



# City of San Antonio

## Agenda Memorandum

**File Number:** 16-1041

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**Agenda Item Number:** 23.

**Agenda Date:** 1/28/2016

**In Control:** City Council A Session

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**DEPARTMENT:** Human Services

**DEPARTMENT HEAD:** Melody Woosley

**COUNCIL DISTRICTS IMPACTED:** City-Wide

**SUBJECT:**

2016-2017 Head Start Contract Agreements and approval of planning documents required by the U.S. Department of Health and Human Services, Office of Head Start (HHS)

**SUMMARY:**

The Department of Human Services (DHS) requests authorization to execute the following contract items related to the 2016-2017 Head Start refunding application and submit planning documents required by the U.S. Department of Health and Human Services, Office of Head Start (HHS) for the Head Start program:

- a) Education service provider contract with San Antonio Independent School for the period of February 1, 2016 to January 31, 2017 in an amount of \$14,803,800.00;
- b) Education service provider contract with Edgewood Independent School District for the period of February 1, 2016 to January 31, 2017 in an amount of \$5,128,200.00;
- c) Health service provider contract with University Health System for the period of February 1, 2016 to January 31, 2017 in an amount of \$96,850.00;
- d) Dental service provider contract with San Antonio Metropolitan Health District for the period of February 1, 2016 to January 31, 2017 in an amount of \$139,675.00;
- e) Interlocal Agreement with Texas A&M University at San Antonio to provide early childhood education professional development for staff in the amount of \$30,000.00 through January 31, 2017, with three one-year renewal options for a total amount not to exceed 120,000.00;
- f) Negotiation and execution of contract amendments to the 4 service provider contracts based on program improvements and/or additional awards so long as grant funds are available; and
- g) Negotiation and execution of Memoranda of Understanding to collaborate with community agencies as required by the Head Start Act; and
- h) Approval of required planning documents, including, 2015 - 2016 Governing Body Roles and Responsibilities Framework, a corrective action response to an HHS-OHS review and a School Readiness Plan.

**BACKGROUND INFORMATION:**

The City's Head Start and Early Head Start programs are federally funded programs administered by the U.S. Department of Health and Human Services (HHS). These programs provide early education, family support, and support services to eligible children between the ages of six weeks and five years, and their families. The City's DHS has served as a grantee for the Head Start Program for over 35 years.

The Head Start program serves children at or below the Federal Poverty Level and prioritizes the most vulnerable, including those with disabilities, those that are homeless, and children in the foster care system. The program services a total of 3,020 children; 777 children in Edgewood Independent School District (EISD) and 2,243 children in the San Antonio Independent School District (SAISD). As the program grantee, the City's DHS provides direct program management, oversight, technical assistance, governance, family support, and mental wellness services and contracts with SAISD and EISD for the provision of educational services; the San Antonio Metropolitan Health District for dental services; and University Health system for health services. Memorandums of Understanding with Local Education Agencies, Early Head Start programs, and Early Childhood Intervention programs helps the City maintain close collaboration with community stakeholders.

On August 21, 2015, the City received notification from HHS of available funding in the amount of \$22,090,151.00 for the period of February 1, 2016 to January 31, 2017 for the continuation of Head Start Program Services. On October 1, 2015 DHS received City Council authorization, through Ordinance 2015-10-01-0841, to submit to HHS an annual refunding application in the amount of \$22,090,151.00 for continuation funding to support Head Start operations for the period of February 1, 2016 to January 31, 2017.

**ISSUE:**

This ordinance authorizes DHS to execute service provider contracts with SAISD, EISD, University Health System, and the Metropolitan Health District in a cumulative amount not to exceed \$20,168,525.00 for a term of February 1, 2016 to January 31, 2017. Funding will provide for the provision of high quality education, health, and dental services during the 2016 - 2017 Head Start Program school year.

DHS also seeks authorization to execute an interlocal agreement with Texas A&M University at San Antonio in an amount not to exceed \$120,000.00 over four years to provide nine hours of staff professional development in early childhood education for up to 10 Head Start teachers per year for a total of 40 teachers. Through this agreement, DHS will provide continuous high-quality professional development to teaching staff, which will result in higher-quality research-based work in classrooms and improve student outcomes.

This item also requests approval of planning documents required by HHS, including the 2015 - 2016 Governing Body Roles and Responsibilities Framework, a corrective action responding to a March 2015 Federal Review, and a School Readiness Plan.

**ALTERNATIVES:**

If this ordinance is not approved, DHS would need to procure other agencies to provide Head Start services in the SAISD and EISD service areas. This would delay the provision of services to the community and may negatively impact currently enrolled children and families. If planning documents are not approved, the City would be out of compliance with federal regulations.

**FISCAL IMPACT:**

This ordinance authorizes the execution of four Head Start Service Provider contracts in a cumulative amount not to exceed \$20,168,525 for the period of February 1, 2016 through January 31, 2017 which will be funded utilizing the 2016-2017 Head Start Grant. This ordinance additionally authorizes an Interlocal Agreement with Texas A&M University at San Antonio to provide professional development in an amount not to exceed

\$120,000.00 over a four year period, to be funded by the Head Start Grant.

**RECOMMENDATION:**

Staff recommends approval of this ordinance authorizing execution of contract items related to the 2016-2017 Head Start refunding application and submission of planning documents required by the U.S. Department of Health and Human Services, Office of Head Start (HHS) for the Head Start program.