



**Contra  
Costa  
County**

To: Board of Supervisors

From: Marla Stuart, Employment and Human Services Director

Date: March 21, 2023

Subject: Head Start and Early Head Start Year 3 Unobligated Funds Carryover

**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 \$3,138,511 of unobligated funds under the Head Start and Early Head Start Year 3 Grant for the term January 1, 2023 through December 31, 2023.

**FISCAL IMPACT:**

The total carryover of remaining unobligated funds from the U.S. Department of Health and Human Services, ACF, Office of Head Start are \$3,138,511. (100% Federal). These funds are already included in the adopted budget for FY 22-23. No County Match required. CFDA/AL #93.600

**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. Community Services Bureau (CSB), as a grantee is allowed to carry-over unobligated funds within the five-year grant

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **03/21/2023** ☒ 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

Ken Carlson, 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 21, 2023

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

By: June McHuen, Deputy

Contact: CSB 925-681-6389

cycle period of 2019-2023. ACF's requirement to request carry-over of unobligated funds from year three is in the final Financial Report (SF-425) which was submitted for the grant period January 1, 2021 through December 31, 2021.

## BACKGROUND: (CONT'D)

The Board of Supervisors approved submission of a year 3 grant application to ACF for Head Start and Early Head Start grant funds on September 22, 2020 (C.27- C.28). As a result, the County was awarded funding in an amount not to exceed \$22,597,185 for the budget period January 1, 2021 through December 31, 2021 to address program initiatives of health and safety, nutrition, disabilities and mental health of families as well as professional development of Head Start staff. CSB was unable to fully utilize the initial grant amount due to many factors such as an inability to hire qualified teaching staff and unexpected project delays.

Usage of carry-over funds are for program initiatives related to health and safety of families, as well as professional development of Head Start staff, and facility renovation.

## CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the County will not operate General Child Care and Development Program, CalWORKs Stage 2 and California Alternative Payment Program and families and children will no longer receive services under these programs.

## CHILDREN'S IMPACT STATEMENT:

The Community Services Bureau of the EHSD's 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

Year 3 Head Start and Early Head Start Carryover Budget