



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: March 23, 2021

Subject: Authorization to submit funding allocation request to Administration for Children and Families for Central Kitchen construction

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to apply to re-allocate current funding received by the County from the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Head Start, in the amount of \$2,346,075 to complete facility renovation and construction of the Central Kitchen Facility for the Head Start (HS), Early Head Start (EHS), and EHS-Child Care Partnership (CCP) Programs for the period January 1, 2021 through December 31, 2021.

FISCAL IMPACT:

There is no cost to the County. Funding of this project will be sourced from the unspent or unobligated portion of 2019 HS/EHS grant and from the 2020 HS/EHS and EHS-CCP grants from the Administration for Children and Families with CFDA No. 93.600. As Grantee, the County is required to generate a 25% non-federal match (\$586,519), which will come from the use of County-owned land and building facilities. There is no community or parent involvement in this project, so there are no volunteer hours that will be sourced from the community.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/23/2021** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: C. Youngblood, (925)
608-4964

FISCAL IMPACT: (CONT'D)

Total Central Kitchen Facility Cost: \$2,346,075

Non-Federal Match (25%): \$586,519

Total Federal and Non-Federal Cost: \$2,932,594

Non-federal Match computed as 20% of Total Federal and Non-Federal Cost: \$586,519

BACKGROUND:

Contra Costa County submits an application annually to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Head Start, as the Head Start grantee. The current grant was approved by the Head Start Policy Council on February 17, 2021. This board order presents an opportunity for the County to apply for use of existing Head Start grant funds for facility renovation costs. Governing body approval of major financial expenditures is required per the Head Start Act Section 642.

The Central Kitchen currently located at the Brookside Center is in urgent need of relocation due to the aging facilities and potential safety concerns. Community Services Bureau's childcare portion of this facility was closed in June of 2018 and the children and staff were relocated. Approval of this re-allocation application by ACF would allow the kitchen to also be relocated by renovating an existing County building nearby at 303 41st Street, Richmond, California.

An application was previously submitted for renovation of the Richmond Veterans Memorial Hall; the Board of Supervisors approved the application on March 12, 2019. Following approval and prior to project commencement, it was determined that this location was no longer available for relocation of the Central Kitchen.

This funding opportunity is awarded based on availability of funds from the Office of Head Start (OHS) for purposes of program improvement. Due to the prioritization of ACF funding in 2019 and 2020, the department was not awarded program improvement funding. Currently, Community Services Bureau has identified unspent/unobligated funds from existing Head Start/Early Head Start grants, as well Early Head Start-Child Care Partnership grant, to finance this project. The department is, therefore, no longer applying for a program improvement grant.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the County will be unable to apply for approval for the use of grant funds to cover the cost of construction of a Central Kitchen for the Head Start program.

CHILDREN'S IMPACT STATEMENT:

The Community Services Bureau of the Employment & Human Services Department's Head Start program supports three of Contra Costa County's community outcomes - Outcome 1: Children Ready for and Succeeding in School, Outcome 3: Families that are Economically Self-sufficient, and Outcome 4: Families that are Safe, Stable, and Nurturing. These outcomes are achieved by offering comprehensive services, including high quality early childhood education, nutrition, and health services to low-income children throughout Contra Costa County.

ATTACHMENTS

Budget narrative