



06CH7130 – FY 18
COLA GRANT (*Cost of Living Adjustment*)
APPLICATION

Policy Council Approved:

Governing Board Approved:

06CH7130 – FY18 - BUDGET NARRATIVE/JUSTIFICATION-COLA

The Denton Independent School District Head Start Program is requesting \$34,183.00 for the 2018-2019 school year.

The funding is needed as follows:

COLA: \$34,183.00

FEDERAL:

The \$34,183.00 will be spent to cover salary increases for the program’s personnel. The program has twenty seven (27) 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 and one (1) facility safety manager/clerical. One teacher aide retired this year, and will be replaced by the beginning of the 2018-19 school year. The Director’s salary and other Head Start related staff are paid fully by the Denton Independent School District.

A salary schedule reflecting a 2.6% increase in salaries for Head Start personnel is enclosed. The Head Start personnel pay raise would be paid with these requested funds. It is anticipated that the Denton Independent School District may provide a 2.0% pay raise for 2018-19 school year. Denton ISD Head Start personnel would receive a 2.6% increase. 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 total federal budget.

These funds for COLA are needed to help with the proposed Denton ISD pay raises. 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 on the basis of the school district's salary schedule.

The Head Start teacher's and teacher aides' salaried for whom these funds will be utilized fall under the school district's employee wage and salary schedules, i.e., principals, 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 as well as the Ft. Worth, Dallas Metroplex.

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 provide a 2.6% pay raise for all Head Start employees. The COLA will help manage higher operating costs and allow the Head Start ISD program to retain and recruit qualified personnel. Any remaining funds would be used to pay for salaries of substitutes for teachers and teacher aids when they are out due to illness, family leave or emergencies. Any subsequent COLA funds would be used for classroom needs.

NON-FEDERAL

The Denton ISD Head Start Program is requesting COLA funds in the amount of \$34,183. The district's non-federal share is \$8,546.00, with a total grant amount for 2018-2019 is \$42,729.00.

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

Volunteer hours are calculated in the amount of \$15.00 per hour for assistance in the classroom and to the teachers to prepare lesson materials. Through May of 2018, our volunteer hours for Ann Windle School for Young Children, totaled 47,061. Calculated in the amount of \$15.00 per hour, that totals \$580,730.25. We are confident that our volunteer hours will exceed the 570 hours needed to meet our \$8,546.00 non-federal share. We have approx. 230 volunteers that help with classroom preparation, classroom volunteers, Policy Council meeting (10 monthly meetings, 2 hours each, 20 volunteers), Parent Committee meeting (10 monthly meetings, 2 hours each, 15 volunteers), Board members (10 monthly meetings, 2 hours each, 1-2 volunteers) and community members.

06CH7310 FY18 - PAYROLL PROJECTION FOR YEAR 2018-2019

Position	Current Annual Salary	Medicare & Workers Comp	Retirement	Current Annual Salary Increase (2.6%)	Medicare & Workers Comp Increase (2.6%)	Retirement Increase (2.6%)	TOTAL COLA Increase (2.6%)	Non-Qualifying Funds for Increase (Insurance & Stipends)	Revised Annual Salary
Content Area Expert	60,601	1,114	6,193	1,576	29	161	1,766	5,407	75,081
SUB-TOTAL CONTENT AREA SALARY	60,601	1,114	6,193	1,576	29	161	1,766	5,407	75,081
Teacher 1	57,635	1,054	5,868	1,499	27	153	1,679	5,072	71,309
Teacher 2	58,854	1,042	5,797	1,530	27	151	1,708	12	67,413
Teacher 3	55,908	1,021	5,679	1,454	27	148	1,628	1,762	65,997
Teacher 4	53,774	1,014	5,641	1,398	26	147	1,571	6,632	68,632
Teacher 5	58,448	1,035	5,757	1,520	27	150	1,696	3,132	70,067
Teacher 6	55,908	1,052	5,852	1,454	27	152	1,633	6,632	71,076
Teacher 7	55,908	1,052	5,852	1,454	27	152	1,633	3,512	67,956
Teacher 8	55,908	1,052	5,852	1,454	27	152	1,633	3,512	67,956
Teacher 9	56,213	995	5,537	1,462	26	144	1,631	12	64,388
Teacher 10	53,088	940	5,229	1,380	24	136	1,541	12	60,810
Teacher 11	53,774	1,014	5,641	1,398	26	147	1,571	6,632	68,632
SUB-TOTAL TEACHER SALARY	615,417	11,268	62,706	16,001	293	1,630	17,924	36,920	744,235
Teacher Aide 1	25,943	459	2,555	675	12	66	753	3,132	32,842
Teacher Aide 2	25,175	446	2,480	655	12	64	731	3,132	31,963
Teacher Aide 3	25,713	455	2,533	669	12	66	746	3,132	32,578
Teacher Aide 4	24,069	426	2,371	626	11	62	699	12	27,576
Teacher Aide 5	21,734	385	2,141	565	10	56	631	12	24,902
Teacher Aide 6	22,502	398	2,216	585	10	58	653	3,132	28,902
Teacher Aide 7	20,429	362	2,012	531	9	52	593	3,132	26,527
Teacher Aide 8	21,550	381	2,123	560	10	55	625	3,132	27,811
Teacher Aide 9	19,645	348	1,935	511	9	50	570	12	22,510
Teacher Aide 10	14,697	260	1,448	382	7	38	427	12	16,843
Teacher Aide 11	21,903	388	2,157	569	10	56	636	3,132	28,216
SUB-TOTAL TEACHER AIDE SALARY	243,362	4,308	23,971	6,327	112	623	7,063	21,969	300,672

06CH7310 FY18 - PAYROLL PROJECTION FOR YEAR 2018-2019

Position	Current Annual Salary	Medicare & Workers Comp	Retirement	Current Annual Salary Increase (2.6%)	Medicare & Workers Comp Increase (2.6%)	Retirement Increase (2.6%)	TOTAL COLA Increase (2.6%)	Non-Qualifying Funds for Increase (Insurance & Stipends)	Revised Annual Salary
PFCE: SOCIAL WORKER	58,381	1,033	5,751	1,518	27	150	1,694	3,132	69,991
PFCE: PFCE SPECIALIST	26,173	463	2,578	681	12	67	760	3,132	33,106
PFCE: FAMILY SERVICES AIDE	23,025	408	2,268	599	11	59	668	12	26,380
SUB-TOTAL PFCE PERSONNEL	107,579	1,904	10,597	2,797	50	276	3,122	6,275	129,477
FACILITIES SAFETY MANAGER/CLERICAL	23,670	419	2,331	615	11	61	687	12	27,119
SUB-TOTAL OTHER CS PERSONNEL	23,670	419	2,331	615	11	61	687	3,132	27,119
TOTAL PERSONNEL	1,050,629	19,012	105,798	27,316	494	2,751	30,561	73,704	1,276,585
SUBSTITUTES							3,622		
Total COLA Increase							34,183		

06CH7130 - EMPLOYEE COMPENSATION CAP - FY18

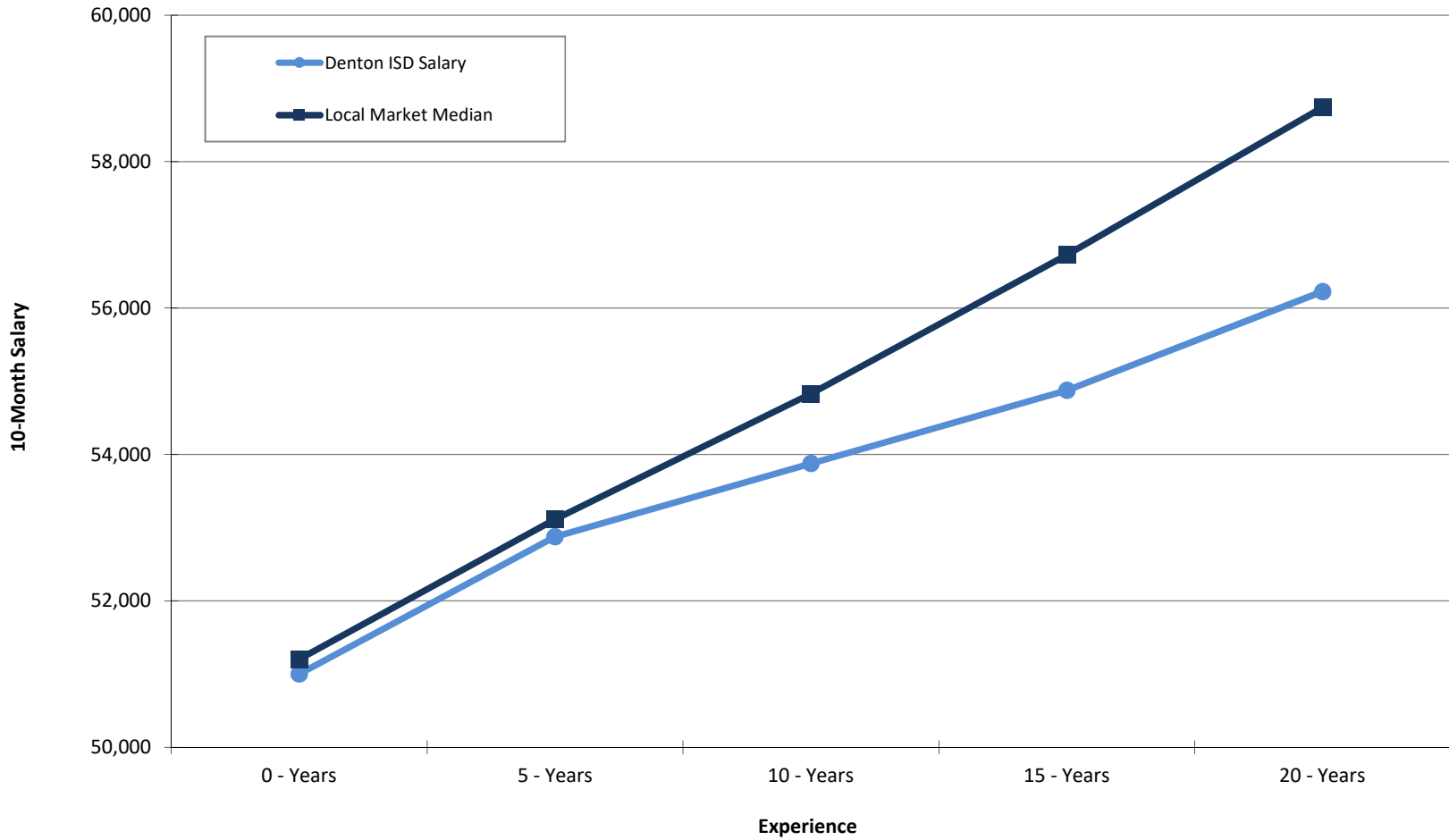
There are a total of twenty seven (27) positions funded by the Denton ISD Head Start Program. Twenty two (22) of those positions are classroom teachers and teacher aides, one (1) Social Worker, one (1) Education Specialist (Content Area), one (1) Facilities Safety Manager/Clerical, one (1) Parent, Family & Community Engagement (PFCE) Specialist, and one (1) Family Services Aide.

Head Start does not pay the salaries of the Director or any other Key Personnel . These salaries are paid entirely by the Denton Independent School District. **Please note that no salary exceeds the \$183,300.00 limit.**

All positions are full time and all positions are 100% paid with Head Start funds.
For a detailed salary worksheet see the Payroll Projection Worksheet on pages 4 and 5.

Position	COLA Increase	Revised Annual Salary	Position	COLA Increase	Revised Annual Salary	Position	COLA Increase	Revised Annual Salary
Teacher 1	\$1,679.00	\$71,309.00	Teacher Aide 1	\$753.00	\$32,842.00	Content Area Expert	\$1,766.00	\$75,080.00
Teacher 2	\$1,708.00	\$67,413.00	Teacher Aide 2	\$731.00	\$31,963.00	Social Worker	\$1,694.00	\$69,991.00
Teacher 3	\$1,628.00	\$65,997.00	Teacher Aide 3	\$746.00	\$32,578.00	PFCE Specialist	\$760.00	\$33,106.00
Teacher 4	\$1,571.00	\$68,632.00	Teacher Aide 4	\$699.00	\$27,576.00	Family Services Aide	\$668.00	\$26,380.00
Teacher 5	\$1,696.00	\$70,067.00	Teacher Aide 5	\$631.00	\$24,902.00	Facilities Safety Manager/Clerical	\$687.00	\$27,119.00
Teacher 6	\$1,633.00	\$71,076.00	Teacher Aide 6	\$653.00	\$28,902.00			
Teacher 7	\$1,633.00	\$67,956.00	Teacher Aide 7	\$593.00	\$26,527.00			
Teacher 8	\$1,633.00	\$67,956.00	Teacher Aide 8	\$625.00	\$27,811.00			
Teacher 9	\$1,631.00	\$64,388.00	Teacher Aide 9	\$570.00	\$22,510.00			
Teacher 10	\$1,541.00	\$60,810.00	Teacher Aide 10	\$427.00	\$16,843.00			
Teacher 11	\$1,571.00	\$68,632.00	Teacher Aide 11	\$636.00	\$28,216.00			
Total Teacher	\$17,924.00	\$744,235.00	Total Teacher Aide	\$7,063.00	\$300,672.00	Total other staff	\$5,575.00	\$231,676.00
						SUBSTITUTES	3622	
Total COLA increase	\$34,183		Total Revised Annual Salary		\$1,276,585			

**Teacher Salary Plan, 2016-17
Market Comparison**



	0 - Years	5 - Years	10 - Years	15 - Years	20 - Years	Average Salary
Denton ISD Salary	\$51,000	\$52,875	\$53,875	\$54,875	\$56,225	\$54,656
Local Market Median	\$51,200	\$53,113	\$54,830	\$56,725	\$58,741	\$55,849
Difference from Market	(\$200)	(\$238)	(\$955)	(\$1,850)	(\$2,516)	(\$1,193)
% Difference from Market	100%	100%	98%	97%	96%	98%

Denton ISD

Exempt Market - Salary Comparisons, 2016-17

Professionals

Positions Sorted by Salary Compared to Market

	Benchmark Position	District Job Title	Note	Districts Reporting	2016-17 Market Salary	2016-17 District Salary	2016-17 District Salary Compared to Market	2016-17 District Pay Range Midpoint	2016-17 Pay Range Midpoint Compared to Market
1	Accountant (Degreed)	Accountants in pg 2	C	14	\$65,799	\$60,200	91%	\$69,354	105%
2	Agriculture Science Teacher		M	12	\$64,042	\$67,287	105%	\$65,926	103%
3	Assistant Director - Athletics	Asst Director, Athletics	M	13	\$99,249	\$87,389	88%	\$93,872	95%
4	Athletic Trainer		M	15	\$63,480	\$64,257	101%	\$56,293	89%
5	Behavior Specialist	Specialist, Behavior Int	M	11	\$58,283	\$62,664	108%	\$59,403	102%
6	Construction Project Specialist	Manager, Construction	C	7	\$82,102	\$93,870	114%	\$93,872	114%
7	Custodial Supervisor	Supervisor, Custodial Svc	C	10	\$56,319	\$49,496	88%	\$55,053	98%
8	Diagnostician	Diagnostician	M	15	\$66,256	\$67,130	101%	\$68,314	103%
9	District Child Nutrition Supervisor	Supervisor, Child Nutr	C,X	11	\$48,174	\$58,928	122%	\$55,044	114%
10	District PEIMS Data Coordinator	Specialist, PEIMS	M	15	\$77,758	\$66,866	86%	\$63,480	82%
11	District Testing Coordinator	Coordinator, Testing	M	11	\$78,424	\$81,889	104%	\$85,339	109%
12	Head Football Coach	Athletic Coordinator	M	15	\$107,814	\$104,048	97%	\$93,872	87%
13	High School Band Director	Band Director, Head	M	15	\$79,067	\$74,726	95%	\$79,774	101%
14	Instructional Coordinator	Coordinator, Instruction	M	13	\$82,999	\$74,784	90%	\$81,629	98%
15	Instructional Technology Specialist	Instructional Technology Specialist	M	11	\$71,021	\$59,009	83%	\$59,303	84%
16	Librarian	Librarian	M	15	\$61,415	\$59,945	98%	\$61,979	101%
17	Licensed Specialist in School Psychology	School Psychologist	M	15	\$66,119	\$65,884	100%	\$68,314	103%
18	Maintenance Supervisor	Supervisor, Maintenance	M,X	10	\$89,192	\$71,800	81%	\$69,354	78%
19	Nurse (RN)	Reg Nurse	M	15	\$55,000	\$54,172	98%	\$61,000	111%
20	Occupational Therapist	Therapist, Occup/Phy/Mus	C	15	\$65,890	\$61,373	93%	\$68,314	104%
21	Payroll Supervisor	Supervisor, Payroll	C,X	11	\$66,637	\$82,837	124%	\$79,764	120%
22	Physical Therapist	Therapist, Occup/Phy/Mus	C	13	\$67,494	\$67,276	100%	\$68,314	101%
23	School Counselor - Elementary School	Counselor, Elem	M	15	\$64,647	\$61,256	95%	\$64,846	100%
24	School Counselor - High School	Counselor, PG/Career/Sec	M	15	\$70,735	\$69,184	98%	\$71,435	101%
25	School Counselor - Middle School	Counselor, PG/Career/Sec	M	15	\$67,000	\$69,536	104%	\$71,435	107%

Denton ISD

Exempt Market - Salary Comparisons, 2016-17

Positions Sorted by Salary Compared to Market

Professionals

	Benchmark Position	District Job Title	Note	Districts Reporting	2016-17 Market Salary	2016-17 District Salary	2016-17 District Salary Compared to Market	2016-17 District Pay Range Midpoint	2016-17 Pay Range Midpoint Compared to Market
26	Social Worker	Social Worker, Campus	C	9	\$53,209	\$60,792	114%	\$60,911	114%
27	Speech-Language Pathologist	Speech Pathologist	M	15	\$61,622	\$60,183	98%	\$64,846	105%
28	Speech-Language Pathology Assistant	Speech Pathologist Asst	M	6	\$54,652	\$51,498	94%	\$64,846	119%
2016-17 Pay							98%	Plan	101%

Summary of Pay Comparisons to Market		
	Above (Over 110%)	2
	At market (90% - 110%)	19
	Below (Less than 90%)	4

Notes

- M** Market salary is median of reporting comparison districts
- C** Market salary is average of non-school and school markets
- X** Market comparison is excluded from overall counts and averages

Benchmark Position	Market Days	District Days	Daily Rate Compared to Market
Behavior Specialist	187	197	102%
Custodial Supervisor	261	230	100%
Instructional Coordinator	226	220	93%
Instructional Technology Specialist	215	197	91%
School Counselor - Elementary School	194	187	98%
School Counselor - Middle School	200	206	101%

Denton ISD									
Nonexempt Market - Rate Comparisons, 2016-17						Clerical			
Positions Sorted by Rate Compared to Market									
	Benchmark Position	District Job Title	Note	Districts Reporting	2016-17 Market Rate	2016-17 District Rate	2016-17 District Rate Compared to Market	2016-17 District Pay Range Midpoint	2016-17 Pay Range Midpoint Compared to Market
1	Accounts Payable Clerk	Specialist, Ap/Ins/Sub	C	13	\$20.20	\$18.32	91%	\$20.42	101%
2	Bookkeeper - High School	Bookkeeper, High School	C	13	\$19.50	\$16.86	86%	\$18.23	93%
3	Campus Attendance/PEIMS Data Clerk - High School	Clerk, Attendance @ Sec	M	12	\$17.88	\$16.70	93%	\$16.88	94%
4	Campus Attendance/PEIMS Data Clerk - Middle School	Clerk, Attendance @ Sec	M	11	\$16.86	\$15.63	93%	\$16.88	100%
5	Certification Specialist	Specialist, HR Cert/Records	M	11	\$26.19	\$22.69	87%	\$22.30	85%
6	Director Secretary	Admin Assist, Director	M	14	\$21.98	\$19.80	90%	\$20.42	93%
7	Employee Benefits Specialist	Specialist, Insurance/WC & Leaves	C	13	\$24.85	\$22.95	92%	\$22.95	92%
8	Executive Administrative Secretary	Admin Assist - Deputy & Asst Supts	C	14	\$29.00	\$25.99	90%	\$27.29	94%
9	Human Resources Specialist	Specialist, HR Records	C	14	\$21.15	\$24.51	116%	\$22.95	109%
10	Parent Liaison	Parent Liaison	M,X	9	\$17.54	\$14.26	81%	\$14.21	81%
11	Payroll Clerk	Clerk, Payroll 2	C	15	\$22.69	\$20.99	92%	\$21.65	95%
12	Payroll Clerk, Sr	Payroll Specialist	NS		\$24.06	\$25.24	105%	\$22.95	95%
13	Principal Secretary - Elementary School	Secretary, Prin @ El	C	14	\$18.94	\$16.90	89%	\$18.23	96%
14	Principal Secretary - High School	Secretary, Prin @ HS	C	14	\$21.36	\$19.70	92%	\$21.65	101%
15	Principal Secretary - Middle School	Secretary, Prin @ MS	C	14	\$19.27	\$18.74	97%	\$20.42	106%
16	Purchasing Clerk	Clerk, Purchasing	C	15	\$21.49	\$18.98	88%	\$18.23	85%
17	Receptionist - Central Office	Receptionist @ CS	C	15	\$16.96	\$17.49	103%	\$16.88	100%
18	Registrar - High School	Registrar @ HS	M	14	\$18.41	\$16.48	90%	\$18.23	99%
19	Registrar - Middle School	Registrar, Middle School	M	4	\$17.15	\$15.80	92%	\$16.88	98%
20	Superintendent Secretary	Admin Asst to Super	M	14	\$34.40	\$39.71	115%	\$37.69	110%
2016-17 Pay							95%	Plan	97%

Summary of Pay Comparisons to Market	
Above (Over 110%)	2
At market (90% - 110%)	13
Below (Less than 90%)	4

Notes

- M** Market salary is median of reporting comparison districts
- C** Market salary is average of non-school and school markets
- NS** Market salary is median value of non-school market
- X** Market comparison is excluded from overall counts and averages

Denton ISD

Nonexempt Market - Rate Comparisons, 2016-17

Instructional Support

Positions Sorted by Rate Compared to Market

	Benchmark Position	District Job Title	Note	Districts Reporting	2016-17 Market Rate	2016-17 District Rate	2016-17 District Rate Compared to Market	2016-17 District Pay Range Midpoint	2016-17 Pay Range Midpoint Compared to Market
1	Brailist	Braillest	NS		\$16.03	\$16.11	100%	\$16.88	105%
2	Classroom Teacher Aide	Various Aides in PG 1	M	15	\$14.05	\$12.67	90%	\$14.21	101%
3	Deaf-Education Interpreter (Basic)	Deaf Ed Inter 1 (Cert)	M	4	\$22.42	\$21.76	97%	\$22.95	102%
4	Library Aide	Aide, Library	M	13	\$14.91	\$13.71	92%	\$15.35	103%
5	Special Education Aide - General/Resource	Aide, Inclusion	M	15	\$14.66	\$13.84	94%	\$15.35	105%
6	Special Education Aide - Self-Contained	Aide, Life Skills/PPCD	M	12	\$14.58	\$14.19	97%	\$15.35	105%
2016-17 Pay							95%	Plan	104%

Summary of Pay Comparisons to Market		
	Above (Over 110%)	-
	At market (90% - 110%)	6
	Below (Less than 90%)	-

Notes

M Market salary is median of reporting comparison districts

NS Market salary is median value of non-school market



Office of Head Start

06CH7130 - DENTON INDEPENDENT SCHOOL DISTRICT
FY2018 - 07/01/2018-06/30/2019 - Supplement - COLA

Head Start - Summary

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Line Item Budget Total	\$34,183	\$0	\$8,546	27

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Personnel Total	\$27,316	\$0	\$0	27

Personnel: Child Health and Development Personnel

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Program Managers and Content Area Experts	\$1,576	\$0	\$0	1
Teachers / Infant Toddler Teachers	\$16,001	\$0	\$0	11
Teacher Aides and Other Education Personnel	\$6,327	\$0	\$0	11
Total	\$23,904	\$0	\$0	23

Personnel: Family and Community Partnership Personnel

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Other Family and Community Partnerships Personnel - SOCIAL WORKER PFCE: SPECIALIST PFCE: FAMILY SERVICES AIDE	\$2,797	\$0	\$0	3

Personnel: Other Personnel

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Other Personnel - FACILITY SAFETY MANAGER	\$615	\$0	\$0	1

Fringe Benefits

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$494	\$0	\$0	
Retirement	\$2,751	\$0	\$0	
Total	\$3,245	\$0	\$0	

Other

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Volunteers	\$0	\$0	\$8,546	
Substitutes (if not paid benefits)	\$3,622	\$0	\$0	
Total	\$3,622	\$0	\$8,546	

Direct Costs

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Direct Costs Total	\$34,183	\$0	\$8,546	27



Office of Head Start

06CH7130 - DENTON INDEPENDENT SCHOOL DISTRICT
FY2018 - 07/01/2018-06/30/2019 - Supplement - COLA

Head Start - Budget Categories

<i>Budget Category</i>	<i>Program Operations</i>	<i>Training Technical Assistance</i>	<i>Non-Federal Share</i>
Personnel	\$27,316	\$0	\$0
Fringe Benefits	\$3,245	\$0	\$0
Travel	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Construction	\$0	\$0	\$0
Other	\$3,622	\$0	\$8,546
Total Direct Charges	\$34,183	\$0	\$8,546
Indirect Charges	\$0	\$0	\$0
Total	\$34,183	\$0	\$8,546

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



Office of Head Start

06CH7130 - DENTON INDEPENDENT SCHOOL DISTRICT
FY2018 - 07/01/2018-06/30/2019 - Supplement - COLA

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	\$0.00
Total Budget	\$42,729.00
Admin as a % of Total Budget	0.00%

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	\$8,546.00
Total Budget	\$42,729.00
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	0.00
All Center-Based AND Combination Sessions	0.00

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	0.00
Overall Cost Per Child Per Hour	\$0.00

5. Federal Personnel and Fringe Costs:

	<i>Amount</i>
Federal Personnel Cost	\$27,316.00
Federal Fringe Cost	\$3,245.00
Total Federal Budget	\$34,183.00
Federal Personnel Cost as a % of Total Federal Budget	79.91%
Federal Fringe Cost as a % of Total Federal Budget	9.49%
Federal Personnel plus Fringe Cost as a % of Total Federal Budget	89.40%

*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	\$3,245.00
Total Personnel Cost	\$27,316.00
Total Fringe Cost as % of Total Personnel Cost	11.88%

7. Fringe Benefits:

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

Health / Dental / Life	No
Retirement	Yes

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	\$0.00
CACFP Funding as a percentage of Total Federal Budget	0.00%

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

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

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

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

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: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

* Submitted by: Date Submitted: