



**Department of Human Services
Head Start Pre-K Program
Program Year 2024-2025
San Antonio College – Scobee Education Center Micronaut Contract**

Budget Narrative

1. Summary

The City of San Antonio, Department of Human Services, Head Start Program (heretofore, Head Start Pre-K Program) submits the enclosed budget for San Antonio College – Scobee Education Center (SAC) Micronaut Program to provide Science Technology Engineering and Math (STEM) development and training for the Head Start Program. The program targets enrolled children and their parents and teachers for an annual total amount up to \$38,000.00, and not to exceed \$193,000.00 as total contract compensation from February 1, 2024, through January 31, 2029. Year one of the contract is budgeted at \$9,240.00 annually from February 1, 2024, through January 31, 2025 with the expectation that Years two through five of the contract will grow as the program funding allows. Funding for this contract is available through the City of San Antonio Department of Human Services Head Start Division federally funded grant.

The Head Start Pre-K Program provides program oversight, oversees governance, determines program design, sets policies, and provides technical assistance to contracted service providers that carry out direct program services in the areas of Early Childhood Education; Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA); Health; Nutrition; Disabilities; Transportation and Safe Environments. Additionally, the Head Start Pre-K Program provides direct services in the areas of Family and Community Support, Mental Health, and Training and Technical Assistance. The Head Start Pre-K Program’s main goal is to ensure our students and families receive high-quality and effective program services. To accomplish this, program integrity and sound management principles, including strong fiscal controls, govern the actions of staff as it manages the program.

The City of San Antonio (City) defines and outlines policies with respect to the financial management of grants administered within the City. Grants management policies and procedures have been adopted for uniform application in all departments. Department of Human Services (DHS) has policies and procedures that describe the process for initiation of master financial data, cash management, in-kind support, monitoring, and month and year end procedures in relation to grants. It is the policy of the City and DHS that grants are managed in accordance with federal, state, and local guidelines. The DHS promotes effective controls to ensure the protection of City assets, accurate financial reporting, and efficient use of City resources regardless of funding. Please visit the following link to access financial policies, administrative directives, ethics code and financial reports. <https://www.sanantonio.gov/finance>.

2. Head Start Pre-K Program Contractual Services Budget Justification – Federal Share

Contractual _____ **\$9,240.00**

The proposed budget represents funding for year one of a multi-year contract. Funding amounts represent costs reflected in the Head Start Pre-K Program contractual services budgets.

Contractual Services

Contractors	Amount
SAC Micronaut Program	\$9,240

TOTAL COST FOR FEDERAL SHARE _____ **\$9,240.00**

4. Head Start Pre-K Program Contractual Services Budget Justification - Non- Federal Share

Contractual Services _____ **\$0.00**

TOTAL COST FOR NON-FEDERAL SHARE _____ **\$0.00**
