

**Contra Costa County Employment & Human Services Department
Community Services Bureau
FY 2017-2018 Early Head Start-Child Care Partnerships Funding Application**

**EXECUTIVE SUMMARY
INCOMING FUNDS NARRATIVE STATEMENT**

1. PROJECT/PROGRAM TITLE. Early Head Start-Child Care Partnerships Funding Application for Budget Period July 1, 2017 through June 30, 2018.

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 Early Head Start Child Care Partnership grant funding for Budget Period July 1, 2017 through June 30, 2018.

4. PROPOSED TERM. Funding must be requested annually. The standard one year budget period is from July 1, 2017 through June 30, 2018. The budget summary is below.

5. CURRENT FUNDING. Funding for 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

Budget Categories:	FY 2017-18 EHS Child Care Partnership Operation
Personnel	\$ 302,166
Fringe Benefits	\$ 201,208
T & TA	\$ 25,907
Travel	\$ - 0 -
Supplies	\$ 4,800
Contractual	\$ 455,000
Other	\$ 30,792
Sub-Total of Direct Charges	\$1,019,873
Indirect Costs	\$ 60,956
Total Federal Amount Being Requested	\$1,080,829
Non-Federal Share	\$ 270,207
Total Federal and Non-Federal	\$1,351,036

8. STAFFING REQUIREMENTS. As Grantee, Contra Costa County operates the 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 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. CSB will provide ongoing training opportunities to assist staff in enhancing their record keeping skills.

Goal 3: Exposure to violence has a lasting impact on children's development including their emotional, mental and physical health. CSB will promote positive and enduring adult-child relationships that increase a child's level of secure attachments by providing services to promote the safety and well-being of children and families..

Goal 4: CSB will support parents in their ability to maintain family well-being and promote positive parent-child relationships. Families will become more competent and experience increased joy as they gain confidence in their parenting.

Goal 5: CSB will achieve and maintain an expanded and stable funding base of diverse sources.

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 will pilot Make Parenting a Pleasure curriculum through regularly scheduled parenting classes in two regional locations.
- By June 2017, Site Supervisors will utilize Make Parenting a Pleasure curriculum as a resource to train families during a minimum of three site based parent meetings to align with the center's top ten parent interest survey results.
- By June 2017 CSB will increase corporate giving and in-kind collectively by 200% of 2012-2013 level.
- By June 2017, CSB will refine the grant seeking system to enhance grant research and streamline grant development process.
- By June 2017 CSB will intensify monitoring of expenses by all managers to raise awareness and stay within budgeted allocations.

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 will approve submission of this grant at their March 15, 2017 meeting.