

## Agenda Item 1.2.1

### BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

**Topic: City of Lakewood Head Start Grant Application**

**Presented by: Rachel Meixner, Head Start Division Director**

**Date: 4/8/2025**

For Information

For Discussion/Board Direction

Consent to  
Place on Business/  
Hearing Agenda

**Issue:** Jefferson County Head Start (JCHS) seeks to apply for and accept a new Head Start grant from the Department of Health and Human Services, Office of Head Start (OHS), in an amount not to exceed \$2,000,000 to expand Head Start services in the City of Lakewood, Colorado. This grant would provide Head Start services to 64 preschoolers and 16 infants/toddlers that reside in Lakewood, Colorado.

**Background:** The City of Lakewood has operated its own Head Start program for many years and has recently voted to relinquish their Head Start grant and return the funds to OHS to be reissued as a competitive grant opportunity. As a current Head Start provider, JCHS is well positioned to provide these services in Lakewood, which is already part of JCHS's service area. These funds will allow JCHS to provide high quality early childhood and family support services to more families in Lakewood, which is one of the highest needs areas in Jefferson County. The City of Lakewood is committed to ensuring Head Start services remain available to its residents and have agreed to allow the new grant recipient to utilize its existing facilities and maintain them at no cost. This use of space will contribute approximately \$270,000 toward the total match requirement.

**Discussion:** OHS will award a Head Start grant in the amount of \$1,591,647 to provide Head Start services in Lakewood, Colorado. JCHS's grant request will also include one-time start-up costs for items such as Information Technology (IT) equipment, security cameras, and any additional supplies that will be needed to deliver high-quality programming. Increasing Head Start enrollment by these 64 preschools and 16 infant/toddler slots will require up to an additional 22 Grant Funded Positions (GFP). New positions will include teachers, teacher associates, supervisors, and other support staff.

**Fiscal Impact:**  yes  no

This is a federal grant award to provide additional Head Start services. The total cost is up to \$2,000,000 for the Head Start Fund. There is a 20% match requirement that for 2025, is proposed to be met by unspent funds originally allocated to Human Services from American Rescue Plan Act (ARPA) funds for the PEAK Call Center through Resolution No. CC22-150. The 2025 match will be appropriated in the Rescue Plan Project Fund (RPPF) in the amount of \$125,000 with an increase in transfer expenditures to the Head Start Fund.

Beginning in 2026, the total General Fund impact is \$323,700, \$250,000 for match requirements and \$73,700 for additional county support for new staff. The requested funding is detailed in the table below:

	2025	2026	2027	2028	2029
General Fund Match	\$-	\$250,000	\$250,000	\$250,000	\$250,000
General Fund Support Staff and Equipment	\$-	\$73,700	\$73,700	\$73,700	\$73,700
Rescue Plan Project Fund	\$125,000	\$-	\$-	\$-	\$-

While pursuing the Head Start grant presents an opportunity to expand and enhance early childhood education services, there is a possibility that future funding could be reduced or discontinued. Should this occur, the County would need to evaluate options to address the funding gap. These options may include increasing appropriations from the General Fund budget to sustain current service levels or implementing reductions to Head Start program offerings. It is important to consider the long-term sustainability of the program and the potential impact on families who rely on these services.

- Year(s) of impact: 2025 - 2029
- Existing grant or project: No
- New grant or project: Yes
- Requested in adopted budget: No
- Ongoing or one-time: Ongoing, with one-time match requested in

2025 from RPPF Fund.

- General Fund impact: Yes, beginning in 2026, \$250,000 of the total match requirement is requested to come from the General Fund. Additionally, an increased General Fund appropriation of \$73,700: \$35,200 for additional Business Innovation & Technology (BIT) staff support, \$16,500 for additional Human Resources staff support, and \$22,000 for BIT enterprise software subscriptions.
- Staffing impact: Addition of up to 22 GFPs for Head Start, 0.22 BIT support staff, and 0.22 Human Resources support staff.
- Match requirements: 20% of total project budget
- Mandate/Contractual obligation: None

**SPA Review:** Support with no concerns, Sherry Wilger 4/1/25

**County Attorney Review:** Support with no concerns, Carey Markel, 4/1/25

**Facilities Review:** Does not apply/no fiscal impact, Mark Danner, 3/26/25

**BIT Review:** Support with no concerns, Kara Dorobek, 3/26/25

Additional funding required for software and support for 22 additional GFPs.

**Fleet Review:** Does not apply/no fiscal impact, Janice Mayer, 3/26/25

**County Human Resources Review (new FTE only):** Support with no concerns, Madeleine McCarthy, 3/27/25

HR has reviewed this request as of 3/27/25 and supports the use of the following job profiles and comp grades:

Lead Teacher HH614

Teacher Associate HH206H

Family Support Specialist HH210H

Mental Health Specialist (HS) HH616

Education Supervisor HH616

Head Start Kitchen & Van Aide MT202H

Classroom Aide HH203H

Benefits for Standard Full Time Employee (FTEs) should be accounted for at 33.76%.

**Recommendations:** That the Board of County Commissioners at a future

hearing (1) authorizes Jefferson County Head Start to apply for and accept a Head Start grant to provide services to 64 preschoolers and 16 infants/toddlers and their families in Lakewood, Colorado, in an amount not to exceed \$2,000,000; (2) support a supplemental appropriation in the Rescue Plan Project Fund (one-time \$125,000) and in the General Fund and Head Start Fund's revenue and expenditure budgets by a like amount contingent on JCHS receiving the grant; (3) approves the creation of up to 22 Grant Funded Positions in the Department of Human Services, 0.22 positions in Business Innovation and Technology Department, & 0.22 positions in the Human Resources Department, tied to the Lakewood Head Start Grant; and (4) authorizes the Chairman to sign a statement indicating support and approval of the grant application.

**Originator:** Rachel Meixner, Head Start Division Director (x7941)

**Contacts for Additional Information:** Mary C. Berg, Human Services Department Executive Director (x4613)