



CMCA Development Plan

Progress Update April, 2020

Revenue by Strategy

Strategy	YTD FY20	Projected FY20	FY19
Direct Mail			
December 2019	\$ 7,015	\$ 5,000	\$ 160.00
August 2020	\$ -	\$ 5,000	\$ 23,238.00
TOTAL	\$ 7,015	\$ 10,000	\$ 23,398.00
Online and Email			
Online Donations (not CoMo Gives/MSECC/Direct Mail or Monthly or Event)	\$ 76	\$ 4,250	\$ 665.00
CoMoGives (December)	\$ 6,068	\$ 5,000	\$ 2,940.00
MSECC	\$ -	\$ 1,250	\$ 1,224.00
TOTAL	\$ 6,108	\$ 9,250	\$ 4,829.00
Events			
Promise Gala (May 14, 2020)	\$ 6,200	\$ 20,000	\$ 6,000.00
Women Who Own It (Oct. 2019)	\$ 10,885	\$ 15,000	\$ 10,000.00
TOTAL	\$ 17,085	\$ 35,000	\$ 16,000.00
Monthly Giving			
Monthly Donors	\$ 755	\$ 1,000	\$ 850.00
Face to Face (includes unsolicited donations, WBC sponsorships and county fundraising events and solicited sponsorships not attributed to another strategy)			
Board of Directors *	\$ 761	\$ 2,500	\$ 2,085.44
Other	\$ 15,455	\$ 46,250	\$ 22,539.08
WBC Sponsorships	\$ 11,600	\$ 75,000	\$ 34,640.00
TOTAL	\$ 28,571	\$ 124,750	\$ 59,264.52
Grants	\$ 60,686	\$ 75,000	\$ 68,950.00
Total	\$ 119,465	\$ 254,000	\$ 172,443.00

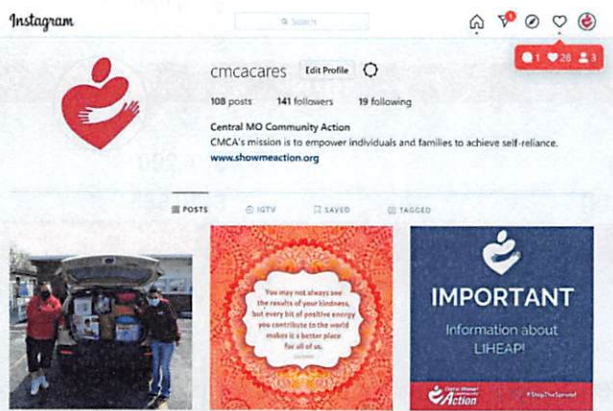
Revenue by Market

Market Segment	YTD FY19	Projected FY20	FY19
Individuals	\$ 31,716	\$ 69,000	\$ 12,098.00
Businesses	\$ 27,063	\$ 100,000	\$ 79,445.00
Foundations	\$ 60,686	\$ 85,000	\$ 80,900.00
Total	\$ 119,465	\$ 254,000	\$ 172,443.00

***Total Board Contributions FY2020 - \$3,003**

NEWS

Follow CMCA on Social Media!



Instagram
142 followers
@cmcacaes



Twitter - 406 followers
@CMCA_MO



Facebook- 2,703 followers
@CMCAcares

8-COUNTY AREA YEAR 1 CONTINUATION GRANT

DETAILS FROM GRANT SUMMARY SHEET

- + Due Feb. 1
- + Total Funding: \$6,338,896
- + Counties: Audrain, Boone, Callaway, Cole, Cooper, Howard, Moniteau, Osage
- + Updated 5 Year Goals, T/TA Plan
- + Enrollment Targets
 - + HS 265
 - + EHS 200

8-COUNTY AREA CLOSEOUT PROCESS

- + End of fiscal year is April 30th
 - + 90 closeout period with final report due July 30
- + COVID-19 Impacts requiring action:
 - + Waiver Request for Non-Federal Share
 - + Carryover Request

8-COUNTY AREA CLOSEOUT PROCESS-COVID IMPACT

- + **Waiver Request** for Non-Federal Share
 - + Due to Stay at Home Order inkind for last 2 operating months severely impacted
 - + Working with Accounting to determine final request amount but approximately \$300,000
 - + We will continue to collect but with closure we will not make our match

8-COUNTY AREA CLOSEOUT PROCESS-COVID IMPACT

- + **Carryover Request** for unused funds at the end of a fiscal year
 - + Planning impacted at end of the fiscal year due to Stay at Home Order
 - + Carryover is allowable, but only used in situation such as COVID
- + Request project of online-based security cameras
 - + Estimated Carryover \$200,000



UPDATES IN GRANT

- + Due to reduced insurance costs the following will be added:
 - + Additional Permanent Sub
 - + Additional Facility Administrator
 - + Increased funds allocated to facility projects
- + We have a ton of aging buildings that need some love!



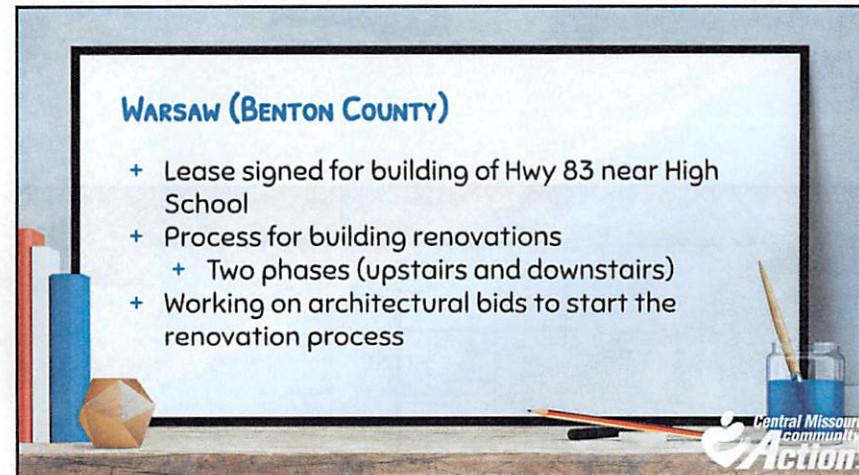
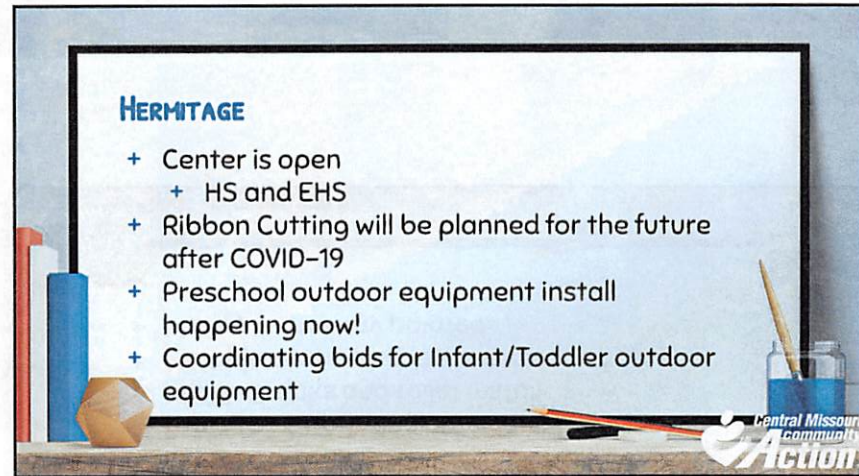
3-COUNTY AREA YEAR 2 CONTINUATION GRANT



DETAILS FROM GRANT SUMMARY SHEET

- + Due April 1
- + Total Funding: \$1,642,898
- + Counties: Benton, Hickory, Morgan
- + Same 5 Year Goals, T/TA Plan, and services as 8 county area
- + Enrollment Targets
 - + HS 60
 - + EHS 44

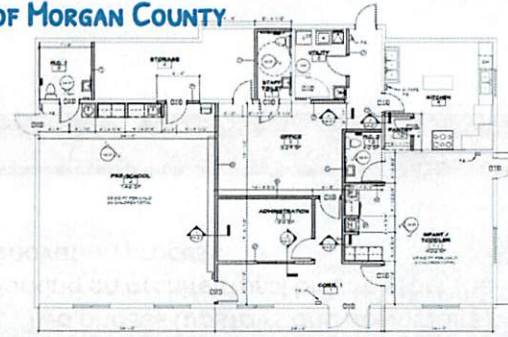




MORGAN COUNTY

- + Final drawings at State Fire Marshal for approval
 - + Once approved will be forwarded to appraiser
- + After all documents are complete a Supplemental Application will be submitted to OHS

DRAFT OF MORGAN COUNTY

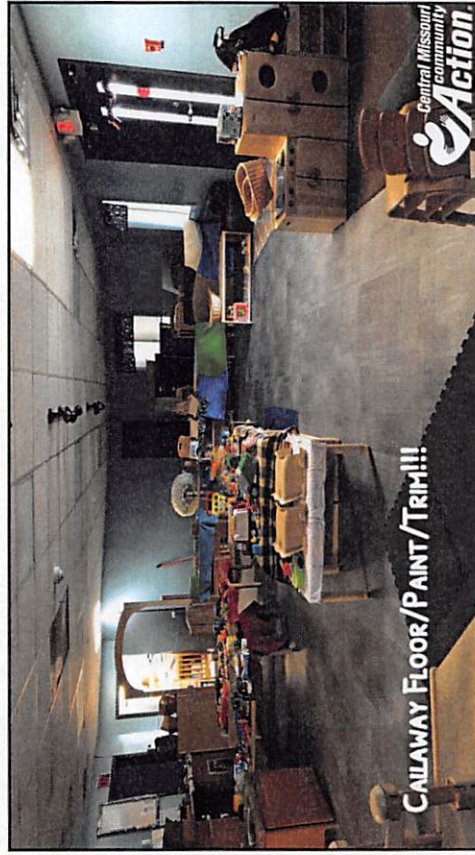
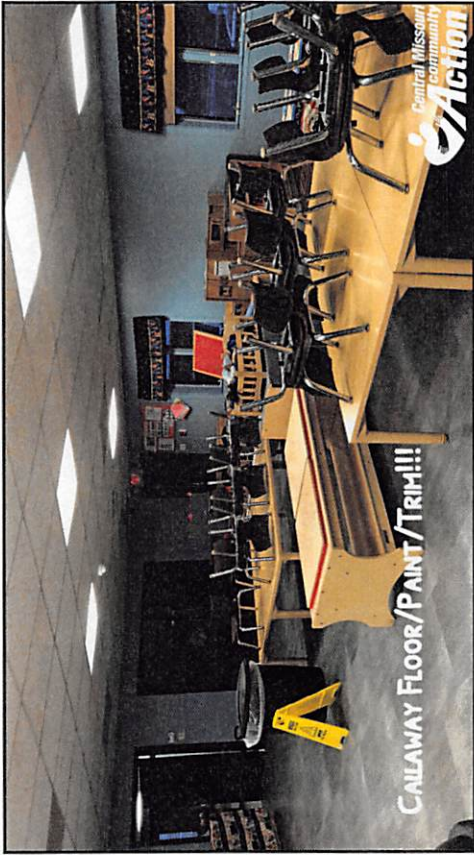
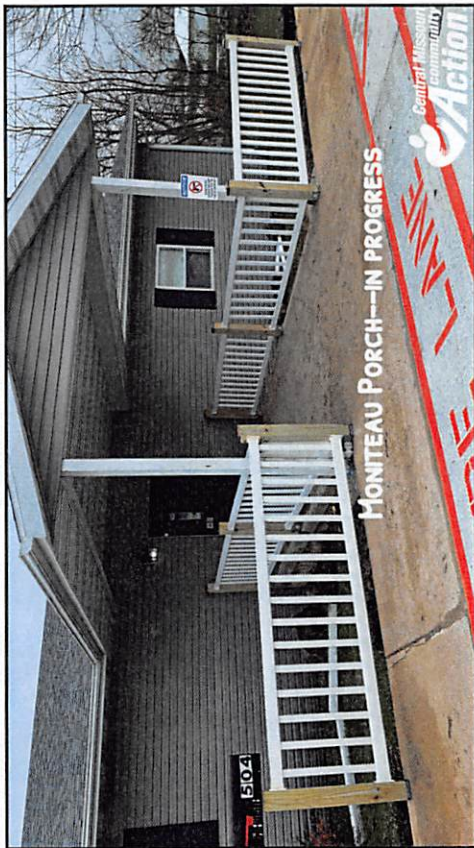


MAJOR PROJECTS WORK THIS SCHOOL YEAR

- + Worley parking lot repaved
- + Moniteau parking lot repaved
- + Cole East upstairs painted & new floors
 - + New roof July 2019

OTHER PROJECT WORK IN THE PAST 2 WEEKS

- + Callaway: install new floor & paint facility
- + Moniteau: kitchen sink/cabinet/counter replaced & updating outside railings
- + WFSC: 2 sinks and toilet install
- + Multiple centers have vents cleaned
- + Worley: entryway painted



QUALITY IMPROVEMENT FUNDING

FY 2020 HEAD START APPROPRIATIONS

- + \$193 million for COLA (roughly 2%)
- + \$100 million for EHS expansion
- + \$250 million for Quality Improvement
 - + Initial estimate of \$160,000 for 11 Counties at CMCA

CMCA QUALITY IMPROVEMENT GRANT 8-COUNTY AREA

Plan

- + Rate adjustment to all center based teachers of \$1.00/hour
- + Add 1 FSC and reallocate case loads
 - + 2 staff positions (Site Director at smaller facility) will be redesigned to provide family support
- + Support staff rate increase to \$11/hour by Fall 2020
 - + If support staff already above \$11, no adjustment made
- + TA rate increase to base of \$12.50/hour
- + Minimal supply \$\$ to support Social Emotional curriculum

Cost: \$143,690

CMCA QUALITY IMPROVEMENT GRANT 3-COUNTY AREA

Plan

- + Transition Warsaw HS into 2 full day classrooms
 - + Rate adjustment to all center based teachers of \$1.00/hour
 - + Support staff rate increase to \$11/hour by Fall 2020
 - + If support staff already above \$11, no adjustment made
 - + TA rate increase to base of \$12.50/hour
 - + Minimal supply \$\$ to support Social Emotional curriculum
- Cost Estimate of \$55,000

CMCA COLA GRANT

Cost of Living Adjustment (COLA)

- + Each staff member will receive a 2% COLA (raise) according to assigned grant fiscal year
- + Any remaining balance after the 2% will be applied to rising operating fix costs

Total for 11-County Area: \$156,723



CMCA SUMMER EXPANSION

From CARES Act – COVID-19 Response

One-time summer expansion where we don't already have summer programming. Support local school district plans for summer school.

- + Centralia
- + Linn
- + Park Ave in Columbia
- + Community R-6
- + Warsaw

Rising Kindergarteners and children with IEPs are priority



CMCA EXPANSION GRANT

EHS Expansion

- + No additional guidance has come from OHS on this topic
- + CMCA intention?
 - + Have not gotten that far! Initial thought is only look at expansion in Boone County



TIMELINE GRANTS

- + Funding Guidance Letter--March
- + Applications due in May
- + Awards made by September for COLA/QI
- + Summer Programming Awards May?





ADMINISTRATION FOR
CHILDREN & FAMILIES

330 C Street, S.W., Washington, DC 20201 | www.acf.hhs.gov

DATE: March 30, 2020

FROM: Ben Goldhaber^{BG}
Deputy Assistant Secretary for Administration
and Chief Grants Management Officer
Administration for Children and Families

TO: Administration for Children and Families (ACF) Grantees and Recipients

SUBJECT: **Information Memorandum: IM-ACF-OA-2020-01:**
ACF grant flexibilities in conducting human service activities related to or
affected by COVID-19

The Administration for Children and Families (ACF) is deeply concerned for the health and safety of people involved in ACF programs and about the effects on the human service enterprise in the areas affected by the U.S. Department of Health and Human Services ([HHS](#))-[declared public health emergency for COVID-19](#). Due to the exceptional impact of the public health emergency declared on January 31, 2020 (retroactive to January 27, 2020), I want to assure ACF's grantee and recipient (grantee/recipient) community that ACF will be doing its part to help you continue your work.

To the extent permitted by law, and in accordance with 45 CFR §75.102(a), this memorandum provides short-term relief for administrative, financial management, and audit requirements under [45 CFR Part 75](#) (the HHS implementation of [2 CFR Part 200](#)), Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, without compromising Federal financial assistance accountability requirements. These exceptions are time-limited and will be reassessed by the Office of Management and Budget (OMB) within 90 days of the M-20-17 memo, dated March 19, 2020. If OMB extends the flexibilities contained in their M-20-17 memo, HHS and ACF will also re-evaluate the extension of the exceptions. These flexibilities are applicable to ACF applicants and grantees/recipients where the entity is conducting human service activities related to or affected by COVID-19. Affected entities are those that have been closed or that have business activities that are hindered due to COVID-19 precautionary measures and/or illnesses. *Entities that are affected will be asked to provide documentation to the respective ACF Program Office describing the effects, including how long their program and ACF-related work or instruction were and/or will be affected.* While the following requirements detail general flexibilities that ACF is offering during this public health emergency, please review program-specific COVID-19 guidance and flexibilities as some citations listed below do not apply directly. For example, as it relates to block grants, States may apply these flexibilities to block grants consistent with their own authorities.

1. Flexibility with System for Award Management (SAM) registration. (45 CFR §75.205; 2 CFR §200.205)

ACF is relaxing the requirement for active SAM registration at the time of application in order to expeditiously issue funding. However, Federal awarding agency review of risk posed by applicants at the time of award continues to apply. Current registrants in SAM with active registrations expiring before May 16, 2020, will be afforded a one-time extension of 60 days.

2. Flexibility with application deadlines. (45 CFR §75.202; 2 CFR § 200.202)

ACF is providing flexibility with regard to the submission of competing applications in response to specific announcements. As appropriate, ACF will post specific guidance on its websites and/or provide a point of contact for an Agency program official.

3. No-cost extensions on expiring awards. (45 CFR §75.308; 2 CFR §200.308)

To the extent permitted by law and at the respective Program Office's discretion, ACF will consider no-cost extension requests for awards active as of March 31, 2020, and scheduled to expire up to December 31, 2020, for a period of up to twelve (12) months. This will allow time for grantee/recipient assessments, resumption of individual projects, and a report on program progress and financial status to ACF staff. See Item #9 regarding financial, performance, and other reporting.

4. Abbreviated non-competitive continuation requests. (45 CFR §75.308; 2 CFR §200.308)

For continuation requests scheduled to come in from April 1, 2020, to December 31, 2020, from projects with planned future support, ACF will accept a brief statement from grantees/recipients to verify that they are in a position to: 1) resume or restore their project activities; and 2) accept a planned continuation award. ACF will post any specific instructions on our website at <https://www.acf.hhs.gov/coronavirus>. ACF will examine the need to extend this approach on subsequent continuation award start dates as grantees/recipients have an opportunity to assess their situations.

5. Allowability of salaries and other project activities. (45 CFR §75.403, 45 CFR §75.404, 45 CFR §75.405, 45 CFR §75.430, 45 CFR §75.431, 45 CFR Part 75 Subpart E – Cost Principles; 2 CFR §200.403, 2 CFR §200.404, 2 CFR § 200.405, 2 CFR §200.430, 2 CFR §200.431, 2 CFR Part 200 Subpart E – Cost Principles)

To the extent permitted by law, ACF will allow grantees/recipients to continue to charge salaries and benefits to their currently active awards consistent with the grantees/recipients' policy of paying salaries (under unexpected or extraordinary circumstances) from all funding sources, Federal and non-Federal. Grantees/recipients will be permitted to amend/create emergency policies in order to put emergency contingencies in place. ACF will allow other allowable costs (e.g., program-related, allocable, reasonable) that are necessary to resume activities supported by the award to be charged to their awards, consistent with applicable Federal cost principles and the benefit to the project. ACF will evaluate the grantee's/recipients ability to resume the project

activity in the future and the appropriateness of future funding, as done under normal circumstances based on subsequent progress reports and other communications with the grantee/recipient. ACF will require grantees/recipients to maintain appropriate records and cost documentation as required by [45 CFR §75.302 \(2 CFR §200.302\)](#) (financial management) and [45 CFR §75.361 \(2 CFR §200.333\)](#) (record retention), to substantiate the charging of any salaries and other project activities costs related to interruption of operations or services.

6. Allowability of Costs not Normally Chargeable to Awards. ([45 CFR §75.403](#), [45 CFR §75.404](#), [45 CFR §75.405](#), [45 CFR Part 75 Subpart E – Cost Principles](#); [2 CFR §200.403](#), [2 CFR §200.404](#), [2 CFR §200.405](#), [2 CFR Part 200 Subpart E – Cost Principles](#))

To the extent permitted by law, ACF will allow grantees/recipients who incur costs related to the cancellation of events, travel, and/or other activities necessary and reasonable for the performance of the award, or the pausing and restarting of grant funded activities **due to the public health emergency**, to charge these costs to their award without regard to allowability of costs, reasonable costs, and allocable costs. ACF will allow grantees/recipients to charge the full cost of cancellation when the event, travel, and/or other activities are conducted under the auspices of the grant. **Grantees/recipients should not assume additional funds will be available should the charging of cancellation or other fees result in a shortage of funds to eventually carry out the event, travel, and/or other activities.** ACF will require grantees/recipients to maintain appropriate records and cost documentation as required by [45 CFR §75.302 \(2 CFR §200.302\)](#) (financial management) and [45 CFR §75.361 \(2 CFR §200.333\)](#) (record retention), to substantiate the charging of any cancellation or other fees related to interruption of operations or services **due to the public health emergency**. As appropriate, ACF will post additional guidance on specific types of costs on its websites and/or provide a point of contact for an Agency program official.

7. Prior approval requirement waivers. ([45 CFR §75.407](#); [2 CFR §200.407](#))

To the extent permitted by law and at the respective Program Office's discretion, ACF will waive existing requirements to seek prior approval for allowable costs within program-specific authorities to effectively address the public health emergency response. However, grantees/recipients may continue to seek prior approval to avoid any potential disallowance or dispute based on unreasonableness or allocability for the allowable cost proposed or charged to the Federal award related to COVID-19. Grantees/recipients should remain in communication with Office of Grants Management (OGM) and must continue to act within existing guidelines for use of Federal funds. This temporary flexibility does not make unallowable expenses allowable under a Federal award. ***For those selected items of cost that are not directly related to COVID-19, the prior approval requirements remain in effect.*** All costs charged to Federal awards must be consistent with Federal cost policy guidelines and the terms of the award, except where specified in this memorandum. ACF is requiring grantees/recipients to maintain appropriate records and cost documentation as required by [45 CFR §75.302 \(2 CFR §200.302\)](#) (financial management) and [45 CFR §75.361 \(2 CFR §200.333\)](#) (record retention), to substantiate the charging of any cancellation or other fees related to interruption of operations or services. As appropriate, ACF will post additional guidance on specific types of costs being

allowed (or not allowed) on its websites and/or will provide a point of contact for an ACF program official.

8. Exemption of certain procurement requirements. ([45 CFR §75.328](#), [45 CFR §75.330](#); [2 CFR §200.319\(b\)](#), [2 CFR §200.321](#))

As appropriate, ACF will waive the procurement requirements related to geographical preferences and contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

9. Extension of financial, performance, and other reporting. ([45 CFR §75.341](#), [45 CFR §75.342](#), [45 CFR §75.343](#); [2 CFR §200.327](#), [2 CFR §200.328](#), [2 CFR §200.329](#))

ACF will allow grantees/recipients to delay submission of financial, performance, and other reports up to three (3) months beyond the normal due date. Grantees will be allowed to continue to draw down Federal funds without the expected submission of these reports. However, these reports must be submitted at the end of the postponed period. Grantees/recipients must continue to notify the agency of problems, delays or adverse conditions, including those related to COVID-19 as required by [45 CFR §75.342\(d\)\(1\)](#) and [2 CFR §200.328\(d\)\(1\)](#).

10. Extension of currently approved indirect cost rates. ([45 CFR §75.414.\(c\)](#); [2 CFR §200.414\(c\)](#))

The flexibility to extend currently approved indirect cost rates is the responsibility of the [HHS Payment Support Center, Cost Allocation Services \(PSC/CAS\)](#). Grantees/recipients are instructed to contact PSC/CAS at PMSSupport@psc.hhs.gov or 877-614-5533 with any cost allocation and indirect cost rate questions. As a courtesy, grantees/recipients are encouraged to copy their respective assigned OGM specialist.

11. Extension of closeout. ([45 CFR §75.381](#); [2 CFR §200.343](#))

ACF will allow the grantee/recipient to delay submission of any pending financial, performance, and other reports required by the terms of the award for the closeout of expired projects, provided that proper notice about the reporting delay is given by the grantee/recipient to the Agency. This delay in submitting closeout reports may not exceed one year after the award expires.

12. Extension of Single Audit submission. ([45 CFR §75.512](#); [2 CFR §200.512](#))

As permitted under the OMB M-20-17 memo, ACF will allow grantees/recipients and subrecipients that have not yet filed their single audits with the Federal Audit Clearinghouse as of the date of the issuance of this memorandum and that have fiscal year-ends through June 30, 2020, to delay the completion and submission of the Single Audit reporting package, as required under Subpart F of [45 CFR §75.501](#) ([2 CFR §200.501](#)) (audit requirements), to six (6) months beyond the normal due date. This extension does not require individual grantees/recipients and subrecipients to seek approval for the extension by ACF or oversight agency for audit; however,

grantees/recipients and subrecipients should maintain documentation of the reason for the delayed filing. Grantees/recipients and subrecipients taking advantage of this extension would still qualify as a "low-risk auditee" under the criteria of [45 CFR §75.520\(a\)](#) ([2 CFR §200.520\(a\)](#)) (low-risk auditee criteria).

Next Steps

ACF is continuing to monitor the situation, to identify ways the Agency can help, and to publish any additional information pertaining to the public health emergency declaration at ACF's webpage, [Stay Safe and Be Informed about COVID-19](#). Please also see program-specific guidance for more information related to a Federal award.

Inquiries

Please direct all inquiries to your assigned Grants Management Specialist and Project Officer.

View the web version

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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	
	1. Log No. ACF-IM-HS-20-02	2. Issuance Date: 03/05/2020
	3. Originating Office: Office of Head Start, Office of Grants Management	
	4. Key Words: Modular Unit; Portable Prefabricated Structure; Mobile Units; Manufactured; Real Property; Disposition	

INFORMATION MEMORANDUM

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

SUBJECT: Head Start Modular Units

INFORMATION:

A modular unit is defined as "a portable prefabricated structure made at another location and moved to a site for use by a Head Start grantee to carry out a Head Start program, regardless of the manner or extent to which the modular unit is attached to underlying real property." The definition includes modular units used for any program purpose, including classrooms, kitchens, administrative offices, and storage buildings. See [Terms, 45 CFR §1305.2](#). The purchase of any modular units with Head Start funds is subject to the provisions of [45 CFR Part 1303 Subpart E](#).

Many different types of prefabricated structures fall within the general term "modular unit." Some are structurally similar to traditional construction, subject to local building codes and firmly attached to an underlying foundation. These units can provide high-quality learning environments with a useful life similar to traditional construction.

At the other end of the spectrum are units that arrive on wheels and are installed by placement on supports without a full foundation. Local building codes are not usually applicable to these types of units. They are often referred to as manufactured or mobile units. Their useful life is significantly less than traditionally constructed buildings. Especially in harsh climates, these units tend to deteriorate quickly and require significant ongoing maintenance. They also lose structural stability, develop mold issues, and lose quality as a learning environment much sooner than high-quality modular units or traditional construction. See [Teaching and the learning environment, 45 CFR §1302.31](#).

The Office of Head Start (OHS) recognizes there are circumstances when modular units are a quality, cost effective option for program services. However, purchase of a modular unit should not be a grantee's first choice when the option of construction or purchase of a traditionally built facility exists in the community. Similarly, when replacing older modular units, grantees should consider whether better quality modular units, construction, or purchase options are available in the community. While reasonableness of cost should always be a consideration for grantees, low-cost modular units are not a preferred option when other better-quality facility options are available.

To assure modular units used as Head Start facilities result in quality, cost effective learning environments, OHS is implementing the following requirements.

Application for Purchase of a Modular Unit

When a grantee applies for purchase of a modular unit under [45 CFR Part 1303 Subpart E](#), the following additional information is required per [45 CFR §1303.44\(a\)\(14\)](#).

1. A statement indicating whether the modular unit will be classified as real property or equipment in the grantee's financial records. This classification must be maintained until the modular unit is disposed of in accordance with **Real Property, 45 CFR §75.318(c)** or **Equipment, 45 CFR §75.320(e)**, as applicable.
2. A description of the procurement procedures that will be used to purchase the modular unit in compliance with **45 CFR §75.329**.
3. If the modular unit proposed for purchase will be classified as real property, the grantee must submit standard form (SF)-429 with Attachment B. If the modular unit proposed for purchase will be classified as equipment, follow **45 CFR §75.407(a)(7)** for prior approval. The modular unit must be included in the grantee's equipment inventory maintained in accordance with **45 CFR §75.320(d)(1)-(5)**.
4. The cost comparison required by **45 CFR §1303.45** must address the full cost of initial purchase of the modular unit. This includes site acquisition and preparation, delivery, set-up, and additional site work needed (e.g., ramps, fencing, parking, play area, landscaping). Estimated operating costs, including ongoing maintenance and repairs, must be also be provided, with an assumed estimated useful life of 15 years. For purposes of comparison with available alternatives within the community (see below), the cost of replacement of the modular unit at the end of 15 years must also be included.
5. Modular unit costs must be compared to available alternatives within the community, including construction of a new facility and purchase or lease of an existing facility (with any associated renovation costs). Initial and ongoing costs for comparable facilities must be estimated, including depreciation, with an assumed useful life of 30 years.
6. The application must describe the placement of the modular unit proposed for purchase. It also must indicate if the modular unit will be placed on leased or grantee-owned property and the method of installation (e.g., placed on a poured foundation, on blocks, or other supports). The extent to which the modular unit can be removed and relocated must also be addressed, including whether it is possible to relocate the unit without significant damage to its structure once installed.
7. The statement of a real estate professional described in **45 CFR §1303.42(b)** must clearly show the realtor making the certification considered the options of construction, purchase, or leasing of facilities as an alternative to purchase of a modular unit.

Request for Disposition of a Modular Unit

The disposition process for a modular unit depends on how the unit was classified in the grantee's financial records (real property or equipment) at the time of purchase and during its period of ownership by the grantee. A grantee may not change the historic classification of a modular unit for purposes of disposition. If classified as real property, the unit is subject to the disposition requirements described in **45 CFR §75.318(c)** and **45 CFR §75.308(c)(1)(xi)**. A unit classified as equipment is subject to the disposition requirements described in **45 CFR §75.320(e)** and **45 CFR §75.308(c)(1)(xi)**. For more information, please see the **ACF Property: Disposition** website.

Real Property

When the modular unit has been classified as real property, the grantee is required to submit SF-429 with Attachment C in the **GrantSolutions Online Data Collection (OLDC)** to request approval for disposition of the unit. Note that line 14e requires the grantee to enter the third-party appraised value of the real property (current market value). Current market value must be established by an independent certified real property appraiser (no more than three years old). The appraisal must be uploaded to the SF-429 Attachment C in **GrantSolutions OLDC** to verify the current market value amount.

The modular unit should be appraised separately from the land upon which it is located. The appraisal must clearly indicate the appraised value of:

1. The land, if owned by the grantee
2. The modular unit value in its existing location

Modular units classified as real property are usually firmly attached to the land upon which they are located. If the grantee does not own the land, all costs related to the proposed disposition (e.g., demolition, site restoration, takedown, moving, and new site preparation) must be identified in the disposition request. If the overall cost of all disposition options result in a net value that is \$0 or less, there is no value for OHS to recover in the modular unit. The Office of Grants Management (OGM) will review all disposition requests in which there is no recoverable

value. If there are no issues or concerns, the respective Grants Management Officer (GMO) will approve release of the federal interest.

Equipment

When the modular unit has been classified as equipment and has a current market value of \$5,000 or more, grantees are required to submit the Tangible Personal Property Report—Disposition Request using SF-428 with Attachment C through the Head Start Enterprise System (HSES). Send correspondence to the GMO no later than 30 days before the proposed disposition. The modular unit may be retained, sold, or transferred as directed by the Administration for Children and Families (ACF) in accordance with **45 CFR §75.320**.

When the modular unit has been classified as equipment and has a current market value of \$5,000 or less, the modular unit may be retained, sold, or otherwise disposed of without payment of proceeds to the awarding agency (**45 CFR §75.320(e)(1)**). However, proceeds must be recognized as additive program income and used only for allowable Head Start program expenses. All requests for disposition instructions must be made in writing through HSES Correspondence to the GMO no later than 30 days before the proposed change. If there are no issues or concerns, the respective GMO will proceed with approval to release the federal interest.

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

/ Dr. Deborah Bergeron /

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

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<https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | Contact Us

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



OFFICE OF HEAD START

<p>ACF</p> <p>Administration for Children and Families</p>	<p>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</p>	
	<p>1. Log No. ACF-PI-HS-20-03</p>	<p>2. Issuance Date: 04/14/2020</p>
	<p>3. Originating Office: Office of Head Start</p>	
	<p>4. Key Words: Coronavirus Aid, Relief, and Economic Security Act; Appropriations; Fiscal Year (FY) 2020; COVID-19</p>	

PROGRAM INSTRUCTION

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

SUBJECT: FY 2020 Supplemental Funds in Response to the Coronavirus Disease 2019 (COVID-19)

INSTRUCTION:

This Program Instruction (PI) provides information about supplemental funds available for Head Start programs in response to coronavirus disease 2019 (COVID-19).

On March 27, 2020, President Trump signed into law the Coronavirus Aid, Relief, and Economic Security (CARES) Act, 2020 [P.L. 116-136]. This legislation includes \$750 million for programs under the Head Start Act to support preventative, preparedness, and response activities related to the coronavirus. Of this amount, up to \$500 million is available for programs to operate supplemental summer programs and about \$250 million is available for one-time activities in response to COVID-19.

Supplemental Summer Programs

As a result of the CARES Act, up to \$500 million is available for supplemental grants to existing Head Start grantees to offer supplemental summer programs.

Purpose

Many Head Start programs are closed to prevent the spread of COVID-19 in their communities. Closures may result in months of lost learning opportunities and comprehensive services for children and their families. These losses will be compounded for children whose Head Start programs remain closed during summer months (whether in whole or in part). Research has shown that children tend to lose academic gains during the summer months; this is particularly true for children from low-income families. To offset these losses, Head Start programs can operate supplemental summer programs for a portion of their Head Start children who would otherwise not be served over the summer. Up to \$500 million is available to fund grants for supplemental summer programs to existing Head Start grantees that can demonstrate the capacity to deliver high-quality summer learning experiences to promote school readiness and successful transitions to kindergarten.

These summer programs would primarily focus on children transitioning to kindergarten. Programs would be expected to do all of the following: provide social and emotionally supportive learning environments; consistent daily routines; support for families to bring their children up to date on needed medical, dental, and other follow-up services; and transition support for children and families to receiving schools.

Such summer programs also would afford parents and primary caregivers the opportunity to return to work, and connect to needed services and supports for mental health, parenting, and stable housing. Program staff working during the summer program would receive income and benefits, have an opportunity to work with children and families before they transition to kindergarten, and have access to professional development opportunities. Head Start programs that receive such funding should consider establishing or amending existing Memoranda of

for each class, days per week, and total number of operational days that would be provided with this funding. For the home-based program option, the program schedule should identify the number of home visits, hours per home visit, number of socializations, and hours per socialization that would be provided with this funding.

Budget

Applicants will enter the budget for the summer program directly into the SF-424A. The budget should indicate funding needed to fully operate the summer program for the anticipated duration. Non-federal match is not needed for the application; see the section on Waiver of Non-Federal Match below.

Application and Budget Justification Narrative

Applicants must base their approach on prioritizing enrollment for currently enrolled children who are projected to enter kindergarten at the beginning of the 2020–2021 program year and currently enrolled children with an IEP. The budget justification should identify all costs by object class category for operations. It should identify the staff needed for summer operations, including the number of anticipated hours of staff time, taking into consideration the need to recruit staff to work in the program, oversight of operations, and the need to recruit families for participation. The budget should also consider classroom supplies, space costs, and any increased costs for health and mental health needs.

Supporting Documents

The grantee must submit a statement confirming that governing body and Policy Council members available for contact have given their approval of the Supplemental Summer Program application.

The application must be submitted on behalf of the authorizing official registered in the HSES.

All applications will be reviewed and awarded on a rolling basis. Applications are due by May 15, 2020. Applications received by this date will be reviewed and processed. If funds are still available, the Office of Head Start (OHS) may continue to accept applications until June 15, 2020 to make additional awards.

Reporting Requirements and Monitoring

Programs are required to report monthly enrollment of their summer program in the HSES. However, OHS will not consider the weeks or months in which the summer program is operational as part of the under-enrollment process. OHS will not conduct regular monitoring and Classroom Assessment Scoring System (CLASS): Pre-K® reviews of summer programs, but expects quality to be on par with normal operations. Programs are not required to submit Program Information Report (PIR) data on services provided. As always, OHS reserves the right to schedule a targeted review at any time if concerns arise.

One-Time Activities in Response to COVID-19

As a result of the CARES Act, approximately \$250 million is available for grants to Head Start grantees for one-time activities in response to COVID-19. These funds are not limited to grantees that will operate supplemental summer programs.

Purpose

Head Start programs may need to undertake a wide range of one-time, specific actions or activities in response to COVID-19. Activities could include:

1. Mental health services, supports, crisis response, and intervention services.
2. Coordination, preparedness, and response efforts with state, local, tribal, and territorial public health departments and other relevant agencies.
3. Provision of meals and snacks not reimbursed by the U.S. Department of Agriculture (USDA).
4. Training and professional development for staff on infectious disease management.
5. Purchasing necessary supplies and contracted services to sanitize and clean facilities and vehicles.
6. Other actions that are necessary to maintain and resume the operation of programs, such as hiring substitute staff, investing in technology infrastructure, making improvements to air conditioning systems, or other emergency assistance.

Eligible Grantees

All Head Start, Early Head Start, and Early Head Start-Child Care Partnership grantees are eligible to receive funding for one-time activities in response to COVID-19.

How to Apply

For this funding, each grantee will be able to apply for a proportionate amount based on their total funded enrollment. These funds will be combined with the existing FY 2020 Cost-of-Living-Adjustment and Quality Improvement (COLA/QI) applications due on May 15, 2020. OHS will provide further guidance and instruction. Awards are expected to be processed beginning in June.

Waiver of Non-Federal Match

The COVID-19 pandemic, a national emergency, is seriously affecting economic conditions in communities throughout the nation. The Head Start Act recognizes that lack of resources in a community adversely impacted by a major disaster may prevent Head Start grantees from providing all or a portion of their required non-federal contribution. OHS has determined that the widespread impact of the COVID-19 pandemic adversely impacts all Head Start grantees. Consequently, OHS will approve all requests for waivers of non-federal match associated with the following funds for fiscal year 2020: COLA, QI, and funding associated with COVID-19. In order to request a waiver of non-federal match, place the amount of \$0 in Section C of your SF-424A in your application. No separate waiver request is required. The issuance of a notice of award constitutes approval of the requested waiver.

Additional Reporting Requirements

The CARES Act contains the following reporting requirements in Section 15011 for grantees receiving COVID-19 related funding:

Not later than 10 days after the end of each calendar quarter, any grantee that is an entity receiving more than \$150,000 total in funds under the CARES Act (P.L. 116-136), the Coronavirus Preparedness and Response Supplemental Appropriations Act (P.L. 116-123), the Families First Coronavirus Response Act (P.L. 116-127), or any other Act primarily making appropriations for the Coronavirus response and related activities, shall submit to the Secretary and the Pandemic Response Accountability Committee a report. This report shall contain:

1. The total amount of funds received from the U.S. Department of Health and Human Services (HHS) under one of the foregoing enumerated Acts
2. The amount of funds received that were expended or obligated for each project or activity
3. A detailed list of all projects or activities for which large covered funds were expended or obligated, including the:
 - a. Name and description of the project or activity
 - b. Estimated number of jobs created or retained by the project or activity, where applicable
4. Detailed information on any level of sub-contracts or sub-grants awarded by the covered recipient or its sub-contractors or sub-grantees to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 allowing aggregate reporting on awards below \$50,000 or to individuals, as prescribed by the director of the Office of Management and Budget

"Covered recipients" are defined in Section 15011 as:

- Any entity that receives large covered funds
- Includes any state, the District of Columbia, and any territory or possession of the United States

"Large covered funds" are defined in Section 15011 as:

- Covered funds that amount to more than \$150,000

Information on how to meet these reporting requirements will be provided at a later date.

Additional Information

Additional information and materials on COVID-19, including summer programming, are available on the [Head Start COVID-19 Response](#) page on the Early Childhood Learning and Knowledge Center (ECLKC) website. This

webpage will continue to be updated on an ongoing basis in the coming weeks and months.

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

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

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
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