

**Justification  
Head Start/Early Head Start  
Quality Funds  
Grantee 06CH011282/03**

Date	Description
5/24/2022	<p>CSNT Head Start is requesting approval to submit a Supplemental Grant Application for Head Start Quality Funds (\$24,200) &amp; Early Head Start COLA (\$1,272)</p> <p>Quality Funding = \$25,472    \$2,547 – Indirect Cost Rate</p>

**Quality Funding**

Increase staff salaries for Positions over 15 years of service above the 2.28% COLA. Estimated average per year per employee 0.26%. Adding the additional funds per year will help retain staff.

# of employees receiving Quality Funds	Estimated annual Increase to HS & EHS Personnel Budgets	Estimated Total Increase to Head Start/EHS Budgets
<b>20</b>	<b>Head Start \$21,780/EHS \$1,145</b>	<b>\$22,950</b>

These funds will help the Head Start Program retain staff.

COMMUNITY SERVICES OF NORTHEAST TEXAS,  
INC.

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

QUALITY MONEY 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)  
QUALITY FUNDS SUPPLEMENTAL GRANT NARRATIVE  
PROGRAM YEAR 3 FISCAL YEAR 2022  
Application Type – Supplemental

**Section I: Program Justification for Quality Funds Increase**

Community Services of Northeast Texas, Inc. (CSNT) is requesting Quality Funds to increase salaries for CSNT Head Start staff. Twenty CSNT Head Start/Early Head Start staff will receive an increase in their hourly pay due to these funds. To assist with staff retention, CSNT Head Start and Early Head Start staff that have been with CSNT Head Start and/or Early Head Start over 15 years will receive an additional increase above the 2.28% COLA. They will receive .26% for each year over 15 years with CSNT Head Start and/or Early Head Start.

Quality Funds will help CSNT Head Start and Early Head Start recruit and retain staff. Any increases in staff hourly pay rates will be retroactive to December 1, 2021, the beginning of the PY03 Grant Year. Employees will receive back pay in the form of a lump sum amount added to their paychecks.

**Section II: Budget Justification Narrative**

**Personnel (HS \$17,756/EHS \$920):** 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, (20) will receive an increase to their hourly pay rates to help CSNT hire and retain staff. No employee will meet or exceed the \$203,700 compensation cap. (See Supporting Documents in the HSES for the CSNT Head Start Salaries & Fringe, Personnel Salary Schedule, Base Salary Scale and the Employee Compensation Cap)

**Fringe Benefits (HS \$4,024/EHS \$225):** 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.

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

CSNT will add the additional amount needed in fringe through open positions during the 2021-2022 school year that includes \$327 Head Start.

**Indirect Charges (HS \$2,420/EHS \$127):** 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 requesting for a Non-Federal Share waiver for this funding due to the pandemic.