

# **AWSYC HEAD START FY22 COLA & QI GRANT APPLICATIONS**

## **SUMMARY:**

This item requests approval of the Head Start COLA (Cost of Living Adjustment) and QI (Quality Improvement) grant application for FY22.

## **Board Goal:**

- I. Vision...**In pursuit of excellence the district will
  - b. Develop and maintain a culture where learning remains our first priority.
  - e. Develop a budget focused on student and professional learning.
- VI. Growth, Change, and Fiscal Responsibility...**In pursuit of excellence the district will
  - e. Demonstrate effective and efficient management of district resources.
  - f. Provide leadership and/or oversight to ensure District meets all fiscal, legal, and regulatory requirements.

## **PREVIOUS BOARD ACTION:**

- None

## **BACKGROUND INFORMATION:**

- Head Start requires the Governing Body approve the grant application.

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## **SIGNIFICANT ISSUES:**

-None

## **FISCAL IMPLICATIONS:**

- COLA funding for permanent salary increase to Head Start employees and QI funding to be used for ongoing purposes for a new part time Fiscal Manager position, campus level.

## **BENEFIT OF ACTION:**

Passage will document the Governing Body's approval of the Head Start COLA grant and QI grant applications for FY22.

## **PROCEDURAL AND REPORTING IMPLICATIONS:**

- The Governing Body's review of these documents demonstrates active involvement in Denton ISD's Head Start Program.

## **PUBLIC COMMENT RECEIVED:**

- Comments received from the public through the AWSYC Head Start Policy Council.

## **ALTERNATIVES:**

- No alternative actions are proposed.

## **OTHER COMMENTS:**

- None

## **SUPERINTENDENT'S RECOMMENDATION:**

Recommend approval of the Head Start COLA and QI grant applications

## **STAFF PERSONS RESPONSIBLE:**

- Angela Hellman, Head Start Director, AWSYC

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## **ATTACHMENT:**

FY22 COLA Grant Application  
FY22 QI Grant Application

**APPROVAL:**

Signature of Staff Member Proposing Recommendation: \_\_\_\_\_

Signature of Divisional Assistant Superintendent: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_



06CH010978 – FY 22  
COLA GRANT (*Cost of Living Adjustment*)  
APPLICATION

Policy Council Approved: 5/26/2022

Governing Board Approved:

Scheduled for Approval: 6/7/22

**COLA  
(COST OF LIVING ADJUSTMENT)  
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## 06CH010978 – FY22 - BUDGET NARRATIVE/JUSTIFICATION-COLA

Policy Council Approval: 5/26/2022

Governing Board Approval:  
Scheduled for Approval: 6/7/22

The Denton Independent School District Head Start Program is requesting **\$33,584** for the 2022-2023 school year.

The funding is needed as follows:

**COLA:**     **\$33,584**

### **FEDERAL:**

The **\$33,584** will be spent to cover salary increases for the program's personnel. The program has twenty-eight (28) employees whose salaries are fully paid for by Head Start funds. Eleven (11) teachers, eleven (11) teacher's aides, one (1) social worker, one (1) education specialist, one (1) family, parent & community engagement specialist, one (1) family services aide, one (1) facility safety manager/clerical and one (1) mental health specialist assistant. The Director's salary and other Head Start related staff are paid fully by the Denton Independent School District. The Denton Independent School District is projecting a 3% pay raise for 2022-2023 school year. The Denton ISD Head Start personnel would receive this same projected 3% increase. The Head Start personnel pay raise would use the COLA increase of 2.28% toward the 3% increase of salaries. Salaries must stay competitive with the area school districts, which accounts for the percentage of personnel and fringe in excess of the normal 60-80% of the federal budget.

The school district's proposed pay raise is based on a steady scheduled stream of incremental pay raises which the district provides to stay competitive. All DISD Head Start staff are paid based on the school district's salary schedule. A salary schedule with the COLA of 2.28% increase is enclosed.

The Head Start teacher's and teacher aides' salaries for whom these funds will be utilized fall under the school district's employee wage and salary schedules, i.e., teachers, teacher aides, office aides, etc. These schedules have been established by the school district's board of trustees and are updated annually as recommended by the superintendent and the director of personnel. Their salary recommendations are based on comparable salary data from school districts within the North Central Texas area.

The salaries paid for certified teachers and teacher aides are comparable with other school districts in the metroplex and across the state of Texas. Salary comparisons for the area are included in this application.

In closing, the requested COLA funding will be used to assist with the projected 3% raise for all Head Start employees. The COLA will allow the Denton ISD Head Start program to retain and recruit qualified personnel.

## **NON-FEDERAL**

The Denton ISD Head Start Program is requesting COLA funds in the amount of **\$33,584**.

The district's non-federal share is **\$8,396**, with a grant amount for 2022-2023 totaling **\$41,980**.

Ann Windle School for Young Children is under the grant recipient, Denton Independent School District. The facility is located at 901 Audra Lane, Denton, Texas, 76209.

Volunteer hours are calculated in the amount of **\$18.00** per hour for assistance in the classroom and to help the teachers to prepare lesson materials. Through March 2022, our volunteer hours for Ann Windle School for Young Children, totaled 6,460. Calculated at **\$18.00** per hour, the total is **\$116,280**. We are confident that our volunteer hours will exceed the 466 hours needed to meet our **\$8,396**. non-federal share. We have approximately 50 volunteers who assist in the classrooms and help the teachers prepare lesson materials, Policy Council meetings (10 meetings per year, 2 hours each, 15 volunteers), Board members (10 meetings per year, 2 hours each, 1-2 volunteers), and community members.

Position	Current Annual Salary	Medicare & Workers Comp with Increase of 2.28%	Retirement Increase 2.28%	Insurance	Stipends	Revised Annual Salary	Increase of Salary with COLA	Increase of Fringe with COLA	Total Increase of Salary and Fringe
<b>EDUCATION SPECIALIST</b>	67,492	1,239	7,858	12	-	76,602	1,745	229	1,974
<b>SUB-TOTAL EDUCATION SPECIALSIT SALARY</b>	<b>67,492</b>	<b>1,239</b>	<b>7,858</b>	<b>12</b>	<b>-</b>	<b>76,602</b>	<b>1,745</b>	<b>229</b>	<b>1,974</b>
<b>Teacher 1</b>	67,270	1,260	8,054	12	2,000	78,596	1,688	222	1,910
<b>Teacher 2</b>	61,778	1,225	7,722	3,132	5,500	79,357	1,551	204	1,754
<b>Teacher 3</b>	66,959	1,026	8,018	3,132	2,000	81,135	1,681	221	1,901
<b>Teacher 4</b>	61,735	1,168	7,241	3,132	5,500	78,775	1,623	213	1,837
<b>Teacher 5</b>	61,735	1,168	7,241	12	5,500	75,655	1,623	213	1,837
<b>Teacher 6</b>	62,954	1,127	6,988	12	2,000	73,081	1,603	211	1,813
<b>Teacher 7</b>	57,711	1,033	6,406	3,132	2,000	70,282	1,551	204	1,754
<b>Teacher 8</b>	59,296	1,124	6,970	12	5,500	72,902	1,623	213	1,837
<b>Teacher 9</b>	61,735	1,105	6,853	12	2,000	71,704	1,634	215	1,848
<b>Teacher 10</b>	62,040	1,173	7,275	12	5,500	75,999	1,520	200	1,720
<b>Teacher 11</b>	58,118	1,040	6,451	12	2,000	67,621	1,467	193	1,660
<b>SUB-TOTAL TEACHER SALARY</b>	<b>681,330</b>	<b>12,449</b>	<b>79,218</b>	<b>12,610</b>	<b>39,500</b>	<b>825,107</b>	<b>17,563</b>	<b>2,308</b>	<b>19,871</b>
<b>Teacher Aide 1</b>	27,003	490	3,071	3,132	-	34,032	720	95	815
<b>Teacher Aide 2</b>	27,633	495	3,067	12	-	31,206	678	89	767
<b>Teacher Aide 3</b>	25,989	465	2,885	12	-	29,351	652	86	738
<b>Teacher Aide 4</b>	24,975	447	2,772	3,132	-	31,326	610	80	690
<b>Teacher Aide 5</b>	22,257	398	2,470	12	-	28,257	514	68	582
<b>Teacher Aide 6</b>	23,378	418	2,595	12	-	26,403	569	75	644
<b>Teacher Aide 7</b>	21,750	389	2,414	12	-	24,565	561	74	634
<b>Teacher Aide 8</b>	21,412	383	2,377	12	-	27,304	470	62	531
<b>Teacher Aide 9</b>	22,118	396	2,455	3,132	-	28,101	578	76	654
<b>Teacher Aide 10</b>	19,123	342	2,123	12	-	21,600	501	66	567
<b>Teacher Aide 11</b>	20,506	367	2,276	12	-	23,161	501	66	567
<b>SUB-TOTAL TEACHER AIDE SALARY</b>	<b>256,143</b>	<b>4,592</b>	<b>28,506</b>	<b>9,489</b>	<b>-</b>	<b>298,730</b>	<b>6,355</b>	<b>835</b>	<b>7,190</b>



<b>SOCIAL WORKER (ERSEA)</b>	62,754	1,123	6,966	3,132	-	73,975	1,730	227	1,957
<b>PFCE: FAMILY SERVICES AIDE</b>	19,814	355	2,199	12	-	22,380	444	58	502
<b>PFCE: PFCE SPECIALIST</b>	28,001	501	3,108	12	-	34,742	629	83	712
<b>SUB-TOTAL PFCE PERSONNEL</b>	<b>110,570</b>	<b>1,979</b>	<b>12,273</b>	<b>3,155</b>	<b>-</b>	<b>131,098</b>	<b>2,802</b>	<b>368</b>	<b>3,171</b>
<b>MENTAL HEALTH SPECIALIST ASSISTANT</b>	19,927	357	2,212	3,132	-	25,628	543	71	615
<b>SUB-TOTAL OTHER CS PERSONNEL</b>	<b>19,927</b>	<b>357</b>	<b>2,212</b>	<b>3,132</b>	<b>-</b>	<b>25,628</b>	<b>543</b>	<b>71</b>	<b>615</b>
<b>FACILITY SAFETY MANAGER/CLERICAL</b>	25,498	456	2,830	12	-	28,796	675	89	764
<b>SUB-TOTAL OTHER CS PERSONNEL</b>	<b>25,498</b>	<b>456</b>	<b>2,830</b>	<b>12</b>	<b>-</b>	<b>28,796</b>	<b>675</b>	<b>89</b>	<b>764</b>
<b>TOTAL PERSONNEL</b>	<b>1,149,632</b>	<b>20,891</b>	<b>127,339</b>	<b>28,410</b>	<b>39,500</b>	<b>#####</b>	<b>29,684</b>	<b>3,901</b>	<b>33,584</b>



# UNITED EDUCATORS ASSOCIATION

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## Comparison of Teacher Salaries in the Eastern Metroplex School Year 2021 - 2022 | BA / BS Degree

YEAR			0	YEAR			5	YEAR			10	YEAR			15	YEAR			20	YEAR			25	YEAR			30
1	HEB	58500	1	Dallas	61200	1	Irving	64678	1	Arlington	65900	1	Arlington	68400	1	Arlington	70400	1	Arlington	74528							
2	Arlington	58400	2	HEB	61058	2	Arlington	63400	2	Irving	65698	2	Ft Worth	67664	2	Irving	70298	2	Ft Worth	74485							
3	Mansfield	58300	3	Ft Worth	60927	2	Dallas	63400	3	Ft Worth	65477	3	Irving	67348	3	HEB	70224	3	Irving	74348							
4	Ft Worth	58000	4	Arlington	60900	4	HEB	63033	4	Grand Prairie	64902	4	HEB	67336	4	Ft Worth	69825	4	Arlington	73400							
5	Grand Prairie	57250	5	Irving	60448	5	Ft Worth	62980	5	Frisco	64650	5	Grand Prairie	66906	5	Frisco	68850	5	Mansfield	72296							
6	CFB	57050	6	Mansfield	59735	6	Grand Prairie	62635	6	HEB	64581	6	Frisco	66850	6	Grand Prairie	68722	6	Keller	71995							
7	Birdville	57000	7	Frisco	59250	7	Frisco	62000	7	Keller	63991	7	Keller	66030	7	Keller	67736	7	Grand Prairie	71222							
8	Lewisville	56925	8	Grand Prairie	59109	8	Keller	61596	8	Lewisville	63634	8	Lewisville	64994	8	Mansfield	67391	8	Birdville	69813							
9	Keller	56800	9	Lewisville	58948	9	Lewisville	61484	9	Mansfield	63061	9	Mansfield	64491	9	Lewisville	66557	9	Carroll	69193							
10	Irving	56727	10	Keller	58915	10	Mansfield	61456	10	Denton	62810	10	Denton	64310	10	Birdville	66511	10	Frisco	68850							
11	Little Elm	56525	11	Garland	58121	11	Denton	60810	11	Birdville	61911	11	Birdville	64011	11	Little Elm	65928	11	Grapevine	68680							
12	Coppell	56500	12	Birdville	58106	12	Garland	60058	12	Garland	61734	12	Little Elm	63971	12	Denton	65810	12	CFB	67335							
12	Dallas	56500	13	Denton	58050	13	Birdville	60031	13	CFB	61725	13	Carroll	63606	13	Carroll	65632	13	Lewisville	66557							
12	Frisco	56500	14	CFB	57985	14	CFB	59855	14	Carroll	61595	14	CFB	63595	14	CFB	65465	14	Little Elm	65928							
15	Denton	56400	15	Carroll	57805	15	Carroll	59470	15	Little Elm	61448	15	Garland	63428	15	Garland	64929	15	Denton	65810							
16	Garland	56325	16	Little Elm	57668	16	Grapevine	59246	16	Grapevine	60746	16	Grapevine	62246	16	Grapevine	63746	16	DeSoto	65218							
17	Carroll	56100	17	Grapevine	56896	17	Little Elm	59233	17	Richardson	59125	17	Richardson	60500	17	Duncanville	61800	17	Garland	64929							
18	Grapevine	55000	18	Richardson	56375	18	Richardson	57750	18	Duncanville	57100	18	Duncanville	59200	18	Richardson	61775	18	Duncanville	64800							
18	Richardson	55000	19	Duncanville	54000	19	Duncanville	55500	19	DeSoto	57050	19	DeSoto	58550	19	DeSoto	61434	19	Richardson	61775							
20	Duncanville	53000	20	DeSoto	53550	20	DeSoto	55350	20	Coppell	**	20	Coppell	**	20	Coppell	**	20	Coppell	**							
21	DeSoto	52000	21	Coppell	**	21	Coppell	**	21	Dallas	**	21	Dallas	**	21	Dallas	**	21	Dallas	**							

**Note: This comparison is for base salaries only. It does not include stipends of any kind.**

*\*\*Coppell ISD pays teachers on a salary range and Dallas ISD pays under a pay-for-performance scheme. Exact salaries cannot be determined.*



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## Comparison of Teacher Salaries in the Eastern Metroplex School Year 2021 - 2022 | MA / MS Degree

YEAR			0	YEAR			5	YEAR			10	YEAR			15	YEAR			20	YEAR			25	YEAR			30
1	HEB	60500	1	HEB	63299	1	Irving	66188	1	Arlington	67400	1	Arlington	69900	1	Irving	72308	1	Irving	76858							
2	Mansfield	60462	2	Arlington	62400	2	HEB	65914	2	Irving	67208	2	HEB	69498	2	HEB	72224	2	HEB	76625							
3	Arlington	59900	3	Mansfield	61993	3	Arlington	64900	3	HEB	66739	3	Irving	69358	3	Arlington	71900	3	Ft Worth	75991							
4	Ft Worth	59000	4	Irving	61982	4	Ft Worth	64022	4	Ft Worth	66672	4	Ft Worth	68985	4	Ft Worth	71407	4	Arlington	74900							
5	CFB	58850	5	Ft Worth	61957	5	Mansfield	63725	5	Grand Prairie	65902	5	Grand Prairie	67906	5	Frisco	69850	5	Mansfield	74565							
6	Birdville	58500	6	Dallas	61200	6	Grand Prairie	63635	6	Frisco	65650	6	Frisco	67850	6	Grand Prairie	69722	6	Keller	72995							
7	Grand Prairie	58250	7	Frisco	60250	7	Dallas	63400	7	Mansfield	65330	7	Keller	67030	7	Mansfield	69660	7	Grand Prairie	72222							
8	Irving	58227	8	Grand Prairie	60109	8	Frisco	63000	8	Keller	64991	8	Mansfield	66760	8	Keller	68736	8	Birdville	71313							
9	Denton	58150	9	Lewisville	59948	9	Keller	62596	9	Lewisville	64634	9	Denton	66060	9	Birdville	68011	9	Carroll	70193							
10	Little Elm	58025	10	Keller	59915	10	Denton	62560	10	Denton	64560	10	Lewisville	65994	10	Denton	67560	10	Frisco	69850							
11	Lewisville	57925	11	Denton	59800	11	Lewisville	62484	11	CFB	63525	11	Birdville	65511	11	Lewisville	67557	11	Grapevine	69680							
12	Keller	57800	12	CFB	59785	12	CFB	61655	12	Birdville	63411	12	Little Elm	65471	12	Little Elm	67428	12	CFB	69135							
13	Coppell	57700	13	Birdville	59606	13	Birdville	61531	13	Garland	63034	13	CFB	65395	13	CFB	67265	13	Denton	67560							
14	Garland	57625	14	Garland	59421	14	Garland	61358	14	Little Elm	62948	14	Garland	64728	14	Carroll	66632	14	Lewisville	67557							
15	Frisco	57500	15	Little Elm	59168	15	Little Elm	60733	15	Carroll	62595	15	Carroll	64606	15	Garland	66229	15	Little Elm	67428							
16	Carroll	57100	16	Carroll	58805	16	Carroll	60470	16	Grapevine	61746	16	Grapevine	63246	16	Grapevine	64746	16	Garland	66229							
17	Dallas	56500	17	Grapevine	57896	17	Grapevine	60246	17	Richardson	59125	17	Richardson	60500	17	Duncanville	62800	17	DeSoto	66218							
18	Grapevine	56000	18	Richardson	56375	18	Richardson	57750	18	Duncanville	58100	18	Duncanville	60200	18	DeSoto	62434	18	Duncanville	65800							
19	Richardson	55000	19	Duncanville	55000	19	Duncanville	56500	19	DeSoto	58050	19	DeSoto	59550	19	Richardson	61775	19	Richardson	61775							
20	Duncanville	54000	20	DeSoto	54550	20	DeSoto	56350	20	Coppell	**	20	Coppell	**	20	Coppell	**	20	Coppell	**							
21	DeSoto	53000	21	Coppell	**	21	Coppell	**	21	Dallas	**	21	Dallas	**	21	Dallas	**	21	Dallas	**							

### Why Does UEA Publish This Salary Comparison?

For the past 28 years, UEA has published a comparison of teachers' salaries from area school districts. It allows teachers the opportunity to see how their district compares to others. It also proves to be a valuable tool that superintendents, administrators, and school boards use in determining salaries. Just like our regular newsletter, this will be distributed to over 90,000 school employees.

**\*\*Coppell ISD pays teachers on a salary range and Dallas ISD pays under a pay-for-performance scheme. Exact salaries cannot be determined.**



# 06CH010978 – FY 22 QUALITY IMPROVEMENT (QI) APPLICATION

**Policy Council Approved: 5/26/2022**

**Governing Board Approved:**

Scheduled for Approval: 6/7/22

**QI**  
**(QUALITY IMPROVEMENT)**  
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## **06CH010978-FY22-BUDGET NARRATIVE/JUSTIFICATION-QI**

Policy Council Approval: 5/26/22

Governing Board Approval:

Scheduled for Approval: 6/7/22

The Denton Independent School District Head Start Program is requesting **\$10,044** for Quality Improvement for the 2022-2023 school year.

The funding is needed as follows:

### **Quality Improvement (QI): \$10,044**

#### **FEDERAL:**

Our Head Start program recognizes the importance of Continuous Quality Improvement in building and sustaining a high-quality program for all stakeholders. As we assess the comprehensive needs of our program, we work to align our program goals and objectives to these identified needs. This (QI) supplemental grant application opportunity will provide us with a means to be able to improve our efforts in helping to meet an identified need that is outlined/requested below.

#### **Identified Need in Fiscal Management:**

We have recently been informed that the DISD Fiscal Grant Accountant will be retiring soon. She is in the process of trying to train her predecessor. This position is not funded with Head Start funding. In addition to that loss, our campus administrative assistant to the Director of Head Start will be moving to part-time. She currently handles the fiscal management of the

grant dollars at the campus level in collaboration with the Director's oversight. With the loss of these two highly qualified, full-time employees that help to manage the fiscal responsibilities of our Head Start grant, we see the need for a succession plan to be put in place that will help to sustain the fiscal management of the program. Our administrative assistant position has never been paid out of Head Start funds. That position has always been counted as in-kind and paid out of District funds. We are seeing a need to create a Fiscal Manager position that can be funded by Head Start grant funds to help to sustain this manager position for the future. We are wanting to establish this manager position by applying for the Quality Improvement Funds that are available to our program. These funds would be used for ongoing purposes for the Fiscal Manager position. The rest of this manager's salary would be taken from the original refunding grant award from the "Other" category because we can reduce the amount of dollars that are designated for substitutes and supplies since we have campus funds that can be applied to those categories.

**JUSTIFICATION:**

ACF-PI-HS-22-02 states that the (QI) funds can be used "to help to recruit and retain a qualified Head Start workforce." We know that staff turnover is on the rise and can leave a program with a void in oversight of a vital management area. This can lead to instability in the oversight of the program. Many of these positions that experience high rates of turnover can be challenging to fill with highly qualified staff. That is why it is crucial to get succession plans in place where oversight can be continual and stable. Creating this Fiscal Manager position that

will be paid through Head Start funds will help to sustain our program and to retain a qualified Head Start workforce. The bullet points below show some of the critical tasks that the Fiscal Manager will be responsible for contributing his/her knowledge/skills to help to maintain fiscal stability in our program operations:

- Oversight of the Head Start funds awarded
- Submits budget to District upon award of the grant
- Submits all requisitions and purchase orders to the finance department for approvals
- Obtains 3 quotes needed for required purchases
- Ensures that vendors are on the EDGAR approved list
- Manages the different accounts and grant awards maintaining appropriate balances and requesting for transfer of funds as needed
- Purchasing supplies for the classrooms and program based on identified needs
- Submitting fiscal reports in HSES system and Grant Solutions
- Maintaining inventory documentation
- Conduct fiscal training for new staff as part of our succession plan
- Receiving all orders and distributing them
- Processes travel requests
- Processes staff reimbursements for Educational Trainings, Credentials, Mileage, & Travel
- Maintain accurate fiscal records
- Work with Head Start Management team to identify fiscal goals, needs, and action plans
- Complete the fiscal pieces for the grant application as well as the COLA
- Complete the SF424
- Work closely with the Director and the District's Grant Accountant
- Oversight of the purchasing of the COVID and American Rescue Funds
- Submit paperwork to grow EDGAR compliant vendors

#### **NON-FEDERAL:**

The Denton ISD Head Start Program is requesting Quality Improvement funds (QI) in the amount of **\$10,044**. The district's non-federal share is **\$2,511**, with a grant amount for 2022-2023 totaling **\$12,555**.



Ann Windle School for Young Children is under the grant recipient, Denton Independent School District. The facility is located at 901 Audra Lane, Denton, TX. 76209.

Our program is confident that we will be able to meet the **\$2,511** non-federal share. Volunteer hours are calculated in the amount of \$18.00 per hour for assistance in the classroom and to help the teachers to prepare lesson materials. Through March 2022, our volunteer hours for Ann Windle School for Young Children, totaled 6,460. Calculated at \$18.00 per hour, the total is \$116,280. We are confident that our volunteer hours will exceed the 140 hours needed to meet our **\$2,511** non-federal share. We have approximately 50 volunteers who assist in the classrooms and help the teachers prepare lesson materials, Policy Council meetings (10 meetings per year, 2 hours each, 15 volunteers), Board members (10 meetings per year, 2 hours each, 1-2 volunteers), and community members.

**Fiscal Manager Budget Projections:**

%	Func	Days	Medicare 6141	TRS 6146	TRS Cares 6147	TRS reporting 6148	Insurance 6142	Salary 6119/6129	Workers Comp 6143	Total
50%	23	230	308.33	1,647.97	425.28	340.23	3,131.76	21,264.14	72.30	27,190.01

**\*Note: (QI grant funds) \$10,044 would go toward this part-time position. The remaining funds needed would come from the general refunding grant award from the “Other” categories of substitutes and supplies since campus dollars are available to cover those costs.**



*Ann Windle School for Young Children  
901 Audra Lane  
Denton, TX 76209  
(904) 369-3900*

DENTON INDEPENDENT SCHOOL DISTRICT  
HEAD START PROGRAM

The Head Start Policy Council for the Denton Independent School District's Head Start Program at Ann Windle School for Young Children met on May 26, 2022. The purpose of the meeting was to review the 2022-2023 Head Start COLA Grant. The Policy Council reviewed the budget and discussed the grant including the line item budget and other items and authorizes the Director to make application for the 2022-2023 school year.

The Policy Council also authorizes those making application for any other additional funds for which the program has reasonable needs for the 2022-2023 school year.

A handwritten signature in black ink, appearing to read "Sena Nyaku". The signature is written in a cursive, flowing style. Below the signature is a solid black horizontal line that spans the width of the text block.

Sena Nyaku  
Policy Council President  
Head Start Program  
Denton ISD



*Ann Windle School for Young Children  
901 Audra Lane  
Denton, TX 76209  
(904) 369-3900*

DENTON INDEPENDENT SCHOOL DISTRICT  
HEAD START PROGRAM

The Head Start Policy Council for the Denton Independent School District's Head Start Program at Ann Windle School for Young Children met on May 26, 2022. The purpose of the meeting was to review the 2022-2023 Head Start Quality Improvement Grant. The Policy Council reviewed the grant application and authorizes the Director to make application for the 2022-2023 school year.

The Policy Council also authorizes those making application for any other additional funds for which the program has reasonable needs for the 2022-2023 school year.

A handwritten signature in black ink, appearing to read "Sena Nyaku", written over a solid black horizontal line.

Sena Nyaku  
Policy Council President  
Head Start Program  
Denton ISD

# **U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCES**

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**Office of Head Start**

Updated July 29, 2014

# U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCE

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# U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCE

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## SF424B Assurances – Non-Construction Programs

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

## U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCE

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9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.



# U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCE

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## Certification Regarding Lobbying

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### Statement for Loan Guarantees and Loan Insurance

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## Regarding Compliance with Compensation Cap (Level II of the Executive Schedule)

Federal funds will not be used to pay any part of the compensation of an individual employed by a Head Start and/or Early Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

# U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCE

## Certification of Filing and Payment of Federal Taxes

As required by the Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriation Act, 2008 (Public Law 110-161, Division G, Title V, section 523), as a prospective financial assistance recipient entering into a grant or cooperative agreement of more than \$5,000,000, I, as the duly authorized representative of the applicant, do hereby certify to the best of my knowledge and belief, that:

1. The applicant has filed all Federal tax returns required during the three years preceding this certification
2. The applicant has not been convicted of a criminal offense pursuant to the Internal Revenue Code of 1986 (U.S. Code - Title 26, Internal Revenue Code)
3. The applicant has not, more than 90 days prior to this certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

## Submission Statement

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☐ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

### Authorized Representative:

Prefix:	<input type="text"/>	* First Name:	<input type="text"/>
Middle Name:	<input type="text"/>		
* Last Name:	<input type="text"/>		
Suffix:	<input type="text"/>		
* Title:	<input type="text"/>		
* Telephone Number:	<input type="text"/>	Fax Number:	<input type="text"/>
* Email:	<input type="text"/>		
* Signature of Authorized Representative:	<input type="text"/>	* Date Signed:	<input type="text"/>
* Submitted by:	<input type="text"/>	Date Submitted:	<input type="text"/>