



County of San Bernardino
PRESCHOOL SERVICES DEPARTMENT
09CH011719-03



***HEAD START, EARLY HEAD START, EARLY HEAD START-CHILD CARE
PARTNERSHIP***

COLA GRANT SUPPLEMENTAL APPLICATION

FY 2021-22

(Year 3 of 5-Year Funding Cycle)

Due April 15, 2021

Phalos Haire, Executive Director, Preschool Services Department
Joe Baca, Jr., 5th District County Supervisor, Shared Governance Board Chairperson
Reyna Sanchez, Policy Council Chairperson

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Section 1: Introduction

Preschool Services Department (PSD) of San Bernardino County operates the Head Start and Early Head Start programs, which provide comprehensive child development services to approximately 6,000 low-income children 0 – 5 and their families throughout San Bernardino County. PSD provides a combination of direct department services and contracted services through five (5) partner agencies (Child Care Resource Center, Colton Joint Unified School District, Fontana Unified School District, Needles Unified School District, and Ontario-Montclair Unified School District) and one (1) delegate agency (Easter Seals Southern California, Inc.). PSD is committed to providing excellent services for eligible children and their families.

Section 2: Objectives

PSD is submitting this combined supplemental request for the Fiscal Year 2021 Cost-of-Living Adjustment (COLA) funding in response to Program Instruction ACF-PI-HS-21-01 dated February 19, 2021. PSD intends to utilize the funding in accordance with the instructions provided in the announcement as outlined in the narrative and table below:

\$667,438 for COLA (1.22 Percent Increase in Permanent Funding)

As a department of San Bernardino County, PSD is dependent on federal and state monies for operation of its child development programs. This COLA will primarily provide an increase of 1.22 percent in the hourly rate of pay and fringe benefits for approximately 708 Head Start, Early Head Start, and Early Head Start – Child Care Partnership contract employees at an estimated cost of \$444,469. Classified and exempt staff are not included in this COLA application.

Five contract agencies and one delegate agency will receive a total of \$98,334, which represents a 1.22 percent increase to their base annual Head Start/Early Head Start/Early Head Start – Child Care Partnership contract amounts. These funds will be utilized to increase their staff's hourly rate by 1.22 percent, and to offset higher operating costs.

PSD will utilize \$124,635 for increases in data processing charges, property and liability insurance, and rent.

Below is a summary of the PSD COLA request:

GABI Code	Budget Categories	COLA HS Program Operations	COLA EHS Program Operations	COLA EHS-CCP Program Operations	Grand Total
A	Personnel	208,495	25,769	2,174	236,438
B	Fringe Benefits	182,970	20,874	4,187	208,031

C	Travel				
D	Equipment				
E	Supplies				
F	Contractual	61,890	20,384	16,060	98,334
G	Construction				
H	Other	119,703	3,201	1,731	124,635
	Total	\$573,058	\$70,228	\$24,152	\$667,438

Section 3: Budget Justification

COLA (1.22 Percent Permanent Funding)

PSD plans to utilize a total of \$667,438 COLA funds as follows:

- 1) **Personnel:** Increase the hourly rate of pay for all PSD Head Start/Early Head Start/Early Head Start – Child Care Partnership contract employees by 1.22 percent.
 - **\$236,438** – contract employees hourly rate increase

Below table for the Personnel COLA increase does not include classified and exempt staff.

GABI	Description	Before 1.22%	After 1.22%	COLA Incr.	Breakdown by Program		
					HS	EHS	EHS- CCP
A01	Program Managers & Content Area Experts	1,368,243	1,384,935	16,693	14,857	1,836	
A02	Teachers/Infant Toddler Teachers	8,715,990	8,821,899	105,909	94,259	11,650	
A04	Home Visitors	599,563	606,877	7,314	6,509	805	
A05	Teacher Aides & Other Education Personnel	3,016,890	3,053,696	36,806	32,757	4,049	
A06	Health/Mental Health Services Personnel	123,904	125,415	1,512	1,346	166	
A07	Disabilities Services Personnel	322,345	326,278	3,933	3,500	433	
A08	Nutrition Services Personnel	760,650	769,617	8,967	7,981	986	
A11	Other Family & Community Partnerships Personnel	2,459,911	2,489,921	30,010	24,774	3,062	2,174
A16	Clerical Administrative Personnel	955,803	967,464	11,661	10,378	1,283	
A19	Maintenance Personnel	1,117,531	1,131,164	13,633	12,134	1,499	
	Total	\$ 19,440,828	\$ 19,677,266	\$ 236,438	\$ 208,495	\$ 25,769	\$ 2,174

- 2) **Fringe Benefits:** Increase in the fringe benefit rate is commensurate with the increase in the hourly rate for all PSD Head Start/Early Head Start/Early Head Start – Child Care Partnership contract employees by 1.22 percent.

- **\$208,031** – contract employees fringe benefit increase

Below table for the Fringe Benefit COLA increase excludes classified and exempt staff. These numbers reflect only the benefits impacted by the rate increase. In addition, line item B02 includes an across the board increase in Medical Premium Subsidy for all contract staff.

GABI Codes	Description	HS	EHS	EHS-CCP	Total	%
B01	Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	16,911	2,090	176	19,177	9%
B02	Health/Dental/Life Insurance	120,964	13,211	3,541	137,716	66%
B03	Retirement	45,095	5,573	470	51,138	25%
Total		\$ 182,970	\$ 20,874	\$ 4,187	\$ 208,031	100%

- 3) **Contractual:** Award permanent funding to one (1) delegate agency (DA) and five (5) contract partners (CP) to be used to provide salary and benefits increases to their Head Start and Early Head Start staff, as well as to offset higher operating costs. The COLA award amount is 1.22 percent of each entity's base contract amount as shown in the table below. (This contract amount excludes Needles USD's nine state slots.)

Below is a summary of the Contract Agency/Delegate Agency COLA increases:

Contract/Delegate Agency	FY 2021-22 Budget Amount	1.22% COLA Increase	Total FY 2021-22 Updated Budget Amount
Child Care Resource Center	1,341,420	16,060	1,357,480
Colton Unified School District	1,076,420	13,132	1,089,552
Fontana Unified School District	381,346	4,652	385,998
Needles Unified School District	368,374	4,494	372,868
Ontario-Montclair Unified School District	196,959	2,403	199,362
Easter Seals of Southern California	4,720,689	57,593	4,778,282
Total	\$8,085,208	\$98,334	\$8,183,542

- 4) Other: \$124,635** – for increases in data processing charges (\$21,820), property and liability insurance (\$27,114), and rent (\$75,701).

PSD continues to strive to improve the well-being of enrolled children and their families in San Bernardino County. This funding will give PSD the opportunity to continue to provide much needed services to enrolled children and their families.

Section 4: Non-Federal Share (\$0)

PSD is requesting a waiver for the Non-Federal Share (NFS) associated with this COLA Supplemental Funding application. Due to current economic conditions and operational changes related to the COVID-19 pandemic, PSD has experienced both structural and logistical challenges in obtaining NFS from nearly all sources, with a significant decrease in volunteer hours being a major factor. As service delivery has switched from classroom-based to remote learning and engagement with families, we are noting a decrease in the amount and frequency of NFS reporting, despite the Department's best efforts to connect with parents, volunteers, and community partners remotely. NFS continues to be a priority for PSD. Staff are diligently working on new approaches to meet ongoing requirements.



ADMINISTRATION FOR
CHILDREN & FAMILIES

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

March 25, 2021

Grant No. 09CH011719

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	Early Head Start
Cost-of-Living Adjustment (COLA)	\$573,058	\$70,228
Total Funding		\$643,286

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 Laura Candeloro, Head Start Program Specialist, at 415-437-8653 or Laura.Candeloro@acf.hhs.gov or Joanna Chan, Grants Management Specialist, at 415-437-8421 or joanna.chan1@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,

/Cynthia Yao/

Cynthia Yao
Regional Program Manager
Office of Head Start



ADMINISTRATION FOR
CHILDREN & FAMILIES

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

March 25, 2021

Grant No. 09HP000209

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	Early Head Start
Cost-of-Living Adjustment (COLA)	\$24,152
Total Funding	\$24,152

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.

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

Sincerely,

/Cynthia Yao/

Cynthia Yao
Regional Program Manager
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