

Financial Reports to Policy Council and Board Members

January 25, 2021 – Policy Council Meeting

February 1, 2021 – Board Meeting

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

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

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

- Pages 1-6: Monthly financial reports OCT-DEC 2020 expenditures on COMPLETED. NOTE: Will submit carryover request
- Pages 7-13: Fourth Quarter Report (AUG-OCT), Summary of Expenditures, non-federal; credit card, USDA, administrative costs. NOTE: see outline of carryover request budget/narrative

FY 2020-21 HEAD START (WKU index 525160-161)

- Page 14-18: Notice of Award for FY21 Head Start grant award. 50% funds awarded, balance awarded at later date. NOTE: WAIVER received for Non-Federal Share match for FY21.
- Page 19-22: Monthly financial reports NOV-DEC 2020 expenditures expenditures on track

FY 2020-21 EARLY HEAD START (WKU index 544841-842)

- Pages 23-26: Monthly financial reports SEP-NOV 2020 expenditures on track.
- Pages 27: First Quarter Report, (SEP-NOV) Summary of Expenditures, credit card, USDA, administrative costs NOTE: WAIVER received for Non-Federal share match for FY21.
- Page 28-29: Monthly financial reports DEC 2020 expenditures on track.

CACFP

- Page 30: Summary report of food expenditure and CACFP reimbursements

Separate Attachment:

1. **Carryover request budget for approval (3 pages)**
2. **Report from Federal Review week of December 7-22, 2020 (8 pages)**

OTHER

- PI-HS-20-07 Interim Final Rule on Flexibility for Designation Renewal in Emergencies (2 Pages)
- Memo from DHHS 10/20/2020 – Guidance on Reopening Buildings

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

FY 2019- 20 HEAD START

INDEX NUMBER 525158

YTD Average Percent 100%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 10/31/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$56,856.00	\$56,856.00		100%				\$56,856
Staff SAL 61111	\$369,196.00	\$351,417.29			\$9,074.26			
Part Time SAL 61123	\$5,000.00	\$2,974.36			\$1,458.57			
Staff OT 61130	\$2,200.00	\$1,140.12			\$74.55			
GRAD 61140	\$4,000.00	\$3,000.00						
CONSULT 61160	\$8,870.40	\$8,870.40						
CELL PLAN 61180	\$720.00	\$720.00						
STUDENT 61501	\$13,000.00	\$7,817.00			2694			
TOTAL PERSONNEL	\$459,842.40	\$432,795.17			\$13,301.38	\$13,745.85	97%	\$56,856
FRINGE	\$290,972.00	\$292,890.13		12.05%	\$7,054.06	(\$8,972.19)	103%	\$35,293
TRAVEL	\$250.00							
INSTATE 74101		\$62.21	\$62.21					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
TRAVEL 74000	\$250.00	\$62.21	\$62.21	4%	\$0.00	\$187.79		\$2
SUPPLIES	\$20,498.00							
Office 71102	45000	\$83.48	\$83.48	5%				\$4
Janitor/Maint. 71103		\$4,315.68	\$4,315.68					\$0
Medical 71104		\$1,291.09	\$1,291.09					\$0
Classroom 71109		\$4,047.55	\$4,047.55		\$4,882.69			
Food 71120		\$1,416.17	\$450.61		\$3,108.00			
Grounds 71149			\$0.00					\$0
			\$0.00					
TOTAL SUPPLIES	\$65,498.00	\$11,153.97	\$10,188.41		\$7,990.69	\$46,353.34	29%	\$4
SUBCONTRACT 72311	\$1,012,926.00	\$832,454.24			\$180,471.76	\$0.00	82%	
OTHER	\$54,695.00							
Phone line serv 71203/05	36368	\$465.16	\$402.74		\$45.00			
Internet 71208		\$800.00	\$800.00		\$80.00			
Hous Auth utilities 71211		\$5,028.00						
Postage 71310/20		\$423.69	\$0.00					
Insurance Non-emp 71401		\$2,500.00		0%				\$0
Office equip <\$500 71502		\$6,570.00						
Subscrip/Dues Data 71801		\$1,140.00	\$0.00	0%				\$0
Maint. Copy Mach. 72101		\$1,552.13	\$21.58	1%	\$160.37			\$16
Maint. software 72105		\$1,980.67	\$0.00	1%				\$20
Maint. BLDG 72106			\$0.00	1%				\$0
Maint Repair 72149			\$0.00	1%				\$0
Misc.background ch. Stud. 73513		\$632.00	\$632.00		\$38.25			
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515		\$130.00	\$80.00					
Misc.background ch. 73523			\$0.00					
Misc. Other 73502		\$496.72	\$496.72					
Fac Mgmt Labor 73901		\$1,306.44			\$550.00			\$0.00
Fac Mgmt supp 73902		\$887.84			\$247.14			\$0.00
Local Phone 73910		\$990.00		1%				\$10
LD Phone 73911/12		\$84.01		1%				\$1
Dept Charges misc 73949		\$137.50						
Inv. Equip 78100								\$0
TOTAL OTHER	\$91,063.00	\$25,124.16	\$2,030.30		\$1,120.76	\$64,818.08	29%	\$46
CONSULTANTS	\$28,649.60							
Consult 72204		\$5,940.00						
TEMP 72211								
Non emp gen 72249		\$3,968.40						
TOTAL CONSULT	\$28,649.60	\$9,908.40	\$0.00		\$0.00	\$18,741.20	35%	
TOTALS	\$1,949,201	\$1,604,388.28	\$12,280.92		\$209,938.65	\$134,874.07	93%	\$92,202
INDIRECT	\$74,902	\$61,730.51		100%	\$2,264.71	\$10,906.78	85%	\$61,731
GRAND TOTAL	\$2,024,103	\$1,666,118.79	\$12,280.92		\$212,203.36	\$145,780.85	93%	\$153,933

TRAINING PA 20 - Index #525159

YTD Average Percent 100%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 10/31/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Staff SAL 61111	\$4,540.00	\$4,668.00				-\$128.00		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$4,540.00	\$4,668.00			\$0.00	(\$128.00)	103%	
FRINGE	\$1,635.00	\$1,607.45				\$27.55	98%	\$0.00
TRAVEL	\$3,750.00							
INSTATE 74101		\$435.00	\$435.00					
registration instate 74110		\$1,225.00	\$1,225.00		60			
OUT STATE 74201		\$786.88	\$786.88					
REGISTRATION OUT 74210		\$125.00	\$125.00					
TRAVEL 74000	\$3,750.00	\$2,571.88	\$2,571.88	4%	\$60.00	\$1,118.12	69%	\$102.88
SUPPLIES	\$600.00							
Office 71102			\$0.00	5%	\$147.62			\$0.00
Janitor/Maint. 71103			\$0.00	0%				\$0
Household 71106			\$0.00		\$146.02			
Classroom 71109			\$0.00					
Food 71120			\$0.00					
TOTAL SUPPLIES	\$600.00	\$0.00	\$0.00		\$293.64	\$306.36		\$0.00
SUBCONTRACT 72311	\$8,995.00	\$5,566.02			\$3,428.98	\$0.00	62%	
OTHER	\$1,462.00							
Line Service 71203		\$184.08	\$184.08					
Postage 71310/20		\$21.20			\$36.95			
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71801			\$0.00		\$665.70			
Maint. Copy Mach. 72101		\$577.25	\$0.00	1%	\$19.94			\$5.77
Maint. COMP Softw 72105		\$800.00	\$800.00	1%				\$8.00
Maint. Equip 72108			\$0.00	1%				\$0.00
Misc. Accreditation 73514			\$0.00					
Misc. backgrnd 73513/23			\$0.00					
Misc. Other 72249								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
TOTAL OTHER	\$1,462.00	\$1,582.53	\$984.08		\$722.59	(\$843.12)	158%	\$14
CONSULTANTS								
Consult WKU 61160								
Non Empl serv 72249								
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		
TOTALS	\$20,982.00	\$15,995.88	\$3,555.96		\$4,505.21	\$480.91		\$117
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$20,982.00	\$15,995.88	\$3,555.96		\$4,505.21	\$480.91	98%	\$117

INDEX NUMBER 525158

YTD Average Percent 100%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 11/30/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$56,856.00	\$56,856.00		100%				\$56,856
Staff SAL 61111	\$369,196.00	\$360,491.55						
Part Time SAL 61123	\$5,000.00	\$4,432.93						
Staff OT 61130	\$2,200.00	\$1,214.67						
GRAD 61140	\$4,000.00	\$3,000.00						
CONSULT 61160	\$8,870.40	\$8,870.40						
CELL PLAN 61180	\$720.00	\$720.00						
STUDENT 61501	\$13,000.00	\$10,511.00						
TOTAL PERSONNEL	\$459,842.40	\$446,096.55			\$0.00	\$13,745.85	97%	\$56,856
FRINGE	\$290,972.00	\$299,944.19		12.05%		(\$8,972.19)	103%	\$36,143
TRAVEL	\$250.00							
INSTATE 74101		\$62.21	\$62.21					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
TRAVEL 74000	\$250.00	\$62.21	\$62.21	4%	\$0.00	\$187.79		\$2
SUPPLIES	\$20,498.00							
Office 71102	45000	\$83.48	\$83.48	5%				\$4
Janitor/Maint. 71103		\$5,158.21	\$5,158.21					\$0
Medical 71104		\$1,291.09	\$1,291.09					\$0
Classroom 71109		\$6,247.31	\$6,247.31					
Food 71120		\$4,779.26	\$627.70					
PPE 71130		\$36.51	\$0.00					\$0
			\$0.00					
TOTAL SUPPLIES	\$65,498.00	\$17,595.86	\$13,407.79		\$0.00	\$47,902.14	27%	\$4
SUBCONTRACT 72311	\$1,012,926.00	\$832,454.24			\$154,191.80	\$26,279.96	82%	
OTHER	\$54,695.00							
Phone line serv 71203/05	36368	\$510.16	\$510.16					
Internet 71208		\$880.00	\$880.00					
Hous Auth utilities 71211		\$5,028.00						
Postage 71310/20		\$447.73	\$0.00					
Insurance Non-emp 71401		\$2,500.00		0%				\$0
Office equip <\$500 71502		\$6,570.00						
Subscrip/Dues Data 71801		\$1,140.00	\$0.00	0%				\$0
Maint. Copy Mach. 72101		\$1,552.13	\$21.58	1%				\$16
Maint. software 72105		\$1,980.67	\$0.00	1%				\$20
Subscrip 71810		\$1,626.80	\$1,145.89	1%	(\$480.91)			\$16
Maint Repair 72149			\$0.00	1%				\$0
c.background ch. Stud. 73513		\$670.25	\$670.25					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515		\$130.00	\$80.00					
Misc.background ch. 73523			\$0.00					
Misc. Other 73502		\$496.72	\$496.72					
Fac Mgmt Labor 73901		\$1,856.44						\$0.00
Fac Mgmt supp 73902		\$1,134.98						\$0.00
Local Phone 73910		\$1,080.00		1%				\$11
LD Phone 73911/12		\$97.33		1%				\$1
Printing Serv. 73920								
Dept Charges misc 73949		\$137.50						
Inv. Equip 78100								\$0
TOTAL OTHER	\$91,063.00	\$27,838.71	\$3,294.44		(\$480.91)	\$63,705.20	30%	\$63
CONSULTANTS	\$28,649.60							
Consult 72204		\$5,940.00						
TEMP 72211								
Non emp gen 72249		\$3,968.40						
TOTAL CONSULT	\$28,649.60	\$9,908.40	\$0.00		\$0.00	\$18,741.20	35%	
TOTALS	\$1,949,201	\$1,633,900.16	\$16,764.44		\$153,710.89	\$161,589.95	92%	\$93,069
INDIRECT	\$74,902	\$64,115.47		100%	(\$38.47)	\$10,825.00	86%	\$64,115
GRAND TOTAL	\$2,024,103	\$1,698,015.63	\$16,764.44		\$153,672.42	\$172,414.95	91%	\$157,185

TRAINING PA 20 - Index #525159

YTD Average Percent 100%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 11/30/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Staff SAL 61111	\$4,540.00	\$4,668.00				-\$128.00		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$4,540.00	\$4,668.00			\$0.00	(\$128.00)	103%	
FRINGE	\$1,635.00	\$1,607.45				\$27.55	98%	\$0.00
TRAVEL	\$3,750.00							
INSTATE 74101		\$435.00	\$435.00					
registration instate 74110		\$1,285.00	\$1,285.00					
OUT STATE 74201		\$786.88	\$786.88					
REGISTRATION OUT 74210		\$125.00	\$125.00					
TRAVEL 74000	\$3,750.00	\$2,631.88	\$2,631.88	4%	\$0.00	\$1,118.12	70%	\$105.28
SUPPLIES	\$600.00							
Office 71102		\$147.62	\$147.62	5%				\$7.38
Janitor/Maint. 71103			\$0.00	0%				\$0
Household 71106			\$0.00					
Classroom 71109		\$146.02	\$146.02					
Food 71120			\$0.00					
TOTAL SUPPLIES	\$600.00	\$293.64	\$293.64		\$0.00	\$306.36		\$7.38
SUBCONTRACT 72311	\$8,995.00	\$5,566.02			\$3,428.98	\$0.00	62%	
OTHER	\$1,462.00							
Line Service 71203		\$184.08	\$184.08					
Postage 71310/20		\$58.15						
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71810		\$665.70	\$665.70		\$480.91			
Maint. Copy Mach. 72101		\$597.19	\$0.00	1%				\$5.97
Maint. COMP Softw 72105		\$800.00	\$800.00	1%				\$8.00
Maint. Equip 72108			\$0.00	1%				\$0.00
Misc. Accreditation 73514			\$0.00					
Misc. backgrnd 73513/23			\$0.00					
Misc. Other 72249								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
TOTAL OTHER	\$1,462.00	\$2,305.12	\$1,649.78		\$480.91	(\$1,324.03)	191%	\$14
CONSULTANTS								
Consult WKU 61160								
Non Empl serv 72249								
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		
TOTALS	\$20,982.00	\$17,072.11	\$4,575.30		\$3,909.89	(\$0.00)		\$127
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$20,982.00	\$17,072.11	\$4,575.30		\$3,909.89	\$0.00	100%	\$127

INDEX NUMBER 525158

YTD Average Percent 100%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 12/31/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$56,856.00	\$79,384.03		100%				\$79,384
Staff SAL 61111	\$369,196.00	\$337,963.55						
Part Time SAL 61123	\$5,000.00	\$4,432.93						
Staff OT 61130	\$2,200.00	\$1,214.67						
GRAD 61140	\$4,000.00	\$3,000.00						
CONSULT 61160	\$8,870.40	\$8,870.40						
CELL PLAN 61180	\$720.00	\$720.00						
STUDENT 61501	\$13,000.00	\$10,511.00						
TOTAL PERSONNEL	\$459,842.40	\$446,096.58			\$0.00	\$13,745.82	97%	\$79,384
FRINGE	\$290,972.00	\$299,944.19		14.62%		(\$8,972.19)	103%	\$43,848
TRAVEL	\$250.00							
INSTATE 74101		\$62.21	\$62.21					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
TRAVEL 74000	\$250.00	\$62.21	\$62.21	4%	\$0.00	\$187.79		\$3
SUPPLIES	\$20,498.00							
Office 71102	45000	\$83.48	\$83.48	5%				\$5
Janitor/Maint. 71103		\$5,158.21	\$5,158.21					
Medical 71104		\$1,291.09	\$1,291.09					
Classroom 71109		\$6,247.31	\$6,247.31					
Food 71120		\$4,779.26	\$627.70					
PPE 71130		\$36.51	\$0.00					
TOTAL SUPPLIES	\$65,498.00	\$17,595.86	\$13,407.79		\$0.00	\$47,902.14	27%	\$5
SUBCONTRACT 72311	\$1,012,926.00	\$986,646.04				\$26,279.96	97%	
OTHER	\$54,695.00							
Phone line serv 71203/05	36368	\$510.16	\$510.16	1%				\$5
Internet 71208		\$880.00	\$880.00					
Hous Auth utilities 71211		\$5,028.00						
Postage 71310/20		\$447.73	\$0.00					
Insurance Non-emp 71401		\$2,500.00		0%				
Office equip <\$500 71502		\$6,570.00						
Subscrip/Dues Data 71801		\$1,140.00	\$0.00	0%				
Maint. Copy Mach. 72101		\$1,712.50	\$21.58	1%				\$17
Maint. software 72105		\$1,980.67	\$0.00	1%				\$20
Subscrip 71810		\$1,145.89	\$1,145.89					
Maint Repair 72149			\$0.00	1%				
background ch. Stud. 73513		\$670.25	\$670.25					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515		\$130.00	\$80.00					
Misc.background ch. 73523			\$0.00					
Misc. Other 73502		\$496.72	\$496.72					
Fac Mgmt Labor 73901		\$1,856.44						
Fac Mgmt supp 73902		\$1,134.98						
Local Phone 73910		\$1,080.00		1%				\$11
LD Phone 73911/12		\$97.33		1%				\$1
Dept Charges misc 73949		\$137.50						
Inv. Equip 78100								
TOTAL OTHER	\$91,063.00	\$27,518.17	\$3,294.44		\$0.00	\$63,544.83	30%	\$49
CONSULTANTS	\$28,649.60							
Consult 72204		\$5,940.00						
TEMP 72211								
Non emp gen 72249		\$3,968.40						
TOTAL CONSULT	\$28,649.60	\$9,908.40	\$0.00		\$0.00	\$18,741.20	35%	
TOTALS	\$1,949,201	\$1,787,771.45	\$16,764.44		\$0.00	\$161,429.55	92%	\$123,289
INDIRECT	\$74,902	\$64,089.83		100%		\$10,812.17	86%	\$64,090
GRAND TOTAL	\$2,024,103	\$1,851,861.28	\$16,764.44		\$0.00	\$172,241.72	91%	\$187,379

TRAINING PA 20 - Index #525159

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 12/31/20	CREDIT CARD	% admin	YTD Average Percent		% SPENT	ADMIN COSTS
					ENCUMBRANCES	BALANCE AVAIL		
Staff SAL 61111	\$4,540.00	\$4,668.00				-\$128.00		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$4,540.00	\$4,668.00			\$0.00	(\$128.00)	103%	
FRINGE	\$1,635.00	\$1,607.45				\$27.55	98%	\$0.00
TRAVEL	\$3,750.00							
INSTATE 74101		\$435.00	\$435.00					
registration instate 74110		\$1,285.00	\$1,285.00					
OUT STATE 74201		\$786.88	\$786.88					
REGISTRATION OUT 74210		\$125.00	\$125.00					
TRAVEL 74000	\$3,750.00	\$2,631.88	\$2,631.88	4%	\$0.00	\$1,118.12	70%	\$105
SUPPLIES	\$600.00							
Office 71102		\$147.62	\$147.62	5%				\$9
Janitor/Maint. 71103			\$0.00					
Household 71106			\$0.00					
Classroom 71109		\$146.02	\$146.02					
Food 71120			\$0.00					
TOTAL SUPPLIES	\$600.00	\$293.64	\$293.64		\$0.00	\$306.36		\$9
SUBCONTRACT 72311	\$8,995.00	\$8,995.00				\$0.00	100%	
OTHER	\$1,462.00							
Line Service 71203		\$184.08	\$184.08	1%				\$3
Postage 71310/20		\$58.15						
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71810		\$1,146.61	\$665.70					
Maint. Copy Mach. 72101		\$597.19	\$0.00	1%				\$6
Maint. COMP Softw 72105		\$800.00	\$800.00	1%				\$9
Maint. Equip 72108			\$0.00	1%				
Misc. Accreditation 73514			\$0.00					
Misc. backgrnd 73513/23			\$0.00					
Misc. Other 72249								
Printing Serv. 73920				1%				
charges-Dept 73949								
TOTAL OTHER	\$1,462.00	\$2,786.03	\$1,649.78		\$0.00	(\$1,324.03)	191%	\$18
CONSULTANTS								
Consult WKU 61160								
Non Empl serv 72249								
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		
TOTALS	\$20,982.00	\$20,982.00	\$4,575.30		\$0.00	\$0.00		\$132
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$20,982.00	\$20,982.00	\$4,575.30		\$0.00	\$0.00	100%	\$132

HEAD START 525158, 525159										
FY: NOV. 1, 2019 - OCT. 31, 2020				Reporting Period: 11/1/19 TO 10/31/20						
4th QTR 04CH01269	COVID FUNDS Budget	COVID FUNDS Expense	COVID FUNDS Balance	APPROVED BUDGET	YTD EXPENDED	Obligations	PER CENT SPENT	Unobligated	YTD Credit card	YTD Admin cost
FINAL LINE ITEMS										
Personnel				\$459,842	\$446,097		97.01%	\$13,746		\$ 79,384
Fringe Benefits				\$290,972	\$299,944		103.08%	(\$8,972)		\$ 43,848
Travel				\$250	\$62		24.88%	\$188	\$ 62	\$ 3
Equipment				\$0						
Supplies	\$47,902		\$47,902	\$17,596	\$17,596		100.00%	\$0	\$ 13,408	\$ 5
Contractual	\$31,637	\$5,357	\$26,280	\$981,289	\$981,289.00		100.00%	\$0.00		
Other	\$63,545		\$63,545	\$27,518	\$27,518		100.00%	(\$0)	\$ 3,294	\$ 49
Consultants	\$4,100		\$4,100	\$24,550	\$9,908		40.36%	\$14,642		
TOTAL DIRECT	\$147,184	\$5,357	\$141,827	\$1,802,017	\$1,782,414	\$0	98.91%	\$19,603	\$16,764	\$ 123,289
Indirect Costs	\$9,244		\$9,244	\$65,658	\$64,090		97.61%	\$1,568		\$ 64,090
TOTAL PA 22	\$156,428	\$5,357	\$151,071	\$1,867,675	\$1,846,504	\$0	98.87%	\$21,171	\$16,764	\$187,379
Training PA 20 HEAD START										
	Personnel/FRG			\$6,175	\$6,275			\$0		
	Supplies/Other			\$2,062	\$3,080					\$ 27
	consultant			\$0						
	Contractual			\$8,995	\$8,995					
	Travel			\$3,750	\$2,632				\$ 2,632	\$ 105
	TOTAL PA20			\$20,982	\$20,982	\$0	100.00%	\$0	\$ 2,632	\$ 132
TOTAL AWARD										
TOTAL AWARD				\$1,888,657	\$1,867,486	\$0		\$21,171	\$19,396	\$187,511
NON FEDERAL										
	Grantee \$211,186			\$162,438					Non Fed Space 5%	\$6,985
	Audubon \$136,985			\$108,331					% Admin WKU	8.3%
	Murray \$101,358			\$37,104					Audubon	\$33,991
				\$307,873					Murray	\$36,351
Total Non Federal				\$449,529	\$307,873	\$0		WAIVER REQUESTED		
TOTAL OUTLAYS				\$2,338,186	\$2,175,359	\$0			Total Admin Costs	\$264,838
									TOTAL % Admin	12.2%
									USDA FY20 - HS	\$54,271

QTRLY NOTES: Category:

CONTRACTUAL: all contractual expenditures are for Delegate Agencies (Audubon Area and Murray)

OTHER: line items include: postage, maintenance, insurance, advertising, dues, fees, telephone and printing

EXPENDITURES: COMPLETED requesting carryover for COVID FUNDS = \$151,071 and Quality Improvement funds = \$21,171

525158-159

WKUCCC HEAD START GRANTEE ADMINISTRATIVE COST REPORT FY 2019-2020

04CH011269

Line Item Description	Actual Expenditure	% Administrative	Federal Administrative	Non-Federal Administrative	Total Administrative
personnel/fringe	\$123,232	100%	\$123,232		
travel	\$2,694	4%	\$108		
office supplies	\$231	5%	\$12		
maintenance	\$5,090	1%	\$51		
telephone	\$1,871	1%	\$19		
utilities/space		5%	\$0	\$6,985	
indirect costs	\$64,090	100%	\$64,090		
Total Grantee:			\$187,511		
Delegates:					
Audubon	\$33,991	100%	\$33,991		
Murray	\$36,351	100%	\$36,351		
TOTAL ADMINISTRATIVE			\$257,853	\$6,985	\$264,838

12.2%

Maximum

Total Budget	\$2,175,359	15%
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Allowed	\$326,304
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CACFP DEPOSITS HEAD START FY 2020 = \$54,271

Area 17 Administrative Costs

Fiscal Year to Date 10/31/20

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd
Fund 428 - Western KY University									
Department 622 - PA22 HS Funds									
5100.00	Salaries	3,612.00	.00	3,612.00	376.28	.00	3,632.32	(20.32)	101
5101.00	Vacation Salary	.00	.00	.00	(6.08)	.00	55.34	(55.34)	+++
5120.00	FICA	260.00	.00	260.00	28.62	.00	276.04	(16.04)	106
5121.00	Unemployment Insurance	25.00	.00	25.00	.00	.00	6.11	18.89	24
5140.00	Dental/Vision	25.00	.00	25.00	.92	.00	10.33	14.67	41
5142.00	Health Insurance	250.00	.00	250.00	9.13	.00	109.48	140.52	44
5143.00	Life Insurance	32.00	.00	32.00	.75	.00	8.31	23.69	26
5144.00	Retirement	733.00	.00	733.00	90.53	.00	897.17	(164.17)	122
5145.00	Workman's Compensation	49.00	.00	49.00	2.47	.00	23.53	25.47	48
5200.00	Local Travel	15.00	.00	15.00	.00	.00	.00	15.00	0
5220.00	Space Costs	15.00	.00	15.00	.00	.00	3.00	12.00	20
5260.00	Utilities	1,300.00	.00	1,300.00	73.35	.00	822.61	477.39	63
5280.00	Office Supplies	80.00	.00	80.00	.47	.00	25.51	54.49	32
5290.00	Copy Costs	150.00	.00	150.00	.82	.00	11.61	138.39	8
5405.12	Supplies, Other Program	80.00	.00	80.00	3.50	.00	77.27	2.73	97
5424.08	Training, Other	300.00	.00	300.00	.00	.00	77.70	222.30	26
5442.00	Fed & State Regulations	5.00	.00	5.00	.00	.00	.46	4.54	9
5520.04	Internet Services	50.00	.00	50.00	5.59	.00	102.04	(52.04)	204
5520.06	Software Contract	700.00	.00	700.00	.00	.00	1,976.64	(1,276.64)	282
5541.18	Contracts Other	2,500.00	.00	2,500.00	56.41	.00	1,103.82	1,396.18	44
5620.08	Minor Repairs & Maintenance	.00	.00	.00	.00	.00	166.36	(166.36)	+++
5640.00	Vehicle Operating	80.00	.00	80.00	.22	.00	.94	79.06	1
5640.03	Fuel	150.00	.00	150.00	.52	.00	.52	149.48	0
5670.00	Janitorial & Cling Supp.	50.00	.00	50.00	1.70	.00	24.06	25.94	48
5680.01	Publication/Subscriptions	500.00	.00	500.00	48.26	.00	71.88	428.12	14
5680.04	Annual Fees or Dues	50.00	.00	50.00	.00	.00	.00	50.00	0
5700.00	Phone Service	250.00	.00	250.00	22.40	.00	56.00	194.00	22
5720.00	Postage	100.00	.00	100.00	13.28	.00	122.70	(22.70)	123
5790.00	Indirect Costs	14,826.00	823.00	15,649.00	1,678.63	.00	15,816.06	(167.06)	101
5900.00	Depreciation	2,000.00	.00	2,000.00	131.30	.00	1,575.60	424.40	79
EXPENSE TOTALS		\$28,187.00	\$823.00	\$29,010.00	\$2,539.07	\$0.00	\$27,053.41	\$1,956.59	93%
Department 622 - PA22 HS Funds Totals		(\$28,187.00)	(\$823.00)	(\$29,010.00)	(\$2,539.07)	\$0.00	(\$27,053.41)	(\$1,956.59)	93%
Department 623 - PA20 HS T&TA Funds									
5200.02	Business Travel	200.00	.00	200.00	.00	.00	168.44	31.56	84
5405.14	Supplies, Training	40.00	.00	40.00	.00	.00	9.14	30.86	23
5424.08	Training, Other	.00	.00	.00	.00	.00	96.23	(96.23)	+++
EXPENSE TOTALS		\$240.00	\$0.00	\$240.00	\$0.00	\$0.00	\$273.81	(\$33.81)	114%
Department 623 - PA20 HS T&TA Funds Totals		(\$240.00)	\$0.00	(\$240.00)	\$0.00	\$0.00	(\$273.81)	\$33.81	114%
4600.43	InKind-Professional Volunteer Wages	30,207.00	.00	30,207.00	493.75	.00	6,663.84	23,543.16	22
Fund 428 - Western KY University Totals		\$58,634.00	\$823.00	\$59,457.00	\$3,032.82	\$0.00	\$33,991.06	\$25,465.94	57%
Total Federal/Non Federal Cost				596,758.00					
Administrative Expenses				\$33,991.06					
				% of Admin	6%				

ADMINISTRATIVE COST MONTHLY 655FW														
2019-20 Personnel/ Fringe	Nov. '19	Dec. '19	Jan. '20	Feb. '20	Mar. '20	Apr. '20	May '20	Jun. '20	Jul. '20	Aug. '20	Sept. '20	Oct. '20	Nov. '20	2019-20 Personnel/ Fringe
Travel	0	14.92	0	0	80.97	0	0	0	0	0	0			Travel
Supplies	7	30.25	49.4	172.85	82.23	287.8	542.4	46.24	35.73	138.94	423.32	785.9	358.7	Supplies
Contractual	0	0	0	0	0	0	0	0	0	0			100	Contractual
Other	7.57	0.44	290.48	17.35	14.25	28.89	638.02	8.03	605.4	24.62		126.99		Other
Training	0	0	198	32.89	27.28	0	131.44	0	50.38	379.8	21.45			Training
Non-Federal	259.2	0	262.13	93.42	21.39	0	0	0	0	0				Non-Federal
														Year-to-date
TOTAL MONTHLY	2,366.88	2,138.72	2,893.12	2,415.44	2,340.51	2,431.08	3,426.25	2,168.66	4,259.44	3,553.62	3,728.01	4,170.77	458.7	36,351.20

From Delegate Contract
Federal 425,163

Non-Federal 101,358
Total
Funding 526,521

ACTUAL % 6.90%

15% administrative of Total Funding cost would be:

78,978.15 Yearly
6,581.51 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.

NON-FEDERAL TRACKING FORM

HEAD START NOVEMBER 1, 2019- OCTOBER 31, 2020

04CH01269

525158-159

DELEGATES

	RATE*	1st QTR	2nd QTR	Mid Year	TOTAL	3rd QTR	4th QTR	Mid Year	TOTAL	Non Fed Due	AUDUBON	MURRAY
Foster Grandparent Hours	\$7.60	1124	550.5	1675	\$12,726.20			0	\$0.00	\$211,186	\$136,985	\$101,358
Parent Hours	\$11.69	13.5	58	71.5	\$835.84			0	\$0.00			
Community Hours	\$11.69	25.25	60.5	85.75	\$1,002.42			0	\$0.00			
Interns	\$22.10	0	0	0	\$0.00	0		0	\$0.00			
Speech, OT, Graduate Students	\$20.94	13.5	7.5	21	\$439.74			0	\$0.00			
Policy Council	\$56.95	8	4	12	\$683.40			0	\$0.00			
Professional/Adv Councils/Comm	\$63.05	31	12.75	43.75	\$2,758.44			0	\$0.00	\$18,446	\$28,973	\$2,280
TOTAL VOLUNTEERS = \$66,401					\$18,446.03				\$0.00			

OTHER:

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

SPACE:

INDOOR/OUTDOOR SQ FT	1st QTR	2nd QTR	3rd QTR	4th QTR	TOTAL
11,546	12.1	\$35,998	\$35,998	\$31,709	\$67,707
TOTAL SPACE = \$143,990					\$67,707

ADMIN 5% = \$ 6,985

AWARD TOTAL DUE NFS \$449,529

Notes:

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

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

WAIVER REQUESTED FOR: BAL DUE \$141,656

Total NFS	\$307,873
BAL DUE	\$53,037
	\$24,365
	\$64,254

*rates updated 2/1/20

SUBMITTED: Janine Keiman

1/11/2021

Non Federal Share Match - WKU

Fiscal Year to Date 10/31/20
Final Report

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
REVENUE										
Sub Department 000 - Revenue										
4600.24	InKind-Total Non-Federal Match	136,985.00	.00	136,985.00	10,257.22	.00	112,620.38	24,364.62	82%	136,985.00
	Sub Department 000 - Revenue Totals	\$136,985.00	\$0.00	\$136,985.00	\$10,257.22	\$0.00	\$112,620.38	\$24,364.62	82%	\$136,985.00
EXPENSE										
Sub Department 702 - InKind										
4600.13	InKind-Volunteer Wages	6,129.00	.00	6,129.00	1,551.10	.00	22,309.09	(16,180.09)	364	41,270.68
4600.14	InKind-Services	69,206.00	.00	69,206.00	5,767.00	.00	69,204.00	2.00	100	63,437.00
4600.31	InKind-Supplies	19,980.00	.00	19,980.00	2,026.37	.00	5,239.45	14,740.55	26	12,829.88
4600.35	InKind-Utilities	.00	.00	.00	.00	.00	4,176.00	(4,176.00)	+++	2,088.00
4600.42	InKind-Transportation	11,463.00	.00	11,463.00	419.00	.00	5,028.00	6,435.00	44	4,609.00
4600.43	InKind-Professional Volunteer Wages	30,207.00	.00	30,207.00	493.75	.00	6,663.84	23,543.16	22	12,750.44
	Sub Department 702 - InKind Totals	\$136,985.00	\$0.00	\$136,985.00	\$10,257.22	\$0.00	\$112,620.38	\$24,364.62	82%	\$136,985.00
	EXPENSE TOTALS	\$136,985.00	\$0.00	\$136,985.00	\$10,257.22	\$0.00	\$112,620.38	\$24,364.62	82%	\$136,985.00
Grand Totals										
	Grand Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
	REVENUE TOTALS	136,985.00	.00	136,985.00	10,257.22	.00	112,620.38	24,364.62	82%	136,985.00
	EXPENSE TOTALS	136,985.00	.00	136,985.00	10,257.22	.00	112,620.38	24,364.62	82%	136,985.00
	Grand Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00

1st Quarter Report-WKU (655FW)									
Non-Federal	Required Match	Previous Balance	Nov-19	Dec-19	Jan-20	Year-to-Date	Remaining Match		
Volunteers	4,212.00	0.00	215.68	72.99	35.02	323.69	3,888.31		
Space Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Other In-Kind	97,146.00	0.00	15,283.05	4,368.33	0.00	19,651.38	77,494.62		
Total	\$101,358.00	0.00					\$81,382.93	80.29%	

2nd Quarter Report-WKU (655FW)									
Non-Federal	Required Match	Previous Balance	Feb-20	Mar-20	Apr-20	Year-to-Date	Remaining Match		
Volunteers	4,212.00	323.69	1,625.98	303.56	27.15	2,280.38	1,931.62		
Space Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Other In-Kind	97,146.00	19,651.38	15,172.42	0.00	0.00	34,823.80	62,322.20		
Total	\$101,358.00	19,975.07					\$64,253.82	63.39%	

3rd Quarter Report-WKU (655FW)									
Non-Federal	Required Match	Previous Balance	May-19	Jun-19	Jul-19	Year-to-Date	Remaining Match		
Volunteers	4,212.00	2,280.38				2,280.38	1,931.62		
Space Costs	0.00	0.00				0.00	0.00		
Other In-Kind	97,146.00	34,823.80				34,823.80	62,322.20		
Total	\$101,358.00	37,104.18					\$64,253.82	63.39%	

4th Quarter/Annual/Final Report-WKU (655FW)									
Non-Federal	Required Match	Previous Balance	Aug-19	Sep-19	10/01/19+	Year-to-Date	Remaining Match		
Volunteers	4,212.00	2,280.38				2,280.38	1,931.62		
Space Costs	0.00	0.00				0.00	0.00		
Other In-Kind	97,146.00	34,823.80				34,823.80	62,322.20		
Total	\$101,358.00	37,104.18				37,104.18	\$64,253.82	63.39%	

FY 2020- 21 HEAD START



Department of Health and Human Services
Administration for Children and Families

Notice of Award

Award# 04CH011269-02-00
FAIN# 04CH011269
Federal Award Date: 11/03/2020

Recipient Information

1. Recipient Name

WESTERN KENTUCKY UNIVERSITY
1906 College Heights Blvd
Bowling Green, KY 42101-1000
(270) 745-4042

2. Congressional District of Recipient

02

3. Payment System Identifier (ID)

1616053628A1

4. Employer Identification Number (EIN)

616055628

5. Data Universal Numbering System (DUNS)

077876258

6. Recipient's Unique Entity Identifier

7. Project Director or Principal Investigator

Mr. James C. Watkins
Executive Director
james.watkins@wku.edu
(270) 745-4041

8. Authorized Official

Ms. Laura Hagan Esq
Chairman, WKURF Board
lhagan@kerricklaw.com
(270) 782-8160

Federal Agency Information

ACF/OHS Region IV Grants Office

9. Awarding Agency Contact Information

Dionne Bounds
Grants Management Officer
Dionne.Bounds@acf.hhs.gov
4045622910

10. Program Official Contact Information

Ms. Heather L Wanderski
Regional Program Manager
heather.wanderski@acf.hhs.gov
312-886-4961

Federal Award Information

11. Award Number

04CH011269-02-00

12. Unique Federal Award Identification Number (FAIN)

04CH011269

13. Statutory Authority

42 USC 9801 ET SEQ

14. Federal Award Project Title

Head Start

15. Assistance Listing Number

93.600

16. Assistance Listing Program Title

Head Start

17. Award Action Type

Non-Competing Continuation

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date 11/01/2020 - **End Date** 10/31/2021

20. Total Amount of Federal Funds Obligated by this Action \$944,329.00

20a. Direct Cost Amount \$911,500.00

20b. Indirect Cost Amount \$32,829.00

21. Authorized Carryover \$0.00

22. Offset \$0.00

23. Total Amount of Federal Funds Obligated this budget period \$0.00

24. Total Approved Cost Sharing or Matching, where applicable \$0.00

25. Total Federal and Non-Federal Approved this Budget Period \$944,329.00

26. Project Period Start Date 11/01/2019 - **End Date** 10/31/2024

27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period \$2,989,414.00

28. Authorized Treatment of Program Income

Additional Costs

29. Grants Management Officer - Signature

Dionne Bounds
Grants Management Officer

30. Remarks



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 04CH011269-02-00

FAIN# 04CH011269

Federal Award Date: 11/03/2020

Recipient Information

Recipient Name

WESTERN KENTUCKY UNIVERSITY
1906 College Heights Blvd
Bowling Green, KY 42101-1000
(270) 745-4042

Congressional District of Recipient

02

Payment Account Number and Type

1616055628A1

Employer Identification Number (EIN) Data

616055628

Universal Numbering System (DUNS)

077876258

Recipient's Unique Entity Identifier

Not Available

31. Assistance Type

Project Grant

32. Type of Award

Service

33. Approved Budget

(Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only

II. Total project costs including grant funds and all other financial participation

a. Salaries and Wages	\$239,356.00
b. Fringe Benefits	\$151,059.50
c. Total Personnel Costs	\$390,415.50
d. Equipment	\$0.00
e. Supplies	\$11,250.00
f. Travel	\$63.00
g. Construction	\$0.00
h. Other	\$14,629.50
i. Contractual	\$495,142.00
j. TOTAL DIRECT COSTS	\$911,500.00
k. INDIRECT COSTS	\$32,829.00
l. TOTAL APPROVED BUDGET	\$944,329.00
m. Federal Share	\$944,329.00
n. Non-Federal Share	\$0.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
I-G044122	04CH01126902	ACFOHS	41.51	\$933,838.00	75-21-1536
I-G044120	04CH01126902	ACFOHS	41.51	\$10,491.00	75-21-1536



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 04CH011269-02-00

FAIN# 04CH011269

Federal Award Date: 11/03/2020

35. Terms And Conditions

STANDARD TERMS

1. 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 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 CFR 75.371 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.

30. REMARKS (Continued from previous page)

This action awards partial funds for the 11/01/2020-10/31/2021 budget period. 50%

The projected annual levels for this period are \$1,867,675 for operations and \$20,982 for training and technical assistance. Subject to availability of a Fiscal Year 2021 appropriation, the balance of funds will be awarded at a later date.

Head Start population: 178 children.

Designated Head Start service area(s): Davies, Graves, Marshall, McCracken and Warren Counties.

Approved program option(s) for the Head Start program: Center-based.

This grant is subject to the requirements included in Attachment 1.

This grant action approves a waiver of the non-federal match requirement. This action reduces the amount of matching funds from \$472,164 to \$0 for the 11/01/2020 – 10/31/2021 budget period.

Attachment 1

Award Number: 04CH011269/02

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 11/01/2020-10/31/2021 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.

INDEX NUMBER 525160

YTD Average Percent

8%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 11/30/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$23,690.00	\$4,738.00		100%				\$4,738
Staff SAL 61111	\$193,291.00	\$22,198.05						
Part Time SAL 61123	\$10,000.00	\$235.75						
Staff OT 61130	\$745.00	\$29.82						
GRAD 61140	\$5,500.00	\$1,500.00						
CONSULT 61160	\$0.00	\$0.00						
CELL PLAN 61180	\$360.00	\$60.00						
STUDENT 61501	\$3,500.00	\$804.00						
TOTAL PERSONNEL	\$237,086.00	\$29,565.62			\$0.00	\$207,520.38	12%	\$4,738
FRINGE	\$150,242.00	\$18,771.72		12.05%		\$131,470.28	12%	\$2,262
TRAVEL	\$125.00							
INSTATE 74101			\$62.21					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
TRAVEL 74000	\$125.00	\$0.00	\$62.21	4%	\$0.00	\$125.00		\$0
SUPPLIES	\$10,950.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103			\$0.00					\$0
Medical 71104			\$0.00					\$0
Classroom 71109			\$0.00					
Food 71120			\$0.00					
PPE 71130			\$0.00					\$0
TOTAL SUPPLIES	\$10,950.00	\$0.00	\$0.00		\$0.00	\$10,950.00	0%	\$0
SUBCONTRACT 72311	\$490,645.00					\$490,645.00	0%	
OTHER	\$8,961.00							
Phone line serv 71203/05			\$0.00					
Internet 71208			\$0.00					
Hous Auth utilities 71211								
Postage 71310/20			\$0.00					
Insurance Non-emp 71401		\$6,100.00		0%				\$0
Office equip <\$500 71502								
Subscrip/Dues Data 71801			\$0.00	0%				\$0
Maint. Copy Mach. 72101			\$0.00	1%				\$0
Maint. software 72105			\$0.00	1%				\$0
Subscrip 71810			\$0.00	1%				\$0
Maint Repair 72149			\$0.00	1%				\$0
c.background ch. Stud. 73513			\$0.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515			\$0.00					
Misc.background ch. 73523			\$0.00					
Misc. Other 73502			\$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
Dept Charges misc 73949								
Inv. Equip 78100								\$0
TOTAL OTHER	\$8,961.00	\$6,100.00	\$0.00		\$0.00	\$2,861.00	68%	\$0
CONSULTANTS	\$3,000.00							
Consult 72204								
TEMP 72211								
Non emp gen 72249								
TOTAL CONSULT	\$3,000.00	\$0.00	\$0.00		\$0.00	\$3,000.00	0%	
TOTALS	\$901,009	\$54,437.34	\$62.21		\$0.00	\$846,571.66	6%	\$7,000
INDIRECT	\$32,829	\$4,355.02		100%		\$28,473.98	13%	\$4,355
GRAND TOTAL	\$933,838	\$58,792.36	\$62.21		\$0.00	\$875,045.64	6%	\$11,355

TRAINING PA 20 - Index #525159

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 11/30/20	CREDIT CARD	% admin	YTD Average Percent		% SPENT	ADMIN COSTS
					ENCUMBRANCES	BALANCE AVAIL		
Staff SAL 61111	\$2,270.00	\$389.52				\$1,880.48		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$2,270.00	\$389.52			\$0.00	\$1,880.48	17%	
FRINGE	\$818.00	\$134.15				\$683.85	16%	\$0.00
TRAVEL	\$1,125.00							
INSTATE 74101			\$0.00					
registration instate 74110			\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION OUT 74210			\$0.00					
TRAVEL 74000	\$1,125.00	\$0.00	\$0.00	4%	\$0.00	\$1,125.00	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					
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	\$1,481.00							
Line Service 71203			\$0.00					
Postage 71310/20								
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71810			\$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					
Misc. Other 72249								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
TOTAL OTHER	\$1,481.00	\$0.00	\$0.00		\$0.00	\$1,481.00	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	\$523.67	\$0.00		\$0.00	\$9,967.33		\$0
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$10,491.00	\$523.67	\$0.00		\$0.00	\$9,967.33	5%	\$0

INDEX NUMBER 525160

YTD Average Percent 17%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 12/31/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$23,690.00	\$9,476.00		100%				\$9,476
Staff SAL 61111	\$193,291.00	\$60,462.04						
Part Time SAL 61123	\$10,000.00	\$3,050.88						
Staff OT 61130	\$745.00	\$216.20						
GRAD 61140	\$5,500.00	\$3,000.00						
CONSULT 61160	\$0.00							
CELL PLAN 61180	\$360.00	\$120.00						
STUDENT 61501	\$3,500.00	\$4,068.00						
TOTAL PERSONNEL	\$237,086.00	\$80,393.12			\$0.00	\$156,692.88	34%	\$9,476
FRINGE	\$150,242.00	\$48,477.39		12.05%		\$101,764.61	32%	\$5,842
TRAVEL	\$125.00							
INSTATE 74101			\$62.21					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
TRAVEL 74000	\$125.00	\$0.00	\$62.21	4%	\$0.00	\$125.00		\$0
SUPPLIES	\$10,950.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103		\$1,284.15	\$1,284.15					\$0
Medical 71104			\$0.00					\$0
Classroom 71109		\$22.08	\$22.08					
Food 71120		\$122.27	\$0.00					
PPE 71130			\$0.00					\$0
TOTAL SUPPLIES	\$10,950.00	\$1,428.50	\$1,306.23		\$0.00	\$9,521.50	13%	\$0
SUBCONTRACT 72311	\$490,645.00					\$490,645.00	0%	
OTHER	\$8,961.00							
Phone line serv 71203/05		\$45.00	\$0.00					
Internet 71208		\$80.00	\$80.00					
Hous Auth utilities 71211								
Postage 71310/20		\$0.70	\$0.00					
Insurance Non-emp 71401		\$6,100.00		0%				\$0
Office equip <\$500 71502								
Subscrip/Dues Data 71801			\$0.00	0%				\$0
Maint. Copy Mach. 72101			\$0.00	1%				\$0
Maint. software 72105			\$0.00	1%				\$0
Subscrip 71810			\$0.00	1%				\$0
Maint Repair 72149			\$0.00	1%				\$0
c.background ch. Stud. 73513			\$0.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515			\$0.00					
Misc.background ch. 73523			\$0.00					
Misc. Other 73502			\$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
Dept Charges misc 73949								
Inv. Equip 78100								\$0
TOTAL OTHER	\$8,961.00	\$6,225.70	\$80.00		\$0.00	\$2,735.30	69%	\$0
CONSULTANTS	\$3,000.00							
Consult 72204								
TEMP 72211								
Non emp gen 72249								
TOTAL CONSULT	\$3,000.00	\$0.00	\$0.00		\$0.00	\$3,000.00	0%	
TOTALS	\$901,009	\$136,524.71	\$1,448.44		\$0.00	\$764,484.29	15%	\$15,318
INDIRECT	\$32,829	\$10,937.92		100%		\$21,891.08	33%	\$10,938
GRAND TOTAL	\$933,838	\$147,462.63	\$1,448.44		\$0.00	\$786,375.37	16%	\$26,255

TRAINING PA 20 - Index #525159

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 12/31/20	CREDIT CARD	% admin	YTD Average Percent		% SPENT	ADMIN COSTS
					ENCUMBRANCES	BALANCE AVAIL		
Staff SAL 61111	\$2,270.00	\$779.04				\$1,490.96		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$2,270.00	\$779.04			\$0.00	\$1,490.96	34%	
FRINGE	\$818.00	\$268.30				\$549.70	33%	\$0.00
TRAVEL	\$1,125.00							
INSTATE 74101			\$0.00					
registration instate 74110			\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION OUT 74210			\$0.00					
TRAVEL 74000	\$1,125.00	\$0.00	\$0.00	4%	\$0.00	\$1,125.00	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					
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	\$1,481.00							
Line Service 71203			\$0.00					
Postage 71310/20								
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71810			\$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					
Misc. Other 72249								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
TOTAL OTHER	\$1,481.00	\$0.00	\$0.00		\$0.00	\$1,481.00	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	\$1,047.34	\$0.00		\$0.00	\$9,443.66		\$0
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$10,491.00	\$1,047.34	\$0.00		\$0.00	\$9,443.66	10%	\$0

FY2020- 21 EARLY HEAD START

MONTHLY EXPENDITURE REPORT
SEPT 1 - OCT 31 2020

EARLY HEAD START - FY: SEPTEMBER 1, 2020 - AUGUST 31, 2021

04CH11242-201

GENERAL FUNDS PA 25 - Index #544841

YTD Average Percent

17%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 10/31/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$108,106.00	\$20,063.72						
CONSULT 61160								
STUDENT 61501								
TOTAL PERSONNEL	\$108,106.00	\$20,063.72			\$0.00	\$88,042.28	19%	\$0
FRINGE	\$92,851.00	\$17,971.69				\$74,879.31	19%	
TRAVEL	\$0.00							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$5,100.00							
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					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
TOTAL SUPPLIES	\$5,100.00	\$0.00	\$0.00		\$0.00	\$5,100.00	0%	\$0
OTHER	\$3,132.00							
Postage 71310			\$0.00	0%				\$0
Insurance Other 71401				5%				\$0
Software 71501				0%				\$0
Dues 71811			\$0.00	1%				\$0
Maint Copy 72101			\$0.00	1%				\$0
Maint. Comp Softw 72105			\$0.00					\$0
Maint. Equip 72108			\$0.00	1%				\$0
Repairs 72149			\$0.00					\$0
.background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549			\$0.00					
Fac. Mgmt 73901/02								
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%				\$0
Visitor Permit 73926								
TOTAL OTHER	\$3,132.00	\$0.00	\$0.00		\$0.00	\$3,132.00	0%	\$0
CONSULTANTS	\$1,200.00							
Consult WKU 61160								
Consult 72204/09								
TOTAL CONSULT	\$1,200.00	\$0.00			\$0.00	\$1,200.00		\$0
TOTALS	\$210,389.00	\$38,035.41			\$0.00	\$172,353.59	18%	\$0
INDIRECT	\$16,831.00	\$3,042.80		100%		\$13,788.20	18%	\$3,043
GRAND TOTAL	\$227,220.00	\$41,078.21	\$0.00		\$0.00	\$186,141.79	18%	\$3,043

TRAINING PA 26 - Index #544842

YTD Average Percent 17%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 10/31/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
Staff SAL 61111	\$1,425.00							
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					
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			\$0.00	5%				\$0
Janitor/Maint. 71103			\$0.00					
Food 71120			\$0.00					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
TOTAL SUPPLIES	\$500.00	\$0.00	\$0.00		\$0.00	\$500.00	0%	
OTHER	\$697.00							
Conference line 71203			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101			\$0.00	1%				\$0.00
Maint software 72105			\$0.00	1%				\$0
background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514/17			\$0.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
TOTAL OTHER	\$697.00	\$0.00	\$0.00		\$0.00	\$697.00	0%	\$0.00
	400							
TOTAL CONSULT	\$400.00	\$0.00			\$0.00	\$400.00		
TOTALS	\$4,997.00	\$0.00			\$0.00	\$4,997.00	0%	\$0
INDIRECT	\$0.00	\$0.00				\$0.00		
GRAND TOTAL	\$4,997.00	\$0.00	\$0.00		\$0.00	\$4,997.00	0%	\$0

MONTHLY EXPENDITURE REPORT
NOVEMBER 1-30 2020

EARLY HEAD START - FY: SEPTEMBER 1, 2020 - AUGUST 31, 2021

04CH11242-201

GENERAL FUNDS PA 25 - Index #544841

YTD Average Percent 25%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 11/30/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$108,106.00	\$30,671.36						
CONSULT 61160								
STUDENT 61501								
TOTAL PERSONNEL	\$108,106.00	\$30,671.36			\$0.00	\$77,434.64	28%	\$0
FRINGE	\$92,851.00	\$27,408.39				\$65,442.61	30%	
TRAVEL	\$0.00							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$5,100.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103		\$21.79	\$21.79	0%				\$0
Medical/Househ 71104/06			\$0.00	0%				\$0
Classroom 71109		\$704.12	\$704.12					
Food 71120			\$0.00					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
TOTAL SUPPLIES	\$5,100.00	\$725.91	\$725.91		\$0.00	\$4,374.09	14%	\$0
OTHER	\$3,132.00							
Postage 71310			\$0.00	0%				\$0
Insurance Other 71401				5%				\$0
Software 71501				0%				\$0
Dues 71811			\$0.00	1%				\$0
Maint Copy 72101			\$0.00	1%				\$0
Maint. Comp Softw 72105			\$0.00					\$0
Maint. Equip 72108			\$0.00	1%				\$0
Repairs 72149			\$0.00					\$0
background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549			\$0.00					
Fac. Mgt 73901/02								
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%				\$0
Visitor Permit 73926								
TOTAL OTHER	\$3,132.00	\$0.00	\$0.00		\$0.00	\$3,132.00	0%	\$0
CONSULTANTS	\$1,200.00							
Consult WKU 61160								
Consult 72204/09								
TOTAL CONSULT	\$1,200.00	\$0.00			\$0.00	\$1,200.00		\$0
TOTALS	\$210,389.00	\$58,805.66			\$0.00	\$151,583.34	28%	\$0
INDIRECT	\$16,831.00	\$4,704.43		100%		\$12,126.57	28%	\$4,704
GRAND TOTAL	\$227,220.00	\$63,510.09	\$725.91		\$0.00	\$163,709.91	28%	\$4,704

TRAINING PA 26 - Index #544842

YTD Average Percent 25%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 11/30/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
Staff SAL 61111	\$1,425.00	\$107.92						
TOTAL PERSONNEL	\$1,425.00	\$107.92			\$0.00	\$1,317.08	8%	
FRINGE	\$575.00	\$38.31				\$536.69	7%	
TRAVEL	\$1,400.00							
INSTATE 74101			\$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			\$0.00	5%				\$0
Janitor/Maint. 71103			\$0.00					
Food 71120			\$0.00					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
TOTAL SUPPLIES	\$500.00	\$0.00	\$0.00		\$0.00	\$500.00	0%	
OTHER	\$697.00							
Conference line 71203			\$0.00					
Insurance non-emp 71401		\$900.00						
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101			\$0.00	1%				\$0.00
Maint software 72105			\$0.00	1%				\$0
background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514/17			\$0.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
TOTAL OTHER	\$697.00	\$900.00	\$0.00		\$0.00	(\$203.00)	129%	\$0.00
non employee 72200	400							
TOTAL CONSULT	\$400.00	\$0.00			\$0.00	\$400.00		
TOTALS	\$4,997.00	\$1,046.23			\$0.00	\$3,950.77	21%	\$0
INDIRECT	\$0.00	\$0.00				\$0.00		
GRAND TOTAL	\$4,997.00	\$1,046.23	\$0.00		\$0.00	\$3,950.77	21%	\$0

QUARTERLY REPORT

1st QTR 04CH11242-201		EARLY HEAD START 544837-838			Reporting Period:		
		FY: Sep. 1, 2020 - Aug. 31, 2021			9/1/20 TO 11/30/20		
FINAL	APPROVED	YTD		PER CENT		YTD	YTD
LINE ITEMS	BUDGET	EXPENDED	Obligations	SPENT	Unobligated	Credit card	Admin cost
Personnel	\$108,106	\$30,671		28.37%	\$77,435		\$ -
Fringe Benefits	\$92,851	\$27,408		29.52%	\$65,443		\$ -
Travel	\$0				\$0		
Equipment							
Supplies	\$5,100	\$726		14.23%	\$4,374	\$ 726	
Contractual	\$0		\$0		\$0		
Other	\$3,132			0.00%	\$3,132		
Consultants	\$1,200				\$1,200		
TOTAL DIRECT	\$210,389	\$58,806	\$0	27.95%		\$726	\$0
Indirect Costs	\$16,831	\$4,704		27.95%			\$ 4,704
TOTAL PA 25	\$227,220	\$63,510	\$0	27.95%	\$0	\$726	\$4,704
PA 26 Training					\$0		
Personnel/Frg	\$2,000	\$146					
Supplies/Other	\$1,197	\$900					
Consultants	\$400						
Travel	\$1,400						
TOTAL PA26	\$4,997	\$1,046	\$0	20.94%	\$3,951	\$ -	\$ -
TOTAL AWARD**	\$232,217	\$64,556	\$0	28%	\$167,661	\$726	\$4,704
NON FEDERAL						Non Fed Space 5%	\$435
Space						% Admin WKU	2.2%
Volunteers		waived fy 21					
Other						TOTAL ADMIN	\$5,139
Total Non Federal	waived FY21	\$0	\$0			2020-21 EHS	
TOTAL OUTLAYS	\$232,217	\$64,556	\$0			USDA FY21	\$1,961
QTRLY NOTES:	Category:						
	OTHER:	line items include: postage, maintenance, insurance, advertising, dues, fees, telephone and printing					
	Expenditures:	On track					

MONTHLY EXPENDITURE REPORT
DECEMBER 1-31 2020

EARLY HEAD START - FY: SEPTEMBER 1, 2020 - AUGUST 31, 2021

04CH11242-201

GENERAL FUNDS PA 25 - Index #544841

YTD Average Percent 33%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 12/31/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$108,106.00	\$38,915.00						
CONSULT 61160								
STUDENT 61501								
TOTAL PERSONNEL	\$108,106.00	\$38,915.00			\$0.00	\$69,191.00	36%	\$0
FRINGE	\$92,851.00	\$35,524.96				\$57,326.04	38%	
TRAVEL	\$0.00							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$5,100.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103		\$54.84	\$54.84	0%				\$0
Medical/Househ 71104/06			\$0.00	0%				\$0
Classroom 71109		\$704.12	\$704.12					
Food 71120			\$0.00					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
TOTAL SUPPLIES	\$5,100.00	\$758.96	\$758.96		\$0.00	\$4,341.04	15%	\$0
OTHER	\$3,132.00							
Postage 71310			\$0.00	0%				\$0
Insurance Other 71401				5%				\$0
Software 71501				0%				\$0
Dues 71811			\$0.00	1%				\$0
Maint Copy 72101		\$213.34	\$0.00	1%				\$2
Maint. Comp Softw 72105			\$0.00					\$0
Maint. Equip 72108			\$0.00	1%				\$0
Repairs 72149			\$0.00					\$0
background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549			\$0.00					
Fac. Mgt 73901/02								
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%				\$0
Visitor Permit 73926								
TOTAL OTHER	\$3,132.00	\$213.34	\$0.00		\$0.00	\$2,918.66	7%	\$2
CONSULTANTS	\$1,200.00							
Consult WKU 61160								
Consult 72204/09								
TOTAL CONSULT	\$1,200.00	\$0.00			\$0.00	\$1,200.00		\$0
TOTALS	\$210,389.00	\$75,412.26			\$0.00	\$134,976.74	36%	\$2
INDIRECT	\$16,831.00	\$6,032.97		100%		\$10,798.03	36%	\$6,033
GRAND TOTAL	\$227,220.00	\$81,445.23	\$758.96		\$0.00	\$145,774.77	36%	\$6,035

TRAINING PA 26 - Index #544842

YTD Average Percent 33%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 12/31/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
Staff SAL 61111	\$1,425.00	\$215.84						
TOTAL PERSONNEL	\$1,425.00	\$215.84			\$0.00	\$1,209.16	15%	
FRINGE	\$575.00	\$76.62				\$498.38	13%	
TRAVEL	\$1,400.00							
INSTATE 74101			\$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			\$0.00	5%				\$0
Janitor/Maint. 71103			\$0.00					
Food 71120			\$0.00					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
TOTAL SUPPLIES	\$500.00	\$0.00	\$0.00		\$0.00	\$500.00	0%	
OTHER	\$697.00							
Conference line 71203			\$0.00					
Insurance non-emp 71401		\$900.00						
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101		\$37.88	\$0.00	1%				\$0.38
Maint software 72105			\$0.00	1%				\$0
background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514/17			\$0.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
TOTAL OTHER	\$697.00	\$937.88	\$0.00		\$0.00	(\$240.88)	135%	\$0.38
non employee 72200	400							
TOTAL CONSULT	\$400.00	\$0.00			\$0.00	\$400.00		
TOTALS	\$4,997.00	\$1,230.34			\$0.00	\$3,766.66	25%	\$0
INDIRECT	\$0.00	\$0.00				\$0.00		
GRAND TOTAL	\$4,997.00	\$1,230.34	\$0.00		\$0.00	\$3,766.66	25%	\$0

CACFP MEAL EXPENSE FOR WKUCCC FY21

MONTH	CRS	Canteen	HS	EHs	TOTAL	CACFP REIMBURSEMENT
JULY					\$0.00	
AUG	\$1,247.62	\$893.27			\$0.00	\$0.00
SEPT	\$508.06	\$3,120.01			\$2,140.89	\$851.24
OCT	\$756.08	\$1,209.46	\$2,033.40		\$3,628.07	\$3,250.81
NOV	\$192.62	\$2,225.91			\$3,998.94	\$3,855.24
DEC	\$17.20	\$1,327.04			\$2,418.53	\$2,818.48
JAN 2021					\$1,344.24	\$1,534.00
FEB					\$0.00	
MAR					\$0.00	
APR					\$0.00	
MAY					\$0.00	
TOTALS	\$2,721.58	\$8,775.69	\$2,033.40	\$0.00	\$13,530.67	\$12,309.77

CACFP REIMBURSEMENT 2020-21 \$12,309.77

Non-reimbursed Canteen/CRS -\$1,220.90

Snacks, breakfast & Supplies CRS One Source* \$680.39

*paid by daycare account

FREE MEALS SUMMARY FY21

CACFP	# meals	BREAK	# meals	LUN	# meals	snack	HS 83%	EHs 17%
JULY	0	0	0	0	0	0	\$0 \$0	\$0 \$0
AUG	122	230.58	136	477.36	91	87.36	\$660 \$135	\$0 \$0
SEPT	468	884.52	517	1814.67	358	343.68	\$2,526 \$517	\$3,001 \$615
OCT	566	1069.74	615	2158.65	404	387.84	\$2,194 \$449	\$1,194 \$245
NOV	412	778.68	448	1572.48	304	291.84	\$0 \$0	\$0 \$0
DEC	234	442.26	241	845.91	157	150.72	\$0 \$0	\$0 \$0
JAN 2021							\$0 \$0	\$0 \$0
FEB							\$0 \$0	\$0 \$0
MAR							\$0 \$0	\$0 \$0
APR							\$0 \$0	\$0 \$0
MAY							\$0 \$0	\$0 \$0
							\$9,575 \$1,961	93.72%
							\$773.48	6.28%

Free meals \$11,536

Paid meals \$773.48

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U.S. Department of Health & Human Services



Administration for Children & Families

**OFFICE OF HEAD START**

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	Log No. ACF-PI-HS-20-07	2. Issuance Date: 12/04/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Designation Renewal System; DRS; Head Start Program Performance Standards; HSPPS; Revision; Interim Final Rule; Regulation; Head Start; Competition; Classroom Assessment Scoring System (CLASS®); Monitoring	

PROGRAM INSTRUCTION

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

SUBJECT: Interim Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies

INSTRUCTION:

The Office of Head Start (OHS) **announced in the Federal Register** an interim final rule (IFR) that adds a new section to the Head Start Program Performance Standards under **1304 Subpart B – Designation Renewal**. This new section, 45 CFR §1304.17, establishes parameters by which OHS may make designation renewal determinations when certain federally declared disasters or emergencies prevent collection of all data normally required for making such determinations.

The Head Start Act (the Act) requires OHS to implement a Designation Renewal System (DRS) to determine which grants may be renewed noncompetitively and which grants will be subject to an open competition for the next five-year period. The Act stipulates the types of data OHS must consider as part of these designation renewal determinations, including the use of a valid and reliable research-based observational tool that examines the quality of teacher-child interactions. OHS uses the Classroom Assessment Scoring System (CLASS®), which was determined with input from experts to be the only tool that meets this statutory requirement. OHS typically uses CLASS® to conduct on-site reviews of the quality of teacher-child interactions in Head Start programs.

Due to the ongoing federally declared public health emergency (PHE) associated with the novel coronavirus disease 2019 (COVID-19), OHS has not been able to send observers on-site to conduct CLASS® reviews of Head Start grants since March 2020. OHS has also determined it cannot conduct CLASS® reviews during the 2020–2021 program year for two primary reasons. First, OHS aims to protect the health and safety of Head Start children and staff by limiting their exposure to outside individuals, whenever possible. Sending CLASS® observers into Head Start classrooms during the PHE would violate this principle. Second, OHS anticipates that interactions between teachers and children during the 2020–2021 program year will look very different than is typical, due to health and safety measures implemented in response to the PHE. This may include smaller class sizes, more distancing between children, use of masks by staff and children, and other measures. For these reasons, CLASS® may not capture a representative picture of the grantee's teacher-child interactions across the five-year project period during this PHE.

In advance of grants ending, OHS must make determinations regarding whether grantees are subject to an open competition or can be renewed noncompetitively under the DRS. Except in very limited circumstances with special authority from Congress, OHS does not have authority to extend grants beyond five years to allow more time to collect data. To ensure the continuity of services for the vulnerable children and families Head Start serves, OHS must establish a process for making DRS determinations in the absence of all normally required data when the absence of such data is due to a federally declared disaster or emergency or PHE.

Effective Date

The new standard described at 45 CFR §1304.17 is effective December 7, 2020. Ensuring the health and safety of Head Start staff, children, and families is of utmost importance. This IFR directly supports that goal while establishing a process for OHS to meet the requirements of the Act to make designation renewal determinations during the COVID-19 pandemic and certain other federally declared disasters or emergencies or PHEs. It is critical that OHS implement this IFR as quickly as possible. Due to the ongoing PHE, we find good cause to waive the traditional notice and comment process because it would delay providing OHS the flexibility to make DRS determinations with the available data and potentially cause a gap in the availability of critical Head Start services in impacted communities.

Next Steps

Although this IFR is effective immediately, it is important for OHS to hear comments from the Head Start community about the addition of the new standard at 45 CFR §1304.17. Comments must be submitted between December 7, 2020, and February 5, 2021. The IFR, as well as the link to submit comments to the Federal Register, are available on the Early Childhood Learning and Knowledge Center (ECLKC). OHS prefers to receive comments electronically via the Federal Register. However, if you cannot submit your comments electronically, you may send them by mail to:

Office of Head Start
Attention: Director of Policy and Planning
330 C Street SW, 4th Floor
Washington, DC 20201

All comments will be posted without change to www.regulations.gov, so please do not include any personal or sensitive information. If necessary, OHS will issue a revised final rule after considering public comments and making any needed adjustments to 45 CFR §1304.17.

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

/ Dr. Deborah Bergeron /

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

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201
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U.S. Department of Health & Human Services & Administration for Children & Families

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Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation

Now Available from the CDC!

Temporary closures or reduced operations of a building and a reduction in water use can create hazards when it comes time for reopening. Hazards include mold, *Legionella* (the cause of Legionnaires' disease), and lead and copper contamination from corroded plumbing. The U.S. Centers for Disease Control and Prevention (CDC) has updated guidance with specific steps to minimize such risks. Head Start and Early Head Start programs can use it when preparing to reopen after a COVID-19-related closure.

Related Resources

A Guide to Building Healthy and Safe Early Childhood Facilities After a Natural Disaster

Explore strategies for building or renovating a facility after a natural disaster. Many of the evidence-informed health and safety practices apply to reopening facilities after closures due to COVID-19.

COVID-19 and the Head Start Community

Find official Office of Head Start guidance on program operations, fiscal flexibilities, and enrollment. Explore center operations, safety, health, and hygiene recommendations, and links to other federal sites guiding our work during the pandemic.

Access the CDC Guidance

Select the link to view the resource: <https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>

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