

Capital Area  
**Community Action**  
Agency

**Head Start Policy Council Meeting**  
2813 South Meridian Street, Tallahassee  
Zoom ID 864.1843.6073 Code 642453  
May 28, 2020  
6:00 p.m.

1. Call to Order
2. Sign-in/Attendance
3. Establish a Quorum
4. Consent
  - a. Policy Council Minutes
5. Action
  - a. Financial Report
  - b. Personnel Actions
6. Director's Report
7. COVID-19 Budget Justification Narrative
8. Quality Improvement Narrative
9. 2020 Start-up Funding Narrative
10. Stay at Home Updates
11. Office of Head Start Updates
12. Chairperson's Report
13. Other Business
14. Meeting Adjourned

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**Next Meeting: Scheduled for June 18, 2020**



United Way of the Big Bend

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# Head Start Policy Council Meeting

## Minutes

April 23, 2020

6:00 pm

1. Meeting called to order at 6: 04pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: Lauren Johnson, Katisa Donaldson, Lakeisha Lloyd, Kim Wilson, Yolonda Ervin, Sheila Hicks, Tiffany Similien, and Deaundra Stean.

Capital Area Community Action Agency staff present included the following people: Tim Center, Nichele Rolle, Venita Treadwell, Nina Self, Kristin Reshard, Darrel James and Cynthia Valencic.

3. Quorum was established.

4. Consent

- a. Minutes- The minutes were reviewed by all members of Policy Council. Members consent to accept the minutes as written.

5. Action Items

- a. Financial Report- Cynthia Valencic reviewed the financial report and the attached Financial Statement Narrative through February 29th (see attached). We are operating on a 9 month budget. Revenue and expenditures are at 60% and 60% respectively. Non-federal share match is at 62%. Due to the shutdown we may not see a reduction in expenditures until 2 months should also provide a decrease in some over the budget benchmark items such as trainings. Postage is under the budget benchmark. Utilities is over the budget benchmark but may even out since we are closed due to COVID-19. There has been small reductions in utility bills. Kim asked did we use all the Parent activity fund and Nichele stated no we used a small portion to pay for food and planned on doing a second CPR class however COVID-19 pandemic has changed the plans. Lauren asked what the reoccurring repairs are. Cynthia explained it includes monthly services such as lawn services, maintenance, and pest controls. Lauren also asked will the cut in utility rates from the City of Tallahassee help us as a business. Tim stated he was not clear as of yet but will follow up with it.

A motion to hear the financial report was made by Sheila Hicks and second by Lauren Johnson. Motion accepted. Motion made to approve the financial report from March's meeting was made by Deaundra Stean and second by Sheila Hicks. Motion passed, all in favor.

A motion to approve the financial report for April's meeting was made by Deaundra Stean and second by Lauren Johnson. Motion passed, all in favor.

- b. Personnel Actions- No Personnel actions at this time.
- c. COLA- Tim reviewed the \$69,686 COLA that was appropriated by HHS for Head Start as well as the \$100,000 quality improvement funding approved by congress. Tim reviewed the attached COLA plan and memo (see attached). The 2% COLA will be retroactive to October 1 and approximately \$22,000 will be allocated to raises for Center Directors and Coaches. Lauren asked will we be able to afford the increase in salary after this year. Tim stated yes it will become a part of our base budget. Lauren also asked why we are using the money to increase the salary of Center Directors if our budget is currently over; why aren't we using it to balance out the budget. Tim answered that the changes being implemented today and the increase in task based on a salary and wage study warrants a more comfortable and compatible salary for the Center Directors. Lauren is concerned that other staff positions should receive raises as well. Tiffany asked why the money isn't being distributed evenly. Tim explained that the Center Directors and the Coaches will be assuming more responsibilities and managerial task and that warrants an increase.

A motion to approve the COLA recommendation was made by Sheila Hicks and second by Yolondra Ervin. Motion did not pass. Vote was taken. 5 aye and 3 nay. Ayes won. Motion to approve the COLA recommendation passes.

- d. Quality Improvement Funding- Office of Head Start awarded \$100,648 for quality improvement. The plan is outlined in the memo (please see attached). Major investments include Behavioral Specialist, Conscience Discipline, Classroom Safe Place Centers, and Technology. Tiffany asked what the qualifications for Behavioral Specialist are and is it contract of full time and Tim stated we are in the process of creating a position description. Nina stated yes it is proposed for full time. Lauren asked will we be able to retain this position outside of the funds and Tim stated it will be a pilot for 1 year. Lauren's opinion is if we hire a specialist we should have them for more than 1 year to help the children in the program.

A motion to approve the proposal for the Quality Improvement funds was made by Katisa Donaldson and second by Sheila Hicks. Motion did not pass. Vote was taken. 6 aye and 2 nay. Ayes won. Motion to approve proposal for Quality Improvement funding passes.

- e. COVID-19 Response- Tim discussed the response to COVID-19 and proposed that if approved we use funding to purchase Zono Sterilizing Cabinets which disinfects all classroom materials killing different viruses including Coronavirus. Tim stated the amount that we will receive is not known at the time.

A motion to approve the COVID-19 response plan was made by Katisa Donaldson and second by Sheila Hicks. All in favor, none opposed motion passes.

6. Director's Report

Tim reviewed his attached report. Tim reviewed some of the changes set forth by office of Early Learning and the impact it would have on the program if we were to open now. Due to Covid-19 pandemic Office of Head Start has waved the reporting of non-federal share for this school year however Nichele Rolle will continue to track. Lauren asked about the plan for the 2 classrooms that will possibly be used by Leon County schools in the next school term. Tim stated we are looking for additional classroom space/ location and have also applied for the Disaster Relief Grant. An additional option may be to blend the Head Start classroom with Leon County Schools. Tim mentioned Lincoln Neighborhood Center may have an open wing that we will consider as an option if possible. Tim asked the Council to share any locations that they may see that may fit our needs. Tim stated Titus is building a new facility and has expressed an interest in partnering with Head Start. Kim stated Young Scholars Academy is closing and that facility may be an option.

7. Stay at Home Updates

Kim Wilson- Kim is still working during the pandemic and being a teacher to her children.

Yolonda Ervin- Everything is going well and is working with her son on ABC mouse and the provided classwork the teachers send as well as worksheets she prints off.

Lakeisha Lloyd- Going well.

Tiffany Similien- She is doing fine and just balancing working while her kids are doing school as well.

Lauren Johnson-It's been going good.

Deaundrea Stean- Going well. Appreciated the food boxes she received from her center today and also completing the learning packet.

Katisa Donaldson- Going good and just trying to keep balance with teaching her children as well as graduate students.

8. Office of Head Start Updates: No updates at the moment from Education or from the Family and Community Engagement team. Program Memorandum from Office of Head Start regarding Covid-19 is in the packet for review.

9. Chairperson's Report: No chairperson's report at this time.

10. Other Business: Kim asked what is the plan for the pictures that were ordered by parents. Mrs. Treadwell stated the order were sent off and will be sent to the main office. The pictures will be distributed to the Center Directors and they will contact the parents to pick up the pictures. Mrs. Treadwell is not sure of the process for parents who ordered online. Yolondra Ervin stated she ordered online and received them a few days later. Kim asked is there any information on registering your child for Kindergarten. Kristen stated you go online to LCS website fill out the

first part and when you get to residency information you stop and your local school will contact you.

11. The meeting was adjourned at 7:37 p.m.

**Head Start Financial Statement Narrative  
For the Six Months Ending March 31, 2020  
Capital Area Community Action Agency**

As of March 31, 2020, we have completed six months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 67% due to the abbreviated 9-month contract. At month end, the Year to Date Actual Revenue and Expenses are 72% and 71% respectively, 5% above expectations, with mostly restricted net income of \$45,201. This mostly restricted net income is expected to be completely spent prior to grant end.

Year to Date Non-Federal Share (NFS) Match reported totals \$468,415, which is 71% of the \$660,993 total match required for the fiscal year ending June 30, 2020.

**Expenditure Variances and Explanations**

The Head Start Statement of Revenue and Expenditures tracks year-to-date progress by budget line item. Actual revenues and expenditures are compared to the original budget for each budget line item by amount and percentage. Some budget line items may be below or above the expected percentage at any given point in the year. This can be caused by something as innocuous as the revenue or expense occurring unevenly at different points of time during the year, such as a one-time insurance payment. In other words, one ninth of every budget item is not necessarily paid each month. Therefore, when there is a significant variance, explanations are provided. It is important to note that, while a specific line item may be over budget, the overall Agency budget should not be over budget. Adjustments are often made at the end of a grant or fiscal year to ensure that all budgets are balanced.

Salaries, Fringe and Indirect – is 3-4% over benchmark budget but, if watched closely, should come in at budget with the reduction in June labor costs.

Program Supplies – is currently over the benchmark budget due to an abundance of needs at the beginning of the year.

Postage and Delivery Expenses – are under benchmark considerably due to a credit received in December.

Contractual Services/Health-Disabilities – is slightly over the budget but should stay at this number unless there are bills yet to be received for student services prior to closure.

Utilities – is over the budget benchmark and is forecast to be over by at least \$12,000 at the current average of \$8200 per month.

Repairs & Building Maintenance – Recurring – is over the budget and is forecast to be over budget by \$14,000 at the current average spending of \$9200 per month.

Repairs & Bldg Maintenance – Nonrecurring – is over the budget due to a large number of repairs in the centers as well as extra lawn services and rubber mulch required by DCF.

**Head Start Financial Statement Narrative  
For the Six Months Ending March 31, 2020  
Capital Area Community Action Agency**

Vehicle Expense - is over the budget benchmark due to payment of the auto insurance binder but is expected to decrease in following months.

Dues and Subscriptions - is currently over the benchmark budget but should level out over the course of the year.

Technology - is over budget primarily due to the yearly Teaching Strategies subscription and virtual learning software. This is a category that uses most of its budget at the beginning of the school year and, with a 9 month budget, the funds do not cover the yearly fees.

Expendable Equipment- is over the budget due to the purchase of a convection oven.

Meetings/Workshops/Training and Training/Staff Development - are over the budget benchmark due to a number of trainings in the early part of the fiscal year. It is expected to even out over the year.

Raw Food - is over the benchmark budget. This is up \$7000 over the same period last year. Program staff stated that an RFP for Raw Food will be issued in the near future. Part of the increase is due to requirements for certain foods which have a higher cost. Management will look into reducing the frequency of food delivery in order to decrease delivery charges.

Capital Area Community Action Agency  
 HDST Programs Statement of Revenues and Expenditures  
 For the Six Months Ended 3/31/2020

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	2,697,910	1,911,603	(786,307)	71%
Government Contracts - STATE	4010	429,119	343,292	(85,827)	80%
Government Contracts - LOCAL	4020	40,125	26,498	(13,627)	66%
Grants - Other Not-for-Profits	4100	<u>3,420</u>	<u>4,560</u>	<u>1,140</u>	133%
<b>Total Revenue</b>		<u>3,170,574</u>	<u>2,285,952</u>	<u>(884,622)</u>	72%
<b>Expenditures</b>					
Salaries & Wages	6010	1,482,574	1,041,945	440,628	70%
Fringe	6110	429,126	304,737	124,389	71%
Staff Screenings	6180	1,100	160	941	15%
Indirect Costs	6210	346,956	246,300	100,655	71%
Travel - In Area	6310	3,000	632	2,369	21%
Office Supplies	6410	5,579	2,009	3,570	36%
Program Supplies	6415	20,989	14,949	6,040	71%
Classroom Supplies	6420	37,875	430	37,445	1%
Kitchen Supplies	6430	27,642	11,666	15,976	42%
Medical/Dental Supplies	6440	757	200	558	26%
Copies/Printing/Copier	6510	12,950	4,554	8,396	35%
Postage and Delivery Expense	6600	900	168	732	19%
Contractual Services/Professional	6710	29,250	6,737	22,513	23%
Contractual Services - Health/Disabilities	6715	129,706	130,600	(893)	101%
Rent/Space Cost	6810	171,000	106,974	64,026	63%
Utilities	6820	59,664	47,006	12,658	79%
General Liability and Property Insurance	6830	28,000	15,051	12,949	54%
Communications	6840	39,000	26,221	12,779	67%
Repairs & Bldg Maintenance- Recurring	6850	68,250	57,969	10,281	85%
Repairs & Bldg Maintenance - Nonrecurring	6855	17,250	26,279	(9,029)	152%
Equipment Maintenance	6910	14,250	9,244	5,006	65%
Vehicle Expense	6920	21,000	15,067	5,933	72%
Equipment Lease	6930	6,450	4,871	1,579	76%
Technology	6940	13,680	13,331	349	97%
Fees, Licenses, and Permits	7010	1,125	297	828	26%
Dues/Subscriptions	7020	1,875	1,512	363	81%
Special Events	7110	1,500	0	1,500	0%
Client Assistance	7210	1,800	95	1,705	5%
Expendable Equipment	7320	2,250	3,352	(1,102)	149%
Meetings/Workshops/Training	7420	2,370	1,688	682	71%
Training/Staff Development	7430	31,376	23,841	7,535	76%
Advisory/Board Member Expenses	7440	1,125	577	548	51%
Advertising	7450	2,625	0	2,625	0%
Parent Activities	7460	900	0	900	0%
Raw Food Cost	7510	<u>156,680</u>	<u>122,290</u>	<u>34,390</u>	78%
<b>Total Expenditures</b>		<u>3,170,574</u>	<u>2,240,751</u>	<u>929,823</u>	71%
<b>Excess Revenue over (under) Expenditures</b>		(0)	<u>45,201</u>	<u>45,202</u>	



Capital Area Community Action Agency, Inc.  
 Head Start NFS Match Requirements  
 For the 6 Months Ending March 31, 2020

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		26,498			
Grants - Other Not for Profits		4,560			
In-Kind Revenue		282,888			
VPK		154,469			
	<b>660,993</b>	<b>468,415</b>	<b>71%</b>	<b>192,578</b>	<b>29%</b>

Capital Area Community Action Agency  
Vendor Activity  
From 3/1/2020 Through 3/31/2020

MARCH 2020 HEAD START CREDIT CARD PURCHASES

Vendor ID	Fund Code	GL Code	Activity Code	Expenses	Transaction Description	Document Description	Original Invoice/Credit Number	Credit Type
HANCOCK CC	1064	7430	100	344.25	ACCT#7303, KJR, FHSA CONF, 3/4 - 3/6/20, FRANKLIN-RBB	ACCT#7303, KRISTEN JACKSON RESHARD, FHSA CONF, 3/4 - 3/6/20	022720-KJR	
HANCOCK CC	1064	7430	100	344.25	ACCT#7303, KJR, FHSA CONF, 3/4 - 3/6/20, MAIN OFF HS STAF	ACCT#7303, KRISTEN JACKSON RESHARD, FHSA CONF, 3/4 - 3/6/20	022720-KJR	
HANCOCK CC	1064	7430	100	344.25	ACCT#7303, KJR, FHSA CONF, 3/4 - 3/6/20, SOUTH CITY STAFF	ACCT#7303, KRISTEN JACKSON RESHARD, FHSA CONF, 3/4 - 3/6/20	022720-KJR	
HANCOCK CC	1064	7430	100	172.13	ACCT#7303, KJRN, FHSA CONF, 3/4 - 3/6/20, MABRY STAFF	ACCT#7303, KRISTEN JACKSON RESHARD, FHSA CONF, 3/4 - 3/6/20	022720-KJR	
HANCOCK CC	1064	7430	100	172.12	ACCT#7303, KJR, FHSA CONF, 3/4 - 3/6/20, ROYAL STAFF	ACCT#7303, KRISTEN JACKSON RESHARD, FHSA CONF, 3/4 - 3/6/20	022720-KJR	
LOWES	1064	6410	255	115.37	ACCT#: 82130109084241, HS SUPPLIES, MARCH 2020	ACCT#: 82130109084241, HS SUPPLIES, MARCH 2020	030120-LOWES	
				<u>1,492.37</u>	Transaction Total			



**HANCOCK  
WHITNEY**

*Visa BusinessCard*  
**Statement of Account**  
Issued by Hancock Whitney Bank

HANCOCK WHITNEY BANK  
PO BOX 61750  
NEW ORLEANS LA 70161-1750

**MEMO STATEMENT**

Account Number  
[REDACTED]

Statement Date

03-27-20

16320870 - 008202 - 0001 - 0001 - 2  
KRISTIN JACKSON  
CAPITAL AREA CAA  
309 OFFICE PLZ  
TALLAHASSEE FL 32301-2729  
\*\*N0008202

**STATEMENT MESSAGES**

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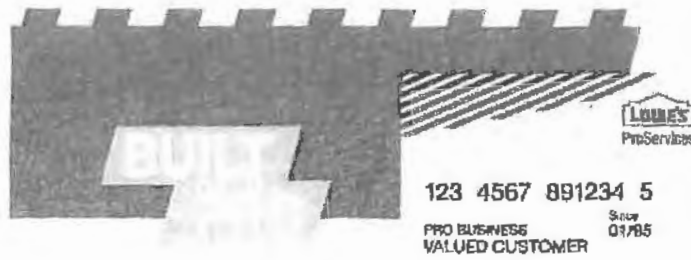
**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-02	02-28	74226380059360931285552	5411	WAL-MART #4427 TALLAHASSEE FL	M111.86cr
03-09	03-06	24431080067036018383999	3692	DOUBLETREE ORLANDO ORLANDO FL 1157341 ARRIVAL: 03-04-20	M306.00
03-09	03-06	24431060067036018384013	3692	DOUBLETREE ORLANDO ORLANDO FL 1157332 ARRIVAL: 03-04-20	M306.00
03-09	03-06	24431060067036018383981	3692	DOUBLETREE ORLANDO ORLANDO FL 1157328 ARRIVAL: 03-04-20	M328.00
03-08	03-06	24431060067036018384005	3692	DOUBLETREE ORLANDO ORLANDO FL 1157347 ARRIVAL: 03-04-20	M328.00
03-19	03-19	74270840079100011768968	0000	BRANCH PAYMENT - THANK YOU	M11.86

*Handwritten initials/signature*

<b>STATEMENT DATE</b> 03-27-20	<b>ACCOUNT NUMBER</b> [REDACTED]	<b>ACCOUNT SUMMARY</b>
<b>CUSTOMER SERVICE CALL</b>		NEW PURCHASES AND OTHER CHARGES 1,268.00
Toll Free 1-800-448-8812		NEW CASH ADVANCES 00
		CREDITS 23.72
		<b>STATEMENT TOTAL</b> 1,244.28
		TOTAL IN DISPUTE 00
		<b>CREDIT LIMIT</b> 2,000.00

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CAPITAL AREA COMM ACTION

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Customer Service: 1-800-444-1408

Summary of Account Activity		Payment Information	
Previous Balance	\$0.00	New Balance	\$115.37
- Payments	\$0.00	Total Minimum Payment Due	\$25.00
- Other Credits	\$0.00	Payment Due Date	04/28/2020
+ Purchases/Debits	\$115.37		
+ Fees Charged	\$0.00		
+ Interest Charged	\$0.00		
<b>New Balance</b>	<b>\$115.37</b>		
Credit Limit	\$11,000.00		
Available Credit	\$10,884.00		
Statement Closing Date	04/02/2020		
Days in Billing Cycle	31		

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
03/06	03/06	05872	STORE 0417 TALLAHASSEE FL	\$54.23
03/12	03/12	06232	STORE 0417 TALLAHASSEE FL	\$61.14

Interest Charge Calculation						
Your Annual Percentage Rate (APR) is the annual interest rate on your account.						
Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject To Interest Rate	Interest Charge	Balance Method	
Regular Purchases	NA	21.99%	\$0.00	\$0.00	2D	

*4/10/20*  
*CC*

**CUSTOMER SERVICE:** For Account Information log on to [www.lowes.com/credit](http://www.lowes.com/credit). This account is not registered. The authentication code is: EBTT742, or call toll-free 1-800-444-1408

**PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.**

**NOTICE:** We may convert your payment into an electronic debit. See reverse for details, Billing Rights Information and other important information.



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 Gulfport, MS 39502-4019  
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Page: 1 of 1

Statements Dates  
 03/01/2020 - 03/31/2020

Account Number:  
 4620332

Images:  
 0

**\*ZERO CHECKS\* E0**

**322 010000 001**  
**CAPITAL AREA COMMUNITY ACTION AGENCY**  
**HEAD START POLICY COUNCIL**  
**PARENT ACTIVITY FUND**  
**309 OFFICE PLAZA DR**  
**TALLAHASSEE FL 32301**

**IF YOU'RE FACING A FINANCIAL HARDSHIP BECAUSE OF COVID-19  
 WE'RE HERE TO HELP. CONTACT US TODAY AT 800-448-8812.**

**Checking Account Summary**

PREVIOUS BALANCE	1,187.68	AVERAGE BALANCE	
+ 0 CREDITS	.00	1,187.68	
- 0 DEBITS	.00	YTD INTEREST PAID	.00
- SERVICE CHARGES	.00		
+ INTEREST PAID	.00		
ENDING BALANCE	1,187.68		

**• Balance By Date**

<b>Date</b>	<b>Balance</b>	<b>Date</b>	<b>Balance</b>	<b>Date</b>	<b>Balance</b>
02/29	1,187.68				



010000001

*Exe*  
*4/10/20*

**RECEIVED**  
**APR 10**

*ms*

Capital Area  
**Community Action**  
Agency

## MEMORANDUM

**TO:** Head Start Policy Council and Board of Directors  
**FROM:** Tim Center, CEO and Head Start Director  
**RE:** Head Start Director's Report  
**DATE:** May 21, 2020

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The following memo serves as my update to the Community Action Head Start Policy Council and Board of Directors.

### Staffing

With the COVID-19 pandemic response, we are following the state Board of Education direction to local school districts and plan to keep Centers closed for remainder of the school year. We have one teacher position available in Franklin County. We hope to fill this position in the summer for the new school year. Staff are also working on online registration applications and processes.

### Facilities

All facilities were to be cleaned this week. A plan for renovations to the Franklin County Wing A of the Van Johnson Complex was submitted to HHS for review. A Quality Improvement and COVID-19 grant request was submitted to the HHS for personal protection equipment for teachers and staff.

### Curriculum

Staff are working with Teaching Strategies on *Creative Curriculum* professional development coursework that will prepare teachers for the coming school year and be responsive to the corrective action for the Voluntary Pre-Kindergarten (VPK) license. The South City plan was accepted. The Royal plan will be submitted Friday, May 22, 2020.

### Enrollment

Re-enrollment has been taking place before COVID and online processes are being developed.



### **Federal and State Regulations**

Staff are monitoring HHS for guidance on re-opening. HHS has indicated that grantees should follow local health and education regulations.

**Capital Area Community Action Agency  
Covid-19 Budget Justification Narrative  
July 1, 2020 – September 30, 2020**

Capital Area Community Action Agency, Inc. is applying for \$109,820 for a COVID-19 Response Grant. The budget that follows reflects the costs necessary to operate the program for the pro-rated period of July 1, 2020 – September 30, 2020. Capital Area requests that \$86,452 be made available before the start of the school year in order to prepare the classrooms for the students' return.

**CONTRACTUAL SERVICES - \$12,500**

To assist Center staff adjust and cope with new pressures created by the pandemic and need for ongoing preventative measures that can increase stress and anxiety, Capital Area will contract with mental health providers to offer group and individual counseling in a manner that exceeds what is already available through the Employee Assistance Program. Scheduling 25 regular sessions over the school year at \$500 per session will total \$12,500.

**EQUIPMENT – CAPITALIZED - \$63,000**

Children do not understand or will be able to maintain proper social distancing protocols. Even if they stay apart, they most likely will not wear masks for an entire school day – especially during mealtime. In the classroom, children are sneezing on, chewing on, coughing on, and touching toys, learning tools, electronics, and surfaces. Even during nap time, children can be exposed to germs on the cots. Once exposed, children and teachers can take those germs home. Items used for play and education like books, puzzles, game pieces, and even crayons can harbor viruses and bacteria, and can be hard or almost impossible to disinfect and sanitize with wipes or liquid chemicals. All of these items can be disinfected and sanitized in the ZONO while the teachers are teaching and caring for their students. The ZONO sterilizing cabinet uses ozone concentration and humidity. ZONO Technologies core purpose is to provide safe disinfecting and sanitizing solutions.

The ZONO is a “Disinfectant” and “Sanitizer.” What does that mean? To “disinfect” a virus means to inactivate or destroy microorganisms on inert surfaces, and in testing it is a 99.99% kill rate of the microorganism tested. To “sanitize” means to reduce microorganisms to levels considered safe from a public health viewpoint, and in testing it is a 99.9% kill rate of the microorganism tested.

Capital Area will purchase three ZONO cabinets to be installed in our three largest Centers. Cost per cabinet is \$21,000 for a total of \$63,000.

**EQUIPMENT – EXPENDABLE - \$23,452**

To enable a more effective cleaning delivery method for the classroom and items that cannot go in the ZONO cabinet, Capital Area will use the Clorox 360 cleaning system as a daily cleaning option. The innovative electrostatic sprayer, with the patented PowerWrap™ nozzle, delivers trusted Clorox solutions to the front, back and sides of surfaces offering superior coverage for better germ protection. The cleaning system is eligible for use against SARS-CoV-2, the virus that causes COVID-19, based on the EPA's Emerging Viral Pathogen Policy. Seven sprayers and solution at \$1,500 a piece will total \$10,500.



**Capital Area Community Action Agency  
Covid-19 Budget Justification Narrative  
July 1, 2020 – September 30, 2020**

Three classrooms do not have a sink in the class. To promote better hygiene and frequent handwashing three portable sinks at \$500 a piece will total \$1,500.

Hand sanitizer stations can be used as an additional barrier against contamination by teaching staff and students. Twenty-six stations will cover each classroom and playground. The refills and stations will cost \$152 per station for a total of \$3,952.

Providing Head Start families access to computer workstations in the main office away from the classrooms will prevent further contamination. A computer station for each of the five Head Start Centers will cost \$1,500 per station for a total of \$7,500.

**SUPPLIES - \$7,868**

Ensuring proper personal protection for staff in the Centers is vital to prevent contamination. Purchasing gloves (two meals a day) and masks for staff, will ensure confidence for families that Capital Area is taking steps necessary to protect their students and other staff. Daily temperature checks of students at drop-off will also help to prevent the spread of illness.

- Gloves – 13,000 for \$2,600
- Masks – 2,499 for \$2,499
- Thermometer (no touch) – 25 for \$2,769

**TRAINING – CLEANING - \$3,000**

Training for proper cleaning techniques including deep cleaning and use of the new ZONO cabinet and Clorox 360 will be delivered by health professionals. Two sessions (one per semester) will cost \$1,500 per session for a total of \$3,000.

**NON-FEDERAL CONTRIBUTION – \$ 0**

Per OHS there is no required non-federal share for this COVID-19 award.

**Capital Area Community Action Agency**

**Quality Improvement Narrative**

**FY 2019-2020**

The Quality Improvement allocation for the Capital Area Community Action Head Start program is \$100,548. The grant would be allocated in the following manner as approved by the Head Start Policy Council and the Board of Directors.

**Behavioral Specialist - \$62,485**

With a rise in the number of Head Start students exhibiting behavioral challenges in the classroom and without an Exceptional Student teacher, Capital Area is prepared to hire a Behavioral Specialist in the role of in-house therapist, trainer, and counselor to families. A Masters level Specialist would provide the needed interventions and increase our staff capacity of creating lasting and sustainable changes in our learning environment. The plan is to promote an existing Family Advocate into this position. The caseload will be spread to the remaining Family Advocates that will receive an increase in base pay for the extra workload. Salary will be \$41,000. Fringe Benefits will be \$11,882. Indirect Cost Rate of 18.16% will be \$9,603.

**Conscious Discipline - \$10,088**

Capital Area Head Start has used Conscious Discipline for several years to help in redirecting behavior in the classroom. Conscious Discipline's foundation of safety, connection and problem-solving is leading a revolution of the heart as concepts initially applied in the classroom extend to every facet of our lives. It is the premier solution for trauma informed social and emotional learning. Five center-based staff will attend an in-depth one-week training program. Registration is \$1,500 per person for a total of \$7,500. The balance of funds (\$2,588) will be used to cover travel.

**Classroom Safe Place - \$15,225**

In each of the 21 classrooms, Capital Area Head Start has encouraged teachers to establish a safe place for students to self-regulate in a comfortable setting. An allocation of \$725 per classroom will be awarded to standardize the materials and coping development resources available to children using the Safe Place center.

**Technology - \$12,750**

In supporting a trauma-informed classroom environment, teachers must have access to ChildPlus and Teaching Strategies online solutions. With adequate technology in the classroom, teachers can ensure proper individualization and enter case notes documenting progress made in behavioral interventions. Additionally, the technology can be helpful in automating health and safety checklists and offering a way for parents to check students in and out of the Center. Capital Area Head Start will purchase 30 Apple iPads (\$309 a piece) with appropriate cases and accessories (\$116 per iPad).

**Non-Federal Share - \$0**

Per OHS there is no required non-federal share for this award.

Capital Area  
**Community Action**  
Agency

**MEMORANDUM**

**TO:** Deirdre Mitchell, HHS Program Specialist  
Stephanie Moore, HHS Fiscal Specialist  
**FROM:** Tim Center  
**RE:** 2020 Startup Narrative - revised  
**DATE:** May 12, 2020

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Please permit this memo to serve as the budget narrative for the start-up funding for the Head Start grant to Capital Area Community Action Agency. Per the Application Confirmation Worksheet, requested start-up funding would be \$184,891.

The Franklin County Head Start Center is currently operating in a temporary facility in the 6<sup>th</sup> Street Recreation Center. This is a building leased from the City of Apalachicola. Thanks to community support from a number of residents, plans have been made to convert Wing A of the Van Johnson Complex to a Children's Learning Center that will provide two classrooms for the Franklin County Head Start Center.

The Van Johnson Complex was previously the campus of the Apalachicola High School. The school was closed about 12 years ago. The City of Apalachicola now owns the facility. Various parts of the campus are used for different purposes including offices for the city administration, social service providers, and after-school youth program and fitness center for the community. Wing A is part of the building but has been identified as the ideal location for a centralized early education center. Bring Me A Book is a social service provider that promotes literacy among all families focusing on newborns and young children. They will be co-located in the wing. Conversations have begun with the Early Head Start provider to encourage co-location.

A number of renovations have been made over the last year-and-a-half. These renovations were funded by local government funding, private donations, and donated services. The facility needs some further renovations in order to secure the wing and meet local child care licensing requirements.

**Contractual Services - \$25,000**

Capital Area Community Action Agency will contract with Creighton Brown as Site and Project Manager to manage the renovations to be conducted in order to prepare the building for occupancy by the Head Start Center. Mr. Brown has been the Project Manager over the last year-and-a-half and has overseen all building improvements to date since the decision to convert Wing A to the Children's Learning Center.



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043  
[www.CapitalAreaCommunityActionAgency.org](http://www.CapitalAreaCommunityActionAgency.org)



**Fees, Licenses, and Permits - \$2,500**

The permitting fees require for improvements should not exceed \$2,500.

**Major Renovations - \$157,391**

The following improvements to Wing A will be made in order to get the building and grounds prepared to host the Franklin County Head Start program.

Sinks in Head Start classrooms	\$10,000
Fence in playground 40 x 40	800
Close hallway	1,000
Bathroom main - children	5,000
Fire alarms	7,500
Parking	5,000
Fence walkway	2,000
Alarm at entry door	2,000
Fire extinguishers	800
Overall fire exits	3,000
Playground equipment	12,291
Prime/ paint walls	9,000
Build shelves	3,000
Repair floor	4,000
Clean floor	1,000
Sheetrock halls	20,000
Lighting	3,500
Exit lights (2 per room)	4,000
Ceiling tiles	1,000
Staff bathrooms	8,000
Replace entry door	6,500
Remove lockers	2,000
Install view windows	27,000
Remove HVAC from closet	3,000
Bathrooms in old HVAC closet	16,000
Subtotal Renovations	\$157,391
Contractual Services	25,000
Permitting Fees	2,500
Grand Total	\$184,891

**Non-Federal Share - \$46,223**

The Non-Federal Share match for the start-up budget will be secured from subcontractors donating product and services for the reuovation of WING A of the Van Johnsou Complex.

## Family and Community Engagement Manager Monthly Monitoring Report – April 2020

Requirement	Franklin	Jefferson	Mabry	Royal	South City	Total
<b>PROGRAM STATUS (Monthly)</b>						
Number of Students Enrolled	17	33	83	57	188	378
Number of Student Withdrawals for Month	0	0	0	0	0	0
Number of Vacancies over 30 days	0	0	0	0	0	0
Number of Students on Wait List	0	3	14	8	16	41
Number of VPK Students Enrolled	N/A	N/A	19	29	60	108
<b>FAMILY STATUS</b>						
Number of Family Needs Assessment	17	33	83	57	188	378
<b>Family Partnership Agreement</b>						
Number of FPA Initiated (45)	17	32	83	56	187	375
Number of FPAs in progress (February)	17	33	83	57	188	378
Number of FPAs completed (May)						

<b>Head Start Enrollment and Attendance</b>			
Center	Funded	Enrollment on 4/30/20	August Average Daily Attendance (ADA)
Franklin	17	17	
Jefferson	33	33	
Mabry	83	83	
Royal	57	57	
South City	188	188	
<b>Total</b>	<b>378</b>	<b>378</b>	

## Family and Community Engagement Manager Monthly Monitoring Report – April 2020

<b>Number of Referrals (Review referrals)</b>	<b>Franklin</b>	<b>Jefferson</b>	<b>Mabry</b>	<b>Royal</b>	<b>South City</b>	<b>Total</b>
Emergency Assistance (Food, shelter, clothing)	17	33	83	57	188	<b>378</b>
Domestic Violence Referrals	0	0	0	0	0	<b>0</b>
Substance Abuse Referrals (prevention or treatment)	0	0	0	0	0	<b>0</b>
Child Abuse or Neglect Referrals	0	0	0	0	0	<b>0</b>
Assistance for incarcerated Family Members	0	0	0	0	0	<b>0</b>
Education Referral	0	0	0	0	0	<b>0</b>
Employment Referral	0	0	0	0	0	<b>0</b>
<b>Parent Meetings/Trainings</b>						
Parent Committee Meetings	0	0	0	0	0	<b>0</b>
Number of Parents at the Parent Committee Meetings	0	0	0	0	0	<b>0</b>
Number of Male Parents at Parent Committee Meetings	0	0	0	0	0	<b>0</b>
Number of parents Committee meetings attended (Family Advocate)	0	0	0	0	0	<b>0</b>
Number of Parents Committee meetings attended (Parent Engagement Coordinator)	0	0	0	0	0	<b>0</b>
Number of Parents in attendance on Policy Council	0	1	1	2	1	<b>5</b>
Number of Coordinated Trainings for Policy Council	0	0	0	0	0	<b>0</b>
Number of Parenting Classes	0	0	0	0	0	<b>0</b>
Number of Family Activities/Events Coordinated	2	2	2	2	2	<b>10</b>
Number of Family Activities Specific to Male Engagement	0	0	0	0	0	<b>0</b>
Number of Parent Trainings Conducted	0	0	0	0	0	<b>0</b>
Number of Volunteer Orientations	0	0	0	0	0	<b>0</b>
<b>Home Visits</b>	<b>Franklin</b>	<b>Jefferson</b>	<b>Mabry</b>	<b>Royal</b>	<b>South City</b>	
Required Home Visit Follow up (February)	0	0	0	0	0	<b>0</b>
Number of Additional Home Visits/Meetings	0	0	0	0	0	<b>0</b>
Number of Contacts documented in Case Notes	17	33	83	57	188	<b>378</b>
Number of Contacts documented per absenteeism	0	0	0	0	0	<b>0</b>

## Family and Community Engagement Manager Monthly Monitoring Report – April 2020

<b>Number of Files Reviewed</b>	0
<b>Review of Parent Board</b>	0
<b>Volunteers (PEC)</b>	
Number of Volunteers	8
Total of Program In kind	12 hours
<b>FAMILY AND COMMUNITY</b>	
Family Advocate Workers Meetings	3
Family Advocate Workers Trainings	1
Community Meetings	0

<b>Transportation</b>	
Field Trips	0
Maintenance	0
Trainings	0



## Family and Community Engagement Manager Monthly Monitoring Report – April 2020

<b>HEALTH SPECIALIST</b>	<b>Total</b>
<b>PRE-ENROLLMENT REQUIREMENTS</b>	
Up to date immunizations	391
Expired/Missing immunizations	39
Up to date Physicals	359
Expired/Missing Physicals	71
Number of Individual Health Care Plan	15
Number of Children with Health Insurance	347
<b>ENROLLMENT</b>	
Number of children with dental home	331
Number of dental homes referrals	0
Completed dental exams	113
Incomplete dental exams	237
Needed dental treatment	18
Receiving dental treatment	5
Completed dental treatment	0
Number of medical home	412
Number of medical home referrals to Advocates	0
<b>45 DAYS REQUIREMENT</b>	
Vision screenings	341
Vision referrals	8
Hearing screenings	320
Hearing Referrals	10
Growth Assessment	351
BMI Referrals	0

## Family and Community Engagement Manager Monthly Monitoring Report – April 2020

<b>90 DAYS REQUIREMENT</b>	<b>Total</b>
Number of dental home established	331
Number of dental exams	113
Number of children requiring dental treatment	18
Number of completed dental treatment	0
Hematocrit / Hemoglobin	151
Blood Lead	203
Blood Pressure	310
<b>NUTRITION</b>	
Number of Breakfast	0
Number of Lunch	0
Number of PM Snacks	0
Number of Children with Special Diets	15
<b>MONITORING ACTIVITIES</b>	
Health Files Review	0
Child Care Food Program Tool	0
Kitchen Inspection Tool	0

## Family and Community Engagement Manager Monthly Monitoring Report – April 2020

### Corrective Action and Follow Up

#### Funded Enrollment / Average Daily Attendance

- 378 were enrolled during the month of April. Due to COVID-19 all Head Start Centers are closed, but we are doing distant learning with the children. Head Start packets are available to parents to assist with the distant learning, and parents have the availability to log into Ready Rosie for interactive learning.

#### Monitoring

- Bi-weekly meetings with Family Engagement Team, and FCEM available to parents incase parents are not able to reach Family Engagement Team members. Mass communication texts are sent to families to keep them updated with necessary information regarding the Head Start program. Family Engagement Team is also reviewing re-enrollment applications for returning students, and new applications for new families.

#### Parent Engagement

- The program continues to engage families with the program during the shutdown through telephone calls, Read Rosie, and educational packets with 3 weeks of lessons. The program is working on a Glick grant to fund parenting support during COVID-19. The program has partnered with Second Harvest to host food giveaways to families of the Head Start program.

## Family and Community Engagement Manager Monthly Monitoring Report – April 2020

### Strengths

The program is working to provide families with the opportunity to apply for Head Start online.

The program is receiving applications for the 2020-2021 school year.

The program is working closely with Early Head Start to enroll students from their programs.

The program is actively seeking new locations for the 2020-2021 school year, and funding may be available to support the process.

Head Start staff is becoming more involved with the Getting Ahead program with hopes of getting the families we serve involved.

The Family and Community Engagement Team and Education Team is working together to stay in touch with families.

### Areas of Concerns and Barriers

Some families lack the necessary equipment (telephone, computer) to stay in touch with the program.

School Readiness and VPK programs.

Replacing computers for Family Advocates

Maintaining wait lists, especially in the rural counties.

## Family and Community Engagement Manager Monthly Monitoring Report – April 2020

### Professional Development

Bi-Weekly Management Team Meetings

### Manager Monitoring Activities

Verifying Head Start eligibility for all families enrolling in the program for the 2020-21 school years.

PIR data

Monitoring recruitment activities

Monitoring Family and Community Engagement Activities

Submitted by:

Darrel James

Date: 5-20-20



## Update to Funding for FY 2020 Supplemental Funds in Response to the Coronavirus Disease 2019 (COVID-19)

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 [eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-20-04](https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-20-04)

[View the Latest Coronavirus Disease 2019 \(COVID-19\) Updates from the Office of Head Start »](#)

## Update to Funding for FY 2020 Supplemental Funds in Response to the Coronavirus Disease 2019 (COVID-19) ACF-PI-HS-20-04

U.S. Department  
of Health and Human Services

ACF  
Administration for Children and Families

- 1. Log Number:** ACF-PI-HS-20-04
- 2. Issuance Date:** 05/21/2020
- 3. Originating Office:** Office of Head Start
- 4. Key Words:** Coronavirus Aid, Relief, and Economic Security Act; Appropriations; Fiscal Year (FY) 2020; COVID-19

### Program Instruction

**To:** Head Start and Early Head Start Grantees and Delegate Agencies

**Subject:** Update to Funding for FY 2020 Supplemental Funds in Response to the Coronavirus Disease 2019 (COVID-19)

**Instruction:**

The Coronavirus Aid, Relief, and Economic Security (CARES) Act, 2020 (P.L. 116-136), makes available \$750 million for programs under the Head Start Act, which includes up to \$500 million for the purpose of operating supplemental summer programs.

The Office of Head Start (OHS) published Program Instruction (PI) [ACF-PI-HS-20-03](#) on April 14, 2020 with information on applying for funding made available under the CARES Act. Due to the continued fluidity of the coronavirus disease 2019 (COVID-19) pandemic, this PI supersedes ACF-PI-HS-20-03.

In this PI, OHS updates funding instructions to provide greater flexibility so all grantees can respond to the unique and constantly evolving circumstances within their communities during the COVID-19 pandemic. It provides updated guidance and a simplified process for applying for all funds under the CARES Act. All CARES Act funding, including funds for voluntary summer programs, will be distributed as one-time funding by formula based on each grantee's funded enrollment.

### **Updated Funding Guidance**

Many states and localities implemented stay-at-home or shelter-in-place orders to combat the spread of COVID-19 in March, April, and May, resulting in an unprecedented closure of Head Start programs across the country. Federal, state, and local officials are issuing new guidance on how communities will reopen in the coming weeks and months, and decisions could shift based on emerging data. OHS recognizes grantees will need flexibility to carefully plan reopening Head Start and Early Head Start programs while adhering to state and local guidance. Even with the best of planning, grantees may not be able to anticipate all needs and challenges that will arise over time.

Because grantees cannot predict with certainty when programs can safely open, OHS wants to ensure CARES Act funds are awarded in a manner that supports grantees' operation of supplemental summer programs while maintaining flexibility to repurpose those funds for other one-time activities related to COVID-19, if needed. To achieve this, OHS has updated the funding guidance to fully distribute CARES Act funds by formula based on each grantee's funded enrollment. This will allow all grantees to be nimble and modify their spending plans as necessary based on state and local guidance. It will also mitigate the risk of either a substantial delay or unbalanced distribution of funding if a significant portion is separately awarded for the sole purpose of summer programs and some grantees are not able to operate during the summer as intended.

Grantees planning to operate summer programs are expected to continue to move forward with those plans if able to do so. Further, grantees that were not planning to operate summer programs now have the flexibility to do so. Summer programs are critical to offset losses in learning opportunities and comprehensive services due to program closures resulting from COVID-19. Grantees that are able to operate should continue to make every effort to prioritize (1) enrolled children who are projected to enter kindergarten at the beginning of the 2020–2021 school year and (2) enrolled children with an Individualized Education Program (IEP). Summer programs are still expected to provide the full range of comprehensive services to the extent possible, with a focus on preparing children for the coming school year.

Most grantees will receive sufficient funding to implement a summer program as planned. Others may need to revise their original plans to align with the adjusted one-time funding amount by formula, based on each grantee's funded enrollment. Grantees will have the flexibility to make

programmatic changes or implement innovative approaches to adhere to state and local guidance. In addition, this simplified approach allows grantees the opportunity to use those funds for other one-time activities in response to COVID-19 if a summer program cannot operate.

To implement this updated funding approach, Supplement – COVID-19 One-Time applications already in progress will be amended to reflect adjusted amounts made available by formula. Programs no longer need to submit the separate 2020 Summer Supplement application.

### **Additional Information**

Additional information and materials on COVID-19, including summer programming, are available on the [Responding to COVID-19](#) page on the Early Childhood Learning and Knowledge Center (ECLKC) website. This webpage continues to be updated on a regular basis.

Please direct any questions regarding this PI to your Regional Office.

Thank you again for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron  
Director  
Office of Head Start  
Office of Early Childhood Development

See PDF Version of Program Instruction:

[Update to Funding for FY 2020 Supplemental Funds in Response to the Coronavirus Disease 2019 \(COVID-19\) \[PDF, 120KB\]](#)

Historical Document





## Coronavirus Disease 2019 (COVID-19) Fiscal Flexibilities

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 [eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-20-03](https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-20-03)

[View the Latest Coronavirus Disease 2019 \(COVID-19\) Updates from the Office of Head Start »](#)

## Coronavirus Disease 2019 (COVID-19) Fiscal Flexibilities ACF-IM-HS-20-03

U.S. Department  
of Health and Human Services

ACF  
Administration for Children and Families

1. **Log Number:** ACF-IM-HS-20-03
2. **Issuance Date:** 05/21/2020
3. **Originating Office:** Office of Head Start
4. **Key Words:** Coronavirus Aid; COVID-19; Fiscal Flexibilities; Fiscal Year (FY) 2020

### Information Memorandum

**To:** All Head Start and Early Head Start Agencies and Delegate Agencies

**Subject:** Coronavirus Disease 2019 (COVID-19) Fiscal Flexibilities

**Information:**

On March 30, 2020, the Administration for Children and Families (ACF) issued [IM-ACF-OA-2020-01 ACF Grant Flexibilities in Conducting Human Service Activities Related to or Affected by COVID-19](#) [PDF, 192KB]. It provides guidance related to fiscal flexibilities and waivers affecting grant applications, no-cost extensions, allowable costs, extension of certain deadlines, procurement, prior approvals, indirect cost rates, and single audit submissions.

This Information Memorandum (IM) describes how the Office of Head Start (OHS) is implementing each item from the ACF Memorandum. Please note that some items are implemented by OHS as issued by ACF and others are implemented with noted program-specific guidance.

**1. Flexibility with System for Award Management (SAM) registration. (45 CFR §75.205 ; 2 CFR §200.205 )**

ACF is relaxing the requirement for active SAM registration at the time of application in order to expeditiously issue funding. However, Federal awarding agency review of risk posed by applicants at the time of award continues to apply. Current registrants in SAM with active registrations expiring before May 16, 2020, will be afforded a one-time extension of 60 days.

*OHS will accept applications from entities not having a SAM number. However, within 60 days of the date of application or by the date of award issuance, whichever is sooner, the awardee must have obtained a SAM number. This flexibility will apply to applications submitted and awards made through September 30, 2020 subject to adjustment at the discretion of OHS.*

**2. Flexibility with application deadlines. (45 CFR §75.202 ; 2 CFR §200.202 )**

ACF is providing flexibility with regard to the submission of competing applications in response to specific announcements. As appropriate, ACF will post specific guidance on its websites and/or provide a point of contact for an Agency program official.

*There are currently no OHS-specific flexibilities with regard to application deadlines. Applicants should continue to submit them on their scheduled due dates. One-time applications, such as those needed to address facility health and safety concerns, will continue to be accepted for consideration. An applicant/grantee must contact their Regional Grants Management officer in the event it is unable to meet a scheduled due date.*

**3. No-cost extensions on expiring awards. (45 CFR §75.308 ; 2 CFR §200.308 )**

To the extent permitted by law and at the respective Program Office's discretion, ACF will consider no-cost extension requests for awards active as of March 31, 2020, and scheduled to expire up to December 31, 2020, for a period of up to twelve (12) months. This will allow time for grantee/recipient assessments, resumption of individual projects, and a report on program progress and financial status to ACF staff. See Item 9 regarding financial, performance, and other reporting.

*Grantees with Head Start awards active as of March 31, 2020 and scheduled to end on or before December 31, 2020 may, at the discretion of OHS, receive a no-cost extension of the project period of their award for up to 12 months, inclusive of any previous extensions. Grantees with awards active during the designated period of March 31, 2020 through December 31, 2020 who require no-cost extensions should submit their extension request to the Regional Grants Management officer as soon as possible to allow time for processing and issuance of a revised notice of award.*

*OHS will address on a case-by-case basis the need for no-cost extensions for project periods to transition program services and assets, including real property, to a replacement grantee designated as a successor to some or all of a grantee's service area because of a designation renewal system competition, OHS de-funding, or grantee relinquishment of an award.*

**4. Abbreviated non-competitive continuation requests. (45 CFR §75.308 ; 2 CFR §200.308 )**

For continuation requests scheduled to come in from April 1, 2020 to December 31, 2020, from projects with planned future support, ACF will accept a brief statement from grantees/recipients to verify that they are in a position to: 1) resume or restore their project activities; and 2) accept a planned continuation award. ACF will post any specific instructions on our website at <https://www.acf.hhs.gov/coronavirus> . ACF will examine the need to extend this approach on subsequent continuation award start dates as grantees/recipients have an opportunity to assess their situations.

*OHS is accepting abbreviated narrative information in support of continuation applications due between April 1 and December 31, 2020. A grantee submitting an application for a non-competitive continuation award during the noted period must complete the budget and schedule tables within the Head Start Enterprise System (HSES), and submit only a budget justification (Section II) for the Application and Budget Justification Narrative document. Applicants must also complete any other applicable tabs in HSES, with supporting documents. Previously published guidance around non-federal match waiver requests and governing body and Policy Council approvals is also applicable to continuation applications. Submission of the noted information indicates the applicant's intent to resume or restore their project activities and accept the continuation award once issued.*

**5. Allowability of salaries and other project activities.** (45 CFR §75.403 , 45 CFR §75.404 , 45 CFR §75.405 , 45 CFR §75.430 , 45 CFR §75.431 , 45 CFR Part 75 Subpart E – Cost Principles ; 2 CFR §200.403 , 2 CFR §200.404 , 2 CFR §200.405 , 2 CFR §200.430 , 2 CFR §200.431 , 2 CFR Part 200 Subpart E – Cost Principles )

To the extent permitted by law, ACF will allow grantees/recipients to continue to charge salaries and benefits to their currently active awards consistent with the grantees'/recipients' policy of paying salaries (under unexpected or extraordinary circumstances) from all funding sources, Federal and non-Federal. Grantees/recipients will be permitted to amend/create emergency policies in order to put emergency contingencies in place. ACF will allow other allowable costs (e.g., program-related, allocable, reasonable) that are necessary to resume activities supported by the award to be charged to their awards, consistent with applicable Federal cost principles and the benefit to the project. ACF will evaluate the grantee's/recipient's ability to resume the project activity in the future and the appropriateness of future funding, as done under normal circumstances based on subsequent progress reports and other communications with the grantee/recipient. ACF will require grantees/recipients to maintain appropriate records and cost documentation as required by 45 CFR §75.302 (2 CFR §200.302 ) (financial management) and 45 CFR §75.361 (2 CFR §200.333 ) (record retention), to substantiate the charging of any salaries and other project activities costs related to interruption of operations or services. Grantees/Recipients are prohibited from using grant funds for costs that are reimbursed or compensated by other federal or state programs that provide for such benefits, including but not limited to the Small Business Administration's Paycheck Protection Program, the \$100 billion in the Public Health and Social Services Emergency Fund, or unemployment compensation.

*OHS has previously issued guidance related to ongoing payment of salary and benefits to employees during the COVID-19 outbreak and related center closures. Review:*

- COVID-19: Staff Wages and Benefits

- [Update to Wages and Benefits Flexibility During the COVID-19 Pandemic](#)
- [Responding to Head Start Grantee Questions on COVID-19](#)

*In summary, OHS has directed grantees to continue to pay regularly scheduled wages and benefits to employees unable to report to their usual work location because of COVID-19. Continued pay and benefits assures that families and children receive services to the full extent possible during center closures and employees are ready to report to work when centers re-open. This flexibility does not extend to non-COVID-19 related closures during which employees would not otherwise be paid, such as summer breaks.*

**6. Allowability of costs not normally chargeable to awards. (45 CFR §75.403 , 45 CFR §75.404 , 45 CFR §75.405 , 45 CFR Part 75 Subpart E – Cost Principles ; 2 CFR §200.403 , 2 CFR §200.404 , 2 CFR §200.405 , 2 CFR Part 200 Subpart E – Cost Principles )**

To the extent permitted by law, ACF will allow grantees/recipients who incur costs related to the cancellation of events, travel, and/or other activities necessary and reasonable for the performance of the award, or the pausing and restarting of grant funded activities **due to the public health emergency**, to charge these costs to their award without regard to allowability of costs, reasonable costs, and allocable costs. ACF will allow grantees/recipients to charge the full cost of cancellation when the event, travel, and/or other activities are conducted under the auspices of the grant. **Grantees/recipients should not assume additional funds will be available should the charging of cancellation or other fees result in a shortage of funds to eventually carry out the event, travel, and/or other activities.** ACF will require grantees/recipients to maintain appropriate records and cost documentation as required by [45 CFR §75.302](#) ([2 CFR §200.302](#) ) (financial management) and [45 CFR §75.361](#) ([2 CFR §200.333](#) ) (record retention), to substantiate the charging of any cancellation or other fees related to interruption of operations or services **due to the public health emergency**. As appropriate, ACF will post additional guidance on specific types of costs on its websites and/or provide a point of contact for an Agency program official.

*OHS recognizes that delivery of Head Start and Early Head Start services and family supports during the COVID-19 outbreak is both challenging and complex, especially when many families are isolated within their homes and may have experienced changes in life circumstances, such as job layoffs. In this unprecedented service environment, OHS understands costs that are necessary and reasonable for the performance of a Head Start award may be very different from allowable costs during normal operations. Circumstances in local communities may also vary significantly from state to state and within geographic areas. Grantees are expected to use prudent judgment and their knowledge of service populations and community circumstances to determine what expenses are necessary and reasonable to maintain services and, when possible, re-open centers. It will be important for grantees to document that costs incurred are necessary, reasonable, and allocable to the program's COVID-19 response for enrolled children and their families.*

**7. Prior approval requirement waivers. (45 CFR §75.407 ; 2 CFR §200.407 )**

To the extent permitted by law and at the respective Program Office's discretion, ACF will waive existing requirements to seek prior approval for allowable costs within program-specific authorities to effectively address the public health emergency response. However, grantees/recipients may

continue to seek prior approval to avoid any potential disallowance or dispute based on unreasonableness or allocability for the allowable cost proposed or charged to the Federal award related to COVID-19. Grantees/recipients should remain in communication with Office of Grants Management (OGM) and must continue to act within existing guidelines for use of Federal funds. This temporary flexibility does not make unallowable expenses allowable under a Federal award. **For those selected items of cost that are not directly related to COVID-19, the prior approval requirements remain in effect.** All costs charged to Federal awards must be consistent with Federal cost policy guidelines and the terms of the award, except where specified in [this memorandum](#) [PDF, 192KB]. ACF is requiring grantees/recipients to maintain appropriate records and cost documentation as required by [45 CFR §75.302](#) ([2 CFR §200.302](#)) (financial management) and [45 CFR §75.361](#) ([2 CFR §200.333](#)) (record retention), to substantiate the charging of any cancellation or other fees related to interruption of operations or services. As appropriate, ACF will post additional guidance on specific types of costs being allowed (or not allowed) on its websites and/or will provide a point of contact for an ACF program official.

*Grantees may use funds from their current operating awards to respond to and recover from the impacts of COVID-19. For expenses necessary to respond to COVID-19, OHS grantees may utilize the following waivers of prior approval requirements. These waivers do not apply to COVID-specific summer program awards.*

- a. *Prior approval for the purchase of equipment ([45 CFR §75.308\(c\)\(1\)\(xi\)](#)). Grantees may purchase equipment needed to respond to COVID-19 with a value of up to \$25,000 without prior ACF approval. This waiver applies to purchases made between January 20, 2020 and December 31, 2020.*
- b. *Budget modifications ([45 CFR §75.308\(e\)](#)). In order to allow grantees more flexibility to spend funds as needed to respond to COVID-19 and, when possible, quickly move to re-open closed centers, prior approval is waived for budget transfers between direct cost categories for an aggregate amount not to exceed \$1 million between January 20, 2020 and December 31, 2020.*
- c. *Procurement by noncompetitive proposals ([45 CFR §75.329\(f\)\(2\)](#)). OHS recognizes that COVID-19 has created a public emergency for all grantees. Competitive solicitations may result in delays that impair a grantee's ability to respond to or recover from COVID-19. OHS is authorizing grantees to engage in sole source purchasing between January 20, 2020 and December 31, 2020 to obtain goods and services needed for COVID-19 response and recovery.*

**8. Exemption of certain procurement requirements.** ([45 CFR §75.328](#) , [45 CFR §75.330](#) ; [2 CFR §200.319\(b\)](#) , [2 CFR §200.321](#) )

As appropriate, ACF will waive the procurement requirements related to geographical preferences and contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

*OHS does not have Head Start-specific guidance associated with this flexibility. The exemption of certain procurement requirements noted above applies as stated to Head Start grantees.*

**9. Extension of financial, performance, and other reporting.** (45 CFR §75.341 , 45 CFR §75.342 , 45 CFR §75.343 ; 2 CFR §200.327 , 2 CFR §200.328 , 2 CFR §200.329 )

ACF will allow grantees to delay submission of financial, performance and other reports up to three (3) months beyond the normal due date. Grantees will be allowed to continue to draw down Federal funds without the timely submission of these reports. However, these reports must be submitted at the end of the postponed period. In addition, ACF will waive the requirement for recipients to notify the agency of problems, delays or adverse conditions related to COVID-19 on a grant by grant basis (45 CFR §75.342(d)(1) ; 2 CFR §200.328(d)(l) ).

*The extension of financial performance and other reporting noted above applies as stated to Head Start grantees, except that grantees must continue to submit open/closed center status reports and enrollment information without postponement.*

**10. Extension of currently approved indirect cost rates.** (45 CFR §75.414.(c) ; 2 CFR §200.414(c) )

The flexibility to extend currently approved indirect cost rates is the responsibility of the HHS Program Support Center, Cost Allocation Services (PSC/CAS) . Grantees/recipients are instructed to contact PSC/CAS with any cost allocation and indirect cost rate questions. The contact information for PSC/CAS is available at <https://rates.psc.gov/fms/dca/map1.html> . Visit the [disclaimer page](#) . As a courtesy, grantees/recipients are encouraged to copy their respective assigned OGM specialist.

*OHS does not have Head Start-specific guidance associated with this flexibility and the extension of currently approved indirect cost rates noted above applies as stated to Head Start grantees.*

**11. Extension of closeout.** (45 CFR §75.381 ; 2 CFR §200.343 )

ACF will allow the grantee/recipient to delay submission of any pending financial, performance, and other reports required by the terms of the award for the closeout of expired projects, provided that proper notice about the reporting delay is given by the grantee/recipient to the Agency. This delay in submitting closeout reports may not exceed one year after the award expires.

*OHS grantees with project periods ending between April 1 and December 31, 2020 may request a delay of up to one year for submission of any pending financial, performance, or other reports required by the terms of their award. To request an extension, a grantee must submit a written request to its Regional Grants Management officer indicating the financial, performance, or other reports for which an extension is requested and the length of the requested extension. Extensions will generally be given in three-month increments and are effective only when approved in writing by ACF.*

*OHS will not entertain requests for extension of any closeout reports or other materials needed to transition program services and assets, including real property, to a replacement grantee designated as a successor because of a designation renewal system competition, OHS de-funding, or grantee relinquishment of an award.*

**12. Extension of Single Audit submission. (45 CFR §75.512 ; 2 CFR §200.512 )**

As permitted under the OMB M-20-17 memo [PDF, 5MB], ACF will allow grantees/recipients and subrecipients that have not yet filed their single audits with the Federal Audit Clearinghouse as of the date of the issuance of this memorandum and that have fiscal year-ends through June 30, 2020, to delay the completion and submission of the Single Audit reporting package, as required under Subpart F of 45 CFR §75.501 (2 CFR §200.501 ) (audit requirements), to six (6) months beyond the normal due date. This extension does not require individual grantees/recipients and subrecipients to seek approval for the extension by ACF or oversight agency for audit; however, grantees/recipients and sub-recipients should maintain documentation of the reason for the delayed filing. Grantees/recipients and subrecipients taking advantage of this extension would still qualify as a "low-risk auditee" under the criteria of 45 CFR §75.520(a) (2 CFR §200.520(a) ) (low-risk auditee criteria).

*OHS does not have Head Start-specific guidance associated with this flexibility. The extension of single audit submission information noted above applies as stated to Head Start grantees.*

Thank you for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron  
Director  
Office of Head Start  
Office of Early Childhood Development

See PDF Version of Information Memorandum:  
Coronavirus Disease 2019 (COVID-19) Fiscal Flexibilities [PDF, 127KB]  
Historical Document

# World's Best Head Start



# QUARAN- TEACHER



Thank you for doing your best and teaching from your heart. We appreciate all that you do to keep our scholars shining as bright as the stars. You are your child's first teacher and during this unforeseen pandemic YOU ROCKED!!!



Sincere Gratitude from Capital Area Head Start Staff

