



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 11

**Agenda Date:** May 5, 2022

**In Control:** City Council A Session

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**DEPARTMENT:** Department of Human Services

**DEPARTMENT HEAD:** Melody Woosley

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Early Head Start-Child Care Partnership Grant Application and Personnel Complement

**SUMMARY:**

This ordinance authorizes the submission of a grant application and associated documents to the U.S. Department of Health and Human Services (HHS) for the City of San Antonio Early Head Start-Child Care Partnership (EHS-CCP) program and acceptance upon award of an amount up to \$3,017,836.00 for the period of August 1st, 2022 to July 31st, 2023. Funding in the amount of \$2,953,036.00 is for program operations and an additional \$64,800.00 is available for training and technical assistance. An additional \$754,459.00 is available for a required in-kind match for a total grant budget of \$3,772,295.00. This ordinance authorizes a personnel complement of 17 positions.

Furthermore, this ordinance authorizes the Director of Human Services to initiate, negotiate, and execute any and all necessary documents and a grant contract to effectuate the acceptance of the referenced grant, and to execute contract amendments pertaining to this contract, to include: a) carry-over funds, when ascertained and approved by the funding agency through a revised notice of award; b) line item budget revisions authorized by the funding agency; c) modifications to the performance measures authorized by the funding agency and listed in the contract so long as the terms of the amendment stay within the general parameters of the intent of the grant; d) no cost extensions; e) amendments which will provide supplemental grant funds to the grant by the

funding agency in an amount up to 20% of the total amount awarded to the grant; f) reimbursement increases of administrative funds for each participant served; g) amendments funding one time equipment purchases or defined program services; and h) changes in regulations mandated by the funding agency, if awarded and matching funds are available in City's budget.

## **BACKGROUND INFORMATION:**

The EHS-CCP grant program is a federally-funded program administered by HHS. The program provides early childhood education, family support and comprehensive support services to eligible children between the ages of six weeks through 35 months, and their families.

In 2015, the U.S. Department of Health and Human Services awarded the Department of Human Services (DHS) a grant to establish an Early Head Start - Child Care Partnership (EHS-CCP), an early childhood education and development program for low-income families with infants and toddlers (ages 6 weeks to 35 months) in addition to the City's Head Start preschool program for children ages 3 and 4 years old. EHS-CCP partners with six non-profit child care centers to expand access to high-quality comprehensive services for 216 low-income infants and toddlers and their families. EHS-CCP promotes physical, cognitive, social, and emotional development services in six childcare centers located in the San Antonio Independent School District (SAISD) and Edgewood Independent School District (EISD) while allowing parents to work or engage in training or education.

## **ISSUE:**

On February 24, 2022, the City received notification from HHS of available funding in the amount of \$3,017,836.00, for the period of August 1, 2022 to July 31, 2023. This ordinance authorizes budgetary, grant, and contract items to ensure continuation of EHS- CCP Program services for the period of August 1, 2022, to July 31, 2023. Funding will provide for the City's operational costs and provision of direct family and community support, health, and mental wellness services, including a personnel complement of 17 positions, and service provider operations.

The grant application is due to HHS on May 1, 2022. The 2022-2023 EHS-CCP grant application was approved by the Head Start Policy Council on March 22, 2022. Grant funds awarded for the 2022-2023 Program Year will provide for the continuation of EHS-CCP Program services and further the City's goal to improve the education and skill level of San Antonio area children and their families. Funding supports DHS operational costs that includes the provision of direct family and community support services and service provider operations.

Currently, the city authorizes 16 positions as a part of the grant. DHS is requesting approval to add an additional Special Projects Manager to the EHS-CCP Program staff personnel complement. The addition of the Special Projects Manager position will allow our program to increase quality within the established Early Education Services (EES) team which includes early education, disabilities, and mental wellness services. This position will oversee the EES team consisting of four Mentors who work directly with the six early education service child care providers serving over 85 classroom caregivers. This position will be responsible for managing and coordinating complex administrative projects associated with the high-quality delivery of program services and requires

specialized knowledge within the three areas of early education, disabilities, and mental wellness. Types of projects include the integration of trauma informed care (TIC) approach into the EHS-CCP program's coaching system, critical incident responses impacting children, staff and service providers and the integration of the Dual Language Learners support, Teaching Pyramid framework and professional development from First 3 Years which directly supports the social and emotional approach of providing care for our children. Adding the position elevates the current EES system to a higher quality model to better meet the needs of caregiving staff, children, and families.

#### **ALTERNATIVES:**

If this ordinance is not approved, HHS would identify another agency to provide EHS- CCP services in the EISD and SAISD service areas. This may delay the provision of services to the community and negatively impact currently enrolled children and families.

#### **FISCAL IMPACT:**

This ordinance authorizes the submission of a grant application and associated documents to the U.S. Department of Health and Human Services (HHS) for the City of San Antonio Early Head Start-Child Care Partnership (EHS-CCP) program and acceptance upon award of an amount up to \$3,017,836.00 for the period of August 1st, 2022 to July 31st, 2023. Funding in the amount of \$2,953,036.00 is for program operations and an additional \$64,800.00 is available for training and technical assistance. An additional \$754,459.00 is available for a required in-kind match for a total grant budget of \$3,772,295.00. This ordinance authorizes a personnel complement of 17 positions. There is no impact to the General Fund.

#### **RECOMMENDATION:**

Staff recommends approval of this ordinance authorizing submission of a grant application, and associated grant documents, and acceptance of funds upon award, a budget, and associated program personnel complement.