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 July 1, 2020 – June 30, 2021. The Head Start program will continue to operate for 180 days.

**Salaries & Wages – $1,682,119 48% of Budget**

All applicable salaries and benefits are blended with funds from Voluntary Pre-kindergarten (VPK), School Readiness (SR) Childcare Food Program (CCFP) 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 75 full-time and 4 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 total by VPK and SR dollars. Personnel costs are broken down according to the position specifications in the salary schedule of the budget. $**1,682,119.**

**Fringe Benefits –$487,478 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 **$487,478.** 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 – $393,999 11% of Budget**

The grantee’s indirect cost rate is negotiated between Capital Area Community Action Agency and the funder. Current rate is 18.16%. $**393,999**

**Travel In Area $ 4,000 1% of Budget**

Staff travel funds totaling **$4,000** 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 – $ 88,906 2% of Budget**

Supplies will be purchased in the amount of **$88,906** 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. **$26,935.**
* **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. **$54,000**.
* **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. **$500**
* **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**
* **Kitchen Supplies**: Supplies are needed for the kitchen to enable the program to serve a nutritious breakfast, lunch and afternoon snack daily. This includes cookware, small and large appliances, utensils and other items necessary to run a commercial kitchen as required by the state guidelines. **$6,271**

**\*\*\*Contractual – $190,813 5% of Budget**

* **Administrative services:** **$15,000** is budgeted for administrative services (legal services, audited financial statements and OMB reports)
* **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 ($9,874) in Leon County. **$175,813**.

**Construction: N/A**

**Other – $ 636,984 18% of Budget**

* **Telephone/Internet/Utilities:** The **budget** is based on actual costs of Head Start-dedicated telephone lines, internet services and utilities. **$132,993.**
* **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. **$38,000**
* **Dues and Subscriptions:** These funds will cover the costs of dues for NHSA, FHSA, Region IV HSA, and accreditation. **$2,600**
* **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 **o**fFlorida, building permits and business licenses. **$2,500**
* **Postage and Delivery:** A budget is designated for postage which allows the program to communicate with the staff, community and funders. **$1,500**
* **Expendable Equipment**:Funds will be used to replace playground equipment and support replacement of computer hardware, monitors, keyboards, etc. on an as-needed basis. **$6,000**
* **Equipment Lease:** One copier/scanner/fax/printer will be leased for the administration office. **$9,600**
* **Printing and Duplication:** Funds will be used to pay for printing the annual report, parent handbooks, forms and business cards. **$20,000**
* **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. **$136,752**
* **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. **$182,735**
* **Building and Child Liability Insurance:** **$32,000**
* **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). **$2,500**
* **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 **$14,241**.
* **Equipment Maintenance:** Repairs and maintenance to equipment such as computers, printers and phones. **$20,000**
* **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. **$3,500**.
* **Office Supplies:** Office supplies include paper, file supplies, writing utensils, ink cartridges, and other general items used to maintain an office. **$7,500**.
* **Staff Development and 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. **$4,000**.
* **Raw Food:** Students meals and snacks are served family style. Teachers and Teacher Assistants eat with the children. Their meals aren’t reimbursed by the Child Care Food Program so it is a Head Start expense**. $17,313**
* **Special Events:** Each of the 21 classrooms are allowed one special field trip annually that may require a fee. **$2,100**

**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** |
| --- | --- |
| CLASS, Teaching Strategies Gold and the Creative Curriculum | 1,000 |
| ChildPlus | 3,050 |
| Parent, Family and Community Engagement | 8,169 |
| In-service and pre-service training | 2,711 |
| First Aid and CPR | 1,350 |
| Health Managers/Comprehensive Health Car Trainings | 1,900 |
| Training for Center Directors | 6,000 |
| Higher Education for Staff though Florida TEACH program | 5,000 |
| FL Head Start Assoc Region IV Staff Trainings | 3,000 |
| ServSafe Manager Training for Cooks and Health Services Coordinator | 1,000 |
| State of Florida mandated training for teaching staff | 100 |
| Renaissance Star Early Literacy Training | 1,350 |
| Region IV 2019 Leadership Summit | 3.000 |
| Unanticipated Training Opportunities | 868 |
| Facilities Management Training | 2,500 |
| TOTAL | **40,998** |

**NON-FEDERAL CONTRIBUTION – $850,968 20% of Budget**

Capital Area Community Action Agency, Inc. has always strived to meet the non-federal share requirement which is 20% of the total budget. This match includes the VPK, School Readiness and CHSP grants, as well as the In-Kind Contributions. The Nonfederal budget narrative details the required federal match and grantee and community contribution funds.

**VPK, School Readiness and CHSP Contribution - $397,281**

**Personnel: $171,621**

* Teaching Staff: Salary for 30% of teaching staff assigned to Extended Day Program: VPK ($88,628); School Readiness (($13,953) -
* Program Staff: 10% of the salary of management staff that service the Extended Day Program which includes Center Directors that have Extended Day in their Center ($12,196), Quality Assurance Manager ($4,633) and Education Coordinators ($11,868), and 30% of ECD Support Specialist ($11,719).
* Other Staff: CHSP Parent Engagement Coordinator 50% ($21,455), and 15% of PFCE Manager for Male Engagement ($7,169).

**Fringe Benefits: $49,736**

* Fringe Benefits include Health/Dental/Life Insurance, Social Security Tax, Worker’s Compensation/Unemployment, Retirement and Medicare expenses. Funds from CHSP, SR and VPK cover the cost of Fringe Benefits for the portions of positions paid for by those funders. ($49,736)

**Indirect Costs: $40,199**

* Indirect Cost Rate of 18.16% to cover the portions of positions paid for by VPK, SR and CHSP. ($40,199)

**Repairs and Maintenance Expense**: **$7,500**

* VPK and SR funds support the repairs and maintenance costs at the centers. ($7,500)

**Rent/Space Cost and Utilities:** **$64,535**

* School Readiness, VPK and CCFP dollars support the cost of rent ($38,528) and utilities ($26,007) at centers that have Extended Day Program. ($64,535)

**Child Services Consultants: $9,874**

* Mental Health, Disabilities Services and Obesity Prevention Services are provided through the CHSP Grant ($9,874).

**Other Non-Federal Share Expenses: $53,816**

* The following are additional expenses covered by the VPK, CHSP and SR grants: Staff screenings ($350); Office supplies ($3,030); Program supplies ($7,000); Classroom supplies ($6,409); Kitchen supplies ($5,540); Copies/Printing ($3,000); Staff Development ($1,500) and Raw Food cost ($26,987).

**IN-KIND CONTRIBUTIONS: $484,030**

**Rent Differential: $132,000**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Center | Market Rent | Actual Rent | Difference | Square Feet | In-kind Amount (Monthly) | Annual In-kind |
| Franklin | 6.36 | 2.67 | 3.69 | 1,800 | 553.50 |  6,642.00 |
| Jefferson | 7.40 | 0 | 7.40 | 3,160 | 1948.67 | 23,384.00 |
| Mabry | 14.69 | 5.27 | 9.42 | 6,312 | 4,954.92 | 59,459.04 |
| South City | 9.06 | 6.79 | 2.27 | 14,849 | 2,808.94 | 33,707.23 |
| Main Office | N/A | 1.42 |  | 6,179 | 733.98 |  8,807.73 |
| Total |  |  |  |  |  | **132,000.00** |

**Child Services Consultants: $215,000**

* Professionals providing Mental Health, Disabilities Services and Obesity Prevention Services discount contracted services to the program ($215,000)

**Volunteers: $72,050**

* The program has many volunteers who provide assistance in the classroom, labor for maintenance, Policy Council members and helping with special events ($72,050)

**Other In-Kind: $65,000**

* Vendor discounts ($34,000); Community partnerships ($6,000); Special events ($12,500) and cash donations ($12,500)

**TOTAL NON-FEDERAL CONTRIBUTION $881,331**