

AN ORDINANCE 2018-03-08-0181

**AUTHORIZING THE SUBMISSION OF AN EARLY HEAD START - CHILD CARE PARTNERSHIP APPLICATION TO THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES AND ACCEPTANCE UPON AWARD OF \$2,729,844.00 FOR THE PERIOD OF AUGUST 1, 2018 - JULY 31, 2019, A TOTAL BUDGET OF \$3,412,305.00 WHICH INCLUDES AN IN-KIND MATCH OF \$682,461.00 AND A PERSONNEL COMPLEMENT OF 16 POSITIONS.**

\* \* \* \* \*

**WHEREAS**, in 2015, the U.S. Department of Health and Human Services awarded the Department of Human Services a grant to establish an Early Head Start - Child Care Partnership (EHS-CCP), an early childhood education and development program for low-income families with infants and toddlers (ages 6 weeks to 35 months) in addition to the City's Head Start preschool program for children ages 3 and 4 years old; and

**WHEREAS**, via Ordinance No 2016-06-30-0526, EHS-CCP promotes physical, cognitive, social, and emotional development in six childcare centers located in the San Antonio and Edgewood Independent school districts while allowing parents to work or engage in training or education;  
**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 an Early Head Start - Child Care Partnership (EHS-CCP) continuation grant application to the U.S. Department of Health and Human Services (HHS) and to accept grant funds upon award in the amount of \$2,729,844.00 for the period August 1, 2018 - July 31, 2019. A copy of the grant application is incorporated herein for all purposes and 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 any and all necessary documents and a grant contract to effectuate the application and acceptance of this grant, and to execute grant contract amendments pertaining to the grant when approved by HHS, to include: a) carry-over funds; b) line item budget revisions; c) modifications to the performance measures so long as the terms stay within the general parameters of the intent of the grant; d) no cost extensions; e) supplemental grant funds in an amount up to 10% of the total amount initially awarded; f) reimbursement increases or decreases due to a change in the number of participant served; g) one-time equipment purchases or defined program services; and h) changes in regulations.

**SECTION 3.** A proposed total budget of \$3,412,305.00, which includes an in-kind matching budget of up to \$682,461.00, which is attached hereto and incorporated herein for all purposes as **Attachment I**, is approved and adopted for entry in the City books. Upon acceptance of this

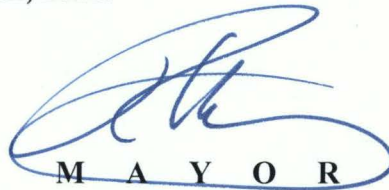
award, new funds and internal order numbers will be created, upon which the award amount from HHS will be appropriated in the fund. A formal final budget which will include a department specific fund, Internal Order numbers, and General Ledger numbers will be submitted by the department upon award.

**SECTION 4.** The proposed personnel complement of sixteen (16) positions, which is attached hereto and incorporated herein for all purposes as **Attachment II**, is hereby approved.


**SECTION 5.** 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 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 8th day of March, 2018.**

  
M A Y O R  
Ron Nirenberg

**ATTEST:**

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

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
for Andy Segovia, City Attorney



<b>Agenda Item:</b>	<b>12</b>						
<b>Date:</b>	03/08/2018						
<b>Time:</b>	11:02:44 AM						
<b>Vote Type:</b>	Motion to Approve						
<b>Description:</b>	Ordinance approving the submission of an Early Head Start - Child Care Partnership application to the U.S. Department of Health and Human Services and acceptance upon award of \$2,729,844.00 for the period of August 1, 2018 - July 31, 2019; a budget, including an in-kind match of \$682,461.00, and a personnel complement of 16 positions. [Maria 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

**2018-2019 Early Head Start - Child Care Partnership Program**  
**August 1, 2018 to July 31, 2019**

		<b>BUDGET</b>	
<b>REVENUES:</b>			
4501100	Grants Federal - Operating	\$	2,729,844
	<b>Subtotal Grant</b>	<u>\$</u>	<u>2,729,844</u>
6500000	In Kind Revenue	\$	682,461
	<b>Subtotal (In Kind)</b>	<u>\$</u>	<u>682,461</u>
	<b>TOTAL REVENUES</b>		<u><u>3,412,305</u></u>
<b>APPROPRIATIONS:</b>			
<b>138000000xxx 2018-2019 Early Head Start COSA</b>			
5101010	Regular Salaries	\$	724,076
5101020	Overtime Salaries		-
5101050	Language Skill Pay		3,000
5101070	Retiree Payout Sal		-
5103005	FICA & Medicare Exp		55,392
5103010	Life Insurance		724
5103035	Pers Leave Buy Back		7,500
5103056	Transportation Allow		390
5103105	Cell Phone Reimburse		600
5105010	Retirement Exp		82,907
5170040	CivIn Actv Healthcr		125,550
5201040	Fees to Pros		12,050
5202020	Contractual Services-COSA		23,000
5203040	Adv and Publications		300
5203050	Membership Dues		-
5203060	Binding & Printing		6,000
5203070	Subs to Publications		-
5203090	Transportation Fees		4,980
5204050	Maint - Buildings		7,043
5205010	Mail and Parcel Post		-
5205020	Rental Office Equip.		2,587
5208530	Alarm and Sec. Serv.		1,000
5302010	Office Supplies		5,049
5304010	Food		3,000
5304075	Computer Software		2,351
5304080	Other Commodities		-
5403040	Cell Phone Services		1,900
5403510	Wireless Data Communication		1,056
5404520	Software Licenses		-
5404530	Gas and Electricity		4,583

## Attachment I

5404540	Water and Sewer	474
5407032	DW Other	1,500
5501065	Cap<5000 - Furniture & Fixtures	-
<b>Total 138000000xx</b>		<b>\$ 1,077,012</b>
<b>138000000xxx 2018-2019 Early Head Start COSA T&amp;TA</b>		
5201025	Education - Classes	13,292
5201040	Fees to Prof. Contractors	29,508
5207010	Travel-Official	10,000
5302010	Office Supplies	8,000
5304010	Food	4,000
<b>Total 138000000xxx</b>		<b>\$ 64,800</b>
<b>138000000xxxx 2018-2019 Early Head Start Centers</b>		
5202020	Contractor- Blessed Sacrament	\$ 205,856
5202020	Contractor- Ella Austin	470,528
5202020	Contractor- Healy Murphy	411,712
5202020	Contractor - Inman Christian Center	205,856
5202020	Contractor - Seton Home	147,040
5202020	Contractor - YWCA	147,040
<b>Total 138000000xxx</b>		<b>\$ 1,588,032</b>
<b>138000000xxxx 2018-2019 Head Start - In Kind</b>		
6602025	In Kind Other Contra	\$ 682,461
<b>Total 138000000xxxx</b>		<b>\$ 682,461</b>
<b>TOTAL APPROPRIATIONS</b>		<b>\$ 3,412,305</b>

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# **Attachment II**



**EARLY HEAD START-CHILD CARE PARTNERSHIP PROGRAM  
AUGUST 1, 2018 to JULY 31,2019  
PERSONNEL COMPLEMENT**

<b>Positions 13800000XXXX 2018-2019 EARLY HEAD</b>	<b>Job Class</b>	<b>Budget FY 2017-2018 Positions</b>	<b>Add/Delete</b>	<b>Budget FY 2018-2019 Positions</b>
SPECIAL PROJECTS MANAGER	0866	1	0	1
SENIOR MANAGEMENT ANALYST	0999	1	0	1
MANAGEMENT ANALYST	0046	5	0	5
FISCAL ANALYST	2218	1	0	1
FAMILY SUPPORT WORKER	2283	7	0	7
FAMILY SUPPORT SUPERVISOR	2289	1	0	1
<b>13800000XXXX 2018-2019 EARLY HEAD START COSA</b>		<b>16</b>	<b>0</b>	<b>16</b>
<b>TOTAL POSITIONS FOR EARLY HEAD START -CHILD CARE PARTNERSH</b>		<b>16</b>	<b>0</b>	<b>16</b>