

EC-19-325

**CITY OF ALBUQUERQUE**  
Albuquerque, New Mexico  
Office of the Mayor



Mayor Tim Keller

**INTER-OFFICE MEMORANDUM**

December 17, 2018

**TO:** Klarissa Peña, President, City Council

**FROM:** Tim Keller, Mayor

A handwritten signature in black ink, appearing to be 'TK', is written over the name 'Tim Keller' in the 'FROM' field.

**SUBJECT: Early Head Start Quarterly Report for July, August and September 2018**

The Department of Family & Community Services was directed through Council Bill No. O-14-16 Enactment No. O-2014-016 to provide quarterly reports to the City Council regarding the Early Head Start Program information summaries.

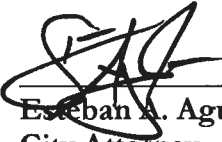
The quarterly report, covering the time period from July through September 2018, includes Reviews and Findings, Enrollment/Risk Management Meeting, Parent Family Community Engagement (PFCE), Governance and Review and Revision of Policy and Procedures during this time period.

Legislation Title: Early Head Start Quarterly Report for July, August, and September 2018

Recommended:

Approved as to Legal Form:

  
\_\_\_\_\_  
Sarita M. Nair                      Date  
Chief Administrative Officer

PP   
\_\_\_\_\_  
Esteban A. Aguilar, Jr.                      Date  
City Attorney

Recommended:

  
\_\_\_\_\_  
Carol M. Pierce                      Date  
Director, Dept. of Family & Community Services

## **Cover Analysis**

### **1. What is it?**

The Early Head Start Quarterly Report covers the time period of July, August, and September 2018, and includes Reviews and Findings, Leadership Staffing Changes, Enrollment/Risk Management Update, Parent Family Community Engagement (PFCE), Governance and Review and Revision of Policy and Procedures during this time period.

### **2. What will this piece of legislation do?**

Report the status of the Early Head Start Program from July 2018 through September 2018.

### **3. Why is this project needed?**

This Report is in response to Council Bill No. O-14-16 Enactment No. O-2014-016 to provide quarterly reports to the City Council regarding the Early Head Start Program information summaries. Where the Department of Family and Community Services was directed to provide quarterly reports to the City Council regarding Early Head Start.

### **4. How much will it cost and what is the funding source?**

There are no costs associated with this legislation.

The Early Head Start Program is federally funded through the United States Department of Health and Human Services, Administration for Children & Families, Office of Head Start.

### **5. Is there a revenue source associated with this legislation? If so, what level of income is projected?**

There is no revenue source associated with this legislation. This legislation is for informational purposes only.

### FISCAL IMPACT ANALYSIS

TITLE: Early Head Start Quarterly Report for July 2018, August and September 2018.

R: O:  
 FUND: 265  
 DEPT: Family and Community Services

- No measurable fiscal impact is anticipated, i.e., no impact on fund balance over and above existing appropriations.
- (If Applicable) The estimated fiscal impact (defined as impact over and above existing appropriations) of this legislation is as follows:

	2019	Fiscal Years 2020	2021	Total
Base Salary/Wages	-			-
Temporary Wages	-			-
Fringe Benefits at	-		-	-
Fringe Benefits at	-			-
Subtotal Personnel	-	-	-	-
<hr/>				
Operating Expenses	-			-
Property	-	-	-	-
Indirect Costs	-			-
<hr/>				
Total Expenses	\$ -	\$ -	\$ -	\$ -
<hr/>				
<input type="checkbox"/> Estimated revenues not affected				
<input type="checkbox"/> Estimated revenue impact				
Amount of Grant	-	-		-
City Cash Match	-			-
City Inkind Match	-		-	-
City IDOH	-	-		-
<hr/>				
Total Revenue	\$ -	\$ -	\$ -	\$ -
<hr/>				

These estimates do not include any adjustment for inflation.

\* Range if not easily quantifiable.

Number of Positions created

**COMMENTS:**

**COMMENTS ON NON-MONETARY IMPACTS TO COMMUNITY/CITY GOVERNMENT:**

PREPARED BY:

*[Signature]*  
 FISCAL ANALYST

APPROVED:

*[Signature]* 12/19/18  
 DIRECTOR (date)

REVIEWED BY:

*[Signature]*  
 EXECUTIVE BUDGET ANALYST

*[Signature]* 12/31/18  
 BUDGET OFFICER (date)

*[Signature]* 12/28/18  
 CITY ECONOMIST

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**I. MAJOR EARLY HEAD START PROGRAM ACTIVITIES**

**September 2018**

The City of Albuquerque submitted a new 5-year grant application on April 06, 2018 under FOA Title: Early Head Start Grantee – City of Albuquerque and Bernalillo County, New Mexico; HHS-2018-ACF-OHS-CH-R06-1367 and was awarded the funding on September 5, 2018. The total grant award funding received for administration of the Early Head Start program includes \$1,842,942 (federal grant), \$44,906 (Training/Technical Assistance), and \$471,962 (City Match); with a total of \$2,241,810 for 128 funded enrollment slots: 104 for center based and 24 for home based. The new grant award is based on a five year cycle with annual re-applications. The program year for the first year of the five year grant is September 01, 2018 – June 30, 2019. The total grant awarded was prorated for ten months due to the no cost extensions for the months of July and August per re-application of the Early Head Start grant. The City will not be contracting with any sub-grantees for Early Head Start with the new grant award.

**Administration for Children & Families (ACF) – City of Albuquerque Grant No. 06CH7083/03 Early Head Start – July and August 2018 No Cost Extension Request**

A no cost extension request was approved by ACF for the City of Albuquerque for Post Award Amendment to extend program operations for the months of July and August 2018. The new budget and project period is from July 01, 2017 – August 31, 2018.

**2018 Center Based Highlights** - Through a partnership with **The Great Arizona Puppet Theatre**, a colorful and fun dental themed puppet show, “Little Dino’s Baby Tooth” was presented at Trumbull, Western Trail, Plaza Feliz, MacArthur, School on Wheels, and La Mesa Early Head Start centers. This was a fun way to educate our parents about the importance of oral health preventive care, since home is often the first place children learn about healthy oral hygiene habits.

**2018 Home Education Program** - The families receiving home based (home visiting) Early Head Start services were also provided the same oral health preventive care education opportunity at the monthly scheduled parent engagement socialization event in September. Other family centered socialization events included Home and Child Safety presented by the Department of Health Injury Prevention Unit, “Stories in the Sky” literacy event at the Balloon Museum, and Fall fun and science exploration at Explora.

**July, August, and September 2018 Community Outreach & Recruitment**

To address under enrollment in the home based program, community outreach and intensive recruitment efforts took place! Staff participated in various community events in various

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population pockets around the city including the Community Dental Back to School Bash (San Jose), West Mesa Community Center Back to School event (Westside), City's ONE ABQ challenge (downtown), and NM Expo Flea Market (International District) to name a few. This was a great way to re-acquaint the community with the City's Early Head Start program and other important early childhood services (early/PreK and Preschool) offered within the Division of Child and Family Development. Other recruitment strategies included individual family recruitment at social service community centers and summer lunch programs, canvassing apartment/housing complexes, and onsite eligibility intake applications at Early Head Start centers, Valle del Norte Community Center, and Trumbull Family Resource Center.

## **II. ENROLLMENT UPDATE**

### **July and August 2018**

The Early Head Start program is funded for a total of **204** children.

- **July 31, 2018**, the total reportable enrollment (actual + withdrawn/dropped in last 30 days) for Early Head Start was **121**:
  - The City-operated Early Head Start center based enrollment is **84** out of **104**
  - Early Head Start Partner Sites' (Catholic Charities and CLNKids, Inc.) enrollment is **19** out of **40**
  - Home Based enrollment is **12** out of **60**
- **August 31, 2018**, the total reportable enrollment (actual + withdrawn/dropped in the last 30 days) for Early Head Start was **124**:
  - The City-operated Early Head Start center based enrollment is **87** out of **104**
  - Early Head Start Partner Sites' (CLNKids, Inc. only; Catholic Charities terminated partnership with City) enrollment is **8** out of **40**
  - Home Based enrollment is **16** out of **60**

### **September 2018 – NEW**

The Early Head Start program is now funded for a total of **128** children and excludes any delegate partner sites.

- **September 30, 2018**, the total reportable enrollment (actual + withdrawn/dropped) for Early Head Start was **110**:
  - The City operated Early Head Start center based enrollment is **86** out of **104**
  - Home Based enrollment is **12** out of 24.

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**Expansion Sites Summary**

- **Trumbull Early Head Start – Infant Room (8 slots) – *Classroom NOW in Session!***
  1. Opening Date – **August 31, 2018**
  2. First day of service – **September 04, 2018**
  3. Full Enrollment Deadline – **October 31, 2018**
  4. Hiring of staff completed for this additional classroom; including classroom set up.
- **Singing Arrow Early Head Start – Toddler Room (8 slots)**
  1. Opening Date scheduled – November 01, 2018
  2. First day of service scheduled – November 12, 2018
  3. Full Enrollment Deadline – November 30, 2018
  4. Classroom setup and hiring of classroom staff (Teacher M12 & Teaching Assistant C26) - **in process.**

**III. GOVERNANCE**

**Early Head Start Policy Council**

- July 2018 Meeting – Not in Session
- August 2018 Meeting – Not in Session
- September 2018 Meeting – “Meet & Greet” to introduce parents to Policy Council in preparation of officer elections for the 2018-19 program year.

**Advisory Governing Body**

- Recruitment and membership of the Early Head Start Program Governance Advisory Committee is underway to include fiscal/accounting & early childhood education experts, licensed attorney, community representative, and a former/parent. The first meeting of this group will commence in the 1<sup>st</sup> quarter of 2019.