

REQUEST FOR CARRYOVER OF 2022 UNOBLIGATED FUNDS
EARLY HEAD START PROGRAM - GRANT NO. 09CH010862-4

Community Services Bureau (CSB) is submitting this request for use of existing federal funding from Administration for Children and Families (ACF), Office of Head Start in the amount of \$1,279,169 from the 2022 Early Head Start (EHS) unobligated funds. CSB is requesting use of the unobligated funds to support program needs for supplies and software, support start-up of new partnerships, fund wellness initiatives, and engage in multi-pronged strategies to recruit and retain staff and increase child enrollment. These planned uses of unobligated funds are necessary to meet program requirements, to ensure successful implementation of the EHS Program and to comply with federal rating requirements. The table below identifies the intended uses of these unobligated EHS funds.

DESCRIPTION	AMOUNT
a. PERSONNEL	\$ 970,620
b. FRINGE BENEFITS	\$ -0-
c. TRAVEL	\$ -0-
d. EQUIPMENT	\$ -0-
e. SUPPLIES	\$ 92,500
f. CONTRACTUAL	\$ 61,750
g. CONSTRUCTION	\$ -0-
h. OTHER	\$ 154,299
j. INDIRECT COSTS	\$ -0-
I. TOTAL CARRYOVER BUDGET	\$ 1,279,169

(6a) PERSONNEL **\$ 970,620**

Staff Stipends **\$970,620**

CSB intends to allocate funds to provide financial incentives to recruit and retain CSB’s Early Head Start workforce as encouraged by ACF-IM-HS-22-04, *Competitive Bonuses for the Head Start Workforce*. CSB proposes existing Early Head Start child development staff will receive retention stipends, one for their work this fall and a second for their work in Spring 2024. Due to the high vacancy rate of teaching staff positions, and its direct impact on classroom operation and enrollment, staff newly hired into teaching staff positions with CSB would receive a one-time bonus. Early Head Start carryover funding in the amount of \$970,620 is allocated towards stipends to help stabilize and support staffing for Head Start centers.

(6b) FRINGE BENEFITS **\$ -0-**

(6c) TRAVEL **\$ -0-**

(6d) EQUIPMENT **\$ -0-**

(6e) SUPPLIES **\$ 92,500**

2. Child and Family Supplies **\$92,500**

Classroom Dividers **\$12,000**

Classroom dividers and small furniture will be purchased to divide a classroom into two classes to maximize use of space and meet group size limits for Early Head Start.

Classroom Supplies **\$7,000**

CSB is launching a Climate Change Initiative within its centers, aimed at reducing waste and responding to the impacts of climate change. Classrooms will receive recycling cans, Recycling

