



**AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS MEETING**

AGENDA

April 12th 2019 | 10:30 a.m.

ATCAA Jackson Service Center, Jackson Community Room, 10590 Hwy 88, Jackson, CA 95642

1. CALL TO ORDER:

2. ROLL CALL:

ATCAA 2019 Board of Directors				
Lloyd Schneider	TUO PRI		Board Chairman	
Lynn Morgan	AMA PRI		Board Vice-Chair	
Karl Rodefer	TUO PUB		Board Secretary/Treasurer	
Amador			Tuolumne	
Frank Axe	PUB		Ryan Campbell	PUB
Jeff Brown	PUB		Walt Kruse	LIR
Joni Drake	LIR		Alisha Morrow	HSPC
Mary Pulskamp	LIR		Dana Reel	LIR
Linda Rianda	PUB		Connie Williams	PUB
Susan Ross	PRI			
Jim Wilmarth	PRI			

Others Present:

Rajeev Rambob	ATCAA Executive Director	
Bruce Giudici	ATCAA Fiscal Officer	
Rachel Leach	CSBG Coordinator	
Cheri Cunningham	ATCAA Human Res. Manager	
Katelyn Goehner	Secretary to the Board	

- 3. APPROVAL OF AGENDA:** Approval of agenda for this date, any and all off-agenda items must be approved by the Board (pursuant to Government Code 54954.2)
- 4. CLOSED SESSION:** Executive Director Search
- 5. PUBLIC MATTERS NOT ON THE AGENDA:** Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note there is a five (5) minute limit per topic.

6. CONSENT AGENDA: Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a board member(s).

- 6.1. Board Minutes of 3/8/2019. Pg. 3
- 6.2. Risk Assessment Results. Handout.
- 6.3. Resolution 2019-02 – ECS Emergency Closures Feb 2019. Pg. 5
- 6.4. Resolution 2019-03 – California Emergency Solutions and Housing (CESH) Round 2. Pg.8
- 6.5. Resolution 2019-04 – Emergency Shelter Grant, Emergency Shelter. Pg.10
- 6.6. Resolution 2019-05 – Emergency Shelter Grant, Rapid Re Housing. Pg. 12
- 6.7. Resolution 2019-06 – Emergency Shelter Grant, Non Competitive Rapid Re Housing. Pg. 14
- 6.8. Request Approval to Carry Over Funds from 2018 to 2019 Fiscal Year. Pg. 16
 - 6.8.a. Carry Over Budget. Pg.17
- 6.9. Financial Reports
 - 6.9.a. Administrative Budget to Actual. Pg. 19
 - 6.9.b. Contract Status Summary Report. Pg. 21
 - 6.9.c. ATCAA Balance Sheet. Pg. 23
 - 6.9.d. ATCAA Revenue & Expenditure Report. Pg. 24
 - 6.9.e. ATCAA Budget to Actual by Department Report. Pg. 25

7. COMMITTEE REPORTS:

- 7.1. Finance Committee: Verbal Report of 4/12 Meeting.
- 7.2. Executive Committee: Has not met.
- 7.3. Internal Affairs Committee: Has not met.
- 7.4. Early/Head Start Policy Council: Verbal Report of 4/5 Meeting.
 - 7.4.a. ECS Monitoring Report Summary. Pg. 28
 - 7.4.b. ECS CLASS Scores. Pg. 38
- 7.5. Board Member Reports/Site Visits

8. OLD BUSINESS: None

9. NEW BUSINESS:

10. FISCAL OFFICER REPORT:

- 10.1. Fiscal Officer Narrative. Pg. 39

11. EXECUTIVE DIRECTOR REPORT: Verbal Report.

12. ITEMS FOR FUTURE AGENDAS: None.

13. INFORMATIONAL:

- 13.1. CDE Management Bulletin 19-01 on Fiscal Year 2018-19 Program Self Evaluation. Pg.41

14. ADJOURNMENT:

LATE AGENDA MATERIAL: Late agenda material can be inspected at the ATCAA Jackson Service Center 10590. State Hwy. 88 Jackson, CA and the ATCAA Sonora Service Center 427 N. State Hwy. 49 Sonora, CA.

SPECIAL NEEDS: Persons who need auxiliary aids or services are requested to call our Sonora Service Center at 209-533-1397 or our Jackson Service Center at 209-223-1485 during business hours at least 48 hours before the meeting so appropriate arrangements may be made.



**AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS MEETING**

MINUTES

February 8th 2019 | 10:30 a.m.

Video Conference Between

ATCAA Jackson Service Center, Jackson Community Room, 10590 Hwy 88, Jackson, CA 95642 and
ATCAA Sonora Service Center, 2nd Floor Conference Room, 427 N Hwy 49, Sonora, CA 95370

1. CALL TO ORDER:

The meeting was called to order at 10:42am by Chairperson Lloyd Schneider.

2. ROLL CALL:

ATCAA 2019 Board of Directors					
Lloyd Schneider	TUO PRI	<i>P</i>	Board Chairman		
Lynn Morgan	AMA PRI	<i>P</i>	Board Vice-Chair		
Karl Rodefer	TUO PUB	<i>P</i>	Board Secretary/Treasurer		
Amador			Tuolumne		
Frank Axe	PUB	<i>P</i>	Ryan Campbell	PUB	<i>P</i>
Jeff Brown	PUB	<i>P</i>	Walt Kruse	LIR	<i>P</i>
Joni Drake	LIR	<i>A</i>	Alisha Morrow	HSPC	<i>A</i>
Mary Pulskamp	LIR	<i>P</i>	Dana Reel	LIR	<i>P</i>
Linda Rianda	PUB	<i>P</i>	Connie Williams	PUB	<i>P</i>
Susan Ross	PRI	<i>P</i>			
Jim Wilmarth	PRI	<i>P</i>			

P = Present; A = Absent

Others Present:

Rajeev Rambob	ATCAA Executive Director	<i>P</i>
Bruce Giudici	ATCAA Fiscal Officer	<i>P</i>
Rachel Leach	CSBG Coordinator	<i>P</i>
Cheri Cunningham	ATCAA Human Res. Manager	<i>P</i>
Katelyn Goehner	Secretary to the Board	<i>P</i>

Deni Avery, ATCAA Food Bank Director, Marcia Williams, Early Childhood Services Director

3. APPROVAL OF AGENDA: Approval of agenda for this date, any and all off-agenda items must be approved by the Board (pursuant to Government Code 54954.2)

Member Rodefer moved and Kruse seconded the Approval of Agenda. Member Reel abstained.

4. **PUBLIC MATTERS NOT ON THE AGENDA:** Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note there is a five (5) minute limit per topic.

Board Secretary Katelyn Goehner let the Board know that she will be the only one emailing out meeting invites.

5. **CONSENT AGENDA:** Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a board member(s).

5.1. Board Minutes of 2/8/2019. Pg. 3

5.2. Resolution 2019-01 - ECS Emergency Closure 1/17/19. Pg. 7

Member Rodefer moved and Williams seconded the approval of the Consent Agenda. MPU.

6. **OLD BUSINESS:** Executive Director Search.

7. **NEW BUSINESS:**

8. **EXECUTIVE DIRECTOR REPORT:** Verbal Report.

No report was given due to Rajeev Rambob not being present at the meeting.

9. **ITEMS FOR FUTURE AGENDAS:** None.

10. **INFORMATIONAL:**

11. **CLOSED SESSION:**

9:30am Closed Session: Final Interviews for Executive Director Position

11:30am Closed Session: Discussion for Potential Executive Director Hire

Closed Session was from 9:24am-12:48pm, with a recess from 11:32am-11:40am.

Board Chairperson Schneider reported out that the Board conducted the four scheduled interviews. Member Ross left at 11:30am Member Wilmarth left at 12:15pm, and Member Rianda left at 12:30pm. A decision on who would be offered the Executive Director position could not be made. At the next Board meeting, April 12th, the discussion will continue, and at the end of the discussion an offer will be ready to be presented.

12. **ADJOURNMENT:**

The meeting was adjourned at 12:48pm by Chairperson Lloyd Schneider.

LATE AGENDA MATERIAL: Late agenda material can be inspected at the ATCAA Jackson Service Center 10590. State Hwy. 88 Jackson, CA and the ATCAA Sonora Service Center 427 N. State Hwy. 49 Sonora, CA.

SPECIAL NEEDS: Persons who need auxiliary aids or services are requested to call our Sonora Service Center at 209-533-1397 or our Jackson Service Center at 209-223-1485 during business hours at least 48 hours before the meeting so appropriate arrangements may be made.



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SONORA SERVICE CENTER
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**AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY
BOARD RESOLUTION Number: 2019-02**

IN THE MATTER OF Reimbursement for emergency closure of child development centers
CSPP Contract 8035

WHEREAS The California Department of Education, Child Development Division has established guidelines to receive reimbursement for non-operating days due to emergency closure, and;

WHEREAS the ATCAA Jackson Head Start/CSPP was closed on February 4th and February 5th, 2019 due to snow and unsafe road conditions;

WHEREAS the ATCAA Ione Head Start/CSPP was closed on February 4th and February 5th, 2019 due to snow and unsafe road conditions;

WHEREAS the ATCAA Blue Bell Head Start/CSPP was closed on February 5th, February 6th, and February 8th, 2019 due to snow and unsafe road conditions;

WHEREAS the ATCAA Jamestown Head Start/CSPP was closed on February 5th, 2019 due to snow and unsafe road conditions;

WHEREAS the ATCAA Soulsbyville Head Start/CSPP was closed on February 5th and February 6th, 2019 due to snow and unsafe road conditions;

WHEREAS the ATCAA Sonora Head Start/CSPP was closed on February 5th and February 6th, 2019 due to snow and unsafe road conditions;

WHEREAS the ATCAA Summerville Head Start/CSPP was closed on February 5th and February 6th, 2019 due to snow and unsafe road conditions;

WHEREAS attendance at these sites (the week preceding) the closures was as follows:

Center	Jan 28 th	Jan 29 th	Jan 30 th	Jan 31 st	Feb 1 st
Jackson HS/CSPP	12 enrolled 9 present 3 excused absences	12 enrolled 8 present 4 excused absences	12 enrolled 8 present 4 excused absences	12 enrolled 8 present 4 excused absences	12 enrolled 6 present 6 excused absences

Center	Jan 28 th	Jan 29 th	Jan 30 th	Jan 31 st	Feb 1 st
Ione HS/CSPP	14 enrolled 14 present	14 enrolled 13 present 1 excused absence	14 enrolled 14 present	14 enrolled 12 present 2 excused absences	14 enrolled 12 present 2 excused absences

Center	Jan 28 th	Jan 29 th	Jan 30 th	Jan 31 st	Feb 1 st
Blue Bell HS/CSPP	8 enrolled 5 present 3 excused absences	8 enrolled 8 present	8 enrolled 8 present	8 enrolled 8 present	8 enrolled 8 present

Center	Jan 28 th	Jan 29 th	Jan 30 th	Jan 31 st	Feb 1 st
Jamestown HS/CSPP	10 enrolled 10 present	10 enrolled 9 present 1 excused absence	10 enrolled 10 present	10 enrolled 10 present	10 enrolled 10 present

Center	Jan 28 th	Jan 29 th	Jan 30 th	Jan 31 st	Feb 1 st
Soulsbyville HS/CSPP	14 enrolled 13 present 1 excused absence	14 enrolled 14 present	14 enrolled 14 present	14 enrolled 11 present 3 excused absences	14 enrolled 12 present 2 excused absences

Center	Jan 28 th	Jan 29 th	Jan 30 th	Jan 31 st	Feb 1 st
Sonora HS/CSPP	16 enrolled 13 present 3 excused absences	16 enrolled 15 present 1 excused absence	16 enrolled 15 present 1 excused absence	16 enrolled 11 present 5 excused absences	16 enrolled 14 present 2 excused absences

Center	Jan 28 th	Jan 29 th	Jan 30 th	Jan 31 st	Feb 1 st
Summerville HS/CSPP	14 enrolled 11 present 3 excused absences	14 enrolled 11 present 3 excused absences	14 enrolled 11 present 3 excused absences	14 enrolled 10 present 4 excused absences	14 enrolled 12 present 2 excused absences

THEREFORE the Amador-Tuolumne Community Action Agency (ATCAA) Board of Directors hereby requests reimbursement for loss of funds for the date of emergency closure in accordance with Management Bulletin 10-09

The foregoing resolution was duly passed and adopted on the 12th Day of April, 2019, by the ATCAA Board of Directors by the following vote:

Ayes:

Nays:

Abstentions:

Absent:

Signature

Signature

Print/Type Name and Title Board Representative

Print/Type Name and Title Board Representative

Authorized Signature:

Raj Rambob, Executive Director



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Resolution 2019-03
Amador Tuolumne Community Action Agency
AUTHORIZING RESOLUTION
California Emergency Solutions and Housing (CESH) Round 2

A necessary quorum of the Board of Directors of the Amador Tuolumne Community Action Agency ("Applicant") hereby consent to, adopt and ratify the following resolutions:

A. WHEREAS the State of California (the "State"), Department of Housing and Community Development ("Department") issued a Notice of Funding Availability ("NOFA") dated 03/21/2019 under the California Emergency Solutions and Housing (CESH) Program (Program, or CESH Program); and

B. WHEREAS Applicant is an Administrative Entity designated by the Continuum of Care to administer California Emergency Solutions and Housing Program funds.

C. WHEREAS the Department may approve funding allocations for the CESH Program, subject to the terms and conditions of the NOFA, Program requirements, and the Standard Agreement and other contracts between the Department and CESH grant recipients;

NOW THEREFORE BE IT RESOLVED THAT:

1. If Applicant receives a grant of CESH funds from the Department pursuant to the above referenced CESH NOFA, it represents and certifies that it will use all such funds in a manner consistent and in compliance with all applicable state and federal statutes, rules, regulations, and laws, including without limitation all rules and laws regarding the CESH Program, as well as any and all contracts Applicant may have with the Department.

2. Applicant is hereby authorized and directed to receive a CESH grant, in an amount not to exceed \$317,559.00 in accordance with all applicable rules and laws.

3. Applicant hereby agrees to use the CESH funds for eligible activities as approved by

the Department and in accordance with all Program requirements, and other rules and laws, as well as in a manner consistent and in compliance with the Standard Agreement and other contracts between the Applicant and the Department.

4. Rajeev Rambob, Executive Director or Bruce Giudici, Fiscal Officer are authorized to execute the Standard Agreement and any subsequent amendments or modifications thereto, as well as any other documents which are related to the Program or the CESH grant awarded to Applicant, as the Department may deem appropriate.

PASSED AND ADOPTED at a regular meeting of the Amador Tuolumne Community Action Agency's Board of Directors this 12th day of April, 2019 by the following vote:

AYES: ____ ABSTENTIONS: ____
NOES: ____ ABSENT: ____

Signature of Approving Officer
Lloyd Schneider, Board Chair

ATTEST: _____
Signature of Attesting Officer
Lynn Morgan, Board Vice Chair



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Resolution 2019-04 Amador Tuolumne Community Action Agency AUTHORIZING RESOLUTION Emergency Solutions Grant, Emergency Shelter

A necessary quorum of the Board of Directors of the Amador Tuolumne Community Action Agency ("Applicant") hereby consent to, adopt and ratify the following resolutions:

A. WHEREAS the State of California (the "State"), Department of Housing and Community Development ("Department") issued a Notice of Funding Availability ("NOFA") for the Balance of State Allocation dated 03/29/2019 under the Emergency Solutions Grants (ESG) Program (Program, or ESG Program); and

B. WHEREAS Applicant is an approved Applicant by their Continuum of Care under the Balance of State Allocation

C. WHEREAS the Department may approve funding allocations for the ESG Program, subject to the terms and conditions of the NOFA, Program regulations; and requirements, and the Standard Agreement and other contracts between Department and ESG grant recipients;

NOW THEREFORE BE IT RESOLVED THAT:

1. If Applicant receives a grant of ESG funds from the Department pursuant to the above referenced ESG NOFA, it represents and certifies that it will use all such funds in a manner consistent and in compliance with all applicable state and federal statutes, rules, regulations, and laws, including without limitation all rules and laws regarding the ESG Program, as well as any and all contracts Applicant may have with the Department.

2. Applicant is hereby authorized and directed to receive an ESG grant, in an amount not to exceed \$200,000.00 in accordance with all applicable rules and laws.

3. Applicant hereby agrees to use the ESG funds for eligible activities as approved by the Department and in accordance with all Program requirements, and other rules and laws, as well as in a manner consistent and in compliance with the Standard Agreement and other contracts between the Applicant and the Department.

4. Rajeev Rambob, Executive Director or Bruce Giudici, Fiscal Officer are authorized to execute the Standard Agreement and any subsequent amendments or modifications thereto, as well as any other documents which are related to the Program or the ESG grant awarded to Applicant, as the Department may deem appropriate.

PASSED AND ADOPTED at a regular meeting of the Amador Tuolumne Community Action Agency this 12th day of April, 2019 by the following vote:

AYES: ____ ABSTENTIONS: ____

NOES: ____ ABSENT: ____

Signature of Approving Officer
Lloyd Schneider, Board Chair

ATTEST: _____
Signature of Attesting Officer
Lynn Morgan, Board Vice Chair



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Resolution 2019-05
Amador Tuolumne Community Action Agency
AUTHORIZING RESOLUTION
Emergency Solutions Grant, Rapid Re Housing

A necessary quorum of the Board of Directors of the Amador Tuolumne Community Action Agency ("Applicant") hereby consent to, adopt and ratify the following resolutions:

A. WHEREAS the State of California (the "State"), Department of Housing and Community Development ("Department") issued a Notice of Funding Availability ("NOFA") for the Balance of State Allocation dated 03/29/2019 under the Emergency Solutions Grants (ESG) Program (Program, or ESG Program); and

B. WHEREAS Applicant is an approved Applicant by their Continuum of Care under the Balance of State Allocation

C. WHEREAS the Department may approve funding allocations for the ESG Program, subject to the terms and conditions of the NOFA, Program regulations; and requirements, and the Standard Agreement and other contracts between Department and ESG grant recipients;

NOW THEREFORE BE IT RESOLVED THAT:

1. If Applicant receives a grant of ESG funds from the Department pursuant to the above referenced ESG NOFA, it represents and certifies that it will use all such funds in a manner consistent and in compliance with all applicable state and federal statutes, rules, regulations, and laws, including without limitation all rules and laws regarding the ESG Program, as well as any and all contracts Applicant may have with the Department.

2. Applicant is hereby authorized and directed to receive an ESG grant, in an amount not to exceed \$200,000.00 in accordance with all applicable rules and laws.

3. Applicant hereby agrees to use the ESG funds for eligible activities as approved by the Department and in accordance with all Program requirements, and other rules and laws, as well as in a manner consistent and in compliance with the Standard Agreement and other contracts between the Applicant and the Department.

4. Rajeev Rambob, Executive Director or Bruce Giudici, Fiscal Officer are authorized to execute the Standard Agreement and any subsequent amendments or modifications thereto, as well as any other documents which are related to the Program or the ESG grant awarded to Applicant, as the Department may deem appropriate.

PASSED AND ADOPTED at a regular meeting of the Amador Tuolumne Community Action Agency this 12th day of April, 2019 by the following vote:

AYES: ____ ABSTENTIONS: ____

NOES: ____ ABSENT: ____

Signature of Approving Officer
Lloyd Schneider, Board Chair

ATTEST: _____
Signature of Attesting Officer
Lynn Morgan, Board Vice Chair



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Resolution 2019-06
Amador Tuolumne Community Action Agency
AUTHORIZING RESOLUTION
Emergency Shelter Grant, Non-Competitive Rapid Re Housing

A necessary quorum of the Board of Directors of the Amador Tuolumne Community Action Agency ("Applicant") hereby consent to, adopt and ratify the following resolutions:

A. WHEREAS the State of California (the "State"), Department of Housing and Community Development ("Department") issued a Notice of Funding Availability ("NOFA") for the Balance of State Allocation dated 03/29/2019 under the Emergency Solutions Grants (ESG) Program (Program, or ESG Program); and

B. WHEREAS Applicant is an approved Applicant by their Continuum of Care under the Balance of State Allocation

C. WHEREAS the Department may approve funding allocations for the ESG Program, subject to the terms and conditions of the NOFA, Program regulations; and requirements, and the Standard Agreement and other contracts between Department and ESG grant recipients;

NOW THEREFORE BE IT RESOLVED THAT:

1. If Applicant receives a grant of ESG funds from the Department pursuant to the above referenced ESG NOFA, it represents and certifies that it will use all such funds in a manner consistent and in compliance with all applicable state and federal statutes, rules, regulations, and laws, including without limitation all rules and laws regarding the ESG Program, as well as any and all contracts Applicant may have with the Department.

2. Applicant is hereby authorized and directed to receive an ESG grant, in an amount not to exceed \$61,893.00 in accordance with all applicable rules and laws.

3. Applicant hereby agrees to use the ESG funds for eligible activities as approved by the Department and in accordance with all Program requirements, and other rules and laws, as well as in a manner consistent and in compliance with the Standard Agreement and other contracts between the Applicant and the Department.

4. Rajeev Rambob, Executive Director or Bruce Giudici, Fiscal Officer are authorized to execute the Standard Agreement and any subsequent amendments or modifications thereto, as well as any other documents which are related to the Program or the ESG grant awarded to Applicant, as the Department may deem appropriate.

PASSED AND ADOPTED at a regular meeting of the Amador Tuolumne Community Action Agency this 12th day of April, 2019 by the following vote:

AYES: ____ ABSTENTIONS: ____

NOES: ____ ABSENT: ____

Signature of Approving Officer
Lloyd Schneider, Board Chair

ATTEST: _____
Signature of Attesting Officer
Lynn Morgan, Board Vice Chair

ATCAA EARLY HEAD START AND HEAD START

TO: ATCAA BOARD AND POLICY COUNCIL
FROM: MARCIA WILLIAMS
SUBJECT: REQUEST FOR APPROVAL OF CARRY OVER FOR 2019
DATE: March 18, 2019

We are requesting your approval to apply to the Office of Head Start to carryover \$86,661 in unspent federal funds and program income from fiscal year 2018 to fiscal year 2019. \$35,023 of this amount is from unspent Early Head Start funds and \$51,638 is from unspent Head Start and Head Start program income funds.

These one time funds will help us improve our facilities. We will do some much needed classroom and playground updates and also use some funds for staff training. Attached are spread sheets showing where we were underspent and where we plan to use the money for next year.

Thank you for approving this request.



Marcia Williams
ECS Director

HEAD START BUDGET - 2018

Period Covering: January 1, 2018 - December 31, 2018*

Budget Period: 01-01-18 through 12-31-18

SHOWING CARRY OVER

REVENUE

CASH REVENUE

Direct Federal Revenue

Miscellaneous Revenue

TOTAL REVENUE:

T&TA

Total Direct Costs

Indirect

Total T&TA:

OPERATING

PERSONNEL

SALARIES AND WAGES

FRINGE

TOTAL PERSONNEL EXPENSE

TOTAL TRAVEL

TOTAL EQUIP & ASSETS

TOTAL SUPPLIES

TOTAL CONTRACTUAL

TOTAL OTHER

TOTAL DIRECT

INDIRECT

TOTAL OPERATIONS

TOTAL T&TA

TOTAL T&TA and OPERATIONS

TOTAL INCL OTHER REVENUE

BUDGET	ACTUAL	AMOUNT LEFT	NOTES
1,902,750	1,851,112		
16,848	16,848		
1,919,598	1,867,960	51,638	
BUDGET	ACTUAL	AMOUNT LEFT	NOTES
19,676	17,002		
2,184	1,911		
21,860	18,913	2,947	Move to 2019 T/TA
BUDGET	ACTUAL	AMOUNT LEFT	NOTES

887,400	916,368	-28,968	overage covered by fringe
403,888	353,499	50,389	
1,291,288	1,269,868	21,420	
2,000	144	1,856	
65,000	60,399	4,601	move to equipment
82,698	49,941	32,757	Save for classroom furnishings
68,780	55,547	13,233	save for facility renovations
191,475	235,349	-43,874	overage covered by amount left in other categories and extra revenue
1,701,241	1,671,248	29,993	
179,649	177,799	1,850	
1,880,890	1,849,047	31,843	See notes above
21,860	18,913	2,947	see notes above
1,902,750	1,867,960	34,790	
1,919,598	1,867,960	51,638	Carryover Amount

Facilities projects planned:

Estimate

Create parking and storage for Blue Bell

20,000

Update playgrounds

28,691

Training on Creative Curriculum for new staff

2,947

Total

51,638

For Policy Council and Board Review

Apr-19

EARLY HEAD START BUDGET - 2018
Budget Period: 01-01-18 through 12-31-18

SHOWING CARRY OVER

	BUDGET	ACTUAL	AMOUNT LEFT	
REVENUE				
CASH REVENUE				
Direct Federal Revenue	1,366,482	1,331,459		
Miscellaneous Revenue	5,194	5,194		
TOTAL REVENUE:	1,371,676	1,336,653	35,023	
	BUDGET	ACTUAL	AMOUNT LEFT	NOTES
T&TA				
Total T&TA:	31,634	31,166	468	Move to T/TA for 2019
	BUDGET	ACTUAL	AMOUNT LEFT	NOTES
OPERATING				
PERSONNEL				
SALARIES AND WAGES	730,205	707,611	22,594	
FRINGE	315,017	290,972	24,045	
TOTAL PERSONNEL EXPENSE	1,045,222	998,584	46,638	Use to cover overage in other areas and for Blue Bell project
TOTAL TRAVEL	0	426	-426	
TOTAL EQUIP & ASSETS	0	7,770	-7,770	
TOTAL SUPPLIES	38,000	34,505	3,495	save for clasrrom furnishings
TOTAL CONTRACTUAL	10,000	7,273	2,727	save for contractual (Blue Bell)
TOTAL OTHER	108,262	126,255	-17,993	
TOTAL DIRECT	1,201,484	1,174,812	26,672	
INDIRECT	133,365	130,675	2,690	
TOTAL OPERATIONS	1,334,849	1,305,487	29,362	
TOTAL T&TA	31,634	31,166	468	
TOTAL T&TA and OPERATIONS	1,366,482	1,336,653	29,830	
TOTAL INCL OTHER REVENUE	1,371,676	1,336,653	35,023	

Faciliites Projects Planned:	Estimate
Storage and parking for Blue Bell	10,000
Upgrade playgrounds/classrooms	25,023
Curriculum training for new staff	10,000
	<u>35,023</u>

For Policy Council and Board Review

Apr-19

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
Administrative Budget to actual report
July 1, 2018 - February 28, 2019

		18-19 Budget Funds 91411 & 91421	July-Feb 2019	Variance - Actual to budget	
<u>REVENUE</u>					
Amador & Tuolumne Counties	4016	\$80,000	\$ 36,000	\$44,000	
Private Revenue-Non Fed	4020	0	2,000	-\$2,000	
Contractual Admin. Revenues:					
2018 CSBG (Jul18-Dec18)		90,000	80,000	10,000	
2019 CSBG (Jan19-Jun19)		70,000	25,000	45,000	
Contractual Admin. Revenue	4060	687,542	473,057	214,485	
Total Cash Revenue		\$927,542	\$616,057	\$311,485	34%
<u>DIRECT EXPENSE</u>					
Personnel Expense					
Salaries & Wages					
Salaries & Wages	6010	\$475,203	\$294,316		
Total Salaries & Wages		\$475,203	\$294,316	180,887	38%
Fringe Benefits					
Accrued Leave	6020	\$39,634	\$27,192		
FICA	6030	14,325	13,072		
Health Insurance	6040	98,422	64,779		
Retirement	6050	24,881	9,730		
Unemployment Insurance	6060	6,532	4,108		
Workers' Compensation Ins	6070	3,360	2,460		
Other Employee Benefits	6080	0	260		
Total Fringe Benefits		187,154	121,601	65,553	35%
Total Personnel Expense		\$662,357	\$415,917	246,440	37%
Non-personnel Expense					
Travel (Out-of-Area)					
Out-of-Area Travel (Staff)	6120	\$800	\$942		
Total Travel (Out-of-Area)		\$800	\$942	-142	-18%
Major Equipment and Assets					
Equipment (over \$5000)	6210	\$0	\$0		
Leasehold Improvements	6230	0	181		
Structures & Improvements	6240	0	2,950		
Total Major Equipment and Assets		0	3,131		
Supplies					
Household Supplies	6330	\$1,100	599		
Postage	6350	3,500	3,200		
Program Supplies	6360	1,500	1,322		
Routine Office Supplies	6370	5,000	1,315		
Total Supplies		11,100	6,436	4,664	42%
Contractual					
Accounting & Auditing	6410	\$50,000	\$23,414		
Legal Services	6430	5,000	2,379		
Outside Services	6440	1,000	18,919		
Computer Services	6450	60,805	62,409		
Total Contractual		116,805	107,121	9,684	8%
Other (Equipment Expense)					
Computer Software(\$0-\$4,999)	6505	\$500	\$32		
Computer (hardware)	6506	2,500	782		
Equipment (\$500-\$4999)	6510	1,200	520		
Insurance (Vehicular)	6520	300	354		
Maintenance (Equipment)	6530	6,750	4,471		
Maintenance (Vehicles)	6535	800	21		
Small Tools/Equip (under \$500)	6550	500	94		
Small Tools (minimal value)	6555	500	92		
Total Other (Equipment Expense)		13,050	6,366	6,684	51%
Other (General Personnel Costs)					

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

Administrative Budget to actual report

July 1, 2018 - February 28, 2019

Local Travel (Staff)	6620	\$6,500	\$2,837			
Staff Licensing	6630	100	0			
Training & Development (Staff)	6640	3,000	1,114			
Total Other (General Personnel Costs)		9,600	3,951	5,649	59%	
Other (General Operating Costs)						
Ads & Legal Notices	6705	\$1,200	\$145			
Copying Fees	6710	4,200	2,444			
Insurance/Bonds(not auto,hlth)	6720	11,665	7,676			
Interest On Long Term Debt	6725	6,500	7,285			
Meeting Costs	6730	3,000	249			
Membership Dues	6740	800	125			
Miscellaneous Expenses(Fiscal)	6750	0	18			
Printing & Binding	6755	800	230			
General Agency Promotion	6760	0	571			
Publications	6770	700	954			
Subscriptions	6780	100	264			
Service Fees-Banking (Fiscal)	6784	4,200	3,235			
Service Fees-Other (Fiscal)	6785	5,800	774			
Taxes & Assessments	6790	200	75			
Total Other (General Operating Costs)		39,165	24,045	15,120	39%	
Other (Space/Occupancy Costs)						
Communications	6810	\$4,500	\$3,564			
Household Services	6820	6,000	3,870			
Maintenance -Structure/Grounds	6830	0	2,018			
Rents & Leases	6840	50,295	22,707			
Utilities	6850	11,000	5,180			
Total Other (Space/Occupancy Costs)		71,795	37,339	34,456	48%	
Total Non-personnel Expense		\$262,315	\$189,331	\$72,984	28%	
TOTAL DIRECT EXPENSE		\$924,672	\$605,248	\$319,424	35%	
BOARD of DIRECTORS EXPENSE						
Non-personnel Expense						
Contractual						
Outside Services	6440	\$1,000	\$0			
Total Contractual		\$1,000	\$0	1,000	100%	
Supplies						
Program Supplies	6370	\$0	\$0			
Total Supplies		0	0	0		
Other (General Personnel Costs)	6120					
Travel (Local & Out of Area)		\$300	\$185			
Total Other (General Personnel Costs)		300	185	115	38%	
Other (General Operating Costs)						
Copying Fees	6710	\$100	\$0			
Insurance/Bonds(not auto,hlth)	6720	670	536			
Meeting Costs	6730	800	478			
Program Outreach	6765	0	0			
Total Other (General Operating Costs)		1,570	1,014	556	35%	
TOTAL BOARD of DIRECTORS EXPENSE		\$2,870	\$1,199	\$1,671	58%	
TOTAL ADMIN EXPENSE		\$927,542	\$606,447	\$321,095	35%	
Revenue over/under Expenditures		Budget	Actual			
Total Revenue		\$927,542	\$616,057			
Less Total Expenditures		-927,542	-606,447			
Current Year Revenue over/under Expenditures		\$0	\$9,610			
Carryover from prior years		182,640	182,640			
Year end revenue over/under expenditures		\$182,640	\$192,250			

Contract Status Summary by Program as of 2/28/19

		Total Rev Available	Current Yr Expenses	Total Funds Expended	Total Remaining Funds
Housing					
	Reimbursable	3,117,124		1,294,730	1,822,394
	Fixed Fee	16,067		19,574	(3,507)
	Discretionary	(30,149)	119,025		(149,174)
Total Housing Programs		3,103,042	119,025	1,314,304	1,669,713
Food Bank					
	Reimbursable	333,779		229,446	104,333
	Fixed Fee				0
	Discretionary	164,248	60,144		104,104
Total Food Bank Programs		498,027	60,144	229,446	208,437
Energy					
	Reimbursable	6,169,164		4,383,912	1,785,252
	Fixed Fee	4,899		0	4,899
	Discretionary	7,852	526		7,326
Total Energy Programs		6,181,915	526	4,383,912	1,797,477
Tuolumne Family Learning and Support					
	Reimbursable	214,737		81,633	133,104
	Fixed Fee				0
	Discretionary	135,369	23,066		112,303
Total Family Learning/Support Programs		350,106	23,066	81,633	245,407
Amador Learning/Family Resources & Support					
	Reimbursable	510,202		394,630	115,572
	Fixed Fee	7,018		8,293	(1,275)
	Discretionary	3,750	872		2,878
Total Family Resource Services Programs		520,970	872	402,923	117,175
Amador Youth					
	Reimbursable	20,734		4,941	15,793
	Fixed Fee				0
	Discretionary				0
Total Amador Youth Programs		20,734	0	4,941	15,793
Tuolumne Youth					
	Reimbursable	244,502		126,093	118,409
	Fixed Fee				0
	Discretionary	66,391	10,857		55,534
Total Tuolumne Youth Programs		310,893	10,857	126,093	173,943
Central Sierra Connect					
	Reimbursable	187,100		50,277	125,692
	Fixed Fee				0
	Discretionary	4,331	0		4,331
Total Central Sierra Connect Programs		191,431	0	50,277	130,023

Contract Status Summary by Program as of 2/28/19




		Total Rev Available	Current Yr Expenses	Total Funds Expended	Total Remaining Funds
Early Childhood Services					
	Reimbursable	6,564,383		3,780,278	2,784,105
	Fixed Fee	1,234,298		1,234,298	0
	Discretionary	31,810	1,509		30,301
Total Early Childhood Services Programs		7,830,491	1,509	5,014,576	2,814,406
CSBG					
	Reimbursable	670,574		356,748	313,826
	Fixed Fee				0
	Discretionary				0
Total CSBG Programs		670,574	0	356,748	313,826
Lifeline - Amador/Calaveras					
	Reimbursable				0
	Fixed Fee				0
	Discretionary	71,489	69,596		1,893
Total Lifeline Programs		71,489	69,596	0	1,893




Amador Tuolumne Community Action Agency
Statement of Net Position (Balance Sheet)




	UNAUDITED <u>February 28, 2019</u>		AUDITED <u>June 30, 2018</u>	
	Operating	Capital Assets	Operating	Capital Assets
Assets				
Cash	1,717,339		312,724	
Prepaid Deposits & Expenses	121,049		129,359	
Accounts Receivable	1,192,586		1,233,438	
Weatherization Materials Inventor	131,766		89,721	
Construction In Progress				
Structures & Improvements		6,724,035		6,724,035
Vehicles & Equipment		1,118,387		1,118,387
Land		460,999		460,999
Accumulated Depreciation		-3,202,893		-3,202,893
Total Assets	<u>3,162,739</u>	<u>5,100,529</u>	<u>1,765,242</u>	<u>5,100,529</u>
Liabilities				
Accounts Payable	104,095		205,810	
Refundable Deposits	9,651		2,604	
Salaries & Benefits Payable	140,550		106,705	
Accrued Paid Time Off	146,702		143,272	
Notes Payable	290,450	363,945	280,000	373,062
Deferred Revenue	<u>1,989,920</u>		<u>558,177</u>	
Total Liabilities	2,681,368	363,945	1,296,568	373,062
Net Assets				
Invested in Capital Assets		4,736,583		4,727,467
Committed Fund Balance				
For Contingencies	60,000		60,000	
For Future Development	<u>40,000</u>		<u>40,000</u>	
Total Committed Fund Balance	100,000		100,000	
Assigned Fund Balance				
For Lease Opt-Out	40,103		40,103	
For Employee Health Insurance	<u>112,283</u>		<u>116,489</u>	
Total Assigned Fund Balance	152,386		156,592	
Unassigned Fund Balance	<u>228,985</u>		<u>212,082</u>	
Total Net Assets	<u>481,371</u>	<u>4,736,583</u>	<u>468,673</u>	<u>4,727,467</u>
	<u>3,162,739</u>	<u>5,100,528</u>	<u>1,765,242</u>	<u>5,100,529</u>

Amador Tuolumne Community Action Agency
Revenue and Expenditure Report / Income Statement
July 1, 2018 - February 28, 2019

		Budget		33% of FY left
		July 1, 2018 -	Current	% of budget
		June 30, 2019	Period Actual	remaining
Revenue				
Cash and accrued Revenue				
Direct Federal Revenue	4000	3,221,529	2,372,047	26%
State Revenue(Pass-through Fed	4010	2,114,321	1,752,254	17%
State Revenue (Non-Federal)	4011	623,633	397,488	36%
Local Govern.Rev.(Pass through	4015	758,051	531,215	30%
Local Govern.Rev.(Non-Federal)	4016	650,093	303,319	53%
Private Revenue-Non Fed	4020	77,335	106,628	-38%
Private Rev. (Pass through Fed	4021	7,062	1,962	72%
Community Donations	4030	79,699	5,918	93%
Client Fees	4034	106,631	68,237	36%
Miscellaneous Revenue	4039	125,863	31,193	75%
Interest Revenue	4040	3,060	0	100%
Rental Income	4041	178,998	116,499	35%
Contractual Admin. Revenue	4060	847,542	578,057	32%
Carry-over Revenue (Non Grant)	4901			
Total Cash Revenue		8,793,817	6,264,842	29%
Total Non-cash Revenue		1,669,796	921,655	45%
Total Revenue		10,463,613	7,186,498	31%
Direct Expense				
Total Salaries & Wages		3,593,318	2,517,997	30%
Total Fringe Benefits		1,468,864	927,532	37%
Total Travel (Out-of-Area)		20,813	11,894	43%
Total Major Equipment and Assets		72,116	85,161	-18%
Total Supplies		165,403	121,898	26%
Total Contractual		501,414	354,076	29%
Total Other (Equipment Expense)		192,439	128,783	33%
Total Other (General Personnel Costs)		123,501	65,741	47%
Total Other (General Operating Costs)		197,764	130,251	34%
Total Other (Space/Occupancy Costs)		598,120	406,633	32%
Total Other (Special Departmental		1,105,015	924,121	16%
Total Non-personnel Expense		2,976,585	2,228,559	25%
Total Direct Expense		8,038,767	5,674,088	29%
Indirect Expense				
Total Indirect Expense		781,049	578,057	26%
Total Non-cash Expense		1,669,797	921,655	45%
Excess Revenue over Expense		-26,000	12,698	
Health fund			-4,206	
General fund			16,904	

		Housing				ATCAA July 1 2018- February 28, 2019	33 % FY remains	Programs / funding sources include:
<i>Budget Category</i>	<i>Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>			
Personnel	\$248,780	\$195,837	\$52,943	33%	21%			CDBG, ESG, Calworks, CoC, CACFP, Varley Place, Broadway, Carter St / Rose Quartz
Fringe Benefits	89,491	74,202	15,289	33%	17%			ESG contracts spent
Travel	1,110	970	140	33%	13%			New ESG start 3/16/19
Equipment	0	52	-52	33%				
Supplies	19,383	18,351	1,032	33%	5%			
Contractual	50,957	29,144	21,813	33%	43%			
Other	699,607	664,565	35,042	33%	5%			
Total Direct Charges	\$1,109,328	\$983,121	\$126,207	33%	11%			
Indirect Charges	93,832	74,975	18,857	33%	20%			
Total	\$1,203,160	\$1,058,096	\$145,064	33%	12%			
		Food				ATCAA July 1 2018- February 28, 2019	33 % FY remains	Programs / funding sources include:
<i>Budget Category</i>	<i>Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>			
Personnel	\$141,401	\$87,166	\$54,235	33%	38%			CDBG, EFAP, SEFAP, USDA, Pantries, Donations
Fringe Benefits	62,478	34,839	27,639	33%	44%			
Travel	2,435	1,921	514	33%	21%			
Equipment	11,262	0	11,262	33%	100%			
Supplies	9,195	2,627	6,568	33%	71%			
Contractual	413	0	413	33%	100%			
Other	138,509	108,469	30,040	33%	22%			
Total Direct Charges	\$365,693	\$235,022	\$130,671	33%	36%			
Indirect Charges	33,251	23,685	9,566	33%	29%			
Total	\$398,944	\$258,707	\$140,237	33%	35%			
		Energy				ATCAA July 1 2018- February 28, 2019	33 % FY remains	Programs / funding sources include:
<i>Budget Category</i>	<i>Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>			
Personnel	\$455,522	\$326,890	\$128,632	33%	28%			LIHEAP, DOE, DWR water, Prop 84 water
Fringe Benefits	212,540	139,874	72,666	33%	34%			
Travel	4,761	563	4,198	33%	88%			
Equipment	0	33	-33	33%				
Supplies	15,736	9,884	5,852	33%	37%			
Contractual	99,753	49,567	50,186	33%	50%			
Other	460,993	327,270	133,723	33%	29%			
Total Direct Charges	\$1,249,305	\$854,081	\$395,224	33%	32%			
Indirect Charges	86,520	71,449	15,071	33%	17%			
Total	\$1,335,825	\$925,530	\$410,295	33%	31%			

Amador youth		ATCAA July 1 2018- February 28, 2019			33 % FY remains	Programs / funding sources include:
Budget Category	Operations Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left	CHAT, IDA, Literacy
Personnel	\$61,315	\$30,871	\$30,444	33%	50%	
Fringe Benefits	10,759	5,384	5,375	33%	50%	
Travel	76	0	76	33%	100%	
Equipment	0	1	-1	33%		
Supplies	488	395	93	33%	19%	
Contractual	126,320	75,448	50,872	33%	40%	
Other	9,806	11,194	-1,388	33%	-14%	
Total Direct Charges	\$208,764	\$123,293	\$85,471	33%	41%	
Indirect Charges	11,954	8,508	3,446	33%	29%	
Total	\$220,718	\$131,801	\$88,917	33%	40%	
Tuolumne youth		ATCAA July 1 2018- February 28, 2019			33 % FY remains	Programs / funding sources include:
Budget Category	Operations Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left	FNL, Mentoring, YES, Suicide prevention, Opioid prevention
Personnel	\$153,333	\$106,722	\$46,611	33%	30%	
Fringe Benefits	50,427	36,100	14,327	33%	28%	
Travel	3,872	903	2,969	33%	77%	
Equipment	0	13,690	-13,690	33%		
Supplies	3,356	2,625	731	33%	22%	
Contractual	24,332	18,806	5,526	33%	23%	
Other	79,613	44,100	35,513	33%	45%	
Total Direct Charges	\$314,933	\$222,946	\$91,987	33%	29%	
Indirect Charges	34,842	23,647	11,195	33%	32%	
Total	\$349,775	\$246,593	\$103,182	33%	29%	
Community/ donations		ATCAA July 1 2018- February 28, 2019			33 % FY remains	Programs / funding sources include:
Budget Category	Operations Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left	CS Connect, Lifeline, CSBG, CSBG EITC
Personnel	\$125,758	\$89,270	\$36,488	33%	29%	
Fringe Benefits	39,777	31,451	8,326	33%	21%	
Travel	2,666	1,284	1,382	33%	52%	
Equipment	0	77	-77	33%		
Supplies	4,192	3,168	1,024	33%	24%	
Contractual	67,914	46,540	21,374	33%	31%	
Other	85,799	42,584	43,215	33%	50%	
Total Direct Charges	\$326,106	\$214,374	\$111,732	33%	34%	
Indirect Charges	161,377	121,757	39,620	33%		
Total	\$487,483	\$336,131	\$151,352	33%	31%	

		33 % FY remains			Programs / funding sources include:	
ECS		ATCAA July 1 2018- February 28, 2019				
<i>Budget Category</i>	<i>Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>	Head Start, Early Head Start, Latino outreach, FLC, CACFP, CSPP
Personnel	\$1,907,338	\$1,352,833	\$554,505	33%	29%	
Fringe Benefits	774,749	517,266	257,483	33%	33%	
Travel	4,748	5,310	-562	33%	-12%	
Equipment	60,854	68,169	-7,315	33%	-12%	
Supplies	101,837	78,272	23,565	33%	23%	
Contractual	11,388	62,779	-51,391	33%	-451%	
Other	553,759	344,639	209,120	33%	38%	
Total Direct Charges	\$3,414,673	\$2,429,268	\$985,405	33%	29%	
Indirect Charges	359,274	254,038	105,236	33%	29%	
Total	\$3,773,947	\$2,683,306	\$1,090,641	33%	29%	
		33 % FY remains			Programs / funding sources include:	
Admin		ATCAA July 1 2018- February 28, 2019				
<i>Budget Category</i>	<i>Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>	Exec. Director, Fiscal, Human Resources, Tech, Board
Personnel	\$475,203	\$294,316	\$180,887	33%	38%	
Fringe Benefits	187,154	121,601	65,553	33%	35%	
Travel	800	942	-142	33%	-18%	
Equipment	0	3,131	-3,131	33%		
Supplies	11,100	6,436	4,664	33%	42%	
Contractual	116,805	107,121	9,684	33%	8%	
Other	136,480	72,900	63,580	33%	47%	
Total Direct Charges	\$927,542	\$606,447	\$321,095	33%	35%	
Indirect Charges	0	0	0	33%		
Total	\$927,542	\$606,447	\$321,095	33%	35%	
		33 % FY remains			Programs / funding sources include:	
Health insurance, Special projects, General fund		ATCAA July 1 2018- February 28, 2019				
<i>Budget Category</i>	<i>Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>	Health insurance, copier/vehicle fund, Bldg deferred maintenance
Personnel	\$0	\$0	\$0	33%		
Fringe Benefits	20,655	4,206	16,449	33%	80%	
Travel	0	0	0	33%		
Equipment	14,303	10,670	3,633	33%	25%	
Supplies	0	0	0	33%		
Contractual	0	0	0	33%		
Other	26,661	16,965	9,696	33%	36%	
Total Direct Charges	\$61,619	\$31,841	\$29,778	33%	48%	
Indirect Charges	546	0	546	33%	100%	
Total	\$62,165	\$31,841	\$30,324	33%	49%	



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 eclkc.ohs.acf.hhs.gov

Program Performance Summary Report

To: Authorizing Official/Board Chairperson

Mr. Lloyd Schneider

Amador-Tuolumne Community Action

10590 State Highway 88

Jackson, CA 95642 - 9470

From: Responsible HHS Official

Date: 03/12/2019

Dr. Deborah Bergeron

Director, Office of Head Start

From February 11, 2019 to February 14, 2019, the Administration for Children and Families (ACF) conducted a Focus Area Two (FA2) monitoring review of the Amador-Tuolumne Community Action Head Start and Early Head Start programs. This report contains information about the grantee's performance and compliance with the requirements of the Head Start Program Performance Standards (HSPPS) or Public Law 110-134, *Improving Head Start for School Readiness Act of 2007*.

The Office of Head Start (OHS) would like to thank your governing body, policy council, parents, and staff for their engagement in the review process. Based on the information gathered during this review, we have found your program meets the requirements of all applicable HSPPS, laws, regulations, and policy requirements.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

DISTRIBUTION OF THE REPORT

Ms. Jan Len, Regional Program Manager

Mr. Rajeev Rambob, Chief Executive Officer/Executive Director

Ms. Marcia Williams, Head Start Director

Ms. Marcia Williams, Early Head Start Director

Glossary of Terms

Area of Concern	An area for which the agency needs to improve performance. These issues should be discussed with the grantee's Regional Office of Head Start for possible technical assistance.
Area of Noncompliance	An area for which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more areas of performance. This status requires a written timeline of correction and possible technical assistance or guidance from the grantee's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.
Deficiency	<p>As defined in the Head Start Act, the term "deficiency" means:</p> <p>(A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves:</p> <ul style="list-style-type: none"> (i) a threat to the health, safety, or civil rights of children or staff; (ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations; (iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management; (iv) the misuse of funds received under this subchapter; (v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or (vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified; <p>(B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or</p> <p>(C) an unresolved area of noncompliance.</p>



Program Management and Quality Improvement

Program Management

Does the grantee establish a management structure consisting of staff, consultants, or contractors who ensure high-quality service delivery, have sufficient knowledge, training, experience and competencies to fulfill the roles and responsibilities of their positions, and provide regular supervision and support to staff?

Monitoring Results:

- The management team uses their knowledge, training, experience, and competencies to ensure high-quality service delivery. 1302.91(a)
- The management/organizational structure provides effective management and oversight of all program areas. 1302.101(a)(1)
- Managers provide ongoing supervision and professional development to support individual staff. 1302.101(a)(2); 1302.92(b)

Ongoing Monitoring and Continuous Improvement

Does the grantee use data to identify program strengths, needs, and areas needing improvement; evaluate progress toward achieving program goals and compliance with the the program performance standards; and assess the effectiveness of professional development?

Monitoring Results:

- Data are aggregated, analyzed, and compared to inform strategies for continuous improvement in all service areas and to identify risk. 1302.102(c)(2)(i)
- Information is used for ongoing monitoring and improvement of teaching practices, child-level assessments, family outcomes, health and safety practices, and other comprehensive services. 1302.102(c)(2)(iv)
- The grantee evaluates progress toward meeting program goals. 1302.102(b)(1)(i)

Program Governance

Does the grantee maintain a formal structure of program governance to oversee the quality of services for children and families and to make decisions related to program design and implementation?

Monitoring Results:

- The governing body members adopt practices that ensure active, independent, and informed governance of the Head Start agency. 642(c)(1)(E)(ii)
- The governing body members use data (both program data and external information) to oversee the provision of quality services for children and families and to ensure progress toward school readiness. 1301.2(b)(2)
- The governing body members oversee the agency's progress in carrying out programmatic provisions of the agency's grant application. 642(c)(1)(E)(iv)(V)(bb)

Does the policy council engage in the direction of the program, including program design and planning of goals and objectives?

Monitoring Results:

- The policy council members submit activities to support active involvement of parents in program operations and ensure the agency's responsiveness to community and parent needs. 642(c)(2)(D)(i)
- The policy council members use information to ensure the program is delivering quality services and to participate actively in the direction of the program. 1302.102(d)



Monitoring and Implementing Quality Education and Child Development Services

Alignment with School Readiness

Do the grantee's school readiness efforts align with the expectations of receiving schools, the Head Start Early Learning Outcomes Framework (HSELOF), and State early learning standards?

Monitoring Results:

- The grantee aligns school readiness efforts with the expectations of receiving schools, the HSELOF, and the State early learning standards. 1302.102(a)(3)
- The grantee understands expectations of the receiving schools and collaborates to promote successful transitions to kindergarten. 1302.71(a)
- The grantee implements strategies and practices to support successful transitions for children and families out of Early Head Start. 1302.70(a)
- The grantee uses data to show children are ready to meet the expectations of receiving schools. 1302.102(c)(2)(ii)-(iii); 1302.33(b)(1)

Effective and Intentional Teaching Practices

Do the grantee's teaching practices intentionally promote progress toward school readiness and provide high-quality learning experiences for children?

Monitoring Results:

- The grantee organizes activities, schedules, lesson plans, and learning experiences that are responsive to the children's individual developmental patterns and progressions as described in the HSELOF. 1302.31(b)(1)(ii)
- The grantee individualizes for children, including those who are not making progress toward school readiness. 1302.33(b)(2)
- The grantee provides nurturing and responsive learning environments for children, including ensuring environments promote critical thinking and problem solving, encourage children's engagement, and are communication- and language-rich. 1302.31(b)(1)(i)
- The grantee supports child-teacher interactions, socialization, development, and learning at all times, including daily routines and mealtimes. 1302.31(e)
- The grantee ensures the full inclusion of children with disabilities. 1302.61(a)
- The grantee uses strategies and activities to recognize bilingualism and biliteracy as strengths for children who are dual language learners. 1302.31(b)(2)
- The grantee promotes successful transitions for children entering kindergarten. 1302.71(d)
- The grantee supports teachers in providing effective classroom management and positive learning environments. 1302.45(a)(1)

Supporting Teachers in Promoting School Readiness

Does the grantee prepare teachers to implement the curriculum and support children's progress toward school readiness?

Monitoring Results:

- The grantee assists education staff in using data to individualize learning experiences to improve outcomes for all children. 1302.92(b)(5)
- The grantee supports staff in effectively implementing curricula, monitoring curriculum implementation, and ensuring fidelity. 1302.32(a)(2)
- The grantee identifies strengths, areas of needed support, and staff who would benefit from intensive coaching for all education staff. 1302.92(c)(1)
- The mental health consultant supports teaching practices through strategies to address teacher and individual child needs. 1302.45(b)(2)
- The grantee hires and retains teachers with the appropriate qualifications. 1302.91(e)(1-2)

Home-based Program Services

Does the grantee ensure home-based program services provide home visits, and group socialization activities provide high-quality learning experiences?

Monitoring Results:

- The grantee promotes secure parent-child relationships and help parents provide high-quality early learning experiences. 1302.35(a)
- The grantee provides developmentally appropriate, child-focused learning experiences that promote parents' ability to support their children's development and align intentionally to school readiness goals and the HSELOF (home visits and socialization). 1302.35(c); 1302.35(e)(2)
- The grantee promotes research-based strategies and activities that recognize bilingualism and biliteracy as strengths for children who are dual language learners. 1302.35(c)(4)



Monitoring and Implementing Quality Health Services

Child Health Status and Care

Does the grantee effectively monitor and maintain timely information on children's health status and care, including ongoing sources of health care, preventive care, and follow-up?

Monitoring Results:

- The grantee ensures children are up to date on a schedule of age-appropriate medical and oral health care (EPSDT). 1302.42(b) (1) (i)
- The grantee ensures ongoing care and extended follow-up care. 1302.42(c) -(d)
- The grantee ensures each child has an ongoing source of continuous health care. 1302.42(a) (1)
- The grantee educates, supports, and collaborates with parents to share information about the child's health and well-being. 1302.41(a)

Mental Health

Does the grantee support a program-wide culture that promotes mental health and social and emotional well-being, and uses mental health consultation to support staff?

Monitoring Results:

- The grantee ensures mental health consultation is available to collaborate with staff and families in a timely and effective manner. 1302.45(a) (2)
- The mental health consultant assists the grantee in implementing strategies to identify and support children with mental health and social and emotional concerns. 1302.45(b) (1)
- The mental health consultant supports staff and families in meeting mental health and social and emotional needs. 1302.45(b) (3)

Oral Health and Nutrition

Does the grantee maintain and monitor for effective oral health practices and nutrition services that meet the nutritional needs and accommodate feeding requirements and allergies?

Monitoring Results:

- The grantee promotes effective oral health hygiene by ensuring children with teeth are assisted in brushing their teeth once a day. 1302.43
- The grantee implements culturally and developmentally appropriate nutrition services, including meeting the nutritional and feeding needs of babies and young children. 1302.44(a) (1)
- The grantee posts individual child food allergies prominently where staff can view wherever food is served. 1302.47(b) (7) (vi)

Safety Practices

Does the grantee implement a process for monitoring and maintaining healthy and safe environments?

Monitoring Results:

- The grantee keeps all facilities safe through an ongoing system of preventive maintenance. 1302.47(b) (1) (ix)
- The grantee keeps all equipment and materials safe through an ongoing system of preventive maintenance. 1302.47(b) (2) (v)
- The grantee maintains a system for ensuring appropriate safety practices. 1302.47(b) (5) (i); 1302.47(b) (5) (ii); 1302.47(b) (5) (iii); 1302.47(b) (5) (iv); 1302.90(c)
- The grantee ensures all staff have completed the background checks prior to hire. Sec. 648A(g) (3)

Services to Pregnant Women

Does the grantee provide quality services that facilitate pregnant women's access to health care and provide information to support prenatal, postpartum, maternal, and infant health and emotional well-being?

Monitoring Results:

- The grantee connects women to comprehensive services and conducts newborn visits. 1302.80
- The grantee provides prenatal and postnatal education, supports parents during pregnancy, and works to reduce stress and maternal depression. 1302.81



Monitoring and Implementing Quality Family and Community Engagement Services

Family Well-being

Does the grantee collaborate with families to support family well-being, parents' aspirations, and parents' life goals?

Monitoring Results:

- The grantee supports family goal setting and tracks family strengths, needs, and progress toward goals. 1302.52(c)(3)
- The grantee provides resources that support family well-being, either within the program or through community partnerships. 1302.45(b)(5); 1302.50(b)(3); 1302.53(a)(2)(vi)

Strengthening Parenting and Parent-Child Supports

Does the grantee provide services that strengthen parent-child relationships and support parents in strengthening parenting skills?

Monitoring Results:

- The grantee implements family engagement strategies designed to foster parental confidence, including opportunities to connect with other parents. 1302.51(a)
- The grantee offers parents the opportunity to practice parenting skills and build on their knowledge. 1302.51(b)

Family Engagement in Education and Child Development Services

Does the grantee provide education and child development services that recognize parents' roles as children's lifelong educators and encourage parents to engage in their child's education?

Monitoring Results:

- The grantee helps parents support the learning and development of their children. 1302.50(b)(1)
- The grantee shares information with parents about their child's development and gathers information from parents about their child's development. 1302.34(b)(2)
- The grantee supports families in their transition into and out of Head Start. 1302.71(b)(2)
- The grantee prepares parents to advocate for their child. 1302.71(b)(1)
- The grantee supports parents of children with disabilities. 1302.62(b)
- The grantee supports parents in promoting the social and emotional development of their child. 1302.46(b)(1)



Monitoring and Implementing Fiscal Infrastructure

Budget Planning and Development

Does the grantee develop and implement its budget to sustain management, staffing structures, and the delivery of services that support the needs of enrolled children and families?

Monitoring Results:

- The grantee takes into account the program's goals and objectives when developing the budget to ensure the provision of comprehensive services and the continuity of care. 1302.101(a)(3)
- The governing body reviews and approves the annual operating budget. 642(c)(1)(E)(iv)(VII)(aa); 642(c)(1)(E)(iv)(VII)(bb); 642(c)(1)(E)(i); 642(d)(2)(A)-(I); 642(d)(3)
- The policy council is involved in the budget development process. 642(c)(2)(D)(iv); 642(d)(2)(A)-(I); 642(d)(3)
- The grantee's budget development process takes into account program goals and objectives to set priorities and make trade-offs, showing the program intentionally allocated resources to its highest priority goals and objectives. 1302.102(b)(1)(iii)

Ongoing Fiscal Capacity

Does the grantee plan and implement a fiscal management system that supports the organization's ongoing capacity to execute its budget over time and meet the needs of its organization?

Monitoring Results:

- The grantee analyzes fiscal needs when selecting a fiscal officer. 1302.91(c)
- The grantee identifies, assesses, and addresses risks such as natural disasters, child injury, and electronic theft, including insurance coverage, bonding, systems improvement, and other risk reduction measures. 1303.12; 1303.52(b)
- The grantee implements staffing and internal controls that support the program's financial management system. 75.303(a)(b) and (e)

Budget Execution

Does the grantee's financial management system provide for effective control over and accountability for all funds, property, and other assets?

Monitoring Results:

- The grantee effectively manages personnel compensation and fringe benefits. 653(a); 75.302(b)(4); 75.302(b)(3); 75.303(c); 75.303(d); 75.305(b)(1); 75.414; 75.430(i); 75.405(a); 75.441
- The grantee has a system for determining whether individual expenses are necessary, reasonable, allocable, and adequately documented. 75.302(b)(7); 75.328(a)(4)(5)(7); 75.328(b); 75.329(a)-(b); 75.403(a)-(g); 75.329(a)-(b); 75.332; 75.327(h)

Facilities and Equipment

Does the grantee comply with application, prior approval, and reporting requirements for facilities purchased, constructed, or renovated with Head Start funds?

Monitoring Results:

- The grantee ensured it received prior ACF approval for use of funds. 75.308(c)(1)(xi)
- The grantee filed or posted a notice of federal interest that reflects the use of funds. 1303.46(b)(1)-(4)
- The grantee maintains a complete inventory of all equipment purchased, in whole or in part, with Head Start funds. 75.320(d)(2)



Monitoring ERSEA: Eligibility, Recruitment, Enrollment, and Attendance

Determining, Verifying, and Documenting Eligibility

Does the grantee enroll children or pregnant women who are categorically eligible or who meet defined income-eligibility requirements?

Monitoring Results:

- The grantee maintains child files with an eligibility record that includes the child's eligibility category, documentation that staff completed an in-person or telephone interview with the family, and the documents used to determine eligibility for each child or pregnant woman. 1302.12(k)
- The grantee enrolls children who are categorically eligible or who meet defined income-eligibility requirements. 1302.12(c)
- At least 10 percent of the grantee's total funded enrollment is filled by children eligible for services under the Individuals with Disabilities Education Act, or the grantee has received a waiver. 1302.14(b)

Attendance

Does the grantee monitor and use attendance data to support families in promoting individual child attendance and inform program improvements where monthly attendance rates indicate systematic attendance issues?

Monitoring Results:

- The grantee has a system for tracking child attendance and monitors individual child attendance and the program's monthly average daily attendance. 1302.16(a)(1); 1302.16(a)(2); 1302.16(b)

Enrollment

Does the grantee send accurate monthly enrollment numbers to the Head Start Enterprise System (HSES)?

Monitoring Results:

- The grantee reports accurate monthly enrollment numbers to HSES. 1302.15(a)



Program Highlights

Program highlights include information about your program's unique or innovative service delivery.

Program Design

The grantee's strength lies in its ability to build partnerships with other community organizations that support positive changes for their children, families, and staff. The grantee's dedication to finding and implementing solutions to challenges is evident in its partnerships with the First 5 California state agency, a local college, medical providers and others.

Strengthening Mental Health and Disabilities Services

The Amador-Tuolumne Community Action Agency supports Mental Health and Disabilities through the implementation of the Teaching Pyramid framework curriculum.

The grantee serves many children experiencing multiple levels of social-emotional concerns and disabilities. Recent Community Assessment data shows an increase in the levels of poverty, unemployment, substance abuse, and housing shortages as factors affecting the children and families. Of the grantee's total enrollment, 25 percent of children have a diagnosed disability and 22 percent of children have identified behavior challenges, the latter up from 9 percent in 2017. In addition, the results of teacher surveys indicated the number one training need is how to better support children who have challenging behavior and/or disabilities and two teachers resigned because they felt that they could not handle the behaviors of the children. To support the staff and families, the grantee accepted an opportunity through their partnership with Amador and Tuolumne County First 5 California IMPACT (Improve and Maximize Programs so All Children Thrive) to have three staff participate in training to become trainers and certified coaches for The Teaching Pyramid framework. The Teaching Pyramid framework was developed by the Center on the Social and Emotional Foundations for Early Learning (CSEFEL) and enhanced for California by WestEd. Data shows that when early childhood educators are trained in the Teaching Pyramid, preschoolers demonstrate greater emotional literacy, social competence, and fewer behavioral challenges. The trainer and coaches are working with an initial group of 15 teachers as they are being observed by the CSEFEL during their instruction and implementation of the training.

Teachers involved in this initial group are learning ways to promote the social-emotional development of children and families using preventive strategies and to recognize the need for more intensive interventions when children have significant social-emotional needs and challenging behavior. The trainer and coaches are going into the classroom to help teachers implement the strategies with fidelity. Two strategies teachers have been coached on are Visual Schedules and Positive Descriptive Acknowledgement (PDA). After viewing videos the coaches had made of the teacher-child interactions, teachers realized that the training would help improve their implementation of the strategies. The initial reactions from teachers are positive and they have begun to increase their use of the strategies.

Program Management

The grantee is addressing chronic staff shortage in a variety of ways. The grantee utilized a variety of strategies to recruit and retain staff. The grantee stated they have struggled with hiring and retaining qualified teaching and family services staff which forced the closure of two centers. Since 2016, the grantee turnover rate of positions included 44 percent for teachers and 24 percent for Family Advocates. This turnover has caused stress for the remaining staff to provide services to additional families, as well as, the additional burdens associated with bringing on new employees such as the cost of training and building trust between staff and families. The grantee found there were a variety of reasons staff were leaving such as being recruited to other early childhood programs or the state's transitional kindergarten programs; pregnancy or caregiving needs; moving out of the area; the stress of working with children with challenging behaviors; and poor job performance.

Two recruitment and retention strategies the grantee has found successful included developing an entry-level position of Center Assistant that required a high school diploma, and an Early Childhood Education Teacher Apprenticeship program through a partnership with Columbia College, which is a local community college. There are currently seven Center Assistant positions, five are filled by current or former Head Start parents. In addition, former Center Assistants have been promoted within the organization. Two are now managers, one is in maintenance and three are teachers. The Apprenticeship program was started due to a shortage of teachers, including early childhood teachers across the State. The program is designed to help students receive a California Associate Teacher Permit and 12 units of Early Childhood Education in two years. Students in the program take classes either at the college or online, receive help (financially, counseling) and spend 20 to 25 hours a week working in one of the grantee classrooms. The grantee has partnered with the college and benefited by the increased number of adults in the classrooms and many of the apprentices have transitioned into grantee full-time staff.

The methods are also resulting in the staff reflecting the population they serve. One-third of the grantee staff are now current or former Head Start parents. Another unintended benefit to the program is the increase in the number of bilingual staff that is available to support the increasing Hispanic population being served by the grantee. In the past 10 years, the program has increased the number of Spanish speaking staff from 0 to 10 percent, which mirrors the increase in dual language children in the program. These activities have helped the program improve employee recruitment and retention, as well as provide employment opportunities in their communities.

Child Health Status and Care

The grantee was successful in locating services and supporting families to ensure 100 percent of Head Start children and pregnant moms had dental and medical homes and insurance.

The Family Services team focused on helping families connect to medical and dental services. Family Services staff created strong relationships that helped to engage families with the program and reach their health-related goals. This was significant given the scarcity of dentists and pediatricians in the service region that accept Medical and the lack of public transportation. The grantee followed up with families to ensure appointments were kept using text message reminders, provided transportation to appointments, with parent consent sent and received health documents from providers, and information showing the importance of health/dental provider relationships were shared at Parent Meetings. Examples include how a Home Visitor supported a mother experiencing a high-risk pregnancy who had no transportation. The doctors in Tuolumne County would not consider delivering the baby anywhere in the region due to the risk involved for the mother and baby. The Home Visitor worked with the mother and her local doctor to get a referral to a perinatologist at the University of California San Francisco (UCSF) Medical Center. The Home Visitor transported the mother to the UCSF Medical Center twice- once for her pre-delivery work up and again for her scheduled C-section. After a safe and healthy delivery, the Home Visitor helped the mother to arrange transportation back to Tuolumne County. Another example is how Family Advocates facilitated the process of helping families find medical and dental homes by collecting applications from the providers, helping the families complete the applications, make appointments, and provided transportation. Not only did this help the children, but the family members also established medical and dental homes. Data showed that at the beginning of the school year 69.4 percent of children had insurance, 74 percent a medical home, 60.1 percent a dental home and 71.1 percent up-to-date immunizations. Due to the grantee's efforts to improve these statistics, at the end of the school year, all of these areas were at 100 percent of children.

ATCAA Federal Review
CLASS SCORES

CLASS Domain	Dimension	Office of Head Start Statistics from 2018 Program Reviews	ATCAA Preschool CLASS scores from 2019 Review
Emotional Support	Positive Climate	6.04	6.43
	Negative Climate	1.06	1.00
	Teacher Sensitivity	5.90	6.14
	Regard for Student Perspective	5.44	6.07
Classroom Organization	Behavior Management	5.99	6.21
	Productivity	6.10	6.50
	Instructional Learning Formats	5.29	5.93
Instructional Support	Concept Development		
	Quality of Feedback	2.44	3.07
	Language Modeling	2.98	2.71
		3.46	3.93

ATCAA Preschool CLASS scores from 2019 Review Domain Scores	
CLASS Domain	
Emotional Support	6.41
Classroom Organization	6.21
Instructional Support	3.23

Office of Head Start Statistics from 2018 Program Reviews			
National Distribution of Domain Scores			
CLASS Domain	Lowest 10%	Median	Highest 10%
Emotional Support	5.66	6.09	6.45
Classroom Organization	5.28	5.82	6.28
Instructional Support	2.31	2.89	3.71

ATCAA Fiscal Officer Narrative – February 2019 p1

ATCAA is in the eighth month of its fiscal year – programs should have 33% of their budgets remaining.

Cash flow issues are now based on higher spending on slower paying housing contracts and the usual water contracts. Our \$400,000 Line of Credit was renewed through January 2020.

California Homeless Emergency Aid Program (HEAP) funding of \$1.2 million is in process of being spent. The new State California Emergency Solutions and Housing Program (CESH) contract (\$524k over 5 years) has not yet been received.

The Targeted Case Management (TCM) audit appeals may be turning our way – we are sending a letter to confirm a settlement that will lower our liability by about 90% for the first year. Remaining years may follow the same pattern.

Housing – Denise Cloward

Issue: homeless prevention funds low

Community Dev. Block Grant (CDBG): Tuolumne only – \$50k in shelter funds being spent; Tuolumne County applying for \$75k in Housing Stabilization funds.
Emergency Shelter Grants (ESG): Shelter contract spending normally, homeless prevention and rapid rehousing funds spent; new contracts have been approved, waiting for permissions to expense.
CalWorks – Amador started in Sept with spending catching up. Calaveras client funds are spent - accepting no new clients, Tuolumne spending on track.
Continuum of Care: ATCAA still administering, with more formalized governance going forward. CESH and HEAP funds will require new hires in Amador and Tuolumne.
Varley Place: 2 vacant units on 3rd floor, VASH funds are being received timely.
CACFP: supplements shelter food costs – normally needs about \$1,000 monthly from operations
Carter St/Rose quartz: vacancies need filling

Food bank – Deni Avery

Issue: new funding available

Community Dev. Block Grant (CDBG): \$175k being spent; Tuolumne County applying for \$195k/year, with contract due July.
Emergency Food Assist. Program (EFAP): \$45k only pays for staff to handle free Fed commodities
State EFAP: \$43k in coming year only pays for California food, being spent evenly
Sonora Area Foundation: Bridging the Gap \$50k helping plug CDBG timing gap.
Pantries: pays for food on a per pound basis

ATCAA Fiscal Officer Narrative - February 2019 p2

Energy – Joe Bors **Issue: water projects cash flow**

Low Income Heat & Energy Assist Program (LIHEAP): weatherization & PGE assist – consistent funding, slower payments are affecting cash flow
DOE: small, consistent
TCRCD DWR water conservation: all water makes up half of the line of credit balance
Prop 84 water: slow paying
DWR water direct: slow paying

Amador youth – Pat Porto **Issue:**

Child Abuse Treatment (CHAT): spending within budget
IDA: \$15k for foster youth

Tuolumne youth – Bob White **Issue:**

Friday Night Live (FNL): spending within budget
Mentoring: spending within budget
Suicide prevention: spending within budget
Opioid safety: underspent – new contract got a no-cost extension to fiscal year end
Youth Empowerment Solutions (YES) partnership: fundraising success

Community – various **Issue:**

Central Sierra connect: 3 year grant, \$73k/year for broadband – underspent in 2018
Lifeline: consistent, now running a surplus inception to date 2/28/19
Community Services Block Grant (CSBG): \$35k in discretionary funds runs through May 2019; application for new contract at same level approved
CSBG Earned Income Tax Credit (EITC): spending well on \$110,000 – contract ends in June

Early Child Services – Marcia Williams **Issue:**

Head Start/Early Head Start: spending within budget, Feb monitoring went well
Latino outreach: spending within budget
CACFP: supplements Head Start food costs, normally needs about \$1,000 monthly from operations
Cal State Preschool Program (CSPP): higher funding/child, projections looks to spend contract completely
Family Learning Center (FLC): spending within budget

Administration – Raj Rambob **Issue:**

2018-19 year surplus at +\$9k through 2/19. Increased indirect rate provide higher offset revenue, uncertain savings with change in executive director.

Health insurance/special projects **Issue: increasing health expenses**

Health fund lower due to higher costs: 2018-19 year shortfall at -\$4k through 2/19; spending on yellow bldg. needed - \$90k available



OFFICE OF HEAD START

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-19-01	2. Issuance Date: 03/06/2019
	3. Originating Office: Office of Head Start	
	4. Key Words: Disaster Relief; Recovery Efforts; Displaced Families; Homeless; Hurricanes; Natural Disasters; Wildfires; Tornadoes; Typhoons; Earthquakes; Tropical Storms; Cyclones; Volcano Eruptions; Mudslides	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Agencies and Delegate Agencies in Areas Affected by Disasters

SUBJECT: General Disaster Recovery Flexibilities

INFORMATION:

The Administration for Children and Families (ACF) and the Office of Head Start (OHS) are very concerned about the devastation resulting from disasters affecting Head Start programs, children, families, and staff. In the event of a significant disaster, such as a hurricane, wildfire, or tornado, OHS is removing barriers to make it easier for Head Start agencies to meet the needs of affected children and families, especially newly homeless children and families. Head Start programs serve a critical role in the recovery of impacted communities.

First, Head Start programs are urged to begin taking steps to resume services. Even if facilities are inoperable, program staff can support families in meeting their basic needs, including nutrition, health, and mental health support, and alternative care for their children. Second, programs that have operable facilities are encouraged to allow displaced Head Start families supervised access to those facilities, including kitchens, napping areas, computer labs, bathrooms, laundry, and power sources for recharging phones and other communication devices. Grantees are encouraged to support families in accessing local, state, and federal relief and leveraging their community partnerships and resources to support other relief efforts.

Serving Additional Eligible Head Start Families

Grantees near impacted areas are encouraged to assess how their services and resources might be used or shared to assist others affected by these disasters. Please consider your physical resources (e.g., facilities, equipment, supplies) and your human assets (e.g., staff, physicians, social workers, mental health personnel) that might be of assistance. In some cases, Head Start-eligible children and their families might relocate to your community from other communities or close by states that were devastated by disasters.

Administrative Flexibility

OHS will rely on the judgment of governing bodies and program administrators at the community level to determine the most expeditious steps necessary to resume services. Individual states may waive some aspects of licensing requirements post-disaster, and programs are encouraged to contact their state licensing representative or Regional Office for guidance.

In some circumstances, if a grantee is unable to comply with a Head Start standard as a direct result of a disaster, OHS will consider a waiver of that standard to the extent allowable by law. However, no Head Start standard or requirement will be waived where failure to comply endangers the health and safety of children or constitutes fraud or misuse of federal funds. Grantees must be able to assure the safety of children and financial accountability for funds and property.

Safe Environments

Grantees are encouraged to be sure that services are resumed only when children can be safely served in their centers and outdoor play areas. Programs must also ensure safe work environments for staff, including in administrative offices.

The following resources are available to provide information on best practices for disaster clean-up and safety practices.

Flood Cleanup to Protect Indoor Air Quality provides basic information from the Environmental Protection Agency (EPA) about how to clean up after a flood and prevent indoor air problems.

A Brief Guide to Mold in the Workplace bulletin assists employers in providing a safe and healthful workplace. Pursuant to the Occupational Safety and Health Act, employers must comply with hazard-specific safety and health standards and regulations from the Occupational Safety and Health Administration (OSHA), or by a state with an OSHA-approved state plan. In addition, pursuant to Section 5(a)(1), the General Duty Clause of the Act, employers must provide their employees with a workplace free from recognized hazards likely to cause death or serious physical harm.

OSHA Fact Sheet: Mold Hazards during Disaster Cleanup offers information on clean-up procedures, personal protective equipment (PPE), and practices to protect workers in moldy environments.

Mold Remediation in Schools and Commercial Buildings provides printable instructions from the EPA for clean-up and remediation of molds and moisture-related problems in schools and commercial buildings.

All state child care licensing requirements related to re-opening centers post-disaster must also be met before service in centers is resumed. Consult local and state health authorities for further information and be aware of flood recovery information available from the U.S. Centers for Disease Control and Prevention (CDC), which includes information and helpful links to other resources: <https://www.cdc.gov/features/flood-safety/index.html>

Eligibility, Recruitment, Selection, and Enrollment

Grantees in impacted areas that offer both Head Start and Early Head Start may serve eligible impacted children ages birth to 5 within their overall funded enrollment and are not restricted to the current funded enrollment slots assigned to each program. Grantees in impacted areas that do not currently offer Early Head Start but have appropriate space and staff qualified to serve infants and toddlers may contact their Regional Office about the potential to serve displaced infants and toddlers. Head Start programs that do not have qualified infant/toddler staff are encouraged to work with local programs that may have space for infants and toddlers or offer home visiting programs. As we work together to serve affected children and families, we must do so in ways that do not put children at risk.

Any age-eligible child from a family that has had to abandon their home because of the disaster should be considered homeless under the definition of "homeless children" in the McKinney-Vento Homeless Assistance Act. These children are eligible for Head Start services due to loss of housing or the fact they are living in emergency shelters or sharing housing with family or friends.

If a displaced family does not have the eligibility documentation in-hand, programs should be flexible in accepting signed statements from the family attesting to necessary eligibility information.

Program Options and Hours of Program Operations

In the event of a disaster, OHS will, for the remainder of the school year, allow any grantee in or near the affected area to serve impacted or displaced children in any program option or options without obtaining advance approval. This applies to a conversion of a program segment, such as a center, to another program option so programs can accommodate as many children as possible. This time-limited exception to required procedures for obtaining OHS permission to convert services to a different program option as a "change to the scope or objectives of a program" under 45 CFR §75.308(c)(1)(i) is based on the need for programs to act quickly in response to a large-scale and widespread emergency situation in order to ensure children's safety and well-being. Also for the remainder of the current school year, significantly affected programs may add or reduce hours or days of program operations without obtaining prior approval as long as the changes can be justified. Finding creative ways to reach out and serve these families is encouraged.

Grantees are required to notify their Regional Office of the actions taken as soon as it is practical using the Head Start Enterprise System (HSES) correspondence.

Space, Class Size, and Ratios

Adequate classroom space may be a challenge post-disaster as programs strive to serve children displaced by the disaster. In order to provide grantee services within an area subject to an emergency or disaster designation under applicable local, state, or federal law, it's required to be as responsive as possible to these children and their families. This communication constitutes waiver approval, as described under **45 CFR §1302.24(c)(1) and (2)**, for such grantees to exceed the class size and group size requirements of **45 CFR §§1302.21(b) and 1302.23(b)**. This is in effect as long as grantees maintain appropriate adult to child ratios and comply with state and local licensing

requirements, except when the state or local licensing agency waives these requirements, in which case grantees would not need to comply with the waived requirements.

In cases where grantees cannot comply with square footage requirements for centers in 45 CFR §1302.21(d)(2) during a temporary disaster recovery period, compliance with a less stringent state or local standard will be regarded by OHS as evidence of a good faith effort to comply with the Head Start standard to the degree possible.

Grantees are required to notify their Regional Office of the actions taken as soon as it is practical to do so using HSES correspondence.

Additional Classroom Staffing and Teacher Credentials

When using funds from existing operating budgets, programs may temporarily open additional classrooms to serve displaced children now considered homeless under the McKinney-Vento Act or children whose Head Start programs have closed due to damage. In addition, programs are encouraged to give priority to hiring staff displaced from other programs when hiring new classroom staff. All staff working directly with children must be eligible for employment under applicable criminal background check requirements under the Head Start Act and state childcare licensing requirements.

Health and Mental Health Services

Addressing the health and mental health of children, families, and staff impacted by a disaster is critical to the recovery process. Children, families, and Head Start staff may experience stress and even trauma related to a hurricane or other disaster. These effects can be short- or long-term, and responses may vary across individuals. Grantees are encouraged to work with local agencies and partners to assure that all affected children receive needed health and mental health services as quickly as possible. When enrolling newly homeless children, programs must make best efforts to ascertain children's health status and immediate needs. Programs are also encouraged to work cooperatively to share children's records with local health care providers and those who may be serving displaced children in other locations.

The following resources are available to assist programs in responding to a disaster, as well as preparing for any future emergencies.

The **Emergency Preparedness Manual for Early Childhood Programs** addresses response and recovery as well as preparation.

Psychological First Aid (PFA) is an evidence-informed approach for assisting children, adolescents, adults, and families in the aftermath of disaster. The field manual includes handouts for parents, caregivers, as well as children birth to 5.

Children's Responses to Crises and Tragic Events is a tip sheet identifying what behaviors young children may display after a tragic event. Knowing what to look for can help programs determine when to get children the support they need.

Helping Your Child Cope After a Disaster provides families and staff with tools to help a child after a disaster or crisis. Children benefit when adults assure them that they are safe and help them learn how to cope effectively.

Nutrition

Following disasters, the U.S. Department of Agriculture (USDA), Food and Nutrition Services (FNS) may provide additional flexibilities for Child Nutrition Programs, including the Child and Adult Care Food Program (CACFP). For example, FNS has the authority to consider requests from state FNS agencies to waive meal pattern requirements for CACFP for a period of time following a disaster. For the latest information on disaster-related flexibilities in your service area, please visit <https://www.fns.usda.gov/disaster/>.

Children with Disabilities

When serving displaced children, programs should acquire the Individualized Education Plans (IEPs) or Individual Family Service Plans (IFSPs) to assure the least possible disruption of these critical services.

Fiscal Management

Recovery Costs:

Grantees are expected to seek out and apply for all available national, state, and local disaster recovery funding. Insurance policies should be carefully reviewed to determine the extent to which losses may be covered. Insurance claims should be submitted promptly with regular follow-up on claims status. Insurance proceeds received because of losses related to Head Start-funded property must be spent on allowable program and recovery expenses.

If necessary, affected grantees may use funds already awarded for program operations and training and technical assistance (T/TA) to support needed recovery efforts (see Budget Modifications below). If OHS receives disaster relief funding, that funding may be used to replace program operation and T/TA funds re-directed to post-disaster recovery and resumption of services. Grantees should be mindful of budget consequences when using the program and T/TA funds for recovery activities to assure sufficient program operations and T/TA funding remains available for ongoing provision of services.

Budget Modifications:

It is anticipated that funds awarded for program operations may need to be re-directed to different budget categories to address post-disaster clean-up, repairs, health and safety issues, replacement of damaged equipment, furnishing and supplies, and other costs associated with resumption of services. Within a fiscal year, grantees may re-budget up to the lesser of \$250,000 or 25 percent of their annual funding between budget categories without prior written approval. In the event that re-budgeting in excess of the noted amount is needed, a revised standard form (SF)-424 and prior written approval is required per 45 CFR §75.308(b). Equipment purchases covered by 45 CFR §75.308(c)(1)(xi) require prior written approval.

Staffing and Wages:

Program staff and volunteers may have suffered personal and property losses because of the disaster. Employees may not be able to reach their work locations and centers may be closed for extended periods of time. Grantees should consider federal and state labor laws to determine whether they are required to compensate staff unable to work on account of inclement weather. The U.S. Department of Labor website provides helpful information about disaster related benefits and support: <https://www.dol.gov/general/hurricane-recovery>

Laid-off employees should be encouraged to apply for unemployment compensation benefits and any other financial assistance available to support dislocated workers. With tasks that can be performed off-site, employees may be allowed to temporarily work from home during the disaster recovery period. Employees who take on new job responsibilities during the disaster recovery period, such as contacting parents or cleaning up centers, can be paid their regular wages for such work. Reasonable amounts of overtime may be paid if necessary to support recovery activities. Employees and volunteers should engage in clean-up and other on-site recovery activities only with appropriate supervision and safety gear.

To facilitate the retention and availability for recall of employees when services resume, employees laid off on account of the disaster may be paid their regular wages (allocated for shared employees) from Head Start funds for up to two weeks (80 hours for hourly employees, one half of the regular monthly salary for salaried employees) if they are unable to engage in other employment activities, such as those noted above.

Equipment:

Replacement of equipment needed for classroom operations, transportation, and nutrition services is critical to resumption of services in affected areas. Prior written approval is required for replacement of equipment with a per-unit cost of more than \$5,000. ACF will consider whether to provide blanket pre-approval for purchase of equipment without prior approval. The funding may be increased for grantees in the affected area in order to facilitate faster replacement of damaged or destroyed items. Guidance on any flexibilities related to the purchase of equipment will be released separately.

Procurement:

Programs may experience post-disaster scarcity of materials and labor needed for recovery, particularly in construction services. Grantees are encouraged to seek out reputable, licensed, local contractors to assist in recovery efforts. In consideration of the emergency and the pressing need to move forward with recovery activities, vehicle replacement, equipment, furnishing, materials, supplies, and minor repairs and renovations related to these disasters which do not require compliance with **45 CFR §1303—Subpart E** may be undertaken by non-competitive proposals as allowed in 45 CFR §75.329(f)(2) for up to 12 months following the date of this Information Memorandum (IM).

Procurement requirements, as noted in 45 CFR §§75.329–75.335, must be followed and a complete SF-429 in compliance with 45 CFR §1303—Subpart E must be submitted for purchase, construction, or major renovations as defined in **45 CFR §1305.2**. Please note that the SF-429s must be submitted in the On-Line Data Collection (OLDC) system. Grantees are reminded that the cost of goods and services must be reasonable because of post-disaster conditions. Additionally, they must retain adequate documentation of all disaster recovery expenses and note their relationship to post-disaster recovery.

Davis-Bacon Act:

Unless waived in disaster relief legislation passed by Congress, the Davis-Bacon Act applies to covered

construction activities in excess of \$2,000. Davis-Bacon Act compliance information can be found at <https://www.dol.gov/whd/govcontracts/dbra.htm>.

Information on Damage and Recovery

Collecting accurate data on damages and recovery costs is critical. Impacted Head Start facilities should be inspected as soon as safely possible. Staff is strongly encouraged to use appropriate safety precautions when visiting centers that have experienced flooding, including the use of an N-95 National Institute for Occupational Safety and Health (NIOSH)-approved disposable respirator, gloves, and eye protection. Grantees should prioritize those repairs that must be completed before the facilities can re-open.

OHS Regional Office staff will be in close communication about recovery efforts. It is very important that accurate data is submitted as soon as the projected costs of these repairs are received. The following information will be particularly helpful:

- Did the center experience flooding or other damage?
- Was the structure of the center damaged (e.g., windows blown out, serious roof damage, exterior walls damaged, foundation settled, floodwater over 2 feet in depth at highest point)?
- What non-structural damage did the center experience (e.g., playground flooded, soaked flooring, minor roof damage, floodwater less than 2 feet in depth at highest point, some windows broken)?
- Were supplies and furnishings damaged at the center?
- Were buses or other vehicles at the center damaged directly or submerged over wheel-depth in water? How many?

While information on the potential recovery funds for Head Start is typically not available immediately following a disaster, having accurate information will help to inform federal recovery efforts. In the event of extensive power outages post-disaster, OHS will also grant extensions to those grantees affected by the recent disaster and recovery efforts by submitting SF-425s, SF-429s, End of Month Enrollment Data, and refunding applications due during or shortly after the period of the power outage. Notify your Regional Office to submit an extension.

Next Steps

OHS recognizes the incredible commitment and strength of program staff across the country. ACF and OHS will assist and support in every way possible. National and Regional ACF staff will be available to help coordinate services among the Head Start programs in neighboring communities and the federal, state, and local entities with which you collaborate. If programs encounter other obstacles in responding to children and families in need or to partnering with local education agencies or child care agencies, aside from those included in this IM, please let your Regional Office know so we can work together to resolve those barriers. Additionally, monitoring schedules will be adjusted, as necessary, for programs impacted by a disaster.

Lastly, this IM focuses on what you can do with the funding you have or can leverage through other sources. If Congress appropriates supplemental recovery funds for Head Start, OHS is committed to work expeditiously to communicate the process for applying for relief funding.

Thank you so much for doing all you can to help children, families, and staff who have experienced such disruption and loss.

/ Deborah Bergeron /

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