

OFFICE OF THE CITY CLERK

2007 JUL 20 PM 6:48

# CITY OF OAKLAND

## AGENDA REPORT

**TO:** Office of the City Administrator  
**ATTN:** Deborah Edgerly  
**FROM:** Department of Human Services  
**DATE:** July 10, 2007

**RE:** Resolutions Authorizing The City Administrator, On Behalf Of The City Of Oakland, To Execute Grant Agreements with Martha Rebollo and Pamela Gillespie In Amounts Not To Exceed \$53,750 Each, Vanessa Bulnes In An Amount Not To Exceed \$68,585, And Valerie Hamilton In An Amount Not To Exceed \$63,855, For An Aggregate Amount Not To Exceed \$239,940 For Head Start Family Child Care Services For Program Year 2007-2008, And, Contingent Upon Receipt of Grant Funding And Satisfactory Performance of Grantee, Authorizing The City Administrator to Extend Grant Funding Of Each Grant Agreement For One Additional Year In An Additional Aggregate Amount Not To Exceed \$239,940, For A Two-Year Total Of \$479,880

---

### SUMMARY

Staff requests approval of resolutions authorizing the City Administrator to execute grant agreements with four operators of family child care homes for Head Start family child care services during program year 2007-08: Martha Rebollo and Pamela Gillespie in amounts not to exceed \$53,750, Vanessa Bulnes in an amount not to exceed \$65,585, and Valerie Hamilton in an amount not to exceed \$63,855, for a total aggregate amount not to exceed \$239,940. Staff also requests approval to execute one-year extensions of each grant agreement for Head Start program year 2008-09, contingent upon receipt of Head Start grant funding and satisfactory performance of the grantees, for an additional aggregate amount not to exceed \$239,940, for a two-year total of \$479,880.

### FISCAL IMPACT

Funding is available for the grant agreements in the Head Start program budget, Department of Health and Human Services Fund (2128), Head Start Organization (78231), Head Start Project (G3051xx). These grant agreements are fully funded through the City of Oakland Head Start Federal Grant authorized by Resolution No. 80574 C.M.S., which was approved by the City Council on May 15, 2007. These grant agreements may be subject to the City of Oakland's three percent contract compliance fee which amounts to \$7,108 annually. Not imposing or

Item: \_\_\_\_\_  
Life Enrichment Committee  
July 10, 2007

disregarding the Contract Compliance fee would increase the existing negative balance in the Contract Compliance Assessment Fund (1790).

## **BACKGROUND**

On September 28, 1992, the Oakland Head Start program received a grant for a three-year Head Start Demonstration Project entitled "Oakland Head Start Services Delivered via Family Child Care Homes." The purpose of the project was to demonstrate that Head Start services could be delivered in a family child care home setting. The planning phase of the project was completed during fiscal year 1992-93. The project was operational in fiscal years 1993-94 and 1994-95. Comprehensive Head Start services were provided for forty 4-year old children in seven family child care homes. The demonstration project concluded its third and final year on September 30, 1995.

Because of the success of the FCC demonstration project, the U.S. Department of Health and Human Services, Administration for Children, Youth and Families, Head Start Bureau authorized Head Start Regional Offices with Family Child Care (FCC) Demonstration Projects, to continue the FCC program as a locally designed option. During fiscal years 1995-2006, Oakland Head Start incorporated the Family Child Care program option and provided comprehensive Head Start services to approximately 700 children and families assigned to Family Child Care homes.

To recruit new providers for program year 2007-08, approximately 700 announcement flyers were distributed throughout the community to various community organizations and family child care providers advertising the acceptance of applications. An advertisement was also placed in the Oakland Tribune on February 24-25, 2007. In addition, information about the application process was shared at the Oakland Daycare Operators Association meeting on February 8, 2007.

A background check was conducted on each applicant through Community Care Licensing. Applicants who cleared the background check and met the minimum qualifications, including educational qualifications, state licenses, and business licenses, were interviewed by a panel of staff and parents. Applicants who passed the interview process received an unannounced home visit from members of the panel. Upon completion of the home visit, the panel made its recommendations of prospective providers to the Head Start Policy Council for their consideration and approval. The individuals named in this report have all received approval and recommendations from the Policy Council to institute grant agreements.

## **KEY ISSUES AND IMPACTS**

The City of Oakland has been a Head Start grantee since 1972. The program has grown from serving fewer than two hundred children to presently serving 1,608 children and families. Over the years, Head Start discovered that many parents required full-day child care. The family child

Item: \_\_\_\_\_  
Life Enrichment Committee  
July 10, 2007

care homes offer a cost-effective way to meet the need for full day child care, while still providing the comprehensive child development services elemental to Head Start.

The Head Start program requires the family child care operators to implement Head Start services in their family child care home for up to 12 children. During the period of September 1, 2007 to August 31, 2008, the selected family child care operators will provide Head Start services to a total of up to 42 Head Start children and families.

## **PROGRAM DESCRIPTION**

Head Start has a long tradition of delivering comprehensive and high quality services, designed to foster healthy development and prepare children for success in school by providing high quality early childhood education and support services. The programs are child-focused and provide a range of individualized services in the areas of education, health, nutrition, and family services.

Head Start family child care homes are family centered, following the tenets that children develop in the context of their family and culture, and that parents are respected as the primary educators and nurturers of their children. Therefore, Head Start offers family members many opportunities and support services.

## **SUSTAINABLE OPPORTUNITIES**

### **Economic:**

There are economic benefits to the City from these grant agreements. Oakland-based family child care providers will receive compensation to provide mandated Head Start program services in their family child care homes. The family child care homes offer a cost-effective way to meet the need for full day child care while still providing the comprehensive child development services elemental to Head Start.

### **Environmental:**

All Head Start family child care providers serve snacks and meals daily that meet nutritional requirements and are served in environmentally safe paper cups and paper plates.

### **Social Equity:**

The Head Start program delivers comprehensive, high quality services to children and families in the City of Oakland. These services are designed to foster healthy development in low-income children. Head Start provides a range of individualized services in the areas of education, health, nutrition and family services.

These grant agreements ensure that the Oakland Head Start program has a broad array of family child care providers who reflect the diversity of the Oakland community and provide alternative quality child care options for families.

Item: \_\_\_\_\_  
Life Enrichment Committee  
July 10, 2007

## **DISABILITY AND SENIOR CITIZEN ACCESS**

Federal regulation requires Head Start programs to enroll ten percent of its children from among those with special needs, many of whom fall within the definitions in the Americans with Disabilities Act (ADA). Most of the services discussed in this report are aimed wholly or partly at children with special needs. Since Head Start is a program for children, any services to seniors (e.g., grandparents of children enrolled) are incidental to services provided to the children themselves.

## **RECOMMENDATION(S) AND RATIONALE**

Staff recommends that the City Council approve resolutions authorizing the City Administrator to execute one-year grant agreements with four operators of family child care homes for Head Start family child care services during program year 2007-08: Martha Rebollo and Pamela Gillespie in amounts not to exceed \$53,750, Vanessa Bulnes in an amount not to exceed \$65,585, and Valerie Hamilton in an amount not to exceed \$63,855, for a total aggregate amount not to exceed \$239,940. Staff also requests approval to execute one-year extensions of each grant agreement for Head Start program year 2008-09, contingent upon receipt of Head Start grant funding and satisfactory performance of the grantees, for an additional aggregate amount not to exceed \$239,940, for a two-year total of \$479,880.

Approval of this report is crucial to ensure that Head Start family child care services are provided by September 1, 2007 when the new Head Start school year begins. Up to forty-two children and families will continue to receive full-day-/full-year Head Start program services through the selected providers.

Item: \_\_\_\_\_  
Life Enrichment Committee  
July 10, 2007

**ACTION REQUESTED OF THE CITY COUNCIL**

This is a request that the City Council approve resolutions authorizing the City Administrator to execute grant agreements with Martha Rebollo and Pamela Gillespie in amounts not to exceed \$53,750 each, Vanessa Bulnes in an amount not to exceed \$68,585, and Valerie Hamilton in an amount not to exceed \$63,855, for an aggregate amount not to exceed \$239,940 for Head Start Family Child Care Services For Program Year 2007-2008, and, contingent upon receipt of grant funding and the satisfactory performance of grantees, authorizing the City Administrator to extend grant funding of each grant agreement for one additional year with the aggregate amount for one year extension not to exceed \$239,940, therefore culminating in a two-year total of no more than \$479,880.

Respectfully submitted,

  
\_\_\_\_\_  
ANDREA YOUNG DAHL  
Director, Department of Human Services

Reviewed by: Usana Pulliam  
Early Childhood and Family Services Manager  
Head Start Program

Prepared by: Priya Jagannathan  
Planner, Head Start Program

**APPROVED AND FORWARDED TO THE  
LIFE ENRICHMENT COMMITTEE:**

  
\_\_\_\_\_  
OFFICE OF THE CITY ADMINISTRATOR

Item: \_\_\_\_\_  
Life Enrichment Committee  
July 10, 2007

*[Signature]*  
City Attorney

OFFICE OF THE CITY CLERK

2007 JUN 23 PM 6:18

# OAKLAND CITY COUNCIL

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

**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR, ON BEHALF OF THE CITY OF OAKLAND, TO EXECUTE A GRANT AGREEMENT WITH MARTHA REBOLLO FOR HEAD START FAMILY CHILD CARE SERVICES IN AN AMOUNT NOT TO EXCEED \$53,750; AND CONTINGENT UPON RECEIPT OF HEAD START FUNDING AND SATISFACTORY GRANTEE PERFORMANCE, AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A ONE-YEAR EXTENSION FOR AN AMOUNT NOT TO EXCEED \$53,750, WITH THE TWO-YEAR TOTAL NOT TO EXCEED \$107,500**

**WHEREAS**, the Department of Human Services, Head Start program has found family child care homes to be a cost effective means of providing families with quality Head Start services and full-day, full-year child care; and

**WHEREAS**, the Head Start program has received authorization from the U.S. Department of Health and Human Services to provide Head Start services for seventy children in family child care homes; and

**WHEREAS**, program applications were solicited and submitted from Oakland family child care home operators and several qualified applicants were interviewed and selected for the program; and

**WHEREAS**, the provider has met all of the requirements for Family Child Care Providers and was one of the top candidates who applied for the Family Child Care Provider program; and

**WHEREAS**, the Department of Human Services desires the City of Oakland to enter into a Grant Agreement with Martha Rebollo from September 1, 2007 through August 31, 2008 to provide Head Start services in a family child care setting for up to 10 children; and

**WHEREAS**, the grant agreement is fully funded through the Head Start program grant and funds in the amount of \$53,750 are available to pay for these services in the Department of Health and Human Services Fund (2128), Head Start Organization (78231) and Head Start Project (G3051xx); and

**WHEREAS**, the Oakland Head Start intends to submit a grant application to the U.S. Department of Health and Human Services, Administration for Children and Families, for funding Head Start grant agreements for program Year 2008-09; and

**WHEREAS**, the grant agreement with Martha Rebollo may be subject to the City of Oakland's three percent contract fee which would amount to \$1,612.50 and not imposing or disregarding the contract compliance assessment fee would increase the existing negative balance in the Contract Compliance Assessment Fund (1790); and

**WHEREAS**, the City Council finds that the performance of this service is in the public interest because of economy; and

**WHEREAS**, the City Council finds that this contract shall not result in the loss of employment or salary by any person having permanent status in the competitive service; now therefore be it

**RESOLVED:** That the City Council hereby authorizes the City Administrator or her designee as an agent for the City to execute a grant agreement, contingent upon receipt of Head Start grant funding, for one program year with Martha Rebollo, in an amount not to exceed \$53,750; and be it

**FURTHER RESOLVED:** That the City Administrator or her designee is hereby authorized to extend the grant agreement for one additional year, under the same terms and conditions and contingent upon the satisfactory performance of grantee and the receipt of Head Start grant funding, for an additional amount not to exceed \$53,750; and be it

**FURTHER RESOLVED:** That the City Administrator or her designee, is hereby authorized to approve any subsequent amendments, modifications, or extensions of this grant agreement provided that such amendments or extensions shall be approved as to form and legality by the Office of the City Attorney and filed with the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_, 2007\_\_\_\_\_

**PASSED BY THE FOLLOWING VOTE:**

AYES- BROOKS, BRUNNER, KERNIGHAN, CHANG, NADEL, QUAN, REID, and PRESIDENT DE LA FUENTE

NOES-

ABSENT-

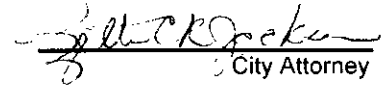
ABSTENTION-

ATTEST: \_\_\_\_\_  
LATONDA SIMMONS  
City Clerk and Clerk of the Council  
of the City of Oakland, California

OFFICE OF THE CITY CLERK

2007 JUN 29 11:06:48

# OAKLAND CITY COUNCIL

  
City Attorney

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

**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR, ON BEHALF OF THE CITY OF OAKLAND, TO EXECUTE A GRANT AGREEMENT WITH PAMELA GILLESPIE FOR HEAD START FAMILY CHILD CARE SERVICES IN AN AMOUNT NOT TO EXCEED \$53,750; AND CONTINGENT UPON RECEIPT OF HEAD START FUNDING AND SATISFACTORY GRANTEE PERFORMANCE, AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A ONE-YEAR EXTENSION FOR AN ADDITIONAL AMOUNT NOT TO EXCEED \$53,750, WITH THE TWO-YEAR TOTAL NOT TO EXCEED \$107,500**

**WHEREAS**, the Department of Human Services, Head Start program has found family child care homes to be a cost effective means of providing families with quality Head Start services and full-day, full-year child care; and

**WHEREAS**, the Head Start program has received authorization from the U.S. Department of Health and Human Services to provide Head Start services for seventy children in family child care homes; and

**WHEREAS**, program applications were solicited and submitted from Oakland family child care home operators and several qualified applicants were interviewed and selected for the program; and

**WHEREAS**, the provider has met all of the requirements for Family Child Care Providers and was one of the top candidates who applied for the Family Child Care Provider program; and

**WHEREAS**, the Department of Human Services desires the City of Oakland to enter into a Grant Agreement with Pamela Gillespie from September 1, 2007 through August 31, 2008 to provide Head Start services in a family child care setting for up to 10 children; and

**WHEREAS**, the grant agreement is fully funded through the Head Start program grant and funds in the amount of \$53,750 are available to pay for these services in the Department of Health and Human Services Fund (2128), Head Start Organization (78231) and Head Start Project (G3051xx); and

**WHEREAS**, the Oakland Head Start intends to submit a grant application to the U.S. Department of Health and Human Services, Administration for Children and Families, for funding Head Start grant agreements for program Year 2008-09; and



**WHEREAS**, the grant agreement with Pamela Gillespie may be subject to the City of Oakland's three percent contract fee which would amount to \$1,612.50 and not imposing or disregarding the contract compliance assessment fee would increase the existing negative balance in the Contract Compliance Assessment Fund (1790); and

**WHEREAS**, the City Council finds that the performance of this service is in the public interest because of economy; and

**WHEREAS**, the City Council finds that this contract shall not result in the loss of employment or salary by any person having permanent status in the competitive service; now therefore be it

**RESOLVED:** That the City Council hereby authorizes the City Administrator or her designee as an agent for the City to execute a grant agreement, contingent upon receipt of Head Start grant funding, with Pamela Gillespie, in an amount not to exceed \$53,750; and be it

**FURTHER RESOLVED:** That the City Administrator or her designee is hereby authorized to extend the grant agreement for one additional year, under the same terms and conditions contingent upon the satisfactory performance of grantee and the receipt of Head Start grant funding, for an additional amount not to exceed \$53,750; and be it

**FURTHER RESOLVED:** That the City Administrator or her designee, is hereby authorized to approve any subsequent amendments, modifications, or extensions of this grant agreement provided that such amendments or extensions shall be approved as to form and legality by the Office of the City Attorney and filed with the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_, 2007 \_\_\_\_\_

**PASSED BY THE FOLLOWING VOTE:**

AYES- BROOKS, BRUNNER, KERNIGHAN, CHANG, NADEL, QUAN, REID, and PRESIDENT DE LA FUENTE

NOES-

ABSENT-

ABSTENTION-

ATTEST: \_\_\_\_\_  
LATONDA SIMMONS  
City Clerk and Clerk of the Council  
of the City of Oakland, California

*[Signature]*  
City Attorney

OFFICE OF THE CLERK

2007 JUN 23 11:05:40

# OAKLAND CITY COUNCIL

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

**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR, ON BEHALF OF THE CITY OF OAKLAND, TO EXECUTE A GRANT AGREEMENT WITH VANESSA BULNES FOR HEAD START FAMILY CHILD CARE SERVICES IN AN AMOUNT NOT TO EXCEED \$68,585; AND CONTINGENT UPON RECEIPT OF HEAD START FUNDING, AND SATISFACTORY GRANTEE PERFORMANCE, AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A ONE-YEAR EXTENSION FOR AN ADDITIONAL AMOUNT NOT TO EXCEED \$68,585, WITH THE TWO-YEAR TOTAL NOT TO EXCEED \$137,170**

**WHEREAS**, the Department of Human Services, Head Start program has found family child care homes to be a cost effective means of providing families with quality Head Start services and full-day, full-year child care; and

**WHEREAS**, the Head Start program has received authorization from the U.S. Department of Health and Human Services to provide Head Start services for seventy children in family child care homes; and

**WHEREAS**, program applications were solicited and submitted from Oakland family child care home operators and several qualified applicants were interviewed and selected for the program; and

**WHEREAS**, the provider has met all of the requirements for Family Child Care Providers and was one of the top candidates who applied for the Family Child Care Provider program; and

**WHEREAS**, the Department of Human Services desires the City of Oakland to enter into a Grant Agreement with Vanessa Bulnes from September 1, 2007 through August 31, 2008 to provide Head Start services in a family child care setting for up to 11 children; and

**WHEREAS**, the grant agreement is fully funded through the Head Start program grant and funds in the amount of \$68,585 are available to pay for these services in the Department of Health and Human Services Fund (2128), Head Start Organization (78231) and Head Start Project (G3051xx); and

**WHEREAS**, Oakland Head Start intends to submit a grant application to the U.S. Department of Health and Human Services, Administration for Children and Families, for funding Head Start grant agreements for program Year 2008-09; and

**WHEREAS,** the grant agreement with Vanessa Bulnes may be subject to the City of Oakland's three percent contract fee which would amount to \$2,057.55 and not imposing or disregarding the contract compliance assessment fee would increase the existing negative balance in the Contract Compliance Assessment Fund (1790); and

**WHEREAS,** the City Council finds that the performance of this service is in the public interest because of economy; and

**WHEREAS,** the City Council finds that this contract shall not result in the loss of employment or salary by any person having permanent status in the competitive service; now therefore be it

**RESOLVED:** That the City Council hereby authorizes the City Administrator or her designee as an agent for the City to execute a grant agreement, contingent upon receipt of Head Start grant funding, with Vanessa Bulnes, in an amount not to exceed \$68,585; and be it

**FURTHER RESOLVED:** That the City Administrator or her designee is hereby authorized to extend the grant agreement for one additional year, under the same terms and conditions, contingent upon satisfactory grantee performance and upon receipt of Head Start grant funding, for an additional amount not to exceed \$68,585; and be it

**FURTHER RESOLVED:** That the City Administrator or her designee, is hereby authorized to approve any subsequent amendments, modifications, or extensions of this grant agreement provided that such amendments or extensions shall be approved as to form and legality by the Office of the City Attorney and filed with the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_, 2007 \_\_\_\_\_

**PASSED BY THE FOLLOWING VOTE:**

AYES- BROOKS, BRUNNER, KERNIGHAN, CHANG, NADEL, QUAN, REID, and PRESIDENT DE LA FUENTE

NOES-

ABSENT-

ABSTENTION-

ATTEST: \_\_\_\_\_  
LATONDA SIMMONS  
City Clerk and Clerk of the Council  
of the City of Oakland, California

OFFICE OF THE CITY CLERK

2007 JUN 20 PM 5:48

# OAKLAND CITY COUNCIL

*Robert R. Jackson*  
City Attorney

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

**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR, ON BEHALF OF THE CITY OF OAKLAND, TO EXECUTE A GRANT AGREEMENT WITH VALERIE HAMILTON FOR HEAD START FAMILY CHILD CARE SERVICES IN AN AMOUNT NOT TO EXCEED \$63,855; AND CONTINGENT UPON RECEIPT OF HEAD START FUNDING AND SATISFACTORY GRANTEE PERFORMANCE, AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A ONE-YEAR EXTENSION FOR AN AMOUNT NOT TO EXCEED \$63,855, WITH THE TWO-YEAR TOTAL NOT TO EXCEED \$127,710**

**WHEREAS**, the Department of Human Services, Head Start program has found family child care homes to be a cost effective means of providing families with quality Head Start services and full-day, full-year child care; and

**WHEREAS**, the Head Start program has received authorization from the U.S. Department of Health and Human Services to provide Head Start services for seventy children in family child care homes; and

**WHEREAS**, program applications were solicited and submitted from Oakland family child care home operators and several qualified applicants were interviewed and selected for the program; and

**WHEREAS**, the provider has met all of the requirements for Family Child Care Providers and was one of the top candidates who applied for the Family Child Care Provider program; and

**WHEREAS**, the Department of Human Services desires the City of Oakland to enter into a Grant Agreement with Valerie Hamilton from September 1, 2007 through August 31, 2008 to provide Head Start services in a family child care setting for up to 11 children; and

**WHEREAS**, the grant agreement is fully funded through the Head Start program grant and funds in the amount of \$63,855 are available to pay for these services in the Department of Health and Human Services Fund (2128), Head Start Organization (78231) and Head Start Project (G3051xx); and

**WHEREAS**, the Oakland Head Start intends to submit a grant application to the U.S. Department of Health and Human Services, Administration for Children and Families, for funding Head Start grant agreements for program Year 2008-09; and

**WHEREAS,** the grant agreement with Valerie Hamilton may be subject to the City of Oakland's three percent contract fee which would amount to \$1,915.65 and not imposing or disregarding the contract compliance assessment fee would increase the existing negative balance in the Contract Compliance Assessment Fund (1790); and

**WHEREAS,** the City Council finds that the performance of this service is in the public interest because of economy; and

**WHEREAS,** the City Council finds that this contract shall not result in the loss of employment or salary by any person having permanent status in the competitive service; now therefore be it

**RESOLVED:** That the City Council hereby authorizes the City Administrator or her designee as an agent for the City to execute a grant agreement, contingent upon receipt of Head Start grant funding, with Valerie Hamilton, in an amount not to exceed \$63,855; and be it

**FURTHER RESOLVED:** That the City Administrator or her designee is hereby authorized to extend the grant agreement for one additional year, under the same terms and conditions and contingent upon the satisfactory performance of grantee and the receipt of Head Start grant funding, for an additional amount not to exceed \$63,855; and be it

**FURTHER RESOLVED:** That the City Administrator or her designee, is hereby authorized to approve any subsequent amendments, modifications, or extensions of this grant agreement provided that such amendments or extensions shall be approved as to form and legality by the Office of the City Attorney and filed with the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_, 2007 \_\_\_\_\_

**PASSED BY THE FOLLOWING VOTE:**

AYES- BROOKS, BRUNNER, KERNIGHAN, CHANG, NADEL, QUAN, REID, and PRESIDENT DE LA FUENTE

NOES-

ABSENT-

ABSTENTION-

ATTEST: \_\_\_\_\_  
LATONDA SIMMONS  
City Clerk and Clerk of the Council  
of the City of Oakland, California