



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 27

**Agenda Date:** October 19, 2023

**In Control:** City Council A Session

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**DEPARTMENT:** Department of Human Services

**DEPARTMENT HEAD:** Melody Woosley

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Acceptance of grant funds upon award for the Head Start and Early Head Start programs.

**SUMMARY:**

The Department of Human Services (DHS) requests approval of the following grant and budgetary actions for the City of San Antonio Head Start Program operating as the Head Start Pre-K Program and the Early Head Start Program:

- a) Submission of the Head Start Program grant application and associated grant documents to the U.S. Department of Health and Human Services, and acceptance upon award of federal funds in an amount up to \$30,743,236.00 for the period of February 1, 2024, to January 31, 2025, of which \$27,898,580 is to support the Head Start Program, and \$2,844,656 is to support the Early Head Start Program;
- b) Conversion of 50 Head Start slots to 16 Early Head Start slots to begin services in the 2024-2025 school year;
- c) A total program budget for the Head Start program (HS Pre-K) of \$34,873,225.00 including an in-kind match of \$6,974,645.00;

d) A total program budget for the Early Head Start program (EHS) of \$3,555,820.00, including an in-kind match of \$711,164.00;

e) Increase the Head Start Program personnel complement from 112 to 114 positions; and

f) Education service provider contracts with Edgewood Independent School District (EISD) for a total annual amount of \$6,812,638.00 and San Antonio Independent School District (SAISD) for a total annual amount of \$14,721,413.00 for the period of February 1, 2024 to January 31, 2029, so long as grant funds are available.

This ordinance also authorizes the Director of Human Services to initiate, negotiate, and execute any and all necessary documents including a grant contract, and contract amendments accepting, when approved by the U.S. Department of Health and Human Services: 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 mandated.

#### **BACKGROUND INFORMATION:**

The Head Start Program is a federally-funded program administered by the U.S. Department of Health and Human Services (HHS). The DHS Head Start Program focuses on the organization and development of the next generation of leaders in the EISD and SAISD service area. The DHS Head Start Program provides early childhood education, family support, and comprehensive support services to eligible children between the ages of six weeks to five years old, and their families.

The City of San Antonio has served as a grant recipient for the Head Start Program for over 40 years. The DHS Head Start Program serves children at or below the federal poverty line and prioritizes the most vulnerable children, including those with disabilities, experiencing homelessness, and in the foster care system. The program's mission is to prepare children and engage families for school readiness and lifelong success. The DHS Head Start Program currently serves a total of 3,148 children: 905 children in the EISD (777 HS Pre-K Program and 128 EHS Program) and 2,243 children in the SAISD (2,243 HS Pre-K Program only). The DHS Head Start Program contracts with EISD and SAISD to provide educational and disability services, the San Antonio Metropolitan Health District for dental services, and the University of the Incarnate Word for health services.

#### **ISSUE:**

On August 11, 2023, the DHS Head Start Program received notification from HHS of available funding, for year one of the five-year project period, in the amount of \$30,743,236.00, for the period of February 1, 2024, to January 31, 2025. This ordinance authorizes budgetary, grant, and contract related items to ensure the continuation of Head Start (HS Pre-K) program and Early Head Start (EHS) program services for the period of February 1, 2024, to January 31, 2025. Funding will provide for the DHS Head Start Program's operational costs and provision of direct family

and community support and mental wellness services, including an increase to the personnel complement from 112 to 114 positions, and service provider operations.

The grant application is due to HHS on November 1, 2023. The 2024-2025 DHS Head Start Program grant application was reviewed and approved by the Head Start Policy Council on September 26, 2023. Awarded grant funds for the 2024-2025 Program Year will provide for the DHS Head Start Program services, along with the continued partnerships with both EISD and SAISD, and the City's policy of enhancing early childhood education.

The 2022 University of Texas at San Antonio Head Start Community Assessment found that local resources such, including public schools, Pre-K 4 SA, charter schools, and childcare facilities were serving most three and four year old children income eligible for Head Start. However, children six weeks to three years old who are income eligible for Early Head Start are not adequately served.

Due to increased pre-kindergarten options in communities across the country, the Office of Head Start recommends grant recipients consider reducing enrollment or converting Head Start services to Early Head Start services. Through discussion with partners to address this issue, right-size the program, and increase enrollment, staff recommends converting 50 Head Start Pre-K slots to 16 Early Head Start slots with the 2024-2025 program year. This conversion would provide 144 infant toddler slots for the EHS Program reducing Head Start Pre-K slots to 2,970. No child will be impacted by the slot conversion.

The total DHS Head Start Program funding amount of \$30,743,236.00 includes Head Start Pre-K program operations amount of \$27,669,353.00 and \$229,227.00 for training and technical assistance to offer Head Start Pre-K program services for 2,970 children and their families. The Head Start Pre-K program's contribution of non-federal resources is \$6,974,645.00, which is 20% of the grant.

The total funding amount also includes the EHS program operations of \$2,794,433.00 and \$50,223.00 for training and technical assistance to continue EHS program services for 144 children and their families. The EHS program's contribution of non-federal resources is \$711,581.00, which is 20% of the grant.

This ordinance authorizes an increase to the DHS Head Start personnel complement from 112 to 114. The addition of two (2) grant-funded authorized staff will assist the program in recruiting eligible children.

This ordinance also requests authorization to execute two (2) education service provider contracts with EISD for a total annual amount of \$6,812,638.00 and SAISD for a total annual amount of \$14,721,413.00, for the period of February 1, 2024, to January 31, 2029, so long as grant funds are available.

#### **ALTERNATIVES:**

If this ordinance is not approved, the Office of Head Start would have to identify a different recipient of the grant, which would interrupt HS Pre-K and EHS services to eligible children and

their families. Infant and toddlers would be at risk of not receiving quality care in the service area. The DHS HS Pre-K and EHS programs would not be able to provide program services and training and technical assistance to 3,114 children and their families and staff 116 positions. Additionally, EISD and SAISD would not be able to provide high quality early childhood education and family support services to children ages six weeks to five years old in their classrooms and childcare centers.

### **FISCAL IMPACT:**

This ordinance authorizes the following grant and budgetary actions for the City of San Antonio Head Start Program operating as the Head Start Pre-K Program and the Early Head Start Program:

- a) Submission of the Head Start Program grant application and associated grant documents to the U.S. Department of Health and Human Services, and acceptance upon award of federal funds in an amount up to \$30,743,236.00 for the period of February 1, 2024, to January 31, 2025, of which \$27,898,580 is to support the Head Start Program, and \$2,844,656 is to support the Early Head Start Program;
- b) Conversion of 50 Head Start slots to 16 Early Head Start slots to begin services in the 2024-2025 school year;
- c) A total program budget for the HS Pre-K program) of \$34,873,225.00 including an in-kind match of \$6,974,645.00;
- d) A total program budget for the EHS program of \$3,555,820.00, including an in-kind match of \$711,164.00;
- e) Increase the DHS Head Start program personnel complement from 112 to 114 positions; and
- f) Education service provider contracts with Edgewood Independent School District (EISD) for a total annual amount of \$6,812,638.00 and San Antonio Independent School District (SAISD) for a total annual amount of \$14,721,413.00 for the period of February 1, 2024, to January 31, 2029, so long as grant funds are available.

### **RECOMMENDATION:**

Staff recommends approval.