

Justification
Head Start/Early Head Start
2.28% COLA Increase
Grantee 06CH011282/03

Date	Description		
5/24/2022	<p>CSNT Head Start is requesting approval to submit a Supplemental Grant Application for Head Start COLA (\$89,350) & Early Head Start COLA (\$5,274)</p> <p>2.28% COLA Funding = \$94,624 \$9,462 – Indirect Cost Rate \$4,125 – (HS Fringe Benefits Line-item Open Positions)</p>		
<p><u>2.28% COLA Funding</u></p> <p>Increase staff salaries 2.28% and add one additional position (Teaching Assistant) CSNT will schedule a date and time to analyze all of the Agency job positions and base pay rates including job descriptions</p>			
# of employees receiving 2.28% COLA	Estimated annual Increase to Personnel Budgets	Estimated annual Increase to Fringe Budget	Estimated Total Increase to Head Start Budget
74	\$71,721	\$13,441	\$85,162
<p>Requesting a wavier for NFS for COLA Funds Estimated \$4,081 HS and \$44 EHS added from Fringe Benefits Line-Item – Open Positions</p>			

COMMUNITY SERVICES OF NORTHEAST TEXAS,
INC.

HEAD START/EARLY HEAD START
(GRANT #06CH011282/03)

2.28% COLA GRANT PROPOSAL
PROGRAM YEAR 3 Fiscal Year 2022
Application Type – Supplemental

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Supporting Documents*

*Uploaded into the Supporting Documents Tab in the HSES

CSNT HS/EHS Salaries & Fringe

Personnel Salary Schedule

Base Pay Scale

COLA Justification Document

Employee Compensation Cap

HEAD START/EARLY HEAD START (GRANT #06CH011282/03)
2.28% COLA SUPPLEMENTAL GRANT NARRATIVE
PROGRAM YEAR 3 FISCAL YEAR 2022
Application Type – Supplemental

Section I: Program Justification for 2.28% COLA Increase

Community Services of Northeast Texas, Inc. (CSNT) is requesting a 2.28% Cost of Living Increase for CSNT Head Start staff. All Head Start/Early Head Start staff will receive an increase in their hourly pay due to this COLA increase.

CSNT will analyze the base rates for all Agency Job Positions including Head Start and Early Head Start in order to raise base rates to recruit staff. All positions will be analyzed and compared with other Agencies with the same positions. CSNT will attempt to align the Agency base rates with other similar positions in the service area.

The COLA increase will help CSNT Head Start and Early Head Start recruit and retain staff as well as add an additional Teaching Assistant Position to assist in Classrooms with open positions. COLA will be retroactive to December 1, 2021, the beginning of the PY03 Grant Year. Employees will receive back COLA payments in the form of a lump sum amount added to their paychecks.

Section II: Budget Justification Narrative

Personnel (HS \$67,868/EHS \$3,851): CSNT Head Start/Early Head Start employs an estimated 81 employees that implement the Head Start/Early Head Start Programs at eight campuses located in four rural Northeast Texas Counties. Among these employees are 14 Teachers, 19 Teacher Assistants, 8 Campus Directors, 13 Family Service Workers, 2 Mental Health Advocates, 5 nutrition staff (4 reimbursed through CACFP), 7 custodians, 1 Non-CDL Bus Driver, and an estimated 12 management staff. No

employee meets or exceeds the \$203,700 compensation cap. (See Supporting Documents in the HS for the CSNT Head Start Salaries & Fringe, Personnel Salary Schedule, Base Salary Scale and the Employee Compensation Cap)

Fringe Benefits (HS \$12,547/EHS \$896): The estimated amount paid for fringe benefits is based on an estimated 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 2022 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. CSNT will add the additional amount needed in fringe through open positions during the 2021-2022 school year that includes \$4,081 Head Start and \$44 EHS.

7.65%	1.66%	11.37%	0.11%	1.15%	2.46%	0.60%
FICA	UIC	Health	Life	Vis/Dent	W/C	Other

Indirect Charges (HS \$8,935/EHS \$527): The estimated amount paid to the Indirect Cost Pool.

Section III – 5. Non-Federal Resources and Valuation

NON-FEDERAL RESOURCES (\$0) – (HS \$0/EHS \$0)

CSNT is asking for a Non Federal Share waiver for this funding due to the pandemic.