

ORDINANCE 2022-09-29-0752

APPROVING THE SUBMISSION OF AN EARLY HEAD START GRANT APPLICATION TO THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES, AND ACCEPTANCE UPON AWARD OF UP TO \$2,201,179.00 FOR THE PERIOD OF FEBRUARY 1, 2023 TO JANUARY 31, 2024; AND APPROVING A TOTAL PROGRAM BUDGET OF \$2,751,474.00 WHICH INCLUDES AN IN-KIND MATCH OF \$550,295.00, AND A PERSONNEL COMPLEMENT OF 6 POSITIONS FOR THE DEPARTMENT OF HUMAN SERVICES.

* * * * *

WHEREAS, the City of San Antonio Head Start Program (Program), through the Department of Human Services (DHS), operates the City's Head Start, Early Head Start – Child Care Partnership (EHS-CCP), and Early Head Start (EHS) programs; and

WHEREAS, the EHS program is federally-funded and provides early childhood education and development to 128 income-eligible families with infants and toddlers (6 weeks to 35 months); and

WHEREAS, the U.S. Department of Health and Human Services (HHS) notified DHS of available EHS funding on July 15, 2022 and, as federally required, the Head Start Policy Council approved the grant application on September 27, 2022; and

WHEREAS, the 2023-24 grant application is due to HHS on November 1, 2022; **NOW THEREFORE:**

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

SECTION 1. Submission of an Early Head Start (EHS) grant application to the U.S. Department of Health and Human Services (HHS) and acceptance upon award of up to \$2,201,179.00 for the period of February 1, 2023 to January 31, 2024 is approved. A copy of the application is on file with the 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, when approved by HHS: 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 total budget of up to \$2,751,474.00, which includes an in-kind matching budget of up to \$550,295.00, is attached and incorporated here for all purposes as **Attachment I**, is hereby

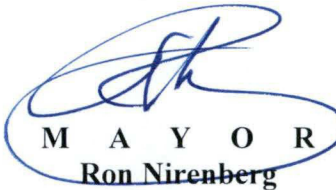
approved and adopted for entry in the City books. Upon acceptance of this award, new funds and internal order numbers will be created, upon which the award amount of up to \$2,201,179.00 from HHS will be appropriated in said fund. A formal final budget which will include a department specific fund, Internal Order numbers, and General Ledger numbers will be submitted by the department upon award.

SECTION 4. The proposed personnel complement of six (6) positions, 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 Cost Centers, WBS Elements, Internal Orders, General Ledger Accounts, and Fund Numbers 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 29th day of September, 2022.


M A Y O R
Ron Nirenberg

ATTEST:


Debbie Racca-Sitre, City Clerk

APPROVED AS TO FORM:


for Andrew Segovia, City Attorney



City of San Antonio

City Council Meeting September 29, 2022

37.

2022-09-29-0752

Ordinance approving the submission of an Early Head Start Grant application to the U.S. Department of Health and Human Services, and acceptance upon award of up to \$2,201,179 for the period February 1, 2023, to January 31, 2024; approving a total program budget of \$2,751,474 which includes an inkind match of \$550,295; and approving a personnel complement of 6 positions for the Department of Human Services. [Lori Houston, Assistant City Manager; Melody Woosley, Director, Department of Human Services]

Councilmember Rocha Garcia moved to Approve on the Consent Agenda. Councilmember Courage seconded the motion. The motion carried by the following vote:

Aye:	Nirenberg, Bravo, McKeeRodriguez, Viagran, Rocha Garcia, Cabello Havrda, Sandoval, Pelaez, Courage, Perry
Absent:	Castillo

ATTACHMENT I

**City of San Antonio Early Head Start Program
FEBRUARY 1, 2023 TO JANUARY 31, 2024**

		Ord 2021-10-21-0799		Proposed
		22-23 Early Head Start Program	(+/ -)	23-24 Early Head Start Program
REVENUES:				
4501000	Grants Federal - Operating	\$ 2,143,177	58,002	2,201,179
	Subtotal Grant	\$ 2,143,177	58,002	2,201,179
6500000	In Kind Revenue	\$ 535,794	14,501	550,295
	Subtotal (In Kind)	\$ 535,794	14,501	550,295
TOTAL REVENUES		2,678,971	72,503	2,751,474

APPROPRIATIONS:

138000000xxx 2023-2024 Early Head Start COSA

5101010	Regular Salaries	\$ 381,472	5,740	387,212
5101050	Language Skill Pay	1,200	-	1,200
5103005	FICA & Medicare Exp	29,183	439	29,622
5103010	Life Insurance	382	5	387
5103035	Pers Leave Buy Back	3,427	171	3,598
5103056	Transportation Allow	-	-	-
5103105	Cell Phone Reimburse	-	-	-
5105010	Retirement Exp	45,548	2,466	48,014
5170040	CivIn Actv Healthcr	56,385	5,606	61,991
5201025	Education - Classes	-	-	-
5201040	Fees to Pros	4,183	(322)	3,861
5202020	Contractual Services-COSA	7,300	-	7,300
5203040	Adv and Publications	500	(57)	443
5203050	Membership Dues	-	-	-
5203060	Binding & Printing	500	2,500	3,000
5203070	Subs to Publications	-	-	-
5203080	Subs to Comp. Serv	3,335	(1,754)	1,581
5203090	Transportation Fees	4,500	(4,340)	160
5204020	Maint & Rep-Comrcl	403	97	500
5204050	Maint - Buildings	122	(8)	114
5204060	Cleaning Services	3,517	1,041	4,558
5204070	Rental of Field Equipment	85	(85)	-
5204090	Maint & Rep - Automotive	403	(403)	-
5205010	Mail and Parcel Post	30	(30)	-
5205020	Rental Office Equip.	494	506	1,000
5208530	Alarm and Sec. Serv.	372	(292)	80
5301020	M&R Parts Automotive	403	97	500
5302010	Office Supplies	3,468	(468)	3,000
5304010	Food	2,779	(1,579)	1,200
5304075	Computer Software	-	-	-
5304080	Other Commodities	1,000	-	1,000
5403040	Cell Phone Services	828	2,872	3,700
5403510	Wireless Data Communication	1,056	(606)	450
5403545	Motor Fuel and Lubricants	403	(203)	200
5404520	Software Licenses	2,500	(2,165)	335
5404530	Gas and Electricity	1,250	565	1,815
5404540	Water and Sewer	160	26	186
5407032	DW Other	1,000	-	1,000
5501000	Cap<5000- Computer Equipment	-	-	-
5501055	Cap<5000 - Mach & Equip	-	4,651	4,651
5501065	Cap<5000- Furniture & Fixtures	-	-	-
Total 138000000xx		\$ 558,188	14,470	572,658

138000000xxx 2023-2024 Early Head Start COSA T&TA

5101010	Regular Salaries	\$		2,512	2,512
5103005	FICA & Medicare Exp			192	192
5103010	Life Insurance			3	3
5105010	Retirement Exp			311	311
5170040	CivIn Actv Healthcr			356	356
5201025	Education - Classes		7,800	2,658	10,458
5201040	Fees to Prof. Contractors		21,000	(8,500)	12,500
5203060	Binding & Printing		2,500	500	3,000
5203080	Subs to Comp. Serv		-	-	-
5207010	Travel-Official		7,000	-	7,000
5302010	Office Supplies		3,967	833	4,800
5304010	Food			1,500	1,500
5304080	Other Commodities		3,365	(365)	3,000
Total 138000000xxx		\$	45,632	-	45,632

138000000xxxx 2023-2024 Early Head Start EISD

5202040	Sub recipient - Edgewood ISD	\$	1,539,357	43,532	1,582,889
Total 138000000xxx		\$	1,539,357	43,532	1,582,889

138000000xxxx 2023-2024 Head Start - NonFederal

6501010	In Kind Salaries	\$	53,384	23,539	76,923
6503005	In Kind FICA / Social Security		4,084	1,801	5,885
6503010	In Kind Life Insurance		54	23	77
6504030	In Kind Civilian Active Healthcare		4,906	2,209	7,115
6505010	In Kind TMRS		6,375	3,163	9,538
6602025	In Kind Other Contra		466,991	(16,234)	450,757
Total 138000000xxxx		\$	535,794	14,501	550,295
TOTAL APPROPRIATIONS		\$	2,678,971	72,503	2,751,474

ATTACHMENT II

CITY OF SAN ANTONIO EARLY HEAD START PROGRAM
February 1, 2023 to January 31, 2024
PERSONNEL COMPLEMENT

13800000XXXX 2023-2024 EHS	Job Class	2022-2023 Positions Ord 2021-10-21-0799	(+/-)	2023-2024 Positions
SR SPECIAL PROJECTS MANAGER	0095	1		1
MANAGEMENT ANALYST*	0046	3		3
FAMILY SUPPORT WORKER	2218	2		2
13800000XXXX 2023-2024 EHS		6	0	6