

Head Start Continuation Grant

Grant #06CH7174/05

Detailed Justification

The PY05 Continuation Grant Application requests a total of \$3,817,654 in federal funding along with \$45,638 for Training and Technical Assistance. A total of \$965,823 of Non Federal Share will be collected as part of this Grant Application. Total Grant Application is for a total of \$4,829,115.

Budget Categories

Attached is a copy of the Budget Justification Narrative and several reports from the Head Start Enterprise System.

Budget Justification Narrative

Continuation Grant #06CH7174/05

Section II: Budget and Budget Justification Narrative

Section II – 1. Detailed Budget Narrative

Personnel (\$2,474,981): CSNT Head Start employs an estimated 102 employees that implement the Head Start Program at nine campuses located in four rural Northeast Texas Counties. Among these employees are 17 teachers, 26 Teacher Assistants, 8 Campus Directors, 17 Family Service Workers, 5 nutrition staff (4 reimbursed through CACFP), 6 custodians, 1 CDL Bus Driver, and an estimated 25 administrative employees. Of the 25 administrative employees, 14 are allocated through other programs. No employee meets or exceeds the \$187,000 compensation cap. (See Supporting Documents in the HSES for the CSNT Head Start Salaries & Fringe, Base Salary Scale and the Employee Compensation Cap)

Fringe Benefits (\$618,745): The estimated amount that will be paid for fringe benefits is based on 25.00% of the total spent for personnel. This amount includes health, dental and vision insurance as well as FICA related expenses. This amount also includes the estimated costs of Health Insurance premiums due in the 2019 program year. Expenses in the “Other” box below are for the “TeleDoc” electronic health management system and Employee Wellness Programs. Listed below are the estimated percentages.

7.65%	2.33%	11.58%	0.08%	1.35%	1.97%	0.04%
FICA	UIC	Health	Life	Vis/Dent	W/C	Other

Travel (T/TA \$12,150): Listed below is the estimated cost that may be associated with out-of-town travel for T/TA training purposes. This amount is based on travel from prior years and in

no way guarantees that these training conferences or seminars will be available for the five year grant project. (See Attachment 6: Training/Technical Assistance Training Plan)

State and/or Regional Training (Family and Community Engagement)

Lodging	3 nights @ \$125 X 2 staff = \$750.00
Per Diem	\$71.00 X 3 days X 2 staff = \$426.00
<u>Gas/Fuel</u>	<u>\$111.00</u>
Estimated Total	\$1,287.00

Office of Head Start Training (Systems Management)

Lodging	3 nights @ \$125 X 4 staff = \$ 750.00 (Share rooms)
Per Diem	\$99.00 X 3 days X 4 staff = \$1,188.00
<u>Gas/Fuel</u>	<u>\$ 111.00</u>
Estimated Total	\$2,049.00

State and/or Regional Training (Health and Safety)

Lodging	3 nights @ \$125 X 5 staff = \$1,125.00
Per Diem	\$99.00 X 2 days X 5 staff = \$1,485.00
<u>Gas/Fuel</u>	<u>\$ 111.00</u>
Estimated Total	\$2,721.00

State and/or Regional (Early Childhood Education)

Lodging	6 nights @ \$125 X 6 staff = \$2,250 (Share rooms)
Per Diem	\$99.00 X 6 days X 6 staff = \$3,564.00
<u>Gas/Fuel</u>	<u>\$ 111.00</u>
Estimated Total	\$5,925.00

Local/Regional Seminars (Human Resources)

<u>Gas/Fuel</u>	<u>\$168.00</u>
Estimated Total	\$168.00

Equipment (\$51,751): Items listed in this line-item are considered equipment. (Vehicle Purchase) – (\$30,000) CSNT Head Start will purchase one new truck to be located at the Maintenance Building. This vehicle will be used by Support Services staff to provide maintenance to all Head Start locations on a daily basis.

(Vehicle Purchase) – (\$21,751) CSNT Head Start will purchase one new SUV to be located at the Head Start Management Building. This vehicle will be used by Head Start Management staff to provide services to all Head Start locations on a daily basis. (See Appendix 5: Vehicle Cost Analysis)

Supplies (\$143,036) general budget (\$764 TTA): Supplies listed in this item are used for the operation of the Head Start Program. They are consumable goods that will include all classroom supplies, curriculum, all paper products used in the campuses, playground supplies, nutritional supplies not covered by USDA, supplies used by the Family Service Workers for family engagement and community partnerships, and all office supplies including computers, screens, keyboards, tablets, etc. used in the operation of the program. This also includes office supplies used for training and professional development activities.

Contractual: (\$18,005): Contractual expenses will be provided for a Lead Teacher position at the Bloomberg Primary Campus. CSNT Head Start will contract with the local school district in Bloomberg, Texas to provide Head Start teaching services for the school day. The local school district will provide a certified teacher that will follow all State and Federal guidelines and regulations including the HSPPS.

Other: (\$511,135): Listed below are the line-item categories that will be used by CSNT Head Start and a brief explanation of the expenditure:

Rent (\$109,500): CSNT Head Start leases a total of six sites for Head Start Campuses, one administrative office, one management building, two maintenance buildings, and one finance office. (See Appendix 6: Appraisal of Properties) for a breakdown of the lease payments and the in-kind attached to each location. The in-kind amounts are based on the last appraisal that was completed on/or around 7/30/2017.

Utilities/Telephone (\$127,215): This is the estimated amount that CSNT Head Start will pay for utilities, phones and internet services for the Head Start Program. CSNT Head Start has cut costs in this area over the years through partnerships with school districts. School districts assume some of the costs associated with utilities and technology costs including phone and internet usage when the Head Start services are delivered at the School District.

Insurance (\$35,000): This is the amount that CSNT Head Start will pay for building and liability insurance. This amount includes liability insurance at the Campuses and at the Administrative Offices. With the purchases of new vehicles over the past few years, the cost of insurance has had a slight increase.

Building Maintenance/Repair (\$45,000): This is the amount that will be used for the repair/maintenance of the 13 buildings/9 playgrounds that CSNT Head Start occupies throughout the program year. This cost includes general repairs to plumbing, A/C, heating units, flooring, windows, doors, etc. and updating current safety measures at each location. This will increase safety at these locations.

Local Travel (\$58,000): This line-item will be used to pay for travel costs associated with the transportation of children and staff within the service area. This figure also covers the costs of maintaining buses and Head Start vehicles for staff travel. When looking at the gas price trends of the past few months, this is an estimate of the travel costs for the next grant year. The

increase in the amount is attributable to the estimated fuel cost over the next year. A transportation waiver has been requested to begin August 1st with the 2017-2018 school year.

Nutrition Services (\$15,500): This line-item will be used for Nutrition expenses not covered by the USDA/CACFP/School Lunch Program. CSNT Head Start classrooms that are located in partnership with ISD classrooms are covered under the National School Lunch Program. Children receive their daily nutritional needs through the School Lunch Program with breakfast and lunch. At these locations, CSNT Head Start offers children a packaged snack at the end of the school.

Child Services Consultants (\$25,000): This line-item will be used for Nutrition, Mental Health and Health Consultants. This amount is based on actual expenditures in past grant years. It also assists children that are receiving services for behavioral issues not covered by insurance. Once again, CSNT Head Start is working closely with LEAs and local providers in the service area to find cost effective ways to provide services.

Volunteers (\$5,000): The money allotted to this line-item will be used for the expenses associated with volunteers including the cost of fingerprints for all regular or frequent (more than two times in a month) volunteers at an estimated cost of \$50.00 each.

Substitutes (\$49,920): Substitutes are considered temporary employees through CSNT Head Start and are not paid benefits. They are an integral part of the classroom and fill a need when regular classroom staff must be out of the classroom. The slight decrease is based on an estimated amount of sub usage during the school year.

Parent Services (\$5,000): This amount is for all parent related expenses including parent travel to and from Policy Council Meetings, Parent Meetings, Self-Assessment Meetings, trainings, etc.

Accounting & Legal Services (\$35,000): In this line-item are the expenses associated with all legal and accounting services given to the Head Start Program. This amount is estimated from last year's expenses.

Publications/Advertising/Printing (\$5,000 general budget) (\$1,000 T/TA): This amount includes the cost associated with printing Campus Operating Manuals, Parent Handbooks, and training materials. Also included in this line-item are the expenses for newspaper job listings, recruitment ads, and any publishing that may be required during the program year.

Training & Staff Development (\$31,724 T/TA): This amount includes the cost associated with staff development and training. This amount includes fees charged by consultants and the Texas Education Service Center. Staff certifications, licenses, and college courses are also paid from this line-item. (See Training and Technical Assistance Plan downloaded into the HSES under Documents).



Office of Head Start

06CH7174 - COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.
FY2019 - 12/01/2018-11/30/2019 - Non-Competing Continuation

Head Start - Budget Categories

<i>Budget Category</i>	<i>Program Operations</i>	<i>Training Technical Assistance</i>	<i>Non-Federal Share</i>
Personnel	\$2,474,983	\$12,150	\$275,000
Fringe Benefits	\$618,745	\$0	\$71,500
Travel	\$0	\$0	\$0
Equipment	\$51,751	\$0	\$0
Supplies	\$143,036	\$0	\$3,495
Contractual	\$18,005	\$0	\$0
Construction	\$0	\$0	\$0
Other	\$511,134	\$33,488	\$615,828
Total Direct Charges	\$3,817,654	\$45,638	\$965,823
Indirect Charges	\$0	\$0	\$0
Total	\$3,817,654	\$45,638	\$965,823

Note: This report only includes values specified in the Budget tab.



Office of Head Start

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Other Funding

Other Funding Source

<i>Other Funding</i>	<i>Head Start</i>
Federal Funding	
1. Federal Child Care and Development Fund (CCDF)	\$0
2. Child and Adult Care Food Program (CACFP) Funds	\$178,367
3. Other Federal Funding	\$0
State Funding	
4. State Preschool Programs	\$0
5. Other State Funding	\$0
Local Government Funding	
6. School District Funding	\$0
7. Other Local Government Funding	\$0
Other Funding	
8. Tribal Government Funding	\$0
9. Fundraising Activities	\$0
10. Other	\$0
Total	\$178,367



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Enrollment by Program Option

	<i>Center-based</i>	<i>Combination Program</i>	<i>Family Child Care</i>	<i>Home-based</i>	<i>Locally Designed Program</i>	<i>Funded Child Enrollment Total</i>
Total Enrollment	516	0	0	0	0	516

Program Schedules

Center-based

<i>Schedule Number</i>	<i>2. Funded Child Enrollment</i>	<i>3a. Number of classes / groups</i>	<i>3b. Double Session</i>	<i>4. Number of hours of classes / groups per child per day</i>	<i>5. Number of days of classes / groups per child per week</i>	<i>6. Number of days of classes / groups per child per year</i>	<i>7. Number of home visits per child per year</i>	<i>8. Number of hours per home visit</i>
CB-000-1	516	29	no	6.5	5	175	2	0.5



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Head Start - Application Summary Items

This report uses values from the Budget, Program Schedule and Other Funding tab. This report does not include any values from the SF424A that were not pre-populated from the Budget tab.

1. Administrative Costs:

The maximum allowable expenditure for administrative costs is 15% of the total budget.

	<i>Amount</i>
Total Admin Cost	\$626,994.32
Total Budget	\$4,829,115.00
Admin as a % of Total Budget	12.98%

2. Non-Federal Share:

For most grantees, a minimum of 20% of the total budget must be non-federal share:

	<i>Amount</i>
Total Non-Federal Costs	\$965,823.00
Total Budget	\$4,829,115.00
Non-Federal Share as a % of Total Budget	20.00%

3. Average Class Size:

Average class size for CB Program Schedules that involve double sessions should be between 13 and 20.

Average class size for the CB and CO Program Schedules (including double sessions) should be between 15 and 20:

Center-Based Double Sessions	0.00
Center-Based AND Combination Non-double Sessions	17.79
All Center-Based AND Combination Sessions	17.79

4. Cost Per Child and Hours of Service Per Child:

The following table shows information about costs and hours of service for this agency:

	<i>Amount</i>
Total Hours of Service Per Child	1,138.50
Overall Cost Per Child Per Hour	\$8.22

5. Federal Personnel and Fringe Costs:

	<i>Amount</i>
Federal Personnel Cost	\$2,487,133.00
Federal Fringe Cost	\$618,745.00
Total Federal Budget	\$3,863,292.00
Federal Personnel Cost as a % of Total Federal Budget	64.38%
Federal Fringe Cost as a % of Total Federal Budget	16.02%
Federal Personnel plus Fringe Cost as a % of Total Federal Budget	80.39%

*In general, Personnel costs should account for 60% to 80% of the federal budget.

6. Fringe Rate:

If the fringe cost for an agency is less than 10% or more than 30% of Personnel, there may be an inaccurate entry in Personnel:

	<i>Amount</i>
Total Fringe Cost	\$690,245.00
Total Personnel Cost	\$2,762,133.00
Total Fringe Cost as % of Total Personnel Cost	24.99%

7. Fringe Benefits:

The following shows if this agency pays for health / dental / life and/or retirement benefits:

Health / Dental / Life	Yes
Retirement	No

8. Out-of-Town Staff Travel:

Most agencies have out-of-town staff travel costs between \$60 and \$65 per child. If the costs for this agency are higher, check that they are justified:

	<i>Amount</i>
Out-of-Town Staff Travel Cost	\$0.00
Out-of-Town Staff Travel Cost Per Child	\$0.00

9. Case Loads:

For Home Visitors, case loads are typically between 8 and 10:

Home Visitor Case Load	0.00
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10. Child and Adult Care Food Program (CACFP) Funds:

	<i>Amount</i>
CACFP Funding	\$178,367.00
CACFP Funding as a percentage of Total Federal Budget	4.62%