



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 38

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:

Head Start 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 a 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 \$26,068,353.00 for the period of February 1, 2023, to January 31, 2024;
- b) Authorizing total program budget of \$32,585,441.00 including an in-kind match of \$6,517,088.00;
- c) Authorizing an increase of the Head Start personnel complement from 100 to 106 positions; and
- d) The approval of the updated Head Start Policy Council Bylaws.

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 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 by HHS.

BACKGROUND INFORMATION:

The City of San Antonio Head Start Program is a federally funded program administered by U.S. Department of Health and Human Services (HHS). Head Start focuses on the development of the next generation of leaders in our inner-city communities. The program provides early childhood education, family support, and comprehensive support services to eligible children between the ages of three years and five years, and their families. The Department of Human Services Head Start Program (DHS Head Start) is unique in that the partnership between the City of San Antonio, San Antonio Independent School District (SAISD) and Edgewood Independent School District (EISD) was developed with the intent of targeting inner city school systems in areas of greatest need.

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 serves a total of 3,020 children: 777 children in the EISD and 2,243 children in the SAISD. As the program grantee, the comprehensive services approach positively impacts families and holistically addresses the needs of children. DHS Head Start contracts with EISD and SAISD for the provision of educational and disability services, the Metropolitan Health District for dental services, and University of the Incarnate Word for health services.

ISSUE:

On July 15, 2022, DHS received notification from HHS of available funding, for the fifth year of the five-year project period, in the amount of \$26,068,353.00, for the period of February 1, 2023, to January 31, 2024. This ordinance authorizes budgetary, grant, and contract related items to ensure continuation of Head Start Pre-K 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 106 positions, and service provider operations.

The grant application is due to HHS on November 1, 2022. The 2023-2024 Head Start grant application 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 the Head Start Program services and the City's policy of enhancing early childhood education

Additionally, the DHS Head Start Program will add one permanent Management Analyst for Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) position to the program to assist with recruitment and enrollment of Head Start children. Since the inception of the pandemic, the DHS Head Start Program enrollment has hovered between 60% and 80% of

enrollment. Adding a staff member expert in determining eligibility, recruiting, and enrolling families, will benefit the program to achieve full enrollment.

The Program will also add one Client Service Analyst – Information Technology (IT). This position will provide IT support to more than 100 Head Start staff members in all three programs. The Client Service Analyst (IT) will maintain essential IT operations including operating systems, security tools, applications, servers, hardware, and provide support services to staff.

The Program will add four permanent Family Support Workers (FSWs) to our current contingency of 50 FSWs. The increase will allow for lower caseloads from an average of 60 families to 56, which will allow FSWs to provide higher quality services to families. Head Start industry best practice is 50 families per caseload and the City of San Antonio is moving towards this goal.

Finally, DHS Head Start Program requests approval of edits to the Head Start Policy Council Bylaws. The Head Start Act Section 642(c)(2)(D)(v) states “the policy council shall approve and submit to the governing body decisions about the Bylaws for the operation of the policy council.” Changes to the Bylaws include updating alternates for community members, increasing the term of Policy Council members from three years to five years, update absences notification, and updating the Secretary job duties. Head Start Program Performance Standards 1301.3 (d) (3) states the policy council must include in its bylaws how many one-year terms, not to exceed five terms, a person may serve.

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 Head Start families and children in SAISD and EISD.

FISCAL IMPACT:

This ordinance approves the submission of a Head Start 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 \$26,068,353.00, for the period of February 1, 2023, to January 31, 2024; and authorizing total program budget of \$32,585,441.00 including an in-kind match of \$6,517,088.00. This ordinance also authorizes an increase of the Head Start personnel complement from 100 to 106 positions, and the approval of the Head Start Policy Council Bylaws.

RECOMMENDATION:

Staff recommends approval of this ordinance authorizing submission of the Head Start grant applications, the increase to the Head Start personnel complement, and the approval of the Head

Start Policy Council Bylaws.