



# City of San Antonio

## Agenda Memorandum

**File Number:**

---

**Agenda Item Number:** 37

**Agenda Date:** September 29, 2022

**In Control:** City Council A Session

---

**DEPARTMENT:** Department of Human Services

**DEPARTMENT HEAD:** Melody Woosley

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Early Head Start (EHS) Grant Refunding Application

**SUMMARY:**

The Department of Human Services (DHS) requests approval of the following grant and budgetary actions for the City's Head Start program:

- a) Submitting an Early Head Start grant application and associated grant documents to the U.S. Department of Health and Human Services (HHS), and acceptance upon award of federal funds in an amount up to \$2,201,179.00 for the period of February 1, 2023, to January 31, 2024; and
- b) Authorizing a total program budget of \$2,751,474 including an in-kind match of \$550,295.00 and a personnel complement of 6 positions for DHS.

This ordinance also authorizes the Director of Department of Human Services to initiate, negotiate, and execute any and all necessary documents associated with this grant 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 mandated.

## **BACKGROUND INFORMATION:**

The DHS Early 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. In collaboration with EISD, the DHS Early Head Start grant provides early childhood education and development for income eligible families with infants and toddlers (ages 6 weeks to 35 months). DHS EHS partners with EISD to provide high-quality comprehensive services for 128 – 104 center-based and 24 home-based infants and toddlers and their families that will continue to raise the quality of early childhood care and education of children in the service area. EHS center-based services are offered at the Stafford Early Childhood Center which also serves as a Head Start PreK campus. DHS EHS provides full-day, full-year comprehensive services that meet the needs of our most vulnerable children and families, enhance access to high-quality child care, and support the development of infants and toddlers through strong relationship-based experiences. DHS EHS, Edgewood ISD, San Antonio Metropolitan Health District (Metro Health), Family Service Association and the University of the Incarnate Word (UIW) partner to prepare children and families for a successful transition to preschool.

## **ISSUE:**

On July 15, 2022, DHS received notification from HHS of available funding, for the fourth year of the five-year project period, in the amount of \$2,201,179.00, for the period of February 1, 2023, to January 31, 2024. This ordinance authorizes budgetary, grant, and contract related items to ensure continuation of EHS Infant and Toddler Program services for the period of February 1, 2023, to January 31, 2024. Funding will provide for DHS's operational costs and provision of direct family and community support and mental wellness services, including a personnel complement of 6 positions, and service provider operations.

The grant application is due to HHS on November 1, 2022. The 2023-2024 Early Head Start grant applications was approved by Head Start Policy Council on September 27, 2022. Awarded grant funds for the 2023-2024 Program Year will provide for the continuation of Early Head Start Program services and the City's policy of enhancing early childhood education. The DHS EHS personnel complement will remain at 6 positions.

## **ALTERNATIVES:**

If this ordinance is not approved, the Office of Head Start would have to identify a different recipient of the grant, which may interrupt services to eligible EHS families and children. EHS would not be able to provide program services to 128 children or their families.

## **FISCAL IMPACT:**

This ordinance approves the submission of an EHS grant application and associated grant documents to the U.S. Department of Health and Human Services (HHS), and acceptance upon award of an amount up to \$2,201,179.00 for the period of February 1, 2023 to January 31, 2024; and authorizing total program budget of \$2,751,474.00 including an in-kind match of \$550,295.00 and a personnel complement of 6 positions for DHS.

**RECOMMENDATION:**

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