

**REQUEST FOR CARRYOVER OF 2019 UNOBLIGATED HEAD START FUNDS  
FOR FACILITY RENOVATION AND  
CONSTRUCTION OF CENTRAL KITCHEN FACILITY**

Community Services Bureau (CSB) is submitting this request for use of existing federal funding from Administration for Children and Families (ACF), Office of Head Start in the amount of \$338,440 from the 2019 Head Start unobligated funds for facilities renovation and construction of the Central Kitchen Facility. This is necessary to meet program requirements and to ensure successful implementation of the Head Start, Early Head Start (EHS) and EHS-Child Care Partnership Programs effectively and to comply with federal rating requirements.

Due to the need to relocate the Central Kitchen Facility for Contra Costa County Community Services Bureau's Child Care Centers, the County's Real Estate Department was requested to conduct research of facilities currently available in the market which meet the requirements for operating the central kitchen. Contra Costa County Public Works Department Real Estate has surveyed the market for facilities of equivalent size/capacity and options are virtually non-existent, so CSB is relocating the Central Kitchen Facility to a County owned property located at 303 41<sup>st</sup> St. in Richmond, Contra Costa County. This west county location will allow CSB's food transporters to avoid the daily heavy traffic in the morning west-bound commute when transporting the meals to the 13 child care centers throughout the county.

The new Central Kitchen Facility will be renovated and constructed in an existing County-owned building and since it is County owned, overhead cost will be at a minimum. However, major

renovation and construction will be needed to meet federal rating requirements. Plumbing and electrical will need to be upgraded to handle the new load and to meet code requirements and a wall will need to be eliminated to gain more square footage for the kitchen. Since a commercial kitchen is required, there will need to be a food preparation area, cooking area with stove top, warmers, ovens, steam kettles, steamers, and a tilting skillet. An area for baking as well as slicing will be required, as well as storage areas for dry goods, ingredients and supplies. A closet for chemicals and walk-in freezer and refrigerators will also be needed. New bathrooms will need to meet code requirements, and staff space will be created. Two offices will be needed, one for the Food Operations Supervisor (FOS). This office will be close to the kitchen so the FOS will be able to monitor staff yet maintain confidential phone calls/conversations. The other office will be for the Registered Dietitian/ Nutrition Manager. Also, cubicle workspace for up to six people will be designed so that visiting staff will have a space to conduct business, while kitchen staff can use them to complete online trainings, timesheets, required paperwork and more.

The total cost to renovate and construct the Central Kitchen Facility is outlined below:

**Estimated Project Budget - Central Kitchen Facility**

<b>Scope</b>	<b>Area/sf</b>	<b>Unit Cost</b>	<b>Cost</b>
<b>Phase 1</b>			
Roof Improvements	7,300 sf	\$ 29.45	215,000
Interior Demo	4,700 cf	\$ 21.27	100,000
ADA Site Work	1 ls		40,000
Entry Modifications	135 sf	\$ 259.25	35,000
Structural Improvements	7,300 sf	\$ 47.26	345,000
<b>Direct Construction Total</b>		<b>\$ 102</b>	<b>735,000</b>
Bonds and Insurance	2.5%		18,625
Contractor General Conditions	13.5%		100,575
General Requirements	5%		37,250

GC Overhead and Profit	7.5%		55,875
<b>Construction Total - Phase 1</b>		<b>\$ 131</b>	<b>947,325</b>
<b>Phase 2</b>			
Site Improvements	1 ls		150,000
Kitchen Improvements (Framing, Finishes, HVAC, Electrical, Plumbing)	3,810 sf	\$150	571,500
Restroom Improvements	230 sf	\$250	57,500
Entry Modifications	120 sf	\$120	14,400
<b>Direct Construction Total</b>		<b>\$208</b>	<b>793,400</b>
Bonds and Insurance	2.5%		19,835
Contractor General Conditions	13.5%		109,787
General Requirements	5%		46,151
GC Overhead and Profit	7.5%		72,688
<b>Construction Total – Phase 2</b>		<b>\$274</b>	<b>1,041,861</b>
<b>Project Other Costs and Contingencies</b>			
Kitchen Equipment (Owner Provided Contractor Installed)	1 ls		
Escalation Cost	6%		122,904
Design Contingency	15%		233,985
<b>Project Costs</b>			<b>356,889</b>
<b>Grand Total</b>			<b>\$2,346,075</b>

CSB is requesting use of the unobligated funds from the 2019 Head Start grant, to partially renovate, construct and upgrade the existing County owned property for the Central Kitchen Facility to serve the meal requirements of our Head Start, Early Head Start and EHS-Child Care Partnership children in our 13 child care centers. The total funding for the Central Kitchen Facility will be generated from the unspent portion of the grants, namely 2019 HS/EHS; 2020 HS/EHS and 2020 EHS-CCP2, as shown on the table below.

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU						
UNSPENT FUNDS AVAILABLE FOR FACILITY RENOVATION AND CONSTRUCTION OF CENTRAL KITCHEN FACILITY						
GRANT NO.	HS	EHS	EHS- CCP2	TOTAL UNSPENT FUNDS	Funding Available for Program requirements	Funding Available for Central Kitchen Facility
	(a)	(b)	(c)	)=(a+b+c)	(e)	(f)
09CH010862-1 2019 HS/EHS	338,440	514,825	-	853,265	-	853,265
09CH010862-2 2020 HS/EHS	2,108,704	446,798	-	2,555,502	1,319,727	1,235,775
09HP000111-3 2020 EHS-CCP2	-	-	1,457,564	1,457,564	1,200,529	257,035
<b>TOTAL UNSPENT FUNDS</b>	<b>2,447,144</b>	<b>961,623</b>	<b>1,457,564</b>	<b>4,866,331</b>	<b>2,520,256</b>	<b>2,346,075</b>

<b>FEDERAL 2019 HEAD START CARRYOVER REQUEST</b>	<b>\$338,440</b>
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<b>NON FEDERAL MATCH</b>	<b>\$ 84,610</b>
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The non-federal match will be coming from the value of the land and building which is County owned. There is no community or parent involvement in this project, so there are no volunteer hours that will be sourced from the community.

<b>TOTAL FEDERAL AND NON FEDERAL COST</b>	<b>\$423,050</b>
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