

ORDINANCE 2020-10-29-0765

**APPROVING THE SUBMISSION OF A HEAD START GRANT APPLICATION TO THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES AND ACCEPTANCE UPON AWARD OF UP TO \$25,037,682.00 FOR THE PERIOD OF FEBRUARY 1, 2021 TO JANUARY 31, 2022; APPROVING A PROGRAM BUDGET, INCLUDING AN IN-KIND MATCH OF \$6,259,421.00, AND PERSONNEL COMPLEMENT OF 98 POSITIONS FOR THE DEPARTMENT OF HUMAN SERVICES.**

\* \* \* \* \*

**WHEREAS**, the City of San Antonio Head Start Program, through the Department of Human Services, operates the City's Head Start, Early Head Start – Child Care Partnership (EHS-CCP), and Early Head Start programs; and

**WHEREAS**, Head Start is a federally-funded early childhood education and development program administered by the U.S. Department of Health and Human Services (HHS) and provides education and family support services to children between the ages of three and five; and

**WHEREAS**, the City has served as a Head Start program grantee for over 40 years, currently serves 3,020 children and their families located in the San Antonio and Edgewood Independent School District (SAISD and EISD) and, pursuant to Ordinance No. 2018-03-29-0203, contracts with the ISDs to provide services through June 30, 2023, the end of the HHS project period; and

**WHEREAS**, the grant application is due to HHS on November 1, 2020, and the Head Start Policy Council approved on September 22, 2020; **NOW THEREFORE:**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** Submission of a Head Start grant application to the U.S. Department of Health and Human Services (HHS) and acceptance upon award of up to \$25,037,682.00 for the period of February 1, 2021 to January 31, 2022 is approved. A copy of the application is on file with Department of Human Services (DHS).

**SECTION 2.** The City Manager or designee, or the Director of the Department of Human Services (DHS) or designee, is authorized to initiate, negotiate, and execute any and all necessary documents, including a grant contract and contract amendments to include, when approved by HHS: a) carryover funds; b) line item budget revisions; c) modifications to the performance measures so long as the terms of the amendment stay within the general parameters of the intent of the grant; d) no cost extensions; e) supplemental grant funds in an amount up to 20% of the total amount initially awarded; f) reimbursement increases of administrative funds for each participant served; g) one time equipment purchases or defined program services; and h) changes in regulations.

**SECTION 3.** A proposed budget of \$31,297,103.00 including an in-kind matching budget of \$6,259,421.00 is attached and incorporated here for all purposes as **Attachment I** and is approved.

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Upon acceptance of this award, new funds and internal order numbers will be created, upon which the award amount of up to \$25,037,682.00 from the HHS will be appropriated in the fund. A formal final budget which will include a department specific fund, an Internal Order number, and General Ledger numbers will be submitted by the department upon award.

**SECTION 4.** The proposed personnel complement of ninety-eight (98) positions, attached and incorporated here for all purposes as **Attachment II**, is approved.

**SECTION 5.** The financial allocations in this Ordinance are subject to approval by the Deputy Chief Financial Officer, City of San Antonio. The Deputy Chief Financial Officer may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific Cost Centers, WBS Elements, Internal Orders, General Ledger Accounts, and Fund Numbers as necessary to carry out the purpose of this Ordinance.

**SECTION 6.** This Ordinance is effective immediately upon the receipt of eight affirmative votes; otherwise, it is effective ten days after passage.

***PASSED AND APPROVED this 29th day of October, 2020.***

  
M A Y O R  
Ron Nirenberg

**ATTEST:**

  
\_\_\_\_\_  
Tina J. Flores, City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
for Andrew Segovia, City Attorney



# City of San Antonio

## City Council

October 29, 2020

**Item: 25**

**File Number: 20-5581**

**Enactment Number:**

**2020-10-29-0765**

Ordinance approving the submission of a Head Start Grant application to the U.S. Department of Health and Human Services and acceptance upon award of an amount up to \$25,037,682.00 for the period of February 1, 2021 to January 31, 2022; approving a program budget, including an in-kind match of \$6,259,421.00, and a personnel complement of 98 positions for the Department of Human Services. [Colleen M. Bridger, MPH, PhD, Assistant City Manager; Melody Woosley, Director, Human Services]

Councilmember John Courage made a motion to approve. Councilmember Jada Andrews-Sullivan seconded the motion. The motion passed by the following vote:

**Aye:** 11 Nirenberg, Treviño, Andrews-Sullivan, Viagran, Rocha Garcia, Gonzales, Cabello Havrda, Sandoval, Pelaez, Courage and Perry

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# ATTACHMENT I

**CITY OF SAN ANTONIO HEAD START PRE-K PROGRAM  
FEBRUARY 1, 2021 TO JANUARY 31, 2022**

<b>REVENUES:</b>	<b>BUDGET:</b>
4501000 Grants Federal - Operating	\$ 25,037,682
<b>Subtotal Grant</b>	<b>\$ 25,037,682</b>
6500000 In Kind Revenue	\$ 6,259,421
<b>Subtotal (In Kind)</b>	<b>\$ 6,259,421</b>
<b>TOTAL REVENUES</b>	<b>\$ 31,297,103</b>

<b>APPROPRIATIONS:</b>	
<b>13800000xxxx Head Start COSA</b>	
5101010 Regular Salaries	\$ 4,332,686
5101050 Language Skill Pay	\$ 24,000
5103005 FICA & Medicare Expense	\$ 331,450
5103010 Life Insurance	\$ 4,333
5103035 Personal Leave Buy Back	\$ 49,993
5103056 Transportation Allowance	\$ 3,900
5103105 Cell Phone Reimbursement	\$ 2,400
5105010 Retirement Exp	\$ 517,323
5170040 Civln Actv Healthcr	\$ 693,491
5201040 Fees to Prof. Contractors	\$ 73,600
5202010 Temporary Services	\$ -
5202020 Contractual Services - COSA	\$ 260,672
5203040 Adv and Publications	\$ 8,000
5203060 Binding & Printing	\$ 29,000
5203070 Subs to Publications	\$ 2,000
5203080 Subs to Comp Serv	\$ 59,458
5203090 Transportation Fees	\$ 21,150
5204010 Linen&Laundry	\$ 400
5204020 Maint & Rep-Comrcl	\$ 1,000
5204050 Maintenance -Buildings	\$ 95,608
5204090 Maint & Rep - Automotive	\$ 3,000
5205010 Mail and Parcel Post	\$ 200
5205020 Rental of Office Equipment	\$ 12,000
5205030 Rental of Other Equipment	\$ 7,000
5207010 Official Travel (out of town)	\$ -
5208530 Alarm and Security Services	\$ 2,000
5301020 M&R Parts Automotive	\$ 2,000
5302010 Office Supplies	\$ 39,551
5304010 Food	\$ 40,000
5304075 Computer Software	\$ -
5304080 Other Commodities	\$ 7,000
5403040 Cellular Phone Service	\$ 27,078
5403060 Domain Names	\$ 200
5403510 Wireless Data Communications	\$ 8,625
5403545 Motor Fuel and Lubricants	\$ 1,000
5404520 Software Licenses	\$ 5,300
5404530 Gas and Electricity	\$ 31,900
5404540 Water and Sewer	\$ 3,250
5407032 DW Other	\$ 5,500
5501000 Cap <5000 - Computer Equipment	\$ 80,000
5501055 Cap <5000 - Mach & Equip Other	\$ 8,500
5501065 Cap <5000 - Furniture & Fix	\$ 26,000
5701060 M&E Auto	\$ -
<b>Total 13800000xxxx</b>	<b>\$ 6,820,568</b>

**CITY OF SAN ANTONIO HEAD START PRE-K PROGRAM  
FEBRUARY 1, 2021 TO JANUARY 31, 2022**

<b>13800000xxxx Head Start COSA - T&amp;TA</b>		
5201025	Education - Classes	\$ 65,200
5201040	Fees to Prof. Contractors	\$ 30,450
5202020	Contractual Services	\$ 86,048
5203060	Binding & Printing	\$ 5,000
5207010	Official Travel (out of town)	\$ 25,000
5302010	Office Supplies	\$ 18,120
5304080	Other Commodities	\$ 4,000
	<b>Total 13800000xxxx</b>	<b>\$ 233,818</b>
<b>13800000xxxx Edgewood ISD-Education</b>		
5202040	Contractual Services T&TA	\$ 11,193
5202040	Contractual Services	\$ 4,525,272
	<b>Total 13800000xxxx</b>	<b>\$ 4,536,465</b>
<b>13800000xxxx San Antonio ISD-Education</b>		
5202040	Contractual Services T&TA	\$ 32,311
5202040	Contractual Services	\$ 13,063,300
	<b>Total 13800000xxxx</b>	<b>\$ 13,095,611</b>
<b>13800000xxxx Head Start Support Services</b>		
5202020	Contractual Services-UIW	\$ 77,480
5202020	Contractual Services-Metro Health	\$ 273,740
	<b>Total 13800000xxxx</b>	<b>\$ 351,220</b>
<b>13800000xxxx Head Start In Kind</b>		
6501010	In Kind Salaries	\$ 40,640
6503005	In Kind FICA / Social Security	\$ 3,109
6503010	In Kind Life Insurance	\$ 41
6504030	In Kind Civilian Active Healthcare	\$ 3,665
6505010	In Kind TMRS	\$ 4,852
6602025	In Kind Other Contractual	\$ 6,207,114
	<b>Total 13800000xxxx</b>	<b>\$ 6,259,421</b>
	<b>TOTAL APPROPRIATIONS</b>	<b>\$ 31,297,103</b>

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# ATTACHMENT II

CITY OF SAN ANTONIO HEAD START PRE-K PROGRAM  
 FEBRUARY 1, 2020 TO JANUARY 31, 2021  
 PERSONNEL COMPLEMENT

POSITIONS	JOB CLASS	CURRENT ORD 2020-04-30-0299	ADD/DELETE	NO CHANGE PROPOSED 2020-2021
ADMINISTRATIVE ASSISTANT I	0040	2		2
ADMINISTRATIVE ASSISTANT II	0041	1		1
ADMINISTRATIVE ASSOCIATE	2063	1		1
MANAGEMENT ANALYST	0046	12		12
SPECIAL PROJECTS MANAGER	0866	3		3
SENIOR MANAGEMENT ANALYST	0999	6		6
HEAD START PROGRAM ADMINISTRATOR	2187	1		1
FISCAL MANAGER	2216	1		1
FISCAL ANALYST	2218	2		2
ACCOUNTANT	2220	1		1
FAMILY SUPPORT COORDINATOR	2290	1		1
FAMILY SUPPORT SUPERVISOR	2289	5		5
FAMILY SUPPORT WORKER	2283	50		50
CASE AIDE	0985	5		5
DESIGN COMMUNICATIONS COORDINATOR	2142	1		1
SENIOR MANAGEMENT COORDINATOR	0997	1		1
SENIOR FAMILY SUPPORT WORKER	2461	5		5
<b>TOTAL POSITIONS FOR HEAD START PK PROGRAM</b>		<b>98</b>	<b>0</b>	<b>98</b>