**ELKHART & ST. JOSEPH COUNTIES “THE CONSORTIUM” HEAD START PROGRAM**

**2019 - 2020 ANNUAL REPORT TO THE PUBLIC**

**FISCAL REQUIREMENTS**

* 1. **The total amount of public and private funds received and the amount from each source in the provision of services in the Head Start, Early Head Start and Early Head Start Child Care Partnership Programs for the 2019 – 2020 fiscal year.**

**NOTE: The Head Start and Early Head Start funds included an additional supplement to support the agency to prepare, prevent and respond to the COVID-19 pandemic.**

**HEAD START**

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| **REQUIREMENTS** | **SOURCE** | **AMOUNT** |
| Public Funds | **Head Start**: Office of Head Start; Department of Health and Human Services is the funding source. | $8,817,389.00 |
| **USDA**: Indiana State Dept of Education is the Pass-through Entity and the US Dept of Agriculture is the source of funding | $594,200.00 |
| **TOTAL RECEIVED** | **$9,411,589.00** |
| Private Funds | The Head Start program didn’t receive any private funds in the provision of services in the Head Start Program. | |

**EARLY HEAD START**

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| **REQUIREMENTS** | **SOURCE** | **AMOUNT** |
| Public Funds | **Early Head Start:** Office of Head Start; Department of Health and Human Services. | $1,367,618.00 |
| **USDA:** Indiana State Dept of Education is the Pass-through Entity and the US Dept of Agriculture is the source of funding | $73,560.00 |
| **TOTAL RECEIVED** | **$1,441,178.00** |
| Private Funds | The Early Head Start program didn’t receive any private funds in the provision of services in the Head Start Program. | |

**EARLY HEAD START CHILD CARE PARTNERSHIP**

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| **REQUIREMENTS** | **SOURCE** | **AMOUNT** |
| Public Funds | **Early Head Start:** Office of Head Start; Department of Health and Human Services. | $2,302,240.00 |
| **USDA:** Indiana State Dept of Education is the Pass-through Entity and the US Dept of Agriculture is the source of funding | $165,760.00 |
| **CCDF (Child Care Subsidies):** The Early Head Start - Child Care Partnership program received Child Care Subsidies to leverage with Early Head Start federal funds in order to provide a full-day/full-year program to sixteen (16) infants and toddlers in partnership with El Campito child care center. | $74,500.00 |
| **Quality Rating Improvement System (QRIS):** The state entity responsible for the provides funds to the EHS – CCP program for compliance with the QRIS system. | $10,000.00 |
| **TOTAL** | **$2,552,500.00** |
| Private Funds | **United Way:** The child care providers receives and annual grant for the local United Way agency, the grant is used to the provision of Early Head Start – Child Care Partnership services | $21,000.00 |
| **Parent (Copayments):** The CCDF program requires each family to pay a co-payment for the child care subsidies received from the state agency based on a sliding fee schedule. | $3,025.00 |
| **TOTAL** | **$24,025.00** |
| Public and Private funds | **TOTAL RECEIVED** | **$2,576,525.00** |

1. **An explanation of budgetary expenditures and proposed budget for the fiscal year.**
2. **2019 – 2020 Head Start Budgetary Expenditures**

**COP= Cost of Program Operation; TTA= Training & Technical Assistance**

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| **BUDGET CATEGORIES** | **COP** | **TTA** | **EXPLANATION** |
| Personnel | $5,012,402.81 |  | The Consortium expended the personnel funds to pay the salaries of the staff providing services in the Head Start funds. Staff include the Director, managers, Family services, teachers, health nutrition, fiscal and clerical. |
| Fringe Benefits | $1,151,878.06 |  | The funds are expended to cover the costs of the fringe benefits provided to the staff, including taxes, health insurance and retirement. |
| Travel |  | $29,797.64 | The funds were expended to cover the costs of the staff to participate in out-of-town professional development activities necessary to provide high-quality services. |
| Supplies | $565,626.65 |  | Funds were expended for supplies to implement activities for children and families. Additionally, funds were expended to provide supplies to management staff.  **NOTE:** The budget category included and additional $337.15 budget balance that wasn’t obligated and liquidated during the fiscal year. |
| Contractual | $960,585.78 |  | The Consortium expended funds to cover the costs of the contractual services necessary to provided services to children and support the Training needs of the staff. |
| Other | $294,972.55 | $53,044.36 | COP: Funds were expended to cover the costs of the operations of the facilities, local staff travel, publications and other costs |
| TTA: The agency expended funds to cover the training and professional development costs of the staff, including child care provider, CDA’s for teachers, governing body and policy council. |
| **Total** | **$7,985,465.85** | **82,842.00** | **Total COP and T/TA: $8,068,307.85** |

**NOTE:** Elkhart & St. Joseph Counties “The Consortium” secured approximately 34% of the required Match ($692,818.64) for the Expenditures of the Head Start Funds. ESJC requested and received a waiver for the balance of the match for the fiscal year.

**COVID-19 Head Start Expenditures**

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| **BUDGET CATEGORIES** | **COVID-19** | **EXPLANATION** |
| Equipment | $34,350.65 | The funds were expended to cover the costs purchasing vehicles to respond to the COVID-19 pandemic. |
| Supplies | $58,020.37 | Funds were expended for supplies to implement activities for children and families in the provision of services during the COVID-19 pandemic. Additionally, funds were expended to provide supplies to management staff |
| Contractual | $3,551.92 | The Consortium expended funds to cover the costs of the contractual services necessary to provided services to children and support the Training needs of the staff as part of its response to the COVID-19 pandemic. |
| Other | $3,407.58 | COP: Funds were expended to cover the costs of the operations of the facilities, local staff travel, publications and other costs in the provision of services during the COVID-19 pandemic. |
| **Total** | **$99,330.52** |  |

**NOTE:** The COVID-19 funds have a balance of $649,413.48 that will be requested to carryover to the 2021 – 2022 fiscal year.

1. **2019 – 2020 Early Head Start Budgetary Expenditures**

**COP= Cost of Program Operation; TTA= Training & Technical Assistance**

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| **BUDGET CATEGORIES** | **COP** | **TTA** | **EXPLANATION** |
| Personnel | $826,599.24 |  | The Consortium expended the personnel funds to pay the salaries of the staff providing services in the Early Head Start funds. Staff include the Director, managers, Family services, teachers, health nutrition, fiscal and clerical. |
| Fringe Benefits | $172,729.86 |  | The funds are expended to cover the costs of the fringe benefits provided to the staff, including taxes, health insurance and retirement. |
| Travel |  | $4,351.26 | The funds were expended to cover the costs of the staff to participate in out-of-town professional development activities necessary to provide high-quality services. |
| Supplies | $84,065.33 |  | Funds were expended for supplies to implement activities for children and families. Additionally, funds were expended to provide supplies to management staff |
| Contractual | $131,787.34 |  | The Consortium expended funds to cover the costs of the contractual services necessary to provided services to children and support the Training needs of the staff. |
| Other | $54,601.23 | $23,178.74 | COP: Funds were expended to cover the costs of the operations of the facilities, local staff travel, publications and other costs |
| TTA: The agency expended funds to cover the training and professional development costs of the staff, including child care provider, CDA’s for teachers, governing body and policy council. |
| **TOTAL** | **$1,269,783.00** | **$27,530.00** | **Total COP and T/TA: $1,297,313.00** |

**NOTE:** Elkhart & St. Joseph Counties “The Consortium” secured approximately 22% of the required Match ($71,046.89) for the Expenditures of the Early Head Start Funds. ESJC requested and received a waiver for the balance of the match for the fiscal year.

**COVID-19 Early Head Start Expenditures**

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| **BUDGET CATEGORIES** | **COVID-19** | **EXPLANATION** |
| Equipment | $4,770.93 | The funds were expended to cover the costs purchasing vehicles to respond to the COVID-19 pandemic. |
| Supplies | $3,375.07 | Funds were expended for supplies to implement activities for children and families in the provision of services during the COVID-19 pandemic. Additionally, funds were expended to provide supplies to management staff |
| Contractual | $389.25 | The Consortium expended funds to cover the costs of the contractual services necessary to provided services to children and support the Training needs of the staff as part of its response to the COVID-19 pandemic. |
| Other | $626.66 | COP: Funds were expended to cover the costs of the operations of the facilities, local staff travel, publications and other costs in the provision of services during the COVID-19 pandemic. |
| **Total** | **$9,161.91** |  |

**NOTE:** The COVID-19 funds have a balance of $61,143.09 that will be requested to carry over to the 2021 – 2022 fiscal year.

1. **2019 – 2020 Early Head Start – Child Care Partnership Budgetary Expenditures**

**COP= Cost of Program Operation; TTA= Training & Technical Assistance**

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| **BUDGET CATEGORIES** | **COP** | **TTA** | **EXPLANATION** |
| Personnel | $1,282,593.07 |  | The Consortium expended the personnel funds to pay the salaries of the staff providing services in the Early Head Start – Child Care Partnership funds. Staff include the Director, managers, Family services, teachers, health nutrition, fiscal and clerical. |
| Fringe Benefits | $392,778.41 |  | The funds are expended to cover the costs of the fringe benefits provided to the staff, including taxes, health insurance and retirement. |
| Travel |  | $4,854.61 | The funds were expended to cover the costs of the staff to participate in out-of-town professional development activities necessary to provide high-quality services. |
| Supplies | $124,939.07 |  | Funds were expended for supplies to implement activities for children and families. Additionally, funds were expended to provide supplies to management staff |
| Contractual | $365,195.52 |  | The Consortium expended funds to cover the costs of the contractual services necessary to provided services to children and support the Training needs of the staff.  Additionally, funds were expended to cover the costs of the EHS – CCP services provided at the child care provider. |
| Other | $82,274.65 |  | COP: Funds were expended to cover the costs of the operations of the facilities, local staff travel, publications and other costs.  **NOTE:** The budget category included and additional $2,068.28 budget balance that wasn’t obligated and liquidated during the fiscal year. |
|  | $47,536.39 | TTA: The agency expended funds to cover the training and professional development costs of the staff, including child care provider, CDA’s for teachers, governing body and policy council. |
| **TOTAL** | **$2,247,780.72** | **$52,391.00** | **TOTAL COP and T/TA: $2,300,171.72** |

**NOTE:** Elkhart & St. Joseph Counties “The Consortium” secured approximately 34% of the required Match ($197,158.63) for the Expenditures of the Early Head Start – Child Care Partnership Funds. ESJC requested and received a waiver for the balance of the match for the fiscal year.

**This section includes “The Consortium” proposed Head Start Early Head Start and Early Head Start Child Care Partnership Budgets for the 2020 – 2021 fiscal year.**

1. **2020 – 2021 Head Start Proposed Budget**

**COP= Cost of Program Operation; TTA= Training & Technical Assistance**

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| **BUDGET CATEGORIES** | **COP** | **TTA** | **EXPLANATION** |
| Personnel | $4,522,926.00 |  | The Consortium is proposing funding for personnel costs to pay the salaries of the staff providing services in the Head Start funds. Staff include the Director, managers, Family services, teachers, health nutrition, fiscal and clerical. |
| Fringe Benefits | $1,731,802.00 |  | Funds are proposed to cover the costs of the fringe benefits provided to the staff, including taxes, health insurance and retirement. |
| Travel |  | $15,500.00 | Funds are proposed to cover the costs of the staff to participate in out-of-town professional development activities necessary to provide high-quality services. |
| Supplies | $249,771.00 |  | Funds are proposed to purchase supplies to implement activities for children and families. Additionally, funds were expended to provide supplies to management staff |
| Contractual | $1,054,431.00 |  | The Consortium is proposing funds to cover the costs of the contractual services necessary to provided services to children and support the Training needs of the staff.  Additionally, funds were expended to cover the costs of the Head Start services provided at the child care provider. |
| Other | $426,873.00 |  | COP: Funds are proposed to cover the costs of the operations of the facilities, local staff travel, publications and other costs |
| TTA: The agency is proposing funds to cover the training and professional development costs of the staff, including child care provider, CDA’s for teachers, governing body and policy council. |
| **TOTAL** | **$7,985,803.00** | **$67,342.00** | **Total COP and T/TA: $8,053,145.00** |

**Proposed Match:** Elkhart & St. Joseph Counties “The Consortium” is proposing Match ($2,017,162.00) for the Expenditures of the Head Start Funds.

**Other Sources of Funding Proposed:**

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| **SOURCES** | **FUNDING** |
| * **USDA (CACFP)** | $606,084.00 |
| **TOTAL** | **$606,084.00** |

1. **2020 – 2021 Early Head Start Proposed Budget**

**COP= Cost of Program Operation; TTA= Training & Technical Assistance**

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| --- | --- | --- | --- |
| **BUDGET CATEGORIES** | **COP** | **TTA** | **EXPLANATION** |
| Personnel | $797,524.00 |  | The Consortium is proposing funding for personnel costs to pay the salaries of the staff providing services in the Early Head Start funds. Staff include the Director, managers, Family services, teachers, health nutrition, fiscal and clerical. |
| Fringe Benefits | $287,460.00 |  | Funds are proposed to cover the costs of the fringe benefits provided to the staff, including taxes, health insurance and retirement. |
| Travel |  | $4,500.00 | Funds are proposed to cover the costs of the staff to participate in out-of-town professional development activities necessary to provide high-quality services. |
| Supplies | $66,084.00 |  | Funds are proposed to purchase supplies to implement activities for children and families. Additionally, funds were expended to provide supplies to management staff |
| Contractual | $78,726.00 |  | The Consortium is proposing funds to cover the costs of the contractual services necessary to provided services to children and support the Training needs of the staff.  Additionally, funds were expended to cover the costs of the Early Head Start services provided at the child care provider. |
| Other | $39,989.00 | $23,030.00 | COP: Funds are proposed to cover the costs of the operations of the facilities, local staff travel, publications and other costs |
| TTA: The agency is proposing funds to cover the training and professional development costs of the staff, including child care provider, CDA’s for teachers, governing body and policy council. |
| **TOTAL** | **$1,269,783.00** | **$27,530.00** | **Total COP and T/TA: $1,297,313.00** |

**Proposed Match:** Elkhart & St. Joseph Counties “The Consortium” is proposing Match ($324,328.00) for the Expenditures of the Early Head Start Funds.

**Other Sources of Funding Proposed:**

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| **SOURCES** | **FUNDING** |
| * **USDA (CACFP)** | $75,031.00 |
| **TOTAL** | **$75,031.00** |

1. **2020 – 2021 Early Head Start – Child Care Partnership Proposed Budget**

**COP= Cost of Program Operation; TTA= Training & Technical Assistance**

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| **BUDGET CATEGORIES** | **COP** | **TTA** | **EXPLANATION** |
| Personnel | $1,332,208.00 |  | The Consortium is proposing funding for personnel costs to pay the salaries of the staff providing services in the Early Head Start – Child Care Partnership funds. Staff include the Director, managers, Family services, teachers, health nutrition, fiscal and clerical. |
| Fringe Benefits | $405,240.00 |  | Funds are proposed to cover the costs of the fringe benefits provided to the staff, including taxes, health insurance and retirement. |
| Travel |  | $12,000.00 | Funds are proposed to cover the costs of the staff to participate in out-of-town professional development activities necessary to provide high-quality services. |
| Supplies | $81,485.00 |  | Funds are proposed to purchase supplies to implement activities for children and families. Additionally, funds were expended to provide supplies to management staff |
| Contractual | $317,965.00 |  | The Consortium is proposing funds to cover the costs of the contractual services necessary to provided services to children and support the Training needs of the staff.  Additionally, funds were expended to cover the costs of the EHS – CCP services provided at the child care provider. |
| Other | $112,951.00 |  | COP: Funds are proposed to cover the costs of the operations of the facilities, local staff travel, publications and other costs |
|  | $40,391.00 | TTA: The agency is proposing funds to cover the training and professional development costs of the staff, including child care provider, CDA’s for teachers, governing body and policy council. |
| **TOTAL** | **$2,249,849.00** | **$52,391.00** | **TOTAL COP and T/TA: $2,302,240.00** |

**Proposed Match:** Elkhart & St. Joseph Counties “The Consortium” is proposing Match ($575,560.00) for the Expenditures of the Early Head Start – Child Care Partnership Funds.

**Other Sources of Funding Proposed:**

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| **SOURCES** | **FUNDING** |
| * **CCDF (Child Care Subsidies)** | $74,500.00 |
| * **USDA (CACFP)** | $169,075.00 |
| * **QRIS Provider (State)** | $10,000.00 |
| * **Co-Payments (Parents)** | $3,025.00 |
| * **Others (United Way)** | $21,000.00 |
| **TOTAL** | **$277,600.00** |

1. **The results of the most recent review by the Secretary and the financial audit.**

* **Most Recent Review:** Elkhart & St. Joseph Counites “The Consortium” didn’t have a review by the Secretary during the 2019 – 2020 fiscal year;
* **Most Recent Audit:** Elkhart & St. Joseph Counties “The Consortium” Head Start/Early Head Start Programs 2017 – 2019 Audit didn’t included a finding or question costs related to the Head Start program.