

**Contra Costa County Employment & Human Services Department
Community Services Bureau
2018 Head Start Program Continuation Grant Funding Application**

**EXECUTIVE SUMMARY
INCOMING FUNDS NARRATIVE STATEMENT**

1. PROJECT/PROGRAM TITLE. Head Start Program Continuation Grant Funding Application for Budget Period 1/1/18 through 12/31/18.

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 2018.

4. PROPOSED TERM. Funding must be requested annually. The standard one year budget period is from 1/1/18 through 12/31/18. The budget summary is below.

5. CURRENT FUNDING. Funding for 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 2018 HS Program Operation |
|---|---|
| Personnel | \$ 4,234,941 |
| Fringe Benefits | \$ 3,303,254 |
| T & TA | \$ 118,498 |
| Travel | \$ -0- |
| Supplies | \$ 198,000 |
| Contractual | \$ 6,036,543 |
| Other | \$ 1,225,140 |
| Sub-Total of Direct Charges | \$15,116,376 |
| Indirect Costs | \$ 1,012,151 |
| Total Federal Amount Being Requested | \$16,128,527 |
| Non-Federal Share | \$ 4,032,132 |
| Total Federal and Non-Federal | \$20,160,659 |
| <i>PA22/PA20 Requested Amount for First Baptist (Delegate Agency) included in Total Amount above</i> | <i>\$2,109,965</i> |

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: Goal 1: Through the use of multiple technologies, CSB will develop systems to enhance staff and client communication while coordinating program-wide approaches to effective data management and ensuring high quality service delivery.

Goal 2: Due to an 84% increase in Early Head Start slots (from 311 to 573) in two years, CSB will enhance its Early Head Start programming through a multi-faceted approach.

Goal 3: CSB will implement a "Grow Our Own" approach to hiring, developing, and retaining a robust staff across all service areas that are responsive to the clients and intrinsically motivated to be the best they can be through a variety of supports and services.

Goal 4: CSB will implement data-driven Parent, Family and Community Engagement (PFCE) services that embrace the PFCE framework and result in measurable impacts that achieve the mission of the organization.

12. STATED OBJECTIVES.

- By June 30, 2018, CSB will have interactive self-service kiosk stations at large centers and the administrative building.
- By June 30, 2018, CSB will have an interactive web-portal and mobile application to improve communication between client and staff.
- By June 30, 2018, CSB will implement an Interactive Voice Response (IVR) and Short Message System (SMS) that allows a computer to interact with clients through the use of voice and/or text and to input via keypad on their land line or mobile device.
- By June 30, 2018, CSB will have computer stations set up for parents at 4 designated centers. By July 2017, CSB will enhance its violence prevention and safety program for children, families, and staff.
- By June, 2018, CSB will implement its Early Head Start Program for Infant Toddler Caregiving (PITC) Training Matrix 2017-18 for all Early Head Start teachers.
- By December 31, 2018, CSB will implement a comprehensive material and equipment purchasing plan to optimize the quality of the Early Head Start

environment.

- By December 31, 2018, CSB will provide families with education on safe sleep practices to reduce the risk of Sudden Infant Death Syndrome and other sleep-related causes of infant death.
- By December 31, 2018, CSB will ensure curriculum implementation fidelity through its enhanced education monitoring tool.
- By December 30, 2018, CSB will enhance its Bright Futures Early Periodic Screening Diagnosis and Treatment (EPSDT) Implementation through adaptations to systems, services and community partnerships.
- By December 31, 2018, CSB will collaborate with SEIU Local 1021, the YMCA of the Bay Area and the Los Angeles Trade-Tech College in the California Apprenticeship Initiative to engage participants in the early care and education field.
- December 31, 2018, CSB will partner with California Head Start Association and local educational institutions to provide training and education to meet the credentialing/certification requirements for “Family Services staff” in the Head Start Performance Standards.”
- By December 31, 2018, CSB, in collaboration with First 5 and the Alliance to End Abuse, will implement a Trauma 2.0 Curriculum for Early Educators in a train-the-trainer model that includes extensive coaching and support by a consultant.
- By December 31, 2018 will re-design its Family Partnership Agreement to include measureable family outcomes that demonstrate the effectiveness of program services and supports.
- By December 31, 2018 CSB implement the Make Parenting a Pleasure curriculum at all of its centers.
- By June 30, 2018, CSB, in collaboration with REadingADvantage will implement two family literacy programs: Parent Power! for parents of preschoolers and Itsy Bitsy (Read Me a Story) for parents of infants and toddlers.

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 August 16, 2017 meeting.