

**DEPARTMENT OF HUMAN SERVICES
CONTRACT ROUTING SLIP**

Contractor: University of Texas at San Antonio (U.T.S.A.)
Program Name: Head Start/ Early Head Start Child Care Partnership
Contract Type/#: Interlocal Agreement
Amendment: N/A
Ordinance: N/A

REQUEST FOR SIGNATURES:

	INITIAL	DATE
1. Pedro Ramirez, Senior Management Analyst Department of Human Services-Head Start	PR _____	11/14/19 _____
2. Audrey Jackson, Head Start Administrator Department of Human Services-Head Start	AKJ _____	11/14/2019 _____
3. Ashley Steubing, Interim Contract Administrator Department of Human Services-Contracts	AS _____	12/4/19 _____
4. Rebecca Flores, Education Program Administrator Department of Human Services	 _____	 _____
5. Melody Woosley, Director Department of Human Services	 _____	 _____

After signatures, please return to Ashley Steubing

<i>For Department of Human Services, Contract Section use only</i>	
1 Original to:	City Clerk
1 Original to:	To provide to Division for agency and scan copy for division files

Comments:

The Department of Human Services Head Start Division is requesting approval to send this Interlocal Agreement with UTSA and approval of the updated Head Start Policy Council Bylaws to City Council on 12/19/19. This contract will allow the vendor to provide a comprehensive Community Assessment report and four annual updates for the Head Start program. The Head Start Performance Standards, 45 CFR 1302.11 requires that a program annually review and update the community assessment to reflect significant changes. The contract will begin February 1, 2020 and terminate July 31, 2025. Total contract value will not exceed \$69,132.00.