

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

December 7, 2021

**FROM**

**JACQUELYN GREENE, Director, Preschool Services Department**

**TERRY W. THOMPSON, Director, Real Estate Services Department**

**SUBJECT**

Head Start and Early Head Start Appropriation Adjustment

**RECOMMENDATION(S)**

1. Approve a budget increase to Capital Improvement Program Project 21-124 in the amount of \$26,000, from \$48,510 to \$74,510, for the Yucca Valley Shade Structure Project (WBSE 10.10.1121), located at 56389 Pima Trail, Yucca Valley, CA, for the Preschool Services Department.
2. Authorize the Auditor-Controller/Treasurer/Tax Collector to post the budget adjustments to the Preschool Services Department and Capital Improvement Program 2021-2022 budgets, as detailed in the Financial Impact section to fund Capital Improvement Program projects managed by the Real Estate Services Department – Project Management (Four votes required).

(Presenter: Jacquelyn Greene, Director, 383-2005)

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

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

**FINANCIAL IMPACT**

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). Capital Improvement Program (CIP) projects are funded by the United States Department of Health and Human Services, Administration for Children and Families (ACF) grant. Preschool Services Department (PSD) is requesting a net appropriation increase of \$1,738,840 for CIP projects completed by the Real Estate Services Department - Project Management (RES-D-PM). PSD will maximize the use of prior approved federal grant funds to cover the costs of projects such as installation of modulars, playgrounds, shade structures, fences and minor renovations at preschool sites. RES-D-PM is requesting an increase of \$26,000 for the Yucca Valley Shade Structure Project, as \$1,738,840 has already been included in the CIP 2021-22 budget.

The necessary appropriation and revenue adjustments are as follows:

Funding Center	Commitment Item/GL	Description	Action	Amount	WBSE
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**Head Start and Early Head Start Appropriation Adjustment  
December 7, 2021**

Funding Center	Commitment Item/GL	Description	Action	Amount	WBSE
5910002220	40509030	Fed Aid for Day Care	Increase	\$1,738,840	N/A
5910002220	55305030	Operating Transfers out	Increase	\$1,764,840	N/A
5910002220	52002870	Gen Maint-Struct, IMP & Grounds	Decrease	\$26,000	N/A
7700003100	40909975	Operating Transfers In	Increase	\$26,000	10.10.1121
7700003100	54104010	Improvements to Land	Increase	\$26,000	10.10.1121

**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 and engagement.

PSD will utilize ACF approved extended liquidation funds from the Low Cost Extension, Head Start and Early Head Start 2020-21 grant, and COVID-19 supplemental funding to increase the appropriation budget. The extended liquidation period allows PSD to utilize appropriated grant funds through December 31, 2021 as any unexpended funds must be returned to ACF.

On July 28, 2020 (Item No. 41), the Board approved a combined grant award, County Contract No. 20-618 (Award No. 09CH011719-01-00), from the ACF for continued support of the Head Start Program and Early Head Start Program, in a combined amount of \$51,178,166 for the period of July 1, 2020 through June 30, 2021.

On August 25, 2020 (Item No. 34), the Board of Supervisors (Board) approved the following ACF amended grant awards:

- Amendment No. 2 to County Contract No. 19-507 (Award No. 09CH10016-05-02) from ACF 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.
- Amendment No. 3 County Contract No. 19-507 (Award No. 09CH10016-05-03) 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.

## **Head Start and Early Head Start Appropriation Adjustment December 7, 2021**

On October 27, 2020 (Item No. 58), the Board approved CIP Project 21-124 for a Yucca Valley Shade Structure over the playground equipment to keep kids safe from prolonged sunlight exposure. RESD-PM informed PSD of the need to increase the Yucca Valley Shade Structure budget by \$26,000, for a total of \$74,510. Due to post COVID-19 pandemic conditions, material and labor costs increased for the installation of shade structure project.

On September 30, 2021, PSD received approvals from the Regional Office of Head Start to extend the liquidation period of ACF Award Nos. 09CH10016-05 (County Contract No. 19-507) and 09CH011719-01 (County Contract No. 20-618) from September 30, 2021 to December 31, 2021 in a total projected amount of \$3,883,178 (\$3,459,442 plus \$423,736). The extended liquidation will allow PSD to maximize the use of funds to cover the costs of various projects such as shade structures, playgrounds, fences, and parking lot constructions for preschool sites. These projects are beneficial to preschool children and families throughout the San Bernardino County. PSD requests to increase appropriation (\$1,738,840) in the 2021-22 budget as the remainder of \$2,144,338 has been obligated under the 2020-21 budget.

PSD will continue to utilize RESD-PM's services to ensure projects are completed by December 31, 2021.

### **PROCUREMENT**

N/A

### **REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Adam Ebright, Deputy County Counsel, 387-5455) on November 19, 2021; Auditor-Controller/Treasurer/Tax Collector (Vanessa Doyle, Chief Deputy Controller, 382-3195) November 19, 2021; Real Estate Services Department (Jennifer Costa, Assistant Director, 387-5380) on November 19, 2021; Finance (Paul Garcia, Administrative Analyst, 386-8392 and Wen Mai, Principal Administrative Analyst, 387-4020) on November 22, 2021; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0332) on November 19, 2021.

**Head Start and Early Head Start Appropriation Adjustment  
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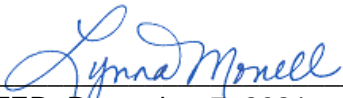
Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Dawn Rowe

Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: December 7, 2021



cc: File - Preschool Services Department w/attach  
CCM 12/15/2021