

ORDINANCE

2023-01-26-0031

AUTHORIZING A REQUEST TO THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES TO CONSOLIDATE THE DEPARTMENT OF HUMAN SERVICES EXISTING HEAD START AND EARLY HEAD START GRANTS AND FUNDS, FOR A COMBINED TOTAL OF \$35,336,915.00 FOR THE PERIOD FEBRUARY 1, 2023 TO JANUARY 31, 2024.

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WHEREAS, the Department of Human Services (DHS) operates the Head Start (Head Start pre-K) and Early Head Start (EHS) grant programs as administered by the U.S. Department of Health and Human Services (HHS) that collectively prepare 3,148 eligible children from birth to 5 years of age and engage their families for school readiness and lifelong success; and

WHEREAS, acceptance of the Head Start pre-K and EHS grants for the program year 2023 – 2024 was approved by City Council via Ordinances 2022-09-29-0753 and 2022-09-29-0752, respectively, on September 29, 2022; and

WHEREAS, HHS informed DHS of the opportunity to request to consolidate certain grants, which would effectively cut the submission of applications, reports, and financial statements in half and allow funds to shift between the programs without loss to the combined amount of funds awarded, number of children served, or personnel complement; and

WHEREAS, on Tuesday, November 15, 2022, in accordance with federal regulations, the Head Start Policy Council approved the request to consolidate the Head Start pre-K and EHS grant programs; **NOW THEREFORE:**

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

SECTION 1. A request to the U.S Department of Health and Human Services to consolidate existing Department of Human Services (DHS) Head Start and Early Head Start grant programs and awards for a combined total of \$35,336,915 for the period February 1, 2023 to January 31, 2024, is approved. A copy of the request is on file with the Department of Human Services.

SECTION 2. The authorization to initiate, negotiate, and execute any and all necessary documents, including a grant contract and contract amendments accepting, 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; is approved.


SECTION 3. A consolidated Head Start pre-K and EHS budget of \$35,336,915.00 which includes an in-kind matching budget of \$7,067,383.00 is attached and incorporated here for all purposes as **Attachment I**, and is approved.

SECTION 4. A consolidated personnel complement of one hundred and twelve (112) positions, which combines 106 positions from Head Start pre-K and 6 positions from EHS, is attached and incorporated here for all purposes as **Attachment II**, and 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.

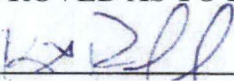
PASSED AND APPROVED this 26th day of January, 2023.


M A Y O R
Ron Nirenberg

ATTEST:


Debbie Racca-Sittre, City Clerk

APPROVED AS TO FORM:


for
Andrew Segovia, City Attorney



City of San Antonio
City Council Meeting
January 26, 2023

21.

2023-01-26-0031

Ordinance authorizing a request to the U.S. Department of Health and Human Services to consolidate the Department of Human Services existing Head Start and Early Head Start grants and funds in a combined total of \$35,336,915 for the period February 1, 2023 to January 31, 2024. [Lori Houston, Assistant City Manager; Melody Woosley, Human Services Director]

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

Aye: Nirenberg, Bravo, McKee-Rodriguez, Viagran, Rocha Garcia, Castillo, Cabello Havrda, Sandoval, Pelaez, Courage, Perry

KD
01/26/23
Item 21

ATTACHMENT I

CITY OF SAN ANTONIO EARLY HEAD START/HEAD START PRE-K PROGRAM
FEBRUARY 1, 2023 TO JANUARY 31, 2024

	Ord 2022-09-29-0753 23-24 Head Start PK Program	Ord 2022-09-29-0752 Early HS	PROPOSED 23-24 EHS/HS Program
REVENUES:			
4501000 Grants Federal - Operating	\$ 26,068,353	\$ 2,201,179	\$ 28,269,532
Subtotal Grant	\$ 26,068,353	\$ 2,201,179	\$ 28,269,532
6500000 In Kind Revenue	\$ 6,517,088	\$ 550,295	\$ 7,067,383
Subtotal (In Kind)	\$ 6,517,088	\$ 550,295	\$ 7,067,383
TOTAL REVENUES	\$ 32,585,441	\$ 2,751,474	\$ 35,336,915
APPROPRIATIONS:			
13800000xxxx Head Start COSA			
5101010 Regular Salaries	\$ 4,789,588	\$ 387,212	\$ 5,176,800
5101050 Language Skill Pay	\$ 30,000	\$ 1,200	\$ 31,200
5103005 FICA & Medicare Expense	\$ 366,403	\$ 29,622	\$ 396,025
5103010 Life Insurance	\$ 4,790	\$ 387	\$ 5,177
5103035 Personal Leave Buy Back	\$ 60,000	\$ 3,598	\$ 63,598
5103056 Transportation Allowance	\$ -	\$ -	\$ -
5103105 Cell Phone Reimbursement	\$ -	\$ -	\$ -
5105010 Retirement Exp	\$ 593,909	\$ 48,014	\$ 641,923
5170040 Civln Actv Healthcr	\$ 900,073	\$ 61,991	\$ 962,064
5201025 Education Classes			\$ -
5201040 Fees to Prof. Contractors	\$ 33,467	\$ 3,861	\$ 37,328
5202010 Temporary Services	\$ -	\$ -	\$ -
5202020 Contractual Services - COSA	\$ 38,890	\$ 7,300	\$ 46,190
5203040 Adv and Publications	\$ 2,000	\$ 443	\$ 2,443
5203060 Binding & Printing	\$ 25,000	\$ 3,000	\$ 28,000
5203070 Subs to Publications	\$ 1,000	\$ -	\$ 1,000
5203080 Subs to Comp Serv	\$ 56,872	\$ 1,581	\$ 58,453
5203090 Transportation Fees	\$ 8,509	\$ 160	\$ 8,669
5204010 Linen&Laundry	\$ -		\$ -
5204020 Maint & Rep-Comrcl	\$ 567	\$ 500	\$ 1,067
5204050 Maintenance -Buildings	\$ 21,784	\$ 114	\$ 21,898
5204060 Cleaning Services	\$ 71,472	\$ 4,558	\$ 76,030
5204070 Rental of Field Equip	\$ -	\$ -	\$ -
5204090 Maint & Rep - Automotive	\$ 1,800	\$ -	\$ 1,800
5205010 Mail and Parcel Post	\$ 1,500	\$ -	\$ 1,500
5205020 Rental of Office Equipment	\$ 9,000	\$ 1,000	\$ 10,000
5205030 Rental of Other Equipment	\$ -	\$ -	\$ -
5207010 Official Travel (out of town)	\$ -	\$ -	\$ -
5208530 Alarm and Security Services	\$ 2,000	\$ 80	\$ 2,080
5301020 M&R Parts Automotive	\$ 1,000	\$ 500	\$ 1,500
5302010 Office Supplies	\$ 25,000	\$ 3,000	\$ 28,000
5304010 Food	\$ 10,000	\$ 1,200	\$ 11,200
5304075 Computer Software	\$ -	\$ -	\$ -
5304080 Other Commodities	\$ 10,000	\$ 1,000	\$ 11,000
5403040 Cellular Phone Service	\$ 28,350	\$ 3,700	\$ 32,050
5403060 Domain Names	\$ -	\$ -	\$ -
5403510 Wireless Data Communications	\$ 12,000	\$ 450	\$ 12,450
5403545 Motor Fuel and Lubricants	\$ 2,400	\$ 200	\$ 2,600

CITY OF SAN ANTONIO EARLY HEAD START/HEAD START PRE-K PROGRAM
FEBRUARY 1, 2023 TO JANUARY 31, 2024

	Ord 2022-09-29-0753 23-24 Head Start PK Program	Ord 2022-09-29-0752 Early HS	PROPOSED 23-24 EHS/HS Program
5404520 Software Licenses	\$ -	\$ 335	\$ 335
5404530 Gas and Electricity	\$ 28,455	\$ 1,815	\$ 30,270
5404540 Water and Sewer	\$ 2,918	\$ 186	\$ 3,104
5407032 DW Other	\$ 2,000	\$ 1,000	\$ 3,000
5407060 Relocation Expense	\$ 5,000	\$ -	\$ 5,000
5501000 Cap <5000 - Computer Equipment	\$ 5,000	\$ -	\$ 5,000
5501055 Cap <5000 - Mach & Equip Other	\$ 2,500	\$ 4,651	\$ 7,151
5501065 Cap <5000 - Furniture & Fix	\$ 2,500	\$ -	\$ 2,500
5701060 M&E Auto	\$ 75,000	\$ -	\$ 75,000
Total 13800000xxxx	\$ 7,230,747	\$ 572,658	\$ 7,803,405
13800000xxxx Head Start COSA - T&TA			
5101010 Regular Salaries	\$ -	\$ 2,512	\$ 2,512
5103005 FICA & Medicare Expense	\$ -	\$ 192	\$ 192
5103010 Life Insurance	\$ -	\$ 3	\$ 3
5105010 Retirement Exp	\$ -	\$ 311	\$ 311
5170040 CivIn Actv Healthcr	\$ -	\$ 356	\$ 356
5201025 Education - Classes	\$ 64,801	\$ 10,458	\$ 75,259
5201040 Fees to Prof. Contractors	\$ 43,543	\$ 12,500	\$ 56,043
5202020 Contractual Services	\$ 92,880	\$ -	\$ 92,880
5203060 Binding & Printing	\$ -	\$ 3,000	\$ 3,000
5207010 Official Travel (out of town)	\$ 25,447	\$ 7,000	\$ 32,447
5302010 Office Supplies	\$ 7,147	\$ 4,800	\$ 11,947
5304010 Food	\$ -	\$ 1,500	\$ 1,500
5304080 Other Commodities	\$ -	\$ 3,000	\$ 3,000
Total 13800000xxxx	\$ 233,818	\$ 45,632	\$ 279,450
13800000xxxx Edgewood ISD-Education			
5202040 Contractual Services T&TA - Subrecipient	\$ 11,193	\$ -	\$ 11,193
5202040 Contractual Services - Subrecipient	\$ 4,684,915	\$ 1,582,889	\$ 6,267,804
Total 13800000xxxx	\$ 4,696,108	\$ 1,582,889	\$ 6,278,997
13800000xxxx San Antonio ISD-Education			
5202040 Contractual Services T&TA - Subrecipient	\$ 32,311	\$ -	\$ 32,311
5202040 Contractual Services - Subrecipient	\$ 13,524,149	\$ -	\$ 13,524,149
Total 13800000xxxx	\$ 13,556,460	\$ -	\$ 13,556,460
13800000xxxx Head Start Support Services			
5202020 Contractual Services-UIW	\$ 77,480	\$ -	\$ 77,480
5202020 Contractual Services-Metro Health	\$ 273,740	\$ -	\$ 273,740
Total 13800000xxxx	\$ 351,220	\$ -	\$ 351,220
13800000xxxx Head Start In Kind			
6501010 In Kind Salaries	\$ 113,088	\$ 76,923	\$ 190,011
6503005 In Kind FICA / Social Security	\$ 8,651	\$ 5,885	\$ 14,536
6503010 In Kind Life Insurance	\$ 113	\$ 77	\$ 190
6504030 In Kind Civilian Active Healthcr	\$ 4,321	\$ 7,115	\$ 11,436
6505010 In Kind TMRS	\$ 14,023	\$ 9,538	\$ 23,561
6602025 In Kind Other Contractual	\$ 6,376,892	\$ 450,757	\$ 6,827,649
Total 13800000xxxx	\$ 6,517,088	\$ 550,295	\$ 7,067,383
TOTAL APPROPRIATIONS	\$ 32,585,441	\$ 2,751,474	\$ 35,336,915

KD
01/26/23
Item 21

ATTACHMENT II

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

1380000XXXX EHS/HEAD START 2023-2024	JOB CLASS	Head Start PK Ord 2022-09-29-0753	Early Head Start Ord 2022-09-29-0752	PROPOSED
HEAD START PROGRAM ADMINISTRATOR	2187	1		1
SR SPECIAL PROJECTS MANAGER	0095		1	1
SPECIAL PROJECTS MANAGER	0866	3		3
SENIOR MANAGEMENT COORDINATOR	0997	1		1
SENIOR MANAGEMENT ANALYST	0999	6		6
MANAGEMENT ANALYST	0046	13	3	16
FAMILY SUPPORT COORDINATOR	2290	1		1
SENIOR FAMILY SUPPORT WORKER	2461	5		5
FAMILY SUPPORT SUPERVISOR	2289	5		5
FAMILY SUPPORT WORKER	2283	54	2	56
CASE AIDE	0985	5		5
ADMINISTRATIVE ASSISTANT I	0040	2		2
ADMINISTRATIVE ASSISTANT II	0041	1		1
ADMINISTRATIVE ASSOCIATE	2063	1		1
FISCAL MANAGER	2216	1		1
FISCAL ANALYST	2218	3		3
ACCOUNTANT	2220	1		1
SENIOR ACCOUNTANT	2219	1		1
CLIENT SERVICES ANALYST	4014	1		1
DESIGN COMMUNICATIONS COORDINATOR	2142	1		1
		106	6	112