

REQUEST FOR ADDITIONAL APPROPRIATION

Instructions: Complete all information in Parts A and B. Have Director/ Department Head sign and date on appropriate lines in Part C. Forward original to OPM Director, 10th Floor. OPM Director will forward to the Boards. Submit to OPM by the 20th of the month in order to be included on the next Board of Finance and Representatives meeting agendas.

Part A - Account Information

FY 22-23

Project #	S33125		Dept. Name	Day Care Grant FY22/23
Revenue #	2800-1012-431303-0000-000	\$203,684	Account Title	Day Care Program
Expend. #	2800-1012-581604-0000-000	\$203,684	Account Title	Day Care / Allotment

Source: 100% Grant Funded


	Request Amount	\$203,684
Previous Year's Expenditure		\$ -
Department Request		_____
Approved by Mayor		_____
Approved by Finance Board		_____
Approved by Board of Reps.		_____
Revised Budget		_____
Balance in Account		_____
Projected Exp. & Enc.		\$ -

Part B - Request Description and Supporting Calculations

Additional award received on this project for COLA (Cost of Living Adjustment), additional appropriation is required to match the total grant award. This funding will be distributed to CLC for child care services.

Part C - Approvals

Anita Carpenter Apr 27, 2023
Anita Carpenter, Grants Officer


Elda Sinani (Apr 27, 2023 13:14 EDT) Apr 27, 2023
Elda Sinani, OPM Director

Sandra L. Dennies Apr 27, 2023
Sandra L. Dennies (Apr 27, 2023 14:05 EDT)
Sandra L. Dennies, Director of Administration

Caroline Simmons Apr 28, 2023
Caroline Simmons (Apr 28, 2023 14:49 EDT)
Caroline Simmons, Mayor

- b. Requests meeting these criteria may not increase the total contract value.
- c. Approval of space changes meeting the above criteria will be provided in writing by the OEC.
- d. A conversion of 10 or fewer spaces during the contract period will not require a contract amendment.

E. BUDGET PROVISIONS

1. **Budget.** The Contractor agrees to utilize OEC funds in accordance with the budget contained herein. The Contractor will provide the OEC with a copy of its budget(s) by 9/30/2022 for SFY 2023 and 8/31/2023 for SFY 2024.

Transitional Week of Care

# Spaces	Categories of Care	Weekly Contract Rate	# Weeks	Total for Week
227	Spaces of full-time preschool care	171.61	1	38,955.47
Total Amount for Services				38,955.47

SFY 2023

# Spaces	Categories of Care	Monthly Contract Rate	# months/year	Total Yearly Amount
227	Spaces of full-time preschool care	743.66	12	2,025,729.84
Total Amount for Services SFY 2023				2,025,729.84
COLA (Annualized)				95,023.74
COLA for staff salaries SFY 2023				108,660.15
TOTAL COLA				203,683.89
Total maximum SFY 2023 amount				2,229,413.73

SFY 2024

# Spaces	Categories of Care	Monthly Contract Rate	# months/year	Total Yearly Amount
227	Spaces of full-time preschool care	743.66	12	2,025,729.84
Total Amount for Services SFY 2024				2,025,729.84
TOTAL COLA				203,683.89
Total maximum SFY 2024 amount				2,229,413.73

2. **Financial Reporting.**

- a. The Contractor shall submit to the OEC a yearly cumulative End-of-Year/Final Financial Expenditure report due on or before July 31 of each State fiscal year.
 - b. The Contractor will require subcontractors to provide fiscal reports that detail and justify expenditures. The Contractor will include subcontractor detailed expenditures and justification in reports sent to OEC.
3. **Annual Audit.** Notwithstanding the provisions of Part II of this Contract, no later than six months after the close of the Contractor’s fiscal year, the Contractor shall provide to the OEC a complete annual financial audit acceptable to the OEC for all program funds, whether state awarded or not. Such audit shall include audit recommendations. The OEC reserves the right to receive a copy of any audit for related parties under common control. The Contractor shall maintain all fiscal records and accounts for three years after the end of the contract year, or until the State Auditors of Public Accounts complete an audit of the OEC for such