

ABSTRACT

SPECIAL FUND PROPOSAL

Section I. BASIC INFORMATION

Proposed Project Title: NHPS Head Start Supplement COLA

Grant Source and Agency:
Office of Head Start

Total Amount Requested: \$72,362

Due Date of Application:
4/15/21

System Contact: Pamela Augustine-Jefferson

Telephone #:
203-623-0961

Description of Project: Provide a brief description below. Use Section VI to outline specific objectives and strategies relating to goals described in the application.

\$72,362 provided by Federal Head Start for COLA for Head Start employees. These funds will be used to offset the raises determined by bargaining agreements and fringe benefits.

TARGET: Schools/Unit: Head Start PreK
No. of Students: 531 **Grade Level(s):** PreK
Eligibility Criteria: Income, Residency and Age

GRANT PERIOD:

From: 07/01/2021

To: 06/30/2022

New

Continuation

Previous Bd. of Ed. Approval:

Planning

Operational

Bd. of Ed. Information

Action

Information

Support

Competitive

Entitlement

Grant

PROPOSAL DEVELOPERS:
Pamela Augustine-Jefferson

CENTRAL OFFICE USE ONLY – MUST REMAIN ON PAGE 1

ABSTRACT TIMETABLE

Return to: _____

Received: _____

Board of Education FINANCE & OPERATIONS Meeting Date: 6/7/21

Board of Education Meeting Date: 6/19/21

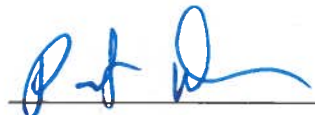
Due Date to Grantor: _____

REVIEW

Grants Manager _____

Finance Manager _____

Human Resource Manager _____



Proposed Project Title: NHPS Head Start Supplement COLA

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Proposed Grant Receiving Agency: NHPS Head Start Program

SECTION II: FISCAL INFORMATION

PERSONNEL

# FT	#PT		COST
1		Administrators	\$ 7,421
15	1	Teachers	\$ 11,044
7		Management	\$ 5,775
49		Paraprofessionals	\$17,683
10		Clerks	\$5,096
1	41	Others	\$4,829
		Stipend	\$
		Longevity	
		SUBTOTAL	\$51,848

NON PERSONNEL

	COST
Supplies & Materials	\$
Student Transportation	\$
Staff Travel	\$
Internal Evaluation	\$
External Evaluation	\$
Independent Contractors	\$
Equipment	\$
Other	\$
Indirect Costs, if allowed	\$
TOTAL NON- PERSONEL	\$

FIXED COSTS:

Health Benefits	\$17,732
Pension (Paras & Mgmt.)	\$
FICA/Medicare	\$2,782
Workmen's Compensation	\$
SUBTOTAL	\$20,514
TOTAL PERSONNEL & FIXED COSTS	\$72,362

Notes:

- 1) Total Personnel and Non Personnel columns must equal grant total.
- 2) The Abstract budget must be aligned with the Grant Application budget/ED114.
- 3) All applications should budget for staff development (stipends) and evaluation wherever appropriate.

SECTION IIA: BUDGET EXPLANATION

The following categories must be explained:

All Personnel: explain positions; **Salary:** if the grant pays a percent of salary and fixed costs, please describe below, breaking down **percentages and amounts to be paid by grant and by NHPS**. **Other;** and **All Non- Personnel items**. If additional space is needed, continue to next page.

COLA Supplement to offset salary increases and fringe benefits

Proposed Project Title: NHPS Head Start Supplement COLA

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Proposed Grant Receiving Agency: NHPS Federal Head Start Program - Supplement COLA

SECTION III: SYSTEM OBLIGATIONS

Project support from other programs: None Yes Explain: Federal Head Start

Linkage with other programs: None Yes Explain: Basic Head Start

Local Fiscal costs, (include renovation): None Yes Explain:

Future local personnel obligations: None Yes Explain:

PROJECT OR GRANT REQUIREMENTS

Local Maintenance Replication Parent Involvement

In-Service Training Advisory Committee Linkage w/other Programs

Non-Public School Involved Dissemination

ADDITIONAL RESTRICTIONS OR CONCERNS

SUBMITTING ADMINISTRATOR: Pamela Augustine-Jefferson 5/25/21
Signature Date

Proposed Project Title: NHPS Head Start Supplement COLA

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Proposed Grant Receiving Agency: NHPS Federal Head Start Program - Supplement COLA

SECTION IV: PROPOSED PERSONNEL

List, **individually**, each position proposed by this grant application. **If no personnel**, please indicate N/A in the chart below

F/T	P/T	Classification	Position Description	Duration of Proposed Service	Proposed Employee	Current NHPS Employee Yes/No	If Yes Current Employee Number
N/A							

V. PROPOSED CONTRACTS

List **individually**, each contract that will be prepared by this proposed project. **If contractors will not be utilized**, please indicate **N/A** in the chart below.

Proposed Independent Contractor	Brief Description of Service	Proposed Pay Rate	Proposed Total
N/A			

VI. ADDITIONAL INFORMATION:

Please Answer All Questions -- Use Additional Pages if Necessary

1. **Please state specific goals for this grant or the grant period.**
These funds will be used to offset the raises determined by bargaining agreements and fringe benefits.

a. If this is a continuation grant, please detail past year goal performance and accomplishments. Use additional space if needed:

N/A

2. How does this grant address School Reform goals? N/A

3. Please explain why this proposal is significant and important in relation to improving student and/or staff performance, as well as any additional pertinent information that is specific and relevant: (Include resume of person(s) providing service for contracts \$10,000 and over) N/A

REQUIRED:

A COPY OF THE GRANT APPLICATION MUST BE ATTACHED TO THE ABSTRACT.

To: Administration for Children & Families

From Pamela Augustine-Jefferson

RE: Grant No. 01CH010905

COLA (Cost of Living Adjustment) Application

Date: Revised May 25, 2021

NHPS Head Start COLA 2021-2022

COLA Award				
Total Personnel Costs	Total Fringes Costs	COLA	COLA Award	Balance left
\$3,800,548	\$1,681,506	Personnel: \$51,848 Fringes: \$20,514 Total: \$72,362	\$72,362	\$0

The NHPS Head Start will use the COLA increase to offset the rise in salaries due to the employee contract raises and the subsequent impact on fringe expenses.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

March 26, 2021

Grant No. 01CH010905

Dear Head Start Grantee:

The Consolidated Appropriations Act, 2021, contains an increase of approximately \$123 million for a cost-of-living adjustment (COLA) for all Head Start grantees, inclusive of all Early Head Start - Child Care Partnerships, with the exception of new awards made in fiscal year (FY) 2021. The COLA supports a 1.22 percent increase above FY 2020 funding levels to increase staff salaries and fringe benefits, and offset higher operating costs. The funds are effective with the start of the FY 2021 budget period and are retroactive if this period has already commenced.

The following table reflects the increase(s) available for FY 2021.

Funding Type	Head Start
Cost-of-Living Adjustment (COLA)	\$72,362
Total Funding	\$72,362

Please note, allocations are subject to change if adjustments are made to annual funding levels.

Submission Requirements

Program Instruction ACF-PI-HS-21-01 informed grantees and delegate agencies of the intended uses of COLA funds and announced the opportunity for grantees to apply for the funds. Please review the Program Instruction carefully to ensure your supplemental application meets the requirements for funding and contains all of the necessary information.

The supplemental application is due April 15, 2021 and must be submitted in the Head Start Enterprise System (HSES). To apply, please select the **Financials tab, Grant Application tab, Fiscal Year 2021**, and add the **'Supplement - COLA'** amendment type. No other application type for these funds will be accepted.

Content of 'Supplement - COLA' Application

Applications must include a narrative and detailed budget justification by program, Head Start and/or Early Head Start and demonstrate the following:

- An increase of no less than 1.22 percent of the current pay scale for Head Start/Early Head Start employees, including unfilled vacancies, subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- The rationale and documentation detailing agency policies and procedures if employees are receiving less than the 1.22 percent COLA or differential COLA increases;
- The provision of a no less than 1.22 percent increase to all delegate agencies and partners or justification if less than 1.22 percent or differential increases are provided to delegate agencies and partners;
- The planned uses for the balance of the COLA funds to offset higher operating costs.

Non-Federal Match

The budget and detailed budget justification must include each source of non-federal match, including estimated amount per source and the valuation methodology. Flexibilities continue for waiver requests of the non-federal match requirement through the public health emergency for the 2019 novel coronavirus. To request a waiver, enter \$0 in Section C of the SF-424A of the application. No additional justification is required, and the issuance of a notice of award constitutes approval of the request.

Supporting Documents

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group's participation in the development and approval of the supplemental application must be provided. Through the public health emergency for the 2019 novel coronavirus, at a minimum a statement confirming the approval of Governing Body and Policy Council members available for contact will be accepted.

The application must be submitted on behalf of the Authorizing Official registered in the HSES.

Incomplete applications will not be processed.

Please ensure the application contains all of the required information. If you have any questions or need assistance, please contact Devin Jones, Head Start Program Specialist, at 617-565-2441 or devin.Jones@acf.hhs.gov or Laura Landry, Grants Management Specialist, at 617-565-2454 or laura.landry@acf.hhs.gov.

For technical assistance in preparing the application, please contact the HSES Help Desk at help@hsesinfo.org or 1-866-771-4737.

Sincerely,

/Marina Winkler/

Marina Winkler
Regional Program Manager
Office of Head Start