

***Approval of the
Early Head Start
Child Care Partnership (EHS-CCP)
Carry Over Application***





Grant No: 06HP000255
Attachment A

**City of San Antonio Early Head Start-Child Care Partnership
Amendment Carryover Request – Reprogram Application**

Program Year 2020-2021

Project Summary

The City of San Antonio (City), Department of Human Services (DHS), as the grantee for the Early Head Start – Child Care Partnership (EHS-CCP) Program, submits the enclosed Carryover Request – Reprogram application for consideration. This request is to carryover unobligated funding in the total amount of \$39,398.00 from the budget period ending July 31, 2019.

Unspent Balance Explanation

HP000255	Project Period 8/1/19 – 7/31/20	Variance %
Federal Awarded	\$3,559,415	100%
Expenditures	\$3,520,017	98.9%
Unspent Funds	\$39,398	1.1%

The EHS-CCP program left \$39,398 of our federal award unspent. The primary reasons for the balance were attributed to:

- Vacancies and fringe associated with positions within DHS. The City of San Antonio put a hiring freeze in place at the onset of the COVID-19 (COVID) pandemic lasting until mid-July 2020.
- Other unspent funds were associated with suspension of travel, contractor's inability to complete work and supply orders unable to be fulfilled due to the COVID shut down.

Plan for Carryover Funding

The additional funds will allow the overall program to provide opportunities for continued improvements in the child care centers' facilities, playgrounds, and classrooms. Program staff will continue to enhance safe and optimal learning environments for children, families and staff by replacing items that need replacing. Table 2 represents the proposed allocations for the child care service providers based on identified needs of the program.

Table 2: Proposed allocations

Service Provider	Proposed Allocations
Blessed Sacrament	\$6,567
Ella Austin	8,755
Healy Murphy	11,673
Inman Christian	5,107
Seton Home	3,648
YWCA	3,648
Total*	39,398

**Some totals may vary due to rounding*

Working with the child care service providers, DHS provided a template and proposed allocation to gather the input on their needs for their centers. Each plan was reviewed and questioned, when appropriate, for quality enhancements and replacement items for both indoor and outdoor areas. Across the board, all service providers requested new and enhanced items to improve their outdoor learning areas.

Table 4. Ongoing Quality Enhancements

Provider	Examples of need
Blessed Sacrament Academy	Outdoor playground security camera, Bye-Bye Buggies, garden center supplies and materials to enhance outdoor learning areas, interlocking wood sand box/sand and E-Lap and Creative Curriculum replacement items.
Ella Austin	Portable sinks for playground, replacement mulch, trikes and helmets, Ring Doorbell, additional office and art supplies, replacement crib and mat sheets and new feeding chairs.
Healy Murphy	Replacement mulch for playground, additional office and art supplies, new books, supplies for parent engagement kits, teacher resource books, Creative Curriculum replacement.
Inman Christian	Additional trikes, helmets, traffic signs for trike area, storage shed, wood sand box/sand, indoor/outdoor chairs for outdoor library center, additional infant activity play center and area carpets for all rooms,
Seton Home	Outdoor play items to include storage containers, sensory ball, playground balls, wooden blocks, bird feeders and supplies, metal wind chimes, rhythm instruments for outside, replacement books, area carpets.
YWCA – Olga Madrid	Digital camera, playground enhancements, bulletin board, art drying rack, fold-out signs for child safety and slow kids at play, planter box supplies and materials to enhance garden area, 2 in 1 safety climbing ladder for toddlers and caterpillar climbing play structure for gym area and wall mount interactive unit.

Conclusion

DHS and the six (6) inner-city child care service providers are committed to the success of the EHS-CCP program. Receipt of the carryover request will provide the needed funds to continue to provide the highest quality infant toddler program to our children and families.



Grant No: 06HP000255
Attachment B

City of San Antonio
Early Head Start Program – Child Care Partnership
Carryover Request –Reprogram Application Request
Program Year 2020-2021
Budget Justification

1. Summary

The City of San Antonio (City), Department of Human Services (DHS), as the grantee for the Early Head Start-Child Care Partnership Program (EHS-CCP), submits the enclosed budget for the 2019-2020 amendment carryover request-reprogram application request from the period of August 1, 2019, through July 31, 2020, in the total amount of \$39,398.00 in unobligated operational funds. DHS will contribute \$9,850.00 in non-federal resources (20%) for a total funding of \$49,248.00.

The City defines and outlines policies with respect to the financial management of grants administered within the City. Grants management policies and procedures have been adopted for uniform application in all departments. DHS has policies and procedures that describe the process for initiation of master financial data, cash management, in-kind support, monitoring, and month and year end procedures in relation to grants. It is the policy of the City and DHS that grants are managed in accordance with federal, state and local guidelines. DHS promotes effective controls to ensure the protection of City assets, accurate financial reporting, and efficient use of City resources regardless of funding. Please visit the following link to access financial policies, administrative directives, ethics code and financial reports. <https://www.sanantonio.gov/finance>

2. Early Head Start – Child Care Partnership Budget Justification – Federal Share

Contractual Services _____ **\$39,398.00**

The DHS budget for contractual costs includes funding allocations for the following services: education, disabilities, nutrition, and health services to the 216 children enrolled in EHS-CCP. Service providers are contractually obligated to provide non-federal share in proportion to their allocations. DHS will disburse allocations to the service providers accordingly:

Service Provider	Proposed Allocations
Blessed Sacrament	\$6,567
Ella Austin	8,755
Healy Murphy	11,673
Inman Christian	5,107
Seton Home	3,648
YWCA	3,648
Total*	39,398

**Total may vary due to rounding*



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TOTAL COST FOR FEDERAL SHARE _____ **\$39,398.00**

3. Early Head Start - Child Care Partnership Budget Justification – Non-Federal Share

School Readiness Home Learning Activities In-Kind \$9,850.00

- **School Readiness Home Learning Activities**

Specific monthly school readiness home learning activities are provided to all families. Activities were developed using resources such as Creative Curriculum, Ready Rosie and Conscious Discipline. Families indicate which of the 12 items they complete with their child to support classroom activities and return the monthly log to the teachers. (13 families @ 6 hours per month x 13.00 per hour x 10 months = \$10,140.00)

TOTAL COST FOR NON-FEDERAL SHARE _____ **\$9,850.00**

Note: Minor discrepancies due to rounding.