



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Public Schools Board of Education
From: Mary Derwin, Supervisor New Haven Public Schools Head Start
Subject: Board of Education Approvals for Funding Application
Date: March 13, 2023

On behalf of the New Haven Public Schools Head Start Program, Grant 01CH010905, I am requesting Board of Education approval for:

- Submission of the funding application to the Office of Head Start for the continuation grant for Head Start Basic funds in the total amount of \$6,235,156. This is comprised of \$6,168,222 for program operations and \$66,934 for training and technical assistance, for the project period of July 1, 2023 through March 30, 2024.

The associated narrative application and abstract are attached. The Head Start Policy Council approved this application at the February 27, 2023, meeting. Please have Ms. Yesenia Rivera sign the enclosed attestation of approval and return to me. This document is a required part of the application packet. Feel free to reach out with any questions or concerns. Thank you.



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Public Schools Board of Education
From: Mary Derwin, Supervisor New Haven Public Schools Head Start
Subject: Board of Education Approval for Extension Application
Date: March 13, 2023

On behalf of the New Haven Public Schools Head Start Program, Grant 01HE000822, I am requesting Board of Education approval for:

- Submission of application to the Office of Head Start requesting permission to extend use of COVID funds in the amount of \$206, 905.52 from March 30, 2023 until June 30, 2023.

The associated spending plans are attached and justification are attached. The Head Start Policy Council approved this application at the February 27, 2023, meeting and the signed attestation is attached. Please have Ms. Yesenia Rivera sign the enclosed Board of Education attestation of approval and return to me. This document is a required part of the application packet. The Office of Head Start has reviewed and approved all of the supporting documents. Feel free to reach out with any questions or concerns. Thank you.



NEW HAVEN PUBLIC SCHOOLS

Low Cost Extension Narrative

City of New Haven in New Haven County, Connecticut

Grant #: 01HE000822

The New Haven Public Schools Board of Education Head Start Program, grant #: 01HE000822, is applying to the Administration for Children and Families, Office of Head Start requesting a low-cost extension of COVID-19 funds in the total amount of \$206,905.52, (American Rescue Plan \$117,431.32 and CERRSA \$ 89,474.20) from the grant period dated July 1, 2021 – March 31, 2023 extending the project period to June 30, 2023.

American Rescue Plan \$117,431.32

The extension of the American Rescue funds would allow for the purchase orders currently in the procurement process at the New Haven Public Schools Business Office to complete their required cycle. There are pending orders for ERSEA activities and marketing totaling \$12,750.00, and \$75,000 in purchase orders to complete the outdoor learning projects/ playground fencing at Lincoln Bassett, Fair Haven and Truman Schools. The work should be completed by the close of the school year.

CERRSA \$ 89,474.20

The extension of the CERRSA funds would allow for the purchase orders currently in the procurement process at the New Haven Public Schools Business Office to complete their required cycle. There are invoices totaling approximately \$15,000.00 in the process for summer school materials. The extension would also provide for the on-going payroll expenses to be incurred for the additional part time employees that were hired to provide classroom coverage and support as a result of COVID-19. The pandemic and its related mitigation strategies have caused many prolonged absences and coverage challenges. These employees would continue to work until the end of the school year in June 2023. They are essential for the maintenance of ratios, safety, and active supervision.



NEW HAVEN PUBLIC SCHOOLS

**Approval of Submission of Head Start Grantee
City of New Haven in New Haven County, Connecticut**

We, the members of the New Haven Public Schools Board of Education, grant #: 01HE000822, approve the submission of an application to the Administration for Children and Families, Office of Head Start requesting a low-cost extension of COVID-19 funds in the total amount of \$206,905.52, (American Rescue Plan \$117,431.32 and CERRSA \$ 89,474.20) from the grant period dated July 1, 2021 – March 31, 2023 extending the project period to June 30, 2023.

New Haven Public Schools, Board of Education President

Date

NHPS Head Start Covid -19 Funds 2022

ARP	ORG	OBI	PROJECT	ACCOUNT DESCRIPTION	ORIGINAL / TRANSFRS / REVISED BI	YTD EXPEN	ENCUMBR	AVAILABLE	% USED	COMMENTS
2532	25326371	50141	0029	SEASONAL HELP	113362	12548	123067.7	0	2842.34	97.7 Summer School staffing 2021SY
2532	25326371	51809	0443	HEALTH INSURANCE	14568	0	14568.21	0	-0.21	100 Summer School staffing health insurance
2532	25326371	54411		HEAD START EQUIPMENT	200000	0	67566.02	0	132434	33.8 Medical Equipment for School-Based Health Center
2532	25326371	55100		HEAD START MAT & SUPPL INSTRU	22500	-12885	9615	9115.06	0	94.8 ERSEA Promotional and Recruitment Materials to allow for outdoor setup- tents, PPE, water bottles, etc.
2532	25326371	55576		HEAD START OTHER	255260	-80446	174814	0	174814	0 Outdoor Learning/ Playground improvement
2532	25326371	56694		HEAD START OTHER CONTR SERV	19554	80446	100000	66641.79	0	66.6 Cornell School Based Health Center contract-staffing
2532	25326371	58852	0029	FICA/MEDICARE	9274	337	9611	9343.96	0	97.2 Summer School Staffing fringe benefits
2532	25326371	59933	0029	WORKERS COMPENSATION	824	0	824	775.6	0	94.2 Summer School Staffing fringe benefits
				Total 25326371 ARP HEAD START	635342	0	635342	291079.3	0	45.8
CRRSA	25326372	50136		HEAD START P/T PAYROLL-INSTRUC	50544	0	50544	17154.75	0	33.9 Additional PT Classroom staff to support instruction and maintain ratios due to Covid absences
2532	25326372	54411		HEAD START EQUIPMENT	35000	0	35000	35563.49	0	95.9 Computers, printers ,portable scanners
2532	25326372	55100		HEAD START MAT & SUPP INSTRUCTN	40000	0	40000	7155.34	0	17.9 Instructional supplies
2532	25326372	55576		HEAD START OTHER	30060	0	30060	2236.36	0	7.4 Other Covid supplies to prevent spread in office
2532	25326372	58852		HEAD START/ M EMPLOYER CONTRIB	3867	0	3867	1312.99	0	33.9 Additional PT Classroom staff to support instruction and maintain ratios due to Covid absences
2532	25326372	59933		H/S WORKERS COMPENSATION	344	0	344	0	344	0 Additional PT Classroom staff fringe benefits
				Total 25326372 HEAD START CERRSA FU	159815	0	159815	61422.33	0	38.4
				Total 2532 EDUCATION HEAD START	795157	0	795157	352501.6	0	44.3
2532				Revenue Total	0	0	0	0	0	0
				Expense Total	795157	0	795157	352501.6	0	44.3
				Grand Total	795157	0	795157	352501.6	0	44.3

NHPS Head Start COVID Funds 2023

PROJECT	OBJ	ARR	ACCOUNT DESCRIPTION	ORIGINAL / TRANSFRS / REVISED BI YTD EXPEN ENCUMBR. AVAILABLE % USED	COMMENTS-EXPENDITURES TO DATE
0008	50141	136080	SEASONAL HELP	-11800 124280 121408.4 0 2871.63	97.7 Summer School Staffing -Summer 2022
0048	51809	0	HEALTH INSURANCE	1997 1997 1996.18 0 0.82	100 Summer School health benefits 2022
0048	54411	11170	H/S ARP EQUIPMENT	0 11170 5994 0 5176	53.7 Computers and printers, electronics
0043	55100	3500	H/S ARP C/ONMAT & SUPPINSTRUCTN	0 3500 0 0 3500	0
0008	55576	159272	OTHER	0 159272 15014.7 39523.76 104733.5	Summer School materials 2022SY- 527,125.49 Teacher Appreciation, -59698.90 Staff Wellness/Pre-service, Family
0008	56694	33358	HEAD START J/M OTR CONTR SERV	97 33455 16630 16825 0	34.2 Engagement-55535.17 Classroom Supplies-Mayo-\$12,398.95
0008	58852	10410	FICA/MEDICARE	-694 9716 8747.84 0 968.16	100 Outdoor Learning, STEM, and environmental science presentations
0008	59933	925	WORKERS COMPENSATION	-53 872 690.83 0 181.17	90 Summer School Fringes 2022
25326410	59933	354715	Total 25326410 HEAD START AMERICAN	-10453 344262 170481.9 56348.76 117431.3	79.2 Summer School fringes 2022 65.9
0008	50136	34957	P/T PAYR- INSTRU	-1568 33389 5761 0 27628	17.3 Additional PT Classroom staffing-instructional 2022-2023SY
0443	54411	1436	H/S CERRSA C/O EQUIPMENT	0 1436 0 0 1436	0
0016	55100	32845	MAT & SUPPL INSTRU	0 32845 2717.06 0 30127.94	8.3 Supplies office
0443	55576	27824	H/S CERRSA C/O OTHER	0 27824 0 0 27824	0
0008	58852	2675	FICA/MEDICARE EMPLOYER CONTRIB	-120 2555 440.74 0 2114.26	17.3 Additional PT Classroom staffing fringes 2022-2023SY
0443	59933	344	H/S CERRSA C/O WORKERS COMP	0 344 0 0 344	0 Additional PT Classroom staffing fringes 2022-2023SY
25326422	59933	100081	Total 25326422 HEAD START CERRSA C/	-1688 98393 8918.8 0 89474.2	9.1
25326422		454796	Total 25326422 EDUCATION HEAD START	-12141 442655 179400.7 56348.76 206905.5	53.3
			Revenue Total	0 0 0 0 0	0
			Expense Total	454796 -12141 442655 179400.7 56348.76 206905.5	53.3
			Grand Total	454796 -12141 442655 179400.7 56348.76 206905.5	53.3

PENDING EXPENDITURES- need to extension to 6/30/23

Two desk top computers

Advertising contracts pending \$12,750- FISEA-billboards, newspapers, signage Outdoor Learning- playground improvement \$75,000 in purchase orders submitted to complete project st Fair Haven, Truman, and Lincoln Bassett

Ongoing PT payroll expenses through June 30th
Summer school instructional materials pending \$15,089.20

Ongoing PT payroll expenses through June 30th
Ongoing PT payroll expenses through June 30th



NEW HAVEN PUBLIC SCHOOLS

**Approval of Submission of Head Start Grantee
City of New Haven in New Haven County, Connecticut**

We, the members of the New Haven Public Schools Policy Council, grant #: 01HE000822, approve the submission of an application to the Administration for Children and Families, Office of Head Start requesting a low-cost extension of COVID-19 funds in the total amount of \$206,905.52, (American Rescue Plan \$117,431.32 and CERRSA \$ 89,474.20) from the grant period dated July 1, 2021 – March 31, 2023 extending the project period to June 30, 2023.

Adrienne Finna

New Haven Public Schools, Policy Council Chair

3/9/23

Date

2022-2023 School Year Enrollment

As of March 16, 2023

Report by Esther R. Pearson-Pinckney MS, Social Service Coordinator

Head Start Sites	Funded Enrollment	Current Enrollment (Returning students)	Newly Placed Students	Vacancy	Family completed an application but still needs to bring in stuff
Dr. Mayo School	374	306	7(pending) 8(submitted on3/9)	53-17= 36 needed (1class is closed)	43
Fair Haven	30	28	0	(2) ENG speaking	3
Jepson 50/50	8	7	1	0	0
Lincoln Bassett	17	16	0	1	0
Martinez	51	50	0	1	2
Truman	51	50	1 Spanish	0	5
Total	531	456	17	57-17= 40 (1 class is closed)	53

Name of Program NHPS Head Start
 For Period Beginning 7/1/2022 2532 5278

Program Account PA 20 (Training)
 Ending 2/28/2023

Item	Annual Budget	YTD Expenses	Encumbrances	Available Budget
A. Personal				
B. Fringe Benefits				
Total Personnel	0.00	0.00	0.00	0.00
C. Mileage				
D. Travel	5,564.00	0.00	0.00	5,564.00
E. Equipment				0.00
F. Supplies				0.00
G. Contractual	0.00	0.00	0.00	0.00
H. Renovations				0.00
I. Other	61,370.00	19,705.00	2,500.00	39,165.00
Grand Total	66,934.00	19,705.00	2,500.00	44,729.00

Name of Program NHPS Head Start
 For Period Beginning 7/1/2022 2532 5279

Program Account PA 22 (Basic)
 Ending 2/28/2023

Item	Annual Budget	YTD Expenses	Encumbrances	Available Budget
A. Personal	3,786,604.00	1,799,841.72	0.00	1,986,762.28
B. Fringe Benefits	1,676,654.00	557,244.78	0.00	1,119,409.22
Total Personnel	5,463,258.00	2,357,086.50	0.00	3,106,171.50
C. Mileage				
D. Travel	0.00	0.00	0.00	0.00
E. Equipment	0.00			0.00
F. Supplies	32,000.00	8,000.00	5,330.40	18,669.60
G. Contractual	183,445.00	124,602.79	48,060.00	10,782.21
H. Renovations	0.00			0.00
I. Transportation	320,000.00	89,487.00	0.00	230,513.00
J. Other	5,000.00	1,500.00	0.00	3,500.00
Grand Total	6,003,703.00	2,580,676.29	53,390.40	3,369,636.31

Name of Program NHPS Head Start
 For Period Beginning 7/1/2022 2532 6326

Program Account Basic Carryover
 Ending 2/28/2023

Item	Annual Budget	YTD Expenses	Encumbrances	Available Budget
A. Personal	174,000.00	15,603.00	0.00	158,397.00
B. Fringe Benefits	14,494.00	1,227.86	0.00	13,266.14
Total Personnel	188,494.00	16,830.86	0.00	171,663.14
C. Mileage	5,000.00	0.00	0.00	5,000.00
D. Travel	20,000.00	0.00	0.00	20,000.00
E. Equipment	386,000.00	42,497.61	279,585.75	63,916.64
F. Supplies	90,000.00	71,634.02	11,096.39	7,269.59
G. Contractual	412,402.00	3,700.00	93,526.00	315,176.00
H. Renovations	0.00			0.00
I. Other (Field Trips and Parent Activities)	62,000.00	3,204.00	11,192.00	47,604.00
Grand Total	1,163,896.00	137,866.49	395,400.14	630,629.37

Name of Program NHPS Head Start
 For Period Beginning 7/1/2022 2532 6327

Program Account Training Carryover
 Ending 2/28/2023

Item	Annual Budget	YTD Expenses	Encumbrances	Available Budget
A. Personal	0.00	0.00	0.00	0.00
B. Fringe Benefits	0.00	0.00	0.00	0.00
Total Personnel	0.00	0.00	0.00	0.00
C. Mileage				
D. Travel	9,934.00	7,400.91	0.00	2,533.09
E. Equipment	0.00	0.00	0.00	0.00
F. Supplies	0.00	0.00	0.00	0.00
G. Contractual	46,000.00	2,757.00	0.00	43,243.00
H. Renovations	0.00			0.00
I. Other	0.00	0.00	0.00	0.00
Grand Total	55,934.00	10,157.91	0.00	45,776.09

Name of Program NHPS Head Start
 For Period Beginning 7/1/2022 2532 6373

Program Account COLA/QI
 Ending 2/28/2023

Item	Annual Budget	YTD Expenses	Encumbrances	Available Budget
A. Personal	83,429.00	83,429.00	0.00	0.00
B. Fringe Benefits	37,165.00	37,165.00	0.00	0.00
Total Personnel	120,594.00	120,594.00	0.00	0.00
C. Mileage				
D. Travel	16,290.00	0.00	0.00	16,290.00
E. Equipment	0.00	0.00	0.00	0.00
F. Supplies	16,196.00	0.00	0.00	16,196.00
G. Contractual	0.00	0.00	0.00	0.00
H. Renovations	0.00			0.00
I. Other (Transportation)	11,439.00	11,439.00	0.00	0.00
Grand Total	164,519.00	132,033.00	0.00	32,486.00

Name of Program NHPS Head Start
 For Period Beginning 7/1/2022 2532 6410

Program Account ARP carryover
 Ending 2/28/2023

Item	Annual Budget	YTD Expenses	Encumbrances	Available Budget
A. Personal	133,986.00	121,408.37	0.00	12,577.63
B. Fringe Benefits	13,332.00	11,434.85	0.00	1,897.15
Total Personnel	147,318.00	132,843.22	0.00	14,474.78
C. Mileage				
D. Travel	0.00	0.00	0.00	0.00
E. Equipment	11,170.00	5,994.00	0.00	5,176.00
F. Supplies	3,500.00	0.00	0.00	3,500.00
G. Contractual	33,455.00	16,630.00	16,825.00	0.00
H. Renovations	0.00			0.00
I. Other	159,272.00	15,014.70	39,523.76	104,733.54
Grand Total	354,715.00	170,481.92	56,348.76	127,884.32

Name of Program NHPS Head Start
 For Period Beginning 7/1/2022 2532 6415

Program Account Head Start CARES Act
 Ending 2/28/2023

Item	Annual Budget	YTD Expenses	Encumbrances	Available Budget
A. Personal	0.00	0.00	0.00	0.00
B. Fringe Benefits	0.00	0.00	0.00	0.00
Total Personnel	0.00	0.00	0.00	0.00
C. Mileage				
D. Travel	0.00	0.00	0.00	0.00
E. Equipment	0.00	0.00	0.00	0.00
F. Supplies	4,162.00	0.00	0.00	4,162.00
G. Contractual	150,000.00	0.00	150,000.00	0.00
H. Renovations	0.00			0.00
I. Other	0.00	0.00	0.00	0.00
Grand Total	154,162.00	0.00	150,000.00	4,162.00

Name of Program NHPS Head Start
 For Period Beginning 7/1/2022 2532 6422

Program Account H/S CERRSA
 Ending 2/28/2023

Item	Annual Budget	YTD Expenses	Encumbrances	Available Budget
A. Personal	34,957.00	4,725.00		30,232.00
B. Fringe Benefits	3,019.00	361.48		2,657.52
Total Personnel	37,976.00	5,086.48	0.00	32,889.52
C. Mileage				
D. Travel			0.00	0.00
E. Equipment	1,436.00			1,436.00
F. Supplies	32,845.00	2,717.06	0.00	30,127.94
G. Contractual	0.00	0.00	0.00	0.00
H. Renovations	0.00	0.00	0.00	0.00
I. Other	27,824.00	0.00	0.00	27,824.00
Grand Total	100,081.00	7,803.54	0.00	92,277.46

Name of Program NHPS Head Start
 For Period Beginning 7/1/2022 2568 5317

Program Account H/S Expansion
 Ending 2/28/2023

Item	Annual Budget	YTD Expenses	Encumbrances	Available Budget
A. Personal	91,616.00	44,055.34		47,560.66
B. Fringe Benefits	27,551.00	15,717.25		11,833.75
Total Personnel	119,167.00	59,772.59	0.00	59,394.41
C. Mileage				
D. Travel			0.00	0.00
E. Equipment				0.00
F. Supplies	6,092.00	0.00	0.00	6,092.00
G. Contractual	0.00	0.00	0.00	0.00
H. Renovations	0.00		0.00	0.00
I. Other (parent Activity & Field trips)	5,500.00	260.00	585.00	4,655.00
Grand Total	130,759.00	60,032.59	585.00	70,141.41



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

February 28, 2023

City of New Haven, Inc.

Re: Grant No. 01CH010905

Dear Head Start Grant Recipient:

This letter informs you that City of New Haven, Inc. in New Haven, CT, meets one or more of the criteria listed in the Head Start Program Performance Standard Regulation [45 CFR Part 1304](#) requiring an open competition. This letter provides information on how the determination was made and explains the competitive process.

Basis of Competitive Determination

City of New Haven, Inc. in New Haven, CT, was determined to be ineligible for automatic renewal and designated for competition based on the following condition(s):

45 CFR Part 1304.11(a) - The agency has been determined to have two or more deficiencies across reviews conducted under section 641A(c)(1)(A), (C), or (D) of the Act during the relevant time period under §1304.15.

Deficiency Condition

Based on reviews conducted on 05/17/2019, 09/19/2020 and 03/16/2020, HHS determined that City of New Haven, Inc. had two or more deficiencies. Specifically, City of New Haven, Inc. was found to be deficient with the following requirement(s):

§1302 Program Operations.

1302.47 Safety practices.

(b) A program must develop and implement a system of management, including ongoing training, oversight, correction and continuous improvement in accordance with §1302.102, that includes policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety. This system must ensure

(5) Safety practices. All staff and consultants follow appropriate practices to keep children safe during all activities, including, at a minimum:

(iv) Only releasing children to an authorized adult.

§1302 Program Operations.

1302.90 Personnel policies.

(c) Standards of conduct.

(1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that:

(ii) Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:

(G) Physically abuse a child

(v) Ensure no child is left alone or unsupervised by staff, consultants, contractors,

or volunteers while under their care

HHS informed City of New Haven, Inc. of these deficiencies on 07/09/2019, 09/30/2019 and 03/30/2020. If you would like a copy of your review report(s), please see the Reviews tab in HSES.

Competitive Process and Interim Funding

Should your agency wish to compete to operate a Head Start and/or Early Head Start program, the agency must submit an application under a funding opportunity announcement that will be published later this year on [Grants.gov](https://www.grants.gov). Funds will be awarded to the organization "that demonstrates that it is the most qualified entity to deliver a high-quality and comprehensive Head Start or Early Head Start program." See [45 CFR Part 1304.13](https://www.ecfr.gov/current/title-45/chapter-I/subchapter-A/part-1304). Your agency will continue to receive grant funding until such competition has concluded. The grant award project period ends 04/30/2024.

You must file a current [Real Property Status Report](#), Form SF-429 with Attachment A, in GrantSolutions to identify any leased or owned real property subject to a federal interest. Grant recipients are also required to provide [Tangible Personal Property Report](#) SF-428 and SF-428B, and if needed, SF-428S, not later than 90 days after the close of the project period. Grant recipients are to scan and upload completed copies of the SF-428 reports to the specified folders in the Grant Notes section of GrantSolutions.

If you have any questions about the competitive process or the designation determination, please contact your Regional Office.

Sincerely,

/Tala Hooban/

Tala Hooban
Acting Director
Office of Head Start

Enclosure:

Reports - Inventory and Program Information Report (PIR)

The Administration for Children and Families (ACF) requires a comprehensive, up to date inventory of Head Start and Early Head Start real property, equipment and supplies used in grant recipient operations, including those in use by contracted service providers and delegate agencies, to post as part of the upcoming Funding Opportunity Announcement. An onsite verification of Head Start/Early Head Start real property will be conducted. Required inventories are due not later than 45 days after receipt of this letter.

Inventory of Real Property

An SF-429 is required for each facility with federal interest and requires the calculation of federal interest in the property, and documentation supporting a calculation of the Head Start Federal interest and any non-Federal interest share in the property.

Include:

- Accounting records that reflect the expenditures that create the interest share in the property.
- A copy of any mortgage, lease or other contractual encumbrance against property acquired with Head Start funds.
- A copy of the Notice of Federal interest filing.
- Most recent appraisal of property (within three years).

Onsite Assessment of Facilities with Federal Interest

Regional Office may contact the grant recipient regarding the timeline and logistics for scheduling an onsite assessment of each facility (owned and leased) with federal interest. Grant recipients should have information requested in this document available for review.

Inventory of Supplies by Location and Room

Include an inventory of supplies by location, room and condition. Please include items such as classroom furniture and fixtures, desktop and laptop computers and hardware, video and teleconference items, cameras, smart boards, and playground items.

Inventory of Equipment

Provide the most recent equipment inventory that was reconciled to your agency's equipment records. Include a list of all vehicles purchased using Head Start funds, including make, model, year, capacity, and condition of each vehicle.

Inventory Submission Instructions

Grant recipients are to submit the information in the Head Start Enterprise System (HSES) under the DRS tab. Notify the Regional Office using the Correspondence tab that the materials are available.

Program Information Report (PIR)

Grant recipients are to complete and submit the 2023 PIR not later than June 30, 2023. The annual PIR is the federally required Program Performance Report for Head Start.

If you anticipate not being able to meet the above timeframe or requirements, notify your Regional Grants Management Officer in writing immediately.

Please contact your Regional Office with questions.