



Health and Community Services

Cynthia Foley

Council Initiated:

Yes

No

ECAF: 2023-1425

Motion: 23-538

Type:

- Contract
- Board Appt.
- Code Amendment
- Budget Action
- Other

Requested Handling:

- Normal
- Expedite
- Urgent 12/8/2023

Fund Source:

- General Fund
- Other
- N/A

Executive Rec:

- Approve
- Do Not Approve
- N/A

Approved as to

Form:

- Yes
- No
- N/A

Subject: Amendment #1 to the 2024 grant award from the Department of Health and Human Services Office of Head Start

Scope: In the June of 2023, US Department of Health and Human Services Office of Head Start (OHS) monitoring of North Snohomish County-Early Head Start (NSC-EHS) identified the need for changes related to the use of data for continuous improvement, the provision of educational staff coaching, and program oversight.

To address these areas of non-compliance, NSC-EHS is requesting an amendment to carryover \$183,090.82 in unspent funds from FY 2022 that are being released to the County from OHS. The funds will be used to address findings in the monitoring report. The funds will be spent as follows:

1. A Head Start Consultant will develop and implement management systems consistent with Head Start Performance Standard, address corrections, and support monitoring processes and continuous improvement. This will cost \$100,000.
2. A ChildPlus Consultant will evaluate and implement changes to ChildPlus data entry and report utilization. This will cost \$30,000.
3. Salaries will increase for four IT Specialists taking on new responsibilities. This will cost \$37,000.
4. A County staff member will take on additional hours to coordinate County policies with Office of Head Start Performance Standards at a cost of \$16,090.82.

This grant was included in the 2024 Human Services Grant Work Plan¹ and pursuant to SCC 4.26.025², the change to the grant total exceeds \$50,000 and Council approval is required.

Duration: January 1, 2024, through December 31, 2024

Fiscal Impact: Current Year 2024 N/A

Expenditures	Current Year	2024	2025	2026	2027	Total
Fund 124 (personnel)	\$0	\$53,090.82				\$53,090.82
Fund 124 (professional services)	\$0	\$130,000.00				\$130,000.00
Totals	\$0	\$183,090.82	0	0	0	\$183,090.82

Revenue	Current Year	2024	2025	2026	2027	Total
Fund 124 (Federal Head)	\$0	\$183,090.82				\$183,090.82

¹ [Snohomish County Council - File #: 2023-1081 \(legistar.com\)](#)

² [4.26.025 Grant work plan | Snohomish County Code](#)

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Start Operations)						
Totals	\$0	\$183,090.82	0	0	0	\$183,090.82

Authority Granted: Motion 23-538 approves Amendment #1 and authorizes the Executive to execute the contract amendment and any future amendments.

Background: The Snohomish County Council approved the 2024 Grant Work Plan on November 8, 2023, in in Motion 23-432³.

Requested Action: Move to GLS on December 13, 2023, for consideration.

³ [2023-1081 - Motion 23-432 \(legistar.com\)](#)