

AN ORDINANCE **50477**

AUTHORIZING OPERATION OF THE HEAD START - EARLY CHILD CARE PROGRAM, 1979, FOR THE PERIOD FROM FEBRUARY 19, 1979 THROUGH JANUARY 18, 1980; ACCEPTING A GRANT OF \$1,377,688.00 FROM THE OFFICE OF HUMAN DEVELOPMENT SERVICES OF THE DEPARTMENT OF HEALTH, EDUCATION AND WELFARE FOR THE PROGRAM; ESTABLISHING A FUND AND ACCOUNTS; AUTHORIZING PERSONNEL POSITIONS; AND AUTHORIZING AN AGREEMENT WITH PARENT-CHILD, INC. TO OPERATE THE PROGRAM FOR AN INTERIM PERIOD.

* * * * *

WHEREAS, the City in Ordinance No. 50397 authorized assuming the Head Start - Early Child Care Program operated by the Economic Opportunity Development Corporation (EODC) funded by the Office of Human Development Services of the Department of Health, Education and Welfare and authorized submission of an application to the agency for a grant to support the program for the period February 19, 1979 through January 18, 1980; and

WHEREAS, the agency has notified the City of the award of the grant in the amount of \$1,377,688.00, identified as Grant No. 60107, as evidenced by the notice set out in Attachment I; and

WHEREAS, the City will operate the Day Care Program through an operating agency who will operate various day care centers and day care services for children of parents necessary to enable them to train for employment or to maintain their present employment; and

WHEREAS, Parent-Child, Inc. a local operating agency, has offered to operate the day care service for the City and the City has accepted to contract with the agency to operate the service for an interim period from February 19, 1979 through April 20, 1979; and

WHEREAS, the grant must now be accepted and fund and accounts designated for the project and a contract with Parent-Child, Inc. authorized; NOW THEREFORE:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. Operation of the HEAD START - EARLY CHILD CARE PROGRAM 1979 in the City of San Antonio is hereby authorized. The initial operating period of the project will extend from February 19, 1979 through January 18, 1980. The Department of Human Resources and Services of the City will be the administering department of the project, and will provide monitoring of the project's operation.

SECTION 2. The grant in the amount of \$1,377,688.00 awarded by the Office of Human Development Services of the Department of Health, Education and Welfare in support of the operation of this program is hereby accepted. The City Manager is authorized to execute such documents as the granting agency may require in awarding this grant. Operation of the program will be administered in accordance with guidelines and regulations promulgated by the granting agency. A copy of the grant award letter is set out in Attachment I.

SECTION 3. Fund No. 26-022022 entitled HEAD START - EARLY CHILD CARE PROGRAM 1979 is hereby designated for use in accounting for the expenditures in this project.

SECTION 4. The amount of \$1,722,110.00, consisting of \$1,377,688.00 in cash expenditures and \$344,422.00 in In-Kind expenditures, to be provided by the operating agency in space and volunteer services, is hereby appropriated in the above fund, and said sum is allocated to budgetary accounts as set out in the budget schedule in Attachment II. The personnel positions set out in said schedule in Attachment II are authorized for the project.

SECTION 5. The City Manager is authorized to execute an agreement with Parent-Child, Inc. to operate the program during an interim period from February 19, 1979 through April 20, 1979 and a cost of \$169,226.00 is authorized to be expended by the sub-agency in the program. A copy of the agreement with the sub-agency is set out in Attachment III. The contract shall contain the special provisions attached as Attachment IV. After this interim period the City may contract with Parent-Child, Inc. for continuation of the program on a long term basis, or may contract with a third party for continuation.

PASSED AND APPROVED this 1st day of March, 1979.

Lila Cockrell
M A Y O R

ATTEST:

Ass. Norma S. Rodriguez
City Clerk

79-10

APPROVED AS TO FORM:

Tom Finlay
City Attorney

APPROVED AS TO FUNDS:

Carl K. White
Director of Finance

DISTRIBUTION

AVIATION	
BUDGET & RESEARCH	1
BUILDING & ZONING	
CITY WATER BOARD	
CITIZEN ACTION & PUBLIC INFORMATION	
COMMERCIAL RECORDER	
CONVENTION BUREAU	
CONVENTION CENTER	
ECONOMIC & EMPLOYMENT DEVELOPMENT	
EQUAL EMPLOYMENT OPPORTUNITY	
FINANCE DIRECTOR	1
ASSESSOR	
CONTROLLER	1
TREASURY DIVISION	
FINANCE-GRANT SECTION	1
INTERNAL AUDIT	1
PROPERTY RECORDS	
FIRE CHIEF	
HEALTH DIRECTOR	
HEMISFAIR PLAZA	
HUMAN RESOURCES	1
LEGAL - CITY ATTORNEY	
LIBRARY DIRECTOR	
MARKET SQUARE	
MUNICIPAL COURTS	
PARKS & RECREATION DEPT.	
PERSONNEL DIRECTOR	1
PLANNING	
POLICE CHIEF	
PRESS ROOM	
PUBLIC WORKS DIRECTOR	
ENGINEERING DIVISION	
ENGINEERING - SEWERS	
RIGHT OF WAY & LAND ACQUISITION	
PURCHASING	
TRAFFIC & TRANSPORTATION	

NEW Grant.

ITEM NO. 37

MEETING OF THE CITY COUNCIL

DATE: MAR 1 1979

MOTION BY: Webb
50477

SECONDED BY: Steen

ORD. NO. _____

ZONING CASE _____

RESOL. _____

COUNCIL MEMBER	ROLL CALL	AYE	NAY
HENRY G. CISNEROS PLACE 1		<input checked="" type="checkbox"/>	
JOE WEBB PLACE 2		<input checked="" type="checkbox"/>	
HELEN DUTMER PLACE 3		<input checked="" type="checkbox"/>	
FRANK D. WING PLACE 4		<input checked="" type="checkbox"/>	
BERNARDO EURESTE PLACE 5		<i>absent</i>	
RUDY C. ORTIZ PLACE 6		<input checked="" type="checkbox"/>	
JOE ALDERETE, JR. PLACE 7		<input checked="" type="checkbox"/>	
PHIL PYNDUS PLACE 8		<input checked="" type="checkbox"/>	
ROBERT N. McDANIEL PLACE 9		<input checked="" type="checkbox"/>	
JOHN STEEN PLACE 10		<input checked="" type="checkbox"/>	
LILA COCKRELL PLACE 11 (MAYOR)		<input checked="" type="checkbox"/>	

79-10

TELEGRAPHIC MESSAGE

NAME OF AGENCY HEW/OHDS/CYF	PRECEDENCE DA ACTION: FEB 23 12 1 INFO:	SECURITY CLASSIFICATION PH 1979
ACCOUNTING CLASSIFICATION 7591636 9-1065205 757021	DATE PREPARED CONT. 2/28/79	TYPE OF MESSAGE <input checked="" type="checkbox"/> SINGLE with cc's <input type="checkbox"/> BOOK <input type="checkbox"/> MULTIPLE-ADDRESS
FOR INFORMATION CALL		
NAME Carolyn Hazel or Jerry Stover	PHONE NUMBER 767-2981	

THIS SPACE FOR USE OF COMMUNICATION UNIT

chlao}0052 HWRH

MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)

TO:

Thomas E. Huebner, City Manager
 City of San Antonio
 P.O. Box 9066
 San Antonio, TX 78285 telephone: 225-5661

THIS IS TO ACKNOWLEDGE THE CITY OF SAN ANTONIO AS THE INTERIM GRANTEE EFFECTIVE FEBRUARY 19, 1979 FOR THE HEAD START GRANT IN THE SAN ANTONIO AND BEXAR COUNTY AREA. THE GRANT FUNDS FOR THE PROGRAM WERE OBLIGATED FEBRUARY 22, 1979. THE PROCESS FOR ISSUANCE OF UNITED STATES TREASURY CHECKS NORMALLY TAKES 10-15 DAYS FOR THE CHECK TO REACH THE GRANTEE. WE WOULD APPRECIATE ANY EFFORTS YOUR OFFICE MAY INITIATE, TO INSURE THAT THERE BE NO DISRUPTION OF SERVICES TO THE CHILDREN, PARENTS, AND STAFF INVOLVED IN THE SAN ANTONIO HEAD START PROGRAM.

THE CITY OF SAN ANTONIO MAY DELEGATE THE HEAD START PROGRAM OPERATIONS TO AN AGENCY OF THEIR CHOICE AND SUCH ARRANGEMENT SHOULD BE FORMALIZED BY WRITTEN AGREEMENT BETWEEN THE GRANTEE AND DELEGATE AGENCY AND MUST BE ON FILE IN THE GRANTEE'S OFFICE. THE DELEGATE AGENCY MUST ESTABLISH A POLICY COMMITTEE WITHIN A REASONABLE PERIOD OF TIME TO INSURE THE INVOLVEMENT

SECURITY CLASSIFICATION

PAGE NO.	NO. OF PGS.
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TELEGRAPHIC MESSAGE

NAME OF AGENCY SAN ANTONIO - Page 2	PRECEDENCE ACTION: INFO:	SECURITY CLASSIFICATION
ACCOUNTING CLASSIFICATION	DATE PREPARED	TYPE OF MESSAGE <input type="checkbox"/> SINGLE <input type="checkbox"/> BOOK <input type="checkbox"/> MULTIPLE-ADDRESSES
FOR INFORMATION CALL		
NAME	PHONE NUMBER	

THIS SPACE FOR USE OF COMMUNICATION UNIT

MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)

TO:

OF THE PARENTS IN THE HEAD START PROGRAM.

WE APPRECIATE YOUR EFFORTS ON BEHALF OF THE CHILDREN AND THEIR PARENTS WHICH ARE SERVED IN THE HEAD START PROGRAM OF SAN ANTONIO AND BEXAR COUNTY. IF THERE ARE ADDITIONAL QUESTIONS REGARDING THIS MATTER, PLEASE DO NOT HESITATE TO CONTACT US.

David C. Chapa

DAVID C. CHAPA, ACTING
REGIONAL PROGRAM DIRECTOR
CHILDREN, YOUTH AND FAMILIES

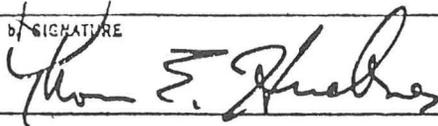
→ cc: William Donohue, Director of Human Resources
City of San Antonio, Building 249
Hemisphere Plaza
San Antonio, TX telephone: 512-226-4301

Blanche Russ
Head Start Director
212 Stumberg
San Antonio, TX 512-226-6232

PAGE NO.	NO. OF P

CITY OF SAN ANTONIO

PY "N"
PROPOSAL

FEDERAL ASSISTANCE		2. APPLICANT'S APPLICATION	3. NUMBER	3. STATE APPLICATION IDENTIFIER	4. NUMBER
1. TYPE OF ACTION <input type="checkbox"/> PREAPPLICATION <input type="checkbox"/> APPLICATION <small>(Mark appropriate box)</small> <input type="checkbox"/> NOTIFICATION OF INTENT (Opt) <input type="checkbox"/> REPORT OF FEDERAL ACTION		APPLI- CATION	b. DATE Year month day 19	b. DATE Year month day ASSIGNED 19	
4. LEGAL APPLICANT/RECIPIENT			5. FEDERAL EMPLOYER IDENTIFICATION NO. 74-606-7131		
a. Applicant Name : City of San Antonio b. Organization Unit : Head Start c. Street/P.O. Box : P. O. Box 9066 d. City : San Antonio e. County : Bexar f. State : Texas g. ZIP Code: 78204 h. Contact Person (Name & telephone No.) : Blanche A. Russ (512) 226-6232			5. PRO-GRAM (From Federal Catalog)	a. NUMBER 1 3 6 0 0 b. TITLE City of San Antonio	
7. TITLE AND DESCRIPTION OF APPLICANT'S PROJECT			8. TYPE OF APPLICANT/RECIPIENT		
TO PROVIDE COMPREHENSIVE DEVELOPMENTAL SERVICES AND HANDICAP SERVICES TO LOW INCOME PRE-SCHOOL CHILDREN AND THEIR FAMILIES THAT WILL BE TAILORED TO THE NEEDS IN THE COMMUNITY.			A-State H-Community Action Agency B-Interstate I-Higher Educational Institution C-Substate J-Indian Tribe District K-Other (Specify): D-County E-City F-School District G-Special Purpose District Enter appropriate letter <input checked="" type="checkbox"/> H		
			9. TYPE OF ASSISTANCE		
10. AREA OF PROJECT IMPACT (Names of cities, counties, States, etc.)			11. ESTIMATED NUMBER OF PERSONS BENEFITING		
SAN ANTONIO & BEXAR COUNTY, TX			1,044		
13. PROPOSED FUNDING			14. CONGRESSIONAL DISTRICTS OF:		
a. FEDERAL : 1,377,672 .00 b. APPLICANT : .00 c. STATE : .00 d. LOCAL : 344,418 .00 e. OTHER : .00 f. TOTAL : 1,722,090 .00			a. APPLICANT : Head Start b. PROJECT : 20,21,23 15. PROJECT START DATE Year month day 19 17. PROJECT DURATION Months		
20. FEDERAL AGENCY TO RECEIVE REQUEST (Name, City, State, ZIP code)			19. EXISTING FEDERAL IDENTIFICATION NUMBER		
ADMINISTRATION FOR CHILDREN, YOUTH AND FAMILIES - DALLAS, TEXAS			H-0545		
22. THE APPLICANT CERTIFIES THAT			21. REMARKS ADDED		
a. To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved. (1) <input type="checkbox"/> (2) <input type="checkbox"/> (3) <input type="checkbox"/>			b. If required by OMB Circular A-95 this application was submitted, pursuant to instructions therein, to appropriate clearinghouses and all responses are attached: No response attached <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
23. CERTIFYING REPRESENTATIVE			24. AGENCY NAME		
a. TYPED NAME AND TITLE Thomas E. Huebner CITY MANAGER			b. SIGNATURE 		
25. ORGANIZATIONAL UNIT			26. FEDERAL AGENCY TO RECEIVE REQUEST		
27. ADDRESS			28. FEDERAL APPLICATION IDENTIFICATION		
29. ACTION TAKEN			30. FEDERAL GRANT IDENTIFICATION		
<input type="checkbox"/> a. AWARDED <input type="checkbox"/> b. REJECTED <input type="checkbox"/> c. RETURNED FOR AMENDMENT <input type="checkbox"/> d. DEFERRED <input type="checkbox"/> e. WITHDRAWN			31. FUNDING a. FEDERAL \$.00 b. APPLICANT .00 c. STATE .00 d. LOCAL .00 e. OTHER .00 f. TOTAL \$.00		
32. FEDERAL AGENCY A-95 ACTION			33. ACTION DATE		
a. In taking above action, any comments received from clearinghouses were considered. If agency response is due under provisions of Part 1, OMB Circular A-95, it has been or is being made.			Year month day 19 34. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)		
35. FEDERAL AGENCY A-95 OFFICIAL (Name and telephone no.)			36. STARTING DATE		
			Year month day 19		
			37. ENDING DATE		
			Year month day 19		
			38. REMARKS ADDED		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		

SECTION I - APPLICANT/RECIPIENT DATA

SECTION II - CERTIFICATION

SECTION III - FEDERAL AGENCY ACTION

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Office of Child Development

ELIGIBILITY OF APPLICANT

(This form is to be filled in by the applicant agency's counsel.)

NAME OF APPLICANT AGENCY City of San Antonio	FOR OCD USE ONLY (Do not fill in) GRANT NO. H-0545
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1.1 TYPE OF APPLICANT <input checked="" type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE NON-PROFIT	1.2 PUBLIC AGENCY <i>If public, indicate whether applicant is an agency of:</i> <input type="checkbox"/> STATE(S) <input type="checkbox"/> COUNTY(IES) <input checked="" type="checkbox"/> CITY(IES) <input type="checkbox"/> INSTITUTION(S) OF HIGHER EDUCATION <i>(See Item 1.3 for definition)</i> <input type="checkbox"/> TRIBAL COUNCIL(S) <input type="checkbox"/> OTHER (Specify) _____
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If applicant is a public agency, proceed to Item 1.7; do not answer Items 1.3 through 1.6.2.

1.3 INSTITUTION OF HIGHER EDUCATION
Check here if applicant is an institution of higher education as defined in Section 401(f) of the Higher Education Act of 1968, Public Law 88-204. If this is the case, proceed to Item 1.7; do not answer Items 1.4 through 1.6.3.

Was the institution in existence prior to August 21, 1964? YES NO

1.4 PRIVATE NON-PROFIT ORGANIZATION
If applicant is a private non-profit organization other than an institution of higher education, answer all of the following questions.

1.4.1 NON-PROFIT STATUS
Has the applicant received a ruling from the Internal Revenue Service that it is tax-exempt and capable of receiving tax-deductible contributions? YES NO

1.4.2 *If the answer to Item 1.4.1 is "Yes", give date of ruling by the Internal Revenue Service:*
DATE _____

1.4.3 *If the answer to Item 1.4.1 is "No", has such a ruling been applied for?* YES NO
If "Yes", give date of application for ruling: DATE _____

<i>If the above described ruling has not yet been granted by the Internal Revenue Service, do you certify to the best of your information and belief that the applicant qualifies for such a ruling?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO	1.4.5 NON-POLITICAL IS APPLICANT A POLITICAL PARTY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
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1.5 CORPORATE STATUS		
INCORPORATED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IF YES, GIVE DATE AND STATE OF INCORPORATION	IF NO, GIVE DATE OR ORIGIN

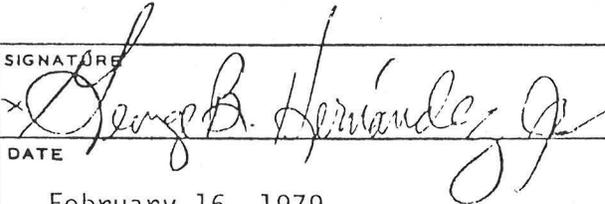
1.6 CONCERN WITH POVERTY

1.6.1 PRIOR CONCERN *Has the applicant agency had a concern with problems of poverty prior to the submission of this application?*
 YES NO
If the answer is ("Yes", attach a statement describing the date on which this concern began, the way in which it has been expressed, and any results that have been achieved through such concern.

1.6.2 SPONSORSHIP *Is the applicant agency sponsored by a public agency or by a private institution or organization with a prior concern with problems of poverty?*
 YES NO
If so, attach a statement describing the sponsoring agency, institution, or organization and the nature of its sponsorship. A letter or resolution from the sponsoring agency should be included, expressing its agreement to be a sponsor of the applicant agency. Where the sponsor is a private institution or organization, the statement should include a description of its prior concern with problems of poverty. (See Item 1.6.1 above.)

1.7 CERTIFICATION OF AUTHORITY

I, the undersigned, as a duly licensed attorney at law, hereby certify that to the best of my information and belief, the applicant agency has the authority, under applicable principles of law, to carry out the program described in this application.

NAME OF COUNSEL Assistant George Hernandez, City Attorney	SIGNATURE 
ADDRESS P.O. Box 9066	DATE February 16, 1979

1. STATEMENT TO BE COMPLETED WHEN APPLICANT IS PRIVATE, NON-PROFIT AGENCY OR A PUBLIC AGENCY WHOSE ACCOUNTING SYSTEM WILL NOT BE MAINTAINED BY A PUBLIC AGENCY

I am a duly licensed or certified public accountant and have been engaged to examine and report on the financial accounts of the _____, which is a (private, non-profit organization) or a (public agency) carrying out an OCD program in _____

(Geographic Area)

I have reviewed the accounting system that this agency has established and, in my opinion, it includes internal controls adequate to safeguard the assets of the agency, check the accuracy and reliability of accounting data, promote operating efficiency, and encourage compliance with prescribed management policies of the agency.

Arrangements have been made for appropriate bonding of grantee officials who are authorized to sign or counter sign checks or disburse cash. The amount of coverage is equal to the total amount of the grant or \$25,000, whichever is less. The bonding coverage will run for a period of three years from the effective date of the subject application, payable in yearly installments. Documentation of bonding will be available upon request of HEW.

NAME OF FIRM	NAME OF ACCOUNTANT	SIGNATURE OF ACCOUNTANT/DATE

2. STATEMENT TO BE COMPLETED BY APPROPRIATE PUBLIC FINANCIAL OFFICER WHEN THE APPLICANT IS A PUBLIC AGENCY OR WHEN THE ACCOUNTING SYSTEM OF A PRIVATE, NON-PROFIT AGENCY WILL BE MAINTAINED BY A PUBLIC AGENCY.

I am the chief financial officer of City of San Antonio, and in this capacity, I will be responsible for assuring the establishment and maintenance of an accounting system for the City of San Antonio Headstart, which is a (public) or (non-profit) agency charged with carrying out an OCD program in City of San Antonio and Bexar Co.. The accounting system will have internal controls adequate to safeguard the assets of such agency, check the accuracy and reliability of accounting data, promote operating efficiency, and encourage compliance with prescribed management policies of the agency.

NAME, TITLE OF FINANCE OFFICER	SIGNATURE OF FINANCE OFFICER/DATE	NAME OF PUBLIC BODY
Carl White, Dir. of Finance	<i>Carl L. White</i>	City of San Antonio

CERTIFICATION OF WAGE COMPARABILITY

1. I certify that we have reviewed the salary structures and established comparability for all positions.
2. Documentation of the methods by which we established comparability is available in our files for review by audit and inspection personnel and by personnel of the Office of Child Development.

NAME OF AGENCY	NAME AND TITLE OF OFFICIAL	SIGNATURE OF OFFICIAL/DATE
Dept. of Human Resources City of San Antonio	William T. Donahue Department Director	<i>William T. Donahue</i>

PROJECT APPROVAL INFORMATION

Item 1.

Does this assistance request require State, local, regional, or other priority rating? X Yes _____ No

Name of Governing Body _____
Priority Rating _____

Item 2.

Does this assistance request require State, or local advisory, educational or health clearances? X Yes _____ No

Name of Agency or Board _____
(Attach Documentation)

Item 3.

Does this assistance request require clearinghouse review in accordance with OMB Circular A-95? X Yes _____ No

(Attach Comments)

Item 4.

Does this assistance request require State, local, regional or other planning approval? X Yes _____ No

Name of Approving Agency Policy Making Council
Date February 13, 1979

Item 5.

Is the proposed project covered by an approved comprehensive plan? _____ Yes X No

Check one: State
Local
Regional
Location of Plan _____

Item 6.

Will the assistance requested serve a Federal installation? _____ Yes X No

Name of Federal Installation _____
Federal Population benefiting from Project _____

Item 7.

Will the assistance requested be on Federal land or installation? _____ Yes X No

Name of Federal Installation _____
Location of Federal Land _____
Percent of Project _____

Item 8.

Will the assistance requested have an impact or effect on the environment? _____ Yes X No

See instructions for additional information to be provided.

Item 9.

Will the assistance requested cause the displacement of individuals, families, businesses, or farms? _____ Yes X No

Number of:
Individuals _____
Families _____
Businesses _____
Farms _____

Item 10.

Is there other related assistance on this project previous, pending, or anticipated? X Yes _____ No

See instructions for additional information to be provided.

*Item 10.

Is there other related assistance on this project previous, pending, or anticipated?

 X Yes No

(A)	USDA Food Reimbursement-Currently utilizing	\$ 275,000.00
(B)	City Day Care - Title XX Program-Currently utilizing	570,066.00
(C)	Medicade	<u>4,580.00</u>
		\$ 849,646.00

PROGRAM YEAR "N"

CITY OF SAN ANTONIO

Program Account 22 and 23

A. VOLUNTEER SERVICES

<u>Number of Hours</u>	<u>Description</u>	<u>Hourly Rate</u>	
87,068	Non-Professional Aides	2.90	252,497
500	Dietitian	5.00	2,500
2,000	Public Health Nurse	5.00	10,000
3,000	Social Worker	4.00	12,000
5,000	Teacher	4.00	20,000
200	Physicians	23.00	<u>4,600</u>
			301,597

B. SPACE

Number of square feet: 23,790 square feet x 20 cents per square foot x 9 months = \$42,822

Volunteers	\$301,597*
Space	<u>42,822</u>
	\$344,419*

*Differential cost due to rounding off Non-Professional Aides hours.

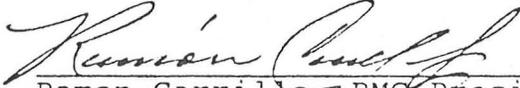
PMC CALL Meeting
February 13, 1979
8:00 P.M.

The Head Start Policy Making Council held a CALL Meeting on February 13, 1979 for the purpose of reviewing and discussion of the Head Start proposal for PY "N".

There being a quorum, the proposal was presented by the Director.

After thoroughly reviewing and discussing the proposal it was moved and seconded to accept the proposal as presented and discussed.

A vote was taken, motion carried.



Ramon Carrillo, PMC President

PART III - BUDGET INFORMATION PY "N"

SECTION A - BUDGET SUMMARY

Grant Program, Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. PA 23	13.600	\$ 0	\$ 0	\$ 1,296,396	\$ 324,099	\$ 1,620,495
2. PA 22	13.600	0	0	81,276	20,319	101,595
3.						
4.						
5. TOTALS		\$	\$	\$ 1,377,672	\$ 344,418	\$ 1,722,090

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	- Grant Program, Function or Activity				Total (5)
	(1) 23	(2) 22	(3)	(4)	
a. Personnel	\$ 20,746	\$ 0	\$	\$	\$ 20,746
b. Fringe Benefits	3,112	0			3,112
c. Travel	0	0			
d. Equipment	0	0			
e. Supplies	0	0			
f. Contractual	1,272,538	81,272			1,353,810
g. Construction					
h. Other					
i. Total Direct Charges					
j. Indirect Charges					
k. TOTALS	\$ 1,296,396	\$ 81,272	\$	\$	\$ 1,377,668
7. Program Income	\$	\$	\$	\$	\$

DELEGATE AGENCY
BREAKDOWN OF COST CATAGORIES - PA 23

Salaries		946,973
<u>Fringe Benefits</u>		
Fringe Benefits are computed at 15% of the total Personnel budget		142,046
$946,973 \times 15\% = \$142,046$		
<u>Travel</u>		
Out-of-Town Travel		1,559
This covers per diem @ the rate of \$30/Day plus transportation		
<u>Equipment</u>		
2 Automatic fix fire extinguishers @ 641.50 ea.		1,283
<u>Supplies</u>		43,542
Classroom	40,789 for 11 months	
Postage	2,295	
Medical/Dental	458	
<u>Contractual</u>		37,047
Medical, Dental and Psychological Exams/Follow-up - \$23,000		
921 children less 26%		
- <u>239</u> programmed for EPSDT Screening		
682		
Audit Fee	6,572	
Computer System design and Implementation	2,800	
Monthly computer processing @ 425 mo.	4,675	
<u>Construction</u>		11,000
Repairing of Broken windows	1,375	
Unclogging sinks and toilets	1,835	
Repairing of town down fences	1,375	
Painting of classrooms and playground equipment	2,750	
Repairing of heaters, dishwashers, and stoves	2,105	
Repairing of air conditioners	1,375	
Installation of locks	185	

Other Cost

89,088

Field Trips	5,450
Pupil Insurance	2,750
Vehicle Insurance	1,850
Liability Insurance	950
Fire Insurance	460
Deductable, children's Insurance	100
Pupil Transportation	4,500
Local Travel	4,500
Utilities (Centers)	34,600
Rent (Office)	14,100
Telephones (Centers)	3,700
Telephones (Office)	7,350
Vehicle Maintenance	2,500
Reproduction Cost	2,750
P.M.C. Activities	3,028
Rent, Mini Storage	500

TOTAL

1,272,538

Other Cost

7,600

Field Trips	460
Pupil Insurance	285
Liability Insurance	100
Fire Insurance	70
Deductable Children's Insurance	70
Local Travel	450
Utilities (Centers)	4600
Telephones (Centers)	825
Reproduction Cost	180
P.M.C. Activities	560

Total \$ 81,272.00

DELEGATE AGENCY
BREAKDOWN OF COST CATAGORIES - PA 22

Salaries 55,445

Fringe Benefits

Fringe Benefits are computed at 15% of total Personnel budget.

55,445 x 15% = 8,317

Travel

Out-of-Town Travel 0

Equipment

-0-

0

Supplies

3,208

Classroom 2,750
Postage 358
Medical/Dental 100

Contractual

3,612

Medical, Dental and Psychological Exams/
followup for 91 children

123 Children less 26%
- 32 Children Programmed for EPSDT Screening
91

Construction

3,090

Repair broken windows 415
Unclog sinks, toilets 180
Repair of fences 370
Painting of Classrooms
and playground equipment 665
Repair of heaters, dishwashers
& stoves 825
Repair of Air Conditioners 450
Installation of locks 185

H-0545

Budgeted Personnel Cost - PA 22

Breakdown

No. of Positions	Position	Monthly Salary	No. of Months	Annual
2	Center Managers/ Social Workers	848.25	8.5	14,420
2	Janitors 50%	252.00	8	4,200
2	Cook I (5 hours)	315.00	8.5	* 2,136
2	Teacher I (8 hours)	579.33	8.5	8,849
2	Teacher Aide I (8 hours)	506.28	8	8,100
3	Teacher I Part Day (5 hours)	360.00	8.5	9,180
	Teacher Aide I (Part Day 5 hours)	315.00	8	7,560

* Cooks are reimbursed by the CCFP (USDA) Contract, however, the amount of \$2,316 is to supplement cooks salaries on the months the re-imbusement is not sufficient to cover the salaries 100%.

PY "N"

H-0545

DELEGATE AGENCY

Budgeted Personnel Cost - PA 23

Breakdown

ons	Position	Month Salary	No. of Months	Annual
	Executive Director (80% Head Start 20% City Day Care)	2,008.92	11	17,677
	Executive Secretary/ Administrative Assis- tant	979.67	11	10,286
	Head Start Manager	1,506.00	10	13,554
	Education Specialist	1,247.50	9	11,228
	Supportive Services Coordinator	1,303.92	9	11,735
	Trainer	933.00	9	8,347
	Social Services/Parent Involvement Specialist	1,026.25	9	9,236
	Volunteer Technician	771.08	9	6,940
	Purchasing Specialist	848.25	9	7,634
	Bookkeeping Clerk	579.33	9	5,214
	Chief Fiscal Officer	1,128.83	11	12,417
	Nutritionist	1,188.08	9	USDA
	Nutrition Technician	890.58	9	USDA
	Receptionist	560.28	9	5,043
	Center Nurse I	848.25	9	7,634
	Center Nurse II	771.08	9	6,940
	Personnel Technician	848.25	9	6,036
	Supply Technician	637.25	8	5,417
	Bus Drivers	506.28	8	8,100

H-0545 PY "N"
Budgeted Personnel Cost - PA 23
Breakdown
Page 2 (continued)

<u>No. of Positions</u>	<u>Position</u>	<u>Monthly Salary</u>	<u>No. of Months</u>	<u>Annual</u>
7	Social Worker Technician	736.00	8.5	43,792
4	Social Worker	809.67	8.5	27,582
2	Area Supervisor	1,026.00	9	16,794

H-0545

Budgeted Personnel Cost - PA 23

Breakdown

No. of Positions	Positions	Monthly Salary	No. of Months	Annual
12	Teacher II	669.08	8.5	68,247
36	Teacher I	608.42	8.5	186,177
9	Teacher Aide II	526.58	8	37,914
56	Teacher Aide I	506.28	8	202,259
17	Cook	526.58	8.5	* 19,673
4	Cook Aide (Part-time)	252.00	8	USDA
7	Custodian	503.91	8	17,019
10	Custodian (Part-time)	252.00	8	20,160
1	Secretary I	553.00	9	2,977
2	Secretary II	608.42	9	10,952
1	Clerk Typist	506.28	9	4,557
4	Center Managers	1,028.58	8.5	34,972
7	Center Managers	890.58	8.5	52,990
6	Center Managers/ Social Workers	890.58	8.5	45,420

* Cooks are reimbursed by the CCFP (USDA) Contract, however, the amount of \$19,673 is to supplement cooks salaries on the months the re-imbursement is not sufficient to cover the salaries 100%

H-0545

BUDGETED PERSONNEL COST

City of San Antonio

No. of Positions	Positions	Monthly Salary	No. of Months	Annual Salary
1	Grantee Program Monitor	943.00	11	10,373
1	Grantee Program Evaluator	943.00	11	10,373

TOTAL 20,746

SALARIES 20,746

FRINGE BENEFITS

Fringe benefits are computed @ 15% of the total
Personnel Budget - 20,746 x 15% = 3,112

TOTAL 23,858

PART V

ASSURANCES

The Applicant hereby assures and certifies that he will comply with the regulations, policies, guidelines, and requirements including OMB Circulars Nos. A-87, A-95, and A-102, as they relate to the application, acceptance and use of Federal funds for this Federally assisted project. Also the Applicant assures and certifies with respect to the grant that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.
3. It will comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.
4. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.
5. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
6. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
7. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
8. It will give the grantor agency or the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant.
9. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with Office of Management and Budget Circular No. A-102.

I. PROGRAM OPTIONS

Planning

Yes No

1. Has a community and program needs assessment been completed for your program, if not, when will they be completed? _____

2. Were parents involved in the needs assessments, if not, explain?

3. As a result of the needs assessments, please indicate appropriate program option(s) selected:

a. Center Based Model

b. Variations in Center Attendance

c. Double Sessions

d. Home Based

e. Locally Designed

See item #9 for comparative information.

4. Have provisions been made for including parents in parent group organizations consistent with revised parent guidelines in Head Start Policy Manual of August 10, 1970?

Yes

No

5. Has the policy council approved the selection of program options?

6. Have provisions for a training program been prepared for staff and volunteers? If no, explain _____

7. Are additional funds required for the program option(s) selected? If yes, what are the sources of these funds?

Federal

State

Local

Private

Other

(Explain _____

PROGRAM YEAR "N"

CITY OF SAN ANTONIO

I. Objectives and Need of Assistance

A. Statement of the Problem

The San Antonio Bexar County Head Start Program is concentrated the heaviest in the San Antonio metropolitan area, located within the Central Texas Regional Training Office area. It consist of 1,246 square miles, whose boundaries are as follows:

- (A) Northwest - Kendall County
- (B) Northeast - Comal County
- (C) East - Guadalupe County
- (D) West - Medina County
- (E) South - Atascosa County
- (F) Southeast - Wilson County

San Antonio and Bexar County has a total population of 830,460 as reported by the Bureau of the Census in 1970. Of the total population in San Antonio and Bexar County, 45.3% are Mexican-American, 6.8% are Black, 46.9% are Anglo, 1.10% are Indian and .11% is classified as other.

In the San Antonio Head Start target area, the ethnic composition is 53.5% Mexican-American, 43.5% are Black, 2.3% are Anglo, .4% are American Indian and .3% are classified as other.

Objective and Need of Assistance

Within San Antonio and Bexar County, there is an estimated 12,000 migrants, and an additional 5,000 seasonal farmworkers.

The incidence of poverty in San Antonio and Bexar County is high. According to 1970 Census income data, the mean Family income was \$7,734. In the San Antonio Head Start target area the mean family income is \$4,200.

In the total San Antonio community, there is a reported 31,093 families below poverty level existence; 747 of these families reside in the San Antonio Head Start target area. There are 5,433 families headed by a male parent only, while there are 26,449 families headed by a female parent only. There is a total of 57,778 families who are eligible to receive San Antonio Head Start services.

Unemployment in San Antonio is currently reported to be 5.2 by the Texas Employment Commission. In a study conducted by the Department of Labor in 1966, the unemployment rate in the EODC target area was reported at better than 8%, and is estimated to be that today. But, in a recent (1971) study conducted in the Model Cities area, unemployment was found to be between 18 and 20%.

If we look at the characteristics of unemployment, we find 14% unemployed males, and 36% unemployed females. Ethnically, 53% Mexican-Americans, 36% Anglos and 11% Blacks constitute the unemployment labor force. Of the unemployed, 13% are under the age of 25, 45% is in the 25-45 age group, and 42% are aged 45 and over. This figure is significantly high in view of the fact that 209,447 of the total San Antonio population is 45 years of age and older, and 60.6% (126,961) of the people reside in the San Antonio Head Start target area.

Poverty, frustration and despair are widespread among the 490,374 residents of the San Antonio Head Start target area. The comparative status of health facilities and manpower in the target area is a problem for the poor. The poor generally utilize health services less frequently than higher income persons due to the lack of money, transportation problems, existing facilities being too far away, and fear of ignorance.

San Antonio is described as the thirteenth (13) largest city in the United States, but has the unique distinction of being ranked fifth (5) in the nation in narcotic addictions. There are estimated to be between 5,000 and 8,000 hard-core addicts in the San Antonio area. These ranks would swell with the addition of chronic barbiturate and marijuana users. The poor of San Antonio make up a large percentage of this drug abuse population as indicated by the high crime rate in the San Antonio Head Start target area.

In addition to the high drug abuse rate in San Antonio, the problem of alcoholism is very prevalent. There are approximately 24,518 alcoholics and potential alcoholics in the San Antonio Head Start target area.

Children living in poverty are subject to serious risks to their health, education and welfare. In addition to physical problems, children of the poor often show learning and adjustment difficulties as they approach school age.

There are 12,691 children in the age group of 0-2.11 years, 13,682 children in the age group of 3-4.11 years; and 37,001 children in the age group of 5-7.11 years who are residents of the San Antonio community. There are also 3,000 handicapped children in the same age groups, who are residents of San Antonio.

See next page for Community Needs
Assessment and Target Area Survey
Statistical Information.

COMMUNITY NEEDS ASSESSMENT

Economic Opportunities Development

Agency/Delegate Name Corporation of San Antonio and Bexar Grantee No. II-0545 Geographic Area Covered Bexar County
County, Texas

DEMOGRAPHIC DATA

Family Characteristics	Target Area	Total Community
1. No. families below poverty level	885	31,093
2. No. families receiving subsistence	339	2,685
3. No. one parent families		
Male	23	5,433
Female	522	26,449
TOTAL	545	31,882
4. No. two parent families	679	170,253
5. No. migrant families		
6. TOTAL no. eligible families	1,224	57,778

Children Characteristics	Target Area	Total Community
1. No. of disadvantaged children:		
0-2.11 yrs.	418	12,691
3-4.11 yrs.	967	13,682
5-7.11 yrs.	516	37,001
TOTAL	1,901	63,374

No. of handicapped children:		
0-2.11 yrs.	1	
3-4.11 yrs.	67	
5-7.11 yrs.	17	
TOTAL	85	3,000

No. of eligible handicapped children by family income level	83	
Total no. of eligible children	1,901	1,890
No. of authorized children to be served	1,044	
Percentage of eligible children to be served	55%	

Population Characteristics		
of unemployed persons	367	29,050

D. Ethnic Composition Percentage

	Target Area	Total Community
Black	22.3	
Spanish Speaking	73.9	
Anglo	3.6	
American Indian	0	
Other	2	

II. RESOURCE IDENTIFICATION

A. Local Resources

1. No. of agencies providing services to disadvantage children for:		
Pre-school		33
Day Care		11
After School		9
Handicapped		6
Special Needs		10

List Major Resources

Pre-school	Title XX and Public Schools
Day Care	Title XX
After School	Title XX
Handicapped	Bexar Co., MIMR, Robt. B. Green
Special Needs	Ella Austin, Child Guidance

2. Professional Services available to Head Start

Services	Agencies
Health	Children's Diagnostic, SAMH
Mental Health	MIMR, Child Guidance
Nutrition	SAMHD, DASS
Education	

COMMUNITY NEEDS ASSESSMENT

Economic Opportunities Development

e/Delegate Name Corporation of San Antonio and Bexar Grantee No. H-0545 Geographic Area Covered Bexar County
County, TexasDEMOGRAPHIC DATA

	Target Area:	Total Community
<u>Family Characteristics</u>		
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5-7.11 yrs.	17	
TOTAL	85	3,000
3. No. of eligible handicapped children by family income level	83	
4. Total no. of eligible children	1,901	1,890
5. No. of authorized children to be served	1,044	
6. Percentage of eligible children to be served	55%	
<u>Population Characteristics</u>		
1. No. of unemployed persons	367	29,050
2. Rate of unemployment	7.490	7.4%
3. Mean family income	4,200	\$7,734

D. Ethnic Composition Percentage

	Target Area	Total Community
Black	22.3	
Spanish Speaking	73.9	
Anglo	3.6	
American Indian	0	
Other	2	

II. RESOURCE IDENTIFICATION

A. Local Resources

1. No. of agencies providing services to disadvantage children for:		
Pre-school		33
Day Care		11
After School		9
Handicapped		6
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List Major Resources

Pre-school	Title XX and Public Schools
Day Care	Title XX
After School	Title XX
Handicapped	Bexar Co., MIMR, Robt. B. Green
Special Needs	Ella Austin, Child Guidance

2. Professional Services available to Head Start

Services	Agencies
Health	Children's Diagnostic, SAMH
Mental Health	MIMR, Child Guidance, Robt. B.
Nutrition	SAMHD, Dairy Council
Education	Region 20 Svsc. Ctr. Local Coll
Social Services	Worden Sch. of Soc. Svsc. DPW,
Training	SAC, IWC, DCL and UTSA

*This target area only encompasses

Grantee Name: Economic Opportunities Development Corporation Grantee Number: II-0545

1. No. children of working parents (#4a)	1,020
2. No. children of single parents (#4b)	861
3. No. children of teenage parents (#4c)	8
4. No. children with income eligibility (#4d)	1,901
5. No. children with parents with problems (#4e)	179
6. No. children with parental other problems (#4f)	369
7. Ages of Children (#5b)	
a. 0-2.11	426
b. 3-4.11	982
c. 5-7.11	528
8. Racial designation of children (#5c)	
a. Black	434
b. Mexican American	1,429
c. Caucasian	69
d. Asian	0
e. Indian	0
f. Other	4
9. Monolingual children (#5d)	1,075
10. Bi-lingual children (#5e)	861
11. Handicapped children (#5f)	76
12. Other special needs of children (#5g)	6
13. Optional Preferences (#5h)	1,848
a. Option 1	6
b. Option 2	79
c. Option 3	3
d. Option 4	0
e. Option 5	
14. Total Number of Children	1,936

15. Additional Comments:

a. Item No. b. Particulars

* Provide necessary details in Additional Comments Section - Item 15

PROGRAM OBJECTIVES

A. The primary objectives of the Program are to: (1) provide services through a comprehensive child development program that will meet the needs of one thousand forty-four (1,044) impoverished pre-school children regardless of their handicapped conditions, race, creed, or color, who range in age from 3 to entry into Public School; which will maximize the strengths and unique experiences of each child as well as develop his ability effectively within his environment and later development in school and in life; (2) to delegate the entire Head Start Program to Parent/Child Inc. (PCI), a parent orientated non-profit corporation; and (3) to delegate the Parent/Child Inc. a grand total of \$1,353,810 to administer the Head Start Program.

B. The secondary objectives of the Program are: (1) to provide services to the families of one thousand forty-four (1,044) children through a delegated system that will assist them in becoming the principal influence on their children's development, provide opportunities for participation in the classroom and direct involvement in the decision making process, program planning and operation; (2) provide services to the community through the centers that will nurture the Child Development concept and draw together rich resources of Volunteers, as well as mobilization of local resources and continued use of free facilities to house our Head Start Centers; and (3) provide one (1) full-time Monitor and one (1) full-time Evaluator to be supervised by the City of San Antonio to ensure continued positive services and maintenance of contract compliance.

Special Provisions.

The provisional contract period will insure the continuation of day care services to the children of San Antonio and the surrounding areas. The agreement does not imply ~~the delegation of~~ ^a contract period for the entire ~~term~~? DHEW Headstart ^{assurance of an extended} contract period.

the contractor will be ~~responsible~~ responsible for complying with all operational guidelines unless specifically conflicting with the regulations of the federal grantor agency.

The contractor will establish a new account in a commercial bank ~~as~~ as a depository for receipt of funds provided hereunder to avoid co-mingling of funds.

CITY OF SAN ANTONIO

OFFICE OF THE CITY CLERK

P.O. BOX 9066

SAN ANTONIO, TEXAS 78209

February 16, 1979

Mr. David Chapa
Acting Regional Program Director
Administration of Children, Youth
and Families
1200 Main Tower Building
Dallas, Texas 75202

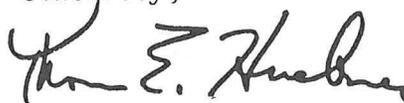
Dear Mr. Chapa:

As a result of the recent meeting with your staff, the City of San Antonio accepts the interim granteeship of the Headstart Program. It is understood the City of San Antonio will not assume any liabilities incurred by the former grantee. Additionally, assistance will be needed in the transfer of real and personal property assigned to the Headstart Program under the former grantee of the City.

In our attempts to minimize the disruption of services to the children and families being served as well as the staff and the Policy Council involved in the provision of services, staff is finalizing the agreements with the Parent-Child, Inc. to assume day care operations. Approval of the application by the Parent-Child, Inc., to include the necessary monitoring staff, satisfies the concerns with the 70.2 regulations.

Advise if additional information is needed to expedite the grant process.

Sincerely,



THOMAS E. HUEBNER
CITY MANAGER

Attachments: Federal Assistance Application
TEH:mg Assignment

II. Results or Benefits Expected

A. The Program will serve one thousand forty-four (1,044) children in nineteen (19) centers in two (2) settings as reflected:

- (1) Nine hundred twenty-one (921) in a full day setting - Standard Head Start Model:
- (2) One hundred and twenty-three (123) in a part day setting - (a) Fifty-two (52) in a half-day setting; and (b) Seventy-one (71) in a double session setting.

The types of participants proposed to be served will be as follows:

- (1) Three hundred and eighty-three (383) three (3) year olds;
- (2) Four hundred and fifty-three (453) four (4) year olds;
- (3) Two hundred and eight (208) five (5) year olds; (These will be children who reach the age of 5 after September 1, 1978.)

whose ethnic composition will be as outlined:

- (1) Seven hundred fourteen (714) Mexican-Americans;
- (2) Three hundred (300) Blacks; and
- (3) Thirty (30) Caucasians.

Program Account 23 - Full Day

Center	Enrollment	Option
Kenwood	90	Standard Head Start Model-Full Day
Macdona	51	Standard Head Start Model-Full Day
Meadow Wood Acres	30	Standard Head Start Model-Full Day
Mirasol	114	Standard Head Start Model-Full Day
Mission Espada	59	Standard Head Start Model-Full Day
Pan American	60	Standard Head Start Model-Full Day
San Juan	58	Standard Head Start Model-Full Day
Santa Cruz	65	Standard Head Start Model-Full Day
St. Bonaventure	51	Standard Head Start Model-Full Day
Stonewall	76	Standard Head Start Model-Full Day
Sutton	72	Standard Head Start Model-Full Day
Tried Stone	30	Standard Head Start Model-Full Day
West End	60	Standard Head Start Model-Full Day
Wheatley Heights	25	Standard Head Start Model-Full Day
Grace	20	Standard Head Start Model-Full Day
Harlandale	40	Standard Head Start Model-Full Day
Shiloh	20	Standard Head Start Model-Full Day
Total - PA 23	<u>921</u>	

921

Program Account 22 Part Day

Center	No. of Children	Option
Lincoln	35	Double Session, 17 A.M. session, 18 P.M. session
Stonewall (1 classroom)	20	Part Day
Sutton (1 classroom)	20	Part Day
Wheatley Courts	36	Double Session, 18 A.M. session, 18 P.M. session
San Juan (1 classroom)	<u>12</u>	Part Day
TOTAL-PA 22	123	
GRAND TOTAL PA 23 & 22 - 921 + 123 = <u>1,044</u>		

II. B.

The community needs assessment has shown that the major problems in the San Antonio Head Start community are: Mental Health, due largely to drug abuse; and Alcoholism; Mental Retardation within the pre-school age child; Nutritional Anemia; physical health and dental problems as well as unemployment; lack of transportation in the extermities of the city limits and adult basic education.

The Head Start Program proposes to fulfill the following needs as outlined; by utilizing to the fullest through referrals, all available community resources to assist families that have drug abuse and alcoholic problems.

Problems of the handicap will be handled within our existing Head Start Program by our full time Handicap Coordinator and the Agencies core capabilities by mainstreaming the children with our non-handicap children and utilization of the many City, County and State agencies on a referral basis.

The Program has a full time graduate Nutritionist on the staff that will be working with all of the children and their families who will be identified by the pediatrician as nutritional anemics. This will be accomplished through our Nutrition Program at school and extended into the children's home.

The physical health and dental problems will be fulfilled through our comprehensive general medical and dental program with remedial care given in as many cases as possible.

Early, Periodic Screening, Diagnostic and Treatment and Medicaide will be used where applicable. The problems of unemployment is of such magnitude, the program will not be able to make any significant accomplishments in this area, however, referrals will

be made to Manpower Programs, and the Texas Employment Commission.

The children living in the extermitities of the city limits and are enrolled in the Program, Mission Espada and Macdona, Texas only, will be transported to the center by the Head Start Program. Transportation will be provided to transport handicap children for therapy and treatment.

The Program will utilize the full service of the San Antonio Literacy Council to enroll parents and older siblings in their adult continuing education classes as well as the multi-purpose centers.

Four hundred and fifty-eight (458) parents will be freed for work or job training and four hundred twenty-eight (428) will have a better understanding of child development practices, while six hundred and three (603) children will graduate from Head Start and be better prepared to function with advantaged children in a setting outside the Head Start Program.

The Centers participating in the Standard Head Start Full Day option are as reflected:

Center Manager	Head Teacher	Name Of Center	No. of Classrooms	Teachers	Teacher Aides
1		Kenwood	5	5	6
1		Mirasol	6	6	6
1		Mission Espada	3	3	4
1		Stonewall	5	5	5
1		Sutton	3	4	4
1		San Juan	3	3	3
1		Santa Cruz	3	3	4
1		West End	2	3	3
1		Pan American	3	3	4
1		Meadowood Acres	1	2	1
1		Wheatley Heights	1	1	2
1		Tried Stone	1	2	2
1		St. Bonaventure	2	2	4
1		Macdona	2	2	4
1		Grace	1	1	1
1		Shiloh	1	1	1
<u>1</u>		Harlandale	<u>2</u>	<u>2</u>	<u>2</u>
17		Total # of classrooms	44	48	56

No. of classrooms	44	No. of Center Managers	11
No. of Teachers	48	No. of Center Managers/ Social Workers	<u>6</u>
No. of Teacher Aides	56	Total Center Managers	17

The strategy for operating the various program designs will be as follows:

1. Standard Head Start Model - Full Day

This option will be designed over an eight (8) months period for the children, teacher aides, janitors, and bus drivers and over an eight and one half (8½) month period for all other staff which will entail pre-service training and setting up of the centers during the last two (2) weeks of August, 1979. The last two weeks of August will also, be for recruiting and processing of applications for enrollment in September.

There will be a special in-service conducted the last two (2) weeks of September, 1979 designed especially for teacher aides.

The Full Day Program will operate from Feb. 19, 1979 through 2/18/80. The period of June 1, 1979 through August 31, 1979 the center will close down for children; re-open 9/1/79 for children and August 19, 1979 for all staff except those described in the above paragraph and continue through Feb. 18, 1980. The centers will be open for eight (8) hours per day, five (5) days per week. There will be a total of nine hundred and twenty-one (921) children participating in this option.

2. Part Day

a. Regular Half Day

This option will be designed to operate over an eight (8) month period for the children, teacher aides, and janitors and over an eight and one half (8½) month period for all other Head Start Staff, which will entail pre-service training and setting up of the Centers during the last two (2) weeks of August, 1979. The last two weeks of August will also be for recruiting and processing of children's applications for enrollment in September, 1979.

There will be a special in-service conducted the last two (2) weeks of September, 1979 designed especially for all teacher aides.

The Standard Head Start Part Day option will operate from February 19, 1979 through 2/18/80. The period from June 1, 1979 through August 31, 1979, the centers will close down for children; re-open 9/1/79 for children and August 19, 1979 for all staff except those described in above paragraph and continue through February 18, 1980.

The Center will be open for four (4) hours per day for children and five (5) hours per day for staff to provide opportunities for setting up the learning centers and preparation for the next day as well as training, five (5) days per week. The Center Managers will work eight (8) hours per day. There will be a total of fifty-two (52) children participating.

The centers participating in the Part Day option are as follows:

Stonewall	1 classroom	1 teacher - 1 aide
Sutton	1 classroom	1 teacher - 1 aide
San Juan	<u>1</u> classroom	<u>1</u> teacher - <u>1</u> aide
TOTAL CLASSROOMS	3	3 teachers 3 aides

b. Part Day - Double Session

This option will be designed to operate over an eight (8) month period for the children, teacher aides and janitors and over an eight and one half (8½) month period for all other Head Start staff, which will entail pre-service training and setting up the Center during the last two (2) weeks of August, 1979. The last two weeks of August will also be for recruiting and processing of children's applications for enrollment in September, 1979.

There will be a special in-service conducted the last two (2) weeks of September, 1979 designed especially for teacher aides.

The Standard Head Start Part Day option will operate from February 19, 1979 through 2/18/80. The period from June 1, 1979 through August 31, 1979 the Centers will be closed down for children; re-open 9/1/79 for children and August 19, 1979 for all staff except those described in above paragraph and continue throughout 2/18/80 1980. The Center will be open three and one-half (3½) hours per day in the morning and three and one-half (3½) hours per day in the evening for the children five (5) days per week. The Center Managers/Social Workers will work eight (8) hours per day.

There will be a total of seventy-one (71) children participating. The Centers participating in this option will be as follows:

- | | |
|-------------------------|---|
| 1. Lincoln Courts (35) | 17 children in the A.M. Session-
8:00 A.M. to 11:30 A.M. |
| | 18 children in the P.M. Session-
12:30 P.M. to 4:00 P.M. |
| 2. Wheatley Courts (36) | 18 children in the P.M. Session-
12:30 P.M. to 4:00 P.M. |

Lincoln - One classroom used for A.M. session, and P.M. session. Head Teacher teaches A.M. session Part day Teacher (5 hours) teaches P.M. session.

Wheatley Courts - One classroom used from A.M. session, and P.M. session. Head Teacher teaches A.M. session Part day Teacher (5 hours) teaches, P.M. session.

5-A

The Program has met all of its objectives up through the writing of this funding package, 2/13/79.

Accomplishments to Date

1. Graduate six hundred (600) Head Start children into public school.
2. Completed physicals and dentals on all children enrolled in the Program.
3. Screened 80% of all AFDC children through the EPSDT Program.
4. Strengthen the Education Component through our Bi-Lingual Multi-Cultural Effort.
5. Published a monthly newsletter and distributed to all Head Start families.
6. Provided services to one hundred and twenty five (125) handicap children.
7. Nine staffers received their CDA Credential.
8. Acquired \$110,000 from the City of San Antonio to match with Title XX money to provide Day Care services to two hundred and forty-four (244) disadvantaged children.
9. Acquired a Summer Title XX grant in addition to our regular Title XX grant to provide services to children ages three (3) through fourteen (14). Services were provided to two hundred (200) children.
10. Maintained compliance in all areas of the Program.
11. Acquired a \$243,000 Migrant Head Start Grant from the National Office to service two hundred (200) children in five (5) counties.

There have been no significant changes in the Project's location or approach. We are in compliance in all areas, therefore, we are not requesting extension of time in order to come into compliance.

S-B

There will be no changes in the Program proposed for Program Year "N".

Grant No. H-0545

III. B-1 Statistical Characteristics

a. Enrollment:

- (1) We propose to enroll one thousand and forty-four (1,044) children in the Program; of this number, one hundred and twenty-five (125) will be children with handicapping conditions.
- (2) The proposed number of children by age to be served will be three hundred and eighty-three (383) three (3) year olds, four hundred and fifty-three (453) four (4) year olds, and two hundred and eight (208) three (5) year olds, (these will be children who reach their 5th birthday after September, 1978.)

b. Ethnic composition of children: (This includes expansion effort

- (1) 714 - Mexican-Americans
- (2) 300 - Blacks
- (3) 30 - Caucasian

c. Income Level:

- (1) There will be one hundred and four (104) children (10%) enrolled in the Program from families above the poverty income level, which is in keeping with the Policy Making Council's Policy and the Office of Child Development guidelines. However, every effort will be made to enroll 100% of all children from families who meet the poverty income.
- (2) There will be nine hundred and forty (940) children (90%) enrolled in the Program who meet the poverty income which is in keeping with the Policy Making Council's Policy and the Administration for Children,

Youth and Families guidelines.

d. Program Operations:

(1) Program Account 23

The Standard Head Start Option will provide services in a full day setting, operate forty (40) hours per week, nine (9) months per year, in forty-four (44) classrooms with forty-eight (48) teachers and fifty-six (56) teacher aides. There will be eleven (11) Center Managers and six (6) Center Managers/Social Workers without teaching responsibility.

Centers with up to forty (40) children will have a Center Manager/Social Worker; centers of fifty (50) to sixty-five (65) children will have a Center Manager and a Social Worker Technician and Centers of seventy (70) and above will have a Center Manager and a Social Worker.

(2) Program Account 22

A. Part Day:

The Part Day option will provide services in a part day setting, operate twenty (20) hours per week for children nine (9) months per year, in three (3) classrooms at three (3) teacher aides. These classrooms are within the Stonewall, Sutton and San Juan Centers which are centers that provide full day services also.

B. Double Session:

The Double Session option (Piggy back) will operate seventeen and a half hours per session per week for nine (9) months per year and will provide services in a morning session and in an

III. B-2 Projections of accomplishments to be achieved:

The accomplishments we propose to achieve during Program Year "N" are as reflected:

1. Provide comprehensive Education, Health, Nutrition, Parent Involvement, and Social Services to one thousand and forty-four (1,044) children and their parents.
2. Provide the training necessary to develop two hundred and fifty (250) staffers' capabilities of meeting the needs of the children, the parents, and the community through the implementation of all program components.
3. Continue to maintain compliance with all local, state, regional, and national standards.
4. Provide opportunities for one hundred and twenty-five children with handicapping conditions to enroll and receive the full range of Head Start services in a mainstreamed environment.
5. Credential at least five (5) Head Start staffers.

10. Unusual Program Features

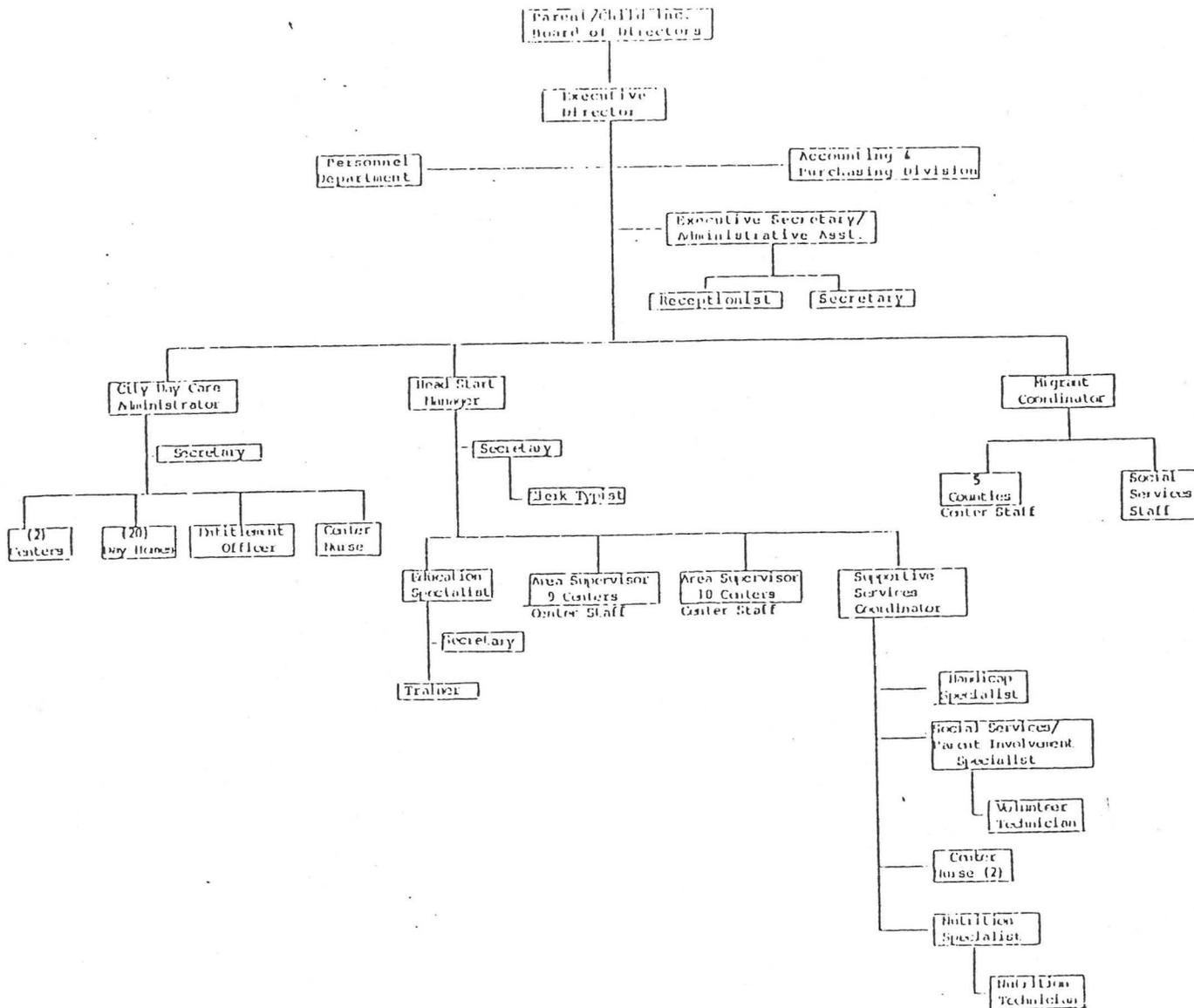
To secure license to provide services during the summer months for children and youth ages 3 through 14, and secure a substantial Title XX grant to provide services to about eight hundred (800) youngsters while our regular Head Start Program is closed down during the summer months, as well as the operation of a Family Day Homes Program that provides services to infants six (6) weeks up to pre-school age.

HEAD START HOLIDAYS . . .

New Year's Day	January 1st
Battle of Flowers	Friday of Fiesta Week
Independence Day	July 4th
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	
Christmas Eve	December 24th
Christmas Day	December 25th
New Year's Eve	December 31st

The Head Start Program will close down for the Christmas holidays the same as the San Antonio Public Schools. These days used in observance for the Christmas time off in addition to Christmas eve, Christmas day, New Years eve and New Years day will be in the form of annual leave.

PARENT/CHILD INC. DELEGATE AGENT ORGANIZATIONAL CHART
for
EARLY CHILDHOOD DEVELOPMENT PROGRAMS



HEAD START - EARLY CHILD CARE PROGRAM 1979

FUND NO. 26-022022

(2/19/79 - 1/18/80)

B U D G E T

<u>Index No.</u>		<u>Obj. Code</u>	<u>Amount</u>
<u>R E V E N U E S</u>			
030197	HEW - Offc. of Human Dev. Grant		\$ 1,377,688
070185	Space & Volunteer Svcs - In Kind		344,422
	<u>Total Revenues</u>		<u>\$ 1,722,110</u>
<u>E X P E N D I T U R E S</u>			
232355	Salaries & Wages - Regular	01-010	\$ 20,856
232363	Retirement Benefits - Social Security	01-030	1,279
232371	Retirement Benefits - TMRS	01-040	788
232454	Group Health Insurance	01-050	599
232553	Group Life Insurance	01-051	336
232744	Parent-Child, Inc. Contract	02-163	169,226
233171	Deferred Allocation	04-287	1,184,608
600676	Space & Volunteer Svcs - In Kind	82-692	344,418
	<u>Total Expenditures</u>		<u>\$ 1,722,110</u>

Organization No. 38-02-02
Fund Only Index No. 002709

P E R S O N N E L S C H E D U L E

<u>Class No.</u>	<u>Class Title</u>	<u>No. of Positions</u>
921	Project Monitor	2

STATE OF TEXAS X

COUNTY OF BEXAR X

This agreement, entered into by and between the City of San Antonio, a Texas Municipal Corporation, acting by and through its City Manager pursuant to Ordinance No. _____ of _____, hereinafter referred to as "City" and _____, hereinafter referred to as "Contractor",
WITNESSETH:

WHEREAS, the City has provided certain funds ~~from the General Fund Budget~~, and

WHEREAS, the City has adopted a budget for expenditure of such funds, and included therein is an allocation of funds for a project entitled _____ and

WHEREAS, the City wishes to engage the Contractor to carry out such project, NOW THEREFORE:

The parties hereto agree as follows:

1. The Contractor will provide, oversee, administer, and carry out all of the activities and services set out in the Project Description contained as a part of Attachment I, attached hereto and incorporated herein for all purposes, in satisfactory and efficient manner as determined by the City.

2. In consideration, the City will reimburse Contractor for expenses incurred pursuant hereto, in accordance with the project budget included as a part of Attachment I. It is specifically agreed that reimbursement hereunder shall not exceed the amount of \$_____. \$1,000,000

3. The term of this agreement shall begin on or as of _____ and shall terminate _____.

4. The Contractor understands that certain funds provided it pursuant to this agreement are funds which have been made available by the City's ~~General Fund~~ and that it will, therefore, comply with all rules, regulations, policies, and procedures applicable to these funds as directed by the City. This section shall also incorporate and the Contractor agrees to abide by any and all future amendments or additions to such rules and regulations as they may be promulgated.

5. Payment and financial transactions shall be as follows:

- (a) reimbursement of eligible expenses as determined by the City's responsible department shall be made monthly

as requested upon receipt of billing from the Contractor;

- (b) all requests for reimbursement shall be accompanied with documentation as may be required by the City's responsible department;
- (c) all persons in the employ of the Contractor who handle funds received or disbursed shall be covered by fidelity bond in an amount approved by the City's Director of Finance;
- (d) no budget line item shifts of funds may be made by the Contractor without the approval of the City's responsible department;
- (e) all purchase of equipment must be purchased by the City Purchasing Department through the responsible department;
- (f) no consultant or contract services expense will be allowed without prior written approval from the City's responsible department;
- (g) an accounting system using the accrual basis of generally accepted accounting principles which accurately reflects all costs chargeable (paid and unpaid) to the project should the project terminate the next day is mandatory. A Receipts and Disbursements Ledger must be maintained. A General Ledger with an Income and Expense Account for each budgeted line item is necessary. Paid invoices revealing check number, date paid and evidence of goods or services received are to be filed according to the expense account they were charged. The City must review and approve your accounting system and internal controls prior to the release of funds;
- (h) all such records will be open for inspection and audit at any reasonable time during the term hereof by representatives of the City or the Federal Government, and shall continue to be so available for a period of three years after the termination date hereof;
- (i) Contractor will establish an account in a commercial bank as a depository for receipt of funds provided hereunder;
- (j) the City shall not be obligated to any third parties (including any subcontractors of the Contractor) and the Contractor is cautioned against entering into agreements or contracts extending beyond the expiration date of this contract;
- (k) Contractor is liable for complying with all local, state, and federal laws including, but not limited to:

- (1) being a legal entity;
 - (2) possessing tax exempt status from Internal Revenue Service and State Comptroller Office, where applicable;
 - (3) Workmen's Compensation;
 - (4) unemployment insurance;
 - (5) timely deposits of payroll deductions;
 - (6) filing of Information Tax Return for 990 or 990T, Quarterly Tax Return Form 940, W-2's Form 1099 on individuals who received compensation other than as wages, such as car allowance, contract or consultant work, etc.
 - (7) minimum wage and discriminative laws;
 - (8) Occupational Safety and Health Act regulations;
 - (9) Employee Retirement Income Security Act of 1974, P.L. 93-406;
- (1) all program income earned during the grant period shall be retained by the grantee and in accordance with the grant agreement be added to funds:
- (1) committed to the project by the grantor and grantee and be used to further eligible program objectives, or
 - (2) deducted from the total project costs for the purpose of determining the net costs on which the Federal Share of Costs will be based;
- (m) at the termination of each contract, all unclaimed (30 days or older) salaries or wages must be returned to the City in the following format:
- (1) a cashier's check for the net aggregate amount payable to the City of San Antonio;
 - (2) a listing showing the Social Security number, full name, last known complete address, and the amount for each person involved;
- (n) notwithstanding any other remedy contained herein or provided by law, the City may delay, suspend, limit, or cancel rights or privileges herein given the Contractor for failure to comply with the letter or spirit of this agreement. Specifically, the City may withhold reimbursements in cases where it determines that the Contractor is not in compliance with this agreement;
- (o) equipment or major non-recurring expenses (\$200.00 or more) may not be purchased without written consent of the City during the last four months of the contract.

6. The responsible department is assigned monitoring, fiscal control, and evaluating of all projects. Therefore, at such times and in such form as may be required, the Contractor shall furnish such statements, records, data, and information and permit such interviews with personnel pertaining to matters covered by this contract.

7. The Contractor agrees not to discriminate against any employee or applicant for employment because of race, creed, color, handicap, religion, sex, national origin, political affiliation, or beliefs.

8. Contractor may use funds provided hereunder either directly or indirectly as a contribution in order to obtain any federal funds under any federal program.

9. Ownership and possession of permanent, non-expended property which is purchased under this contract shall, upon termination of this contract, revert to and become the property of the City. All non-expendable property must be insured against fire, loss, and theft.

10. The Contractor agrees to comply with wage rates and labor standards as required by the Fair Labor Standards Act of 1938, as amended.

11. The Contractor will adhere to City of San Antonio policies and procedures, as they now exist or as they may subsequently be adopted, in all respects, so that Contractor's policies will be no more liberal than the City of San Antonio's policy and procedures. These are highlighted in Operational Guidelines for City of San Antonio Funded Projects dated September, 1977, and may be amended from time to time to reflect any subsequent Operational Guidelines incorporating City policies and procedures.

12. Upon completion or termination of this project, any unused funds, rebates, or credits must immediately upon receipt be returned to the City.

13. Should any expense or charge that has been reimbursed be subsequently disapproved or disallowed as a result of any audit, the Contractor will refund such amount to the City. The Contractor further authorizes the City to deduct such amount or charge as a claim against future payments.

14. Should the Contractor fail to fulfill in timely and proper manner obligations under this contract, or if the Contractor should violate any of the covenants, agreements, or stipulations of the contract, the City shall thereupon have the right to terminate this contract by sending written notice to the Contractor, of such termination and specifying the effective date thereof (which date shall not be sooner than the end of 20 days following the day on which such notice is sent). The Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed prior to such termination date. The question of satisfactory completion of such work shall be determined by the City alone, and its decision shall be final.

Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this contract, and the City may withhold funds otherwise due as damages.

15. The Contractor agrees that neither the program nor the funds provided therefor, nor the personnel employed in the administration of

the program, shall be in any way or to any extent engaged in the conduct of political activities. Prohibited activities include, but are not necessarily limited to, the assignment of any participant by an eligible applicant of sub-grantee or employing agency to work for or on behalf of a partisan political activity, to take part in voter registration activities, or to participate in other partisan political activities, such as lobbying, collecting funds, making speeches, assisting at meetings and doorbell ringing, and distributing political pamphlets in an effort to persuade others of any political view.

Participants employed in the administration of the program and participants whose principal employment is in connection with an activity financed by federal grants or loans are covered by the Hatch Act. Other participants are not precluded from taking an active part in political management or in a political campaign outside of working hours, provided they do not identify themselves as spokesman for any federally-funded program. All participants may take part in non-partisan activities outside of working hours.

No participant may be employed in the construction, operation, or maintenance of such part of any facility as is used or will be used for sectarian instruction or as a place of religious worship.

16. Special Provisions.

~~Agency will develop a monthly data system acceptable to the responsible department which reflects the goals and objectives of the program as well as impact of services on clients.~~

In witness of which this Agreement has been executed on this the _____ day of _____, 19

CONTRACTING AGENCY:

CITY OF SAN ANTONIO:

By: _____
City Manager

By: _____

Special Provision
(Equal Employment Opportunity Requirements)

The City of San Antonio's Affirmative Action Program requires that all City contractors having contracts of \$2,500 or more, excluding vendors, comply with the non-discrimination clauses A through E below; and all City contractors having contracts of \$10,000 or more, excluding vendors, comply with all of the non-discrimination clauses that follow:

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, age, handicap, creed, belief or political affiliation. The Contractor will take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, national origin, sex, age, handicap, creed, belief or political affiliation. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoffs or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.
- B. The Contractor agrees to post in a conspicuous place, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of these non-discrimination clauses.
- C. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive fair consideration for employment without regard to race, color, religion, national origin, sex, age, handicap, creed, belief or political affiliation. The Contractor will notify each labor union or representative of workers with which it may have a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of this contract and these non-discrimination clauses.
- D. The Contractor will furnish all information and reports requested by the City of San Antonio, and will permit access to books, records, and accounts for purposes of investigation to ascertain compliance with such rules and regulations. The Contractor agrees to affirmatively abide by and cooperate in the implementation of the policies and practices set forth in these non-discrimination clauses, and any additional policies as may be required as a result of local, state, or federal initiatives.
- E. In the event of the Contractor's non-compliance with the non-discrimination clauses of this contract, this contract

may be cancelled, terminated, or suspended in whole or in part, and the Contractor may be debarred from further contracts with the City of San Antonio.

- F. Contractors, excluding vendors, doing business with the City must submit an Affirmative Action Plan to the Equal Employment Opportunity Department annually. The format of the Affirmative Action Plan will be designated by the EEO Department. Plans that are submitted annually must be updated each succeeding year and amended in accordance with specific employment requirements of each City contract awarded to the respective contractor.
- G. The Contractor will, within fifteen days of the execution of the contract, submit a current Affirmative Action Plan to the Department of Equal Employment Opportunity which will evaluate each plan and provide technical assistance. Within a reasonable period of time from the date the Contractor submits an Affirmative Action Plan to the City, written notification of any modifications or amendments required in the Plan prior to its acceptance by the City will be issued by the Director of Equal Employment Opportunity or his or her designee.

At the end of sixty (60) days from the date of execution of the contract, the failure of any Contractor to have an Affirmative Action Plan on file with the Department of LEO, approved by the Director of the EEO Department, shall constitute grounds for immediate cancellation, termination, or suspension in whole or in part. Such an action may also result in the Contractor being debarred from further contracts with the City of San Antonio.

Special Provisions.

The provisional contract period will insure the continuation of day care services to the children of San Antonio and the surrounding areas. The agreement does not imply the ~~delegation of~~ ^{assurance of an extended} contract period for the entire ~~180~~? DHEW Headstart contract period.

the contractor will be ~~resp~~ responsible for complying with all operational guidelines unless specifically ~~conflicting~~ with the reputation of the federal grantor agency.

The contractor will establish a new account in a commercial bank ~~x~~ as a depository for receipt of funds provided hereunder to avoid co-mingling of funds.