



San Bernardino County

Legislation Text

File #: 4106, Agenda Item #: 42

**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.****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 |
| 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 |
| 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.

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.