

Financial Reports to Policy Council and Board Members

October, 2020 – Policy Council Meeting

October 26, 2020 – Board Meeting

FYI - monthly financial reports and program reports are posted on the WKUCCC web site: <http://www.wku.edu/ccc> click on Reports. Please view new reports following 15th of each month, and let us know if you have any questions/comments on content or design.

Following is a list of the items presented for review and discussion:

FY 2019-20 HEAD START (WKU index 525158-159)

- Pages 1-2: Monthly financial reports JUL 2020 expenditures on track (prior to allocation of supplemental funds)
- Pages 3-4: Third Quarter Report (MAY-JUL), Summary of Expenditures, non-federal; credit card, USDA, administrative costs
- Page 5-8: Monthly financial reports AUG-SEP 2020 expenditures below target percent (92%) due to supplemental funds received in 4th quarter, and with centers closed through end of August.
- Page 9: Overview of budget status and supplemental funds
- Page 10-11: Request for Waiver for Non-Federal Share Memorandum and expenditure summary. Board and Policy Council approval requested to submit to funding source to waive balance of unmet obligation \$141,656.

FY 2019-20 EARLY HEAD START (WKU index 544837-838)

- Pages 12-17: Monthly financial reports JUL- SEP 2020 expenditures complete.
- Pages 18-19: Fourth Quarter Report, (JUN-AUG) Summary of Expenditures, non-federal; credit card, USDA, administrative costs
- Page 20-21: Federal Form 425, Annual report submitted 9/22/20; Final report submitted 10/15/20

CACFP

- Page 22: Summary report of food expenditure and CACFP reimbursements

Head Start FY21 grant application documents

Pages 23-30: Year Two Head Start Grant Application Budget Summary and Program Schedules

Separate Attachment:

1. Delegate Agency Agreements for FY21 for review.

OTHER

- PI-HS-20-05 Final Rule Designation Renewal System Changes (3 Pages)
- Memo from DHHS 9/1/2020 - Looking Forward to 2020-21 Program Year (2 pages)
- IM-HS-20-05 FY21 Monitoring Process for HS/EHS (2 pgs.)
- Memo from DHHS 9/28/2020 – Questions and Answers on Waged and Benefits

For your Information and Review the above releases have been issued by Administration for Children & Families: for links to these items go to: <https://eclkc.ohs.acf.hhs.gov> and click on Policy and Regulations, Program Instructions or Information Memoranda, to view entire content of large announcements and to keep informed on Head Start happenings.

FY 2019- 20 HEAD START

INDEX NUMBER 525158

YTD Average Percent 75%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 7/31/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$56,856.00	\$37,904.00		100%				\$37,904
Staff SAL 61111	\$369,916.00	\$262,708.14						
Part Time SAL 61123	\$5,000.00	\$370.26						
Staff OT 61130	\$2,200.00	\$879.19						
CELL PLAN 61180		\$540.00						
STUDENT 61501	\$13,000.00	\$1,475.00						
TOTAL PERSONNEL	\$446,972.00	\$303,876.59			\$0.00	\$143,095.41	68%	\$37,904
FRINGE	\$290,972.00	\$212,995.94		12.05%		\$77,976.06	73%	\$25,666
TRAVEL	\$250.00							
INSTATE 74101		\$62.21	\$62.21					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
TRAVEL 74000	\$250.00	\$62.21	\$62.21	4%	\$0.00	\$187.79		\$2
SUPPLIES	\$15,900.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103		\$1,871.07	\$1,871.07					\$0
Medical 71104			\$0.00		\$437.10			\$0
Classroom 71109		\$2,960.91	\$2,960.91					
Food 71120		\$1,070.61	\$450.61					
Grounds 71149			\$0.00					\$0
			\$0.00					
TOTAL SUPPLIES	\$15,900.00	\$5,902.59	\$5,282.59		\$437.10	\$9,560.31	40%	\$0
SUBCONTRACT 72311	\$944,376.00	\$536,066.26			\$408,309.74	\$0.00	57%	
OTHER	\$15,976.00							
Phone line serv 71203/05		\$357.74	\$0.00					\$0
Internet 71208		\$560.00	\$560.00		\$80.00			\$0
Hous Auth utilities 71211		\$3,352.00						\$13
Postage 71310/20		\$99.55	\$0.00					\$0
Insurance Non-emp 71401		\$2,500.00		0%				\$0
Subscrip/Dues Data 71801		\$840.00	\$0.00	0%				\$0
Maint. Copy Mach. 72101		\$1,339.92	\$21.58	1%				\$0
Maint. software 72105			\$0.00	1%				\$0
Maint. BLDG 72106			\$0.00	1%				\$0
Maint Repair 72149			\$0.00	1%				\$0
c.background ch. Stud. 73513		\$593.75	\$593.75					\$0.00
Misc. Accreditation 73514			\$0.00					\$0.00
Misc. Licensing Fees 73515		\$80.00	\$80.00					\$7
Misc.background ch. 73523			\$0.00					\$0
Misc. Other 73502		\$496.72	\$496.72					\$0
Fac Mgmt Labor 73901								\$0.00
Fac Mgmt supp 73902		\$494.28						\$0.00
Local Phone 73910		\$720.00		1%				\$7
LD Phone 73911/12		\$43.34		1%				\$0
Printing Serv. 73920								
Dept Charges misc 73949		\$137.50						
Inv. Equip 78100								\$0
TOTAL OTHER	\$15,976.00	\$11,614.80	\$1,752.05		\$80.00	\$4,281.20	73%	\$21
CONSULTANTS	\$1,000.00							
Consult 72204								
TEMP 72211								
Non emp gen 72249								
TOTAL CONSULT	\$1,000.00	\$0.00	\$0.00		\$0.00	\$1,000.00	0%	
TOTALS	\$1,715,446	\$1,070,518.39	\$7,096.85		\$408,826.84	\$236,100.77	86%	\$63,594
INDIRECT	\$61,686	\$42,756.05		100%		\$18,929.95	69%	\$42,756
GRAND TOTAL	\$1,777,132	\$1,113,274.44	\$7,096.85		\$408,826.84	\$255,030.72	86%	\$106,350

TRAINING PA 20 - Index #525159

						YTD Average Percent	75%		
PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 7/31/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS	
Staff SAL 61111	\$4,540.00	\$3,512.52				\$1,027.48			
Staff SAL 61150						\$0.00		\$0.00	
TOTAL PERSONNEL	\$4,540.00	\$3,512.52			\$0.00	\$1,027.48	77%		
FRINGE	\$1,635.00	\$1,208.82				\$426.18	74%	\$0.00	
TRAVEL	\$3,750.00								
INSTATE 74101		\$435.00	\$435.00						
registration instate 74110		\$250.00	\$250.00		825				
OUT STATE 74201		\$786.88	\$786.88						
REGISTRATION OUT 74210		\$0.00	\$0.00						
TRAVEL 74000	\$3,750.00	\$1,471.88	\$1,471.88	4%	\$825.00	\$1,453.12	39%	\$58.88	
SUPPLIES	\$600.00								
Office 71102			\$0.00	5%				\$0.00	
Janitor/Maint. 71103			\$0.00	0%				\$0	
Household 71106			\$0.00						
Classroom 71109			\$0.00						
Food 71120			\$0.00						
TOTAL SUPPLIES	\$600.00	\$0.00	\$0.00		\$0.00	\$600.00		\$0.00	
SUBCONTRACT 72311	\$8,995.00	\$3,985.95			\$5,009.05	\$0.00	44%		
OTHER	\$1,462.00								
Line Service 71203			\$0.00		\$184.08				
Equip. <1,000 71501			\$0.00						
Subscrip/Dues 71801			\$0.00						
Maint. Copy Mach. 72101		\$253.31	\$0.00	1%				\$2.53	
Maint. COMP Softw 72105			\$0.00	1%				\$0.00	
Maint. Equip 72108			\$0.00	1%				\$0.00	
Misc. Accreditation 73514			\$0.00						
Misc. backgrnd 73513/23			\$0.00						
Misc. Other 72249									
Printing Serv. 73920				1%				\$0.00	
charges-Dept 73949									
TOTAL OTHER	\$1,462.00	\$253.31	\$0.00		\$184.08	\$1,024.61	30%	\$3	
CONSULTANTS									
Consult WKU 61160									
Non Empl serv 72249									
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00			
TOTALS	\$20,982.00	\$10,432.48	\$1,471.88		\$6,018.13	\$4,531.39		\$61	
INDIRECT	\$0.00					\$0.00		\$0	
GRAND TOTAL	\$20,982.00	\$10,432.48	\$1,471.88		\$6,018.13	\$4,531.39	78%	\$61	

QUARTERLY REPORT

3RD QTR 04CH01269	HEAD START 525158, 525159				Reporting Period:		
	FY: NOV. 1, 2019 - OCT. 31, 2020				11/1/19 TO 7/31/20		
FINAL	APPROVED	YTD		PER CENT		YTD	YTD
LINE ITEMS	BUDGET	EXPENDED	Obligations	SPENT	Unobligated	Credit card	Admin cost
Personnel	\$446,972	\$303,877		67.99%	\$143,095		\$ 28,428
Fringe Benefits	\$290,972	\$212,996		73.20%	\$77,976		\$ 15,726
Travel	\$250	\$62		24.88%	\$188	\$ 62	\$ 2
Equipment	\$0						
Supplies	\$15,900	\$5,903		37.12%	\$9,997	\$ 5,283	
Contractual	\$944,376	\$536,066		56.76%	\$408,310		
Other	\$15,976	\$11,615		72.70%	\$4,361	\$ 1,752	\$ 21
Consultants	\$1,000			0.00%	\$1,000		
TOTAL DIRECT	\$1,715,446	\$1,070,518	\$0	62.40%	\$644,928	\$7,097	\$ 44,177
Indirect Costs	\$61,686	\$42,756		69.31%	\$18,930		\$ 42,756
TOTAL PA 22	\$1,777,132	\$1,113,274	\$0	62.64%	\$663,858	\$7,097	\$86,933
Training							
PA 20 HEAD START					\$0		
Personnel/FRG	\$6,175	\$4,721					
Supplies/Other consultant	\$2,062	\$253					\$ 3
Contractual	\$8,995	\$3,986					
Travel	\$3,750	\$1,472				\$ 1,472	\$ 59
TOTAL PA20	\$20,982	\$10,432	\$0	49.72%	\$10,550	\$ 1,472	\$ 62
TOTAL AWARD	\$1,798,114	\$1,123,707	\$0		\$674,407	\$8,569	\$86,995
NON FEDERAL						Non Fed Space 5%	\$5,400
Grantee \$211,186	\$211,186	\$126,440				% Admin WKU	4.1%
Audubon \$136,985	\$136,985	\$102,145				Audubon	\$18,811
Murray \$101,358	\$101,358	\$37,104				Murray	\$14,586
Total Non Federal	\$449,529	\$265,689	\$0		\$183,840	Total Admin Costs	\$125,792
TOTAL OUTLAYS	\$2,247,643	\$1,389,396	\$0			TOTAL % Admin	5.6%
QTRLY NOTES:	Category:					USDA FY20 - HS	\$54,271
CONTRACTUAL:	all contractual expenditures are for Delegate Agencies (Audubon Area and Murray)						
OTHER:	line items include: postage, maintenance, insurance, advertising, dues, fees,						
	telephone and printing						
EXPENDITURES: COMPLETED							

NON-FEDERAL TRACKING FORM HEAD START NOVEMBER 1, 2019- OCTOBER 31, 2020
04CH01269 525158-159

	RATE*	1st QTR	2nd QTR	Mid Year	TOTAL	3rd QTR	4th QTR	Mid Year	TOTAL	DELEGATES	
										Non Fed Due	AUDUBON MURRAY
Foster Grandparent Hours	\$7.60	1124	550.5	1675	\$12,726.20			0	\$0.00	\$211,186	\$136,985 \$101,358
Parent Hours	\$11.69	13.5	58	71.5	\$835.84			0	\$0.00		
Community Hours	\$11.69	25.25	60.5	85.75	\$1,002.42			0	\$0.00		
Interns	\$22.10	0	0	0	\$0.00	0		0	\$0.00		
Speech, OT, Graduate Students	\$20.94	13.5	7.5	21	\$439.74			0	\$0.00		
Policy Council	\$56.95	8	4	12	\$683.40			0	\$0.00		
Professional/Adv Councils/Comm	\$63.05	31	12.75	43.75	\$2,758.44			0	\$0.00	\$18,446	\$26,813 \$2,280
TOTAL VOLUNTEERS = \$66,401					\$18,446.03				\$0.00		

OTHER:

List Items:	1st Qtr Total	2nd Qtr Total	3rd Qtr Total	4th Qtr Total	TOTAL
Toys, puzzles, books					\$0.00
Audubon: services; transportation, utilities					\$0.00
Murray: contracted services					
Indirect Cost: Base =					
Approved rate 42% =					\$0.00
WKUCCC rate 8% =					\$0.00
TOTAL OTHER = \$795					\$0.00

SPACE:

INDOOR/OUTDOOR SQ FT	1st QTR	2nd QTR	3rd QTR	4th QTR	TOTAL
12,015	12.1	\$35,998	\$35,998		\$35,998
TOTAL SPACE = \$143,990					\$35,998

ADMIN 5% = \$ 5,400
AWARD TOTAL DUE NFS \$449,529

Notes:

For Interns/Grad Stud, the value of services provided are for similar services/ed level performed by Teachers as outlined in the program plans.

For Other, verify that donated goods are items that are reasonable and necessary to meet program objectives and meet agency requirements for allowable purchases.

BAL DUE \$84,746
Total NFS \$265,689
BAL DUE \$183,840

*rates updated 2/1/20

SUBMITTED: Becky Johnson

INDEX NUMBER 525158

YTD Average Percent

83%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 8/31/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$56,856.00	\$47,380.00		100%				\$47,380
Staff SAL 61111	\$369,196.00	\$288,904.75						
Part Time SAL 61123	\$5,000.00	\$594.66						
Staff OT 61130	\$2,200.00	\$879.19						
GRAD 61140	\$4,000.00							
CONSULT 61160	\$8,870.40							
CELL PLAN 61180	\$720.00	\$600.00						
STUDENT 61501	\$13,000.00	\$2,015.00						
TOTAL PERSONNEL	\$459,842.40	\$340,373.60			\$0.00	\$119,468.80	74%	\$47,380
FRINGE	\$290,972.00	\$238,807.91		12.05%		\$52,164.09	82%	\$28,776
TRAVEL	\$250.00							
INSTATE 74101		\$62.21	\$62.21					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
TRAVEL 74000	\$250.00	\$62.21	\$62.21	4%	\$0.00	\$187.79		\$2
SUPPLIES	\$20,498.00							
Office 71102	45000		\$0.00	5%				\$0
Janitor/Maint. 71103		\$1,871.07	\$1,871.07					\$0
Medical 71104		\$437.10	\$437.10					\$0
Classroom 71109		\$2,960.91	\$2,960.91					
Food 71120		\$1,070.61	\$450.61					
Grounds 71149			\$0.00					\$0
			\$0.00					
TOTAL SUPPLIES	\$65,498.00	\$6,339.69	\$5,719.69		\$0.00	\$59,158.31	10%	\$0
SUBCONTRACT 72311	\$1,012,926.00	\$730,057.70			\$214,318.30	\$68,550.00	72%	
OTHER	\$54,695.00							
Phone line serv 71203/05	36368	\$357.74	\$0.00					
Internet 71208		\$640.00	\$640.00					
Hous Auth utilities 71211		\$3,352.00						
Postage 71310/20		\$251.10	\$0.00					
Insurance Non-emp 71401		\$2,500.00		0%				\$0
Subscrip/Dues Data 71801		\$840.00	\$0.00	0%				\$0
Maint. Copy Mach. 72101		\$1,339.92	\$21.58	1%				\$13
Maint. software 72105		\$1,885.24	\$0.00	1%				\$19
Maint. BLDG 72106			\$0.00	1%				\$0
Maint Repair 72149			\$0.00	1%				\$0
c.background ch. Stud. 73513		\$593.75	\$593.75					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515		\$130.00	\$80.00					
Misc.background ch. 73523			\$0.00					
Misc. Other 73502		\$496.72	\$496.72					
Fac Mgmt Labor 73901								\$0.00
Fac Mgmt supp 73902		\$494.28						\$0.00
Local Phone 73910		\$810.00		1%				\$8
LD Phone 73911/12		\$46.39		1%				\$0
Printing Serv. 73920								
Dept Charges misc 73949		\$137.50						
Inv. Equip 78100								\$0
TOTAL OTHER	\$91,063.00	\$13,874.64	\$1,832.05		\$0.00	\$77,188.36	15%	\$41
CONSULTANTS	\$28,649.60							
Consult 72204		\$2,315.00						
TEMP 72211								
Non emp gen 72249								
TOTAL CONSULT	\$28,649.60	\$2,315.00	\$0.00		\$0.00	\$26,334.60	8%	
TOTALS	\$1,949,201	\$1,331,830.75	\$7,613.95		\$214,318.30	\$403,051.95	79%	\$76,200
INDIRECT	\$74,902	\$48,141.67		100%		\$26,760.33	64%	\$48,142
GRAND TOTAL	\$2,024,103	\$1,379,972.42	\$7,613.95		\$214,318.30	\$429,812.28	79%	\$124,341

TRAINING PA 20 - Index #525159

						YTD Average Percent		83%
PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 8/31/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Staff SAL 61111	\$4,540.00	\$3,897.68				\$642.32		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$4,540.00	\$3,897.68			\$0.00	\$642.32	86%	
FRINGE	\$1,635.00	\$1,341.63				\$293.37	82%	\$0.00
TRAVEL	\$3,750.00							
INSTATE 74101		\$435.00	\$435.00					
registration instate 74110		\$1,075.00	\$1,075.00		825			
OUT STATE 74201		\$786.88	\$786.88					
REGISTRATION OUT 74210		\$0.00	\$0.00					
TRAVEL 74000	\$3,750.00	\$2,296.88	\$2,296.88	4%	\$825.00	\$628.12	61%	\$91.88
SUPPLIES	\$600.00							
Office 71102			\$0.00	5%				\$0.00
Janitor/Maint. 71103			\$0.00	0%				\$0
Household 71106			\$0.00					
Classroom 71109			\$0.00					
Food 71120			\$0.00					
TOTAL SUPPLIES	\$600.00	\$0.00	\$0.00		\$0.00	\$600.00		\$0.00
SUBCONTRACT 72311	\$8,995.00	\$4,777.08			\$4,217.92	\$0.00	53%	
OTHER	\$1,462.00							
Line Service 71203		\$184.08	\$184.08					
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint. Copy Mach. 72101		\$253.31	\$0.00	1%				\$2.53
Maint. COMP Softw 72105		\$800.00	\$800.00	1%				\$8.00
Maint. Equip 72108			\$0.00	1%				\$0.00
Misc. Accreditation 73514			\$0.00					
Misc. backgrnd 73513/23			\$0.00					
Misc. Other 72249								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
TOTAL OTHER	\$1,462.00	\$1,237.39	\$984.08		\$0.00	\$224.61	85%	\$11
CONSULTANTS								
Consult WKU 61160								
Non Empl serv 72249								
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		
TOTALS	\$20,982.00	\$13,550.66	\$3,280.96		\$5,042.92	\$2,388.42		\$102
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$20,982.00	\$13,550.66	\$3,280.96		\$5,042.92	\$2,388.42	89%	\$102

INDEX NUMBER 525158

YTD Average Percent

92%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 9/30/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$56,856.00	\$52,118.00		100%				\$52,118
Staff SAL 61111	\$369,196.00	\$320,170.64			\$36,003.89			
Part Time SAL 61123	\$5,000.00	\$834.85			\$2,574.00			
Staff OT 61130	\$2,200.00	\$991.02			\$186.38			
GRAD 61140	\$4,000.00				4000			
CONSULT 61160	\$8,870.40	\$8,870.40						
CELL PLAN 61180	\$720.00	\$660.00			60			
STUDENT 61501	\$13,000.00	\$4,489.00			4240			
TOTAL PERSONNEL	\$459,842.40	\$388,133.91			\$47,064.27	\$24,644.22	95%	\$52,118
FRINGE	\$290,972.00	\$267,209.76		12.05%	\$28,400.00	(\$4,637.76)	102%	\$32,199
TRAVEL	\$250.00							
INSTATE 74101		\$62.21	\$62.21					
REGISTRATION 74110			\$0.00		58.47			
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
TRAVEL 74000	\$250.00	\$62.21	\$62.21	4%	\$58.47	\$129.32		\$2
SUPPLIES	\$20,498.00							
Office 71102	45000	\$89.61	\$89.61	5%				\$4
Janitor/Maint. 71103		\$2,496.41	\$2,496.41		\$2,096.12			\$0
Medical 71104		\$1,291.09	\$1,291.09					\$0
Classroom 71109		\$4,047.55	\$4,047.55		\$1,800.00			
Food 71120		\$1,133.19	\$450.61					
Grounds 71149			\$0.00					\$0
			\$0.00					
TOTAL SUPPLIES	\$65,498.00	\$9,057.85	\$8,375.27		\$3,896.12	\$52,544.03	20%	\$4
SUBCONTRACT 72311	\$1,012,926.00	\$730,057.70			\$214,318.30	\$68,550.00	72%	
OTHER	\$54,695.00							
Phone line serv 71203/05	36368	\$402.74	\$402.74		\$100.67			
Internet 71208		\$720.00	\$720.00		\$160.00			
Hous Auth utilities 71211		\$3,352.00			\$1,676.00			
Postage 71310/20		\$371.09	\$0.00					
Insurance Non-emp 71401		\$2,500.00		0%				\$0
Office equip <\$500 71502					\$6,570.00			
Subscrip/Dues Data 71801		\$840.00	\$0.00	0%				\$0
Maint. Copy Mach. 72101		\$1,434.14	\$21.58	1%				\$14
Maint. software 72105		\$1,885.24	\$0.00	1%				\$19
Maint. BLDG 72106			\$0.00	1%				\$0
Maint Repair 72149			\$0.00	1%	\$3,518.00			\$0
c.background ch. Stud. 73513		\$593.75	\$593.75					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515		\$130.00	\$80.00					
Misc.background ch. 73523			\$0.00					
Misc. Other 73502		\$496.72	\$496.72					
Fac Mgmt Labor 73901					\$1,700.00			\$0.00
Fac Mgmt supp 73902		\$494.28						\$0.00
Local Phone 73910		\$900.00		1%				\$9
LD Phone 73911/12		\$66.46		1%				\$1
Printing Serv. 73920								
Dept Charges misc 73949		\$137.50						
Inv. Equip 78100								\$0
TOTAL OTHER	\$91,063.00	\$14,323.92	\$1,912.05		\$13,624.00	\$63,115.08	31%	\$43
CONSULTANTS	\$28,649.60							
Consult 72204		\$2,315.00			5000			
TEMP 72211								
Non emp gen 72249								
TOTAL CONSULT	\$28,649.60	\$2,315.00	\$0.00		\$5,000.00	\$21,334.60	26%	
TOTALS	\$1,949,201	\$1,411,160.35	\$10,349.53		\$312,361.16	\$225,679.49	88%	\$84,367
INDIRECT	\$74,902	\$54,488.03		100%	\$7,844.00	\$12,569.97	83%	\$54,488
GRAND TOTAL	\$2,024,103	\$1,465,648.38	\$10,349.53		\$320,205.16	\$238,249.46	88%	\$138,855

TRAINING PA 20 - Index #525159

					YTD Average Percent		92%	ADMIN COSTS
PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 9/30/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	
Staff SAL 61111	\$4,540.00	\$4,282.84			\$385.16	-\$128.00		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$4,540.00	\$4,282.84			\$385.16	(\$128.00)	94%	
FRINGE	\$1,635.00	\$1,474.33			\$132.70	\$27.97	90%	\$0.00
TRAVEL	\$3,750.00							
INSTATE 74101		\$435.00	\$435.00					
registration instate 74110		\$1,075.00	\$1,075.00		91.53			
OUT STATE 74201		\$786.88	\$786.88		125			
REGISTRATION OUT 74210		\$0.00	\$0.00					
TRAVEL 74000	\$3,750.00	\$2,296.88	\$2,296.88	4%	\$216.53	\$1,236.59	61%	\$91.88
SUPPLIES	\$600.00							
Office 71102			\$0.00	5%				\$0.00
Janitor/Maint. 71103			\$0.00	0%				\$0
Household 71106			\$0.00					
Classroom 71109			\$0.00					
Food 71120			\$0.00					
TOTAL SUPPLIES	\$600.00	\$0.00	\$0.00		\$0.00	\$600.00		\$0.00
SUBCONTRACT 72311	\$8,995.00	\$4,777.08			\$4,217.92	\$0.00	53%	
OTHER	\$1,462.00							
Line Service 71203		\$184.08	\$184.08					
Postage 71310/20		\$21.20						
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71801			\$0.00		\$1,792.50			
Maint. Copy Mach. 72101		\$400.78	\$0.00	1%				\$4.01
Maint. COMP Softw 72105		\$800.00	\$800.00	1%				\$8.00
Maint. Equip 72108			\$0.00	1%				\$0.00
Misc. Accreditation 73514			\$0.00					
Misc. backgrnd 73513/23			\$0.00					
Misc. Other 72249								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
TOTAL OTHER	\$1,462.00	\$1,406.06	\$984.08		\$1,792.50	(\$1,736.56)	219%	\$12
CONSULTANTS								
Consult WKU 61160								
Non Empl serv 72249								
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		
TOTALS	\$20,982.00	\$14,237.19	\$3,280.96		\$6,744.81	\$0.00		\$104
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$20,982.00	\$14,237.19	\$3,280.96		\$6,744.81	\$0.00	100%	\$104

HEAD START WKUCCC 04CH011269-01

SUPPLEMENTAL FUNDS

	Original Award	NFS
Audubon	\$ 547,938	\$ 136,985
Murray	\$ 405,433	\$ 101,358
WKU	\$ 844,743	\$ 211,186
	\$ 1,798,114	\$ 449,529

TOTAL AWARD	NFS
Audubon	\$ 596,758
Murray	\$ 425,163
WKU	\$ 1,023,164
	\$ 2,045,085

WAIVER REQUEST	Earned	Remaining
NON FEDERAL	\$307,873	\$ 141,656

COLA	QUALITY	NFS Waived	Totals	COVID	AWARDED
\$ 10,883	\$6,300	0	\$ 17,183	31637	\$ 48,820
\$ 8,005	\$11,725	0	\$ 19,730	0	\$ 19,730
\$ 16,655	\$36,975	0	\$ 53,630	124791	\$ 178,421
\$35,543	\$55,000	\$0	\$90,543	\$156,428	\$ 246,971

NOTES:

1. WKUCCC will need to submit to funding source a request to waive the balance remaining for Non-Federal share. Due to COVID shut down, and restrictions by State once we reopened, the regular resources available through volunteers, interns, and community resources were not available for last two quarters. Board and Policy Council approval is requested to submit with this waiver.
 2. The September monthly expenditure report shows there will be general Head Start Funds unexpended at end of fiscal year. A large part of the funds unspent include the supplemental funds (see above) that were awarded in July 2020. Once all final expenditures are posted, budget information will be sent to members. WKUCCC had general funds available from original award due to staff vacancies prior to pandemic (Education Coord and FT teacher) which could not be filled during March - August 2020, and no regular monthly expenses for same period for classroom operations. Because of that factor, the supplemental funds have not been expended yet. The interviews for the Education Coordinator and FT teachers are in process and expected to be filled by November 1
- WKUCCC will be submitting a request for carryover to the funding source once FY budget is closed, and will request Board and Policy Council approval in January. Due to the ongoing pandemic needs it is expected the carryover funds will be critical to program needs during next fiscal year.



A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH

October 15, 2020

Loren Jackson, Program Specialist
Region IV, Office of Head Start
Department of Health and Human Services
61 Forsyth Street, Suite 4M60
Atlanta, GA 30303-8909

Dear Ms. Jackson,

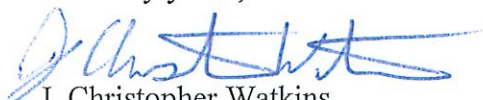
Please note our request to waive part of the match requirement for our Head Start grant 04CH011269. Our total fiscal year 2020 budget was \$2,045,085 with \$449,529 as requirement for match. We recorded a total of \$307,873. This leaves a total shortage of \$141,656.

WKUCCC is requesting a non-federal share waiver based on HS Act 640 (b) (4): *The Head Start agency is located in a community adversely affected by a major disaster.*

The closing of centers due to COVID during the March – August 2020 period, as well as the Kentucky state mandated limits on enrollment and health/safety regulations significantly reduced the ability of WKUCCC and delegate agencies to access the volunteer and community resources normally available to meet match requirements.

Because our community is still in the state of recovery, the resources are simply not available to meet nonfederal share requirements. If any further information is needed, please do not hesitate to contact me.

Sincerely yours,



J. Christopher Watkins
Executive Director

The Spirit Makes the Master

Training & Technical Assistance Services | Western Kentucky University | 1906 College Heights Blvd. #11031 | Bowling Green, KY 42101-1031
phone: 270.745.4041 | toll-free: 1.800.882.7482 | fax: 270.745.3340 | e-mail: ttas.info@wku.edu | web: www.ttas.org

Equal Education and Employment Opportunities • Hearing Impaired Only: 270.745.5389

	RATE*	1st QTR	2nd QTR	Mid Year	TOTAL	3rd QTR	4th QTR	Mid Year	TOTAL	Non Fed Due	AUDUBON	MURRAY
Foster Grandparent Hours	\$7.60	1124	550.5	1675	\$12,726.20			0	\$0.00	\$211,186	\$136,985	\$101,358
Parent Hours	\$11.69	13.5	58	71.5	\$835.84			0	\$0.00			
Community Hours	\$11.69	25.25	60.5	85.75	\$1,002.42			0	\$0.00			
Interns	\$22.10	0	0	0	\$0.00	0		0	\$0.00			
Speech, OT, Graduate Students	\$20.94	13.5	7.5	21	\$439.74			0	\$0.00			
Policy Council	\$56.95	8	4	12	\$683.40			0	\$0.00			
Professional/Adv Councils/Comm	\$63.05	31	12.75	43.75	\$2,758.44			0	\$0.00	\$18,446	\$26,813	\$2,280
TOTAL VOLUNTEERS = \$66,401					\$18,446.03				\$0.00			

OTHER:

List Items:	1st Qtr	2nd Qtr	Total	3rd Qtr	4th Qtr	Total
Toys, puzzles, books						\$0.00
Audubon: services; transportation, utilities						\$0.00
Murray: contracted services						\$0.00
						\$0.00
						\$0.00
TOTAL OTHER = \$795						\$0.00

SPACE:

INDOOR/OUTDOOR SQ FT	1st QTR	2nd QTR	3rd QTR	4th QTR	TOTAL
12,015	12.1	\$35,998	\$35,998	\$35,998	\$71,996
TOTAL SPACE = \$143,990					\$71,996

ADMIN 5% = \$ 7,200
AWARD TOTAL DUE NFS \$449,529

Notes:

For Interns/Grad Stud, the value of services provided are for similar services/ed level performed by Teachers as outlined in the program plans.

For Other, verify that donated goods are items that are reasonable and necessary to meet program objectives and meet agency requirements for allowable purchases.

BAL DUE	\$48,748	\$28,654	\$37,104
---------	----------	----------	----------

Total NFS \$307,873
WAIVER REQUESTED FOR: BAL DUE \$141,656

Early Head Start FY 2019-20

MONTHLY EXPENDITURE REPORT
JULY 1- 31 2020

EARLY HEAD START - FY: SEPTEMBER 1, 2019 - AUGUST 31, 2020

04CH11242-201

GENERAL FUNDS PA 25 - Index #544837

YTD Average Percent

92%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 7/31/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$104,674.00	\$92,869.60			\$10,076.96			
CONSULT 61160								
STUDENT 61501								
TOTAL PERSONNEL	\$104,674.00	\$92,869.60			\$10,076.96	\$1,727.44	98%	\$0
FRINGE	\$90,269.00	\$82,586.47			\$9,017.00	(\$1,334.47)	101%	
TRAVEL	\$0.00							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$4,200.00							
Office 71102		\$58.86	\$58.86	5%	\$567.91			\$3
Janitor/Maint. 71103		\$612.80	\$612.80	0%	\$1,783.51			\$0
Medical/Househ 71104/06			\$0.00	0%	\$541.94			\$0
Classroom 71109		\$185.85	\$185.85		\$451.43			
Food 71120		\$387.61	\$387.61					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
TOTAL SUPPLIES	\$4,200.00	\$1,245.12	\$1,245.12		\$3,344.79	(\$389.91)	109%	\$3
OTHER	\$1,737.00							
Postage 71310			\$0.00	0%				\$0
Insurance Other 71401		\$600.00		5%				\$30
Software 71501				0%				\$0
Dues 71811		\$250.00	\$0.00	1%				\$3
Maint Copy 72101		\$345.06	\$0.00	1%				\$3
Maint. Comp Softw 72105			\$0.00	1%	\$540.00			\$0
Maint. Equip 72108			\$0.00	1%				\$0
Repairs 72149			\$0.00					\$0
.background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549			\$0.00					
Fac. Mjgt 73901/02								
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%				\$0
Visitor Permit 73926								
TOTAL OTHER	\$1,737.00	\$1,195.06	\$0.00		\$540.00	\$1.94	100%	\$36
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	400				405			
TOTAL CONSULT	\$400.00	\$0.00			\$405.00	(\$5.00)		\$0
TOTALS	\$201,280.00	\$177,896.25			\$23,383.75	(\$0.00)	100%	\$39
INDIRECT	\$16,102.00	\$14,231.75		100%	\$1,870.25	\$0.00	100%	\$14,232
GRAND TOTAL	\$217,382.00	\$192,128.00	\$1,245.12		\$25,254.00	\$0.00	100%	\$14,271

TRAINING PA 26 - Index #544838

YTD Average Percent 92%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 7/31/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
Staff SAL 61111	\$1,425.00	\$796.75			\$372.58			
TOTAL PERSONNEL	\$1,425.00	\$796.75			\$372.58	\$255.67	56%	
FRINGE	\$575.00	\$609.06			\$289.66	(\$323.72)	106%	
TRAVEL	\$1,400.00							
INSTATE 74101		\$49.01	\$0.00					
REGISTRAT KY 74110			\$0.00		330			
OUT STATE 74201		\$962.30	\$636.80					
REGISTRATION 74210			\$0.00					
TRAVEL 74000	\$1,400.00	\$1,011.31	\$636.80	4%	\$330.00	\$58.69	72%	\$40
SUPPLIES	\$500.00							
Office 71102			\$0.00	5%	\$339.17			\$0
Janitor/Maint. 71103		\$25.25	\$25.25		\$41.60			
Food 71120			\$0.00					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
TOTAL SUPPLIES	\$500.00	\$25.25	\$25.25		\$380.77	\$93.98	5%	
OTHER	\$697.00							
Conference line 71203			\$0.00		\$75.12			
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101		\$480.25	\$0.00	1%				\$4.80
Maint software 72105			\$0.00	1%				\$0
background ch. Stud. 73513/23		\$191.25	\$191.25					
Misc. Accreditation 73514/17		\$30.00	\$30.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
TOTAL OTHER	\$697.00	\$701.50	\$221.25		\$75.12	(\$79.62)	101%	\$4.80
	400				405			
TOTAL CONSULT	\$400.00	\$0.00			\$405.00	(\$5.00)		
TOTALS	\$4,997.00	\$3,143.87			\$1,853.13	\$0.00	63%	\$5
INDIRECT	\$0.00	\$0.00				\$0.00		
GRAND TOTAL	\$4,997.00	\$3,143.87	\$883.30		\$1,853.13	\$0.00	63%	\$5

MONTHLY EXPENDITURE REPORT
AUG 1- 31 2020

EARLY HEAD START - FY: SEPTEMBER 1, 2019 - AUGUST 31, 2020
04CH11242-201
GENERAL FUNDS PA 25 - Index #544837 YTD Average Percent 100%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 8/31/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$104,674.00	\$102,946.56						
CONSULT 61160								
STUDENT 61501								
TOTAL PERSONNEL	\$104,674.00	\$102,946.56			\$0.00	\$1,727.44	98%	\$0
FRINGE	\$90,269.00	\$91,507.57				(\$1,238.57)	101%	
TRAVEL	\$0.00							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$4,200.00							
Office 71102		\$626.77	\$626.77	5%	\$390.05			\$31
Janitor/Maint. 71103		\$855.00	\$855.00	0%	\$695.84			\$0
Medical/Househ 71104/06		\$437.10	\$437.10	0%	\$464.56			\$0
Classroom 71109		\$637.28	\$637.28		\$104.84			
Food 71120		\$387.61	\$387.61		\$86.76			
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
TOTAL SUPPLIES	\$4,200.00	\$2,943.76	\$2,943.76		\$1,742.05	(\$485.81)	112%	\$31
OTHER	\$1,737.00							
Postage 71310			\$0.00	0%				\$0
Insurance Other 71401		\$600.00		5%				\$30
Software 71501				0%				\$0
Dues 71811		\$250.00	\$0.00	1%				\$3
Maint Copy 72101		\$345.06	\$0.00	1%				\$3
Maint. Comp Softw 72105		\$540.00	\$0.00					\$0
Maint. Equip 72108			\$0.00	1%				\$0
Repairs 72149			\$0.00					\$0
background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549			\$0.00					
Fac. Mgt 73901/02								
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%				\$0
Visitor Permit 73926								
TOTAL OTHER	\$1,737.00	\$1,735.06	\$0.00		\$0.00	\$1.94	100%	\$36
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	400	\$405.00						
TOTAL CONSULT	\$400.00	\$405.00			\$0.00	(\$5.00)		\$0
TOTALS	\$201,280.00	\$199,537.95			\$1,742.05	(\$0.00)	100%	\$67
INDIRECT	\$16,102.00	\$15,963.09		100%	\$138.91	\$0.00	100%	\$15,963
GRAND TOTAL	\$217,382.00	\$215,501.04	\$2,943.76		\$1,880.96	(\$0.00)	100%	\$16,030

TRAINING PA 26 - Index #544838

YTD Average Percent 100%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 8/31/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
Staff SAL 61111	\$1,425.00	\$1,169.33						
TOTAL PERSONNEL	\$1,425.00	\$1,169.33			\$0.00	\$255.67	82%	
FRINGE	\$575.00	\$898.72				(\$323.72)	156%	
TRAVEL	\$1,400.00							
INSTATE 74101		\$49.01	\$0.00					
REGISTRAT KY 74110			\$0.00		330			
OUT STATE 74201		\$962.30	\$636.80					
REGISTRATION 74210			\$0.00					
TRAVEL 74000	\$1,400.00	\$1,011.31	\$636.80	4%	\$330.00	\$58.69	72%	\$40
SUPPLIES	\$500.00							
Office 71102		\$339.17	\$339.17	5%				\$17
Janitor/Maint. 71103		\$25.25	\$25.25		\$41.60			
Food 71120			\$0.00					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
TOTAL SUPPLIES	\$500.00	\$364.42	\$364.42		\$41.60	\$93.98	73%	
OTHER	\$697.00							
Conference line 71203		\$75.12	\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101		\$480.25	\$0.00	1%				\$4.80
Maint software 72105			\$0.00	1%				\$0
background ch. Stud. 73513/23		\$191.25	\$191.25					
Misc. Accreditation 73514/17		\$30.00	\$30.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
TOTAL OTHER	\$697.00	\$776.62	\$221.25		\$0.00	(\$79.62)	111%	\$21.76
	400							
		\$405.00						
TOTAL CONSULT	\$400.00	\$405.00			\$0.00	(\$5.00)		
TOTALS	\$4,997.00	\$4,625.40			\$371.60	\$0.00	93%	\$22
INDIRECT	\$0.00	\$0.00				\$0.00		
GRAND TOTAL	\$4,997.00	\$4,625.40	\$1,222.47		\$371.60	(\$0.00)	93%	\$22

MONTHLY EXPENDITURE REPORT
SEP 1- 30 2020

EARLY HEAD START - FY: SEPTEMBER 1, 2019 - AUGUST 31, 2020
04CH11242-201
GENERAL FUNDS PA 25 - Index #544837 YTD Average Percent 100%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 9/30/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$102,946.56	\$102,946.56						
CONSULT 61160								
STUDENT 61501								
TOTAL PERSONNEL	\$102,946.56	\$102,946.56			\$0.00	\$0.00	100%	\$0
FRINGE	\$91,507.57	\$91,507.57				\$0.00	100%	
TRAVEL	\$0.00							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$4,685.81							
Office 71102		\$626.77	\$626.77	5%				\$31
Janitor/Maint. 71103		\$2,405.45	\$2,405.45	0%				\$0
Medical/Househ 71104/06		\$541.94	\$541.94	0%				\$0
Classroom 71109		\$724.04	\$724.04					
Food 71120		\$387.61	\$387.61					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
TOTAL SUPPLIES	\$4,685.81	\$4,685.81	\$4,685.81		\$0.00	\$0.00	100%	\$31
OTHER	\$1,735.06							
Postage 71310			\$0.00	0%				\$0
Insurance Other 71401		\$600.00		5%				\$30
Software 71501				0%				\$0
Dues 71811		\$250.00	\$0.00	1%				\$3
Maint Copy 72101		\$345.06	\$0.00	1%				\$3
Maint. Comp Softw 72105		\$540.00	\$0.00					\$0
Maint. Equip 72108			\$0.00	1%				\$0
Repairs 72149			\$0.00					\$0
.background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549			\$0.00					
Fac. Mgmt 73901/02								
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%				\$0
Visitor Permit 73926								
TOTAL OTHER	\$1,735.06	\$1,735.06	\$0.00		\$0.00	\$0.00	100%	\$36
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	405	\$405.00						
TOTAL CONSULT	\$405.00	\$405.00			\$0.00	\$0.00		\$0
TOTALS	\$201,280.00	\$201,280.00			\$0.00	\$0.00	100%	\$67
INDIRECT	\$16,102.00	\$16,102.00		100%		\$0.00	100%	\$16,102
GRAND TOTAL	\$217,382.00	\$217,382.00	\$4,685.81		\$0.00	\$0.00	100%	\$16,169

TRAINING PA 26 - Index #544838

YTD Average Percent 100%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 9/30/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
Staff SAL 61111	\$1,169.33	\$1,169.33						
TOTAL PERSONNEL	\$1,169.33	\$1,169.33			\$0.00	\$0.00	100%	
FRINGE	\$898.72	\$898.72				\$0.00	100%	
TRAVEL	\$1,341.31							
INSTATE 74101		\$49.01	\$0.00					
REGISTRAT KY 74110		\$330.00	\$330.00					
OUT STATE 74201		\$962.30	\$636.80					
REGISTRATION 74210			\$0.00					
TRAVEL 74000	\$1,341.31	\$1,341.31	\$966.80	4%	\$0.00	\$0.00	100%	\$54
SUPPLIES	\$406.02							
Office 71102		\$339.17	\$339.17	5%				\$17
Janitor/Maint. 71103		\$66.85	\$66.85					
Food 71120			\$0.00					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
TOTAL SUPPLIES	\$406.02	\$406.02	\$406.02		\$0.00	\$0.00	100%	
OTHER	\$776.62							
Conference line 71203		\$75.12	\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101		\$480.25	\$0.00	1%				\$4.80
Maint software 72105			\$0.00	1%				\$0
background ch. Stud. 73513/23		\$191.25	\$191.25					
Misc. Accreditation 73514/17		\$30.00	\$30.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
TOTAL OTHER	\$776.62	\$776.62	\$221.25		\$0.00	\$0.00	100%	\$21.76
	405							
		\$405.00						
TOTAL CONSULT	\$405.00	\$405.00			\$0.00	\$0.00		
TOTALS	\$4,997.00	\$4,997.00			\$0.00	\$0.00	100%	\$75
INDIRECT	\$0.00	\$0.00				\$0.00		
GRAND TOTAL	\$4,997.00	\$4,997.00	\$1,594.07		\$0.00	\$0.00	100%	\$75

QUARTERLY REPORT

4th QTR 04CH11242-201		EARLY HEAD START 544837-838			Reporting Period:		
		FY: Sep. 1, 2019 - Aug. 31, 2020			9/1/19 TO 8/31/20		
FINAL	APPROVED	YTD	PER CENT			YTD	YTD
LINE ITEMS	BUDGET	EXPENDED	Obligations	SPENT	Unobligated	Credit card	Admin cost
Personnel	\$102,947	\$102,947		100.00%	\$0		\$ -
Fringe Benefits	\$91,508	\$91,508		100.00%	\$0		\$ -
Travel	\$0				\$0		
Equipment							
Supplies	\$4,686	\$4,686		100.00%	\$0	\$ 4,686	\$ 31
Contractual	\$0		\$0		\$0		
Other	\$1,735	\$1,735		100.00%	\$0		\$ 36
Consultants	\$405	\$405			\$0		
TOTAL DIRECT	\$201,280	\$201,280	\$0	100.00%		\$4,686	\$67
Indirect Costs	\$16,102	\$16,102		100.00%			\$ 16,102
TOTAL PA 25	\$217,382	\$217,382	\$0	100.00%	\$0	\$4,686	\$16,169
PA 26 Training					\$0		
Personnel/Frg	\$2,068	\$2,068					
Supplies/Other	\$1,183	\$1,183				627.27	\$ 22.00
Consultants	\$405	\$405					
Travel	\$1,341	\$1,341				966.8	\$ 54
TOTAL PA26	\$4,997	\$4,997	\$0	100.00%	\$0	\$ 1,594	\$ 76
TOTAL AWARD**	\$222,379	\$222,379	\$0	100%	\$0	\$6,280	\$16,245
NON FEDERAL						Non Fed Space 5%	\$2,780
Space		\$34,313				% Admin WKU	6.8%
Volunteers		\$21,282					
Other						TOTAL ADMIN	\$19,025
Total Non Federal	\$55,595	\$55,595	\$0	100.00%	\$0	2019-20 EHS	
TOTAL OUTLAYS	\$277,974	\$277,974	\$0			USDA FY20	\$11,116
QTRLY NOTES:	Category:						
	OTHER:	line items include: postage, maintenance, insurance, advertising, dues, fees, telephone and printing					
	Expenditures: COMPLETE						

NON-FEDERAL TRACKING FORM

EARLY HEAD START September 1, 2019- August 31, 2020

544837-838

	RATE *	1st QTR	2nd QTR	Mid Year	TOTAL	3rd QTR	4th QTR	Mid Year	TOTAL	Non Fed Due
Foster Grandparent Hours	\$7.60	1000	823	1823	\$13,854.80	278		278	\$2,112.80	\$55,595
Parent Hours	\$11.69	24.5	19	43.5	\$508.52	2		2	\$23.38	
Community Hours	\$11.69	18	24.5	42.5	\$496.83	0		0	\$0.00	
Interns	\$22.10	56	0	56	\$1,237.60	0		0	\$0.00	
Speech, OT, Graduate Students	\$20.94	0		0	\$0.00	0		0	\$0.00	
Policy Council	\$56.95	4	4	8	\$455.60	4		4	\$227.80	
Professional/Adv. Council/comm	\$63.05	8	25.5	33.5	\$2,112.18	4		4	\$252.20	
TOTAL BUDGET = \$20,820					\$18,665.52				\$2,616.18	\$21,282

OTHER:

List Items:	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	TOTAL
	Total	Total	Total	Total	TOTAL
					\$0.00
					\$0.00
					\$0.00
TOTAL OTHER					\$0.00

SPACE:

INDOOR/OUTDOOR SQ FT	1st QTR	2nd QTR	3rd QTR	4th QTR	TOTAL
					\$0
SQ FT., 2874	12.1	\$8,694	\$8,694	\$8,231	\$16,925
TOTAL BUDGET = \$34,775					\$16,925

Notes:

For Interns/Grad Stud, the value of services provided are for similar services/ed level performed by Teachers as outlined in the program plans.

For Other, verify that donated goods are items that are reasonable and necessary to meet program objectives and meet agency requirements for allowable purchases.

* Rates updated 1/1/20

Admin 5%

\$2,780

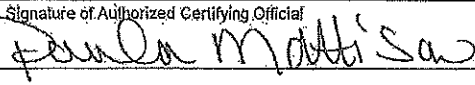
\$55,595

BAL DUE	\$0
---------	-----

Becky Johnson 9/21/2020
Submitted Date

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other (Identifying Number Assigned by Federal Agency) (To report multiple grants, use FFR Attachment)		Page <u>1</u> of	pages	
DEPARTMENT OF HEALTH AND HUMAN SERVICES		04C011242-201				
3. Recipient Organization (Name and complete address including Zip code)						
WKU Research Foundation 1905 College Heights Blvd. Bowling Green, KY 42101						
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting		
02-998-0583	61-1358086	544837-544838	Quarterly Sept-Annual Annual <input checked="" type="checkbox"/> Final	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual		
8. Project/Grant Period From: (Month, Day, Year)		To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)			
9/1/2019		8/31/2020	8/31/2020			
10. Transactions			Cumulative			
(Use lines a-c for single or multiple grant reporting)						
Federal Cash (To report multiple grants, also use FFR Attachment):						
a. Cash Receipts						
b. Cash Disbursements			\$195,271.87			
c. Cash on Hand (line a minus b)			\$222,379.00			
			(\$27,107.13)			
(Use lines d-o for single grant reporting)						
Federal Expenditures and Unobligated Balance:						
d. Total Federal funds authorized						
e. Federal share of expenditures			\$222,379.00			
f. Federal share of unf liquidated obligations			\$0.00			
g. Total Federal share (sum of lines e and f)			\$222,379.00			
h. Unobligated balance of Federal funds (line d minus g)			\$0.00			
Recipient Share:						
i. Total recipient share required			\$55,595.00			
j. Recipient share of expenditures			\$55,595.00			
k. Remaining recipient share to be provided (line i minus j)			\$0.00			
Program Income:						
l. Total Federal program income earned						
m. Program income expended in accordance with the deduction alternative						
n. Program income expended in accordance with the addition alternative						
o. Unexpended program income (line l minus line m or line n)						
11. Indirect Expense	a. Type Predetermined	b. Rate 8.00%	c. Period From 9/1/2019	d. Period To 8/31/2020	e. Amount Charged \$ 201,280.00	f. Federal Share \$ 16,102.00
			g. Totals:	\$ 201,280.00	\$ 16,102.00	\$ 16,102.00
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with.						
USDA \$ 11,116 ADMIN COSTS: \$ 19,025						
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)						
a. Typed or Printed Name and Title of Authorized Certifying Official				c. Telephone (Area code, number and extension)		
Paula Mattison Assistant Director, Grants & Contracts Accounting				270-745-5338		
b. Signature of Authorized Certifying Official				d. Email address		
				paula.mattison@wku.edu		
				e. Date Report Submitted (Month, Day, Year)		
				9.22.20		
14. Agency use only:						

Standard Form 425

OMB Approval Number: 0348-0061


Expiration Date: 10/31/2011

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page	of		
DEPARTMENT OF HEALTH AND HUMAN SERVICES		04C011242-201		1			
3. Recipient Organization (Name and complete address including Zip code)							
WKU Research Foundation 1906 College Heights Blvd. Bowling Green, KY 42101							
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting			
02-998-0583	61-1358066	544837-544838	Quarterly Semi-Annual Annual <input checked="" type="checkbox"/> Final	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual			
8. Project/Grant Period From: (Month, Day, Year)			9. Reporting Period End Date (Month, Day, Year)				
9/1/2019			8/31/2020				
10. Transactions					Cumulative		
<i>(Use lines a-c for single or multiple grant reporting)</i>							
Federal Cash (To report multiple grants, also use FFR Attachment):							
a. Cash Receipts					\$222,379.00		
b. Cash Disbursements					\$222,379.00		
c. Cash on Hand (line a minus b)					\$0.00		
<i>(Use lines d-o for single grant reporting)</i>							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized					\$222,379.00		
e. Federal share of expenditures					\$222,379.00		
f. Federal share of unliquidated obligations					\$0.00		
g. Total Federal share (sum of lines e and f)					\$222,379.00		
h. Unobligated balance of Federal funds (line d minus g)					\$0.00		
Recipient Share:							
i. Total recipient share required					\$55,595.00		
j. Recipient share of expenditures					\$55,595.00		
k. Remaining recipient share to be provided (line i minus j)					\$0.00		
Program Income:							
l. Total Federal program income earned							
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							
o. Unexpended program income (line l minus line m or line n)							
11. Indirect Expense		a. Type	b. Rate	c. Period From	d. Base	e. Amount Charged	f. Federal Share
		Pre-determined	8.00%	9/1/2019	8/31/2020	\$ 201,280.00	\$ 16,102.00
		g. Totals: \$ 201,280.00 \$ 16,102.00 \$ 16,102.00					
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance w.							
USDA \$ 11,116 ADMIN COSTS: \$ 19,025							
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official				c. Telephone (Area code, number and extension)			
Paula Mattison Assistant Director, Grants & Contracts Accounting				270-745-5338			
b. Signature of Authorized Certifying Official				d. Email address			
				paula.mattison@wku.edu			
				e. Date Report Submitted (Month, Day, Year)			
				10-15-20			
14. Agency use only:							

Standard Form 425

OMB Approval Number: 0348-0061

Expiration Date: 10/31/2011

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

CACFP MEAL EXPENSE FOR WKUCCC FY21

MONTH	CRS	Canteen	HS	EHS	TOTAL	CACFP REIMBURSEMENT
JULY					\$0.00	
AUG	\$1,247.62	\$893.27			\$0.00	\$0.00
SEPT	\$508.06	\$3,120.01			\$2,140.89	\$851.24
OCT					\$3,628.07	\$3,250.81
NOV					\$0.00	
DEC					\$0.00	
JAN 2021					\$0.00	
FEB					\$0.00	
MAR					\$0.00	
APR					\$0.00	
MAY					\$0.00	
TOTALS	\$1,755.68	\$4,013.28	\$0.00	\$0.00	\$5,768.96	\$4,102.05
CACFP REIMBURSEMENT 2020-21						\$4,102.05

Non-reimbursed CANTEEN/CRS

Snacks, breakfast & Supplies

CRS One Source*

*paid by daycare account

-\$2,105.83

FREE MEALS SUMMARY FY21

CACFP	# meals	BREAK	# meals	LUN	# meals	snack	
JULY	0	0	0	0	0	0	\$0
AUG	122	230.58	136	477.36	91	87.36	\$0
SEPT	468	884.52	517	1814.67	358	343.68	\$795
OCT							\$3,043
NOV							\$0
DEC							\$0
JAN 2021							\$0
FEB							\$0
MAR							\$0
APR							\$0
MAY							\$0
Free meals							\$3,838

Paid meals

\$263.88

TOTAL

\$4,102.05

FY 2020- 21 HEAD START



Office of Head Start

04CH011269 - Western Kentucky University

FY2021 - 11/01/2020-10/31/2021 - Non-Competing Continuation

Application Documents

<i>Application Folders/Files</i>	<i>Size</i>	<i>Date Modified</i>
Application and Budget Justification Narrative		
WKUCCC Section II Budget and Budget Justification-HS_2021.pdf	196 KB	07/30/20 11:19 AM, EST
Results of Self-assessment and Improvement Plan		
WKUCCC Self AssessmentSummary-Improvement Plan 2021.pdf	220 KB	07/30/20 11:20 AM, EST
Governing Body and Policy Council Decisions		
BD-Statement- Approval HS YEAR TWO.pdf	34 KB	07/30/20 11:20 AM, EST
PC-Statement- Approval HS YEAR TWO.pdf	136 KB	07/30/20 11:21 AM, EST
Selection Criteria		
WKUCCC Selection Criteria.pdf	61 KB	07/30/20 11:21 AM, EST
Cost Allocation Plan		
WKUCCC Cost Allocation Plan 2019-24.pdf	168 KB	07/30/20 11:21 AM, EST
Training and Technical Assistance Plan		
WKUCCC HS TTA Plan 20-21.pdf	170 KB	07/30/20 11:22 AM, EST
Annual Report to the Public		
WKUCCC Annual report 2019.pdf	917 KB	07/30/20 11:28 AM, EST
Program Goals (Upload File When Using Optional Template)		
Indirect Cost Rate Agreement (if applicable)		
WKU Indirect Cost Rate Agreement.pdf	106 KB	07/30/20 11:22 AM, EST
Other Supporting Documents (if applicable)		
Delegate Documents		
001 Head Start Audubon Area Community Services, Inc.		
Other Supporting Documents		
Fringe Rates 20-21.pdf	371 KB	06/23/20 05:46 PM, EST
Leased Facilities 2020-21.pdf	134 KB	06/23/20 05:47 PM, EST
WKU Staffing List 20-21.pdf	546 KB	06/23/20 05:48 PM, EST
WKU TTA Training Plan 20-21.pdf	511 KB	06/23/20 05:49 PM, EST
Central Office Depreciation 20-21.pdf	38 KB	06/23/20 05:50 PM, EST
Cost Allocation Plan 2020.pdf	489 KB	06/23/20 05:51 PM, EST
FPPM Revised 06.16.2020.pdf	1.7 MB	06/23/20 05:52 PM, EST
Indirect Cost Rate 6.12.2020.pdf	1 MB	06/23/20 05:53 PM, EST
18-19 Annual Report.pdf	2.6 MB	06/23/20 06:21 PM, EST
19-20 School Readiness Goals with Progress.pdf	683 KB	06/23/20 06:22 PM, EST
COOrganChart 12-23-19.pdf	99 KB	06/23/20 06:23 PM, EST
Parent, Family & Community Engagement 19-23 Goals.pdf	549 KB	06/23/20 06:24 PM, EST
2019-20 Self Assessment with Progress.pdf	657 KB	06/23/20 06:25 PM, EST
2020-2021 Selection and Eligibility Criteria Protocol FINAL.pdf	184 KB	06/23/20 06:26 PM, EST
2019-2023 Five Year Strategic Plan.pdf	1.4 MB	06/23/20 06:36 PM, EST
6-16-20 Certification of WKU Grant App.ECC.Signed.pdf	44 KB	06/29/20 12:25 PM, EST

<i>Application Folders/Files</i>	<i>Size</i>	<i>Date Modified</i>
6-16-20 Certification of WKU TTA Plan.ECC.Signed.pdf	42 KB	06/29/20 12:26 PM, EST
6-16-20 Certification of WKU Grant App.PC.Signed.pdf	69 KB	07/02/20 10:35 AM, EST
6-16-20 Certification of WKU TTA Plan.PC.Signed.pdf	68 KB	07/02/20 10:35 AM, EST
6-16-20 PC Minutes.pdf	243 KB	07/02/20 01:44 PM, EST
PC Minutes Signatures.pdf	742 KB	07/02/20 01:44 PM, EST
June 16 2020 Signed Board of Directors MINUTES.pdf	190 KB	07/07/20 09:35 AM, EST
Budget Narrative		
Budget Line Item Justification 20-21 WKU.pdf	473 KB	06/23/20 05:45 PM, EST
002 Head Start Murray Head Start		
Other Supporting Documents		
2019-20 Self Assessment Report.pdf	165 KB	07/15/20 07:34 PM, EST
2020-2021 Training & Technical Assistance Plan.pdf	152 KB	07/15/20 07:35 PM, EST
Annual Report 2018-19.pdf	4.1 MB	07/15/20 07:35 PM, EST
Cost Allocation Plan (1).pdf	86 KB	07/15/20 07:35 PM, EST
Family Engagement Mid-Year Outcomes 2019-20.pdf	116 KB	07/15/20 07:35 PM, EST
SCHOOL READINESS MID-YEAR REPORT 2020.pdf	12 KB	07/15/20 07:36 PM, EST
Organizational Chart 2020-2021 (1).pdf	43 KB	07/15/20 07:36 PM, EST
Selection Criteria 2020-2021.pdf	81 KB	07/15/20 07:36 PM, EST
Letter to Board and PC WKU Delegate July 2020.pdf	45 KB	07/15/20 07:36 PM, EST
2020-2021 5 Year Program Goals and Objectives.pdf	121 KB	07/15/20 07:41 PM, EST
School Readiness Goals 2020-2021.pdf	99 KB	07/15/20 07:41 PM, EST
Budget Narrative		
04CH011269-002 WKU Grant Budget Narrative 2020-2021.pdf	151 KB	07/15/20 07:43 PM, EST
Sample Delegate and/or Partnership Contracts (if applicable)		
WKUCCC SAMPLE Delegate Agreement.pdf	254 KB	07/30/20 11:29 AM, EST



Office of Head Start

04CH011269 - Western Kentucky University

FY2021 - 11/01/2020-10/31/2021 - Non-Competing Continuation

Head Start - Summary

Line Item Budget Total	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
	\$1,867,675	\$20,982	\$0	23.67

Personnel Total	\$474,172	\$4,540	\$0	16.45
-----------------	-----------	---------	-----	-------

Personnel: Child Health and Development Personnel

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Program Managers and Content Area Experts	\$40,686	\$0	\$0	0.85
Teachers / Infant Toddler Teachers	\$179,546	\$0	\$0	6
Teacher Aides and Other Education Personnel	\$33,050	\$0	\$0	4
Health / Mental Health Services Personnel	\$34,688	\$0	\$0	0.85
Disabilities Services Personnel	\$11,687	\$0	\$0	0.3
Nutrition Services Personnel	\$35,467	\$0	\$0	1.25
Other Child Services Personnel - Other Child Services Personnel	\$7,428	\$0	\$0	0.25
Other Child Services Personnel - prof. devel	\$0	\$4,540	\$0	0.08
Total	\$342,552	\$4,540	\$0	13.58

Personnel: Family and Community Partnership Personnel

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Program Managers and Content Area Experts	\$24,513	\$0	\$0	0.65
Other Family and Community Partnerships Personnel - Other Family and Community Partnerships Personnel	\$7,428	\$0	\$0	0.25
Total	\$31,941	\$0	\$0	0.9

Personnel: Program Design and Management Personnel

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Executive Director / Other Supervisor of HS Director	\$15,826	\$0	\$0	0.12
Head Start / Early Head Start Director	\$20,567	\$0	\$0	0.3
Staff Development	\$8,931	\$0	\$0	0.15
Clerical Personnel	\$4,457	\$0	\$0	0.15
Fiscal Personnel	\$18,960	\$0	\$0	0.25
Total	\$68,741	\$0	\$0	0.97

Personnel: Other Personnel

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Maintenance Personnel	\$30,938	\$0	\$0	1

Fringe Benefits

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$35,696	\$374	\$0	
Health / Dental / Life Insurance	\$88,982	\$676	\$0	
Retirement	\$175,806	\$585	\$0	
Total	\$300,484	\$1,635	\$0	

Travel

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Staff Out-Of-Town Travel	\$125	\$0	\$0	

Supplies

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Office Supplies	\$300	\$0	\$0	
Child and Family Services Supplies	\$6,000	\$600	\$0	
Food Services Supplies	\$3,600	\$0	\$0	

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Other Supplies - Other Supplies - Janitor/maintenance	\$12,000	\$0	\$0	
Total	\$21,900	\$600	\$0	

Contractual

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Delegate Agency Costs - 001-Audubon Area Community Services, Inc.	\$561,330	\$3,791	\$0	4.19
Delegate Agency Costs - 002-Murray Head Start	\$419,959	\$5,204	\$0	3.03
Total	\$981,289	\$8,995	\$0	7.22

Other

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Utilities, Telephone	\$3,200	\$0	\$0	
Building and Child Liability Insurance	\$5,625	\$0	\$0	
Building Maintenance / Repair and Other Occupancy	\$2,500	\$0	\$0	
Local Travel	\$200	\$0	\$0	
Nutrition Services	\$700	\$0	\$0	
Child Services Consultants	\$4,000	\$0	\$0	
Parent Services	\$375	\$0	\$0	
Publications / Advertising / Printing	\$1,047	\$0	\$0	
Training or Staff Development	\$3,000	\$2,250	\$0	
Other - Other- software/equipment/fees	\$3,400	\$2,962	\$0	
Total	\$24,047	\$5,212	\$0	

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Direct Costs Total	\$1,802,017	\$20,982	\$0	23.67

Indirect Charges

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Indirect Costs	\$65,658	\$0	\$0	



Office of Head Start

04CH011269-000 - Western Kentucky University

FY2021 - 11/01/2020-10/31/2021 - Non-Competing Continuation

Enrollment by Program Option

	Center-based	Combination Program	Family Child Care	Home-based	Locally Designed Program	Funded Child Enrollment Total
Total Enrollment	75	0	0	0	0	75

Program Schedules

Center-based

Schedule Number	2. Funded Child Enrollment	3a. Number of classes / groups	3b. Double Session	4. Number of hours of classes / groups per child per day	5. Number of days of classes / groups per child per week	6. Number of days of classes / groups per child per year	7. Number of home visits per child per year	8. Number of hours of home visit per home visit
CB-000-1	33	2	no	5	5	170	2	2
CB-000-2	42	3	no	5	5	230	2	2
Total	75							



Office of Head Start

04CH011269-001 - Audubon Area Community Services, Inc.

FY2021 - 11/01/2020-10/31/2021 - Non-Competing Continuation

Enrollment by Program Option

	Center-based	Combination Program	Family Child Care	Home-based	Locally Designed Program	Funded Child Enrollment Total
Total Enrollment	36	0	0	0	0	36

Program Schedules

Center-based

Schedule Number	2. Funded Child Enrollment	3a. Number of classes / groups	3b. Double Session	4. Number of classes / groups per child per day	5. Number of days of classes / groups per child per week	6. Number of classes / groups per child per year	7. Number of home visits per child per year	8. Number of hours of home visit per home visit
CB-001-1	36	2	no	7	5	160	2	1.5



Office of Head Start

04CH011269-002 - Murray Head Start

FY2021 - 11/01/2020-10/31/2021 - Non-Competing Continuation

Enrollment by Program Option

	Center-based	Combination Program	Family Child Care	Home-based	Locally Designed Program	Funded Child Enrollment Total
Total Enrollment	67	0	0	0	0	67

Program Schedules

Center-based

Schedule Number	2. Funded Child Enrollment	3a. Number of classes / groups	3b. Double Session	4. Number of classes / groups per child per day	5. Number of days of classes / groups per child per week	6. Number of days of classes / groups per child per year	7. Number of home visits per child per year	8. Number of hours per home visit
CB-002-1	65	20	yes	3.5	4	128	2	1
CB-002-2	2	1	no	3.5	4	128	2	1
Total	67							

OTHER/
HHS NEWS ALERTS

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-20-05	2. Issuance Date: 8/27/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Designation Renewal System (DRS); Head Start Program Performance Standards (HSPPS); Revision; Final Rule; Regulation; Head Start; Competition; Classroom Assessment Scoring System (CLASS®); Monitoring; Deficiency; Fiscal; Audit	

PROGRAM INSTRUCTION

SUBJECT: Final Rule on Designation Renewal System Changes

INSTRUCTION:

The Office of Head Start (OHS) announced in the Federal Register a final rule updating the Designation Renewal System (DRS). In the Improving Head Start for School Readiness Act of 2007, Congress required the U.S. Department of Health and Human Services (HHS) to both establish a DRS and to periodically review the system. HHS first established the DRS through a final rule in 2011, and has been regularly analyzing data on the implementation of the system and on the grantees required to compete. OHS is confident the DRS has driven increases in the quality of Head Start and Early Head Start services, but believes improvements can be made to the system.

This final rule includes revisions to three of the seven conditions of the DRS: the deficiency condition, the condition related to the Classroom Assessment Scoring System (CLASS®), and the fiscal condition related to audit findings. These changes will ensure OHS identifies those grantees where competition is the most warranted and more effectively holds grantees accountable, while also making the DRS more transparent.

Key Changes from the Prior DRS Rule

Deficiency Condition

Under this final rule, the DRS no longer requires competition for grantees with a single deficiency during their project period. While all deficiencies are serious and substantial or systemic, changing the condition to require competition if a grantee receives two deficiencies during the project period better reflects significant quality failures of an agency. Additionally, the change will appropriately put the focus on grantees having systems in place to ensure health and safety incidents do not occur or are quickly identified and rectified and on financial and human resource systems that support ongoing, high-quality operations.

CLASS® Condition

For the CLASS® condition, the final rule facilitates the use of CLASS® as a quality improvement tool and promotes greater transparency for grantees. To achieve this, the final rule removes the lowest 10% criterion while simultaneously establishing quality thresholds and raising the competitive thresholds (formerly minimum thresholds) for each domain of the CLASS®.

The quality thresholds are as follows: 6 for Emotional Support, 6 for Classroom Organization, and 3 for Instructional Support. These new thresholds represent the expectations of OHS for the quality of the learning environment in every Head Start program. These thresholds do not relate to competition, but instead reflect a quality improvement focus in teacher-child interactions, with support from OHS. For any grantee with a score below one or more of the quality thresholds, OHS will provide support for quality improvement. OHS will help ensure the grantee's coordinated approach to training and professional development is targeting those areas of teaching practices and teacher-child interactions that most need improvements. The establishment of quality thresholds is intended to build on existing program quality improvement efforts to enhance classroom interactions beyond any set floor and will include more intentional OHS support for such efforts through training and technical assistance supports across a variety of platforms.

The final rule also sets more rigorous competitive thresholds for all three CLASS® domains and represents the floor for quality in terms of teacher-child interactions. Any grantee with a CLASS® score below one or more of the competitive thresholds will be designated for competition. Specifically, the competitive threshold for Classroom Organization is raised from 3 to 5 and Emotional Support is raised from 4 to 5. These competitive thresholds increase the minimum standard of quality and set the expectation for programs to work toward moving into the high-quality range. Because Instructional Support is a domain in which grantees tend to score lower, but is nonetheless important for ensuring high-quality teacher-child interactions, we take a graduated approach to increasing the threshold for this domain. More specifically, the competitive threshold for Instructional Support is initially raised from 2 to an interim threshold of 2.3 for all CLASS® reviews conducted through July 31, 2025. For all CLASS® reviews conducted on or after August 1, 2025, the competitive threshold for this domain raises to 2.5. This approach recognizes where most grantees currently score in this domain and will allow sufficient time for grantees to make necessary quality improvements and gradually move to higher quality.

Fiscal Condition

For the fiscal condition, the final rule retains the requirement to compete if a going concern is identified in an audit report. It also adds a second criterion that requires competition if a grantee has a total of two or more audit findings of material weakness or questioned costs related to their Head Start funds in audit reports for a financial period within the current project period. This change results in a fiscal condition that better detects risks to fiscal management and oversight.

Effective Date

The new DRS conditions will be effective October 27, 2020. The prior DRS conditions will apply to all programs until the effective date of this final rule. In general, grantee performance before the effective date of the final rule is subject to the prior DRS conditions and grantee performance after the effective date is subject to the revised DRS conditions. There will be no retroactive implementation of the revised conditions to ensure grantees are not designated for competition based a condition on which they did not know they would be judged.

For all grantees that have been designated for competition under the prior conditions and a funding opportunity announcement (FOA) has not been posted, OHS will reexamine the existing data to determine if they also meet the revised conditions. The new second criterion added to the fiscal condition will not be considered. These grantees will be required to compete if they would also be required to compete under the revised conditions. OHS will send redetermination letters to this group of grantees either reconfirming their competitive status or notifying them of preliminary eligibility for non-competitive funding.

Preliminary non-competitive decisions made prior to the effective date of this final rule will not be revisited under the revised DRS conditions; these grantees will continue to be eligible for a noncompetitive new grant. Only in the rare case that such a grantee receives two or more deficiencies, a license revocation, suspension, debarment from any federal or state funds, disqualification from the Child and Adult Care Food Program, or an audit finding of a going concern before receiving their non-competitive five-year grant award would the grantee be required to compete. This would also have happened under the prior regulation, with the only difference being the number of deficiencies requiring competition.

Next Steps

Programs are urged to take the time to read the final rule in its entirety, including the preamble and the text of the regulation. OHS will continue to provide direction, guidance, and resources that support our mission to prepare Head Start children and families for school and beyond.

Thank you for the work you do on behalf of children and families.

/ Dr. Deborah Bergeron /

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

[View the web version](#)[Go to ECLKC](#) U.S. Department of Health & Human Services  Administration for Children & Families

Looking Forward to the 2020–2021 Program Year

Dear Head Start and Early Head Start staff,

This past spring, our nation faced the onset of an unprecedented public health emergency. Following expert advice about public safety and slowing the spread of COVID-19, children were not able to finish the program year as planned. Whether enrolled in classrooms, family child care, or home-based services, Head Start and Early Head Start children stayed home and programs did their best to continue to provide meaningful services remotely. However, suspending in-person services did not mean programs were closed.

Head Start and Early Head Start programs provided critical support for children and families. They delivered food, educational supplies, and materials, and provided remote teaching and learning experiences. Programs continued to be a lifeline for some of the nation's most vulnerable families. No one can call that closed.

They provided families with electronic devices and drove around with hot spots. Staff stopped by children's homes to wave to them, reassure them, and be a familiar face during a time of great uncertainty. Virtually, all programs reached out to tell parents, foster parents, and grandparents they could count on their Head Start program to be there for them. Those connections happened because programs were open, even as in-person services had been suspended.

In addition to the pandemic, there has been a nationwide protest movement. Many children and families most impacted by inequity are Head Start children and families. Head Start programs have been an anchor for families, and continue to be leaders in their communities.

I am so proud and grateful for all you have done.

With the beginning of a new program year, all Head Start and Early Head Start programs are gearing up for what is ahead. In this time of great need, each program in every community will continue to provide the services that will help children be ready for school. In short, Head Start and Early Head Start programs are open.

I am calling on you now, more than ever, to teach every enrolled child, to prepare each child to be ready for school, and to reach every family in the 2020–2021 program year. Every Head Start program is open and providing services. However, the approach looks as different as each of our communities. Some programs are serving children and families in-person, whether in classrooms, outside, or on porches. Others are serving children and families remotely, using myriad cutting-edge technologies. Still others are offering a combination of remote and in-person services.

With the funds every Head Start program continues to receive is the expectation that programs are providing education, health, and other comprehensive services to all enrolled children and families. The models are different, but our efforts to meet the needs of children and families are the same:

- Every parent or guardian has the chance to tell us about their dream for their child, their concerns, and the child's interests and strengths.
- Planning includes assessing each child and family's circumstances.
- Program services, to the largest possible extent, meet the needs of children and families.
- Programs establish partnerships with parents, and parents receive the necessary support to reach their goals and goals for their children.
- Involvement in the Head Start program offers parents opportunities that help them thrive, such as leadership, education, and social services.
- Each child is screened and referred to the extent feasible.

- Teaching staff individualize the curriculum to meet children's needs and continue to assess progress and improve teaching and learning.
- Staff support parents or guardians to make sure children's health, nutrition, mental health, and oral health needs are met.
- Children receive rich and engaging instruction, resulting in progress toward school readiness in math, language and writing, and social and emotional development.

I know nothing on this list is new to you. These services and relationships with children and families are the foundation of Head Start programs. What is new is the incredible energy, patience, creativity, expertise, and compassion it takes to find the ways to deliver services during a pandemic. There will be routine things you cannot do safely. And although the Office of Head Start (OHS) will not hold programs accountable for requirements that are not possible or reasonable to accomplish during the pandemic, the spirit of the expectation remains. Creative solutions will be vital to ensuring programs meet the needs of their children and families. OHS has detailed many flexibilities for programs and made them publicly available. If there are activities, strategies, or approaches you cannot do presently, I know you will seek out and find other ways you can safely meet the needs of children and families.

As you prepare to open for a new program year under whichever model is appropriate for your community, I hope you take advantage of the wealth of resources available to support you. OHS is continually updating our COVID-19 page on the **Early Childhood Learning and Knowledge Center (ECLKC)** website. Here are some highlights:

- **Program Management During the COVID-19 Pandemic**
- **Opening and Operating In-person Services**
- **Staff Resources for Remote Services**
- **Supporting Children and Families During COVID-19**
- **Fiscal Management During the COVID-19 Emergency**
 - **A Follow-Up Conversation**

OHS also just wrapped up the Collaborating Actively in Meaningful Planning (CAMP) webinar series. It focused on practical matters to support Head Start program planning and decision-making during the COVID-19 pandemic.

- **Session 1** provides information on group sizes, ratios, staffing, locally-designed options, and eligibility, recruitment, selection, enrollment, and attendance.
- **Session 2** includes a conversation on human resources management and expectations regarding the time-critical items in the Head Start Program Performance Standards.
- **Session 3** addresses questions and concerns about education and child development program services.
- **Session 4** focuses on family and community engagement.
- **Session 5** addresses questions and concerns about health program services.
- **Session 6**, the final session, features a conversation with five local grantee staff about offering Head Start and Early Head Start services during the pandemic.

I can think of no better group of people to take on the challenges ahead, and I could not be more proud to lead OHS knowing there are people like you working to support our children and families.

You've got this, Head Start staff!

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

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201
<https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | [Contact Us](#)

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-20-05	2. Issuance Date: 09/24/2020
	3. Originating Office: Office of Head Start	
	4. Key Word: Monitoring; CLASS®; COVID-19; FY 2021	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Grantees

SUBJECT: Fiscal Year (FY) 2021 Monitoring Process for Head Start and Early Head Start Grantees

INFORMATION:

Sec. 641A of the Improving Head Start for School Readiness Act of 2007 requires the Office of Head Start (OHS) to implement ongoing monitoring of all programs receiving federal funds. As a result of the coronavirus disease 2019 (COVID-19) pandemic and public health emergency, all monitoring reviews for the 2020–2021 school year will be conducted virtually. This decision was based on two principles that have driven OHS's decisions and guidance to programs throughout this period: (1) taking decisive actions to support each program's success and (2) keeping the safety of children and staff paramount.

While prevalence or risk of COVID-19 varies from community to community, OHS recognizes that each program's energies are focused on making innovative programmatic changes in a fluid environment to serve as many children and families as safely as possible. OHS does not wish to distract from those critical efforts by adding the burden of planning and accommodating an on-site federal review team. OHS believes a virtual monitoring protocol more appropriately balances the need for monitoring with the on-the-ground challenges to which programs are actively responding at this time. Secondly, and as important, OHS is committed to protecting the health and safety of children and staff in OHS programs. It understands that having outside monitors visit programs, in some locations, may increase the risk of exposure to COVID-19. Limiting visitors to Head Start facilities is consistent with guidance on best practices from the U.S. Centers for Disease Control and Prevention on safely providing child care in group settings during the pandemic. Given the availability of a suitable virtual alternative, on-site OHS monitoring reviews as a general practice present an unnecessary risk at this unique time. However, OHS reserves the right to conduct special off-site or on-site reviews if they are determined to be necessary.

FY 2021 Monitoring Overview

Review Type	FY 2021 Implementation	Start Date
-------------	------------------------	------------

Focus Area 1 (FA1)	FA1 reviews will continue to be conducted using a virtual format.	November 2020
Focus Area 2 (FA2)	FA2 reviews will be conducted virtually for the 2020–2021 program year.	January 2021
Classroom Assessment Scoring System (CLASS®)	OHS plans to suspend CLASS® reviews for the 2020–2021 school year.	Not Applicable
Follow-up	Follow-up reviews will be conducted virtually by your Regional Office.	Start dates will coincide with the end of the corrective action period.
American Indian and Alaska Native (AIAN) Reevaluations	AIAN reevaluation reviews will be conducted virtually by the applicable Regional Office.	Start dates will coincide with the Tribal DRS Consultation process and Plan to Improve Quality.

OHS will begin virtual monitoring of grantees in November 2020. Grantees who will receive a monitoring review in FY 2021 will receive a notification letter at least 45 days prior to the start of their review event. Grantees can expect a planning call with their assigned review lead to discuss the virtual schedule. It will include conversations on:

- Program Design and Management.
- Education and Child Development.
- Health Program Services.
- Family and Community Engagement.
- Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA).
- Fiscal Infrastructure.

During the FA1 and FA2 review processes, grantees will be asked questions about the use of Coronavirus Aid, Relief, and Economic Security (CARES) Act funding. They will also be asked about any adjustments made to program service delivery in response to the COVID-19 pandemic. OHS will request information regarding grantee service delivery model (e.g., in-person services, virtual services, or a hybrid of both) with the understanding that these operations may change throughout the program year.

If you have any questions or concerns regarding FY 2021 monitoring, please contact your Regional Office.

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

/ Dr. Deborah Bergeron /

[View the web version](#)[Go to ECLKC](#)

U.S. Department of Health & Human Services & Administration for Children & Families

f Like Us

Follow Us

**OFFICE OF HEAD START**

Questions and Answers on Wages and Benefits

In the spring of 2020, the Office of Head Start (OHS) authorized programs to continue to pay wages and provide benefits for staff who would otherwise be employed but are unable to report to their full work duties during center closures. The ability of grantees to pay wages and benefits remains in effect through Sept. 30, 2020. Here are some questions and answers about what comes next.

Does OHS have expectations for continued payment of staff wages and benefits after Sept. 30, 2020?

As programs began to close centers in the face of COVID-19 in spring of 2020, OHS encouraged continued payment of wages and benefits for staff unable to report to work due to center closures. Continued payment of wages and benefits assured the availability of staff needed to deliver services remotely and supported the grantee's ability to recall staff for on-site work when centers reopened. The flexibility for continued payment of wages and benefits was extended through Sept. 30, 2020, in large part to allow grantees time to assess program operations, budgeting, and staffing needs for the upcoming program year. Further extension of the wage and benefit flexibility is not expected.

Now that grantees are beginning the 2020–2021 program year, programs need to determine how they will deliver services and staff accordingly. OHS understands that, as programs open for services during the upcoming year, services may be in-person, remote, or some combination of in-person and remote services. How services are delivered may change throughout the year as community circumstances evolve. Grantees should:

- In making staffing decisions, consider as their first question: What staffing is needed to support program services now and in the upcoming months?
- Review and update human resources policies and procedures to be consistent with staffing, wage, and benefit decisions.
- Be familiar with local, state, and federal wage and hour and employment laws.
- Consult fiscal, legal, and human resource advisors when needed, in order to assure that staffing plans support the delivery of services, can be accommodated within the program budget, and are in accordance with applicable requirements.

Is it allowable for programs to decide to continue paying staff that are not working?

In some circumstances, yes, but in others, no.

First, it is important for grantees to be clear on what "working" and "not working" means, and to develop policies and procedures that define how an employee will be classified as working or not working. A center-based teacher now delivering remote learning services from home is working. A cook who is now functioning as a food coordinator to link families with community food resources is working. An employee who experiences changes in the place or type of services provided to the employer is still working, just in a different place or capacity.

In determining whether to pay staff wages and benefits, programs need to keep in mind the **Cost Principles** in the Uniform Guidance at 45 CFR Part 75 and how costs relate to service delivery. For Coronavirus Aid, Relief, and Economic Security (CARES) Act funds, wages and benefits must be necessary to respond to COVID-19 and

support the delivery of comprehensive Head Start services. With respect to all expenses, an allowable cost must be necessary and reasonable for the performance of the federal award *under the circumstances prevailing at the time the decision was made.*

Note: As the italicized language indicates, certain costs that would be unreasonable or unallowable in normal circumstances could be considered reasonable and allowable, given the circumstances prevailing during the COVID-19 pandemic.

Short-term payment of staff wages and benefits during temporary closures may be more cost effective than ending the employment relationship (not paying wages and benefits) and losing the ability to recall qualified staff when the center reopens. Continued payment of wages and benefits to employees unable to report to centers that are temporarily closed is necessary and reasonable if the staff are needed for recall following the temporary closure or are engaging in remote work at the direction of the employer during the temporary closure. On the other hand, if services are being delivered remotely for an extended period of time, some positions may not need to be filled and layoffs or separations from employment may be warranted.

Short-term payment of staff wages and benefits during temporary closures may be more cost effective than ending the employment relationship (not paying wages and benefits) and losing the ability to recall qualified staff when centers re-open. In all cases, thoughtful spending decisions necessary to implement the delivery of program services, supported by adequate documentation, creates a clear path to allowable costs. OHS has developed a wide range of resources that can be found on the **Early Childhood Learning and Knowledge Center** to assist grantees in making local programmatic and fiscal decisions.

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201
<https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | [Contact Us](#)

You are receiving this email because you are signed up for Office of Head Start communications. If you prefer not to receive emails of this sort in the future, you can [unsubscribe](#) here. You also may [modify your ECLKC email subscriptions](#). Recipients subscribed through the Head Start Enterprise System (HSES) must be removed from HSES by their program or office.

Please do not reply to this email. [Contact](#) customer service for additional support.