KD/vv
10/17/13
Item #10

AN ORDINANCE 2013-10-17-0718

AUTHORIZING THE SUBMISSION OF A HEAD START GRANT APPLICATION TO THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES AND ACCEPTANCE UPON AWARD OF AN AMOUNT UP TO $20,671,248.00 FOR THE PERIOD OF FEBRUARY 1, 2014 – JANUARY 31, 2015; AUTHORIZING A BUDGET, INCLUDING AN IN-KIND MATCH OF UP TO $5,167,812.00, AND A PERSONNEL COMPLEMENT OF 87 POSITIONS FOR THE DEPARTMENT OF HUMAN SERVICES; AUTHORIZING THE NEGOTIATION AND EXECUTION OF FOUR SERVICE PROVIDER CONTRACTS FOR THE GRANT AWARD PERIOD IN AN AMOUNT UP TO $14,753,712.00; AUTHORIZING THE EXECUTION OF CONTRACT AMENDMENTS BASED ON ADDITIONAL HEAD START GRANT AWARDS AND/OR PROGRAM IMPROVEMENTS; AND AUTHORIZING THE NEGOTIATION AND EXECUTION OF MEMORANDUMS OF UNDERSTANDING WITH LOCAL COMMUNITY ORGANIZATIONS TO COLLABORATE AS REQUIRED BY THE HEAD START ACT.

* * * * *

WHEREAS, the Head Start program is a federally funded early childhood education and development program administered by the U.S. Department of Health and Human Services, providing education and family support services to children between the ages of three and five; and

WHEREAS, the City of San Antonio has served as a grantee for the Head Start Program for over 30 years; and

WHEREAS, prior to July 1, 2013, the City had been the single grantee for San Antonio and Bexar County, serving 6,789 children and their families in twelve school districts; and

WHEREAS, after going through a nation-wide grant re-competition process that began in 2011, the City became one of six grantees in Bexar County, now serving 2,861 children and their families in 26 Head Start centers located in the San Antonio Independent School District (SAISD) and Edgewood Independent School District (EISD); and

WHEREAS, the City provides direct program management, oversight, governance, family support and mental wellness services, and contracts with SAISD and EISD for the provision of educational services, Metropolitan Health District for dental services, and the University Health System for health services; and

WHEREAS, memorandums of understanding with Local Education Agencies, Early Head Start programs, and Early Childhood Intervention programs ensure close collaboration with other community stakeholders; **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 a grant application to the U.S. Department of Health and Human Services (HHS) and to accept funds upon award in an amount up to $20,671,248.00 for the Head Start Program for the period February 1, 2014 to January 31, 2015, and to execute any and all necessary documents to effectuate the application and acceptance. A copy of the application is on file with DHS.

SECTION 2. The City Manager or her designee, or the Director of the DHS or her designee, is further authorized to negotiate and execute: 1) contracts with the four service providers listed on the budget attached hereto and incorporated herein for all purposes as **Attachment I** and in a cumulative amount not to exceed $14,753,712.00; 2) contract amendments based on additional Head Start grant awards and/or program improvements; and 3) memorandums of understanding with local community organizations to collaborate as required by the Head Start Act.

SECTION 3. Should funding be awarded, fund 26022000 entitled "Dept. of Health & Human Services" is hereby designated for the use in the accounting for the fiscal transaction in the acceptance of this grant and the sum of up to $20,671,248.00 from the HHS will be appropriated in said fund. Upon award, a department specific fund will be assigned.

SECTION 4. A proposed budget, including an in-kind matching budget of up to $5,167,812.00, attached hereto and incorporated herein for all purposes as **Attachment II**, is hereby approved. A formal final budget which will include Internal Order numbers, General Ledger numbers, and a department specific fund will be submitted by the department upon award.

SECTION 5. The proposed personnel complement of eight-seven (87) positions, which is attached hereto and incorporated herein for all purposes as **Attachment III**, 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.

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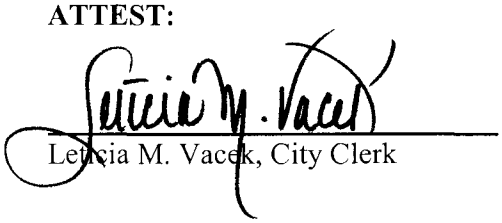
SECTION 7. This ordinance is effective immediately upon the receipt of eight affirmative votes; otherwise, it is effective ten days after passage.

PASSED AND APPROVED this 17th day of October, 2013.

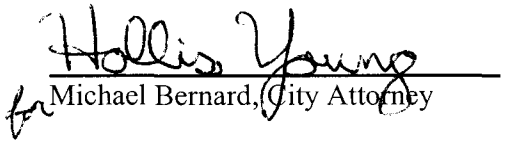
M A Y O R
Julián Castro

ATTEST:



Leticia M. Vacek, City Clerk

APPROVED AS TO FORM:



for Michael Bernard, City Attorney

Agenda Item:	**10 (in consent vote: 5, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17, 18, 19, 20)**
Date:	10/17/2013
Time:	10:01:01 AM
Vote Type:	Motion to Approve
Description:	An Ordinance authorizing the submission of a Head Start grant application to the U.S. Department of Health and Human Services and acceptance upon award of an amount up to $20,671,248.00 for the period of February 1, 2014 - January 31, 2015; authorizing a budget, including an in-kind match of up to $5,167,812.00, and a personnel complement of 87 positions for the Department of Human Services; authorizing the negotiation and execution of four service provider contracts for the grant award period in an amount up to $14,753,712; authorizing the execution of contract amendments based on additional Head Start grant awards and/or program improvements; and authorizing the negotiation and execution of Memorandums of Understanding with local education and early childhood intervention agencies, and other community organizations to collaborate as required by the Head Start Act. [Gloria Hurtado, Assistant City Manager; Melody Woosley, Interim Director, Department of Human Services]
Result:	Passed

Voter	Group	Not Present	Yea	Nay	Abstain	Motion	Second
Julián Castro	Mayor		x				
Diego Bernal	District 1		x				
Ivy R. Taylor	District 2		x				
Rebecca Viagran	District 3		x				
Rey Saldaña	District 4		x				
Shirley Gonzales	District 5	x					
Ray Lopez	District 6		x				
Cris Medina	District 7		x			x	
Ron Nirenberg	District 8		x				x
Elisa Chan	District 9		x				
Carlton Soules	District 10		x				

Attachment I

Head Start
Contractor Funding

Category: Education and Early Childhood and Training & Technical Assistance

Provider	FY 2014 Allocation	Period
San Antonio ISD	$10,619,726	February 1, 2014 - January 31, 2015
Edgewood ISD	$3,959,465	

Category: Child Medical Services

Provider	FY 2014 Allocation	Period
University Health System	$ 68,664	February 1, 2014 - January 31, 2015

Category: Child Oral Health Services

Provider	FY 2014 Allocation	Period
San Antonio Metropolitan Health Department	$ 105,857	February 1, 2014 - January 31, 2015

Attachment II

2014 Head Start Program
February 1, 2014-January 31, 2015

REVENUES:

4501100	Grants Fec	$	20671248
	Subtotal Gı	$	20671248
6500000	In Kind Re\	$	5167812
	Subtotal (Ir	$	5167812
	TOTAL RE	$	25839060

APPROPRIATIONS:

13800000xxxx 2014 Head Start COSA

5101010	Regular Sa	$	3385323
5101020	Overtime Salaries		200
5101050	Language Skill Pay		1500
5103005	FICA & Medicare Expe		258977
5103010	Life Insurance		3385
5103035	Personal Leave Buy B.		21900
5103056	Transportation Allowar		1080
5103105	Cell Phone Reimburse		2700
5104030	Flex Benefits Contr		650930
5105010	Retirement Exp		360537
5201025	Education - Classes		8000
5201040	Fees to Prof. Contract		253100
5202020	Contractual Services -		206913
5203040	Adv and Publications		1000
5203050	Membership Dues		400
5203060	Binding & Printing		28000
5203070	Subs to Publications		600
5203090	Transportation Fees		28000
5204050	Maintenance -Building		50000
5204060	Cleaning Services		15000
5204090	Maint & Rep - Automo		1000
5205010	Mail and Parcel Post		2000
5205020	Rental of Office Equipı		33600
5205030	Rental of Other Office		5540
5206010	Rental of Facilities		165000
5207010	Official Travel (out of t		10000
5208530	Alarm and Security Se		62000
5301020	M&R Parts Automotive		993
5302010	Office Supplies		28000
5304010	Food		15000
5304075	Computer Software		35000
5304080	Other Commodities		1000
5403040	Cellular Phone Service		24360

5403060	Domain Names		300
5403510	Wireless Data Commu		3240
5403545	Motor Fuel and Lubrica		2000
5404520	Software Licenses		1768
5404530	Gas and Electricity		16200
5404540	Water and Sewer		6989
5407032	DW Other		3300
5501000	Cap <5000 - Compute		5000
5501055	Cap <5000 - Mach & E		2000
5501065	Cap <5000 - Furniture		3000
	Total 1380	$	5704835

13800000xxxx 2014 Head Start COSA - T&TA

5101010	Regular Sa	$	106881
5101050	Language Skill Pay		300
5103005	FICA & Medicare Expe		8176
5103010	Life Insurance		106
5103035	Personal Leave Buy B		1000
5103105	Cell Phone Reimburse		300
5104030	Flex Benefits Contr		15316
5105010	Retirement Exp		11383
5201040	Fees to Prof. Contract		15000
5202020	Contractual Services -		27039
5203040	Education - Classes		12000
5203070	Binding & Printing		12000
5207010	Official Travel (out of t		3200
	Total 1380	$	212701

13800000xxxx 2014 Head Start - San Antonio ISD-Education

5202020	Contractua	$	10619726
	Total 1380	$	10619726

13800000xxxx 2014 Head Start - Edgewood ISD-Education

5202020	Contractua	$	3959465
	Total 1380	$	3959465

13800000xxxx 2014 Head Start - University Health System

5202020	Contractua	$	68664
	Total 1380	$	68664

13800000xxxx 2014 Head Start - SA Metro Health

5202020	Contractua	$	105857
	Total 1380	$	105857

13800000xxxx 2014 Head Start - In Kind

6602025	In Kind Oth	$	5167812
	Total 1380	$	5167812
	TOTAL AP	$	25839060

Attachment III

HEAD START PROGRAM
FEBRUARY 1,2014 to JANUARY31,2015
PERSONNEL COMPLEMENT

Positions 13800000XXXX 2014 HEAD START COSA	Job Class	Current Number of Positions	Add/Delete	Budget FY 2014 Positions
ADMINISTRATIVE ASSISTANT I	0040	2	0	2
MANAGEMENT ANALYST	0046	9	0	9
SPECIAL PROJECTS MANAGER	0866	4	0	4
SENIOR MANAGEMENT ANALYST	0999	6	0	6
HEAD START PROGRAM ADMINISTRATOR	2187	1	0	1
FISCAL MANAGER	2216	1	0	1
FISCAL ANALYST	2218	1	0	1
ACCOUNTANT	2220	1	0	1
BEHAVIOR MANAGEMENT SPECIALIST	2288	2	0	2
FAMILY SUPPORT COORDINATOR	2290	1	1	2
FAMILY SUPPORT SUPERVISOR	2289	3	1	4
FAMILY SUPPORT WORKER	2283	33	19	52
CASE AIDE	0985	2	0	2
13800000XXXX 2014 HEAD START COSA		**66**	**21**	**87**
TOTAL POSITIONS FOR HEAD START PROGRAM		**66**	**21**	**87**