KD/vv
10/01/15
Item #10

AN ORDINANCE 2015-10-01-0842

AUTHORIZING THE SUBMISSION OF 2 EARLY HEAD START GRANT APPLICATIONS TO THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES AND ACCEPTANCE UPON AWARDS OF AN AMOUNT UP TO $2,639,411.00 FOR THE PERIOD OF FEBRUARY 1, 2015 – JULY 31, 2016, A REVISED PROGRAM BUDGET OF $7,310,264.00, WHICH INCLUDES AN IN-KIND MATCH OF UP TO $1,462,053.00, AND A PERSONNEL COMPLEMENT OF 19 POSITIONS FOR THE DEPARTMENT OF HUMAN SERVICES.

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WHEREAS, for over 20 years, the Department of Human Services (DHS) has managed both the Child Care Services and Head Start program grants, providing early care, education and support services to more than 11,000 children and their families on a daily basis; and

WHEREAS, on April 2, 2015, through ordinance 2015-04-02-0232, City Council authorized DHS to apply for and accept $3,208,800.00 of federal grant funding for the period of February 1, 2015 to July 31, 2016, and to establish an Early Head Start - Child Care Partnership (EHS-CCP), serving 216 low-income infants and toddlers within the inner-city; and

WHEREAS, on May 12, 2015, the City received notification from the U.S. Department of Health and Human Services (HHS) of additional available funding for the remaining six months of the 18-month EHS - CCP program implementation period; and

WHEREAS, the Head Start Policy Council approved a Balance of Funds grant application and a Supplemental Funding grant application on August 25, 2015; and

WHEREAS, these grant applications are due to HHS on October 1, 2015; **NOW THERFORE:**

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

SECTION 1. The City Manager or her designee, or the Director of the Department of Human Services (DHS) or her designee, is authorized to submit to the U.S. Department of Health and Human Services (HHS) for the period of February 1, 2015 – July 31, 2016 a Balance of Funds application and accept upon award an amount up to $1,620,000.00, and a Supplemental Funding application and accept upon award an amount up to $1,019,411.00 for the Early Head Start-Child Care Partnership Program, and to execute any and all necessary documents to effectuate the applications and acceptance. Copies of the applications are on file with DHS.

SECTION 2. The revised program budget for the period of February 1, 2015 – July 31, 2016 of $7,310,264.00 is hereby approved.

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SECTION 3. So long as City's portion of the required match is available in City's budget, acceptance of further funds if awarded, any and all actions necessary to effectuate the acceptance of the funds, and provision of the City's match are hereby authorized.

SECTION 4. A proposed budget for the additional awards, including an in-kind matching budget of up to $1,462,053.00, attached hereto and incorporated herein for all purposes as **Attachment I**, is hereby approved. Upon acceptance of the awards, fund 2602238017 entitled "Early Head Start 2015-2016" is hereby designated for use in the accounting for the fiscal transaction in the acceptance of this grant, and the sum of up to $2,639,411.00 from HHS will be appropriated in said fund. Upon award, a department specific fund will be assigned.

SECTION 5. The proposed personnel complement of nineteen (19) positions, which is attached hereto and incorporated herein for all purposes as **Attachment II**, is hereby approved.

SECTION 6. The financial allocations in this Ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director of Finance, may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers and SAP GL Accounts as necessary to carry out the purpose of this Ordinance.

SECTION 7. This ordinance is effective immediately upon the receipt of eight affirmative votes; otherwise, it is effective ten days after passage.

PASSED AND APPROVED this 1st day of October, 2015.

M A Y O R
Ivy R. Taylor

ATTEST:

Leticia M. Vacek, City Clerk

APPROVED AS TO FORM:

for Martha G. Sepeda, Acting City Attorney

Agenda Item:	**10 (in consent vote: 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16)**
Date:	10/01/2015
Time:	03:32:10 PM
Vote Type:	Motion to Approve
Description:	An Ordinance authorizing the submission of two Early Head Start grant applications to the U.S. Department of Health and Human Services and acceptance upon awards of an amount up to $2,639,411.00 for the period of February 1, 2015 - July 31, 2016, a revised program budget of $7,310,264.00, which includes an in-kind match of up to $1,462,053.00, and a personnel complement of 19 positions for the Department of Human Services. [Maria Villagomez, Assistant City Manager; Melody Woosley, Director, Human Services]
Result:	Passed

Voter	Group	Not Present	Yea	Nay	Abstain	Motion	Second
Ivy R. Taylor	Mayor		x				
Roberto C. Treviño	District 1		x				
Alan Warrick	District 2		x				
Rebecca Viagran	District 3		x				
Rey Saldaña	District 4		x				
Shirley Gonzales	District 5		x				
Ray Lopez	District 6		x				x
Cris Medina	District 7		x				
Ron Nirenberg	District 8		x			x	
Joe Krier	District 9	x					
Michael Gallagher	District 10		x				

Attachment I

Early Head Start Program
February 1, 2015 - July 31, 2016

			BUDGET
REVENUES:			
4501100	Grants Federal - Operating	$	2,639,411
	Subtotal Grant	**$**	**2,639,411**
6500000	In Kind Revenue	$	659,853
	Subtotal (In Kind)	**$**	**659,853**
	TOTAL REVENUES		**3,299,264**
APPROPRIATIONS:			
1380000001300-1302 2015-2016 Early Head Start COSA			
5101010	Regular Salaries	$	423,081
5103005	FICA & Medicare Expense		31,198
5103010	Life Insurance		407
5105010	Retirement Exp		43,884
5170040	Civln Actv Healthcr		67,565
5201025	Education - Classes		40,000
5201040	Fees to Prof. Contractors		76,587
5203040	Adv and Publications		500
5203050	Membership Dues and Licenses		200
5203060	Binding & Printing		2,500
5203070	Subs to Publications		250
5203090	Transportation Fees		1,384
5204050	Maint - Buildings		1,800
5204090	Maint.- Repair Auto		175
5205010	Mail and Parcel Post		150
5205020	Rental of Office Equipment		1,780
5207010	Official Travel		35,000
5208530	Alarm and Security Services		6,000
5301020	M&R Parts Automotive		100
5302010	Office Supplies		10,000
5304010	Food		5,000
5304075	Computer Software		3,000
5304080	Other Commodities		2,000
5403040	Cellular Phone Service		1,500
5403060	Domain Names		50
5403510	Wireless Data Comm		600
5404520	Software Licenses		600
5404530	Gas and Electricity		1,600
5404540	Water and Sewer		500
5407032	DW Other		750
		$	**758,161**

1380000001303 2015-2016 Early Head Start COSA T&TA

5101010	Regular Salaries		9,262
5103005	FICA & Medicare Expense		709
5103010	Life Insurance		9
5170040	Civln Actv Healthcr		2,897
5105010	Retirement Exp		997
5201025	Education - Classes		120,126
5201040	Fees to Prof Contr.		190,000
	Total 138000000xxx	**$**	**324,000**

138000001304 2015-2016 Early Head Start Centers

5202020	Contractual Services		1,545,250
	Total 138000000xxx	**$**	**1,545,250**

138000001309 2015-2016 Early Head Start Support Services

5202020	Contractual Services	$	12,000
	Total 138000000xxx	**$**	**12,000**

138000001307-1308 2015-2016 Head Start - In Kind

6602025	In Kind Other Contra	$	659,853
	Total 13800000xxxx	**$**	**659,853**
	TOTAL APPROPRIATIONS	**$**	**3,299,264**

EARLY HEAD START PROGRAM
February 1, 2015- July 31, 2016
PERSONNEL COMPLEMENT

Positions 13800000XXXX 2016 EARLY HEAD START COSA	Job Class	Current Number of Positions	Add/Delete	FY 2016 Positions
ADMINISTRATIVE ASSISTANT II	0041	0	1	1
SPECIAL PROJECTS MANAGER	0866	1		1
SENIOR MANAGEMENT ANALYST	0999	1		1
MANAGEMENT ANALYST	0046	5		5
FISCAL ANALYST	2218	1		1
FAMILY SUPPORT WORKER	2283	7		7
DESIGN COMMUNICATIONS COORDINATOR	2142	1		1
FAMILY SUPPORT SUPERVISOR	2289	1	1	2
13800000XXXX 2016 EARLY HEAD START COSA		**17**	**2**	**19**
TOTAL POSITIONS FOR EARLY HEAD START PROGRAM		**17**	**2**	**19**