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**SPECIAL MEETING OF THE
SETA GOVERNING BOARD**

DATE: Tuesday, March 27, 2018

TIME: 11:00 a.m.

LOCATION: SETA Redwood Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

While the SETA Governing Board welcomes and encourages participation in the Governing Board meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under jurisdiction of the SETA Governing Board and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA Governing Board limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

A G E N D A

- I. Call to Order/Roll Call/Pledge of Allegiance**
- II. Action Item**
 - A. Approval of the Submission of the Early Head Start-Child Care Partnership Supplemental Program Improvement Application 2017-2018
- III. Adjournment**

DISTRIBUTION DATE: MONDAY, MARCH 19, 2018

ITEM II-A - ACTION

APPROVAL OF THE SUBMISSION OF THE EARLY HEAD START-CHILD CARE
PARTNERSHIP SUPPLEMENTAL PROGRAM IMPROVEMENT APPLICATION
2017-2018

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Early Head Start-Child Care Partnership Program Improvement Supplemental application for Fiscal Year 2017-2018 in the amount of \$200,000.

On March 12, the Office of Head Start/Administration for Children and Families (ACF) contacted SETA to share an opportunity to apply for Program Improvement Supplemental funds designed for facility enhancements, maintenance, and/or repair. Funds cannot exceed \$250,000 with funding award notices being provided to awardees no later than March 30, 2018.

These one-time funds will be used:

- 1) to purchase and install an infant/toddler play yard at the new center located at 4104 Martin Luther King Jr. Blvd. (\$120,000); and
- 2) to purchase and install an additional modular unit at Hopkins Park Early Learning Center (\$80,000)

Due to the upcoming retirement and possible sale of SETA's partner child care center, SETA will be relocating 36 EHS-CCP enrollment slots to the grantee operated program starting on August 1, 2018. No families will be displaced as result of this change. To ensure a seamless transition, families currently enrolled in partners' child care center will be offered SETA home-based services starting August 1, 2018. Transferring to home-base will ensure comprehensive services continue while families maintain their full day care at their current provider.

PROGRAM IMPROVEMENT PROJECTS:

Project #1 - Install of a New Play Yard (\$120,000):

The new SETA facility will host 28 of 36 EHS-CCP enrollment slots starting August 1, 2018. While the facility was previously licensed as a child care center, the play structure is broken, in disrepair, and not suitable for children. As a result, the landlord removed the unsafe play structure as part of the lease agreement, leaving the space empty.

The new center has a large outdoor play yard with ample space to install a new infant/toddler play structure, rubber surface, and fencing. The project will include:

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- Removal of concrete under the existing shade structure (shade structure will remain)
- Purchase and installation of an age-appropriate play structure
- Installation of rubber surface under the play structure
- Fencing in the new play yard to keep infants/toddlers separated from preschoolers during outdoor play
- Possible installation of concrete pathways and/or artificial grass, depending on space availability once designed

Estimated Costs are \$120,000 based on recent similar projects completed at other SETA Early Learning Centers.

Project #2 –Additional Modular Unit at Hopkins Park ELC (\$80,000):

SETA will be installing a new modular building at the Hopkins Park Early Learning Center with construction starting on June 1st. Original funding was provided by federal Duration funds and covered costs for the preschool classrooms. However, there is enough land space to purchase and install an additional section to provide services for infant/toddlers. Program Improvement funds will be used to purchase and install the additional section, not to exceed 12’X40’ (480 sq. ft.), including one classroom, cabinetry, sinks/drinking fountain and a children’s restroom. This classroom will serve the remaining 8 EHS-CCP enrollment slots from the partner, for a total of 36 enrollment slots.

Proposed Budget:

Cost Item	2017-2018 Original EHS-CCP Budget	T/TA	Non-Federal Share*	2017-2018 Supplemental Budget	Final Budget (not including Non-Federal Share)
A. Personnel	\$244,332				\$244,332
B. Fringe Benefits	\$133,657				\$133,657
C. Travel					
D. Equipment				\$85,000	\$85,000
E. Supplies	\$7,400				\$7,400
F. Contractual	\$1,092,744	\$36,500	\$282,311		\$1,129,244
G. Construction				\$80,000	\$80,000
H. Other	\$33,267	\$143,039	\$140,424	\$35,000	\$211,306
Total EHS-CCP	\$1,511,400	\$179,539	\$422,735*	\$200,000	\$1,890,939

*current Non-Federal Share obligation without the requested supplemental budget amount. Additional Non-Federal Share amount outlined below in narrative.

See HSES for budget, SF424 and SF 424A/B.

Budget Justification:

Equipment (\$85,000)

Funds will be used to purchase and install a new age-appropriate play structure for infants/toddlers with a rubber surface underneath. The structure will be purchased and installed under Davis-Bacon (prevailing wages) regulations with successful vendor(s) registering on the Department of Industrial Relations (DIR) website.

Other (\$35,000)

Concrete - Funds will be used to remove existing concrete, purchase, and install new concrete as needed for the project. Concrete work will be required as a base and an outer edge for the rubber surface. Concrete may also be used to create bike pathways, if space permits.

Fencing - Funds will be used to install fencing to separate the infant/toddler play yard from the preschool play yard so children may utilize the outdoor space at the same time but remain within their age group.

Artificial grass – Funds will be used to install artificial turf, where appropriate. Sacramento County is on a one-day per week water conservation plan due to a historic drought. This limits the ability to keep real grass alive and healthy for children's play.

Construction (\$80,000)

Funds will be used to purchase and install an additional modular unit, not to exceed 12'X40' (480 sq ft), including one classroom, cabinetry, sinks/drinking fountain and a children's restroom.

Non-Federal Share (\$50,000)

Additional non-federal share funds will be provided by CCTR state funding.

Ms. Denise Lee will be available to answer questions.

RECOMMENDATION:

That the Governing Board approve the submission of the Program Improvement Supplemental application for the Early Head Start-Child Care Partnership program in the amount of \$200,000 for Fiscal Year 2017-2018.