871	8.8%
NON FED SHARE/IN KIND	$711,883	$58,200	$58,200	$0	0.0%
TOTAL BUDGET	$ 3,694,126	$ 523,847	$ 482,976	$ 40,871	7.8%

Variance Explanations:

Personnel	2 Vacant positions - Filled as of 10/26/20
Fringes	Related to Personnel variance
Travel	
Supplies	
Contractual	
Other	Pending Occupancy expenses (Gas and Electricty for August and September; Water and Sewage for September)
Non Federal Share/In Kind	Recognized Ella Austin Plumbing Repairs that took place in August

TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Var	%
Administrative Cost	$156,734	N/A	$27,630		5.7%
(may not exceed 15% of actual expenditures)					
Training and Technical Assistance	$64,800	$3,477	$4,794	($1,317)	-37.9%
(Earmarked costs)					

Procurement Card Transaction Log

YTD For the Period Ending: September 30, 2020

Date	IO	GL	Vendor	Purpose	Amount
8/25/2020	138000002676	5302010	The Brain Architecture Game	Brain Architecture Training Kits	$ 975.41
				Monthly Total:	$975.41

IO	GL	GL Name	Amount
138000002676	5302010	Office Supplies	$ 975.41
		Year to Date Total:	$975.41

EHS-CCP GY20-21		TOTAL	YEAR TO DATE				
Grant Summary		BUDGET	Budget	Actual	Variance $	Variance %	Encumbrance
Description	**GL**	**$ 3,694,126.00**	**$ 523,846.99**	**$ 482,975.74**	**$ 40,871.25**	**7.80%**	**$ 1,249,443.85**
Regular Salaries	5101010	$ 820,282.00	$ 135,862.34	$ 105,221.16	$ 30,641.18	22.55%	$ -
Personnel Services		**$ 820,282.00**	**$ 135,862.34**	**$ 105,221.16**	**$ 30,641.18**	**22.55%**	**$ -**
Language Skill Pay	5101050	$ 4,100.00	$ -	$ 250.00	$ (250.00)	0.00%	$ -
FICA & Medicare Exp	5103005	$ 62,752.00	$ 10,393.47	$ 7,674.82	$ 2,718.65	26.16%	$ -
Life Insurance	5103010	$ 821.00	$ 135.86	$ 76.61	$ 59.25	43.61%	$ -
Retirement Exp	5105010	$ 97,959.00	$ 15,841.55	$ 12,593.29	$ 3,248.26	20.50%	$ -
Civln Actv Healthcr	5170040	$ 121,312.00	$ 20,116.77	$ 14,739.87	$ 5,376.90	26.73%	$ -
Fringe Benefits		**$ 298,009.00**	**$ 46,487.65**	**$ 35,334.59**	**$ 11,153.06**	**23.99%**	**$ -**
Contractual Services	5202020	$ 1,767,780.00	$ 280,200.00	$ 281,775.00	$ (1,575.00)	-0.56%	$ 1,247,400.00
BSA	5202020	$ 284,130.00	$ 46,200.00	$ 46,200.00	$ -	0.00%	$ 207,900.00
Ella Austin	5202020	$ 378,840.00	$ 61,600.00	$ 61,600.00	$ -	0.00%	$ 277,200.00
Healy	5202020	$ 505,120.00	$ 82,134.00	$ 82,134.00	$ -	0.00%	$ 369,599.00
Inman	5202020	$ 220,990.00	$ 35,934.00	$ 35,934.00	$ -	0.00%	$ 161,699.00
Seton Home	5202020	$ 157,850.00	$ 25,666.00	$ 25,666.00	$ -	0.00%	$ 115,501.00
YWCA	5202020	$ 157,850.00	$ 25,666.00	$ 25,666.00	$ -	0.00%	$ 115,501.00
Direct	5202020	$ 40,000.00	$ 3,000.00	$ 1,056.00	$ 1,944.00	0.00%	$ -
TTA	5202020	$ -	$ -	$ 3,519.00	$ (3,519.00)	0.00%	$ -
Contractual		**$ 1,789,060.00**	**$ 280,200.00**	**$ 281,775.00**	**$ (1,575.00)**	**-0.56%**	**$ 1,247,400.00**
Office Supplies	5302010	$ 6,309.00	$ 1,000.00	$ 975.41	$ 24.59	2.46%	$ 2,043.85
Supplies		**$ 28,539.00**	**$ 1,000.00**	**$ 975.41**	**$ 24.59**	**2.46%**	**$ 2,043.85**
Education - Classes	5201025	$ 9,500.00	$ -	$ 300.00	$ (300.00)	0.00%	$ -
Transportation Fees	5203090	$ 3,500.00	$ 288.00	$ -	$ 288.00	100.00%	$ -
Maint - Buildings	5204050	$ 11,592.00	$ 950.00	$ 825.53	$ 124.47	13.10%	$ -
Rental Office Equip.	5205020	$ 1,000.00	$ 83.00	$ 69.89	$ 13.11	15.80%	$ -
Cell Phone Services	5403040	$ 1,800.00	$ 300.00	$ 248.02	$ 51.98	17.33%	$ -
Gas and Electricity	5404530	$ 2,600.00	$ 434.00	$ -	$ 434.00	100.00%	$ -
Water and Sewer	5404540	$ 250.00	$ 42.00	$ 26.14	$ 15.86	37.76%	$ -
Other		**$ 42,193.00**	**$ 2,097.00**	**$ 1,469.58**	**$ 627.42**	**29.92%**	**$ -**
In Kind Other Contrc	6602025	$ 711,883.00	$ 58,200.00	$ 58,200.00	$ -	0.00%	$ -
In Kind		**$ 711,883.00**	**$ 58,200.00**	**$ 58,200.00**	**$ -**	**0.00%**	**$ -**
Total		**$ 3,694,126.00**	**$ 523,846.99**	**$ 482,975.74**	**$ 40,871.25**	**7.80%**	**$ 1,249,443.85**

EHS-CCP GY 20-21 Monthly Breakdown			Quarter 1	
Description	**GL**	**YTD**	**August**	**September**
			11	**12**
Regular Salaries	5101010	$ 105,221.16	$ 53,056.23	$ 52,164.93
Personnel Services		**$ 105,221.16**	**$ 53,056.23**	**$ 52,164.93**
Language Skill Pay	5101050	$ 250.00	$ -	$ 250.00
FICA & Medicare Exp	5103005	$ 7,674.82	$ 3,866.27	$ 3,808.55
Life Insurance	5103010	$ 76.61	$ 39.78	$ 36.83
Retirement Exp	5105010	$ 12,593.29	$ 6,334.92	$ 6,258.37
Civln Actv Healthcr	5170040	$ 14,739.87	$ 7,940.79	$ 6,799.08
Fringe Benefits		**$ 35,334.59**	**$ 18,181.76**	**$ 17,152.83**
Contractual Services	5202020	$ 281,775.00	$ 138,600.00	$ 143,175.00
BSA	5202020	$ 46,200.00	$ 23,100.00	$ 23,100.00
Ella Austin	5202020	$ 61,600.00	$ 30,800.00	$ 30,800.00
Healy	5202020	$ 82,134.00	$ 41,067.00	$ 41,067.00
Inman	5202020	$ 35,934.00	$ 17,967.00	$ 17,967.00
Seton Home	5202020	$ 25,666.00	$ 12,833.00	$ 12,833.00
YWCA	5202020	$ 25,666.00	$ 12,833.00	$ 12,833.00
Direct	5202020	$ 1,056.00	$ -	$ 1,056.00
TTA	5202020	$ 3,519.00	$ -	$ 3,519.00
Contractual		**$ 281,775.00**	**$ 138,600.00**	**$ 143,175.00**
Office Supplies	5302010	$ 975.41	$ -	$ 975.41
Supplies		**$ 975.41**	**$ -**	**$ 975.41**
Education - Classes	5201025	$ 300.00	$ -	$ 300.00
Maint - Buildings	5204050	$ 825.53	$ -	$ 825.53
Rental Office Equip.	5205020	$ 69.89	$ -	$ 69.89
Cell Phone Services	5403040	$ 248.02	$ -	$ 248.02
Water and Sewer	5404540	$ 26.14	$ -	$ 26.14
Other		**$ 1,469.58**	**$ -**	**$ 1,469.58**
In Kind Other Contrc	6602025	$ 58,200.00	$ -	$ 58,200.00
In Kind		**$ 58,200.00**	**$ -**	**$ 58,200.00**
Total		**$ 482,975.74**	**$ 209,837.99**	**$ 273,137.75**

Early Head Start Fiscal Reports GY 19-20 as of September 30, 2020

BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Var ($)	Var (%)
PERSONNEL	$728,257	$728,257	$723,255	$5,002	0.7%
FRINGE	$273,892	$273,892	$258,453	$15,439	5.6%
TRAVEL	$3,130	$3,130	$2,138	$992	31.7%
EQUIPMENT	$0	$0	$0	$0	0.0%
SUPPLIES	$51,045	$51,045	$46,202	$4,843	9.5%
CONTRACTUAL	$1,738,800	$1,738,800	$1,723,083	$15,717	0.9%
COSA	$67,600	$67,600	$56,103	$11,497	17.0%
Blessed Sacrament	$215,600	$215,600	$215,600	$0	0.0%
Ella Austin	$492,800	$492,800	$492,800	$0	0.0%
Healy Murphy	$431,200	$431,200	$431,200	$0	0.0%
Inman Christian	$215,600	$215,600	$215,600	$0	0.0%
Seton Home	$154,000	$154,000	$154,000	$0	0.0%
YWCA	$154,000	$154,000	$154,000	$0	0.0%
UIW	$8,000	$8,000	$3,780	$4,220	52.7%
OTHER	$52,408	$52,408	$51,697	$711	1.4%
TOTAL FED BUDGET	$2,847,532	$2,847,532	$2,804,828	$42,704	1.5%
NON FED SHARE/IN KIND	$711,883	$711,883	$711,883	$0	0.0%
TOTAL BUDGET	$ 3,559,415	$ 3,559,415	$ 3,516,711	$ 42,704	1.2%

Variance Explanations:

Personnel	2 Vacant positions
Fringes	Related to Personnel variance
Travel	Travel suspended in March due to COVID-19
Supplies	3.1K in encumbrances for supplies
Contractual	16K unspent funds: 4K from UIW unable to perform services due to COVID-19
Other	
Non Federal Share/In Kind	All Non-Federal Share has been recognized

TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Var	%
Administrative Cost	$533,912	N/A	$209,069		5.9%
(may not exceed 15% of actual expenditures)					
Training and Technical Assistance	$64,800	$64,800	$52,281	$12,519	19.3%
(Earmarked costs)					

Procurement Card Transaction Log

YTD For the Period Ending: September 30, 2020

Date	IO	GL	Vendor	Purpose	Amount
			No Additional Transactions in August		
				Monthly Total:	$0.00

IO	GL	GL Name	Amount
138000002344	5201025	Education - Classes	$ 3,064.00
		Year to Date Total:	$3,064.00

EHS CCP 2019		TOTAL	YEAR TO DATE				
Grant Summary		BUDGET	Budget	Actual	Variance $	Variance %	Encumbrance
Description	**GL**	**$ 3,559,415.00**	**$ 3,559,415.00**	**$ 3,516,711.34**	**$ 42,703.66**	**1.20%**	**$ 6,172.09**
Regular Salaries	5101010	$ 728,257.00	$ 728,257.00	$ 723,254.86	$ 5,002.14	0.69%	$ -
Personnel Services		**$ 728,257.00**	**$ 728,257.00**	**$ 723,254.86**	**$ 5,002.14**	**0.69%**	**$ -**
Language Skill Pay	5101050	$ 4,800.00	$ 4,800.00	$ 3,650.00	$ 1,150.00	23.96%	$ -
FICA & Medicare Exp	5103005	$ 54,851.00	$ 54,851.00	$ 53,878.41	$ 972.59	1.77%	$ -
Life Insurance	5103010	$ 763.00	$ 763.00	$ 534.27	$ 228.73	29.98%	$ -
Pers Leave Buy Back	5103035	$ 5,400.00	$ 5,400.00	$ 6,474.85	$ (1,074.85)	-19.90%	$ -
Transportation Allow	5103056	$ 780.00	$ 780.00	$ 130.00	$ 650.00	83.33%	$ -
Retirement Exp	5105010	$ 90,839.00	$ 90,839.00	$ 88,600.83	$ 2,238.17	2.46%	$ -
CivIn Actv Healthcr	5170040	$ 116,459.00	$ 116,459.00	$ 105,184.80	$ 11,274.20	9.68%	$ -
Fringe Benefits		**$ 273,892.00**	**$ 273,892.00**	**$ 258,453.16**	**$ 15,438.84**	**5.64%**	**$ -**
Travel-Official	5207010	$ 3,130.00	$ 3,130.00	$ 2,138.06	$ 991.94	31.69%	$ -
Travel-Official		**$ 3,130.00**	**$ 3,130.00**	**$ 2,138.06**	**$ 991.94**	**31.69%**	**$ -**
Fees to Prof Contr.	5201040	$ 25,331.00	$ 25,331.00	$ 14,502.71	$ 10,828.29	42.75%	$ 128.00
Contractual Services	5202020	$ 1,713,469.00	$ 1,713,469.00	$ 1,708,580.69	$ 4,888.31	0.29%	$ 256.10
BSA	5202020	$ 215,600.00	$ 215,600.00	$ 215,600.00	$ -	0.00%	$ -
Ella Austin	5202020	$ 492,800.00	$ 492,800.00	$ 492,800.00	$ -	0.00%	$ -
Healy	5202020	$ 431,200.00	$ 431,200.00	$ 431,200.00	$ -	0.00%	$ -
Inman	5202020	$ 215,600.00	$ 215,600.00	$ 215,600.00	$ -	0.00%	$ -
Seton Home	5202020	$ 154,000.00	$ 154,000.00	$ 154,000.00	$ -	0.00%	$ -
YWCA	5202020	$ 154,000.00	$ 154,000.00	$ 154,000.00	$ -	0.00%	$ -
Direct	5202020	$ 39,200.00	$ 39,200.00	$ 38,531.10	$ 668.90	52.75%	$ 256.10
T&TA	5202020	$ 3,069.00	$ 3,069.00	$ 3,069.00	$ -	0.00%	$ -
Support Services	5202020	$ 8,000.00	$ 8,000.00	$ 3,780.20	$ 4,219.80	0.00%	$ -
Contractual		**$ 1,738,800.00**	**$ 1,738,800.00**	**$ 1,723,083.40**	**$ 15,716.60**	**0.90%**	**$ 384.10**
Office Supplies	5302010	$ 16,045.00	$ 16,045.00	$ 10,247.69	$ 5,797.31	36.13%	$ 4,332.99
Other Commodities	5304080	$ 35,000.00	$ 35,000.00	$ 35,339.68	$ (339.68)	-0.97%	$ -
Cap<5000 - Comp Equ.	5501000	$ -	$ -	$ 614.36	$ (614.36)	0.00%	$ -
Supplies		**$ 51,045.00**	**$ 51,045.00**	**$ 46,201.73**	**$ 4,843.27**	**9.49%**	**$ 4,332.99**
Education - Classes	5201025	$ 5,700.00	$ 5,700.00	$ 8,513.84	$ (2,813.84)	-49.37%	$ -
Adv and Publications	5203040	$ 300.00	$ 300.00	$ -	$ 300.00	100.00%	$ 1,455.00
Binding & Printing	5203060	$ 7,431.00	$ 7,431.00	$ 7,973.72	$ (542.72)	-7.30%	$ -
Transportation Fees	5203090	$ 5,000.00	$ 5,000.00	$ 3,926.01	$ 1,073.99	21.48%	$ -
Maint - Buildings	5204050	$ 12,325.00	$ 12,325.00	$ 9,526.13	$ 2,798.87	22.71%	$ -
Mail and Parcel Post	5205010	$ -	$ -	$ 663.88	$ (663.88)	0.00%	$ -
Rental Office Equip.	5205020	$ 1,500.00	$ 1,500.00	$ 1,931.99	$ (431.99)	-28.80%	$ -
Alarm and Sec. Serv.	5208530	$ -	$ -	$ 25.95	$ (25.95)	0.00%	$ -
Food	5304010	$ 5,646.00	$ 5,646.00	$ 2,797.71	$ 2,848.29	50.45%	$ -
Cell Phone Services	5403040	$ 1,548.00	$ 1,548.00	$ 3,380.14	$ (1,832.14)	-118.36%	$ -
Wireless Data Comm.	5403510	$ 1,824.00	$ 1,824.00	$ 1,484.31	$ 339.69	18.62%	$ -
Gas and Electricity	5404530	$ 3,300.00	$ 3,300.00	$ 4,201.41	$ (901.41)	-27.32%	$ -
Water and Sewer	5404540	$ 250.00	$ 250.00	$ 341.41	$ (91.41)	-36.56%	$ -
DW Other	5407032	$ 5,233.00	$ 5,233.00	$ 4,405.31	$ 827.69	15.82%	$ -
Subs - Comp. Serv	5203080	$ 2,351.00	$ 2,351.00	$ 2,525.32	$ (174.32)	-7.41%	$ -
Other		**$ 52,408.00**	**$ 52,408.00**	**$ 51,697.13**	**$ 710.87**	**1.36%**	**$ 1,455.00**
In Kind Salaries	6501010	$ 1,900.00	$ 1,900.00	$ 21,918.38	$ (20,018.38)	-1053.60%	$ -
In Kind Social Security	6503005	$ 145.00	$ 145.00	$ 1,675.64	$ (1,530.64)	-1055.61%	$ -
In Kind Life Insurance	6503010	$ 54.00	$ 54.00	$ 21.88	$ 32.12	59.48%	$ -
In Kind - Flex Benefit	6504030	$ 222.00	$ 222.00	$ 1,919.91	$ (1,697.91)	-764.82%	$ -
In Kind TMRS	6505010	$ 92.00	$ 92.00	$ 2,619.86	$ (2,527.86)	-2747.67%	$ -
In Kind Other Contrc	6602025	$ 709,470.00	$ 709,470.00	$ 683,727.33	$ 25,742.67	3.63%	$ -
In Kind		**$ 711,883.00**	**$ 711,883.00**	**$ 711,883.00**	**$ -**	**0.00%**	**$ -**

EHS-CCP GY 19-20 Monthly Breakdown			Quarter 1			Quarter 2		
Description	**GL**	**YTD**	**August**	**September**	**October**	**November**	**December**	**January**
			11	**12**	**1**	**2**	**3**	**4**
Regular Salaries	5101010	$ 723,254.86	$ 12,356.59	$ 99,358.09	$ 64,408.63	$ 58,616.56	$ 58,221.74	$ 66,071.22
Personnel Services		**$ 723,254.86**	**$ 12,356.59**	**$ 99,358.09**	**$ 64,408.63**	**$ 58,616.56**	**$ 58,221.74**	**$ 66,071.22**
Language Skill Pay	5101050	$ 3,650.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00
FICA & Medicare Exp	5103005	$ 53,878.41	$ 773.69	$ 7,434.32	$ 4,745.45	$ 4,871.46	$ 4,280.47	$ 4,865.65
Life Insurance	5103010	$ 534.27	$ (3.33)	$ 85.95	$ 44.04	$ 43.98	$ 43.07	$ 46.64
Pers Leave Buy Back	5103035	$ 6,474.85	$ -	$ -	$ -	$ 6,474.85	$ -	$ -
Transportation Allow	5103056	$ 130.00	$ -	$ -	$ 65.00	$ 65.00	$ -	$ -
Retirement Exp	5105010	$ 88,600.83	$ 4,018.52	$ 9,254.23	$ 7,605.68	$ 7,766.38	$ 6,862.74	$ 9,393.36
Civln Actv Healthcr	5170040	$ 105,184.80	$ 2,379.81	$ 15,392.55	$ 9,129.30	$ 8,831.66	$ 8,771.18	$ 8,163.14
Fringe Benefits		**$ 258,453.16**	**$ 7,468.69**	**$ 32,467.05**	**$ 21,889.47**	**$ 28,353.33**	**$ 20,257.46**	**$ 22,768.79**
Travel-Official	5207010	$ 2,138.06	$ -	$ 322.87	$ 1,062.99	$ -	$ -	$ -
Travel-Official		**$ 2,138.06**	**$ -**	**$ 322.87**	**$ 1,062.99**	**$ -**	**$ -**	**$ -**
Fees to Prof Contr.	5201040	$ 14,502.71	$ -	$ 1,412.25	$ -	$ 331.82	$ 1,827.29	$ 3,767.82
Contractual Services	5202020	$ 1,708,580.69	$ 138,603.00	$ 142,529.08	$ 140,050.42	$ 248,394.57	$ 36,248.62	$ 139,940.42
BSA	5202020	$ 53,901.00	$ 17,967.00	$ 17,967.00	$ 17,967.00	$ -	$ -	$ -
Ella Austin	5202020	$ 123,201.00	$ 41,067.00	$ 41,067.00	$ 41,067.00	$ -	$ -	$ -
Healy	5202020	$ 107,802.00	$ 35,934.00	$ 35,934.00	$ 35,934.00	$ -	$ -	$ -
Inman	5202020	$ 53,901.00	$ 17,967.00	$ 17,967.00	$ 17,967.00	$ -	$ -	$ -
Seton Home	5202020	$ 38,502.00	$ 12,834.00	$ 12,834.00	$ 12,834.00	$ -	$ -	$ -
YWCA	5202020	$ 38,502.00	$ 12,834.00	$ 12,834.00	$ 12,834.00	$ -	$ -	$ -
Direct	5202020	$ 2,304.50	$ -	$ 857.08	$ 1,447.42	$ -	$ -	$ -
Contractual		**$ 1,723,083.40**	**$ 138,603.00**	**$ 143,941.33**	**$ 140,050.42**	**$ 248,726.39**	**$ 38,075.91**	**$ 143,708.24**
Office Supplies	5302010	$ 10,247.69	$ -	$ -	$ 101.99	$ -	$ 541.88	$ -
Other Commodities	5304080	$ 35,339.68	$ -	$ -	$ -	$ -	$ -	$ -
Cap<5000 - Comp Equ.	5501000	$ 614.36	$ -	$ -	$ -	$ -	$ -	$ -
Supplies		**$ 46,201.73**	**$ -**	**$ -**	**$ 101.99**	**$ -**	**$ 541.88**	**$ -**
Education - Classes	5201025	$ 8,513.84	$ 780.00	$ -	$ 30.00	$ 1,814.00	$ -	$ 549.00
Binding & Printing	5203060	$ 7,973.72	$ -	$ -	$ -	$ 288.60	$ -	$ 681.10
Transportation Fees	5203090	$ 3,926.01	$ -	$ 579.42	$ 612.14	$ 744.64	$ 448.60	$ 397.88
Maint - Buildings	5204050	$ 9,526.13	$ -	$ -	$ 1,728.24	$ 811.87	$ 78.47	$ 1,898.81
Rental Office Equip.	5205020	$ 1,931.99	$ -	$ -	$ 491.77	$ -	$ 320.69	$ 225.48
Alarm and Sec. Serv.	5208530	$ 25.95	$ -	$ -	$ -	$ -	$ -	$ -
Food	5304010	$ 2,797.71	$ -	$ 282.42	$ 490.73	$ 606.42	$ 188.66	$ 518.05
Cell Phone Services	5403040	$ 3,380.14	$ -	$ 399.64	$ 413.85	$ (127.16)	$ 273.22	$ 553.55
Wireless Data Comm.	5403510	$ 1,484.31	$ -	$ 63.65	$ 114.37	$ 50.72	$ 231.94	$ 75.99
Gas and Electricity	5404530	$ 4,201.41	$ -	$ -	$ 844.22	$ -	$ 598.17	$ -
Water and Sewer	5404540	$ 341.41	$ -	$ -	$ 54.83	$ -	$ 59.12	$ -
DW Other	5407032	$ 4,405.31	$ -	$ -	$ -	$ -	$ -	$ 1.86
Subs - Comp. Serv	5203080	$ 2,525.32	$ -	$ -	$ -	$ 2,525.32	$ -	$ -
Other		**$ 51,697.13**	**$ 780.00**	**$ 1,325.13**	**$ 4,780.15**	**$ 6,714.41**	**$ 2,198.87**	**$ 4,901.72**
In Kind Salaries	6501010	$ 21,918.38	$ -	$ -	$ -	$ -	$ -	$ -
In Kind Social Security	6503005	$ 1,675.64	$ -	$ -	$ -	$ -	$ -	$ -
In Kind Life Insurance	6503010	$ 21.88	$ -	$ -	$ -	$ -	$ -	$ -
In Kind - Flex Benefit	6504030	$ 1,919.91	$ -	$ -	$ -	$ -	$ -	$ -
In Kind TMRS	6505010	$ 2,619.86	$ -	$ -	$ -	$ -	$ -	$ -
In Kind Other Contrc	6602025	$ 683,727.33	$ -	$ -	$ -	$ 174.28	$ -	$ 1,796.31
In Kind		**$ 711,883.00**	**$ -**	**$ -**	**$ -**	**$ 174.28**	**$ -**	**$ 1,796.31**
Total		**$ 3,516,711.34**	**$ 159,208.28**	**$ 277,414.47**	**$ 232,293.65**	**$ 342,584.97**	**$ 119,295.86**	**$ 239,246.28**

EHS-CCP GY 19-20 Monthly Breakdown			Quarter 3			Quarter 4			Close-Out	
Description	**GL**	**YTD**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**
			5	**6**	**7**	**8**	**9**	**10**	**11**	**12**
Regular Salaries	5101010	$ 723,254.86	$ 57,514.54	$ 63,672.25	$ 63,549.07	$ 58,718.14	$ 58,240.97	$ 66,954.47	$ (3,671.85)	$ (755.56)
Personnel Services		**$ 723,254.86**	**$ 57,514.54**	**$ 63,672.25**	**$ 63,549.07**	**$ 58,718.14**	**$ 58,240.97**	**$ 66,954.47**	**$ (3,671.85)**	**$ (755.56)**
Language Skill Pay	5101050	$ 3,650.00	$ 300.00	$ 300.00	$ 250.00	$ 250.00	$ 250.00	$ 250.00	$ 250.00	$ -
FICA & Medicare Exp	5103005	$ 53,878.41	$ 4,229.93	$ 4,686.81	$ 4,717.91	$ 4,389.09	$ 4,272.92	$ 4,930.24	$ (261.73)	$ (57.80)
Life Insurance	5103010	$ 534.27	$ 46.11	$ 46.91	$ 48.83	$ 45.44	$ 42.44	$ 48.62	$ (3.67)	$ (0.76)
Pers Leave Buy Back	5103035	$ 6,474.85	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Transportation Allow	5103056	$ 130.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Retirement Exp	5105010	$ 88,600.83	$ 6,820.68	$ 7,681.26	$ 7,678.11	$ 6,924.68	$ 6,983.78	$ 8,024.23	$ (322.61)	$ (90.21)
Civln Actv Healthcr	5170040	$ 105,184.80	$ 9,763.19	$ 8,163.78	$ 9,223.42	$ 8,591.33	$ 8,194.86	$ 9,111.01	$ (457.75)	$ (72.68)
Fringe Benefits		**$ 258,453.16**	**$ 21,159.91**	**$ 20,878.76**	**$ 21,918.27**	**$ 20,200.54**	**$ 19,744.00**	**$ 22,364.10**	**$ (795.76)**	**$ (221.45)**
Travel-Official	5207010	$ 2,138.06	$ 227.46	$ 524.74	$ -	$ -	$ -	$ -	$ -	$ -
Travel-Official		**$ 2,138.06**	**$ 227.46**	**$ 524.74**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Fees to Prof Contr.	5201040	$ 14,502.71	$ 647.18	$ -	$ -	$ 2,058.75	$ 1,229.15	$ 2,716.45	$ -	$ 512.00
Contractual Services	5202020	$ 1,708,580.69	$ 139,647.08	$ 140,215.42	$ 139,574.67	$ 138,845.92	$ 139,186.92	$ 99,350.17	$ 42,250.50	$ 23,743.90
BSA	5202020	$ 53,901.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Ella Austin	5202020	$ 123,201.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Healy	5202020	$ 107,802.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Inman	5202020	$ 53,901.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Seton Home	5202020	$ 38,502.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
YWCA	5202020	$ 38,502.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Direct	5202020	$ 2,304.50	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contractual		**$ 1,723,083.40**	**$ 140,294.26**	**$ 140,215.42**	**$ 139,574.67**	**$ 140,904.67**	**$ 140,416.07**	**$ 102,066.62**	**$ 42,250.50**	**$ 24,255.90**
Office Supplies	5302010	$ 10,247.69	$ -	$ -	$ (450.00)	$ -	$ -	$ 3,562.43	$ 6,491.39	$ -
Other Commodities	5304080	$ 35,339.68	$ -	$ -	$ -	$ 15,846.48	$ -	$ 19,493.20	$ -	$ -
Cap<5000 - Comp Equ.	5501000	$ 614.36	$ -	$ 356.51	$ (0.18)	$ -	$ -	$ 258.03	$ -	$ -
Supplies		**$ 46,201.73**	**$ -**	**$ 356.51**	**$ (450.18)**	**$ 15,846.48**	**$ -**	**$ 23,313.66**	**$ 6,491.39**	**$ -**
Education - Classes	5201025	$ 8,513.84	$ 1,100.00	$ 446.25	$ 162.29	$ 150.00	$ -	$ 1,617.30	$ 1,775.00	$ 90.00
Binding & Printing	5203060	$ 7,973.72	$ -	$ 137.45	$ -	$ -	$ 42.85	$ 6,116.07	$ 707.65	$ -
Transportation Fees	5203090	$ 3,926.01	$ 539.52	$ 429.00	$ 174.81	$ -	$ -	$ -	$ -	$ -
Maint - Buildings	5204050	$ 9,526.13	$ -	$ -	$ 901.75	$ -	$ 2,803.16	$ -	$ -	$ 1,303.83
Rental Office Equip.	5205020	$ 1,931.99	$ -	$ -	$ 238.68	$ -	$ 528.14	$ -	$ -	$ 127.23
Alarm and Sec. Serv.	5208530	$ 25.95	$ -	$ -	$ -	$ -	$ 25.95	$ -	$ -	$ -
Food	5304010	$ 2,797.71	$ 96.01	$ 88.31	$ 61.85	$ -	$ -	$ 5.00	$ 396.53	$ 63.73
Cell Phone Services	5403040	$ 3,380.14	$ 275.85	$ 275.85	$ -	$ 550.06	$ 275.03	$ -	$ 490.25	$ -
Wireless Data Comm.	5403510	$ 1,484.31	$ 144.39	$ 114.75	$ 114.75	$ 114.75	$ -	$ 114.75	$ 229.50	$ 114.75
Gas and Electricity	5404530	$ 4,201.41	$ -	$ -	$ 1,270.86	$ -	$ 340.80	$ -	$ -	$ 1,147.36
Water and Sewer	5404540	$ 341.41	$ -	$ -	$ 137.06	$ -	$ 44.85	$ -	$ -	$ 45.55
DW Other	5407032	$ 4,405.31	$ 3.45	$ -	$ -	$ -	$ -	$ 4,400.00	$ -	$ -
Subs - Comp. Serv	5203080	$ 2,525.32	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other		**$ 51,697.13**	**$ 2,159.22**	**$ 1,491.61**	**$ 3,062.05**	**$ 814.81**	**$ 4,060.78**	**$ 12,917.00**	**$ 3,598.93**	**$ 2,892.45**
In Kind Salaries	6501010	$ 21,918.38	$ -	$ -	$ -	$ -	$ 18,162.88	$ (1,669.65)	$ -	$ 5,425.15
In Kind Social Security	6503005	$ 1,675.64	$ -	$ -	$ -	$ -	$ 1,388.35	$ (127.72)	$ -	$ 415.01
In Kind Life Insurance	6503010	$ 21.88	$ -	$ -	$ -	$ -	$ 18.13	$ (1.66)	$ -	$ 5.41
In Kind - Flex Benefit	6504030	$ 1,919.91	$ -	$ -	$ -	$ -	$ 1,637.51	$ (133.62)	$ -	$ 416.02
In Kind TMRS	6505010	$ 2,619.86	$ -	$ -	$ -	$ -	$ 2,171.45	$ (199.36)	$ -	$ 647.77
In Kind Other Contrc	6602025	$ 683,727.33	$ 28,187.41	$ -	$ -	$ -	$ 507,055.40	$ -	$ -	$ 146,513.93
In Kind		**$ 711,883.00**	**$ 28,187.41**	**$ -**	**$ -**	**$ -**	**$ 530,433.72**	**$ (2,132.01)**	**$ -**	**$ 153,423.29**
Total		**$ 3,516,711.34**	**$ 249,542.80**	**$ 227,139.29**	**$ 227,653.88**	**$ 236,484.64**	**$ 752,895.54**	**$ 225,483.84**	**$ 47,873.21**	**$ 179,594.63**