

REVISED  
4-26-19

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

2018 APR 26 PM 3:01

Approved as to Form and Legality

  
City Attorney

## OAKLAND CITY COUNCIL

RESOLUTION No. \_\_\_\_\_ C.M.S.

---

### RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO:

1. APPLY FOR, ACCEPT AND AMEND THE APPROPRIATION OF THE HEAD START GRANTS FOR FISCAL YEAR (FY) 2018-2019 FROM THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES, ADMINISTRATION FOR CHILDREN AND FAMILIES, OFFICE OF HEAD START IN AN AMOUNT NOT TO EXCEED \$16,389,847; AND
2. ENTER INTO GRANT AGREEMENTS TO FUND COMPREHENSIVE EARLY CARE, EDUCATION AND FAMILY SERVICES FOR THE HEAD START PROGRAM FROM JULY 1, 2018 TO JUNE 30, 2019; AND
3. APPROVE STAFF POSITION REALIGNMENTS AND CHANGES NEEDED FOR PROGRAM SERVICES; AND
4. ACCEPT AND APPROPRIATE ADDITIONAL FEDERAL GRANT FUNDING THAT BECOMES AVAILABLE FOR THE SAME PURPOSES DURING THE SAME GRANT TERM AND AMEND THE GRANT AGREEMENTS WITHOUT RETURNING TO COUNCIL; AND
5. AUTHORIZE A CONTRIBUTION FROM THE GENERAL PURPOSE FUND IN AN ESTIMATED AMOUNT OF \$2,097,956 FOR FY 2018-2019 CENTRAL SERVICES OVERHEAD CHARGES

**WHEREAS**, the City of Oakland desires to apply for, accept, and amend the appropriation in the FY18/19 adopted budget for Head Start Basic and Technical Assistance grants from the U.S. Department of Health and Human Services Administration for Children and Families (DHHS/ACF), Office of Head Start, to fund a Head Start/Early Head Start Program for Fiscal Year (FY) 2018-2019 in an amount not to exceed \$16,389,847; and

**WHEREAS**, the total federal amount of \$16,389,847 stated above is comprised of the following project accounts as stipulated in the DHHS/ACF funding guidelines: Head Start Basic, Head Start Training/Technical Assistance, Early Head Start Basic, and Early Head Start Training/Technical Assistance Grants, which includes the Early Head Start Expansion Grant (formerly ARRA funding); and

**WHEREAS**, in an effort to maintain alignment and compliance with the new Head Start Performance Standards and support continuous improvement of program quality and increase emphasis on health and safety, Oakland Head Start is proposing program changes for the 2018-

2019 program year that will entail adjustments in the service delivery of the federal grantee (City of Oakland), delegate agency (Unity Council), and partner agencies combined offering 576 Full-day Head Start slots and 422 Full-day Early Head Start slots, all totaling an overall funded enrollment of 998 slots in FY 2018-2019; and

**WHEREAS**, in FY 2018-2019, consistent with Oakland Head Start program's commitment to continuous improvement of quality and service delivery, the program will maintain full-day Center-based Head Start and Early Head Start services, part-day Center-based services at one City of Oakland-operated Head Start site in one classroom and one Unity Council-operated Head Start site, in three classrooms, and home-based services; and

**WHEREAS**, Based on (3) the ongoing need for *Qualified Teachers* in the early care and education workforce across the bay area, including Oakland, Oakland Head Start program has created a "Career Pathway" for an apprentice-type *Teacher's Assistant (TA)* position, in the 2018-19 program year, designed for those studying child and human development, who are in need of beginning infant/toddler and preschool experience in a center-based setting and/or in need of completing required coursework in Child Development; and

**WHEREAS**, in FY 2018-2019, the Oakland Head Start and Early Head Start funding will provide comprehensive child development services in accord with said grants to 998 Head Start and Early Head Start eligible children and families who have the most economic need, with 10% of the enrollment consisting of children with special needs and will expand enhanced outreach efforts to include homeless families, children living in foster care, and additional underserved populations; and

**WHEREAS**, the City wishes to continue funding the following agencies (Table 1) in the following amounts to provide comprehensive early care, education and family services from July 1, 2018 through June 30, 2019

**Table 1. Delegate Agency and Partner Funding Allocations**

	Unity Council	Brighter Beginnings	St. Vincent's Day Home	Peralta Community College District – Laney College Children's Center	Oakland Unified School District
HS	\$2,126,022	\$69,586	\$147,577	\$76,898	\$153,840
HS TTA	\$21,647				
General Purpose Fund – Rent	\$176,514				
EHS	\$2,354,362	\$668,021			
EHS TTA	\$31,252				
General Purpose Fund - Rent	\$23,505				
<b>TOTALS:</b>	<b>\$4,733,302</b>	<b>\$737,607</b>	<b>\$147,577</b>	<b>\$76,898</b>	<b>\$153,840</b>

and

**WHEREAS**, the Oakland Head Start program desires to enter into a grant agreement with the City's delegate agency, Unity Council, in an amount not to exceed \$4,733,302, to provide

comprehensive early care, education and family services for 364 Head Start and Early Head Start eligible children and families; and

**WHEREAS**, the Oakland Head Start program desires to enter into a grant agreement with Brighter Beginnings, in an amount not to exceed \$737,607, to provide Early Head Start Home-Based services for 96 Early Head Start and 12 Head Start (as previously referenced) eligible children and families; and

**WHEREAS**, the Oakland Head Start program desires to enter into a grant agreement with St. Vincent's Day Home, in an amount not to exceed \$147,577, to provide Head Start and Early Head Start early care, education and family services for 46 Head Start eligible children and families; and

**WHEREAS**, the Oakland Head Start program desires to enter into a grant agreement with Peralta Community College District - Laney College Children's Center, in an amount not to exceed \$76,898, to provide comprehensive early care, education and family services for 24 Head Start eligible children and families; and

**WHEREAS**, the Oakland Head Start program desires to enter into grant agreement with Oakland Unified School District, in an amount not to exceed \$153,840, to provide comprehensive early care, education and family services for 48 Head Start eligible families and children; and

**WHEREAS**, the FY 2018-2019 Preliminary Midcycle Budget earmarks an appropriation in the General Purpose Fund which, contingent upon City Council adoption of the Fiscal Year 2018 – 2019 Midcycle Budget, shall provide financial assistance to the Head Start/ Early Head Start Program in an estimated amount of \$5,288,222 for: \$200,199 in FY 2018-2019 for our Delegate Agency's (The Unity Council's) rent, \$13,007 in personnel and \$45,301 in audit costs not allowed by the federal grant funds; \$733,395 for Internal Service Charges (ISF); and \$2,198,544 operating subsidy to address cost of living increases, inflation, and rising program costs; and \$2,097,956 as contributions to offset all estimated Central Service Overhead in Head Start to remain compliant with federal administrative cost limits as reflected in the budget allocation table (Table 2) below:

<b>Source</b>	<b>Head Start</b>	<b>GPF</b>	<b>Total</b>
Federal Grant	16,389,847		16,389,847
Federally Unallowed Rent <sup>a</sup>		200,019	200,019
Federally Unallowed Personnel		13,007	13,007
Federally Unallowed Audit		45,301	45,301
Internal Service Charges		733,395	733,395
GPF Match <sup>b</sup>		2,198,544	2,198,544
<b>TOTAL FUNDS NEEDED</b>	<b>16,389,847</b>	<b>3,190,266</b>	<b>19,580,113</b>
GPF CSO Contribution (estimated amount)		2,097,956	
a. Unity Council disallowed rents			
b. City support for cost of living increases and other program costs			

;and

**WHEREAS**, the FY2018-19 program budget also includes the staff realignments and changes needed, which will be rebalanced within the program budget and/or as part of the FY2018-2019 midcycle budget process, which are reflected in Table 3

**Table 3. CITY OF OAKLAND - HUMAN SERVICES DEPARTMENT - HEAD START PROGRAM**

SUMMARY OF PROPOSED POSITION REALIGNMENTS, RECLASSIFICATIONS, AND CHANGES FY18-19		
CLASSIFICATION	POSITION	FTE
Accountant I.AF002	34888	(1.00)
Accountant II.AF021	TBD	1.00
<b>Subtotal:</b>		-
Head Start Nutrition Coordinator.SC159	33851	(1.00)
Head Start Coach Coordinator.PP181	TBD	1.00
Headstart Program Coordinator.PP128	18188	(1.00)
Head Start Facilities Coordinator.SC280	TBD	1.00
Headstart Program Coordinator.PP128	31500	(1.00)
Head Start School Readiness Coord.PP184	TBD	1.00
Headstart Program Coordinator.PP128	719	(1.00)
Head Start ERSEA & Data Coord.PP180	TBD	1.00
<b>Subtotal:</b>		-
Food Program Driver, PT.TR136	38506	(1.00)
Food Program Driver, PT.TR136	38676	(1.00)
Food Service Worker, PT TR210	TBD	1.00
Head Start/EHS Sub Inst, PT PP177	TBD	1.00
<b>Subtotal:</b>		-
Head Start Instructor.PP114	3706	(1.00)
Head Start Instructor.PP114	3709	(1.00)
Head Start Instructor.PP114	40106	(1.00)
Head Start Instructor.PP114	40107	(1.00)
Head Start Instructor,PT.PP157	TBD	10.50
<b>Subtotal:</b>		<b>6.50</b>
<b>TOTAL</b>		<b>6.50</b>

now therefore be it

**RESOLVED:** That the City Administrator is hereby authorized to apply for, accept and amend the FY18/19 adopted budget for the Head Start Basic, Head Start Training and Technical Assistance, Early Head Start Basic, and Early Head Start Training and Technical Assistance grants from the U.S. DHHS/ACF in the amount not to exceed \$16,389,847 for funding of a Head Start Program and Early Head Start Program from July 1, 2018 through June 30, 2019; and be it

**FURTHER RESOLVED:** That the FY18/19 appropriation included in the FY17-19 Biennial Adopted Budget shall be amended to the estimated sum of \$16,389,847 together with offsetting revenue, in Department of Health and Human Services Fund (2128), Head Start Classroom & Seasonal Organization (78231), and, Head Start FY 2018-2019 Operation Basic Project (TBD), Expansion Early Head Start Project (TBD); and be it

**FURTHER RESOLVED:** That all Central Services Overhead charges associated with this grant in an estimated amount of \$2,097,956 will be offset through a contribution of the General Purpose Fund; and be it

**FURTHER RESOLVED:** That the City Administrator is hereby authorized to execute a grant agreement with the Unity Council, as delegate agency, to provide comprehensive Early Childhood Education Services from July 1, 2018 through June 30, 2019 in an amount not to exceed \$4,733,302; and be it

**FURTHER RESOLVED:** That the City Administrator is hereby authorized to enter into a grant agreement with Brighter Beginnings in an amount not to exceed \$737,607 to provide Early Head Start and Head Start Home-Based services for Early Head Start/Head Start eligible families and children from July 1, 2018 through June 30, 2019; and be it

**FURTHER RESOLVED:** That the City Administrator is hereby authorized to enter into a grant agreement with St. Vincent's Day Home in an amount not to exceed \$147,577 to provide Head Start early care, education and family services for Head Start eligible families from July 1, 2018 through June 30, 2019; and be it

**FURTHER RESOLVED:** That the City Administrator is hereby authorized to enter into a grant agreement with Peralta Community College District – Laney College Children's Center in an amount not to exceed \$76,898 to provide comprehensive early care, education and family services for Head Start eligible families and children from July 1, 2018 through June 30, 2019; and be it

**FURTHER RESOLVED:** That the City Administrator is hereby authorized to enter into a grant agreement with the Oakland Unified School District in an amount not to exceed \$153,840 to provide comprehensive early care, education and family services for Head Start eligible families and children; and be it

**FURTHER RESOLVED:** That the FY2018-19 program budget also includes the staff realignments and changes needed, and the City Administrator is authorized to implement the position changes and realignments that are detailed in Table 3 above, contingent on the City Council's approval of the City's mid-cycle budget for FY 2018-19; and be it

**FURTHER RESOLVED:** That if additional grant funding becomes available from the grantor U.S. DHHS/ACF for the same purposes, within the existing grant term (July 1, 2018 – June 30, 2019 ), that the City Administrator is authorized to accept and appropriate these funds to fund the Head Start/Early Head Start Program and amend the aforementioned grant agreements without returning to Council within the duration of the grant term; and be it

**FURTHER RESOLVED:** That the Council hereby appoints the City Administrator to conduct all negotiations, execute and submit all documents including but not limited to applications, agreements, amendments, modifications, payment requests, and related actions which may be necessary for the aforementioned grants; and be it

**FURTHER RESOLVED:** That the agreements authorized under this resolution shall be reviewed as to form and legality by the Office of the City Attorney and copies filed with the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_

**PASSED BY THE FOLLOWING VOTE:**

AYES- BROOKS, CAMPBELL-WASHINGTON, GALLO, GIBSON MCELHANEY, GUILLÉN, KALB, KAPLAN AND PRESIDENT REID

NOES-

ABSENT-

ABSTENTION-

ATTEST: \_\_\_\_\_  
LaTonda Simmons  
City Clerk and Clerk of the Council  
of the City of Oakland, California