



BUDGET AND FINANCE COMMITTEE ZOOM MEETING

Zoom Meeting: <https://us02web.zoom.us/j/85289107543>

Dial In: (929) 205-6099 | Meeting ID: 852 8910 7543

April 12, 2023 | 6:00 P.M.

AGENDA

Members: Marjorie Gaskin, Chairperson, Annette Jones, Vice-Chairperson, Josephine Howard, Stacy Campbell-Domineck, William Holt

A quorum is established with three (3) members present

WHAT	PAGES	HOW	WHO
1. Call to Order Moment of Silence Mission Statement Roll Call	3	Present	Chairperson Secretary
2. Secretary's Report Recommendation: Budget and Finance Committee Meeting Minutes: September 16, 2022	4-5 5	Present/ Approve	Chairperson
3. Committee Recommendations/Action/Ratification Items Action/Ratification <ul style="list-style-type: none">Fundraising Report Period Ended March 2023Financial Report Month Ended March 2023Department of Economic Opportunity Budget AuthorityOffice of Head Start COLA and Quality Improvement Funding Increase FY2023	6-35 7 9-26 28-29 31-35	Present/ Approve	Committee Chairpersons
4. Other Business:		Present/ Approve	Chairperson CEO
5. Adjournment		Present	Chairperson

The ALPI's Mission Statement

The mission of The ALPI is to collaborate with community partners and deliver human service programs that empower the economically disadvantaged and others to be self-sufficient.

Community Action Promise

Community Action changes people's lives, embodies the spirit of hope, improves communities and makes America a better place to live. We care about the entire community and we are dedicated to helping people to help themselves and each other.



Attendance Roster



Attendance Roster



The Agricultural and Labor Program, Inc.
 2023 Budget and Finance
 Attendance Y-T-D Summary

Name	Jan 2023 Closeout	Feb Orientation & Board Meeting	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2024 Closeout
1. Stacy Campbell-Domineck	P	P											
2. Marjorie Gaskin	P	P											
3. William Holt	P	P											
4. Josephine Howard	P	P											
5. Annette Jones	P	P											
Total Present	5	5											


P = Present | E = Excused | A = Absent | = No Meeting Held



Budget and Finance Committee Meeting Minutes



Budget and Finance Meeting Minutes: September 16, 2022



THE AGRICULTURAL AND LABOR PROGRAM, INC.
BOARD/ADVISORY COMMITTEE REPORT

INSTRUCTIONS: Complete and submit to the Board/Advisory Secretary after reporting to the board.

Budget & Finance Committee
Board Committee/ Advisory Committee

September 16, 2022
Date of report

Members Present	Members Absent	Board Support Present
1. Marjorie Gaskin	William Holt	Arlene Dobison - CEO
2. Annette Jones		Jonathan Thiele – Board Atty
3. Josephine Howard		Dennis Gniewek – Finance Dir.
4. Stacy Campbell-Domineck		
5.		
6.		
7.		

Type of Report
☒ Reporting / Updating
☒ Recommending Board Action
☐ Recommending Policy Changes

Brief Statement of committee's issues / Area of Reporting
 To discuss the Fundraising report and the Financial Report both ending August 31, 2022

Brief Background information and possible impact of issues: (I.e. why is it an issue? Will funding, staff utilization, services, and / or facility changes be necessary?)

Call to Order: Meeting was called to order at 5:36 pm. Moment of Silence was observed by all in attendance. Mission statement was read by Josephine Howard.

Secretary's Report: Josephine Howard moved to accept the Secretary's Report for the Budget & Finance Committee meeting for June 17, 2022 and 2nd by Annette Jones. The motion carried unanimously.

Committee Recommendation/Action/Ratification Items: Fundraising report for period ending August 2022 was discussed and the Financial Report was thoroughly discussed. Josephine Howard moved to accept the August 2022 Fundraising Report; to accept the Financial Report ending in August 2022 for information purposes only, 2nd by Annette Jones. The motion carried unanimously.

Other Business: Arlene Dobison, CEO stated that ALPI is currently going through three different audits: OIG from DOE, Office of Head Start – October 10, 2022, and the external audit with RSM. Josephine Howard moved to adjourn the meeting and 2nd by Annette Jones. Meeting adjourned at 6:05 pm.

Recommendation for Board Action, if any (state in form of a motion(s) to be acted upon by the full Board.)
Attach brief summary of Request.

I, Marjorie Gaskin, move to approve the fundraising report for August 2022 and the August 2022 Financial report (for informational purposes only).

Submitted by:

Marjorie B Gaskin



Board of Directors Fundraising Report



Fundraising Report: March 2023

THE AGRICULTURAL AND LABOR PROGRAM, INC 2023 BOARD OF DIRECTORS

	Assessed	Contributed To Date	Balance Due
Dr. Donna Mills		-	1,000.00
Berniece Taylor		-	1,000.00
Emma Byrd			1,000.00
Marjorie Gaskin	1,000.00	200.00	800.00
William Holt	1,000.00	4,150.01	(3,150.01)
Josephine Howard	1,000.00	1,300.00	(300.00)
Melvin Philpot	1,000.00	-	1,000.00
Annette Jones	1,000.00	100.00	900.00
Chester McNorton	1,000.00	-	1,000.00
Gena Spivey	1,000.00	200.00	800.00
Linnes Finney, Jr.	1,000.00		1,000.00
Stacy Campbell-Domineck	1,000.00	-	1,000.00
Yolanda Robinson	1,000.00	120.01	879.99
Tracy Maloy	1,000.00		1,000.00
Ruby Willix	1,000.00	40.00	960.00
Dr. N'Kosi Jones	1,000.00	185.00	815.00
David Rucker	1,000.00	40.00	960.00
Rashonda Croskey	1,000.00	90.00	910.00
Total	15,000.00	6,295.02	9,704.98

If you should have any questions please see individual detail sheets or call Dennis Gniewek.



Financial Report Period Ending March 2023



Financial Report Month Ended March 2023

Variance Report

March 2023

- 1) AT&T unbill has increased significantly. ALPI is working with the AT&T representative to determine the cause of the increase.
- 2) No inkind was budgeted because of the exemption
- 3) No budget for Rent
- 4) Supplies overage is a result of timing. More supplies were spent in the current fiscal year.
- 5) DOE EA, overspent in Payroll and Prof Svc. Reclass forthcoming
- 6) FNP Payroll overspent. Reclass forthcoming



Agricultural & Labor Program
Board Income Statement HS/EHS/FS
 As of March, 2023

HEAD START /EARLY HEAD START / FOOD							
	Project YTD Budget	Current Month	Encumbrances	YTD	Budget Variance	% Collected	% Over/Under
Revenues							
Available Funding	\$16,952,627.29	\$631,000.00	\$0.00	\$7,744,051.96	\$9,208,575.33	45.68%	(54.32%)
In Kind Revenue	(\$22,869.95)	\$0.00	\$0.00	\$237,979.15	(\$260,849.10)	(1,040.58%)	1,140.58%
Total Revenues	\$16,929,757.34	\$631,000.00	\$0.00	\$7,982,031.11	\$8,947,726.23	47.15%	(52.85%)
Expenses							
Payroll & Benefits	\$10,186,693.21	\$436,495.47	\$0.00	\$4,569,974.13	\$5,616,719.08	44.86%	55.14%
Facilities	\$260,803.41	\$60,632.48	\$61,404.85	\$425,786.38	(\$164,982.97)	163.26%	(63.26%)
Equipment	\$55,086.16	\$241.18	\$0.00	\$5,625.76	\$49,460.40	10.21%	89.79%
Professional Svcs	\$225,620.58	\$2,006.13	\$23,324.86	\$77,542.39	\$148,078.19	34.37%	65.63%
Travel	\$106,209.68	\$1,635.04	\$0.00	\$28,914.59	\$77,295.09	27.22%	72.78%
Utilities/Telephone	\$364,832.09	\$29,172.68	\$1,636.53	\$455,300.11	(\$90,468.02)	124.80%	(24.80%)
Leases/Rent	\$328,042.17	\$17,427.92	\$15,587.63	\$227,951.02	\$100,091.15	69.49%	30.51%
Insurance	\$188,726.46	\$0.00	\$0.00	\$93,437.71	\$95,288.75	49.51%	50.49%
Supplies	\$302,993.31	\$3,994.55	\$64,019.54	\$560,015.05	(\$257,021.74)	184.83%	(84.83%)
In Service Training	\$272,457.71	\$3,941.22	\$12,420.85	\$145,248.19	\$127,209.52	53.31%	46.69%
In-Kind	(\$22,869.95)	\$0.00	\$0.00	\$237,979.15	(\$260,849.10)	(1,040.58%)	(1,140.58%)
Direct Charge Items	\$33,600.00	\$0.00	\$0.00	\$0.00	\$33,600.00	0.00%	100.00%
Food Costs	\$573,678.39	\$7,226.26	\$18,498.22	\$408,736.75	\$164,941.64	71.25%	28.75%
Indirect Costs	\$1,355,280.46	\$0.00	\$0.00	\$357,547.13	\$997,733.33	26.38%	73.62%
Operational Support	\$1,953,736.09	\$7,309.81	\$530,374.06	\$1,075,419.61	\$878,316.48	55.04%	44.96%
Total Expenses	\$16,184,889.77	\$570,082.74	\$727,266.54	\$8,669,477.97	\$7,515,411.80	53.57%	46.43%



Agricultural & Labor Program **Board Income Statement ARP HS EHS** As of March, 2023

ARP HS EHS							
	Project YTD Budget	Current Month	Encumbrances	YTD	Budget Variance	% Collected	% Over/Under
Revenues							
Available Funding	\$772,671.00	\$0.00	\$0.00	\$79,000.00	\$693,671.00	10.22%	(89.78%)
Total Revenues	\$772,671.00	\$0.00	\$0.00	\$79,000.00	\$693,671.00	10.22%	(89.78%)
Expenses							
Payroll & Benefits	\$89,512.31	\$0.00	\$0.00	\$0.00	\$89,512.31	0.00%	100.00%
Facilities	\$221,645.00	\$916.50	\$90,810.81	\$215,890.17	\$5,754.83	97.40%	2.60%
Direct Charge Items	\$685,254.00	\$0.00	\$222,967.55	\$222,967.55	\$462,286.45	32.54%	67.46%
Indirect Costs	\$11,633.69	\$0.00	\$0.00	\$0.00	\$11,633.69	0.00%	100.00%
Total Expenses	\$1,008,045.00	\$916.50	\$313,778.36	\$438,857.72	\$569,187.28	43.54%	56.46%



Agricultural & Labor Program
Board Income Statement HS EHS Disaster Relief
 As of March, 2023

HS EHS Disaster Relief Fund							
	Project YTD Budget	Current Month	Encumbrances	YTD	Budget Variance	% Collected	% Over/Under
Revenues							
Available Funding	\$78,761.00	\$0.00	\$0.00	\$36,538.27	\$42,222.73	46.39%	(53.61%)
Total Revenues	\$78,761.00	\$0.00	\$0.00	\$36,538.27	\$42,222.73	46.39%	(53.61%)
Expenses							
Facilities	\$78,761.00	\$0.00	\$0.00	\$7,558.27	\$71,202.73	9.60%	90.40%
Total Expenses	\$78,761.00	\$0.00	\$0.00	\$7,558.27	\$71,202.73	9.60%	90.40%



Agricultural & Labor Program
Board Income Statement VPK
 As of March, 2023

VPK							
	Project YTD Budget	Current Month	Encumbrances	YTD	Budget Variance	% Collected	% Over/Under
Revenues							
Available Funding	\$681,912.00	\$0.00	\$0.00	\$194,641.31	\$487,270.69	28.54%	(71.46%)
Total Revenues	\$681,912.00	\$0.00	\$0.00	\$194,641.31	\$487,270.69	28.54%	(71.46%)
Expenses							
Payroll & Benefits	\$583,332.00	\$55,868.23	\$0.00	\$274,943.70	\$308,388.30	47.13%	52.87%
Facilities	\$8,000.00	\$165.24	\$0.00	\$836.77	\$7,163.23	10.46%	89.54%
Professional Svcs	\$10,000.00	\$81.58	\$0.00	\$130.20	\$9,869.80	1.30%	98.70%
Supplies	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0.00%	100.00%
Indirect Costs	\$77,080.00	\$0.00	\$0.00	\$10,787.99	\$66,292.01	14.00%	86.00%
Total Expenses	\$681,912.00	\$56,115.05	\$0.00	\$286,698.66	\$395,213.34	42.04%	57.96%



Agricultural & Labor Program
Board Income Statement ALPI CC
 As of March, 2023

ALPI Child Care							
	Project YTD Budget	Current Month	Encumbrances	YTD	Budget Variance	% Collected	% Over/Under
Revenues							
Available Funding	\$65,000.00	\$0.00	\$0.00	\$418,405.30	(\$353,405.30)	643.70%	543.70%
Program Income	\$0.00	\$0.00	\$0.00	\$1,333.80	(\$1,333.80)	0.00%	0.00%
Total Revenues	\$65,000.00	\$0.00	\$0.00	\$419,739.10	(\$354,739.10)	645.75%	545.75%
Expenses							
Facilities	\$25,000.00	\$486.70	\$0.00	\$2,328.37	\$22,671.63	9.31%	90.69%
Professional Svcs	\$20,000.00	\$163.14	\$0.00	\$163.14	\$19,836.86	0.82%	99.18%
Leases/Rent	\$0.00	\$0.00	\$0.00	\$3,809.86	(\$3,809.86)	0.00%	0.00%
Supplies	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%	100.00%
In Service Training	\$0.00	\$0.00	\$0.00	(\$2,180.68)	\$2,180.68	0.00%	0.00%
Total Expenses	\$65,000.00	\$649.84	\$0.00	\$4,120.69	\$60,879.31	6.34%	93.66%



Agricultural & Labor Program
Board Income Statement CSC CAT
 As of March, 2023

CSC CAT								
	Project YTD Budget	Current Month	Encumbrances	YTD	Budget Variance	% Collected	% Over/Under	YTD
Revenues								
Available Funding	\$182,078.21	\$0.00	\$0.00	\$82,966.19	\$99,112.02	45.57%	(54.43%)	\$82,966.19
Total Revenues	\$182,078.21	\$0.00	\$0.00	\$82,966.19	\$99,112.02	45.57%	(54.43%)	\$82,966.19
Expenses								
Payroll & Benefits	\$148,223.70	\$3,169.45	\$0.00	\$54,652.16	\$93,571.54	36.87%	63.13%	\$54,652.16
Professional Svcs	\$950.00	\$0.00	\$0.00	\$0.00	\$950.00	0.00%	100.00%	\$0.00
Insurance	\$4,300.00	\$0.00	\$0.00	\$0.00	\$4,300.00	0.00%	100.00%	\$0.00
Supplies	\$10,051.02	\$0.00	\$829.55	\$12,118.91	(\$2,067.89)	120.57%	(20.57%)	\$11,289.36
Food Costs	\$2,638.99	\$0.00	\$0.00	\$2,960.63	(\$321.64)	112.19%	(12.19%)	\$2,960.63
Operational Support	\$1,185.00	\$0.00	\$0.00	\$0.00	\$1,185.00	0.00%	100.00%	\$0.00
Total Expenses	\$167,348.71	\$3,169.45	\$829.55	\$69,731.70	\$97,617.01	41.67%	58.33%	\$68,902.15



Agricultural & Labor Program Board Income Statement ATEC As of March, 2023

ATEC							
	Project YTD Budget	Current Month	Encumbrances	YTD	Budget Variance	% Collected	% Over/Under
Revenues							
Available Funding	\$12,250.00	\$0.00	\$0.00	\$0.00	\$12,250.00	0.00%	(100.00%)
Total Revenues	\$12,250.00	\$0.00	\$0.00	\$0.00	\$12,250.00	0.00%	(100.00%)
Expenses							
Payroll & Benefits	\$0.00	\$1,967.83	\$0.00	\$4,645.98	(\$4,645.98)	0.00%	0.00%
Supplies	\$4,300.00	\$0.00	\$0.00	\$1,256.50	\$3,043.50	29.22%	70.78%
Operational Support	\$5,750.00	\$0.00	\$0.00	\$52.50	\$5,697.50	0.91%	99.09%
Total Expenses	\$10,050.00	\$1,967.83	\$0.00	\$5,954.98	\$4,095.02	59.25%	40.75%
Program Costs							
Client Services - Other	\$2,200.00	\$0.00	\$0.00	\$0.00	\$2,200.00	0.00%	100.00%
Total Program Costs	\$2,200.00	\$0.00	\$0.00	\$0.00	\$2,200.00	0.00%	100.00%



Agricultural & Labor Program Board Income Statement CSBG As of March, 2023

CSBG							
	Project YTD Budget	Current Month	Encumbrances	YTD	Budget Variance	% Collected	% Over/Under
Revenues							
Available Funding	\$904,479.17	\$0.00	\$0.00	(\$18,838.61)	\$923,317.78	(2.08%)	(102.08%)
Total Revenues	\$904,479.17	\$0.00	\$0.00	(\$18,838.61)	\$923,317.78	(2.08%)	(102.08%)
Expenses							
Payroll & Benefits	\$480,182.59	\$31,857.17	\$0.00	\$308,719.62	\$171,462.97	64.29%	35.71%
Facilities	\$22,711.49	\$1,292.55	\$1,949.05	\$5,861.29	\$16,850.20	25.81%	74.19%
Equipment	\$10,492.61	\$0.00	\$0.00	\$22.55	\$10,470.06	0.21%	99.79%
Professional Svcs	\$22,121.43	\$163.15	\$0.00	\$3,301.81	\$18,819.62	14.93%	85.07%
Travel	(\$4,465.86)	\$2,985.10	\$0.00	\$6,942.34	(\$11,408.20)	(155.45%)	(255.45%)
Utilities/Telephone	\$7,410.53	\$7,234.39	\$452.41	\$67,335.50	(\$59,924.97)	908.65%	(808.65%)
Leases/Rent	\$19,474.68	\$929.42	\$3,039.12	\$11,678.09	\$7,796.59	59.97%	40.03%
Insurance	\$1,126.21	\$0.00	\$0.00	\$4,667.15	(\$3,540.94)	414.41%	(314.41%)
Supplies	\$44,918.57	\$3,294.57	\$1,467.99	\$14,688.28	\$30,230.29	32.70%	67.30%
In Service Training	\$23,540.68	\$904.44	\$0.00	\$14,535.18	\$9,005.50	61.74%	38.26%
Direct Charge Items	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0.00%	100.00%
Indirect Costs	\$67,176.48	\$0.00	\$0.00	\$22,515.59	\$44,660.89	33.52%	66.48%
Operational Support	\$68,781.25	\$480.66	\$20,000.00	\$37,865.67	\$30,915.58	55.05%	44.95%
Total Expenses	\$767,470.66	\$49,141.45	\$26,908.57	\$498,133.07	\$269,337.59	64.91%	35.09%
Program Costs							
Emergency Assistance	\$115,758.29	\$200.32	\$0.00	\$25,519.11	\$90,239.18	22.05%	77.95%
Client Services - Other	\$242,716.58	\$184.56	\$0.00	\$13,943.81	\$228,772.77	5.74%	94.26%
Work Experience	(\$600.00)	\$0.00	\$0.00	\$0.00	(\$600.00)	0.00%	(100.00%)
Total Program Costs	\$357,874.87	\$384.88	\$0.00	\$39,462.92	\$318,411.95	11.03%	88.97%

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Agricultural & Labor Program Board Income Statement CSBG CARES As of March, 2023

CSBG CARES							
	Project YTD Budget	Current Month	Encumbrances	YTD	Budget Variance	% Collected	% Over/Under
Revenues							
Available Funding	\$383,231.84	\$0.00	\$0.00	\$383,452.49	(\$220.65)	100.06%	0.06%
Total Revenues	\$383,231.84	\$0.00	\$0.00	\$383,452.49	(\$220.65)	100.06%	0.06%
Expenses							
Payroll & Benefits	\$11,556.79	\$0.00	\$0.00	\$5,252.19	\$6,304.60	45.45%	54.55%
Facilities	\$100.00	\$0.00	\$0.00	\$686.59	(\$586.59)	686.59%	(586.59%)
Equipment	\$0.00	\$0.00	\$0.00	\$22.55	(\$22.55)	0.00%	0.00%
Professional Svcs	\$4,030.00	\$0.00	\$0.00	\$450.00	\$3,580.00	11.17%	88.83%
Travel	\$1,196.27	\$0.00	\$0.00	\$1,688.20	(\$491.93)	141.12%	(41.12%)
Utilities/Telephone	\$550.00	\$0.00	\$0.00	\$8,360.25	(\$7,810.25)	1,520.05%	(1,420.05%)
Leases/Rent	\$551.80	\$0.00	\$0.00	\$1,745.67	(\$1,193.87)	316.36%	(216.36%)
Supplies	\$3,815.25	\$0.00	\$0.00	\$4,892.99	(\$1,077.74)	128.25%	(28.25%)
In Service Training	\$6,692.63	\$0.00	\$0.00	\$9,965.07	(\$3,272.44)	148.90%	(48.90%)
Indirect Costs	(\$2,016.38)	\$0.00	\$0.00	\$745.53	(\$2,761.91)	(36.97%)	(136.97%)
Operational Support	\$7,400.00	\$0.00	\$0.00	\$6,066.87	\$1,333.13	81.98%	18.02%
Total Expenses	\$33,876.36	\$0.00	\$0.00	\$39,875.91	(\$5,999.55)	117.71%	(17.71%)
Program Costs							
Emergency Assistance	\$354,219.48	\$0.00	\$0.00	\$329,872.15	\$24,347.33	93.13%	6.87%
Client Services - Other	(\$4,864.00)	\$0.00	\$0.00	\$4,984.91	(\$9,848.91)	(102.49%)	(202.49%)
Total Program Costs	\$349,355.48	\$0.00	\$0.00	\$334,857.06	\$14,498.42	95.85%	4.15%



Agricultural & Labor Program Board Income Statement ERAP As of March, 2023

ERAP							
	Project YTD Budget	Current Month	Encumbrances	YTD	Budget Variance	% Collected	% Over/Under
Revenues							
Available Funding	\$3,270,000.00	\$1,000,000.00	\$0.00	\$3,967,621.90	(\$697,621.90)	121.33%	21.33%
Total Revenues	\$3,270,000.00	\$1,000,000.00	\$0.00	\$3,967,621.90	(\$697,621.90)	121.33%	21.33%
Expenses							
Payroll & Benefits	\$249,612.08	\$17,269.50	\$0.00	\$165,810.41	\$83,801.67	66.43%	33.57%
Travel	\$4,450.00	\$0.00	\$0.00	\$0.00	\$4,450.00	0.00%	100.00%
Leases/Rent	\$34,500.00	\$0.00	\$0.00	\$0.00	\$34,500.00	0.00%	100.00%
Supplies	\$51,690.00	\$0.00	\$0.00	\$162.05	\$51,527.95	0.31%	99.69%
Indirect Costs	\$30,562.69	\$0.00	\$0.00	\$12,258.14	\$18,304.55	40.11%	59.89%
Operational Support	(\$11,137.70)	\$0.00	\$0.00	\$295.08	(\$11,432.78)	(2.65%)	(102.65%)
Total Expenses	\$359,677.07	\$17,269.50	\$0.00	\$178,525.68	\$181,151.39	49.64%	50.37%
Program Costs							
Emergency Assistance	\$2,951,730.59	\$452,626.28	\$0.00	\$3,397,986.89	(\$446,256.30)	115.12%	(15.12%)
Total Program Costs	\$2,951,730.59	\$452,626.28	\$0.00	\$3,397,986.89	(\$446,256.30)	115.12%	(15.12%)



Agricultural & Labor Program
LIHEAP
As of March, 2023

LIHEAP								
	Project YTD Budget	Current Month	Encumbrances	YTD	Budget Variance	% Collected	% Over/Under	YTD
Revenues								
Available Funding	\$7,465,853.34	\$0.00	\$0.00	\$805,391.20	\$6,660,462.14	10.79%	(89.21%)	\$805,391.20
Total Revenues	\$7,465,853.34	\$0.00	\$0.00	\$805,391.20	\$6,660,462.14	10.79%	(89.21%)	\$805,391.20
Expenses								
Payroll & Benefits	\$713,355.55	\$56,101.79	\$0.00	\$268,699.52	\$444,656.03	37.67%	62.33%	\$268,699.52
Facilities	\$65,588.64	\$5,779.90	\$9,156.63	\$25,940.45	\$39,648.19	39.55%	60.45%	\$16,783.82
Equipment	(\$2,044.75)	\$0.00	\$0.00	\$5.64	(\$2,050.39)	(0.28%)	(100.28%)	\$5.64
Professional Svcs	\$33,838.58	\$184.34	\$0.00	\$14,821.24	\$19,017.34	43.80%	56.20%	\$14,821.24
Travel	\$30,289.87	\$120.95	\$0.00	\$1,855.37	\$28,434.50	6.13%	93.87%	\$1,855.37
Utilities/Telephone	\$74,206.96	\$17,799.59	\$1,953.56	\$113,450.90	(\$39,243.94)	152.88%	(52.88%)	\$111,497.34
Leases/Rent	\$92,474.64	\$4,547.16	\$3,720.45	\$43,990.18	\$48,484.46	47.57%	52.43%	\$40,269.73
Insurance	\$19,645.29	\$0.00	\$0.00	\$9,883.50	\$9,761.79	50.31%	49.69%	\$9,883.50
Supplies	\$159,427.15	\$3,965.58	\$5,962.46	\$29,811.06	\$129,616.09	18.70%	81.30%	\$23,848.60
In Service Training	\$22,308.43	\$113.87	\$0.00	\$11,358.34	\$10,950.09	50.92%	49.09%	\$11,358.34
Indirect Costs	\$92,428.74	\$0.00	\$0.00	\$15,644.46	\$76,784.28	16.93%	83.07%	\$15,644.46
Operational Support	\$195,860.56	\$19,349.15	\$99,540.00	\$131,812.20	\$64,048.36	67.30%	32.70%	\$32,272.20
Total Expenses	\$1,497,379.66	\$107,962.33	\$120,333.10	\$667,272.86	\$830,106.80	44.56%	55.44%	\$546,939.76
Program Costs								
Weather Related Crisis	\$282,450.00	\$0.00	\$0.00	\$0.00	\$282,450.00	0.00%	100.00%	\$0.00
Home Energy Assistance	\$2,788,773.08	(\$2,509.02)	\$0.00	\$1,918,629.65	\$870,143.43	68.80%	31.20%	\$1,918,629.65
Crisis Energy Assistance	\$3,431,444.90	\$3,349.02	\$0.00	\$1,620,638.79	\$1,810,806.11	47.23%	52.77%	\$1,620,638.79
CARES Extension Crisis	(\$55,609.58)	\$0.00	\$0.00	(\$822.56)	(\$54,787.02)	1.48%	(98.52%)	(\$822.56)
Total Program Costs	\$6,447,058.40	\$840.00	\$0.00	\$3,538,445.88	\$2,908,612.52	54.88%	45.12%	\$3,538,445.88

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Agricultural & Labor Program Board Income Statement LIHWAP24 As of March, 2023

LIHWAP24							
	Project YTD Budget	Current Month	Encumbrances	YTD	Budget Variance	% Collected	% Over/Under
Expenses							
Payroll & Benefits	\$201,335.00	\$0.00	\$0.00	\$0.00	\$201,335.00	0.00%	100.00%
Facilities	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	0.00%	100.00%
Professional Svcs	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%	100.00%
Travel	\$3,628.00	\$0.00	\$0.00	\$0.00	\$3,628.00	0.00%	100.00%
Utilities/Telephone	\$68,000.00	\$0.00	\$0.00	\$0.00	\$68,000.00	0.00%	100.00%
Leases/Rent	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0.00%	100.00%
Supplies	\$13,820.00	\$0.00	\$0.00	\$0.00	\$13,820.00	0.00%	100.00%
Indirect Costs	\$25,921.00	\$0.00	\$0.00	\$0.00	\$25,921.00	0.00%	100.00%
Operational Support	\$4,900.00	\$0.00	\$0.00	\$0.00	\$4,900.00	0.00%	100.00%
Total Expenses	\$337,604.00	\$0.00	\$0.00	\$0.00	\$337,604.00	0.00%	100.00%
Program Costs							
Rate Reduction	\$2,344,150.00	\$775.00	\$0.00	\$775.00	\$2,343,375.00	0.03%	99.97%
Arrears	\$698,425.00	\$0.00	\$0.00	\$0.00	\$698,425.00	0.00%	100.00%
Total Program Costs	\$3,042,575.00	\$775.00	\$0.00	\$775.00	\$3,041,800.00	0.03%	99.97%



Agricultural & Labor Program **Board Income Statement LIHWAP24ARP** As of March, 2023

LIHWAP24 ARP							
	Project YTD Budget	Current Month	Encumbrances	YTD	Budget Variance	% Collected	% Over/Under
Expenses							
Payroll & Benefits	\$139,814.00	\$27,821.50	\$0.00	\$145,990.91	(\$6,176.91)	104.42%	(4.42%) 4
Facilities	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	0.00%	100.00%
Professional Svcs	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%	100.00%
Travel	\$8,640.00	\$0.00	\$0.00	\$0.00	\$8,640.00	0.00%	100.00%
Utilities/Telephone	\$63,000.00	\$0.00	\$0.00	\$0.00	\$63,000.00	0.00%	100.00%
Leases/Rent	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0.00%	100.00%
Supplies	\$10,566.00	\$0.00	\$0.00	\$0.00	\$10,566.00	0.00%	100.00%
Indirect Costs	\$17,998.00	\$0.00	\$0.00	\$6,933.67	\$11,064.33	38.52%	61.48%
Operational Support	\$9,300.00	\$0.00	\$0.00	\$0.00	\$9,300.00	0.00%	100.00%
Total Expenses	\$267,818.00	\$27,821.50	\$0.00	\$152,924.58	\$114,893.42	57.10%	42.90%
Program Costs							
Crisis Energy Assistance	\$0.00	\$900.00	\$0.00	\$900.00	(\$900.00)	0.00%	0.00%
Rate Reduction	\$1,585,350.00	\$20,784.44	\$0.00	\$117,739.47	\$1,467,610.53	7.43%	92.57%
Arrears	\$826,000.00	\$5,040.56	\$0.00	\$44,606.55	\$781,393.45	5.40%	94.60%
Total Program Costs	\$2,411,350.00	\$26,725.00	\$0.00	\$163,246.02	\$2,248,103.98	6.77%	93.23%



Agricultural & Labor Program Board Income Statement DOE EA As of March, 2023

DOE EA							
	Project YTD Budget	Current Month	Encumbrances	YTD	Budget Variance	% Collected	% Over/Under
Revenues							
Available Funding	\$7,652.79	\$0.00	\$0.00	\$2,888.23	\$4,764.56	37.74%	(62.26%)
Total Revenues	\$7,652.79	\$0.00	\$0.00	\$2,888.23	\$4,764.56	37.74%	(62.26%)
Expenses							
Payroll & Benefits	\$8,088.34	\$0.00	\$0.00	\$9,291.15	(\$1,202.81)	114.87%	(14.87%) 5
Professional Svcs	\$32.41	\$0.00	\$0.00	\$114.22	(\$81.81)	352.42%	(252.42%) 5
Travel	\$228.84	\$0.00	\$0.00	\$0.00	\$228.84	0.00%	100.00%
Supplies	\$107.52	\$0.00	\$0.00	\$117.07	(\$9.55)	108.88%	(8.88%)
Indirect Costs	\$411.85	\$0.00	\$0.00	\$397.76	\$14.09	96.58%	3.42%
Total Expenses	\$8,868.96	\$0.00	\$0.00	\$9,920.20	(\$1,051.24)	111.85%	(11.85%)
Program Costs							
Emergency Assistance	(\$46.43)	\$0.00	\$0.00	\$0.00	(\$46.43)	0.00%	(100.00%)
Total Program Costs	(\$46.43)	\$0.00	\$0.00	\$0.00	(\$46.43)	0.00%	(100.00%)



Agricultural & Labor Program
Board Income Statement EHEAP
 As of March, 2023

EHEAP								
	Project YTD Budget	Current Month	Encumbrances	YTD	Budget Variance	% Collected	% Over/Under	YTD
Revenues								
Available Funding	\$189,150.53	\$0.00	\$0.00	\$203,118.54	(\$13,968.01)	107.38%	7.38%	\$203,118.54
Total Revenues	\$189,150.53	\$0.00	\$0.00	\$203,118.54	(\$13,968.01)	107.38%	7.38%	\$203,118.54
Expenses								
Payroll & Benefits	\$12,485.28	\$3,210.10	\$0.00	\$21,608.55	(\$9,123.27)	173.07%	(73.07%)	\$21,608.55
Facilities	(\$5.05)	\$0.00	\$0.00	\$0.00	(\$5.05)	0.00%	(100.00%)	\$0.00
Travel	\$178.00	\$0.00	\$0.00	\$0.00	\$178.00	0.00%	100.00%	\$0.00
Leases/Rent	\$664.01	\$0.00	\$0.00	\$0.00	\$664.01	0.00%	100.00%	\$0.00
Supplies	\$3,202.73	\$224.11	\$0.00	\$1,088.07	\$2,114.66	33.97%	66.03%	\$1,088.07
In Service Training	(\$143.10)	\$0.00	\$0.00	\$0.00	(\$143.10)	0.00%	(100.00%)	\$0.00
Indirect Costs	\$2,010.55	\$0.00	\$0.00	\$2,909.07	(\$898.52)	144.69%	(44.69%)	\$2,909.07
Total Expenses	\$18,392.42	\$3,434.21	\$0.00	\$25,605.69	(\$7,213.27)	139.22%	(39.22%)	\$25,605.69
Program Costs								
Weather Related Crisis	\$3,519.05	\$0.00	\$0.00	\$0.00	\$3,519.05	0.00%	100.00%	\$0.00
Crisis EHEAP Energy Assistance	\$162,243.78	\$9,863.85	\$0.00	\$142,195.83	\$20,047.95	87.64%	12.36%	\$142,195.83
Total Program Costs	\$165,762.83	\$9,863.85	\$0.00	\$142,195.83	\$23,567.00	85.78%	14.22%	\$142,195.83



Agricultural & Labor Program Board Income Statement FNP As of March, 2023

FNPH								
	Project YTD Budget	Current Month	Encumbrances	YTD	Budget Variance	% Collected	% Over/Under	YTD
Revenues								
Available Funding								
1-41600-10 FL Non Profit Housing	\$35,259.00	\$0.00	\$0.00	\$20,042.11	\$15,216.89	56.84%	(43.16%)	\$20,042.11
Totals for Fund 1:	\$35,259.00	\$0.00	\$0.00	\$20,042.11	\$15,216.89	56.84%	(43.16%)	\$20,042.11
Available Funding	\$35,259.00	\$0.00	\$0.00	\$20,042.11	\$15,216.89	56.84%	(43.16%)	\$20,042.11
Total Revenues	\$35,259.00	\$0.00	\$0.00	\$20,042.11	\$15,216.89	56.84%	(43.16%)	\$20,042.11
Expenses								
Payroll & Benefits								
1-50000-10 Salaries	\$2,131.72	\$522.16	\$0.00	\$5,411.01	(\$3,279.29)	253.83%	(153.83%)	\$5,411.01
1-50500-10 Fringe Benefits	\$452.00	\$0.00	\$0.00	\$0.00	\$452.00	0.00%	100.00%	\$0.00
1-50600-10 Fringe - FICA	\$0.00	\$39.95	\$0.00	\$413.94	(\$413.94)	0.00%	0.00%	\$413.94
1-50700-10 Fringe - Unemployment	\$0.00	\$1.23	\$0.00	\$62.37	(\$62.37)	0.00%	0.00%	\$62.37
1-50800-10 Fringe - Life Insurance ALPI	\$0.00	\$0.62	\$0.00	\$5.26	(\$5.26)	0.00%	0.00%	\$5.26
1-50900-10 Fringe - Health Insurance	\$0.00	\$0.00	\$0.00	\$891.58	(\$891.58)	0.00%	0.00%	\$891.58
1-51000-10 Fringe - Retirement expense	\$0.00	\$20.89	\$0.00	\$194.38	(\$194.38)	0.00%	0.00%	\$194.38
1-52000-10 Direct Fringe - Workers Comp	\$24.00	\$7.31	\$0.00	\$75.50	(\$51.50)	314.58%	(214.58%)	\$75.50
Totals for Fund 1:	\$2,607.72	\$592.16	\$0.00	\$7,054.04	(\$4,446.32)	270.51%	(170.51%)	\$7,054.04
Total Payroll & Benefits	\$2,607.72	\$592.16	\$0.00	\$7,054.04	(\$4,446.32)	270.51%	(170.51%)	\$7,054.04
Travel								
1-52300-10 Travel	\$1,706.28	\$0.00	\$0.00	\$664.88	\$1,041.40	38.97%	61.03%	\$664.88
Totals for Fund 1:	\$1,706.28	\$0.00	\$0.00	\$664.88	\$1,041.40	38.97%	61.03%	\$664.88
Total Travel	\$1,706.28	\$0.00	\$0.00	\$664.88	\$1,041.40	38.97%	61.03%	\$664.88
Indirect Costs								
1-59700-10 Indirect Costs	\$285.00	\$0.00	\$0.00	\$569.80	(\$284.80)	199.93%	(99.93%)	\$569.80

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Agricultural & Labor Program Board Income Statement FNP As of March, 2023

FNPH								
	Project YTD Budget	Current Month	Encumbrances	YTD	Budget Variance	% Collected	% Over/Under	YTD
Totals for Fund 1:	\$285.00	\$0.00	\$0.00	\$569.80	(\$284.80)	199.93%	(99.93%)	\$569.80
Total Indirect Costs	\$285.00	\$0.00	\$0.00	\$569.80	(\$284.80)	199.93%	(99.93%)	\$569.80
Total Expenses	\$4,599.00	\$592.16	\$0.00	\$8,288.72	(\$3,689.72)	180.23%	(80.23%)	\$8,288.72
Program Costs								
Emergency Assistance								
1-57810-10 Emergency Assistance	\$30,660.00	\$888.51	\$0.00	\$21,975.64	\$8,684.36	71.68%	28.32%	\$21,975.64
Totals for Fund 1:	\$30,660.00	\$888.51	\$0.00	\$21,975.64	\$8,684.36	71.68%	28.32%	\$21,975.64
Total	\$30,660.00	\$888.51	\$0.00	\$21,975.64	\$8,684.36	71.68%	28.32%	\$21,975.64
Total Program Costs	\$30,660.00	\$888.51	\$0.00	\$21,975.64	\$8,684.36	71.68%	28.32%	\$21,975.64



Department of Economic Opportunity Budget Authority



Department of Economic Opportunity Funding Authority



The Agricultural and Labor Program, Inc. Executive Office Action Item(s)

Budget and Finance Committee	Date: April 12, 2023
Impacted Program: Community Services and Economic Development Division	

Subject: Customer Applications and Compensation for Community Services and Economic Development Division

Purpose: To discuss the correspondence received by DEO on the inability to reimburse Community Action Agencies for costs incurred.

Background Information:

An emergency meeting was scheduled with all Community Action Agencies, by DEO, to advise of their inability to reimburse community action agencies, until July of 2023, due to their exceeding of the approved authority appropriation, once again.

The State failed to request enough budget authority the remainder of this State's fiscal year. We were advised that there will no reimbursements until the new fiscal year, that begins in July of 2023.

Currently, ALPI submits reimbursements to the State, bi-monthly. Monthly expenditures total approximately \$1 million dollars. There is no possible way to cover this expense. An estimate of payroll and operational costs for the month are as follows:

- CSBG and LIHEAP: Salaries and Wages to include Fringe Benefits: \$88,804
- Indirect Costs: \$11,454
- Operational Costs: \$85,989
- **Total per month: \$186,247**

Proposed Action Needed:

To avoid laying off employees, it is my recommendation to use the line of credit approved by the board, to compensate employees (Salaries/Wages and Fringe benefits. If we do not receive correspondence, on the ceiling approval by DEO, by the end of February. It is my recommendation to lay off employees until such time the State is able to reimburse expenditures incurred.

Action Needed	Budget and Finance Committee(s)	Board of Directors
Recommendation (s)	X	
Approval	X	X



Ron DeSantis
GOVERNOR



Meredith Ivey
ACTING SECRETARY

April 7, 2023

Dear Community Action Network Partners,

In the coming days, the Florida Department of Economic Opportunity (DEO) will reach the limit of its fiscal year 2022-2023 state legislative budget appropriation authority for four programs:

1. Low-Income Home Energy Assistance Program (LIHEAP);
2. Low-Income Household Water Assistance Program (LIHWAP); and
3. Weatherization Assistance Program; and
4. Community Services Block Grant (CSBG) program.

Demand for these programs has exceeded budget authority far earlier than expected, and this has occurred despite the significant supplemental budget authority that the Legislature granted just a couple months ago.

To that end, this letter serves as notice that DEO will work with each of you to ensure that any outstanding invoices for the above mentioned federally funded programs are submitted by no later than Friday, April 13, 2023. Invoices received by this date will be considered and prioritized for payment in this ongoing fiscal year.

Our staff will be in contact with each of you by close of business on Monday, in order to discuss further. If you have any questions or need assistance in the meantime, please contact Debbie Smiley at (850) 717-8450 or by email at debbie.smiley@deo.myflorida.com.

Sincerely,

Benjamin M. Melnick
Deputy Secretary for Community Development

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399
(850) 245.7105 | www.FloridaJobs.org | [www.Twitter.com/FLDEO](https://twitter.com/FLDEO) | www.Facebook.com/FLDEO

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Office of Head Start Funding Increase



Office of Head Start COLA and Quality Improvement Funding Increase



The Agricultural and Labor Program, Inc. Executive Office Action Item(s)

Budget and Finance Committee	Date: April 12, 2023
Impacted Program: Head Start/Early Head Start	

Subject: COLA and Quality Improvement increases available for FY2023

Purpose: To discuss the correspondence received by DEO on the inability to reimburse Community Action Agencies for costs incurred.

Background Information: The Consolidated Appropriations Act, 2023, contains an increase for Head Start of \$960 million over the Fiscal Year(FY) 2022 level. This includes a cost-of-living adjustment (COLA) of \$596 million and a \$262 million Quality Improvement investment. The COLA supports a 5.60 percent adjustment above FY 2022 funding levels to increase the pay scales of Head Start and Early Head Start staff, including vacant positions, fringe benefits, and to offset higher operating costs. Quality Improvement funds are allocated proportionately based on federal funded enrollment levels, with additional adjustments given to smaller grant recipients to allow for a meaningful investment, as permitted by the Act.

Proposed Action Needed:

These permanent increases are effective at the start of the FY 2023 budget period and are retroactive if this period has already commenced. Allocations are subject to adjustment if changes are made to annual funding/enrollment levels.

Recipients are strongly encouraged to commit to sustained quality improvement investments, such as further increasing wages of Head Start/Early Head Start educational staff. However, grant recipients have the flexibility to use these funds to support the greatest local needs, consistent with Section 640(a)(5) of the Act.

Funding Type	Head Start	Early Head Start
Cost-of-Living Adjustment (COLA)	\$374,712	\$182,805
Quality Improvement (QI)	\$214,813	\$79,272
Total Funding		\$851,602

Program Improvement (One-Time) Requests: Grant recipients encountering program improvement needs that cannot be supported by the agency budgets or other resources are invited to apply for one-time funding. This funding must be applied for separately through the appropriate supplemental amendment type in HSES. Program Improvement requests generally include but not limited to facility projects (construction, purchase, or major renovations requiring 1303 applications or minor repairs and enhancements), are prioritized and, issued funding subject to the availability of funds. If a program improvement request is submitted, please allow for additional time for a final

Action Needed	Budget and Finance Committee(s)	Board of Directors
Recommendation (s)	X	
Approval	X	X



ADMINISTRATION FOR
CHILDREN & FAMILIES

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

March 09, 2023

Grant No. 04CH011151

Dear Head Start Grant Recipient:

The Consolidated Appropriations Act, 2023, contains an increase for Head Start of \$960 million over the Fiscal Year (FY) 2022 level. This includes a cost-of-living adjustment (COLA) of \$596 million and a \$262 million Quality Improvement investment. The COLA supports a 5.60 percent adjustment above FY 2022 funding levels to increase the pay scales of Head Start and Early Head Start staff, including vacant positions, fringe benefits, and to offset higher operating costs. Quality Improvement funds are allocated proportionately based on federal funded enrollment levels, with additional adjustments given to smaller grant recipients to allow for a meaningful investment, as permitted by the Act.

The following table reflects the COLA and Quality Improvement increases available for FY 2023.

Funding Type	Head Start	Early Head Start
Cost-of-Living Adjustment (COLA)	\$374,712	\$182,805
Quality Improvement (QI)	\$214,813	\$79,272
Total Funding		\$851,602

Please note, these permanent increases are effective at the start of the FY 2023 budget period and are retroactive if this period has already commenced. Allocations are subject to adjustment if changes are made to annual funding/enrollment levels. Applicable to recipients operating both a Head Start and Early Head Start program, allocations for each funding type by program **must** be budgeted accordingly in application submissions.

Application Submission Requirements

The supplemental application is due **April 21, 2023** (except for recipients that have yet to submit their FY 2023 Non-Competing New (NCN) or Non-Competing Continuation (NCC) application. In these instances, the due date for COLA and Quality Improvement funds will be the due date for the NCN or NCC application) and must be submitted in the [Head Start Enterprise System \(HSES\)](#). To apply, please select the **Financials** tab, **Grant Application** tab, **Fiscal Year 2023**, and add the **'Supplement – COLA and Quality Improvement'** amendment type. No other supplemental application type will be accepted for this funding opportunity.

Recipients that have not yet submitted their FY 2023 NCN or NCC application may include their COLA and Quality Improvement allocations in the annual application. If included, the NCN or NCC must contain separate project narratives and budget justifications for COLA and Quality Improvement as outlined in guidance described later in this notice. All supporting documentation for COLA and Quality Improvement must be clearly identified and uploaded in the 'Application and Budget Justification Narrative' folder under the 'Documents' tab within the NCN or NCC.

For additional information on the allowable uses of COLA and Quality Improvement funding, refer to Program Instruction ACF-PI-HS-23-02.



Contents of 'Supplement – COLA and Quality Improvement' Application

Applications must include separate project narratives and detailed budget justifications for each funding type, COLA and Quality Improvement, and by program, Head Start and/or Early Head Start. Each narrative must use 12-point font, and not exceed 10 pages. All narratives, budget justifications, and other supporting documentation must be uploaded into respective folders within the **Documents** tab of the application.

For COLA, the following must be demonstrated:

- A permanent increase of no less than the required 5.6 percent adjustment to the pay scale for each Head Start/Early Head Start position, including current employees and unfilled vacancies subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- A rationale and supporting documentation detailing agency policies and procedures if a position is receiving less than the required COLA percentage or differential COLA increases;
- The provision of a no less than 5.6 percent increase to all delegate agencies and partners or justification if less than the required percentage or differential increases are provided to delegate agencies and partners;
- Written confirmation that increases will be applied retroactively to the start of the FY 2023 budget period with a description of how funds will be distributed to affected employees, if applicable;
- The planned uses for any portion of the COLA funds to offset higher operating costs, once the 5.6 percent increase is provided to all staff, delegates and partners.

For Quality Improvement, the following must be demonstrated:

- Investments are consistent with Sec. 640(a)(5) of the Act (except programs are not bound by the requirements that at least 50 percent of the funds be used for staff compensation or that no more than 10 percent of funds be used on transportation. For more information on allowable activities as outlined in the Act, please see Attachment A);
- Investments made in Quality Improvement should be ongoing; description and written confirmation that funds will be used for ongoing purposes consistent with Section 640(a)(5) of the Act;
- If funds are used for staff wages, written confirmation that increases will be applied retroactively to the start of the FY 2023 budget period with a description of how funds will be distributed to all affected employees.
- If funds are used for one-time activities in the FY 2023 budget period, describe plans for how the funds will be allocated in the subsequent budget period.

Recipients are strongly encouraged to commit to sustained quality improvement investments, such as further increasing wages of Head Start/Early Head Start educational staff. However, grant recipients have the flexibility to use these funds to support the greatest local needs, consistent with Section 640(a)(5) of the Act.

Declination of Funds

If any portion of the funding identified above will not be requested, a statement regarding this decision must be submitted through HSES Correspondence no later than the date the application is due. The subject line of the HSES Correspondence should read –"[recipient grant number] [recipient name] –declination of [all or portion] COLA/QI funds". As a reminder, these funds are permanent increases to the Head Start and Early Head Start base funding levels. A declination of any portion of the funds may impact budgets for subsequent years.



Application's Budget Tab Requirements

Data entered on the **Budget** tab within the application populates the SF-424A. Funding for both, COLA and Quality Improvement, must be included and within the appropriate program, Head Start or Early Head Start.

Non-Federal Match

The budget and detailed budget justification must include each source of non-federal match, including estimated amount per source and the valuation methodology. Flexibilities continue for waiver requests of the non-federal match requirement through the public health emergency due to the COVID-19 pandemic. If a non-federal match waiver is being request, a value of \$0 must be entered in Section C of the SF-424A of the application. No additional justification is required, and the issuance of a notice of award constitutes approval of the request.

Supporting Documents

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

Upon expiration of the public health emergency, flexibilities for application requirements including requests for non-federal match waivers and Governing Body and Policy Council approvals will no longer be in effect. Applications submitted after the expiration must meet the full requirements.

The application must be submitted on behalf of the Authorizing Official registered in the HSES. **Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. For questions or assistance, please contact Carolyn Tricoche, Head Start Program Specialist, at 404-562-7908 or carolyn.tricoche@acf.hhs.gov or Lucy Blakney, Grants Management Specialist, at 770-378-1593 or lucy.blakney@acf.hhs.gov.

Program Improvement (One-Time) Requests

Grant recipients encountering program improvement needs that cannot be supported by the agency budgets or other resources are invited to apply for one-time funding. This funding must be applied for separately through the appropriate supplemental amendment type in HSES. Program Improvement requests generally include but not limited to facility projects (construction, purchase, or major renovations requiring 1303 applications or minor repairs and enhancements), are prioritized and, issued funding subject to the availability of funds. If a program improvement request is submitted, please allow for additional time for a final decision. For questions regarding program improvement needs and requests, please contact the regional office.

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

Sincerely,
The Office of Head Start



Attachment A

Allowable Uses of Quality Improvement Funds as Specified in the Head Start Act

1. To improve the compensation (including benefits) of educational personnel, family service workers, and child counselors, as described in Sections 644(a) and 653 of the Head Start Act, in the manner determined by the Head Start agencies (including Early Head Start agencies) involved, to support the following —
 - ensure that compensation is adequate to attract and retain qualified staff for the programs involved in order to enhance program quality;
 - improve staff qualifications and assist with the implementation of career development programs for staff that support ongoing improvement of their skills and expertise; and
 - provide education and professional development to enable teachers to be fully competent to meet the professional standards established under Sec. 648A(a)(1) of the Act, including—
 - providing assistance to complete postsecondary course work;
 - improving the qualifications and skills of educational personnel to become certified and licensed as bilingual education teachers, or as teachers of English as a second language; and
 - improving the qualifications and skills of educational personnel to teach and provide services to children with disabilities
2. To support staff training, child counseling, and other services necessary to address the challenges of children from immigrant, refugee, and asylee families; homeless children; children in foster care; children with limited English proficiency; children of migrant or seasonal farmworker families; children from families in crisis; children referred to Head Start programs (including Early Head Start programs) by child welfare agencies; and children who are exposed to chronic violence or substance abuse.
3. To ensure that the physical environments of Head Start programs are conducive to providing effective program services to children and families, and are accessible to children with disabilities and other individuals with disabilities.
4. To employ additional qualified classroom staff to reduce the child-to-teacher ratio in the classroom and additional qualified family service workers to reduce the family-to-staff ratio for those workers.
5. To ensure that Head Start programs have qualified staff that promote the language skills and literacy growth of children and that provide children with a variety of skills that have been identified, through scientifically based reading research, as predictive of later reading achievement.
6. To increase hours of program operation, including the following —
 - conversion of part-day programs to full-working day programs; and
 - increasing the number of weeks of operation in a calendar year.
7. To improve community wide strategic planning and needs assessments for Head Start programs and collaboration efforts for such programs, including outreach to children described in no. 2 above.
8. To transport children in Head Start programs safely.
9. To improve the compensation and benefits of staff of Head Start agencies, in order to improve the quality of Head Start programs.