

Peace, Inc.
Grant # 02CH011394
Budget Year 02/01/2021-01/31/22

Carryover Request 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 fiscal year. We have an unobligated balance of \$1,757,999 from the previous fiscal year, and our amendment 1: carryover request – reprogram requested to carryover over \$1,409,543, which will leave a remaining unobligated balance of \$348,456.

Items requested in carryover request:

1. Sumner – professional services - **\$82,200.00**
 - \$77,400.00 – VIP Architecture – Construction documents, construction administration, reimbursement allowance, site design and schematic design.
 - \$4,800 – CNY Pomeroy Appraisers - Appraisal
2. Merrick – air conditioning unit - **\$23,251.00** (new item)
3. Merrick – back doors - **\$12,082.00**

\$117,533 – Total requests

\$230,923 – remaining unobligated funds (if our amendment 1: carryover request – reprogram is approved)

All of the items listed above, except for the air conditioning unit, were reviewed and approved by the Board as a budget modification on December 13, 2021. We submitted the modification by The Office of Head Start's (OHS) deadline – December 17, 2021. OHS returned the modification on January 6, 2022, due to the items could not be completed by the end of the fiscal year (January 31, 2022).

Since these items were not approved in the previous fiscal year, technically, these items do not qualify as a carryover, but this is our only option to obligate the remaining funds from the previous fiscal year.

Although the items do not meet the carryover requirements, we have discussed this at length with our Grants Management Specialist, who is going to advocate for an exception due we followed their guidance, step-by-step, in order to have the items approved last year and OHS returned it in error.

In order to repair the roof, parking lot and windows at Sumner, we must complete a 1303 preapproval checklist, which requires the professional services.



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Carolyn D. Brown, Executive Director

June 27, 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
Approval of Carryover Request

Dear Ms. Gordon:

The Board of Directors of PEACE, 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



Joseph E. O'Hara, Executive Director

December 13, 2021

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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

Approval of Budget Modification for Merrick and Sumner locations.

Dear Ms. Gordon:

The PEACE, Inc. Board of Directors has reviewed and approved the budget modification request for the current year operational funds for the items listed below.

For Merrick Head Start –

The purchase of back doors in the amount of \$12,081.30.

For Sumner Head Start –

The appraisal of the Sumner building in the amount of \$4,800.00.

The drawings for plans of parking lot, and landscaping in the amount of \$7,500.00.

A schematic design, the drawings for plans for windows and roof, by architects in the amount of \$23,600.00.

Sincerely,

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