



**WKUCCC Board Meeting Agenda
Center for Research and Development
2413 Nashville Road**

July 16, 2018

Call to Order

The regular meeting of the WKUCCC was called to order at 10:35am (CT) on Monday, July 16, 2018. A quorum of members was present. The meeting was chaired by Laura Hagan.

Committee Members Present:

Dr. Cheryl Stevens, Dean, Ogden College of Science and Engineering, Western Kentucky University, President WKURF

Ms. Laura Hagan, Attorney Kerrick Bachert, Chair

Mr. Michael Minter, WKURF Member, Broadcom Limited

Others Present

Chris Watkins, Executive Director Training/Technical Assistance Services

Thelma Jackson, Director, Child Care Center

Stephanie Elliot, Education Coordinator

1. Approval of Minutes

The minutes for April were presented to the Board for review and approval. A motion to approve the April minutes was made by Mr. Michael Minter, second from Ms. Laura Hagan. Motion carried unanimously.

2. Review of Financial Reports

Monthly and quarterly financial reports for Head Start/Early Head Start were provided to the Board. The Board was also provided the Child and Adult Care Food Program report within the financial documents. The members of the Board acknowledged receipt of all the financial documents and reviewed and discussed the reports. Copies of said financial reports provided to the Board are attached hereto. Motion to approve the July financial documents and Child and Adult Care Food Program made by Mr. Michael Minter, second from Ms. Laura Hagan. Motion carried unanimously.

3. Review of Year Five Grant Application



A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH

Mr. Watkins presented the Early Head Start grant application for review by the Board. The members of the Board acknowledged receipt of the grant application narrative and reviewed and discussed the report. This grant application was previously reviewed and approved by the Board.

Mr. Watkins also presented the Head Start grant application to the Board. The members of the Board acknowledged receipt of the grant application narrative and reviewed and discussed the report. The Head Start grant application was approved by the Board.

Mr. Watkins explained his additional Community Assessment sheet to the Board and the Board acknowledged the receipt of said document. Based on community need, there will be no significant changes made to the program in the upcoming year. Mr. Watkins also discussed with the Board the growing staff need for the program. Due to budget constraints, the office is filling permanent full-time positions with more temporary part-time and student employees.

Ms. Elliot explained the outcomes sections of the Early Head Start grant application to the Board. The Fall and Winter data shows a higher percentage of students who are below expectations; however, the Spring and Summer data typically shows a lower percentage of those students. This is due in part to the frequency of student assessments done by their staff. The blended nature of their program can also skew the data depending on the type of students in the program at the time.

Dr. Stevens suggested that Mr. Watkins, on behalf of the Early Head Start and Head Start Programs, submit a request to the incoming Dean of the College of Education and Behavioral Sciences for financial support to fund an additional full-time teacher based on the needs of the program.

4. Welcome new Board member and discussion about governing body

The Board welcomed Mr. Michael Minter in his first attendance as a Board member and thanked him for agreeing to serve. His appointment will be formally voted on by the WKU Research Foundation at that Board's next meeting scheduled for October.

Mr. Watkins notified the Board of the need for an individual with background and expertise in Financial Management and Accounting to be identified due to requirements by the Head Start Act. This position was previously held by Mr. Hank Wholtjen. Dr. Stevens suggested reaching out to the individual who manages the Early Head Start and Head Start grants from the Office of Grants & Contracts Accounting to join the Board as a consultant. The rest of the board agreed with that suggestion. Ryanne Gregory will reach out to Grants & Contracts Accounting to see if that individual would be interested and notify Ms. Laura Hagan of their response. This individual would only need to attend meetings at the request of the Board.

5. Other Business – future supplemental funds application



A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH

Mr. Watkins discussed the future funds application with the Board. This application is aimed at staffing needs for the Early Head Start and Head Start programs. Currently, full-time employees are being replaced by part-time employees as discussed previously in the meeting.

Adjourn at 11:50am.

Financial Reports to Policy Council and Board Members

JULY 11, 2018 – Board Meeting

JULY 25, 2018 – Policy Council 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 2017-18 HEAD START (WKU index 525154-155)

- Pages 1-4: Monthly financial reports APR-MAY 2018 expenditures on track
- Pages 5: Second Quarter (FEB-APR) interim report Summary of Expenditures, non-federal; credit card and administrative costs.
- Pages 6-8: Notice of Grant Award Amend 2 04CH4776 Approval of Audubon Area carryover funds request

FY 2017-18 EARLY HEAD START (WKU index 544829-830)

- Page 9: Federal Form 425 mid-year report submitted to Murray 5/10/18
- Pages 10-13: Monthly financial reports APR-MAY 2018 expenditures on track.
- Pages 14: 3rd Quarter (MAR-MAY) interim report Summary of Expenditures, non-federal; credit card and administrative costs.

CACFP

- Page 15: Summary report of food expenditure and CACFP reimbursements

SEPARATE ATTACHMENTS:

- DRAFT of Head Start Grant Narrative and Budget Justification for FY 19
- EHS final grant application submitted to Murray 5/29/18

OTHER

- ACF-PI-HS-18-04 Enrollment Requirements: Chronically under enrolled (3 pages)

For your Information and Review the following releases have been issued by Administration for Children & Families: for links to these items go to:

http://eclkc.ohs.acf.hhs.gov/hslc/resources/news_and_events/whats_new or WKUCCC website to view entire content of large announcements and to keep informed on Head Start happenings.

FY 2017- 18 HEAD START

INDEX NUMBER 525154

YTD Average Percent 50%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 4/30/18	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$41,742.00	\$27,828.00		100%				\$27,828
Staff SAL 61111	\$303,582.00	\$158,396.37			\$225,393.00			
Part Time SAL 61123	\$46,840.00	\$22,897.08			\$34,412.00			
Staff OT 61130	\$0.00	\$544.55			1003.1			
Graduate Asst 61140	\$0.00							
CELL PLAN 61180	\$1,110.00	\$360.00						
STUDENT 61501	\$5,000.00							
TOTAL PERSONNEL	\$398,274.00	\$210,026.00			\$260,808.10	(\$72,560.10)	118%	\$27,828
FRINGE	\$246,818.00	\$140,006.45		11.60%	\$178,864.00	(\$72,052.45)	129%	\$16,241
TRAVEL	\$250.00							
INSTATE 74101		\$34.44	\$0.00					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
TRAVEL 74000	\$250.00	\$34.44	\$0.00	4%	\$0.00	\$215.56		\$1
SUPPLIES	\$6,744.00							
Office 71102		\$317.36	\$317.36	5%				\$16
Janitor/Maint. 71103		\$1,892.79	\$1,892.79					\$0
Household 71106			\$0.00					\$0
Classroom 71109		\$1,479.26	\$1,479.26					
Food 71120		\$2,239.86	\$1,922.70					
Grounds 71122			\$0.00					\$0
agricultural 71110			\$0.00					
TOTAL SUPPLIES	\$6,744.00	\$5,929.27	\$5,612.11		\$0.00	\$814.73	88%	\$16
SUBCONTRACT 72311	\$813,992.00	\$202,378.28				\$611,613.72	25%	
OTHER	\$9,638.00							
Phone line serv 71203/05		\$35.27						
Internet 71208		\$400.00	\$400.00					
Hous Auth utilities 71211		\$838.00						
Postage 71310/20		\$1.90	\$0.00					
Insurance Non-emp 71401		\$4,000.00		0%				\$0
Equip software<5000 71501								
Equip other<2000 71549			\$0.00	1%				\$0
Subscrip/Dues 71801-10			\$0.00					
Subscrip/Dues Data 71801		\$340.00	\$0.00	0%				\$0
Maint. Copy Mach. 72101		\$489.80	\$489.80	1%				\$5
Maint. Computer. 72102			\$0.00	1%				\$0
Maint. software 72105			\$0.00	1%				\$0
Maint. BLDG 72106			\$0.00	1%				\$0
Maint. Equip 72108			\$0.00	1%				\$0
c.background ch. Stud. 73513		\$126.00	\$126.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515								
Misc.background ch. 73523		\$42.00	\$42.00					
Fac Mgmt supp 73902		\$494.28						\$0.00
Local Phone 73910		\$360.00		1%				\$3.60
LD Phone 73911		\$31.62		1%				\$0
Printing Serv. 73920		\$300.61						
Misc. Other 73949								
				1%				\$0
TOTAL OTHER	\$9,638.00	\$7,459.48	\$1,057.80		\$0.00	\$2,178.52	77%	\$9
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	1000							
TOTAL CONSULT	\$1,000.00	\$0.00	\$0.00		\$0.00	\$1,000.00	0%	
TOTALS	\$1,476,716	\$565,833.92	\$6,669.91		\$439,672.10	\$471,209.98	68%	\$44,095
INDIRECT	\$55,059	\$29,076.48		100%		\$25,982.52	53%	\$29,076
GRAND TOTAL	\$1,531,775	\$594,910.40	\$6,669.91		\$439,672.10	\$497,192.50	68%	\$73,171

TRAINING PA 20 - Index #525155

YTD Average Percent 50%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 4/30/18	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Staff SAL 61111	\$4,775.00	\$1,907.28			\$2,225.16	\$642.56		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$4,775.00	\$1,907.28			\$2,225.16	\$642.56	40%	
FRINGE	\$1,707.00	\$685.72			\$821.38	\$199.90	40%	\$0.00
TRAVEL	\$2,500.00							
INSTATE 74101			\$0.00					
registration instate 74110			\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION OUT 74210			\$0.00					
TRAVEL 74000	\$2,500.00	\$0.00	\$0.00	4%	\$0.00	\$2,500.00	0%	\$0.00
SUPPLIES	\$0.00							
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	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	####	\$0.00
SUBCONTRACT 72311	\$8,095.00	\$1,685.26				\$6,409.74	21%	
OTHER	\$1,648.00							
Line Service 71203		\$225.51	\$225.51					
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71801		\$450.00	\$150.00					
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 73523			\$0.00					
Misc. Other 73549								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
TOTAL OTHER	\$1,648.00	\$675.51	\$375.51		\$0.00	\$972.49	41%	\$0
CONSULTANTS								
Consult WKU 61160								
72200								
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		
TOTALS	\$18,725.00	\$4,953.77	\$375.51		\$3,046.54	\$10,724.69		\$0
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$18,725.00	\$4,953.77	\$375.51		\$3,046.54	\$10,724.69	43%	\$0

INDEX NUMBER 525154

YTD Average Percent 58%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 5/31/18	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$41,742.00	\$32,466.00		100%				\$32,466
Staff SAL 61111	\$303,582.00	\$184,882.15			\$155,620.00	-\$36,920.15		
Part Time SAL 61123	\$46,840.00	\$26,841.00			\$20,000.00			
Staff OT 61130	\$0.00	\$687.85			1003.1			
Graduate Asst 61140	\$0.00							
CELL PLAN 61180	\$1,110.00	\$420.00						
STUDENT 61501	\$5,000.00							
TOTAL PERSONNEL	\$398,274.00	\$245,297.00			\$176,623.10	(\$23,646.10)	106%	\$32,466
FRINGE	\$246,818.00	\$163,816.49		11.60%	\$119,050.00	(\$36,048.49)	115%	\$19,003
TRAVEL	\$250.00							
INSTATE 74101		\$198.44	\$0.00					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
TRAVEL 74000	\$250.00	\$198.44	\$0.00	4%	\$0.00	\$51.56		\$8
SUPPLIES	\$6,744.00							
Office 71102		\$317.36	\$317.36	5%				\$16
Janitor/Maint. 71103		\$3,276.86	\$3,276.86					\$0
Household 71106			\$0.00					\$0
Classroom 71109		\$1,708.03	\$1,708.03					
Food 71120		\$2,795.88	\$1,922.70					
Grounds 71122			\$0.00					\$0
agricultural 71110		\$167.39	\$167.39					
TOTAL SUPPLIES	\$6,744.00	\$8,265.52	\$7,392.34		\$0.00	(\$1,521.52)	123%	\$16
SUBCONTRACT 72311	\$813,992.00	\$252,707.88				\$561,284.12	31%	
OTHER	\$9,638.00							
Phone line serv 71203/05		\$35.27						
Internet 71208		\$480.00	\$480.00					
Hous Auth utilities 71211		\$838.00						
Postage 71310/20		\$5.24	\$0.00					
Insurance Non-emp 71401		\$4,000.00		0%				\$0
Equip software<5000 71501								
Equip other<2000 71549			\$0.00	1%				\$0
Subscrip/Dues 71801-10			\$0.00					
Subscrip/Dues Data 71801		\$340.00	\$0.00	0%				\$0
Maint. Copy Mach. 72101		\$489.80	\$489.80	1%				\$5
Maint. Computer. 72102			\$0.00	1%				\$0
Maint. software 72105			\$0.00	1%				\$0
Maint. BLDG 72106			\$0.00	1%				\$0
Maint. Equip 72108			\$0.00	1%				\$0
c.background ch. Stud. 73513		\$126.00	\$126.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515		\$50.00						
Misc.background ch. 73523		\$42.00	\$42.00					
Fac Mgmt Labor 73901		\$327.34						\$0.00
Fac Mgmt supp 73902		\$878.99		1%				\$8.79
Local Phone 73910		\$450.00		1%				\$5
LD Phone 73911		\$73.52						
Printing Serv. 73920		\$300.61						
Misc. Other 73949				1%				\$0
TOTAL OTHER	\$9,638.00	\$8,436.77	\$1,137.80		\$0.00	\$1,201.23	88%	\$18
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	1000							
TOTAL CONSULT	\$1,000.00	\$0.00	\$0.00		\$0.00	\$1,000.00	0%	
TOTALS	\$1,476,716	\$678,722.10	\$8,530.14		\$295,673.10	\$502,320.80	66%	\$51,511
INDIRECT	\$55,059	\$34,081.18		100%		\$20,977.82	62%	\$34,081
GRAND TOTAL	\$1,531,775	\$712,803.28	\$8,530.14		\$295,673.10	\$523,298.62	66%	\$85,592

TRAINING PA 20 - Index #525155

YTD Average Percent 58%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 5/31/18	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Staff SAL 61111	\$4,775.00	\$2,225.16			\$1,589.40	\$960.44		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$4,775.00	\$2,225.16			\$1,589.40	\$960.44	47%	
FRINGE	\$1,707.00	\$803.06			\$586.70	\$317.24	47%	\$0.00
TRAVEL	\$2,500.00							
INSTATE 74101		\$626.17	\$626.17					
registration instate 74110		\$225.00	\$225.00					
OUT STATE 74201			\$0.00					
REGISTRATION OUT 74210			\$0.00					
TRAVEL 74000	\$2,500.00	\$851.17	\$851.17	4%	\$0.00	\$1,648.83	34%	\$34.05
SUPPLIES	\$0.00							
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	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	####	\$0.00
SUBCONTRACT 72311	\$8,095.00	\$2,428.06				\$5,666.94	30%	
OTHER	\$1,648.00							
Line Service 71203		\$306.35	\$306.35					
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71801		\$450.00	\$150.00					
Maint. Copy Mach. 72101		\$150.57	\$150.57	1%				\$1.51
Maint. COMP Softw 72105			\$0.00	1%				\$0.00
Maint. Equip 72108			\$0.00	1%				\$0.00
Misc. Accreditation 73514			\$0.00					
Misc. backgrnd 73523			\$0.00					
Misc. Other 73549								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
TOTAL OTHER	\$1,648.00	\$906.92	\$606.92		\$0.00	\$741.08	55%	\$2
CONSULTANTS								
Consult WKU 61160								
72200								
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		
TOTALS	\$18,725.00	\$7,214.37	\$1,458.09		\$2,176.10	\$9,334.53		\$36
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$18,725.00	\$7,214.37	\$1,458.09		\$2,176.10	\$9,334.53	50%	\$36

QUARTERLY REPORT

2ND QTR 04CH4776	HEAD START 525154, 525155				Reporting Period:		
					11/1/17 TO 4/30/18		
INTERIM	APPROVED	YTD		PER CENT		YTD	YTD
LINE ITEMS	BUDGET	EXPENDED	Obligations	SPENT	Unobligated	Credit card	Admin cost
Personnel	\$398,274	\$210,026		52.73%	\$188,248		\$ 27,828
Fringe Benefits	\$246,818	\$140,006		56.72%	\$106,812		\$ 16,241
Travel	\$250	\$34		13.78%	\$216		\$ 1
Equipment	\$0						
Supplies	\$6,744	\$5,929		87.92%	\$815	\$ 5,612	\$ 16
Contractual	\$813,992	\$202,378		24.86%	\$611,614		
Other	\$9,638	\$7,459		77.40%	\$2,179	\$ 1,058	\$ 9
Consultants	\$1,000			0.00%	\$1,000		
TOTAL DIRECT	\$1,476,716	\$565,834	\$0	38.32%	\$910,882	\$6,670	\$ 44,095
Indirect Costs	\$55,059	\$29,076		52.81%	\$25,983		\$ 29,076
TOTAL PA 22	\$1,531,775	\$594,910	\$0	38.84%	\$936,865	\$6,670	\$73,171
Training							
PA 20 HEAD START					\$0		
Personnel/FRG	\$6,482	\$2,593					
Supplies/Other	\$1,648	\$676				\$ 376	
consultant	\$0						
Contractual	\$8,095	\$1,685					
Travel	\$2,500						
TOTAL PA20	\$18,725	\$4,954	\$0	26.46%	\$13,771	\$ 376	\$ -
TOTAL AWARD	\$1,550,500	\$599,864	\$0		\$950,636	\$7,046	\$73,171
NON FEDERAL						Non Fed Space 5%	\$3,845
Grantee \$182,103	\$90,847					% Admin WKU	4.0%
Audubon \$118,108	\$54,955					Audubon	\$4,900
Murray \$87,414						Murray	
Total Non Federal	\$387,625	\$145,802	\$0		\$241,823	Total Admin Costs	\$81,917
TOTAL OUTLAYS	\$1,938,125	\$745,667	\$0			TOTAL % Admin	4.2%
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:	on track (partial funding received which impacts % spent calculation)						

Early Head Start FY 2017-18

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page 1	of pages
DEPARTMENT OF HEALTH AND HUMAN SERVICES		04CH4761/02			
3. Recipient Organization (Name and complete address including Zip code)					
WKU Research Foundation 1906 College Heights Blvd. Bowling Green, KY 42101					
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting	
02-998-0583	6161358086	544829-544830	<input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual	
8. Project/Grant Period From: (Month, Day, Year)		To: (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)	
9/1/2017		8/31/2018		2/28/2018	
10. Transactions				Cumulative	

(Use lines a-c for single or multiple grant reporting)

Federal Cash (To report multiple grants, also use FFR Attachment):	\$68,722.85
a. Cash Receipts	\$103,905.95
b. Cash Disbursements	(\$35,183.10)
c. Cash on Hand (line a minus b)	

(Use lines d-o for single grant reporting)

Federal Expenditures and Unobligated Balance:							\$213,185.00
d. Total Federal funds authorized							\$103,905.95
e. Federal share of expenditures							\$0.00
f. Federal share of unliquidated obligations							\$103,905.95
g. Total Federal share (sum of lines e and f)							\$109,279.05
h. Unobligated balance of Federal funds (line d minus g)							
Recipient Share:							\$53,296.00
i. Total recipient share required							\$27,734.00
j. Recipient share of expenditures							\$25,562.00
k. Remaining recipient share to be provided (line i minus j)							
Program Income:							
l. Total Federal program income earned							
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							
o. Unexpended program income (line l minus line m or line n)							
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	Predetermined	8.00%	9/1/2017	2/28/2018	\$ 95,480.50	\$ 7,638.50	\$ 7,638.50
	g. Totals:				\$ 95,480.50	\$ 7,638.50	\$ 7,638.50

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.

ADMIN COSTS: \$9,033.00

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official

Benjamin Harmon
Director, Accounting & Financial Reporting

b. Signature of Authorized Certifying Official

c. Telephone (Area code, number and extension)

270-745-5339

d. Email address

benjie.harmon@wku.edu

e. Date Report Submitted (Month, Day, Year)

5.10.18

14. Agency use only:

Standard Form 425

OMB Approval Number: 0348-0061

Expiration Date: 10/31/2011

Paperwork Burden Statement

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

GENERAL FUNDS PA 25 - Index #544829

YTD Average Percent

67%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 4/30/18	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$103,122.00	\$69,202.32			\$34,600.00			
Part Time SAL 61123								
STUDENT 61501	\$2,000.00							
TOTAL PERSONNEL	\$105,122.00	\$69,202.32			\$34,600.00	\$1,319.68	99%	\$0
FRINGE	\$82,376.00	\$57,195.36			\$28,960.00	(\$3,779.36)	105%	
TRAVEL	\$0.00							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$4,620.00							
Office 71102		\$43.97	\$43.97	5%				\$2
Janitor/Maint. 71103		\$328.08	\$328.08	0%				\$0
Medical/Househ 71104/06			\$0.00	0%				\$0
Classroom 71109		\$670.32	\$670.32					
Food 71120		\$341.30	\$341.30					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
TOTAL SUPPLIES	\$4,620.00	\$1,383.67	\$1,383.67		\$0.00	\$3,236.33	30%	\$2
OTHER	\$399.00							
Postage 71310			\$0.00	0%				\$0
Software 71501				0%				\$0
Dues 71811		\$200.00	\$0.00	1%				\$2
Maint Copy 72101		\$80.09	\$0.00	1%				\$1
Maint. Comp Softw 72105			\$0.00	1%				\$0
Maint. Equip 72108			\$0.00	1%				\$0
REPAIRS 72149			\$0.00	1%				\$0
.background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549			\$0.00					
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%				\$0
Visitor Permit 73926								
TOTAL OTHER	\$399.00	\$280.09	\$0.00		\$0.00	\$118.91	70%	\$3
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	250							
TOTAL CONSULT	\$250.00				\$0.00	\$250.00		\$0
TOTALS	\$192,767.00	\$128,061.44			\$63,560.00	\$1,145.56	99%	\$5
INDIRECT	\$15,421.00	\$10,245.02		100%		\$5,175.98	66%	\$10,245
GRAND TOTAL	\$208,188.00	\$138,306.46	\$1,383.67		\$63,560.00	\$6,321.54	97%	\$10,250

TRAINING PA 26 - Index #544830

YTD Average Percent 67%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 4/30/18	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
Staff SAL 61111	\$933.00	\$650.40			\$406.50			
TOTAL PERSONNEL	\$933.00	\$650.40			\$406.50	(\$123.90)	70%	
FRINGE	\$367.00	\$260.11			\$165.15	(\$58.26)	71%	
TRAVEL	\$2,250.00							
INSTATE 74101			\$0.00					
REGISTRAT KY 74110			\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION 74210			\$0.00					
TRAVEL 74000	\$2,250.00	\$0.00	\$0.00	4%	\$0.00	\$2,250.00	0%	\$0
SUPPLIES	\$250.00							
Office 71102		\$105.11	\$105.11	5%				\$5
Janitor/Maint. 71103			\$0.00					
Household 71106			\$0.00					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
TOTAL SUPPLIES	\$250.00	\$105.11	\$105.11		\$0.00	\$144.89	42%	
OTHER	\$997.00							
software 71501			\$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			\$0.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
TOTAL OTHER	\$997.00	\$0.00	\$0.00		\$0.00	\$997.00	0%	\$5.26
200								
TOTAL CONSULT	\$200.00	\$0.00			\$0.00	\$200.00		
TOTALS	\$4,997.00	\$1,015.62			\$571.65	\$3,409.73	20%	\$5
INDIRECT	\$0.00	\$0.00				\$0.00		
GRAND TOTAL	\$4,997.00	\$1,015.62	\$105.11		\$571.65	\$3,409.73	20%	\$5

GENERAL FUNDS PA 25 - Index #544829 YTD Average Percent 75%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 5/31/18	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$103,122.00	\$77,851.86			\$25,950.00			
Part Time SAL 61123								
STUDENT 61501	\$2,000.00				2000			
TOTAL PERSONNEL	\$105,122.00	\$77,851.86			\$27,950.00	(\$679.86)	101%	\$0
FRINGE	\$82,376.00	\$64,435.63			\$21,720.00	(\$3,779.63)	105%	
TRAVEL	\$0.00							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$4,620.00							
Office 71102		\$43.97	\$43.97	5%				\$2
Janitor/Maint. 71103		\$328.08	\$328.08	0%				\$0
Medical/Househ 71104/06			\$0.00	0%				\$0
Classroom 71109		\$826.42	\$826.42					
Food 71120		\$341.30	\$341.30					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
TOTAL SUPPLIES	\$4,620.00	\$1,539.77	\$1,539.77		\$0.00	\$3,080.23	33%	\$2
OTHER	\$399.00							
Postage 71310			\$0.00	0%				\$0
Software 71501				0%				\$0
Dues 71811		\$200.00	\$0.00	1%				\$2
Maint Copy 72101		\$114.91	\$114.91	1%				\$1
Maint. Comp Softw 72105			\$0.00	1%				\$0
Maint. Equip 72108			\$0.00	1%				\$0
REPAIRS 72149			\$0.00	1%				\$0
background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549			\$0.00					
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%				\$0
Visitor Permit 73926								
TOTAL OTHER	\$399.00	\$314.91	\$114.91		\$0.00	\$84.09	79%	\$3
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	250							
TOTAL CONSULT	\$250.00				\$0.00	\$250.00		\$0
TOTALS	\$192,767.00	\$144,142.17			\$49,670.00	(\$1,045.17)	101%	\$5
INDIRECT	\$15,421.00	\$11,531.50		100%		\$3,889.50	75%	\$11,532
GRAND TOTAL	\$208,188.00	\$155,673.67	\$1,654.68		\$49,670.00	\$2,844.33	99%	\$11,537

TRAINING PA 26 - Index #544830

YTD Average Percent 75%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 5/31/18	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
Staff SAL 61111	\$933.00	\$731.70			\$243.90			
TOTAL PERSONNEL	\$933.00	\$731.70			\$243.90	(\$42.60)	78%	
FRINGE	\$367.00	\$293.15			\$99.09	(\$25.24)	80%	
TRAVEL	\$2,250.00							
INSTATE 74101			\$0.00					
REGISTRAT KY 74110			\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION 74210			\$0.00					
TRAVEL 74000	\$2,250.00	\$0.00	\$0.00	4%	\$0.00	\$2,250.00	0%	\$0
SUPPLIES	\$250.00							
Office 71102		\$105.11	\$105.11	5%				\$5
Janitor/Maint. 71103			\$0.00					
Household 71106			\$0.00					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
TOTAL SUPPLIES	\$250.00	\$105.11	\$105.11		\$0.00	\$144.89	42%	
OTHER	\$997.00							
software 71501			\$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		\$22.00	\$22.00					
Misc. Accreditation 73514/17		\$125.00	\$125.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
TOTAL OTHER	\$997.00	\$147.00	\$147.00		\$0.00	\$850.00	15%	\$5.26
200								
TOTAL CONSULT	\$200.00	\$0.00			\$0.00	\$200.00		
TOTALS	\$4,997.00	\$1,276.96			\$342.99	\$3,377.05	26%	\$5
INDIRECT	\$0.00	\$0.00				\$0.00		
GRAND TOTAL	\$4,997.00	\$1,276.96	\$252.11		\$342.99	\$3,377.05	26%	\$5

QUARTERLY REPORT

3rd QTR 04CH4761	EARLY HEAD START 544829-830				Reporting Period:		
	FY: Sep. 1, 2017 - Aug. 31, 2018				9/1/17 TO 5/31/18		
INTERIM	APPROVED	YTD		PER CENT		YTD	YTD
LINE ITEMS	BUDGET	EXPENDED	Obligations	SPENT	Unobligated	Credit card	Admin cost
Personnel	\$105,122	\$77,852		74.06%	\$27,270		\$ -
Fringe Benefits	\$82,376	\$64,436		78.22%	\$17,940		\$ -
Travel	\$0				\$0		
Equipment							
Supplies	\$4,620	\$1,540		33.33%	\$3,080	\$ 1,540	\$ 2
Contractual	\$0		\$0		\$0		
Other	\$399	\$315		48.52%	\$84	\$ 115	\$ 3
Consultants	\$250				\$250		
TOTAL DIRECT	\$192,767	\$144,142	\$0	74.78%		\$1,655	\$5
Indirect Costs	\$15,421	\$11,532		74.78%			\$ 11,532
TOTAL PA 25	\$208,188	\$155,674	\$0	74.78%	\$0	\$1,655	\$11,537
PA 26 Training					\$0		
Personnel/Frg	\$1,300	\$1,025					
Supplies/Other	\$1,247	\$252				252	\$ 5.00
Contractual	\$0						
Travel	\$2,250						\$ -
TOTAL PA26	\$4,997	\$1,277	\$0	25.55%	\$3,720	\$ 252	\$ 5
TOTAL AWARD**	\$213,185	\$156,951	\$0	74%	\$56,234	\$1,907	\$11,542
NON FEDERAL						Non Fed Space 5%	\$1,804
Space		\$25,065				% Admin WKU	5.0%
Volunteers		\$11,024					
Other						TOTAL ADMIN	\$13,346
Total Non Federal	\$53,296	\$36,089	\$0	67.71%	\$17,207		
TOTAL OUTLAYS	\$266,481	\$193,040	\$0				

CANTEEN MEAL EXPENSE FOR WKUCCCC

MONTH	DC budget	FOOD budget	HS	EHS	TOTAL Expense	CACFP REIMBURSEMENT unpaid 2017
JAN 2017		\$7,492.80			\$7,492.80	
JUN 2017		\$6,351.95			\$6,351.95	\$5,536.77
JULY		\$5,171.25			\$5,171.25	\$4,948.91
AUG		\$6,087.68			\$6,087.68	\$6,946.50
SEPT		\$7,321.91			\$7,321.91	\$8,777.93
OCT		\$7,918.77			\$7,918.77	\$9,053.86
NOV		\$6,807.74			\$6,807.74	\$8,251.56
DEC		\$3,194.34			\$3,194.34	\$3,912.08
JAN 2018		\$6,060.71			\$6,060.71	\$7,437.47
FEB		\$7,102.00			\$7,102.00	\$8,945.18
MAR		\$7,347.84			\$7,347.84	\$8,530.97
APR		\$7,299.48			\$7,299.48	\$8,951.79
APR IA CRS		\$2,684.92			\$2,684.92	
MAY		\$7,213.20			\$7,213.20	\$6,761.57
TOTALS	\$0.00	\$88,054.59	\$0.00	\$0.00	\$88,054.59	\$88,054.59

CACFP REIMBURSEMENT 2017-18 \$88,054.59

Non-reimbursed CANTEEN

Snacks, breakfast & Supplies CRS One Source* \$13,438.04

*paid by day care

FREE MEALS SUMMARY

CACFP	# meals	BREAK	# meals	LUN	# meals	snack	HS 83%	EHS 17%
JUN	806	1378.26	916	3105.24	456	392.16	\$4,047	\$829
JULY	731	1279.25	807	2794.24	385	338.8	\$3,662	\$750
AUG	989	1730.75	1155	3999.19	701	616.88	\$5,268	\$1,079
SEPT	1245	2178.75	1474	4761.02	866	762.08	\$6,393	\$1,309
OCT	1279	2238.25	1538	5325.33	858	755.04	\$6,904	\$1,414
NOV	1189	2080.75	1432	4958.3	788	693.44	\$6,418	\$1,315
DEC	543	950.25	669	2316.41	350	308	\$2,967	\$608
JAN 2018	1052	1841	1263	4373.14	619	544.72	\$5,610	\$1,149
FEB	1247	2182.25	1505	5211.06	826	726.88	\$6,740	\$1,380
MAR	1171	2049.25	1409	4878.66	837	736.56	\$6,362	\$1,303
APR	1230	2152.5	1514	4890.22	849	747.12	\$6,466	\$1,324
MAY	865	1513.75	1091	3777.59	593	521.84	\$4,825	\$988
Free meals							\$79,109	\$65,660
Paid meals							\$8,945.66	\$8,844
TOTAL							\$88,054.59	\$74,504

OTHER/
HHS NEWS ALERTS

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-18-04	2. Issuance Date: 06/05/2018
	3. Originating Office: Office of Head Start	
	4. Key Words: Full Enrollment; Enrollment Requirements; Chronically Underenrolled	

PROGRAM INSTRUCTION

TO: All Head Start and Early Head Start Grantees, including Early Head Start-Child Care Partnership Grantees

SUBJECT: Full Enrollment Initiative

INSTRUCTION:

The Office of Head Start (OHS) is committed to preparing America's most vulnerable children to succeed by providing grantees with resources needed to deliver services to children and families in core areas of early learning, health, and family well-being. To achieve this, Head Start programs must provide services to 100 percent of the children they are funded to serve. Section 642(g) of the Head Start Act requires each Head Start agency to enroll 100 percent of its funded enrollment and maintain an active waiting list at all times with ongoing outreach to the community and activities to identify underserved populations.

This Program Instruction (PI) reiterates the importance of full enrollment. It also outlines the authority of OHS to designate an agency as Chronically Underenrolled and recapture, withhold, or reduce the base grant for programs that are not fully enrolled.

Enrollment Requirements

All Head Start grantees are required to report monthly enrollment in the Head Start Enterprise System (HSES) by program within each grant (641A(h)(2)). Reporting for the previous month is due on the seventh of each month. Grantees can make edits to reported monthly enrollment until a new reporting period opens.

A grantee must maintain its funded enrollment level and fill any vacancy as soon as possible. Grantees may report any slots that were vacant for less than 30 days as enrolled for the month. After 30 days, the slot can no longer be counted as an enrolled slot (45 CFR § 1302.15(a)).

OHS Enrollment Review

Section 641A(h)(3) of the Head Start Act requires the Secretary of the U.S. Department of Health and Human Services (HHS) to determine which agencies are operating with an actual enrollment in their Head Start and/or Early Head Start program that is less than the funded enrollment based on not less than four consecutive months of data. The count of consecutive

months underenrolled does not restart after a program has been closed, typically for the summer break, or after the agency begins a new noncompetitive project period. For example, if a program is underenrolled in April and May, closes June–August for summer break, and after opening remains underenrolled in September and October, October would constitute the fourth consecutive month.

Grantees with four or more consecutive months of underenrollment in any Head Start and/or Early Head Start program will receive an Underenrollment Letter from the Regional Office. Grantees must develop, in collaboration with the Regional Office, a plan and timetable for reducing or eliminating underenrollment. The 12-month period for determining chronic underenrollment starts 10 calendar days from the date the Underenrollment Letter is sent.

OHS Authority to Designate Grantee as Chronically Underenrolled

Achieve and Maintain 97 Percent Funded Enrollment

If the grantee is meeting at least 97 percent enrollment after the 12-month period has concluded, OHS will continue to evaluate to ensure the grantee maintains at least 97 percent enrollment for six consecutive months. Where the grantee has achieved and maintained at least 97 percent enrollment for six consecutive months following the 12-month period, a Letter of Completion will be sent to the grantee. The Letter of Completion will serve as official notice of successful completion of the underenrollment plan.

Fall Short of 97 Percent Funded Enrollment

If the grantee is less than 97 percent of funded enrollment after the 12-month period has concluded, OHS has the authority to designate the agency as Chronically Underenrolled and take actions authorized under Section 641A(h)(5). These actions include recapturing, withholding, or reducing the annual funding and funded enrollment. OHS is committed to continuing to support such agencies in achieving and maintaining full enrollment. Any reduction in funding will adjust the funded enrollment to be consistent with the historical, actual enrollment level.

Agencies designated as Chronically Underenrolled will receive a Chronically Underenrolled Designation Letter. The Chronically Underenrolled Designation Letter will inform the grantee of their designation, any subsequent action, and an opportunity to appeal a recapture, withholding, or reduction in funding to the Administration for Children and Families (ACF) within 30 days of delivery of the Chronically Underenrolled Designation Letter.

Appeal Process

Grantees who decide to appeal a recapture, withholding, or reduction in funding must submit a written appeal with supporting evidence to OHS.Enrollment@acf.hhs.gov. Grantees may request a hearing with the written appeal. Failure to submit an appeal in the manner described in this PI will result in immediate implementation of the reduction in funding described in the Chronically Underenrolled Designation Letter.

If a grantee requests a hearing as part of their appeal, a hearing will be scheduled no later than 60 days following receipt of the written appeal and request for a hearing. The hearing will be by

telephone or web meeting and the grantee may present witness testimony or written witness statements to explain or support evidence previously submitted in the written appeal. Testimony at the hearing should be limited to no more than one hour.

Within 30 days following the date of the hearing, ACF will communicate its decision to the agency in writing and the decision will be immediately implemented. The appeal decision is final.

Removing the Chronically Underenrolled Designation

Agencies designated as Chronically Underenrolled will maintain their designation until successfully demonstrating six consecutive months of enrollment not less than 97 percent of funded enrollment at its new funded enrollment level. When the grantee has achieved six consecutive months of at least 97 percent enrollment, a Chronically Underenrolled Designation Removal Letter will be sent to the grantee. The Designation Removal Letter will serve as official notice that the designation of Chronically Underenrolled has been lifted.

Should the grantee remain designated as Chronically Underenrolled, OHS may further recapture, withhold, or reduce the annual funding and funded enrollment. The agency will again have the opportunity to appeal.

Grantees are asked to review the Enrollment User Guide in HSES to assure accurate reporting.

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

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

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start