

# ***Review of Head Start Carry Over Application***





Grant No: 06CH010821

**City of San Antonio**  
**Head Start Program**  
**Carryover Request Application**  
**Program Year 2022-2023**

**1. Summary**

The City of San Antonio, Department of Human Services Head Start Program (DHS Head Start), submits a carryover application and budget to request 2022-2023 program year Coronavirus Aid, Relief, and Economic Security (CARES) funds from grant 06CH010821 in the available amount of \$603,211.00 for CAN 0-G060900. The non-federal match for CAN 0-G060900 was waived. The primary reason for the balance were attributed to:

- Purchasing and procurement delays caused by CoVID-19 pandemic.

**2. Plan for Carryforward Funding**

The CARES carryover funds will allow DHS Head Start to complete the heating, ventilation, and air conditioning (HVAC) and air conditioning duct project that was previously approved through the original CARES grant application. DHS Head Start will submit a 1303.44 Major Renovation Application for this project. Initially, DHS Head Start had an approximated amount for the HVAC project and after working with DHS facilities, DHS Head Start has an updated quote on the entirety of the HVAC project. The updated quote includes the replacement of the eight HVAC units, replacement of the entire A/C ducting system, and permit, administration, construction, contingency, and other related project fees. Previously, fees, contingency and the increasing cost of materials were not included in the original estimate. This project will be completed for the Brady Administrative Office located at 1227 Brady Blvd., San Antonio, TX 78207.



Grant No: 06CH010821

The CARES carryover funds will also allow DHS Head Start to purchase needed equipment and supplies to respond to the impact of CoVID-19. DHS Head Start will improve its outdoor area located at 1227 Brady. The purchase of four picnic tables and a shade structure will allow for staff to eat and at times, work outdoors. DHS Head Start will also purchase and install an automated solar powered exit gate. Both the shade structure and exit gate are estimated to be over \$5,000 and are listed under the Equipment category in the budget and justification.

DHS Head Start will purchase 96 medical grade air purifiers for each Edgewood ISD (EISD) Head Start classroom and administrative offices as well as replacement filters. San Antonio ISD (SAISD) has already purchased air purifiers for their classrooms, therefore they are not included in this specific request, however, air purifiers will be purchased for Family Support Worker offices located at SAISD. Also, as a method to improve enrollment and for better outreach, DHS Head Start will update a vehicle, 2017 Ford E-450, that was purchased with Head Start funds in 2017 and used for Head Start recruitment. The vehicle will be upgraded with a lift gate, air conditioner, office furniture, and Wi-Fi to allow parents to apply for Head Start services in their community.

Finally, the CARES funds will allow staff to create cleaning, first aid, and hygiene kits for all enrolled Head Start families. DHS Head Start staff will invite families to an educational session promoting the benefits of cleaning and disinfecting to reduce the transmission of COVID-19 as well as other germs causing various viruses. The kits would offer the opportunity to obtain additional resources that are often scarce within households due to cost and access. These items may not always be available or a priority due to income constraints.



Grant No: 06CH010821

**Conclusion**

DHS Head Start is committed to the success of its program and partnership with EISD and SAISD. Receipt of the carryover request will provide the needed funds to continue to provide the highest quality Head Start program to our children and families.



Grant No: 06CH010821

**City of San Antonio**  
**Head Start Program**  
**Carryover Budget Justification**  
**Program Year 2022-2023**

**1. Summary**

The City of San Antonio, Department of Human Services Head Start Program (DHS Head Start Program), submits a carryover application and budget to request carryover funding for the 2022-2023 program year in the available amount of \$603,211.00 for CAN 0-G060900. The non-federal match for this CAN was waived. \$250,695.00 of the Coronavirus Aid, Relief, and Economic Security (CARES) funds from grant 06CH010821 will allow DHS to replace the entire air conditioning ducting system as well as replace eight older heating, ventilation, and air conditioning (HVAC) units to ensure that the building maintains fresh air volumes, fan capacity, and filtration effectiveness. As directed by the Office of Head Start, DHS Head Start will submit a 1303.44 Major Renovation Application for this project. DHS Head Start will also purchase supplies and materials in order to prepare and reduce the spread of CoVID-19 with \$352,516 of CARES funds.

**2. Head Start –Budget Justification – Federal Share**

**EQUIPMENT**

**\$40,500.00**

<b>DHS Head Start</b>	<b>Location</b>	<b>Estimated Amount</b>	<b>Project</b>
Brady Building	1227 Brady Blvd, San Antonio, TX 78207	\$30,000	<ul style="list-style-type: none"><li>• Purchase and installation of a shade structure located at the Head Start administrative offices.</li></ul>
Brady Building	1227 Brady Blvd, San Antonio, TX 78207	\$10,500	<ul style="list-style-type: none"><li>• Purchase and installation of an automatic solar powered exit gate at the Head Start administrative offices.</li></ul>



Grant No: 06CH010821

## SUPPLIES

**\$312,016.00**

Description	Amount
Cap<5000 – Mach & Equip Other Air Purifiers, vehicle upgrades (lift ramp, and vehicle air conditioner)	\$186,456
Cap<5000 – Furniture & Fix Four Picnic Tables	\$5,800
Cap<5000 – Computer Equipment Wi-Fi Upgrade for the recruitment vehicle	\$5,000
Other Commodities Purchase needed supplies and materials to build first-aid and hygiene kits to provide to Head Start families (Air Filters, Misting Fans, First Aid Kits, PPE Supplies, and Thermometers)	\$89,760
Janitorial Supplies Purchase needed supplies and materials to build cleaning kits to provide to Head Start families	\$30,000
<b>TOTAL</b>	<b>\$312,016</b>

## CONSTRUCTION

**\$250,695.00**

DHS Head Start costs for eight HVAC units and a new ducting system.

DHS Head Start	Location	Estimated Amount	Project
Brady Building	1227 Brady Blvd, San Antonio, TX 78207	\$250,695 (1303 major renovation)	<ul style="list-style-type: none"> <li>Purchase and installation of eight HVAC units - installation includes upgrading electrical panels and wiring to bring up to building codes, replacing condensation lines, replacing exhaust fans and replace curb adapters</li> <li>Purchase and installation of a new ducting system</li> <li>Permit, Administration, Construction, Contingency, and other associated fees</li> </ul>

### 3. Head Start – Budget Justification – Non-Federal Share

DHS Head Start has requested a waiver for the non-federal match for CAN 0-G060900.