

**Contra Costa County Employment & Human Services Department
Community Services Bureau
2021 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 1/1/21 through 12/31/21.

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 2021.

4. PROPOSED TERM. Funding must be requested annually. The standard one budget period is from 1/1/21 through 12/31/21. The budget summary below is for year 3 of the five year grant period.

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:	T/TA	Basic Grant	TOTAL
Personnel		475,500	475,500
Fringe Benefits		300,000	300,000
Travel	2,000	-	2,000
Supplies		15,500	15,500
Contractual	20,500	1,957,328	1,977,828
Construction			
Other	60,444	955,517	1,015,961
Sub-Total of Direct Charges	82,944	3,703,845	3,786,789
Indirect Costs		90,345	90,345
Total Federal Amount Requested	82,944	3,794,190	3,877,134
Non-Federal Share	20,736	948,548	969,284
Total Federal and Non-Federal	\$103,680	\$4,742,738	\$4,846,418

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 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 623) 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, 2021, CSB will take a program-wide approach to identifying a platform which allows families to remotely access individualized child and family information.
- By June 30, 2021, CSB will use technologies to design a contact-less sign-in/out process that supports safety for families and staff while maintaining accurate records.
- By June 30, 2021, CSB will employ new innovative strategies to support communication with clients conducive to a remote workspace including the CLOUDS calling feature.
- By June 2021, CSB will implement an oral health curriculum for families and staff to support dental health practices at home and at school.
- By December 2020, select program staff will receive Infant/Toddler CLASS coaching with a certified Infant/Toddler CLASS consultant to increase their understanding of best practices in adult/child interactions.
- By December 2020, 7 additional Teacher Assistant Trainees (TAT) will complete the core 12 units by participating in the ECE Work Study Program, in partnership with the colleges of Contra Costa and the YMCA of the East Bay.
- By December 2020, the Staff Health Improvement Plan in partnership with the Wellness Champions will incorporate wellness activities unique to each unit or center's needs. Impact of efforts will be measured by the annual workforce satisfaction survey.
- By June 2021, CSB will utilize innovative recruitment strategies to increase the number of qualified Teacher Assistant Trainees (TAT) and Associate Teachers (AT) by 10%.
- By June 2021, CSB will practice "Strong Partners/Strong families," a new approach directed at re-designing Parent Committee Meetings and enhancing meaningful participation by parents and staff.

- By June 2021, CSB will build pro-fathering knowledge, attitudes, and skills of the fathers and other male caregivers by piloting the Fathering in 15^(TM): Online Learning for Dads.
- By June 2021, CSB will implement a comprehensive approach to serving homeless families that addresses all of their needs that result from the devastating effects of homelessness.

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 is anticipated to approve submission of this grant at their August 19, 2020 meeting.