Financial Reports to Policy Council and Board Members

January 27, 2020 - Policy Council Meeting

January 27, 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 2018-19 HEAD START (WKU index 525156-157)

- Pages 1-6: Monthly financial reports OCT-DEC 2019 expenditures complete
- Pages 7-13: 4th Quarter Final Report, Summary of Expenditures, non-federal; credit card, USDA, administrative costs, grantee and delegates

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

- Pages 14-18: Notice of Award Year One of Five new grant number 04CH11269. Received 50% \$899,057 of total award \$1,798,114. Balance expected April 2020.
- Pages 19-22: Monthly financial reports NOV-DEC 2019 expenditures on track.

FY 2018-19 EARLY HEAD START (WKU index 544833-834)

• Pages 23-24: Final Annual Report SF 425, submitted to Murray 11/26/19.

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

- Pages 25-28: Monthly financial reports OCT- NOV 2019 expenditures on track
- Page 29: Interim First Quarter Report, Summary of Expenditures, non-federal; credit card, USDA, administrative costs
- Pages 30-31: Monthly financial report DEC 2019 expenditures on track

CACFP

Page 32: Summary report of food expenditure and CACFP reimbursements

SEPARATE ATTACHMENTS:

1. PIR REPORT 2018-19 HS Service Report includes delegate data; EHS summary. Full data reports can be reviewed on WKUCCC webpage: https://www.wku.edu/ccc/program information reports.php

OTHER

- ➤ PI-HS-19-02 Consolidating Grants (3 Pages)
- ➤ PI-HS-19-04 Accounting Simplication (2 pgs.)
- ➤ IM-HS-19-05 Account/Reporting Capital Leases (3 pgs.)
- Notice OHS: Delay in Compliance Date for Background Checks (1 pg.)
- Notice OHS: Public Comment Family Data Collection (1 pg.)
- Notice HSES: Reporting Enrollment change (1 pg.)

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 Policys and Regulations, Program Instructions or Information Memoranda, to view entire content of large announcements and to keep informed on Head Start happenings.

FY 2018- 19 HEAD START

INDEX NUMBER 525156 YTD Average Percent 100% BUDGET **EXPENSES** CREDIT % ADMIN % PERSONNEL ALLOCATION Through 10/31/19 ENCUMBRANCES BALANCE AVAIL CARD admin COSTS SPENT Admin SAL 61111 \$61,056.00 \$61,056.00 100% \$61,056 Staff SAL 61111 \$363,477.00 \$344,277.72 Part Time SAL 61123 \$0.00 \$3,380.00 Staff OT 61130 \$1,747.00 \$1,768.27 CELL PLAN 61180 \$780.00 \$720.00 **STUDENT 61501** \$5,000.00 \$8,330.76 TOTAL PERSONNEL \$432,060.00 \$419,532.75 \$0.00 \$12,527.25 97% \$61,056 FRINGE \$289,159.00 \$275,762.57 12.05% \$13,396.43 95% \$33,229 TRAVEL \$250,00 **INSTATE 74101** \$0.00 REGISTRATION 74110 \$0.00 REGISTRATION 74210 \$0.00 OUT STATE 74201 \$0.00 TRAVEL 74000 \$250.00 \$0.00 \$0.00 \$250.00 4% \$0.00 \$0 SUPPLIES \$21,250.00 Office 71102 \$1,237.74 \$1,237.74 5% \$62 Janitor/Maint. 71103 \$6,012.72 \$6,012.72 \$0 Household 71106 \$0.00 \$0 Classroom 71109 \$4,481.92 \$4,481.92 Food 71120 \$3,549.01 \$773.64 Grounds 71149 \$1,237.39 \$0.00 \$0 \$0.00 TOTAL SUPPLIES \$21,250.00 \$16,518.78 \$12,506.02 \$0.00 \$4,731.22 78% \$62 SUBCONTRACT 72311 \$944,376.00 \$786,582.81 \$157,793.19 \$0.00 83% OTHER \$16,500.00 Phone line serv 71203/05 \$135.21 \$95.42 Internet 71208 \$880.00 \$880.00 Hous Auth utilities 71211 \$4,609.00 Postage 71310/20 \$5.51 \$0.00 Insurance Non-emp 71401 0% \$0 Subscrip/Dues 71801-10 \$0.00 Subscrip/Dues Data 71801 \$930.00 \$630.00 0% \$0 Maint. Copy Mach. 72101 \$2,366.16 \$364.80 1% \$24 Maint. software 72105 \$2,581.29 \$0.00 1% \$26 Maint. BLDG 72106 \$0.00 1% \$0 Maint Repair 72149 \$550.00 \$0.00 1% \$6 background ch. Stud. 73513 \$455.25 \$455.25 Misc. Accreditation 73514 \$1,666.76 \$1,666.76 Misc. Licensing Fees 73515 \$50.00 Misc.background ch. 73523 \$38.25 \$38.25 Misc. Other 73549 \$225.25 \$225.25 Fac Mgmt Labor 73901 \$849.10 \$0.00 Fac Mgmt supp 73902 \$1,728.18 \$0.00 Local Phone 73910 \$1,188.00 1% \$12 LD Phone 73911/12 \$409.84 1% \$4 Printing Serv. 73920 \$106.80 Dept Charges misc 73949 \$220.00 Inv. Equip 78100 2980 \$2,928.04 \$0 TOTAL OTHER \$19,480.00 \$21,922.64 \$4,260,31 \$0.00 (\$2,442.64) 113% \$71 CONSULTANTS \$8.872.00 Consult 72204 \$1.670.00 TEMP 72211 \$6,740.16 Non emp gen 72249 TOTAL CONSULT \$8,872.00 \$8,410.16 \$0.00 \$0.00 \$461.84 95% TOTALS \$1,715,447 \$1,528,729.71 \$157,793.19 \$16,766.33 \$28,924.10 98% \$94,418 INDIRECT \$61,685 \$59,371.54 \$2,313.46 100% \$0.00 100% \$59,372 **GRAND TOTAL** \$1,777,132 \$1,588,101.25 \$160,106.65 \$16,766.33 \$28,924.10 98% \$153,790

TRAINING PA 20 - Index #525157

YTD Average Percent	100%	
	%	ADMIN
		00000

						T		
DEDOCMME!	BUDGET	EXPENSES	CREDIT	%			%	ADMIN
PERSONNEL	ALLOCATION	Through 10/31/19	CARD	admin	ENCUMBRANCES	BALANCE AVAIL	SPENT	COSTS
Staff SAL 61111	\$4,587.00	\$4,964.00				-\$377.00		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$4,587.00	\$4,964.00			\$0.00	(\$377.00)	108%	
FRINGE	\$1,588.00	\$1,714.94				(\$126.94)	108%	\$0.00
TRAVEL	\$4,250.00							1
INSTATE 74101		\$721.50	\$448.99					!
registration instate 74110		\$125.00	\$0.00					
OUT STATE 74201		\$2,438.52	\$1,256.84					1
REGISTRATION OUT 74210		\$485.00	\$485.00					
TRAVEL 74000	\$4,250.00	\$3,770.02	\$2,190.83	4%	\$0.00	\$479.98	89%	\$150.80

SUPPLIES	\$400.00						1	
Office 71102			\$0.00	5%			1	\$0.00
Janitor/Maint. 71103			\$0.00	0%			1	\$0
Household 71106			\$0.00				1	(4.0)
Classroom 71109		\$29.90	\$29.90			N	1	
Food 71120		\$289.76	\$172.72					
TOTAL SUPPLIES	\$400.00	\$319.66	\$202.62		\$0.00	\$80.34	The state of	\$0.00
	7,000	70,0,0	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			400,01		40.00
SUBCONTRACT 72311	\$8,995.00	\$8,534.73			\$460.27	\$0.00	95%	1
OTHER	\$1,162.00							1
Line Service 71203	\$1,102.00	\$147.03	#447.00				1	
Equip. <1,000 71501		\$147.03	\$147.03				-	
Subscrip/Dues 71801			\$0.00 \$0.00				-	
Maint, Copy Mach, 72101		\$615.76	\$0.00	404			-	00.40
Maint, COMP Softw 72105		\$300.00		1%			1	\$6.16
Maint. Equip 72108		\$300.00	\$300.00	1%			}	\$3.00
Misc. Accreditation 73514			\$0.00	1%	9		1	\$0.00
Misc. Accreditation 73514		\$96.50	\$96.50					la control
Misc. Other 72249		φ90.50	\$96.50				-	
Printing Serv. 73920				1%	-			\$0.00
charges-Dept 73949				1%				\$0.00
TOTAL OTHER	\$1,162.00	\$1,159.29	#F0F 00	resource:	\$0.00	¢0.74	100%	40
TOTALOTTER	φ1,102.00	\$1,109.29	\$565.32		φ0.00	\$2.71	100%	\$9
CONSULTANTS							1	
Consult WKU 61160							1	
Non Empl serv 72249							1	l .
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		1
	THE RESIDENCE OF THE PARTY OF T							
TOTALS	\$20,982.00	\$20,462.64	\$2,958.77		\$460.27	\$59.09		\$160
INDIRECT	\$0.00		NAMES OF TAXABLE PARTY.	Tanyera e		\$0.00	The second	
INDIKEGI	φυ.υυ					φυ.υυ		\$0
ODAND TOTAL	\$00,000,00	000 100 01			0,400,07	050.00	1077	
GRAND TOTAL	\$20,982.00	\$20,462.64	\$2,958.77		\$460.27	\$59.09	100%	\$160

TRAINING PA 20 - Index #525157

Y	ID Average Percent	100%	
		%	ADMIN
RANCES	BALANCE AVAIL	SPENT	COSTS

	BUB OFF T	EVENIONE		T 67		I government		
PERSONNEL		EXPENSES	CREDIT	%	ENGLIMBERANCE	DALANCE AVAIL	% 005NT	ADMIN
		Through 11/30/19 \$4,657.70	CARD	admin	ENCUMBRANCES	BALANCE AVAIL	SPENT	COSTS
Staff SAL 61111	\$4,587.00	\$4,657.70				-\$70.70		40.00
Staff SAL 61150	04.507.00	A 4 057 70			40.00	\$0.00	10001	\$0.00
TOTAL PERSONNEL	\$4,587.00	\$4,657.70			\$0.00	(\$70.70)	102%	
EDINOC	#4 F00 00	\$4.00F.4F			Name and Address of the Owner, where the Owner, which is t	(0.47.45)	10101	
FRINGE	\$1,588.00	\$1,605.45				(\$17.45)	101%	\$0.00
TRAVEL	\$4,250.00							
INSTATE 74101	Ψ1,200.00	\$1,116.04	\$448.99					
		Ψ1,110.01	φητοιου					
registration instate 74110		\$125.00	\$0.00				1	
OUT STATE 74201		\$2,438.52	\$1,256.84				1	
REGISTRATION OUT 74210		\$485.00	\$485.00					
TRAVEL 74000	\$4,250.00	\$4,164.56	\$2,190.83	4%	\$0.00	\$85.44	98%	\$166.58
SUPPLIES	\$400.00						1	
Office 71102			\$0.00	5%	\$80.34		1	\$0.00
Janitor/Maint. 71103			\$0.00	0%			1	\$0
Household 71106			\$0.00				1	0,000
Classroom 71109		\$29.90	\$29.90				1	
Food 71120		\$289.76	\$172.72				1	
TOTAL SUPPLIES	\$400.00	\$319.66	\$202.62		\$80.34	\$0.00		\$0.00
SUBCONTRACT 72311	\$8,995.00	\$8,534.73		Bironi	\$460.27	\$0.00	95%	
		ψ0,004.70			Ψ+00.21	ψ0.00	3070	1
OTHER	\$1,162.00							
Line Service 71203		\$147.03	\$147.03					
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					1
Maint. Copy Mach. 72101		\$615.76	\$21.79	1%]	\$6.16
Maint. COMP Softw 72105		\$300.00	\$300.00	1%				\$3.00
Maint. Equip 72108			\$0.00	1%				\$0.00
Misc. Accreditation 73514			\$0.00				1	
Misc. backgrnd 73513/23		\$96.50	\$96.50					
Misc. Other 72249]	
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
TOTAL OTHER	\$1,162.00	\$1,159.29	\$565.32		\$0.00	\$2.71	100%	\$9
CONSULTANTS						-		
Consult WKU 61160							1	
Non Empl serv 72249					2		1	
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	A MANAGE	
TOTALS	\$20,982.00	\$20,441.39	\$2,958.77		\$540.61	\$0.00	or vitral	\$176
101/10			Ψ2,300.11		ΨΟ-10.01	Ψ0.00		Ψ170
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$20,982.00	\$20,441.39	\$2,958,77		\$540.61	\$0.00	100%	6470
ONAND TOTAL	Ψ20,302.00	ΨΖυ, 441.08	\$2,900.77		Ψ040.01	Ψ0.00	100%	\$176

INDEX NUMBER 525156 YTD Average Percent 100% BUDGET **EXPENSES** CREDIT % % ADMIN PERSONNEL ENCUMBRANCES BALANCE AVAIL SPENT COSTS ALLOCATION Through 11/30/19 CARD admin Admin SAL 61111 \$61.056.00 \$61,056.00 100% \$4,798.50 \$61,056 Staff SAL 61111 \$363,477.00 \$351,565.47 Part Time SAL 61123 \$0.00 \$3,380.00 Staff OT 61130 \$1,747.00 \$1,841.37 CELL PLAN 61180 \$780.00 \$720.00 **STUDENT 61501** \$5,000.00 \$9,290.76 TOTAL PERSONNEL \$432,060.00 \$427,853.60 \$4,798.50 (\$592.10) 100% \$61,056 FRINGE \$282,676.60 \$289,159.00 \$3,418.08 12.05% \$3,064,32 99% \$34,063 TRAVEL \$250.00 **INSTATE 74101** \$250.00 \$250.00 REGISTRATION 74110 \$0.00 REGISTRATION 74210 \$0.00 OUT STATE 74201 \$0.00 TRAVEL 74000 \$250.00 \$250.00 \$250.00 \$0.00 \$0.00 4% \$10 SUPPLIES \$21,250.00 Office 71102 \$1,446.31 \$1,446.31 5% \$72 Janitor/Maint. 71103 \$7,306.59 (\$80.34)\$7,306.59 \$0 Household 71106 \$0.00 \$0 Classroom 71109 \$4,914.72 \$4,914.72 Food 71120 \$4,060.15 \$1,181.97 Grounds 71149 \$1,237.39 \$0.00 \$0 \$0.00 TOTAL SUPPLIES \$21,250.00 \$18,965.16 \$14,849.59 (\$80.34)\$2,365.18 89% \$72 SUBCONTRACT 72311 \$944,376.00 \$786,582.81 \$157,793.19 \$0.00 83% OTHER \$16,500.00 Phone line serv 71203/05 \$135.21 \$95.42 Internet 71208 \$960.00 \$960.00 Hous Auth utilities 71211 \$4,609.00 Postage 71310/20 \$6.61 \$0.00 Equip Maint 71507 \$955.00 \$955.00 0% \$0 Subscrip/Dues 71801-10 \$0.00 Subscrip/Dues Data 71801 \$930.00 \$630.00 0% \$0 Maint. Copy Mach. 72101 \$3,474.24 \$364.80 1% \$35 Maint. software 72105 \$2,581.29 1% \$0.00 \$26 Maint. BLDG 72106 \$0,00 1% \$0 Maint Repair 72149 \$550.00 \$0.00 1% \$6 background ch. Stud. 73513. \$493.50 \$493.50 Misc. Accreditation 73514 \$1,666.76 \$1,666.76 Misc. Licensing Fees 73515 \$50.00 Misc.background ch. 73523 \$38.25 \$38.25 Misc. Other 73549 \$225.25 \$225.25 Fac Mgmt Labor 73901 \$849.10 \$0.00 Fac Mgmt supp 73902 \$1,847.88 \$0.00 Local Phone 73910 \$1,278.00 1% \$13 LD Phone 73911/12 \$424.31 1% \$4 Printing Serv. 73920 \$106.80 Dept Charges misc 73949 \$220.00 \$2,928.04 Inv. Equip 78100 2980 \$19,480.00 TOTAL OTHER \$24,329.24 \$0.00 (\$4,849.24) 125% \$5,333.56 \$83 CONSULTANTS \$8,872.00 Consult 72204 \$2,120.00 TEMP 72211 \$6,740.16 Non emp gen 72249 \$8,872,00 TOTAL CONSULT \$8,860.16 \$0.00 \$0.00 \$11.84 100% TOTALS \$1,715,447 \$1,549,517.57 \$165,929.43 \$0.00 \$20,433.15 100% \$95,284 INDIRECT \$61,685 \$61,034.57 100% \$650.43 \$0.00 100% \$61,035 **GRAND TOTAL** \$1,777,132 \$1,610,552.14 \$20,433.15 \$166,579.86 \$0.00 100% \$156,318

INDEX NUMBER 525156 YTD Average Percent 100% BUDGET % **EXPENSES** CREDIT **ADMIN** PERSONNEL ALLOCATION Through 11/30/19 CARD ENCUMBRANCES BALANCE AVAIL SPENT COSTS admin Admin SAL 61111 \$61,056.00 \$68,407.00 100% \$68,407 Staff SAL 61111 \$363,477.00 \$349,012.97 Part Time SAL 61123 \$0.00 \$3,380.00 Staff OT 61130 \$1,747.00 \$1,841.37 CELL PLAN 61180 \$780.00 \$720.00 **STUDENT 61501** \$5,000.00 \$9,290.76 TOTAL PERSONNEL \$432,060.00 \$432,652.10 \$0.00 (\$592.10) 100% \$68,407 FRINGE \$289,159.00 \$286,094,68 12.09% \$3,064.32 99% \$34,584 TRAVEL \$250.00 **INSTATE 74101** \$250.00 \$250.00 REGISTRATION 74110 \$0.00 REGISTRATION 74210 \$0.00 **OUT STATE** \$0.00 \$250.00 TRAVEL 74000 \$250.00 \$250.00 4% \$0.00 \$0.00 \$10 SUPPLIES \$21,250.00 Office 71102 \$1,365.97 \$1,365.97 \$68 Janitor/Maint. 71103 \$7,306.59 \$7,306.59 \$0 Household 71106 \$0.00 \$0 Classroom 71109 \$4,914.72 \$4,914.72 Food 71120 \$4,060.15 \$1,181.97 Grounds 71149 \$1,237.39 \$0.00 \$0 TOTAL SUPPLIES \$21,250.00 \$18,884.82 \$0.00 \$2,365.18 89% \$68 \$14,769.25 SUBCONTRACT 72311 \$944,376.00 \$786,582.81 \$157,793.19 \$0.00 83% OTHER \$16,500.00 Phone line serv 71203/05 \$135.21 \$95.42 Internet 71208 \$960.00 \$960.00 Hous Auth utilities 71211 \$4,609.00 Postage 71310/20 \$6.61 \$0.00 Equip Maint 71507 \$955.00 0% \$955.00 \$0 Subscrip/Dues 71801-10 \$0.00 Subscrip/Dues Data 71801 \$930.00 \$0 0% \$630,00 Maint, Copy Mach. 72101 \$3,474.24 \$364.80 1% \$35 Maint, software 72105 \$2,581.29 \$26 \$0.00 1% Maint. BLDG 72106 \$0.00 1% \$0 \$550.00 Maint Repair 72149 \$0.00 1% \$6 background ch. Stud. 73513. \$493.50 \$493.50 \$1,666.76 Misc. Accreditation 73514 \$1,666.76 Misc. Licensing Fees 73515 \$50.00 Misc.background ch. 73523 \$38.25 \$38.25 Misc. Other 73549 \$225.25 \$225.25 Fac Mgmt Labor 73901 \$849.10 \$0.00 Fac Mgmt supp 73902 \$1,847.88 \$0.00 Local Phone 73910 \$1,278.00 1% \$13 LD Phone 73911/12 \$424.31 1% \$4 Printing Serv. 73920 \$106.80 Dept Charges misc 73949 \$220.00 Inv. Equip 78100 2980 \$2,928.04 \$0 \$19,480.00 \$24,329.24 \$0.00 (\$4,849.24) 125% TOTAL OTHER \$5,333.56 \$83 \$8,872.00 CONSULTANTS Consult 72204 \$2,120.00 **TEMP 72211** \$6,740.16 Non emp gen 72249 TOTAL CONSULT \$8,872.00 \$8,860.16 \$0.00 \$0.00 \$11.84 100% TOTALS \$1,715,447 \$1,557,653.81 \$157,793.19 \$0.00 100% \$20,352.81 \$103,152 INDIRECT \$61,685 \$61,685.00 \$0.00 100% 100% \$61,685 **GRAND TOTAL** \$1,777,132 \$1,619,338.81 \$20,352.81 \$157,793.19 \$0.00 100% \$164,837

TRAINING PA 20 - Index #525157

					Y	TD Average Percent	100%	
	BUDGET	EXPENSES	CREDIT	%			%	ADMIN
PERSONNEL	ALLOCATION	Through 11/30/19	CARD	admin	ENCUMBRANCES	BALANCE AVAIL	SPENT	COSTS
Staff SAL 61111	\$4,587.00	\$4,657.70				-\$70.70		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$4,587.00	\$4,657.70			\$0.00	(\$70.70)	102%	
FRINGE	\$1,588.00	\$1,605.45				(\$17.45)	101%	\$0.00
TRAVEL	\$4,250.00							
INSTATE 74101		\$1,116.04	\$448.99					
registration instate 74110		\$125.00	\$0.00					
OUT STATE 74201		\$2,438.52	\$1,256.84					
REGISTRATION OUT 74210		\$485.00	\$485.00					
TRAVEL 74000	\$4,250.00	\$4,164.56	\$2,190.83	4%	\$0.00	\$85.44	98%	\$166.58
SUPPLIES	\$400.00							
Office 71102	φ400.00	\$80.34	\$80.34	5%				04.00
Janitor/Maint, 71103		φου.54	\$0.00	0%				\$4.02
Household 71106			\$0.00	0%				\$0
Classroom 71109		\$29.90	\$29.90					
Food 71120		\$289.76	\$172.72					
TOTAL SUPPLIES	\$400.00	\$400.00	\$282.96		\$0.00	\$0.00	TEMES!	\$4.02
		4 100.00	ψ±σ±,σσ		φοισσ	φο.σσ		Ψ1.0Z
SUBCONTRACT 72311	\$8,995.00	\$8,534.73			\$460.27	\$0.00	95%	
OTHER	\$1,162.00							
Line Service 71203		\$147.03	\$147.03					
Equip. <1,000 71501			\$0.00					1
Subscrip/Dues 71801			\$0.00					
Maint. Copy Mach. 72101		\$615.76	\$21.79	1%				\$6.16
Maint. COMP Softw 72105		\$300.00	\$300.00	1%				\$3.00
Maint. Equip 72108			\$0.00	1%				\$0.00
Misc. Accreditation 73514			\$0.00		,			
Misc. backgrnd 73513/23		\$96.50	\$96.50					
Misc. Other 72249								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
TOTAL OTHER	\$1,162.00	\$1,159.29	\$565.32		\$0.00	\$2.71	100%	\$9
CONSULTANTS								
Consult WKU 61160								
Non Empl serv 72249								
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		
TOTALS	\$20,982.00	\$20,521.73	\$3,039.11		\$460.27	\$0.00		\$180
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$20,982.00	\$20,521.73	\$3,039.11		\$460.27	\$0.00	100%	\$180

QUARTERLY REPORT

Personnel \$432,060 Fringe Benefits \$289,159 Travel \$250 Equipment \$0 Supplies \$21,250 Contractual \$944,376 Other \$19,480 Consultants \$8,872 TOTAL DIRECT \$1,715,447 Indirect Costs \$61,685 TOTAL PA 22 \$1,777,132 Training PA 20 HEAD START Personnel/FRG \$6,175 Supplies/Other \$1,562 consultant \$0 Contractual \$8,995	- OCT. 31, 2 YTD EXPENDED \$432,652 \$286,095 \$250 \$18,885 \$944,376 \$24,329 \$8,860 \$1,715,447 \$61,685		PER CENT SPENT 100.14% 98.94% 100.00% 88.87% 100.00% 124.89% 99.87% 100.00%	11/1/18 TO 10/31/19 Unobligated (\$592) \$3,064 \$0 \$2,365 \$0 (\$4,849) \$12	\$ 250 \$ 14,769 \$ 5,334	Ad	YTD min cost 68,407 34,584 10 68
LINE ITEMS BUDGET E Personnel \$432,060 Fringe Benefits Fringe Benefits \$289,159 Travel \$250 Equipment \$0 Supplies \$21,250 Contractual \$944,376 Other \$19,480 Consultants \$8,872 TOTAL DIRECT \$1,715,447 Indirect Costs \$61,685 TOTAL PA 22 \$1,777,132 Training \$6,175 Supplies/Other \$1,562 consultant \$0 Contractual \$8,995	\$432,652 \$286,095 \$250 \$18,885 \$944,376 \$24,329 \$8,860 \$1,715,447		SPENT 100.14% 98.94% 100.00% 88.87% 100.00% 124.89% 99.87%	\$3,064 \$0 \$2,365 \$0 (\$4,849) \$12	\$ 250 \$ 14,769 \$ 5,334	\$ \$	68,407 34,584 10 68
LINE ITEMS BUDGET E Personnel \$432,060 Fringe Benefits Fringe Benefits \$289,159 Travel \$250 Equipment \$0 Supplies \$21,250 Contractual \$944,376 Other \$19,480 Consultants \$8,872 TOTAL DIRECT \$1,715,447 Indirect Costs \$61,685 TOTAL PA 22 \$1,777,132 Training \$6,175 Supplies/Other \$1,562 consultant \$0 Contractual \$8,995	\$432,652 \$286,095 \$250 \$18,885 \$944,376 \$24,329 \$8,860 \$1,715,447		SPENT 100.14% 98.94% 100.00% 88.87% 100.00% 124.89% 99.87%	\$3,064 \$0 \$2,365 \$0 (\$4,849) \$12	\$ 250 \$ 14,769 \$ 5,334	\$ \$	68,407 34,584 10 68
Fringe Benefits \$289,159 Travel \$250 Equipment \$0 Supplies \$21,250 Contractual \$944,376 Other \$19,480 Consultants \$8,872 TOTAL DIRECT \$1,715,447 Indirect Costs \$61,685 TOTAL PA 22 \$1,777,132 Training PA 20 HEAD START Personnel/FRG \$6,175 Supplies/Other \$1,562 consultant \$0 Contractual \$8,995	\$286,095 \$250 \$18,885 \$944,376 \$24,329 \$8,860 \$1,715,447	\$0	98.94% 100.00% 88.87% 100.00% 124.89% 99.87%	\$3,064 \$0 \$2,365 \$0 (\$4,849) \$12	\$ 14,769 \$ 5,334	\$	34,584
Fringe Benefits \$289,159 Travel \$250 Equipment \$0 Supplies \$21,250 Contractual \$944,376 Other \$19,480 Consultants \$8,872 TOTAL DIRECT \$1,715,447 Indirect Costs \$61,685 TOTAL PA 22 \$1,777,132 Training PA 20 HEAD START Personnel/FRG \$6,175 Supplies/Other \$1,562 consultant \$0 Contractual \$8,995	\$286,095 \$250 \$18,885 \$944,376 \$24,329 \$8,860 \$1,715,447	\$0	98.94% 100.00% 88.87% 100.00% 124.89% 99.87%	\$3,064 \$0 \$2,365 \$0 (\$4,849) \$12	\$ 14,769 \$ 5,334	\$	34,584
Travel \$250 Equipment \$0 Supplies \$21,250 Contractual \$944,376 Other \$19,480 Consultants \$8,872 TOTAL DIRECT \$1,715,447 Indirect Costs \$61,685 TOTAL PA 22 \$1,777,132 \$ Training PA 20 HEAD START Personnel/FRG \$6,175 Supplies/Other \$1,562 consultant \$0 Contractual \$8,995	\$250 \$18,885 \$944,376 \$24,329 \$8,860 \$1,715,447	\$0	100.00% 88.87% 100.00% 124.89% 99.87%	\$2,365 \$0 (\$4,849) \$12	\$ 14,769 \$ 5,334	\$	68
Equipment \$0 Supplies \$21,250 Contractual \$944,376 Other \$19,480 Consultants \$8,872 TOTAL DIRECT \$1,715,447 \$ Indirect Costs \$61,685 TOTAL PA 22 \$1,777,132 \$ Training PA 20 HEAD START Personnel/FRG \$6,175 Supplies/Other \$1,562 consultant \$0 Contractual \$8,995	\$18,885 \$944,376 \$24,329 \$8,860 \$1,715,447	\$0	88.87% 100.00% 124.89% 99.87%	\$2,365 \$0 (\$4,849) \$12	\$ 14,769 \$ 5,334	\$	68
Supplies \$21,250 Contractual \$944,376 Other \$19,480 Consultants \$8,872 TOTAL DIRECT \$1,715,447 Indirect Costs \$61,685 TOTAL PA 22 \$1,777,132 Training PA 20 HEAD START Personnel/FRG \$6,175 Supplies/Other \$1,562 consultant \$0 Contractual \$8,995	\$944,376 \$24,329 \$8,860 \$1,715,447	\$0	100.00% 124.89% 99.87%	\$0 (\$4,849) \$12	\$ 5,334		
Contractual \$944,376 Other \$19,480 Consultants \$8,872 TOTAL DIRECT \$1,715,447 Indirect Costs \$61,685 TOTAL PA 22 \$1,777,132 Training PA 20 HEAD START Personnel/FRG \$6,175 Supplies/Other \$1,562 consultant \$0 Contractual \$8,995	\$944,376 \$24,329 \$8,860 \$1,715,447	\$0	100.00% 124.89% 99.87%	\$0 (\$4,849) \$12	\$ 5,334		
Other \$19,480 Consultants \$8,872 TOTAL DIRECT \$1,715,447 Indirect Costs \$61,685 TOTAL PA 22 \$1,777,132 Training PA 20 HEAD START Personnel/FRG \$6,175 Supplies/Other \$1,562 consultant \$0 Contractual \$8,995	\$24,329 \$8,860 \$1,715,447	\$0	124.89% 99.87%	(\$4,849) \$12		\$	83
Consultants \$8,872 TOTAL DIRECT \$1,715,447 Indirect Costs \$61,685 TOTAL PA 22 \$1,777,132 Training PA 20 HEAD START Personnel/FRG \$6,175 Supplies/Other \$1,562 consultant \$0 Contractual \$8,995	\$8,860 \$1,715,447	\$0	99.87%	\$12		\$	83
Consultants \$8,872 TOTAL DIRECT \$1,715,447 Indirect Costs \$61,685 TOTAL PA 22 \$1,777,132 Training PA 20 HEAD START Personnel/FRG \$6,175 Supplies/Other \$1,562 consultant \$0 Contractual \$8,995	\$8,860 \$1,715,447	\$0	99.87%	\$12			-
Indirect Costs \$61,685 TOTAL PA 22 \$1,777,132 \$ Training PA 20 HEAD START Personnel/FRG \$6,175 Supplies/Other \$1,562 consultant \$0 Contractual \$8,995		\$0	100.00%	\$0	\$20.253		
TOTAL PA 22 \$1,777,132 \$ Training PA 20 HEAD START Personnel/FRG \$6,175 Supplies/Other \$1,562 consultant \$0 Contractual \$8,995	\$61,685				φ∠0,333	\$	103,152
Training PA 20 HEAD START Personnel/FRG \$6,175 Supplies/Other \$1,562 consultant \$0 Contractual \$8,995	The second secon		100.00%	\$0		\$	63,528
PA 20 HEAD START Personnel/FRG \$6,175 Supplies/Other \$1,562 consultant \$0 Contractual \$8,995	\$1,777,132	\$0	100.00%	\$0	\$20,353		\$166,680
Personnel/FRG \$6,175 Supplies/Other \$1,562 consultant \$0 Contractual \$8,995				4.0			
Supplies/Other \$1,562 consultant \$0 Contractual \$8,995				\$0			
consultant \$0 Contractual \$8,995	\$6,263						
Contractual \$8,995	\$1,559				\$ 848	\$	12
	\$8,995						
Travel \$4,250	\$4,165				\$ 2,191		167
TOTAL PA20 \$20,982	\$20,982	\$0	100.00%	\$0	\$ 3,039	\$	179
TOTAL AWARD \$1,798,114 \$	\$1,798,114	\$0		\$0	\$23,392	\$	166,859
NON FEDERAL					Non Fed Space 5%		\$7,269
Grantee \$211,186	\$211,186				% Admin WKU		7.7%
Audubon \$136,985	\$136,985			*			
Murray \$101,358	\$101,358				Audubon		\$24,223
Total Non Federal \$449,529	\$449,529	\$0		\$0	Murray		\$29,586
MERCAL PROPERTY OF THE PROPERTY OF THE		The state of the s			Total Admin Costs		\$227,937
TOTAL OUTLAYS \$2,247,643	\$2,247,643	\$0			TOTAL % Admin		10.1%
					USDA FY19 - HS		\$68,202
QTRLY NOTES: Category:							
CONTRACTUAL: all contractual expendi							
OTHER: line items include: pos			advertising, dues	s, fees,			
EXPENDITURES: COMPLETED	elephone and p	initing				V. 3400-1-10	

NON-FEDERAL TRACKING FORM		HEAD (START	NOVEN	HEAD START NOVEMBER 1, 2018- OCTOBER 31, 2019	3- OCTO	3ER 31,	2019	•		DELEGATES	ATES
04CH4776		525156-157	-157						,	Non Fed Due	AUDUBON	MURRAY
	RATE*	1st QTR	2nd QTR	Mid Year	TOTAL	3rd QTR	⊕ ATQ	Mid	TOTAL	\$211,186	\$136,985	\$101,358
Foster Grandparent Hours	\$7.60	1038	1641	 	₩.	1023.5	1233	2256.5	\$17,149.40			
Parent Hours	\$11.69	42	95	137	\$1,601.53	56	200	137	\$1,601.53			
Community Hours	\$11.69	5	14.25	19.25	\$225.03	m	23.75	26.75	\$312.71			g the format Names and Shini
Interns	\$22.10	0	0	0	\$0.00	0	0	0	\$0.00			
Speech, OT, Graduate Students	\$20.94	202.3	160.5	362.8	\$7,595.99	49.25	30	79.25	\$1,659.50			
Policy Council	\$56.95	4	4	8	\$455.60	4	4	80	\$3,644.80			
Professional/Adv Councils/Comm	\$63.05	38.25	63.5	101.8	\$6,415.34	7	36.5	43.5	\$2,742.68	787	\$54.022	A2 4
IOIAL VOLUNIEERS = \$60,813	~				\$20,000,00¢				427,110.01	107,000	404,062	5,
OTHER:		1st Otr	1st Otr 2nd Otr			T. T	4th Otr	L	i H			
List Items:		Total	Fotal		TOTAL	lota	otal		IOIAL			
l oys, puzzles, books; professional services		8			\$60.00		135		\$135.00			
Audubon: services; transportation; supplies: utilities					\$0.00				\$0.00		\$ 82,963	
Murray: contracted services												\$ 98,202
Indirect Cost: Base = \$771,071												
Approved rate 42% = \$323,850									\$0.00			
WKUCCC rate 8% = \$61,685					\$0.00		1843		\$1,843.00			**************************************
TOTAL OTHER					\$60.00				\$1,978.00	\$2,038		
SPACE:												
INDOOR/OUTDOOR SQ FT		1st QTR	2nd QTR		TOTAL	3rd QTR	4th QTR		TOTAL			
												
12,015	12.1	\$36,346	12.1 \$36,346 \$36,346		\$72,692	\$36,346	\$36,346		\$72,692	1		
145382					\$72,692		à		\$72,692	\$145,384		
:					₹ ◀	ADMIN 5% = \$ 7,269 AWARD TOTAL DUE NFS	%= OTAL D	\$ 7,269 UE NFS	\$449,529	\$211,186	\$136,985	\$101,358
Notes: For Interns/Grad Stud, the value of services provided are for similar services/ed level performed by Teachers as	services pro	ovided a	are for s	imilar se	rvices/ed lev	el perfon	ned by T	eachers a	1	BAL DUE	0\$	\$
For Other, verify that donated goods are items that are reasonable and necessary to meet program objectives	s are items	that are	Feason Papilich	able and	i necessary t	o meet pi	rogram o	bjectives	.	Total NFS	\$449,529	
מוות ווופפן מלפווכא וכלחווג		OW CLE		900						j i j	}	

1/16/20

AudubonArea COMMUNITY SERVICES, INC.

Non Federal Share Match - WKU

Date Range 11/01/18 - 10/31/19 Exclude Rollup Account

	Adopted	Budget	Amended	Current Month	Ē	Ę	Budget - YTD % Used/	% Used/
Account Description	Budget	Amendments	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd
Sub Department 000 - Revenue								
Inkind-Total Non-Federal Match	8	136,985.00	136,985.00	68,047.78	00.	136,985.00	8.	100
Sub Department 000 - Revenue Totals	\$0.00	\$136,985.00	\$136,985.00	\$68,047.78	\$0.00	\$136,985.00	\$0.00	100%
REVENUE TOTALS	\$0.00	\$136,985.00	\$136,985.00	\$68,047.78	\$0.00	\$136,985.00	\$0.00	100%
Sub Department 702 - Inkind						•		
Inkind-Volunteer Wages	00.	31,551.00	31,551,00	38,633.80	00:	41,270.68	(9,719.68)	131
Inkind-Services	00.	00.	00.	5,767.00	00.	63,437.00	(63,437.00)	† + +
Inkind-Suppplies	00.	7,421.00	7,421.00	11,669.65	0;	12,829.88	(5,408.88)	173
Inkind-Utilities	90.	00.	00.	522,00	00.	2,088.00 🛹	(2,088.00)	+++
Inkind-Transportation	69.	74,233.00	74,233.00	419.00	00.	4,609.00	69,624.00	G
InKind-Professional Volunteer Wages	00	23,780.00	23,780.00	11,036.33	00.	12,750.44	11,029.56	አ
Sub Department 702 - Inkind Totals	\$0.00	\$136,985.00	\$136,985.00	\$68,047.78	\$0,00	\$136,985.00	\$0.00	100%
EXPENSE TOTALS	\$0.00	\$136,985.00	\$136,985.00	\$68,047.78	\$0.00	\$136,985.00	\$0.00	100%
Grand Totals								
REVENUE TOTALS	00'	136,985.00	136,985.00	68,047.78	00.	136,985.00	00.	100%
EXPENSE TOTALS	9	136,985.00	136,985.00	68,047.78	00'	136,985.00	00.	100%
Grand Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

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Non-Ester		1st Quarter Report-WKU (655EW)	ReporteV	VKU) (655	=\W)			
	Required Match	Previous Balance	Nov-18	12/01/18	, 91-net	Jan∹19 Year-to-Date F	Remaining Watch	
Volunteers	2,122.00	0.00	469.07	441.53	267.61	1,178.21	943.79	
Space Costs	00.00	0.00	0.00	0.00	0.00	00.0	00.00	,
Other In-Kind	97,496.00	0.00	5,658.51	5,658.51 13,147.28	5,281.27	24,087.06	73,408.94	•
Total	\$99,618.00	0.00					\$74,352.73	74.64%
energy (s)				*******	and the second second		70.00 E 1 E	***
Non-Federal	Populted Match	Znd Quarter Keport-VVKU (555EVV) Previous Balance	≺eport-WV Eah-19	Mar-19		Aprello Vearaforbale	Remaining Watch	
Volunteers	2,122.00	1,178.21	280.31	63.75	319.87	1,842.14	279.86	1,7,200
Space Costs	00.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other In-Kind	97,496.00	24,087.06	0.00	9,436.00 14,185.62	14,185.62	47,708.68	49,787.32	
Total	\$99,618.00	25,265.27					\$50,067.18	50.26%
					eseres sud		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	:
			•					
Non-Federal) pig 💮 🖫	3rd Quarter/ Semi-Annual Report-WKU (655EW)	mnual Re	ηγιλημοί	(NESSE)			
	Required Match	Previous Balance	May-19	Jun-19	Jul-19 *	Year-to-Date F	Jul-19 Year-to-Date Remaining Match	
Volunteers	3,862.00	1,842.14	821.60	207.24	0.00	2,870.98	991.02	
Space Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	The second secon
Other In-Kind	97,496.00	47,708.68 18,341.07		18,341.07	0.00	84,390.82	13,105.18	
Total	\$101,358.00	49,550.82				3	\$14,096.20	13.91%
A Change de Carte					Table 1	The state of the s		
Non-Federal	4th C Required Watch	4th Quarter/ Semi-Annual Report-WKU (655EW)	Miller Re	port-WKU Seo-19	(6555) (0a-19	/ear-to-Date	Remaining Watch	
Volunteers	3,862.00	2,870,98	00'0	285.23	00.0	3,156.21 ~	× 705.79	
Space Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other In-Kind	97,496.00	84,390.82	0.00	13,810.97	0.00	98,201.79 🗸	-705.79	
屋	\$101,358.00	87,261.80					\$0.00	0.00%

525156-157

WKUCCC HEAD START GRANTEE ADMINISTRATIVE COST REPORT FY 2018-2019

04CH4776

Line Item Description	Actual Expenditure	% Administrative	Federal Administrative	Non-Federal Administrative	Total Administrative
personnel/fringe	\$102,991	100%	\$102,991		
travel	\$4,415	4%	\$177		
office supplies	\$1,446	5%	\$72		
maintenance	\$7,521	1%	\$75		
telephone	\$1,560	1%	\$16		
utilities/space		5%	\$0	\$7,269	
indirect costs	\$61,685	100%	\$61,685	\$1,843	
Total Grantee:			\$165,016		
Delegates:	14				
Audubon	\$24,223	100%	\$24,223		
Murray	\$29,586	100%	\$29,586		
	TOTAL AD	MINIŜTRATIVE	\$218,825	\$9,112	\$227,937

10.1%

		Maximum
Total Budget	\$2,247,643	15%

Allowed \$337,146

CACFP DEPOSITS HEAD START 2018 - 2019 = \$68,202

a.	Ö
S. AudubonArea	COMMUNITY SERVICES, INC.

Administrative Cost Detail ate Range 11/01/18 - 10/31/19

Budget - YTD YTD Transactions Amended

	207.88 8.75 10.54 191.08 7.90 602.56 25.01	25.75 8.75 10.54 191.08 7.90 602.56 25.01 21.00	257.85 8.75 10.54 191.08 7.90 602.56 25.01 .00 21.00	207.86 8.75 10.54 191.08 7.90 602.56 25.01 .00 21.00 1,044.65 45.53	207.86 8.75 10.54 191.08 7.90 602.56 25.01 .00 21.00 1,044.65 45.53	25.785 8.75 10.54 191.08 7.90 602.56 25.01 .00 21.00 45.53 46.75	8.75 8.75 10.54 191.08 7.90 602.56 25.01 .00 21.00 ,044.65 46.53 46.75 115.19	25.05 8.75 10.54 191.08 7.90 502.56 25.01 .00 21.00 944.65 45.53 115.19 46.75 3.46	207.88 8.75 10.54 191.08 7.90 502.56 25.01 .00 21.00 44.65 45.53 115.19 12.27 3.46	91.85 91.08 7.90 02.56 25.01 25.01 21.00 21.00 21.00 21.00 21.00 21.00 22.20 23.20 23.20	8.75 8.75 10.54 191.08 7.90 502.56 25.01 .00 21.00 44.65 44.65 24.65 115.19 115.19 12.27 3.46 23.20 .00	8.75 8.75 91.08 7.90 7.90 7.25 7.20 11.00 11.00 11.00 12.53 12.27 77.82 77.82 77.82 77.82 73.20 33.39	25.05 8.75 10.54 10.54 7.90 20.05 21.00 21.00 21.00 21.00 22.00 22.00 23.20 23.20 23.20 23.39 24.55 23.20 23.39	67.86 8.75 10.54 10.54 (91.08 22.00 22.00 24.65 45.53 45.53 115.19 12.27 3.46 23.20 .00 .00 .39 .33.39	7.36 8.75 1.08 7.90 1.00 1.00 1.00 1.00 1.20 1.20 1.30 1.31 1.33 1.33 1.33 1.33 1.33 1.33	8.75 8.75 10.54 10.54 7.90 502.56 25.01 21.00 21.00 21.00 21.00 21.33 3.46 23.20 23.20 23.20 23.30 65.39 65.39	267.86 8.75 10.54 10.54 10.54 7.90 20.25 25.01 21.00 21.00 21.00 22.20 23.20 23.20 23.30 23.37 24.65 24.53 24.65 25.21 25.21 25.20 25.21 25.20 25.20 25.20 25.20 25.20 25.20 25.20 26.33	\$ 5, 5, 5 80 90 92 93 93 95 95 95 95 95 95 95 95 95 95 95 95 95	68 57 58 68 68 68 68 68 68 68 68 68 68 68 68 68	25
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300.00 300.00 45.00 500.00 40.00 778.01	300.00 45.00 45.00 500.00 778.00	.00 300.00 45.00 45.00 500.00 778.00 100.00 250.00	300.00 45.00 45.00 40.00 778.00 100.00 250.00	.00 300.00 45.00 500.00 40.00 778.00 100.00 250.00 800.00	300.00 45.00 45.00 500.00 778.00 100.00 250.00 800.00 60.00	300.00 45.00 45.00 778.00 100.00 250.00 800.00 150.00	300.00 45.00 45.00 500.00 778.00 100.00 800.00 60.00 150.00 100.00	300.00 45.00 45.00 500.00 778.00 100.00 250.00 800.00 60.00 150.00 100.00 5.00	300.00 45.00 46.00 778.00 100.00 250.00 60.00 150.00 100.00 5.00 100.00	300.00 45.00 45.00 500.00 100.00 250.00 60.00 150.00 100.00 5.00 700.00	300.00 45.00 45.00 500.00 40.00 100.00 250.00 150.00 150.00 100.00 25.00 150.00 160.00 100.00 100.00 100.00	300.00 45.00 45.00 500.00 40.00 100.00 50.00 150.00 100.00 5.00 180.00 180.00 80.00	300.00 45.00 45.00 500.00 778.00 100.00 250.00 60.00 150.00 100.00 5.00 180.00 180.00 180.00 180.00	300.00 45.00 45.00 500.00 40.00 778.00 100.00 250.00 150.00 100.00 5.00 100.00 700.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00	300.00 45.00 45.00 500.00 40.00 100.00 250.00 150.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00	300.00 45.00 45.00 500.00 500.00 100.00 250.00 150.00 150.00 100.00 5.00 150.00 180.00 150.00 150.00 150.00 150.00 150.00	300.00 45.00 45.00 500.00 500.00 100.00 250.00 150.00 150.00 100.00 5.00 150.00 150.00 150.00 150.00 150.00 250.00	300.00 45.00 45.00 500.00 40.00 100.00 50.00 150.00 180.00 180.00 180.00 180.00 180.00 180.00 180.00 150.00 150.00 100.00 150.00 100.00	300.00 300.00 45.00 500.00 500.00 778.00 100.00 250.00 150.00 100.00 700.00 180.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00	300.00 300.00 45.00 500.00 500.00 778.00 100.00 250.00 100.00 100.00 100.00 100.00 100.00 100.00 250.00 100.00 100.00 100.00 150.00 150.00 100.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00
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		\$ 547,938.00	otal Approved Program Costs - Federal & Non-Federal
\$0.00	\$13,846.00	\$13,846.00	Expense Totals

Final 2018-2019

			1	ADMINIST		COST !	RATIVE COST MONTHLY		655EW						141. 141.	
2018-2019	Nov. '18	Dec. '18	Jan. '19	Feb. '19	Mar. '19	Apr. '19	May '19	Jun. '19	9ul. 19	Aug. '19	Sept. '19	Oct. 19	Nov. 19	Dec. '19	Jan. '20	2018-2019
Personnel/Fringe	1,650.52	1,650.53	1,662.34	1,655.08	1,655.08	1,829.79	1,828.19	1,823.10	1,639.45	1,632.87	2,197.00	2,093.64	00'0	0.00	0	Personnel/Fringe
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Supplies	00.00	22.69	210.29	286.24	84.18	285.08	449.98	84.60	740.14	31,51	39.65	0.00	70.58	0.00	0.00	Supplies
Contractual	00:00	00'0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0,00	0.0	0.00	0.00	0.00	0.00	0.00 Contractual
Other	20.16	19.80	317.46	34.36	37.41	534.57	2.20	280.40	26.87	348.55	102.66	1,478.88	12.60	0.00	0.00	Other
Training	6,49	14.08	47.63	103.58	175.43	168.73	89.32	180.37	19.44	0.00	00.00	0.00	0.00	0.00	0.00	0.00 Training
Non-Federal	0,00	32.48	85,54	105.92	0.00	364.08	555.58	0.00	0.00	0.00	301,96	436.40	0.00	0.00	0.00	0.00 Non-Federal
	A COLOR OF THE PARTY OF THE PAR	н													_	Year-to-date
TOTAL MONTHLY	1,677.17	1,742.57	2,323.26	2,185.18	1,958.19	3,188.14	2,942.24	2,373.92	2,430.76	2,016.54	2,654.00	4,008.92	85.44	00.00	0.00	29,586.33

From Delegate Contract
Federal 405,433
Non-Federal 101,358
Total Funding 506,791

ACTUAL %

15% administrative of Total Funding cost would be: 76,018.69 Yearly 6,334.89 Monthly The purpose of limiting administrative costs to 15%, of a Head Start program, is to ensure that funds expended by the grantee agency are used primarily for the delivery of services and not for excessive administrative costs.

FY 2019- 20 HEAD START

DEPARTMENT OF HEALTH AND HUMAN SERVICES ADMINISTRATION FOR CHILDREN AND FAMILIES NOTICE OF AWARD

SAI NUMBER:

PMS DOCUMENT NUMBER:

NO	IICE OF	AVVARD									
1. AWARDING OFFICE:				2. ASSI	STANCE TYPE:		3. AWARD NO	,:		3a. AMEN	ID. NO.:
Office of Head Start				Discretion	onary Grant		04CH011269-01	-00		0	
4. FAIN: 04CH011269									L		
5. TYPE OF AWARD:			6. TYPE	OF ACTION	N:		7, AWARD A	UTHO	RITY:		
Service			New				Child Dev Ass				
8. BUDGET PERIOD:	9. PROJ	JECT PERIOD):	10. CFD	A NO.:						
11/01/2019 THRU 10/31/2020		19 THRU 10		93,600 -	Head Start		,				
1110112010 11110 1010112020	1 1/0 1/20	10 11110 10		<u> </u>							
11. RECIPIENT ORGANIZATION	l;					ļ	ROJECT / PROG	RAM	TITLE:		
Western Kentucky University						Head	Start				
1906 College Heights Blvd Bowling Green, KY 42101-1000											
Grantee Authorizing Official: Lau	ra Hagan , C	Chairman, WKI	URF Board	1							
13. COUNTY:		14. CONGR.	DIST:		15, PRINCIPAL	L INVES	STIGATOR OR PI	ROGR	AM DIR	ECTOR:	
Warren		02			Thelma Jackso						
16. APPROVE	ED BUDGET				L	·· ···	NARD COMPUTA	TION:			
•		*	A. I	NON-FEDE	RAL SHARE				765,00	20%	
Personnel\$		225,75	В.	FEDERAL S	SHARE	\$		899,	057.00	80%	
Fringe Benefits\$		146,30	1		18. FED	ERALS	HARE COMPUT	OITA	۷:		
Travel		2,00	0.00 A.	TOTAL FED	DERAL SHARE		\$				899,057.00
Supplies\$		9,75	B.	UNOBLIGA	TED BALANCE F	EDERA	L SHARE \$				0,00
Contractual \$		476,68	١٠.	FED. SHAF	RE AWARDED TH	IIS BUD	GET PERIOD\$				0.00
Facilities/Construction \$		•	n nn 19.		AWARDED THIS				\$		899,057.00
Other\$		7,72	20.		L \$ AWARDED TI	HIS PR	DJECT		\$		899,057.00
Direct Costs\$		868,21		PERIOD:					· · · · · · ·		*** 001100
Indirect Costs\$		30,84	21.	. AUTHOR	IZED TREATMEN	NT OF F	ROGRAM INCO	VE:			
			A	dditional Co	ists						
In Kind Contributions	\$		0.00 22.	APPLICA	NT EIN:	[]	23. PAYEE EIN:	***************************************	24	I. OBJEC	r Class:
Total Approved Budget	\$	899,05	7.00 6	16055628			1616055628A1		4	11.51	
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04CH01126901		75-20-15		0-G04			\$10,491.00				
0401151125001		10-20-10	00	0.00	.4120		****				
		26.	REMARKS	3: (Continue	ed on separate sh	eets)					
			•								
27. SIGNATURE - ACF GRANT	S OFFICER	1		ISSUE DA	l l		TURE(S) CERTI	FYING	FUND /	AVAILABI	LITY
Dionne Bounds				11/08/201	19 Ms	. TaWa	nda Goodman			11/	04/2019
61 Forsyth St SW											
Atlanta, GA 30303-8931 Phone: 4045622910					1						
1 ROHG, 7040022010					ĺ						
					,						
29. SIGNATURE AND TITLE -	PROGRAM	OFFICIAL(S)			DA	TE:					
Ms. Terese Jones - Supervisory						, 11/07/20	019				
isia, totoas votica - ouhetalant)						, -, /20	-				

DEPARTMENT OF HEALTH AND HUMAN SERVICES ADMINISTRATION FOR CHILDREN AND FAMILIES NOTICE OF AWARD

SAI NUMBER:

PMS DOCUMENT NUMBER:

AWARDING OFFICE: Office of Head Start			2. ASSISTANCE TYPE: 3.AWARD NO.: 3a. Discretionary Grant 04CH011269-01-00 0							
4. FAIN: 04CH011269										
5. TYPE OF AWARD: Service		6. TYPE (DF ACTION:	7. AWARD AUTHORITY: Chid Dev Assc Scholarship						
8. BUDGET PERIOD: 11/01/2019 THRU 10/31/2020	9. PROJECT PERIOD 11/01/2019 THRU 10	: 0/31/2024	10. CFDA NO.: 93.600 - Head Start							
11. RECIPIENT ORGANIZATION Western Kentucky University	;									

STANDARD TERMS

Paid by DHHS Payment Management System (PMS), see attached for payment information. This
award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are
applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II (available at http://www.hhs.gov/grants/grants/policies-regulations/index.html of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to http://www.acf.hhs.gov/discretionary-post-award-requirements

This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to http://www.acf.hhs.gov/discretionary-post-award-requirements. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to http://www.acf.hhs.gov/discretionary-post-award-requirements

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

The Administration for Children for Children and Families U.S. Department of Health and Human Services Office of Grants Management ATTN: Grants Management Specialist 330 C Street, SW., Switzer Building Corridor 3200 Washington, DC 20201 AND

U.S. Department of Health and Human Services Office of Inspector General ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen Building Room 5527 Washington, DC 20201 Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: MandatoryGranteeDisclosures@oig.hhs.gov

Failure to make required disclosures can result in any of the remedies described in 45 CFR75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

26. REMARKS (Continued from previous page)

Under Section 638 of the Head Start Act, this grant action awards WESTERN KENTUCKY UNIVERSITY a project period of 11/01/2019-10/31/2024 for the operation of a Head Start program in the designated service area(s). This action awards partial funds for the initial 11/01/2019-10/31/2020 budget period. The projected annual funding level for Head Start operations in Fiscal Year (FY) 2020 is \$1,777,132, and the projected training and technical assistance allocation is \$20,982. The balance of funds will be awarded at a later date.

Head Start population: 178 children.

Designated Head Start service area(s): Graves County (Mayfield), Marshall County, and McCracken County; Daviess; Daviess, Graves, Marshall, McCracken and Warren Counties. Approved program option(s) for the Head Start program: Center-based.

This grant is subject to the requirements for contribution of the non-federal match and approval of key staff, the limitations on development and administrative costs and employee compensation, and prior written approval for the purchase of equipment and other capital expenditures and the purchase, construction and major renovation of facilities as specified in Attachment 1. This grant is also subject to the conditions specified in Attachment 2.

Attachment 1

Recipient Organization: WESTERN KENTUCKY UNIVERSITY

This grant is subject to Section 640(b) of the Head Start Act and 45 C.F.R. § 1303.4 requiring a non-federal match of 20 percent of the total cost of the program. This grant is also subject to the requirements in Section 644(b) of the Head Start Act and 45 C.F.R. § 1303.5 limiting development and administrative costs to a maximum of 15 percent of the total costs of the program, including the non-federal match contribution of such costs. The requirements for a non-federal match of 20 percent and the limitation of 15 percent for development and administrative costs apply to the 11/01/2019-10/31/2020 budget period unless a waiver is approved. Any request for a waiver of the non-federal match, or a portion thereof, that meets the conditions under Section 640(b)(1)-(5) of the Head Start Act and 45 C.F.R. § 1303.4 or a waiver of the limitation on development and administrative costs that meets the conditions under 45 C.F.R. § 1303.5 must be submitted in advance of the end of the budget period. Any waiver request submitted after the expiration of the project period will not be considered.

The HHS Uniform Administrative Requirements (see 45 C.F.R. § 75.308(c)(1)(ii)) provide the authority to ACF to approve key staff of Head Start grantees. For the purposes of this grant, key staff is defined as the Head Start Director or person carrying out the duties of the Head Start Director if not under that title and the Chief Executive Officer, Executive Director and/or Chief Fiscal Officer if any of those positions is funded, either directly or through indirect cost recovery, more than 50 percent with Head Start funds.

Section 653 of the Head Start Act prohibits the use of any federal funds, including Head Start grant funds, to pay any portion of the compensation of an individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

Prior written approval must be obtained for the purchase of equipment and other capital expenditures as described in 45 C.F.R. § 75.439(a). Prior written approval must also be obtained under 45 C.F.R. § 75.439(b)(3) and 45 C.F.R. Part 1303 Subpart E – Facilities to use Head Start grant funds for the initial or ongoing purchase, construction and major renovation of facilities. No Head Start grant funds may be used toward the payment of one-time expenses, principal and interest for the acquisition, construction or major renovation of a facility without prior written approval of the Administration for Children and Families.

Attachment 2

Budget Period 01 of the Project Period

Head Start Grantees must comply with the terms and conditions for the project period award in the specified timeframes.

Health and Safety

- Conduct a screening of the health and safety environment of each center and/or family child care home where services are provided according to the following schedule, as applicable:
 - within 45 days of the start of the program or school year;
 - within 45 days of children receiving services in a new center and/or family child care home; and/or
 - within 45 days of the start of the project period when the project period begins during the program or school year. See: https://eclkc.ohs.acf.hhs.gov/organizational-leadership/publication/health-safety-screener
 - Complete a certification of compliance with all Office of Head Start (OHS) health and safety requirements within 75 days of the start of the program or school year, or within 75 days of the start of the project period when the project period begins during the program or school year.
 - Submit the certification to the OHS in the Head Start Enterprise System (HSES) under the DRS tab, NoA Conditions in the folder titled "Certification of Compliance with Health &Safety Requirements" and notify your Program and Grants Management Specialists of its availability in the Correspondence tab immediately thereafter.

Governance

- Conduct a screening of the organization's governance and leadership capacity within 60 calendar days of the start of the project period.
 See:https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/governing-body-tribal-council-certification
 - Complete a certification that the governance and leadership capacity screening was conducted and a training plan was developed within 75 days of the start of the project period. See: https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/governance-leadership-oversight-capacity-screener-certification
- Submit the certification to the OHS in the Head Start Enterprise System (HSES) under the DRS tab, NoA Conditions in the folder titled "Certification of Governance and Leadership Capacity Screening" and notify your Program and Grants Management Specialists of its availability in the Correspondence tab immediately thereafter.

See: https://eclkc.ohs.acf.hhs.gov/designation-renewal-system

INDEX NUMBER 525158 YTD Average Percent 100% BUDGET **EXPENSES** CREDIT % ADMIN PERSONNEL ALLOCATION Through 11/30/19 admin ENCUMBRANCES BALANCE AVAIL CARD SPENT COSTS Admin SAL 61111 \$28,428.00 \$4,738.00 100% \$4,738 Staff SAL 61111 \$187,058.00 \$19,013.55 Part Time SAL 61123 \$5,000.00 Staff OT 61130 \$43.86 CELL PLAN 61180 \$60.00 **STUDENT 61501** \$3,000.00 TOTAL PERSONNEL \$223,486.00 \$23,855.41 \$0.00 \$199,630.59 11% \$4,738 FRINGE \$145,486.00 \$16,510.47 \$128,975.53 12.05% 11% \$1,990 TRAVEL \$125.00 **INSTATE 74101** \$0.00 REGISTRATION 74110 \$0.00 REGISTRATION 74210 \$0.00 OUT STATE 74201 \$0.00 \$125.00 \$0.00 TRAVEL 74000 \$0.00 4% \$0.00 \$125.00 \$0 SUPPLIES \$9,450.00 71102 Office \$0.00 \$0 Janitor/Maint. 71103 \$0.00 \$0 Household 71106 \$0.00 \$0 Classroom 71109 \$0.00 Food 71120 \$0.00 Grounds 71149 \$0,00 \$0 \$0.00 TOTAL SUPPLIES \$0.00 \$9,450.00 \$0.00 \$9,450.00 0% \$0.00 \$0 SUBCONTRACT 72311 \$472,188.00 \$472,188.00 0% OTHER \$5,988.00 Phone line serv 71203/05 \$0.00 Internet 71208 \$0.00 Hous Auth utilities 71211 Postage 71310/20 \$0.00 Insurance Non-emp 71401 0% \$0 Subscrip/Dues 71801-10 \$0.00 Subscrip/Dues Data 71801 0% \$0.00 \$0 Maint. Copy Mach. 72101 \$0.00 1% \$0 Maint. software 72105 \$0.00 1% \$0 Maint. BLDG 72106 \$0.00 1% \$0 Maint Repair 72149 \$0.00 1% \$0 background ch. Stud. 73513. \$0.00 Misc. Accreditation 73514 \$0.00 Misc. Licensing Fees 73515 Misc.background ch. 73523 \$0.00 Misc. Other 73549 \$0.00 Fac Mgmt Labor 73901 \$0.00 Fac Mgmt supp 73902 \$0.00 Local Phone 73910 1% \$0 LD Phone 73911/12 1% \$0 Printing Serv. 73920 Dept Charges misc 73949 Inv. Equip 78100 \$0 \$0.00 \$0.00 TOTAL OTHER \$5,988.00 \$0.00 \$5,988.00 0% \$0 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 \$857,723 \$0.00 \$40,365.88 \$817,357.12 5% \$0.00 \$6,728 \$3,229.25 INDIRECT \$30,843 100% \$27,613.75 10% \$3,229 **GRAND TOTAL** \$888,566 \$43,595.13 \$0.00 \$0.00 \$844,970.87 5% \$9,957

GRAND TOTAL

\$10,491.00

\$519.65

\$0.00

\$0.00

\$9,971.35

5%

\$0

TRAINING PA 20 - Index #525159

100% YTD Average Percent BUDGET EXPENSES CREDIT % ADMIN PERSONNEL **ALLOCATION** Through 11/30/19 CARD admin ENCUMBRANCES BALANCE AVAIL SPENT COSTS Staff SAL 61111 \$2,270.00 \$386.08 \$1,883.92 Staff SAL 61150 \$0.00 \$0.00 TOTAL PERSONNEL \$2,270.00 \$386.08 \$0.00 \$1,883.92 17% FRINGE \$818.00 \$133.57 \$684.43 16% \$0,00 TRAVEL \$1,875.00 **INSTATE 74101** \$0.00 registration instate 74110 \$0.00 OUT STATE 74201 REGISTRATION OUT 74210 \$0.00 \$0.00 TRAVEL 74000 \$1,875.00 \$0.00 \$0.00 \$1,875.00 4% 0% \$0.00 \$0.00 SUPPLIES \$300.00 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 \$300.00 \$0.00 \$0.00 \$300.00 \$0.00 \$0.00 SUBCONTRACT 72311 \$4,497.00 \$4,497.00 0% OTHER \$731.00 Line Service 71203 \$0.00 Equip. <1,000 71501 \$0.00 Subscrip/Dues 71801 \$0.00 Maint. Copy Mach. 72101 \$0.00 1% \$0.00 Maint. COMP Softw 72105 1% \$0.00 \$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 \$731.00 \$0.00 \$0.00 \$731.00 TOTAL OTHER \$0.00 0% \$0 CONSULTANTS Consult WKU 61160 Non Empl serv 72249 TOTAL CONSULT \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 **TOTALS** \$10,491.00 \$519.65 \$0.00 \$0.00 \$9,971.35 \$0 INDIRECT \$0.00 \$0.00 \$0 HEAD START - FY: NOVEMBER 1, 2019 - OCTOBER 31, 2020

DEC 1-31, 2019

DEG 1 01, 2010		INDEX NUMBER 525	5158		Y	TD Average Percent	17%	
PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 12/31/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$28,428.00	\$9,476.00		100%			4	\$9,476
Staff SAL 61111	\$187,058.00	\$45,008.55			VI-10			
Part Time SAL 61123	\$5,000.00							
Staff OT 61130		\$190.06						
CELL PLAN 61180		\$120.00						-
STUDENT 61501	\$3,000.00							
TOTAL PERSONNEL	\$223,486.00	\$54,794.61			\$0.00	\$168,691.39	25%	\$9,476
FRINGE	\$145,486.00	\$39,074.70		12.05%		\$106,411.30	27%	\$4,709
TRAVEL	\$125.00							
INSTATE 74101			\$0.00					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					Garage Marie
TRAVEL 74000	\$125.00	\$0.00	\$0.00	4%	\$0.00	\$125.00		\$0
SUPPLIES	\$9,450.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103			\$0.00					\$0
Household 71106			\$0.00					\$0
Classroom 71109			\$0.00				× -	
Food 71120			\$0.00					
Grounds 71149			\$0.00					\$0
			\$0.00					
TOTAL SUPPLIES	\$9,450.00	\$0.00	\$0.00		\$0.00	\$9,450.00	0%	\$0
SUBCONTRACT 72311	\$472,188.00					\$472,188.00	0%	
OTHER	\$5,988.00							
Phone line serv 71203/05			\$0.00					
Internet 71208			\$0.00					
Hous Auth utilities 71211								
Postage 71310/20			\$0.00					
Insurance Non-emp 71401				0%				\$0
Subscrip/Dues 71801-10			\$0.00					
Subscrip/Dues Data 71801 Maint. Copy Mach. 72101			\$0.00 \$0.00	0% 1%				\$0 \$0
Maint. software 72105			\$0.00	1%			1	\$0
Maint, BLDG 72106			\$0.00	1%			1	\$0
Maint Repair 72149			\$0.00	1%			1	\$0
background ch. Stud. 73513			\$0.00					
Misc. Accreditation 73514			\$0.00				1	
Misc. Licensing Fees 73515							1	
Misc.background ch. 73523			\$0.00				1	
Misc. Other 73549			\$0.00				1	
Fac Mgmt Labor 73901							1	\$0.00
Fac Mgmt supp 73902								\$0.00
Local Phone 73910		\$90.00		1%				\$1
LD Phone 73911/12		\$14.47		1%				\$0
Printing Serv. 73920 Dept Charges misc 73949							-	
Inv. Equip 78100							1	\$0
TOTAL OTHER	\$5,988.00	\$104.47	\$0.00		\$0.00	\$5,883.53	2%	
CONSULTANTS	\$1,000.00	Ψ10-7,-17	φυ.συ	The Action	ψ0.00	ψ0,000.00	270	φι
Consult 72204	Ψ1,000.00				-		1	
TEMP 72211				-			1	
Non emp gen 72249							1	
TOTAL CONSULT	\$1,000.00	\$0.00	\$0.00		\$0.00	\$1,000.00	0%	
TOTALS	\$857,723	\$93,973.78	\$0.00		\$0.00	\$763,749.22	11%	
INDIRECT	\$30,843	\$7,517.89		100%		\$23,325.11	24%	
				,50%				
GRAND TOTAL	\$888,566	\$101,491.67	\$0.00		\$0.00	\$787,074.33	11%	\$21,703

TRAINING PA 20 - Index #525159

					Y	TD Average Percent	17%	
DEDCONNE	BUDGET	EXPENSES	CREDIT	%			%	ADMIN
PERSONNEL CAAAA	ALLOCATION	Through 12/31/19	CARD	admin	ENCUMBRANCES	BALANCE AVAIL	SPENT	COSTS
Staff SAL 61111	\$2,270.00	\$772.16				\$1,497.84		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$2,270.00	\$772.16			\$0.00	\$1,497.84	34%	
FRINGE	\$818.00	\$267.14				\$550.86	33%	\$0.00
TRAVEL	\$1,875.00							
INSTATE 74101			\$0.00				1	
registration instate 74110			\$0.00				1	
OUT STATE 74201			\$0.00				1	
REGISTRATION OUT 74210			\$0.00				2000000000	
TRAVEL 74000	\$1,875.00	\$0.00	\$0.00	4%	\$0.00	\$1,875.00	0%	\$0.00
SUPPLIES	\$300.00							
Office 71102			\$0.00	5%				\$0.00
Janitor/Maint. 71103			\$0.00	0%				\$0
Household 71106			\$0.00					**
Classroom 71109			\$0.00				1	
Food 71120			\$0.00					
TOTAL SUPPLIES	\$300.00	\$0.00	\$0.00		\$0.00	\$300.00		\$0.00
SUBCONTRACT 72311	\$4,497.00					\$4,497.00	0%	
OTHER	\$731.00							
Line Service 71203			\$0.00					
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint. Copy Mach. 72101			\$0.00	1%				\$0.00
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					1.0
Misc. Other 72249								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949							Section 2	
TOTAL OTHER	\$731.00	\$0.00	\$0.00		\$0.00	\$731.00	0%	\$0
CONSULTANTS								
Consult WKU 61160								
Non Empl serv 72249]
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		
TOTALS	\$10,491.00	\$1,039.30	\$0.00		\$0.00	\$9,451.70		\$0
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$10,491.00	\$1,039.30	\$0.00		\$0.00	\$9,451.70	10%	\$0
OTT TO THE	\$ 10,101,00	Ψ1,000.00	φυ.υυ		ψ0.00	Ψυ, Ψυ 1.70	10%	\$0

FY2018- 19 EARLY HEAD START

Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014 Expiration Date: 02/28/2022

r		······································					
ļ		rganizational Element to Wi			Grant or Other Identi	fying Numb	per Assigned by Federal
Departme	ent of Heal	th and Human Services		Agency (10	report multiple gran	ts, use FFF	₹ Attachment)
<u> </u>				04CH4761	-05		
3. Recipien	nt Organization	(Name and complete addre	ess including Zip code)				
Recipient C	Organization N	ame: WKU Research Fou	ındation			*	
Street1:	1906 Collec	ge Heights Blvd.					
Street2:							
City:	Bowling Gre	en	County:	Warren			. 5
State:	KY: Kentuck	су			Province:		
Country: [USA: UNITEL	STATES		ZIP	/ Postal Code: 421	02-11002	
4a. DUNS I	Number	4b. EIN	5.	Recipient Accour	nt Number or Identify	ing Numbe	>r
029980583	3	61-1358086			rants, use FFR Atta		•
			5	44833-544834	***************************************		
6. Report Ty	* *	7. Basis of Accounting	8. Project/Grant Perio	od	9. Reporting Peri	od End Dat	:e
Quarter	-	Cash	From: T	0;	08/31/20	19	
Annual	IIII UAI	Accrual	09/01/2018	08/31/2019			
Final							
10. Transac	tions	<u></u>	<u> </u>			Cumu	lative
(Use lines	a-c for single	or multiple grant reporting)	· Fau, 1941.4			Cama	idire
Federal C	ash (To repor	t multiple grants, also use	FFR attachment):				
a. Cash Re	eceipts						218,598.00
b. Cash Di	isbursements						218,598.00
c. Cash on	Hand (line a	minus b)	-				0.00
(Use lines	d-o for single	grant reporting)					
	·	nd Unobligated Balance:					
d. Total Fe	ederal funds au	uthorized					218,598.00
e. Federal	share of expe	nditures					218,598.00
f. Federal s	share of unliqu	idated obligations					0.00
g. Total Fe	ederal share (s	um of lines e and f)					218,598.00
h. Unobliga	ated balance o	f Federal Funds (line d min	us g)				0.00
Recipient	Share:			-844-4/4			
i. Total rec	ipient share re	quired					54,650.00
j. Recipien	t share of expe	enditures		****			54,650.00
k. Remaini	ing recipient st	are to be provided (line i m	inus j)				0.00
Program I	ncome:						
I. Total Fed	deral program	income earned		***************************************			0.00
m. Progran	n Income expe	ended in accordance with th	e deduction alternative		****		0.00
n. Program	n Income expe	nded in accordance with the	addition alternative		***************************************		0.00
o. Unexper	nded program	income (line I minus line m	or line n)				0.00

11. Indirect Expense							30°-	
а. Туре	b. Rate	c. Period From	Period To				e. Amount	
Predetermined	8.00	09/01/2018			3ase		Charged	f. Federal Share
		<u> </u>	1 2012115072	1	197,779.00	الا	15,822.00	15,822.00
				ı 				
		<u></u>	. L][
			g, Totals:					
12. Remarks: Attach any explanati	ions deemed	necessary or info	g, rotais.		197,779.00	<u> </u>	15,022.00	15,822.00
12. Remarks: Attach any explanati		ieuessary or mior	rmation required i	by Federal s	ponsoring ag	jency in	compliance with gov	rerning legislation:
7.80	3,,,,,,	ACC	o Attachment	Datate Attack	Simpar 145	and America	eir ears a s	
13. Certification: By signing this expenditures, disbursements an am aware that any false, fictitiou administrative penalties for fraudand 3801-3812). a. Name and Title of Authorized C	d, false staten	ent information, ments, false clai	f my knowledge urposes and obj or the omission ims or otherwise	and belief the ectives set to any material (U.S. Code	hat the repo forth in the t erial fact, ma e Title 18, Se	ort is tru terms a ay subj oction 1	ue, complete, and ac and conditions of the ect me to criminal, o 1001 and Title 31, Se	curate, and the Federal award. I civil or ections 3729-3730
Last Name: Mattison	rst Name: Pau	ıla] Middle Na	ime: [
Maccison					Suffix:			
Figor Director Gran	its & Contr	acts Account	ing			L		
. Signature of Authorized Certifying) Official			c. Telep	hone (Area c	nde. nu	imber and extension)	
120.00	. 1			270-74	5-5338		THOSE WILL SYCHOLOGY	İ
Lawa Ma	214	مناس	1					
. Email Address				- C Data I	5 · ·			
				e, Date n	Report Submi	itted	14. Agency use on	ily:
aula.mattison@wku.edu				11/26/	2019			
							1 (4) (Fire 1.5) (#1.50)	

Standard Form 425

Early Head Start FY 2019-20

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

OCT 1- 31 2019		OFNEDAL FUND	20 04 05	1	- UE 4 4007		1701	
FINAL		GENERAL FUNI			X #544837 Y	D Average Percent	17%	
	BUDGET	EXPENSES	CREDIT	%		BALANCE	%	ADMIN
PERSONNEL	ALLOCATION	Through 10/31/19	CARD	admin	ENCUMBRANCES	AVAILABLE	SPENT	COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$104,674.00	\$15,349.20						
Part Time SAL 61123								
STUDENT 61501								
TOTAL PERSONNEL	\$104,674.00	\$15,349.20			\$0.00	\$89,324.80	15%	\$0
						•		
FRINGE	\$90,269.00	\$13,738.91				\$76,530.09	15%	
TRINGL	ψ30,203.00	ψ15,750.51				Ψ70,000.00	1070	
TDAVEL	#0.00							
TRAVEL	\$0.00							
REGISTRATION 74210	40.00	40.00			40.00	40.00		
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$4,200.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103			\$0.00	0%				\$0
Medical/Househ 71104/06			\$0.00	0%				\$0
Classroom 71109			\$0.00					
Food 71120			\$0.00					i
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					1
TOTAL SUPPLIES	\$4,200.00	\$0.00	\$0.00	E4-50	\$0.00	\$4,200.00	0%	\$0
TOTAL SUFFLIES	Ψ4,200.00	ψ0.00	\$0.00		Ψυ.υυ	ψ4,200.00	078	\$0
OTUED	#4.707.00							-
OTHER	\$1,737.00							
Postage 71310			\$0.00	0%				\$0
Software 71501				0%				\$0
Dues 71811			\$0.00	1%				\$0
Maint Copy 72101			\$0.00	1%				\$0
Maint. Comp Softw 72105			\$0.00	1%				\$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					i
Misc. Other 73549			\$0.00					1
Fac. Mgjt 73901/02								1
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%				\$0
Visitor Permit 73926				170			1	
	\$1,737.00	\$0.00	#0.00		\$0.00	\$1,737.00	00/	0
TOTAL OTHER	\$1,737.00	φ0.00	\$0.00		φυ,υυ	φ1,737.00	0%	\$0
CONSULTANTS				-				18
Consult WKU 61160								1
Consult 72204/09					4.2.2	4:22.23		4
TOTAL CONSULT	\$400.00	\$0.00			\$0.00	\$400.00		\$0
TOTALS	\$201,280.00	\$29,088.11			\$0.00	\$172,191.89	14%	\$0
	012 122	AC 227 27				040 774 67		
INDIRECT	\$16,102.00	\$2,327.05		100%		\$13,774.95	14%	\$2,327
GRAND TOTAL	\$217,382.00	\$31,415.16	\$0.00		\$0.00	\$185,966.84	14%	\$2,327
ONAIND TOTAL	ΨΖ 17,002.00	Ψο 1,4 10.10	\$0.00		ψ0.00	Ψ100,000,04	14/0	φΖ,υΖΙ

	TRAINING PA 20	- index	75448	38 YI	D Average Percent	17%	
BUDGET	EXPENSES	CREDIT	%		BALANCE	%	ADMIN
ALLOCATION	Through 10/31/19	CARD	admin	ENCUMBRANCES	AVAILABLE	SPENT	COSTS
\$1,425.00	\$0.00			\$0.00	\$1,425.00	0%	
фг7г оо					AF7F 00		
\$575.00					\$575.00	0%	
\$1,400,00							
		\$0.00					
							l
\$1,400.00	\$0.00	\$0.00	4%	\$0.00	\$1,400.00	0%	\$0
\$500.00							
			5%				\$0
							1
		\$0.00					
\$500.00	\$0.00	\$0.00		\$0.00	\$500.00	0%	ļ
\$697.00							
		\$0.00					l
			1%				\$0.00
							\$0
							1
			1%				\$0
#007.00	#0.00		POR BUILD	40.00	2007.00		
	\$0.00	\$0.00		\$0.00	\$697.00	0%	\$0.00
400		*					
\$400.00	\$0.00			\$0.00	\$400.00		1
\$4,997.00	\$0.00	,		\$0.00	\$4,997.00	0%	\$0
					Acres Allenania		
\$0.00	\$0.00		1		\$0.00		
\$4,997.00	\$0.00	\$0.00		\$0.00	\$4,997.00	0%	\$0
	\$1,425.00 \$1,425.00 \$1,425.00 \$575.00 \$1,400.00 \$1,400.00 \$500.00 \$500.00 \$697.00 400 \$400.00 \$4,997.00	\$1,425.00 \$0.00 \$1,425.00 \$0.00 \$575.00 \$0.00 \$1,400.00 \$0.00 \$1,400.00 \$0.00 \$500.00 \$0.00 \$697.00 \$0.00 \$697.00 \$0.00 \$4,997.00 \$0.00 \$0.00 \$0.00	ALLOCATION Through 10/31/19	ALLOCATION Through 10/31/19 CARD admin \$1,425.00 \$0.00 \$0.00 \$0.00 \$575.00 \$0.00 \$0.00 \$0.00 \$1,400.00 \$0.00 \$0.00 \$0.00 \$1,400.00 \$0.00 \$0.00 \$0.00 \$50.00 \$0.00 \$0.00 \$0.00 \$50.00 \$0.00 \$0.00 \$0.00 \$697.00 \$0.00 \$0.00 \$0.00 \$697.00 \$0.00 \$0.00 \$697.00 \$0.00 \$0.00 \$697.00 \$0.00 \$0.00 \$697.00 \$0.00 \$0.00 \$697.00 \$0.00 \$0.00 \$697.00 \$0.00 \$0.00 \$697.00 \$0.00 \$0.00 \$697.00 \$0.00 \$0.00 \$697.00 \$0.00 \$0.00 \$697.00 \$0.00 \$0.00 \$697.00 \$0.00 \$0.00	BUDGET ALLOCATION Through 10/31/19 CARD admin ENCUMBRANCES \$1,425.00 \$0.00 \$0.00 \$0.00 \$575.00 \$0.00 \$0.00 \$1,400.00 \$0.00 \$0.00 \$1,400.00 \$0.00 \$0.00 \$0.00 \$50.00 \$0.00 \$0.00 \$0.00 \$500.00 \$0.00 \$0.00 \$0.00 \$500.00 \$0.00 \$0.00 \$0.00 \$697.00 \$0.00 \$0.00 \$0.00 \$0.00 \$697.00 \$0.00 \$0.00 \$0.00 \$0.00 \$697.00 \$0.00 \$0.00 \$0.00 \$0.00 \$697.00 \$0.00 \$0.00 \$0.00 \$0.00 \$697.00 \$0.00 \$0.00 \$0.00 \$0.00 \$1400.00 \$0.00 \$0.00 \$0.00 \$0.00 \$4400.00 \$0.00 \$0.00 \$0.00 \$400 \$0.00 \$0.00 \$0.00	BUDGET ALLOCATION Through 10/31/19	BUDGET ALLOCATION Through 10/31/19 CARD

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

FINAL		GENERAL FUND	S PA 25 .	Inde	x #544837 Y	TD Average Percent	25%	
	BUDGET	EXPENSES	CREDIT	%		BALANCE	%	ADMIN
PERSONNEL	ALLOCATION	Through 11/30/19	CARD	admin	ENCUMBRANCES	AVAILABLE	SPENT	COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$104,674.00	\$21,884.20						
Part Time SAL 61123								
STUDENT 61501	Local annual factors and							
TOTAL PERSONNEL	\$104,674.00	\$21,884.20			\$0.00	\$82,789.80	21%	\$0
FRINGE	\$90,269.00	\$20,065.74				\$70,203.26	22%	
TDAY/EI	40.00							
TRAVEL	\$0.00							
REGISTRATION 74210	40.00	40.00			40.00	40.00		
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$4,200.00							
	Φ4,200.00		40.00					
Office 71102 Janitor/Maint. 71103			\$0.00	5%				\$0
			\$0.00	0%				\$0
Medical/Househ 71104/06		AFF 44	\$0.00	0%				\$0
Classroom 71109		\$55.11	\$55.11					
Food 71120	_	\$52.33	\$52.33					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
TOTAL SUPPLIES	\$4,200.00	\$107.44	\$107.44		\$0.00	\$4,092.56	3%	\$0
OTLIED	#4 707 00							
OTHER	\$1,737.00							
Postage 71310			\$0.00	0%				\$0
Insurance Other 71401		\$600.00	Ψ0.00	5%				\$30
Software 71501		φοσο.σσ		0%				\$0
Dues 71811			\$0.00	1%				\$0
Maint Copy 72101		\$144.84	\$0.00	1%				
Maint. Comp Softw 72105		ψιττ.υτ	\$0.00	1%				\$1 \$0
Maint. Equip 72108			\$0.00	1%				\$0
Repairs 72149			\$0.00	170				\$0
background ch. Stud. 73513/23			\$0.00					Φ0
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549		-	\$0.00					
Fac. Mgjt 73901/02			φυ.υυ					
Local Phone 73910				40/				
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%		7		\$0
Visitor Permit 73926				1%				- \$0
TOTAL OTHER	\$1,737.00	\$744.84	¢0.00	TO SHOW	\$0.00	\$000 16	400/	201
TOTAL OTHER	Φ1,737.00	Φ/44.04	\$0.00	100 100 100	\$0.00	\$992.16	43%	\$31
CONSULTANTS								
Consult WKU 61160								1
Consult 72204/09	400							1
TOTAL CONSULT	\$400.00	\$0.00		TO THE	\$0.00	\$400.00		90
TOTALS	\$201,280.00	\$42,802.22			\$0.00	\$158,477.78	21%	\$0 \$31
TOTALO	Ψ201,200.00	Ψ72,002.22			\$0.00	ψ100,411.10	21%	\$31
INDIRECT	\$16,102.00	\$3,424.20		100%		\$12,677.80	21%	\$3,424
NAVE STATE								7-1,1

		TRAINING PA 26	3 - Index		38 Y7	D Average Percent	25%	
PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 11/30/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
0. 500. 01111								
Staff SAL 61111	\$1,425.00							1
TOTAL PERSONNEL	\$1,425.00	\$0.00			\$0.00	\$1,425.00	0%	
FRINGE	\$575.00					\$575.00	0%	
TRAVEL	\$1,400.00							
INSTATE 74101			\$0.00				115	
REGISTRAT KY 74110			\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION 74210			\$0.00					
TRAVEL 74000	\$1,400.00	\$0.00	\$0.00	4%	\$0.00	\$1,400.00	0%	\$0
SUPPLIES	\$500.00						Partie vije	
Office 71102	φοσο.σο		\$0.00	5%				00
Janitor/Maint. 71103			\$0.00	3%				\$0
Food 71120			\$0.00					
Classroom 71109	73		\$0.00					
Grounds 71122		\$0.00	\$0.00					
TOTAL SUPPLIES	\$500.00	\$0.00	\$0.00		\$0.00	\$500.00	0%	
OTHER	\$697.00							
software 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101		\$79.64	\$0.00	1%				\$0.80
Maint software 72105			\$0.00	1%				\$0
background ch. Stud. 73513/23.			\$0.00			T		
Misc. Accreditation 73514/17			\$0.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
TOTAL OTHER	\$697.00	\$79.64	\$0.00		\$0.00	\$617.36	11%	\$0.80
	400				71,30	70,1,00	.,,,,	Ψ0.00
TOTAL CONSULT	\$400.00	\$0.00			\$0.00	\$400.00		
TOTALS	\$4,997.00	\$79.64			\$0.00	\$4,917.36	2%	\$1
					/			7.
INDIRECT	\$0.00	\$0.00				\$0.00		
GRAND TOTAL	\$4,997.00	\$79.64	\$0.00		\$0.00	\$4,917.36	2%	\$1

QUARTERLY REPORT

1ST QTR 04CH11242-2	01 EARLY	HEAD STAF	RT 544837-	838	Reporting Period:	1	
	FY: Sep. 1, 201		020		9/1/19 TO 11/30/19		
INTERIM	APPROVED	YTD		PER CENT		YTD	YTD
LINE ITEMS	BUDGET	EXPENDED	Obligations	SPENT	Unobligated	Credit card	Admin cos
Personnel	\$104,674	\$21,884		20.91%	\$82,790	-	\$ -
Fringe Benefits	\$90,269	\$20,066		22.23%	\$70,203		\$ -
Travel	\$0				\$0	-	
Equipment							
Supplies	\$4,200	\$107		2.56%	\$4,093	\$ 107	
Contractual	\$0		\$0		\$0		
Other Consultants	\$1,737 \$400	\$745		34.85%	\$992 \$400		\$ 32
TOTAL DIRECT	\$201,280	\$42,802	\$0	21.27%		\$107	\$32
Indirect Costs	\$16,102	\$3,424		21.27%			\$ 3,424
TOTAL PA 25	\$217,382	\$46,226	\$0	21.27%	\$0	\$107	\$3,456
PA 26 Training Personnel/Frg Supplies/Other	\$2,000 \$1,197	\$0 \$80			\$0		
Contractual Travel	\$0 \$1,400	φου				-	\$ 0.80
TOTAL PA26	\$4,597	\$80	\$0	1.73%	\$4,517	\$ -	\$ 1
TOTAL AWARD**	\$221,979	\$46,306	\$0	21%	\$175,673	\$107	\$3,457
NON FEDERAL	Space Volunteers	\$8,694				Non Fed Space 5% % Admin WKU	\$435
	Other					TOTAL ADMIN	\$3,892
Total Non Federal	\$55,595	\$8,694	\$0	15.64%	\$46,901	2019-20 EHS	
TOTAL OUTLAYS	\$277,574	\$55,000	\$0			USDA FY20	\$7,512
QTRLY NOTES:	Category: OTHER:	line items include	e: postage, mair	itenance, insuran	ce, advertising, dues,		
	Expenditures: on tra	fees, telephone ack	and printing				

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

		GENERAL FUND	OS PA 25	- Inde	x #544837 Y	TD Average Percent	33%	
DEDOGULE	BUDGET	EXPENSES	CREDIT	%		BALANCE	%	ADMIN
PERSONNEL	ALLOCATION	Through 12/31/19	CARD	admin	ENCUMBRANCES	AVAILABLE	SPENT	COSTS
SAL admin		400 100 00		100%				\$0
Staff SAL 61111		\$30,123.20						
Part Time SAL 61123 STUDENT 61501								
TOTAL PERSONNEL	\$404 C74 00	\$00.400.00		The contract of	* 0.00	A= / == 0.00		
TOTAL PERSONNEL	\$104,674.00	\$30,123.20			\$0.00	\$74,550.80	29%	\$0
FRINGE	\$90,269.00	\$27,371.14				\$62,897.86	30%	
TRAVEL	\$0.00							
REGISTRATION 74210	φυ.υυ	,						
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00	CO. 100 A 100	
7101722 71000	ψ0.00	ψ0.00		470	φ0.00	φυ.υυ		\$0
SUPPLIES	\$4,200.00							
Office 71102	Ψ1,200.00	\$58.86	\$58.86	5%				60
Janitor/Maint. 71103		\$262.37	\$262.37	0%				\$3
Medical/Househ 71104/06		ΨΕΟΣ.01	\$0.00	0%				\$0 \$0
Classroom 71109		\$55.11	\$55.11	0,0				φυ
Food 71120		\$279.91	\$279.91					
Grounds 71122			\$0.00	0%				. \$0
Misc 71149			\$0.00					Ψυ
TOTAL SUPPLIES	\$4,200.00	\$656.25	\$656.25		\$0.00	\$3,543.75	16%	\$3
OTHER	¢4 727 00							
OTHER	\$1,737.00							
Postage 71310			\$0.00	0%				60
Insurance Other 71401		\$600.00	Ψ0,00	5%				\$0
Software 71501		φοσο.σσ		0%		•		\$30 \$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%				\$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		lasses and the second			
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549			\$0.00					
Fac. Mgjt 73901/02								
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0.
Printing Serv. 73920				1%				\$0
Visitor Permit 73926	44 505 60	4/ (22 22						
TOTAL OTHER	\$1,737.00	\$1,195.06	\$0.00		\$0.00	\$541.94	69%	\$36
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	400							
TOTAL CONSULT	\$400.00	\$0.00		4000	\$0.00	\$400.00		60
TOTALS	\$201,280.00	\$59,345.65			\$0.00	\$141,934.35	29%	\$0 \$39
	, , , , , , , , , , , , , , , , , , , ,	,, - , - , - , - , - , - , - , - , -			φυιου	¥111,004.00	23/0	φυθ
INDIRECT	\$16,102.00	\$4,747.67		100%		\$11,354.33	29%	\$4,748
GRAND TOTAL	\$217,382.00	\$64,093.32	\$656,25		\$0.00	\$153,288.68	20%	\$4.707
OIVIIID TOTAL	ΨΖ17,302.00	Ψ04,093.32	\$000,20		φυ.υυ	φ100,200.00	29%	\$4,787

	7	TRAINING PA 26	3 - Index		38 Y	TD Average Percent	33%	
PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 12/31/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
Staff SAL 61111	\$1,425.00							
TOTAL PERSONNEL	\$1,425.00	\$0.00			#0.00	\$4.405.00		
TOTALT LINGUINILL	\$1,425.00	\$0.00			\$0.00	\$1,425.00	0%	
FRINGE	\$575.00					\$575.00	0%	
TRAVEL	\$1,400.00							
INSTATE 74101	7.11.00.00		\$0.00					
REGISTRAT KY 74110			\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION 74210			\$0.00					
TRAVEL 74000	\$1,400.00	\$0.00	\$0.00	4%	\$0.00	\$1,400.00	0%	\$0
SUPPLIES	\$500.00							
Office 71102	ψ500.00		\$0.00	F01				
Janitor/Maint. 71103		\$25.25	\$0.00	5%				\$0
Food 71120	•	φ20.20	\$25.25		*			
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
TOTAL SUPPLIES	\$500.00	\$25.25	\$0.00 \$25.25		\$0.00	\$474.75	5%	-
			\$20.20		Ψ0.00	ψ+1+.10	070	
OTHER	\$697.00							
software 71501	4001.00		\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101		\$144.38	\$0.00	1%				\$1.44
Maint software 72105		Ψ111.00	\$0.00	1%				12/15/15/15
background ch. Stud. 73513/23		\$191.25	\$191.25	170				\$0
Misc. Accreditation 73514/17		Ψ101.20	\$0.00					
Misc. Licensing Fees 73515			Ψ0.00					
Printing Serv. 73920				1%				\$0
TOTAL OTHER	\$697.00	#22F C2			40.00	4004.07	***	
TOTAL OTTICK	\$697.00 400	\$335.63	\$191.25		\$0.00	\$361.37	48%	\$1.44
	400							
TOTAL CONSULT	\$400.00	\$0.00			\$0.00	\$400.00		2
TOTALS	\$4,997.00	\$360.88			\$0.00	\$4,636.12	7%	\$1
INDIRECT	\$0.00	\$0.00				\$0.00		
GRAND TOTAL	\$4,997.00	\$360.88	0010 55		60.00	04.000.40		
OIVIND TOTAL	00.166, 4 \$	φ300.00	\$216.50		\$0.00	\$4,636.12	7%	\$1

			HS 83% EHS 17%	\$4,037 \$827	\$4,935 \$4,096 \$839	\$5,491 \$4,558 \$934	r		\$7,300 \$6,059 \$1,241	\$4,084 \$3,390 \$694	80 80	0\$ 0\$	0\$ 0\$	\$0 \$0	20 80	\$44,189 \$36,677 \$7,512	90.67%	5.81 9.33%
								89	L	\$						\$44		\$4,54
			snack	394.03	392.92	471.88	683.38	621.34	634.5	367.54						Free meals		Paid meals \$4,545.81
			# meals	433	418	502	727	661	675	39-1						_		ш.
			LUN	2988.93	3055.36	3348.62	5084.31	5776.54	4453.46	2516.58								
			# meals	803	968	982	1491	1694	1306	738								
		4RY	BREAK # meals	1480.33	1486.72	1670.72	2511.6	2839.12	2211.68	1199.68					-			
		S SUMM	# meals	827	808	806	1365	1543	1202	652								
		FREE WEALS SUMMARY	CACFP	NOS	JULY	AUG	SEPT	OCT	NOV	DEC	JAN 2019	FEB	MAR	APR	MAY			
CACFP	REIMBURSEMENT	\$5,478.55	\$5,548,41	\$6,075.80	\$9,065,28	\$10,118.62	\$7,981.76	\$4,466.63						\$48,735.05				
·····	TOTAL F	\$4,917.88	\$5,399.74	\$5,522.33	\$8,296.20	\$9,679.49	\$6,961.45	\$3,421.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 \$44,198.53	\$48,735.05	\$4,537	\$1,929.12	
	EHS													\$0.00		FEE/CRS	ource*	care
	HS													\$0.00	MENT 201	Non-reimbursed CANTEE/CRS	CRS One Source*	*paid by day care
	Canteen	\$4,917.88	\$4,661.80	\$4,880.28	\$6,770.05	\$7,559.20	\$6,200.66	\$3,421.44						\$5,787.22 \$38,411.31	CACFP REIMBURSEMENT 2019-20	Non-reimbl		*
	CRS		\$737.94	\$642.05	\$1,526.15	\$2,120.29	\$760.79	\$0.00						\$5,787.22	CACFP 1		kfast & Sup	
	MONTH	JUN 2019	JULY	AUG	SEPT	OCT	NOV	DEC	JAN 2020	FEB	MAR	APR	MAY	TOTALS			Snacks, breakfast & Supplies	

CACFP MEAL EXPENSE FOR WKUCCC

OTHER/ HHS NEWS ALERTS

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	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES					
ACF Administration for Children	1, Log No. ACF-PI-HS-19-02	2. Issuance Date: 12/19/2019				
and Families	3. Originating Office: Office of Head Start					
	4. Key Words: Administrative Simplification; Consolidating Grants; Combining Grants					

PROGRAM INSTRUCTION

SUBJECT: Administrative Simplification for Consolidating Head Start Grants

INSTRUCTION:

This Program Instruction (PI) informs grantees of the opportunity to request to consolidate multiple Head Start grants awarded to a grantee. The PI also describes benefits and risks to consider, and outlines the process grantees must follow to submit a request. This opportunity to streamline and remove some of the administrative burdens of managing multiple grants builds on ACF-IM-HS-19-04 Accounting Simplification for Head Start and Early Head Start Operations and Service Funds.

The Office of Head Start (OHS) recognizes a number of grantees with multiple grants are interested in administering one consolidated Head Start or Early Head Start program under one grant or, at a minimum, fewer grants.

Background

Prior to the implementation of the Designation Renewal System (DRS), only a handful of grantees had more than one grant. Since DRS went into effect, nearly 25 percent of all grantees are managing multiple grants.

Currently, when an existing grantee is awarded new funding through competition or a new noncompetitive award, the grantee receives a new grant with a unique grant award number and project period for up to five years. Each award has a distinct budget cycle, annual funding amount, funded enrollment level, and designated service area.

Multiple Grant Considerations

Grantees managing multiple grants must submit annual applications for each. Because many grants are not on the same refunding schedule, grantees are required to submit applications multiple times per year. All applications submitted by a grantee during the same fiscal year are discrete and must include information for each grant application. This may include the community assessment, program plans and goals, and budget narrative and justification that supports the program design and options of each grant. Planning and allocating costs across multiple grants with different budget and project periods, and often not aligned with the agency's fiscal year can be challenging.

In addition to annual applications for each grant, grantees are required to submit multiple reports periodically, such as financial reports, monthly enrollment reports, and annual Program Information Reports (PIRs). Grantees are also required to maintain data, including centers and contact information, in discrete places for each grant. Each grant is subject to individual requests for particular types of grant actions when needed, such as changes in scope, budget revisions, key staff changes, and waiver requests for a variety of requirements.

Benefits

Consolidating two or more grants would benefit the grantee by streamlining administrative requirements and removing duplicative efforts. Consolidation eliminates tracking cost allocation over multiple Head Start grants with different funding cycles. It also reduces reporting and budget revisions and amendments by grant, and auditing of multiple grants with different cycles. It also affords grantees the opportunity to plan and operate multiple Head Start and Early Head programs more efficiently and cohesively. Funding would support the programs more holistically, and governing bodies and Policy Councils would benefit from a more singular view of budgets, needs, and options,

For program staff, preparing one grant application reflecting all needs, goals, services, and options rather than two or more applications would provide more cohesion to program planning and implementation. It would also free up time for programmatic oversight.

One annual PIR would be required rather than two or more, and federal reporting such as changes to centers, key staff, and correspondence would be less burdensome.

There would be less time spent on internally tracking staff time by grant. Consolidation would allow more flexibility for staff to work as needed or benefit from technical assistance funding without the concern of cost allocating.

Grantees must also consider the risks. Consolidating existing grants or consolidating an existing grant with funding from a new competitive or noncompetitive award means all funds are subject to the project period of the oldest grant.

For example, if you have an existing grant in its third year of a five-year project period and your agency has another grant in its second year, consolidation would mean funds from the newer grant would assume the project period consistent with the months remaining in the older grant. Similarly, if your agency is awarded new funds and requests to consolidate the new funds into an existing grant, those new funds will have a project period consistent with the months remaining in the existing grant. If your agency requests to consolidate new or existing grant funds with a grant that meets one of the conditions of DRS and is required to compete for renewed funding, the competitive funding made available through a Funding Opportunity Announcement will include the new funding that was consolidated with the existing grant.

Grantees considering the opportunity to request to consolidate grants must ensure that governing bodies are fully engaged in the discussions and are aware of both the risks and benefits of consolidation. Once a consolidation request is approved and implemented, it cannot be reversed. Grantees considering consolidation should also evaluate their fiscal capacity to update fiscal systems and policies and procedures to accommodate a potential change in the number of grant awards.

Early Head Start-Child Care Partnership and Early Head Start Expansion Grants

Grantees with more than one grant funded under accounting codes HP, HI, and HM may submit a consolidation request for these grants. However, due to the nature of the current appropriation, these grants cannot be combined with Head Start and Early Head Start grants under accounting codes CH, CI, and CM.

Competitive Funding Opportunity Announcements

New funding opportunities include the consideration of applicant requests to supplement an existing Head Start grant. The grant award made as a result of the competition (competitive supplement) would assume the length of time remaining in the project period of the existing grant award, which may be less than 60 months. Competitive supplemental awards may result in a reduced amount of funding due to the reduced term of the award. Further guidance will be provided to interested applicants with whom OHS enters into pre-award discussions or negotiations.

Intent to Consolidate Existing Grants

Grantees interested in the opportunity to request to consolidate multiple grants are asked to notify OHS of their intent using the Head Start Enterprise System (HSES).

Please use HSES Correspondence and indicate as the subject line "Intent to Consolidate Grants." Choose the "Select All Regional Office Key Staff" box. The content of the correspondence must include the grant numbers you are requesting to consolidate.

OHS will discuss next steps, timelines, and fiscal implications as well as any concerns that may need to be addressed prior to submitting a formal request.

Formal Application Submission and Approval

Grantees must formally request to combine grants via submission of a grant application (e.g., Change of Scope, Noncompetitive New, Noncompetitive Continuation, Supplement, etc.). Indicate the application includes a Change in Scope "Request to Consolidate Grants" by checking the appropriate box.

Grantees negotiating a competitive grant are asked to submit an application in HSES in the grant to be supplemented. The application should include any additional information required to process the submission, such as an updated budget, waivers, cost allocation, and program structure changes resulting from the consolidation.

The Administration for Children and Families reserves the right to deny or delay approval of requests to consolidate Head Start grants.

Please contact your Regional Office should you have questions about requesting to consolidate grants.

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

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ACF Administration for Children and Families U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES 1. Log No. ACF-IM-HS-19-04 2. Issuance Date: 10/10/2019 3. Originating Office: Office of Head Start 4. Key Words: Administrative Simplification; Accounting Codes; Common Accounting Numbers (CANs)

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Agencies and Delegate Agencies

SUBJECT: Accounting Simplification for Head Start and Early Head Start Operations and Service Funds

INFORMATION:

This Information Memorandum (IM) is to inform grantees of a simplified accounting procedure that will go into effect beginning in fiscal year (FY) 2020. Currently, the Office of Head Start's (OHS) accounting structure includes two separate Common Accounting Numbers (CANs) for Head Start and Early Head Start operations. OHS will streamline the current structure by transitioning to the use of a single CAN for operations, inclusive of both Head Start and Early Head Start service funds. This change is meant to lessen administrative burdens grantees face when operating both programs. These CANs are known as Program Accounts 4122 and 4125 for Head Start and Early Head Start, respectively.

Starting in FY2020, all Head Start and Early Head Start operations amounts will be funded from CAN 4122. This change does not affect Program Accounts 4120 and 4121, the Head Start and Early Head Start training and technical assistance (T/TA) CANs, due to statutory requirements placed on those funds. This change only applies to traditional Head Start and Early Head Start grants and has no impact on Early Head Start-Child Care Partnership/Early Head Start Expansion grants. Furthermore, this accounting change does not affect annual funding and enrollment levels for Head Start or Early Head Start and does not change the processes for programs seeking to convert slots.

Current CAN Structure	No.	New CAN Structure	No.	
Head Start Operations	4122	Head Start and Early Head Start Operations	4122	
Early Head Start Operations	4125			
Head Start T/TA	4120	Head Start T/TA	4120	
Early Head Start T/TA	4121	Early Head Start T/TA	4121	

This accounting change is expected to relieve some of the administrative burdens grantees regularly face when operating both a Head Start and Early Head Start program. The existing structure forces grantees to allocate multiple shared costs between the two programs when submitting budget estimates through the Head Start

Enterprise System Grant Application Budget Instrument. Currently, when operations funds are awarded in separate CANs for Head Start and Early Head Start, there is no flexibility to make adjustments by moving funds between programs once an award has been issued without an ACF-approved budget modification. This simplified accounting procedure will alleviate that problem. It will also allow grantee requests for enrollment conversions from Head Start to Early Head Start—and in the case of American Indian and Alaska Native programs only, from Early Head Start—to be implemented more timely due to the ability to reallocate funds between programs within the same CAN when needs arise.

This accounting structure change has no impact on how a grantee will continue to submit program-level funding requests or requests for conversion of slots, nor will it have an impact on the under-enrollment process. Funding guidance letters will continue to be provided with annual funding and enrollment levels for Head Start and Early Head Start along with instructions on how grantees will apply for funding.

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

/ Dr. Deborah Bergeron /

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	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES					
ACF	1. Log No. ACF-IM-HS-19-05	2. Issuance Date: 12/04/2019				
Administration for Children and Families	3. Originating Office: Office of Head Start					
	4. Key Words: Capital Lease; Lease Accounting; Lease Transaction; Capital Assets; Operating Lease; Allowable Lease Costs					

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Agencies and Delegate Agencies

SUBJECT: Accounting and Reporting Capital Leases

INFORMATION:

The Financial Accounting Standards Board (FASB) issued updated guidance on lease accounting (Accounting Standards Update 2016-2). Its purpose is to improve financial reporting about leasing transactions. The guidance affects all Head Start grantees that lease capital assets, such as real estate and equipment.

The recognition, measurement, and presentation of expenses and cash flows arising from a lease will primarily depend on its classification as a capital (finance) or operating lease. It is critical that grantees account for and charge costs for leases based on their proper classification. Failure to comply with Head Start facilities requirements and fiscal regulations defining and limiting allowable lease costs may result in substantial disallowances.

Capital Lease Defined

A lease must be classified as a capital lease if it meets any one of the four specified criteria that follow. If it does not meet these criteria, it is an operating lease.

- 1. The lease transfers ownership of the property to the lessee (grantee) by the end of the lease term.
- 2. The lease contains a bargain purchase option to allow the lessee to purchase the property at a price below its expected fair market value at the time the option is exercised.

- 3. The lease term is equal to 75% or more of the estimated economic life of the leased property.
- 4. The minimum lease payments over the term of the lease equal or exceed 90% of the fair market value of the leased property at the beginning of the lease.

A detailed explanation of these criteria is included at Page 8 of Financial Accounting Standard 13, Accounting for Leases.

Capital Leases

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for U.S. Department of Health and Human Services Awards (the Uniform Guidance) at 45 CFR §75.465(c)(5) limits the amount of rental costs for leases which are required to be treated as capital leases under generally accepted accounting principles (GAAP), and less-than-arms-length leases. Rental costs are limited to the amount that would be allowed had the non-federal entity (grantee) purchased the property on the date the lease agreement was signed. This amount includes expenses such as depreciation, maintenance, taxes, and insurance.

The Head Start Program Performance Standards (HSPPS) include the use of grant funds to make a payment under a capital lease agreement in the definition of *Purchase* (45 CFR §1305.2). Consequently, capital leases must be submitted for approval prior to execution in accordance with 45 CFR Part 1303 Subpart E in the same manner as other facilities purchase arrangements and encumbrances. Use of Head Start funds to make payments under a capital lease triggers the requirement to file a notice of federal interest as described in 45 CFR §1303.46(h).

Information regarding capital leases must also be included in the grantee's Annual Real Property Report on SF-429 with Attachment A.

Operating Leases

Rental costs under arms-length operating leases are allowable if they are reasonable and do not exceed rental costs of comparable property considering local market conditions, availability of alternatives, and the type, life expectancy, condition, and value of the property leased. If operating lease payments are increased beyond fair market rental value to allow a landlord to recover the at least 90% of the cost of major renovations to leased property, the lease arrangement is a capital lease. See Capital Lease Defined no. 4 above. The major renovation is subject to prior approval, compliance with 45 CFR Part 1303 Subpart E, and federal interest results.

Capital Lease Payments

Grantees are not prohibited from entering into capital leases. However, grantees must properly categorize, account for, and receive prior approval for such leases in accordance with GAAP, the Uniform Guidance, and the HSPPS.

A grantee considering a capital lease arrangement should be aware of the following:

- A capital lease is a purchase arrangement, and an encumbrance, under the HSPPS. It is subject to all of the requirements of 45 CFR Part 1303 Subpart E, including submission of SF-429 with Attachment B (purchase) and Attachment C (encumbrance) in the GrantSolutions Online Data Collection System (OLDC), and prior approval by the Administration for Children and Families. Grantees are also required to file of a notice of federal interest to protect federal funds used to make capital lease payments.
- Unless a capital lease receives prior written approval under 45 CFR Part 1303 Subpart E, the grantee may only charge its Head Start award for amounts that would be allowed had the grantee held title to the leased facility; expenses such as depreciation, maintenance, taxes (if applicable to the grantee); and insurance.
- In the event that failure to comply with regulations applicable to capital leases results in unallowable charges to the Head Start award, a disallowance may be taken for payments made over the entire term of the capital lease.

Grantees should carefully examine proposed lease arrangement when determining their character as either operating or capital leases to assure compliance with applicable fiscal regulations and avoid potentially significant amounts of disallowed costs.

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

/ Deborah Bergeron /

Dr. Deborah Bergeron Director Office of Head Start View the web version Go to ECLKC

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

₩ OFFICE OF HEAD START

Delay in Compliance Date for Background Checks and QRIS

The Office of Head Start (OHS) has further delayed the compliance date by two years for the comprehensive background check procedures and for programs to participate in their state or local Quality Rating and Improvement Systems (QRIS). Programs have until Sept. 30, 2021 to comply with the comprehensive background check procedures as required in 45 CFR §1302.90(b). Until then, programs are required to meet the background check requirements in Section 648A of the Head Start Act that requires them to obtain a state, tribal, or federal criminal record check for all staff members prior to employment. Programs also have until Sept. 30, 2021 to participate in their state or local QRIS as required in 45 CFR §1302.53(b)(2) of the Head Start Program Performance Standards final rule.

OHS understands Head Start programs would bear unintended regulatory and administrative burden if they attempt to comply with the comprehensive background check standards without support from local and state law enforcement agencies. Furthermore, discussions with Head Start grantees and state organizations indicate concerns about the time and resources needed by both the states and grantees to ensure Head Start grantees are able to participate in their QRIS. For these reasons, the U.S. Department of Health and Human Services previously delayed the compliance dates for these standards through notices in the Federal Register.

OHS is also seeking feedback from the public by Dec. 26, 2019 to gain more information regarding attempts made to become compliant with the comprehensive background check requirements. The Federal Register notice announcing this change with the full rationale can be found at

https://www.federalregister.gov/documents/2019/11/26/2019-25634/head-start-program.

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

₩ OFFICE OF HEAD START

Title: Head Start Connects: Individualizing and Connecting Families to Family Support Services (New Collection)

Category: Notices

Issuing Agency: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Planning, Research, and Evaluation

Action: Request for Public Comment

Issue Date Month/Year: 10/2019

Citation: Federal Register Volume 84, Number 195 (Tuesday, October 8, 2019

Pages 53737-53738

URL: https://www.govinfo.gov/content/pkg/FR-2019-10-08/html/2019-21893.htm

Summary: The Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services (HHS) seeks approval to conduct semi-structured, qualitative interviews with Head Start staff, parents/guardians, and community providers at six Head Start programs for case studies that explore case management and coordination of family support services.

Action Date: Comments due within 30 days of publication. OMB is required to make a decision concerning the collection of information between 30 and 60 days after publication of this document in the Federal Register. Therefore, a comment is best assured of having its full effect if OMB receives it within 30 days of publication.

Contact: Written comments and recommendations for the proposed information collection should be sent directly to the following: Office of Management and Budget, Paperwork Reduction Project, Email:

OIRA_SUBMISSION@OMB.EOP.GOV, Attn: Desk Officer for the Administration for Children and Families.

Copies of the proposed collection may be obtained by emailing OPREinfocollection@acf.hhs.gov. Alternatively, copies can also be obtained by writing to the Administration for Children and Families, Office of Planning, Research, and Evaluation, 330 C Street SW, Washington, DC 20201, Attn: OPRE Reports Clearance Officer. All requests, emailed or written, should be identified by the title of the information collection.

Full Text: https://www.govinfo.gov/content/pkg/FR-2019-10-08/html/2019-21893.htm

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Keirnan, Janine

To:

Watkins, James

Subject:

RE: ATTENTION: Monthly Enrollment Reporting Update

From: HSES Announcement < notice@hsesannouncements.org>

Date: December 19, 2019 at 4:33:53 PM CST **To:** "Watkins, James" < <u>james.watkins@wku.edu</u>>

Subject: ATTENTION: Monthly Enrollment Reporting Update Reply-To: "HSES Announcement" < help@hsesinfo.org>

Dear Head Start Grantee:

Please find an update to the monthly enrollment reporting requirements below and <u>share this message with the individual responsible for reporting monthly enrollment.</u> This updated requirement will impact all grantees. Currently, grantees report one enrollment number for Head Start Enrollment and/or one enrollment number for Early Head Start Enrollment. This one enrollment number may include (1) enrolled, (2) reserved and (3) vacant (less than 30 days) slots.

Beginning with December enrollment reporting, grantees must report all three of these fields separately. Please find a description of each field below:

Enrolled Slots: Report the total number of children (and pregnant women in Early Head Start programs) that have been accepted and attended at least one class (or at least one home visit for the home-based option) on the last operating day of the requested month (Head Start Performance Standards section 1305.2).

Reserved Slots: Report any slots reserved for families experiencing homelessness or children in foster case. No more than 3% of a program's funded enrollment slots may be reserved. If reserved slots are not filled within thirty days, they become regular vacancies which can be counted as "Vacant (less than 30 days) Slots" (Head Start Performance Standards 1302.15(c)).

Vacant (less than 30 days) Slots: Report any slots that were vacant less than 30 days. After 30 days, the slot is considered vacant and no longer counts toward the enrolled monthly total (Head Start Performance Standards section 1302.15(a)).

These three fields will automatically add together as the "Monthly Total." Please find an example below, illustrating how all three fields must be reported each month:

This updated reporting requirement begins with December reporting. December enrollment reporting opens on January 1, 2020, and is due January 7, 2020. Please reach out to your Program Specialist if you have questions when completing this requirement. Please contact the HSES Help Desk if you have any technical issues.