

TO: First Things First Yavapai Regional Partnership Council Attachment #3d
FROM: Jesse Rodriguez, Director NACOG – Head Start
DATE: April 24, 2009
RE: Clarification Regarding Head Start Services in Chino Valley, AZ

The following information is provided in response to questions posed by First Things First.

1. Describe how Head Start determined that suitable space was not available for lease in Chino Valley? Did Head Start contact Chino Valley schools to see if there was an opportunity to locate on a school campus?

Over 18 properties identified for rent, lease or sale were viewed with our current needs in mind. Each was assessed for classroom, office, playground and parking space. Additionally, the need for renovation and cost of such were considered. The facility proposed for purchase was found to be suitable for program goals and objectives and the most economical. It required the least amount of renovation.

Properties assessed included land offered by Yavapai County, Yavapai College and the Chino Valley School District. The offers of land had location or flood plane issues that made the space too costly to accept. The Chino Valley School District had space available to house one classroom and dependent upon their enrollment needs, there was the possibility of a second classroom. However, the district could not guarantee the space availability for a long term lease agreement and considerable and costly renovation would have been necessary in order to bring the facility into compliance with Head Start &/or DHS Child Care Licensure.

The two properties that were seriously considered were one that had been used in the past as a child care facility and the Excel Charter School. We ultimately determined the Excel building to be the best option. Both properties offered adequate space for classrooms, office, playground and parking. Additionally, the location of each property was convenient to Head Start families and provided easy "in and out" access. The Excel building is located near the Town complex which provides families convenience and accessibility to services like the local food bank, the health clinic and the library.

Residences and business within Chino Valley are on well water and septic systems, so in considering these properties we had to assess the well and septic system capacities. Concerns arose with the former child care facility when it was determined that the current well was not certified for drinking water. Further, this facility is heated through solar panels that the owner admitted were not adequate to fully heat the building. While these two issues could be addressed it would be costly and no similar issues were identified at the proposed facility.

2. What is the cost of the building Head Start intends to purchase in Chino Valley?

The original sale price was \$699,000 and the final negotiated price came to \$499,000

3. How much funding does Head Start have available for the purchase? Explain what agreements or reserves have been secured to date.

- NACOG Head Start 25% of the total cost (\$125,000)
- Emergency Funding Request Region IX office 25% of the total cost (\$125,000)
- FTF 50% contribution or \$250,000

NACOG Head Start has submitted the required Budget Revision request and the Emergency Funding request to the Region IX Head Start Office. We have been given reason to believe that there will not be issues with securing approval for these requests if we can secure the financial support from First Things First.

4. How much is being requested from federal Head Start in support of this building purchase?

The total Federal Head Start contribution will amount to \$250,000, when combining the Emergency Funding Request and the Budget Revision that NACOG Head Start had to submit to reallocate funds from our current budget for this project.

5. Has NACOG-Head Start maximized their request for federal Head Start support through stimulus funding? What are the requirements related to a request federal funding (e.g. state match, requirements or limits on capital expenditures, total funding available, etc.)? When and how will decisions be made at the federal level?

The guidelines and funding categories for Head Start stimulus funding have not been published. Therefore, anticipating that our need for a Chino Valley facility could be addressed by stimulus funding would be strictly speculative at this point. Further, based upon information received regarding stimulus funding, the majority of these funds are anticipated to be competitive. Grant Application review is expected in mid-summer with funding decisions not expected until late summer or fall.

In order for NACOG Head Start to limit the disruption of services to the children and families in this community, a facility must be identified and licensed by August 2009, which is when our 2009 school year will begin. The timely purchase of this facility will allow NACOG appropriate time to complete interior renovations, playground development and obtain licensing approval.

Our Regional Head Start Office recognizes the potential partnership and opportunity afforded by FTF and has taken a position to identify regional funding to assist us rather than requiring us to apply for emergency funding through the Office of Head Start in Washington D.C. to support the efforts of this local partnership.

The maximum the Office of Head Start will provide for facility purchase is 25% of total cost and will consider allowing NACOG Head Start to use identified savings or mortgage the remaining 25% balance towards the purchase of this facility. Additionally, NACOG is proposing to use other local partnerships to provide the in-kind match (20%) required for all new federal dollars used in this project.

6. Is the plan to purchase the building with cash? Finance the building? Who would hold title?

Yes, NACOG intends to pay cash for the building, and NACOG would hold title.

7. What are the costs for any additional renovations required for the building to be licensed? How were costs estimated? Explain the process used to determine what changes are needed to meet licensure requirements?

The process used to determine required changes and estimated costs included inspections conducted by the NACOG Housing Renovation Director; Head Start Licensing personnel; and 35 years of program experience licensing and renovating structures to meet Head Start & Early Head Start facility standards to meet State and local licensing requirements and Program Performance Standards.

Closing Costs & Inspections	\$ 5,625
Licensing (Architectural/Design & inspections):	\$ 5,750
Playground Development:	\$35,000
Kitchen Development:	\$16,000
General Renovation:	\$ 9,000

A number of costs can be valued at a less than actual due to the donation of goods and services by individuals and businesses in the community.

8. Please confirm NACOG Head Start's intention to pay for all renovation and equipment costs required to meet licensing requirements.

NACOG Head Start is confident that the equipment items that will be needed at the new site will be addressed by moving equipment from the current site and pulling from the central warehouse inventory. Community partners have come forward with donations of labor for the renovation projects. The supplies needed for the renovations will be purchased out of the NACOG Head Start maintenance budget.

- Renovation Costs – Renovations are minimal and will be offset by donated services from Page One and Desert Snow Construction Companies. NACOG will revisit a prior offer of assistance from the Yavapai College Vocational Education Program and/or use new NACOG Head Start program year maintenance fund and the NACOG Weatherization program to complete this project:
 - Bathroom – Installation of a 2nd hand wash sink in each restroom
 - Food Prep Area – Removal of approximately 8 Ft. of interior non-load bearing wall. Installation of upper & lower cabinets, hand wash sink and 3 compartment sink.
 - Classroom – Demolition of an interior non-load bearing wall and construction of a new wall in order to enlarge the classroom space.
- Equipment Costs
 - The items needed to furnish the food prep area will be moved from the current site or obtained from warehouse replacement program inventory.
- Playground Development
 - Playground Design will be accomplished in-house.
 - Leveling, ground cover, cement work and labor will be donated by Desert Snow Construction.
- Playground Equipment & Supplies
 - Playground equipment and supplies will be moved from our current location. In the event that items cannot be reinstalled we will replace with equipment and/or supplies from our warehouse and if necessary seek other

resources including internal savings to complete a quality outdoor environment.

9. What are the operational resources that ensure sustainability of Head Start services at this site after the building is purchased? Describe the funding source(s) that fund Head Start in Chino Valley, the sustainability of those resources, and the ability of additional resources to be secured to address any plans for expansion.

NACOG Head Start has operated a Head Start program in Chino Valley for more than fifteen years. Average costs to operate this site are \$589,591 per year. In addition to this federal funding, a local "in-kind" match is required. Typically, NACOG Head Start attempts to garner donated space to make up this required match.

Head Start reauthorization was completed in December of 2007. This reauthorization ensures that federal funding for Head Start programming will be forthcoming through 2012. Further, we anticipate that expansion funds will be made available very soon. We know that the funding will be competitive but believe our program's reputation and recent successful federal review will provide us with a competitive edge. The facility we are proposing to purchase comes with enough property to expand and Chino Valley has the numbers of children to support expansion.

10. What would happen to building if Head Start services no longer existed?

- The building would have to be sold
- 80% of the \$250,000 or \$200,000 would be returned to the Region IX office.
- Contribution from FTF would be returned

11. Confirm that Chino Valley Head Start program is NAEYC accredited. If not, will the Chino Valley Head Start apply to participate in Quality First, First Thing First's quality improvement and rating system?

The Chino Valley center has been NAEYC accredited since January 2005.

12. Currently 74 children are enrolled in the Head Start program in Chino Valley. How many children will be served at the building that Head Start intends to purchase in Chino Valley?

74 children will be served upon completion of the necessary renovation. Due to the size of the property in this transaction future expansion is possible.

13. Is there a current waiting list for Head Start services in Chino Valley?

During the last five years, the waiting list in this service site has fluctuated between 40 and 50 children.

14. Will Head Start be able to expand services in Chino Valley as a result of having this facility? If so, are there plans for expansion?

As noted, this site provides NACOG the space to serve its current client population. Additionally, when new funds become available the size of the property does allow for potential growth.

15. How does Chino Valley Head Start address the needs of families that need full day care?

One of Chino Valley Head Start's preschool classrooms is a full day program with 18 enrollment slots. While this helps to address the need for full day care for working families, it does not exhaust it. Therefore, Chino Valley Head Start partners with 2 DES certified child care centers in the community: Kiddie Ranch and Valley Learning. These centers provide services to children 0 – 12. They work cooperatively with us to ensure that those children who need full day services and desire a Head Start experience receive it through dual enrollment at the child care center for part of the day and at Chino Valley Head Start for the other. We also have this arrangement with Cougar Cubbies, the Chino Valley School District's child care/preschool program for those children with special needs, who are determined will benefit from dual enrollment.

16. Is NACOG Head Start willing to partner with the Yavapai Regional Partnership Council in their efforts to build and improve the early care and education system in the Yavapai region by participating in a regional Child Care Coalition, as well as other efforts that may be undertaken?

NACOG Head Start would be honored to participate in a regional Child Care Coalition and currently participates on several other Yavapai early care and education efforts including:

- AZEIP Programs
- Court Teams
- Yavapai County Library Family Literacy Project
- Arizona Wellness Coalition
- Yavapai Communities for Young Children
- First Things First Home Visiting Coalition

17. Will NACOG Head Start provide recognition to First Things First in publicity pertaining to the Chino Valley program? Is NACOG Head Start willing to install a building plaque acknowledging First Thing First's role in obtaining the building?

NACOG Head Start has recognized other partnership contributions through a variety of strategies including the installation of a plaque in a prominent location on the building or on the fence surrounding the playground. NACOG Head Start intends to do the same for the Chino Valley project, since we anticipate that we will have multiple agencies to acknowledge.

18. Are there local partners that provide in-kind support to NACOG – Head Start in Chino Valley?

NACOG Head Start has many partnerships in Yavapai County to ensure that the services needed by our children, families and staffs are addressed by resources in our communities. To follow is a listing of the partnership agreements in place for NACOG Head Start / EHS programs in Yavapai County:

CONTRACTS

(Address the medical, dental, mental health, disability & nutritional needs of children. Typically negotiated at reduced rates.)

DENTAL:

HEALTH SERVICES:

Bradshaw Family Dental
Cottonwood Children's Dentistry
KidZaam Dentistry
Kirk W. Westervelt, DMD,PC
Ryan Brown, DDS

Desert Family Health Care
Marian Diamond, FNP
Olga Morris, FNP
Ponderosa Pediatrics
Prescott Valley Primary & Urgent Care Clinic

MENTAL HEALTH CONSULTANTS

Castle Rock Counseling
Larry Grimm, Ed.D.
Marci Brown-Gilpin, Counselor

NUTRITION CONSULTANT

Marcia Archer, R.D.

FOOD SERVICE

Ash Fork Joint Unified School District
Camp Verde Unified School District
Canon Elementary School District
Chino Valley Unified School District
Cottonwood-Oak Creek Unified School District
Humboldt Unified School District
Sedona-Oak Creek Unified School District

SPEECH THERAPY SERVICES

A.C.P. Developmental Services
Prescott Speech and Language Services

FACILITY AGREEMENTS

Ash Fork Development Association, Inc.
Camp Verde Unified School District #28
Canon Elementary School District
City of Prescott
Cottonwood-Oak Creek Unified School District
Sedona-Oak Creek Unified School District
Town of Chino Valley (*expires May 31, 2009 & is non-negotiable*)
Yavapai College, Prescott Valley Campus
Yavapai College, Verde Valley Campus
Yavapai County

MEMORANDUMS OF UNDERSTANDING – DISABILITY SERVICES

Camp Verde Unified School District
Chino Valley Unified School District
Cottonwood-Oak Creek Unified School District
Humboldt Unified School District
Seligman Unified School District

MEMORANDUMS OF UNDERSTANDING – TRANSITION

Chino Valley Unified School District
Clarkdale-Jerome Elementary District
Cottonwood-Oak Creek Elementary District
Prescott Unified School District

MEMORANDUMS OF UNDERSTANDING – OTHER

American Red Cross
NACOG Weatherization Division
U.S. Department of Health & Human Services / WIC
Yavapai College Department of Nursing