

Capital Area Community Action Agency
Budget Justification Narrative
October 1, 2019- September 30, 2020

Capital Area Community Action Agency, Inc. is applying for \$3,525,297 to provide Head Start services to 378 children residing in Leon, Jefferson and Franklin Counties, Florida. The budget that follows reflects the costs necessary to operate the program for the grant year of October 1, 2019 – September 30, 2020. The Head Start program will continue to operate for 180 days.

Salaries & Wages – \$1,749,563 50% of Budget

All applicable salaries and benefits are blended with funds from Voluntary Pre-kindergarten (VPK), Childcare Food Program (CCFP), United Way (UW), and Community Human Services Program (CHSP). All employees are compensated according to a salary scale approved by the Governing Board and Policy Council. No staff member receives compensation in excess of \$179,700. The program will employ 79 full-time and 3 part-time employees. Part-time staff include Substitutes to ensure all classrooms are fully staffed when someone is absent from work, allowing the program to maintain proper coverage and stay in ratio, and staff for the revised Extended Day program which is funded in part by VPK. Personnel costs are broken down according to the position specifications in the salary schedule of the budget. **\$1,749,563**

Fringe Benefits –\$498,276 14% of Budget

Capital Area Community Action Agency provides mandated federal and state benefits in addition to health benefits and retirement contributions. The line item total for fringe benefits is **\$498,276**. The Agency matches employee contributions up to 3% of their annual salary in a 401k Retirement Plan. The Agency provides health insurance with prescription coverage to all full-time employees, and contributes up to 86% of the premium. The Agency also provides life, accident and short-term disability coverage to all full-time employees at no cost to the employee.

Indirect – \$449,567 13% of Budget

The grantee's indirect cost rate is negotiated between Capital Area Community Action Agency and the funder. Current rate is 20.00%. **\$449,567**

Travel –In Area \$ 3,500 <1% of Budget

Staff travel funds totaling \$3,500 are budgeted for staff travel to and from centers and administration office at a rate of \$.445/mile, as well as to meetings. Travel costs related to Training and Staff Development are covered in the Training and Technical Assistance section.

Supplies – \$ 63,935 2% of Budget

Supplies will be purchased in the amount of \$63,935 to enable the program to implement vital elements of the HS program. The requested amount will support the attainment of program goals and ensure facilities are developmentally appropriate and safe for children.

- **Program Supplies:** Supplies to ensure the services to children and families are of a high quality and to ensure centers function properly. \$26,985.
- **Classroom Supplies:** The Classroom Supply budget is used to ensure the provision of well-stocked classrooms and resource room that provides staff with adequate developmentally appropriate materials including consumables, toys, props and books to fully implement the Creative Curriculum studies in a meaningful way for all students. In addition funds are used to re-stock both consumable materials and classroom materials and equipment to ensure quality of care and positive educational experiences are provided for all children. \$25,000.

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- **Medical and Dental Supplies** budget is used to purchase toothbrushes, Band-Aids, first aid supplies, and other materials to ensure children's needs are met. Funding for disabilities and mental health supplies is provided through the Community Human Service Partnership (CHSP) grant and includes adaptive equipment and materials to support child problem solving and nurturing environments. \$750
- **Kitchen Supplies:** Supplies that include paper plates, napkins, kitchen cleaning supplies (sponges, paper towels, etc.). Funding for kitchen supplies is provided through the Head Start grant and the Child Care Food Program (CCFP) \$10,000
- **Parent Activity Supplies:** Funding of supplies for these activities and events are covered through from HS and non-federal share funds from the CHSP grant. Supplies include parent education materials such as books, handouts, and other small items that will support activities such as Policy Council meetings and male engagement activities. Parent meetings and workshop topics will be decided by parents at the beginning of the year and will be based on the needs of enrolled families and the community. Parent education, activity supplies, and family literacy materials are also supported by this account and include: educational materials such as books and other family partnership supplies such as materials for use during male engagement events. Non-federal share dollars from CHSP will also be used to support parent activities. \$1,200

Contractual – \$157,000 4% of Budget

- **Administrative services:** \$12,000 is budgeted for audit services (audited financial statements, OMB reports, etc.)
- **Mental Health and Disabilities Services:** The program uses licensed consultants to support classroom staff by observing children and making recommendations, and by meeting with families and making referrals to other agencies. The consultants charge the program a reduced rate and in-kind the remainder of the usual rate. Costs are allocated among classroom observation family consultation and therapeutic services. The program partners with TITUS Sports Academy to implement a program to support obesity prevention; a serious nationwide issue. In addition to the budgeted amount, in-kind services provided are by this partner. The program contracts with Gaye Harper for Speech and Language Services at a rate of \$48 per hour to cover therapy deemed necessary by the program but covered by the Local Education Agency (LEA). Ms. Harper donates 10% of her services as in-kind donation. Services not covered by the LEA are funded through CHSP (\$9,367) in Leon County. \$145,000

Construction: N/A

Other – \$ 562,458 16% of Budget

- **Telephone/Internet/Utilities:** The **budget** is based on actual costs of Head Start-dedicated telephone lines, internet services and utilities. \$129,000
- **Vehicle Expenses** include all maintenance and repair of the Head Start vans and buses. Vans are used by staff for home visits, training, visits to outlying centers, etc. Buses are used for field trips. Leon County Schools donated a bus to the program which will increase the overall vehicle expenses from the previous year. \$26,000
- **Dues and Subscriptions:** These funds will cover the costs of dues for NHSA, FHSA, Region IV HSA, and accreditation. \$2,500

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- **Staff Screening:** The cost of any rescreening needed for staff is covered with these funds. Initial screenings are paid for by new hires. \$1,150
- **Fees, Licenses, Permits:** The cost of child care licenses through the State of Florida, building permits and business licenses. \$1,500
- **Postage and Delivery:** A budget is designated for postage which allows the program to communicate with the staff, community and funders. \$950
- **Expendable Equipment:** Funds will be used to replace playground equipment and support replacement of computer hardware, monitors, keyboards, etc. on an as-needed basis. \$3,000
- **Equipment Lease:** One copier/scanner/fax/printer will be leased for the administration office. \$8,600
- **Printing and Duplication:** Funds will be used to pay for printing the annual report, parent handbooks, forms and business cards. \$13,000
- **Building Repairs and Maintenance:** A budget is established for pest control, security services, lawn services, custodial services, signage, repairs and maintenance will also be required to support general program operations. The agency owns two of the properties and leases the three other locations. All facilities, (with the exception of the Royal Center which was remodeled two years ago), are older structures that require frequent maintenance to the buildings and playgrounds. \$99,996
- **Rent:** Two centers in Leon County and one in Franklin County are leased. VPK, USDA and School Readiness contribute additional funds that cover a portion of rent, maintenance and other expenses. \$207,862
- **Building and Child Liability Insurance:** \$26,000
- **Advisory Board Expenses:** Food and related expenses will be covered for Advisory Committee meetings (Health Services, Disabilities and Mental Health, School Readiness and ERSEA and Family Engagement). \$2,000
- **Technology/Software:** The budget includes online tracking/reporting services such as ChildPlus and Teaching Strategies Gold. Included is a Child Plus subscription for monitoring purposes, and Teaching Strategies Gold which supports child assessment. The total budget is \$15,000.
- **Equipment Maintenance:** Repairs and maintenance to equipment such as computers, printers and phones. \$16,000
- **Advertising:** Funds will cover the cost of brochures, flyers, vehicle magnets, flyers, banners, newspaper and radio and television advertisements. Public Service Announcements will be used whenever possible. Funds will also be used to cover advertisements for vacant positions. \$2,000
- **Office Supplies:** Office supplies include paper, file supplies, writing utensils, ink cartridges, and other general items used to maintain an office. \$5,500.
- **Trainings/Meetings/Workshops:** This is for additional meetings that may be required by Agency partners and/or funders that aren't covered in the T&TA plan. \$400.00.
- **Field Trips:** Agency planned off site excursions which bridge the gap between education and hands-on experience. \$2,000

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Training and Technical Assistance Plan – \$40,998 >1% of Budget: Training and Technical Assistance dollars of \$40,998 will be used to support the annual Staff Development Plan. The allocation of these dollars is reflected in the attached narrative and plan. A summary of anticipated activities includes:

Activity	Amount
Social Services Competency Based Training Program	\$2,644.00
PFCE National Conference	\$6250.00
Managing Comprehensive Health Care	\$1,938.00
Health Managers Training (2 parts)	\$800.00
SafeStaff /ServSafe Training	\$600.00
CLASS	\$3,924.00
Director Training	\$647.00
DCF Training Courses for Teachers	\$250.00
In-service/Pre-Service Training	\$8,000.00
TEACH/ Educational Scholarship	\$5,000.00
FL Head Start Association or Region IV	\$4,972.00
CPR and First Aide Staff	\$1,350.00
Conscious Discipline	\$2,624.00
Unanticipated Training	\$1,999.00
TOTAL	40,998

NON-FEDERAL CONTRIBUTION – \$881,324 25% of Budget

Capital Area Community Action Agency, Inc. has always strived to meet the non-federal share requirement. The Nonfederal budget narrative details the required federal match and grantee and community contribution funds.

Personnel (\$168,041):

- Teaching Staff: Extended Day Program – A portion of the salary for 16 staff: VPK (\$139,416); CHSP (\$28,625) -
- Program Staff includes 10% of the salary of staff that will service the Extended Day Program which includes of the Center Directors that have Extended Day in their Center, Education Coordinators, ECD Manager and Support Specialist, and Special Services Coordinator for Mental Health services. VPK \$33,825. Childcare Food Program for 65% of Cooks salary and 25% of Health Specialist \$96,376; CHSP Parent Engagement Coordinator 49% for \$20,680.

Fringe Benefits (\$47,858):

- Fringe Benefits include Health/Dental/Life Insurance, Social Security Tax, Worker’s Compensation/Unemployment, Retirement and Medicare expenses. Funds from CHSP and VPK cover the cost of Fringe Benefits for the portions of positions paid for by those funders. \$47,858

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Indirect Cost (\$43,179):

- The grantee’s indirect cost rate is negotiated between Capital Area Community Action Agency and the funder. The most recent rate is 20%.

Child Services Consultants (\$9,367):

- Mental Health, Disabilities Services and Obesity Prevention Services provided through the CHSP Grant \$9,367.

Other Non-Federal Program Support (\$24,950):

- To support the provision of services to children and families the program receives the following non-federal program support: Staff Screenings (\$250), Travel In Area (\$500), Office Supplies (\$500), Program Supplies (\$1,000), Classroom Supplies (\$2000), Kitchen Supplies (\$10,000), Medical Dental Supplies (\$10), Copies/Printing/Copier Maintenance/Toner/Paper (\$1,000), Raw Food Cost (\$9,690).

In-kind

- **Rent (\$128,752):** In-kind rent is the difference between market rent and the actual rent charge by landlords to the Head Start program.

Center	Market Rent	Actual Rent	Difference	Square Feet	In-kind Amount (Monthly)	Annual In-kind
Franklin	6.36	2.667	3.693	1800	553.95	6,647.40
Jefferson	7.40	0	7.40	3160	1,948.667	23,384.00
Mabry	14.69	5.268	9.422	6312	Aug-May 4,955.97 May-Aug 7,726.94	65,013.60
South City	9.06	6.79	2.27	14849	2,808.94	33,707.23
Total						128,752.23

- **Child Service Consultants (\$227, 838):** A large portion of Obesity Prevention Services are provided by Titus Sports Academy at no cost to the program for Obesity Prevention services. The Speech and Language Therapist, Mental Health Therapist, and Dietician all provide some services at no cost to the agency.

Months	Gaye (Sept-May)	Lori McCoy	L. James	Titus	
Average (Monthly)	2,690.00	1,889.35	127.50	20,608.50	25,315.35
Estimated Annual	24,210.00	17,004.15	1,147.50	185,476.50	227,838.15

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- **Cash Donations (\$41,967)**
- **In-kind Volunteers (\$157,855):** Services are provided by parents and community members to ensure the smooth operation of HS. This includes volunteer time of parents at a rate of \$17.47 per hour (238 volunteers*\$17.47/hour*36weeks*1 hour/week=\$149,683). Parents and Community members serving on the Board of Directors and Policy Council are valued at \$42.86 per hour (6 board members on avg.*12*2*42.86 = \$6,172). Community members and groups provide various services as in-kind donations to include such things as guest speaking, interns, field trips and training. These are provided at the rate one would pay for these services. (\$2,000)
- **Other Vendor Discounts (\$27,416):** The program receives the following vendor discounts to offset the cost of goods needed in the provision of service.
 - Office Supply Discount: \$ 1,400
 - Classroom Supply Discount: \$ 8,000
 - Sysco: \$ 6,116
 - PSC: \$16,000
- **Community Partnerships (\$1,000):** The program partners with local organizations to provide space and services for the program.

Total \$881,324