

**Contra Costa County Employment & Human Services Department  
Community Services Bureau  
2022 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 1/1/22 through 12/31/22.
- 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 2022.
- 4. PROPOSED TERM.** Funding must be requested annually. The standard one budget period is from 1/1/22 through 12/31/22. The budget summary below is for year four of the five-year grant period.
- 5. CURRENT FUNDING.** Funding for Head Start is provided by federal dollars. Contra Costa County, as Grantee, is required to generate a 25% non-federal match of the total grant 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>Budget Categories:</b>	<b>Training/Technical Assistance (T/TA)</b>	<b>Basic Grant</b>	<b>TOTAL</b>
Personnel		4,272,000	4,272,000
Fringe Benefits		2,860,000	2,860,000
T & TA		-	
Travel		-	
Supplies		200,000	200,000
Contractual	100,900	4,100,000	4,200,900
Construction		-	-
Other	96,444	5,379,473	5,475,917
Sub-Total of Direct Charges	197,344	16,811,473	17,008,817
Indirect Costs		811,680	811,680
<b>Total Federal Amount Requested</b>	<b>197,344</b>	<b>17,623,153</b>	<b>17,820,497</b>
<b>Non-Federal Share</b>	<b>49,336</b>	<b>4,405,788</b>	<b>4,455,124</b>
<b>Total Federal and Non-Federal</b>	<b>\$246,680</b>	<b>\$22,028,941</b>	<b>\$22,275,621</b>

<b>PA22/PA20 Requested Amount for First Baptist (Delegate Agency) included in Total Amount above</b>	<b>\$8,000</b>	<b>\$ 2,313,753</b>	<b>\$ 2,321,753</b>
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**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 (three - five years of age under Head Start, and prenatal - three years 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 2018-2022 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 (2016-2017), 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.

- By June 2022, CSB will apply a program-wide approach to further developing CSB’s new website, CSBConnect.org, allowing families and community members to equitably access program services.
- By June 2022, comprehensive services forms will be available in digital format on the CSB Web Portal to improve accessibility of forms and timeliness of data collection from parents.
- By June 2022, CSB will implement an oral health curriculum for families and staff to support dental health practices at home and at school.
- By June 2022, 75% of CSB Infant Toddler Teaching staff and 50% of CSB Infant and Toddler Site Supervisors will receive training in all modules of the Teaching Pyramid for Infants and Toddlers.
- By June 2022, 7 additional Teacher Assistant Trainees (TAT) will complete the core 12 units by participating in the Early Childhood Education (ECE) Work Study Program, in partnership with the

colleges of Contra Costa and the YMCA of the East Bay.

- By June 2022, 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 2022, CSB will develop a focus group to revise job questionnaires ensuring they are inclusive and equitable to all that apply for CSB positions to strengthen and further embed equity into program policies and practices.
- By June 2022, 75% of managers and supervisors will have completed a Psychological First Aid (PSA) Training to enhance the psychological safety for all employees to strengthen our trauma-informed systems as a way of creating more healing and responsive environments for staff, families we serve and the community.
- By June 2022, CSB will expand the practice of "Strong Partners/Strong families," a new approach directed at re-designing Parent Committee Meetings and enhancing meaningful participation by parents and staff.
- By June 2022, CSB will reinforce fathering skills for fathers and significant male figures by implement the Fathering in 15™ Online learning for dads at all CSB sites.
- By June 2022, The Friday Flyer will be available for families on the CSB web portal, allowing families easy access to community events and resources.

**13. ACTIVITY SUMMARY.** Head Start/Early Head Start Programs continue 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 on August 18, 2021.