

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

July 27, 2021

FROM

JACQUELYN GREENE, Interim Director, Preschool Services Department

DIANNE RUNDLES, Director, Human Resources Department

SUBJECT

Grant Awards from the United States Department of Health and Human Services, Administration for Children and Families for American Rescue Plan Funding and Continued Funding for the Head Start, Early Head Start, and Early Head Start – Child Care Partnership Programs

RECOMMENDATION(S)

1. Accept amended grant award, **Amendment No. 1** to County **Contract No. 21-476** (Award No. 09HE000668-01-01), from the United States Department of Health and Human Services, Administration for Children and Families in American Rescue Plan funding for the Head Start, Early Head Start, and Early Head Start-Child Care Partnership Program Programs, increasing the award by \$5,302,888, from \$1,300,187 to \$6,603,075, for the period of April 1, 2021 through March 31, 2023.
2. Accept a combined grant award (**County Contract No. 21-584**) (Award No. 09CH011719-02-00) from the United States Department of Health and Human Services, Administration for Children and Families for continued support of the Head Start Program, Early Head Start, Early Head Start – Child Care Partnership Programs, in a combined amount of \$58,467,080, for the period of July 1, 2021 through June 30, 2022.
3. Approve Side Letter Agreement with Teamsters Local 1932.
4. Designate the Chairman of the Board of Supervisors, the Chief Executive Officer, or the Director of Preschool Services, to execute and submit any subsequent non-substantive amendments to Award No. 09HE000668-01-01, Award No. 09CH011719-02-00 and other documents required to secure funds for the Head Start, Early Head Start, and Early Head Start-Child Care Partnership Programs, for the period of July 1, 2021 through June 30, 2022, on behalf of the County, subject to review by County Counsel.
5. Direct the Chairman of the Board of Supervisors, the Chief Executive Officer, or the Director of Preschool Services to transmit all documents in relation to the awards to the Clerk of the Board of Supervisors within 30 days of execution.
6. Authorize the Auditor-Controller/Treasurer/Tax Collector to post the following adjustments as indicated in the Financial Impact section to the Preschool Services Department's 2021-22 budget in the amount of \$5,302,888 for the American Rescue Plan Head Start, Early Head Start, and Early Head Start-Child Care Partnership Program grant award funding (Four votes required).

(Presenter: Presenter: Jacquelyn Greene, Interim Director, 383-2025)

**Grant Awards from the United States Department of Health and Human Services, Administration for Children and Families for American Rescue Plan Funding and Continued Funding for the Head Start, Early Head Start, and Early Head Start - Child Care Partnership Programs
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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 and Stakeholders.

FINANCIAL IMPACT

This item does not impact Discretionary General Funding (Net County Cost). The grant award (Award No. 09HE000668-01-01) in the amount of \$5,302,888 from the United States Department of Health and Human Services, Administration for Children and Families (ACF) is one-time Head Start American Rescue Plan Act funding and does not require a non-federal match. The Preschool Services Department (PSD) is requesting budget adjustments to the 2021-22 budget in the amount of \$5,302,888 for the American Rescue Plan grant award. The department requests the Auditor-Controller/Treasurer/Tax Collector to post the following adjustments to the PSD budget:

| Funding Center | Commitment Item/GL | Description | Action | Amount | WBSE |
|----------------|--------------------|-------------------------------|----------|-----------|---------------|
| 5910002221 | 51001010 | Regular Salary | Increase | \$255,931 | 99.60.1010.48 |
| 5910002221 | 51001110 | Members Retirement | Increase | \$193,071 | 99.60.1010.48 |
| 5910002220 | 52002115 | Computer Software Expense | Increase | \$107,948 | 99.60.1010.48 |
| 5910002220 | 52002116 | Computer Hardware Expense | Increase | \$15,400 | 99.60.1010.48 |
| 5910002220 | 52002125 | Inventoriable Equipment | Increase | \$51,450 | 99.60.1010.48 |
| 5910002220 | 52002301 | Classroom Supplies | Increase | \$951,700 | 99.60.1010.48 |
| 5910002220 | 52002303 | Program Supplies | Increase | \$150,000 | 99.60.1010.48 |
| 5910002220 | 52002307 | Health Supplies | Increase | \$310,000 | 99.60.1010.48 |
| 5910002220 | 52002323 | Courier & Printing (ISF Only) | Increase | \$10,000 | 99.60.1010.48 |
| 5910002220 | 52002355 | Advertising | Increase | \$77,320 | 99.60.1010.48 |

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| Funding Center | Commitment Item/GL | Description | Action | Amount | WBSE |
|----------------|--------------------|---------------------------------|----------|-------------|---------------|
| 5910002220 | 52002445 | Other Professional & Spec Svcs | Increase | \$450,000 | 99.60.1010.48 |
| 5910002220 | 52002835 | General Household Expenses | Increase | \$750,000 | 99.60.1010.48 |
| 5910002220 | 52002870 | Gen Maint-Struct, Imp & Grounds | Increase | \$870,157 | 99.60.1010.48 |
| 5910002220 | 53003230 | Other Support & Care | Increase | \$100,000 | 99.60.1010.48 |
| 5910002220 | 53003252 | Delegate Agency Contracts | Increase | \$1,009,911 | 99.60.1010.48 |
| 5910002221 | 40509030 | Federal Aid for Day Care | Increase | \$449,002 | 99.60.1010.48 |
| 5910002220 | 40509030 | Federal Aid for Day Care | Increase | \$4,853,886 | 99.60.1010.48 |

The grant award (Award No. 09CH011719-02-00) in the amount of \$72,916,990 from ACF is for the continued support of the Head Start, Early Head Start, Early Head Start – Child Care Partnership (EHS-CCP) Programs. The program funding of \$58,467,080 has been included in the Preschool Services Department’s 2021-22 budget. This award requires a 20% non-federal match of the total program cost (or 25% of request) for the combined Head Start, Early Head Start and EHS-CCP Programs. PSD will meet required 25% (\$14,449,910) non-federal match through in-kind volunteers, donated services, and reduced rates for goods and services.

| Program | Award by Program | Match | Total Program Cost |
|------------------|------------------|--------------|--------------------|
| Head Start | \$48,080,983 | \$11,876,981 | \$59,957,964 |
| Early Head Start | \$8,338,349 | \$2,067,030 | \$10,405,379 |
| EHS-CCP | \$2,047,748 | \$505,899 | \$2,553,647 |
| Total | \$58,467,080 | \$14,449,910 | \$72,916,990 |

BACKGROUND INFORMATION

Head Start, Early Head Start, and Early Head Start-Child Care Partnership (EHS-CCP) programs provide comprehensive, developmental and preschool services to eligible children and their families through collaborative partnerships with child care providers and agencies countywide.

**Grant Awards from the United States Department of Health and Human Services, Administration for Children and Families for American Rescue Plan Funding and Continued Funding for the Head Start, Early Head Start, and Early Head Start - Child Care Partnership Programs
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Recommendation No. 1

PSD will utilize the American Rescue Plan funds to reach children and families not currently enrolled or engaged in a full program year due to pandemic situations. The one-time funding is intended for one-time investments, specifically to support Head Start staff, children, and families during the COVID-19 pandemic. PSD will use the flexibility provided by ACF to determine the needs of staff, delegate agencies, contract agencies, children and families in making purchase decisions to enhance outdoor learning spaces, procure safety and cleaning products or services, rent additional classroom space to keep physical distancing, and fulfill other facility, classroom supplies, and staffing needs to best support the American Rescue Plan activities.

June 8, 2021 (Item No. 53), the Board of Supervisors (Board) approved the submission of a supplemental grant application to ACF for American Rescue Plan funding for the Head Start, Early Head Start, and EHS-CCP Programs, in the amount of \$5,302,888, for the period of April 1, 2021 through March 31, 2023.

On June 4, 2021, PSD received the amended Award No. 09HE000668-01-01 from ACF in American Rescue Plan funding for the Head Start, Early Head Start, and EHS-CCP Programs, in the amount of \$5,302,888, for the period of April 1, 2021 through March 31, 2023.

On June 22, 2021 (Item No. 51), the Board approved County Contract No. 21-476 (Award No. 09HE000668-01-00) from ACF for costs incurred from December 27, 2020, in the prevention, preparation, and response to COVID-19, in the amount of \$1,300,187, for the period of April 1, 2021 through March 31, 2023.

Recommendation No. 2

PSD will use the combined Head Start, Early Head Start, and EHS-CCP Programs grant award to continue providing comprehensive developmental and preschool services countywide to a Head Start Program service population of 3,624 children and their families, an Early Head Start Program service population of 492 infants, toddlers, pregnant women, and their families, and an EHS-CCP program population of 130 low-income infants, toddlers, and their families. Head Start Program operations will serve an estimated 3,624 eligible children, at an approximate cost of \$13,120 per child. Early Head Start Program operations will serve an estimated 492 eligible children, at an approximate cost of \$16,594 per child. The EHS-CCP Program operations will serve an estimated 130 eligible children, at an approximate cost of \$15,414 per child.

On March 23, 2021 (Item No. 47), the Board approved the submission of a grant application to ACF for continued support of Head Start Early Head Start, and EHS-CCP Programs, in the amount of \$57,799,642, for the grant period of July 1, 2021 through June 30, 2022.

On June 29, 2021, PSD received the Award No. 09CH011719-02-00 from ACF for the Head Start, Early Head Start, and EHS-CCP Programs in the combined amount of \$58,467,080. The Head Start Program award in the amount of \$48,080,983 consists of \$47,545,025 for program operations, \$535,958 for Head Start training and technical assistance and \$573,058 for the cost-of-living (COLA) adjustment. The Early Head Start award in the amount of \$8,338,349 consists of \$8,164,308 for program operations, \$174,041 for training and technical assistance, and \$70,228 for the cost-of-living (COLA) adjustment. The EHS-CCP Program award in the amount of \$2,047,748 consists of \$2,003,808 for program operations and \$43,940 for training and technical assistance and \$24,152 for cost-of-living (COLA) adjustment.

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Recommendation No. 3

Following receipt of the combined grant award No. 09CH011719-02-00 for continued support of the Head Start Program, Early Head Start, EHS-CCP Programs, pursuant to the Memorandum of Understanding between San Bernardino County and Teamsters Local 1932 (Teamsters) for employees in the Preschool Services Department Non-Supervisory Unit and Preschool Services Department Supervisory Unit, the County provided Teamsters notice that it received the award, and an opportunity to discuss any wage adjustments. Teamsters requested to meet to discuss the proposed wage adjustments. As a result, the parties agreed to a proposed Side Letter Agreement that, if approved by the Board, would provide all unit employees with a 1.22% COLA and a one-time lump sum payment of \$52.01, effective July 31, 2021.

The American Rescue Plan amended award received on June 4, 2021 required PSD to determine adjustments to PSD 2021-22 budget that includes charges retroactive to April 1, 2021 through March 31, 2023, which was concluded on June 30. The combined Head Start, Early Head Start, and EHS-CCP Programs grant award received on June 29, 2021 required PSD to determine the funding allocation for July 1, 2021 to June 30, 2022 for these programs, which was concluded on July 1. 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, Early Head Start, or EHS-CCP 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 July 12, 2021; Auditor-Controller/Treasurer/Tax Collector (Erika Gomez, General Accounting Manager, 382-3196) July 13, 2021; Finance (Paul Garcia, Administrative Analyst, 386-8392) on July 13, 2021; CAO (John Richardson, Senior Labor Relations, 387-3103) on July 12, 2021; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on July 13, 2021.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Dawn Rowe 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: July 27, 2021



cc: PSD- Garcia w/agree
 Contractor- C/O PSD w/agree
 File- Human Resources w/side letter
 File- w/agree
LA 08/4/2021