

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☐ New
☒ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

04/01/2023

4. Applicant Identifier:

09CH011719

5a. Federal Entity Identifier:

09CH011719

5b. Federal Award Identifier:

09CH011719

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:** San Bernardino County of

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

95-6002748

*** c. UEI:**

QQZWBL2LPC85

d. Address:

*** Street1:**

150 S Lena RD

Street2:

*** City:**

San Bernardino

County/Parish:

*** State:**

CA: California

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

92415-0515

e. Organizational Unit:

Department Name:

Preschool Services

Division Name:

N/A

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Ms.

*** First Name:**

Jacquelyn

Middle Name:

*** Last Name:**

Greene

Suffix:

Title:

Organizational Affiliation:

*** Telephone Number:**

(909) 383-2005

Fax Number:

(909) 383-2080

*** Email:**

Jacquelyn.Greene@psd.sbcounty.gov

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Administration for Children and Families

11. Catalog of Federal Domestic Assistance Number:

93-600

CFDA Title:

Head Start and Early Head Start

* 12. Funding Opportunity Number:

N/A

* Title:

N/A

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

SF-424 Attachment #14.docx

Add Attachment

Delete Attachment

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* 15. Descriptive Title of Applicant's Project:

Head Start, Early Head Start, and Early Head Start - Child Care Partnership Programs

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

SF-424 Attachment #16.docx

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="4,512,840.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="4,512,840.00"/>

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:


* Title:

* Telephone Number:

Fax Number:

* Email:

* Signature of Authorized Representative:



* Date Signed:

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Head Start: Program Operations	93.600	\$	\$	\$ 3,606,152.00	\$	\$ 3,606,152.00
2. Head Start: TTA	93.600					
3. Early Head Start: Program Operations	93.600			906,688.00		906,688.00
4. Early Head Start: TTA	93.600					
5. Totals		\$	\$	\$ 4,512,840.00	\$	\$ 4,512,840.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Head Start: Program Operations	(2) Head Start: TTA	(3) Early Head Start: Program Operations	(4) Early Head Start: TTA	
a. Personnel	\$ 628,498.00	\$	\$ 220,824.00	\$	\$ 849,322.00
b. Fringe Benefits	402,524.00		141,428.00		543,952.00
c. Travel					
d. Equipment					
e. Supplies	267,106.00				267,106.00
f. Contractual	1,274,631.00		415,119.00		1,689,750.00
g. Construction					
h. Other	1,033,393.00		129,317.00		1,162,710.00
i. Total Direct Charges (sum of 6a-6h)	3,606,152.00		906,688.00		\$ 4,512,840.00
j. Indirect Charges					\$
k. TOTALS (sum of 6i and 6j)	\$ 3,606,152.00	\$	\$ 906,688.00	\$	\$ 4,512,840.00
7. Program Income	\$	\$	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES						
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS		
8. Head Start:	\$	\$	\$	\$		
9. Head Start:						
10. Early Head Start:						
11. Early Head Start:						
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$		

SECTION D - FORECASTED CASH NEEDS				
Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal \$ 4,512,840.00	\$ 1,128,210.00	\$ 1,128,210.00	\$ 1,128,210.00	\$ 1,128,210.00
14. Non-Federal \$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
15. TOTAL (sum of lines 13 and 14) \$ 4,512,840.00	\$ 1,128,210.00	\$ 1,128,210.00	\$ 1,128,210.00	\$ 1,128,210.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. Head Start:	\$	\$	\$	\$
17. Head Start:				
18. Early Head Start:				
19. Early Head Start:				
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	
22. Indirect Charges:	
23. Remarks:	

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

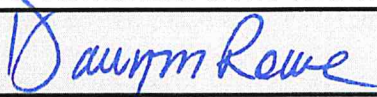
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

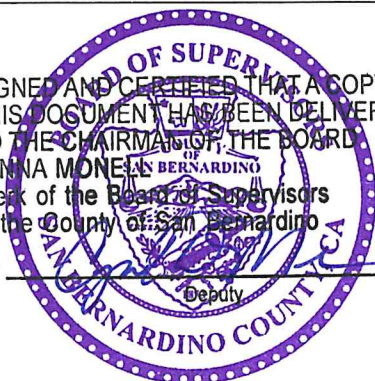
SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Chair, Board of Supervisors
APPLICANT ORGANIZATION San Bernardino County	DATE SUBMITTED MAY 23 2023

Standard Form 424B (Rev. 7-97) Back

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SAN BERNARDINO
 LYNN MONTELLA BERNARDINO
 Clerk of the Board of Supervisors of the County of San Bernardino

By _____

Deputy





County of San Bernardino
PRESCHOOL SERVICES DEPARTMENT
09CH011719-04

***HEAD START, EARLY HEAD START, EARLY HEAD START-CHILD CARE
PARTNERSHIP***

COLA & QI GRANT SUPPLEMENTAL

APPLICATION

FY 2023-24

(Year 4 of 5-Year Funding Cycle)

Due April 21, 2023

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Section 1: Introduction

Preschool Services Department (PSD) of San Bernardino County operates the Head Start and Early Head Start programs, which provide comprehensive child development services to approximately 3,095 low-income children 0 – 5 and their families throughout San Bernardino County. PSD provides a combination of direct department services and contracted services through five (5) partner agencies (Child Care Resource Center, Colton Joint Unified School District, Fontana Unified School District, and Needles Unified School District) and one (1) delegate agency (Easter Seals Southern California, Inc.). PSD is committed to providing excellent services for eligible children and their families.

Section 2: Objectives

PSD is submitting this combined supplemental request for the Fiscal Year 2022 Cost-of-Living Adjustment (COLA) and Quality Improvement (QI) funding in response to Program Instruction ACF-PI-HS-23-02 dated March 15, 2023. PSD intends to utilize the funding in accordance with the instructions provided in the announcement as outlined in the narrative and table below:

\$3,318,955 for COLA (5.6 Percent Increase in Permanent Funding) and \$1,193,885 Quality Improvement in total funding of \$4,512,840

As a department of San Bernardino County, PSD is dependent on federal and state monies for operation of its child development programs. This COLA will primarily provide an increase of 5.6 percent in the hourly rate of pay and fringe benefits for approximately 588 Head Start, Early Head Start, and Early Head Start – Child Care Partnership contract employees at an estimated total cost of \$1,393,322 (that includes estimated increase on staff Salary of \$849,322 and Fringe Benefits of \$543,952). Classified and exempt staff are not included in this COLA application. PSD believes that these increases will help attract new qualified staff, and retain qualified staff, to enhance program quality.

Four contract agencies and one delegate agency will receive a total of \$495,865 (HS \$356,512, EHS \$139,353), which represents a 5.6 percent increase to their base annual Head Start/Early Head Start/Early Head Start – Child Care Partnership contract amounts. These funds will be utilized to increase their staff's hourly rate by 5.6 percent, and to offset higher operating costs.

In addition, PSD will utilize a total of \$1,162,710 (\$1,033,393 for HS and \$27,124 for EHS) to cover the increases of \$574,558 on the Countywide Cost Allocation, \$60,985 on data processing charges, \$102,193 on liability insurance and \$322,781 on temporary help staffing charges.

Furthermore, PSD will utilize funds to contract with three consultants to support trauma treatment and inclusion in the classrooms in a total amount of \$1,193,885 (\$918,119 for HS, \$275,766 for EHS) to improve Head Start and Early Head Start Programs. These services will provide support in training for teachers, family service workers, and supervisors to foster

inclusion support (WestEd-\$450,000), occupational therapy to support classroom staff (Loma Linda University-\$480,000), trauma informed care training and coaching (vendor not yet selected- \$99,248), and to improve quality of the program (Easter Seals-\$164,637).

Below is a summary of the PSD COLA and Quality Improvement funding request:

GABI Code	Budget Categories	HS Program Operations	EHS Program Operations	Grand Total
A	Personnel	628,498	220,824	849,322
B	Fringe Benefits	402,524	141,428	543,952
C	Travel			
D	Equipment			
E	Supplies	267,106		267,106
F	Contractual	1,274,631	415,119	1,689,750
G	Construction			
H	Other	1,100,499	129,317	1,229,816
	Total	\$3,606,152	\$906,688	\$4,512,840

Section 3: Budget Justification

COLA (5.6 Percent Permanent Funding) & QI Funding (\$238,062)

PSD plans to utilize a total of \$3,318,955 COLA and \$1,193,885 QI funds as follows:

1) Personnel:

\$849,322 increase is for the hourly rate of pay for all PSD Head Start/Early Head Start/Early Head Start – Child Care Partnership contract employees by 5.6 percent.

Below table for the Personnel COLA increase does not include classified and exempt staff.

GABI	Description	Before 5.6%	COLA Incr.	After 5.6%	Breakdown by Program		
					HS	EHS	EHS-CCP
A01	Program Managers & Content Area Experts	1,123,107	62,894	1,186,001	904,298	281,703	
A02	Teachers/Infant Toddler Teachers	6,821,913	382,027	7,203,940	5,555,505	1,648,435	
A04	Home Visitors	613,101	34,334	647,435	0	647,435	

A05	Teacher Aides & Other Education Personnel	2,380,776	133,323	2,514,099	1,939,036	575,064	
A06	Health/Mental Health Services Personnel	108,505	6,076	114,581	89,294	25,287	
A08	Nutrition Services Personnel	430,673	24,118	454,791	421,231	33,560	
A11	Other Family & Community Partnerships Personnel	1,995,509	111,749	2,107,258	1,556,919	473,835	76,504
A16	Clerical Administrative Personnel	841,628	47,131	888,759	647,360	207,841	33,558
A19	Maintenance Personnel	851,258	47,670	898,928	663,892	202,363	32,673
	Total	\$15,166,470	\$ 849,322	\$ 16,015,792	\$ 11,777,535	\$ 4,095,522	\$ 142,735

2) Fringe Benefits:

\$543,952 increase in the fringe benefit rate is commensurate with the increase in the hourly rate for all PSD Head Start/Early Head Start/Early Head Start – Child Care Partnership contract employees by 5.6 percent.

Below table for the Fringe Benefit COLA increase excludes classified and exempt staff. These numbers reflect only the benefits impacted by the rate increase.

GABI	Description	Before 5.6%	COLA Incr.	After 5.6%	Breakdown by Program		
					HS	EHS	EHS-CCP
B01	Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	1,694,849	94,912	1,789,760	1,319,564	447,628	22,568
B02	Health/Dental/Life Insurance	2,059,373	115,325	2,174,698	1,603,373	543,903	27,422
B03	Retirement	5,416,784	303,340	5,720,124	4,217,364	1,430,631	72,129
B04	Other Fringe	542,427	30,376	572,803	422,319	143,261	7,222
	Total	\$9,713,433	\$ 543,952	\$ 10,257,385	\$ 7,562,620	\$ 2,565,423	\$ 129,342

3) Supplies: PSD will utilize \$267,106 to cover the cost increases on the supply purchases especially for Occupational Therapy, Trauma Treatment services and mental health related products.

4) Contractual: \$1,689,750 (\$495,865 COLA, \$1,193,885 QI)

- a) COLA award of \$476,952 (\$282,488 HS, \$194,464EHS) is a permanent funding for one delegate agency and four contract partners to be used to provide salary and benefits increases to their Head Start and Early Head Start staff, as well as to offset higher operating costs. The COLA award amount is 5.6 percent of each entity's base contract amount as shown in the table below. (This contract amount excludes Needles USD's nine state slots.)
- b) COLA award of \$18,913 EHS funds will be utilized for food services that are not reimbursable by state program due to food cost increases.

Below is a summary of the Contract Agency/Delegate Agency COLA increases:

Contract/Delegate Agency	FY 2023-24 Initial Budget Amount	5.6% COLA Increase	Total FY 2022-23 Updated Budget Amount
Child Care Resource Center	1,708,276	95,663	1,803,939
Colton Unified School District	1,114,394	62,406	1,176,800
Fontana Unified School District	394,800	22,109	416,909
Needles Unified School District	426,365	23,876	450,241
Easter Seals of Southern California	4,873,171	272,898	5,146,069
Total	\$8,517,006	\$476,952	\$8,993,958

c) QI award totals to \$1,193,885 (\$918,119 HS, \$275,766 EHS). \$164,637 (\$118,369 HS, \$46,268 EHS) funds the Delegate Agency for improving quality of the Head Start programs. \$1,029,248 (\$799,750 HS, \$229,498 EHS) funds one contract partner to provide Occupational Therapy and Trauma Treatment services and consultation to thirty (30) direct service sites, five (5) contract childcare partners, and twenty-nine (29) family childcare partners. These services are intended to mediate the long-term impacts of trauma experienced by identified children at the sites mentioned above.

- 5) Other:** \$1,162,710 (\$1,033,393 HS, \$129,317 EHS) of COLA funds cover the increases on Countywide Cost Allocations, data processing, liability insurance, and additional Temporary Help staffing costs.

PSD continues to strive to improve the well-being of enrolled children and their families in San Bernardino County. This funding will give PSD the opportunity to continue to provide much needed services to enrolled children and their families.

Section 4: Non-Federal Share (\$0)

PSD is requesting a waiver for the Non-Federal Share (NFS) associated with this COLA & QI Supplemental Funding application. Due to current economic conditions and labor market

shortages. PSD has experienced structural, labor market, inflation, and logistical challenges in obtaining NFS from nearly all sources, with a significant decrease in volunteer hours being a major factor. Additionally, although service delivery has switched to classroom-based from remote learning and engagement with families, we are still noting not substantial increase in the amount and frequency of NFS reporting associated with the pandemic related impact. NFS continues to be a priority for PSD. Staff are diligently working on new approaches to meet ongoing requirements.