



**Contra  
Costa  
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: January 11, 2022

Subject: 2020 Early Head Start Carryover of Unobligated Funds

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to request approval from the U.S. Department of Health and Human Services, Administration for Children and Families (ACF), Office of Head Start to carry-over \$983,803 of unobligated funds under the Early Head Start Grant for program initiatives related to health and safety of families, as well as professional development of Early Head Start staff, facility renovation and construction of a Central Kitchen Facility, for the term January 1, 2022 through December 31, 2022.

**FISCAL IMPACT:**

\$983,803: Total carryover of remaining unobligated funds from the U.S. Department of Health and Human Services, ACF, Office of Head Start (100% federal)

Due to the COVID pandemic, Employment and Human Services Department (EHSD) will submit a waiver request to ACF to waive the 20% in-kind local match. If the waiver is not approved, a 20% in-kind local match will be required.

AL: 93.600

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **01/11/2022** ☒ 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: January 11, 2022

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

By: Antonia Welty, Deputy

Contact: Ryan Hoy -  
925-608-4968

cc: Theodore Trinh, Nasim Eghlima

Contract: 39-968-1

## BACKGROUND:

ACF allows grantees to carry-over unobligated funds to the next grant year, so that grantees may complete unfinished program initiatives and projects identified in the previous years' operation but are still in progress under the current grant period. Community Services Bureau (CSB), as grantee, is allowed by ACF to carry-over unobligated funds within the five-year grant cycle period of 2019-2023. ACF's requirement to request carry-over of unobligated funds is in the final Financial Report (SF-425) which was submitted on October 22, 2021 for the grant period of January 1, 2020 through December 31, 2020.

The Board of Supervisors approved submission of a grant application to ACF for Early Head Start grant funds on September 10, 2019 (C.75). As a result, the County was awarded funding in the amount not to exceed \$4,613,930 for the budget period January 1, 2020 through December 31, 2020 to address program initiatives of health and safety, nutrition, disabilities and mental health of families as well as professional development of Early Head Start staff, and renovation and construction of a Central Kitchen Facility, which since 1990 has been preparing and distributing over 30,000 high quality and nutritious meals a month to the 14 Head Start and Early Head Start centers. CSB was unable to fully utilize the initial grant amount due to many factors such as an inability to hire qualified teaching staff and unavoidable project delays.

## CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the County will lose funding required to complete budgeted facilities projects which will have adverse effects on the health and safety of children receiving services.

## CHILDREN'S IMPACT STATEMENT:

The Community Services Bureau of the EHSD's Early Head Start program supports three (3) 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

2020 Early Head Start Carryover Budget