



City of San Antonio

Agenda Memorandum

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Agenda Date: 4/15/2014

In Control: Educational Excellence Committee

**CITY OF SAN ANTONIO
DEPARTMENT OF HUMAN SERVICES
EDUCATIONAL EXCELLENCE COUNCIL COMMITTEE
INTERDEPARTMENTAL MEMORANDUM**

TO: Sheryl Sculley, City Manager

FROM: Melody Woosley, Director, Department of Human Services (DHS)

COPIES TO: Educational Excellence Committee; Gloria Hurtado, Assistant City Manager; Richard Keith, Interim Assistant Director, DHS; Mikel Brightman, Head Start Administrator, DHS; File

SUBJECT: Head Start Briefing and Approval Items

DATE: April 15, 2014

SUMMARY:

This item requests approval to submit a 2014-2015 Head Start Grant application amendment, 2013-2014 Self-Assessment Report, and provides information on program and fiscal activities for the month of February.

BACKGROUND:

On February 25, 2014, the City received notification from the Department of Health and Human Services (HHS) of available funding in the amount of \$22,090,151 for the period of February 1, 2014 - January 31, 2015. This funding amount includes the reinstatement of the 5.27 percent sequestration reduction in funds received at the beginning of the grant period and a cost of living adjustment. Funds will provide for an increase in the number of children served during the 2014-2015 School Year, from 2,861 to 3,020, and associated operational costs. The amended application is due to HHS on April 25, 2014.

The Head Start Program conducted the 2013-2014 annual Self Assessment January - February 2014. Over 60 Policy Council, City and Service Provider staff, and community stakeholders participated in the process. The final report includes strengths, findings, and associated improvement plans.

The Head Start Policy Council approved the 2014 - 2015 Head Start Grant application amendment and Self Assessment at their April 8, 2014 meeting.

As required by the Head Start Act, the Head Start program is required to share information regarding monthly Head Start activities and fiscal expenditures.

ISSUE:

DHS is requesting Educational Excellence Committee approval to move the 2014 - 2015 Head Start Grant application amendment forward for City Council consideration on April 17, 2014. The City Council will also be asked to approve the City's revised Head

Start program budget, personnel complement, and adjusted funding allocations for Head Start service providers.

Head Start Performance Standards require annual approval of a program-wide Self Assessment. Results from the Self Assessment indicate overall compliance. An improvement plan was identified for each noted area of concern. Two major areas of concern are Health follow up and Family & Community Partnerships follow up for which improvement plans are also included. The approved Self Assessment and associated action plan are required to be submitted to the Office of Head Start on an annual basis.

ALTERNATIVES:

Should the Educational Excellence Committee not approve the 2014-2015 Head Start Grant application amendment and revised budget, the City of San Antonio would not receive additional funding for the 2014-2015 School Year to provide Head Start services to an increased enrollment of 3,020 children and families. Additionally, if the Committee does not approve the 2013-2014 Self Assessment, the program will not implement actions consistent with Head Start program requirements and overall needed improvements to correct areas of concern, thus making the program non-compliant.

FISCAL IMPACT:

Funding for the contract amendments will be allocated from the Head Start grant. The grant requires an in-kind match of 20%, or \$5,522,538, which will be provided by the City and contracted Service Providers. The total Head Start program budget, including the match, will be up to \$27,612,689.

RECOMMENDATION:

Staff recommends approval of the 2014-2015 Head Start Grant application amendment and the 2013-2014 Self Assessment and Action Plan.

Attachment:

Attachment A: 2014-2015 Head Start Grant Application Amendment (Program Narrative)

Attachment B: 2014-2015 City of San Antonio Head Start Program Amended Budget and Service Provider Funding Allocation

Attachment C: 2013-2014 Self Assessment and Action Plan

Attachment D: 2013-2014 Self Assessment Summary