

AN ORDINANCE 2017-11-02-0848

APPROVING THE SUBMISSION OF A HEAD START GRANT APPLICATION TO THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE PERIOD FEBRUARY 1, 2018 – JANUARY 31, 2019, AND AUTHORIZING ACCEPTANCE UPON AWARD OF AN AMOUNT UP TO \$22,706,657.00, A GY 2018 BUDGET OF \$28,383,321.00, WHICH INCLUDES AN IN-KIND MATCH OF \$5,676,664.00 AND A PERSONNEL COMPLEMENT OF 95 POSITIONS FOR THE DEPARTMENT OF HUMAN SERVICES, AND MEMORANDA OF UNDERSTANDING WITH AGENCIES IN SUPPORT OF CITY OF SAN ANTONIO HEAD START PROGRAM SERVICES.

\* \* \* \* \*

**WHEREAS**, the City of San Antonio Head Start Program, which includes Head Start and Early Head Start programs, is a federally-funded early childhood education program administered by the U.S. Department of Health and Human Services (HHS) and provides education and family support services to children from infancy to age 5; and

**WHEREAS**, the City, through the Department of Human Services, has served as a grantee for the Head Start program for over 30 years and currently serves 3,020 children between the ages of three and five and their families in 26 Head Start centers located in the San Antonio and Edgewood Independent School Districts; and

**WHEREAS**, on September 18, 2017, the City received notification from HHS of available funding in the amount of \$22,706,657.00 for the continuation of Head Start services through January 31, 2019; **NOW THEREFORE:**

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

**SECTION 1.** Submission of a grant application to the U.S. Department of Health and Human Services (HHS) and acceptance upon award of up to \$22,706,657.00 for the GY 2018 Head Start Program for the period February 1, 2018 through January 31, 2019 is hereby approved. A copy of the application is on file with Department of Human Services (DHS).

**SECTION 2.** The City Manager or her designee, or the Director of the DHS or her designee, is authorized to negotiate and execute any and all necessary documents to effectuate the acceptance of this grant, and to execute associated amendments when approved by HHS, to include: a) carry-over funds; b) line item budget revisions; c) modifications to performance measures; d) no cost extensions; e) supplemental grant funds up to 10% of the total amount initially awarded; f) reimbursement increases or decreases due to a change in the number of participants served; g) one-time equipment purchases or defined program services; and h) changes in regulations.

**SECTION 3.** The City Manager or her designee, or the Director of DHS or her designee, is further authorized to execute Memoranda of Agreement after review and approval by the City Attorney's Office with education and community-based organization to support the City of San Antonio Head Start Program services at no cost to the City or City's clients.


**SECTION 4.** A proposed budget of \$28,283,321.00, including an in-kind matching budget of \$5,676,664.00, is attached hereto and incorporated herein for all purposes as **Attachment I**, and is hereby approved. Upon acceptance of this award, new funds and internal order numbers will be created, upon which the award amount of up to \$22,706,657.00 from the HHS will be appropriated. 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 5.** The proposed personnel complement of ninety-five (95) positions, attached hereto and incorporated herein for all purposes as **Attachment II**, 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.

**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 2nd day of November, 2017.**

  
M A Y O R  
Ron Nirenberg

ATTEST:

  
\_\_\_\_\_  
Leticia M. Vacek, City Clerk

APPROVED AS TO FORM:

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



<b>Agenda Item:</b>	<b>12</b>						
<b>Date:</b>	11/02/2017						
<b>Time:</b>	09:51:40 AM						
<b>Vote Type:</b>	Motion to Approve						
<b>Description:</b>	An Ordinance approving the submission of a Head Start grant application to the U.S. Department of Health and Human Services and authorizing acceptance upon award of an amount up to \$22,706,657 for the period of February 1, 2018 to January 31, 2019; a budget of \$28,383,321, which includes an in-kind match of up to \$5,676,664, and a personnel complement of 95 positions for the Department of Human Services; and Memoranda of Agreement with agencies to support program services at no cost to the City or City's clients. [María Villagómez, Assistant City Manager; Melody Woosley, Director, 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>
Ron Nirenberg	Mayor		x				
Roberto C. Treviño	District 1		x				x
William Cruz Shaw	District 2	x					
Rebecca Viagran	District 3		x				
Rey Saldaña	District 4		x				
Shirley Gonzales	District 5		x				
Greg Brockhouse	District 6		x				
Ana E. Sandoval	District 7		x				
Manny Pelaez	District 8		x				
John Courage	District 9		x			x	
Clayton H. Perry	District 10		x				

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# Attachment I

**2018-19 Head Start Program  
February 1, 2018-January 31, 2019**

<b>REVENUES:</b>		<b>Original Ordinance Budget</b>	
4501100	Grants Federal - Operating	\$	22,706,657
	<b>Subtotal Grant</b>	\$	<b>22,706,657</b>
6500000	In Kind Revenue	\$	5,676,664
	<b>Subtotal (In Kind)</b>	\$	<b>5,676,664</b>
	<b>TOTAL REVENUES</b>	\$	<b>28,383,321</b>

**APPROPRIATIONS:**

<b>13800000xxxxx 2018 Head Start COSA</b>		<b>Original Ordinance Budget</b>	
5101010	Regular Salaries	\$	3,892,536
5101050	Language Skill Pay		21,600
5103005	FICA & Medicare Expense		297,779
5103010	Life Insurance		3,893
5103035	Personal Leave Buy Back		30,000
5103056	Transportation Allowance		3,393
5103105	Cell Phone Reimbursement		2,400
5105010	Retirement Exp		444,528
5170040	Civln Actv Healthcr		743,921
5201040	Fees to Prof. Contractors		48,250
5202020	Contractual Services - COSA		171,923
5203040	Adv and Publications		5,000
5203060	Binding & Printing		29,000
5203070	Subs to Publications		2,000
5203090	Transportation Fees		18,000
5204020	Maint & Rep-Comrcl		1,000
5204050	Maintenance -Buildings		57,500
5204090	Maint & Rep - Automotive		2,000
5205010	Mail and Parcel Post		200
5205020	Rental of Office Equipment		12,000
5207010	Official Travel (out of town)		15,000
5208530	Alarm and Security Services		45,500
5301020	M&R Parts Automotive		2,000
5302010	Office Supplies		45,666

5304010 Food	20,000
5304075 Computer Software	33,000
5403040 Cellular Phone Service	9,800
5403060 Domain Names	200
5403510 Wireless Data Communications	7,000
5403545 Motor Fuel and Lubricants	1,000
5404530 Gas and Electricity	31,900
5404540 Water and Sewer	3,250
5407032 DW Other	2,700
5501000 Cap <5000 - Computer Equipment	-
5501055 Cap <5000 - Mach & Equip Other	2,174
5501065 Cap <5000 - Furniture & Fix	-
	<u>\$ 6,006,113</u>

**13800000xxxx 2018 Head Start COSA - T&TA**

5201025 Education - Classes	\$ 77,051
5201040 Fees to Prof. Contractors	112,400
5203080 Subs - Comp. Serv	<u>\$ 23,250</u>
<b>Total 13800000xxxx</b>	<b>\$ 212,701</b>

**13800000xxxx 2018 Head Start - Edgewood ISD-Education**

5202020 Contractual Services	<u>\$ 4,175,378</u>
<b>Total 13800000xxxx</b>	<b>\$ 4,175,378</b>

**13800000xxxx 2018 Head Start - San Antonio ISD-Education**

5202020 Contractual Services	<u>\$ 12,053,245</u>
<b>Total 13800000xxxx</b>	<b>\$ 12,053,245</b>

**13800000xxxx 2018 Head Start - Support Services**

5202020 Contractual Services-UIW	\$ 77,480
5202020 Contractual Services-Metro Health	<u>\$ 181,740</u>
	<b>\$ 259,220</b>

**13800000xxxx 2018 Head Start - In Kind**

6602025 In Kind Other Contractual	<u>\$ 5,676,664</u>
<b>Total 13800000xxxx</b>	<b>\$ 5,676,664</b>

<b>TOTAL APPROPRIATIONS</b>	<b><u><u>\$ 28,383,321</u></u></b>
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# **Attachment II**

## Attachment II

**HEAD START PROGRAM  
FEBRUARY 1,2018 to JANUARY 31,2019  
PERSONNEL COMPLEMENT**

Positions 13800000xxxx 2018-2019 HEAD START COSA	Job Class	Current Number of Positions	Add/Delete	Budget FY 2018 Positions
ADMINISTRATIVE ASSISTANT I	0040	2		2
ADMINISTRATIVE ASSISTANT II	0041	1		1
MANAGEMENT ANALYST	0046	14	(1)	13
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	1	*	1
ACCOUNTANT	2220	1		1
FAMILY SUPPORT COORDINATOR	2290	1		1
FAMILY SUPPORT SUPERVISOR	2289	5	1	6
FAMILY SUPPORT WORKER	2283	56		56
CASE AIDE	0985	2		2
DESIGN COMMUNICATIONS COORDINATOR	2142	1	**	1
<b>13800000xxxx 2018-2019 HEAD START COSA</b>		<b>95</b>	<b>0</b>	<b>95</b>
<b>TOTAL POSITIONS FOR HEAD START PROGRAM</b>				
		<b>95</b>	<b>0</b>	<b>95</b>

\* Personnel/Fringe funds 95 positions and 50% of an additional Fiscal Analyst already authorized at 50% through the Early Head Start - Child Care Partnership Grant

\*\* The Design Communications Coordinator is being transferred from the Early Head Start to the Head Start Grant as previously authorized by ordinance #2017-04-13-0240.