



City of San Antonio

Agenda Memorandum

File Number: 19-7296

Agenda Item Number: 12.

Agenda Date: 10/17/2019

In Control: City Council A Session

DEPARTMENT: Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Head Start Grant Refunding Application

SUMMARY:

The Department of Human Services (DHS) requests approval of the following grant and budgetary actions for the City's Head Start program:

- a) Submitting a grant application and associated grant documents to the U.S. Department of Health and Human Services (HHS), and acceptance upon award of an amount up to \$23,764,616.00 for the period of February 1, 2020 to January 31, 2021;
- b) Authorizing total program budget of \$29,705,770.00 including an in-kind match of \$5,941,154.00 and a personnel complement of 91 positions for DHS;
- c) Designating advisory committees to oversee key responsibilities related to program governance and improvement of the City's Head Start programs as under 45 C.F.R. 1301.2(c) ; and
- d) Approving an Interlocal Agreement with Texas A&M San Antonio at San Antonio in the amount not to exceed \$120,000.00 over a four-year period to provide professional development.

Furthermore, this ordinance authorizes the Director of Human Services to initiate, negotiate, and execute any and all necessary documents including a grant contract, and contract amendments accepting, when approved by HHS: a) carryover funds; b) line item budget revisions; c) modifications to the performance measures so long as the terms of the amendment stay within the general parameters of the intent of the grant; d) no cost extensions; e) supplemental grant funds in an amount up to 20% of the total amount initially awarded; f) reimbursement increases of administrative funds for each participant served; g) one time equipment purchases or defined program services; and h) changes in regulations mandated.

BACKGROUND INFORMATION:

The Head Start program is a federally-funded early childhood education and development program administered by HHS. The Head Start program provides education, family support, and medical services to eligible children between the ages of three and five, and their families. The Department of Human Services' Head Start program provides high quality program services to 3,020 children and their families in 21 Head Start centers located in San Antonio Independent School District (SAISD) and Edgewood Independent School District (EISD).

The City of San Antonio has served as a grantee for the Head Start Program for over 40 years. The program serves children at or below 130% of the Federal Poverty Level and prioritizes the most vulnerable children, including those with disabilities, homeless, and children in the foster care system. The Head Start Program provides direct program management, oversight, governance, family and community support, and mental wellness services and contracts with SAISD and EISD for the provision of educational services.

The City Council of the City of San Antonio, as governing body, has a legal and fiscal responsibility to administer and oversee the DHS Head Start Program. The Governing Body ensures objectivity in monitoring the program's progress in meeting Head Start Performance Standards and internal program mandates as well as ensuring that program goals and objectives tie into a larger community vision for early childhood education services. While the City Council maintains legal and fiscal responsibilities in accordance with Head Start regulations, it has authorized, via Ordinance No. 2016-01-28-0035, the appropriate City Council committee to oversee other key responsibilities, such as reviewing monthly program reports. City Council may also authorize other advisory committees to oversee these key responsibilities.

ISSUE:

On August 20, 2019, DHS received notification from HHS of available funding, for the second year of the five-year project period, in the amount of \$23,764,616.00, for the period of February 1, 2020 to January 31, 2021. This ordinance authorizes budgetary, grant, and contract related items to ensure continuation of Head Start Program services for the period of February 1, 2020 to January 31, 2021. Funding will provide for DHS's operational costs and provision of direct family and community support and mental wellness services, including a personnel complement of 91 positions, and service provider operations.

The grant application is due to HHS on November 1, 2019. The 2020-2021 Head Start grant application was approved by Head Start Policy Council on September 26, 2019. Awarded grant funds for the 2020-2021 Program Year will provide for the continuation of the Head Start Program services and the City's policy of enhancing early childhood education.

The personnel complement of 91 positions includes the addition of one permanent administrative associate to assist the Head Start Division with front-desk responsibilities. Front desk responsibilities were being handled and assignments were rotated by case aides in the summer. At the beginning of a new school year and throughout the school year, case aides support case management staff at 21+ sites within SAISD and EISD. Case aides are embedded at school sites, assisting with eligibility, recruitment, selection, enrollment, and attendance.

Advisory committees to the Governing Body oversee key responsibilities related to program governance and

improvement of Head Start programs under 45 C.F.R. 1301.2(c) and allow for dedicated engagement on Head Start program-related items. The City Council and the Head Start Policy Council partner to develop, review, and approve DHS Head Start program policies and planning items. Staff recommends the designation of additional advisory committees to oversee other key responsibilities and proposes the Community Action Advisory Board (CAAB) be designated as such an advisory committee to be charged with oversight of specific DHS Head Start program functions and receive monthly program reports.

The CAAB is an existing City board of 15 members representing government, low-income individuals, and community organizations, focusing on community issues of the local low-income population, the causes and conditions of poverty, and financial and educational programs for the low-income population.

Previously approved by City Council and pursuant to Ordinance 2016-01-28-0035, DHS Head Start contracts with Texas A&M San Antonio through an agreement set to expire on January 31, 2020. Through this partnership, teachers can earn up to 18 hours of master-level early childhood education over a two summer period. Since 2012, 30 teachers have completed the program, and 18 participants have completed a master's degree or are in the process of completing a master's degree. The request to renew the Interlocal Agreement with Texas A&M San Antonio will allow for the continued services of nine summer hours of masters-level early childhood education courses for up to 10 Head Start staff per contract year.

ALTERNATIVES:

If this ordinance is not approved, the office of Head Start would have to identify a different recipient of the grant, which would interrupt services to eligible Head Start families and children. SAISD and EISD would not be able to provide full day funding for the Early Childhood Education (ECE's) three year old classrooms. SAISD and EISD would not be able to provide two adult staff members in their PreK classrooms and would not be able to provide high quality ECE and family support services to enrolled three and four year olds PreK students.

FISCAL IMPACT:

This ordinance approves the submission of a grant application and associated grant documents to the U.S. Department of Health and Human Services (HHS), and acceptance upon award of an amount up to \$23,764,616.00 for the period of February 1, 2020 to January 31, 2021; and authorizing total program budget of \$29,705,770.00 including an in-kind match of \$5,941,154.00 and a personnel complement of 91 positions for DHS; and approving an Interlocal Agreement with Texas A&M San Antonio at San Antonio in the amount not to exceed \$120,000.00 over a four-year period to provide professional development.

RECOMMENDATION:

Staff recommends approval of this ordinance authorizing submission of a grant application, and associated grant documents, and acceptance of funds upon award, a budget, associated program personnel complement. Staff also recommends the approval of the establishment of the Community Action Advisory Board as an advisory committee and approval to enter into an Interlocal Agreement with Texas A&M San Antonio.