

**Justification
Head Start/Early Head Start
Quality Funds
Grantee 06CH011282/04**

Date	Description
3/28/2023	CSNT Head Start is requesting approval to submit a Supplemental Grant Application for Head Start Quality Funds (\$131,605) & Early Head Start Quality Funds (\$6,747) Quality Funding Total = \$138,352

Quality Funding

Budget Line-Item Amounts	Description	Estimated Costs
1 – New position for the Agency (Personnel/Fringe Line Item)	Purchasing Agent – This position will oversee all of the purchasing for the Agency – this position will centralize purchasing/inventory and take these added responsibilities off of numerous other Management staff	HS - \$45,350 EHS - \$228 Total \$45,578
Supplies	Implement a Coffee Bar at all (9) locations and continue to provide Personal Protective Equipment for Staff and Parents, as needed	HS - \$9,345 EHS - \$672 Total \$10,017
Facility Maintenance	Continue Cleaning Services (5) locations (once a month or weekly, as needed. This will take these added responsibilities off of numerous other Campus staff and assist in staff recruitment and retention) Utilize Lawn Service (5) locations (provide lawn and playground maintenance, as needed. This will take these added responsibilities off of numerous other Campus staff and assist in staff recruitment and retention) Service HVAC Units on a regular schedule (5) locations (Prolong the life of the units and provide effective air circulation.)	HS - \$37,000 EHS - \$4,172 Total \$41,172

Training & Staff Development	Provide extra funds to assist staff in obtaining required college degrees, credentials, and certifications	HS - \$10,000 EHS - \$1,000 Total \$11,000
Contractual Obligations	Provide increase in obtaining contracted teaching staff through the School District	HS - \$16,750 EHS - \$0 Total \$16,750
Indirect Costs	10% Indirect Cost Rate	HS - \$13,161 EHS - \$675 Total \$13,836

These funds will help the Head Start/Early Head Start Program recruit and retain staff, relieve staff stress and provide healthy places to work.

The Head Start/Early Head Start Program will utilize these funds to realign some responsibilities within the program and the Agency. By realigning these responsibilities, the program will be able to take away extra responsibilities from Campus level staff and Management staff. This will assist the program in recruiting and retaining staff for these positions.