

AN ORDINANCE 2013 - 10 - 17 - 0718

**AUTHORIZING 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 \$20,671,248.00 FOR THE PERIOD OF FEBRUARY 1, 2014 – JANUARY 31, 2015; AUTHORIZING A BUDGET, INCLUDING AN IN-KIND MATCH OF UP TO \$5,167,812.00, AND A PERSONNEL COMPLEMENT OF 87 POSITIONS FOR THE DEPARTMENT OF HUMAN SERVICES; AUTHORIZING THE NEGOTIATION AND EXECUTION OF FOUR SERVICE PROVIDER CONTRACTS FOR THE GRANT AWARD PERIOD IN AN AMOUNT UP TO \$14,753,712.00; AUTHORIZING THE EXECUTION OF CONTRACT AMENDMENTS BASED ON ADDITIONAL HEAD START GRANT AWARDS AND/OR PROGRAM IMPROVEMENTS; AND AUTHORIZING THE NEGOTIATION AND EXECUTION OF MEMORANDUMS OF UNDERSTANDING WITH LOCAL COMMUNITY ORGANIZATIONS TO COLLABORATE AS REQUIRED BY THE HEAD START ACT.**

\* \* \* \* \*

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

**WHEREAS**, the City of San Antonio has served as a grantee for the Head Start Program for over 30 years; and

**WHEREAS**, prior to July 1, 2013, the City had been the single grantee for San Antonio and Bexar County, serving 6,789 children and their families in twelve school districts; and

**WHEREAS**, after going through a nation-wide grant re-competition process that began in 2011, the City became one of six grantees in Bexar County, now serving 2,861 children and their families in 26 Head Start centers located in the San Antonio Independent School District (SAISD) and Edgewood Independent School District (EISD); and

**WHEREAS**, the City provides direct program management, oversight, governance, family support and mental wellness services, and contracts with SAISD and EISD for the provision of educational services, Metropolitan Health District for dental services, and the University Health System for health services; and

**WHEREAS**, memorandums of understanding with Local Education Agencies, Early Head Start programs, and Early Childhood Intervention programs ensure close collaboration with other community stakeholders; **NOW THEREFORE:**

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

**SECTION 1.** The City Manager or her designee, or the Director of the Department of Human Services (DHS) or her designee, is authorized to submit a grant application to the U.S. Department of Health and Human Services (HHS) and to accept funds upon award in an amount up to \$20,671,248.00 for the Head Start Program for the period February 1, 2014 to January 31, 2015, and to execute any and all necessary documents to effectuate the application and acceptance. A copy of the application is on file with DHS.

**SECTION 2.** The City Manager or her designee, or the Director of the DHS or her designee, is further authorized to negotiate and execute: 1) contracts with the four service providers listed on the budget attached hereto and incorporated herein for all purposes as **Attachment I** and in a cumulative amount not to exceed \$14,753,712.00; 2) contract amendments based on additional Head Start grant awards and/or program improvements; and 3) memorandums of understanding with local community organizations to collaborate as required by the Head Start Act.

**SECTION 3.** Should funding be awarded, fund 26022000 entitled "Dept. of Health & Human Services" is hereby designated for the use in the accounting for the fiscal transaction in the acceptance of this grant and the sum of up to \$20,671,248.00 from the HHS will be appropriated in said fund. Upon award, a department specific fund will be assigned.

**SECTION 4.** A proposed budget, including an in-kind matching budget of up to \$5,167,812.00, attached hereto and incorporated herein for all purposes as **Attachment II**, is hereby approved. A formal final budget which will include Internal Order numbers, General Ledger numbers, and a department specific fund will be submitted by the department upon award.

**SECTION 5.** The proposed personnel complement of eight-seven (87) positions, which is attached hereto and incorporated herein for all purposes as **Attachment III**, is hereby approved.

**SECTION 6.** The financial allocations in this Ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director of Finance, may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers and SAP GL Accounts as necessary to carry out the purpose of this Ordinance.

KD/vv  
10/17/13  
Item #10


**SECTION 7.** This ordinance is effective immediately upon the receipt of eight affirmative votes; otherwise, it is effective ten days after passage.

**PASSED AND APPROVED** this 17th day of October, 2013.



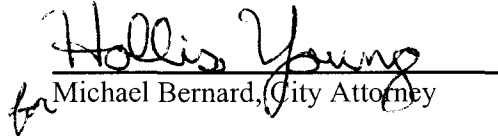
**M A Y O R**  
Julián Castro

**ATTEST:**



Leticia M. Vacek, City Clerk

**APPROVED AS TO FORM:**



for Michael Bernard, City Attorney

<b>Agenda Item:</b>	<b>10 ( in consent vote: 5, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17, 18, 19, 20 )</b>						
<b>Date:</b>	10/17/2013						
<b>Time:</b>	10:01:01 AM						
<b>Vote Type:</b>	Motion to Approve						
<b>Description:</b>	An Ordinance authorizing 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 \$20,671,248.00 for the period of February 1, 2014 - January 31, 2015; authorizing a budget, including an in-kind match of up to \$5,167,812.00, and a personnel complement of 87 positions for the Department of Human Services; authorizing the negotiation and execution of four service provider contracts for the grant award period in an amount up to \$14,753,712; authorizing the execution of contract amendments based on additional Head Start grant awards and/or program improvements; and authorizing the negotiation and execution of Memorandums of Understanding with local education and early childhood intervention agencies, and other community organizations to collaborate as required by the Head Start Act. [Gloria Hurtado, Assistant City Manager; Melody Woosley, Interim Director, Department of Human Services]						
<b>Result:</b>	Passed						
<b>Voter</b>	<b>Group</b>	<b>Not Present</b>	<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>	<b>Motion</b>	<b>Second</b>
Julián Castro	Mayor		x				
Diego Bernal	District 1		x				
Ivy R. Taylor	District 2		x				
Rebecca Viagran	District 3		x				
Rey Saldaña	District 4		x				
Shirley Gonzales	District 5	x					
Ray Lopez	District 6		x				
Cris Medina	District 7		x			x	
Ron Nirenberg	District 8		x				x
Elisa Chan	District 9		x				
Carlton Soules	District 10		x				

Head Start  
Contractor Funding

Attachment I

**Category: Education and Early Childhood and Training & Technical Assistance**

<b>Provider</b>	<b>FY 2014 Allocation</b>	<b>Period</b>
San Antonio ISD	\$10,619,726	February 1, 2014 - January 31, 2015
Edgewood ISD	\$3,959,465	

**Category: Child Medical Services**

<b>Provider</b>	<b>FY 2014 Allocation</b>	<b>Period</b>
University Health System	\$ 68,664	February 1, 2014 - January 31, 2015

**Category: Child Oral Health Services**

<b>Provider</b>	<b>FY 2014 Allocation</b>	<b>Period</b>
San Antonio Metropolitan Health Department	\$ 105,857	February 1, 2014 - January 31, 2015

**Attachment II**

2014 Head Start Program  
February 1, 2014-January 31, 2015

REVENUES:

4501100 Grants Fec \$	20671248
Subtotal Gi \$	20671248
6500000 In Kind Rev \$	5167812
Subtotal (lr \$	5167812
TOTAL RE \$	25839060

APPROPRIATIONS:

13800000xxxx 2014 Head Start COSA

5101010 Regular Sa \$	3385323
5101020 Overtime Salaries	200
5101050 Language Skill Pay	1500
5103005 FICA & Medicare Expe	258977
5103010 Life Insurance	3385
5103035 Personal Leave Buy B.	21900
5103056 Transportation Allowar	1080
5103105 Cell Phone Reimburse	2700
5104030 Flex Benefits Contr	650930
5105010 Retirement Exp	360537
5201025 Education - Classes	8000
5201040 Fees to Prof. Contract	253100
5202020 Contractual Services -	206913
5203040 Adv and Publications	1000
5203050 Membership Dues	400
5203060 Binding & Printing	28000
5203070 Subs to Publications	600
5203090 Transportation Fees	28000
5204050 Maintenance -Building	50000
5204060 Cleaning Services	15000
5204090 Maint & Rep - Automot	1000
5205010 Mail and Parcel Post	2000
5205020 Rental of Office Equipr	33600
5205030 Rental of Other Office	5540
5206010 Rental of Facilities	165000
5207010 Official Travel (out of t	10000
5208530 Alarm and Security Se	62000
5301020 M&R Parts Automotive	993
5302010 Office Supplies	28000
5304010 Food	15000
5304075 Computer Software	35000
5304080 Other Commodities	1000
5403040 Cellular Phone Service	24360

5403060	Domain Names	300
5403510	Wireless Data Commu	3240
5403545	Motor Fuel and Lubrica	2000
5404520	Software Licenses	1768
5404530	Gas and Electricity	16200
5404540	Water and Sewer	6989
5407032	DW Other	3300
5501000	Cap <5000 - Compute	5000
5501055	Cap <5000 - Mach & E	2000
5501065	Cap <5000 - Furniture	3000
	Total 1380 \$	5704835

13800000xxxx 2014 Head Start COSA - T&TA

5101010	Regular Sa \$	106881
5101050	Language Skill Pay	300
5103005	FICA & Medicare Expe	8176
5103010	Life Insurance	106
5103035	Personal Leave Buy B	1000
5103105	Cell Phone Reimburse	300
5104030	Flex Benefits Contr	15316
5105010	Retirement Exp	11383
5201040	Fees to Prof. Contract	15000
5202020	Contractual Services -	27039
5203040	Education - Classes	12000
5203070	Binding & Printing	12000
5207010	Official Travel (out of t	3200
	Total 1380 \$	212701

13800000xxxx 2014 Head Start - San Antonio ISD-Education

5202020	Contractua \$	10619726
	Total 1380 \$	10619726

13800000xxxx 2014 Head Start - Edgewood ISD-Education

5202020	Contractua \$	3959465
	Total 1380 \$	3959465

13800000xxxx 2014 Head Start - University Health System

5202020	Contractua \$	68664
	Total 1380 \$	68664

13800000xxxx 2014 Head Start - SA Metro Health

5202020	Contractua \$	105857
	Total 1380 \$	105857

13800000xxxx 2014 Head Start - In Kind

6602025	In Kind Oth \$	5167812
	Total 1380 \$	5167812

	TOTAL AP \$	25839060
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**HEAD START PROGRAM  
FEBRUARY 1, 2014 to JANUARY 31, 2015  
PERSONNEL COMPLEMENT**

Positions 13800000XXXX 2014 HEAD START COSA	Job Class	Current Number of Positions	Add/Delete	Budget FY 2014 Positions
ADMINISTRATIVE ASSISTANT I	0040	2	0	2
MANAGEMENT ANALYST	0046	9	0	9
SPECIAL PROJECTS MANAGER	0866	4	0	4
SENIOR MANAGEMENT ANALYST	0999	6	0	6
HEAD START PROGRAM ADMINISTRATOR	2187	1	0	1
FISCAL MANAGER	2216	1	0	1
FISCAL ANALYST	2218	1	0	1
ACCOUNTANT	2220	1	0	1
BEHAVIOR MANAGEMENT SPECIALIST	2288	2	0	2
FAMILY SUPPORT COORDINATOR	2290	1	1	2
FAMILY SUPPORT SUPERVISOR	2289	3	1	4
FAMILY SUPPORT WORKER	2283	33	19	52
CASE AIDE	0985	2	0	2
<b>13800000XXXX 2014 HEAD START COSA</b>		<b>66</b>	<b>21</b>	<b>87</b>
<b>TOTAL POSITIONS FOR HEAD START PROGRAM</b>		<b>66</b>	<b>21</b>	<b>87</b>