

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

May 4, 2021

FROM

PHALOS HAIRE, Director, Preschool Services Department

SUBJECT

Amended Grant Awards from the United States Department of Health and Human Services for the Head Start Program and Early Head Start Program

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 the Head Start and Early Head Start Programs, for the period of July 1, 2020 through June 30, 2021:
 - a. **Amendment No. 2 to County Contract No. 20-618** (Award No. 09CH011719-01-02) revising the Department of Preschool Services' budget between categories, with no change to the grant award amount of \$53,379,880.
 - b. **Amendment No. 3 to County Contract No. 20-618** (Award No. 09CH011719-01-03) for expansion funding, increasing the award by \$1,802,476, from \$53,379,880 to \$55,182,356.
2. Authorize the addition of two new regular positions classified as Preschool Services Program Manager, Management Unit, R61 (\$32.48 - \$44.71 per hour) to fulfill services as required by the Head Start Program and Early Head Start Program grant award expansion funding.
3. Authorize purchases in the amount of \$1,003,754 for program setup such as gross motor playground equipment, contractual services, classroom supplies, shade structures, chain-link fences, Pour N Play, minor renovations and lease Modular-Building used for classrooms at Barstow, San Bernardino West, Ontario-Maple, Whitney Young and Victorville areas.
4. Designate the Chairman of the Board of Supervisors, Chief Executive Officer, or Director of Preschool Services, to execute and submit any subsequent non-substantive amendments to Grant Award No. 09CH011719-01-03 for the Head Start and Early Head Start Programs, on behalf of the County, subject to review by County Counsel.
5. Direct the Chairman of the Board of Supervisors, Chief Executive Officer, or Director of Preschool Services to transmit all documents in relation to the award to the Clerk of the Board of Supervisors within 30 days of execution.
6. Authorize the Auditor-Controller/Treasurer/Tax Collector to post the adjustments as indicated in the Financial Impact section below to the Preschool Services Department's 2020-21 budget, in the amount of \$1,802,476 for the Head Start Program and Early Head Start Program grant award expansion funding (Four votes required).

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

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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

Pursue County Goals and Objectives by Working with Other Agencies.

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FINANCIAL IMPACT

This item does not impact Discretionary General Funding (Net County Cost). The amended grant award in the amount of \$1,802,476 from the United States Department of Health and Human Services Administration for Children and Families (ACF) in expansion funding for the Head Start and Early Head Start Programs requires a 25% local match of \$450,619. Preschool Services Department (PSD) will meet the match through in-kind volunteers, donated services, and reduced rates for goods and services. PSD will use the grant award to fund startup costs for serving 112 additional children in the Head Start and Early Head Start programs. The startup costs include equipment, supplies, and professional services. PSD is requesting the following budget adjustments to the 2020-21 budget, as indicated in the table below:

Fund Center	Commitment Item/GL	Description	Action	Amount
5910002221	51001010	Regular Salary	Increase	\$242,192
5910002221	51001110	Members Retirement	Increase	\$121,096
5910002220	52002115	Computer Software Expense	Increase	\$3,168
5910002220	52002116	Computer Hardware Expense	Increase	\$14,452
5910002220	52002125	Inventoriable Equipment	Increase	\$12,180
5910002220	52002130	Noninventoriable Equipment	Increase	\$20,257
5910002220	52002135	Special Dept Expense	Increase	\$1,562
5910002220	52002355	Advertising	Increase	\$16,402
5910002220	52002181	Cell Phones-Outside	Increase	\$270
5910002220	52002301	Classroom Supplies	Increase	\$58,799
5910002220	52002303	Program Supplies	Increase	\$320,000

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Fund Center	Commitment Item/GL	Description	Action	Amount
5910002220	52002316	Surplus Handling Charges	Increase	\$650
5910002220	52002323	Courier & Printing (ISF Only)	Increase	\$1,000
5910002220	52002445	Other Professional & Spec Svcs	Increase	\$34,767
5910002220	52002835	General Household Expense	Increase	\$16,000
5910002220	52002870	General Maint-Struct, Im	Increase	\$17,600
5910002220	52002857	Interpreter Fees	Increase	\$2,100
5910002220	52942941	Conf/Trng/Seminar Fees	Increase	\$7,883
5910002220	52942942	Hotel- Non-Taxable	Increase	\$4,703
5910002220	52942943	Meals- Non-Taxable	Increase	\$1,717
5910002220	52942945	Air Travel	Increase	\$4,040
5910002220	52942946	Other Travel - Non-Taxable	Increase	\$1,138
5910002220	53003252	Delegate Agency Cont	Increase	\$389,445
5910002220	54104010	Improvements to Land	Increase	\$40,000
5910002220	54304030	Struct & Improv to Structure	Increase	\$81,000
5910002220	55405010	Salaries & Bene Transfers Out	Increase	\$1,716

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Fund Center	Commitment Item/GL	Description	Action	Amount
5910002220	55405012	Servs & Supply Transfers Out	Increase	\$57,891
5910002220	55305030	Operating Transfers Out	Increase	\$330,448
5910002221	40509030	Fed Aid for Day Care	Increase	\$393,563
5910002220	40509030	Fed Aid for Day Care	Increase	\$1,408,913

BACKGROUND INFORMATION

PSD will use the Head Start and Early Head Start Programs grant award for expansion funding to provide services to 112 additional infants, toddlers and pregnant women. The funding of \$1,802,476 provides \$779,241 for Early Head Start operations, \$19,481 for Early Head Start training and technical assistance, and \$1,003,754 for startup expansion activities and purchases. The \$1,003,754 will allow PSD to make the following purchases to ensure the quality of services and program compliance, as follows: purchase three shade structures and five age-appropriate gross-motor playground equipment at an estimated cost of \$137,500; purchase classroom, office and safety supplies at an estimated cost of \$384,156; lease three modular buildings at an approximate cost of \$123,000; renovation of existing facilities to include site assessment at an estimated cost of \$5,000; fencing for three centers at an estimated cost of \$80,000; outdoor surfacing for four centers at an estimated cost of \$60,000; other minor playground renovations at an estimated cost of \$10,000; and permit fees at an estimated cost of \$9,098. The expansion funding also provides \$195,000 for contractual services related to the installation of playgrounds, shade structures, and fencing. In case of future cost increases for the above projects, PSD will adjust the costs by utilizing cost savings in other budget categories to complete the projects.

In addition, approval of this item allows PSD to add two regular positions in order to implement the program expansion and fulfill compliance requirements, as required by the Head Start and Early Head Start Programs for the grant award expansion funding. The two Program Manager positions will be funded long-term by an annual increase in regular funding from ACF for the Head Start and Early Head Start programs.

The Head Start and Early Head Start Programs provide comprehensive child developmental services for children ages 0 to 5 and their families at locations throughout San Bernardino County. These services include health and social services, and developmental and behavioral screenings, with the overall goal of increasing the school readiness of young children in economically disadvantaged families. Other services include parent education, family support, and social services, which are designed to support and empower Head Start and Early Head Start Families.

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On July 28, 2020 (Item No. 41), the Board of Supervisors (Board) approved grant award (Award No. 09CH011719-01-00) from ACF for the Head Start and Early Head Start Programs, in the amount of \$51,178,166, for the period of July 1, 2020 through June 30, 2021.

On September 29, 2020, the Board approved Amendment No. 1 to the grant award (Award No. 09CH011719-01-01) from ACF in supplemental funding for the Head Start and Early Head Start Programs, increasing the award by \$2,201,714, from \$51,178,166 to \$53,379,880, for the period of July 1, 2020 through June 30, 2021.

On January 28, 2021, PSD received an amended grant award (Award No. 09CH011719-01-02) providing approval by the ACF for PSD to revise its Head Start and Early Head Start 2020-21 budget document reallocating \$83,530 from the 'Fringe' category to the 'Equipment' category, with no change to the award amount of \$53,379,880.

On March 20, 2021, PSD received an amended grant award (Award No. 09CH011719-01-03) from ACF in expansion funding for the Head Start and Early Head Start Programs, increasing the award by \$1,802,476, from \$53,379,880 to \$55,182,356, for the period of July 1, 2020 through June 30, 2021.

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 and Early Head Start services and activities.

PROCUREMENT

The purchases of goods and services will be through competitive processes under the County Policy Manual Section 11-04 and Head Start /Early Head Start funding guidelines.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Adam Ebright, Deputy County Counsel, 387-5455) on April 14, 2021; Purchasing (Nicole Edun, Administration and Operations Manager, 387-2067) on April 14, 2021; Auditor-Controller/Treasurer/Tax Collector (Erika Gomez, General Accounting Manager, 382-3196) on April 7, 2021; Human Resources (Gina King, Division Chief, 387-5571) on April 20, 2021; Finance (Paul Garcia, Administrative Analyst, 386-8392) on April 13, 2021; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on April 14, 2021.

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

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Col. Paul Cook (Ret.)

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

Lynna Monell, CLERK OF THE BOARD

BY



DATED: May 4, 2021



cc: PSD - Garcia w/agrees
Contractor - C/O PSD w/agree
File - w/agree

CCM 05/5/2021