

BOARD OF DIRECTORS MEETING

Via Videoconference

Monday, April 25th, 2022

MEMBERS PRESENT: David A. Scharoun, Eric Caballero, Nicholas DeMartino, Paula Freedman, Steven Hodgins, Erich Shafer, Robert Tackman (Finance Chair), Patricia Usherwood Fitzpatrick, Jason Wallace

MEMBERS EXCUSED: Judge James Cecile (Development Chair), Shirley Copes (Planning Chair), Elizabeth Hakanson, DJ Williams

MEMBERS ABSENT: Charles Garland, Pastor Phyllis Lee-Williams (EEO/Personnel Chair), Edward Perry, Tonia Thornton

STAFF PRESENT: Carolyn Brown, Todd Goehle, Kathleen O'Brien, Jamie Colucci

CALL TO ORDER:

The Board of Directors meeting was called to order by President Scharoun at 4:50pm.

ROLL CALL:

President Scharoun noted for the record that a quorum was not yet participating via videoconference.

EXECUTIVE DIRECTOR'S REPORT:

Ms. Brown reported that many employees had expressed gratitude regarding the staff hazard payment incentives that were announced on April 13th and will be paid out on April 29th.

Ms. Brown reported that with the announcement that HR Director Catherine Green Harris will retire at the end of 2022, recruitment firm C.R. Fletcher Associates, Inc. has been approached to begin a candidate search in July.

Ms. Brown gave an update on an offer from Upstate University Hospital to purchase the property at 811 East Washington Street. She noted that an attorney from Barclay Damon LLP has been retained, who was recommended by Judge Cecile.

Ms. Brown reported that due to a spike in COVID-19 positive tests, the office staff at Energy & Housing are temporarily working remotely.

Ms. Brown reported that she will attend a CAPLAW conference in Chicago from June 28th – 30th.

Ms. Brown reported that the agency is exploring funding opportunities arising from new federal legislation, known as the 1115 Waiver, which encourages hospitals and healthcare providers to collaborate with community-based organizations to improve community wellness.

Ms. Brown reported that the stipend for Foster Grandparent Program volunteers will be increased to \$3.15 per hour.

ROLL CALL:

President Scharoun noted for the record that with additional Board members joining the videoconference a quorum was participating.

MOMENT OF SILENCE:

Board members observed a moment of silence.

APPROVAL OF MINUTES:

The President requested a motion to approve the March Board Meeting minutes;

Mr. Robert Tackman moved to approve the March Board Meeting minutes;

Mr. Erich Shafer seconded the motion;

The motion carried unanimously.

ACTION ITEM:

President Scharoun referred to a request from HS/EHS, which was copied to all Board members for their review, to carryover funds from the previous program year which had not been spent. This balance would be spent on items including playground equipment upgrades at five classroom sites, three new school buses, fire safety initiatives at the Merrick and Sumner buildings, a walk-in cooler/freezer in the Merrick kitchen, and vinyl siding and other improvements at the Lafayette building.

The President requested a motion to approve the HS/EHS carryover request;

Mr. Eric Caballero moved to approve the HS/EHS carryover request;

Mr. Nicholas DeMartino seconded the motion;

The motion carried unanimously.

FINANCE COMMITTEE REPORT:

Chair Robert Tackman asked CFO Kathleen O'Brien to review the monthly financial statistics. Ms. O'Brien noted that the books have been closed for the previous fiscal year, and that balance sheet items can therefore be reported, adjusted for the high amount of fixed asset purchases for HS/EHS anticipated during the summer.

Ms. O'Brien reported that the net income before depreciation as of March 31st is \$93,530 versus a budget of \$28,519, and noted that the net income from normal operations is \$45,768, which reflects the timing differences of fixed asset purchases, revenue recognition grants, and donation cost centers.

Ms. O'Brien reported that as of March 31st the line of credit balance is \$0, and the current ration of assets over liabilities is 155.92%. She also discussed the total fundraising revenue, the indirect rate, and the analysis of the self-insurance reserve.

The President requested a motion to accept the Finance Committee report;

Mr. Steve Hodgens moved to accept the Finance Committee report;

Ms. Patricia Usherwood Fitzpatrick seconded the motion;

The motion carried unanimously.

DEVELOPMENT COMMITTEE REPORT:

President Scharoun reported that the three-year term for Mr. Perry expires at the end of April, and that the Development Committee unanimously voted to reappoint him for a new term upon receiving a letter of recommendation from emeritus Board member Dwight Hicks.

The President moved to approve the reappointment of Edward Perry;

Mr. Jason Wallace seconded the motion;

The motion carried unanimously.

The President requested a motion to accept the Development Committee report;

Mr. Robert Tackman moved to accept the Development Committee report;

Mr. Erich Shafer seconded the motion;

The motion carried unanimously.

PLANNING COMMITTEE REPORT:

President Scharoun asked Mr. Hodgens to present the Planning Committee report. Mr. Hodgens reported that HS/EHS Child Development & Health Services Manager Holly Hastings presented highlights of the *Teaching Strategies GOLD* Winter Snapshot Report and Fall/Winter Growth Report.

Mr. Hodgins also reported that Mary Beth Welch and Stephanie Bingham, Director and Associate Director of Family Services, presented the CSBG Annual Program Report.

The President requested a motion to accept the Planning Committee report;
Mr. Eric Caballero moved to accept the Planning Committee report;
Mr. Nicholas DeMartino seconded the motion;
The motion carried unanimously.

EEO/PERSONNEL COMMITTEE REPORT:

The April EEO/Personnel Committee meeting was cancelled due to lack of quorum..

CENTER REPORTS:

Monthly program updates for Big Brothers Big Sisters, Family Resource Centers, Senior Services, and Head Start / Early Head Start were distributed to all Board members in meeting packets for their review.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

ADJOURNMENT:

The President requested a motion to adjourn the April 25th, 2022, Board meeting;
Ms. Paula Freedman moved to adjourn the April 25th, 2022, Board meeting;
Mr. Steve Hodgins seconded the motion;
The motion carried unanimously.
The April 25th, 2022, Board Meeting adjourned at 5:13pm.

Carolyn D. Brown, Executive Director

Memorandum

TO: David Scharoun, Board President
C.C. PEACE, Inc. Board of Directors
C.C. Becky Heberle, Head Start/Early Head Start Director

FROM: 
Carolyn D. Brown, Executive Director

DATE: April 20, 2022

SUBJECT: For Board Approval - carryover of funds for Head Start/Early Head Start.

I am attaching a request for the carryover of funds for Head Start/Early Head Start.

Items included:

- Equipment for 5 playgrounds
- Three buses
- Sprinkler Systems
- Refrigerator at Merrick

This request will be on the April 25, 2022 Board Meeting Agenda for Board approval.

Please feel free to contact me if you have any questions.

Encl.
CDB/cm



Carolyn D. Brown, Executive Director

April 25, 2022

Stefanie Gordon, Regional Grants Management Officer
Department of Health and Human Services
Administration for Children and Families
26 Federal Plaza
Suite 4114
New York, New York 10278

RE: Grant No. 02CH011394
Carryover Request

Dear Ms. Gordon:

The Board of Directors of P.E.A.C.E., Inc. has reviewed and approved the carryover request from the Head Start / Early Head Start budget period 02/01/21 – 01/31/22 to the 02/01/22 – 01/31/23 budget period.

Sincerely,

David A. Scharoun
President
PEACE, Inc.
Board of Directors



Department of Health and Human Services
Administration for Children and Families

Notice of Award

Award# 02CH011394-02-03
FAIN# 02CH011394
Federal Award Date: 09/29/2021

Recipient Information

1. Recipient Name

Peoples Equal Action and Community Effort, Inc.
217 S Salina St Fl
Syracuse, NY 13202-1501
315-470-3300

2. Congressional District of Recipient

24

3. Payment System Identifier (ID)

1166095039A1

4. Employer Identification Number (EIN)

166095039

5. Data Universal Numbering System (DUNS)

088670567

6. Recipient's Unique Entity Identifier

7. Project Director or Principal Investigator

Rebecca Heberle
rheberle@peace-caa.org
315-470-3300

8. Authorized Official

Mr. David A. Scharoun
President, Board of Directors
dscharoun1@verizon.net
(315) 727-0005

Federal Agency Information

ACF/OHS Region II Grants Office

9. Awarding Agency Contact Information

Stefanie Gordon
Grants Management Officer
stefanie.gordon@acf.hhs.gov
(646) 905-8061

10. Program Official Contact Information

Ms. Carolyn S Baker
Regional Program Manager
Office of Head Start - Region 2
carolyn.baker@acf.hhs.gov
646-905-8145

Federal Award Information

11. Award Number

02CH011394-02-03

12. Unique Federal Award Identification Number (FAIN)

02CH011394

13. Statutory Authority

42 USC 9801 ET SEQ

14. Federal Award Project Title

Head Start and Early Head Start

15. Assistance Listing Number

93.600

16. Assistance Listing Program Title

Head Start

17. Award Action Type

Carryover Request

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date 02/01/2021 **- End Date** 01/31/2022

20. Total Amount of Federal Funds Obligated by this Action \$0.00

20a. Direct Cost Amount \$1,036,428.00

20b. Indirect Cost Amount \$0.00

21. Authorized Carryover \$1,208,394.00

22. Offset \$0.00

23. Total Amount of Federal Funds Obligated this budget period \$12,938,123.00

24. Total Approved Cost Sharing or Matching, where applicable \$3,161,743.00

25. Total Federal and Non-Federal Approved this Budget Period \$16,099,866.00

26. Project Period Start Date 02/01/2020 **- End Date** 01/31/2025

27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period Not Available

28. Authorized Treatment of Program Income

Additional Costs

29. Grants Management Officer - Signature

Stefanie Gordon
Grants Management Officer

30. Remarks



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 02CH011394-02-03

FAIN# 02CH011394

Federal Award Date: 09/29/2021

Recipient Information

Recipient Name

Peoples Equal Action and Community Effort, Inc.
217 S Salina St Fl
Syracuse, NY 13202-1501
315-470-3300

Congressional District of Recipient

24

Payment Account Number and Type

1166095039A1

Employer Identification Number (EIN) Data

166095039

Universal Numbering System (DUNS)

088670567

Recipient's Unique Entity Identifier

Not Available

31. Assistance Type

Project Grant

32. Type of Award

Service

33. Approved Budget

(Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only

II. Total project costs including grant funds and all other financial participation

a. Salaries and Wages	\$6,789,790.00
b. Fringe Benefits	\$1,957,570.00
c. Total Personnel Costs	\$8,747,360.00
d. Equipment	\$492,137.00
e. Supplies	\$322,718.00
f. Travel	\$59,328.00
g. Construction	\$0.00
h. Other	\$2,010,395.00
i. Contractual	\$885,028.00
j. TOTAL DIRECT COSTS	\$12,516,966.00
k. INDIRECT COSTS	\$1,629,551.00
l. TOTAL APPROVED BUDGET	\$14,146,517.00
m. Federal Share	\$14,146,517.00
n. Non-Federal Share	\$3,161,743.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
0-G024122	02CH01139401	ACFOHS	41.51	(\$1,071,054.00)	75-20-1536
0-G024122	02CH01139402	ACFOHS	41.51	\$1,071,054.00	75-20-1536



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 02CH011394-02-03

FAIN# 02CH011394

Federal Award Date: 09/29/2021

35. Terms And Conditions

STANDARD TERMS

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

The Administration for Children and Families U.S. Department of Health and Human Services Office of Grants Management ATTN: Grants Management Specialist 330 C Street, SW., Switzer Building Corridor 3200 Washington, DC 20201 AND

U.S. Department of Health and Human Services Office of Inspector General ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen Building Room 5527 Washington, DC 20201 Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line)

or Email: MandatoryGranteeDisclosures@oig.hhs.gov

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371

Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

AWARD ATTACHMENTS

Peoples Equal Action and Community Effort, Inc.

02CH011394-02-03

1. Remarks

30. REMARKS (Continued from previous page)

This action reprograms unobligated Head Start operations funds of \$1,071,054.00 from Program Year 01 to Program Year 02 to complete approved program activities. The unobligated federal fund balance is reported as available in the grantee's Final Financial Report SF-425 for Grant No. 02CH011394/01. If the audit report for the periods including Grant No. 02CH011394/01 reflects a lower federal fund balance, it will be the responsibility of the grantee to cover any difference with non-federal funds.

Head Start population: 829 children.

Designated Head Start service area: Syracuse, New York, Onondaga County

Approved program options for the Head Start program: Center-based, Home-based.

Early Head Start population: 214 infants, toddlers, and pregnant women.

Designated Early Head Start service area: Syracuse, New York, Onondaga County

Approved program options for the Early Head Start program: Center-based, Home-based.

This action approves the request to reprogram operations funds of \$1,071,054 for the following approved program activities:

Equipment: \$492,137

\$118,404 : for removal and replacement of outdated equipment and new geo turf and woodchips at the Sumner Site playground located at 215 Bassett St, Syracuse, NY, 13210

\$191,731: for removal and replacement of outdated equipment and new geo turf and woodchips at the Merrick Site playground located at 175 Hudson St, Syracuse, NY 13204

\$95,359: for removal and replacement of outdated equipment and new geo turf and woodchips at Lafayette Site playground located at 2777 Route 11 N, LaFayette, NY 13084

\$31,633 for removal and replacement of outdated equipment at James Street Site playground located at 1507 James St, Syracuse, NY 13203.

\$55,010 for removal and replacement of outdated equipment at Liverpool Site playground located at 911 Old Liverpool Rd, Suite 5, Liverpool, NY 13088

Other : \$578,917

\$177,567 for the purchase and installation of an upgraded sprinkler system at the Sumner Site located at 215 Bassett St, Syracuse, NY, 13210

\$86,900 for the repair of an existing entryway stairs, ramp, sidewalk apron and railings that

include the handicap accessible ramp at the Sumner Site located at 215 Bassett St, Syracuse, NY, 13210

\$200,867 for the purchase and installation of an upgraded sprinkler system at the Merrick Site located at 175 Hudson St, Syracuse, NY 13204

\$15,625 for the installation of a walk in combination cooler/freezer in the production kitchen at the Merrick Site located at 175 Hudson St, Syracuse, NY 13204

\$12,482 to replace the existing back door which consists of 3 doors and windows at the Merrick Site located at 175 Hudson St, Syracuse, NY 13204

\$48,796 to replace the old wood siding with new vinyl siding, repair of the roof shingles and add gutters where needed at Lafayette Site located at 2777 Route 11 N, LaFayette, NY 13084

\$29,180 to install a bike path on the inside of the fenced in area for children at the Liverpool Site located at 911 Old Liverpool Rd, Suite 5, Liverpool, NY 13088

\$7,500 to install a door between rental spaces at the Liverpool Site located at 911 Old Liverpool Rd, Suite 5, Liverpool, NY 13088

This action approves a waiver of the non-federal match requirement. This action reduces the amount of matching funds from \$3,429,507 to \$3,161,743 or 18.23% for the 02/01/2021 – 01/31/2022 budget period.



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 02CH011394-02-04

FAIN# 02CH011394

Federal Award Date: 01/12/2022

Recipient Information

1. Recipient Name

Peoples Equal Action and Community Effort, Inc.
217 S Salina St Fl
Syracuse, NY 13202-1501
315-470-3300

2. Congressional District of Recipient

24

3. Payment System Identifier (ID)

1166095039A1

4. Employer Identification Number (EIN)

166095039

5. Data Universal Numbering System (DUNS)

088670567

6. Recipient's Unique Entity Identifier

7. Project Director or Principal Investigator

Rebecca Heberle
rheberle@peace-caa.org
315-470-3300

8. Authorized Official

Mr. David A. Scharoun
President, Board of Directors
dscharoun1@verizon.net
(315) 727-0005

Federal Agency Information

ACF/OHS Region II Grants Office

9. Awarding Agency Contact Information

Stefanie Gordon
Grants Management Officer
stefanie.gordon@acf.hhs.gov
(646) 905-8061

10. Program Official Contact Information

Ms. Carolyn S Baker
Regional Program Manager
Office of Head Start - Region 2
carolyn.baker@acf.hhs.gov
646-905-8145

Federal Award Information

11. Award Number

02CH011394-02-04

12. Unique Federal Award Identification Number (FAIN)

02CH011394

13. Statutory Authority

42 USC 9801 ET SEQ

14. Federal Award Project Title

Head Start and Early Head Start

15. Assistance Listing Number

93.600

16. Assistance Listing Program Title

Head Start

17. Award Action Type

Budget Revision

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date 02/01/2021 - End Date 01/31/2022

20. Total Amount of Federal Funds Obligated by this Action \$0.00

20a. Direct Cost Amount \$34,878.00

20b. Indirect Cost Amount (\$34,878.00)

21. Authorized Carryover \$1,208,394.00

22. Offset \$0.00

23. Total Amount of Federal Funds Obligated this budget period \$12,938,123.00

24. Total Approved Cost Sharing or Matching, where applicable \$3,161,743.00

25. Total Federal and Non-Federal Approved this Budget Period \$16,099,866.00

26. Project Period Start Date 02/01/2020 - End Date 01/31/2025

27. Total Amount of the Federal Award including Approved
Cost Sharing or Matching this Project Period Not Available

28. Authorized Treatment of Program Income

Additional Costs

29. Grants Management Officer - Signature

Stefanie Gordon
Grants Management Officer

30. Remarks



Department of Health and Human Services

Administration for Children and Families

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Congressional District of Recipient

24

Payment Account Number and Type

1166095039A1

Employer Identification Number (EIN) Data

166095039

Universal Numbering System (DUNS)

088670567

Recipient's Unique Entity Identifier

Not Available

31. Assistance Type

Project Grant

32. Type of Award

Service

33. Approved Budget (Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only

II. Total project costs including grant funds and all other financial participation

a. Salaries and Wages	\$6,644,465.00
b. Fringe Benefits	\$1,944,765.00
c. Total Personnel Costs	\$8,589,230.00
d. Equipment	\$685,145.00
e. Supplies	\$322,718.00
f. Travel	\$59,328.00
g. Construction	\$0.00
h. Other	\$2,010,395.00
i. Contractual	\$885,028.00
j. TOTAL DIRECT COSTS	\$12,551,844.00
k. INDIRECT COSTS	\$1,594,673.00
l. TOTAL APPROVED BUDGET	\$14,146,517.00
m. Federal Share	\$14,146,517.00
n. Non-Federal Share	\$3,161,743.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
I-G024122	02CH01139402	ACFOHS	41.51	\$0.00	75-21-1536



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 02CH011394-02-04

FAIN# 02CH011394

Federal Award Date: 01/12/2022

35. Terms And Conditions

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The Administration for Children and Families U.S. Department of Health and Human Services Office of Grants Management ATTN: Grants Management Specialist 330 C Street, SW., Switzer Building Corridor 3200 Washington, DC 20201 AND
U.S. Department of Health and Human Services Office of Inspector General ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen Building Room 5527 Washington, DC 20201 Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: MandatoryGranteeDisclosures@oig.hhs.gov
Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

Recipients must act in compliance with the requirements of this grant and applicable Federal statutes, regulations, and policies as included in the Compendium of Program Instructions and Information Memoranda.

AWARD ATTACHMENTS

Peoples Equal Action and Community Effort, Inc.

02CH011394-02-04

1. Remarks

30. REMARKS (Continued from previous page)

This action approves the request to re-budget operations funds of \$193,008.00 as follows:

\$145,325.00 from Personnel, \$12,805.00 from Fringe, and \$34,878.00 from Indirect Charges in the amount of \$193,008 to Equipment for the purchase of 3 mid-size buses. Per the disposition approval, the recipient is required to use the proceeds from the trade-in value of the original buses towards the purchase of the replacement buses.

Unexpended funds resulting from cost savings for approved items may be reallocated for other program costs subject to the regulations governing post award budget modifications contained in 45 C.F.R. Part 75.308.

Head Start population: 829 children.

Designated Head Start service area: Syracuse, New York, Onondaga County

Approved program options for the Head Start program: Center-based, Home-based.

Early Head Start population: 214 infants, toddlers, and pregnant women.

Designated Early Head Start service area: Syracuse, New York, Onondaga County

Approved program options for the Early Head Start program: Center-based, Home-based.

PEACE, Inc.

Grant # 02CH011394

Budget Year 02/01/21-01/31/22 to 02/01/22-01/31/23

Carryover of funds for Head Start/Early Head Start

This is a request to reprogram funds from the February 1, 2021-January 31, 2022 fiscal year to the February 1, 2022-January 31, 2023 year. During this past fiscal year, our sites went remote due to the COVID19 pandemic and had cost savings from the buildings and the classrooms. Many positions remained open for longer periods of time due to inability to have in-person contact so there was additional cost savings there. The SF-425 will be submitted with an unobligated balance of \$1,757,999.30 the amount which we are asking to reprogram. The breakdown of items is as follows:

d. Equipment

Head Start – \$492,137.00 for the following playground upgrades, American Recreational quotes attached:

- Sumner Head Start Playground - \$135,871.00
 - Remove outdated equipment and replace with new along with geo turf instead of woodchips which have a much longer life - Agency owned site.
- Merrick Head Start Playground - \$216,013.00
 - Remove outdated equipment and replace with new along with geo turf instead of woodchips which have a much longer life - Agency owned site.
- Lafayette Head Start Playground - \$110,648.00
 - Remove outdated equipment and replace with new along with geo turf instead of woodchips which have a much longer life - Agency owned site.
- James Street Head Start Playground - \$34,000.00
 - Remove outdated equipment and replace with new.
- Liverpool Head Start Playground - \$55,704.00
 - Remove outdated equipment and replace with new.
 -

Head Start – \$192,294.00 – net of trade-ins, due to the following:

Mid-sized buses – Total - \$198,294.00 (\$66,098.00 each) minus the trade in of three (3) buses for (\$6,000) for a net of \$192,294.00 (final cost \$64,098.00 each) (all HS). We would like to purchase three (3) mid-size buses that would replace older ones in the fleet. With Syracuse winters, our buses are affected by road salt for a six-month period which has caused rust and engine issues. We presently undercoat new vehicles to aid with this situation. Three (3) old buses will be traded in against the cost of these buses which are from 2011. Although their mileage is not extremely high, they have been driven mainly in the city and have costly repairs. The amount given for the trade-ins will be credited against the cost of the new vehicles. The SF428C and SF428S are attached for the disposal/trade-in.

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h. Other

Sumner

Head Start – \$127,944.00 and Early Head Start - \$42,648.00 to purchase the following:
Sumner Site to install a sprinkler system at Sumner Head Start / Early Head Start to upgrade our fire safety system to stay up with current fire codes and to keep our building safe.

The following quotes are attached for the complete cost:

Courcy Enterprises-sprinkler system	32,192.00
ABJ Fire - sprinkler system	136,000.00
MacNight Architects	2,400.00
VIP Architecture	<u>40,450.00</u>
UFPE - completed	
Total	\$211,042.00

Head Start – \$80,250.00 and Early Head Start - \$26,750.00 for the following upgrade (All American Masonry quote attached):

- Repair the existing entryway stairs, ramp, sidewalk apron and railings at Sumner that includes the handicap accessible ramp. We currently have an existing ramp that has substantial decline with the excessive winters we experience. This is necessary to keep the building in working condition and to keep the building ADA accessible.
(\$107,000.00).

Merrick

Head Start – \$157,053.00 and Early Head Start - \$36,839.00 to purchase the following:
With this funding we intend to install a sprinkler system at Merrick Head Start / Early Head Start to upgrade our fire safety system to stay up with current fire codes and to keep our building safe.

The following quotes are attached for the complete cost:

Courcy Enterprises-sprinkler system	55,492.00
ABJ Fire - sprinkler system	136,000.00
MacNight Architects	2,400.00
VIP Architecture	<u>33,950.00</u>
UFPE - completed	
	\$ 227,842.00

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Head Start – \$30,860.00 and Early Head Start - \$7,239.00 to purchase the following (Gerhartz quote attached):

- Install a walk in combination cooler/freezer in the Merrick production kitchen where they produce meals for the 140 Head Start children and all of the EHS children in our center based sites. This will allow the kitchen to work more efficiently (\$38,098.00).

Lafayette

Head Start - \$51,850.00 (Expert Contracting quote attached) - Replace the old wood siding with new vinyl siding, repair some of the roof shingles and add gutters where needed to stop the constant icicles during the winter. This is a building that the Agency owns, and upkeep is vital for the safety of the children and staff.

Liverpool

Head Start - \$29,180.00 (All American Masonry quote attached) - install a bike path on the inside of the fencing area for children to ride bikes so that the children can ride safely within the fenced area.

Non-Federal Share:

We have attached a waiver request for the Non-federal share match.

Listing per site of all requests

James Street Head Start Playground - \$34,000.00

Lafayette Head Start Playground - \$110,648.00

Lafayette – Replace siding/add gutters - \$51,850.00

Liverpool Head Start Playground - \$55,704.00

Liverpool bike path - \$29,180.00

Merrick Head Start Playground - \$216,013.00

Merrick- install sprinkler system - \$193,892.00

Merrick – install new refrigerator/freezer - \$38,098.00

Sumner Head Start Playground - \$135,871.00

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Sumner – install sprinkler system - \$170,592.00

Sumner – repair entryway/handicap ramp - \$107,000.00

Purchase / trade-in 3 buses - \$192,294.00

\$1,380,362 – Total requests

\$377,637 – remaining unobligated funds (we will submit another carryover request to use the funds to complete projects at our Merrick and Sumner sites)