

CITY OF OAKLAND

FILED
OFFICE OF THE CITY CLERK
OAKLAND

Council Agenda Report

2004 APR 28 PM 5: 15

TO: Office of the City Administrator
ATTN: Deborah Edgerly
FROM: Department of Human Services
DATE: May 11, 2004

RE: RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR, TO APPLY FOR, ACCEPT, AND APPROPRIATE HEAD START BASIC, TRAINING AND TECHNICAL ASSISTANCE, QUALITY IMPROVEMENT, COLA, AND EARLY HEAD START GRANTS FOR PROGRAM YEAR 2004-05 FROM THE U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES, IN THE ESTIMATED AMOUNT OF \$14,446,279, AND AUTHORIZING THE CITY TO CONTRACT WITH THE UNITY COUNCIL IN AN ESTIMATED AMOUNT OF \$4,048,006 TO PROVIDE CHILD DEVELOPMENT SERVICES UNDER SAID GRANTS.

SUMMARY

Staff requests that the City Council approve a Resolution authorizing the City Administrator to apply for, accept and appropriate Head Start Basic, Training and Technical Assistance, Quality Improvement, COLA and Early Head Start grants from the U.S. Department of Health and Human Services, Administration for Children and Families (DHHS/ACF) in an estimated amount of \$14,446,279, and to contract with the Unity Council for an estimated amount of \$4,048,006 to provide child development services.

If approved, the Head Start Program will continue providing, either directly or through its contract with the Unity Council, Head Start and Early Head Start services to 1,608 children in Oakland during the program year that extends from September 1, 2004 through August 31, 2005.

FISCAL IMPACT

There will be no negative fiscal impact on the City from the adoption of this resolution. The grant for program year 2004-2005, which begins September 1, 2004, is estimated at \$14,446,279. Funding will be appropriated to Fund 2128, Organization 78231 and Project G225900.

The City's Adopted Policy Budget already includes \$14,416,262 in appropriations and revenues for FY 2004-05 for Head Start. As a result, both revenues and appropriations for FY 2004-05 need to be increased by \$30,017. Federal grant regulations require a local match totaling 25%, or an estimated amount of \$3,611,570 which will be provided by in-kind contributions. The Unity Council will contribute an estimated \$1,012,002 in in-kind contributions and support to the Head Start program. (In-kind support, typically parent and

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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 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 \$1,088,803 is included in the City's Adopted Policy Budget for FY 2004-2005 thus reducing the total amount of overhead charged to the Head Start Grant.

The contract with the Unity Council may be subject to the City of Oakland's three percent contract compliance fee which would amount to \$121,440. Not imposing or disregarding the Contract Compliance Assessment fee would increase the existing negative balance in the Contract Compliance Assessment Fund (1790).

BACKGROUND

The City of Oakland has been a grantee for the Head Start Program since January 1972 and began contracting with the Unity Council in 1988 to serve low income children and families in the Fruitvale District. Currently, the City and Unity Council serve 1,608 children ages 3 to 5 years old through Head Start and Early Head Start services. The City directly serves 1,163 children in 19 Centers and 7 Family Child Care homes, and the Unity Council serves an additional 445 Head Start and Early Head Start children and their families.

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

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

KEY ISSUES AND IMPACTS

The proposed resolution would authorize the City to apply for renewal of the basic Head Start and Early Head Start grants as well as the supplemental but required COLA (cost of living allowance), Quality Improvement, and Training and Technical Assistance grants.

Of the total award, the Unity Council, as delegate agency, would receive an estimated \$4,048,006 to continue to serve 445 eligible children ages 0-5 and their families. Of that total, the Unity Council is proposed to receive an estimated \$1,762,112 from Oakland Head Start to serve 245 children ages 3 to 5, and an estimated amount of \$2,285,894 for Early Head Start services to be provided to 200 children ages birth to 3 years old.

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PROGRAM DESCRIPTION

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

As the local grantee for the Head Start program, the City of Oakland is required to have effective and shared governance for the program, including a policy group, the Head Start Policy Council and a governing body, the City Council. In Oakland, the City Council has also appointed an expert Head Start Advisory Board that assists the Council with its governing responsibilities. The Head Start governance structure ensures that through shared decision-making, the Head Start program is responsive to the needs of clients and provides the highest quality program. The Head Start planning process is designed so that the City Council and the Policy Council are involved at strategic points during the development of all funding applications. This ensures that the Policy Council and the governing body receive regular and accurate information about program planning.

Every three years, Head Start programs are required to develop a new Community Assessment, describing the "community strengths, needs, and resources", and new program Goals to address key priorities. Currently, Oakland Head Start is in Year 3 of our grant cycle. Therefore, we are currently developing the Community Assessment, and new program goals for the next three years. The newly developed Head Start program goals are:

1. Oakland Head Start will enhance the coordination of health services to children and families by strengthening partnerships with community resources.
2. Oakland Head Start, in conjunction with the Department of Human Services, will address issues of violence in the lives of our families in order to lessen the impact of violence on children and families.
3. Oakland Head Start will continue to enrich the literacy and language skills of Head Start children and their families.

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

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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 additional 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.

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 entire 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 substantially in compliance with the Americans with Disabilities Act, (ADA) the Older Americans Act, and other applicable laws.

RECOMMENDATION AND RATIONALE

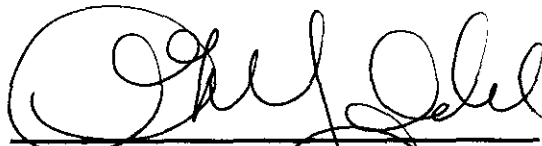
Staff recommends that the City Council approve a resolution authorizing the City Administrator to apply for, accept and appropriate Head Start Grants in an estimated amount of \$14,446,279 and to contract with the Unity Council for a total of \$4,048,006 to provide specific Head Start services. Approval of this report would allow the Head Start Program to continue to deliver high quality comprehensive child development services to Head Start eligible children and their families.

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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, Training and Technical Assistance, Quality Improvement, COLA and Early Head Start grants from the U.S. Department of Health and Human Services, Administration for Children and Families (DHHS/ACF) in an estimated amount of \$14,446,279, and to contract with the Unity Council for an estimated amount of \$4,048,006.

Respectfully submitted,



ANDREA YOUNGDAHL, DIRECTOR
Department of Human Services

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

Prepared by:
Michael Cassidy
Planner

APPROVED AND FORWARDED TO
THE LIFE ENRICHMENT COMMITTEE:



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OAKLAND CITY COUNCIL


City Attorney

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RESOLUTION No. _____ C.M.S.

RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR, TO APPLY FOR, ACCEPT, AND APPROPRIATE HEAD START BASIC, TRAINING AND TECHNICAL ASSISTANCE, QUALITY IMPROVEMENT, COLA, AND EARLY HEAD START GRANTS FOR PROGRAM YEAR 2004-05 FROM THE U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES, IN THE ESTIMATED AMOUNT OF \$14,446,279 AND AUTHORIZING THE CITY TO CONTRACT WITH THE UNITY COUNCIL IN AN ESTIMATED AMOUNT OF \$4,048,006 TO PROVIDE CHILD DEVELOPMENT SERVICES UNDER SAID GRANTS.

WHEREAS, the City of Oakland desires to apply for, accept and appropriate several grants in an estimated amount of \$14,446,279 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, 2004 through August 31, 2005; 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 \$3,611,570; 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, COLA, Training/Technical Assistance, Quality Improvement, and Early Head Start 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 City wishes to contract with the Unity Council to provide Head Start comprehensive child development services for four hundred and forty-five (445) eligible children and their families, for an estimated total of \$4,048,006 from September 1, 2004 through August 31, 2005; of which two hundred (200) children ages birth to three will be served in Early Head Start, at an estimated cost of \$2,285,894; and two hundred forty-five (245) children ages three to five years old in Head Start, at an estimated cost of \$1,762,112; and

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

WHEAREAS, the City Council finds that the contract 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 \$14,446,279, execute the required grant agreements and other documents, and appropriate the estimated amount of \$14,446,279 for funding of a Head Start Program and Early Head Start Program from September 1, 2004 through August 31, 2005; and, be it further

RESOLVED: That the City Administrator is hereby authorized and directed to appropriate any additional funding which may become available from this grant; 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 \$14,446,279 with local in-kind contributions equal to 25% of the Head Start and Early Head Start Grant amounts, or an estimated amount of \$3,611,570; 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 \$14,446,279 together with offsetting revenue, shall be appropriated to Fund 2128 and Organization 78231 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 \$916,303 in General Purpose Funds, and \$172,500 in Community Development Grant Funds which are already part of the FY 2004-2005 adopted 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 contract between the City and the Unity Council, pursuant to the terms of the grant award, in an estimated amount of \$2,285,894 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 \$1,762,112 for child development services for children three to five years of age; for a total estimated contract amount of \$4,048,006 which shall be matched by the Unity Council's in-kind contributions in the estimated amount of \$1,012,002 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 contract with the Unity Council may be subject to the City of Oakland's three percent contract compliance fee which would amount to \$121,440 and not imposing or disregarding the Contract Compliance Assessment fee would increase the existing negative balance in the Contract Compliance Assessment Fund (1790).

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 20____

PASSED BY THE FOLLOWING VOTE:

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

NOES-

ABSENT-

ABSTENTION-

ATTEST: _____
CEDA FLOYD
City Clerk and Clerk of the Council
of the City of Oakland, California