

**THIS IS A PROPOSED DRAFT AND WILL BE REPLACED BY THE FINAL, SIGNED ORDINANCE OR RESOLUTION ADOPTED BY THE CITY COUNCIL.**

**AN ORDINANCE**

**AUTHORIZING SUBMISSION OF A GRANT APPLICATION AND ACCEPTANCE UPON AWARD OF UP TO \$31,458,112 FROM THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE CITY OF SAN ANTONIO HEAD START AND EARLY HEAD START PROGRAMS FOR THE PERIOD FEBRUARY 1, 2025 TO JANUARY 31, 2026; A TOTAL PROGRAM BUDGET OF \$39,322,640 WHICH INCLUDES AN IN-KIND MATCH OF \$7,864,528; AND A PERSONNEL COMPLEMENT OF 110 POSITIONS FOR THE DEPARTMENT OF HUMAN SERVICES, CONTINGENT ON THE ANNUAL GRANT AWARD.**

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**WHEREAS**, the City of San Antonio Head Start Program (“the Program”), through the Department of Human Services, operates the City’s Head Start (HS pre-K) and Early Head Start (EHS) programs for children and families below the federal poverty level; and

**WHEREAS**, the federally-funded early childhood education and development programs are administered by the U.S. Department of Health and Human Services (HHS) to provide services to children between the ages of 0-3 (EHS) and 3-5 (HS pre-K), and is governed by City Council and the elected parents of a Head Start Policy Council; and

**WHEREAS**, the grant application is due to HHS on November 1, 2024; the Executive Leadership Team approved it on September 26, 2024; and as federally required, the Head Start Policy Council approved on September 24, 2024; **NOW THEREFORE:**

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

**SECTION 1.** Submission of a grant application and acceptance upon award of up to \$31,458,112 from the U.S. Department of Health and Human Services (HHS) for the City of San Antonio Head Start (HS pre-K) and Early Head Start (EHS) programs for the period of February 1, 2025 to January 31, 2026, is approved. A copy of the application is on file with Department of Human Services (DHS).

**SECTION 2.** The City Manager or designee, or the Director of the DHS or designee, is authorized to initiate, negotiate, and execute any and all necessary documents, including a grant contract and contract amendments accepting, when approved by USDHHS: a) carryover funds; b) line item budget revisions; c) modifications to the performance measures so long as the terms of the amendment stay within the general parameters of the intent of the grant; d) no cost extensions; e) supplemental grant funds in an amount up to 20% of the total amount initially awarded; f) reimbursement increases of administrative funds for each participant served; g) one time equipment purchases or defined program services; and h) changes in regulations.

**SECTION 3.** A proposed total budget of \$28,547,787 for the HS pre-K program with an in-kind matching budget of \$7,136,947, and a proposed total budget of \$2,910,325 for the EHS program with an in-kind matching budget of \$727,581, is attached and incorporated here for all purposes as **Attachment I**, and is approved. Upon acceptance of this award, new funds and internal order numbers will be created, upon which the award amounts from HHS will be appropriated. Formal final budgets which will include a department-specific fund, and Internal Order and General Ledger numbers will be submitted upon award.

**SECTION 4.** The personnel complement of one hundred ten (110) positions, which is attached and incorporated here for all purposes as **Attachment II**, is approved.

**SECTION 5.** The financial allocations in this Ordinance are subject to approval by the Deputy Chief Financial Officer, City of San Antonio. The Deputy Chief Financial Officer 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 6.** 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, 2024.**

**M A Y O R**  
Ron Nirenberg

**ATTEST:**

**APPROVED AS TO FORM:**

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Debbie Racca-Sittre, City Clerk

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Andrew Segovia, City Attorney

# ATTACHMENT I

# **ATTACHMENT II**

# **ATTACHMENT III**

# **ATTACHMENT IV**

# **ATTACHMENT V**