



CONTRA COSTA COUNTY

AGENDA

Head Start Committee

Supervisor John Gioia, Chair
Supervisor Ken Carlson, Vice Chair

Monday, November 4, 2024

11:00 AM

11780 San Pablo Ave., Suite D, El
Cerrito | 2255 Contra Costa Blvd., Suite
202, Pleasant Hill | Zoom:
[https://us06web.zoom.us/j/89752281411?](https://us06web.zoom.us/j/89752281411?pwd=oO7YjWVnMFh5bLpT9wErJInL05zNcw.L-kq6aPviALVQ-zi)
[pwd=oO7YjWVnMFh5bLpT9wErJInL](https://us06web.zoom.us/j/89752281411?pwd=oO7YjWVnMFh5bLpT9wErJInL05zNcw.L-kq6aPviALVQ-zi)
[05zNcw.L-kq6aPviALVQ-zi](https://us06web.zoom.us/j/89752281411?pwd=oO7YjWVnMFh5bLpT9wErJInL05zNcw.L-kq6aPviALVQ-zi) | Call: 1 669
444 9171 | Meeting ID: 897 5228 1411

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1. **The public may attend this meeting in person at either above location. The public may also attend this meeting remotely via Zoom or call-in.**
 2. Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee.
 3. Call to Order
 4. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two (2) minutes).
 5. APPROVE the Board of Supervisors Head Start Committee Minutes of November 27, 2023, January 29, 2024, February 20, 2024, March 4, 2024, and September 16, 2024. [24-3647](#)

Attachments: [BOS Head Start Committee Meeting Minutes of 11-27-2023 - DRAFT](#)
[BOS Head Start Committee Meeting Minutes of 1-29-2024 - DRAFT](#)
[BOS Head Start Committee Meeting Minutes of 2-20-2024 - DRAFT](#)
[BOS Head Start Committee Meeting Minutes of 3-4-2024 - DRAFT](#)
[BOS Head Start Committee Meeting Minutes of 9-16-24 -DRAFT](#)

6. DISCUSS and ACCEPT the Head Start Program Update. [24-3648](#)

Attachments: [Head Start Update_BOS November 2024 FINAL](#)

[1. 2024 HS Program Information Report](#)

[2. 2024 Annual Head Start Self Assessment Report FINAL](#)

[3. Health and Safety Screener Report w Attachments](#)

[4. Governance Leadership and Oversight Capacity Screener Report with Attachments](#)

[5. ACF-OHS-IM-24-04 Facilities Guidance \(2\)](#)

The next meeting is currently scheduled for January 13, 2025 at 9 am.

Adjourn

General Information

This meeting provides reasonable accommodations for persons with disabilities planning to attend a the meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar St., 4th Floor, Martinez, during normal business hours. Staff reports related to items on the agenda are also accessible on line at www.co.contra-costa.ca.us.

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Public comments may also be submitted to Committee staff before the meeting by email or by voicemail. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting.

For Additional Information Contact: Christina Castle-Barber, 925-608-8819.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3647

Agenda Date: 11/4/2024

Agenda #: 5.

HEAD START COMMITTEE

Meeting Date: November 4, 2024

Subject: APPROVAL of Minutes

Submitted For: Marla Stuart

Department: Employment and Human Services Department

Referral No:

Referral Name:

Presenter: Scott Thompson

Contact: Christina Castle-Barber

Recommendation(s)/Next Step(s):

APPROVE the Board of Supervisors Head Start Committee Minutes of November 27, 2023, January 29, 2024, February 20, 2024, March 4, 2024, and September 16, 2024.

Fiscal Impact (if any):



CONTRA COSTA COUNTY

Committee Meeting Minutes

Head Start Committee

Supervisor John Gioia, Chair
Supervisor Ken Carlson, Vice Chair

Monday, November 27, 2023

**9:00 AM Administration Building|
125 Escobar Street, Martinez**

**Zoom | Zoom:
[https://us06web.zoom.us/j/83519527235?
pwd=s9hZaIraSUP3ClqPSTpbInWigkwIZF.1](https://us06web.zoom.us/j/83519527235?pwd=s9hZaIraSUP3ClqPSTpbInWigkwIZF.1)**

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 3. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two (2) minutes).

There were no members of the public present.

- 4. Receive the November 27, 2023 Head Start Program Report.**

The November 27, 2023 Head Start Program Report was accepted by the committee.

5. The next meeting is currently scheduled for January 29, 2024 at 9 am.
6. Adjourn
7. General Information: Contact Christina Reich at 925-608-8819.



CONTRA COSTA COUNTY

Committee Meeting Minutes

Head Start Committee

Supervisor John Gioia, Chair
Supervisor Ken Carlson, Vice Chair

Monday, January 29, 2024

9:00 AM 1470 Civic Court, Suite 200, Concord | 11780
San Pablo Ave., Suite D, El Cerrito | 2255
Contra Costa Blvd., Suite 202, Pleasant Hill |
Zoom | Zoom:
[https://us06web.zoom.us/j/85631318179?](https://us06web.zoom.us/j/85631318179?pwd=QdX9guOkIQxsI_QfHEqhgre8WkXsbw.HOavUPYmWBWzNZxa)
[pwd=QdX9guOkIQxsI_QfHEqhgre8WkXsbw.](https://us06web.zoom.us/j/85631318179?pwd=QdX9guOkIQxsI_QfHEqhgre8WkXsbw.HOavUPYmWBWzNZxa)
HOavUPYmWBWzNZxa code: 441583.

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There were no members of the public present.

4. Receive the January 29, 2024 Head Start Program Report.

Supervisors Gioia and Carlson agreed that Supervisor Gioia would remain Chair of the Head Start Committee and Supervisor Carlson would remain Vice Chair and that the meeting frequency section of the Head Start Governance Resolution should retain the phrase "or more frequently as necessary."

The January 29, 2024 Head Start Program Report was accepted by the committee.

5. The next meeting is currently scheduled for February 20 at 9 am.
6. Adjourn
7. General Information: Contact Christina Reich at 925-608-8819.



CONTRA COSTA COUNTY

Committee Meeting Minutes

Head Start Committee

Supervisor John Gioia, Chair
Supervisor Ken Carlson, Vice Chair

Tuesday, February 20, 2024

9:00 AM 1780 San Pablo Ave., Suite D, El Cerrito | 2255
Contra Costa Blvd., Suite 202, Pleasant Hill |
<https://us06web.zoom.us/j/81474805380> | Call
In: 1 669 444 9171 access code: 955714

1. **The public may attend this meeting in person at either above location. The public may also attend this meeting remotely via Zoom or call-in.**

2. *CALL TO ORDER*

The meeting was called to order at 9:05 am.

3. Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee.
4. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two (2) minutes).

There were no members of the public present.

5. ACCEPT the February 2024 Head Start Program Report and DISCUSS program operations.

The Head Start Program Report for February 2024 was accepted.

6. The next meeting is currently scheduled for March 18, 2024.

Supervisor Gioia directed staff to schedule a Head Start Committee meeting on March 4 at 12 noon in order to provide input to the Head Start grant application before the Head Start Policy Council considers approval of the grant.

7. Adjourn

The meeting was adjourned at 9:36 am.

General Information - Contact Christina Reich 925-608-8819

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DRAFT



CONTRA COSTA COUNTY

Committee Meeting Minutes

Head Start Committee

Supervisor John Gioia, Chair
Supervisor Ken Carlson, Vice Chair

Monday, March 4, 2024

12:00 PM 1780 San Pablo Ave., Suite D, El Cerrito | 2255
Contra Costa Blvd., Suite 202, Pleasant Hill |
Zoom: <https://us06web.zoom.us/j/88145926954> |
Call in: 1-669-444-9171 Meeting ID:
88145926954

1. **The public may attend this meeting in person at either above location. The public may also attend this meeting remotely via Zoom or call-in.**

2. Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee.

3. *Call to Order*

The meeting was called to order at 12:04 PM.

4. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two (2) minutes).

There were no members of the public present.

5. **ACCEPT and DISCUSS the Head Start Program Update.**

Supervisor Carlson asked that the grant emphasize the new governance processes. Director Stuart explained that we have included this as our model for the next 5 years.

The Head Start Program Report of March 2024 was accepted.

6. The next meeting is currently scheduled for March 18, 2024 at 9 AM

7. Adjourn

The meeting was adjourned at 11:59 AM.

For Additional Information Contact: Christina Reich at 925-608-8819



CONTRA COSTA COUNTY

Committee Meeting Minutes

Head Start Committee

Supervisor John Gioia, Chair
Supervisor Ken Carlson, Vice Chair

Monday, September 16, 2024

9:00 AM 1780 San Pablo Ave., Suite D, El Cerrito | 2255
Contra Costa Blvd., Suite 202, Pleasant Hill |
Zoom: [https://us06web.zoom.us/j/89752281411?](https://us06web.zoom.us/j/89752281411?pwd=oO7YjWVnMFh5bLpT9wErJInLO5zNcw.L-kq6aPviALVQ-zi)
pwd=oO7YjWVnMFh5bLpT9wErJInLO5zNc
w.L-kq6aPviALVQ-zi | Call in: +1 669 444 9171
Meeting ID: 897 5228 1411

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3. Call to Order
4. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two (2) minutes).
5. APPROVE the Board of Supervisors Head Start Committee Minutes of July 22, 2024
A motion was made by Carlson, seconded by Gioia, that this item be approved. The motion carried by a unanimous vote.
Motion: Carlson
Second: Gioia
6. DISCUSS and Accept the Head Start Program Update.
A motion was made by Carlson, seconded by Gioia, that this item be approved. The motion carried by a unanimous vote.
Motion: Carlson
Second: Gioia

The next meeting is currently scheduled for November 18, 2024 at 9 am.

Supervisor Gioia requested that staff work to reschedule the November 2024 Head Start Committee Meeting.

Adjourn

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For Additional Information Contact: Christina Castle-Barber, 925-608-8819



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3648

Agenda Date: 11/4/2024

Agenda #: 6.

HEAD START COMMITTEE

Meeting Date: November 4, 2024

Subject: Head Start Program Presentation

Submitted For: Marla Stuart

Department: Employment and Human Services Department

Referral No:

Referral Name:

Presenter: Scott Thompson

Contact: Christina Castle-Barber

Recommendation(s)/Next Step(s):

DISCUSS and ACCEPT the Head Start Program Update.

Early Childhood Education Program Update



November 4, 2024

Marla Stuart, MSW, PhD, EHS Director and Head Start Executive Director

Scott Thompson, Community Services Bureau Interim Director, Head Start Director

info@ehsd.cccounty.us | (925) 608-4800



Outline

Topic	Federal Head Start	State Childcare
Annual Information and Updates	✓	✓
Childcare Center Services*	✓	✓
Policy Council Activities	✓	
Budget*	✓	
Monitoring*	✓	✓
Regional IX Communication	✓	
Recommendations	✓	✓

Building Brighter Futures Together

Tentative 2025 Schedule

HSC (Tentative)	BOS (Tentative)	Option 1 – Most Current Information	Option 2 – Consistently Timed Information
Jan 13	Jan 21	Nov and Dec Data	Nov Data
	Feb 25	Jan Data	Dec Data
Mar 17	Mar 25	Feb Data	Jan Data
	Apr 15	No Data	Feb Data
May 19	May 20	Mar and Apr Data	Mar Data
	Jun 24	May Data	Apr Data
Jul 21	Jul 22	Jun Data	May Data
	Aug 12	No Data	Jun Data
Sep 15	Sep 16	Jul Data	Jul Data
	Oct 21	Aug and Sep Data	Aug Data
Nov 17	Nov 18	No Data	Sep Data
	Dec 16	Oct Data	Oct Data

Building Brighter Futures Together

- Annual Information and Updates
- Childcare Center Services
- Policy Council Activities
- Budget
- Monitoring
- Region IX Communication
- Recommendations

Building Brighter Futures Together



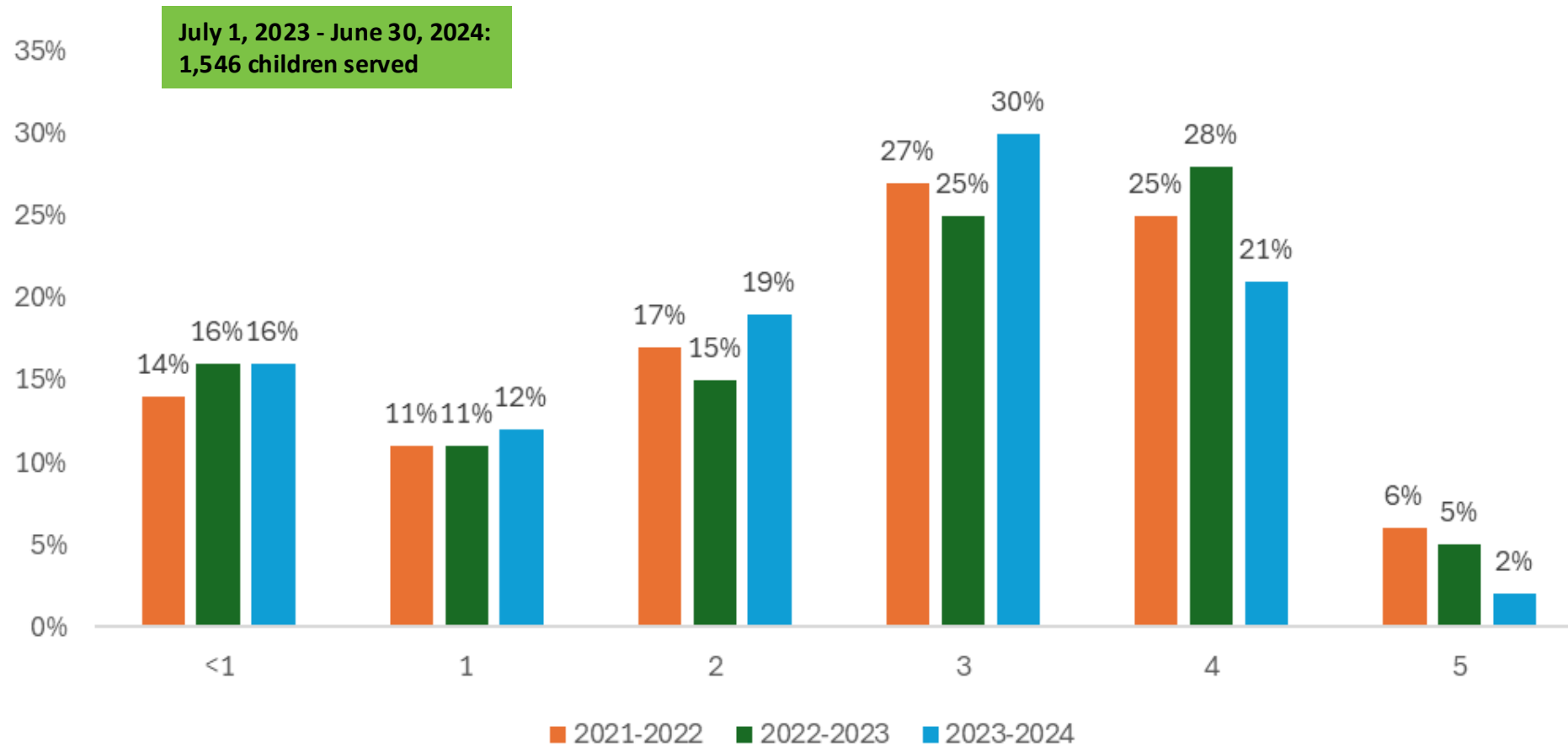
2024 Program Information Report (PIR)

- **Federal Requirement:** Each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body... including the program information reports (Head Start Act Sec. 642(d)(2)(I)).
- **Data Snapshot:** June 30, 2024

Building Brighter Futures Together

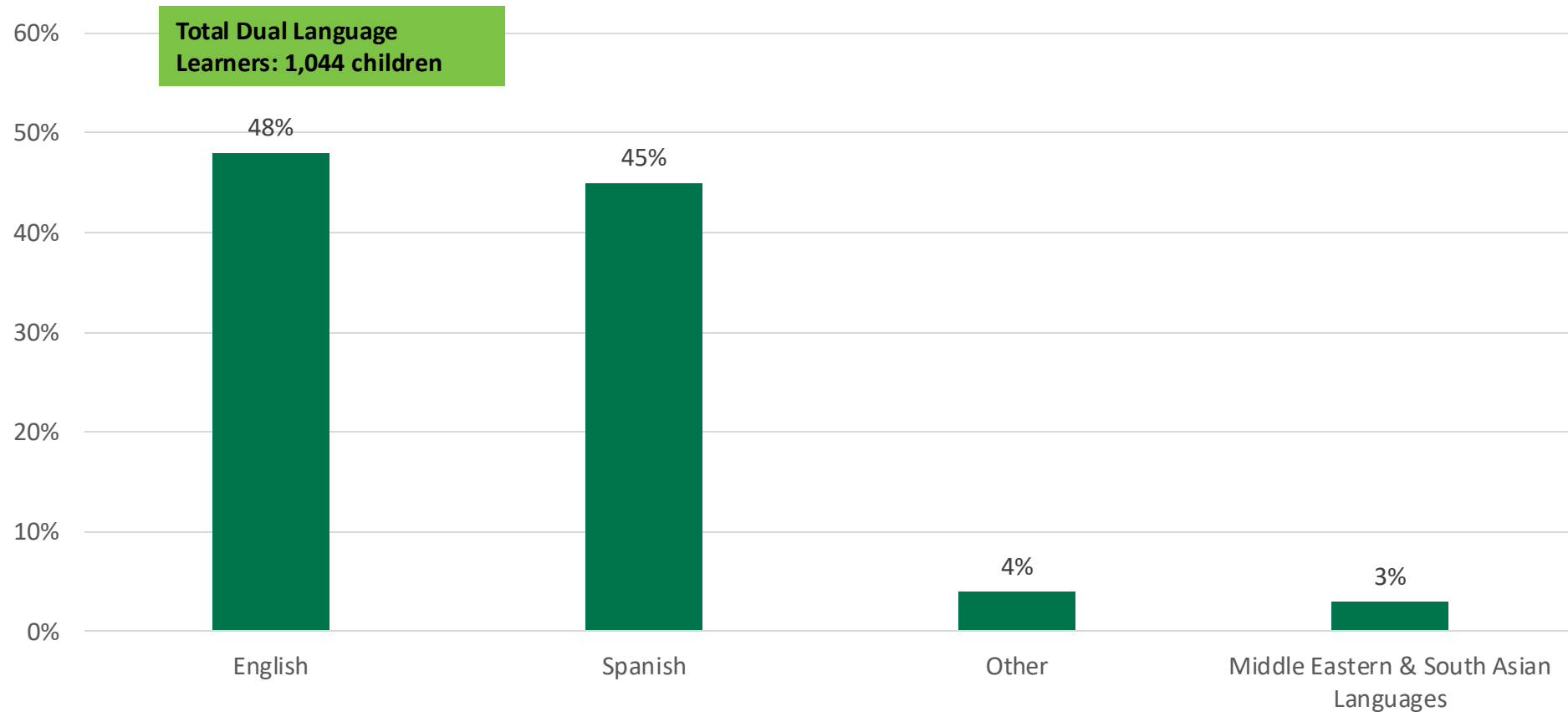


Enrollment



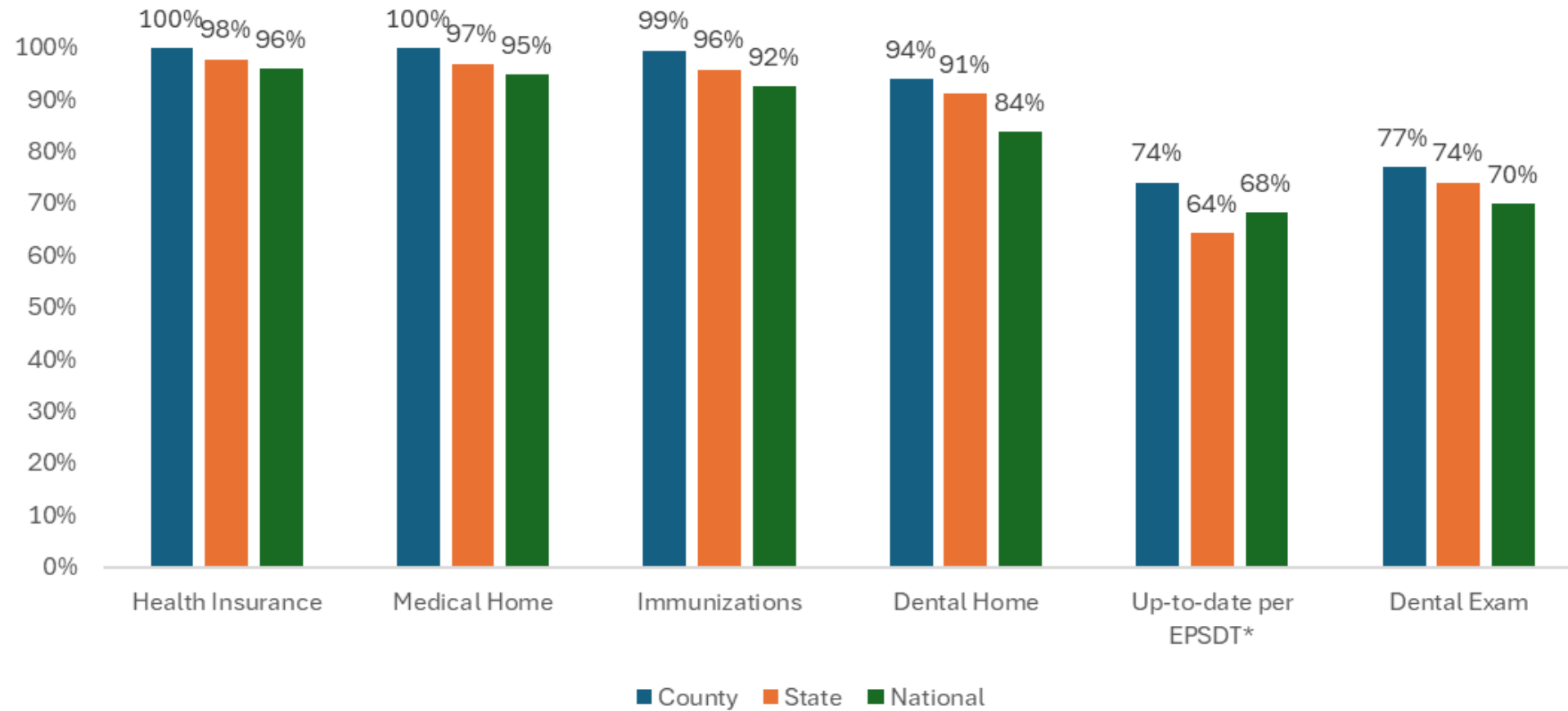
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Primary Home Language



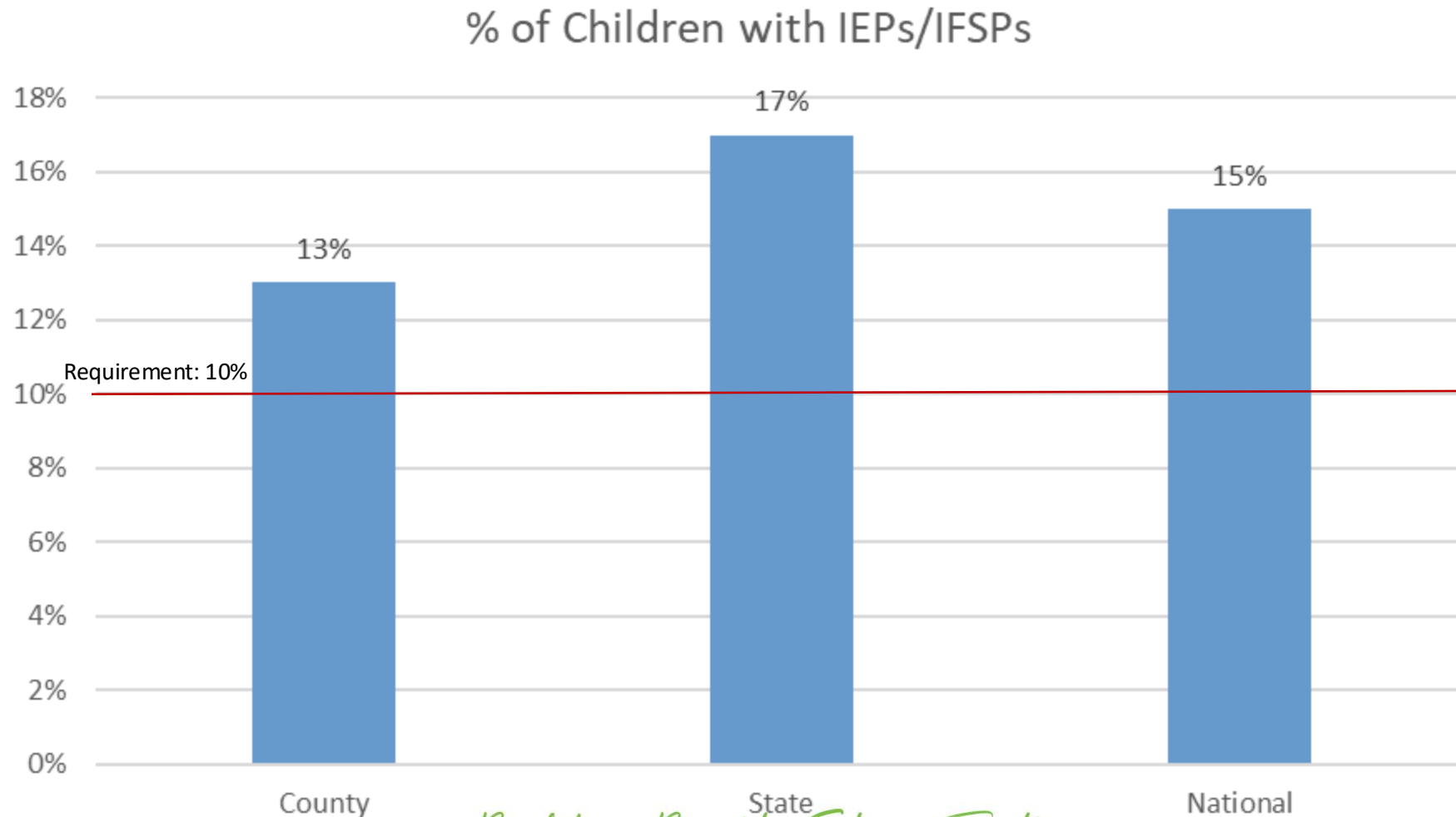
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Health Services



Building Brighter Futures Together

Disabilities

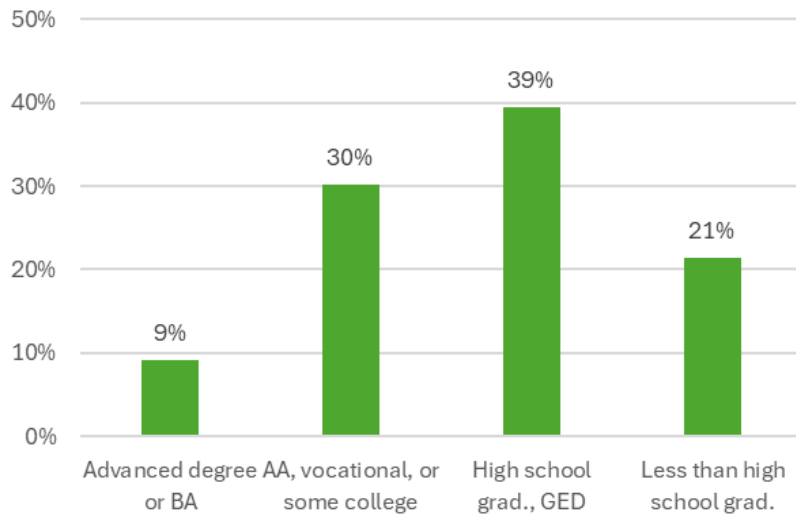


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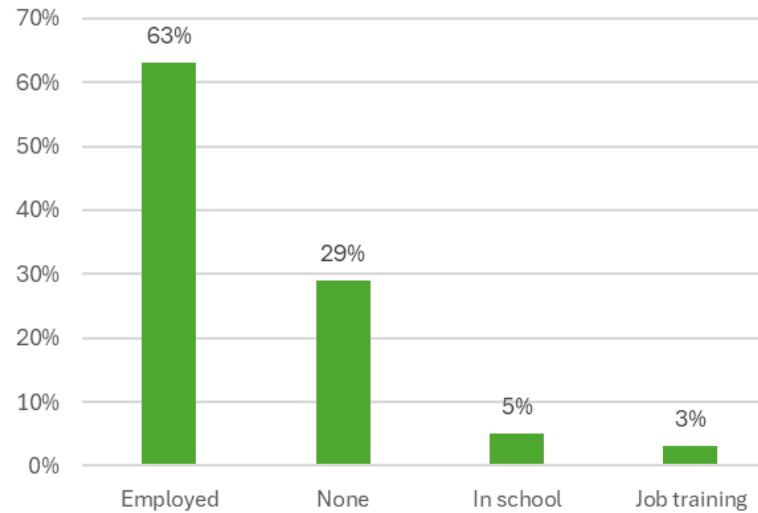
Family Data

**July 1, 2023 - June 30, 2024:
1,489 total families served**

Highest Level of Education

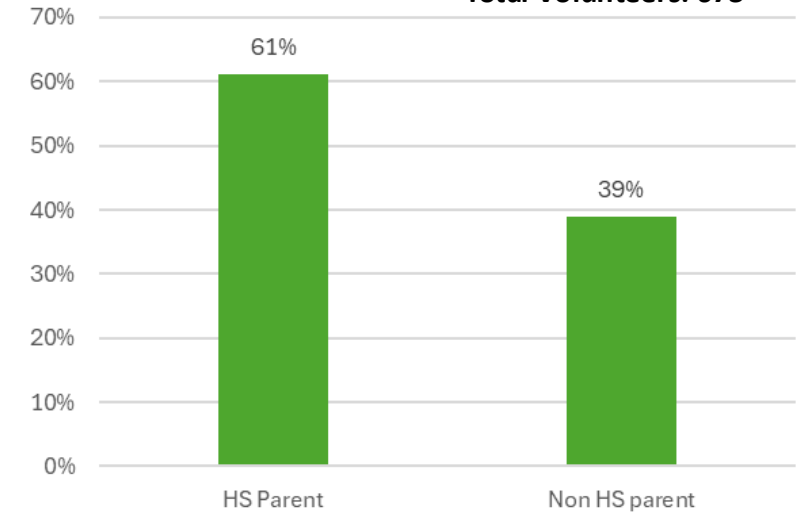


Employment, Job Training, and School



Volunteers

Total Volunteers: 673



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Self-Assessment 2024

Program Area Assessed	Tool Used	Outcome
Fiscal	EHSD Self-Assessment Monitoring Tool	100% Compliant
Governance	Head Start Governance Readiness Assessment	100% Compliant
Eligibility Determination	CSB Need and Eligibility Tool	98% Compliant
Curriculum Fidelity	The Fidelity Tool by Creative Curriculum	High Fidelity
Teacher-Child Interactions and Teacher Effectiveness	Classroom Assessment Scoring System (CLASS®)	Exceed Federal Threshold
Content Area File Compliance	CSB File Compliance Screening Form	98% Compliant
Child Safety	CSB Child Transition and Safety Tool	98% Compliant

Building Brighter Futures Together

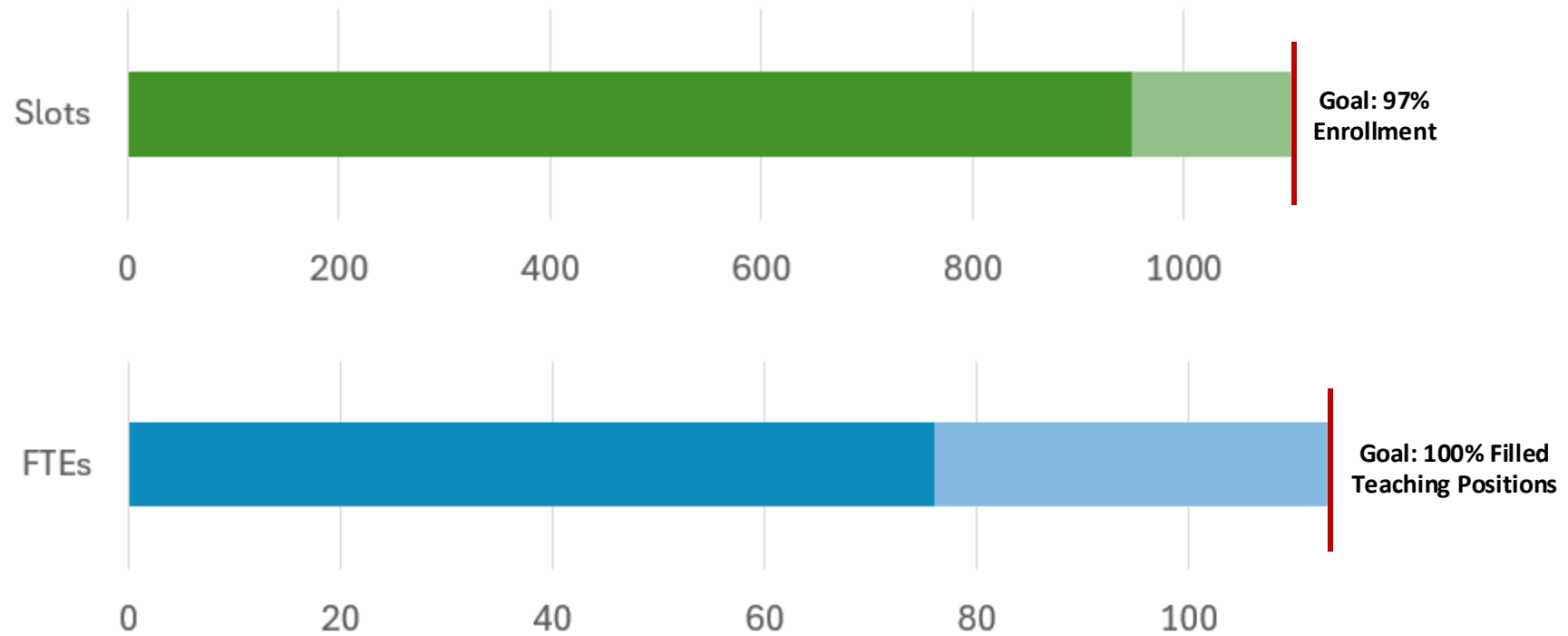


- Annual Information and Updates
- **Childcare Center Services**
- Policy Council Activities
- Budget
- Monitoring
- Region IX Communication
- Recommendations

Building Brighter Futures Together



Enrollment & Staffing



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- Annual Information and Updates
- Childcare Center Services
- **Policy Council Activities**
- Budget
- Monitoring
- Region IX Communication
- Recommendations

The Policy Council Meeting on October 16, 2024, was canceled due to failure to meet quorum.

Building Brighter Futures Together



- Annual Information and Updates
- Childcare Center Services
- Policy Council Activities
- Budget
- **Monitoring**
- Region IX Communication
- Recommendations

Building Brighter Futures Together



Health & Safety Screener

Requirements	Results
1. Complete Health and Safety Screening of all centers within 45 days of start of grant as per the Notice of Federal Award.	1. 25 Screeners, 1,575 measurements completed; 17 (1%) required corrective actions.
2. Complete a Certification of Compliance of all health and safety requirements within 75 days of start of grant.	2. Corrections certified on October 15, 2024, and all screeners now show 100% compliance.
3. Submit certification via the Head Start Enterprise System within 75 days and notify Program Specialist of its availability.	3. Policy Council Chair signed certification on October 16, 2024. Board approval requested today. Planned submission on November 6, 2024 (66 days).

Building Brighter Futures Together



Governance and Leadership Screener

Requirements	Results
1. Conduct a Governance, Leadership and Organizational Capacity Screening of the organization's governance and leadership capacity within 60 days of start of grant.	1. Completed screening on October 3, 2024, with 100% compliance.
2. Complete a Certification of Completion that the screening was completed and that a training plan, if necessary, is developed within 75 days of the start of the grant.	2. No training plan required.
3. Submit the certification in the Head Start Enterprise System with 75 days and notify the Program Specialist of its availability.	3. Policy Council Chair signed certification on October 16, 2024. Board approval requested today. Planned submission on November 6, 2024 (66 days).

Building Brighter Futures Together



- Annual Information and Updates
- Childcare Center Services
- Policy Council Activities
- Budget
- Monitoring
- **Region IX Communication**
- Recommendations

Building Brighter Futures Together



Facilities Guidance

Information Memorandum ACF-OHS-IM-24-04 issued: October 21, 2024

Subject: Facilities Guidance

Information: To support recipient understanding of the Head Start application and funding process for facilities activities. Guidance is provided based on recently revised Head Start Program Performance Standards (HSPPS), published 8/21/24.

- Definition of major renovation - threshold for facility project creating federal interest was increased from \$250,000 to \$350,000
- Seven existing facilities with federal interest and their percentage of federal interest:

District 1	District 2	District 3	District 4	District 5
<ul style="list-style-type: none"> • Crescent Park (100% in roof) • Balboa Bldg. (100% in Bldg.) • George Miller III (100% in Bldg.) • Verde (100% in Bldg.) 	None	None	None	<ul style="list-style-type: none"> • George Miller (100% in Bldg. 1, 7, 8) • Fairgrounds (100% in Bldg. C, D) • Riverview (100% in Bldg.)

Building Brighter Futures Together



- Annual Information and Updates
- Childcare Center Services
- Policy Council Activities
- Budget
- Monitoring
- Region IX Communication
- **Recommendations**

Building Brighter Futures Together



Recommendations

CONSIDER accepting the monthly update on the activities and oversight of the County's Head Start Program and provide guidance, as recommended by the Employment and Human Services Director.

AUTHORIZE the Chair of the Board to sign the Certification of Compliance of Health and Safety Screening and Certification of Governance and Leadership Capacity Screening, as recommended by the Employment and Human Services Director.



2023-2024 HEAD START PROGRAM INFORMATION REPORT

09CH010862 Contra Costa County

Grant Level Summary Report - 3 Programs

GRANT INFORMATION

Agency Information

Agency Name	Contra Costa County
Agency Address	1470 Civic Ct Ste 200 Concord CA 94520-5242
Agency Phone Number	(925) 608 8812
Agency Fax Number	(925) 313 8301
Head Start Director Name	Dr. Marla Stuart
Head Start Director Email	mstuart@ehsd.cccounty.us
Agency Web Site Address	http://ehsd.org/headstart/

Program Type

a. Head Start	2
b. Early Head Start	1
c. Migrant Head Start	0

Agency Description

a. Grantee that Directly Operates Program(s) and has no Delegates.	1
b. Grantee that Directly Operates Programs and Delegates Service Delivery.	1
c. Grantee that Maintains Central Office Staff Only and Operates no Program(s) Directly.	0
d. Delegate Agency.	1
e. Grantee that Delegates all of its Programs; It Operates no Programs Directly and Maintains no Central Office Staff.	0

Number of Delegate Agencies

a. Reported by the grant holder	1
b. Actual number of delegate reports marked as complete	1

Agency Type

a. Community Action Agency (CAA)	2
b. School System	0
c. Private/Public Non-Profit (Non-CAA) (e.g., church or non-profit hospitals)	1
d. Private/Public For-Profit (e.g., for-profit hospitals)	0
e. Government Agency (Non-CAA)	0
f. Tribal Government or Consortium (American Indian/Alaska Native)	0

Agency Affiliation

a. A secular or non-religious agency	3
b. A religiously affiliated agency or organization providing essentially secular services	0

A. PROGRAM INFORMATION

FUNDED INFORMATION

Funded enrollment by funding source

A.1 Funded Enrollment:	# of children / pregnant women
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	1,772
b. Funded Enrollment from non-federal sources, i.e., state, local, private	0
c. Funded Enrollment from the MIECHV Grant Program using the Early Head Start home visiting model	0

Funded enrollment by program option

A.2 Center-based option	# of slots
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	1,303
1. Of these, the number that are available for the full-working-day	0
2. Of these, the number that are available for the full-calendar-year	0
3. Of these, the number that are available for the full-working-day and full-calendar-year	1,303
b. Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	292
1. Of these, the number that are available for 3.5 hours per day for 128 days	292
2. Of these, the number that are available for a full working day	0
A.3 Home-based option	149
A.4 Family child care option	0
A.5 Locally designed option	20
	<i># of pregnant women slots</i>
A.6 Pregnant women slots	8

Funded slots at child care partner

	# of slots
A.7 Total number of slots in the center-based or locally designed option	1,615
a. Of these, the total number of slots at a child care partner	705
A.8 Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	705

CLASSES IN CENTER-BASED

	<i># of classes</i>
A.9 Total number of center-based classes operated	91
a. Of these, the number of double session classes	0

CUMULATIVE ENROLLMENT

Children by Age

A.10 Children by age:	<i># of children</i>
a. Under 1 year	248
b. 1 year old	189
c. 2 years old	295
d. 3 years old	454
e. 4 years old	324
f. 5 years and older	36
g. Total cumulative enrollment of children	1,546

Pregnant women

	<i># of pregnant women</i>
A.11 Cumulative enrollment of pregnant women	51

Total cumulative enrollment

	<i># of children / pregnant women</i>
A.12 Total cumulative enrollment	1,597

Primary type of documentation used for determining eligibility

A.13 Report each enrollee only once by primary type of documentation used for determining eligibility:	<i># of children / pregnant women</i>
a. Income at or below 100% of federal poverty line	997
b. Public assistance*	193
1. TANF documentation	146
2. SSI documentation	6
3. SNAP documentation	41
c. Foster care	14
d. Homeless	41
e. Eligibility based on other type of need, but not counted in A.13.a through d	145
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	207

Prior enrollment

A.15 Enrolled in Head Start or Early Head Start for:	<i># of children</i>
a. The second year	420
b. Three or more years	379

Transition and turnover

	# of children
A.16 Total number of preschool children who left the program any time after classes or home visits began and did not re-enroll	225
a. Of the preschool children who left the program during the program year, the number of preschool children who were enrolled less than 45 days	101
	# of preschool children
A.17 Of the number of preschool children enrolled in Head Start at the end of the current enrollment year, the number projected to be entering kindergarten in the following school year	324

Transition and turnover

	# of children
A.18 Total number of infants and toddlers who left the program any time after classes or home visits began and did not re-enroll	188
a. Of the infants and toddlers who left the program above, the number of infants and toddlers who were enrolled less than 45 days	29
b. Of the infants and toddlers who left the program during the program year, the number who aged out of Early Head Start	9
1. Of the infants and toddlers who aged out of Early Head Start, the number who entered a Head Start program	0
2. Of the infants and toddlers who aged out of Early Head Start, the number who entered another early childhood program	0
3. Of the infants and toddlers who aged out of Early Head Start, the number who did not enter another early childhood program	9
	# of pregnant women
A.19 Total number of pregnant women who left the program after receiving Early Head Start services but before the birth of their infant, and did not re-enroll	0
A.20 Number of pregnant women receiving Early Head Start services at the time their infant was born	31
a. Of the pregnant women enrolled when their infant was born, the number whose infant was subsequently enrolled in the program	29
b. Of the pregnant women enrolled when their infant was born, the number whose infant was not subsequently enrolled in the program	2

Attendance

	# of children
A.22 The total number of children cumulatively enrolled in the center-based or family child care program option	1,295
a. Of these children, the number of children that were chronically absent	937
1. Of the children chronically absent, the number that stayed enrolled until the end of enrollment	741

Child care subsidy

	# of children
A.24 The number of enrolled children for whom the program and/or its partners received a child care subsidy during the program year	1,256

Ethnicity and race

A.25 Race and ethnicity	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
a. American Indian or Alaska Native	1	2
b. Asian	4	51
c. Black or African American	13	338
d. Native Hawaiian or other Pacific Islander	1	2
e. White	998	54
f. Bi-racial/Multi-racial	59	74
g. Other	0	0

	# of children / pregnant women
h. Unspecified ethnicity or race	0

Primary language of family at home

A.26 Primary language of family at home:	# of children
a. English	774
1. Of these, the number of children acquiring/learning another language in addition to English	221
b. Spanish	722
c. Native Central American, South American, and Mexican Languages	6
d. Caribbean Languages	0
e. Middle Eastern & South Asian Languages	40
f. East Asian Languages	10
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages	0
i. European & Slavic Languages	37
j. African Languages	2
k. American Sign Language	6
l. Other	0
m. Unspecified	0

Dual language learners

	# of children
A.27 Total number of Dual Language Learners	1,044

Transportation

	# of children
A.28 Number of children for whom transportation is provided to and from classes	0

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1. Total number of staff members, regardless of the funding source for their salary or number of hours worked - Head Start/Early Head Start Staff	943	12
a. Of the total staff, the number who are current or former Head Start parents - Head Start/Early Head Start Staff	206	0

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	673
a. Of these, the number who are current or former Head Start or Early Head Start parents	411

EDUCATION AND CHILD DEVELOPMENT STAFF

Preschool classroom and assistant teachers (HS and Migrant programs)

	(1) # of classroom teachers	(2) # of assistant teachers
B.3 Total number of preschool education and child development staff by position	86	65
<i>Of the number of preschool education and child development staff by position, the number with the following:</i>		
a. Of the number of preschool education and child development staff by position, the number with the following: An advanced degree in: • early childhood education or • any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	2	1
b. Of the number of preschool education and child development staff by position, the number with the following: A baccalaureate degree in one of the following: • early childhood education • any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children or • any field and is part of the Teach for America program and passed a rigorous early childhood content exam	21	5
c. Of the number of preschool education and child development staff by position, the number with the following: An associate degree in: • early childhood education or • a field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	40	5
d. Of the number of preschool education and child development staff by position, the number with the following: A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	21	46
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	7	6
e. Of the number of preschool education and child development staff by position, the number with the following: None of the qualifications listed in B.3.a through B.3.d	2	8

Preschool classroom teachers program enrollment

	# of classroom teachers
B.4 Total number of preschool classroom teachers that do not meet qualifications listed in B.3.a or B.3.b	63
a. Of these preschool classroom teachers, the number enrolled in a degree program that would meet the qualifications described in B.3.a or B.3.b	11

Preschool classroom assistant teachers program enrollment

	# of assistant teachers
B.5 Total number of preschool assistant teachers that do not have any qualifications listed in B.3.a through B.3.d	8

	# of assistant teachers
a. Of these preschool assistant teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.3.a through B.3.d.	8

Infant and toddler classroom teachers (EHS and Migrant programs)

	# of classroom teachers
B.6 Total number of infant and toddler classroom teachers	108
<i>Of the number of infant and toddler classroom teachers, the number with the following:</i>	
1. Early childhood education with a focus on infant and toddler development or 2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	0
1. Early childhood education with a focus on infant and toddler development or 2. Any field and coursework equivalent to a major relating to early childhood education with experience teaching infants and/or toddlers.	13
1. Early childhood education with a focus on infant and toddler development or 2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching infants and/or toddlers	26
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	57
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0
e. None of the qualifications listed in B.6.a through B.6.d	12

	# of classroom teachers
B.7 Total number of infant and toddler classroom teachers that do not have any qualifications listed in B.6.a through B.6.d	12
a. Of these infant and toddler classroom teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.6.a through B.6.d.	12

Home visitors and family child care provider staff qualifications

	# of home visitors
B.8 Total number of home visitors	18
a. Of these, the number of home visitors that have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, baccalaureate, or advanced degree	13
1. Of these, the number of home visitors that hold a baccalaureate or advanced degree	10
b. Of these, the number of home visitors that do not meet one of the qualifications described in B.8.a.	5
1. Of the home visitors in B.8.b, the number enrolled in a degree or credential program that would meet a qualification described in B.8.a.	0

	# of family child care providers
B.9 Total number of family child care providers	0
a. Of these, the number of family child care providers that have a Family Child Care CDA credential or state equivalent, or an associate, baccalaureate, or advanced degree in child development or early childhood education	0
1. Of these, the number of family child care providers that hold a baccalaureate or advanced degree in child development or early childhood education	0
b. Of these, the number of family child care providers that do not meet one of the qualifications described in B.9.a.	0
1. Of the family child care providers in B.9.b, the number enrolled in a degree or credential program that would meet a qualification described in B.9.a.	0

	# of child development specialists
B.10 Total number of child development specialists that support family child care providers	0
a. Of these, the number of child development specialists that have a baccalaureate degree in child development, early childhood education, or a related field	0
b. Of these, the number of child development specialists that do not meet one of the qualifications described in B.10.a.	0
1. Of the child development specialists in B.10.b, the number enrolled in a degree or credential program that would meet a qualification described in B.10.a.	0

Ethnicity and race

B.13 Race and Ethnicity # of non-supervisory education and child development staff	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
a. American Indian or Alaska Native	0	0
b. Asian	4	45
c. Black or African American	1	56
d. Native Hawaiian or other Pacific Islander	0	1
e. White	126	36
f. Biracial/Multi-racial	2	4
g. Other	0	0
		# of non-supervisory education and child development staff
h. Unspecified ethnicity or race		2

Language

	# of non-supervisory education and child development staff
B.14 The number who are proficient in a language(s) other than English.	181
a. Of these, the number who are proficient in more than one language other than English	26
B.15 Language groups in which staff are proficient:	# of non-supervisory education and child development staff
a. Spanish	121
b. Native Central American, South American, and Mexican Languages	0
c. Caribbean Languages	0
d. Middle Eastern and South Asian Languages	29
e. East Asian Languages	22
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages	4
h. European and Slavic Languages	3
i. African Languages	1
j. American Sign Language	1
k. Other	0
l. Unspecified	0

STAFF TURNOVER

All staff turnover

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g., summer months)	65	12
a. Of these, the number who were replaced	45	6

Education and child development staff turnover

	# of staff
B.17 The number of classroom teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g., during summer months)	20
a. Of these, the number who were replaced	19
b. Of these, the number who left while classes and home visits were in session	2
c. Of these, the number that were classroom teachers who left the program	5
B.18 Of the number of education and child development staff that left, the number that left for the following primary reason:	# of staff
a. Higher compensation	0
1. Of these, the number that moved to state pre-k or other early childhood program	0
b. Retirement or relocation	5
c. Involuntary separation	4
d. Other (e.g., change in job field, reason not provided)	8

	# of staff
B.19 Number of vacancies during the program year that remained unfilled for a period of 3 months or longer	0

C. CHILD & FAMILY SERVICES

HEALTH SERVICES

Health insurance - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	1,520	1,546
a. Of these, the number enrolled in Medicaid and/or CHIP	1,344	1,373
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	176	173
C.2 Number of children with no health insurance	26	0

Health insurance - pregnant women

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.3 Number of pregnant women with at least one type of health insurance	48	51
a. Of these, the number enrolled in Medicaid	46	48
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	2	3
C.4 Number of pregnant women with no health insurance	3	0

Medical

Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	1,528	1,544
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	619	584

Accessible health care - pregnant women

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.6 Number of pregnant women with an ongoing source of continuous, accessible health care provided by a health care professional that maintains their ongoing health record and is not primarily a source of emergency or urgent care	50	51

Medical services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	1,047	1,101
		# of children
C.8 Number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed		298
a. Of these, the number who received medical treatment for their diagnosed chronic health condition		256
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:		# of children
1. No medical treatment needed		2
2. No health insurance		0
3. Parents did not keep/make appointment		4
4. Children left the program before their appointment date		5
5. Appointment is scheduled for future date		34
6. Other		2
C.9 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:		# of children
a. Autism spectrum disorder (ASD)		50
b. Attention deficit hyperactivity disorder (ADHD)		2
c. Asthma		88
d. Seizures		9
e. Life-threatening allergies (e.g., food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)		22
f. Hearing Problems		7
g. Vision Problems		23
h. Blood lead level test with elevated lead levels >5 g/dL		6
i. Diabetes		0

Body Mass Index (BMI) - children (HS and Migrant programs)

	# of children at enrollment
C.10 Number of children who are in the following weight categories according to the 2022 CDC BMI-for-age growth charts	
a. Underweight (BMI less than 5th percentile for child's age and sex)	30
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	594
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	152
d. Obese (BMI at or above 95th percentile for child's age and sex)	148

Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.11 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	1,509	1,372
C.12 Number of children who have been determined by a health care professional to have received all immunizations possible at this time, but who have not received all immunizations appropriate for their age	26	174
C.13 Number of children who meet their state's guidelines for an exemption from immunizations	2	0

Medical and wellbeing services – pregnant women (EHS programs)

C.14 Indicate the number of pregnant women who received the following services while enrolled in EHS:	# of pregnant women
a. Prenatal health care	27
b. Postpartum health care	17
c. Scheduled a newborn visit within two weeks after the infant's birth	23
d. A professional oral health assessment, examination, and/or treatment	6
e. Mental health interventions and follow up	29
f. Education on fetal development	45
g. Education on the benefits of breastfeeding	45
h. Education on the importance of nutrition	45
i. Education on infant care and safe sleep practices	45
j. Education on the risks of alcohol, drugs, and/or smoking	45
k. Facilitating access to substance abuse treatment (i.e., alcohol, drugs, and/or smoking)	0

Prenatal health - pregnant women (EHS programs)

C.15 Trimester of pregnancy in which the pregnant women served were enrolled:	# of pregnant women
a. 1st trimester (0-3 months)	11
b. 2nd trimester (3-6 months)	23
c. 3rd trimester (6-9 months)	17
C.16 Of the total served, the number whose pregnancies were identified as medically high risk by a physician or health care provider	11

Newborn visit - pregnant women (EHS programs)

	# of pregnant women
C.17 Indicate the number of pregnant women that received a newborn visit	
a. Within two weeks after the infant's birth	18
b. Between two to six weeks after the infant's birth	2
c. After six weeks following the infant's birth	1

ORAL HEALTH

Accessible dental care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.18. Number of children with continuous, accessible oral care provided by an oral health care professional which includes access to oral health preventive care and oral treatment - at enrollment	1,339	1,412

	# of children
C.19 Number of children who received oral health preventive care during the program year	907
C.20 Number of all children who have completed a professional oral examination during the program year	860
a. Of these, the number of children diagnosed as needing oral treatment during the program year	168
1. Of these, the number of children who received oral treatment during the program year	91
b. Specify the primary reason that children who needed oral treatment did not receive it:	# of children
1. Health insurance doesn't cover oral treatment	2
2. No oral care available in local area	0
3. Medicaid not accepted by dentist	0
4. Dentists in the area do not treat 3- to 5-year-old children	0
5. Dentists in the area do not treat children below age 3	1
6. Parents did not keep/make appointment	32
7. Children left the program before their appointment date	10
8. Appointment is scheduled for future date	23
9. No transportation	4
10. Other	0

Mental health consultation

	# of staff
C.21 Total number of classroom teachers, home visitors, and family child care providers	212
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	114

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.22 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	98
a. Of these, the number who received an evaluation to determine IDEA eligibility	42
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	35
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	7
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	1

	# of children
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	56
C.23 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	# of children
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	16
c. Evaluation is pending and not yet completed by responsible agency	33
d. Other	7

Preschool disabilities services (HS and Migrant programs)

	# of children
C.24 Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the program year, indicating they were determined eligible by the LEA to receive special education and related services under the IDEA	181
a. Of these, the number who were determined eligible to receive special education and related services:	# of children
1. Prior to this program year	148
2. During this program year	33
b. Of these, the number who have not received special education and related services	0

Infant and toddler Part C early intervention services (EHS and Migrant programs)

	# of children
C.25 Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the program year, indicating they were determined eligible by the Part C Agency to receive early intervention services under the IDEA	16
a. Of these, the number who were determined eligible to receive early intervention services:	# of children
1. Prior to this program year	12
2. During this enrollment year	4
b. Of these, the number who have not received early intervention services under IDEA	0

Preschool primary disabilities (HS and Migrant programs)

C.26 Diagnosed primary disability:	(1) # of children determined to have this disability	(2) # of children receiving special services
a. Health impairment (i.e., meeting IDEA definition of "other health impairment")	2	2
b. Emotional disturbance	0	0
c. Speech or language impairments	120	117
d. Intellectual disabilities	0	0
e. Hearing impairment, including deafness	0	0
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	0	0
h. Specific learning disability	1	1
i. Autism	52	52
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	1	1
l. Multiple disabilities (excluding deaf-blind)	2	2
m. Deaf-blind	0	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.27 Number of all newly enrolled children since last year's PIR was reported	825
C.28 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	627
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	17

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	# of families at enrollment
C.34 Total number of families:	1,489
a. Of these, the number of two-parent families	404
b. Of these, the number of single-parent families	1,085
C.35 Of the total number of families, the number in which the parent/guardian figures are best described as:	# of families at enrollment
a. Parent(s) (e.g., biological, adoptive, stepparents)	1,454
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	1,000
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	31
b. Grandparents	19
c. Relative(s) other than grandparents	5
d. Foster parent(s) not including relatives	11
e. Other	0

Parent/guardian education

	# of families at enrollment
C.36 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	129
b. An associate degree, vocational school, or some college	425
c. A high school graduate or GED	556
d. Less than high school graduate	301

Employment, Job Training, and School

	# of families at enrollment
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	1,034
1. Of these families, the number in which one or more parent/guardian is employed	981
2. Of these families, the number in which one or more parent/guardian is in job training (e.g., job training program, professional certificate, apprenticeship, or occupational license)	44
3. Of these families, the number in which one or more parent/guardian is in school (e.g., GED, associate degree, baccalaureate, or advanced degree)	71
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g., unemployed, retired, or disabled)	454

C.38 Total number of families in which:	# of families at end of enrollment
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	1,095
1. Of these families, the number of families that were also counted in C.37.a (as having been employed, in job training, or in school at enrollment)	1,022
2. Of these families, the number of families that were also counted in C.37.b (as having not been employed, in job training, or in school at enrollment)	167
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	372
1. Of these families, the number of families that were also counted in C.37.a	27
2. Of these families, the number of families that were also counted in C.37.b	353

C.39 Total number of families in which:	# of families at enrollment
a. At least one parent/guardian is a member of the United States military on active duty	0
b. At least one parent/guardian is a veteran of the United States military	6

Federal or other assistance

	(1) # of families at enrollment	(2) # of families at end of enrollment
C.40. Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	122	71
C.41. Total number of families receiving Supplemental Security Income (SSI)	30	19
C.42. Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	663	487
C.43. Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	455	319

Family services

C.44 The number of families that received the following program service to promote family outcomes:	# of families
a. Emergency/crisis intervention (e.g., meeting immediate needs for food, clothing, or shelter)	159
b. Housing assistance (e.g., subsidies, utilities, repairs)	88
c. Asset building services (e.g., financial education, debt counseling)	176
d. Mental health services	31
e. Substance misuse prevention	0
f. Substance misuse treatment	1
g. English as a Second Language (ESL) training	25
h. Assistance in enrolling into an education or job training program	43
i. Research-based parenting curriculum	299
j. Involvement in discussing their child's screening and assessment results and their child's progress	890
k. Supporting transitions between programs (i.e., EHS to HS, HS to kindergarten)	253
l. Education on preventive medical and oral health	778
m. Education on health and developmental consequences of tobacco product use	55
n. Education on nutrition	156
o. Education on postpartum care (e.g., breastfeeding support)	39
p. Education on relationship/marriage	7
q. Assistance to families of incarcerated individuals	6
C.45 Of these, the number of families who were counted in at least one of the services listed above	1,128

Father engagement

C.46 Number of fathers/father figures who were engaged in the following activities during this program year:	# of father/ father figures
a. Family assessment	94
b. Family goal setting	78
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	187
d. Head Start program governance, such as participation in the Policy Council or policy committees	11
e. Parenting education workshops	22

Homelessness services

	# of families
C.47 Total number of families experiencing homelessness that were served during the enrollment year	43
	# of children
C.48 Total number of children experiencing homelessness that were served during the enrollment year	50
	# of families
C.49 Total number of families experiencing homelessness that acquired housing during the enrollment year	2

Foster care and child welfare

	# of children
C.50 Total number of enrolled children who were in foster care at any point during the program year	9
C.51 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	34

D. GRANT LEVEL QUESTIONS

INTENSIVE COACHING

	# of education and child development staff
D.1 The number of education and child development staff (i.e., teachers, preschool assistant teachers, home visitors, family child care providers) that received intensive coaching	23

	# of coaches
D.2 The number of individuals that provided intensive coaching, whether by staff, consultants, or through partnership	3

MANAGEMENT STAFF SALARIES

D.3 Management staff:	⁽³⁾ Number of Management Staff in this Position
a. Executive Director	1
b. Head Start and/or Early Head Start Director	1
c. Education Manager/Coordinator	1
d. Health Services Manager/Coordinator	1
e. Family & Community Partnerships Manager/Coordinator	1
f. Disability Services Manager/Coordinator	1
g. Fiscal Officer	1

EDUCATION MANAGEMENT STAFF QUALIFICATIONS

	# of education managers/coordinators
D.4 Total number of education managers/coordinators	1
a. Of these, the number of education manager/coordinators with a baccalaureate or advanced degree in early childhood education or a baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience	1
b. Of these, the number of education manager/coordinators that do not meet one of the qualifications in D.4.a	0
1. Of the education manager/coordinators in D.4.b, the number enrolled in a program that would meet a qualification described in D.4.a	0

FAMILY SERVICES STAFF QUALIFICATIONS

	# of family services staff
D.5 Total number of family services staff:	92
a. Of these, the number that have a credential, certification, associate, baccalaureate, or advanced degree in social work, human services, family services, counseling, or a related field	87
b. Of these, the number that do not meet one of the qualifications described in D.5.a	5
1. Of the family services staff in D.5.b, the number enrolled in a degree or credential program that would meet a qualification described in D.5.a.	5
2. Of the family services staff in D.5.b, the number hired before November 7, 2016	0

FORMAL AGREEMENTS FOR COLLABORATION

	# of partners or agencies
D.6 Total number of child care partners in which a formal agreement was in effect	5
D.7 Total number of LEAs in the service area	16
a. Of these, the total number of LEAs in which a formal agreement was in effect to coordinate services for children with disabilities	16
b. Of these, the total number of LEAs in which a formal agreement was in effect to coordinate transition services	16
D.8 Total number of Part C agencies in the service area	1
a. Of these, the total number of Part C agencies in which a formal agreement was in effect to coordinate services for children with disabilities	1

CONTRA COSTA COUNTY EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
COMMUNITY SERVICES BUREAU
2024 ANNUAL HEAD START SELF-ASSESSMENT

The 2024 Annual Head Start Self-Assessment was conducted in August and September 2024 in accordance with 45 CFR Chapter XIII Part 1301.102(b)(2). The report includes a description of each tool used, the aggregate data from the use of each tool, and the determination of compliance status. Sample sizes included directly operated, delegate and partner sites and included all program models.







Fiscal

In alignment with Contra Costa County Board of Supervisors Resolution No. 2023/499, Establishing the Internal Controls that Apply to Contra Costa County Head Start Program Funds, Assets, and Equipment, a self-monitoring of Contra Costa County's Head Start program was completed on August 15, 2024, covering the period of January 2024- to June 2024 using EHSD's Self-Monitoring Tool. See Attachment 1 for the full report.

Determination of Compliance: Fully in compliance with two recommendations - (1) Additional supporting documentation should be submitted with Demands from CSB to and maintained by the department's fiscal team to document allowable cost under the Federal awards. This helps to substantiate the expenditures on the invoices. (2) CSB should increase the sample sizes for invoices and proof of payment during the on-site review exercise.

Governance

CSB's Director and Deputy Director conducted the Office of Head Start's Governance Readiness Assessment¹ to determine compliance with the Head Start Act Sec. 642(c), Head Start Program Performance Standards (HSPPS) 45 CFR 1031.1-6, and Contra Costa County Board of Supervisors Resolution No. 2023/274, Establishing the Formal Governance Structure for the Contra Costa County Head Start Program. The tool includes 15 indicators of high functioning governing bodies in the following categories:

-  **Structural**
Head Start and Early Head Start programs must ensure that the structural components of their governing body meet regulations and support best practices.
-  **Fiduciary**
Head Start and Early Head Start programs must ensure that strong systems are in place for exercising their fiduciary responsibilities.
-  **Strategic direction**
Governing bodies must provide strategic direction to Head Start and Early Head Start programs, including successfully engaging the Head Start management team and Policy Council in a strategic planning process.
-  **Leadership**
In accepting funding for Head Start and Early Head Start, governing bodies agree to provide leadership to the program as a whole as well as to Head Start staff and parent leaders. Governing bodies also recognize the important relationship between the governing body and the Policy Council and their shared leadership responsibilities.
-  **Community relations**
In accepting funding for Head Start and Early Head Start, governing bodies agree to work with program leaders to develop links with the community that the program serves.
-  **Decision-making**
Head Start and Early Head Start programs must establish a Policy Council (at agency level) and Policy Committee (at delegate level), whose members include parents of children currently enrolled in the program and community representatives; and the governing body must actively engage this group in program decision-making.

¹ [Governance Readiness Assessment | ECLKC](#), June 4, 2024, eclkc.ohs.acf.hhs.gov.

**CONTRA COSTA COUNTY EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
COMMUNITY SERVICES BUREAU
2024 ANNUAL HEAD START SELF-ASSESSMENT**

Determination of Compliance: Fully in compliance with three notable strengths – (1) Each Board member visited at least one Head Start center in the Board member’s district, (2) the involvement of the Board of Supervisors at their Head Start Committee that meets at least six times per year, and (3) the quality of the Monthly Head Start Program Updates to the Board of Supervisors.

Eligibility Determination

The Self-Assessment Team utilized the CSB Need and Eligibility Tool to assess compliance with the HSPPS 45 CFR 1302.12, California Education Code Title 5 and CSB’s Policies and Procedures. This tool includes 21 items and was conducted on 24 randomly selected files.

Determination of Compliance: The aggregate results of the tool show a 98% compliance rate, which exceeds the 90% compliance threshold. A total of 10 items out 480 measures were found to be out of compliance including missing signatures, boxes not checked for program model, incorrect data entry in CLOUDS. All items were corrected immediately. None of the errors negatively impacted the family’s enrollment.

Curriculum Fidelity

The Self-Assessment Team utilized The Fidelity Tool for Administrators by Creative Curriculum² to assess compliance with HSPPS 45 CFR 1302.32(a)(2). This tool is extensive and includes 22 pages of checklists and open-ended questions to measure use of the curriculum, physical environment, structure, teacher-child Interactions, families, and assessment.

Determination of Compliance: Five sites were assessed, and all sites passed with high fidelity compliance. Therefore, there was 100% compliance rate.

Teacher-Child Interactions and Teacher Effectiveness

The Self-Assessment Team conducted the CLASS[®] assessment to measure teacher-child interactions and teacher effectiveness in accordance with OHS monitoring practices under Section 641A(c)(2)(F) of the Head Start Act. CLASS[®] includes three domains or categories of teacher-child interactions that support children's learning and development: Emotional Support, Classroom Organization, and Instructional Support. CLASS[®] is scored by trained and certified observers using a specific protocol. Following their observations of teacher-child interactions, CLASS[®] observers rate each dimension on a 7-point scale, from low to high.

Determination of Compliance: Four classrooms, as required by CSB’s Self-Assessment Plan, were assessed and while the county wide averages do exceed the Federal threshold and do not require a corrective action for the purpose of the self-assessment, CSB continues to work to strengthen scores.

² Heroman, Burts, Mosley, *The Fidelity Tool for Administrators: The Creative Curriculum*, Teaching Strategies

**CONTRA COSTA COUNTY EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
COMMUNITY SERVICES BUREAU
2024 ANNUAL HEAD START SELF-ASSESSMENT**

		Countywide Total Average Dimension Score	
		Dimension	Score
Emotional Support		Positive Climate (PC)	6.20
		Negative Climate (NC) *	6.85
		Teacher Sensitivity (TS)	5.60
		Regard for Student Perspectives (RSP)	5.48
Classroom Organization		Behavior Management (BM)	5.31
		Productivity (PD)	5.51
		Instructional Learning Formats (ILF)	4.64
Instructional Support		Concept Development (CD)	2.92
		Quality of Feedback (QF)	2.81
		Language Modeling (LM)	3.02
Countywide Total Average Domain Score		Federal Competitive Threshold	
Domain	Score	Score	
Emotional Support	6.03	5	
Classroom Organization	5.15	5	
Instructional Support	2.92	2.30	

Content Area File Compliance

The Self-Assessment Team completed the Content Area File Compliance Screening Form. This tool contains 20 questions and tests compliance with HSPPS 45 CFR 1302 and state regulations, including licensing CA Title 22, along with CSB’s Policies and Procedures. It focuses on health and nutrition, community engagement, mental health, and education.

Determination of Compliance: Twenty randomly selected files were assessed with a 98% compliance rate. Items found out of compliance include data entry errors in CLOUDs, missing signatures, and missing dental or medical information. Data entry errors and missing signatures were corrected immediately, and case notes include extension communication with families and dental/medical providers to obtain missing information. No corrective action required.

Child Safety

CONTRA COSTA COUNTY EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
COMMUNITY SERVICES BUREAU
2024 ANNUAL HEAD START SELF-ASSESSMENT

The Self-Assessment Team utilized the Child Transition and Safety tool to assess compliance with child safety requirements per HSPPS 45 CFR 1302.47 and CA Title 22. This tool includes active supervision, safe environments, safety during transition, CLOUDS reporting, safe sleep practices, and unusual incidents tracking.

Determination of Compliance: Ten centers were evaluated using this tool with a compliance rate of 99%. Safety and transition are a strength overall in CSB. CLOUDS reviews revealed minor data entry errors. These items were corrected immediately.

**EHSD – Head Start Program
Self-Monitoring Report for the period January – June 2024
Monitoring and Implementation of Fiscal Infrastructure**

EHSD

Self-Monitoring of Head Start Program Monitoring and Implementing Fiscal Infrastructure

INTRODUCTION

An annual self- monitoring of EHSD’s Head Start program was completed on August 15, 2024, covering the period 2023 to 2024. The monitoring was conducted as required by EHSD’s Fiscal Compliance Unit in accordance with the requirements of the Fiscal Compliance Accountant’s area of responsibility – Monitoring and Detection of noncompliance with fiscal requirements for internal and county policies, funding agency regulations and requirements, adherence to GAAP, proper use of negotiables items, appropriateness of claimed costs versus audited or documented costs, management of inventory and validity of cost.

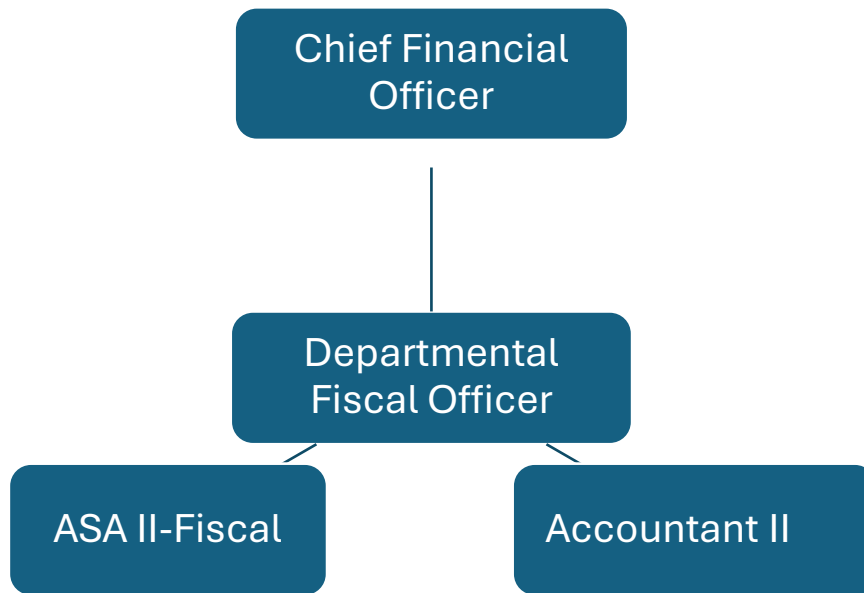
Monitoring is a mechanism for overseeing the stewardship of federal funds by verifying that funds are spent as mandated by legislation, post-award requirements, and regulations. Monitoring allows evaluation of whether programs offered are of high quality and meet the needs of those served by federal funds received. It also provides reasonable assurance that Federal awards are expended only for allowable activities and that the costs of goods and services charged to Federal awards are allowable and in accordance with the applicable cost principles.

CONTROL ENVIRONMENT

Organizational Structure:

The Employment and Human Services Department Community Services Bureau (CSB) administers the Head Start/Early Head Start (HS/EHS) programs. CSB’s annual budget is established during the County’s annual budget process. Key employees of EHSD CSB, that administers the fiscal aspect of the Head Start Program include **Navdeep Singh**, (EHSD CFO) **Donn Matsuzaki**, (EHSD CSB Departmental Fiscal Officer), **Ali Vahidizadeh** (ASA II-Fiscal) and **Kevin Ayyoub** (Accountant II). They are responsible for preparing the budget for review and approval by the Chief Financial Officer for Head Start/Early Head Start programs and American Rescue Plan (ARP) 2 Programs. The CFO submits the budget to EHSD Director for review and final approval. The CSB team communicates the policy and procedures for the operation of the program to Head State grantees through Information Memorandum, Program Instructions, Head Start Laws, Regulations and Performance Standards.

Head Start Programs-Org Chart



Financial reports are reviewed to ascertain costs incurred align with drawdowns and the approved budget, and for compliance with federal cost principles.

Allowable Activities and Costs:

45 CFR 75.403 Factors affecting allowability of costs.

Except where otherwise authorized by statute, costs must meet the following general criteria to be allowable under Federal awards:

- (a) Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
- (b) Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
- (c) Be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the non-Federal entity.

(d) Be accorded consistent treatment. A cost may not be assigned to Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.

(e) Be determined in accordance with generally accepted accounting principles (GAAP), except, for state and local governments and Indian tribes only, as otherwise provided for in this part.

(f) Not be included as a cost or used to meet cost sharing or matching requirements of any other federally financed program in either the current or a prior period. See also [§ 75.306\(b\)](#).

(g) Be adequately documented. See also [§§ 75.300](#) through [75.309](#).

These programs are discretionary programs: costs incurred are reimbursable by the federal grantor. According to the Head Start regulations and cost principles, management and fiscal staff are cognizant of the need to correctly claim allowable federal costs.

Payroll expenditures – All CSB employees are County employees paid monthly based on job classification for the position. Positive time keeping records (approved timesheets per employee) are entered into CLOUDS (CSB’s time keeping system). All CSB fiscal staff use Time Study Buddy to report/allocate their hours by program and task.

The image shown below is a sample of the Clouds Time Reporting System options for time keeping:

																	Tue (7/16/2024)						
Enter Payroll Information		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Hours Paid		8.00	8.00	8.00	8.00	8.00	-	-	8.00	8.00	8.00	8.00	8.00	-	-	8.00	8.00	8.00	8.00	8.00	-	-	8.00
Less: Paid Time Off		2.00	-	-	8.00	8.00	-	-	-	-	-	-	-	-	-	-		-	-	-	-	-	-
Time Study Hours		6.00	8.00	8.00	-	-	-	-	8.00	8.00	8.00	8.00	8.00	-	-	8.00	8.00	8.00	8.00	8.00	-	-	8.00
Enter Time Study Hours																	used: 0.00 of 8.00						
CSB1401	CSB Administrative Services	3.00	4.00	4.00	-	-	-	-	4.00	4.00	4.00	4.00	4.00	-	-	4.00		-	-	-	-	-	-
CSB1407	CSB CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	-	-	-	-
CSB1432	CSB Head Start Operations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	-	-	-	-
CSB1442	CSB LIHEAP	3.00	4.00	4.00	-	-	-	-	4.00	4.00	4.00	4.00	4.00	-	-	4.00		-	-	-	-	-	-
CSB1462	CSB Early Head Start	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	-	-	-	-
CSB1482	CSB Nutrition	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	-	-	-	-
CSB1803	CSB Child Development Administrative	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	-	-	-	-
CSB1862	CSB CAPP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	-	-	-	-
CSB1874	CSB Stage 2 Child Care	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	-	-	-	-
DR0001	State of Emergency Declaration	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	-	-	-	-
E	Generic	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	-	-	-	-
		EDIT	EDIT	EDIT	EDIT	EDIT	EDIT	EDIT	EDIT	EDIT	EDIT	EDIT	EDIT	EDIT	EDIT	EDIT	EDIT	EDIT	EDIT	EDIT	EDIT	EDIT	EDIT
																						DONE	

Federal regulations establish the cost principles for Head Start grants. Costs that are allowed must be necessary, reasonable and allocable.

Federal Financial Report SF-425

The SF-425 is a standard form that awardees use to report cumulative expenses (calculated by adding all expenses from the beginning of the award to date) incurred under each award numbers. These expenses can be categorized as cash disbursed or as incurred but not yet paid (accounts payable).

All Head Start recipients are required to submit financial reports detailing the expenditure incurred and paid for their awards. Filing requirements for most recipients are satisfied using the Federal Financial Report SF-425. Recipients currently submit three SF-425 reports for a 12-month budget period. Federal awards that have budget periods starting on or after October 1, 2023, will only be required to submit a semi-annual and an annual report for a budget period. Generally, awards are for a 12-month budget period. Semi-annual and annual reports are cumulative, covering either 6 or 12 months of expenditure, respectively.

Tangible Personal Property Report SF-428

Recipients are required to provide Tangible Personal Property Report SF-428 and SF-428B, and SF-428S if needed, not later than 120 days after the close of the project period.

Non-Construction Programs Form SF-424A

This form is the budget information form for non-construction programs. It is a required piece of non-construction related grant applications. Finally, it must match references of your budget throughout your application, specifically question 18 of Form SF-424 and your budget narrative

Direct costs – Direct costs consist of expenditure to provide care for the children. Caretaker benefits are reimbursed monthly and administrative costs are reimbursed on a quarterly basis.

Salaries and benefits allocation:

Each task and job ties to a specific org. number. Staff charge daily tasks to specific org. numbers, which determine how many allocable hours are charged to the grant or the County's General Fund. Depending on the position and duties performed, a staff member may allocate their time to multiple org numbers in one day. In this case, hours that are charged to the grant are allocated based on documented records.

Ali Vahidizadeh (ASA II-Fiscal) prepares a journal voucher as part of the corrective actions to correct any adjustment for unallowable costs. Ali Vahidizadeh will investigate the cause and follow up with the staff to avoid future occurrences.

The DFO reviews and approves the work of the accountant and has the JV's entered in the County's Financial Management System, Workday, with supporting documentation, for Auditor-Controller Office review and approval prior to posting to the GL.

Control Activities:

Department personnel are aware of the need to separately identify and record allowable federal costs. To prevent the misuse of funds, each grant project and budget is accounted for in the County's Budget Formulation and Management (BFM) Financial System using unique Project Number which identify grants by the program. The Department records Head Start related expenditures in the general ledger under Org. 1419-1530.

The grant agreements for Head Start specifying the funding amounts and include guidance and/or conditions applicable for the programs. To ensure that there is reasonable assurance that federal awards are expended only for allowable activities, EHSD has controls in place for the review and approval of invoices to ensure that costs charged to Head Start are allowable.

I. APPROACH AND METHODOLOGY

The accounts, records, and procedures of EHSD's Fiscal Unit have been examined/monitored. The scope of the review/monitoring includes the review of financial practices and procedures associated with the receipt and disbursement of funds received from grantors.

Quarterly monitoring began on April 1, 2023, and the following areas were included in the quarterly review:

- Administrative Cost – verify administrative costs are documented and appropriately charged to the correct program
- Non-Federal Share – verify only allowable costs of the grant award are charged to the federal grant
- Cost allocation – review direct and indirect cost based on documented time studies and cost centers
- Required reporting – ascertain required reports are submitted when due and for accuracy to the appropriate agencies – Policy Council, Board, PMS

To confirm if the following financial condition existed:

- Assets were adequately safeguarded
- Adequate internal controls were put in place and working.
- Administrative, statutory, contractual and proper regulatory requirements were followed
- Accuracy and reliability of records.

I conducted independent observations and reviewed relevant documents. Conclusions were written based on the analysis of the results.

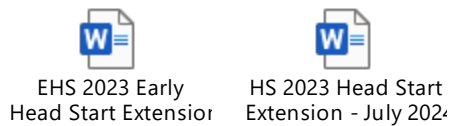
SUMMARY OF REVIEW AND FINDING

I. Budget Review

Community Services Bureau (CSB) complies with Contra Costa County policy and procedures for budget preparation and submission of budgets by program, and funding source. Below is a snippet of the budget by line items from the Office of Head Start.



Below is the extension of 2023 unobligated funds Early Head Start Program. The grant narrative and Budget were reviewed. Budgeted costs are necessary and reasonable and allocated to the Federal awards.



The cost allocation methodology shows how costs are allocated to the program and common costs, such as rent, allocated across various Programs is reasonable.

II. Review of Demand/Invoice:

The self-monitoring review focused on CSB Program and Fiscal staff processes in place for the review and approval of Demands/Invoices. The monitoring review is to determine if cost were allowable, allocated correctly and for the program.

When the contract is executed, County advances 20% of the total Delegate contract amount to the Delegate. This is to ensure smooth operation without any hindrance. The Delegate agency is mandated to submit on a timely basis, signed expenditure reports which must be incurred and paid prior to reimbursement. The amounts reported with detailed supporting documentation are signed prior to submission. Based on the report, the actual amount is charged to the program.



The December 2023, January 2024 and April 2024 demands from YMCA, attached, were reviewed during the monitoring period. These demands were sent to CSB and initially reviewed

by CSB program staff to verify tasks, milestones, and deliverables were for the billed period. Demand must include supporting documentation (invoices and proof of payment). Program staff signs off and forward them to Fiscal for processing if requirements are met.

Though evidence from the monitoring showed that copies of invoices and proof of payments were not included by YMCA for these December 2023, January 2024 and April 2024 demands because of the large volume of transactions, the on-site review report dated December 21, 2023, prepared by Deo Kasule (Accountant III) during the subrecipient monitoring process at the Delegate Agency, showed that invoices and proof of payment were reviewed and found to be in compliance with **45 CFR 75.403(g)**.

III. Equipment Management – capital outlay over \$5,000.

45 CFR 75.320(d) Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under Federal award, until disposition takes place will, as a minimum, meet the following requirements:

- (1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
- (2) A physical inventory of the property must be taken, and the results reconciled with the property records at least once every **two years**.
- (3) A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
- (4) Adequate maintenance procedures must be developed to keep the property in good condition.
- (5) If the non-Federal entity is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

I reviewed the inventory tracking sheet below and found that CSB currently adhere to the County's Policy and Procedures and **45 CFR 75.320** for the management of assets as it relates to subrecipients.



CSB Head
Start_Early Head Sta

IV. Quarterly Reporting to Head Start – Payment Management System (PMS)

This is where Office of Head Start reimburses expenses drawn against the Grant. The Auditor-Controller (General Accounting) makes use of this System to drawdown funds.

CSB submits a monthly financial report (summary of expenditures) to the Auditor-Controller, Mary-Bowes Tobol, who does the monthly drawdowns and submits the report into PMS based on expenditures posted to the program. CSB reconciles the expenditures to Workday Financial System General Ledger reports.

At month -end close, Ali Vahidizadeh (ASA II-Fiscal) prepares and classifies the Early Head Start expenditures from the reports generated from transactions entered Contra County County’s financial management system, Workday. The financial report on Expenditures Detail by org. numbers 1428-1537/Budget Statement org. number 1460, removing any non- Head Start expenditures, e.g., org. number 1470 assigned to ARP/CRRSA, and org. number 1464 assigned to CCP2 closing and other revenue org. number 9431 that offset against expenditures. (See Head Start Expenditure details below). Ali Vahidizadeh (ASA II-Fiscal) reviews the details and prepares the monthly monitoring worksheet, which is the basis for preparing the Drawdown worksheet. This is reviewed and signed by the DFO and submitted to Auditors for drawdown of funds from the Payment Management System (PMS).



Head Start
Expenditure_Details

County of Contra Costa Budget Statement 2023 – 2024



EHS_Budget_Statem
ent.pdf

Drawdowns are subsequently verified if payment has been received and recorded from the Auditors report under revenue org. number 1462 sub-account 9552.

The documents and procedures used by staff to prepare the drawdown of funds from Head Start were reviewed. EHSD has proper internal controls in place and the methodology used ensures drawdowns only include allowable Head Start expenditures.

Drawdown.

AWARD NO.09CH010862-05

MONTHLY FINANCIAL REPORT

EARLY HEAD START PROGRAM

January 1, 2023 - June 30, 2024


ACCOUNT # PA 22 & 21

Org. No. 1462

Fiscal Year: 2023-2024		PERIOD 11		PERIOD 11				
		May 2024		May 2024				
BUDGET CATEGORY		Current Month	County Adjustment	Y.T.D. Expenditures	CARRYOVER 2022 FUNDS	ADJUSTED BUDGET	BALANCE	%
A.	Personnel	86,095.75		1,633,308.74	970,620	4,440,409	2,807,100.26	36.78%
B.	Fringes	51,863.01		1,096,548.99		1,462,739	366,190.01	74.97%
C.	Travel	3,957.97		18,800.12		22,185	3,384.88	84.74%
D.	Equipment			36,452.88		70,000	33,547.12	52.08%
E.	Supplies	28,452.63		142,352.22	92,500	576,000	433,647.78	24.71%
F.	Contractual	203,142.92		3,233,175.85	61,750	3,715,363	482,187.15	87.02%
G.	Construction			0.00		-	0.00	0.00%
H.	Other	70,410.80		464,168.41	154,299	4,754,604	4,290,435.59	9.76%
J.	Indirect Costs	7,690.07		192,589.53		557,866	365,276.47	34.52%
TOTAL FEDERAL		451,613.14	0.00	6,817,396.75	1,279,169	15,599,166	8,781,769.25	43.70%

Revenue Allocation: Org # 1462/ Sub Acct # 9552

\$ 451,613.14


Prepared By: Ali Vahidizadeh


Approved By: Donn Matsuzaki
Fiscal Officer
(925)-608-4832


Date

SUMMARY OF RECOMMENDATION

1.1 Complete supporting documentation should be submitted with Demands for allowable cost under the Federal awards. This helps to substantiate the expenditures on the invoices. CSB should increase the sample sizes for invoices and proof of payment during the on-site review exercise.

Prepared by:

Kizito Agboma CFE.
Social Service Fiscal Compliance Accountant
Employment and Human Services Department
Contra Costa County.

Background

The Department of Health and Human Services Administration for Children and Families issued the Notice of Award for Head Start Grant # 09CH012839-01-00 on August 16, 2024, which requires the completion of a Health and Safety Screener (see attachment 1) within 45 days of the start of the grant. The start date of the grant is September 1, and the screener was completed on all CSB sites where children are served by October 4, well ahead of the October 15 deadline. The next step requires board and policy council approval of the Certificate of Completion of the screener, within 75 days of the start of the grant (see attachment 2). Finally, the Certificate of Completion must be uploaded to the Head Start Enterprise System, with a notification to the Program Specialist that it has been uploaded.

The Results of the Health and Safety Screener

All 12 directly operated and 13 partner centers where CSB services Head Start Children were screened. Seventeen centers were in full compliance and 8 centers required corrective actions, which were completed as of October 15, 2024. The findings that were identified are listed below, none of which will result in a licensing or federal review:

Center	Finding(s)
Balboa	<ul style="list-style-type: none"> • Rust on Playground Equipment
Bayo Vista	<ul style="list-style-type: none"> • Lightbulb out in bathroom • Rust on playground equipment
Lavonia Allen	<ul style="list-style-type: none"> • Bookshelf not bolted to wall • Outdoor area tripping hazard • Gate latch between playgrounds broken
Riverview	<ul style="list-style-type: none"> • No proof of fire clearance
KinderCare Antioch	<ul style="list-style-type: none"> • Outdated child abuse prevention training
KinderCare Pittsburg	<ul style="list-style-type: none"> • Cement stump in playground near fence is hazard • CPR expired for staff
Lone Tree - YMCA	<ul style="list-style-type: none"> • License not posted • Paper towel dispenser needed in classroom
Tiny Toes	<ul style="list-style-type: none"> • No emergency lighting • Gate to gardening area unlocked and accessible to children • No disaster plan • No current training on asthma, medication administration • No evidence of staff training on hygiene practices

Attachments

Attachment 1: Health and Safety Screener Form; see pages 2 through 9

Attachment 2: Health and Safety Certification; see page 10

Health and Safety Screener Report

October 15, 2024

Author: C. Castle-Barber



Health and Safety Screener: Policies and Procedures for Head Start Programs

Introduction

Organizations that serve young children have an obligation to ensure that children in their care are in healthy and safe environments, and that policies and procedures that protect children are in place.

This screener will help organizations to identify where they need to make changes and build capacity in order to ensure children are healthy and safe while in their care. It contains best practices as well as requirements found in the Head Start Program Performance Standards.*

Suggestions for Use

1. Complete a health and safety screening for each site where children receive services.
2. Mark each item in the screening form “yes” or “no.” Provide descriptions for items marked “no.”
3. Determine issues, priorities, and staff responsible for actions and improvements within each site and across the program.
4. Follow up to assure improvements are made in a timely fashion.

** This screener does not include all applicable Head Start Program Performance Standards, nor does it cover every possible health and safety concern or replace each grantee’s responsibility to ensure ongoing compliance with local, state, and federal health and safety requirements. Requirements related to healthy and safe environments can be found throughout the Head Start Program Performance Standards. Programs should also consult [Caring for Our Children Basics](#), for additional information to develop and implement adequate safety policies and practices.*

Date: By October 4, 2024

 Completed by: CSB Management

Health/Safety Factors	Yes	No	Description of Conditions
Facilities			
All areas are safe, clean, and free from pests.	25	0	
Exits are clearly marked, and emergency evacuation routes and other safety procedures are posted in the classroom and in appropriate locations throughout the site.	25	0	
Lighting is sufficient and adequate for all classroom activities.	25	0	
Emergency lighting is available in case of a power failure.	24	1	See report.
Fire extinguishers are available, accessible, tested, and serviced regularly.	25	0	
Smoke, carbon monoxide, and as necessary, radon detectors are installed, properly located, and tested regularly.	25	0	
Current child care, health, fire, and other applicable licenses and inspection certificates are present on site.	23	2	See report.
All indoor and outdoor spaces meet minimum square footage requirements per local, state, tribal, and Head Start regulations, whichever is more stringent.	25	0	
All playground areas are visible to supervising adults.	24	1	See report.
Necessary accommodations and modifications are made to ensure the safety, comfort, and full participation of all children including those with disabilities.	25	0	
Children are protected from potential hazards including choking, strangulation, electrical and drowning hazards, contagious diseases, and those presented by windows and glass doors, including falls and breakage.	24	1	See report.

Health/Safety Factors	Yes	No	Description of Conditions
Toilets and hand washing facilities are clean, in good repair, and easily accessible for children's use. Supplies including toilet paper, hand soap, and towels are available and accessible.	23	2	See report.
Toileting and diapering areas are separated from areas used for food preparation, service and eating, and equipped with sanitizing supplies for exclusive use in the area.	25	0	
Garbage is stored in a safe and sanitary manner to prevent contamination.	25	0	
Children and staff are protected from potential injuries from heating and cooling systems, including burns from hot water (water should not exceed 120 degrees).	25	0	
Indoor and outdoor environments are free of mold and pollutants, including smoke, lead, pesticides, and herbicides, as well as soil and water pollutants.	24	1	See report.
Child-accessible electrical outlets have covers, are tamper-resistant, or have safety plugs.	25	0	
Sleeping arrangements for infants follow safe practices as recommended by the American Academy of Pediatrics (AAP) and are free of soft bedding materials (e.g., soft mattress, crib bumpers, pillows, stuffed animals, fluffy blankets, and comforters). No drop-side cribs are in use.	25	0	
Age-appropriate rest and nap opportunities are available for preschool age children if the program operates six hours or longer.	25	0	
Children are protected from any hazards posed by classroom or family child care pets.	25	0	
Clean, sanitary drinking water should be readily accessible in indoor and outdoor areas throughout the day.	25	0	

Health/Safety Factors	Yes	No	Description of Conditions
Equipment and Materials			
Equipment, toys, materials, supplies, and furniture are safe, age, and developmentally appropriate.	25	0	
Medication is properly stored and labeled and is not accessible to children.	25	0	
Cleaning supplies and other potentially dangerous materials and toxins are not accessible to children.	25	0	
All indoor and outdoor equipment, materials and furnishings meet standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM).	24	1	See report.
Emergency supplies, including parent and emergency contact information, first aid kits, and fire safety supplies are readily accessible to staff.	25	0	
No firearms or other weapons are accessible to children.	25	0	
Policies and Procedures			
A sign-in/sign-out system is used to track those who enter and exit the facility.	25	0	
Policies and procedures ensure children are released only to authorized adults.	25	0	
Procedures are in place to ensure children are safe when they are unexpectedly absent and the parent has not contacted the program.	25	0	
Agency policies and procedures protect children with allergies from known allergens.	25	0	
Agency has all-hazards emergency management/disaster preparedness and response plans for events including natural and man-made disasters and emergencies, and violence in or near programs.	24	1	See report.
Agency maintains current parent or guardian and emergency contact list. Staff carry list on field trips and during evacuations.	25	0	

Health/Safety Factors	Yes	No	Description of Conditions
Infectious disease policies and procedures are in place and include contacting parents and communicating with the local health department as necessary.	25	0	
Staff are trained and implement policies that ensure children are released only to a parent, legal guardian, or other formally designated individual.	25	0	
Policies for health emergencies that require rapid response or immediate medical attention are shared with parents.	25	0	
Staff notify parents when children are sick or injured.	25	0	
Premises are kept free of undesirable and hazardous materials and conditions. Indoor and outdoor premises are inspected prior to each use by children.	23	2	See report.
A routine schedule of cleaning, sanitizing, and disinfecting is followed. Infant toys are cleaned and sanitized by staff as needed between each use by individual children.	25	0	
Procedures are in place to protect the confidentiality of any personally identifiable information in child records, including references to (a) disclosure with parental consent, (b) disclosure without parental consent but with parental notice and opportunity to refuse, and (C) disclosure without parental consent.	25	0	
Active Supervision			
Children, including sleeping children, are supervised by staff at all times and never left alone with volunteers.	25	0	
Children in outdoor areas do not have access to unsafe or unsupervised areas (e.g. body of water, roads or parking lots, or other hazards).	24	1	See report.

Health/Safety Factors	Yes	No	Description of Conditions
Constant and active supervision is maintained when any child is in or around water.	25	0	
Redundant procedures are in place to ensure that no child is left alone, i.e. a second staff person is designated to check classroom, outdoor play areas, sleeping areas, and vehicles during transitions and prior to departure.	25	0	
Required staff to child ratios are maintained at all times per local, state, and Head Start regulations, whichever is more stringent.	25	0	
Required group sizes are maintained at all times per local, state, and Head Start regulations, whichever is more stringent.	25	0	
Human Resources			
All staff abide by the program's standards of conduct which must support children's well-being, prevent and address challenging behaviors, and prevent maltreatment of children or endangerment to children's health or safety.	25	0	
All staff have background checks, sex offender registry checks, criminal history checks including fingerprint checks, and initial health exams.	25	0	
Complete background checks are conducted for all staff at least once every five years unless there is a more stringent system to ensure child safety; health exams must be periodically completed as recommended and required by state, tribal, or local requirements.	25	0	
All regular volunteers have been screened for appropriate communicable diseases as required by law, or in absence of a related law, as recommended by the Health Services Advisory Committee.	25	0	
All staff are trained in mandated reporter responsibilities, including recognizing suspected child abuse and neglect and following mandated reporting requirements.	24	1	See report.

Health/Safety Factors	Yes	No	Description of Conditions
Direct service staff are trained in first aid, CPR, prevention and control of infection diseases, use of safe sleeping practices, preventing and identifying Shaken Baby Syndrome, abusive head trauma, sun safety and medication administration (including the special needs of children with health issues), and to respond to specific medical emergencies, including asthma and allergies.	23	2	See report.
All staff are trained in and implement hygiene practices related to toileting, hand washing, diapering, safe food preparation, and exposure to blood and body fluids.	24	1	See report.
Transportation (if applicable)			
Program vehicles are properly equipped (e.g. two-way communication system, labeled and charged fire extinguisher, labeled first aid kit, seat belt cutter, reverse beeper, adaptations for children with disabilities as needed).			n/a
Program carries out systematic preventive maintenance and each driver implements daily pre-trip vehicle inspections to ensure that vehicles used to transport children are in safe operating condition.			n/a
Vehicles used for child transportation are inspected annually by an inspection program licensed or operated by the state.			n/a
All auxiliary seating is built into the vehicle by the manufacturer, maintained, and included in the annual inspection.			n/a
Children are seated using age, height and weight appropriate child passenger safety systems.			n/a
Vehicle aisles and exits remain unobstructed at all times, and items in the passenger compartment are properly stored and secured.			n/a

Health/Safety Factors	Yes	No	Description of Conditions
Drivers receive training prior to transporting any enrolled child, and refresher training each year. Topics include first aid, emergency response, operation of any special equipment, routine maintenance and vehicle safety checks, and recordkeeping.			n/a
Bus monitors participate in annual training including child boarding and exiting procedures, use of child passenger safety systems, emergency response, evacuation procedures, pre- and post-trip vehicle checks, and child pick-up and release procedures.			n/a
Trip routing minimizes the time a child is in transit, prevents vehicles from exceeding maximum passenger capacity, and assures child safety during pick-up and drop-off.			n/a
Bus monitors and drivers have current information about individuals authorized to pick up the children.			n/a
Bus monitors and drivers complete pre- and post-trip vehicle checks, including second or third complete interior inspections to ensure no child is ever left on a vehicle.			n/a
Children receiving transportation services are taught safety procedures and participate in an initial emergency evacuation drill and at least two additional evacuation drills during the program year.			n/a





Certification of Health and Safety Screening

Grant Number: 09CH012839-01-00

Grantee Name: Contra Costa County

The signatures below attest that our agency has completed a health and safety screening of each site where children receive Head Start/Early Head Start services, consistent with the terms and conditions of the Notice of Award (NoA).

Our agency commits to maintaining compliance with local, state, and federal health and safety requirements.

_____	_____
Board Chair/Tribal Chair	Date
_____	_____
Policy Council Chair	Date
_____	_____
Head Start Director	Date
_____	_____
Early Head Start Director	Date

CONTRA COSTA COUNTY EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
COMMUNITY SERVICES BUREAU
GOVERNANCE, LEADERSHIP AND OVERSIGHT CAPACITY SCREENER REPORT

Background

The Department of Health and Human Services Administration for Children and Families issued the Notice of Award for Head Start Grant # 09CH012839-01-00 on August 16, 2024, which requires the completion of a Governance, Leadership and Oversight Capacity Screener (see attachment 1) within 60 days of the start of the grant. The start date of the grant is September 1, and the screener on October 4, well ahead of the October 30 deadline. The next step requires board and policy council approval of the Certificate of Completion of the screener, within 75 days of the start of the grant (see attachment 2). Finally, the Certificate of Completion must be uploaded to the Head Start Enterprise System, with a notification to the Program Specialist that it has been uploaded.

The Results of the Governance, Leadership and Oversight Capacity Screener

One screener was required for the entire grantee, which consists of 17 Head Start program areas pertaining to governance, leadership and oversight capacity. All areas were found to be in compliance with no corrective action required. The results are as follows:

Governance Practice	Related Regulation	Compliant – Y/N
1. The governing body (or Tribal Council) has the required composition.	Head Start Act Sec. 642(c)(1)(B) (i–iv)	Y
2. The Policy Council has the required composition.	Head Start Act Sec. 642(c)(2)(B)(i) Sec. 642(c)(2)(B)(ii)(I-II)	Y
3. The Head Start program must ensure that members of the governing body and Policy Council do not have a conflict of interest.	Head Start Act Sec.642(c)(1)(C), 642(c)(2)(C), and 642(c)(3)(B) Head Start Program Performance Standards 1301.2(a) and 1301.3(b)(2)	Y
4. Head Start program has established a parent committee comprised exclusively of parents of currently enrolled children as early in the program year as possible.	Head Start Program Performance Standards 1301.4 (a)	Y
5. Governing body may establish advisory committees as it deems necessary for effective governance and improvement of the program.	Head Start Program Performance Standards 1301.2(c)	Y

**CONTRA COSTA COUNTY EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
COMMUNITY SERVICES BUREAU
GOVERNANCE, LEADERSHIP AND OVERSIGHT CAPACITY SCREENER REPORT**

Governance Practice	Related Regulation	Compliant – Y/N
6. Members of the governing body (or Tribal Council) receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and are able to provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.	Head Start Act Sec. 642(d)(3)	Y
7. Members of the Policy Council receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and can provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.	Head Start Act Sec. 642(d)(3) and Head Start Program Performance Standards 1302.12(m)	Y
8. The governing body (or Tribal Council) exercises responsibility for establishment of section criteria and recruitment and enrollment plan, procedures for selecting Policy Council members and reviews applications for funding.	Head Start Act Sec. 642(c)(1)(E)(iv)(I-III) and Sec. 642(c)(1)(E)(iv)(VI)	Y
9. The governing body (or Tribal Council) exercises responsibility for approval of major expenditures, the operating budget, selection of independent auditor, financial audit, and monitoring of corrective action for any audit findings.	Head Start Act Sec. 642(c)(1)(E)(iv)(VII)(aa)-(dd)	Y
10. The governing body (or Tribal Council) is engaged in reviewing and approving the annual self-assessment, the process in carrying out the programmatic and fiscal requirements of the grant, and corrective actions.	Head Start Act Sec. 642(c)(1)(E)(iv)(V)(aa-cc) and Sec. 642(c)(1)(E)(iv)(VIII)-(IX)	Y

**CONTRA COSTA COUNTY EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
COMMUNITY SERVICES BUREAU
GOVERNANCE, LEADERSHIP AND OVERSIGHT CAPACITY SCREENER REPORT**

Governance Practice	Related Regulation	Compliant – Y/N
11. The program staff ensures the parent committee assumes responsibility for working with families on recruitment, advising staff in implementation of program policies, activities and services, having a process for communication with the Policy Council and participates in recruitment of employees.	Head Start Program Performance Standards 1301.4 (b)	Y
12. The Head Start program works with the governing body (or Tribal Council) and Policy Council to make available to the public a report published at least once each year.	Head Start Act Sec. 644 (a)(2)(A-H)	Y
13. The following reports are received by the governing body and the Policy Council and members find them useful: financial audit, self-assessment, Program Information Reports, financial statements including credit card expenditure, program information summaries, enrollment and attendance reports, meals and snacks provided, community assessment, program goals and objective, ACF program instructions and memorandums, and monitoring data with school readiness goals and reporting.	Head Start Act Sec. 642(d)(2)(A-I) Head Start Program Performance Standards 1302.102	Y
14. Head Start agency’s governing body and Policy Council have jointly established written procedures for resolving internal disputes between the governing board and Policy Council in a timely manner that includes impasse procedure.	Head Start Program Performance Standards 1301.6 (a)(1-3) and 1301.6(b)	Y
15. If no resolution is reached with a mediator the governing body and Policy Council must select a mutually agreeable arbitrator whose decision is final.	Head Start Program Performance Standards 1301.6 (c)	Y

**CONTRA COSTA COUNTY EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
COMMUNITY SERVICES BUREAU
GOVERNANCE, LEADERSHIP AND OVERSIGHT CAPACITY SCREENER REPORT**

Governance Practice	Related Regulation	Compliant – Y/N
16. The Policy Council approve and submit to the governing body decisions about activities to support active engagement of families, recruitment, selection and enrollment priorities, applications for funding, budget planning for Policy Council reimbursement of expenses, Policy Council Bylaws, and personnel policies and decisions regarding staff including standards of conduct.	Head Start Act Sec. 642(c)(2)(D)(i-viii) Sec. 642(c)(2)(A) Head Start Program Performance Standards 1302.101(b)(4)	Y
17. A program must submit reports, as appropriate, to the HHS official immediately or as soon as practicable any signification incidents affecting the health and safety of program participants, circumstances of financial viability, breaches of personally identifiable information, legal proceedings, child abuse reports, center closure incidents, and CACFP reportable issues.	Head Start Program Performance Standards 1302.102 (d) and 1304.12	Y

Attachments

Attachment 1: Governance, Leadership and Oversight Capacity Screener; see pages 2 through 15

Attachment 2: Governance, Leadership and Oversight Capacity Screener Certification; see page 16

Governance, Leadership, and Oversight Capacity Screener

Introduction

Organizations that accept federal funds to operate Head Start and/or Early Head Start programs must have strong governance systems in place to safeguard federal dollars and provide oversight and direction to the Head Start program.

This screener organizes the Head Start requirements to help organizations identify where they need to make changes and build capacity to fulfill their Head Start governance responsibilities.

Suggestions for Use

1. Print a copy of this screener.
2. Have your organization's governing body or Tribal Council chair, Policy Council chair, executive director, and Head Start program director work together to review the table beginning on page 3 and to identify (with a check mark or "X") the following items:
 - i. Required Head Start governance practices that your organization currently has in place
 - ii. Required Head Start governance practices that your organization will implement within the first three months of funding
 - iii. Required Head Start governance practices that your organization needs help understanding and implementing
3. On the final page of this document list the governance practices and regulations that your organization needs assistance in understanding and implementing.
4. Enter any questions or concerns you have in the comments section on the final page of this document.
5. Share this screener and your findings with your full governing body or Tribal Council, Policy Council, and Head Start program leadership. Assign people to begin implementation of the governance practices you have identified as not currently in place.
6. You can explore the [Organizational Leadership](#) page on the Early Childhood Learning and Knowledge Center (ECLKC) to access other resources that can assist you as you move your governance system and practices forward.
7. At your next meeting with Regional Office staff, discuss those governance practices and regulations where your organization may benefit from technical assistance.



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
1. The governing body (or Tribal Council) has the required composition. ¹		Head Start Act Sec. 642(c)(1)(B) (i–iv)	
<ul style="list-style-type: none"> At least one member has fiscal/accounting background and expertise 	X		
<ul style="list-style-type: none"> At least one member has early childhood education and development background and expertise 	X		
<ul style="list-style-type: none"> At least one member is a licensed attorney 	X		
<ul style="list-style-type: none"> Members reflect the community served and include parents of children who are currently, or were formerly, enrolled in Head Start programs 	X		
2. The Policy Council has the required composition.		Head Start Act Sec. 642(c)(2)(B)(i) Sec. 642(c)(2)(B)(ii)(I-II)	
<ul style="list-style-type: none"> A majority are parents of children who are currently enrolled in the Head Start program (including delegate agencies) 	X		
<ul style="list-style-type: none"> Other members are representatives at-large of the community served by the program or any delegate agency (may include parents of children formerly enrolled) 	X		
<ul style="list-style-type: none"> Members are elected by parents of children currently enrolled in the program 	X		

¹ If the composition of the governing body does not include individuals with the required qualifications, the governing body must use consultants or other individuals with relevant expertise and qualifications to meet the composition requirements [Head Start Act Sec. 642(c)(1)(B)(vi)].



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
3. The Head Start program must ensure that members of the:		Head Start Act Sec.642(c)(1)(C), 642(c)(2)(C), and 642(c)(3)(B) Head Start Program Performance Standards 1301.2(a) and 1301.3(b)(2)	
<ul style="list-style-type: none"> Governing body do not have a conflict of interest 	X		
<ul style="list-style-type: none"> Policy council, and of the policy committee at the delegate level, do not have a conflict of interest 	X		
4. Head Start program has established a parent committee comprised exclusively of parents of currently enrolled children as early in the program year as possible.		Head Start Program Performance Standards 1301.4 (a)	
<ul style="list-style-type: none"> The committee is established at the center level for center-based program and at the local program level for other program options 	X		
5. Governing body may establish advisory committees as it deems necessary for effective governance and improvement of the program.		Head Start Program Performance Standards 1301.2(c)	
<ul style="list-style-type: none"> Establish the structure, communication, and oversight in such a way that the governing body continues to maintain its legal and fiscal responsibility 	X		
<ul style="list-style-type: none"> Notify responsible HHS official of intent to establish an advisory committee 	X		



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<p>6. Members of the governing body (or Tribal Council) receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and are able to provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.</p>		<p>Head Start Act Sec. 642(d)(3)</p>	
<ul style="list-style-type: none"> The agency has a system for identifying the T/TA needs of the governing body (or Tribal Council) and using this information to develop a T/TA plan 	<p>X</p>		
<p>7. Members of the Policy Council receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and can provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.</p>		<p>Head Start Act Sec. 642(d)(3) Head Start Program Performance Standards 1302.12(m)</p>	
<ul style="list-style-type: none"> The agency has a system for identifying the T/TA needs of the Policy Council and using this information to develop a T/TA plan 	<p>X</p>		
<ul style="list-style-type: none"> T/TA or orientations include training on program performance standards and training indicated in 1302.12(m) 	<p>X</p>		



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
8. The governing body (or Tribal Council) exercises the following responsibilities:	Head Start Act Sec. 642(c)(1)(E)(iv)(I-III) Sec. 642(c)(1)(E)(iv)(VI)		
<ul style="list-style-type: none"> Establishes procedures and criteria for recruiting, selecting, and enrolling children 	X		
<ul style="list-style-type: none"> Selects delegate agencies, as appropriate 	X		
<ul style="list-style-type: none"> Develops procedures for selecting Policy Council members 	X		
<ul style="list-style-type: none"> Reviews applications and amendments to applications for funding 	X		
9. The governing body (or Tribal Council) exercises responsibility for the following:	Head Start Act Sec. 642(c)(1)(E)(iv)(VII)(aa)-(dd)		
<ul style="list-style-type: none"> Approval of all major financial expenditures of the agency 	X		
<ul style="list-style-type: none"> Annual approval of the operating budget of the agency 	X		
<ul style="list-style-type: none"> The selection (except when a financial auditor is assigned by the state under state law or is assigned under local law) of independent financial auditors to report all critical accounting policies and practices to the governing body (or Tribal Council) 	X		



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> The financial audit 	X		
<ul style="list-style-type: none"> Monitoring of the agency's actions to correct any audit findings and other actions necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices 	X		
10. The governing body (or Tribal Council) is engaged in reviewing and approving each of the following:		Head Start Act Sec. 642(c)(1)(E)(iv)(V)(aa-cc) Sec. 642(c)(1)(E)(iv)(VIII)-(IX)	
<ul style="list-style-type: none"> The annual self-assessment 	X		
<ul style="list-style-type: none"> The agency's progress in carrying out the programmatic and fiscal provisions in the agency's grant application, including implementation of corrective actions 	X		
<ul style="list-style-type: none"> Personnel policies of the agency regarding the hiring, evaluation, termination, and compensation of agency employees 	X		
<ul style="list-style-type: none"> Results from monitoring conducted under section 641A(c), including appropriate follow-up activities 	X		



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
11. The program staff ensures the parent committee assumes responsibility for the following:		Head Start Program Performance Standards 1301.4 (b)	
<ul style="list-style-type: none"> • Work with program staff to determine the best methods to engage families using strategies that are most effective in their community 	X		
<ul style="list-style-type: none"> • Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families 	X		
<ul style="list-style-type: none"> • Have a process for communication with the Policy Council and policy committee 	X		
<ul style="list-style-type: none"> • Participate in the recruitment and screening of Early Head Start and Head Start employees 	X		
12. The Head Start program works with the governing body (or Tribal Council) and Policy Council to make available to the public a report published at least once each year that discloses the following information from the most recently concluded fiscal year:		Head Start Act Sec. 644 (a)(2)(A-H)	
<ul style="list-style-type: none"> • The total amount of public and private funds received and the amount from each source 	X		
<ul style="list-style-type: none"> • An explanation of budgetary expenditures and proposed budget for the fiscal year 	X		



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served 	X		
<ul style="list-style-type: none"> The results of the most recent review by the Secretary and the financial audit 	X		
<ul style="list-style-type: none"> The percentage of enrolled children that received medical and dental exams 	X		
<ul style="list-style-type: none"> Information about family engagement activities 	X		
<ul style="list-style-type: none"> The agency's efforts to prepare children for kindergarten 	X		
<ul style="list-style-type: none"> A summary of a program's most recent community assessment 1302.102(d)(2) 	X		
<ul style="list-style-type: none"> Any other information required by the Secretary 	X		
13. The following reports are received by the governing body and the Policy Council and members find them useful:		Head Start Act Sec. 642(d)(2)(A-I) Head Start Program Performance Standards 1302.102	
Annual reports:			
<ul style="list-style-type: none"> The financial audit 	X		
<ul style="list-style-type: none"> The self-assessment, including any findings related to such assessment 	X		



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> Program Information Reports (PIRs) 	X		
Monthly reports:			
<ul style="list-style-type: none"> Financial statements, including credit card expenditures (if the program uses credit cards) 	X		
<ul style="list-style-type: none"> Program information summaries 	X		
<ul style="list-style-type: none"> Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency 	X		
<ul style="list-style-type: none"> Reports of meals and snacks provided through programs of the U.S. Department of Agriculture (USDA) 	X		
Additional reports:			
<ul style="list-style-type: none"> Community assessment, completed every five years with annual updates 	X		



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> Long-term goals for ensuring programs are and remain responsive to community needs, goals for the provision of educational, health, nutritional, and family and community engagement, program services to promote the school readiness of enrolled children, school readiness goals, and short-term measurable programmatic and financial objectives 	X		
<ul style="list-style-type: none"> Applicable and current updates from the Secretary (e.g., Program Instructions, Information Memorandums, etc.) 	X		
<ul style="list-style-type: none"> Ongoing monitoring data, data on school readiness goals and other information described in 1302.102 	X		
<p>14. Head Start agency's governing body and Policy Council have jointly established written procedures for resolving internal disputes between the governing board and Policy Council in a timely manner that includes impasse procedure. These procedures must:</p>		<p>Head Start Program Performance Standards 1301.6 (a)(1-3) and 1301.6(b)</p>	
<ul style="list-style-type: none"> Demonstrate that the governing body considers proposed decisions from the Policy Council and that the Policy Council considers proposed decisions from the governing body 	X		



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> If there is a disagreement, require the governing body and the Policy Council to notify the other in writing why it does not accept a decision 	X		
<ul style="list-style-type: none"> Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious, or illegal 	X		
<ul style="list-style-type: none"> Governing body and Policy Council must select a mutually agreeable third-party mediator (as outlined in impasse procedures) 	X		
<ul style="list-style-type: none"> Governing body and Policy Council are prepared to participate in a formal process of mediation that leads to a resolution of the dispute (as outlined in Impasse procedures) 	X		
15. If no resolution is reached with a mediator (NOTE: American Indian and Alaska Native Programs skip and move to next section)	Head Start Program Performance Standards 1301.6 (c)		
<ul style="list-style-type: none"> Governing body and Policy Council must select a mutually agreeable arbitrator whose decision is final 	X		



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
16. The Policy Council approve and submit to the governing body decisions about each of the following activities of program operations:		Head Start Act Sec. 642(c)(2)(D)(i-viii) Sec. 642(c)(2)(A) Head Start Program Performance Standards 1302.101(b)(4)	
<ul style="list-style-type: none"> Activities to support the active engagement of families in the program 	X		
<ul style="list-style-type: none"> Program recruitment, selection, and enrollment priorities 	X		
<ul style="list-style-type: none"> Applications for funding and amendments to applications for funding 	X		
<ul style="list-style-type: none"> Budget planning for program expenditures, including policies for reimbursement related to participation in Policy Council activities 	X		
<ul style="list-style-type: none"> Bylaws for the operation of the Policy Council 	X		
<ul style="list-style-type: none"> Program personnel policies and decisions regarding the employment of program staff, consistent with 642(c)(1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff 	X		



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
17. A program must submit reports, as appropriate, to the HHS official immediately or as soon as practicable:		Head Start Program Performance Standards 1302.102 (d) and 1304.12	
<ul style="list-style-type: none"> • Any significant incidents affecting the health and safety of program participants 	X		
<ul style="list-style-type: none"> • Circumstances affecting the financial viability of the program 	X		
<ul style="list-style-type: none"> • Breaches of personally identifiable information 	X		
<ul style="list-style-type: none"> • Program involvement in legal proceedings 	X		
<ul style="list-style-type: none"> • Any matter for which notification or a report to state, tribal or local authorities is required by law: <ul style="list-style-type: none"> • Reports addressing child abuse and neglect or laws governing sex offenders • Incidents that require classrooms or centers to be closed for any reason • Legal proceedings directly related to program operations • All conditions required to be reported under 1304.12 including child and Adult Care Food Program (CACFP) 	X		



Head Start Governance, Leadership, and Oversight Capacity Screener

Comments section:

Our organization needs assistance in understanding and implementing the following governance regulations:

In full compliance, none needed at this time.

Additional comments, questions, or concerns:

None, thank you.



Certification of Governance and Leadership Capacity Screening

Grant Number: _____

Grantee Name: _____

The signatures below attest that, consistent with the terms and conditions of the Notice of Award (NOA), our agency completed a screening of the governance and leadership capacity and developed a plan to address identified training needs.

Board Chair/Tribal Chair

Date

Policy Council Chair

Date

Head Start Director

Date

Early Head Start Director

Date



ADMINISTRATION FOR
CHILDREN & FAMILIES



NATIONAL CENTER ON
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Facilities Guidance | ECLKC

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Facilities Guidance ACF-OHS-IM-24-04

U.S. Department
of Health and Human Services

ACF
Administration for Children and Families

- 1. Log Number:** ACF-OHS-IM-24-04
- 2. Issuance Date:** 10/21/2024
- 3. Originating Office:** Office of Head Start
- 4. Key Words:** Facilities; Depreciation; Real Property

Information Memorandum

To: Head Start Grant Recipients and Delegate Agencies

Subject: Facilities Guidance

Information:

The Office of Head Start (OHS) is committed to the provision of services in high-quality [facilities](#) with safe indoor and outdoor learning environments. This Information Memorandum (IM) is intended to support recipients in understanding the Head Start application and funding process for facilities activities. OHS is providing this guidance based on the [recently revised Head Start Program Performance Standards](#) (the Performance Standards) published on August 21, 2024.

This IM supersedes ACF-IM-HS-17-01.

Thank you for your work on behalf of Head Start children and families.

Sincerely,

/ Khari M. Garvin /

Khari M. Garvin
Director
Office of Head Start

See Attachments:

[Facilities Guidance Attachment](#)

See PDF Version of Information Memorandum:

[Facilities Guidance](#) (56.17 KB)

Historical Document

Facilities Guidance Attachment

ACF-OHS-IM-24-04

The Office of Head Start (OHS) is committed to the provision of child development services in high-quality facilities with safe indoor and outdoor learning environments. This Information Memorandum (IM) is intended to support recipients in understanding the Head Start application and funding process for facilities activities. OHS is providing this guidance based on the [recently revised Head Start Program Performance Standards](#) (the Performance Standards) published on August 21, 2024.

This IM attachment supersedes ACF-IM-HS-17-01.

Head Start grant funds in approved budgets may be used for the payment of rent under operating leases and for repairs and minor renovations to facilities. The use of grant funds to make payments under a capital lease, as noted in [45 CFR §75.465\(c\)\(5\)](#) and defined by Generally Accepted Accounting Principles (GAAP), must either be limited to the amount that would be allowed if the nonfederal entity purchased the property on the date the lease agreement was executed or, if the recipient will acquire title under capital lease, approved in accordance with [45 CFR §§1303.44 and 1303.45](#).

Other facilities activities using Head Start grant funds, including purchase, construction, and major renovations, require a separate application for funding ([45 CFR §§1303.44–45](#)).

The term "Head Start" is used inclusively for Head Start Preschool, Early Head Start, Early Head Start-Child Care Partnerships, Migrant and Seasonal Head Start, and American Indian and Alaska Native programs. Find definitions of other important terms and phrases used throughout this IM and the Performance Standards at [Terms, 45 CFR §1305.2](#).

Regulations applicable to [facilities](#) activities funded by OHS are found primarily at:

- [Facilities, 45 CFR §1303 Subpart E](#) of the Performance Standards
- [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Health and Human Services \(HHS\) Awards](#) (the Uniform Guidance)
- [HHS Grants Policy Statement \(GPS\)](#), including subsequent [revisions or amendments](#)

Additional guidance is available below and on the [Head Start website](#).

Availability of Funds

Recipients are required to submit one-time funding applications for facilities activities beyond the scope of those that are part of a program's approved budget. This ensures OHS can fully understand real property needs. However, the availability of these funds is often limited and OHS typically cannot fund all requests for facilities activities.

Requests for facilities funding are subject to funding availability and priorities established by OHS and reflected in notices of funding opportunity.

Planning

Recipients are encouraged to engage in careful planning to ensure proposed facility activities address identified health and safety issues, reflect the results of a community assessment, and are eligible for funding under [45 CFR §1303.42](#). Guidance and other materials to support planning for real property activities are available on [the Head Start website](#).

Recipients may submit a written request for funding under [45 CFR §1303.43](#) for reasonable fees and costs necessary to submit an application under 45 CFR §§1303.42 and [1303.44](#). Once HHS approval is granted to use federal funds for the following and related preliminary activities, the funds are allowable regardless of the outcome of the preliminary eligibility:

- Feasibility studies
- Title commitment or title search
- Cost estimates
- Initial indoor and outdoor environmental testing to ensure suitability of the facility project being considered

It is strongly recommended that recipients discuss facilities projects with their regional program specialist and grants management specialist well before submitting a full application under 45 CFR §§1303.44 and [1303.45](#).

Applications

Recipients may submit an application to the Head Start Enterprise System (HSES) to use Head Start funds to [purchase](#) or [construct](#) facilities, and for [major renovation](#) of facilities owned by the recipient or leased from a third party.

Applications for facilities funding require the use of the [SF-429 Real Property Status Report](#) with attachment SF-429-B Request to Acquire, Improve, or Furnish. Additional information needed to meet the requirements of 45 CFR §§1303.44 and 1303.45 must accompany the SF-429 and SF-429-B forms.

Note that while a separate supplemental application is needed when requesting additional federal funds, an additional 1303 application is not required for [repairs](#) or [minor renovations](#). However, such activities may require prior written ACF approval if they meet the conditions of [45 CFR §75.308](#). An example is a kitchen repair that includes the purchase of equipment for which prior written approval is required by 45 CFR §75.308(c)(1)(xi).

Federal Interests

A [federal interest](#) in real property is created when a recipient uses Head Start or other federal funds to purchase or construct [real property](#) or conduct major renovations on leased or owned

property. Protection of the federal interest is required by the Performance Standards, [45 CFR §75.323](#) of the Uniform Guidance, and GPS. The federal interest includes:

- Total project costs paid with federal funds
- Those amounts awarded directly from OHS
- Amounts claimed by the recipient as cost sharing or matching for the project

Following a grant competition, recipients need to be prepared to assume responsibility for facilities with federal interest.

Recipients are required to file a notice of federal interest in the official real property records for the jurisdiction where the real property is or will be located, except modular units ([45 CFR §1303.46\(b\)\(1–3\)](#)). Notices of federal interest for modular units must be posted on the units ([45 CFR §1303.46\(b\)\(4\)](#); [45 CFR §75.323](#)). The Performance Standards at [45 CFR §§1303.46–49](#) detail requirements for timing, content, where to file or post notices of federal interest, and instructions for submitting copies of filed or posted notices. A federal interest cannot be defeated by a recipient’s failure to file a required notice of federal interest ([45 CFR §1303.46\(a\)](#)).

If a grant recipient receives federal funds to purchase, construct, or renovate a facility on leased property or land, the lease or other occupancy agreement must be ([45 CFR §1303.50](#)):

- At least 30 years for purchase or construction of a facility
- At least 15 years for a major renovation or placement of a modular unit

Lease or occupancy agreements that include the language under [45 CFR §§1303.50](#) and [1303.47](#) may be recorded in the official real property records for the jurisdiction where the facility is located to serve as a notice of federal interest. Recipients are encouraged to consult their regional grants management specialist and program specialist to assure the lease contains the required terms and conditions.

Repairs, Minor Renovations, and Major Renovations

Recipients should familiarize themselves with the definitions of these terms in [45 CFR §1305.2](#).

Repairs and minor renovations, as defined, do not result in a federal interest or require the filing of a notice of federal interest. Major renovations require full compliance with [45 CFR §1303 Subpart E](#). While not common, a recipient may engage in a collective group of renovation activities in a single facility — the aggregate value of which exceeds \$350,000, or higher to match any additional increases made to the simplified acquisition threshold — to address a specific part or feature of a facility.

If a recipient intends to spend more than \$350,000 (or higher to match any additional increases made to the simplified acquisition threshold) for a major renovation or a collective group of renovation activities, the recipient must submit to ACF — before starting the proposed repairs — a certification from a licensed, independent architect or engineer. The certification must indicate that the expenditures identified as repairs do not add significant value to the real property to be

repaired or extend its useful life. If it is not provided, the activity will be classified as a major renovation and compliance with 45 CFR §1303 Subpart E is required.

Head Start Act [Sec. 644\(g\)\(3\)](#) applies the [Davis-Bacon and Related Acts](#) to contractors and subcontractors engaged in covered Head Start facility construction and renovation activities in excess of \$2,000. Covered Davis-Bacon Act activities are construction, alteration, or repairs including painting or decorating. If more than \$2,000 of Head Start funds are used toward the cost of covered activities, the Davis-Bacon Act applies. Recipients engaging in facilities activities of any type should familiarize themselves with the [requirements](#) of the Davis-Bacon Act to assure compliance.

Financing, Refinancing, and Pledges of Collateral

Prior ACF approval is required in all circumstances where real property subject to a federal interest is pledged as collateral ([45 CFR §1303.48\(a\)](#)). Such circumstances include mortgages, refinancing of existing facilities debt, and general or “blanket” pledges of collateral. Recipients requesting prior approval to use property subject to a federal interest as collateral must submit [SF-429 Real Property Status Report](#) and attachment SF-429-C Disposition or Encumbrance Request.

The Performance Standards require that loan agreements with third-party lenders for property subject to a federal interest contain language providing ACF with certain rights, as described in [45 CFR §1303.49\(a\)\(1–7\)](#). These include:

- Notice of any borrower default in payment or performance
- An opportunity to cure the default
- The right to direct assignment of the loan to another recipient

Recipients are also required to immediately notify ACF of any default in a loan agreement secured by property subject to a federal interest ([45 CFR §1303.49\(b\)](#)). Recipients who successfully compete for a new service area may be required by OHS to accept facilities or assignment of loans associated with facilities continuing in Head Start use.

Recipients should be aware that loans with short-term maturity dates of less than 15 years (interest-only) will not generally be approved by ACF. A capital lease resulting in acquisition of title to real property requires prior ACF approval. It will only be considered in those rare instances where the recipient acquires title to the property but the cost of title acquisition under the capital lease does not exceed the value of the property at the time the capital lease is or was entered into.

As noted below, absent prior ACF approval of a capital lease, rental costs under leases that are required to be treated as capital leases under GAAP are allowable only up to the amount that would be allowed had the nonfederal entity purchased the property on the date the lease agreement was executed. [45 CFR §75.465\(c\)\(5\)](#).

Subordination Agreements

A subordination agreement is a legal contract between ACF and a lender that allows the lender to establish first lien status on property already subject to a federal interest. Only ACF can agree to a subordination of the federal interest to the rights of a lender. Common situations where subordination agreements are requested include:

- Use of Head Start funds as a down payment with an accompanying mortgage for the balance of the purchase price
- When property subject to an existing mortgage is refinanced after acquisition

Recipients requesting a subordination agreement from ACF must submit SF-429 Real Property Status Report and attachment SF-429-C.

When the amount of federal funds already contributed to the facility prior to the subordination exceeds the amount to be provided by the lender seeking subordination, [45 CFR §1303.51](#) requires the recipient to show that funding is not available without subordination of the federal interest. This could be shown, for example, by a letter from the proposed lender stating that it will not fund the proposed loan without subordination of the federal interest.

Recipients are encouraged to consult their regional grants management specialist prior to submitting a subordination request. This will ensure that the proposed subordination agreement includes all required terms and conditions, and that all supporting materials (e.g., an independent appraisal of the current value of property at issue and proposed loan documents) are completed and available to accompany the subordination request.

Leases

Facility leases are classified for accounting purposes as either operating or capital leases. To determine allowable costs, property subject to a capital lease is treated as though it were owned by the recipient ([45 CFR §75.465\(c\)\(5\)](#)), while the reasonable costs of operating leases are ongoing operating expenses. Capital leases resulting in the acquisition of title by the lessee (recipient) are sometimes referred to as lease-purchase agreements.

Sale and leaseback agreements are treated similarly to capital leases ([45 CFR §75.465\(c\)](#)). If a recipient is party to a less-than-arms-length lease as described in [45 CFR §75.465\(c\)\(1–4\)](#), charges against the Head Start award are also limited in accordance with [45 CFR §75.436](#).

Rental costs under capital leases (except where previously approved in writing by ACF as a purchase), sale and leaseback agreements, and less-than-arms-length lease arrangements are allowable only up to the amount that would be allowed had the recipient owned the leased property. This amount includes expenses such as depreciation, maintenance, taxes (if the recipient is not exempt), and insurance ([45 CFR §75.436](#)).

Depreciation

Recipients may charge their Head Start award for allocable and allowable depreciation of recipient-owned facilities used for Head Start program purposes ([45 CFR §75.436](#)). Allowable annual depreciation is generally the acquisition cost of a facility (excluding land) divided by the useful life of the facility as established in the recipient's financial statements.

Depreciation must be adjusted (allocated) to reflect the extent of Head Start usage of the facility. It cannot include any portion of the cost of the facility (acquisition or major renovation) acquired through the use of or claimed as nonfederal match for Head Start funds (45 CFR §75.436(b-d)). For example, if the acquisition cost of a recipient-owned facility, excluding land, is \$800,000 and its useful life is 40 years, allowable annual depreciation is \$20,000 per year if the facility is used 100% for Head Start purposes and no federal funds or nonfederal match have contributed to the acquisition cost of the facility.

Scenario 1: If only 60% of the facility is used for Head Start services, the amount of annual allowable depreciation noted above must be reduced to 60% of the otherwise allowable amount, resulting in depreciation of \$12,000.

Scenario 2: If 30% of the cost of the facility was paid with Head Start funds, 30% of the amount of annual allowable depreciation noted above must be deducted, leaving 70% of the otherwise allowable amount or \$14,000.

Scenarios 1 and 2 combined: If only 60% of the facility is used for Head Start proposes and 30% the cost of the facility was paid with Head Start funds, the amount of annual allowable depreciation noted above must be adjusted for both extent of Head Start use and federal share.

- Step 1: Adjustment for Head Start usage at 60% = \$12,000.
- Step 2: A further 30% reduction of the amount arrived at in Step 1 (70% x \$12,000) produces final allowable depreciation in the amount of \$8,400.

Charges for depreciation must be supported by adequate depreciation and property records, and physical inventories must be taken at least once every two years (45 CFR § 75.436(e)). Allowable amounts of annual depreciation may be charged against the recipient's Head Start award or claimed as nonfederal match if the recipient foregoes the charging of otherwise allowable depreciation.

Reporting and Recordkeeping

All recipients are required to complete and submit real property status information annually using the [SF-429 Real Property Status Report](#), including attachment SF-429-A General Reporting. Additional information must be reported for each piece of property in which a [federal interest](#) exists, even if the recipient has not filed or posted the required notice of federal interest ([45 CFR §1303.46\(a\)](#)).

Recipients must retain records pertinent to the lease, purchase, construction, or renovation of a facility funded in whole or in part with Head Start funds for as long as the recipient owns or

occupies the facility, plus three years ([45 CFR §1303.54](#)). In the circumstances identified in [45 CFR §75.361\(a–f\)](#), record retention may be required for periods in excess of three years. If a recipient is charging depreciation to its Head Start award, those charges must be supported by adequate property records supporting acquisition cost and useful life, and physical inventories must be taken at least once every two years ([45 CFR §75.436\(e\)](#)).

Valuation and Matching

The determination of value must be made by an independent real property appraiser certified or licensed in the state where the property is located ([45 CFR §75.306\(i\)\(1\)](#)). The appraiser must be licensed for the type of property appraised, generally commercial real estate. An appraisal more than three years old cannot be used to establish the current value of real property. The appraisal can be conducted on-site or virtually ([45 CFR §1303.44\(a\)\(7\)](#)).

Fair market rental value is the amount that a recipient would have to pay to rent comparable space in the community. The claimed value of donated space must not exceed the fair market rental value of comparable space, as established by an independent appraisal of comparable space in a privately-owned building in the same locality ([45 CFR §75.306\(i\)\(3\)](#)).

To establish fair market rental value of donated space from an unrelated party, the required fair market rental value may be established by an appraiser as described above, or by a licensed and independent real estate broker or agent familiar with the rental market in the local community. An appraisal more than three years old cannot be used to establish current fair market rental value of donated space.

If space is donated by a related party, the amount of matching the recipient may claim is limited to the amount that could have been claimed had the recipient been the titleholder of the property. The matching is generally those amounts described in [45 CFR §75.436](#).

Disposition

When real property subject to a federal interest is no longer needed for program purposes ([45 CFR §75.318\(b\)](#)), recipients must request that ACF provide disposition instructions for the property ([45 CFR §75.318\(b–c\)](#)). Disposition requests are made using [SF-429 Real Property Status Report](#) and attachment SF-429-C Disposition or Encumbrance Request.

ACF may also instruct a recipient to dispose of real property if the recipient is no longer funded to provide services in the area in which the real property is located. This may occur when a recipient relinquishes its Head Start award, is de-funded by OHS, or does not retain the service area as a result of designation renewal competition.

A recipient may request that real property subject to a federal interest be used in another federally sponsored program offered by the recipient with a purpose similar to Head Start programs ([45 CFR §75.318\(b\)\(2\)](#)). If use in another program is not possible or not approved, ACF may direct the recipient to undertake one of three disposition options.

1. The recipient may be instructed to retain the property title subject to a federal interest and compensate ACF for the value of the federal interest in the property (45 CFR §75.318(c)(1)).
2. ACF may direct the recipient to sell the property, allocating the proceeds between ACF and the recipient based on their relative interests in the property (45 CFR §75.318(c)(2)).
3. The recipient may be directed to transfer the property title to a third party with compensation for the value of the recipient's share of the property (45 CFR §75.318(c)(3)).

With prior ACF approval, 45 CFR §75.318(c)(1) allows the recipient to use the net proceeds of the sale of property subject to a federal interest to offset the cost of replacement property acquired under the same federal award. Since the option of using sale proceeds to offset the cost of replacement property did not uniformly exist under regulations applicable prior to December 26, 2014, recipients proposing to use sale proceeds to acquire replacement property must formally adopt the Uniform Guidance for all of their existing facilities awards. This requirement is reflected in the recipient's fiscal policies and procedures and approved by their governing body and Policy Council.

Recipients may indicate their use or disposition preference on the disposition request. However, ACF has the discretion to instruct a recipient to engage in another method of disposition which may better suit program needs. If a disposition instruction requires compensation by ACF of a recipient's share in real property, the recipient must provide documentation of the source, amount and any restrictions or condition associated with funding for any claimed recipient share. Costs of purchase, construction, or major renovations to the property previously claimed by the recipient as cost sharing or match to the Head Start award are part of the [federal interest](#). Failure to comply with disposition instructions issued by ACF may result in denial of close-out funding or adverse action against the recipient.

To determine the current value of the federal interest and recipient share in connection with disposition of real property, current fair market value must be established by an independent real property appraiser certified or licensed in the state where the property is located (GPS). Once current fair market value is established, the value of the federal interest and recipient equity, and other third-party interest or equity if applicable, are determined by calculating the respective federal, recipient, and any third-party contributions to the property. The resulting percentages are applied to the current fair market value.

All claim amounts included in the calculation of recipient contribution must be adequately documented. They cannot include funds or property subject to a third-party use restriction, reversionary interest, encumbrance, or similar condition. In the event of disposition requiring ACF compensation of recipient share, it is the responsibility of the recipient to produce adequate documentation to establish recipient equity upon receipt of disposition instructions.

If it is necessary to establish federal interest and recipient equity in connection with a disposition, recipients are encouraged to work closely with their regional program specialist and grants management specialist throughout the disposition process.

Conclusion

Using Head Start funds to purchase, construct, and majorly renovate real property provides an important opportunity for recipients. It's a way to ensure that services to children and families are provided in high-quality facilities that support school readiness and enhance the delivery of those comprehensive services. Real property activities funded by OHS represent significant investments intended to benefit children and families in the local community over extended periods of time.

Although recipients are permitted to hold title to real property acquired or improved with OHS funds, the property is held in trust by the recipient as trustee for the beneficiaries of the project or program under which the property was acquired or improved ([45 CFR §75.323](#)). Compliance with the requirements of [45 CFR Part 1303 Subpart E](#) and [45 CFR Part 75](#) is mandatory to ensure ongoing availability of real property for program use. The requirements also protect the recipient from future risk of audit issues, monitoring findings, and potential disallowance of previously awarded funds.

Recipients considering real property activities covered by the Performance Standards, Uniform Guidance, and Grants Policy Statement are encouraged to consult their program specialist and grants management specialist early in the project development process to ensure compliance with all requirements that apply to real property activities funded by OHS.