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CITY OF OAKLAND

AGENDA REPORT

TO: Office of the Interim City Administrator
ATTN: P. Lamont Ewell, Interim City Administrator
FROM: Department of Human Services
DATE: May 10, 2011

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 2011-2012 From The U.S. Department Of Health And Human Services, Administration For Children And Families (DHHS/ACF) In The Estimated Amount Of \$15,454,593 And Authorizing A Grant Agreement With The Unity Council For The Estimated Amount Of \$4,937,781 To Fund Child Development Services In Accord With Said Grants; And To Review And Approve Oakland Head Start/Early Head Start Governing Procedures Developed In Accordance With Head Start Legislation And Updated Annually

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 15,434,593; to authorize a grant agreement with the Unity Council for an estimated amount of 4,937,781; and to approve governance procedures developed by Oakland Head Start/Early Head Start and updated annually, in accordance with approvals required by Head Start Advisory Board and Policy Council and Head Start legislation.

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 1,574 children and their families in Oakland during the program year that extends from September 1, 2011 through August 31, 2012.

FISCAL IMPACT

The Head Start grant for program year 2011-2012, beginning September 2011, in the estimated amount of \$15,454,593 will be appropriated to the Department of Health & Human Services

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Fund (2128), Head Start Organization (78231), and Head Start Projects (G422410-90) and (G422210-25).

The City's Adopted Budget for FY 2011-12 includes **\$15,454,593** in appropriations and revenues for FY 2011-12 for Head Start and Early Head Start. Federal grant regulations require a local match totaling 25% of the grant award (estimated at **\$15,454,593**), or an estimated amount of **\$3,863,650**, which will be provided by in-kind contributions. The Unity Council will contribute an estimated **\$1,234,446** in in-kind contributions and support to Head Start and Early Head Start. (In-kind support, typically parent and community volunteers to the program, enables the program to meet the program's match requirements).

The City's Adopted Budget for FY 2011-2012 has waived the Central Services Overhead charge for this program and the waiver is necessary for FY 2011-2012 due to the federal administrative cost caps and the level of funding required to adequately run the program. The waiver of Central Services Overhead charges would be \$1,323,252 and does impact the General Purpose Fund (GPF), in that it reduces "recovery" to GPF.

The request for approval of annually updated Governance Procedures developed by Oakland Head Start/Early Head Start program will have no negative fiscal impact on the City of Oakland finances.

BACKGROUND

The City of Oakland has been a grantee for the Head Start Program since January 1971. Head Start is a national early childhood education program that promotes school readiness by enhancing the social and cognitive development of preschool children through the provision of educational, health, nutritional, social and other services to economically disadvantaged children and families.

In 1988, the City entered into a grantee-delegate relationship with the Unity Council to serve 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. In 1998, the City also 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.

Currently, the City and Unity Council serve 1,574 children, ages birth to 5, through Head Start and Early Head Start services. The City directly serves 1,061 Head Start children in seventeen Centers and six Family Child Care homes, and the Unity Council serves an additional 313 Head Start and 200 Early Head Start children and their families at four centers. See the Program Description section of this report for the list of Centers. Recently the City was awarded a 2009-

2011 ARRA Early Head Start Expansion Grant to provide Early Head Start services for an additional 204 eligible families with children, birth to 3.

Information provided later in this report presents the Head Start/Early Head Start Governance Procedures, *Program Planning Procedures*, *Child Selection and Recruitment Procedures*, *Program Goals*, and *Self Assessment Summary* that are submitted annually for review and approval by the Policy Council and the City Council and/or its designee (the Head Start Advisory Board). These detailed governance procedures have been designed to support and facilitate the ongoing administration, management, implementation, monitoring and delivery of high-quality Head Start and Early Head Start services to income eligible families and children, birth - 5. All changes to Head Start/Early Head Start Governance Procedures, annual or until changed, will be submitted to the Head Start Policy Council and the City Council for approval.

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 **\$4,937,781** 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 **\$2,469,727** to serve 313 children ages 3 to 5, and an estimated amount of **\$2,386,874** for Early Head Start services to be provided to 200 children ages birth to 3 years old. The Unity Council is proposed to receive an estimated **\$21,508** for Head Start Training/Technical Assistance and an estimated **\$59,672** for Early Head Start Training/Technical Assistance.

PROGRAM DESCRIPTION

Oakland Head Start offers several program options that allow families with different needs and preferences to have a choice when enrolling their children in Oakland Head Start. Currently, Oakland Head Start directly operates four different program options:

- 1) Part-day center-based classrooms (25) at 13 locations (the majority of slots) serving 816 children
- 2) Full-day center-based classrooms (10) at four sites, serving 170 children
- 3) Home-Based (17) for 17 families, which includes weekly family home visits and center-based whole group, socialization activities twice per month
- 4) Full-day Family Child Care homes, under contract, serving approximately 58 children, the number varies year to year based on the qualifications of the applicant pool

Including full-day and part-day services, Oakland Head Start serves **1265** children (including 204 new ARRA Early Head Start children), and the delegate agency serves **313** Head Start children and also provides 200 Early Head Start slots, for a total of **1778** children served by grantee and delegate. The following charts provide information on the location, enrollment slots, and program options available at each site.

City of Oakland (grantee) operated Head Start sites

Site Name	Zip Code	Area of Oakland	Number of Slots	Program Option
85 th Avenue	94621	East Oakland	50	Full-day
92 nd Avenue	94603	East Oakland	102	Part-day
Arroyo Viejo	94605	East Oakland	34	Part-day
Brookfield	94603	East Oakland	68	Part-day
City Towers	94612	West Oakland	60	Full-day
Eastmont	94605	East Oakland	136	Part-day
Fannie Wall	94609	West Oakland	20	Full-day
Frank G Mar	94607	Downtown/Chinatown	34	Part-day
Franklin	94606	Downtown/Chinatown	34	Part-day
Lion Creek Crossings	94621	East Oakland	68	Part-day
Manzanita	94606	Fruitvale/San Antonio	34	Part-day
San Antonio CDC	94606	Fruitvale/San Antonio	68	Part-day
San Antonio Park	94606	Fruitvale/San Antonio	68	Part-day
Sungate	94601	Fruitvale/San Antonio	68	Part-day
Tassafaronga	94621	East Oakland	34	Part-day
Virginia	94619	East Oakland	68	Part-day
West Grand	94607	West Oakland	40	Full-day
Family Child Care Homes		Throughout the City	58	Full-day
Home Based	N/A	N/A	17	Home Visits, 2 days/week Group Socialization Sessions 2 days/month
2009 ARRA Early Head Start Expansion & Start-Up	N/A	Throughout the City	204	Full-day & Home Based Services
TOTAL			1,265	

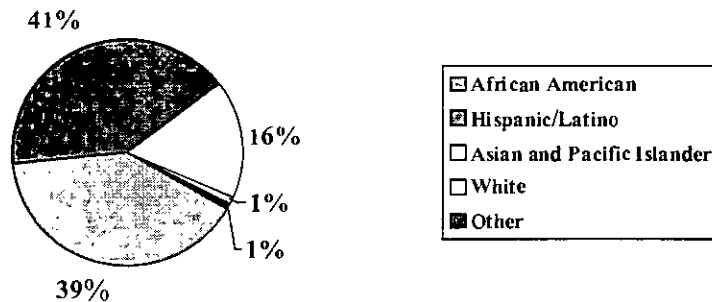
Unity Council (delegate) operated Head Start (HS) and Early Head Start (EHS) sites

Site Name	Zip Code	Area of Oakland	Number of Slots		Program Option
			HS	EHS	
De Colores	94601	Fruitvale/San Antonio	204	40	Part-day & Full-day
Foothill Square	94605	East Oakland	0	108	Part-day
Fruitvale	94601	Fruitvale/San Antonio	68	0	Full-day
Thurgood Marshall	94607	West Oakland	0	40	Part-day
Home Based	NA	NA	41	12	Part-day
TOTAL			313	200	

Program Demographics

The children and families served by Oakland Head Start are extremely diverse. Among children enrolled in March 2011, 41% were Hispanic/Latino, 39% were African American, 16% were Asian and/or Pacific Islander, 1% were White, and .2% were Other. Among the ARRA Early Head Start enrollees, 37% were Hispanic/Latino, 30% were African American, 21% were Asian and/or Pacific Islander, 6% were White, 5% were Biracial/Multi-Racial, 1% were Other.

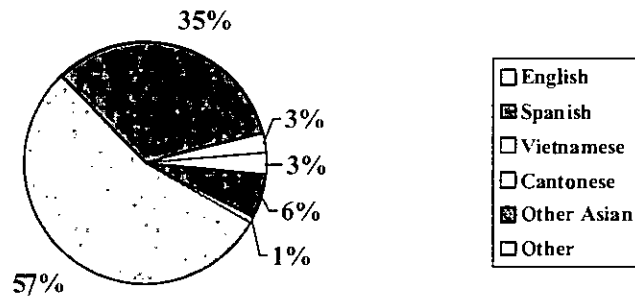
2010-2011 Oakland Head Start Enrollees by Race/Ethnicity



Among the Unity Council Head Start enrollees, 92% were Hispanic/Latino, 3% African American, 2% Asian and/or Pacific Islander, and 2% Other. Among Early Head Start enrollees, 32% were Hispanic/Latino, 55% African American, 5% Asian and/or Pacific Islander, and 2% White, and 0% Other.

The diversity of the program is also reflected in the languages spoken by families. During mid-program year, 57% of the grantee's Head Start enrollees' primary language was English, followed by 35% Spanish, 6% Other Asian Language, 3% Vietnamese, 3% Cantonese, 1% Other. Among the ARRA Early Head Start enrollees' the primary language was English, followed by 31% Spanish, 8% Cantonese, 4% Vietnamese, and 8% Other.

2010-2011 Oakland Head Start Enrollees by Primary Language



Among the Unity Council Head Start enrollees, the primary language was Spanish (87%), followed by English (8%), and an Asian dialect (2%). Among Early Head Start enrollees, the primary language was English (65%), Spanish (28%), and an Asian dialect (6%).

Screening, Assessment, Curriculum and Teaching Information

The City of Oakland’s Head Start Program offers a quality, culturally appropriate early childhood environment in which each child has the opportunity to develop at their own pace. Each child’s relationship with their parent and primary caregiver is fostered.

The Program utilizes the Ages and Stages Questionnaire (ASQ) to screen each child within 45 days of enrollment. The Desired Results Developmental Profile, Revised (DRDP-R) is utilized three times annually to assess each child’s development. Staff and parents review the results of the individual child’s screens and assessments to plan individualized developmentally appropriate activities for each child. The program also utilizes the CLASS (Classroom Assessment Scoring System) Tool to observe and assess the range and quality of interactions which take place in the classroom setting with teachers and children. The results of the assessment are incorporated into educational curriculum, lesson plans, and professional development in the program. Children with special needs or whose scores on screens indicate that the child is at risk of having a disability will be referred to receive further evaluation by a trained professional. Children with disabilities and other special needs are fully included in all aspects of the program, and their Individual Education Plan (IEP) goals are woven into the curriculum and daily activities of the classroom. The needs of children with behavioral challenges are met by adapting the curriculum, environment, the use of intervention strategies, and mental health services if appropriate.

Oakland Head Start uses the research-based *Creative Curriculum for Preschoolers* curriculum, in classrooms. Teachers plan a balanced program that provides adequate time for individual, social, and teacher-directed learning experiences. Learning through discovery and inquiry, with support and scaffolding from the teachers, is the core of the curriculum. The classrooms are equipped

with open-ended learning materials that provide for challenges and growth for children at different developmental stages.

Oakland Head Start/Early Head Start Annual Governance Procedures

The following Oakland Head Start/Early Head Start Governance Procedures, *Program Planning*, *Child Selection and Recruitment*, *Program Goals*, and *Self Assessment*, have been designed to support and facilitate the ongoing administration, management, implementation, monitoring and delivery of high-quality Head Start and Early Head Start services to income eligible families and children, birth – 5. In accordance with federal Head Start legislation, the Oakland Head Start/Early Head Start Governance Procedures are submitted to the Policy Council and City Council for review and approval, annually.

Program Planning Procedures

Planning procedures define a systematic, ongoing process of program planning, developed by the grantee and delegate that includes consultation with the program's governing body, policy council, and program staff and with other community organizations that serve Head Start and Early Head Start or other low-income families with children, 0-5-years-old. Performance Standard 1304.51(a).

The Oakland Head Start/Early Head Start planning procedure serves as a roadmap, the purpose of which is to establish and maintain a systematic approach to ongoing decision-making about the direction and scope of programs and services offered by the City of Oakland Head Start/Early Head Start program. The planning process provides overall direction for the City Council, Policy Council and staff

The planning process is reflected in the planning process/procedure flow chart and annual 2010-2011 planning calendar found in *Attachment A*. Given the comprehensive program design, delivery of services and multiple Head Start mandates, the planning procedure is critical in helping the Oakland Head Start/Early Head Start program meet program requirements effectively, each year. Attached are the existing Planning Procedures, including flow chart and planning calendar. (*See Attachment A - Planning Procedures*)

Primary components of the planning process include: Community Assessment, Goals and Objectives, Service Area Plans, Criteria for Recruitment, Selection and Enrollment priorities, and the funding application. The two main components which must be approved by Policy Council, and the City Council annually, are the Program Goals and Child Selection and Recruitment Procedures. Based on our planning procedures this year, 2010-2011, staff has reviewed and updated the Program Goals & Objectives and Child Recruitment and Selection Criteria for the 2011-2012 program years.

Child Selection and Recruitment Procedures

The Child Recruitment/Selection procedure was developed by the grantee in conjunction with Performance Standard 1304.5(d)(1)(v) and in accordance with requirements from the Code of Federal Regulations Governing the Head Start Program Title 45 (CFR 45), Subchapter B, Part

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1305. The process includes consultation with the program's governing body and program staff each year, who, together, propose the enrollment priorities, in preparation for the upcoming school year.

Three main components of the child recruitment/selection process include: Child Selection Criteria for the Priority Rating Scale and Eligibility Verification. Below is the summary of the Oakland Head Start/Early Head Start 2010 Priority Rating and Selection Procedure.

Priority Rating Scale and Selection Procedures

The Priority Rating Scale and Selection Procedure for Head Start and Early Head Start was developed by the grantee in conjunction with Performance Standard 1304.5(d)(1)(vii) and in accordance with requirements from the Code of Federal Regulations Governing the Head Start Program Title 45 (CFR 45), Subchapter B, Part 1305.

The process includes consultation with the program's governing body, program staff and Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA) Committee members, who, together, propose the enrollment priorities, in preparation for the upcoming school year.

Based on the proposed enrollment priorities for Head Start and Early Head Start, Selection Criteria are established, and a Priority Rating Scale is developed, based on a point system that is defaulted using the ChildPlus data base software.

The Selection Criteria is submitted to the Policy Council and the Governing Board for approval before recruitment begins. Applications are reviewed and ranked according to this system, participant eligibility is verified by Head Start ERSEA staff, and children are selected from the list as vacancies occur. Attached are samples of the Child Selection Criteria procedures for Oakland Head Start and ARRA Early Head Start for 2011-2012. (***See Attachment B - 2011-2012 Head Start and ARRA Early Head Start Child Selection Criteria for A Priority Rating Scale***).

Program Goals

As referenced previously, the Program Goals & Objectives are another main component in the Oakland Head Start/Early Head Start planning process. The bases of the Goals & Objectives are the program's annual Self-Assessment, Community Assessment (or Community Assessment Update) and parent feedback, along with a wealth of input from community partners. The Goals & Objectives are developed through the group planning process, which includes long-term and short-term targets that are established every three years with annual updates. Attached are the Head Start/Early Head Start Program Goals for the grantee, delegate and grantee-ARRA programs updated for 2011-2012 (***See Attachment C - 2011-2012 Goals***).

Self Assessment

As a part of the required Ongoing Monitoring procedures established by Oakland Head Start/Early Head Start, the program conducts an annual self-assessment. The self-assessment process occurs with the consultation and participation of the Policy Council, Advisory Board grantee and delegate program staff and, as appropriate, other community members.

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In accordance with Performance Standard 1304.51(2)(i) grantee and delegate agencies must conduct a self-assessment of their effectiveness and progress in meeting program goals and objectives and in implementing Federal regulations, a final report of which must be approved annually by Policy Council and the City Council. Attached is a summary of Oakland Head Start's 2011 Self Assessment, which indicates that the program has been found not to have any findings or non-compliances. (*See Attachment D - Self Assessment Summary*).

SUSTAINABLE OPPORTUNITIES

Economic: The grant 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 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

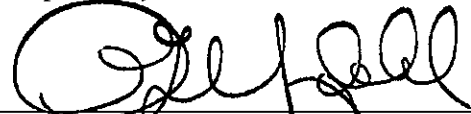
Staff recommends that the City Council approve a Resolution authorizing the City Administrator to apply for, accept and appropriate Head Start Grants in an estimated amount of **\$15,454,593** and to authorize a grant agreement with the Unity Council for a total estimated amount of **\$4,937,781** to 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 **15,434,593**; and to authorize a grant agreement with the Unity Council for an estimated amount of **4,937,781**; and to approve governance procedures developed by Oakland Head Start/Early Head Start and updated annually, in accordance with approvals required by Head Start Advisory Board and Policy Council and Head Start legislation.

Approval of this resolution would allow the Head Start Program to continue to deliver high quality comprehensive child development services to Head Start eligible children and their families.

Respectfully submitted,



ANDREA YOUNGDAHL
Director, Department of Human Services

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

Prepared by: Tracey Black, Planner
Head Start Program

ATTACHMENTS:

- A: Planning Procedures
- B: Head Start/Early Head Start Child Selection and Recruitment Procedures, 2011-2012
- C: Program Goals for 2011-2012
- D: Self Assessment Summary, 2010-2011

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


Office of the City Administrator

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PERFORMANCE STANDARD 1304.51 (a) (1) Grantee and delegate agencies must develop and implement a systematic, ongoing process of program planning that includes consultation with the program's governing body, policy groups, and program staff, and with other community organizations that serve Early Head Start and Head Start or other low-income families with young children.

POLICY

The purpose of the planning process is to establish and maintain a systematic approach to decision-making about the direction and scope of programs and services offered by City of Oakland Head Start. The planning process provides overall direction for the City Council and/or its designee (the Head Start Advisory Board), Policy Council and staff. Main components of the planning process include: Community Assessment, Goals and Objectives, Service Area Plans, Criteria for Recruitment, Selection and Enrollment priorities, and the funding application.

PERSON RESPONSIBLE

Head Start Director
Head Start Planner
Head Start Management Staff

FREQUENCY

Ongoing

PROCEDURE

- The program year begins in September. The Program shall initiate its multi-year planning phase in June every three years with the review and update process beginning in November of each of the two succeeding years. The planning process for the upcoming planning cycle (including a planning calendar) will be reviewed and approved every year by the Policy Council and the City Council or its designee, the Head Start Advisory Board.
- The Head Start Planner will conduct an assessment of community needs, resources and strengths every three years (Community Assessment); and conduct updates in the intervening two years.
- The Community Assessment results will be shared and discussed with the Policy Council, Head Start Advisory Board, and community members. Staff will use this analysis, along with the findings of the program's Self Assessment, to determine goals, objectives and specific program direction (priorities for selection, recruitment and enrollment, enhancements to program plans and collaboration activities with other community agencies).
- Long-range program goals and short-term program and financial objectives developed through this process will be approved by the Policy Council and the City Council or the

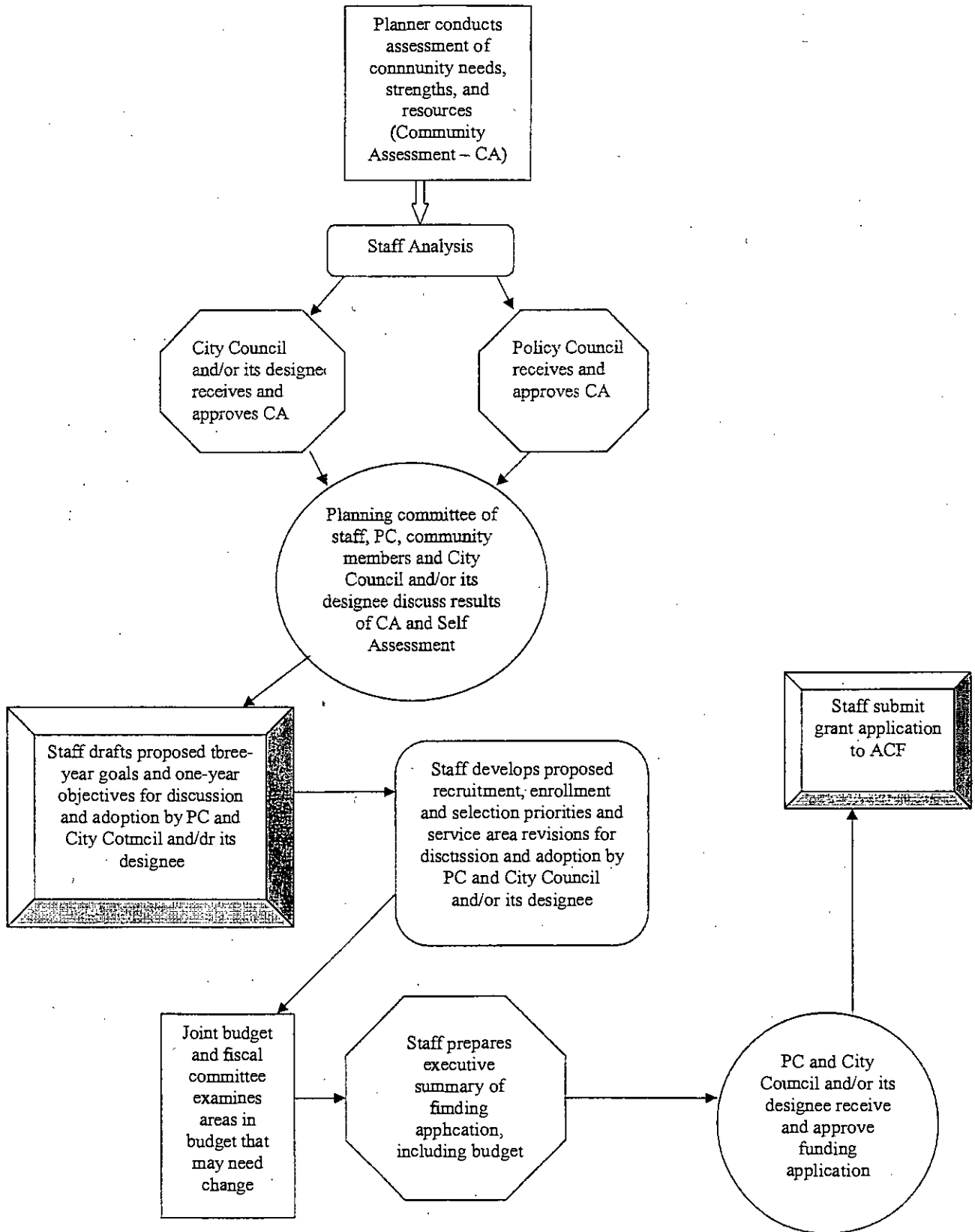
ATTACHMENT A

Head Start Advisory Board. Progress towards program goals and objectives will be reviewed periodically at management team meetings.

- Recruitment, Selection and Enrollment Priorities, and any changes to program options, will be proposed by staff and approved by the Policy Council and the City Council and or its designee, the Head Start Advisory Board, using Community Assessment data.
- Management staff will develop written plans for implementing services, consistent with program goals and objectives, in each program area. (service area plans)
- Written service area plans will be reviewed and approved by staff, the Policy Council and the Advisory Board annually.
- The joint Budget and Fiscal Committee, along with Head Start management staff, will review the budget for areas that may need changes, according to the service area plans and/or available resources.
- The Head Start Planner will develop the draft of the funding application, based on the above planning components, and including a review of budget changes. The Head Start Director will present the final application and summary to the Policy Council, Advisory Board, and City Council for review and approval.

See flowchart for highlights of planning/grant application process

PLANNING/GRANT APPLICATION PROCESS



HEAD START/EARLY HEAD START ADVISORY BOARD/POLICY COUNCIL PLANNING CALENDAR 2011-12				
SEPTEMBER, 2011	OCTOBER	NOVEMBER	DECEMBER	JANUARY, 2012
<ul style="list-style-type: none"> • New Funding Year begins • Policy Council (PC) Members make presentations about PC Role at sites • PIR Review • Monthly Budget Report • Governance Training Part I, Head Start Advisory Board (HSAB) & Policy Council 	<ul style="list-style-type: none"> • PC Elections (Site Level) • Monthly Budget Report/Fiscal Orientation • On-Going Monitoring Training 	<ul style="list-style-type: none"> • Grant Applications (GA), Community Assessment Update begins • Self Assessment Planning begins (GA) • Nomination of PC Officers • Governance Training, Part II • Monthly Budget Report • Budget Training (Internal Control) • PC Orientation • Report to City Council – Life Enrichment Committee (LEC) 	<ul style="list-style-type: none"> • Election of PC Officers • Recognition of Outgoing PC Officers • Monthly Budget Report • Focused Monitoring Report • Joint Meeting HSPC, HSAB • Community Assessment Orientation (AGA-Glance) 	<ul style="list-style-type: none"> • New Policy Council Officers installed • Governance Training, Part III & IV • Monthly Budget Report • Child Outcomes Report
FEBRUARY	MARCH	APRIL	MAY	JUNE
<ul style="list-style-type: none"> • Budget Preparation begins • Monthly Budget Report/Fiscal Training • Governance Training, Part V & VI 	<ul style="list-style-type: none"> • Recommendations from City Council and/or its designee (HSAB) and PC Planning & Finance Committees on New Priorities • Update 3-Year Program Goals, 1-Year Objectives (GA) and Program Philosophy • Review Program Options • Draft of Grant Application begins • PC/HSAB Letter to City Council (LEC) • Monthly Budget Report • Community Assessment Update Approved • Recruitment, Selection & Enrollment Priorities approved • Delegate Agency – Director Report to HSAB 	<ul style="list-style-type: none"> • Budget Revisions • Service Area Plans Revisions (if needed) approved • Staff works on Final Application & Summary for City Council and/or its designee • Plans for Parent Appreciation begins • Goals & Objectives and Program Philosophy approved • Focused Monitoring Report • Monthly Budget Report • Child Outcomes Report • Self Assessment Report approved (GA) 	<ul style="list-style-type: none"> • Detailed Summary of the Application is prepared • Request for Budget Changes (if needed) • Grant Application (GA) presented to the City Council for approval • Monthly Budget Report • Joint meeting HSPC, HSAB 	<ul style="list-style-type: none"> • Grant Application is submitted to ACF • Policy Council makes recommendation for training • Monthly Budget Report • Child Outcomes Report • Assess PC/HSAB Performance
JULY	AUGUST			
<ul style="list-style-type: none"> • Composition of the PC is reviewed • PC/HSAB Bylaws are reviewed & proposed revisions identified (if needed) • Planning Process and written process for next year approved by PC and HSAB, including the adoption of Planning Calendar • Monthly Budget Report 	<ul style="list-style-type: none"> • Composition of PC recommendations for changes are proposed to the City Council • Policies & Procedures are revised (if needed) • PC/HSAB adopts revisions to Bylaws • Monthly Budget Report 	<p>GA = Grant Application CC = City Council LEC = Life Enrichment Committee PC = Policy Council HSAB = Head Start Advisory Board</p>		

ATTACHMENT B

City of Oakland
Head Start Program

ESTABLISHING SELECTION CRITERIA PRIORITY RATING SCALE Head Start Program 2011-2012 SCHOOL YEAR

The following selection criteria will be used to formally select children and families for participating in the Oakland Head Start Program. Oakland Head Start has developed a point system that is defaulted using the ChildPlus 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. Applications are then ranked according to this system and children are selected from the list as vacancies occur.

SELECTION CRITERIA FOR HEAD START

CATEGORY	POINTS
Age	
4 Years Old	200
3 Years Old	50
Transition from EHS or other Child Care Agency	150
Income	
Zero to 50% below poverty guidelines	100
51% to 100% below poverty guidelines	100
101% to 130% above the Head Start poverty guidelines	0
Over Income above 130%	0
Child Disability	
Diagnosed with current IEP/IFSP by OUSD or RCEB	200
Program Prevention Plan by RCEB	100
Categorically Eligible	
Homeless Families	200
Families receiving Public Assistance or SSI (must have documentation)	200
Foster Child	200
Other	
Diagnosed with Asthma (with proof from a medical provider)	50
Medically Fragile (Sickle cell anemia, Hemophilia etc...)	50
Live within 10 blocks of the site	30
Referral from Health/Social Services Agency	30
Referral from Child Protective Services (CPS)	30
Pregnant Mom	50
Domestic Violence, Death of a Parent, Incarceration of Parent	30
Parent with Disability or Chronic or Terminal Illness (with proof from medical provider or SSI/Disability Documentation)	30
Teen parent under 19 years of age at intake	50
Single Parent/Guardian	50
Sibling of currently enrolled Early/Head Start child	30

ATTACHMENT B

NARRATIVE

Age:

- Four (4) year old: A child who turns four on or before December 2 of the program year
- Three (3) year old: A child who turns three on or before December 2 of the program year
- Transition from EHS or Other Child Care Agency

Income:

- Zero to 50% below poverty guidelines – (i.e. – For a family of one, the guidelines state the income must be below \$10,400. Multiply 10,400 by 50% which equals \$5,200 etc. Any family between zero and \$5,200 is in this income category.)
Zero – 50 % at or below the Poverty guidelines
- 51% to 100% below poverty guidelines – (i.e. – For a family of one, the guidelines state that income must be below \$10,400. Multiply 10,400 by 51% which equals \$5,304 etc. Any family between \$5,304 and \$7,800 is in this income category.)
51% - 100% at or below the Poverty guidelines
- Any income calculated above 100 percent but within 130 percent will be considered for the waiting list.
- Over income above 130 percent (Child will a current I.E.P. that are above 130 percent of the poverty guidelines will be considered for enrollment)

Child Disabilities:

- Certified Individual Education Plan by Oakland Unified School District or Certified Individual Family Service Plan by Regional Center of the East Bay
- Program Prevention Plan (PPP) by Regional Center of the East Bay (does not take the place of an I.E.P./I.F.S.P. cannot be counted with the 10% special needs and over income)

Categorically Eligible:

- Homeless Families (Lack permanent residence as described in the Vento-McKinney Act)
- Families receiving public assistance – Includes TANF/CalWORK's and SSI only
- Foster Child receives aid through Foster Care payments, considered family of one

Parental Status:

- Diagnosed with Asthma with proof from a medical provider
- Medically Fragile (Sickle Cell, Hemophilia etc...)
- Live with in 10 Blocks of Center/Family Child Care Home
- Referral from Social Service Agency/Health Agency
- Child Protective Services (Child at Risk for Abuse or Neglect)
- Pregnant Mom
- Domestic Violence – Documentation of Domestic Violence against parent or child
- Death of a Parent – Child's Mother or Father Deceased
- Incarceration of the parent
- Parent w/ Disability or Chronic or Terminal Illness with proof from medical provider
- Teen Parent under 19 years of age at time of intake
- Single Parent/Guardian
- Sibling of Currently enrolled Early/Head Start child

ATTACHMENT B

SELECTION FOR FULL DAY PROGRAM OPTION

Full Day Program Option	
Employed 8 hours per day or at least 32-40 hours per week w/proof	100
Employed 6 hours per day or at least 24-31 hours per week w/proof	50
Enrolled in school, job training full-time 6.0 hours more or 12 units with proof at certification	100
Enrolled in school, job training at least 4.5 hours per day w/proof at certification	50
Two Parent household both parents employed or school	25
One Parent household parent employed or in school	50
Special Circumstances with proof from a Health or Social Services Agency	25

NARRATIVE

Full Day Program Option:

- Two Parent or Single Parent/Guardian employed 8 hours per day or at least 32-40 hours per week w/proof
- Two Parent or Single Parent/Guardian employed 6 hours per day at least 20 hours – 31 hours per week w/ proof
- Two Parent or Single Parent/Guardian enrolled in school, job training full time 6.0 hours or more or 12 unites with proof
- Two Parent or Single Parent/Guardian enrolled in school, job training part time at least 4.5 hours or less than 12 units with proof
- Special circumstances with proof from Health or Services Agency

ATTACHMENT B

City of Oakland
Head Start Program

ESTABLISHING SELECTION CRITERIA PRIORITY RATING SCALE AARA Early Head Start 2011-2012 SCHOOL YEAR

The following selection criteria will be used to formally select children and families for participating in the Oakland Early Head Start Program. Oakland Early Head Start has developed a point system that is defaulted using the ChildPlus 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. Applications are then ranked according to this system and children are selected from the list as vacancies occur.

SELECTION CRITERIA FOR EARLY HEAD START

CATEGORY	POINTS
Age	
24 – 30 Months	
18 – 23 Months	
Birth – 17 months	
Income	
Zero to 50% below poverty guidelines	100
51% to 100% below poverty guidelines	100
101% to 130% above the Head Start poverty guidelines	0
Over Income above 130%	0
Child Disability	
Diagnosed with current IFSP by OUSD or RCEB	200
Program Prevention Plan by RCEB	100
Categorically Eligible	
Homeless Families	200
Families receiving Public Assistance or SSI(must have documentation)	200
Foster Child	200
Pregnant Mom	
1 st , 2 nd or 3 rd Trimester of Pregnancy with proof	200
Other	
Medically Fragile (Sickle cell anemia, Hemophiha etc...)	50
Transition from other Child Care Agency w/proof	30
Referral from Health/Social Services Agency	30
Referral from Partnership – Project Pride/Henry Robinson Homeless Shelter	30
Domestic Violence, Death of a Parent, Incarceration of Parent	50
Parent with Disability or Chronic or Terminal Illness (with proof from medical provider or SSI/Disability Documentation)	30
Teen parent under 19 years of age at intake	30
Single Parent/Guardian	50
Referral from Child Protective Services (CPS)	50
Sibling of currently enrolled Early/Head Start child	30

ATTACHMENT B

NARRATIVE

Age:

- Birth to three years old

Income:

- Zero to 50% below poverty guidelines – (i.e. – For a family of one, the guidelines state the income must be below \$10,400. Multiply 10,400 by 50% which equals \$5,200 etc. Any family between zero and \$5,200 is in this income category.)
Zero – 50 % at or below the Poverty guidelines
- 51% to 100% below poverty guidelines – (i.e. – For a family of one, the guidelines state that income must be below \$10,400. Multiply 10,400 by 51% which equals \$5,304 etc. Any family between \$5,304 and \$7,800 is in this income category.)
51% - 100% at or below the Poverty guidelines
- Any income calculated above 100 percent but within 130 percent will be considered for the waiting list.
- Over income above 130 percent (Child with a current I.E.P. that are above 130 percent of the poverty guidelines will be considered for enrollment)

Child Disabilities:

- Certified Individual Education Plan Individual Family Service Plan by Regional Center of the East Bay
- Program Prevention Plan (PPP) by Regional Center of the East Bay (does not take the place of an I.E.P./I.F.S.P. cannot be counted with the 10% special needs and over income)

Categorically Eligible:

- Homeless Families (Lack permanent residence as described in the Vento-McKinney Act)
- Families receiving public assistance – Includes TANF/CalWORK's and SSI only
- Foster Child receives aid through Foster Care payments, considered family of one

Other Child/Parental Status:

- Medically Fragile (Sickle Cell, Hemophilia etc...)
- Transition from other Child Care Agency w/proof
- Live with in 10 Blocks of Center/Family Child Care Home
- Referral from Social Service Agency/Health Agency
- Referral from Project Pride or Henry Robinson Homeless Shelter
- Domestic Violence – Documentation of Domestic Violence against parent or child
- Death of a Parent – Child's Mother or Father Deceased
- Incarceration of the parent
- Parent w/ Disability or Chronic or Terminal Illness with proof from medical provider
- Teen Parent under 19 years of age at time of intake
- Single Parent/Guardian
- Referral from Child Protective Services (Child at Risk for Abuse or Neglect)
- Sibling of Currently enrolled Early/Head Start child

ATTACHMENT B

SELECTION FOR FULL DAY PROGRAM OPTION

Full Day Program Option	
Employed 8 hours per day or at least 32-40 hours per week w/proof	100
Employed 6 hours per day or at least 24-31 hours per week w/proof	50
Enrolled in school, job training full-time 6.0 hours more or 12 units with proof at certification	100
Enrolled in school, job training at least 4.5 hours per day w/proof at certification	50
Two Parent household both parents employed or school	25
One Parent household parent employed or in school	50
Special Circumstances with proof from a Health or Social Services Agency	25

NARRATIVE

Full Day Program Option:

- Two Parent or Single Parent/Guardian employed 8 hours per day or at least 32-40 hours per week w/proof
- Two Parent or Single Parent/Guardian employed 6 hours per day at least 20 hours – 31 hours per week w/ proof
- Two Parent or Single Parent/Guardian enrolled in school, job training full time 6.0 hours or more or 12 units with proof
- Two Parent or Single Parent/Guardian enrolled in school, job training part time at least 4.5 hours or less than 12 units with proof
- Special circumstances with proof from Health or Services Agency

**Program Goals
2011-2012**

City of Oakland Head Start

- Goal 1: Oakland Head Start will enhance its efforts to leverage additional funding and resources to support the comprehensive child development services that it provides, and expand Early Head Start services.
- Goal 2: Oakland Head Start will work to improve the physical and social emotional health of children, families and staff.
- Goal 3: Oakland Head Start will increase its efforts to meet the diverse needs of Oakland Head Start children and families.
- Goal 4: Oakland Head Start will continue to improve the literacy skills of children and families, with an emphasis on school readiness for children entering kindergarten.
- Goal 5: Oakland Head Start will initiate formal collaborative partnerships with Oakland City Council; Oakland Police Department; Measure Y Violence Prevention Program; OUSD; East Oakland Youth Development Center (EOYDC); Youth Uprising (YU) and other local youth resources and community-based organizations, to provide ongoing resources and support for children, families and staff impacted by family and community violence and community drug use.

Unity Council (delegate) Head Start & Early Head Start

- Goal 1: Expand opportunities for leadership development for staff and families through the recognition of and building upon current capacity.
- Goal 2: Build strong connections with communities, helping families address violence.
- Goal 3: Establish a systematic approach to supporting classrooms with a focus on dual language learning.
- Goal 4: Increase opportunities for parent training and access to limited and more restrictive resources.

City of Oakland ARRA Early Head Start

- Goal 1: **Preschool and School Readiness:** To constantly strengthen the Early Head Start program and develop community-wide partnerships dedicated to aligning efforts to ensure that all infants, toddlers, and children are prepared for success in Head Start, preschool age programs, kindergarten and beyond.
- Goal 2: **Family Engagement:** To expand family engagement opportunities that will strengthen parent/guardian's role as their infant/child's advocate, decision-maker, and primary educator.
- Goal 3: **Health and Nutrition:** To enhance the nutrition services provided by the program and strengthen partnerships that support the physical and emotional health of infants/children and families.
- Goal 4: **Workforce:** To develop staff skills and cultural competency necessary to provide the highest quality services for all Early Head Start children and families.
- Goal 5: **Recruitment & Outreach:** Enhance recruitment and outreach efforts to support special needs children and their families, homeless families, families in substance abuse recovery programs, and underserved populations.

ATTACHMENT D

CITY OF OAKLAND HEAD START/EARLY HEAD START PROGRAM SELF-ASSESSMENT 2011

SUMMARY

The City of Oakland Head Start (HS)/Early Head Start(EHS) program conducted its annual Self Assessment on February 22nd through March 4th, 2011, to evaluate its effectiveness in meeting the Head Start Performance Standards, including the management systems, fiscal management and the content area services, as well as the 2010-2013, three-year Program Goals & Objectives.

The Self Assessment team included parents from the HS/EHS Policy Council and members from the Advisory Board; Family Advocates; Center Directors; administrative staff; and management team staff members.

Site visits were made to 5 HS Centers, 1 ARRA EHS Center, 1 HS Home-Based program, 1 EHS-Home-Based program and 1 Family Child Care home (FCC), for total 9 visits.

The Self Assessment process included reviews of child records and program policies and procedures; meetings with staff, governing body members, and parents; and classroom observations at the centers, to thoroughly assess the program's strengths and non-compliances.

The overall results of the Self Assessment indicated that there were no findings or non-compliances in the required areas assessed: management systems, fiscal management, and the content area services. Upon review of the results of the Self Assessment, the program was found to have notable strengths in core areas.

Strengths were noted in the areas of Program Governance, Early Childhood Education, Health Services, Disabilities Services, and Family Services, which assisted the program in reaching the program goals aligned with improving the literacy skills of children and families with an emphasis on school readiness; as well as program goals aligned with improving the physical, social, and emotional health of children and families in Oakland Head Start and Early Head Start. Another strength noted by the program was the addition of the new position of Compliance Coordinator to the Head Start/Early Head Start staff this program year. The addition of this position, both enhanced the program's overall ongoing monitoring processes, and is aligned with the Head Start Performance Standard on Ongoing Monitoring.

Strengths which were highlighted include the program's partnership with Alameda County Public Health Department, Samuel Merritt School of Nursing, which included providing on-site flu clinics at Head Start sites, along with flu vaccinations, immunization audits, and classroom health education, training and technical assistance. Additional strengths that were highlighted include Early Head Start's partnerships with Children's Hospital, Project Pride, Henry Robinson Homeless Shelter, and Park Day School.

Oakland Head Start and Early Head Start programs will continue to assess and monitor all aspects of the program to ensure the highest level of quality and delivery of comprehensive early care, education and family services.

M. Mordani
City Attorney

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OFFICE OF THE CITY CLERK
OAKLAND

2011 APR 28 AM 9:48

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 2011-2012 FROM THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES, ADMINISTRATION FOR CHILDREN AND FAMILIES (DHHS/ACF) IN THE ESTIMATED AMOUNT OF \$15,454,593 AND AUTHORIZING A GRANT AGREEMENT WITH THE UNITY COUNCIL FOR THE ESTIMATED AMOUNT OF \$4,937,781 TO FUND CHILD DEVELOPMENT SERVICES IN ACCORD WITH SAID GRANTS; AND TO REVIEW AND APPROVE OAKLAND HEAD START/EARLY HEAD START GOVERNING PROCEDURES DEVELOPED IN ACCORDANCE WITH HEAD START LEGISLATION AND UPDATED ANNUALLY

WHEREAS, the City of Oakland desires to apply for, accept and appropriate several grants in an estimated amount of fifteen million four hundred fifty-four thousand five hundred ninety-three dollars (\$15,454,593.00) 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, 2011 through August 31, 2012; 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 eight hundred sixty-three thousand six hundred fifty dollars (\$3,863,650.00); 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 Central Service Overhead (CSO) charges of one million three hundred twenty-three thousand two hundred fifty two dollars (\$1,323,252) will be waived for the Head Start Program for said grants in FY 2011-2012; and

WHEREAS, the Head Start and Early Head Start funding will provide comprehensive child development services to 1,574 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, by new provisions enacted by the federal Head Start, will expand enhanced outreach efforts to include homeless families and underserved populations; and

WHEREAS, the Head Start and Early Head Start program comprehensive child development services provided will include developmentally appropriate screening assessment, curriculum and teaching designed for supporting the full development of children, 0-5-years-old; and

WHEREAS, the Head Start and Early Head Start program will continue to implement the following Head Start Governance Procedures, annually, in full compliance, as stipulated in the Head Start Performance Standards, Program Planning; Program Goals; Child Selection and Recruitment Procedures, and Self Assessment; and

WHEREAS, the Unity Council, a Head Start delegate designated for Oakland, was selected and approved in 1988 by the Head Start Policy Council, the 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, 2011 through August 31, 2012 in an estimated total of four million nine hundred thirty-seven thousand seven hundred eighty-one dollars (\$4,937,781.00) to provide 513 eligible children and their families, of which 313 children ages 3 to 5 will be served in Head Start, at an estimated cost of two million four hundred sixty nine thousand seven hundred twenty-seven dollars (\$2,469,727.00) and which 200 children ages birth to age three will be served in Early Head Start, at an estimated cost of two million three hundred eighty-six thousand eight hundred seventy-four dollars (\$2,386,874.00) and twenty-one thousand five-hundred eight dollars (\$21,508.00) for Head Start Training/Technical Assistance and fifty-nine thousand six hundred seventy-two dollars (\$59,672.00) for Early Head Start Training/Technical Assistance; 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 fifteen million four hundred fifty-four thousand five hundred ninety-three dollars (\$15,454,593.00), 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; and from September 1, 2011 through August 31, 2012; and be it

FURTHER RESOLVED: That the City's FY 2011-12 Adopted Budget includes the fifteen million four hundred fifty-four thousand five hundred ninety-three dollars (\$15,454,593.00) aforesaid grant amount in appropriations and revenues for FY 2011-12 for Head Start and Early Head Start; 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, including the contract to the Unity Council without returning to Council; 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 fifteen million four hundred fifty-four thousand five hundred ninety-three dollars (\$15,454,593.00) 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 eight hundred sixty-three thousand six hundred fifty dollars (\$3,863,650.00); and be it

FURTHER RESOLVED: That the Council hereby appoints the City Administrator or his 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 their basic purposes; and be it

FURTHER RESOLVED: That the estimated sum of fifteen million four hundred fifty-four thousand five hundred ninety-three dollars (\$15,454,593.00) together with offsetting revenue, shall be appropriated to Department of Health and Human Services Fund (2128), Head Start Organization (78231), and Head Start Projects (G422410-90) and (G422210-25) upon execution of said grant agreements, and that should additional grant funds be received, the City Administrator or his designee is hereby authorized to appropriate same for the purposes described above; and be it

FURTHER RESOLVED: That the Central Services Overhead charge in the amount of one million three hundred twenty-three thousand two hundred fifty two dollars (\$1,323,252) for this program will be waived and is necessary for FY 2011-2012 due to the federal administrative cost caps and the level of funding required to adequately run the program, are hereby authorized to offset central services overhead charges; and be it

FURTHER RESOLVED: That the City Administrator or his 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 four hundred sixty-nine thousand seven hundred twenty-seven dollars (\$2,469,727.00) of the aforesaid Head Start Grant for child development services for children 3 to 5 years of age; and pursuant to the terms of the grant award in an estimated amount of two million three hundred eighty-six thousand eight hundred seventy-four dollars (\$2,386,874.00) 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 grant award in an estimated amount of twenty one thousand five hundred eight thousand dollars (\$21,508.00) for Head Start Training/Technical Assistance and fifty-nine thousand six hundred seventy-four dollars (\$59,674.00) for Early Head Start Training/Technical Assistance, for a total grant agreement amount of four million nine hundred thirty-seven thousand seven hundred eighty-one dollars (\$4,937,781.00), which shall be matched by the Unity Council's in-kind contributions in the estimated amount of one million two hundred thirty five thousand four hundred forty six dollars (\$1,234,446.00) and other in-kind contributions and donations as a part of the City's match obligation for the entire grant; and be it

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

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, DE LA FUENTE, KAPLAN, KERNIGHAN, NADEL, SCHAAF, BRUNNER, AND
PRESIDENT REID

NOES-

ABSENT-

ABSTENTION-

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