



Interoffice Memorandum

June 2, 2021

AGENDA ITEM

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

THRU: Lonnie C. Bell, Jr., Director *Lonnie C Bell*
Community and Family Services Department

FROM: Sonya L. Hill, Manager *Sonya L Hill*
Head Start Division
Contact: Sandra Ruff, (407) 836-6504
Sonya Hill, (407) 836-7409

SUBJECT: **Consent Agenda Item – June 22, 2021**
Orange County Head Start Program Application for Federal Assistance
Five-Year Grant (Year 2) FY 2020-2021

The Head Start Division requests approval of the Application for Federal Assistance between the Administration for Children and Families, Office of Head Start and Orange County. The total federal grant request is \$14,301,993 and includes \$156,870 for training and technical assistance. The required non-federal match in the amount of \$3,575,498 is derived from parent volunteerism, donation of goods and services, lease agreements, and County support.

ACTION REQUESTED: Approval of Orange County Head Start Program Application for Federal Assistance Five-Year Grant (Year 2) FY 2020-2021 between Orange County and Administration for Children and Families Grant No. 04CH011834, Office of Head Start in the amount of \$14,301,993 for the continued operation of the Head Start Program. The required non-federal match in the amount of \$3,575,498 is derived from parent, volunteerism, donation of goods and services, lease agreements, and County support.

SH/smm:jamh

Attachment

c: Carla Bell Johnson, Assistant County Administrator
Kurt Petersen, Manager, Office of Management and Budget
Auria Oliver, Management and Budget Advisor, Office of Management and Budget
Jamille Clemens, Grants Supervisor, Finance and Accounting
Yolanda Brown, Manager, Community and Family Services



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

May 08, 2021

Grant No. 04CH011834

Dear Head Start Grantee:

An application for funding for the upcoming budget period must be submitted by July 1, 2021.

The following table reflects the annual funding and enrollment levels available to apply for:

| Funding Type | Head Start |
|-----------------------------------|---------------------|
| Program Operations | \$14,145,123 |
| Training and Technical Assistance | \$156,870 |
| Total Funding | \$14,301,993 |

| Program | Head Start |
|---------------------------|-------------------|
| Federal Funded Enrollment | 1,536 |

Period of Funding: 10/01/2021 - 09/30/2022

Application Submission Requirements

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)* for a continuation application. It must be submitted on behalf of the Authorizing Official registered in the HSES.

Incomplete applications will not be processed.

Application Instructions are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the "Resources" section of the HSES.

Please contact Sherice Horton, Head Start Program Specialist, at 404-562-2822 or sherice.horton@acf.hhs.gov or James Youngs, Grants Management Specialist, at 404-562-2921 or james.youngs@acf.hhs.gov with questions regarding the *Application Instructions*.

For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-4737.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the current budget period.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,

/Heather Wanderski/

Heather Wanderski
Regional Program Manager
Office of Head Start

Section II. Budget and Budget Justification Narrative

Justify the budget by addressing the following:

1. *Staffing*

The OCHS staffing structure is separated into several units; Administration, Education, Medical & Dental, Mental Health & Disabilities, Parent Family and Community Engagement and Facilities. Each staff is assigned to a particular unit that represents their position. This helps to provide oversight of expenditures in each area as well as to ensure proper planning and management of fiscal resources.

Salary Structure Increase

A 3.5% salary increase is planned for 2021-2022. Retirement increased from 10% to 10.66% along with a \$1,400 increase in insurance. County financial support in the amount of a \$2 million contribution from general funds will help the program continue to reward employees with competitive wages.

Travel and Training

Out of county travel was non-existent in 2020-2021 as Covid-19 still required travel restrictions. There were many virtual trainings which helped make access to quality training more available. Many agencies decreased training prices allowing more staff to participate in training. A big focus for the year was extensive High Scope and Teachstone training. It was important to invest in our teachers, especially with the teachers adjusting to teaching in a virtual environment. The trainings will also enhance the teacher's ability in preparation for a face-to-face year in 2021. For many teachers, the basics of our curriculum were taught differently in a pandemic. Preparing our teachers for the

traditional classroom will better prepare our teachers to provide quality education and support entering the 2021-2022 school year.

General Operations

General operations efficiency has increased during 2020-2021. During this year, we have implemented a pick-up/delivery schedule that has helped all 22 centers plan and be served better. Maximo, a warehouse inventory system was launched. The system has improved communication and the ability for centers to communicate their needs and the procurement of items needed for success in the classroom. Our maintenance team has implemented a preventative maintenance program for both classrooms and the play areas

2. *Food Service Contract*

Food and Dietary total are estimated to be \$1,882,514 in 2021-2022. Contractual agreements are in conjunction with the Child Care Food Program (CCFP) which will provide over \$1.8 Million in reimbursement funds to the program. Orange County Public Schools contracts with OCHS will provide meals for 9 public school locations. The remaining 13 centers are supported by an approved caterer through the CCFP.

Second Harvest Food Bank (SHFB), the Head Start state certified food vendor, has offered a long-term partnership with the program. Some of the highlights include a paid food handler program for parents who want to gain skills for the service industry here in Central Florida. The parents who complete the 14-week program receive a certificate and job placement services and upon graduation, SHFB has also provided training to all staff on food safety, healthy food, meal plans and other resources that support families.

OCHS currently has a Lease with Orange County Public Schools (OCPS) to operate at 12 sites on school campuses, which consists of more than 32 classrooms in the 2021-2022 school year. The lease includes classroom space, electricity, janitorial, maintenance and administrative services for the classrooms.

In October 2021 the children returned to Lila Mitchell Head Start after HVAC renovations were completed. Prior to the return, Head Start along with support from the community, painted classrooms, replaced floorboards, placed new signage, and deep cleaned classrooms using MicroShield 360; an agent that destroys viruses and germs including Covid-19. The bathrooms for the children were updated by the county with touchless toilets, sinks and hand towel dispensers.

OCHS facilities have implemented a strong preventative maintenance program. We have been able to successfully maintain our playgrounds and food service machines at a low cost. Most exciting is that we are increasing safety at all our campuses. It is the program's intent to apply for the 1303 application to start exploring construction of County owned facilities and relying less on leased property. The program can utilize more land and space to operate its program. Emphasis will be placed on designing technologically advanced, state-of-the-art centers. The program's goal is to design environments to be more inviting and welcoming to families than the typical community center design.

In addition to its efforts to move towards new innovative building plans, OCHS has received the 2018 Disaster Recovery grant funds for communities affected by named hurricanes. Currently, the Request for Proposal is in review and will soon be advertised to build 4 new playgrounds for children. Construction at the John Bridges Head Start has

begun. Staff is working together on the design for the new classrooms in which we will pilot new technology and safe classrooms.

3. The COLA for 2020-2021 in the amount of \$170,491 was used to pay for higher operating costs and to support or fund the increase in staff salary and benefits. In February 2020, the Orange County Board of County Commissioners approved a 4.0% increase in salaries, a 1.74% increase in retirement and a \$1,200 per person increase for health insurance for all Orange County Government employees. All Orange County Head Start staff was included to receive these increases in insurance costs. Due to the pandemic, the 4% salary increase was rescinded but the retirement and insurance increase remained. Due to the increase which will come at a total estimated cost of \$396,736 for the 297 employees, Orange County Head Start will use the COLA increase to cover the retirement and insurance increase.

4. Orange County Government uses financial management software systems such as Advantage, Web Focus and PeopleSoft to account for grant funds, property, and assets. These systems allow gathering of transactions, expenditures and revenues to be viewed as necessary. These systems support documentation on programs progress, projections and spending in the program areas. This system does not allow for funds outside of Head Start to be circulated within grant funding. All funds are overseen independently from each other.

Orange County's Property Accounting Department of the Comptroller's office, uses a management system that records assets and ensures proper use. Annually, the department conducts an inventory check. For vehicles, Orange County Government Fleet

oversees vehicle assets and conducts maintenance and repairs. Orange County Facilities Management oversees county facilities, maintenance and repairs.

5. The Non-federal match is supported through several sources including a) Head Start's In-Kind and volunteer program, b) donations, c) County support, and d) the State of Florida Voluntary Pre-Kindergarten Program.

| Source of Non-Federal Match | Estimated Amount | Valuation Methodology |
|-------------------------------|------------------|---|
| In-Kind and Volunteer Program | \$ 1,900,000 | Amount expected to be collected from parent; former parents and volunteers in the center along with In-Kind donations to the classroom. |
| Donations | \$ 15,000 | Various Donors |
| County Support | \$ 2,000,000 | *Salary Support |
| FS VPK Program | \$ 1,252,800 | Provided by 540 hours per child (700) at rate |

Head Start's volunteer program did see a decrease in support during the pandemic. However, we have been working closer with our partners to capture hours and provide additional support. OCHS started volunteer Fridays, where parents and community groups can come and social distance while cleaning our playgrounds. The center managers have challenged each other to have the most volunteers at their sites participate to raise the most In-kind dollars. One of the most effective training hosted by fiscal was training our staff on how the match is important to our program and how each person who provides In-kind is contributing to the program.

Head Start has procedures and multiple levels of checks and balances to ensure In-kind is allowable, allocable and reasonable. Accuracy starts at the center level and is processed at the administrative level, where it is entered into ChildPlus for tracking and sent to Orange County Comptroller for final review.

OCHS has formal agreements that support the program, which includes the following:

- Adult Literacy League – Reading and literacy for parents
- University of Central Florida – Nurse and Social Work Interns
- Florida Transitions – Transition of children from Part C (IDEA) to Part B
- Early Learning Coalition – Coordination of Early Childhood Programs
- Orange County Library System – Story tellers and training for parents
- Urban League – Employability, financial literacy and child abuse prevention workshops
- Florida Department of Revenue – Child Support Services
- YMCA of Central Florida – Swimming Lessons
- Goodwill Industries – Job Training for Head Start Parents
- Swimming for Life/Straightforward Ministries – Swimming Lessons
- Fifth Third Bank – Financial Literacy
- Children’s Home Society – Transition between Early and Head Start
- Nemours Foundation – Vision and Hearing Screenings
- PNC Bank – Financial Literacy

Donations have provided classroom supplies, nutritional supplies, field trips and other support to Head Start. An example of support comes from A Gift for Teaching (AGT). Orange County Teachers from eligible high-need schools can shop once at AGT locations. Their goal is to reach as many teachers as they can, therefore offering several ways to get no-cost school supplies to the program so the program can impact students in need.

Orange County Government contributes \$2 million for the program, which is used to supplement salaries for Head Start staff. In addition to personnel support, Orange County provides services from fiscal to fleet for the Head Start Division to succeed.

The State of Florida Voluntary Pre-Kindergarten Program (VPK) is funded by the Florida Department of Education. The State of Florida guarantees a year of pre-kindergarten preschool education free of charge to Florida Department of Children and Families (DCF) Child Care Regulations, and accredited providers. The VPK program reimburses Head Start for every 3 instructional hours per day, provided by teachers and teacher assistants at the rate of \$4.54 per hour, at a max of 540 instructional hours per year. The estimated amount for 2021 -2022 School Year is \$1,252,800. VPK enrollment was low this year as Covid-19 has made registration and recruitment difficult. VPK reimbursement is a large portion of our teacher's salaries. The \$2 million support from the county has allowed us to meet our budget and sustain quality early education.

6. No waiver of the non-federal share match is required.

7. No waiver of the 15% limitation on development and administrative costs is proposed.

8. An enrollment reduction is not being requested.

9.a.b.c. **No conversion is being requested.**

10. No funds outside of prior approvals are being requested.

11. Funds are not being requested for equipment during the 2021-2022 FY. Procurement procedures followed for the purchase of equipment are as follows:

Equipment purchases over \$10,000 requires three (3) quotes to be submitted along with back up documentation to the Orange County Family Services Department Fiscal division. Back up documentation may include; scope of work, insurance, W-9 form, departmental memo or approvals. Once items are received, the Fiscal Program Manager will review, ensure funds are available in the Advantage System, and approve. The approval is sent to the Division Manager for final approval.

Submission of the purchase order is keyed into the Advantage system through the Fiscal Department and routed to purchasing for the completed purchase order to be sent to the vendor. All equipment over \$2,000 is required to be tagged for inventory through the Property Accounting Department of the Comptroller.

APPROVED BY ORANGE
 COUNTY BOARD OF COUNTY
 COMMISSIONERS

ORANGE COUNTY HEAD START DIVISION
 O H HS GRANT APPLICATION

5/28/2021
 12:35 PM

BCC Mtg. Date: June 22, 2021

PA22 FY 2021-2022

SECTION B - BUDGET CATEGORIES

I Personnel (Section B, Line 6a)

| Position | Total Salary | HS Allocation | USDA | | VPK Allocation | % Time Work | | # Hrs Per Day | |
|---|----------------|----------------|------------|----------------|----------------|-------------|---|-------------------------------------|--|
| | | | Allocation | Allocation | | OHHS Grant | | | |
| 1 Head Start Manager | 105,518 | 88,914 | | 16,605 | | 100% | 8 | Sonya Hill | |
| 1 Sr. Program Manager | 69,643 | 58,684 | | 10,959 | | 100% | 8 | Avis | |
| 1 Administrative Assistant | 46,823 | 39,455 | | 7,368 | | 100% | 8 | Sandra M | |
| 1 Administrative Facilitator | 38,686 | 32,598 | | 6,088 | | 100% | 8 | Lola | |
| 4 Administrative Specialist | 140,965 | 118,783 | | 22,183 | | 100% | 8 | Amanda, Cortina, Miguerline, Yvette | |
| 1 Business Unit Business System Analyst | 47,232 | 39,800 | | 7,433 | | 100% | 8 | Maria DeValle | |
| 1 Fiscal Program Manager | 61,549 | 51,863 | | 9,685 | | 100% | 8 | Sandra R | |
| 1 Sr. Fiscal Coordinator | 42,453 | 35,772 | | 6,680 | | 100% | 8 | Geoff | |
| 1 Sr. Monitoring & Evaluation Coordinator | 60,343 | 50,847 | | 9,496 | | 100% | 8 | Shauna | |
| 1 Monitoring & Evaluation Coordinator | 50,182 | 42,285 | | 7,897 | | 100% | 8 | Khristee, Vacant | |
| 2 Quality Assurance Coordinator | 84,906 | 71,545 | | 13,361 | | 100% | 8 | Renee, Vacant | |
| 1 Contract Administrator | 42,453 | 35,772 | | 6,680 | | 100% | 8 | Juan | |
| 1 VPK Administrative Specialist | 32,292 | 0 | | | 32,292 | 100% | 8 | Maria | |
| 2 Mentor Coaches | | | | | | 100% | 8 | | |
| 19 Total Administration | 823,045 | 666,319 | 0 | 124,434 | 32,292 | | | | |

| Position | Total Salary | HS Allocation | USDA Allocation | OC GFIFT Allocation | VPK Allocation | % Time Work OHHS Grant | # Hrs Per Day |
|---|-------------------|------------------|-----------------|---------------------|----------------|---------------------------|---------------|
| 1 Education Program Manager | 60,343 | 50,847 | | 9,496 | | 100% | 8 |
| 2 Field Oper Supervisor | 113,280 | 95,454 | | 17,826 | | | |
| 3 Education Coordinators | 166,411 | 140,225 | | 26,187 | | 100% | 8 |
| 1 Early Childhood Behaviouralist Specialist | 58,302 | 49,128 | | 9,175 | | 100% | 8 |
| 18 Center Supervisors | 756,516 | 519,261 | | 96,971 | 140,284 | 100% | 8 |
| 4 Center Supervisors | | | | | | 100% | 8 |
| 1 Registered Nurse | 62,087 | | | 9,770 | | 100% | 8 |
| 4 LPN | 176,461 | | | 27,768 | | 100% | 8 |
| 1 Sr Coordinator Nutrition | 51,926 | | 51,928 | | | 100% | 8 |
| 2 Assistant Nutrition Coord | 78,556 | | 78,558 | | | 100% | 8 |
| 1 Nutrition Consultant | 49,982 | 42,117 | | 7,865 | | 100% | 8 |
| 2 Cooks | 55,649 | | 55,649 | | | 100% | 8 |
| 4 Food Service Assistant | 93,461 | | 93,461 | | | 100% | 8 |
| 1 Family Services Program Manager | 60,343 | 50,847 | | 9,496 | | 100% | 8 |
| 3 Sr Family Service Worker (ERSEA inc) | 132,526 | 111,671 | | 20,855 | | 100% | 8 |
| 4 SR Family Services Worker (Health & Dis) | 230,307 | 194,065 | | 36,241 | | 100% | 8 |
| 26 Family Service Worker | 1,038,277 | 874,892 | | 163,385 | | 100% | 8 |
| 85 Teachers | 3,278,979 | 2,322,236 | | 433,675 | 523,069 | 100% | 8 |
| 112 Teacher Assistants | 3,055,118 | 2,523,888 | | 471,333 | 59,897 | 100% | 8 |
| 1 Maintenance Supervisor | 53,976 | 45,482 | | 8,494 | | 100% | 8 |
| 2 Maintenance Tech | 88,653 | 68,653 | | 10,803 | | 100% | 8 |
| 1 Warehouse Specialist | 33,799 | 33,799 | | 5,319 | | 100% | 8 |
| Casual Labor | 35,000 | \$35,000 | | | | | |
| Overtime | 20,764 | \$18,764 | 2,000 | | | | 8 |
| 272 Total Services | 9,730,717 | 7,176,331 | 281,591 | 1,364,658 | 723,249 | | |
| 291 Grand Total Salary | 10,553,762 | 7,842,650 | 281,591 | 1,489,092 | 755,541 | | |

II Fringe Benefits (Section B, Line 6b)

| Benefits | Total Benefits | HS Allocation | USDA Allocation | OC GFIFT Allocation | VPK Allocation |
|--------------------------------------|--------------------|--------------------|------------------|---------------------|------------------|
| FICA - 7.65% | 803,097 | 609,994 | 21,389 | 113,916 | 57,799 |
| Retirement Contribution - 10.66% | 1,119,088 | 836,026 | 29,804 | 158,737 | 80,541 |
| Life and Health - 15400 per employee | 3,788,414 | 3,095,388 | 138,600 | 238,255 | 316,171 |
| Total Fringe Benefits | \$5,710,599 | \$4,541,408 | \$189,793 | \$510,908 | \$454,511 |

Total Salary and Fringe Benefits \$16,264,361 \$12,384,058 \$471,384 \$2,000,000 \$1,210,052

0.1533145

III Travel (Section B, Line 6c)

| | Cost | | |
|----------------------|------|----------|-------------------------------------|
| Out of County Travel | 3420 | \$38,000 | Total Out of County Travel \$38,000 |

IV Equipment (Section B, Line 6D)

| | Cost | |
|------|------|---------------------|
| None | | Total Equipment \$0 |

V Supplies (Section B, Line 6e)

| | Cost | |
|--------------------------|------|------------------|
| Janitorial Supplies | 3170 | \$10,000 |
| Office Supplies | 4110 | \$35,000 |
| Misc Operating Supplies | 4115 | \$86,500 |
| Computer Equipment < 500 | 4121 | \$1,200 |
| Medical & Surg Supplies | 4143 | \$4,100 |
| Equipment < 1000 | 4123 | \$19,700 |
| Total Supplies | | \$156,500 |

VI Contractual (Section B, Line 6f)

| Name of Organization | Purpose | Period | Cost |
|-----------------------------------|------------------------------------|-----------|------------------|
| Rental For training facilities | Facility Use | 12 Months | \$3,370 |
| Orange County School Board | Facility Use | 12 Months | \$300,000 |
| Total Facilities Contracts | | 3620 | \$303,370 |
| Technical and Training Assistance | | | 3185 \$50,000 |
| Pamela Rowe | Speech Lang & Occupational Therapy | | 3195 \$13,333 |
| Kinder Consulting | Mental Health Therapy | 12 Months | \$13,333 |
| Therapy Essentials | Speech Lang & Occupational Therap | 12 Months | \$13,333 |
| Total Other Contracts | | | \$90,000 |
| Total Contracts | | | \$393,370 |

VII Construction (Section B, Line 6h)

None

VIII Other (Section B, Line 6h)

| <u>Items</u> | | <u>Cost</u> | |
|---|------|---------------------|----------------------|
| Field Trips | 4452 | \$16,973 | |
| Dues and Memberships | 4010 | \$17,981 | |
| Books CDs Videos and Subscriptions | 4020 | \$8,299 | |
| Food and Dietary | 4135 | \$301,506 | |
| Communications | 3720 | \$50,279 | |
| Maintenance of Building | 3810 | \$88,403 | |
| Maintenance of Equipment | 3820 | \$42,544 | |
| Software Licensing / Support Fee | 3192 | \$58,587 | |
| Other Insurance and bonds | 3350 | \$11,161 | |
| Contracted Services Not Other Specified | 3197 | \$8,840 | |
| Graphic Reproduction | 3910 | \$1,788 | |
| Tools and Small Tool Implements | 4126 | \$5,525 | |
| Promotional Expenses | 4412 | \$9,448 | |
| Contract Service Training | 3182 | \$55,252 | |
| Moving Expense | 3520 | \$7,735 | |
| License Fee | 4040 | \$11,050 | |
| Event Meal Reimbursements | 4116 | \$9,945 | |
| Uniform | 4175 | \$221 | |
| Equipment | | \$0 | |
| Contract Services Medical | 3195 | \$1,105 | |
| Misc Supplies or Expenses | | \$1,105 | |
| Maint of Bldgs, Imps & Grounds | 3810 | \$33,151 | |
| Payment To Other Governments | 3187 | \$25,418 | |
| Training and Educational Costs | 4030 | \$41,991 | |
| Toll Charges | 3530 | \$2,818 | |
| Postage | 3510 | \$276 | |
| Rental Of Equipment | 3610 | \$77,352 | |
| Educational Assistance | 4418 | \$21,548 | |
| Scholarship and Awards | 4422 | \$1,658 | |
| Self Insurance | 4482 | \$232,885 | |
| Local Travel | 3410 | \$18,788 | |
| Parent Activity | 4450 | \$10,738 | |
| Utilities | 3710 | \$27,628 | |
| Vehicles Maintenance | 3825 | \$24,098 | |
| | | 1,223,736 | |
| | | | Total Other |
| | | | <u>1,223,736</u> |
| | | | TOTAL DIRECT CHARGES |
| | | | <u>14,198,884</u> |
| | | | TOTAL FEDERAL FUNDS |
| | | | <u>14,301,933</u> |

Indirect Charges - Justification (Section B, Line 6)

Indirect Charges is based on Total Salary

Approved rate of % of total budget - part of the difference can be claimed as in-kind

\$108,329

Non-Federal Resources (Section C, Line 8)

A. Volunteers

| Type | Total Hrs | Rate | Value |
|------------------------------------|-----------|---------|------------------|
| Parents and Former Parents - 1,607 | 15,488 | \$14.22 | \$219,951 |
| Foster Grand Parents . | 2,627 | \$8.49 | \$22,300 |
| Fringe Benefits | | | <u>\$79,943</u> |
| Total Volunteers | | | \$322,193 |

B. Donation

| Type | Amount | Value |
|--|--------|---------------------|
| Donation of Classroom Supplies, Nutritional Supplies, Field Trips. | \$505 | \$505 |
| Total Donation | | \$505 |
| Total | | \$322,698.42 |

C. Support Provided by OCBCC

| | | |
|---|-------------|----------------------------|
| Indirect Cost not charged that is within the 15% limitation | \$0 | |
| Personnel | \$1,489,092 | |
| Fringe Benefits | \$510,908 | |
| Total Orange County Supplement | \$2,000,000 | Total Orange County |
| | | \$2,000,000 |

D. State Voluntary Prekindergarten (VPK) Program

| | | |
|-------------------|-------------|------------------|
| Personnel | \$755,541 | |
| Fringe Benefits | \$454,511 | |
| Operations | 42,748 | |
| Total VPK Program | \$1,252,800 | Total VPK |
| | | 1,252,800 |

TOTAL NON-FEDERAL SHARE \$3,875,498

Computation to Support Certification of Head Start Administration

| | |
|--------------------|-----|
| \$14,301,993 | 80% |
| <u>\$3,875,498</u> | 20% |
| \$17,877,491 | |
| 15% | |
| <u>\$2,681,624</u> | |

| Item | Federal Amount | Non-Federal | Total |
|------------------------------------|-------------------------|-------------------------|-------------------------|
| Indirect Cost | 3125 | \$21,286 | \$127,595 |
| Administrative Salaries | 1120 1130 1140 | \$159,703 | \$958,220 |
| Administrative Fringe Benefits | 2110 2120 2130 | \$75,157 | \$450,944 |
| Contract Service - Employmt. Agent | 3179 | \$2,000 | \$12,000 |
| Office Supplies | 4110 | \$933 | \$5,601 |
| Local Travel | 3410 | \$467 | \$2,800 |
| Rental of Equipment | 3610 | \$933 | \$5,601 |
| Graphics Reproduction | 3910 | \$117 | \$700 |
| Communication | 3720 | \$630 | \$3,780 |
| Equipment < \$1000 | 4123 | \$12 | \$70 |
| Dues and Memberships | 4010 | \$3,734 | \$22,403 |
| Promotional | 4412 | \$12 | \$70 |
| Postage & Messenger Services | 3510 | \$58 | \$350 |
| Scholarship-Awards | 4422 | \$350 | \$2,100 |
| Toll Charges | 3530 | \$35 | \$210 |
| Subscription | 4020 | \$12 | \$70 |
| Misc Supply | 4115 | \$467 | \$2,800 |
| Maintenance of Equipment | 3820 | \$817 | \$4,901 |
| Compter Equipment < \$500 | 4121 | \$12 | \$70 |
| Education Assistance | 4418 | \$117 | \$700 |
| Self Insurance Property/Casualty | 4482 | \$2,913 | \$17,478 |
| Total | <u>1,348,720</u> | <u>\$248,478</u> | <u>1,490,889</u> |