

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SAN BERNARDINO  
AND RECORD OF ACTION**

August 25, 2020

**FROM**

**PHALOS HAIRE, Director, Preschool Services Department**

**SUBJECT**

Amended Grant Awards from the United States Department of Health and Human Services, Administration for Children and Families for the Head Start Program and Early Head Start Program for COVID-19 and Low Cost Extension Funding and Budget Adjustment

**RECOMMENDATION(S)**

1. Accept the following amended grant awards from the United States Department of Health and Human Services, Administration for Children and Families for continued support of the Head Start Program and Early Head Start Program, for the grant period of July 1, 2019 through June 30, 2020:
  - a. **Amendment No. 2 to County Agreement 19-507** (Award No. 09-CH10016-05-02) in supplemental funding for costs incurred from January 20, 2020 in the prevention, preparation, and response to COVID-19, increasing the combined award amount by \$3,802,601, from \$57,421,538 to \$61,224,139.
  - b. **Amendment No. 3 to County Agreement 19-507** (Award No. 09-CH10016-05-03) in Low Cost Extension funding to extend the completion date of approved program activities from June 30, 2020 to June 30, 2021, and increasing the combined award amount by \$1,115,882, from \$61,224,139 to \$62,340,021.
2. Authorize the Auditor-Controller/Treasurer/Tax Collector to post the following adjustments as indicated in the Financial Impact section below to the Preschool Services Department's 2020-21 budget for the amended grant awards for the Head Start Program and Early Head Start Program from the United States Department of Health and Human Services, Administration for Children and Families (Four Votes required):
  - a. COVID-19 funding in the amount of \$3,802,601.
  - b. Low Cost Extension funding in the amount of \$1,115,882.

(Presenter: Phalos Haire, Director, 383-2005)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**Provide for the Safety, Health and Social Service Needs of County Residents.**

**Pursue County Goals and Objectives by Working with Other Agencies.**

**FINANCIAL IMPACT**

This item does not impact Discretionary General Funding (Net County Cost). The amended grant awards from the United States Department of Health and Human Services, Administration for Children (AFC) increases the Head Start and Early Head Start program funding by \$4,918,483, to a total of \$62,340,021, for the grant period of July 1, 2019 through June 30, 2020. The COVID-19 (coronavirus disease) supplemental funding of \$3,802,601 includes an approved Non-Federal Match Waiver for the federal awarded for COVID-19. The Low Cost

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Extension funding of \$1,115,882 requires a non-federal match of \$278,971, which will be met by in-kind volunteers, donated services, reduced rates for goods and services. The Preschool Services Department (PSD) is requesting budget adjustments to the 2020-21 budget for these funds, as indicated in the tables below:

Adjustments for Amendment No. 2:

Fund Center	Commitment Item/GL	Description	Action	Amount
5910002221	51001010	Regular Salary	Increase	\$551,115
5910002221	51001110	Members Retirement	Increase	\$264,230
5910002220	52002116	Computer Hardware Expense	Increase	\$83,714
5910002220	52002125	Inventoriable Equipment	Increase	\$102,805
5910002220	52002130	Non-Inventoriable Equipment	Increase	\$204,000
5910002220	52002181	Cell-Phones-Outside	Increase	\$29,529
5910002220	52002180	Utilities	Increase	\$25,011
5910002220	52002301	Classroom Supplies	Increase	\$658,675
5910002220	52002444	Security Services	Increase	\$100,000
5910002220	52002835	General Household Expenses	Increase	\$168,225
5910002220	52002870	General Main-Struct, Imp & Grds	Increase	\$413,977
5910002220	52002950	Labor- Outside Vendors	Increase	\$383,102

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Fund Center	Commitment Item/GL	Description	Action	Amount
5910002220	53003252	Delegate Agency Contracts	Increase	\$655,375
5910002220	53003253	Food Program Contract	Increase	\$162,843
5910002221	40509030	Fed Aid for Daycare	Increase	\$815,345
5910002220	40509030	Fed Aid for Daycare	Increase	\$2,987,256

**Adjustments for Amendment No. 3:**

Fund Center	Commitment Item/GL	Description	Action	Amount
5910002220	52002125	Inventoriable Equipment	Increase	\$177,601
5910002220	52002143	Training Center Materials	Increase	\$37,376
5910002220	52002301	Classroom Supplies	Increase	\$30,889
5910002220	52002303	Program Supplies	Increase	\$180,000
5910002220	52002870	General Maint-Struct, Imp & Grds	Increase	\$173,660
5910002220	54104010	Improvement to Land	Increase	\$102,000
5910002220	54304030	Improvement to Structures	Increase	\$96,399
5910002220	54404040	Equipment	Increase	\$27,826

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Fund Center	Commitment Item/GL	Description	Action	Amount
5910002220	55305030	Operating Transfer Out	Increase	\$290,131
5910002220	40509030	Fed Aid for Day Care	Increase	\$1,115,882

**BACKGROUND INFORMATION**

PSD operates the Head Start Program, Early Head Start Program, and State Preschool Program in San Bernardino County. The programs provide education, health, cognitive, social/emotional, physical growth and development, and parent involvement services for children ages 0 to 5 with the overall goal of increasing the school readiness of young children in economically disadvantaged families. Throughout the COVID-19 pandemic, PSD’s Head Start Program and Early Head Start Program have continued to provide program services to children by transitioning to virtual learning/engagement.

Amendment No. 2 (Award No. 09-CH10016-05-02) in supplemental funding from AFC awards one-time funds for costs incurred in the prevention, preparation, and response to COVID-19. The \$3,802,601 in COVID-19 funds can be used for costs starting from January 20, 2020 in response to the public health emergency, as well as the purchase of eligible equipment. PSD will use these funds on COVID-19 related activities/services that include providing virtual classroom support, enhancing safety measures for staff, children, families and contract agencies.

Amendment No. 3 (Award No. 09-CH10016-05-03) in Low Cost Extension funding allows PSD to extend the program activities approved by AFC in 2019-20, from June 30, 2020 to a completion date of June 30, 2021. The Low Cost Extension funding of \$1,115,882 includes operations funds of \$1,078,507 and training and technical funds of \$37,375. PSD will use these funds for program activities and/or purchases that include providing a new playground for children, purchasing Parents as Teachers Fidelity Curriculum for Early Head Start program, and strengthen PSD school sites security by acquiring cameras and monitoring sensors.

On July 23, 2019 (Item No. 26), the Board of Supervisors (Board) approved the grant award, County Agreement 19-507 (Award No. 09-CH10016-05-00), from ACF for the Head Start Program and Early Head Start Program, in the combined award amount of \$51,178,166, for the grant period of July 1, 2019 through June 30, 2020. In addition, this item authorized the Chairman of the Board, the Chief Executive Officer, or the PSD Director, to execute and submit any subsequent non-substantive amendments and any other grant documents, on behalf of the County, subject to review by County Counsel.

On December 10, 2019 (Item No. 22), the Board approved the amended grant award, Amendment No. 1 to County Agreement 19-507 (Award No. 09-CH10016-05-01), from ACF for the Head Start Program and Early Head Start Program, increasing the combined award amount by \$6,243,372, from \$51,178,166 to \$57,421,538, with no change to the grant period of July 1, 2019 through June 30, 2020.

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On June 30, 2020 and July 20, 2020, PSD received the notices of awards for Amendment No. 2 (Award No. 09-CH10016-05-02) in the amount of \$3,802,601 for the supplemental COVID-19 funding and Amendment No. 3 (Award No. 09-CH10016-05-03) in the amount of \$1,115,882 for the Low Cost Extension funding, respectively, from ACF for the Head Start and Early Heads Start Programs. This item is being presented at this time, as this is the first date available following required operational, fiscal, and legal reviews. Approval by the Board at this time will not impact PSD's Head Start or Early Head Start services and activities.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Adam Ebright, Deputy County Counsel, 387-5455) on August 5, 2020; Auditor-Controller/Treasurer/Tax Collector (Erika Gomez, General Accounting Manager, 382-3196) on August 7, 2020; Finance (Paul Garcia, Administrative Analyst, 386-8392) on August 6, 2020; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on August 10, 2020.

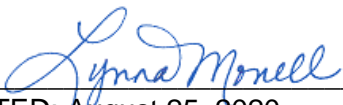
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Record of Action of the Board of Supervisors  
County of San Bernardino

**APPROVED (CONSENT CALENDAR)**

Moved: Josie Gonzales   Seconded: Robert A. Lovingood  
Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: August 25, 2020



cc:    PSD - Garcia w/agree  
      Contractor- C/O PSD w/agree  
      File- w/agree  
CCM  09/3/2020