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# CITY OF OAKLAND

## AGENDA REPORT

**TO:** Office of the City Administrator  
**ATTN:** Deborah Edgerly  
**FROM:** Department of Human Services  
**DATE:** May 13, 2008

**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 2008-09 From The U.S. Department Of Health And Human Services, Administration For Children And Families (DHHS/ACF) In The Estimated Amount Of \$14,732,735, And Authorizing A Grant Agreement With The Unity Council For The Estimated Amount Of \$4,707,290 To Fund Child Development Services In Accord With Said Grants And To Approve The Program Planning, Shared Decision Making, And Internal Dispute Resolution Policies Of The City Of Oakland's Head Start Program

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### SUMMARY

Staff requests that the City Council approve a Resolution authorizing the City Administrator to apply for, accept and appropriate Head Start Basic, Head Start Training and Technical Assistance, Early Head Start Basic, and Early Head Start Training and Technical Assistance Grants from the U.S. Department of Health and Human Services, Administration for Children and Families (DHHS/ACF) in an estimated amount of \$14,732,735, and to authorize a grant agreement with the Unity Council for an estimated amount of \$4,707,290 and to approve the program planning, shared decision making and internal dispute resolution policies of the City of Oakland's Head Start Program.

If approved, the Head Start Program will continue providing, either directly or through its grant agreement with the Unity Council, Head Start and Early Head Start services to 1,608 children and their families in Oakland during the program year that extends from September 1, 2008 through August 31, 2009.

### FISCAL IMPACT

Approval of the proposed resolution will authorize the application for, acceptance and appropriation of a Head Start grant for program year 2008-2009, beginning September 2008, in the estimated amount of \$14,732,735. Funding will be appropriated to the Department of Health & Human Services Fund (2128), Head Start Organization (78231), and Head Start Project (G3057xx).

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The City's FY 2007-09 Adopted Budget includes \$14,513,944 in appropriations and revenues for FY 2008-09 for Head Start and Early Head Start. Federal grant regulations require a local match totaling 25% of the grant award (estimated at \$14,732,735), or an estimated amount of \$3,683,184, which will be provided by in-kind contributions. The Unity Council will contribute an estimated \$1,176,823 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 our program to meet the program's match requirements).

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

## **BACKGROUND**

The City of Oakland has been a grantee for the Head Start Program since January 1972. 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 1,608 children ages birth to 5 years old through Head Start and Early Head Start services. The City directly serves 1,095 Head Start children in 18 Centers and 7 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 listing of Centers throughout the City.

## 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 \$4,707,290 to continue to serve 513 eligible children ages 0-5 and their families. Of that total, the Unity Council is proposed to receive an estimated \$2,354,363 to serve 313 children ages 3 to 5, and an estimated amount of \$2,276,836 for Early Head Start services to be provided to 200 children ages birth to 3 years old.

## PROGRAM DESCRIPTION

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 three different program options:

- 1) Part-day center-based classrooms (25): at 14 locations, the majority of slots, serving 850 children
- 2) Full-day center-based classrooms (10): at four sites, serving 175 children
- 3) Full-day Family Child Care homes: under contract, serving approximately 70 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 **1,095** children, and the delegate agency serves **313** Head Start children, for a combined total of **1,408** Head Start children served by grantee and delegate. The delegate agency also provides 200 Early Head Start slots. The following charts provide information on the location, enrollment slots, and program option available at each site.

**City of Oakland (grantee) operated Head Start sites**

Site Name	Zip Code	Area of Oakland	Number of Slots		Program Option
			HS	EHS	
26 <sup>th</sup> Avenue	94601	Fruitvale/San Antonio	34		Part-day
85 <sup>th</sup> Avenue	94621	East Oakland	50		Full-day
92 <sup>nd</sup> 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	45		Full-day
Family Child Care Homes		Throughout the City	70		Full-day
<b>TOTAL</b>			<b>1,095</b>		

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

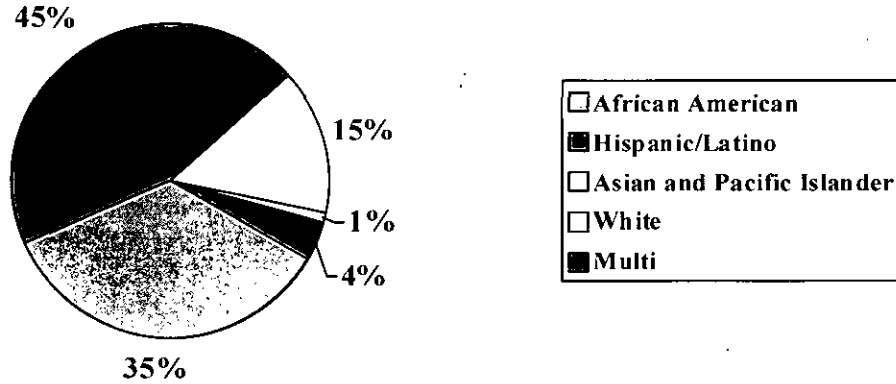
Site Name	Zip Code	Area of Oakland	Number of Slots		Program Option
			HS	EHS	
DeColores	94601	Fruitvale/San Antonio	204	40	Part-day
Foothill Square	94605	East Oakland	0	108	Part-day
Fruitvale	94601	Fruitvale/San Antonio	68	0	Part-day
Thurgood Marshall	94607	West Oakland	0	40	Part-day
Home Based	NA	NA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

*Program Demographics*

The children and families served by Oakland Head Start are extremely diverse. Among children enrolled in March 2008, 45% were Hispanic/Latino, 35% African American, 15% Asian and/or Pacific Islander, 1% White, and 4% Multiracial.

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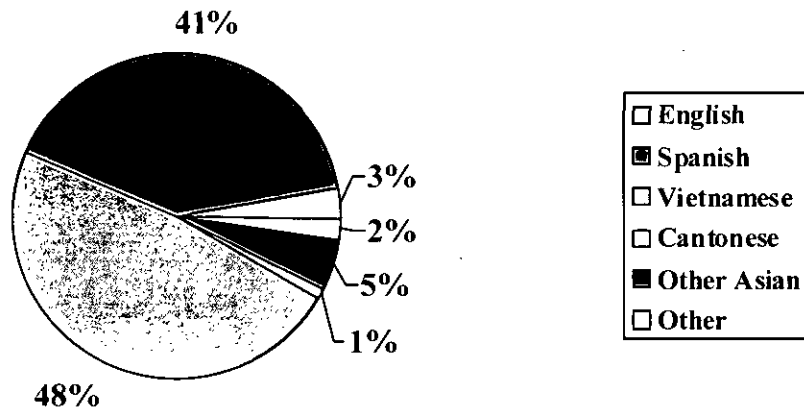
**2007-2008 Oakland Head Start Enrollees by Race/Ethnicity**



Among the Unity Council Head Start’s enrollees, 91% were Hispanic/Latino, 4% African American, 3% Asian and/or Pacific Islander, and 2% Other. Among Early Head Start enrollees, 24% were Hispanic/Latino, 63% African American, 7% Asian and/or Pacific Islander, and 1% White, and 5% Other.

The diversity of the program is also reflected in the languages spoken by families. During mid-program year, 48% of the grantee’s Head Start enrollees’ primary language was English, 41% Spanish, 3% Vietnamese, 2% Cantonese, 5% Other Asian Language, and 1% Other Languages.

**2007-2008 Oakland Head Start Enrollees by Primary Language**



For the Unity Council Head Start's enrollees, the primary language was English for 5%, 92% Spanish, and 3% an Asian language. Among Early Head Start enrollees, the primary language was 53% English, 43% Spanish, and 4% an Asian language.

*Screening, Assessment, and Curriculum 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 children's development. Staff and parents review the results of the individual children's screens and assessments to plan individualized developmentally appropriate activities for each child. Children with special needs or whose scores on screens indicate that the child is at risk for 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 High Scope 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.

*Program Administration*

As mentioned in the letter submitted to the Life Enrichment Committee on March 27, 2008 from the Head Start Policy Council and Advisory Panel, federal Head Start reauthorization enacted on December 12, 2007, contains many new provisions for governance of Head Start programs. Program staff is analyzing how these requirements will impact Oakland Head Start, and will continue to inform the Life Enrichment Committee of these changes.

In light of these new requirements, three revised program policies and procedures are attached to this report and submitted for your review and approval: Program Planning; Shared Decision Making, and Internal Dispute Resolution. These policies and procedures have been approved by the Head Start Advisory Panel, and it is our recommendation that as the official governing body of the Oakland Head Start program, the City Council also approve them.

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## **SUSTAINABLE OPPORTUNITIES**

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

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

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

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

## **DISABILITY AND SENIOR CITIZEN ACCESS**

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

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

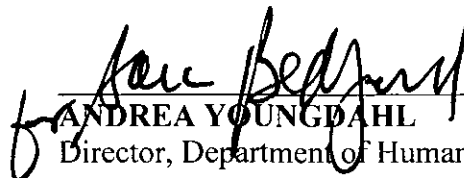
Staff recommends that the City Council approve a resolution authorizing the City Administrator to apply for, accept and appropriate Head Start Grants in an estimated amount of \$14,732,735 and to authorize a grant agreement with the Unity Council for a total estimated amount of \$4,707,290 to provide specific Head Start services and to approve the following revised program policies and procedures: Program Planning; Shared Decision Making, and Internal Dispute Resolution. Approval of this report would allow the Head Start Program to continue to deliver high quality comprehensive child development services to Head Start eligible children and their families.

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**ACTION REQUESTED OF THE CITY COUNCIL**

That the City Council approve a 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 2008-09 from The U.S. Department Of Health And Human Services, Administration for Children and Families (DHHS/ACF) in the estimated amount of \$14,732,735, and authorizing a grant agreement with The Unity Council for the estimated amount of \$4,707,290 to fund Child Development Services in accord with said grants and to approve the Program Planning, Shared Decision Making, and Internal Dispute resolution policies of the City Of Oakland's Head Start Program. Approval of this report would allow the Head Start Program to continue to deliver high quality comprehensive child development services to Head Start eligible children and their families.

Respectfully submitted,

  
\_\_\_\_\_  
ANDREA YOUNGDAHL  
Director, Department of Human Services

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

Prepared by: Priya Jagannathan  
Planner, Head Start Program

**ATTACHMENTS:**

- A-Program Planning Policy**
- B-Shared Decision Making Policy**
- C-Internal Dispute Resolution Policy**

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

  
\_\_\_\_\_  
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# ATTACHMENT A

## PLANNING PROCEDURES

P.S. 1304.51

### **Performance Standard 1304.51(a) - Program Planning**

(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 Panel), 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 **October** 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 Advisory Panel.
- 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 Panel, 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 Advisory Panel. 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 using Community Assessment data.

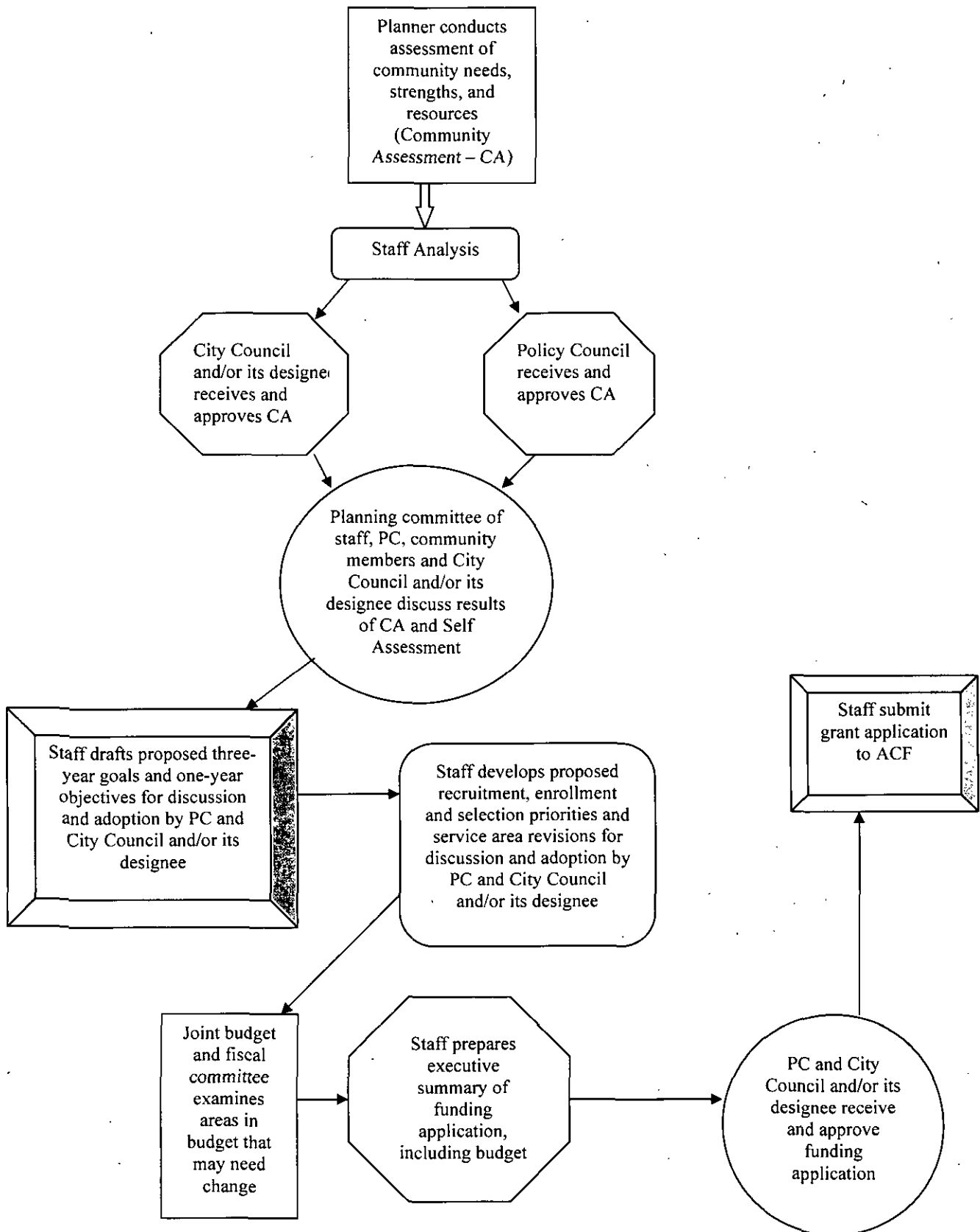
## ATTACHMENT A

- 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 Panel 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 Panel, and City Council for review and approval.

*See flowchart for highlights of planning/grant application process*

# ATTACHMENT A

## PLANNING/GRANT APPLICATION PROCESS



# ATTACHMENT B

SHARED DECISION-MAKING

P.S. 1304.50

## **Performance Standard 1304.50(d)(1)(ii) Shared Decision-making**

Procedures describing how the governing body and the appropriate policy group will implement shared decision-making.

### **POLICY**

Oakland Head Start has established and will maintain a formal structure of shared governance through which parents, community and staff can participate in policy making or in other decisions about the program. The decision making structure consists of a City Council, Head Start Advisory Panel, Policy Council, Parent Center Committees, Management Team, and staff. Representatives from each of these groups will work cooperatively together.

### **PERSON RESPONSIBLE**

Head Start Director  
City Council  
Governing Body  
Policy Council

### **FREQUENCY**

Ongoing

### **PROCEDURE**

#### **PLANNING**

1. The Head Start Director shall develop and implement, for approval by the Policy Council and the City Council and/or its designee (the Head Start Advisory Panel), a systematic, ongoing process of program planning that includes consultation with and reporting to the Head Start Advisory Panel, the Policy Council, and which must include, at a minimum:

- a. A *Community Assessment* that assesses community demographics, strengths, needs and resources, performed at least every three years and in accordance with the requirements of 45 CFR 1305.3.
- b. The formulation of long range (multi-year) program goals and short term program and financial objectives that: (i) address the findings of the Community Assessment, (ii) are consistent with the philosophy of Head Start, and (iii) reflect the findings of the program's annual self-assessment.

2. The Management Team will develop and review integrated service area plans for implementing services and the progress in meeting them in, at a minimum, each of the following program areas: Early Childhood Development and Health Services, Family and Community Partnerships, Program Design and Management, and any other program area related to Head Start. These plans are to be revised annually by the members of the Management Team.

## ATTACHMENT B

3. The Head Start Director, the Policy Council and the Head Start Advisory Panel, in accordance with all applicable laws, regulations, policies, ordinances, and directives, must develop and implement criteria for defining recruitment, selection, and enrollment priorities for Oakland Head Start. The Policy Council and the Head Start Advisory Panel must review and approve the criteria.
4. The Policy Council and the Head Start Director, with review and approval from the Head Start Advisory Panel and the City Council, must develop and review Refunding applications and amendments to funding applications for Head Start, prior to their submission to OHS.
5. Low income members of the Policy Council, as defined by federal poverty guidelines and any applicable law or regulation, may be reimbursed from Head Start funds for their reasonable expenses if such reimbursement is necessary in order for them to fully participate in their group responsibilities. Such reimbursement is limited to transportation costs, child care services, and other costs required to be reimbursed by law or regulation.
6. The Head Start Director, the Policy Council, Management Team and Head Start Advisory Panel must perform an annual program self-assessment in accordance with all applicable laws and regulations. It must include, at a minimum, an analysis of Head Start's progress in carrying out the programmatic and fiscal intent of the grant application, including planning or other actions that may result from the review of the annual audit.
7. The Policy Council and the Head Start Advisory Panel shall have three networking sessions per year. In addition, the Policy Council and Head Start Advisory Panel shall submit reports to the City Council Life Enrichment Committee three times per year.

### GENERAL PROCEDURES

1. The composition of the Policy Council and the procedures adopted for the selection of its members, as delineated in its Bylaws, must adhere to the following:
  - a. *The Council must be comprised of parents of currently enrolled children, as defined by 45 CFR 1306.3(h), and community representatives, with at least 51% of the membership being the parents.*
  - b. Community Representatives must be drawn from the local community: Businesses; public or private community; civic, and professional organizations; and others who are familiar with resources and services for low income children and families.
  - c. All parent members must stand for election or re-election annually. All community representatives must also be selected annually.
  - d. An individual may only serve a combined total of three terms.
  - e. No Head Start staff or members of their immediate family may serve, except for parents serving as occasional substitutes for staff.

## **ATTACHMENT B**

- f. Parents of children currently enrolled in all program options must be proportionately represented on established policy committee.
  - g. The Head Start and Family Child Care homes shall each elect one policy representative and alternate.
  - h. Community representatives must be approved annually by the parent Council members.
2. The Head Start Advisory Panel and Policy Council must approve any amendment or modification that pertains to shared decision-making.
  3. The Head Start Director, Policy Council, and the Head Start Advisory Panel must ensure that the requirements of 45 CFR 1301.13 are fulfilled by using appropriate internal controls and other necessary means to safeguard the federal funds.
  4. The Head Start Director, and the Policy Council, and the Head Start Advisory Panel must establish and maintain procedures for hearing and resolving community complaints about the program. These procedures and any amendments must be reviewed and approved by the Head Start Advisory Panel and the Policy Council annually.

### **HUMAN RESOURCES MANAGEMENT**

1. The Head Start Director, in conjunction with Human Resources, must develop and implement personnel policies in accordance with 45 CFR 1301.31, including standards of conduct for the Head Start staff, consultants and volunteers. These policies and any amendments must be approved by the Policy Council and the Head Start Advisory Panel.
2. Pursuant to federal regulation, the decision to hire or terminate the Head Start Director shall be approved by the Policy Council and Head Start Advisory Panel.
3. Pursuant to federal regulation, the decision to hire or terminate an employee must be approved by the Policy Council, and the Head Start Advisory Panel.

*See flowchart for highlights of Shared Decision-making*

# ATTACHMENT C

## **Performance Standard 1304.50(h) — *Internal Dispute Resolution***

(1) Each grantee and delegate agency and Policy Council or Policy Committees jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.

### **POLICY**

Oakland Head Start Policy Council will jointly establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.

### **PERSON RESPONSIBLE**

Head Start Director  
Head Start Planner  
Head Start Management Staff

### **FREQUENCY**

As needed

### **PROCEDURE**

1. If at anytime the City Council and/or its designee (the Head Start Advisory Panel) and Policy Council disagree on any item that requires their joint approval, a Dispute Resolution Committee will be established with two representatives each from the City Council and/or its designee (the Head Start Advisory Panel) and Policy Council.
2. The Dispute Resolution Committee will meet and attempt to resolve the disagreement. If the Committee is unable to agree, the Committee will declare an impasse.
3. Once the dispute is determined to be at impasse, the Program will inform the San Francisco Regional Office of ACF within ten days of the dispute. If the dispute is one that, if not resolved, could lead to termination or denial of refunding of the Head Start grant, the Regional Office will be notified immediately.
4. If the meetings with the Regional Office fail to assist in resolving the dispute between the City Council and/or its designee (the Head Start Advisory Panel) and the Policy Council, the issues will be submitted to a professional mediator within ten days after determining that no resolution is possible with Regional assistance. (The Regional Office will be requested to assist in selecting a mediator if necessary.)

## ATTACHMENT C

5. Once the mediator is contacted and the first meeting is arranged, the Regional Office will be notified of the time and place. It is expected that the designated representatives of both the City Council and/or its designee (the Head Start Advisory Panel) and the Policy Council will attend any meetings requested by the mediator. The Department of Human Service (DHS) Director is authorized to arrange all logistics with the mediator and to inform the City Council and/or its designee (the Head Start Advisory Panel) and Policy Council when a mediator has been selected and the plans for any meetings or other activities that are requested by the mediator.

6. If the conflict relates to refunding, the mediation process must be completed 15 days prior to the refunding date unless the mediator indicates in writing that additional time will likely result in a successful resolution of the conflict. If this is the case, Oakland Head Start would request additional time to complete the mediation process.

7. Once the mediation process is completed and a report is prepared, a copy will be provided to members of the City Council and/or its designee (the Head Start Advisory Panel) and the Policy Council and to the ACF Regional Office.



OFFICE OF THE CITY CLERK  
OAKLAND  
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Approved as to Form and Legality

D. Bialsky  
City Attorney

## OAKLAND CITY COUNCIL

RESOLUTION NO. \_\_\_\_\_ C.M.S.

**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR, ON BEHALF OF THE CITY OF OAKLAND, TO APPLY FOR, ACCEPT, AND APPROPRIATE HEAD START BASIC, HEAD START TRAINING AND TECHNICAL ASSISTANCE, EARLY HEAD START BASIC, AND EARLY HEAD START TRAINING AND TECHNICAL ASSISTANCE GRANTS FOR PROGRAM YEAR 2008-09 FROM THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES, ADMINISTRATION FOR CHILDREN AND FAMILIES (DHHS/ACF) IN THE ESTIMATED AMOUNT OF \$14,732,735, AND AUTHORIZING A GRANT AGREEMENT WITH THE UNITY COUNCIL FOR THE ESTIMATED AMOUNT OF \$4,707,290 TO FUND CHILD DEVELOPMENT SERVICES IN ACCORD WITH SAID GRANTS AND TO APPROVE THE PROGRAM PLANNING, SHARED DECISION MAKING, AND INTERNAL DISPUTE RESOLUTION POLICIES OF THE CITY OF OAKLAND'S HEAD START PROGRAM**

**WHEREAS**, the City of Oakland desires to apply for, accept and appropriate several grants in an estimated amount of fourteen million seven hundred thirty two thousand seven hundred thirty five dollars (\$14,732,735.00) 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, 2008 through August 31, 2009; and

**WHEREAS**, the Head Start Grant agreement requires a match of local in-kind contributions equal to 25% of the grant, or an estimated amount of three million six hundred eighty three thousand one hundred and eighty four dollars (\$3,683,184.00); and

**WHEREAS**, the total federal amount stated above is comprised of the following project accounts as stipulated in the DHHS/ACF funding guidelines: Head Start Basic, Head Start Training/Technical Assistance, Early Head Start Basic, and Early Head Start Training/Technical Assistance Grants; and

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

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

**WHEREAS**, the City wishes to continue funding to the Unity Council's Head Start programs from September 1, 2008 through August 31, 2009 in an estimated total of four million seven hundred seven thousand two hundred ninety dollars (\$4,707,290.00) to provide five hundred and thirteen (513) eligible children and their families, of which two hundred (200) children ages birth to three will be served in Early Head Start, at an estimated cost of two million three hundred thirty three thousand seven hundred twenty dollars (\$2,333,720.00) and three hundred and thirteen (313) children ages three to five years old in Head Start, at an estimated cost of two million three hundred seventy three thousand five hundred seventy dollars (\$2,373,570.00); and

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

**WHEREAS**, in response to new provisions enacted by the federal Head Start, the City of Oakland Head Start Program has revised its program planning, shared decision making, and internal dispute resolution policies, now therefore, be it

**RESOLVED:** That the City Administrator is hereby authorized to apply for, accept and appropriate the aforesaid grants in the estimated amount of fourteen million seven hundred thirty two thousand seven hundred thirty five dollars (\$14,732,735.00), execute the required grant agreements and other documents, and appropriate said estimated amount for funding of a Head Start Program and Early Head Start Program from September 1, 2008 through August 31, 2009; and, be it

**FURTHER RESOLVED:** That the City's FY 2007-09 Adopted Budget includes fourteen million five hundred thirteen nine hundred forty four dollars (\$14,513,944.00) of the fourteen million seven hundred thirty two thousand seven hundred thirty five dollars (\$14,732,735.00) aforesaid grant amount in appropriations and revenues for FY 2008-09 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; and, be it

**FURTHER RESOLVED:** That the City Administrator is hereby authorized, in accordance with the grant agreement requirements, to match the aforesaid grants in the estimated amount of fourteen million seven hundred thirty two thousand seven hundred thirty five dollars (\$14,732,735.00) with local in-kind contributions equal to 25% of the Head Start and Early Head Start Grant amounts, or an estimated amount of three million six hundred eighty three thousand one hundred and eighty four dollars (\$3,683,184.00); and, be it

**FURTHER RESOLVED:** That the Council hereby appoints the City Administrator or her designee as agent for the City to conduct all negotiations, execute and submit all documents including but not limited to applications, agreements, amendments, modifications, payment requests, and related actions which may be necessary for the aforementioned grants in accordance with the grants' basic purposes; and, be it

**FURTHER RESOLVED:** That the estimated sum of fourteen million seven hundred thirty two thousand seven hundred thirty five dollars (\$14,732,735.00) together with offsetting revenue, shall be appropriated to Department of Health and Human Services Fund (2128), Head Start Organization (78231), and Head Start Project (G3507xx) upon execution of said grant agreements, and that should additional grant funds be received, the City Administrator or her designee is hereby authorized to appropriate same for the purposes described above; and, be it

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

**FURTHER RESOLVED:** That the City Administrator or her designee is hereby authorized and directed to execute a grant agreement with the Unity Council, pursuant to the terms of the grant award, in an estimated amount of two million three hundred thirty three thousand seven hundred twenty dollars (\$2,333,720.00) of the aforesaid Early Head Start Grant for child development services for children birth to three years of age; and, pursuant to the terms of the Head Start grant award, in an estimated amount of two million three hundred seventy three thousand five hundred seventy dollars (\$2,373,570.00) for child development services for children three to five years of age; for a total grant agreement amount of four million seven hundred seven thousand two hundred ninety dollars (\$4,707,290.00) which shall be matched by the Unity Council's in-kind contributions in the estimated amount of one million one hundred seventy six thousand eight hundred twenty three dollars (\$1,176,823) 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 City Council, as the governing body of the City of Oakland's Head Start Program, approves the Head Start program planning, shared decision making, and internal dispute resolution policies that guide and aid the governance process.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_, 20\_\_\_\_\_

**PASSED BY THE FOLLOWING VOTE:**

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

NOES-

ABSENT-

ABSTENTION-

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