



# Program Planning & Evaluation Committee Meeting

September 14, 2021 at 5:00 p.m.

Zoom Link: <https://fresnoeoc.zoom.us/j/84137760476>

Meeting ID: 841 3776 0476

1-669-900-6833



# PROGRAM PLANNING & EVALUATION COMMITTEE MEETING AGENDA

SEPTEMBER 14, 2021 at 5:00PM

## 1. CALL TO ORDER

## 2. ROLL CALL

## 3. APPROVAL OF AUGUST 24, 2021 MINUTES

- A. August 24, 2021 Program Planning and Evaluation Committee Meeting Minutes 3

## 4. SANCTUARY AND SUPPORT SERVICES

- A. Homeless Youth Emergency Services and Housing Program 8

## 5. SCHOOL OF ULIMITED LEARNING

- A. Elementary and Secondary School Emergency Relief III Expenditure Plan 9

## 6. HEAD START 0-5

- A. Program Update Report (PUR) 26
- B. Head Start Director 30
- C. 2020 Head Start 0-5 Budget Modification 31
- D. 2021 Head Start 0-5 Cost of Living Adjustment 47

## 7. ENERGY SERVICES

- A. 2022 Low Income Home Energy Assistance Program 60
- B. ARPA LIHEAP PY 2021 66

## 8. STRATEGY AND RESOURCE DEVELOPMENT

- A. Grant Tracker 70

## 9. OTHER BUSINESS

The next meeting is scheduled on Tuesday, November 9, 2021.

## 10. PUBLIC COMMENTS

(This portion of the meeting is reserved for persons wishing to address the Committee on items within jurisdiction but not on the agenda. Comments are limited to three minutes).

## 11. ADJOURNMENT

**PROGRAM PLANNING AND EVALUATION COMMITTEE**  
**Virtual – Board Effects – Zoom**  
**Tuesday, August 24, 2021**  
**5:00 p.m.**

**MINUTES**

**1. CALL TO ORDER**

Andrea Reyes, Chair, called the meeting to order at 5:03 PM.

**2. ROLL CALL**

Roll was called and a quorum was established.

Commissioner Hayes joined the meeting after the acceptance of Item 10C.

**Committee Members (Zoom):**

Andrea Reyes (Chair)  
Linda R. Hayes  
Amy Arambula  
Brian King

**Staff (Zoom):**

Emilia Reyes  
Michelle L. Tutunjian  
Heather Brown  
Jack Lazzarini  
Tate Hill  
Karina Perez  
Elizabeth Jonasson  
Misty Gattie-Blanco  
Jeff Davis  
Monty Cox  
Cesar Lucio

Jane Thomas  
Jon Escobar  
Joe Amader  
Rosa Pineda  
Nidia Davis  
Patrick Turner  
Shawn Riggins  
Isaiah Green  
Kelsey McVey  
Leah Struck

**Absent:**

Catherine Robles

**3. APPROVAL OF MINUTES**

June 8, 2021 Program Planning and Evaluation Committee Meeting Minutes.

Public Comments: None heard.

**Motion by:** Reyes **Second by:** Arambula

**Ayes:** Reyes, King, Arambula

**Nays:** None

**4. ENERGY SERVICES**

**A. Subcontractor Agreement Extensions**

Joe Amader, Energy Services Director, provided an overview of the recommended contract extension to current subcontractor agreements for a two (2) year period for Energy Services weatherization program to December 31, 2023. King inquired about some of the reasons to request the extension. Amader explained the different causes to recommend the extension. Arambula inquired about the process to provide services during the pandemic. Amader described

the safety protocol followed in order to safeguard staff and clients. Emilia Reyes, CEO, added the agency currently operates with a hybrid model, staff works remotely and/or onsite.

Public Comments: None heard.

**Motion by:** Arambula **Second by:** Reyes

**Ayes:** Reyes, King, Arambula.

**Nays:** None

## 5. HEAD START 0-5

### A. Program Update Reports (PUR)

Rosa Pineda, Head Start Early Care and Education Director, presented the Head Start 0 to 5, May and June 2021 Monthly Program Update Reports. Arambula inquired about some of reports highlighted. Pineda provided a brief explanation of the reports.

Public Comments: None heard.

**Motion by:** Arambula **Second by:** King

**Ayes:** Reyes, King, Arambula.

**Nays:** None

## 6. ADVANCE PEACE

### A. American Rescue Plan Grant

Isaiah Green, Community Peace Initiative Director, provided an overview of the American Rescue Plan Grant proposal in the amount of \$1,407,000 submitted to the City of Fresno on July 26, 2021. King inquired about the utilization of the funds. Green explained the plan to allocate the funds. Arambula inquired about the difference between Peacekeepers and Neighborhood Change Agents. Green explained the difference. King inquired about the frame time to get a response from the City of Fresno. Green responded stating he anticipates two months for a response from the City.

Public Comments: None heard.

**Motion by:** King **Second by:** Arambula

**Ayes:** Reyes, King, Arambula.

**Nays:** None

## 7. HEALTH SERVICES

### A. Oral Health Program Mini-Grant

Jane Thomas, Health Services Director, provided an overview of the Oral Health Program Mini-Grants in the amount of \$180,000 submitted to Fresno County Department of Public Health for a 10-month period beginning September 1, 2021. No questions were asked by the Committee.

Public Comments: None heard.

**Motion by:** Arambula **Second by:** King

**Ayes:** Reyes, Arambula, King

**Nays:** None

## 8. FOOD SERVICES

### A. FY 2021-2022 Food Services Agreements

Jon Escobar, Food Services Director, provided an overview of the multiple Fiscal Year 2021-22 Food Service agreements for approximately \$4,060,796. King inquired about the reimbursement of meals. Escobar explained the reimbursement process and provided the total meals delivered during the summer. King inquired about the status of the two Food Express Buses. Escobar provided details regarding the launching of both buses. Arambula inquired about the congregate meals under the FMAAA contract. Escobar responded explaining the process to provide congregate meals.

Public Comments: None heard.

**Motion by:** King **Second by:** Arambula

**Ayes:** Reyes, King, Arambula.

**Nays:** None

## 9. SANCTUARY AND SUPPORT SERVICES

### A. Homeless Youth Services Contract

Misty Gattie-Blanco, Sanctuary Director, provided an overview of the Second Amendment of the Homeless Youth Services contract agreement with the City of Fresno to extend the contract term to June 30, 2023 in the amount of \$484,305. The extended 24-month grant term period begins on July 1, 2021. Arambula inquired about the number of families to be served. Gattie-Blanco responded two families.

Public Comments: None heard.

**Motion by:** Arambula **Second by:** Reyes

**Ayes:** Reyes, King, Arambula.

**Nays:** None

## 10. TRAINING AND EMPLOYMENT SERVICES

### A. Families & Workers Fund: Recover Up Grant

Shawn Riggins, Local Conservation Corps Director, provided an overview of the Recover Up grant in the amount of \$1.9 million submitted to the Families & Workers Fund for a proposed three-year term. No questions were asked by the Committee.

Public Comments: None heard.

**Motion by:** King **Second by:** Arambula

**Ayes:** Reyes, King, Arambula.

**Nays:** None

### B. Proud Parenting Program Grant

Shawn Riggins, Local Conservation Corps Director, provided an overview of the Proud Parenting Program grant application in the amount of \$300,000 submitted to the Board of State and Community Corrections for a 3-year period beginning January 1, 2022. Arambula inquired about the process to identify crossover youth. Riggins explained the process.

Public Comments: None heard.

**Motion by:** Arambula **Second by:** King

**Ayes:** Reyes, King, Arambula.

**Nays:** None

C. YouthBuild AmeriCorps Education Award

Shawn Riggins, Local Conservation Corps Director, provided an overview of the YouthBuild AmeriCorps grant in the amount of \$155,000 from YouthBuild USA over a 12-month period beginning July 1, 2021. No questions were asked by the Committee.

Public Comments: None heard.

**Motion by:** King **Second by:** Arambula

**Ayes:** Reyes, King, Arambula.

**Nays:** None

D. Urban South Youth Services Monitoring Review

Jeff Davis, Training and Employment Services Director, provided an overview of the 2021 Urban South Youth Services monitoring review. Arambula inquired about the process to correct the findings. Davis provided a thorough explanation of the plan in place to correct findings.

Public Comments: None heard.

E. FY 2021-22 Youth Services Contract

Jeff Davis, Training and Employment Services Division Director, provided an overview of the Fiscal Year 2021 -2022 Fresno Regional Workforce Development Board funding award. No questions were asked by the Committee.

Public Comments: None heard.

F. Corps Age Eligibility Changes

Shawn Riggins, Local Conservation Corps Director, provided an overview of the state approved age range increase of 18-26 for Corps that counts toward annual certification. No questions were asked by the Committee.

Public Comments: None heard.

## 11. **TRANSIT SYSTEMS**

A. Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project

Monty Cox, Transit Systems Director, provided an overview of the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project, a multiple voucher request totaling \$3,788,250, submitted to the California Air Resources Board. Emilia Reyes, CEO, added staff has been tasked to identify alternative sources to transition Transit's vehicles to replace with electric vehicles. No questions were asked by the Committee.

Public Comments: None heard.

**Motion by:** Hayes **Second by:** King

**Ayes:** Reyes, Hayes, Arambula, King.

**Nays:** None

**12. STRATEGY AND RESOURCE DEVELOPMENT**

**A. CSBG CARES Act Rapid Cycle Impact Project**

Heather Brown, Chief Administrative Officer, provided an overview of the CSBG CARES Act Rapid Cycle Impact Project grant in the amount of \$250,000 submitted to the Administration of Children and Families, Office of Community Services on July 26, 2021. The 15-month grant period starts on October 1, 2021. King inquired about the purpose of the grant. Brown described the overall purpose of the grant. Emilia Reyes, CEO, provided additional information regarding the purpose of this grant. Hayes asked if this could impact eligibility of Head Start's families. Brown responded no. Arambula inquired about the number of families currently served by Head Start. Pineda responded 60 families.

Public Comments: None heard.

**Motion by:** Aambula **Second by:** Hayes

**Ayes:** Reyes, Hayes, Arambula, King.

**Nays:** None

**B. 2021 CSBG Monitoring Report**

Arambula asked if the CSBG CARES funding was included in the monitoring report. Jonasson responded no it is not included. Emilia Reyes, CEO, stated she will be providing an update regarding CARES funding during the Board Commissioners meeting on September 22, 2021.

**C. Grant Tracker**

No questions were asked by the committee.

**13. ACCESS PLUS CAPITAL FUND REPORT**

No questions were asked by the committee.

**14. OTHER BUSINESS**

The next meeting is scheduled on Tuesday, September 14, 2021. Emilia Reyes, CEO, highlighted the meeting to take place via Zoom. Hayes requested an update regarding the Brown Act and the option to continue with virtual board meetings. Emilia Reyes, CEO, will coordinate with the agency attorney to provide an update during the Board Commissioners meeting on September 22, 2021.

**15. PUBLIC COMMENTS**

(This portion of the meeting is reserved for persons wishing to address the Committee on items within jurisdiction but not on the agenda. Comments are limited to three minutes).

No public comments at this time.

**16. ADJOURNMENT**

The meeting was adjourned at 6:12 p.m.

Respectfully submitted,  
Andrea Reyes  
Chair

## PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING

<b>Date:</b> September 14, 2021	<b>Program:</b> Sanctuary and Support Services
<b>Agenda Item #:</b> 4A	<b>Director:</b> Misty Gattie-Blanco
<b>Subject:</b> Homeless Youth Emergency Services and Housing Program	<b>Officer:</b> Michelle L. Tutunjian

### Recommended Action

Staff recommends Committee approval for full Board consideration the Homeless Youth Emergency Services and Housing (YE) Program application of the California Governor's Office of Emergency Services (Cal OES), Victim Services (VS) Branch, in the amount of \$2,250,000 over a five-year period, starting on January 1, 2022. The application deadline is October 18, 2021.

### Background

The purpose of the YE Program is to establish or expand access to a range of housing options that meet the needs of youth experiencing homelessness, and to provide crisis intervention and stabilization services so the immediate crises these youth face can be resolved, and they can focus on their futures.

There is approximately \$38,000,000 available for the YE Program. Four (4) counties (Los Angeles, San Diego, San Francisco, and Santa Clara) are mandated to receive funding to continue services in those counties. An additional eight counties (one agency per county) will be selected to expand services.

### Fiscal Impact

Funding in the amount of \$2,250,000 over a five-year period, starting on January 1, 2022, will support personnel, operational and direct rental assistance costs. This funding does not require matching funds.

### Conclusion

Fresno EOC is a current recipient of similar funding that supports Sanctuary's Transitional Shelter, providing emergency shelter for young adults, ages 18-24 years old. This funding will expand services to include rapid rehousing assistance to young adults that do not qualify for Continuum of Care funds providing by other sources.





**PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING**

<b>Date:</b> September 14, 2021	<b>Program:</b> School of Unlimited Learning (SOUL)
<b>Agenda Item #:</b> 5A	<b>Director:</b> Mark A. Wilson, Ed.D.
<b>Subject:</b> Elementary and Secondary School Emergency Relief III Expenditure Plan	<b>Officer:</b> Michelle L. Tutunjian

**Recommended Action**

Staff recommends Committee approval for full Board consideration the Elementary and Secondary School Emergency Relief (ESSER) III Expenditure Plan in the amount of \$428,603 for the 2021-2022, 2022-2023, and 2023-2024 school years.

**Background**

School districts, county offices of education, or charter schools, collectively known as Local Educational Agencies (LEA), receiving ESSER funds under the American Rescue Plan Act, referred to as ESSER III funds, are required to develop a plan for how they will use the ESSER III funds. In the plan, a LEA must explain how it intends to use its ESSER III funds to address students’ academic, social, emotional, and mental health needs, as well as any opportunity gaps that existed before, and were worsened by the COVID-19 pandemic.

**Fiscal Impact**

ESSER III grant funding for the 2021-2022, 2022-2023, and 2023-2024 school years total \$428,603. Fresno EOC will have until September 30, 2024 to expend ESSER III funds.

**Conclusion**

The draft plan will be presented to the SOUL Governing Council on September 14, 2021. The ESSER III plan must be submitted to Fresno Unified School District and Fresno County Office of Education by October 29, 2021. Approval of the ESSER III Expenditure Plan will allow SOUL to address students’ academic, social, emotional, and mental health needs that may have been worsened by the COVID-19 pandemic.

## ESSER III Expenditure Plan

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
School of Unlimited Learning Charter School	Mark A. Wilson, Ed.D., Principal	<a href="mailto:Mark.Wilson@fresnoeoc.org">Mark.Wilson@fresnoeoc.org</a> (559) 500-5076

School districts, county offices of education, or charter schools, collectively known as LEAs, that receive Elementary and Secondary School Emergency Relief (ESSER) funds under the American Rescue Plan Act, referred to as ESSER III funds, are required to develop a plan for how they will use their ESSER III funds. In the plan, an LEA must explain how it intends to use its ESSER III funds to address students' academic, social, emotional, and mental health needs, as well as any opportunity gaps that existed before, and were worsened by, the COVID-19 pandemic. An LEA may also use its ESSER III funds in other ways, as detailed in the Fiscal Requirements section of the Instructions. In developing the plan, the LEA has flexibility to include community input and/or actions included in other planning documents, such as the Local Control and Accountability Plan (LCAP), provided that the input and actions are relevant to the LEA's Plan to support students.

For more information please see the Instructions.

## Other LEA Plans Referenced in this Plan

Plan Title	Where the Plan May Be Accessed
2021-2022 LCAP	<a href="http://www.fresnoeoc.org/soul">www.fresnoeoc.org/soul</a>
Expanded Learning Opportunities Grant Plan	<a href="http://www.fresnoeoc.org/soul">www.fresnoeoc.org/soul</a>

## Summary of Planned ESSER III Expenditures

Below is a summary of the ESSER III funds received by the LEA and how the LEA intends to expend these funds in support of students.

**Total ESSER III funds received by the LEA**

	<b>\$428,603</b>
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<b>Plan Section</b>	<b>Total Planned ESSER III Expenditures</b>
Strategies for Continuous and Safe In-Person Learning	<b>\$85,603</b>
Addressing Lost Instructional Time (a minimum of 20 percent of the LEAs ESSER III funds)	<b>\$341,000</b>

**Total ESSER III funds included in this plan**

	<b>\$428,603</b>
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## **Community Engagement**

An LEA’s decisions about how to use its ESSER III funds will directly impact the students, families, and the local community. The following is a description of how the LEA meaningfully consulted with its community members in determining the prevention and mitigation strategies, strategies to address the academic impact of lost instructional time, and any other strategies or activities to be implemented by the LEA. In developing the plan, the LEA has flexibility to include input received from community members during the development of other LEA Plans, such as the LCAP, provided that the input is relevant to the development of the LEA’s ESSER III Expenditure Plan.

For specific requirements, including a list of the community members that an LEA is required to consult with, please see the Community Engagement section of the Instructions.

A description of the efforts made by the LEA to meaningfully consult with its required community members and the opportunities provided by the LEA for public input in the development of the plan.

Throughout the 2020-2021 school year, SOUL maintained frequent communication with all stakeholders, especially students, staff, and parents. In March 2021, all stakeholders were surveyed to help identify current program strengths, gaps, and needs. Data from student, parent, staff, and community partner surveys was collected and shared with all stakeholder groups at staff meetings, parent meetings, and the March 2021 Governing Council meeting. Stakeholder feedback was very positive from all stakeholder groups. Students and parents were extremely satisfied with the efforts that SOUL has made during the pandemic by providing individualized instruction, maintaining ongoing communication with students and parents, providing resources such as academic, personal, and mental health counseling, and maintaining a safe and orderly environment with strict COVID protocols in place. Recommendations from students, parents, and staff focused on program flexibility in providing a hybrid program. Over 80% of parents and student

preferred individualized instruction versus whole classroom instruction, especially with respect to language arts and math. Subsequently, a parent meeting was held and a parent survey was submitted in August 2021 to review the content of the ESSER III Expenditure Plan. In addition, the Plan was reviewed at a school staff meeting in August 2021 and scheduled to be submitted for review and approval to the SOUL Governing Council in September 2021 and ultimately for Board approval in October 2021.

A description of how the development of the plan was influenced by community input.

Data and recommendations from staff and community meetings as well as staff, student, parent and community surveys administered in Spring and Fall 2021 have been incorporated into this expenditure plan. In addition to the high level of participation in the surveys, all stakeholder groups have had ample opportunity to provide input through personal phone calls, parent, staff, and community partner meetings, and student meetings with their teachers, case managers and counselors. Resources for addressing student learning loss due to COVID, and student social and emotional wellbeing have been incorporated into the ESSER III Expenditure Plan. The following components of the Expenditure Plan are the direct results of stakeholder input:

1. All students scoring below the standard to be assigned an additional class designed to help them increase their reading and/or math proficiency.
2. Additional staff to provide small group/individualized instruction or personalized tutoring for identified students.
3. Additional tutoring to assist 12<sup>th</sup> grade students who need additional assistance to pass their classes to graduate.
4. A social/emotional intervention specialist will be available to coach students struggling with lack of motivation, depression, anxiety, and resocialization skills due to COVID.

## **Actions and Expenditures to Address Student Needs**

The following is the LEA's plan for using its ESSER III funds to meet students' academic, social, emotional, and mental health needs, as well as how the LEA will address the opportunity gaps that existed before, and were exacerbated by, the COVID-19 pandemic. In developing the plan, the LEA has the flexibility to include actions described in existing plans, including the LCAP and/or Expanded Learning Opportunity (ELO) Grant Plan, to the extent that the action(s) address the requirements of the ESSER III Expenditure Plan.

For specific requirements, please refer to the Actions and Expenditures to Address Student Needs section of the Instructions.

## **Strategies for Continuous and Safe In-Person Learning**

A description of how the LEA will use funds to continuously and safely operate schools for in-person learning in a way that reduces or prevents the spread of the COVID-19 virus.

**Total ESSER III funds being used to implement strategies for continuous and safe in-person learning**

**\$85,603**

Plan Alignment (if applicable)	Action Title	Action Description	Planned ESSER III Funded Expenditures
N/A	Facility Maintenance and Upgrades	Improve indoor air quality, including air ventilation systems, and modify outdoor space to accommodate outdoor learning hubs as an alternative to indoor classroom instruction. (These funds to be expended in 2021-2022 school year.)	\$85,603

### Addressing the Impact of Lost Instructional Time

A description of how the LEA will use funds to address the academic impact of lost instructional time.

#### Total ESSER III funds being used to address the academic impact of lost instructional time

<b>\$341,000</b>
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Plan Alignment (if applicable)	Action Title	Action Description	Planned ESSER III Funded Expenditures
ELO Expenditure Plan/2021-2022 LCAP Goal 1 Actions 2 and 4	Extending Instructional Learning Time	Additional staff will provide instruction or personalized tutoring for identified students who do not meet the standards in language arts or math will be assigned an additional mandatory class designed to help them increase their reading and/or math levels. After-school tutoring and summer school will be available to students who need additional assistance with their studies or need additional credits to be on track for graduation. (These funds to be expended in the 2022-2023 and 2023-2024 school years.)	\$74,000

Plan Alignment (if applicable)	Action Title	Action Description	Planned ESSER III Funded Expenditures
ELO Expenditure Plan/2021-2022 LCAP –Goal 3, Action 6	Social/Emotional Intervention Strategies (2022-2023 and 2023-2024)	SOUL has identified a need to address the social and emotional well-being of all students, in particular, students with unique needs of special populations, many of whom have suffered from feelings of isolation, lack of motivation a depression, and anxiety and personal loss due to COVID. A social/emotional intervention specialist will provide small group and individualized support and coaching to students and parents in response to post-COVID social and emotional needs to assist them in removing barriers to academic and personal success. (These funds to be expended in the 2022-2023 and 2023-2024 school years.)	\$67,000
ELO Expenditure Plan/2021-2022 LCAP Goal 2, Action 1	Integrated Student Supports (2022-2023 and 2023-2024)	Assigned staff will work with seniors to assist them in accessing resources that help to remove identified barriers to graduation. In addition, they will work closely with teachers and with other support staff, such as the Guidance Dean and Home/School Liaison to ensure that the seniors have the resources they need to complete their requirements for graduation. Assigned staff will identify, develop, and expand services for special student populations by establishing a close coordination of resources with agency and community partners (There funds to be expended In the 2022-2023 and 2023-2024 school years.)	\$129,000
ELO Expenditure Plan/2021-2022 LCAP Goal 2, Action 1	Additional Academic Services for Students	Assigned staff will work with seniors to assist them in accessing resources that help to remove identified barriers to graduation. In addition, they will work closely with teachers and with other support staff, such as the Guidance Dean and Home/School Liaison to ensure that the seniors have the resources they need to successfully complete their studies. Staff will monitor the progress of students who are most at risk of failing or dropping out of school and provide tutoring to students who are falling behind in their studies. (These funds to be expended in the 2022-2023 and 2023-2024 school years.)	\$71,000

## Ensuring Interventions are Addressing Student Needs

The LEA is required to ensure its interventions will respond to the academic, social, emotional, and mental health needs of all students, and particularly those students most impacted by the COVID–19 pandemic. The following is the LEA’s plan for ensuring that the actions and expenditures in the plan are addressing the identified academic, social, emotional, and mental health needs of its students, and particularly those students most impacted by the COVID–19 pandemic.

Action Title(s)	How Progress will be Monitored	Frequency of Progress Monitoring
Increase in Student Academic Achievement	<p>Students scoring below the grade level standard will be enrolled in a mandatory class designed to help them increase their reading and/or math levels.</p> <p>Additional staff will provide instruction or personalized tutoring for identified students. Each student scoring below the standard upon enrolling will be given an individualized, prescriptive language arts and math curricula through Edgenuity’s MyPath.</p> <p>All teachers will be given copies of student benchmark performance data, to which they will refer and provide students prescriptive resources, such as Edgenuity’s MyPath and other resources, including tutoring, to address learning loss in language and math.</p> <p>Teachers will receive training in CASSPP testing and review best practices for integrating language arts and math into all curriculum. A schoolwide focus will be centered on developing strategies to improving student literacy across the curriculum.</p>	<p><u>Daily, As Needed</u></p> <p>Any student at risk of failure will be provided additional tutoring/intervention to assist them to pass their classes.</p> <p><u>Weekly</u></p> <p>Teachers will conduct weekly assessments of all student work and prescribe additional resources if students are falling behind.</p> <p>Teachers will document student progress weekly.</p> <p><u>Quarterly</u></p> <p>NWEA ‘s Measures of Academic Progress Benchmark Exams will be given three times per year to monitor student progress in language arts and math.</p> <p><u>Annually</u></p> <p>SBAC test results will be reviewed annually and used prescriptively address gaps in student learning.</p>
Increase in Graduation Rate	Assigned staff will work with seniors to assist them in accessing resources that help to remove identified barriers to graduation. In addition, they will work closely with teachers and with other support staff, such as the Guidance Dean and	<p><u>Weekly</u></p> <p>Weekly contact between student and assigned support staff to identity the need for increased resources or supportive services.</p>

Action Title(s)	How Progress will be Monitored	Frequency of Progress Monitoring
	<p>Home/School Liaison to ensure that the seniors have the resources they need to successfully complete their studies.</p> <p>Assigned staff provide Individualized tutoring and instruction will assist students who need additional help to pass their classes.</p> <p>Assigned staff will develop personal learning plans for all 12<sup>th</sup> grade students to identify a timeline for graduation and the resources they need to complete their studies successfully.</p>	<p>Weekly contact between parent and assigned support staff to identify the need for increased resources or supportive services.</p> <p><u>Monthly</u></p> <p>Monthly review of student personal learning plan by school counselor or designee.</p>
Student Social and Emotional Wellbeing	<p>Case managers will work closely with students to assist them in accessing resources that help remove barriers to academic and personal success. In addition, they will work closely with teachers and other support staff to ensure that the seniors have the personal, academic, and emotional resources they need to successfully complete their studies.</p> <p>In coordination with the Guidance Dean, the Social/Emotional Intervention Specialist will keep a log and monitor the coaching/intervention of students and follow up with appropriate school staff and parents</p>	<p><u>Weekly</u></p> <p>All students will meet once per week with their case manager to monitor student progress and identify possible barriers to attendance and the successful completion of their studies</p> <p><u>Daily and Ongoing</u></p> <p>Daily scheduled coaching sessions will be held with students referred by school staff who are struggling with anxiety, depression, lack of motivation, and loss of socialization skills due to COVID.</p>
Facility Maintenance and Upgrades	<p>In Fall 2021, an assessment will be made of the air filtration system.</p> <p>In addition, a cost analysis will be conducted assess the feasibility of a shade structure to facilitate an alternative outdoor leaning hub with access to fresh air.</p>	<p><u>Fall 2021/Spring 2022</u></p> <p>Air Purification System Assessment</p> <p><u>Fall 2021</u></p> <p>Shade Structure for Outdoor Leaning Hub</p>



# ESSER III Expenditure Plan Instructions

## Introduction

School districts, county offices of education (COEs), or charter schools, collectively known as local educational agencies (LEAs), that receive Elementary and Secondary School Emergency Relief (ESSER) funds under the American Rescue Plan (ARP) Act, referred to as ESSER III funds, are required to develop a plan for how they will use ESSER III funds to, at a minimum, address students' academic, social, emotional, and mental health needs, as well as the opportunity gaps that existed before, and were exacerbated by, the COVID-19 pandemic.

The plan must be adopted by the local governing board or body of the LEA at a public meeting on or before October 29, 2021 and must be submitted for review and approval within five days of adoption. A school district must submit its ESSER III Expenditure Plan to its COE for review and approval; a COE must submit its plan to the California Department of Education for review and approval. A charter school must submit its plan to its chartering authority for review and to the COE of the county in which the charter school operates for review and approval.

In addition, consistent with the requirements of the ARP, Volume 86, *Federal Register*, page 21201, April 22, 2021, the ESSER III Expenditure Plan must be:

- Written in an understandable and uniform format;
- Written in a language that parents can understand, to the extent practicable;
  - If it is not practicable to provide written translations to a parent with limited English proficiency, the plan must be orally translated for parents
- Provided in an alternative format to a parent who is an individual with a disability as defined by the Americans with Disabilities Act, upon request; and
- Be made publicly available on the LEA's website.

For additional information regarding ESSER III funding please see the ARP Act Funding web page at <https://www.cde.ca.gov/fg/cr/arpact.asp>.

*For technical assistance related to the ESSER III Expenditure Plan template and instructions, please contact [LCFF@cde.ca.gov](mailto:LCFF@cde.ca.gov). For all other questions related to ESSER III, please contact [EDReliefFunds@cde.ca.gov](mailto:EDReliefFunds@cde.ca.gov).*

## Fiscal Requirements

- The LEA must use at least 20 percent (20%) of its ESSER III apportionment for expenditures related to addressing the academic impact of lost instructional time through the implementation of evidence-based interventions, such as summer learning or summer enrichment, extended day, comprehensive afterschool programs, or extended school year programs.

- For purposes of this requirement, “evidence-based interventions” include practices or programs that have evidence to show that they are effective at producing results and improving outcomes when implemented. This kind of evidence has generally been produced through formal studies and research. There are four tiers, or levels, of evidence:
  - **Tier 1 – Strong Evidence:** the effectiveness of the practices or programs is supported by one or more well-designed and well-implemented randomized control experimental studies.
  - **Tier 2 – Moderate Evidence:** the effectiveness of the practices or programs is supported by one or more well-designed and well-implemented quasi-experimental studies.
  - **Tier 3 – Promising Evidence:** the effectiveness of the practices or programs is supported by one or more well-designed and well-implemented correlational studies (with statistical controls for selection bias).
  - **Tier 4 – Demonstrates a Rationale:** practices that have a well-defined logic model or theory of action, are supported by research, and have some effort underway by a State Educational Agency, LEA, or outside research organization to determine their effectiveness.
- For additional information please see the Evidence-Based Interventions Under the ESSA web page at <https://www.cde.ca.gov/re/es/evidence.asp>.
- The LEA must use the remaining ESSER III funds consistent with section 2001(e)(2) of the ARP Act, including for:
  - Any activity authorized by the Elementary and Secondary Education Act (ESEA) of 1965;
  - Any activity authorized by the Individuals with Disabilities Education Act (IDEA);
  - Any activity authorized by the Adult Education and Family Literacy Act;
  - Any activity authorized by the Carl D. Perkins Career and Technical Education Act of 2006;
  - Coordination of preparedness and response efforts of LEAs with State, local, Tribal, and territorial public health departments, and other relevant agencies, to improve coordinated responses among such entities to prevent, prepare for, and respond to COVID-19;
  - Activities to address the unique needs of low-income students, students with disabilities, English learners, racial and ethnic minorities, homeless students, and foster youth, including how outreach and service delivery will meet the needs of each population;
  - Developing and implementing procedures and systems to improve the preparedness and response efforts of LEAs;
  - Training and professional development for staff of the LEA on sanitation and minimizing the spread of infectious diseases;
  - Purchasing supplies to sanitize and clean the facilities of an LEA, including buildings operated by such agency;
  - Planning for, coordinating, and implementing activities during long-term closures, including providing meals to eligible students, providing technology for online learning to all students, providing guidance for carrying out requirements under

IDEA, and ensuring other educational services can continue to be provided consistent with all Federal, State, and local requirements;

- Purchasing education technology (including hardware, software, and connectivity) for students who are served by the LEA that aids in regular and substantive educational interaction between students and their classroom instructors, including low-income students and children with disabilities, which may include assistive technology or adaptive equipment;
- Providing mental health services and supports, including through the implementation of evidence-based full-service community schools;
- Planning and implementing activities related to summer learning and supplemental after school programs, including providing classroom instruction or online learning during the summer months and addressing the needs of underserved students;
- Addressing learning loss among students, including underserved students, by:
  - Administering and using high-quality assessments that are valid and reliable, to accurately assess students' academic progress and assist educators in meeting students' academic needs, including through differentiated instruction,
  - Implementing evidence-based activities to meet the comprehensive needs of students,
  - Providing information and assistance to parents and families of how they can effectively support students, including in a distance learning environment, and
  - Tracking student attendance and improving student engagement in distance education;

**Note:** A definition of “underserved students” is provided in the Community Engagement section of the instructions.

- School facility repairs and improvements to enable operation of schools to reduce risks of virus transmission and exposure to environmental health hazards, and to support student health needs;
- Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and nonmechanical heating, ventilation, and air conditioning systems, filtering, purification and other air cleaning, fans, control systems, and window and door replacement;
- Developing strategies and implementing public health protocols including, to the greatest extent practicable, policies in line with guidance from the Centers for Disease Control and Prevention (CDC) for the reopening and operation of school facilities to effectively maintain the health and safety of students, educators, and other staff;
- Other activities that are necessary to maintain the operation of and continuity of services in LEAs and continuing to employ existing staff of the LEA.

## Other LEA Plans Referenced in this Plan

In developing the plan, the LEA has flexibility to include community input and/or actions included in other planning documents, such as the Local Control and Accountability Plan (LCAP) and/or the Expanded Learning Opportunities (ELO) Grant Plan, provided that the input and/or actions address the requirements of the ESSER III Expenditure Plan.

An LEA that chooses to utilize community input and/or actions from other planning documents must provide the name of the plan(s) referenced by the LEA and a description of where the plan(s) may be accessed by the public (such as a link to a web page or the street address of where the plan(s) are available) in the table. The LEA may add or delete rows from the table as necessary.

An LEA that chooses not to utilize community input and/or actions from other planning documents may provide a response of “Not Applicable” in the table.

## Summary of Expenditures

The Summary of Expenditures table provides an overview of the ESSER III funding received by the LEA and how the LEA plans to use its ESSER III funds to support the strategies and interventions being implemented by the LEA.

### Instructions

For the ‘Total ESSER III funds received by the LEA,’ provide the total amount of ESSER III funds received by the LEA.

In the Total Planned ESSER III Expenditures column of the table, provide the amount of ESSER III funds being used to implement the actions identified in the applicable plan sections.

For the ‘Total ESSER III funds included in this plan,’ provide the total amount of ESSER III funds being used to implement actions in the plan.

## Community Engagement

### Purpose and Requirements

An LEA’s decisions about how to use its ESSER III funds will directly impact the students, families, and the local community, and thus the LEA’s plan must be tailored to the specific needs faced by students and schools. These community members will have significant insight into what prevention and mitigation strategies should be pursued to keep students and staff safe, as well as how the various COVID–19 prevention and mitigation strategies impact teaching, learning, and day-to-day school experiences.

An LEA must engage in meaningful consultation with the following community members, as applicable to the LEA:

- Students;
- Families, including families that speak languages other than English;
- School and district administrators, including special education administrators;

- Teachers, principals, school leaders, other educators, school staff, and local bargaining units, as applicable.

“Meaningful consultation” with the community includes considering the perspectives and insights of each of the required community members in identifying the unique needs of the LEA, especially related to the effects of the COVID-19 pandemic. Comprehensive strategic planning will utilize these perspectives and insights to determine the most effective strategies and interventions to address these needs through the programs and services the LEA implements with its ESSER III funds.

Additionally, an LEA must engage in meaningful consultation with the following groups to the extent that they are present or served in the LEA:

- Tribes;
- Civil rights organizations, including disability rights organizations (e.g. the American Association of People with Disabilities, the American Civil Liberties Union, National Association for the Advancement of Colored People, etc.); and
- Individuals or advocates representing the interests of children with disabilities, English learners, homeless students, foster youth, migratory students, children who are incarcerated, and other underserved students.
  - For purposes of this requirement “underserved students” include:
    - Students who are low-income;
    - Students who are English learners;
    - Students of color;
    - Students who are foster youth;
    - Homeless students;
    - Students with disabilities; and
    - Migratory students.

LEAs are also encouraged to engage with community partners, expanded learning providers, and other community organizations in developing the plan.

Information and resources that support effective community engagement may be found under *Resources* on the following web page of the CDE’s website: <https://www.cde.ca.gov/re/lc>.

## Instructions

In responding to the following prompts, the LEA may reference or include input provided by community members during the development of existing plans, including the LCAP and/or the ELO Grant Plan, to the extent that the input is applicable to the requirements of the ESSER III Expenditure Plan. Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broad understanding among the LEA's local community.

### **A description of the efforts made by the LEA to meaningfully consult with its required community members and the opportunities provided by the LEA for public input in the development of the plan.**

A sufficient response to this prompt will describe how the LEA sought to meaningfully consult with its required community members in the development of the plan, how the LEA promoted the opportunities for community engagement, and the opportunities that the LEA provided for input from the public at large into the development of the plan.

As noted above, a description of "meaningful consultation" with the community will include an explanation of how the LEA has considered the perspectives and insights of each of the required community members in identifying the unique needs of the LEA, especially related to the effects of the COVID-19 pandemic.

### **A description of the how the development of the plan was influenced by community input.**

A sufficient response to this prompt will provide clear, specific information about how input from community members and the public at large was considered in the development of the LEA's plan for its use of ESSER III funds. This response must describe aspects of the ESSER III Expenditure Plan that were influenced by or developed in response to input from community members.

- For the purposes of this prompt, "aspects" may include:
  - Prevention and mitigation strategies to continuously and safely operate schools for in-person learning;
  - Strategies to address the academic impact of lost instructional time through implementation of evidence-based interventions (e.g. summer learning or summer enrichment, extended day, comprehensive afterschool programs, or extended school year programs);
  - Any other strategies or activities implemented with the LEA's ESSER III fund apportionment consistent with section 2001(e)(2) of the ARP Act; and
  - Progress monitoring to ensure interventions address the academic, social, emotional, and mental health needs for all students, especially those students disproportionately impacted by COVID-19

For additional information and guidance, please see the U.S. Department of Education's Roadmap to Reopening Safely and Meeting All Students' Needs Document, available here: <https://www2.ed.gov/documents/coronavirus/reopening-2.pdf>.

# Planned Actions and Expenditures

## Purpose and Requirements

As noted in the Introduction, an LEA receiving ESSER III funds is required to develop a plan to use its ESSER III funds to, at a minimum, address students' academic, social, emotional, and mental health needs, as well as the opportunity gaps that existed before, and were exacerbated by, the COVID-19 pandemic.

## Instructions

An LEA has the flexibility to include actions described in existing plans, including the LCAP and/or ELO Grant Plan, to the extent that the action(s) address the requirements of the ESSER III Expenditure Plan. When including action(s) from other plans, the LEA must describe how the action(s) included in the ESSER III Expenditure Plan supplement the work described in the plan being referenced. The LEA must specify the amount of ESSER III funds that it intends to use to implement the action(s); these ESSER III funds must be in addition to any funding for those action(s) already included in the plan(s) referenced by the LEA. Descriptions of actions provided should include sufficient detail yet be sufficiently succinct to promote a broad understanding among the LEA's local community.

## Strategies for Continuous and Safe In-Person Learning

Provide the total amount of funds being used to implement actions related to Continuous and Safe In-Person Learning, then complete the table as follows:

- If the action(s) are included in another plan, identify the plan and provide the applicable goal and/or action number from the plan. If the action(s) are not included in another plan, write "N/A".
- Provide a short title for the action(s).
- Provide a description of the action(s) the LEA will implement using ESSER III funds for prevention and mitigation strategies that are, to the greatest extent practicable, in line with the most recent CDC guidance, in order to continuously and safely operate schools for in-person learning.
- Specify the amount of ESSER III funds the LEA plans to expend to implement the action(s); these ESSER III funds must be in addition to any funding for those action(s) already included in the plan(s) referenced by the LEA.

## Addressing the Impact of Lost Instructional Time

As a reminder, the LEA must use not less than 20 percent of its ESSER III funds to address the academic impact of lost instructional time. Provide the total amount of funds being used to implement actions related to addressing the impact of lost instructional time, then complete the table as follows:

- If the action(s) are included in another plan, identify the plan and provide the applicable goal and/or action number from the plan. If the action(s) are not included in another plan, write "N/A".

- Provide a short title for the action(s).
- Provide a description of the action(s) the LEA will implement using ESSER III funds to address the academic impact of lost instructional time through the implementation of evidence-based interventions, such as summer learning or summer enrichment, extended day, comprehensive afterschool programs, or extended school year programs.
- Specify the amount of ESSER III funds the LEA plans to expend to implement the action(s); these ESSER III funds must be in addition to any funding for those action(s) already included in the plan(s) referenced by the LEA.

### **Use of Any Remaining Funds**

After completing the Strategies for Continuous and Safe In-Person Learning and the Addressing the Impact of Lost Instructional Time portions of the plan, the LEA may use any remaining ESSER III funds to implement additional actions to address students’ academic, social, emotional, and mental health needs, as well as to address opportunity gaps, consistent with the allowable uses identified above in the Fiscal Requirements section of the Instructions. LEAs choosing to use ESSER III funds in this manner must provide the total amount of funds being used to implement actions with any remaining ESSER III funds, then complete the table as follows:

- If the action(s) are included in another plan, identify the plan and provide the applicable goal and/or action number from the plan. If the action(s) are not included in another plan, write “N/A”.
- Provide a short title for the action(s).
- Provide a description of any additional action(s) the LEA will implement to address students’ academic, social, emotional, and mental health needs, as well as to address opportunity gaps, consistent with the allowable uses identified above in the Fiscal Requirements section of the Instructions. If an LEA has allocated its entire apportionment of ESSER III funds to strategies for continuous and safe in-person learning and/or to addressing the impact of lost instructional time, the LEA may indicate that it is not implementing additional actions.
- Specify the amount of ESSER III funds the LEA plans to expend to implement the action(s); these ESSER III funds must be in addition to any funding for those action(s) already included in the plan(s) referenced by the LEA. If the LEA it is not implementing additional actions the LEA must indicate “\$0”.

### **Ensuring Interventions are Addressing Student Needs**

The LEA is required to ensure its interventions will respond to the academic, social, emotional, and mental health needs of all students, and particularly those students most impacted by the COVID–19 pandemic, including students from low-income families, students of color, English learners, children with disabilities, students experiencing homelessness, children in foster care, and migratory students.

The LEA may group actions together based on how the LEA plans to monitor the actions’ progress. For example, if an LEA plans to monitor the progress of two actions in the same way and with the same frequency, the LEA may list both actions within the same row of the table. Each action included in the ESSER III Expenditure Plan must be addressed within the table, either individually or as part of a group of actions.



Complete the table as follows:

- Provide the action title(s) of the actions being measured.
- Provide a description of how the LEA will monitor progress of the action(s) to ensure that they are addressing the needs of students.
- Specify how frequently progress will be monitored (e.g. daily, weekly, monthly, every 6 weeks, etc.).

California Department of Education  
June 2021

DRAFT



**PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING**

<b>Date:</b> September 14, 2021	<b>Program:</b> Head Start 0 to 5
<b>Agenda Item #:</b> 6A	<b>Director:</b> Rosa M. Pineda
<b>Subject:</b> July Program Update Report (PUR)	<b>Officer:</b> Jack Lazzarini

**Recommended Action**

Staff recommends Committee approval for full Board consideration the Head Start 0 to 5 July Monthly Program Update Report.

**Background**

As per mandate, Head Start agencies provide monthly updates to the Board and Policy Council, written as required by the Head Start Act of December 12, 2007, Section 642 Powers and Functions of Head Start Agencies (d) Program Governance Administration, (2) Conduct of Responsibilities, (A) through (I).

Below is a reference to the requirement.

*(2) Conduct of Responsibilities – Each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and policy council, about program planning, policies, and Head Start agency operations. . .*

The report includes all areas mandated by the Head Start Act, not reported elsewhere: (B) monthly program activity summaries; (C) program enrollment reports; (D) monthly reports of meals and snacks provided through the U.S. Department of Agriculture; (H) communication and guidance from the Secretary of Health and Human Services.

The excluded information reported separately includes: (A) monthly financial reports including credit cards, (E) financial audit report, (F) annual Self-Assessment (G) community-wide strategic planning (Community Assessment) and the (I) Annual Program Information Report (PIR).

The July Program Update Report is attached for review.

**Fiscal Impact**

The County-Wide Policy Council and the Fresno EOC Board of Commissioners must have timely and accurate information in order to ensure programmatic and fiduciary accountability of Fresno EOC Head Start 0 to 5. The staff have implemented this report to provide information monthly for these purposes

**Conclusion**

If approved by the Committee, this item will move forward for full Board consideration at the September 22, 2021 Commission Meeting.

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**BOARD OF COMMISSIONERS  
PROGRAM UPDATE REPORT**

**REPORT MONTH: JULY 2021**

**I. Head Start 0 to 5**

Program Information Summary:

1. July 1, 2021, the new school year started for EHS and CSPP classes; children continued to receive classes.
2. July 27, 2021, an application was submitted to the American Rescue Plan for one-time monies totaling \$3,354,549.
3. Senior Management has been preparing for the all staff Pre-service being held at the Golden Palace on August 5, 2021.
4. All PPE safety protocols by Fresno EOC remain in place. All employees must wear a mask inside, use sanitizers, and keep social distancing. HR is currently updating the agency's safety protocol.
5. We are committed to providing services in person to families and children, while keeping all safety protocols in place.
6. Recruitment continues to be at the forefront to reach our goal of enrolling the 2590 children that we have been funded to serve.

**II. Communication and Guidance from the United States Health and Human Services (HHS) Secretary:**

On March 25, 2021, Fresno EOC - Head Start, received notice per the Consolidated Appropriations Act of 2021, released by the Administration for Children and Families (ACF) of the opportunity to apply for a Cost of Living Adjustment (COLA) of 1.22%. The Cost of Living Adjustment is an increase in income that keeps staff salaries on par with increases in living expenses. However, due to being under DRS and re-competing for our grant, we were not allowed to apply until after we were awarded the grant in June 2021.

**III. Early Head Start**

Program Information Summary:

1. Recruitment of staff for Family Development Specialist (FDS) and Home Base Supervisors (HBS) positions, continue in order to fill vacancies.
2. VCH Medical interns will be visiting Home Base and will participate in shadowing the FDS in their home visits.
3. Children started in person classes on July 1, 2021.

Early Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 294; Monthly ADA: Center Base: 60.79%, Home Base: 35.99%

Wait List Total: 90

Analysis of all areas below the recommended 85% ADA, if any, has been done.

Early Head Start's total enrollment for July is 294. Despite COVID-19, EHS continues to make every effort to fill current vacancies. We are identifying age eligible siblings of HS Children enrolled in the program, reaching out to community partners weekly to let them know that we are actively recruiting children for Early Head Start, we launched the Online Referrals through our ChildPlus Software via our Fresno EOC website. We continue to provide marketing materials and attend meetings/trainings via zoom to promote recruitment. We received a total of 14 referrals and attended two community events this month.

Early Head Start Meals/Snacks:

Total Children: Breakfasts: 425 Lunches: 517 Snacks: 435

**IV. Head Start**

Program Information Summary:

1. Madison Head Start had a water leak and became flooded. The insurance company has been contacted and will assess the needed repairs. Children will be served through a Home Base model until the center is repaired and Community Care Licensing (CCL) approves the center to reopen.
2. Area II Head Start is submitting request to CCL to approve the temporary playground for children's use.
3. We continue to advertise, interview and hire for vacant positions such as Teacher's, Teacher Assistant's (TA), Family Support Assistants (FSA), HB supervisors, and Family Services Specialist's (FSS).
4. Richard Keyes and La Colonia Head Start, packets have been prepared to submit to CCL requesting for centers to be licensed.

Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 36; Monthly ADA: Center Base 80.56%; Home Base: NA%

Wait List Total: 406

Analysis of all areas below the recommended 85% ADA, if any, has been done.

Total Head Start enrollment for July 2021 is 36. The last day for Head Start Home Base was May 20, 2021. The last day for Center Base classes (3.5 hrs./day) and California State Preschool Program (CSPP 7.5 hrs./day) was on June 8, 2021 and Center Base Duration classes (6.0 hrs./day) ended on June 22, 2021. CSPP Full Day/Full Year classes were in operation. To support our recruitment and enrollment efforts, we received 79 Head Start Online Referrals from our Fresno EOC website, two referrals from the Department of Social Services and we attended two Community Events in the month of July.

**BOARD OF COMMISSIONERS  
PROGRAM UPDATE REPORT**

Head Start Meals/Snacks:

Total Children: Breakfasts: 480 Lunches: 475 Snacks: 558

Submitted by:

Rosa M. Pineda  
Early Care and Education Director

Nidia Davis  
Program Support Director

(JULY 2021 BOARD PUR) 09/01/2021294 ~ CWPC (2020-2021 (PUR (BOARD))) ~

## PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING

<b>Date:</b> September 14, 2021	<b>Program:</b> Head Start (0-5)
<b>Agenda Item #:</b> 6B	<b>Director:</b> Rosa M. Pineda
<b>Subject:</b> Head Start Director	<b>Officer:</b> Jack Lazzarini

### Recommended Action

Staff recommends Committee approval for full Board consideration of the appointment of Rosa M. Pineda from Early Care and Education Director to Head Start Director.

### Background

In alignment with the Head Start Program Performance Standards and Fresno EOC Human Resource policy and procedures, the position was posted internally on the Fresno EOC website. One employee candidate applied and was selected for an interview. The candidate, Rosa M. Pineda, was interviewed by a panel consisting of representatives from Fresno EOC's Executive Leadership staff, the County Wide PC Personnel Committee, and our Head Start Partner from Fresno County Office of Education. With 30 years of experience in meeting and exceeding the position qualifications/requirements, Rosa M. Pineda was interviewed and selected to be appointed the title of Head Start Director. On September 7, 2021, the County Wide Policy Council met and approved this process/appointment.

The Office of Head Start (OHS) requires each Head Start Program to provide for a position entitled, Head Start Director. During the recent restructure of the Head Start (0-5) program, Rosa M. Pineda was appointed Early Care and Education Director. Now that the Head Start (0-5) program is finalized, Fresno EOC is obligated by the Office of Head Start to appoint one employee to be designated as Head Start Director.

### Fiscal Impact

This appointment is budget neutral.

### Conclusion

If approved by the Committee, this item will move forward for full Board consideration at the September 22, 2021 Commission Meeting.

## PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING

<b>Date:</b> September 14, 2021	<b>Program:</b> Head Start 0 to 5
<b>Agenda Item #:</b> 6C	<b>Directors:</b> Rosa M. Pineda & Nidia Davis
<b>Subject:</b> Fresno EOC Head Start 0 to 5 Budget Modification	<b>Officer:</b> Jack Lazzarini

### Recommended Action

Staff recommends Committee ratification for full Board consideration modifications to the Head Start 0 to 5 FY 2020/2021 budget by \$4,175,036 and reallocate the unspent program funds to other expenditures in FY 2020/2021. Early Head Start will reallocate \$150,633 and Head Start will reallocate approximately \$4,024,403 for projects outlined in the attached budget documents.

### Background

During the FY 2020/2021, numerous Head Start 0 to 5 staff have been granted medical leaves due to health concerns, pregnancy complications, and/or baby bonding. In these instances, the state of California provides compensation and/or the agency's Worker's Compensation carrier pays staff approximately 65% of their usual wages, effectively saving the program 2/3 of the cost of each staff's salary. Unpaid personal leaves have also been authorized for some staff.

The COVID-19 pandemic, the shelter in place order and the flexibility for some staff to continue to work from home have increased the savings for reasons such as smaller utility bills, minimal mileage reimbursement, and little use of classroom consumables. Some annual functions such as the Parent Volunteer Luncheon and the End of the Year Staff In-service were canceled due to the pandemic. Parent meetings have become virtual, so parent mileage, meal costs and babysitting funds also remain unspent.

All of these changes have resulted in program savings. Head Start 0 to 5 requests permission to redirect funds from personnel, fringe benefit and operations line items to the uses outlined in the attached revised budgets. Fiscal Impact with these budget revisions Head Start 0 to 5 would utilize FY 2020/2021 funds to accomplish previously

unfunded, and needed projects. Early Head Start seeks to reallocate \$150,633 Head Start \$4,024,403 for a total for Head Start 0 to 5 of \$4,175,036.

Due to timeline constraints, Head Start 0 to 5 management submitted a request for a budget modification for FY 2020/2021 budget of \$4,175,036 to the Head Start 0 to 5 County-Wide Policy Council on July 6, 2021 and Fresno EOC Board of Commissioners Chairperson on August 3, 2021, to which they both approved respectively. As a result, Fresno EOC Head Start 0 to 5 submitted their request for a budget modification to Office of Head Start on September 2, 2021.

### **Fiscal Impact**

For Head Start 0 to 5 to continue to provide a quality program for the community's families/children by replacing/repairing equipment/materials needed for the centers to continue to operate in accordance with Community Care Licensing and Head Start Program Performance Standards.

### **Conclusion**

If ratified by the Committee, this item will move forward for full Board consideration at the September 22, 2021 Commission Meeting.



**FY 2020/2021 PROPOSED BUDGET MODIFICATION  
JANUARY 1, 2020 THROUGH JUNE 30, 2021  
PROJECT NARRATIVE/JUSTIFICATION**

Project Narrative

Fresno County Economic Opportunities Commission (dba Fresno EOC), Grantee #09CH010290, is applying for permission to revise the budget for Fiscal Year 2020/2021 to authorize expenditure of underspent funds. During the 2020 /2021 Fiscal Year (FY), Years Five and Six, 18-months, our agency has experienced savings in the salaries, fringe benefits, and various program operations line items, such as: travel, and supplies in the Head Start 0 to 5 budget. These savings equal more than \$250,000, thus mandating a formal budget revision in order to repurpose these fund for other needed, but unfunded items. It is projected that these savings will equal \$4,175,036 (EHS \$150,633 and HS \$4,024,403); therefore, we are requesting a budget revision for our Basic Grant (G094122) to move these line item savings, to expenditures in other areas of the operations budget, as outlined in the attached budget justification. These changes will assist in the full implementation of our Program and School Readiness Goals by providing additional resources for children's learning and needed maintenance and repair for program sites to improve the environments for children, families and staff. Some additional items, such as air filters and air conditioning upgrades, needed to enhance safety during the COVID-19 pandemic are included in this request.

Fresno EOC Head Start 0 to 5 serves 2590 slots that include prenatal women, infants, toddlers and preschoolers. Early Head Start (EHS) provides services to 478 of these slots throughout our Fresno County service area. The EHS center based option operates 82 child care slots for infants and toddlers and our home visitation program serves 50 prenatal women and 294 infants and toddlers. Fresno EOC Head Start (HS) provides services to 2,112 three and four

year olds and their families throughout the service area, currently 120 in Home Base and 1992 in Center Base.

Fresno EOC EHS and HS have together experienced savings in the Basic 2020 Budgets that equal more than \$250,000, thus, mandating a formal budget revision to be requested from Region IX staff prior to expenditure of these funds for new purposes. These savings are due in large part to numerous personnel taking Leaves of Absence (LOA's) in 2020. When an employee takes some types of LOA's, such as Family Medical Leave (FMLA) or Workers' Compensation, approximately 65% of that staff's salary is paid by the State of California and not with Early Head Start funds. The numerous staff on FMLA this year has generated these program these savings. Staff absences have not affected the services delivered to the children and families. We have been able to use, for the most part, sub on call employees (SOC) and staff on temporary assignments to do the work of these absent employees.

The COVID-19 pandemic, the shelter in place order and the flexibility for some staff to continue to work from home have increased the savings for reasons such as smaller utility bills, minimal mileage reimbursement, and lesser use of classroom consumables. Some annual functions such as the Parent Volunteer Luncheon and the End of the Year Staff In-service were canceled due to the pandemic. Parent meetings have become virtual, so parent mileage, meal costs and babysitting funds also remain unspent. All of these changes have resulted in program savings. Head Start 0 to 5 requests permission to redirect funds from personnel, fringe benefits and operations line items to the uses outlined in the Budget Justification Narrative below under the budgetary object class categories of Equipment (\$1,252,900), Supplies (\$1,494,987), Contractual (\$1,445,153).

**BUDGET JUSTIFICATION NARRATIVE**

In accordance with Fresno EOC Head Start (HS) /Early Head Start (EHS) funding guidance letter in regards to grant #09CH010290 for year 05: 01/01/2020 – 12/31/2020 and year 06, 01/01/2021 – 06/30/2021, this budget narrative is submitted to support this application requesting a budget modification for Head 0 to 5 for a grand total of \$4,175,036 (Head Start: \$4,024,403 and Early Head Start \$150,633). Projected cost revisions are related to program goals, as well as, to program design and approach to service delivery and are based on the Grantee’s years of HS/EHS program administration and operation in delivering required quality comprehensive services in the most cost-effective manner, knowledge of service availability, and understanding of current costs for purchasing equipment, materials and services. A budget revision for the grant period has been entered into HSES. The Budget Justification narrative for the revision for both HS and EHS are included herein.

**Equipment \$86,900 /EHS \$0.00; HS \$86,900**

These costs apply only to Head Start as identified in the following narrative; since, Early Head Start has significantly fewer dollars to apply to the budget revision due to being 18% the size of the Head Start program and staff are not requesting any of their funds to be used to purchase equipment.

*Head Start’s equipment portion of the funds is requested as below and a competitive process will be followed to determine the vendor for each service:*

- Network Switches – Current network switches have been in place for over 5 years. The current network switches do not contain all services needed, since Fresno EOC has migrated to VoIP, added new access points, and increased usage of tablets and laptops. New network switches (6) will allow various devices to connect and communicate on the network. With new

devices come additional security measures. The current network switches do not have all security management features needed to route multiple computing devices. New network switches would increase network speed, provide additional security measures, and allow management of all devices.

*Head Start - \$5,000 per switch for six switches* \$30,000

- Head Start- Meal Delivery Van – Two vans are needed to replace two meal delivery van that transports meals to Head Start locations. The vans in use are near the end of the useful life and are frequently in need of repairs.

*Head Start - \$20,000 per van for 2 vans* \$40,000

- Forklift – Staff frequently rent a forklift to organize the warehouse and sometimes deliveries cannot be accepted because there is no equipment available to unload pallets of heavy materials from the delivery vehicles. Additionally, the forklift (1) is needed for stacking documents stored at the warehouse until the contents can be destroyed.

*Head Start - \$16,900 per forklift* \$16,900

**SUPPLIES \$1,092,494/EHS \$85,725; HS \$1,006,769**

These costs are allotted to purchase supplies to support program operations for the different program service areas for both center and home base options. This allocation includes all items as below and indicates whether the supply is for Head Start or for Early Head Start:

- Early Head Start – Classroom Consumables – Additional materials for home based socialization classrooms (5) and center-based classrooms (6). Additional manipulatives and general classrooms materials are needed in quantities that permit loaning of supplies to children/families to be used for curriculum activities to enhance school readiness during distance learning and also, due to social distancing and sanitation requirements. During a

pandemic it is also necessary to have additional sets of materials, so individual children have access to sanitized materials, when children are onsite at the centers.

*Early Head Start - \$1,810 per classroom for 11 classrooms* *\$19,910*

- Classroom Furniture Replacement- For infant/toddler classrooms where furniture needs to be replaced.

*Early Head Start- \$15,605 per classroom for 3 classrooms* *\$46,815*

- Head Start - Preschool Backpacks – For classroom lending libraries at Head Start sites. Distance learning is expected to continue into the foreseeable future. These backpacks will contain materials a child would typically find in a preschool classroom. Four bundles of 10 backpacks would be purchased for lending to children in each classroom.

*Head Start - \$275 for 436 per bundle of backpacks* *\$119,900*

- Head Start Computers - Laptops with docking stations – Some staff have technology that is out of compliance with current Fresno EOC Information Technology standards and requires replacement. Costs include laptop, docking station and licenses.

*Head Start - \$1,904 per complete system for 45 systems* *\$85,693*

- Early Head Start Children’s Books – (8 sites) and Head Start (109 classrooms) will purchase books for Head Start and Early Head Start lending libraries that align with our goals of representation, inclusivity and dual language learning (Black is Beautiful books, bilingual books (Spanish/English) and Latino Books). These purchases are for replacement of damaged books and for new titles for each center-based site and for Early Head Start home-based socialization sites as part of their lending materials for home use by enrolled children. Books will be library quality for durability and will enhance our family literacy initiative.

*Early Head Start - \$2,375.00 for each of eight (8) sites* *\$19,000*

*Head Start – \$216.00 each set for 436 sets of books* *\$94,176*

● Head Start Ignite Tablets – Hatch Ignite Mobile Tablets facilitate continuous learning with research and evidence based Creative Curriculum by enabling a child to play from any location while the teacher tracks progress using reports and analysis. Tablets will be loaned to children receiving distance learning during the pandemic. Device includes tablet, stand, Gorilla Glass multi-touch screen, zero gap aluminum body, and a protective bumper made of durable food grade silicone. It is our intent to have 2,112 Hatch tablets, so that if/when we shelter in place in the future all three to five-year-old children will have the opportunity to participate in distance learning.

*Head Start – \$690.00 each tablet for 600 Hatch Ignite tablets* *\$414,000*

● Head Start Ignite Software Subscription – Ignite provides teachers with real-time child assessment data and documentation. The adaptive platform enables teachers to collect multiple data points on any given skill, ensuring valid and objective rating for all children. This instant data helps teachers easily differentiate instruction and accelerate kindergarten readiness for all the children in the program.

*Head Start \$80 per software subscription for each of 600 Hatch Ignite Tablets* *\$48,000*

● Head Start - Classroom Children’s Furniture Replacement – Furniture in some classrooms is in need of replacement. Children’s tables and chairs and child accessible shelving are among the materials requested.

*Head Start – \$15,000 per classroom for 10 classrooms* *\$150,000*

● Head Start Chair/Table Replacement – Furnishing used by adults need to be replaced in 37 of the 109 classrooms throughout Fresno County. Many chairs and tables have metal legs that are weakened due to rusting and are causing stain marks to appear on floors and

carpets. Sites needing new adult furnishings include Area II, Brooks, Cantua, Clovis, College Community, Dakota Circle, Estelle Dailey, Firebaugh, Huron, Kings Canyon, Mosqueda, Mendota, Pinedale, Ramacher, Reedley, San Joaquin, Sanger, Sequoia, and Washington.

*Head Start - \$5,000 each for 19 sites* \$95,000

**Contractual \$1,403,826/EHS \$64,908; Head Start \$1,338,918**

Projects costing over the \$25,000 COVID-19 threshold will be vetted competitively and vendors will be determined accordingly. Some sample quotes have been obtained to facilitate the creation of budget estimates, but further bids will be obtained prior to award of contracts.

- Early Head Start - Child Development Center – original sign has deteriorated due to exposure to weather and needs to be replaced.

*Early Head Start – sign for Child Development Center at \$1,200 (General Building*

*Maintenance and Repair).* \$1,200

- Early Head Start – Entry Door at the Child Development Center requires maintenance and repair to the casing and threshold, as well as to be repainted.

*Early Head Start – general building maintenance and repair cost for one door* \$457

- Early Head Start – Playground – The playground for the Mt. Carmel Socialization site is in need of replacement. The soft surface for fall zones has cracks and the climber needs to be replaced. Also, shade needs to be added to the playground due to the hot Fresno summers.

*Early Head Start - \$61,250 x 1 playground* \$61,250

- Early Head Start- Painting Exterior Building- Addams EHS center exterior needs to be repainted.

*Early Head Start-center exterior painting cost* \$2001

- Air conditioning units for the sites of Ramacher (1), Roosevelt (2), Sanger (3), Madison (1), Caruthers 1), and Wilson (2). These units are outdated, inefficient and

frequently in need of repairs.

*Head Start - \$11,000 per unit for 10 units* \$110,000

Fresno EOC employees an independent auditing firm to conduct an agency-wide audit. These funds are not included in the agency's indirect cost pool.

- Head Start – Vinyl composition tile (VCT) replacement is needed to upgrade the flooring for safety and aesthetics at three (3) buildings at Dakota Circle, one (1) at Brooks, one (1) at Washington, one (1) at San Joaquin, two (2) at Caruthers and (1) Romain.

*Head Start – vinyl tile @ average cost of \$27,500 for each of eight (9) classrooms.* \$247,500

- Head Start – Camera upgrades are needed in the numbers indicated, on the exteriors of the buildings at the following sites: three (3) at Caruthers, four (4) at Cedarwood, four (4) at Citrus, five (5) at Dakota Circle, two (2) at Firebaugh, two (2) at Huron, five (5) at Jefferson, six (6) at Kings Canyon, two (2) at Madison, three (3) at Mosqueda, two (2) at Pinedale, three (3) at Roosevelt, two (2) at San Joaquin, two (2) at Washington and two (2) at Wilson, to maintain safety at these locations.

*Head Start – 47 surveillance cameras for safety upgrades to prevent break-ins at 15 sites*

*@average cost of \$848 per site.* \$39,856

- Head Start – Paint the exterior of building at Huron, Ramacher, Sanger, Jefferson, Dakota Circle, Firebaugh and Citrus Head Start. This is needed to halt the deterioration of the building and the peeling of the old paint.

*Head Start – paint seven buildings at an average cost of \$5,000.* \$35,000



- Head Start Replacement of Exit Signs – replace reflective exit signs with illuminated exit signs at 25 doorways, as needed throughout the program for compliance with city and fire marshal code of regulations and to enhance safety at the sites.

*Head Start Exit Sign 25 signs for 25 exit doorways @ \$700 per sign.* \$17, 500

- Head Start - Window replacements at twenty-two (22) Head Start Centers. Most of these centers are modular buildings that were purchased during a Program Expansion in the early 1990's and are in need of refurbishment.

*Head Start – replacement of 22 windows at various program sites @ average cost of \$27,600 per site.* \$607,200

- Head Start – Cement replacement at Six (6) Head Start sites. Chipped and cracked cement that is creating tripping hazards will be removed and replaced with new cement.

*Head Start – cement replacement at Six (6) sites average cost of \$19,000.* \$114,000

- Head Start - Reconfiguration of the double door entrance to the warehouse for better access by vehicles for pick-up of or delivery of materials from/to the warehouse.

*Head Start – installation of one double door at the warehouse for enhanced accessibility* \$6,600

- Head Start - Upgrade ten (10) sandboxes to “turtle top” sandboxes to prevent neighborhood cats from entering the sandboxes. Previous sandboxes constructed from plastic pipes and covered with tarps will be eliminated. The covers lock in place. The new sandboxes should assure that the sand remains clean for children’s use.

*Head Start – 17 sandboxes at @ \$4,160 per sandbox.* \$70,720

- Head Start - Trim trees at various Head Start sites to maintain branches away from buildings

and power lines. There are 52 Head Start sites and most have at least one tree in the yard and many have two or more.

*Head Start – trim 80 trees at various sites for an average cost of \$500 per tree* \$40,000

- Head Start - Fascia and flashing repair at Caruthers to enhance the weather resistant nature of building to prevent water from seeping into the walls of the building around windows and doors, etc.

*Head Start – repair/replace fascia and flashing for one site* \$4,000

- Kitchen Floor Replacement at Jefferson Head Start – replacement needed due to past pipe rupture under kitchen floor.

*Head Start - replace kitchen floor* \$2,542

- Kitchen Countertop repairs at Romain Head Start- replacement needed due to wear and tear

*Head Start - replace kitchen countertop* \$12,000

- Parking Lot Refinishing at Kings Canyon Head Start-refinishing needed for health/safety of staff, parents who use the parking lot

*Head Start – refinish parking lot* \$16,000

- Landscaping and Drainage at Kings Canyon Head Start

*Head Start - replace landscape and drainage* \$16,000

**Construction \$1,591,816/EHS \$0; Head Start \$1,591,816**

- Modular Classrooms-Purchase and install (2) modular to replace Head Start sites for Sanger and Huron

*Head Start – two modular at \$795,908 per modular* \$1,591,816

**DIRECT CHARGES: \$4,175,036**

Early Head Start Direct Charges	\$150,633
Head Start Total Direct Charges	\$4,024,403
<b>TOTAL DIRECT CHARGES</b>	<b>\$4,175,036</b>

**INDIRECT CHARGES: EHS \$0.00; HS \$0.00**

The indirect charges have been based on 7.5% of total Direct Costs to cover the Agency's indirect costs. A copy of the Grantee's current Indirect Cost Rate Agreement has been uploaded into the HSES. Since these funds are repurposed from Head Start 0 to 5 Basic Budgets, Indirect charges have already been applied.

Indirect Charges	EHS \$0
	HS \$0
<b>Total Budget Revision</b>	<b>\$4,175,036</b>

**NON-FEDERAL SHARE**

Efforts are on-going to overcome the challenges in maintaining the volunteer hour requirements due to the stringent California regulations in regards to immunization requirements for parents to participate in the classroom, as well as no classroom volunteers during the COVID-19 pandemic. Volunteer time contributed within the classroom is valued at the Teacher Assistant I hourly rate plus the average fringe benefit rate derived from the actual fringe rate of employees in the program. Donated services are also received from community partnerships/individuals who serve as speakers and/or provide training at no or reduced cost. Valuation of such services are determined using the fair market rate of similar services within the region, if specialized skills are required. Otherwise, the same valuation method used for the classroom volunteer is utilized. City of Fresno and various lessors donate \$8,172 by not charging utilities and yard maintenance services. Volunteer time is estimated at \$21.07 including fringe benefits x 59.94 hours x 7,600 volunteers = \$9,598,255. Space in-kind is

valued as the difference between actual rent paid to landlords for the utilization of the space and the fair market value of that space determined by appraisals (HS \$818,625 annually).

**Non-Federal Match:**

Generally, numerous sources of non-federal match are utilized within our program to comply with this requirement for involvement of local resources. The usual sources are described in greater detail within the below table.

Source of Non-Federal Match	Valuation Methodology	Projected Amount
Volunteer time	Volunteer time is the most significant source of non-federal share. The majority of this time is contributed by parents who are serving in the capacity of a teacher assistant either within the classroom or at home using an individualized learning plan that is specific to outcomes for their children. Donated hours from the parents are valued at the Teacher Assistant I (HS) or Assistant Teacher/Caregiver (EHS) hourly rate plus the fringe benefit derived from the actual rate of the employees in this program. Volunteer time is also received when various guest speakers present relevant topics to either the parents or to the children. A valuation rate for the donated time is provided by the donor on the contribution form. If specialized knowledge is required for the presentation topic, then a valuation rate appropriate to that position is permitted. However, unusual rates are reviewed for reasonableness using internet searches for average pay rates of positions within the Fresno County area. (\$21.07 average including fringe benefit x 59.94 hours x 7,600 volunteers = \$9,598,254)	\$9,598,255
Space	Leased facilities are periodically appraised and the difference between the appraisal values and the amount paid in rent to the landlord is captured as non-federal share to reflect the full value of the space utilized by the program. Approximately \$68,219/ month x 12 months.	\$ 818,625
Utilities/Yard Maintenance	City of Fresno and yard maintenance by the various lessors donate by not charging their regular costs.	\$8,172
<b>Total</b>		<b>\$10,425,052</b>

### Non-federal Share Match Waiver

Head Start and Early Head Start propose a waiver of the non-federal share match for this budget modification and for all funds awarded for 2020/2021 (Carryover from Basic Budget 2019, Basic Budget 2020 - 2021, COLA 2020, Quality Improvement 2020, and Head Start and Early Head Start T&TA). Due to the COVID-19 pandemic, volunteer time, as defined and calculated above has been significantly reduced compared to other years. Due to reduction in class size to ten children per classroom, many children receiving distance learning and the inability to have volunteers enter our classrooms during the COVID-19 pandemic, we are unable to recover the needed in-kind for FY 2020 and for FY 2021 (January 1 through June 30, 2021). Additionally, due to the pandemic many businesses are operating at reduced capacity or have closed altogether and are, therefore, unable to contribute non-federal share match to our program.

### Conclusion

Davis Bacon regulations will be observed for all contractual obligations of \$2,000 dollars or more, where required by federal law and bids will be obtained for any individual costs over \$25,000 (as allowed during the COVID-19 pandemic. Quotes will be obtained when required for expenditures to facilitate a competitive process prior to the determination of the appropriate vendor to complete the project. The purchase of the two modular classrooms for Huron (1) and Sanger (1) sites will necessitate the submission of a 1303. The needed documentation will follow, if the funds are authorized to be spent as requested.

Because of the short timeline between this request to modify our budget and the end of the 2020/2021 fiscal Year (12/30/21), we anticipate that the funds for expenditures outlined above will be spent between approval (if granted) and December 30, 2021.

These Budget Modifications require approval by the County-Wide Policy Council and the

Fresno EOC Board of Commissioners. Please see the corresponding documentation of approvals by these bodies, uploaded into the documents tab in HSES.

## PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING

<b>Date:</b> September 14, 2021	<b>Program:</b> Head Start 0 to 5
<b>Agenda Item #:</b> 6D	<b>Directors:</b> Rosa M. Pineda & Nidia Davis
<b>Subject:</b> Cost of Living Adjustment (COLA)	<b>Officer:</b> Jack Lazzarini

### Recommended Action

Staff recommends Committee ratification for full Board consideration to approve a Cost of Living Adjustment (COLA) increase for Early Head Start (\$45,413) and Head Start (\$205,925) for a total of \$251,338 fiscal year 2021.

### Background

On March 25, 2021 the Administration for Children and Families released the opportunity for programs under the Head Start Act to apply for COLA funding for the fiscal year 2021. The cost of living adjustment is an increase in income that keeps staff salaries on par with increases in living expenses. However, due to being under DRS and re-competing for our grant, we were not allowed to apply until after we were awarded the grant in June 2021.

All HS 0 to 5 employees will receive at minimum a 1.22% COLA increase with the exception of all Education Teaching Staff positions as they received an increase in wages under the new grant. This also includes those positions who were within the salary range of the wage-comparison survey completed February 2021 regarding other Early Care and Education entities in our community. The COLA will also be applied to support staff fringe benefits.

Head Start 0 to 5 management submitted a request for authorization to apply for funds, to the Head Start 0 to 5 County-Wide Policy Council and Fresno EOC Board of Commissioners Chairperson, to which they both authorized to apply August 3, 2021, respectively.

On August 21, 2021, we received notification from Office of Head Start that we were awarded the COLA.

  
**Fiscal Impact**

For Head Start 0 to 5 to continue to provide a quality program for the community's families/children by offering competitive salaries to qualified staff.

**Conclusion**

If ratified by the Committee, this item will move forward for full Board consideration at the September 22, 2021 Commission Meeting.



**Supplement**  
**Fiscal Year 2021**  
**Request for Cost of Living Adjustment (COLA)**  
**Narrative and Budget Justification**  
**July 09, 2021**

**Early Head Start COLA Narrative**

Fresno County Economic Opportunities Commission (dba Fresno EOC) Early Head Start, per the Consolidated Appropriations Act, of 2021, released by the the Administration for Children and Families (ACF) on March 25, 2021 enabled Fresno EOC to apply for a cost of living increase (COLA) of \$45,413 for the Early Head Start Program. The cost of living adjustments is an increase in income that keeps staff salaries on par with increases in living expenses. We propose these dollars to be applied to wages, salaries, and benefits. Fresno EOC Early Head Start management submitted a request for authorization to apply for the funds, to the Head Start 0 to 5 County-Wide Policy Council and Fresno EOC Board of Commissioners. The County-Wide Policy Council and the Fresno EOC Board of Commissioners have authorized Early Head Start to apply for a COLA, on August 3, 2021, respectively. Corresponding documentation has been uploaded under the documents tab in the COLA section of the Head Start Enterprise System.

Fresno EOC Early Head Start provides services to 478 prenatal women, infant, toddlers and their families throughout Fresno County, 344 in Home Base, 52 in Family Child Care homes and 82 in Center Base. The request for an increase in funding is consistent with the provisions of Section 653 of the Head Start Act and the instruction received regarding the Consolidated Appropriations Act, of 2021. Management is aware that the funding will only become effective when a Notice of Award is received. All Early Head Start employees will receive at minimum a 1.22% COLA increase with the exception of all Education Staff positions as they received an increase in wages under the new grant. The Fresno EOC Early Head Start salary table will be adjusted correspondingly, so that the increase will be included in all future wages.

During the winter of 2021, Fresno EOC Early Head Start completed the Head Start 0 to 5 Special wage-comparison survey. The comparison documents that Fresno EOC Early Head Start pays salaries comparable to or slightly above some Early Head Start programs in California's Central Valley; however, we experience considerable competition in the surrounding area for hire of the highly qualified workforce, needed to operate our Early Head Start programs. In order to recruit and retain our workforce, the wage that we pay must be competitive in the local economy.

Much of our turnover can be attributed to the extensive need for a quality workforce in our vicinity. Fresno EOC has a reputation for hiring qualified staff and providing extensive training

that assists them to become more highly qualified. Historically, Early Head Start had few competitors for hire of a qualified workforce. In recent years, Child Development and Early Childhood Education programs operated by colleges, universities, unified school districts, the Office of the Superintendent of Schools, etc. have competed with us for hires and because of their higher pay scales, numerous applicants and former staff have chosen to work for them instead. Early Head Start frequently loses staff to these communities partners.

Today with employment opportunities in accreditation, Quality Rating Improvement Scale, special needs Part C services, coaching, and quality child care, in our service area, the Central Valley has become a highly competitive early care and education environment and there are numerous, other opportunities for employment, in some cases paying a higher hourly wage than Early Head Start.

Salaries for kindergarten teachers were also included within the wage comparability tables researched for Fresno EOC Early Head Start during winter of 2021. The Unified School Districts' salaries are considerably higher than the salary that an Early Head Start employee can earn. In Early Head Start, we emphasize obtaining Associate's and Bachelor's degrees and we support staff's efforts to do so. When the degree is earned, staff frequently leave Early Head Start employment for higher paying positions elsewhere. We have seen a trend to earn a kindergarten to 12<sup>th</sup> grade credential and for staff to leave for employment in the Unified School Districts.

Additionally, research has shown that continuity of care supports optimal school readiness for children. Salaries that are competitive with other Early Head Start Programs, preschools, and child care centers throughout the central valley, will help us to retain staff who can support Early Head Start children. Subsequently, minimal staff turnover will optimize school readiness and lifelong outcomes for Early Head Start children who are part of the most vulnerable population in our Fresno County Service Area.

We are aware that frequently, families and children in our programs are victims of trauma. Increases in staff compensation are intended to enhance program quality and the resultant improvement in our ability to attract and retain qualified program staff, will provide optimal support to children and families struggling with difficult life circumstances.

Early Head Start employs 89 staff to provide services to the enrolled children and families. The COLA of 1.55% to 1.75% provides staff with an increment in wages that remains below the average rise in the consumer price index (CPI) in major cities in California. Increases range from 3.1% to 4.0%, with Fresno ranking as the fifth largest city in the state.

The COLA will also be applied to supporting benefits for staff. Among these benefits, the award of funds will support enhanced access for Early Head Start staff to Fresno EOC's employee assistance program. Because of the educational encouragement that Early Head Start provides to support enrolled families, numerous former clients are inspired to gain an education that qualifies them to apply for openings in Early Head Start. At times there are unresolved traumas in the lives of staff and the mental health supports of the employee assistance system are instrumental in helping staff to resolve personal issues which support

them, in turn, to be much more effective in assisting children and parents through a trauma informed approach. The additional indirect dollars supporting Fresno EOC will ensure that the agency's Employee Assistance Program (EAP) remains available to staff. A stable workforce promotes continuity of care which is a positive development for children in Early Head Start.

### **Budget Justification**

#### **COLA: \$ 33,981**

Fresno EOC Early Head Start proposes to use \$33,981 in the personnel budget line item, the dollars requested represent a range of 1.55% to 1.75% COLA, for #57 positions on Fresno EOC Early Head Start's salary table. Staff, children, families and the community will receive advantage as the increases in salaries translate into increased staff retention, increased staff productivity, and increased staff mental health supports through Fresno EOC's EAP. Supported staff will consequently be better able to support the children and families enrolled in the program, many of whom have suffered trauma in their lives.

#### **Benefits: \$7,680**

With the increase in wages there is a corresponding increase in funding applied to benefits. Early Head Start's costs for provision of benefits include:

Federal Insurance Contributions Act (FICA) funds for Social Security: \$2,107

Medicare: \$510.00

State Unemployment Insurance: \$2,107

Workers' Compensation: \$1,257

Health Insurance: \$0

Life Insurance: \$0

Pension: \$1,699

#### **Non-Federal Share \$0**

Per the COVID-19 Funding Guidance: ACF-PI-HS-21-01 FY 2021, Supplemental Funds in Response to Coronavirus Disease 2019 (COVID-19) received February 19, 2021.

A waiver of non-federal match has been submitted with this application.

#### **Indirect Cost: \$3,749**

Fresno EOC has negotiated a 9.0% Indirect Cost Rate with Health and Human Services (HHS) Division of Cost Allocation. A copy of the letter approving this rate is uploaded into the documents tab in HSES.

#### **Conclusion**

This information regarding the 2021 COLA application requires approval by both the County-Wide Policy Council and the Fresno EOC Board of Commissioners. Please see the

corresponding attached documentation uploaded into the Head Start Enterprise System (HSES).

**Supplement**  
**Fiscal Year 2021**  
**Request for Cost of Living Adjustment (COLA)**  
**Narrative and Budget Justification**  
**July 9, 2021**

**Head Start COLA Narrative**

Fresno County Economic Opportunities Commission (dba Fresno EOC) Head Start, per the Consolidated Appropriations Act, of 2021, released by the the Administration for Children and Families (ACF) on March 25, 2021 enabled Fresno EOC to apply for a cost of living increase (COLA) of \$205,925 for the Head Start Program. The cost of living adjustments is an increase in income that keeps staff salaries on par with increases in living expenses. We propose these dollars to be applied to wages, salaries, and benefits. Fresno EOC Head Start management submitted a request for authorization to apply for the funds, to the Head Start Policy Council Chairperson and Fresno EOC Board of Commissioners Chairperson. The County-Wide Policy Council and the Fresno EOC Board of Commissioners have authorized Head Start to apply for a COLA, on August 3, 2021 respectively. Corresponding documentation has been uploaded under the documents tab in the COLA section of the Head Start Enterprise System.

Fresno EOC Head Start provides services to 2,590 three and four year olds and their families throughout Fresno County, 120 in Home Base and 2,112 in Center base. The request for an increase in funding is consistent with the provisions of Section 653 of the Head Start Act and the instruction received regarding the Consolidated Appropriations Act, of 2021. Management is aware that the funding will only become effective when a Notice of Award is received. We propose Head Start use of the 2021 Cost of Living Adjustments Funds for wage equitability to compensate higher levels of education for key positions that merit a more competitive starting wage, per 2021 wage comparability study. All Head Start employees will receive at minimum a 1.22% COLA increase with the exception of all Education Staff positions as they received an increase in wages under the new grant.

This aligns with the directive from ACF that the agency is encouraged to provide staff with a minimum salary increase of at least 1.22%. The Fresno EOC Head Start salary table will be adjusted correspondingly, so that the increase will be included in all future wages.

During the winter of 2021, Fresno EOC Head Start completed the 2021 Special Head Start wage-comparison survey. The comparison documents that Fresno EOC Head Start pays salaries comparable or slightly above some Head Start programs in the California's Central Valley; however, we experience considerable competition in the surrounding area for hire of the highly qualified workforce, needed to operate our Head Start programs. In order to recruit and retain our workforce, the wage that we pay must be competitive in the local economy.

Much of our turnover can be attributed to the extensive need for a quality workforce in our vicinity. Fresno EOC has a reputation for hiring qualified staff and providing extensive training that assists them to become more highly qualified. Historically, Head Start had few competitors for hire of a qualified workforce. In recent years, Child Development and Early Childhood Education programs operated by colleges, universities, unified school districts, the Office of the Superintendent of Schools, etc. have competed with us for hires and because of their higher pay scales, numerous applicants and former staff have chosen to work for them instead. Head Start frequently loses staff to these community partners.

Today with employment opportunities in accreditation, Quality Rating Improvement Scale, special needs Part B services, coaching, and quality child care, in our service area, the Central Valley has become a highly competitive early care and education environment and there are numerous, other opportunities for employment, in some cases paying a higher hourly wages than Head Start.

Salaries for kindergarten teachers were also included within the wage comparability tables researched for Fresno EOC Head Start during winter of 2021. The Unified School Districts' salaries are considerably higher than the salary that a Head Start employee can earn. In Head Start, we emphasize obtaining Associate's and Bachelor's degrees and we support staff to do so. When their degree is earned, staff frequently leave Head Start employment for higher paying positions elsewhere. We have seen a trend to earn a kindergarten to 12<sup>th</sup> grade credential and for staff to leave for employment in the Unified School Districts.

Additionally, research has shown that continuity of care supports optimal school readiness for children. Salaries that are competitive with other Head Start Programs, preschools, and child care centers throughout the central valley, will help us to retain staff who can support Head Start children. Subsequently, minimal staff turnover will optimize school readiness and lifelong outcomes for Head Start children who are part of the most vulnerable population in our Fresno County Service Area.

We are aware that frequently, families and children in our programs are victims of trauma. Increases in staff compensation are intended to enhance program quality and the resultant improvement in our ability to attract and retain qualified program staff, will provide optimal support to children and families struggling with difficult life circumstances.

Head Start employs 520 staff to provide services to the enrolled children and families. The COLA of at least 1.22% provides staff with an increment in wages that remains below the average rise in the consumer price index (CPI) in major cities in California. Increases range from 3.1% to 4.0%, with Fresno ranking as fifth largest city in the state.

The COLA will also be applied to supporting benefits for staff and among these benefits, the award of funds will support enhanced access for Head Start staff to Fresno EOC's employee assistance program. Because of the educational encouragement that Head Start provides to support enrolled families, numerous former clients are inspired to gain an education that qualifies them to apply for openings in Head Start. At times there are unresolved traumas in the lives of staff and the mental health supports of the employee assistance system are

instrumental in helping staff to resolve personal issues which support them to be much more effective in assisting children and parents through a trauma informed approach. A stable workforce promotes continuity of care which is a positive outcome for children in our care.

### **Budget Justification**

#### **COLA: \$153,975**

Fresno EOC Head Start proposes to use \$153,975 in the personnel budget line item, the dollars requested represent a range of 1.6% to 4.0% COLA, for #190 positions on Fresno EOC Head Start's salary table. Staff, children, families and the community will receive advantage as the increases in salaries translate into increased staff retention, increased staff productivity, and increased staff mental health supports through Fresno EOC's Employee Assistance Program. Supported staff will consequently will be better able to support the children and families enrolled in the program many of whom have suffered trauma in their lives.

#### **Benefits: \$34,947**

With the increase in wages there is a corresponding increase in funding applied to benefits. Head Start's costs for provision of benefits include:

Federal Insurance Contributions Act (FICA) funds for Social Security: \$9,546

Medicare: \$2,310

State Unemployment Insurance: \$9,546

Workers' Compensation: \$5,697

Health Insurance: \$0

Life Insurance: \$154.00

Pension: \$7,694

#### **Non-Federal Share: \$0**

Per the COVID-19 Funding Guidance: ACF-PI-HS-21-01 FY 2021, Supplemental Funds in Response to Coronavirus Disease 2019 (COVID-19) received February 19, 2021

A waiver of non-federal match has been submitted with this application.

#### **Indirect Cost: \$ 17,003**

Fresno EOC has negotiated a 9.0% Indirect Cost Rate with Health and Human Services (HHS) Division of Cost Allocation. A copy of the letter approving this rate is uploaded into the documents tab in HSES.

### Conclusion

This information regarding the 2021 COLA application requires approval by both the County-Wide Policy Council and the Fresno EOC Board of Commissioners. Please see the corresponding attached documentation uploaded into the Head Start Enterprise System (HSES).



	Head Start	Early Head Start
<b>Total Cost-of-Living Adjustment - 2021</b>	<b>\$ 205,925</b>	<b>\$ 45,410</b>

**Personnel (Section B, Line 6-a)**

**Early Head Start**

Position	No. of Staff	Budget Before COLA	EHS COLA Allocation
Assistant Teacher/Caregiver I	5	\$ 155,025	\$ 2,403
Assistant Teacher/Caregiver II	4	\$ 130,182	\$ 2,018
Building Maint Specialist	1	\$ 50,564	\$ 784
Child Development Coordinator	1	\$ 54,600	\$ 846
Child Development Site Coordinator	1	\$ 61,250	\$ 949
EHS Home Base Supervisor	3	\$ 163,800	\$ 2,539
Family Support Assistants	2	\$ 60,645	\$ 940
Information Systems Assistant	1	\$ 31,590	\$ 490
Information Technology Support Specialist	1	\$ 45,006	\$ 698
Maternal Child Health/Disabilities Specialist	2	\$ 100,406	\$ 1,556
Receptionist/Office Assistant	1	\$ 29,250	\$ 453
Site Supervisor/Center Director	2	\$ 80,964	\$ 1,255
Site Supervisor/Director I	1	\$ 40,502	\$ 628
Teacher/Caregiver Assistant I	3	\$ 94,556	\$ 1,466
Teacher/Caregiver Assistant II	6	\$ 195,273	\$ 3,027
Teacher/Caregiver Floaters	2	\$ 68,913	\$ 1,068
Teacher/Caregiver I	15	\$ 524,804	\$ 8,134
Teacher/Caregiver II	5	\$ 179,459	\$ 2,782
<b>Early Head Start Subtotal - Non-Allocated</b>	<b>56</b>	<b>\$ 2,066,786</b>	<b>\$ 32,035</b>

**Head Start**

Position	No. of Staff	Budget	
		Before COLA	HS COLA Allocation
Administrative Assistant	2	\$ 88,032	\$ 1,761
Administrative Secretary II	1	\$ 41,468	\$ 829
Building Maint Specialist	4	\$ 208,007	\$ 4,160
Building Maintenance Coordinator	1	\$ 56,199	\$ 1,124
Custodian	3	\$ 93,210	\$ 1,864
Early Childhood Education Specialist	4	\$ 224,952	\$ 4,499
ECE Coordinator	1	\$ 65,748	\$ 1,315
ECE Specialist	4	\$ 224,952	\$ 5,061
Education Liaison I	2	\$ 79,872	\$ 1,597
Education Liaison II	1	\$ 47,268	\$ 945
Education Services Manager	2	\$ 159,621	\$ 5,307
ERSEA Assistant	1	\$ 28,147	\$ 563
ERSEA Liaison	1	\$ 39,936	\$ 799
ERSEA Specialist	1	\$ 41,925	\$ 839
Family Comm Svcs Liaison	1	\$ 41,387	\$ 828
Family Engagement/Volunteer Services Specialist	2	\$ 74,928	\$ 1,499
Family Service Specialist	6	\$ 258,847	\$ 8,413
Family Services Specialist	6	\$ 252,221	\$ 7,567
Family Support Assistant	2	\$ 63,015	\$ 1,496
Family Support Assistant I	20	\$ 545,618	\$ 16,369
Family Support Assistant II	6	\$ 172,040	\$ 5,161
Family Support Assistant III	3	\$ 95,358	\$ 2,861
Family Support Assistants	12	\$ 282,792	\$ 8,484
Family/Community Services Coordinator	1	\$ 50,427	\$ 1,009
Family/Community Services Manager	1	\$ 73,671	\$ 2,210
Family/Community Services Specialist	4	\$ 175,919	\$ 5,278
Food Service Assistant	9	\$ 105,244	\$ 2,105
Food Services Assistant	5	\$ 130,275	\$ 2,606
Food Services Assistant I	9	\$ 201,881	\$ 4,038
Food Services Assistant II	7	\$ 174,501	\$ 3,490
Health Liaison II	1	\$ 43,238	\$ 865
Home Base Educator	12	\$ 419,618	\$ 12,589
Home Base Supervisor	1	\$ 46,449	\$ 1,393
Inclusion Services Assistant	21	\$ 508,213	\$ 10,164
Inclusion Services Specialist	1	\$ 40,720	\$ 814
Information Systems Clerk	2	\$ 58,751	\$ 1,494
Literacy Transition Liaison	1	\$ 39,936	\$ 639
Nurse	4	\$ 182,399	\$ 3,648
Nutrition Assistant	4	\$ 152,082	\$ 3,042
Nutrition Clerk	1	\$ 36,134	\$ 723
Quality Assurance Specialist Liaison	1	\$ 36,820	\$ 736
Receptionist/Office Assistant	1	\$ 23,316	\$ 466
Registered Dietician/Nutritionist	1	\$ 30,342	\$ 607
School Readiness Coordinator	1	\$ 65,767	\$ 1,315
Secretary I	4	\$ 117,007	\$ 2,340
Secretary Translator	1	\$ 40,229	\$ 805
Support Services Assistant	2	\$ 76,873	\$ 1,537
Support Services Clerk	1	\$ 25,975	\$ 519
Family Community Services Clerk	1	\$ 31,064	\$ 932
<b>Head Start Personnel Subtotal - Nonallocated</b>	<b>183</b>	<b>\$ 6,072,387</b>	<b>\$ 148,703</b>

**HS/EHS Personnel - Allocated**

Position	No. of Staff	Budget		
		Before COLA	HS COLA Allocation	EHS COLA Allocation
ERSEA Coordinator	1	\$ 55,127	\$ 285	\$ 817
Family Engagement/Volunteer Services Coordinator	1	\$ 51,870	\$ 677	\$ 153
Health Services Director	1	\$ 84,335	\$ 1,375	\$ 311
Nutrition Services Director	1	\$ 72,431	\$ 1,181	\$ 267
Quality Assurance Manager	1	\$ 65,267	\$ 1,064	\$ 241
EHS Home Base Supervisor	1	\$ 54,483	\$ 689	\$ 156
<b>Allocated Personnel Subtotal</b>	<b>6</b>	<b>\$ 383,511</b>	<b>\$ 5,272</b>	<b>\$ 1,946</b>
<b>Personnel Total</b>	<b>245</b>	<b>\$ 8,522,684</b>	<b>\$ 153,975</b>	<b>\$ 33,981</b>

**Fringe Benefits (Section B, Line 6-b)**

Benefit	Rate	Salary Base	Early Head Start	
			Head Start	Start
			\$ 153,975	\$ 33,981
FICA	0.062		\$ 9,546	\$ 2,107
Medicare	0.015		\$ 2,310	\$ 510
SUI	0.062		\$ 9,546	\$ 2,107
W/C (Avg.)	0.037		\$ 5,698	\$ 1,257
Health Insurance			\$ -	\$ -
Life Insurance	0.001		\$ 154	\$ -
Pension	0.05		\$ 7,694	\$ 1,699
<b>Fringe Benefits Subtotal</b>			<b>\$ 34,948</b>	<b>\$ 7,680</b>
<b>Salary &amp; Fringe Total</b>			<b>\$ 188,923</b>	<b>\$ 41,661</b>

**Indirect Charges (Section B, Line 6-j)**

		Early Head Start	
		Head Start	Start
<b>TOTAL DIRECT CHARGES</b>		\$ 188,923	\$ 41,661
Less:			
1. Buildings		\$ -	\$ -
2. Equipment		\$ -	\$ -
3. Renovation/Alterations		\$ -	\$ -
4. Each sub-award in excess of \$25,000		\$ -	\$ -
<b>Total Exclusions</b>		<b>\$ -</b>	<b>\$ -</b>
Direct Cost Base		\$ 188,923	\$ 41,661
<b>Indirect Cost Total</b>	<u>Rate</u> 0.09	<b>\$ 17,002</b>	<b>\$ 3,749</b>

		Early Head Start	
		Head Start	Start
<b>COLA Total</b>		<b>\$ 205,925</b>	<b>\$ 45,410</b>

**Total Federal Share \$ 251,335**



**PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING**

<b>Date:</b> September 14, 2021	<b>Program:</b> Energy Services
<b>Agenda Item #:</b> 7A	<b>Director:</b> Joseph Amader
<b>Subject:</b> 2022 Low Income Home Energy Assistance Program	<b>Officer:</b> Michelle L. Tutunjian

**Recommended Action**

Staff recommends Committee approval for full Board consideration of the 2022 Low Income Home Energy Assistance Program (LIHEAP) contract #22B-4008 with the State of California, Department of Community Services and Development (CSD) in the amount of \$10,426,205 for a 20-month period, beginning November 1, 2021.

**Background**

LIHEAP is funded by the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services. The program aims to assist low-income households that pay a high portion of their income to meet their energy needs.

There are several portions of the program that help accomplish this goal, such as:

- The Home Energy Assistance Program (HEAP) providing one-time financial assistance to help balance an eligible household's utility bill;
- The Energy Crisis Intervention Program (ECIP) providing assistance to low-income households that are in a crisis situation;
- LIHEAP Weatherization providing free energy efficiency upgrades to low-income households to lower their monthly utility bills, while also improving the health and safety of the household's occupants;
- Education on basic energy efficiency practices and instruction on the proper use and maintenance of installed weatherization measures; and
- Energy budget counseling.

With the funding allocation, Energy Services will serve an estimated 250 households with weatherization services and 100 households for emergency heating and cooling services. In addition, an estimated 7,000 households will receive utility assistance, including fuel assistance.



## **Fiscal Impact**

CSD's allocation to Fresno EOC totals \$10,426,205 over a 20-month project period, beginning November 1, 2021. The 2022 LIHEAP Contract funding for Fresno EOC is based on 100% of the prior 3-year grant award average, as referenced in the Planning Allocation Spreadsheet.

## **Conclusion**

If approved by the Board, Fresno EOC will enter into a contract with CSD for the 2022 LIHEAP funding to continue to help Fresno County low-income families with weatherization services and utility expenses.

# PLANNING ALLOCATION SPREADSHEET

State of California  
 Department of Community Services and Development  
 Total 2022 LIHEAP Contract  
 Facesheet

**BASED ON 100% OF PRIOR 3-YEAR GRANT AWARD AVERAGE**

County/Service Territory	Direct Services								Total Contract Allocation	
	Weatherization			Administration/Assurance 16/ECIP/HEAP				Utility Assistance		
	Contract Number	Initial WX Program	Delayed WX Program	WX Program Subtotal	Allowable Admin	Allowable A16	ECIP/HEAP Program	Admin/A16/ECIP/HEAP Subtotal		ECIP FT/HEAP G&E Program Subtotal
1 Alameda County - Spectrum Community Services, Inc.	22B-4001	827,110	556,989	1,384,099	278,494	278,494	1,467,672	2,024,660	1,867,946	5,276,705
2 Amador/Tuolumne Service Territory - Amador-Tuolumne CAA										
Amador County		48,181	32,446	80,627	16,223	16,223	73,837	106,283	120,470	307,380
Calaveras County		71,277	47,999	119,276	24,000	24,000	135,101	183,101	152,348	454,725
Tuolumne County		134,727	90,727	225,454	45,364	45,364	239,067	329,795	304,267	859,516
Service Territory Total		254,185	171,172	425,357	85,587	85,587	448,005	619,179	577,085	1,621,621
3 Butte County - CAA of Butte County, Inc.	22B-4002	459,047	309,129	768,176	154,565	154,565	1,203,326	1,512,456	647,944	2,928,576
4 Colusa Service Territory - Glenn County Health and Human Services Agency										
Colusa County		40,579	27,327	67,906	13,663	13,663	52,369	79,695	111,283	258,884
Glenn County		57,656	38,826	96,482	19,413	19,413	81,381	120,207	151,137	367,826
Trinity County		42,838	28,847	71,685	14,424	14,424	138,206	167,054	142,273	273,290
Service Territory Total		141,073	95,000	236,073	47,500	47,500	271,956	366,956	296,971	900,000
5 Contra Costa Co. - Contra Costa Employment & Human Services Dept/CSB	22B-4005	708,336	477,004	1,185,340	238,502	238,502	571,323	1,048,327	2,285,291	4,518,958
6 Del Norte County - Del Norte Senior Center, Inc.	22B-4006	139,619	94,022	233,641	47,011	47,011	315,315	409,337	247,748	890,726
7 El Dorado Service Territory - El Dorado Co. Health & Human Services Agency										
Alpine County		5,552	3,739	9,291	1,870	1,870	13,211	16,951	9,180	35,422
El Dorado County		394,090	265,386	659,476	132,693	132,693	937,693	1,203,079	651,617	2,514,172
Service Territory Total		399,642	269,125	668,767	134,563	134,563	950,904	1,220,030	660,797	2,549,594
<b>8 Fresno County - Fresno County Economic Opportunities Commission</b>	<b>22B-4008</b>	<b>1,634,282</b>	<b>1,100,550</b>	<b>2,734,832</b>	<b>550,275</b>	<b>550,275</b>	<b>988,623</b>	<b>2,089,173</b>	<b>5,602,200</b>	<b>10,426,205</b>
9 Humboldt Service Territory - Redwood CAA										
Humboldt County		344,380	231,910	576,290	115,955	115,955	583,311	815,221	805,524	2,197,035
Modoc Co. (WEATHERIZATION/ASSURANCE 16)		94,049	63,334	157,383	9,651	15,833	0	25,484	0	182,867
Service Territory Total		438,429	295,244	733,673	125,606	131,788	583,311	840,705	805,524	2,379,902
10 Imperial Service Territory - Campesinos Unidos, Inc.										
Imperial County		162,509	109,436	271,945	54,718	54,718	170,398	279,834	484,978	1,036,757
San Diego County - Area A		890,332	599,563	1,489,895	299,781	299,781	754,022	1,353,584	2,836,560	5,680,039
Service Territory Total		1,052,841	708,999	1,761,840	354,499	354,499	924,420	1,633,418	3,321,538	6,716,796
11 Inyo Service Territory - Inyo Mono Advocates for Community Action, Inc.										
Inyo County		48,615	32,738	81,353	16,369	16,369	143,120	175,858	52,935	310,146
Mono County		61,109	41,151	102,260	20,576	20,576	216,869	258,021	29,573	389,854
Service Territory Total		109,724	73,889	183,613	36,945	36,945	359,989	433,879	82,508	700,000
12 Kern County - Community Action Partnership of Kern	22B-4012	1,490,041	1,003,416	2,493,457	501,708	501,708	1,382,097	2,385,513	4,627,021	9,505,991
13 Kings County - Kings Community Action Organization, Inc.	22B-4013	201,981	136,017	337,998	68,009	68,009	293,242	429,260	521,319	1,288,577
14 Lake Service Territory - North Coast Energy Services, Inc.										
Lake County		198,408	133,611	332,019	66,805	66,805	392,074	525,684	408,078	1,265,781
Mendocino County		239,568	161,329	400,897	80,664	80,664	347,812	509,140	618,333	1,528,370
Napa County		99,452	66,973	166,425	33,486	33,486	148,398	215,370	252,679	634,474
Solano County		261,315	175,973	437,288	87,987	87,987	158,077	334,051	895,769	1,667,108
Sonoma County		418,036	281,511	699,547	140,756	140,756	657,492	939,004	1,028,385	2,666,936
Yolo County		208,709	140,547	349,256	70,274	70,274	269,341	409,889	572,350	1,331,495
Service Territory Total		1,425,488	959,944	2,385,432	479,972	479,972	1,973,194	2,933,138	3,775,594	9,094,164
15 Lassen County - Lassen Economic Development Corporation	22B-4015	109,723	73,889	183,612	36,945	36,945	362,848	436,738	79,650	700,000
Los Angeles County										
16 Area A - Maravilla Foundation	22B-4016	2,658,266	1,790,117	4,448,383	895,056	895,056	3,966,552	5,756,664	6,753,859	16,958,906
17 Area B - Pacific Asian Consortium in Employment	22B-4017	1,879,115	1,265,424	3,144,539	632,712	632,712	1,515,640	2,781,064	6,062,561	11,988,164
18 Area C - Long Beach Community Action Partnership	22B-4018	1,639,387	1,103,988	2,743,375	551,994	551,994	1,057,826	2,161,814	5,553,586	10,458,775
19 Madera County - Community Action Partnership of Madera County, Inc.	22B-4019	218,648	147,241	365,889	73,620	73,620	185,173	332,413	696,601	1,394,903

## PLANNING ALLOCATION SPREADSHEET

### BASED ON 100% OF PRIOR 3-YEAR GRANT AWARD AVERAGE

County/Service Territory	Contract Number	Direct Services						Utility Assistance	Total Contract Allocation	
		Weatherization			Administration/Assurance 16/ECIP/HEAP					
		Initial WX Program	Delayed WX Program	WX Program Subtotal	Allowable Admin	Allowable A16	ECIP/HEAP Program			Admin/A16/ECIP/HEAP Subtotal
20 Marin County - Community Action Marin (NON WEATHERIZATION/ASSURANCE 16)	22B-4020	0	0	0	34,312	34,312	139,561	208,185	441,943	650,128
21 Mariposa County - Mariposa County Human Services Department	22B-4021	109,723	73,889	183,612	36,945	36,945	265,499	339,389	176,999	700,000
22 Merced County - Merced County CAA	22B-4022	409,847	275,997	685,844	137,998	137,998	347,099	623,095	1,305,754	2,614,693
23 Modoc - T.E.A.C.H. Inc. (NON WEATHERIZATION/ASSURANCE 16)	22B-4023	0	0	0	22,016	15,834	212,398	250,248	166,885	417,133
24 Orange County - Community Action Partnership of Orange County	22B-4024	1,090,372	734,273	1,824,645	367,136	367,136	1,583,033	2,317,305	2,814,281	6,956,231
25 Placer Service Territory - Project GO, Inc.										
Nevada County		263,543	177,474	441,017	88,737	88,737	690,841	868,315	371,991	1,681,323
Placer County		310,493	209,091	519,584	104,545	104,545	488,347	697,437	763,826	1,980,847
Service Territory Total	22B-4025	574,036	386,565	960,601	193,282	193,282	1,179,188	1,565,752	1,135,817	3,662,170
26 Plumas Service Territory - Plumas Co. Community Development Commission										
Plumas County		95,390	64,237	159,627	32,119	32,119	311,602	375,840	73,092	608,559
Sierra County		14,333	9,652	23,985	4,826	4,826	45,087	54,739	12,717	91,441
Service Territory Total	22B-4026	109,723	73,889	183,612	36,945	36,945	356,689	430,579	85,809	700,000
27 Riverside County - Community Action Partnership of Riverside County	22B-4027	1,709,844	1,151,434	2,861,278	575,717	575,717	1,517,022	2,668,456	5,378,533	10,908,267
28 Sacramento Service Territory - Community Resource Project, Inc.										
Sacramento County		1,295,312	872,282	2,167,594	436,141	436,141	1,828,332	2,700,614	3,395,475	8,263,683
Sutter County		114,598	77,172	191,770	38,586	38,586	161,755	238,927	300,402	731,099
Yuba County		126,546	85,218	211,764	42,609	42,609	209,241	294,459	301,103	807,326
Service Territory Total	22B-4028	1,536,456	1,034,672	2,571,128	517,336	517,336	2,199,328	3,234,000	3,996,980	9,802,108
29 San Benito Co. - HHSA, Comm. Svcs. & Wkfs. Dev. (NON WEATHERIZATION/A16)	22B-4029	0	0	0	26,111	26,111	75,225	127,447	367,273	494,720
30 San Bernardino County - Community Action Partnership of San Bernardino Co.	22B-4030	1,703,547	1,147,194	2,850,741	573,597	573,597	2,129,750	3,276,944	4,740,412	10,868,097
31 San Diego County - Area B - Metropolitan Area Advisory Committee	22B-4031	419,205	282,299	701,504	141,150	141,150	828,391	1,110,691	862,203	2,674,398
32 San Joaquin Co. - San Joaquin Co. Dept. of Aging & Community Services	22B-4032	781,792	526,470	1,308,262	263,235	263,235	472,928	999,398	2,679,926	4,987,586
33 San Luis Obispo Co. - Community Action Partnership of San Luis Obispo Co., Inc.	22B-4033	212,706	143,239	355,945	71,620	71,620	420,328	563,568	437,484	1,356,997
34 Santa Barbara Co. - Community Action Commission of Santa Barbara County	22B-4034	346,126	233,087	579,213	116,543	116,543	977,115	1,210,201	418,764	2,208,178
35 Santa Clara Co. - Sacred Heart Community Service (NON WEATHERIZATION/A16)	22B-4035	0	0	0	194,229	194,229	658,331	1,046,789	2,633,322	3,680,111
36 Santa Cruz Service Territory - Central Coast Energy Services, Inc.										
Monterey County		440,788	296,833	737,621	148,416	148,416	373,303	670,135	1,404,331	2,812,087
San Francisco County		396,107	266,744	662,851	133,372	133,372	255,591	522,335	1,341,852	2,527,038
San Mateo County		341,257	229,808	571,065	114,904	114,904	261,486	491,294	1,114,756	2,177,115
Santa Cruz County		263,662	177,554	441,216	88,777	88,777	223,295	400,849	840,016	1,682,081
Marin County (WEATHERIZATION/ASSURANCE 16)		144,192	97,101	241,293	14,238	14,238	0	28,476	0	269,769
San Benito County (WEATHERIZATION/ASSURANCE 16)		109,723	73,889	183,612	10,834	10,834	0	21,668	0	205,280
Santa Clara County (WEATHERIZATION/ASSURANCE 16/EHCS)		832,866	560,865	1,393,731	86,203	86,203	67,177	239,583	0	1,633,314
Service Territory Total	22B-4036	2,528,595	1,702,794	4,231,389	596,744	596,744	1,180,852	2,374,340	4,700,955	11,306,684
37 Shasta/Tehama Service Territory - Self-Help Home Improvement Project, Inc.										
Shasta County		353,785	238,244	592,029	119,122	119,122	756,184	994,428	670,579	2,257,036
Tehama County		150,392	101,276	251,668	50,638	50,638	321,450	422,726	285,060	959,454
Service Territory Total	22B-4037	504,177	339,520	843,697	169,760	169,760	1,077,634	1,417,154	955,639	3,216,490
38 Siskiyou County - Great Northern Services	22B-4038	253,883	170,968	424,851	85,484	85,484	542,652	713,620	481,220	1,619,691
39 Stanislaus County - Central Valley Opportunity Center, Incorporated	22B-4039	679,792	457,782	1,137,574	228,891	228,891	493,470	951,252	2,248,031	4,336,857
40 Tulare County - Community Services & Employment Training, Inc.	22B-4040	941,286	633,876	1,575,162	316,938	316,938	1,138,820	1,772,696	2,657,248	6,005,106
41 Ventura County - Community Action of Ventura County, Inc.	22B-4041	433,527	291,944	725,471	145,972	145,972	507,022	798,966	1,241,330	2,765,767
42 Association of California Community and Energy Services (ACCES)	TBD	0	0	0	0	0	230,000	230,000	0	230,000
<b>TOTALS</b>		<b>30,131,574</b>	<b>20,291,051</b>	<b>50,422,625</b>	<b>10,145,524</b>	<b>10,145,524</b>	<b>37,353,751</b>	<b>57,644,799</b>	<b>84,392,551</b>	<b>192,459,975</b>

## PLANNING ALLOCATION SPREADSHEET

### BASED ON 100% OF PRIOR 3-YEAR GRANT AWARD AVERAGE

County/Service Territory	Initial WX	Initial WX	Initial WX	Approved Waiver			ECIP/HEAP	ECIP/HEAP	ECIP/HEAP
	Intake 8%	Outreach 5%	Training 5%	Total WX Intake 8%	Total WX Outreach 5%	Total WX Training 5%	Intake 8%	Outreach 5%	Training 2%
1 Alameda County - Spectrum Community Services, Inc.	66,169	41,356	41,356	110,728	69,205	69,205	266,849	166,781	66,712
2 Amador/Tuolumne Service Territory - Amador-Tuolumne CAA									
Amador County	3,854	2,409	2,409	6,450	4,031	4,031	15,545	9,715	3,886
Calaveras County	5,702	3,564	3,564	9,542	5,964	5,964	22,996	14,372	5,749
Tuolumne County	10,778	6,736	6,736	18,036	11,273	11,273	43,467	27,167	10,867
Service Territory Total	20,334	12,709	12,709	34,028	21,268	21,268	82,008	51,254	20,502
3 Butte County - CAA of Butte County, Inc.	36,724	22,952	22,952	61,454	38,409	38,409	148,102	92,564	37,025
4 Colusa Service Territory - Glenn County Health and Human Services Agency									
Colusa County	3,246	2,029	2,029	5,432	3,395	3,395	13,092	8,183	3,273
Glenn County	4,612	2,883	2,883	7,719	4,824	4,824	18,601	11,626	4,650
Trinity County	3,427	2,142	2,142	5,735	3,584	3,584	13,821	8,638	3,455
Service Territory Total	11,285	7,054	7,054	18,886	11,803	11,803	45,514	28,447	11,378
5 Contra Costa Co. - Contra Costa Employment & Human Services Dept/CSB	56,667	35,417	35,417	94,827	59,267	59,267	228,529	142,831	57,132
6 Del Norte County - Del Norte Senior Center, Inc.	11,170	6,981	6,981	18,691	11,682	11,682	45,045	28,153	11,261
7 El Dorado Service Territory - El Dorado Co. Health & Human Services Agency									
Alpine County	444	278	278	743	465	465	1,791	1,120	448
El Dorado County	31,527	19,705	19,705	52,758	32,974	32,974	127,145	79,466	31,786
Service Territory Total	31,971	19,983	19,983	53,501	33,439	33,439	128,936	80,586	32,234
8 Fresno County - Fresno County Economic Opportunities Commission	130,743	81,714	81,714	218,787	136,742	136,742	527,266	329,541	131,816
9 Humboldt Service Territory - Redwood CAA									
Humboldt County	27,550	17,219	17,219	46,103	28,815	28,815	111,107	69,442	27,777
Modoc Co. (WEATHERIZATION/ASSURANCE 16)	7,524	4,702	4,702	12,591	7,869	7,869	0	0	0
Service Territory Total	35,074	21,921	21,921	58,694	36,684	36,684	111,107	69,442	27,777
10 Imperial Service Territory - Campesinos Unidos, Inc.									
Imperial County	13,001	8,125	8,125	21,756	13,597	13,597	52,430	32,769	13,108
San Diego County - Area A	71,227	44,517	44,517	119,192	74,495	74,495	287,247	179,529	71,812
Service Territory Total	84,228	52,642	52,642	140,948	88,092	88,092	339,677	212,298	84,920
11 Inyo Service Territory - Inyo Mono Advocates for Community Action, Inc.									
Inyo County	3,889	2,431	2,431	6,508	4,068	4,068	15,684	9,803	3,921
Mono County	4,889	3,055	3,055	8,181	5,113	5,113	19,715	12,322	4,929
Service Territory Total	8,778	5,486	5,486	14,689	9,181	9,181	35,399	22,125	8,850
12 Kern County - Community Action Partnership of Kern	119,203	74,502	74,502	199,477	124,673	124,673	480,729	300,456	120,182
13 Kings County - Kings Community Action Organization, Inc.	16,158	10,099	10,099	27,040	16,900	16,900	65,165	40,728	16,291
14 Lake Service Territory - North Coast Energy Services, Inc.									
Lake County	15,873	9,920	9,920	26,562	16,601	16,601	64,012	40,008	16,003
Mendocino County	19,165	11,978	11,978	32,072	20,045	20,045	77,292	48,307	19,323
Napa County	7,956	4,973	4,973	13,314	8,321	8,321	32,086	20,054	8,022
Solano County	20,905	13,066	13,066	34,983	21,864	21,864	84,308	52,692	21,077
Sonoma County	33,443	20,902	20,902	55,964	34,977	34,977	134,870	84,294	33,718
Yolo County	16,697	10,435	10,435	27,940	17,463	17,463	67,335	42,085	16,834
Service Territory Total	114,039	71,274	71,274	190,835	119,271	119,271	459,903	287,440	114,977
15 Lassen County - Lassen Economic Development Corporation	8,778	5,486	5,486	14,689	9,181	9,181	35,400	22,125	8,850
Los Angeles County									
16 Area A - Maravilla Foundation	212,661	132,913	132,913	355,871	222,419	222,419	857,633	536,021	214,408
17 Area B - Pacific Asian Consortium in Employment	150,329	93,956	93,956	251,563	157,227	157,227	606,256	378,910	151,564
18 Area C - Long Beach Community Action Partnership	131,151	81,969	81,969	219,470	137,169	137,169	528,913	330,571	132,228
19 Madera County - Community Action Partnership of Madera County, Inc.	17,492	10,932	10,932	29,271	18,294	18,294	70,542	44,089	17,635



## PLANNING ALLOCATION SPREADSHEET BASED ON 100% OF PRIOR 3-YEAR GRANT AWARD AVERAGE

County/Service Territory	Initial WX	Initial WX	Initial WX	Approved Waiver			ECIP/HEAP	ECIP/HEAP	ECIP/HEAP
	Intake 8%	Outreach 5%	Training 5%	Total WX Intake 8%	Total WX Outreach 5%	Total WX Training 5%	Intake 8%	Outreach 5%	Training 2%
20 Marin County - Community Action Marin (NON WEATHERIZATION/ASSURANCE 16)	0	0	0	0	0	0	46,520	29,075	11,630
21 Mariposa County - Mariposa County Human Services Department	8,778	5,486	5,486	14,689	9,181	9,181	35,400	22,125	8,850
22 Merced County - Merced County CAA	32,788	20,492	20,492	54,868	34,292	34,292	132,228	82,643	33,057
23 Modoc - T.E.A.C.H. Inc. (NON WEATHERIZATION/ASSURANCE 16)	0	0	0	0	0	0	30,343	18,964	7,586
24 Orange County - Community Action Partnership of Orange County	87,230	54,519	54,519	145,972	91,232	91,232	351,785	219,866	87,946
25 Placer Service Territory - Project GO, Inc.									
Nevada County	21,083	13,177	13,177	35,281	22,051	22,051	85,027	53,142	21,257
Placer County	24,839	15,525	15,525	41,567	25,979	25,979	100,174	62,609	25,043
Service Territory Total	45,922	28,702	28,702	76,848	48,030	48,030	185,201	115,751	46,300
26 Plumas Service Territory - Plumas Co. Community Development Commission									
Plumas County	7,631	4,770	4,770	12,770	7,981	7,981	30,776	19,235	7,694
Sierra County	1,147	717	717	1,919	1,199	1,199	4,624	2,890	1,156
Service Territory Total	8,778	5,487	5,487	14,689	9,180	9,180	35,400	22,125	8,850
27 Riverside County - Community Action Partnership of Riverside County	136,788	85,492	85,492	228,902	143,064	143,064	551,644	344,778	137,911
28 Sacramento Service Territory - Community Resource Project, Inc.									
Sacramento County	103,625	64,766	64,766	173,408	108,380	108,380	417,905	261,190	104,476
Sutter County	9,168	5,730	5,730	15,342	9,589	9,589	36,973	23,108	9,243
Yuba County	10,124	6,327	6,327	16,941	10,588	10,588	40,828	25,517	10,207
Service Territory Total	122,917	76,823	76,823	205,691	128,557	128,557	495,706	309,815	123,926
29 San Benito Co. - HHSA, Comm. Svcs. & Wkfs. Dev. (NON WEATHERIZATION/A16)	0	0	0	0	0	0	35,400	22,125	8,850
30 San Bernardino County - Community Action Partnership of San Bernardino Co.	136,284	85,177	85,177	228,059	142,537	142,537	549,613	343,508	137,403
31 San Diego County - Area B - Metropolitan Area Advisory Committee	33,536	20,960	20,960	56,120	35,075	35,075	135,248	84,530	33,812
32 San Joaquin Co. - San Joaquin Co. Dept. of Aging & Community Services	62,543	39,090	39,090	104,661	65,413	65,413	252,228	157,643	63,057
33 San Luis Obispo Co. - Community Action Partnership of San Luis Obispo Co., Inc.	17,016	10,635	10,635	28,476	17,797	17,797	68,625	42,891	17,156
34 Santa Barbara Co. - Community Action Commission of Santa Barbara County	27,690	17,306	17,306	46,337	28,961	28,961	111,670	69,794	27,918
35 Santa Clara Co. - Sacred Heart Community Service (NON WEATHERIZATION/A16)	0	0	0	0	0	0	263,332	164,583	65,833
36 Santa Cruz Service Territory - Central Coast Energy Services, Inc.									
Monterey County	35,263	22,039	22,039	59,010	36,881	36,881	142,211	88,882	35,553
San Francisco County	31,689	19,805	19,805	53,028	33,143	33,143	127,795	79,872	31,949
San Mateo County	27,301	17,063	17,063	45,685	28,553	28,553	110,099	68,812	27,525
Santa Cruz County	21,093	13,183	13,183	35,297	22,061	22,061	85,065	53,166	21,266
Marin County (WEATHERIZATION/ASSURANCE 16)	11,535	7,210	7,210	19,303	12,065	12,065	0	0	0
San Benito County (WEATHERIZATION/ASSURANCE 16)	8,778	5,486	5,486	14,689	9,181	9,181	0	0	0
Santa Clara County (WEATHERIZATION/ASSURANCE 16/EHCS)	66,629	41,643	41,643	111,498	69,687	69,687	5,374	3,359	1,344
Service Territory Total	202,288	126,429	126,429	338,510	211,571	211,571	470,544	294,091	117,637
37 Shasta/Tehama Service Territory - Self-Help Home Improvement Project, Inc.									
Shasta County	28,303	17,689	17,689	47,362	29,601	29,601	114,141	71,338	28,535
Tehama County	12,031	7,520	7,520	20,133	12,583	12,583	48,521	30,326	12,130
Service Territory Total	40,334	25,209	25,209	67,495	42,184	42,184	162,662	101,664	40,665
38 Siskiyou County - Great Northern Services	20,311	12,694	12,694	33,988	21,243	21,243	81,910	51,194	20,477
39 Stanislaus County - Central Valley Opportunity Center, Incorporated	54,383	33,990	33,990	91,006	56,879	56,879	219,320	137,075	54,830
40 Tulare County - Community Services & Employment Training, Inc.	75,303	47,064	47,064	126,013	78,758	78,758	303,685	189,803	75,921
41 Ventura County - Community Action of Ventura County, Inc.	34,682	21,676	21,676	58,038	36,274	36,274	139,868	87,418	34,967
42 Association of California Community and Energy Services (ACCES)									
<b>TOTALS</b>	<b>2,410,525</b>	<b>1,506,577</b>	<b>1,506,577</b>	<b>4,033,811</b>	<b>2,521,134</b>	<b>2,521,134</b>	<b>9,721,305</b>	<b>6,075,823</b>	<b>2,430,324</b>



**PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING**

<b>Date:</b> September 14, 2021	<b>Program:</b> Energy Services
<b>Agenda Item:</b> 7B	<b>Director:</b> Joseph Amader
<b>Subject:</b> ARPA LIHEAP PY 2021	<b>Officer:</b> Michelle L. Tutunjian

**Recommended Action**

Staff recommends Committee ratification for full Board consideration of the American Rescue Plan Act (ARPA) Low-Income Home Energy Assistance Program (LIHEAP) Program Year 2021 contract #21V-5557 with the State of California, Department of Community Services and Development (CSD) in the amount of \$10,826,169 for a 20-month period, beginning August 1, 2021.

**Background**

The State of California, Department of Community Services and Development (CSD) received the ARPA LIHEAP grant award from the U.S. Department of Health and Human Services to help low-income families meet their utility expenses in the wake of the COVID-19 pandemic. California Government Code Section 16367.51 stipulates that ARPA LIHEAP dollars are to be maximized to reduce energy arrearages for eligible households and prohibits the ARPA LIHEAP contract from providing any funding the weatherization component. Based on this requirement, services under ARPA LIHEAP contract will be limited to utility assistance (including Fast Track), emergency heating and cooling, and fuel assistance (for wood, propane, and oil). Key changes to the ARPA LIHEAP contract include capping Energy Crisis Intervention Program Emergency Heating and Cooling funding at 15 percent of the ARPA LIHEAP contract allocation; increasing the maximum Fast Track benefit amount of \$1,000 to \$3,000; and suspending service prioritization requirements for all services fund the ARPA LIHEAP contract.

Fresno EOC operates LIHEAP under the Energy Services program. The contract will serve an estimated 3,333 households with utility assistance, including fuel assistance. In addition, an estimated 200 households will receive emergency heating and cooling assistance.

## **Fiscal Impact**

The 2021 LIHEAP ARPA allocation for Fresno EOC totals \$10,826,169 over a 20-month project period beginning August 1, 2021. The Planning Allocation Spreadsheet is included to reference.

## **Conclusion**

If approved by the Board, Fresno EOC will enter into a contract with CSD for the 2021 LIHEAP ARPA to help Fresno County low-income families with utility expenses during the COVID-19 pandemic.

2021 LIHEAP ARP ACT

PLANNING ALLOCATION SPREADSHEET

State of California  
 Department of Community Services and Development  
 Total 2021 LIHEAP ARP Contract  
 Planning Allocation

County/Service Territory	Contract Number	Supplemental Funds (Use TBD)	Allowable Admin	Allowable A16	Allowable Intake	Allowable Outreach	Remaining Program Funds	Total Contract Allocation
1 Alameda County - Spectrum Community Services, Inc.	21V-5550	130,046	281,531	280,981	382,925	239,328	4,164,316	5,479,127
2 Amador/Tuolumne Service Territory - Amador-Tuolumne CAA								
Amador County		9,478	16,400	16,465	22,299	13,937	242,495	321,074
Calaveras County		14,021	24,261	24,358	32,988	20,617	358,738	474,983
Tuolumne County		26,501	45,858	46,041	62,353	38,970	678,083	897,806
Service Territory Total	21V-5551	50,000	86,519	86,864	117,640	73,524	1,279,316	1,693,863
3 Butte County - CAA of Butte County, Inc.	21V-5552	72,176	156,250	155,945	212,524	132,828	2,311,198	3,040,921
4 Colusa Service Territory - Glenn County Health and Human Services Agency								
Colusa County		14,382	9,884	10,368	13,403	8,377	145,762	202,176
Glenn County		20,435	14,043	14,731	19,043	11,903	207,100	287,255
Trinity County		15,183	10,434	10,945	14,149	8,844	153,872	213,427
Service Territory Total	21V-5553	50,000	34,361	36,044	46,595	29,124	506,734	702,858
5 Contra Costa Co. - Contra Costa Employment & Human Services Dept/CSB	21V-5554	111,371	241,102	240,631	327,937	204,961	3,566,309	4,692,311
6 Del Norte County - Del Norte Senior Center, Inc.	21V-5555	50,000	47,523	48,869	64,525	40,327	701,699	952,943
7 El Dorado Service Territory - El Dorado Co. Health & Human Services Agency								
Alpine County		873	1,890	1,886	2,571	1,607	27,954	36,781
El Dorado County		61,963	134,140	133,878	182,451	114,032	1,984,155	2,610,619
Service Territory Total	21V-5556	62,836	136,030	135,764	185,022	115,639	2,012,109	2,647,400
8 Fresno County - Fresno County Economic Opportunities Commission	21V-5557	256,958	556,274	555,188	756,620	472,887	8,228,242	10,826,169
9 Humboldt Service Territory - Redwood CAA								
Humboldt County		54,147	117,219	116,991	159,437	99,648	1,733,874	2,281,316
Modoc Co. (WEATHERIZATION/ASSURANCE 16)	TBD	0	0	0	0	0	0	0
Service Territory Total	21V-5558	54,147	117,219	116,991	159,437	99,648	1,733,874	2,281,316
10 Imperial Service Territory - Campesinos Unidos, Inc.								
Imperial County		25,551	55,315	55,207	75,237	47,023	818,196	1,076,529
San Diego County - Area A		139,987	303,050	302,458	412,195	257,622	4,482,622	5,897,934
Service Territory Total	21V-5559	165,538	358,365	357,665	487,432	304,645	5,300,818	6,974,463
11 Inyo Service Territory - Inyo Mono Advocates for Community Action, Inc.								
Inyo County		22,153	12,571	13,384	17,031	10,645	185,210	260,994
Mono County		27,847	15,801	16,824	21,408	13,380	232,810	328,070
Service Territory Total	21V-5560	50,000	28,372	30,208	38,439	24,025	418,020	589,064
12 Kern County - Community Action Partnership of Kern	21V-5561	234,279	507,178	506,187	689,841	431,150	7,502,020	9,870,655
13 Kings County - Kings Community Action Organization, Inc.	21V-5562	50,000	68,750	69,551	93,436	58,398	1,016,117	1,356,252
14 Lake Service Territory - North Coast Energy Services, Inc.								
Lake County		31,196	67,534	67,402	91,856	57,410	998,941	1,314,339
Mendocino County		37,667	81,544	81,385	110,912	69,321	1,206,171	1,587,000
Napa County		15,637	33,851	33,785	46,043	28,777	500,720	658,813
Solano County		41,087	88,946	88,772	120,980	75,613	1,315,663	1,731,061
Sonoma County		65,728	142,290	142,013	193,537	120,961	2,104,715	2,769,244
Yolo County		32,815	71,040	70,901	96,625	60,391	1,050,801	1,382,573
Service Territory Total	21V-5563	224,130	485,205	484,258	659,953	412,473	7,177,011	9,443,030
15 Lassen County - Lassen Economic Development Corporation	21V-5564	50,000	36,718	38,341	49,807	31,129	541,651	747,646
Los Angeles County								
16 Area A - Maravilla Foundation	21V-5565	417,958	904,815	903,051	1,230,692	769,182	13,383,772	17,609,470
17 Area B - Pacific Asian Consortium in Employment	21V-5566	295,453	639,610	638,361	869,970	543,731	9,460,922	12,448,047
18 Area C - Long Beach Community Action Partnership	21V-5567	257,761	558,012	556,922	758,983	474,364	8,253,947	10,859,989
19 Madera County - Community Action Partnership of Madera County, Inc.	21V-5568	50,000	74,423	75,079	101,163	63,227	1,100,144	1,464,036

PLANNING ALLOCATION SPREADSHEET

State of California  
 Department of Community Services and Development  
 Total 2021 LIHEAP ARP Contract  
 Planning Allocation

County/Service Territory	Contract Number	Supplemental Funds (Use TBD)	Allowable Admin	Allowable A16	Allowable Intake	Allowable Outreach	Remaining Program Funds	Total Contract Allocation
20 Marin County - Community Action Marin (NON WEATHERIZATION/ASSURANCE 16)	21V-5569	50,000	49,080	50,385	66,644	41,653	724,753	982,515
21 Mariposa County - Mariposa County Human Services Department	21V-5570	50,000	28,725	30,552	38,920	24,325	423,246	595,768
22 Merced County - Merced County CAA	21V-5571	64,440	139,503	139,231	189,745	118,592	2,063,486	2,714,997
23 Modoc - T.E.A.C.H. Inc. (NON WEATHERIZATION/ASSURANCE 16)	21V-5572	50,000	12,479	14,723	16,792	10,495	182,619	287,108
24 Orange County - Community Action Partnership of Orange County	21V-5573	171,439	371,139	370,414	504,807	315,504	5,489,779	7,223,082
25 Placer Service Territory - Project GO, Inc.								
Nevada County		41,437	89,704	89,529	122,012	76,257	1,326,882	1,745,821
Placer County		48,819	105,685	105,479	143,748	89,843	1,563,261	2,056,835
Service Territory Total	21V-5574	90,256	195,389	195,008	265,760	166,100	2,890,143	3,802,656
26 Plumas Service Territory - Plumas Co. Community Development Commission								
Plumas County		42,341	26,773	28,258	36,292	22,683	394,675	551,022
Sierra County		7,659	4,843	5,111	6,565	4,103	71,390	99,671
Service Territory Total	21V-5575	50,000	31,616	33,369	42,857	26,786	466,065	650,693
27 Riverside County - Community Action Partnership of Riverside County	21V-5576	268,839	581,994	580,858	791,603	494,752	8,608,678	11,326,724
28 Sacramento Service Territory - Community Resource Project, Inc.								
Sacramento County		203,662	440,896	440,035	599,687	374,805	6,521,605	8,580,690
Sutter County		18,018	39,007	38,931	53,055	33,160	576,974	759,145
Yuba County		19,897	43,074	42,990	58,587	36,616	637,132	838,296
Service Territory Total	21V-5577	241,577	522,977	521,956	711,329	444,581	7,735,711	10,178,131
29 San Benito Co. - HHSA, Comm. Svcs. & Wkfs. Dev. (NON WEATHERIZATION/A16)	21V-5578	50,000	18,900	20,979	25,537	15,961	277,719	409,096
30 San Bernardino County - Community Action Partnership of San Bernardino Co.	21V-5579	267,848	579,851	578,719	788,687	492,930	8,576,978	11,285,013
31 San Diego County - Area B - Metropolitan Area Advisory Committee	21V-5580	65,911	142,688	142,410	194,078	121,299	2,110,605	2,776,991
32 San Joaquin Co. - San Joaquin Co. Dept. of Aging & Community Services	21V-5581	122,921	266,105	265,585	361,944	226,216	3,936,146	5,178,917
33 San Luis Obispo Co. - Community Action Partnership of San Luis Obispo Co., Inc.	21V-5582	50,000	72,401	73,108	98,408	61,505	1,070,188	1,425,610
34 Santa Barbara Co. - Community Action Commission of Santa Barbara County	21V-5583	54,421	117,814	117,584	160,245	100,154	1,742,668	2,292,886
35 Santa Clara Co. - Sacred Heart Community Service (NON WEATHERIZATION/A16)	21V-5584	130,952	283,490	282,936	385,590	240,994	4,193,295	5,517,257
36 Santa Cruz Service Territory - Central Coast Energy Services, Inc.								
Monterey County		69,305	150,035	149,742	204,070	127,544	2,219,267	2,919,963
San Francisco County		62,280	134,826	134,563	183,385	114,615	1,994,310	2,623,979
San Mateo County		53,656	116,157	115,930	157,991	98,745	1,718,154	2,260,633
Santa Cruz County		41,455	89,745	89,570	122,067	76,291	1,327,480	1,746,608
Marin County (WEATHERIZATION/ASSURANCE 16)	TBD	0	0	0	0	0	0	0
San Benito County (WEATHERIZATION/ASSURANCE 16)	TBD	0	0	0	0	0	0	0
Santa Clara County (WEATHERIZATION/ASSURANCE 16/EHCS)	TBD	0	0	0	0	0	0	0
Service Territory Total	21V-5585	226,696	490,763	489,805	667,513	417,195	7,259,211	9,551,183
37 Shasta/Tehama Service Territory - Self-Help Home Improvement Project, Inc.								
Shasta County		55,625	120,421	120,186	163,791	102,369	1,781,226	2,343,618
Tehama County		23,646	51,190	51,090	69,627	43,517	757,191	996,261
Service Territory Total	21V-5586	79,271	171,611	171,276	233,418	145,886	2,538,417	3,339,879
38 Siskiyou County - Great Northern Services	21V-5587	50,000	86,416	86,764	117,498	73,437	1,277,791	1,691,906
39 Stanislaus County - Central Valley Opportunity Center, Incorporated	21V-5588	106,883	231,386	230,935	314,721	196,701	3,422,599	4,503,225
40 Tulare County - Community Services & Employment Training, Inc.	21V-5589	147,999	320,393	319,768	435,785	272,365	4,739,161	6,235,471
41 Ventura County - Community Action of Ventura County, Inc.	21V-5590	68,164	147,563	147,275	200,709	125,443	2,182,713	2,871,867

TOTALS 5,090,270    10,180,540    10,180,540    13,845,531    8,653,464    150,570,190    198,520,535

## PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING

<b>Date:</b> September 14, 2021	<b>Program:</b> Strategy & Resource Development
<b>Agenda Item #:</b> 8A	<b>Director:</b> Kelsey McVey
<b>Subject:</b> Grant Tracker	<b>Officer:</b> Elizabeth Jonasson

### Background

The information presented in the Grant Tracker is intended to keep the Board apprised of the program grant activity for Fresno EOC.

**Fresno Economic Opportunities Commission  
Grant Tracker  
Friday, September 3, 2021**

<b>FUNDED</b>							
<b>Submitted</b>	<b>Program</b>	<b>Name</b>	<b>Funder</b>	<b>Amount Requested</b>	<b>Board Report Date</b>	<b>Date of Notice</b>	<b>Amount Awarded</b>
7/30/2021*	<b>African American Coalition</b>	<b>General Proposal</b>	<b>Bank of America</b>	\$50,000	9/22/2021	8/23/2021	\$50,000
Provide public health education and COVID vaccines							
8/18/2021*	<b>Food Services</b>	<b>Market Match</b>	<b>Ecology Center</b>	\$6,961	9/22/2021	8/25/2021	\$6,961
Food Distributions was awarded an additional \$5,317 for market match incentives and \$1,644.47 non-incentives funds to increase match at farmer's markets.							
1/4/2021*	<b>Head Start 0 to 5</b>	<b>Head Start/Early Head Start Communities in California</b>	<b>HHS - Administration of Children &amp; Families - Office of Head Start</b>	\$41,700,206	1/27/2021	6/22/2021	\$41,700,206
Reorient early childhood education system in Fresno County to serve 2,138 pregnant women, infants and toddlers aged 0-3 and preschoolers aged 3-5 years, eliminate duplication and siloed services.							
7/13/2021*	<b>Head Start 0 to 5</b>	<b>Supplement - American Rescue Plan</b>	<b>HHS - Administration of Children &amp; Families - Office of Head Start</b>	\$3,354,549	9/22/2021	8/17/2021	\$3,354,549
One-time supplemental funding for Head Start 0 to 5 activities, including remodeling of classrooms, the purchase of laptops and other equipment and hiring additional personnel during the COVID-19 pandemic.							
8/3/2021*	<b>Head Start 0 to 5</b>	<b>Supplemental - COLA</b>	<b>HHS - Administration of Children &amp; Families - Office of Head Start</b>	\$251,335	9/22/2021	8/20/2021	\$251,335
Cost-of-living adjustment (COLA) which includes increase to salaries and benefits and to help offset higher operating costs.							
8/12/2021*	<b>LCC</b>	<b>24/7 Dad Expansion</b>	<b>National Fatherhood Initiative</b>	\$5,000	9/22/2021	8/20/2021	\$5,000
Training for LCC staff on the 24/7 Dad curriculum and resources for parenting education.							

<b>NOT FUNDED</b>						
<b>Submitted</b>	<b>Program</b>	<b>Name</b>	<b>Funder</b>	<b>Amount Requested</b>	<b>Board Report Date</b>	<b>Date of Notice</b>
7/22/2021*	<b>Energy Services</b>	<b>Flex Our Power</b>	<b>Energy Upgrade California</b>	\$50,000	9/22/2021	8/18/2021
Provide outreach and education on Flex Alerts and how to conserve energy.						

<b>PENDING GRANTS</b>						
<b>Submitted</b>	<b>Program</b>	<b>Name</b>	<b>Funder</b>	<b>Amount Requested</b>	<b>Board Report Date</b>	<b>Expected Date of Notice</b>
2/26/2021	<b>Advance Peace Fresno</b>	<b>Visionary Freedom Fund</b>	<b>Andrus Family Fund</b>	\$44,000	3/24/2021	Prior to 7/1/2021
Fund stipends and emergency resources for Peacekeepers, as well as professional development for staff.						
4/12/2021	<b>Advance Peace Fresno</b>	<b>General Proposal</b>	<b>City of Fresno</b>	\$920,000	5/26/2021	Not specified
Hire 4 additional Neighborhood Change Agents and 4 additional Peace Keepers.						
4/12/2021	<b>Advance Peace Fresno</b>	<b>Congressional Earmark Proposal</b>	<b>USDOJ</b>	\$300,000	5/26/2021	Not specified
Request was submitted through Congressman Costa's office.						
8/6/2021	<b>Advance Peace Fresno</b>	<b>Self Development of People</b>	<b>Presbyterian Mission on the Self Development of People</b>	\$15,000	9/22/2021	Not specified
Provide support for basic needs of fellows, including housing, food and transportation.						
3/15/2021	<b>Energy Services</b>	<b>Energy Efficiency Grant Program</b>	<b>Energy Upgrade California</b>	\$20,000	3/24/2021	Not specified
Outreach to rural and urban Fresno County residents through direct and indirect methods about energy efficiency benefits and best practices.						
8/30/2021*	<b>Food Services</b>	<b>Food for Life Grant</b>	<b>Kaiser Permanente</b>	\$25,000	9/22/2021	Not specified
Funding to support monthly food distributions in Firebaugh, Mendota, Orange Cove and Parlier.						
7/16/2021	<b>Foster Grandparents</b>	<b>Flexible Support Grant</b>	<b>NextFifty Initiative</b>	\$100,000	9/22/2021	Late Oct 2021
Enhance and expand technology training for 60 FGP volunteers and an additional 100 older adults						
9/21/2020	<b>Head Start 0 to 5</b>	<b>Early Head Start Expansion and EHS Child Care Partnership Grant</b>	<b>Department of Health and Human Services, Office of Head Start</b>	\$944,092	9/30/2020	Prior to 3/4/2021
Open new EHS center at Clinton and Blythe, serving 16 infants and toddlers, and partner with three Family Child Care Homes to provide wraparound services to an additional 12 infants and toddlers. (Competitive - new)						
6/29/2021	<b>Health Services</b>	<b>California Wellness Foundation Letter of Inquiry</b>	<b>California Wellness Foundation</b>	\$600,000	8/10/2021	Not specified
Provide oral health education for seniors in assisted living and skilled nursing facilities.						
8/24/2021*	<b>Health Services</b>	<b>Oral Health Mini Grant</b>	<b>County of Fresno Dept of Public Health</b>	\$180,000	9/22/2021	Not specified
Provide oral health literacy to pregnant people and the general Fresno County population.						
8/6/2021	<b>LCC</b>	<b>Proud Parenting Grant Program</b>	<b>Board of State &amp; Community Corrections</b>	\$100,000	11/18/2021	Not specified
Provide parenting education for corps members and partner with AFLP for young parents needing extra support, provide substance abuse and anger management consulting for participants as needed.						
8/9/2021	<b>LCC</b>	<b>Recover Up</b>	<b>Families &amp; Workers Fund</b>	\$1,900,000	9/22/2021	Not specified
Funds to add a Guaranteed Income component to the existing Central Valley Forestry Corps project which will provide monthly stipends to enrolled participants for a 12-month period.						
4/15/2021	<b>Sanctuary and Support Services</b>	<b>Fresno Rotary Grants</b>	<b>Fresno Rotary</b>	\$15,000	5/26/2021	8/1/2021
Purchase and installation of new double paned windows at the Sanctuary Shelter.						



**PENDING GRANTS**

<b>Submitted</b>	<b>Program</b>	<b>Name</b>	<b>Funder</b>	<b>Amount Requested</b>	<b>Board Report Date</b>	<b>Expected Date of Notice</b>
4/30/2021	<b>Sanctuary and Support Services</b>	<b>Housing Assistance Grants for Victims of Human Trafficking</b>	<b>Dept of Justice OVC</b>	\$594,316	5/26/2021	Not specified
Provide transitional and short term housing to victims of human trafficking.						
5/4/2021	<b>Sanctuary and Support Services</b>	<b>Mentoring Services</b>	<b>Dept of Justice JDP</b>	\$625,000	5/26/2021	Not specified
Provide mentoring services to youth at risk of opioid use.						
5/5/2021	<b>Sanctuary and Support Services</b>	<b>Services for Victims of Human Trafficking</b>	<b>Dept of Justice OVC</b>	\$800,000	5/26/2021	Not specified
Provide trauma-informed support services, including legal services, for victims of human trafficking.						
6/21/2021	<b>Sanctuary and Support Services</b>	<b>Basic Center Program</b>	<b>Health &amp; Human Services</b>	\$600,000	6/23/2021	Not specified
Funding to operate the Sanctuary Youth Shelter, including necessities, case managed services and day-to-day operations for 200-250 youth annually.						
6/21/2021	<b>Sanctuary and Support Services</b>	<b>Street Outreach</b>	<b>Health &amp; Human Services</b>	\$450,000	6/23/2021	Not specified
Prevention and intervention services to runaway, homeless, and street youth who have been subjected to, or are at-risk of being subjected to sexual abuse, prostitution, sexual exploitation, and severe forms of trafficking.						
7/26/2021	<b>Strategy &amp; Resource Development</b>	<b>CSBG CARES Act Rapid Cycle Impact Project</b>	<b>Administration of Children and Families</b>	\$250,000	9/22/2021	Prior to Oct 2021
Provide 30 families with children enrolled in Head Start Huron with monthly supplemental incomes for a 12-month period.						
10/7/2020	<b>Street Saints</b>	<b>Homework Center Proposal</b>	<b>Bank of America</b>	\$60,000	10/13/2020	Not specified
Establish an afterschool tutoring program at the Hinton Center for up to 90 kids/day, five days/week. (Competitive - new)						
10/7/2020	<b>Street Saints</b>	<b>Homework Center Proposal</b>	<b>The Artist Tree</b>	\$60,000	10/13/2020	Not specified
Establish an afterschool tutoring program at the Hinton Center for up to 90 kids/day, five days/week. (Competitive - new)						
11/13/2020	<b>Street Saints</b>	<b>Youth Services</b>	<b>City of Fresno</b>	\$661,030	12/16/2020	After 12/9/20
Partnership with Faith in the Valley and Fresno Barrios Unidos to provide paid internships, park clean up and afterschool programming.						
3/24/2021	<b>Transit Systems</b>	<b>FTA Section 5310 Elderly &amp; Disabled Specialized Transit</b>	<b>Fresno COG</b>	\$533,238	4/16/2021	April/May 2021
For the purchase of six (6) passenger vehicles with ADA equipment to replace vehicles purchased between 2007-2008.						