



ADMINISTRATION FOR
CHILDREN & FAMILIES

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

From: Aminul Islam (aminul.islam@acf.hhs.gov)

Grant Number: 02CH3123

Grantee Name: Burlington County Community Action Program

Hello Ruben,

We received and reviewed your response regarding the application for a retroactive prior approval for \$254,000 for mortgage payment in your fiscal year 2018.

Please re-submit the application along with all related required documents as it was indicated in our previous correspondence dated 12/5/2019 as follows:

Please be advised that your agency may apply for a retroactive prior approval for \$254,000 which your organization reallocated the savings from personnel line item of the budget to mortgage payment for Lumberton Head start Center. Based on the review of our facility records, we noted that the mortgage payment for this facility was properly approved by our office in the past. In order to apply for a retroactive prior approval, your organization needs to create "Add Amendment", then click on " Budget Revision" and complete the application such as SF-424 (needs nothing to be done), SF-424A { Personnel (\$254,000) and Facilities/Construction \$254,000 } in the HSES in fiscal 2018 year.

In the narrative, please explain why you had savings in the personnel line item of the budget, which positions were vacant and why, etc. Then please explain why your agency applied the savings towards the mortgage and what kind of benefits the grantee will get out of this expenditures.

The grantee needs to submit the PC and the Board approval for this application.

Please respond to this correspondence as soon as possible, no later than March 12, 2020.

If you need any additional information regarding this matter, please contact our office.

Best regards.

Aminul Islam
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Attachments: None

Please login to HSES (<https://hses.ohs.acf.hhs.gov/>) to view and respond.

To be able to log in and respond to a message in HSES under the Correspondence tab, you will need an account. If you do not yet have one, please contact the HSES Help Desk to obtain a user ID and password.