

**REQUEST FOR CARRYOVER OF 2020 UNOBLIGATED EARLY HEAD START -  
CHILD CARE PARTNERSHIP FUNDS GRANT NO. 09HP000111  
FOR PROGRAM NEEDS 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 \$1,457,564 from the 2020 Early Head Start-Child Care Partnership (EHS-CCP2) unobligated funds. CSB is requesting use of the unobligated funds to support program needs, upgrade building facilities as well as to partially renovate, construct and upgrade the existing County owned property for the Central Kitchen Facility to serve the meal requirements of enrolled children at CSB's 13 child care centers. This is necessary to meet program requirements and to ensure successful implementation of the EHS-CCP2 Program effectively and to comply with federal rating requirements. Table below are the intended uses of these unobligated EHS-CCP2 funds.

<b>DESCRIPTION</b>	<b>AMOUNT</b>
a. PERSONNEL	-0-
b. FRINGE BENEFITS	-0-
c. TRAVEL	-0-
d. EQUIPMENT	-0-
e. SUPPLIES	\$ 499,674
f. CONTRACTUAL	-0-
g. CONSTRUCTION	\$ 257,035
h. OTHER	\$700,855
<b>I. TOTAL CARRYOVER BUDGET</b>	<b>\$ 1,457,564</b>

Breakdown of the budget is attached as Schedule 1 worksheet.

**(6e) SUPPLIES \$ 499,674**

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**1. Office Supplies \$ -0-**

**2. Children and Family Services Supplies \$259,000**

Consists of the following:

Distance Learning Materials for all EHS-CCP2 Classes \$75,000

Furnishings/Break Room Supplies \$20,000

There is an ongoing effort to improve the break rooms for CSB staff and they are in need of furnishings at all EHS-CCP2 sites.

Education Classroom Supplies/Materials \$14,000

There is a need for classroom educational supplies and curriculum enhancements, specifically around culture, equity, and inclusion.

STEM Materials for Toddlers \$50,000

Classrooms and distance learners can benefit from Science, Technology, Engineering, Mathematic (STEM) materials for toddlers.

Outdoor Play and Learn Environment Enhancements \$100,000

Purchase new bikes and other outdoor play equipment to maximize physical activity which will benefit children from all EHS-CCP2 sites.

### **3. Computer Supplies**

**\$110,674**

CSB is a tech based learning environment necessitating the use of tablets and other desktop and mobile technologies to support staff and children under the EHS-CCP2 Program.

### **4. Other Supplies**

**\$130,000**

Consists of the following:

Dishwashers for EHS-CCP2 Directly Operated Sites \$125,000

All classrooms need newer, energy and water efficient, industrial dishwashers.

Employee Wellness Materials \$5,000

Under the Employee Wellness Program, CSB will purchase small items to recognize wellness champions by encouraging healthy practices while at work. Items needed are pedometers to encourage walking 10,000 steps a day, water bottles to encourage increase in water intake, and books that encourage wellness habits.

### **(6g) CONSTRUCTION**

**\$257,035**

1. Major Renovation – Central Kitchen Facility \$257,035

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.

This carryover request will partially finance the construction of the new Central Kitchen Facility and the amount allocated from the unobligated funds is prorated based on total CSB program slots.

<b><u>(6h) OTHER</u></b>	<b><u>\$700,855</u></b>
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**1. Building Maintenance/Repairs and Other Occupancy Costs \$640,246**

This budget includes upgrade of existing facilities to meet health and safety standards required by federal, state and local regulatory agencies. These upgrades include installation of new aluminum ramps for the building and modulars, removal of fixtures to create additional space for breakroom, repairing foundation work caused by earthquake damage, resurfacing and striping building parking lot, and for the purchase and installation of Sit Stands at multiple EHS-CCP2 centers. Facility improvements will be completed at CSB's directly operated centers and our partner centers. These facility improvements are essential to ensure that CSB is maintaining a hazard free environment while meeting the Head Start Performance Standards relating to health and safety. Breakdown of these repairs is attached as Schedule 2 worksheet.

## **2. Incidental Alterations/Renovations**

**\$60,609**

Consists of the following:

Playground for KinderCare

\$53,109

A new playground is needed for KinderCare that is age appropriate and free of health and safety hazards as determined by CBS's certified playground inspector.

New bark for Tiny Toes playground:

\$1,000

The ground covering at Tiny Toes center needs to be replaced per the playground inspector.

New bark for 13 Family Child Care homes

\$6,500

The ground covering at all Family Child Care homes needs to be replaced per the playground inspector.

<b>FEDERAL 2020 CHILD CARE PARTNERSHIP CARRYOVER REQUEST</b>	<b>\$1,457,564</b>
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<b>NON FEDERAL MATCH</b>
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<b>\$ -0-</b>
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CSB is requesting waiver of non-federal match. There is no community or parent involvement because there are no volunteer hours that will be sourced from the community as a result of the pandemic situation still prevailing at this time.

<b>TOTAL FEDERAL AND NON FEDERAL COST</b>
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<b>\$1,457,564</b>
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