



## **Department of Human Services Head Start Program**

### **Refunding Application Program Year 2022-2023**

#### **Budget Narrative**

#### **1. Summary**

The City of San Antonio, Department of Human Services, Head Start Program (heretofore, DHS Head Start or DHS Head Start Program) submits the enclosed budget for the 2022-2023 refunding application for the period of February 1, 2022 through January 31, 2023 in the total amount of \$31,674,698.00. The total amount consists of \$25,062,436.00 for program operations and \$277,322.00 for training and technical assistance. DHS Head Start's contribution of non-federal resources is \$6,334,940.00, which is 20% of the grant.

DHS Head Start 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, DHS Head Start provides direct services in the areas of Family and Community Support, Mental Health and Training and Technical Assistance. DHS Head Start's main goal is to ensure our students and families receive high-quality and effective programs and 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 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. 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. 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 Budget Justification – Federal Share**

**PERSONNEL** \_\_\_\_\_ **\$4,467,782.00**

The proposed staffing model represents the number of positions required to effectively and efficiently administer and monitor the program. Funding amounts represent costs reflected in the operations and training and technical assistance budgets.

<b>Category Description Job Title</b>	<b># of Positions</b>	<b>Total Annual Salary</b>	<b>% Allocated HS</b>	<b>PROGRAM OPS Federal</b>
Head Start Program Admin.	1	\$129,615	90%	\$116,654
Special Projects Manager	2	\$161,279	100%	\$161,279
Special Projects Manager	1	\$75,400	90%	\$67,860
Senior Management Coordinator	1	\$69,157	90%	\$62,242
Senior Management Analyst	4	\$266,383	100%	\$266,383
Senior Management Analyst	2	\$131,619	90%	\$118,457
Administrative Assistant I	2	\$80,048	90%	\$72,043
Administrative Assistant II	1	\$44,767	90%	\$40,291
Fiscal Manager	1	\$78,051	90%	\$70,246
Fiscal Analyst	3	\$178,918	90%	\$161,026
Accountant	1	\$48,227	90%	\$43,405
Creative Services Manager	1	\$66,468	25%	\$16,617
Management Analyst	9	\$501,704	100%	\$501,704
Management Analyst	3	\$163,183	90%	\$146,865
Case Aide	5	\$165,391	100%	\$165,391
Family Support Coordinator	1	\$67,853	100%	\$67,853
Family Support Supervisor	5	\$259,067	100%	\$259,067
Senior Family Support Worker	6	\$271,686	100%	\$271,686
Family Support Worker	50	\$1,999,517	100%	\$1,999,517
Administrative Associate	1	\$32,881	90%	\$29,593
Attorney	1	\$74,480	15%	\$11,172
Turnover		(\$181,569)		(\$181,569)

TOTAL FTE	98			\$4,467,782
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**FRINGE BENEFITS** **\$1,818,446**

Social Security (FICA) \$363,187

Health/Dental/Life Insurance \$765,636

Health insurance is paid for full time employees working at least 40 hours per week. Employees may elect to pay for dental insurance, supplemental life insurance, and other additional insurance coverage.

Retirement \$586,323

Employees participate in a retirement program after meeting employment criteria. DHS Head Start will match 11.66% of the employee's salary.

Other Fringe Benefits \$103,300

DHS Head Start provides employees incentives for language skills, unused personal leave, transportation, and cell phone reimbursements.

**SUPPLIES** **\$67,000.00**

Description	Amount
General office supplies:	\$45,000
Copier Paper, pens, pencils, file folders, and other consumable office supplies;	
Other Commodities	\$15,000
Cap<5000 – Computer Equipment	\$2,500
Cap<5000 – Mach & Equip Other	\$2,000
Cap<5000 – Furniture & Fix	\$2,500
TOTAL	\$67,000

**CONTRACTUAL** **\$18,220,376.00**

Fees to Professional Contractors \$21,890

Contractors/ Services	Amount
ESD and Associates, website support, maintenance and other special projects	\$12,161
Translation Services	\$9,729
TOTAL	\$21,890

Contractual Services \$44,114

Contractors	Amount
Uninsured Children – Medical Expenses	\$10,000
Nutrition Therapy Associates	\$25,000
Community Assessment	\$9,114
TOTAL	\$44,114

Contractual Services- Service Providers \$18,154,372

DHS Head Start's budget for contractual costs includes funding allocations for the following services: education, disabilities, nutrition, health and dental services to the 3,020 children enrolled in Head Start Program. Service partners are contractually obligated to provide non-federal share in proportion to their allocations. DHS Head Start will disburse allocations to the service partners accordingly.

Service Partners	Number of Children	Amount
Edgewood Independent School District	777	\$4,580,480
San Antonio Independent School District	2243	\$13,222,672
San Antonio Metro Health	3020	\$273,740
University of Incarnate Word	3020	\$77,480
TOTAL		\$18,154,372

**Edgewood Independent School District** \$4,591,673

Program Operations \$ 4,580,480  
Training & Technical Assistance \$ 11,193

**San Antonio Independent School District** \$13,254,983

Program Operations \$13,222,672  
Training & Technical Assistance \$ 32,311

**OTHER** \$588,841.00

Program Operations	Amount
Gas and Electricity	\$24,156
Water and Sewer	\$2,714
Maintenance-Buildings	\$250,000
Alarm and Security Services	\$33,650
Transportation Fees	\$9,000
DW Other-Childcare/PC Reimbursements/Bus Passes	\$2,443
Rental of Office Equipment	\$9,027
Rental Field Equipment	\$1,333
Adv. and Publications	\$2,000

Binding & Printing	\$45,000
Subs to Publications	\$1,000
Subscription to Computer Services – Ready Rosie, ChildPlus	\$59,458
Maint & Rep-Comrc	\$1,000
Maint & Rep - Automotive	\$3,000
Motor Fuel and Lubricants	\$1,000
M&R Parts Automotive	\$2,000
Cleaning Services	\$68,260
Food for PC, Training Events, Parent Meetings, and Preservice	\$15,000
Cellular Phone Service	\$30,000
Wireless Data Communications	\$13,800
Relocation Expense	\$12,500
Mail and Parcel Post	\$2,500
Total	\$588,841

**TOTAL COST FOR FEDERAL SHARE** \$586,831

### 3. Training and Technical Assistance

**TRAVEL** \$26,500.00

Date	Conference/Meeting	Attendees	Total Lodging, Airfare, & Per Diem
Various Dates	Region VI Meeting	TBD	\$1,000
Pending	Contracts/Financial Management Conference	2	\$1,500
April 2022	NHSA Annual Head Start Conference	1	\$1,500
May 2022	National Early Childhood Inclusion Institute	1	\$1,500
June 2022	THSA Summer Conference	2	\$1,500
June 2022	Child Passenger Safety Conference	3	\$800
July 2022	UCLA Management Fellows	2	\$1,500
July 2022	ACF's National Research Conference on Early Childhood	2	\$1,500
July 2022	ChildPlus Training	1	\$1,500
August 2022	Crimes Against Children	2	\$1,500
August 2022	Region VI Head Start Association Conference	1	\$1,200
September 2022	NHSA Fall Leadership Institute	1	\$1,500
October 2022	Zero to Three Conference	2	\$2,000
November 2022	NAEYC Annual Conference	2	\$2,000
December 2022	NHSA Parent Conference and Family Engagement Institute	3	\$4,500
January 2023	NHSA Winter Leadership Institute	1	\$1,500
TOTAL			\$26,500

**TTA Supplies & Materials** **\$8,246.20**

**CONTRACTUAL** **\$174,950.80**

Fees to Professional Contractors and other Contractual Services

<b>Fees to Professionals</b>	<b>Amount</b>
Travis Wright	\$10,000
LETRS	\$16,698.80
ChildPlus Training	\$7,200
Family & Community Support Training	\$5,000
Rusty Keeler	\$3,500
<b>TOTAL</b>	<b>\$42,398.80</b>

Contractual Services

<b>Contractual</b>	<b>Amount</b>
Micronauts	\$13,048
TXAEYC	\$30,000
Summer Institute	\$30,000
Teachstone	\$16,000
EISD Materials to support teacher and paraprofessional training. Trainings such as CPR to meet program requirements. Costs to renew CDA's complete CLASS certification requirements, participate in Head Start and related conferences and attend early childhood training at Region XX or through other vendors.	\$11,193
SAISD Technical and Training Assistance Funds will be used for technical and training assistance to support Head Start Staff who participate in professional and staff development trainings for quality improvement.	\$32,311
<b>TOTAL</b>	<b>\$132,552.00</b>

**OTHER** **\$67,625.00**

Education Classes: High quality training is necessary for the professional development of staff. DHS Head Start is committed to increasing the level of expertise for all staff to better serve the children and families in our program. The budget consists of estimated costs based on historical data.

<b>Other</b>	<b>Total</b>
National Conferences	\$15,400
Local Conference Registration fees	\$16,100
Additional Training Fees for Trainers, Trainings, Webinars	\$18,000

<b>TOTAL COST FOR T&amp;TA</b>	<b>\$277,322.00</b>
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<b>SALARIES</b>	<b>\$81,895.00</b>
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<b>FRINGE BENEFITS</b>	<b>\$24,561.00</b>
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Health/Dental/Life Insurance \$8,182

Health insurance is paid for full time employees working at least 40 hours per week. Employees may elect to pay for dental insurance, supplemental life insurance, and other additional insurance coverage.

Retirement \$10,114

Employees participate in a retirement program after meeting employment criteria. DHS Head Start will match 11.66% of the employee's salary.

**CONTRACTUAL** \$6,202,641.00

Service Providers	Amount
Nutrition Therapy Associates	\$6,250
Edgewood Independent School District	\$1,571,646
San Antonio Independent School District	\$4,536,940
San Antonio Metropolitan Health	\$68,435
University of Incarnate Word	\$19,370
TOTAL	\$6,202,641

**OTHER** \$25,843.00

Facilities and General Services \$25,843  
Provided by Building Equipment Services

**TOTAL COST FOR NON-FEDERAL SHARE** \$6,334,940.00

Note: Minor discrepancies due to rounding.