

**Contra Costa County 2023 Head Start Grant Continuation Application
EXECUTIVE SUMMARY**

1. **FUNDING AGENCY.** Department of Health and Human Services (DHHS), Administration for Children and Families (ACF), Office of Head Start (OHS).
2. **TERM.** Contra Costa County is entering the fifth year of a five-year grant. A non-competitive application must be submitted each year. This is the application for the fifth year.
3. **FUNDING MATCH.** This grant requires a 25% non-federal match, which may be cash or in-kind contributions, fairly valued. Contra Costa County achieves this match with state early childhood education funding (cash) and parent volunteerism (in-kind).
4. **SERVICE DELIVERED.** With this grant, Contra Costa County serves the childcare and education needs of low-income families with children ages prenatal to five. Services include home visiting, quality childcare, child development, and other support services such as medical, mental health and dental.
5. **BUDGET SUMMARY:**

Budget Categories:	T/TA	Basic Grant	TOTAL
Personnel	-	7,109,993	7,109,993
Fringe Benefits	-	4,405,695	4,405,695
Travel	23,950	-	23,950
Equipment	-	100,000	100,000
Supplies	-	520,000	520,000
Contractual	222,185	7,490,489	7,712,674
Construction	-	-	-
Other	146,414	6,169,193	6,315,607
Sub-Total of Direct Charges	392,549	25,795,371	26,187,920
Indirect Costs	-	1,365,119	1,365,119
Total Federal Amount Requested	392,549	27,160,490	27,553,039
<i>Non-Federal Share</i>	<i>98,137</i>	<i>6,790,122</i>	<i>6,888,260</i>
Total Federal and Non-Federal	490,686	33,950,612	34,441,298

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6. 2023 PROGRAM GOALS, OBJECTIVES, AND EXPECTED OUTCOMES

Goal 1: Ensure a culture that includes standardized practices for safe environments, safe transitions, Children’s Personal Rights, standards of conduct, child supervision, and classroom monitoring.

Objectives

1. All Head Start staff, including but not limited to key administrative staff, site supervisors, teaching staff, and support staff, and including both grantee operated and delegate/partner operated sites, will receive annual reinforcement health and safety training and refresher trainings as needed if policy non-compliance is identified.
2. Continue to implement and monitor the effectiveness of the multi-layered ongoing monitoring approach launched during the 2022 Quality Improvement Plan (QIP) to ensure continued compliance across all service areas.
3. Enhance CLOUDS and other technology systems for staff and client communication and monitoring. This will include but not be limited to utilizing CLOUDS to support communication between kitchens in both grantee operated and delegate/partner operated sites, and each child development center, by a) documenting all child allergies or other food restriction, and b) kitchen posting of bi-weekly menus that are approved by each site for each child.
4. For this one year, and to solidify safety improvements, focus on center-based services instead of home-based childcare.

Expected Outcome

1. A reduction in unusual incidents compared to 2022.

Goal 2: Increase enrollment and attendance levels for grantee operated and delegate/partner operated centers as we continue to emerge from the impacts of the pandemic.

Objectives

1. Coordinate with the Workforce Services Bureau of EHSD to a) share information with all relevant CalFresh family applicants and recipients about Head Start eligibility and enrollment opportunities including a) during application determination, b) continuing eligibility determination, c) semi-annual income reporting, d) outreach events.
2. Expand families partnerships to enhance family connection to centers and thus improve attendance by utilizing the Parent Family Community Engagement Framework.

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Expected Outcomes

1. Reach and maintain the ACF required enrollment rate.
2. Improve attendances rates compared to 2022.

Goal 3: Adapt to the shift in community need for infant and toddler services and in light of the California implementation of Transitional Kindergarten.

Objectives

1. Beginning in January, 2023, implement a plan developed in October – December 2022 to shift resources from Head Start to Early Head Start as articulated in the revised slots allocation included with this grant application.

Expected Outcomes

1. Monthly reduction in the number of families with children ages 0-3 on the two county-wide waiting lists (maintained by us and by Coco Kids) compared to 2022.

Goal 4: Implement innovative approaches to hiring, developing, and retaining a robust teaching, support and management staff for grantee operated and delegate/partner operated sites.

Objectives

1. Conduct a class and compensation study for grantee administered and delegate/partner early childhood educator classifications and take appropriate action if salary increases seem merited, if they are financially feasible, and upon Board of Supervisors guidance.
2. For existing staff, continue to support the completion of the Early Childhood Education (ECE) Work Study program and transitions to higher-level classifications.
3. Teaching staff and all program staff will participate in hands-on training about mindfulness and how to incorporate it in daily self-care and daily classroom activities.
4. Managers and supervisors will receive the Psychological First Aid training to enhance skills in supporting the psychological safety of staff as part of our trauma-responsive initiatives.

Expected Outcome

1. A reduction in vacancy rates, especially for teaching staff, compared to 2022.
2. A reduction in number of classrooms closed due to insufficient staffing, compared to 2022.

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Goal 5: Continue to execute, and then monitor the effectiveness of, the integration of administrative functions into the Employment & Human Services Department which was started with fiscal functions as part of the 2022 Quality Improvement Plan.

Objectives

1. Finalize the full integration of facility management, purchasing, and information technology.

Expected Outcome

1. A reduction in the number of internal control grantee and delegate/partners compared to 2022.