



City of San Antonio

Agenda Memorandum

File Number:20-5753

Agenda Item Number: 26.

Agenda Date: 10/29/2020

In Control: City Council A Session

DEPARTMENT: Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Early Head Start Grant Refunding Application

SUMMARY:

The Department of Human Services (DHS) requests consideration of the following items related to the City's Early Head Start Grant Program:

- A. An Ordinance authorizing the submission of an Early Head Start grant application and associated grant documents to the U.S. Department of Health and Human Services (HHS), and acceptance upon award of federal funds in an amount up to \$2,117,895.00 for the period of February 1, 2021 to January 31, 2022;
- B. Authorizing a total program budget of \$2,647,369.00 including an in-kind match of \$529,474.00 and personnel complement of 6 positions for DHS;
- C. Authorizing an increase to the 2020-2021 EHS personnel complement from 5 to 6 position for DHS;
- D. Authorizing an Interlocal Agreement with Edgewood Independent School District for the period of July 1, 2020 through January 31, 2026 in the amount not to exceed \$8,375,000.00;
- E. Updating the Head Start Policy Council Bylaws;
- F. Authorizing amendments to the City's Head Start Program agreements to allow for contract amendments without the necessity to return to City Council, so long as (1) in accordance with all Head Start requirements and federal law, (2) reviewed and approved by the City Attorney's Office, and (3) the total cumulative total of all service provider agreements, including amendments, do not exceed City's budget for the applicable program during the applicable grant year;
- G. Furthermore, this ordinance authorizes the Director of Human Services to initiate, negotiate, and execute any and all necessary documents and a grant contract to effectuate the acceptance of the referenced grant, and to execute contract amendments pertaining to this contract, to include: a) carry-

over funds, when ascertained and approved by the funding agency through a revised notice of award; b) line item budget revisions authorized by the funding agency; c) modifications to the performance measures authorized by the funding agency and listed in the contract so long as the terms of the amendment stay within the general parameters of the intent of the grant; d) no cost extensions; e) amendments which will provide supplemental grant funds to the grant by the funding agency in an amount up to 20% of the total amount awarded to the grant; f) reimbursement increases of administrative funds for each participant served; g) amendments funding one time equipment purchases or defined program services; and h) changes in regulations mandated by the funding agency, if awarded and matching funds are available in City's budget.

BACKGROUND INFORMATION:

The City of San Antonio Head Start Program, through the Department of Human Services (DHS), operates the City's Head Start, Early Head Start-Child Care Partnership (EHS-CCP), and Early Head Start (EHS) programs

The DHS Early Head Start (EHS) newly-awarded grant program provides early childhood education and development to income eligible families with infants and toddlers (ages 6 weeks to 35 months). DHS will contract with EISD to provide high-quality comprehensive services for 128 - 80 center-based and 48 home based -infants and toddlers and their families.

DHS was notified by HHS of available EHS funding for the second year of a five-year project period in the amount of \$2,117,895.00, for the period of February 1, 2021 to January 31, 2022. The first project period of the grant was a prorated seven-month period (July 1, 2020 - January 31, 2021), in order to align this newly-awarded grant with our established Head Start program grant which has a project start date of February 1, 2021.

The 2021-2022 EHS grant applications were approved by Head Start Policy Council on September 22, 2020. The grant application is due to HHS on November 1, 2020.

ISSUE:

This ordinance authorizes budgetary, grant, and contract related items to ensure continuation of EHS Infant and Toddler Program services for the period of February 1, 2021 to January 31, 2022. Funding will provide for operational costs and provision of direct family and community support and mental wellness services, including a personnel complement of 6 positions, and service provider operations.

Additionally, DHS is requesting authorization to increase the EHS personnel complement for the current grant year, 2020-2021, from 5 to 6 positions. This will allow the EHS program to hire a Management Analyst for Early Education Services - Wellness Support and will enable the program to focus on capacity building of EHS staff in trauma informed care. This position will also work to develop and implement a wellness support plan that improves outcomes for EHS staff, children and families. This includes developing training plans, tracking systems, timelines, collecting and analyzing data, as well as resources related to wellness support.

DHS requests authorization to execute an Interlocal Agreement with Edgewood Independent School District for the period of July 1, 2020 through January 31, 2026 (the end of the HHS Project Period for this EHS grant plus an additional 5 months to align with the City's established Head Start program and an expected continuation grant for a new Project Period), in the amount not to exceed \$8,375,000.00. The EHS program will serve 128 slots within the EISD area and offer both center-based and home-based services to build capacity in some of the community's most economically disadvantaged neighborhoods. Of the 128 slots, 80 will be served through center-based services at Stafford Early Childhood Center, currently a DHS Head Start Pre-K (3 - 5 year olds)

campus, making this campus a birth to five continuum of quality early childhood development and education. The other 48 slots will be served through home-based services where Home Visitors work directly with the parent to support the parent's own learning about child development and share information about their child's development and progress. Both services will operate 198 days annually.

The Head Start Act outlines the requirements detailing the joint approval responsibilities of the governing body and Head Start Policy Council. Updated Policy Council bylaws incorporates language to include the newly-awarded Early Head Start program and ensures equal representation by percentage of families enrolled in Home Based services.

Head Start requires grantees to comply with not only the Head Start Act, but also Head Start Policy and Regulations, the Office of Management and Budget, Head Start Performance Standards, Program Instructions and other Head Start requirements and federal law. With so many constraints and requirements imposed by federal law and the grant, the City Attorney's office proposed an amendment to Head Start Program Agreements (including Head Start, EHS-CCP, and the newly-awarded EHS) to allow for amendments without the necessity to return to City Council, so long as (1) in accordance with all Head Start requirements and federal law, (2) reviewed and approved by the City Attorney's Office, and (3) the total cumulative total of all service provider agreements, including amendments, do not exceed City's budget for the applicable program during the applicable grant 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 EHS families and children.

FISCAL IMPACT:

This ordinance authorizes the submission of an Early Head Start 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 \$2,117,895.00 for the period of February 1, 2021 to January 31, 2022; and authorizing total program budget of \$2,647,369.00 including an in-kind match of \$529,474.00 and a personnel complement of 6 positions for DHS; and approving an Interlocal Agreement with EISD in the amount not to exceed \$8,375,000.00 for the period of July 1, 2020 through January 31, 2026.

RECOMMENDATION:

Staff recommends approval of this ordinance authorizing submission of the Early Head Start 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 revised personnel complement for EHS, the approval to enter into an Interlocal Agreement with EISD, and the approval to update the Head Start Bylaws.