

**Contra Costa County Employment & Human Services Department  
Community Services Bureau  
2017 Early Head Start Program Continuation Grant Funding Application**

**EXECUTIVE SUMMARY  
INCOMING FUNDS NARRATIVE STATEMENT**

- 1. PROJECT/PROGRAM TITLE.** Early Head Start Program Continuation Grant Funding Application for Budget Period 1/1/17 through 12/31/17.
- 2. FUNDING AGENCY.** Department of Health and Human Services, Administration for Children and Families (ACF), Office of Head Start (OHS).
- 3. SUBMITTAL STATUS.** This is a submission of application for continuation grant funding for FY 2017.
- 4. PROPOSED TERM.** Funding must be requested annually. The standard one year budget period is from 1/1/17 through 12/31/17. The budget summary is below.
- 5. CURRENT FUNDING.** Funding for Head Start and Early Head Start is provided by federal dollars. Contra Costa County, as Grantee, is required to generate a 20% non-federal match of the total project budget, which may be in cash or in-kind contributions, fairly valued.
- 6. FUTURE FUNDING.** An application for continuation grant funding must be submitted each year.

**7. BUDGET SUMMARY**

<b>Budget Categories:</b>	<b>FY 2017 EHS Program Operation</b>
Personnel	\$ 513,707
Fringe Benefits	\$ 352,873
T & TA	\$ 82,944
Travel	\$ -
Supplies	\$ 29,700
Contractual	\$2,379,486
Other	\$ 36,200
<b>Sub-Total of Direct Charges</b>	<b>\$3,394,910</b>
Indirect Costs	\$ 109,420
<b>Total Federal Amount Being Requested</b>	<b>\$3,504,330</b>
<b>Non-Federal Share</b>	<b>\$ 876,083</b>
<b><i>Total Federal and Non-Federal</i></b>	<b><i>\$4,380,413</i></b>

**8. STAFFING REQUIREMENTS.** As Grantee, Contra Costa County operates the Early Head Start Program, which is administered and staffed by the Employment & Human Services Department, Community Services Bureau.

**9. PROGRAM NEED.** The Community Services Bureau serves the needs of low-income children (3-5 years of age under Head Start, and prenatal - 3 yrs under Early Head Start) and their families, by providing quality childcare, child development, and other services such as medical, mental health and dental needs.

**10. RELATIONSHIP TO OTHER PROGRAMS.** The Community Services Bureau's Early Head Start program combines Federal Head Start and State Child Development funding into one cohesive program. The Bureau also has strong collaborations with other departments within the County and partners with community based organizations, local private businesses, schools, non-profits, and volunteer organizations.

**11. PROJECT GOALS. (Same goals and objectives for both Head Start and Early Head Start)**

**Goal 1:** Poor health and nutrition are significantly correlated to children and families living in poverty. CSB will address the need to improve indicators of nutritional health through increased education, and physical activity.

**Goal 2:** Comprehensive Services staff is required to maintain up to date accurate data in order to provide quality comprehensive services to children and families, and to maintain agency compliance.

**Goal 3:** Exposure to violence has a lasting impact on children's development including their emotional, mental and physical health. CSB seeks to provide positive and enduring change that increases child attachment by providing services to promote the safety and well-being of children and families.

**Goal 4:** CSB will implement Make Parenting a Pleasure curriculum to support parents to be more confident in their parenting skills. CSB will promote positive parenting skills in parents as learners and advocates for their children.

**12. STATED OBJECTIVES.**

- By July 2017, CSB will further engage in obesity prevention education focusing on physical activity and healthy eating habits.
- By January 2017, CSB will develop a "Comprehensive Services Desktop Guide" for staff in order to standardize the program's record keeping practices.
- By June 2017, CSB's Comprehensive Service Staff will complete training in record keeping practices in order to maintain compliant, accurate records for children and families in our program.
- By December 31, 2017, CSB will evaluate its first year of implementation of the in-reach program at the Contra Costa County Detention Facilities and Ujima Family Recovery Center in partnership with Contra Costa County Probation and the County Office of Education.
- By July 2017, CSB will enhance its violence prevention and safety program for

children, families, and staff.

- By June 2017, CSB parents will enhance their parenting skills to be more positive with their children and will have developed self-reliant abilities.

**13. ACTIVITY SUMMARY.** Program continues to provide high-quality services.

**14. EVALUATION METHOD(S).** Measurable, results-based child and family outcomes have been implemented, such as the required State of California's Desired Results Developmental Profile, for programs providing services through collaboration with the State of California Department of Education.

**15. CHANGES COMPARED TO PRIOR YEAR (if any).** Goals and Objectives cover FY 2013 – FY 2018. Policy Council has been involved in the development, review and evaluation process of the goals and objectives.

**16. POTENTIAL CONTROVERSIAL ISSUES.** None. Public perception of the Head Start and Early Head Start programs remain positive. The Policy Council approved submission of this grant at their September 24, 2016 meeting.