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OAKLAND
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AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Sara Bedford
Director, Human Services

SUBJECT: Head Start/Early Head Start Program
FY 2019-2020 Grant Application

DATE: March 13, 2019

City Administrator Approval

Date:

S
3/29/19

RECOMMENDATION

Staff Recommends That The City Council Adopt A Resolution:

1. Authorizing The City Administrator To Apply For, Accept And Amend The Appropriation Of The Head Start Grants For Fiscal Year (FY) 2019-2020 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 \$17,179,680; And
2. Authorizing The City Administrator To Enter Into Grant Agreements To Fund Comprehensive Early Care, Education And Family Services For The Head Start Program From July 1, 2019 To June 30, 2020; And
3. Approving Staff Positions Needed For Program Services; And
4. Authorizing The City Administrator To Accept And Appropriate Additional Grant Funding That Becomes Available For The Same Purposes During The Same Grant Term And Amend The Agreements Without Returning To Council; And
5. Authorizing A Contribution From The General Purpose Fund In An Estimated Amount Of \$2,344,599 For FY 2019-2020 Central Services Overhead Charges.

EXECUTIVE SUMMARY

Staff requests that the City Council approve a resolution authorizing the City Administrator to apply for, accept, and amend the FY19-20 appropriation of the 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 2019-2020 from U.S. Department Of Health And Human Services, Administration for Children and Families (DHHS/ACF) in an estimated amount of \$17,179,680, to serve 1006 children and their families with high quality early childhood education services from July 1, 2018 through June 30, 2019.

This resolution further authorizes the City Administrator to enter into grant agreements to provide Head Start related early childhood education services with the Unity Council in an

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amount not to exceed \$4,849,972, Brighter Beginnings in an amount not to exceed \$770,184, St. Vincent's Day Home in an amount not to exceed \$154,094, and Laney Children's Center in an amount not to exceed \$120,441. The delegate agency, Unity Council, and four early care and education partners grantees will operate in accordance with partner-specific policies and procedures set forth by the Oakland Head Start program, Head Start Performance Standards, and the City's contract guidelines.

BACKGROUND / LEGISLATIVE HISTORY

The City of Oakland has been a grantee of the Head Start Program since January 1971. In 1988, the City entered into a grantee-delegate relationship with the Unity Council to serve additional Head Start eligible families and children in the Fruitvale District of Oakland.

In 2009, the City of Oakland became a direct grantee of the Early Head Start Program, through the American Recovery and Reinvestment Act (ARRA) and United States Department of Health and Human Services, Administration for Children and Families. This change enabled additional Early Head Start eligible families and children in Oakland, ages prenatal through three years old, to be served by the program.

In 2007, Congress enacted legislation that required, for the first time in the program's history, greater competition within communities for Head Start funding. The goal of the legislation and the subsequent regulations, which were effective on December 9, 2011, is to ensure that Federal Head Start funding is directed to the organizations most capable of delivering high-quality early education that puts children on a pathway to improved outcomes, school success, and opportunity.

In 2015, in response to the City of Oakland being required to compete for funding and the federal Head Start Request for Proposals, the City's Human Services Department submitted an application for all available funding (over \$18 million). The proposal exceeded the new Head Start regulations requiring increased duration and hours of service and moved from part-day Head Start services to full-day Head Start and Early Head Start services. In addition, the proposal included an increased emphasis on coaching, school readiness, parent, family & community engagement, continuous quality improvement, and health and safety.

In June 2016, the City entered into negotiations with Head Start Regional Office for 86 percent of available funding, or approximately \$15.9 million. The balance of the grant, or \$2.6 million, was awarded to the YMCA of the Central Bay to provide services along the MacArthur Corridor in the 94605 zip code area.

In FY 2016-17, the beginning of a new 5-year project cycle, new program design changes were implemented. The new design helped the City of Oakland contribute to a more streamlined and seamless system of early care and education service delivery for vulnerable children, ages prenatal through five and their families, living in Oakland.

The program changes were also in alignment with the Mayor's cradle-to-career initiative, the Oakland Promise, in helping to prepare children and their families for school and later life success. As a result, the Oakland Head Start program was provided with the opportunity to

strengthen existing and form new public/private partnerships and offer standard and extended full-day services to children, ages prenatal through five-years-old.

In FY 2017-18, year 2 and FY 2018-19, year 3, respectively, in the 5-year project cycle, the City's Head Start/Early Head Start program continued to strengthen its foundation with the phasing in of its new program design. The phase-in included: **1)** the Unity Council and four (4) early care and education partners and **2)** and the re-setting of long-term goals, measurable objectives and expected outcomes through year 5 (FY 2020-21) in the areas of Data Management, Fiscal Management, Program Monitoring, School Readiness and Parent, Family & Community Engagement.

In the coming FY 2019-20, year 4, in the 5-year project cycle, the City's Head Start/Early Head Start program will continue the work of implementing its new program design. Guided by the results of accomplishing measurable program goals, objectives and expected outcomes set for year 4, FY 2019-20, the approach to service delivery and continuous quality improvement (CQI), will continue to be coordinated, integrated and data driven.

ANALYSIS AND POLICY ALTERNATIVES

Program Description

The City's Head Start program provides high-quality, comprehensive early education programming to low-income children and families so that children start school ready to succeed. Learning environments promote social & emotional development, growth and abilities, including self-regulation and social expression. Oakland Head Start learning environments also promote early learning experiences and school readiness skills in the learning dimension areas of: physical health & development; approaches toward learning; communication, language usage, and literacy; and cognition & general knowledge.

The program's service delivery model includes extensive support services for children and their families, such as health, nutrition, disabilities screening and support, mental health and family support services that include parenting education, leadership and advocacy. Oakland Head Start also employs a parent governance structure that ensures family involvement in program implementation and management.

In addition to the extensive support services for children and families, the program also provides ongoing direct and indirect service training and professional growth opportunities for administration, teaching, and support staff.

I. Program Services in FY 2019-20

The program design changes made in the first three years of the grant helped the City contribute to an improved system of early care and education service delivery for vulnerable young children and families living in Oakland. In the coming FY 2019-20, the Oakland Head Start program is proposing additional changes in response to the community's needs and to support the continuous improvement of program quality and service delivery.

Oakland Head Start will continue to offer several program options that allow families to have a choice when enrolling their children in Oakland Head Start.

1) Program Options in FY 2019-20

Center-based Program Services Option: In FY 2019-20, the Oakland Head Start/Early Head Start program proposes to operate the following program options:

- a) Full-day, center-based Head Start and Early Head Start services;
- b) Double-session, morning (AM) and afternoon (PM) center-based Head Start services two classrooms at grantee-operated sites, Manzanita Head Start and 85th Avenue Head Start and two classrooms at delegate agency - operated sites, DeColores Head Start and Fruitvale Head Start; and
- c) Home-Based Early Head Start and Head Start services.

II. Program Site and Slot Adjustments Proposed in FY 2019-20

1) *Redistribution of Head Start slots in FY 2019-20*

Due to programmatic challenges and differences in curriculum, Oakland Head Start will discontinue its existing partnership with Oakland Unified School District (OUSD) Arroyo Viejo Child Development Center (CDC) in FY 2019-20. It should be noted that the OUSD Arroyo Viejo Child Development Center will continue to serve the same number of children so there is no loss of early childhood education slots for the community. Therefore, forty (40) Head Start slots, previously held by OUSD Arroyo Viejo CDC, will be redistributed within the Head Start program, where need for additional services has been indicated in the 2019-20 program year. The characteristics are as follows:

- a) 85th Avenue Head Start: Housed in the Allen Temple Education Life Center (8501 International Blvd.), 85th Avenue Head Start will offer a double-session morning (AM) and afternoon (PM) session in one (1) classroom, in addition to the already existing Full-day services offered in two classrooms. This decision was based on parent survey, program, community data that indicated a need for additional double-session services. There will be sixteen (16) children enrolled in each session (AM and PM) and the site will have a total Double-session (AM/PM) enrollment of 32 and a Full-day enrollment of 32 children;
- b) Franklin Head Start: Housed in the Franklin Recreation Center (1010 E. 15th Street), Franklin Head Start provided Double-session, AM/PM services in the 2018-19 program year. Based on parent survey, program and community data, indicating a need for Full-day services, Franklin Head Start will return to a Full-day program, offering one Full-day session for 16 children, in the 2019-20 program year;

- c) Manzanita Head Start: Housed in the Manzanita Park and Recreation Facility, (2701 22nd Avenue) Manzanita Head Start Program will re-open its doors after a long-term site closure due to needed renovations. In 2019-20 Manzanita Head Start will offer a Double-session, morning (AM) and afternoon (PM) session in one (1) classroom, with 16 children served in each session, and a total of 32 children enrolled in the program;
- d) Frank G. Mar Head Start: Located at 274 12th St., Frank G. Mar Head Start, with an enrollment of 20 children in FY 2018-19, will be reduced to enrollment of 16 children in FY 2019-20, in alignment with the program's work with continuous quality improvement in service delivery, to have Head Start class sizes of no more than 16 children; and
- e) Laney College Children's Center: Housed on the upper region of the Laney College Campus, existing Oakland Head Start Partner, *Laney College Children's Center*, will increase its current enrollment by 12 Head Start slots, from 24 to 36, in FY 2019-20.
- f) Family Child Care (FCC) Option: The Increased health and safety regulations and professional development mandates in the new Head Start Performance Standards, combined with the need for a new staff position - Child Development Specialist, within the administration of the FCC program option, the Oakland Head Start Program determined the need to temporarily suspend enrollment in the program option in FY 2018-19. The temporary suspension will remain in place through FY 2019-20.

2) Policy Implications

There are no policy impacts with offering Part-day, double-session services at 85th Avenue Head Start and Manzanita Head Start sites. Part day programs are allowed as community needs demand. There will also be no policy impacts by converting the Franklin Head Start site to offer Full-day services. This conversion is also allowed as community needs demand.

III. Program Staffing Proposed in FY 2019-20

In FY 2019-20, Oakland Head Start proposes to add the following positions to its staffing structure, in response to needed support for program services (Table 1):

- 1 FTE *Center Director* - Manzanita Head Start site;
- 1 FTE *Teacher* - Manzanita Head Start site;
- 1 FTE Home Visitor Lead
- 1 FTE Accountant Clerk

Table 1. CITY OF OAKLAND - HUMAN SERVICES DEPARTMENT - HEAD START PROGRAM		
SUMMARY OF PROPOSED POSITIONS FOR FY 2019-20		
CLASSIFICATION	POSITION	FTE
1 Center Director		1.00
1 Teacher		1.00
1 Home Visitor Lead		1.00
1 Accountant Clerk		1.00
	TOTAL	4.00

IV. Funded Enrollment Proposed for FY 2019-2020

In FY 2019-20, Oakland Head Start program proposes to serve a total of 1006 children, consisting of 416 Early Head Start slots and 590 Head Start slots. Table 2 below reflects the total funded enrollment for FY 2019-2020, inclusive of the Early Head Start and Head Start grantee, partner and delegate agency, Unity Council, sites:

Table 2: Program Design/Configuration Proposed for FY 2019-20

Sites	Program Enrollment		
	Early Head Start	Head Start	Total
West Grand EHS	26	0	26
Broadway EHS	26	0	26
Arroyo Viejo EHS	12	0	12
San Antonio Park EHS	18	0	18
Lion Creek EHS/HS	8	16	24
Frank G Mar HS	-	16	16
Brookfield HS	-	32	32
Harriet Tubman CDC Home-Based EHS	82	0	82
85th Avenue HS	0	32	32
85th Avenue HS (Double-session/AM)		16	16
85th Avenue HS (Double-session/PM)		16	16
Sungate HS	0	32	32
Tassafaronga HS	0	24	24
Fannie Wall HS	0	20	20
San Antonio CDC HS	0	24	24
Franklin HS	0	16	16

Manzanita HS (Double-session/AM)		16	16
Manzanita HS (Double-session/PM)		16	16
*Family Child Care Option (suspended)	-		
Grantee Sites Total	172	276	448
Partner - Brighter Beginnings	96	12	108
Partner - St. Vincent's	0	46	46
Partner - Laney College	0	36	36
Early Childhood Partner Sites Total	96	94	190
UC DeColores HS/EHS	34	85	119
UC DeColores HS (Double-session /AM)		16	16
UC DeColores HS (Double-session /PM)		15	15
UC Fruitvale EHS/HS	8	16	24
UC Fruitvale HS (Double-session /AM)		16	16
UC Fruitvale HS (Double-session /PM)		16	16
UC Foothill Square HS/EHS	38	40	78
UC Thurgood EHS/HS	12	16	28
UC Home-Based EHS	44	0	44
UC Pregnant Women	12	0	12
Unity Council Sites Total	148	220	368
	416	590	1006

V. Delegate Agency, Unity Council and Early Childhood Education Partner Operations in FY 2019-20

The Unity Council, is the City of Oakland Head Start Program's Delegate Agency. Oakland Head Start plans to continue its partnership with its delegate agency, the Unity Council, in FY 2019-20. There are no changes proposed for the Unity Council Head Start or Early Head Start Programs. The Unity Council will provide Early Head Start Program services for an estimated 148 eligible children, prenatal to three years and their families, including services to 12 pregnant women. The Unity Council will also provide Head Start Program services to an estimated 220 eligible children and their families.

Oakland Head Start plans to continue its collaborative partnerships with a diverse group of high quality early childhood education (ECE) service providers to help address the City's continued need for quality early care, education and family services, while working to continuously refine and improve the quality of direct service delivery and programming offered. The ECE Partners for FY 2019-20 include the following agencies:

Brighter Beginnings, who is a long-standing partner providing Early Head Start Home-based services, will continue to provide services for an estimated 96 pregnant women and new parents with a special emphasis on teen parents. This partnership allows a deep reach to a very

vulnerable and hard to engage community. Brighter Beginnings will continue providing Head Start Home-based services to an estimated 12 eligible families with children, 3-5-years-old.

St. Vincent's Day Home, who has also been a long-standing with Oakland Head Start, will continue to provide an estimated 46 eligible children and families in West Oakland, with early care, education and wrap around support services.

Laney College Children's Center, who has been a partner with Oakland Head Start, for the past three years, will increase its enrollment by 12 slots from 24 slots, to provide an estimated 36 eligible children and families in Central Oakland, with early care, education, and comprehensive wrap around support services, while parents can further their education at the community college.

VI. Program Eligibility, Recruitment, Selection, Enrollment & Attendance - FY 2019-20

FY 2019-20 Selection Criteria

In accord with the Head Start Performance Standard requirement, 1302.14 – Selection Criteria - a program is required to review its Selection Criteria and update the criteria based on community need, as informed by the community assessment or community assessment update. In analyzing data received from the most recent Head Start Community Needs Assessment Update Survey, as well as feedback from the parents, staff and data obtained from the City's Human Services Department about the increased number of homeless families with young children, the Selection Criteria for FY 2019-20, was developed with a focus on the increase in the homeless population in Oakland (**Attachment A**).

VII. Program Goals & Objectives for FY 2019-20

FY 2018-19 Program Goals and Measurable Objectives for FY 2019-20

In accord with the Head Start Performance Standard requirement, 1302.102 – Achieving program goals - a program is required to review program data, including results of the annual Self-Assessment and assess existing program goals and measurable objectives that include: (1) Strategic long-term goals and (2) School Readiness Goals, which can include a subset of (3) Parent, Family & Community Engagement Goals. The program goals for FY 2018-19 will be reviewed and updated in FY 2019-20 (**Attachment B**).

POLICY ALTERNATIVES

With a proven track record, the Oakland Head Start/Early Head Start program provides comprehensive services that include education, health, nutrition, disabilities, and family support to Oakland's most vulnerable residents, including pregnant women and families with children, birth to five years old. The program's commitment to excellence is demonstrated in its ongoing and strategic emphasis on school readiness (preschool and kindergarten), parent, family and community engagement, and staff/professional development, promoting child well-being and family self-sufficiency.

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The City's ongoing investment in the Oakland Head Start/Early Head Start program is not only a prevention/intervention strategy that will improve school readiness outcomes and reduce the achievement gap, it represents a wise economic investment strategy for Oakland children. The City's investment in the Head Start/Early Head Start Program, FY 2019-2020 continuation funding application will be a further investment in supporting the City's commitment to the care and education of its youngest children and their families.

The policy alternative to implementing the Head Start/Early Head Start program in Oakland, is to not accept the federal grant and to eliminate comprehensive services for 1006 children and families in Oakland. To decline the Head Start grant would require the Federal government to re-bid the funding and would likely result in at least a year or longer of reduced early education childhood services for Oakland's most vulnerable families.

FISCAL IMPACT

This report and resolution requests City Council to accept and amend the FY19-20 adopted appropriation to \$17,179,680 to provide 1,006 children and families with comprehensive early childhood services.

Table 3 below shows funding broken out by Head Start, Early Head Start and related Training and Technical Assistance.

Table 3: 2019-20 Head Start/Early Head Start Grant Funding

	Head Start (3-5)	Early Head Start (0-3)	Training & Technical Assistance	Total
Approved Amount, including COLA	\$9,542,786	\$7,357,724	\$279,170	\$17,179,680

Oakland Head Start is required to contribute a 25 percent match in non-Federal funds, which equates to \$4,294,920 (and will be provided from a combination of General Purpose Fund support, if approved, and community-based support). Per Head Start Performance Standard 1303.5: "Allowable costs to develop and administer a Head Start program cannot exceed 15 percent of the total approved program costs, which includes both federal costs and non-federal match". Funds are budgeted to provide all required comprehensive Head Start and Early Head Start services in a high-quality, cost effective manner. Excluding Training and Technical Assistance, the funding request represents a cost per child of \$16,174 for Head Start and a cost of \$17,686 for Early Head Start. The total aggregate cost per child, excluding Training and Technical Assistance services, is \$16,799.

As outlined in Table 4, the FY2019-20 Preliminary Biennial Budget being developed earmarks an appropriation in the General Purpose Fund in an estimated amount of \$5,299,659 to the Head Start Program, which includes: \$200,199 for FY 2019-2020 for the Delegate Agency's (The Unity Council) rent, \$14,092 in personnel and \$45,681 in audit costs not allowed by the

federal grant funds; \$777,057 for Internal Service Charges (ISF); and \$1,918,031 operating subsidy to address cost of living increases, inflation, and rising program costs; and \$2,344,599 as contributions to offset all estimated Central Service Overhead in Head Start to remain compliant with federal administrative cost limits. Funding currently earmarked in the FY 2019-20 Preliminary Biennial Budget is subject to change until the FY2019-20 budget is adopted by the City Council.

Table 4: FY 2019-20 Budget Allocation Table

Source	Head Start	GPF	Total
Federal Grant	17,179,680		17,179,680
Federally Unallowed Rent ^a		200,199	200,199
Federally Unallowed Personnel		14,092	14,092
Federally Unallowed Audit		45,681	45,681
Internal Service Charges		777,057	777,057
GPF Match ^b		1,918,031	1,918,031
TOTAL FUNDS NEEDED	17,179,680	2,955,060	20,134,740
GPF CSO Contribution (estimated amount)		2,344,599	

a. Unity Council disallowed rents

b. City support for cost of living increases and other program costs

AMOUNT OF RECOMMENDATION/COST OF PROJECT for FY 2019-2020: \$22,479,339

A. Project Delivery

- SOURCE OF FUNDING:** Department of Health and Human Services Fund (2128), Head Start Classroom & Seasonal Organization (78231), Head Start FY 2019-2020 Operation Basic Project (TBD); and Expansion Early Head Start Project (TBD).

FISCAL IMPACT: The Total Funds Needed for this program are \$22,479,339, consisting of \$17,179,680 Federal grants and \$5,299,659 of General Purpose Funds, which are currently earmarked in the FY 2019-20 Preliminary Biennial Budget being developed, pending City Council approval.

Utilizing the funds that are included in the FY 2019-20 Preliminary Biennial Budget being developed, this resolution authorizes the following grant agreements:

- Unity Council \$4,849,972
- Brighter Beginnings \$770,184
- St. Vincent's Day Home \$154,094
- Laney College \$120,441

If additional funding becomes available from the grantor, U.S. DHHS/ACF, for the same purposes, within the exiting grant term, staff is requesting authorization for the City Administrator to accept and appropriate these grant funds and amend the agreements to increase the grant amount without returning to Council within the duration of the grant period, July 1, 2019 – June 30, 2020.

The proposed resolution also references staffing additions in order to meet program needs. These additions will be formalized as part of the FY2019-2021 biennial budget, contingent upon City Council approval, and the costs will be rebalanced within the program budget and/or as part of the biennial budget process.

Furthermore, all central service overhead costs associated with this grant in an estimated amount of \$2,344,599 will be offset by a contribution from the General Purpose Fund, due to the federal administrative cost caps and level of funding required to adequately run the program.

PUBLIC OUTREACH / INTEREST

This item did not require any additional public outreach other than the required posting on the City's website.

COORDINATION

The City Attorney's Office and the Controller's Bureau were consulted in preparation of this report and resolution.

SUSTAINABLE OPPORTUNITIES

Economic: The grant creates more than 100 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 Oakland residents. In addition, Head Start and Early Head Start buys most of its goods and services from Oakland firms or individuals to support its programs.

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

Social Equity: The Oakland Head Start and Early 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, ages birth through five. Head Start and Early Head Start provide 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.

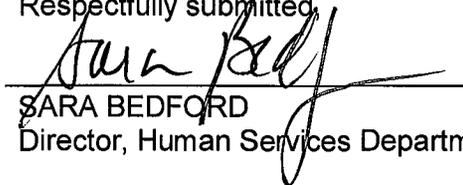
ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council Adopt A Resolution:

1. Authorizing the City Administrator To Apply For, Accept And Amend The Appropriation Of The Head Start Grants For Fiscal Year (FY) 2019-2020 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 \$17,179,680; And
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5. Authorizing A Contribution From The General Purpose Fund In An Estimated Amount Of \$2,344,599 for FY 2019-2020 Central Services Overhead Charges.

For questions regarding this report, please contact Dr. Veronica Ufoegbune, Human Services Division Manager, Early Childhood and Family Services, at (510) 238-7186.

Respectfully submitted,



SARA BEDFORD
Director, Human Services Department

Reviewed by: Dr. Veronica Ufoegbune, Manager

Prepared by: Tracey Black, HHS Planner
Early Childhood & Family Services Division

Attachments: (2)

A: City of Oakland Head Start Program – FY 2019-20 Head Start and Early Head Start Selection Criteria

B: FY 2018-19 Program Goals

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**City of Oakland
Head Start Program**

**SELECTION CRITERIA
HEAD START AND EARLY HEAD START
2019-20 SCHOOL YEAR**

The following selection criteria will be used to formally select children and families for participating in the Oakland Head Start and Early Head Start Program. Oakland HS/EHS has developed a point system that is defaulted using the ChildPlus database software. The computer software program generates a waiting list of eligible families based on this point system. The Selection Criteria is submitted to the Policy Council and the Governing Board for approval before recruitment begins. Applications are then ranked according to this system and children are selected from the list as vacancies occur.

CATEGORY	POINTS
Categorically Eligible	
Public Assistance (CalWORKs, SSI)	N/A
Homeless	N/A
Foster Child	N/A
Age	
4-Years Old – Head Start	400
Birth-18 Months Old – Early Head Start	400
Pregnant Mom (With Proof of Pregnancy Verification Form) Early Head Start	200
Transition from Early Head Start to Head Start Program	400
Income (Annual Poverty Guidelines)	
0 to 25%	200
26% to 50%	150
51% to 75%	100
76% to 100%	75
Child Disability	
Diagnosed with current I.F.S.P. or I.E.P from RCEB or OUSD (eligible for services under IDEA)	200
Other	
Family in Crisis (Death of Parent, Domestic Violence, Chronic/Terminal Illness Incarceration, Mental Health Concerns, Fire or Other Catastrophic Event, etc.)	175
Child Protective Services (At Risk for Abuse or Neglect) or Court Order	175
Teen Parent under 19 years old at intake	100
Referral from Homeless Shelter, Health or Social Services Agency	75
Transfer from another Early Head Start/Head Start Program	100

RATIONALE AND DEFINITIONS

Rationale:

The City of Oakland Head Start Program is responsible for ensuring that assessment of community need and resources is used to determine the annual Selection Criteria. Based on current data obtained from the 2018-19 Parent Needs Survey, 2018-19 Community Assessment Update Survey, and local and US Census American Community Survey Data (ACS 2013-2017), the program will target the following three populations, while conducting program recruitment and outreach: hidden and hard to reach homeless families with children, birth to 4-years; 4-year-old children, whose next stop is Transitional Kindergarten (TK) or Kindergarten; and 3-year-old children transitioning from Early Head Start to Head Start, to provide continuity of care the receipt of services, as well as meet the need for comprehensive, subsidized early care and education services for 3-year-old children in Oakland.

Definitions:**Categorically Eligible:**

Each of these categories must be verified, however no income information is required.

- Homeless Family, including families housed with other families with no abode of their own, families in a shelter program and families that are unsheltered.
- Public Assistance– Includes TANF/CalWORKs and Supplemental Security Income (SSI) only
- Foster Child who receives aid through Foster Care payments, considered family of one with no income information required for eligibility.

Age:

The age criterion affects all categories of children, including those that are categorically eligible. For all other applicants, age plus other categories determine which families receive priorities to be served by Head Start and Early Head Start

- Three (3) year--olds: A child who turns three on or before December 2 of the of the enrollment year (or whose plan developed at 2.6 years supports transition) and is transitioning from an Early Head Start program to provide developmental continuity (provided income verification supports program continuation into Head Start.)
- Pregnant Mothers with proof of pregnancy from a medical doctor) whose infant will transition into the Early Head Start program
Birth to eighteen (18) months old (Early Head Start) –
- Four (4) -year-olds: child could possibly rank higher than a 3-year-old, based upon the needs of the family.

Income: Federal Poverty level that changes annually

- Zero to 25% below poverty guidelines
- 26% to 50% below poverty guidelines
- 51% to 75% below poverty guidelines
- 76% to 100% below poverty guidelines
- Providing more points to those families in greater need as required by the Head Start Performance Standards 1302.14 (a).

Child Disabilities:

- Certified Individual Education Plan (IEP) by Regional Center of the East Bay (RCEB) or Oakland Unified School District (OUSD)
- 10% of eligible children served shall be children with a diagnosed disability or eligible for services under IDEA (Individuals with Disabilities Education Act)

Parental Status:

- Referral from Homeless Shelter/Agency – targeting “unsheltered” homeless or “literally homeless” families to provide more points to homeless families in greater need.
- Referral from Social Service Agency/Health Agency
- Crisis (Domestic Violence, Death of a Parent, Incarceration of Parent, Fire or Other Catastrophic, Parent with Chronic or Terminal Illness, Mental Health Concern) – providing more points to families who volunteer this information at time of application
- Transfer from other Early Head Start/Head Start program – providing a continuity of care for all Head Start families outside of our own program
- Child Protective Services (Child at Risk for Abuse or Neglect) or a court order
- Teen Parent under 19 years of age at time of intake

1302.14 Selection Process

(a) Selection criteria.

- (1) A program must annually establish selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community needs assessment as described in §1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 *et seq.*) and, other relevant family or child risk factor.



Program Goals



- Oakland's Head Start children are ready to thrive in Kindergarten. They are healthy, ready to learn & have the skills needed for success in school.
- Parents, Family & Community are empowered and engaged in their children's education.
- Oakland Head Start learns from the information collected to always move forward and grow stronger.

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OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

RESOLUTION:

1. AUTHORIZING THE CITY ADMINISTRATOR TO APPLY FOR, ACCEPT AND AMEND THE APPROPRIATION OF THE HEAD START GRANTS FOR FISCAL YEAR (FY) 2019-2020 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 \$17,179,680; AND
2. AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO GRANT AGREEMENTS TO FUND COMPREHENSIVE EARLY CARE, EDUCATION AND FAMILY SERVICES FOR THE HEAD START PROGRAM FROM JULY 1, 2019 TO JUNE 30, 2020; AND
3. APPROVING STAFF POSITIONS NEEDED FOR PROGRAM SERVICES; AND
4. AUTHORIZING THE CITY ADMINISTRATOR TO 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. AUTHORIZING A CONTRIBUTION FROM THE GENERAL PURPOSE FUND IN AN ESTIMATED AMOUNT OF \$2,344,599 FOR FY 2019-2020 CENTRAL SERVICES OVERHEAD CHARGES

WHEREAS, the City of Oakland desires to apply for, accept, and amend the appropriation in the FY19/20 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) 2019-2020 in an amount not to exceed \$17,179,680; and

WHEREAS, the total federal amount of \$17,179,680 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 2019-20 program year that will entail adjustments in the service delivery of the City’s program as the federal grantee, the delegate agency (Unity Council), and partner agencies combined offering 590 Head Start slots and 416 Early Head Start slots, all totaling an overall funded enrollment of 1006 slots in FY 2019-2020; and

WHEREAS, in FY 2019-2020, 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, expand part-day Center-based services in two City of Oakland-operated Head Start sites in two classrooms, and two Unity Council-operated Head Start sites in two classrooms, as well as maintain home-based services; and

WHEREAS, in accord with the Head Start Performance Standards, the Oakland Head Start Program has established *Selection Criteria for FY 2019-20*, informed by the 2018-19 Community Assessment Update, as well as unmet community needs, to be utilized during all recruitment and selection processes to maintain program compliance and ensure equity and fairness in all enrollment processes; and

WHEREAS, in FY 2019-2020, the Oakland Head Start and Early Head Start funding will provide comprehensive child development services in accord with said grants to 1006 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, in accord with the Head Start Performance Standards, the Oakland Head Start program will monitor progress of achieving its *Program Goals of FY 2018-19* for FY 2019-20, utilizing a two-tiered Program Goals Approach, that includes strategic long-term goals and measurable objectives on *Tier 1*, and School Readiness, and Parent, Family and Community Engagement Goals on *Tier 2*; 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, 2019 through June 30, 2020

HS	\$2,181,299	\$72,659	\$154,094	\$120,441
HS TTA	\$21,647			
GPF – Rent	\$176,694			
EHS	\$2,415,575	\$697,525		
EHS TTA	\$31,252			
GPF - Rent	\$23,505			
TOTALS:	\$4,849,972	\$770,184	\$154,094	\$120,441

# of Head Start Slots	220	12	46	36
# of Early Head Start Slots	148	96		

; and

WHEREAS, as reflected in the budget allocation table (Table 2) below, the FY 2019-2020 Preliminary Biennial Budget earmarks an appropriation in the General Purpose Fund which, contingent upon City Council adoption of the Fiscal Year 2019 – 2021 Biennial Budget, shall provide financial assistance to the Head Start/ Early Head Start Program in an estimated amount of \$5,299,659 for the following expenses: \$200,199 for our Delegate Agency’s (The Unity Council’s) rent, \$14,092 in personnel and \$45,681 in audit costs not allowed by the federal grant funds, \$777,057 for Internal Service Charges (ISF), \$1,918,031 operating subsidy to address cost of living increases, inflation, and rising program costs, and \$2,344,599 as contributions to offset all estimated Central Service Overhead in Head Start to remain compliant with federal administrative cost limits

Source	Head Start	GPF	Total
Federal Grant	17,179,680		17,179,680
Federally Unallowed Rent a		200,199	200,199
Federally Unallowed Personnel		14,092	14,092
Federally Unallowed Audit		45,681	45,681
Internal Service Charges		777,057	777,057
GPF Match ^b		1,918,031	1,918,031
TOTAL FUNDS NEEDED	17,179,680	2,955,060	20,134,740
GPF CSO Contribution (estimated amount)		2,344,599	
a. Unity Council disallowed rents			
b. City support for cost of living increases and other program costs			

;and

WHEREAS, the FY 2019-20 budget also includes staff positions needed, which will be rebalanced within the program budget and/or as a part of the FY 2019-20 biennial budget process, which are reflected in Table 3

SUMMARY OF PROPOSED POSITIONS FOR FY 2019-20		
CLASSIFICATION	POSITION	FTE
1 Center Director		1.00
1 Teacher		1.00
1 Home Visitor Lead		1.00
1 Accountant Clerk		1.00
	TOTAL	4.00

; now therefore be it

RESOLVED: The City Administrator is hereby authorized to apply for, accept and amend the FY19-20 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 \$17,179,680 for funding of a Head Start Program and Early Head Start Program from July 1, 2019 through June 30, 2020; and be it

FURTHER RESOLVED: That the FY 2019-20 program budget includes staff positions needed for program services, and the City Administrator is authorized to implement the position additions, as reflected in Table 3 above, contingent on the City Council's approval of the City's biennial budget for FY 2019-21; and be it

FURTHER RESOLVED: That the FY19/20 appropriation included in the FY 2019-21 Biennial Adopted Budget shall be amended to the estimated sum of \$17,179,680 together with offsetting revenue, in Department of Health and Human Services Fund (2128), Head Start Classroom & Seasonal Organization (78231), and, Head Start FY 2019-2020 Operation Basic Project (1004470), Expansion Early Head Start Project (1004476); and be it

FURTHER RESOLVED: That all Central Services Overhead charges associated with this grant in an estimated amount of \$2,344,599 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 grant agreements with the *Unity Council*, as delegate agency, *Brighter Beginnings*, *St. Vincent's Day Home*, and *Laney College Children's Center*, in amounts not to exceed what is listed below in Table 1, to provide comprehensive Early Childhood Education Services from July 1, 2019 through June 30, 2020

	Unity Council	Brighter Beginnings	St. Vincent's Day Home	Laney College Children's Center
HS	\$2,181,299	\$72,659	\$154,094	\$120,441
HS TTA	\$21,647			
GPF - Rent	\$176,694			
EHS	\$2,415,575	\$697,525		
EHS TTA	\$31,252			
GPF - Rent	\$23,505			
TOTALS:	\$4,849,972	\$770,184	\$154,094	\$120,441
# of Head Start Slots	220	12	46	36
# of Early Head Start Slots	148	96		

; 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, 2019 – June 30, 2020), 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 to increase the grant amounts 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 - BAS, GALLO, GIBSON MCELHANEY, KALB, REID, TAYLOR, THAO AND PRESIDENT KAPLAN

NOES-

ABSENT-

ABSTENTION-

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