

**Contra Costa County Employment & Human Services Department  
Community Services Bureau  
2019 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 1/1/19 through 12/31/19.
- 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 2019.
- 4. PROPOSED TERM.** Funding must be requested annually. The standard one year budget period is from 1/1/19 through 12/31/19. 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>FY 2019 EHS Program Operation</b>
<b>Budget Categories:</b>	
Personnel	\$ 360,437
Fringe Benefits	\$ 270,328
T & TA	\$ 82,944
Travel	\$ -
Supplies	\$ 18,300
Contractual	\$2,778,500
Other	\$ 31,736
<b>Sub-Total of Direct Charges</b>	<b>\$3,542,245</b>
Indirect Costs	\$ 86,145
<b>Total Federal Amount Being Requested</b>	<b>\$3,628,390</b>
<b>Non-Federal Share</b>	<b>\$ 907,098</b>
<b><i>Total Federal and Non-Federal</i></b>	<b><i>\$4,535,488</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:** 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, 2019, CSB will place interactive self-service kiosk stations at large centers and the administration building with user-friendly interface and software that interacts with CSB's data management system.
- By June 30, 2019, CSB will implement the use of an interactive web-portal and mobile application to improve communication between client and staff.
- By June 30, 2019, 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 to input via keypad or their land line or mobile device.
- By June 2019, trainings based on Program for Infant and Toddler Care (PITC) and State of California Infant and Toddler Learning Foundations will continue to be implemented to support growing professional knowledge of caregiving practices.
- By June 2019, CSB will increase family collaboration and understanding of school readiness through various family engagement activities based on the first

assessment date in the child outcomes report.

- By June 2019, CSB will administer vision screenings to Early Head Start Children ages 6 months to 3 years using the Plusoptix Mobile Vision Screener to ensure the earliest possible identification of vision concerns.
- By June 2019, CSB will enhance nutrition and oral health education with parents and staff to reduce the risk of early onset dental decay in children under 3 years old.
- By December 31, 2019, CSB will collaborate with Diablo Valley College ECE Learning Communities to engage participants in the field of early childhood education.
- By December 31, 2019, CSB staff will have an opportunity to participate in the Peer Recognition Program and other trainings that facilitate increased staff competencies and morale.
- By December 31, 2019, CSB will collaborate with the YMCA of the Bay Area and Contra Costa College in the California Apprenticeship Initiative to engage participants in the early care and education field.
- By June 2019, CSB will strengthen father-child relationships through activities that promote healthy lifestyles.
- By June 2019, CLOUDS's Strength Building-Family Partnership Agreement (SB-FPA) will provide measurable family outcome reports.
- By June 2019, The Make Parenting A Pleasure (MPAP) Curriculum will expand the scope of trainings.

**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 2018 – FY 2022. 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 15, 2018 meeting.