

CITY OF OAKLAND
AGENDA REPORT

OFFICE OF THE CITY CLERK

2007 APR 26 11:3:07

TO: Office of the City Administrator
ATTN: Deborah Edgerly
FROM: Department of Human Services
DATE: May 8, 2007

RE: Resolution Authorizing the City Administrator, on Behalf of the City of Oakland, to Apply For, Accept, and Appropriate Head Start Basic, Head Start Training and Technical Assistance, Early Head Start Basic, and Early Head Start Training and Technical Assistance Grants for Program Year 2007-08 from the U.S. Department of Health and Human Services, Administration for Children and Families (DHHS/ACF) in the Estimated Amount of \$14,729,235, and Authorizing a Grant Agreement with the Unity Council for the Estimated Amount of \$4,706,434 to Fund Child Development Services in Accord with Said Grants

SUMMARY

Staff requests that the City Council approve a Resolution authorizing the City Administrator to apply for, accept and appropriate 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. Department of Health and Human Services, Administration for Children and Families (DHHS/ACF) in an estimated amount of \$14,729,235, and to authorize a grant agreement with the Unity Council for an estimated amount of \$4,706,434.

If approved, the Head Start Program will continue providing, either directly or through its grant agreement with the Unity Council, Head Start and Early Head Start services to 1,608 children and their families in Oakland during the program year that extends from September 1, 2007 through August 31, 2008.

FISCAL IMPACT

Approval of the proposed resolution will authorize the application for, acceptance and appropriation of a Head Start grant for program year 2007-2008, beginning September 2007, in the estimated amount of \$14,729,235. Funding will be appropriated to the Department of Health & Human Services Fund (2128), Head Start Organization (78231), Head Start Project (G3051xx).

The City's FY 2007-09 Proposed Budget includes \$14,729,235 in appropriations and revenues for FY 2007-08 for Head Start and Early Head Start. Federal grant regulations require a local match totaling 25%, or an estimated amount of \$3,682,310, which will be provided by in-kind contributions. The Unity Council will contribute an estimated \$1,176,608 in in-kind contributions and support to Head Start and Early Head Start. (In-kind support, typically parent

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and community volunteers to the program, enables our program to meet the program's match requirements).

The Head Start grant pays overhead to the City's General Purpose Fund. However, the Head Start grant is subject to a 15% federal cap on total administrative costs that can be charged to the grant. A partial offset of overhead in the amount of \$1,436,046 is in the proposal stage of the FY 2007-09 budget cycle. This amount is budgeted in the General Purpose Fund (1010), Overhead - Recovery and Taken Unit organization (90271), Overhead: Central Services Offset account (62232).

The federal Head Start budget for Fiscal Year 2007 under the Head Start Act, provides all Head Start grantees a Cost-Of-Living-Adjustment (COLA) of 1.5 percent.

BACKGROUND

The City of Oakland has been a grantee for the Head Start Program since January 1972. In 1988, the City entered into a grantee-delegate relationship with the Unity Council, to serve low-income children and families in the Fruitvale District. Multiple regional and local approvals were required for the designation of the Unity Council as the delegate agency. As the City's delegate agency, the Unity Council meets all complex state childcare licensing and federal Head Start requirements, and was selected and approved by the Head Start Policy Council and Head Start California Regional Office in addition to the City Council. The Unity Council is located in a service area with high need, and has the capacity to provide childcare for over 500 children.

Currently, the City and Unity Council serve 1,608 children ages birth to 5 years old through Head Start and Early Head Start services. The City directly serves 1,095 children in 18 Centers and 7 Family Child Care homes, and the Unity Council serves an additional 513 Head Start and Early Head Start children and their families.

In 1998, the City delegated to the Unity Council the operation of the Early Head Start Program, which serves 200 low-income children from birth through age 3 and their families. As with Head Start, 10% of the Early Head Start enrollment consists of children with special needs, e.g., children requiring speech, language, or mental health services. Early Head Start services are provided in three locations: Foothill Square (Elmhurst District), Thurgood Marshall (West Oakland), and DeColores (Fruitvale).

Together, Head Start and Early Head Start provide early childhood development services to a total of 1,608 low-income children and families throughout the Oakland community.

KEY ISSUES AND IMPACTS

The proposed resolution would authorize the City to apply for renewal of the basic Head Start and Early Head Start grants as well as the supplemental but required Training and Technical Assistance grants.

Of the total award, the Unity Council, as delegate agency, would receive an estimated \$4,706,434 to continue to serve 513 eligible children ages 0-5 and their families. Of that total, the Unity Council is proposed to receive an estimated \$2,354,363 to serve 313 children ages 3 to 5, and an estimated amount of \$2,276,836 for Early Head Start services to be provided to 200 children ages birth to 3 years old.

PROGRAM DESCRIPTION

Head Start's mission is to provide children and families with skills for success. Oakland Head Start has worked hard to meet these mandates by implementing curricula and initiatives to build children's cognitive and social skills; by ensuring that their health (including oral and mental health), nutritional needs, and disabilities needs are met; and by providing a variety of support and empowerment opportunities for their families. Oakland Head Start recognizes that parents are their children's first and most important teachers, and as such, ensures that Head Start programming reflects parent input and families' cultures.

Oakland Head Start works closely with Oakland Unified School District (OUSD) to ensure the successful transition of children and families entering into kindergarten. The program works at both the management and site level with OUSD to ensure that Head Start children make a successful transition from Head Start into the elementary school system. At the management level, Oakland Head Start (OHS) and OUSD jointly established a Transition Policy and Procedure. The policy includes procedures for joint transition team meetings and exchange of information between OUSD and OHS. Examples of this information include: transition flyers/brochures, a Kindergarten Readiness Checklist, and OUSD enrollment information.

At the site level, the transition activities that take place include, but are not limited to: kindergarten transition activities, field trips, and site visits to the neighborhood OUSD school to acquaint children and parents with the new placement or new school environment. Parent meetings and trainings are also held at the Head Start site to share information regarding kindergarten transition, such as the new Options enrollment process this year, which requires families to register at the OUSD Central Office.

As the local grantee for the Head Start program, the City of Oakland is required to have effective and shared governance for the program, including a policy group, the Head Start Policy Council and a governing body, the City Council. In Oakland, the City Council has appointed an expert Head Start Advisory Panel that assists the Council with its governing responsibilities. The Head Start governance structure ensures that through shared decision-making, the Head Start program is responsive and provides the highest quality program. The Head Start planning process is

designed so that the City Council and the Policy Council are involved at strategic points during the development of all funding applications. This ensures that the Policy Council and the governing body receive regular and accurate information about program planning.

Every three years, Head Start programs are required to develop a new Community Assessment, describing the “community strengths, needs, and resources” and program data; and new program goals, to address key priorities. Currently, Oakland Head Start is completing Year 3 of our grant cycle, and entering Year 1. Therefore, a new Community Assessment was conducted, and new program goals and objectives are being developed. The Community Assessment and program data were reviewed and analyzed through a priority planning process involving program staff, parents, governing body members, and community partners. The power point presentation is available upon request. The priority planning process resulted in the following areas being identified for program goals for 2008-2011: 1) leveraging of resources and partnerships for the program; 2) improving physical and social emotional health of children and families; 3) responding appropriately to the cultural and linguistic diversity of children and families; and 4) improving the literacy skills of children and their families.

The Head Start Policy Council and Head Start Advisory Panel have been involved in and have approved, as necessary, the key steps of the planning process.

SUSTAINABLE OPPORTUNITIES

Economic There are economic benefits to the City from the operation of the Head Start Program. The grant directly creates approximately 174 jobs, including people directly employed in centers, plus an unknown number of jobs through its economic multiplier effect.

Most of these jobs are held by residents of Oakland. In addition, Head Start buys goods and services to support its program, and most of these are purchased from Oakland firms or individuals.

Environmental There are currently no direct environmental benefits or impacts from the Head Start program to the City of Oakland. The program uses recyclable paper products.

Social Equity The principal sustainable opportunity of the Head Start Program is in the area of social equity. The Oakland 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 and early childhood development, medical, dental, and mental health services, nutrition, and parent involvement. The range of services is responsive and appropriate to each child and family's developmental, ethnic, cultural, and linguistic heritage and experience. Recent scientific research has verified what early childhood educators have known for years: that how children are nurtured and educated in their youngest years has a significant impact on later growth and development.

DISABILITY AND SENIOR CITIZEN ACCESS

All Head Start centers are in compliance with the Americans with Disabilities Act (ADA) and the Older Americans Act.

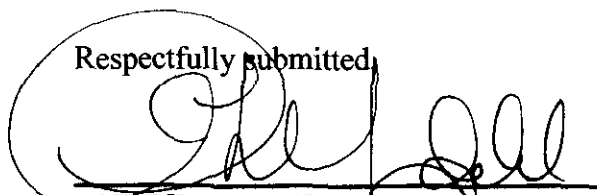
RECOMMENDATION(S) AND RATIONALE

Staff recommends that the City Council approve a resolution authorizing the City Administrator to apply for, accept and appropriate Head Start Grants in an estimated amount of \$14,729,235 and to authorize a grant agreement with the Unity Council for a total of \$4,706,434 to provide specific Head Start services. Approval of this report would allow the Head Start Program to continue to deliver high quality comprehensive child development services to Head Start eligible children and their families.

ACTION REQUESTED OF THE CITY COUNCIL

That the City Council approve a Resolution authorizing the City Administrator to apply for, accept and appropriate 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. Department of Health and Human Services, Administration for Children and Families (DHHS/ACF) in an estimated amount of \$14,729,235, and to authorize a grant agreement with the Unity Council for an estimated amount of \$4,706,434.

Respectfully submitted,

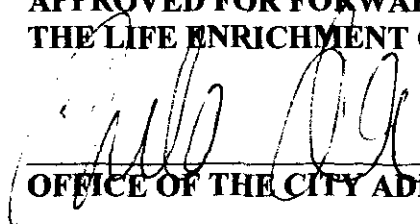


ANDREA YOUNGDAHL
Director, Department of Human Services

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

Prepared by: Priya Jagannathan
Planner, Head Start Program

**APPROVED FOR FORWARDING TO
THE LIFE ENRICHMENT COMMITTEE:**



OFFICE OF THE CITY ADMINISTRATOR

Item: _____
Life Enrichment Committee
May 8, 2007

OFFICE OF THE CITY CLERK
2007 APR 26 PM 3:12

Walter Ryznar
City Attorney

OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR, ON BEHALF OF THE CITY OF OAKLAND, TO APPLY FOR, ACCEPT, AND APPROPRIATE HEAD START BASIC, HEAD START TRAINING AND TECHNICAL ASSISTANCE, EARLY HEAD START BASIC, AND EARLY HEAD START TRAINING AND TECHNICAL ASSISTANCE GRANTS FOR PROGRAM YEAR 2007-08 FROM THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES, ADMINISTRATION FOR CHILDREN AND FAMILIES (DHHS/ACF) IN THE ESTIMATED AMOUNT OF \$14,729,235, AND AUTHORIZING A GRANT AGREEMENT WITH THE UNITY COUNCIL FOR THE ESTIMATED AMOUNT OF \$4,706,434 TO FUND CHILD DEVELOPMENT SERVICES IN ACCORD WITH SAID GRANTS

WHEREAS, the City of Oakland desires to apply for, accept and appropriate several grants in an estimated amount of fourteen million seven hundred twenty nine thousand two hundred thirty five dollars (\$14,729,235.00) from the U.S. Department of Health and Human Services, Administration for Children and Families (DHHS/ACF) to fund a Head Start Program and Early Head Start Program from September 1, 2007 through August 31, 2008; and

WHEREAS, the Head Start Grant agreement requires a match of local in-kind contributions equal to 25% of the grant, or an estimated amount of three million six hundred eighty two thousand three hundred and ten dollars (\$3,682,310.00); and

WHEREAS, the total federal amount 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; and

WHEREAS, the Head Start and Early Head Start funding will provide comprehensive child development services to one thousand, six hundred and eight (1,608) Head Start eligible children and their families, who have the most economic need, with 10% of the enrollment consisting of children with special needs; and

WHEREAS, the Unity Council, a Head Start delegate designated for Oakland, was selected and approved in 1988 by the Head Start Policy Council, City of Oakland City Council, and the Head Start California Regional Office to provide Head Start comprehensive child development services in Oakland; and

WHEREAS, the City wishes to continue funding to the Unity Council's Head Start programs from September 1, 2007 through August 31, 2008 in an estimated total of four million seven hundred six thousand four hundred thirty four dollars (\$4,706,434.00) to provide five hundred and thirteen (513) eligible children and their families, of which two hundred (200) children ages birth to three will be served in Early Head Start, at an estimated cost of two million three hundred thirty three thousand four hundred forty five dollars (\$2,333,445.00) and three hundred and thirteen (313) children ages three to five years old in Head Start, at an estimated cost of two million three hundred seventy two thousand nine hundred ninety dollars (\$2,372,990.00); and

WHEREAS, the City Council finds that the performance of the grant services is professional, scientific or technical in nature and that this grant agreement will not result in the loss of salary or employment by anyone having permanent status in the competitive service; now therefore, be it

RESOLVED: That the City Administrator is hereby authorized to apply for, accept and appropriate the aforesaid grants in the estimated amount of fourteen million seven hundred twenty nine thousand two hundred thirty five dollars (\$14,729,235.00), execute the required grant agreements and other documents, and appropriate said estimated amount for funding of a Head Start Program and Early Head Start Program from September 1, 2006 through August 31, 2007; and, be it

FURTHER RESOLVED: That the City Administrator is hereby authorized and directed to accept and appropriate any additional funding related to this grant that may become available; and, be it

FURTHER RESOLVED: That the City Administrator is hereby authorized, in accordance with the grant agreement requirements, to match the aforesaid grants in the estimated amount of fourteen million seven hundred twenty nine thousand two hundred thirty five dollars (\$14,729,235.00) with local in-kind contributions equal to 25% of the Head Start and Early Head Start Grant amounts, or an estimated amount of three million six hundred eighty two thousand three hundred and ten dollars (\$3,682,310.00); and, be it

FURTHER RESOLVED: That the Council hereby appoints the City Administrator or her designee as agent for the City 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 in accordance with the grants' basic purposes; and, be it

FURTHER RESOLVED: That the estimated sum of fourteen million seven hundred twenty nine thousand two hundred thirty five dollars (\$14,729,235.00) together with offsetting revenue, shall be appropriated to Department of Health and Human Services Fund (2128), Head Start Organization (78231), and Head Start Project (G3501xx) upon execution of said grant agreements, and that should additional grant funds be received, the City Administrator or her designee is hereby authorized to appropriate same for the purposes described above; and, be it

FURTHER RESOLVED: That one million four hundred thirty six thousand forty six dollars (\$1,436,046.00) currently allocated in General Purpose Fund (1010), Overhead – Recovery and Taken Unit organization (90271), Overhead: Central Services Offset account (62232) which is in the proposal stage of the FY 2007-09 budget cycle, are hereby authorized to offset central services, departmental, and divisional overhead charges; and, be it

FURTHER RESOLVED: That the City Administrator or her designee is hereby authorized and directed to execute a grant agreement with the Unity Council, pursuant to the terms of the grant award, in an estimated amount of two million three hundred thirty three thousand four hundred forty five dollars (\$2,333,445.00) of the aforesaid Early Head Start Grant for child development services for children birth to three years of age; and, pursuant to the terms of the Head Start grant award, in an estimated amount of two million three hundred seventy two thousand nine hundred ninety dollars (\$2,372,990.00) for child development services for children three to five years of age; for a total grant agreement amount of four million seven hundred six thousand four hundred thirty four dollars (\$4,706,434.00) which shall be matched by the Unity Council's in-kind contributions in the estimated amount of one million one hundred seventy six thousand six hundred eight dollars (\$1,176,608) and other in-kind contributions and donations as a part of the City's match obligation for the entire grant.

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 20_____

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, BRUNNER, CHANG, KERNIGHAN, 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