



EHS-CCP & Family Child Care Peer Learning Technical Assistance Dialogue

Budgeting & Program Implementation

September 10, 2020



01

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

02

EHS-CCP Application Criteria Budget



Budgets & Budget Justifications Required



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>

<https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii/1303-44-applications-purchase-construct-renovate-facilities>

Layering Funding Process

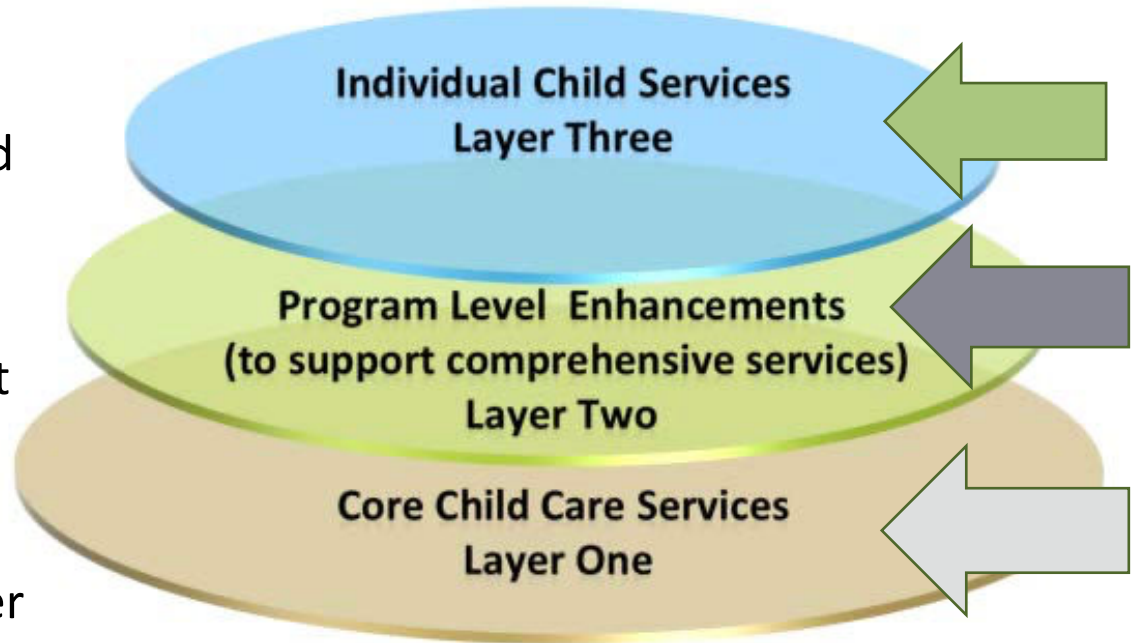
Step 1: Determine the services provided by the child care partner

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

Object Class Category	Federal Annualized 6.1	T&TA 6.2	Non-Federal 6.3	Total
Personnel				
Fringe Benefits				
Travel				
Equipment				
Supplies				
Contract Services				
Other				
Indirect				
Grand Total				



Sample budget framework

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

10 FTE EHS:CCP Assistant Teachers (3 FTEs)

Personnel:

Positions	Total FTEs	Annual Wks	Hrs per Week	Hrly Rate	Annual Salary	FTEs /% allocated EHS:CCP	Salary Allocated to Grant
Assistant Teacher	10	52	40	\$30	\$62,400	3	\$127,200

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

Compensation package at or above Executive Level II – Grantee or partnering child care providers (<https://eclkc.ohs.acf.hhs.gov/fiscal-management/article/2019-pay-tables-executive-senior-level-ii-employees>)

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 dietitian, 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-asked-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

- *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>

<https://eclkc.ohs.acf.hhs.gov/fiscal-management/article/non-federal-match-narrative>

6.4 Direct Funding of XXXX% for Partners' Learning Experiences and Development

- *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

- Reasonable cost per child



Sample budget framework

6.6 Leveraging Child Care Subsidies to Support Existing Funding

- *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

Category	Federal (6.8)	Non-Federal (6.9)	Total
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contract Services			
Other			
Indirect			
Grand Totals			

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

6.9 Start-up Commitment of Non-Federal Resources

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

6.10 Separate construction budget if applicable

03

EHS-CCP Application Criteria Program Implementation



Program Implementation Narrative & Timeline

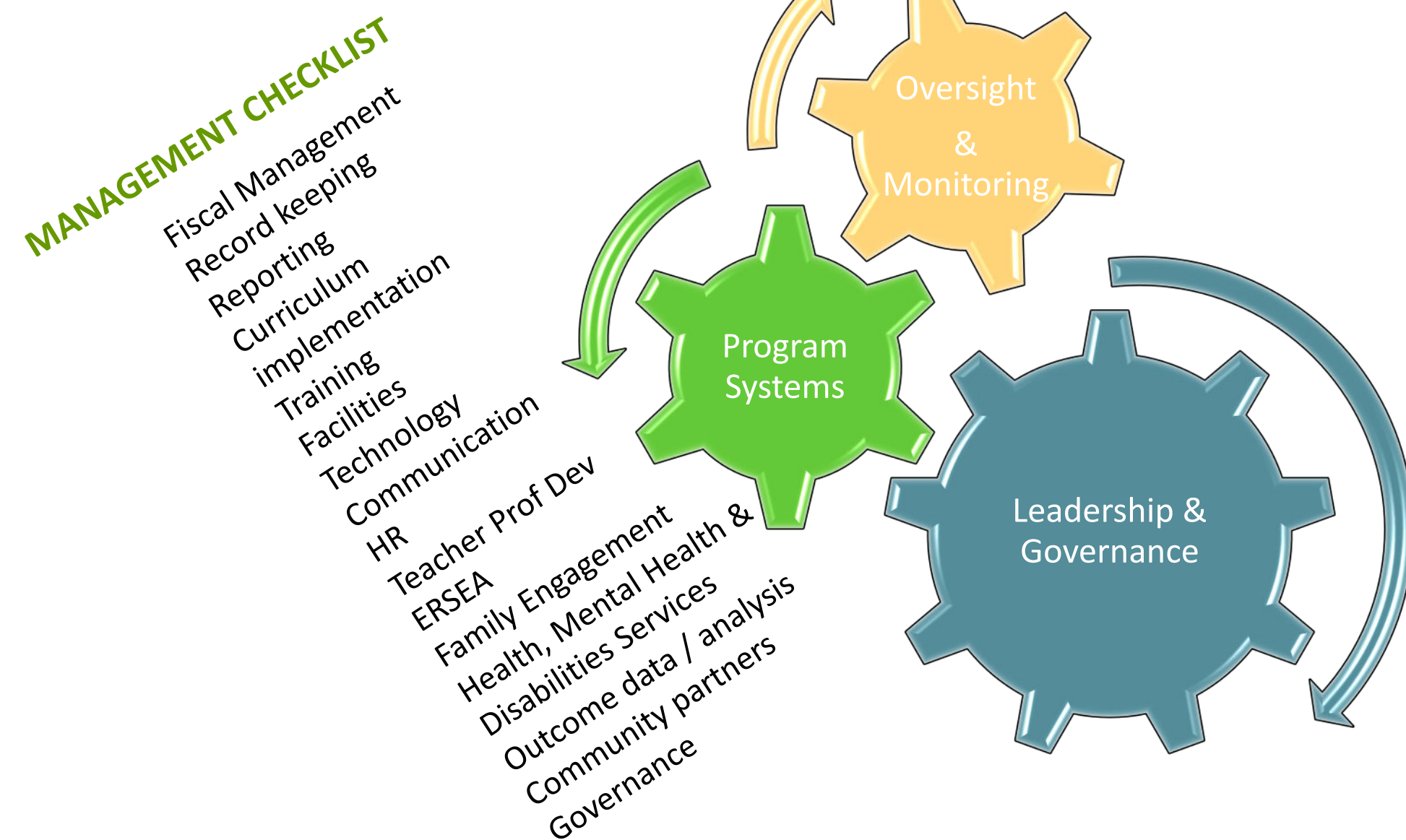
Application Criteria



- 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



Outcome	Goal	Strategy
Month One		
Negotiated Budget & Programming Outcomes and timelines	<ul style="list-style-type: none"> • Meet HSPPS & OMB requirements 	Develop fiscal protocols & procedures that sustain partners in reaching EHS implementation outcomes
Management & Governance Oversight protocols established	<ul style="list-style-type: none"> • Finalize Implementation Timeline • Governance bodies establish oversight protocols 	Establish Management Team & assign project responsibilities along with protocols
Organizational Structure , including management positions, finalized	<ul style="list-style-type: none"> • Key internal & external management positions identified and hired. (list here) 	
Partners / governance members and staff have knowledge and understanding of HSPPS and requirements for EHS:CCP award implementation.		

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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



A close-up photograph of two young children's hands reaching into a cardboard box filled with colorful crayons. The child on the left is wearing a blue and yellow striped shirt, while the child on the right is wearing a blue denim shirt with red floral patterns and a yellow wristband. The background is a plain, light-colored wall.

Find EHS Application Resources at

<https://homegrownchildcare.org/early-head-start-application-resources-for-home-based-child-care/>