Welcome
Introductions
Session Overview
Agenda for Today’s Session

1. Welcome & Introductions

2. Subject Matter Experts
   • Kathy Colfer, Consultant
   • Carol Keintz, Consultant
   • Deborah Hampton, Consultant

3. Wrap-up
Purpose of Today’s Peer Learning Dialogue

• Share considerations, tips, and address your questions to help you develop your EHS-CCP program budget

• Program implementation plan

• Readiness for Award
EHS-CCP Application Criteria Budget
Operational: 12-month base funding

1. Base
2. Training and Technical Assistance
3. Start-up: one time

NOTE: construction budget - If you have a construction/major renovation project that totals $250,000+, you have to include a separate detailed budget. You also must follow Davis Bacon rules.

https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-17-01-attachment-1#federalInterests

Layering Funding Process

Step 1: Determine the services provided by the child care partner

Step 2: Layer One – Estimate potential subsidy loss and any other reduction of Subsidy that needs to be covered with Partnership funds

Step 3: Layer Two – Reflect on the services the partner already provides & add costs for additional services that need to be covered by Partnership funds

Step 4: Layer Three – Estimate costs for delivering individualized services to EHS/HS children. Identify other funding sources to cover costs for non-EHS/HS enrolled children who may receive the same service

Step 5: Identify the methods of payment to the partner for these costs, considering provider-friendly payment practices and fiscal accountability requirements

https://eclkc.ohs.acf.hhs.gov/search/eclkc?q=EHS%3ACCP+layering+funding
VI. Budget & Budget Justification Application Criteria

BASE & T& TA BUDGET:

- Provide a cost-effective budget that is aligned with all components of the application narrative
  - Project budget calculations must include estimation methods, quantities, units costs, and other similar quantitative details sufficient for calculation to be duplicated.
  - Personnel – by position, annual weeks worked, hours per week, hourly rate, annual salary, percent of time charged to grant, and salary amount charged to grant.
  - Fringe Benefits – total as a percent of salary, with details about each type of benefit, unemployment taxes, FICA, etc.
  - All non-personnel expense by object class category – Travel, Equipment, Supplies, Contract Services, Other, Indirect - include estimation methods, quantities, units costs, and other similar quantitative details sufficient for calculation to be duplicated.
  - No more than 15% of base costs are for administrative expenses
  - Non-federal share calculations must include estimation methods, quantities, units costs, and other similar quantitative details sufficient for calculation to be duplicated.
VI. Budget & Budget Justification Application Criteria

BASE and Training & TA BUDGET:

- Demonstrate that a significant portion of funding will be directed to child care partners. Include evidence of a reasonable per-child cost to ensure the maximum number of eligible children are served.

- Leveraging child care subsidies - Specific details about plan to use a layered funding approach, addresses non-supplantation of existing funding; and assurances that children whose families lose child care subsidy eligibility will continue to be served.

- Budget for T&TA funds that will support partners and managers implementing the HSPPS.

- Reasonable cost per child.

- Program Income – fee for service, use of rental of real or personal property, sale of commodities or items fabricated, license fees and royalties.
Sample budget framework

VI. Budget and Budget Justification

Introductory paragraph – Safeguards funds, audits, innovations, internal controls, monitoring protocols, allowability, allocability and reasonableness of costs, financial management expertise

(https://eclkc.ohs.acf.hhs.gov/fiscal-management/article/application-budget)

6.1 **Budgeted funds provide for full implementation** - Recap upfront

<table>
<thead>
<tr>
<th>Object Class Category</th>
<th>Federal Annualized 6.1</th>
<th>T&amp;TA 6.2</th>
<th>Non-Federal 6.3</th>
<th>Total</th>
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<tbody>
<tr>
<td>Personnel</td>
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<td>Fringe Benefits</td>
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<td>Contract Services</td>
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<td>Indirect</td>
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<td>Grand Total</td>
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Sample budget framework

Personnel – closely match this to the organizational chart – designating number of FTEs by position, as well as FTEs charged to grant

<table>
<thead>
<tr>
<th>Personnel:</th>
<th></th>
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<tbody>
<tr>
<td>Positions</td>
<td>Total FTEs</td>
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<tr>
<td>Assistant Teacher</td>
<td>10</td>
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</tbody>
</table>

10 FTE EHS:CCP Assistant Teachers (3 FTEs)

FTEs by area: Infrastructure, embedded professional development, content area specialist, family engagement.


Talk about other funding sources to which salaries are allocated

Add strengths of administrative partners (fiscal, human resources), if any
Sample budget framework

**Fringe Benefits** – express as % of salaries, competitive, offers choice, promotes staff’s overall health and well-being. List details of benefits, including org. portion and employee portion.

**Travel:** Out-of-State Travel for Board, Providers, Parents, Leaders for shared learning and effective governance (not local travel). Clearly separate expenses between base T&TA budget.

**Equipment:** Non-expendable, tangible property having useful life of more than one year and per unit acquisition costs that equals or exceeds the lesser of: (a) capitalization level set by organization, or $5,000.

**Supplies:** To support robust supply: list by type – educational, medical, office, etc.

**Contractual:** Substantial contracts and agreements (partners, evaluation, human resources). Contracts for individual consultants (registered dietician, training, nurse practitioner, etc.) should go under “Other”, not contracts.

**Indirect:** Approved indirect cost rate, de minimis rate, direct. Explain method. ([https://eclkc.ohs.acf.hhs.gov/fiscal-management/article/uniform-administrative-requirements-cost-principles-audit-requirements-frequently-answered-questions](https://eclkc.ohs.acf.hhs.gov/fiscal-management/article/uniform-administrative-requirements-cost-principles-audit-requirements-frequently-answered-questions))

**Other:** All other expenses by type of expense, with adequate information to calculate cost.
Sample budget framework

6.2 T/TA Funds will Support Partners & Management Meeting HSPPS
   o Budget for T&TA funds that will support partners and managers implementing the HSPPS

6.3 Commitment of non-federal resources: Describe non-federal resources by category, including information for calculations and how valuation/rates were determined. Must be 20% of overall grant

   Example:
   
   Federal Funds requested: $2,000,000 ($500,000 is 25% of federal request)
   Non Federal Share: $ 500,000
   Total Grant: $2,500,000 ($500,000 is 20% of grant)

   https://eclkc.ohs.acf.hhs.gov/fiscal-management/article/documenting-kind-contributions

6.4 Direct Funding of XXXX% for Partners’ Learning Experiences and Development
   o Demonstrate that a significant portion of funding will be directed to child care partners Include evidence of a reasonable per-child cost to ensure the maximum number of eligible children are served

6.5 Reasonable Per Child Cost
   o Reasonable cost per child
Sample budget framework

6.6 Leveraging Child Care Subsidies to Support Existing Funding
   o Leveraging child care subsidies - Specific details about plan to use a layered funding approach, addresses non-supplantation of existing funding; and assurances that children whose families lose child care subsidy eligibility will continue to be served

6.7 Program Income: If you do not anticipate any program income, indicate zero and explain. Do not leave blank for reviewers to guess.

6.8 Justified, Reasonable Costs to Prepare Sites to Meet HSPPS – Pre-Award/Start-up Costs

<table>
<thead>
<tr>
<th>Category</th>
<th>Federal (6.8)</th>
<th>Non-Federal (6.9)</th>
<th>Total</th>
</tr>
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Same object class categories as in base narrative, including non-federal share

6.9 Start-up Commitment of Non-Federal Resources

6.10 Separate construction budget if applicable

Same object class categories as in base narrative, including non-federal share
03

EHS-CCP Application Criteria
Program Implementation
Program Implementation Narrative & Timeline
Application Criteria

• State & local licensing requirements
• Availability of appropriate facilities and the anticipated timelines for completing any construction,
• Plans for alternative service provision
• Acquiring facilities – Federal Interest
• Plan to recruit, hire, and train qualified staff to support the proposed start date
• Plan for recruiting eligible children and families, and maintaining enrollment
Constructing the Implementation Plan

Leadership & Governance

Program Systems

Oversight & Monitoring

MANAGEMENT CHECKLIST

Fiscal Management
Record keeping
Reporting
Curriculum implementation
Training
Facilities
Technology
Communication
HR
Teacher Prof Dev
ERSEA
Family Engagement
Health, Mental Health & Disabilities Services
Outcome data / analysis
Community partners
Governance
<table>
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<tr>
<th>Outcome</th>
<th>Goal</th>
<th>Strategy</th>
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<tbody>
<tr>
<td><strong>Month One</strong></td>
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<tr>
<td>Negotiated Budget &amp; Programming Outcomes and timelines</td>
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<td>Training provided through regular Community of Practice meetings, Governance meetings and ongoing monitoring reporting and corrections.</td>
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Preparing for the Award

READINESS – PRE-AWARD WORK

Handbooks, policies and procedures
School Readiness Plan
Early Learning Outcomes Framework - ELOF
Self Assessment
Replacements for key staff
Recruitment of Children / Partners

How will you Communicate with Partners and Community Support Service Providers about your award – think about a marketing plan or process
DATES TO KNOW

Sept. 21, 2020

• Due date for the Family Child Care Homes Partnership Proposal

First Quarter - 2021

• Notice of Award Estimated Date

Applications noted “approved but not funded” will be held for a period of 12 months and may be awarded if funding becomes available.

Noted in the Award Letter

• Projected Program to Start
Questions
04

Additional TA needs
1-on-1 Calls and Emails with Experts
Find EHS Application Resources at
https://homegrownchildcare.org/early-head-start-application-resources-for-home-based-child-care/