

# City of San Antonio



## AGENDA Head Start Policy Council

---

**Tuesday, April 14, 2020**

**6:15 PM**

**Teleconference: 1(415) 655 -0001,  
Access Code: 280 339 663**

---

To protect the health and safety of the public and limit the potential spread of COVID-19, the Department of Human Services Head Start Policy Council will conduct a Special Meeting beginning at 6:15pm via a telephone conference call on the date listed above. These meeting standards are based upon the various suspended provision of the Open Meetings Act issued by the Texas governor in response to the COVID-19 crisis. These modified standards shall remain in place until further notice or until the state disaster declaration expires or is otherwise terminated by the Texas governor.

The Policy Council will consider the following matters for possible action:

### **Call to Order**

### **Roll Call**

**Public Comments:** [If a member of the public would like to provide comment to the Head Start Policy Council on related matters, please email comments to [andrea.martinez@sanantonio.gov](mailto:andrea.martinez@sanantonio.gov) before 4pm on the day of the meeting to be read out loud to the Policy Council, or call (210) 206-5544 and leave a call back number for staff to contact them during the meeting time. Each comment will be kept to 3 minutes.]

**\*Members of the public may provide comment on any agenda item by the email or telephone number provided above, consistent with procedural rules governing Board meetings and state law. Members of the public may listen to the live meeting by calling toll-free +1(415)-655-0001 and dialing the access code, 280 339 663.**

### **Briefing and Possible Action**

1. Early Head Start- Child Care Partnership (EHS-CCP) Continuation Application for Approval

### **Adjournment**



**HEAD START POLICY COUNCIL MEETING**

**Telephone Meeting**

**April 14, 2020**

**6:15 P.M.**

**HEAD START OFFICE**

<b>Members Present</b>	Early Head Start-Child Care Partnership (EHS-CCP): Tanya Bocanegra Edgewood Independent School District (EISD): Jessica Ruiz, Yvanimarie DeJesus San Antonio Independent School District (SAISD): Joe Betty Garcia Community Representative: Jeremiah Rivera, Alice Alvarez
<b>Alternate Members Present</b>	SAISD: Melinda Pena, Nancy Gallegos, EHS-CCP West: Janice Garcia
<b>Members Absent</b>	EHS-CCP: Rosalinda Huereca Pena, Christian Charles EISD: Araceli Elena Martinez, Rebeca Anguiano SAISD: Naomi Castellanos, Becky Maldonado, Josefina Macias, Meeta Helms

**I. CALL TO ORDER**

2019-2020 Chair, Ms. Tanya Bocanegra called the meeting to order at 6:20 p.m.

**II. ROLL CALL**

Chair, Ms. Tanya Bocanegra asked Ms. Andrea Martinez to take the Roll Call noting a quorum with the following Policy Council members present:

Present: Tanya Bocanegra, Joe B. Garcia, Jessica Ruiz, Yvanimarie De Jesus, Jeremiah Rivera, Alice Alvarez, Janice Garcia, Melinda Pena, and Nancy Gallegos

**III. PUBLIC COMMENTS**

None to Report

**IV. BRIEFING AND POSSIBLE ACTION (a-i)**

**a) 2020-2021 Early Head Start-Child Care Partnership Continuation Application for Approval**

Chair, Tanya Bocanegra asked Ms. Rhonda Roach to present the 2020-2021 Early Head Start-Child Care Partnership Continuation Application for approval. Ms. Roach stated the notification received from the Office of Head Start to submit the non-competitive continuation application for the fiscal year August 1, 2020 through July 31, 2021 in the amount of \$3,559,415 of this amount \$2,787,732 is for program operation, \$64,800 is for training and technical assistance, and \$711,883 is in-kind. Ms. Roach stated with this continued finding it will allow the program to continue services for 216 infants and toddlers in six child care centers with in the Edgewood and San Antonio ISD school districts. Ms. Roach discussed the use of data, monitoring, staffing, and the needs of the program. Ms. Roach stated the application includes re-distribution of slots from to continue to serve 216 children and proposing a change. Ms. Roach discussed

the proposed change and refer to the packet with the application of the re-distribute sixteen slots from Ella Austin Community Center Program, eight slots will be moved to Blesses Sacramento Academy and eight will be moved to Healy Murphy Center. This will provide Blessed Sacramento Academy with 36 slots, Ella Austin with 48 slots, Healy Murphy with 64 slots, Inman Christian with 28 slots, Seton Home with 20 slots, and YWCA with 20 slots, to continue to provide services to 216 infant and toddlers. Ms. Roach stats 26 children are eligibility to transition from Ella into head start program and will not impact our current enrollment. A question was asked by member Nancy Gallegos to where the slots being taken from, Ms. Roach are reiterated the slots are being re-distributed from Ella Austin 64 slots, 8 are going to Blessed Sacramento and 8 are going to Healy Murphy with Ella Austin to remain with 48 slots for the next program year. There was no further discussion.

Chair, Tanya Bocanegra asked for a motion to approve the 2020-2021 Early Head Start-Child Care Partnership Continuation Application with minor edits for Approval.

**Motion:** Ms. Jessica Ruiz moved to approve 2020- 2021 Early Head Start-Child Care Partnership Continuation Application with minor edits for approval.

**Seconded (2<sup>nd</sup>):** Ms. Joe B Garcia

Chair, Tanya Bocanegra asked Ms. Andrea Martinez to read each members name that are in favor.

**Members in Favor:** Tanya Bocanegra, Joe Betty Garcia, Jessica Ruiz, Yvanimarie De Jesus, Jeremiah Rivera, Alice Alvarez, Janice Garcia, Melinda Pena, and Nancy Gallegos

**Vote:** All in favor (unanimous)

## V. ADJOURNMENT

**Motion:** Ms. Jessica Ruiz moved to adjourn the meeting.

**Seconded (2<sup>nd</sup>):** Ms. Janice Garcia

Chair, Tanya Bocanegra asked Ms. Andrea Martinez to read each members name that are in favor.

**Members in Favor:** Tanya Bocanegra, Joe Betty Garcia, Jessica Ruiz, Yvanimarie De Jesus, Jeremiah Rivera, Alice Alvarez, Janice Garcia, Melinda Pena, and Nancy Gallegos

**Vote:** All in favor (unanimous) – The motion carried.

**Chair, Tanya Bocanegra, adjourned the meeting at 6:41 pm.**

Tanya Bocanegra

Chair

04/14/2020

Date

# **BRIEFING AND POSSIBLE ACTION**

---

# Early Head Start- Child Care Partnership (EHS-CCP) Continuation Application for Approval



**CITY OF SAN ANTONIO**  
**Department of Human Services**

**DATE:** March 10, 2020

The U.S. Department of Health and Human Services (HHS) requires all Head Start grantees to submit an annual continuation refunding application which allows for the continuation of program funding and services for the upcoming grant year. The City of San Antonio, Department of Human Services, Early Head Start – Child Care Partnership Program (DHS EHS-CCP) started a new five-year grant cycle on August 1, 2019.

The program is in the closing months of the first year in this five year cycle and has been notified by HHS to submit a non-competing continuation application for fiscal year 2020-2021. The total amount in available funding is \$3,559,415. Of this amount, \$2,782,732 is for program operations, \$64,800 is for training and technical assistance, and \$711,883 is in-kind (local contribution). DHS EHS-CCP will continue to provide services to 216 children within six child care service providers within the San Antonio and Edgewood Independent School Districts. The redistribution of slots for the 2020-2021 program year is attached.

The grant application process includes:

- 1.) Head Start Policy Council to review and approve the application on March 24, 2020;
- 2.) Community Action Advisory Board review and approve the application on April 2, 2020;
- 3.) City Council to review and approve the application on April 16, 2020;
- 4.) Submission of the approved grant application to the U.S. Department of Human Services on May 1, 2020.

The application packet consists of the following:

Application and Budget Justification Narrative (60 page limit)
Results of Self-Assessment and Improvement Plan
Governing Body and Policy Council Decisions
Selection Criteria for selecting children for program enrollment
Cost Allocation Plan
Training and Technical Assistance Plan
Annual Report to the public
Program Goals, optional
Other Supporting Documents
Sample Partnership Contracts

If you have any questions, please do not hesitate to call or email me any time.

Respectfully,

Rhonda Roach, MPA  
Special Projects Management  
Head Start | Department of Human Services  
1227 Brady Blvd. | San Antonio, Texas 78207  
Tel: (210) 206-5516 | [rhonda.roach@sanantonio.gov](mailto:rhonda.roach@sanantonio.gov)

**Early Head Start – Child Care Partnership Year-to-Year**

<b>2019-2020 EHS-CCP Program Budget</b>				
<b>TOTALS BY CATEGORY/CLASS</b>	<b>Program Operations</b>	<b>T&amp;TA</b>	<b>Non Federal</b>	<b>Total Budget</b>
SALARIES	\$738,116.00	\$23,796.00	\$0.00	\$761,912.00
FRINGE	\$267,594.00	\$8,333.00	\$0.00	\$275,927.00
TRAVEL	\$0.00	\$5,330.00	\$0.00	\$5,330.00
EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00
SUPPLIES	\$3,600.00	\$7,091.00	\$0.00	\$10,691.00
CONTRACTUAL	\$1,742,550.00	\$18,250.00	\$429,200.00	\$2,190,000.00
OTHER	\$30,872.00	\$2,000.00	\$282,683.00	\$315,555.00
<b>TOTALS</b>	<b>\$2,782,732.00</b>	<b>\$64,800.00</b>	<b>\$711,883.00</b>	<b>\$3,559,415.00</b>

<b>Service Providers Allocation</b>	<b>Number of Children</b>	<b>Amount</b>
Blessed Sacrament Academy CDC	28	\$215,600.00
Ella Austin Community Center	64	\$492,800.00
Healy Murphy Center, Inc.	56	\$431,200.00
Inman Christian Center	28	\$215,600.00
Seton Home	20	\$154,000.00
YWCA – Olga Madrid CDC	20	\$154,000.00
<b>Total</b>	<b>216</b>	<b>\$1,663,200.00</b>

<b>2020-2021 EHS-CCP Program Budget</b>				
<b>TOTALS BY CATEGORY/CLASS</b>	<b>Program Operations</b>	<b>T&amp;TA</b>	<b>Non Federal</b>	<b>Total Budget</b>
SALARIES	\$745,538.00	\$29,026.00	\$0.00	\$774,564.00
FRINGE	\$273,304.00	\$9,446.00	\$0.00	\$282,750.00
TRAVEL	\$0.00	\$4,160.00	\$0.00	\$4,160.00
EQUIPMENT	\$2,897.00	\$0.00	\$0.00	\$2,897.00
SUPPLIES	\$2,500.00	\$5,538.00	\$0.00	\$8,038.00
CONTRACTUAL	\$1,732,800.00	\$14,630.00	\$429,200.00	\$2,176,630.00
OTHER	\$25,693.00	\$2,000.00	\$282,683.00	\$310,376.00
<b>TOTALS</b>	<b>\$2,782,732.00</b>	<b>\$64,800.00</b>	<b>\$711,883.00</b>	<b>\$3,559,415.00</b>

<b>Service Providers Allocation</b>	<b>Number of Children</b>	<b>Amount</b>
Blessed Sacrament Academy CDC	36	\$277,200.00
Ella Austin Community Center	48	\$369,600.00
Healy Murphy Center, Inc.	64	\$492,800.00
Inman Christian Center	28	\$215,600.00
Seton Home	20	\$154,000.00
YWCA – Olga Madrid CDC	20	\$154,000.00
<b>Total</b>	<b>216</b>	<b>\$1,663,200.00</b>



**Department of Human Services**

**Early Head Start – Child Care Partnership Program**

**Continuation Application**

**Program Year 2020-2021**

**Project Description**

The City of San Antonio, Department of Human Services, Early Head Start-Child Care Partnership Program (heretofore, DHS EHS-CCP or DHS EHS-CCP Program) submits the enclosed application for consideration of continued program operations and training and technical assistance funding for the period of August 1, 2020 through July 31, 2021. This application provides information on updates from 2018-2019 and 2019-2020 program year's operations and details 2020-2021 planned services and improvements. DHS EHS-CCP will continue program services in six non-profit agencies offering child care services located within two of the 19 school districts within Bexar County: Edgewood Independent School District (EISD) and San Antonio Independent School District (SAISD). Located in the central area of Bexar County and in the inner-city of San Antonio, the geographic areas of the two school districts collectively have the highest demonstrated need for program services based on the program's community assessment. Due to having some of the city's highest high poverty rates, a multitude of risk factors exist, which limits the opportunities for families to achieve successful outcomes for themselves and their children.

In collaboration with the non-profit service providers, DHS EHS-CCP will operate an EHS-CCP Program that continues to raise the quality of early childhood care and education of children in the proposed service area. DHS EHS-CCP will provide full-day, full-year,



comprehensive services that meet the needs of our most vulnerable children and families, enhance access to high-quality child care, support the development of infants and toddlers through strong relations-based experiences. DHS EHS-CCP, San Antonio Metropolitan Health District (Metro Health), and the University of the Incarnate Word, will prepare children and families for a successful transition to preschool. DHS EHS-CCP will continue to leverage child care subsidies investments to improve the quality and availability of quality infant and toddler care.

Through this grant application, DHS EHS-CCP is requesting funding in the amount of \$2,782,732 for program operations and \$64,800 for training and technical assistance to continue its EHS-CCP Program services to 216 children.

The DHS EHS-CCP Program is strengthened by the robust commitment of local leaders to provide the highest quality Head Start services possible, including the City of San Antonio Mayor, City Council, and City Manager. DHS EHS-CCP and its child care service providers have both the capacity and the commitment to carry out the Program's mission: *Preparing children and engaging families for school readiness and life-long success*. DHS Head Start services are centered on high-quality early childhood education, family engagement, and school readiness initiatives to improve outcomes for children, families and the City of San Antonio's center city community.

### **Program Design and Approach to Service Delivery**

#### **Sub-Section A: Goals**

##### **1. What are your Program Goals, Measurable Objectives, and Expected Outcomes for the project period?**

At the time of the application, updates are indicated in the below table to reflect the final

outcomes of the 2018-2019 program year. Table 1 below presents the specific outcome measures the DHS EHS-CCP Program accomplished within the 2018-2019 program year.

The DHS Head Start Program, including both the EHS-CCP and the prekindergarten Head Start, operates within a set of three carefully crafted program goals that directly address the well-being of both EHS-CCP and Head Start children and their families.

The objectives were updated during a strategic planning session in November 2019 that included DHS Head Start Program stakeholders, EHS-CCP site staff and administrators, Head Start Policy Council and Governing Body and Advisory Committee (more information is provided in Sub-Section C: Governance, Organizational, and Management Structures regarding the added Advisory Committee) members, parents, community leaders, and subject matter experts.

**Table 1- DHS Head Start Program Goals and Objectives**

Program Goals	Measurable Objectives	2018-2019 Progress
<p><b>Goal 1</b> Education: Prepare children to succeed in school and life</p>	<ul style="list-style-type: none"> <li>▪ Increase the annual Infant Classroom Assessment Scoring System (CLASS) score by .5 from 4.84 in Responsive Caregiving in 2017-2018 to 5.34 2022-2023.</li> <li>▪ Increase the annual Toddler Classroom Assessment Scoring System (CLASS) scores by .5 in each domain, from 5.37 in Emotional and Behavioral Support and 3.33 in Engaged Support for Learning in 2017-2018 to 5.87 in Emotional and Behavioral Support and 3.83 in Engaged Support for Learning by 2022-2023.</li> <li>▪ Increase the percentage of children enrolled in the EHS-CCP Program that show six months or more of developmental growth in all six domains on the Early Learning Accomplishments Profile (E-LAP) from BOY to EOY by 5% from</li> </ul>	<p>DHS EHS-CCP continues to make progress towards achieving the objectives related to Goal 1. During the 2018-2019 school year, the program conducted CLASS observations in 100% of our classrooms. During the 2018-2019 school year, the program scored a. 5.0 in Responsive Caregiving. The program scored 5.32 in Emotional and Behavioral Support and 3.5 for Engaged Support for Learning.</p> <p>Additionally, the percentage of children that showed six months of growth in all seven E-LAP domains from BOY to EOY decreased to 17%</p> <p>The percentage of children that showed six months or more</p>

	<p>31% in 2017-2018 to 36% in 2022-2023.</p> <ul style="list-style-type: none"> <li>▪ Increase the percentage of children enrolled in the EHS-CCP Program that show six months or more of developmental growth in all seven domains on the Learning Accomplishments Profile-3rd Edition (LAP-3) from BOY to EOY by 5% from 41% in 2017-2018 to 46% in 2022-2023.</li> <li>▪ Decrease the percentage of children enrolled in the EHS-CCP Program with chronic absenteeism by 2.5% from 46% in 2017-2018 to 43.5% in 2022-2023.</li> </ul>	<p>growth in all seven LAP-3 domains from BOY to EOY increased to 49%. The goal to decrease the percentage of children enrolled in the EHS-CCP Program with chronic absenteeism was surpassed with a current rate of 32%</p>
<p><b>Goal 2</b> Family Support: Promote the well-being of families to enable them to support their children’s learning and development</p>	<ul style="list-style-type: none"> <li>▪ Increase the number of families who complete high school/GED by 10% from 409 in 2016-2017 to 449 in 2022-2023.</li> <li>▪ Increase the number of families who complete a job training program by 10% from 145 in 2016-2017 to 160 in 2022-2023.</li> <li>▪ Increase the percentage of Family Life Practice goals achieved by 5% from 87% in 2016-2017 to 92% in 2022-2023.</li> <li>▪ Increase the percentage of families who receive at least one support service, such as emergency assistance, parenting education, or job training and higher education services, by 5% from 79% in 2016-2017 to 84% in 2022-2023.</li> </ul>	<p>DHS EHS-CCP continues to work with parents to achieve their educational goals. During the 2018-2019 school year, 37 families completed high school or earned their GED. Our program assisted 33 families to complete a job training program.</p> <p>Family and Community Support staff engage with families in a goal setting process. During the 2018-2019 school year 86% Family Life Practice Goals were achieved by families.</p>
<p><b>Goal 3</b> Health: Children are healthy and ready to learn</p>	<ul style="list-style-type: none"> <li>▪ Increase the percentage of children who are up-to-date on TX EPSDT requirements at the end of the school year by 8% from 78% in 2016-2017 to 86% in 2022-2023.</li> </ul>	<p>During the 2018-2019 school year, the percentage of children with up-to-date TX EPSDT requirements was 90% and the percentage of children that</p>

	<ul style="list-style-type: none"> <li>▪ Increase the percentage of children who receive services following a referral for hearing and vision concerns. The baseline will be established in 2018-2019 with a percentage increase determined in 2019-2020.</li> <li>▪ Increase the percentage of children identified as Class2 that are designated treatment complete by the end of the program year by 13% from 32% in 2016-2017 to 45% in 2022-2023.</li> <li>▪ Increase the average score on the Wellness Assessment. The baseline will be established in 2018-2019 with a percentage increase determined in 2019-2020.</li> </ul>	<p>received services following a hearing screening was 61% and 46% following a vision screening. Ensuring children receive treatment for dental concerns continue to be a focus for the program.</p> <p>During the 2018-2019 school year 50% of children identified as Class 2 were designated as treatment complete at the end of the year. DHS Head Start continues to focus on wellness support services for children and families. DHS Head Start will continue to partner with the University of Incarnate on the implementation of a wellness survey during the 2019-2020 school year to ensure content area support and information meets the health needs of families enrolled in Head Start.</p>
--	--	---

**2. Explain how your program’s School Readiness Goals align with the Head Start Early Learning Outcomes Framework: Ages Birth to Five, state and tribal early learning guidelines, as appropriate, and requirements and expectations of the local schools where children will transition.**

At the time of this application, there have been no additions, deletions, or revisions to the DHS Head Start School Readiness Goals. In June 2016, DHS Head Start held its first annual School Readiness Summit. The focus of the School Readiness Summit was to develop a set of school readiness goals for children from birth to age five. The School Readiness Summit team included DHS Head Start and EHS-CCP staff, teachers, site and non-profit service providers’ administrators, community members, and parents/guardians. Learning outcomes aligned to the

Head Start Early Learning Outcomes Framework (HSELOF) were prioritized, and the team developed a set of goals. In July 2017, the team revised the school readiness goals for each of the five central Head Start domains and created a single set of School Readiness Goals for all of the children, 0-5 years of age and objectives based on the goals and indicators in the HSELOF. In 2019, the Education Advisory Committee and the Head Start Policy Council voted to continue to use the established School Readiness Goals for the five year grant period.

Nine School Readiness goals within five central domains resulted from this collaborative and data-driven process. The five domains are: 1) Approaches to Learning, 2) Social and Emotional Development, 3) Language and Literacy, 4) Cognition and 5) Perceptual, Motor, and Physical Development.

School readiness information is presented at individual family meetings at the point of the child entering into the EHS-CCP Program, Governing Body meetings, Policy Council meetings, Parent Connection Committee meetings, conferences, trainings and handouts to ensure all families are informed of the focus on school readiness. DHS EHS-CCP Program provides engagement opportunities for parents/guardians to prepare their children to be ready to learn as they transition to kindergarten. DHS EHS-CCP will continue to use the monthly School Readiness Home Learning Activities tool. DHS EHS-CCP parents/guardians receive a sheet of 15 suggested activities that directly support positive child relationships, language and literacy and other domains of learning. Activities were developed by EHS-CCP Grantee staff based on the program's designated curriculum, child developmental assessment and parenting curriculum. Families log their completion on the monthly School Readiness Home Learning Activities chart and return to the child care service provider. A total of 18,071 activities were completed during the 2018-2019 program year an increase of 1,489 activities during the eleven month collection period from the

2017-2018 program year. DHS EHS-CCP parents/guardians spent 5, 084 hours in structured activities supporting positive parent child interactions.

Teachers, child care service providers participate in children's transitions: whether it is from home to EHS-CCP, from EHS-CCP to Head Start and/or from EHS-CCP to other parent choice pre-kindergarten programs. DHS Pre-K Head Start district site administrators participate at EHS-CCP parent meetings held at the child care service providers' locations. In addition, school district staff and education and disabilities coordinators meet with the parents and tours are provided to the parents to facilitate that schools are ready for the children to enter pre-kindergarten Head Start.

**3. Discuss how your program involved governing body, policy council, and parents in developing the Program Goals.**

DHS EHS-CCP develops its program goals through its Five-Year Strategic Planning process. The Five-Year Strategic Planning process is purposefully designed as a very inclusive process incorporating the feedback and input from diverse perspectives, including the San Antonio City Council's (the Governing Board), Community Health and Equity Committee, Community Action Advisory Board, Head Start Policy Council (HSPC), Head Start parents, and including other community stakeholders. Each of these groups is invited and encouraged to participate in the Quarterly Self-Assessment Data reviews and Annual Five-Year Strategic Plan events. During the events, the members actively participate by providing recommendations and asking questions regarding program data and goals. All participants assist in the development of the short-term and long-term goals during the 5-Year Strategic Plan event; and, the Governing Board and HSPC review and approve the final Self-Assessment report, School Readiness goals, and 5-year Strategic Plan.

## **Sub-Section B: Service Delivery**

### **1. Service and Recruitment Area (see 1302.11(a) and 1302.13):**

At the time of this application, there have been no additions, deletions, or revisions to this section. The service area for DHS EHS-CCP includes families living and working in EISD and SAISD district boundaries. The central and southern portions of the City of San Antonio have greater concentrations of poverty and age and income-eligible children than other areas of the city. The Community Assessment also indicates that many children in the two school districts are in families with limited resources which could benefit from being in the quality early childhood programs such as the EHS-CCP Program.

### **2. Needs of Children and Families:**

DHS Head Start, including both the EHS-CCP and Pre-K programs, actively recruits families most in need of EHS-CCP services in addition to families receiving child care subsidies. Recruitment efforts begin annually in the late winter or spring and continue throughout the year. The recruitment strategies include a multimedia campaign, participation in community events, canvassing neighborhoods, billboards, newspaper advertising, social media, and referrals with other agencies. Recruitment plans are developed and approved annually by the Governing Body and HSPC. DHS EHS-CCP utilizes a selection criteria points matrix system which weighs vulnerability factors such as income, homelessness, foster care status, disability status, English proficiency, parental/guardian marital status, parental/guardian employment/training status, Child Care Services (CCS) and child age status. At a minimum, 10% of the program's annual enrollment is comprised of children with disabilities, though the program frequently exceeds this threshold.

According to the DHS 2019 updated Community Assessment, there are an estimated total of 26,998 eligible children under five years of age within the DHS Head Start service area, including

22,906 within SAISD and 4,092 within EISD. The service area also contains a higher concentration of Hispanic residents than most other Bexar County school districts, with SAISD comprised of approximately 79% Hispanic residents, and EISD comprised of approximately 95% Hispanic residents. Both SAISD and EISD have greater proportions of Hispanic residents than does Bexar County (60%) and the state of Texas (39%). Also, 54% of SAISD residents and 70% of EISD residents speak a language other than English, generally Spanish in EISD (70%) and SAISD (53%).

Additional needs and considerations of DHS Head Start children and families stem from many participants and families being homeless, experiencing foster care, and/or having a disability. The 2018-2019 Program Information Report (PIR) for the DHS EHS-CCP Program, showed 95 families served by the DHS EHS-CCP program experienced homelessness with 17 children in the foster care system. In 2018-2019 program year, 48 children served by the DHS EHS-CCP Program were determined to have a disability.

The average educational attainment among adult residents of EISD and SAISD residents is less than that of the city, county, state, and nation. Almost one-third of the population of SAISD residents and half of the population of EISD have not completed a high school diploma. Only 14% of SAISD residents and 5% of EISD residents had earned at least a Bachelor's degree, compared to the city of San Antonio (26%), and Bexar County (27%). Households in EISD and SAISD rely on public assistance. Almost one-third of EISD households and one-quarter of SAISD households use Supplemental Nutrition Assistance Program (SNAP) and 13% of EISD and 11% of SAISD households rely on Supplemental Security Income (SSI). Temporary Assistance for Needy Families (TANF) and Women, Infants and Children (WIC) are other public assistance programs utilized in the Head Start service area. Local government and non-profit organizations provide additional support services to the DHS Head Start families. Metro Health provides Immunizations and Dental



Services to the SAISD and EISD service area, and the San Antonio Food Bank provides food and grocery products to children and families in the DHS Head Start Program.

As noted in the 2019 Community Assessment, there are 99 facilities that serve children 0-2 years of age and 112 facilities that serve children three to four years of age in EISD and SAISD service areas. Additionally, a deficit exists between the available capacity of these centers and the number of age eligible children residing within both districts. The highest deficit exists with the 0-2 year age range with approximately 8,922 EHS age-eligible children substantiating the continual need for high quality infant and toddler care. To compound the challenge, of the 82 licensed centers in SAISD, only seven had achieved a quality designation (Texas Rising Star – Texas' Quality Rating and Improvement System and/or National Association for the Education of Young Children). Four of the *quality-certified centers* are part of DHS' EHS-CCP program.

### **3. Proposed Program Option(s) and Funded Enrollment Slots:**

DHS EHS-CCP Program will continue to utilize a 10 hour day, center-based program option. Surveys conducted by the DHS Head Start and results from the 2019 Community Assessment reflect parents' need for 10 hour day services. DHS EHS-CCP child care service providers will feature operating hours that aligned with the needs of the parents who are working or in training.

Child care service providers operate at a minimum 48 weeks, 240 days, five days per week, 10 hours per day (average 7:30am to 5:30pm; times may vary by site). The DHS EHS-CCP staff connect families to Child Care Services (CCS) and other resources to ensure extended care and wraparound services are available to accommodate working families when care is needed passed the 10 hour program day.

The current program model has an advanced system of program planning that incorporates

members of the DHS Head Start and service provider staff, HSPC, Governing Body (Economic and Workforce Development Committee), Community Action Advisory Board and community stakeholders. These groups engage in the data review process, as well as, focused annual and ongoing program planning to ensure continuous improvement and high-quality services to meet the needs of children and families served within the community.

#### 4. Centers and Facilities:

At the time of this application, there have been no additions or deletions. However, there is one revision to the 2020-2021 program year regarding slot allocations. DHS EHS-CCP Program continues to contract with six child care service providers to deliver direct education services. All six center city child care service providers are located within EISD and SAISD area. For the 2020-2021, the program year maintains services with all six child care service providers. There will be a redistribution of slots across the current child care service providers based on an analysis of need and resources available to our community. Table 2. provides the comparison of child care provider slots and contract allocations from the 2019-2020 program year to the 2020-2021 program year.

**Table 2. Slot and Contract Allocations per Child Care Service Providers**

<b>Child Care Service Providers</b>	<b>2019-2020 Allocations</b>	<b>2019-2020 Contracts Allocation</b>	<b>2020-2021 Allocations</b>	<b>2020-2021 Contract Allocations</b>
Blessed Sacrament Academy	28	\$215,600	36	\$277,200
Ella Austin	64	492,800	48	\$369,600
Healy Murphy	56	431,200	64	\$492,800
Inman Christian	28	215,600	28	\$215,600
Seton Home	20	154,000	20	\$154,000
YWCA –Olga Madrid	20	154,000	20	\$154,000
<b>Total</b>	<b>216</b>	<b>1,663,200</b>	<b>216</b>	<b>\$1,663,200</b>

**5. Eligibility, Recruitment, Selection, Enrollment, and Attendance (see 1302.13, 1302.14, 1302.15, and 1302.16):**

At the time of this application, there have been no additions, deletions, or revisions to this section. In order to prioritize the families most in need, the DHS EHS-CCP Program utilizes data from the updated 2019 Community Assessment to update the selection criteria. The selection criteria is reviewed annually based on updates to the Community Assessment and then approved by the program's Policy Council and Governing Body.

DHS EHS-CCP utilizes a two stage verification process which prioritizes children based on a selection criteria point ranking system. The selection committee prioritizes enrollment of children with disabilities as well as children receiving Child Care Services (CCS). DHS EHS-CCP staff works closely with the child care service providers' directors to place children in a linguistically and developmentally appropriate classroom as applicable.

In order to actively locate children with disabilities, children experiencing homelessness and children in foster care, family support staff continually connects with others in the community. They network with other agencies to identify children with one or more of these characteristics and encourage them to apply to the DHS EHS-CCP Program. Recruitment materials continue to be available in English and Spanish, and translated into other languages, as needed. DHS EHS-CCP collaborates and has ongoing communication with local Early Childhood Intervention (ECI) agencies, other Early Head Start Programs, LEA Special Education staff and Homeless Liaison staff regarding the status of children's referrals and services.

DHS EHS-CCP met the 25 percent minimum CCS requirement earlier in the 2019-2020 program year. New enrollment into CCS in Bexar County was frozen at the beginning of the 2019-2020 program year (September 2019). However, DHS EHS-CCP continues to be encouraged that

co-enrolled children receiving CCS will continue to increase due to the decision from Workforce Solutions Alamo (WSA), local workforce Board, to designate children enrolled in EHS-CCP as a level three priority group. DHS EHS-CCP anticipates surpassing the minimum 25 percent based on the recent change in WSA policy. Exceeding the 25% would bring additional funds to the child care service providers to continue improving quality of services. DHS EHS-CCP would continue to work with the child care service providers to identify needs within their centers, e.g., infrastructure, professional development, equipment, etc.

Table 3 presents the current enrollment, as of March 11, 2020, by child care service provider in addition to the co-enrolled CCS and other community scholarship programs such as Dual Generation (DG) initiative, Women United Child Care scholarship, etc.

**Table 3. 2019-2020 Current enrollment by child care service provider**

<b>Child Care Service Provider</b>	<b>Funded</b>	<b>Current</b>	<b>25% CCS</b>	<b>Current CCS</b>	<b>Other Scholarships</b>
Blessed Sacrament Academy	28	28	7	8	NA
Ella Austin	64	64	16	7	1
Healy Murphy	56	56	14	15	1
Inman Christian	28	28	7	4	NA
Seton Home	20	20	5	6	NA
YWCA –Olga Madrid	20	20	5	7	NA
<b>Total</b>	<b>216</b>	<b>216</b>	<b>54</b>	<b>47</b>	<b>2</b>

Family support staff engages with families to promote regular attendance and assist families with referrals for services that enhance attendance. Special efforts for chronically absent children and other vulnerable children include a home visit or other direct contact with the family to determine the cause of chronic absenteeism and to assist in removing barriers by providing assistance with referrals and services.

## **6. Education and Child Development (see 1302 Subpart C):**

At the time of this application, there have been no additions, deletions, or revisions to this

section. DHS EHS-CCP grantee staff works closely with the child care service providers to build a program of responsive, respectful infant/toddler care while recognizing the value of the families and emphasizing relationship-based care. The DHS EHS-CCP Program continues to focus on promoting the Program for Infant / Toddler Care (PITC) philosophy, increasing quality teacher / child interactions through the use of the Infant and Toddler Classroom Assessment Scoring System (CLASS), strengthening curriculum implementation, coaching and supporting families in understanding their role in their child's development. Families as partners-in-care are central to our program and to increasing the quality of the early childcare services in our community.

DHS EHS-CCP program continues to use The *Creative Curriculum for Infants, Toddlers and Twos* and *The Creative Curriculum for Preschool* as researched, evidence-based curriculums designed to advance school readiness in at-risk children. Both curricula are aligned with the Texas Infant, Toddler & 3 Year Old Guidelines, the HSELOF, and ensure alignment and a continuum of instruction as children enter preschool. Ongoing curriculum support will continue to be a priority to address any questions and identify barriers to full curriculum implementation and fidelity. Teaching Strategies Fidelity tools are completed to assess every EHS-CCP teacher and their level of curriculum understanding and implementation. Based on the results, identified peer coaches utilize the Coaching to Fidelity Guide to provide strategies and support teachers in using curriculum. Training and technical assistance will continue to be offered to support peer coaches and teachers in using Creative Curriculum with fidelity and Coaching to Fidelity.

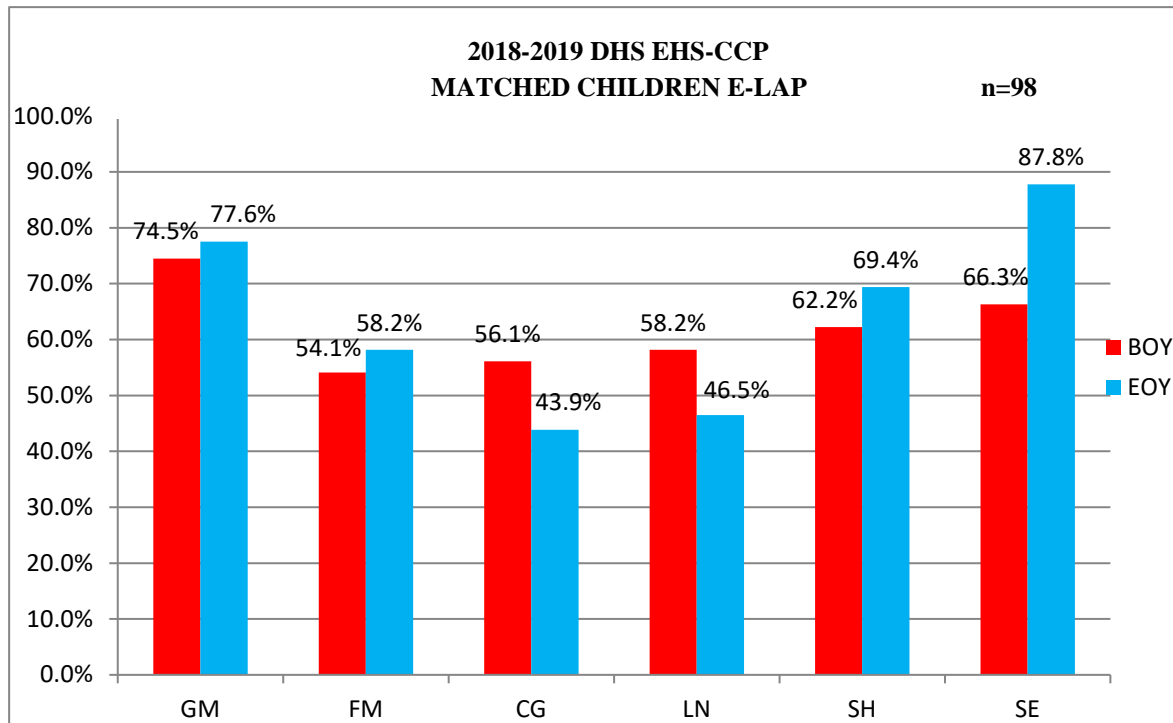
In addition, DHS EHS-CCP Program staff continues to implement the Together Learning and Collaborating (TLC), a group format practice-based coaching model promoted by The National Center on Quality Teaching and Learning (NCQTL), to support teachers for intensive coaching. Participants meet for thirteen sessions and each session focuses on teaching practices using video

recording, reflection, group and individual feedback. Since beginning the TLC program, 16 teachers from across the DHS EHS-CCP program have participated in this intensive coaching model. Two comments recently made when surveyed stood out:

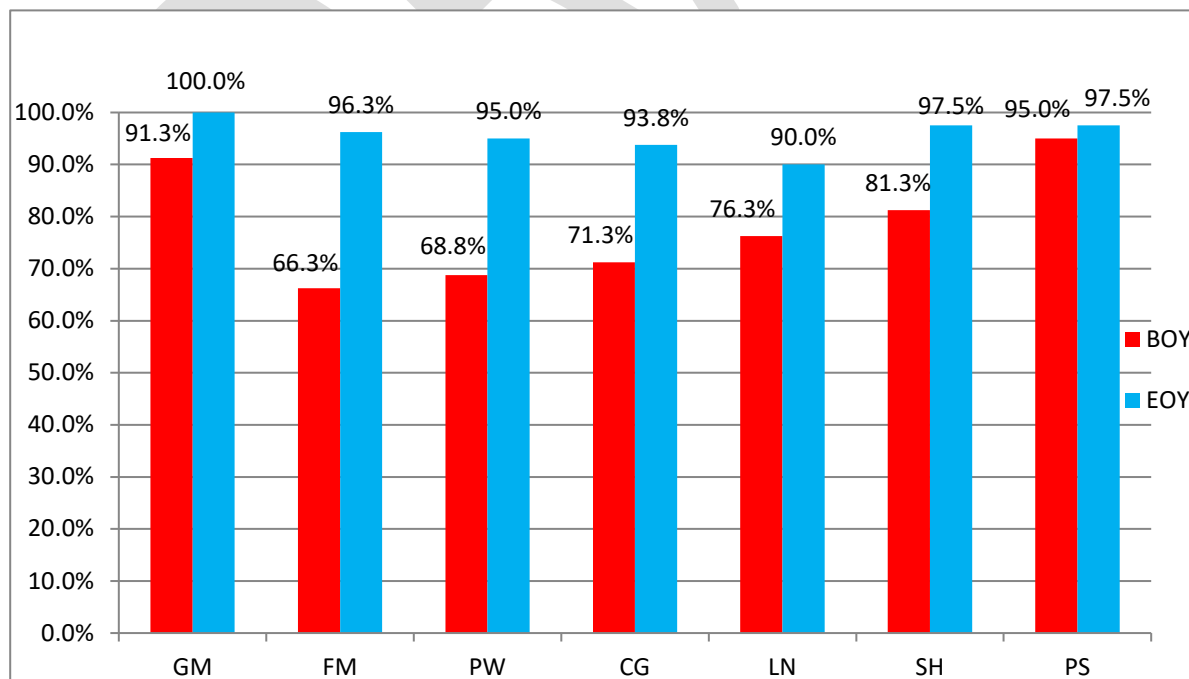
- “TLC changed my perspective for the better. I learned how to be better with the children in different situations.”
- “I learned closer communication with staff that are from different centers but yet connected with the same Head Start family and how we all work together.”

DHS EHS-CCP continues to use the Early Learning Accomplishment Profile (E-LAP) and Learning Accomplishment Profile 3rd edition (LAP-3) as the program’s child assessment tools. The tools provide a systematic method for observing the skill development of children functioning in the birth to thirty-six month age range and are aligned to the Head Start Early Learning Outcomes Framework. The use of assessment data assists teachers in tailoring individualized instruction and activities to each child’s level. Formal assessment training and support to address any questions and identify barriers to assessment fidelity continues to be a priority for across the program. Table 4 and Table 5 indicate the Beginning of Year (BOY) and the End of the Year (EOY) assessment data for like children (the same group of children receiving both BOY and EOY) from the program year 2018-2019. This is important to note as children enroll at different times of the program year and may not always receive both BOY and EOY.

**Table 4. 2018-2019 E-Lap Assessment Data**



**Table 5. 2018-2019 Lap-3 Assessment Data of Matched Children**



DHS EHS-CCP staff continues to build capacity and offer strategies to peer coaches to improve classroom teachers' understanding and implementation of the E-LAP and Lap-3 assessments. Fidelity to the assessment is a continued priority to ensure the program has the most valid and reliable data for individualization, sharing with families and use for professional development decisions.

**7. Health (see 1302 Subpart D):**

At the time of this application, there have been no additions, deletions, or revisions to this section. DHS EHS-CCP services are structured around a health model grounded in parent engagement to ensure the health and well-being of each child and their family. The program's health systems not only meet Head Start Performance Standards but Texas Health and Human Services, Child Care Licensing Minimum Standards (Minimum Standards) and support families in establishing life-long healthy lifestyle habits.

EHS-CCP has worked to develop a network of health, nutrition and dental resources within the community to support each child's and family's individual needs. Policies and procedures are in place and are supported by effective program systems in the areas of recordkeeping, reporting, communication, monitoring, and planning to ensure service coordination and that the communications with parents and families are structured and timely.

DHS EHS-CCP contracts with the Metro Health Dental Division to provide onsite dental services. With parental consent, all children enrolled in the program receive two dental evaluations and two fluoride varnishes, as appropriate, during the program year. In addition, Metro Health provides a toothbrush, toothpaste and timer for age-appropriate children, referrals for dental care, parent education sessions, information regarding local dental providers, and dental case management for children with identified oral decay.



Families living in SAISD and EISD are at high risk for lead exposure. In partnership with the University of the Incarnate Word Miller School of Nursing, DHS Head Start provides on-site lead screenings for children with a missing blood lead screening or a previously elevated blood level result, or for any child that has been identified as high risk. Each child must have a signed parent/guardian consent form before the screening is conducted.

In partnership with the University of the Incarnate Word Miller School of Nursing, DHS EHS-CCP provides on-site lead screenings for children with a missing blood lead screening or a previously elevated blood level result, or for any child that has been identified as high risk. Nursing staff also provides on-site hemoglobin screenings for children who are missing or in need of a follow up screening. Each child must have a signed parent/guardian consent form before the screening is conducted.

DHS EHS-CCP Program also partners with the City of San Antonio Green and Healthy Homes Initiative (SAGHHI), Neighborhood and Housing Department. The SAGHHI is a U.S. Department of Housing and Urban Development (HUD) funded program that addresses health and safety hazards, such as lead-based paint, mold, asthma triggers, and fire hazards. The SAGHHI provides assistance in creating healthy, safe, energy-efficient and sustainable homes for families with homes built prior to 1978 and where children under 6 years of age live and spend more than 6 hours a week. Since the partnership began in 2013, our program has assisted 66 families enrolled in Head Start to address health hazards and create a healthy lead safe environment for their children. As of July 2019, \$1.26 million federal HUD grant dollars have been spent on home rehabilitation services for families enrolled in the DHS Head Start Program.

**8. Family and Community Engagement (see 1302 Subpart E):**

At the time of this application, there have been no additions, deletions, or revisions to this

section. DHS EHS-CCP family support services promote family well-being, strong parent-child relationships and the ongoing learning and development of the children and their families. The program achieves these three outcomes by providing supports and services responsive to families' expressed needs and through collaboration with the parents. Family support services staff utilizes the Parent Family Community Engagement (PFCE) Framework to promote and plan activities to facilitate achievement of positive family outcomes.

DHS EHS-CCP family support staff continues to build rapport with families by conducting home visits, utilizing the family assessment, the collaborative family goal setting process, and engaging with parents in their preferred language.

The DHS Head Start Program offers parent education aimed at supporting parent-child relationships, child development, family literacy, and language development. Various opportunities are available for parents to participate in the research-based parenting curricula, ReadyRosie, while engaged in our program. Furthermore, DHS EHS-CCP offers a tool for families to support their children's learning by providing opportunities for parents to help their children through School Readiness Home Learning Activities that are quick and simple yet valuable to the child's learning. School Readiness Home Learning Activities are distributed monthly and filled with many simple activities that the parent and child can do at home to help nurture parent-child relationships while fostering a core value of EHS-CCP Program that parents are their child's first and most important teacher.

A key strength of the DHS EHS-CCP Program is that all providers and community partners are deeply rooted and committed to San Antonio's center city. They are known and trusted allies for DHS EHS-CCP families and have additional resources and expertise to offer meaningful support in the face of life's biggest challenges. Referrals may be for mental wellness services, parent

education and learning opportunities which are provided through community offerings such as workshops, meetings and events. The DHS EHS-CCP program will continue to be a point of entry into the dual generation program, informing parents of workforce development training opportunities and scholarship funds for child care for those children whose parents are in training.

**9. Services for Children with Disabilities (1302 Subpart F):**

At the time of this application, there have been no additions, deletions, or revisions to this section. DHS EHS-CCP procedures prioritize the recruitment of children with disabilities and support the identification of undiagnosed disabilities and/or delays after enrollment. By the second month of the 2019-2020 program year, the program reached 10% enrollment of children identified with disabilities. At the time of the application, the enrollment was at 9% as children transitioned out of the program. DHS EHS-CCP has strong relationships and collaborates with local Part C providers to inform parents of the availability of EHS-CCP and to streamline the referral process from Part C therapists. DHS EHS-CCP continues to work to increase the enrollment for children with disabilities.

The approach to serving children with unique needs is guided by the belief that inclusion is a value rather than a practice. Individualization of instruction and support is central to DHS EHS-CCP's philosophy. Individualization in instruction means child-based activities, and lessons and assessments that support learning and development based on each child's strengths, needs, and interests. Selections of activities and learning projects are made with input from the child and his/her parents, and are informed by formal and informal assessment data.

Rigorous efforts were put in place to support child care service providers' teaching staff through professional development, technical assistance and one-on-one mentoring to expand their knowledge base and offer strategies for providing meaningful learning opportunities for children

with varying abilities. DHS EHS-CCP will continue to offer the highest quality professional development for all staff as the program serves a higher population of children with varying abilities. The approach to professional development in this area is moving to evidence-based practices with content focused on specific research-based teaching intervention practices with embedded inclusion strategies.

**10. Transition (see 1302 Subpart G):**

At the time of this application, there have been no additions, deletions, or revisions to this section. Transitions bring change into the lives of children and families. DHS EHS-CCP Program implements strategies and practices to support successful transitions for children and their families. DHS EHS-CCP program values transition in, within and out of the program. Supporting these transitions is critical to not only the child's well-being, but also the families'. EHS-CCP staff, teachers and child care directors collaborate with the family to prepare the child for a successful transition.

Transition to Head Start and Preschool. The depth of resources available directly from DHS will be sufficient to support access to an individualized birth to five continuum for children enrolled in DHS EHS-CCP. Transition planning begins six months before the child turns three, at which point parents receive information about DHS's Head Start Program (3,020 slots at 21 sites), other Head Start Programs, available CCS providers that are Texas Rising Star-designated, the locally-funded PreK4SA program (1,500 slots), the prekindergarten programs offered by EISD and SAISD (based upon family residency), and the dual generation program, based upon family residency. Parental choice is the prevailing factor in selecting the child's next educational program. Families in the dual generation program typically commit to their child's subsequent enrollment in DHS Head Start Program.

**11. Services to Enrolled Pregnant Women (see 1302 Subpart H):**

At the current time, this section is not applicable to the EHS-CCP Program design.

**12. Transportation (see 1303 Subpart F):**

At the time of this application, there have been no additions, deletions, or revisions to this section. Family Support staff continues to work with families to identify any transportation needs. Assistance is offered through community resources and the provision of bus passes for those families needing them. Most families within the EHS-CCP Program have transportation.

The EHS-CCP Program will continue to supplement the classroom curriculum with “I’M SAFE Transportation Education” curriculum moving into the 2020-2021 program year. Child care service providers promote age-appropriate pedestrian and school bus safety for the children, their families and document bi-annual activities in their classroom lesson plans. I’m SAFE Car Safety Banners are placed at every child care center during the summer of 2019 to increase awareness of “Never Leave a Child Alone” in vehicles to prevent vehicular fatalities.

**Sub-Section C: Governance, Organizational, and Management Structures**

**1. Governance (see 45 CFR Part 1301 and Section 642(c)-(d) in the Act):**

**Structure**

At the time of this application, there have been minor changes in DHS Head Start’s Governance structure as described below. DHS EHS-CCP Program and the pre-kindergarten Head Start program share the same Governance structure. DHS Head Start Program Governing Body members oversee a public entity and are selected to their positions by public election. For this reason, the DHS Head Start Program’s Governing Body is exempt from composition requirements as stated in Section 642(c) of the Head Start Act.

DHS Head Start Policy Council (HSPC) is composed of sixteen members, with DHS Head Start parents of currently enrolled children representing 88% of the Council. SAISD Head Start Program has six parent representatives (three primary and three alternates) and EISD Head Start Program has four parent representatives (two primary and two alternates). The Early Head Start-Child Care Partnership has four parent representatives (two primary and two alternates). Two Community Representatives are elected from the community at large by the HSPC parents to serve on the Council.

### **Governing Body Processes**

At the time of this application, there have been minor revisions to this section. The City of San Antonio, City Council as our governing body, has a legal and fiscal responsibility to administer and oversee the both DHS EHS-CCP and DHS Head Start. The Governing Body ensures objectivity in monitoring the program's progress in meeting Head Start Performance Standards and internal program mandates as well as ensuring that program goals and objectives tie into a larger community vision for early childhood education services. While the City of San Antonio's City Council must maintain its legal and fiscal responsibilities, it has authorized the Economic and Workforce Development to oversee other key responsibilities and may authorize an advisory committee to oversee these necessary duties. In prior years, the Community Health and Equity Committee (CHEC) had been the appointed committee, but the Mayor realigned committees beginning in 2020.

The Governing Body and the HSPC partner with each other and key management staff to develop, review, and approve DHS Head Start program policies and planning items. Currently, the Governing Body Advisory Committee is charged with oversight of specific DHS Head Start program functions and receives monthly fiscal and program reports which are provided one week

prior to the scheduled meeting. DHS, Head Start Administrator and Program Managers present reports to ensure the Governing Body and HSPC carry out their responsibilities as stated in Section 642(c) of the Head Start Act, to include review and approval of annual items. Training opportunities are provided to the Governing Body throughout the year and decision making items are presented for program development, budget and policy and community advocacy.

The City of San Antonio DHS Head Start Program added the Bexar County Community Action Advisory Board (CAAB) as an advisory committee to the governing body in addition to the Economic and Workforce Development committee. Adding the CAAB as an advisory committee to the City Council will provide additional oversight to our program by tapping the expertise and knowledge of a group that is already providing oversight to the DHS' Community Action Program. DHS Head Start Program will report to the CAAB on a monthly basis and report to EWD on a bi-annual basis. An updated impasse procedures and roles and responsibilities for the Policy Council as well as the two advisory committees are included in Appendices.

The City Council has established the CAAB to serve in an advisory capacity to assist the City Council in its role as the governing body for the City's DHS Bexar County Community Action Agency (CAA). The current responsibilities of the CAAB include oversight of the extent and quality of participation of those served, and services to those most vulnerable; review of programs, budgets and services of the Community Services Block Grant program; and assurance that the DHS CAA continues to assess and respond to the causes and conditions of poverty.

The CAAB is comprised of 15 members as follows: (5) Representatives of the Low Income Individuals and Families, (5) Representatives of Organizations, (5) Elected Officials to include 4 City Council Members appointed by the Mayor, and 1 County Commissioner appointed by the County Judge.

Community Action and Head Start share a common history as federally-funded programs founded in the mid-1960 with the goal of improving the lives of low-income individuals and families. Head Start Programs are critical pieces of the menu of services Community Action Agencies offer to eligible families.

Sharing the CAAB as an advisory group to City Council will promote integration and collaboration between the two programs to include sharing knowledge across both programs, aligning organizational processes and fostering a common vision. In an effort to share knowledge we propose that a Head Start Policy Council representative act as a Liaison to the CAAB. The Liaison will act as a non-voting member of the CAAB to attend monthly meetings, sit at the table and share Policy Council activities with the CAAB and vice versa with Policy Council.

### **Policy Council**

At the time of this application, there have been no additions, deletions, or revisions to this section. The current governance structure allows for parent participation in policy making and other programmatic decisions focused on planning, general procedures, and human resources management. In accordance with Section 642(c) (1) and Section 642(c) (2) of the Head Start Act mandating the HSPC is involved in these three focus areas, items are reviewed and approved at monthly scheduled meetings. The HSPC is responsible for the direction of the DHS Head Start Program. To ensure adequate program governance and informed decision making, the program provides regular ongoing communication to the HSPC. As a part of this system, the program provides monthly reporting that includes information on correspondence (from HHS and other), program operations, and fiscal expenditures. The DHS Head Start Program requires HSPC approval on program planning, policies, and grant applications and provides updates on the program's progress.



### **Parent Committees**

At the time of this application, there have been no additions, deletions, or revisions to this section. DHS EHS-CCP schedules bi-monthly Parent Connection Committee (PCC) meetings at each site. The PCC meeting agendas have a standing item to obtain parent input on recommendations for the program during each meeting. Family support staff survey parents, usually at the beginning of the school year, to determine what topics parents are most interested in and then coordinate those presentations. DHS EHS-CCP holds PCC meetings at each child care center. At these meetings, parents have opportunity to discuss concerns, successes, ideas to improve the program and training on topics that are important to them and their families. When relevant input is obtained during PCC meetings, the information is forwarded to the Head Start Policy Council (HSPC) for their consideration. After the HSPC meets each month, the agendas and minutes of each meeting are posted on Parent Boards at each site. This process is the first step to promote two-way communication with parents in the program.

Additionally, parents of enrolled DHS EHS-CCP children are invited to participate in the Self-Assessment reporting and Strategic Planning events where they are encouraged to provide their thoughts on how the program is doing and suggest future goals for the program. Parent input impacts policies, activities, and services.

### **Community Partnerships**

At the time of this application, there have been no additions, deletions, or revisions to this section. The Governing Body and the HSPC are provided a thorough DHS Head Start new member orientation and training on their responsibilities as stated in Section 642(c) of the Head Start Act, and the Head Start Program Performance Standards. Ongoing trainings and technical assistance are provided to the Governing Body and the HSPC to ensure that members understand the information

presented and discussed, and can effectively oversee and participate in the program. Governing Body members receive ongoing monitoring results, data on school readiness goals, and items to determine eligibility under applicable federal regulations and program policies and procedures.

DHS Head Start Program Governing Body members oversee a public entity and are selected to their positions by public election. For this reason, the DHS Head Start Programs Governing Body is exempt from Composition requirements as stated in Section 642(c) of the Head Start Act.

The Governing Body and HSPC are provided the same necessary program items to review and approve on a monthly basis. The Governing Body members are invited to attend the monthly HSPC meetings and the HSPC members are invited to attend monthly Governing Body meetings.

## **2. Human Resources Management (see 1302 Subpart D):**

At the time of this application, there have been no additions, deletions, or revisions to this section. DHS Head Start maintains an organizational chart to display the management and staffing structure including all of DHS Head Start staff, the Department of Human Services Director, and the DHS Fiscal staff.

DHS Head Start collaborates with the City of San Antonio's Human Resources Department to ensure all newly hired DHS Head Start staff complies with and has completed the criminal background checks prior to employment. According to the City of San Antonio's Administrative Directive (AD) 4.55, the City conducts Criminal Background Checks (CBC) as part of the initial employment process. For its part, all six child care centers ensures new employees meet Child Care Licensing Minimum Standards upon hire and ongoing to stay in compliance with both Minimum Standards and Head Start Program Performance Standards (HSPPS). DHS EHS-CCP staff supports the child care service providers with orientation of the DHS EHS-CCP Program, HSPPS, Head Start Act, DHS Head Start Standards of Conduct and a program overview.

All new city staff receives DHS Head Start Program orientation, training and technical assistance to include a review of the Head Start Program Performance Standards, Head Start Act, City of San Antonio Administrative Directives, CORE Values, DHS Head Start Standards of Conduct, and a program overview.

DHS EHS-CCP provides a comprehensive approach to Professional Development for all DHS EHS-CCP staff and child care service providers' staff. This includes in-person trainings and webinars to build knowledge based on interest and assignments. In addition to trainings and webinars organized and provided by DHS EHS-CCP, our approach to Professional Development also includes attendance at conferences and workshops offered at the local, state, and national level.

### **3. Program Management and Quality Improvement (see 1302 Subpart J):**

At the time of this application, there have been no additions, deletions, or revisions to this section. DHS EHS-CCP staff is responsible for monitoring of the child care service providers (external monitoring) and reviewing and validating results of the comprehensive services activities of the DHS EHS-CCP program staff (internal monitoring). In addition, the DHS EHS-CCP Program uses a three level monitoring system to ensure program compliance at all levels: 1) Texas Child Care Licensing inspections completed for all child care service providers, (2) DHS EHS-CCP staff conducts monitoring of both child care service providers and DHS EHS-CCP staff direct services and (3) Texas Rising Star (TRS) reviews for the six child care service providers.

This monitoring system allows for multiple levels of review and continuous program improvement. Additionally, DHS EHS-CCP staff collects and uses data from the Self-Assessment, ongoing monitoring tools to make any recommended policy and procedures changes and informs the Policy Council and Governing Body. Ongoing monitoring provides data needed to evaluate compliance with the HSPPS and make recommendations to improve the level of program services. The

monitoring methods include on-site announced and unannounced visits, ChildPlus reports, questionnaires, and surveys.

Communication is central to the quality leadership and management of the grant: weekly, monthly, quarterly and annual meetings are held with all staff, regularly scheduled with individual staff members, small groups, and the full staff. The training and technical assistance components of the grant assure the building of staff capacity and well-being.

### **Conclusion**

DHS EHS-CCP is committed to ongoing development and continual improvement. Dedicated staff works side-by-side with the child care service providers to build understanding, expectations and overall knowledge of the Early Head Start program. Strong and effective management systems are in place for the delivery of the highest quality infant toddler program. The focus for the 2020-2021 program year is building capacity for quality care and a solid foundation of understanding of Head Start Program Performance Standards.

**Training and Technical Assistance Plan 2020-2021**

The City of San Antonio, Department of Human Services, Grantee of the Head Start Program's Early Head Start-Child Care Partnership (DHS EHS-CCP) contracts with eight direct service providers (six child care service providers and two health care service providers) and collectively employs approximately 95-100 (including substitutes, floaters and part-time staff) professionals to provide high-quality infant and toddler program services to 216 children and families.

DHS EHS-CCP retains primary responsibility for providing ongoing training and technical assistance. Staff collaborates with the child care service provider in the development of annual training plans to ensure needed trainings support the direct service staff in the delivery of high quality services. This system ensures staff and families have access to ongoing training opportunities.

The 2020– 2021 Training and Technical Assistance Plan (T&TA) reflects activities provided during the 2019-2020 program period and planned training and development for the 2020-2021 program year. Through this application, DHS is applying for \$64,800 training and technical assistance funds, for the awarded project period from August 1, 2020 – July 31, 2021.

**Section 1: Planning for Training**

On an annual basis, DHS EHS-CCP and each child care service provider identify, prioritize, and develop a plan for the provision of training, based on the needs of staff, parents and children.

CLASS data, child outcome data, family assessment information, monitoring data, self-assessment data, staff and parent surveys, training evaluation forms and child care licensing

compliance history are utilized to identify program-wide training needs. The training plans developed yearly meet or exceed the requirements of the Head Start Performance Standards, Head Start Act, Texas Child Care Licensing, and other regulations.

## **Section 2: Professional Development & Training**

DHS EHS-CCP implements a comprehensive professional development plan that includes national and local conferences and workshops, orientation training, pre-service training, onsite training during the program year, and online trainings and webinars. The professional development plan centers on the following five areas of focus and presented in detail in the tables below: Quality Teaching and Learning, Family & Community Engagement, Health & Safety, Program Leadership, and Wellness Support.

DHS EHS-CCP and each child care service provider ensure that at the beginning of employment all new program staff receives orientation. Each agency currently provides an orientation to all new staff which meets their organizational expectations and Child Care Licensing Minimum Standards. DHS EHS-CCP staff works with each of the child care service providers to include required training on the goals and philosophy of Head Start, the mission and vision of DHS EHS-CCP Program, Approach to School Readiness and the School Readiness Plan of Action. Program staff provides training by request for all child care service providers.

In addition to the new staff orientation, the DHS EHS-CCP program, in collaboration with the child care service providers, will hold an annual pre-service event prior to the new program year beginning. At the conclusion of the 2018-2019 program year, DHS EHS-CCP Program staff hosted a three-day pre-service event with over 70 child care service provider staff attending. Training topics included Dual Language Learners strategies, child assessments,

defining quality and how quality relates to school readiness, exploring everyday routines in EHS-CCP and linking responsive care giving to school readiness.

DHS EHS-CCP staff and parents have opportunities throughout the program year to attend training events and conferences, including local, regional, and national conferences and workshops. The opportunity to attend additional conferences, workshops, and trainings arises throughout the program year based on identified program and/or individual needs.

DHS EHS-CCP and the child care service providers offer various training opportunities throughout the program year using a variety of training methods and consultants including: online modules, webinars, scheduled trainings, on-site training, conferences, and events. Training delivery methods are designed to be flexible and topics vary in order to meet requirements and program- wide training needs. Topics and number of participants may vary based on identified program and/or individual needs and all topics fall within the five areas of focus.

The program has professional networks and services to assist staff in continuing their education goals including: completion of additional coursework, obtaining a degree, or becoming credentialed. These professional educational opportunities are designed to build staff capacity and to meet the requirements of the Head Start Act, the Head Start Performance Standards, DHS EHS-CCP policies and furthering staff's education.

The program builds capacity within both DHS EHS-CCP staff and child care service providers. The program values staff pursuits of various training certifications to grow trainers and leaders within specific service areas. DHS EHS-CCP management staff currently holds certifications and trainer status in the following:

- Playground Safety
- Car Seat Proxy Technician and Technicians

- Infant CLASS-Reliability and Trainer status
- Toddler CLASS-Reliability and Trainer status
- Pre-K CLASS Reliability and Trainer status
- Family Service Credential and Trainer status
- NAEYC – Developmentally Appropriate Practices
- Program for Infant/Toddler – (PITC)
- Period of PURPLE Crying
- Child Care Health Consultant
- Early Childhood Outdoor Learning Environments
- ASQ and ASQ-S/E Trainer

DHS EHS-CCP staff uses their knowledge, skills and abilities to provide quality trainings and technical assistance to the child care service providers and families to ensure the program builds knowledge and best practices.

During the 2019-20 program year, the DHS EHS-CCP Early Education Services Manager and the Content Services Coordinator completed more than 30 hours of training and 24 hours of reflective supervision sessions to work toward obtaining their Infant Mental Health Endorsement Category II. The Infant Mental Health Endorsement is an internationally recognized credential for culturally sensitive, relationship-focused practice promoting infant mental health. At the current point of the application development, application for endorsement has been submitted to First 3 Years and is being reviewed to confirm all requirements and competencies have been met.

DHS EHS-CCP program continues to use the Infant and Toddler CLASS tools to measure teacher/child interaction to collect data for driving decisions for ongoing professional development. During the 2019-2020 program year, 100% of the classrooms were observed providing a third year of CLASS data. Table 1 and Table 2 provide a three year comparison of both the Infant and Toddler CLASS data respectively. Data is used to assist in the decision making of the needed trainings, but in addition, the data is used to assist the peer coaches with individual needs of the various child care service providers.



**Table 1. Infant CLASS Comparisons**

Dimensions					Domain
Program Year	Relational Climate	Teacher Sensitivity	Facilitated Exploration	Early Language Support	Responsive Caregiving
2019	5.08	4.96	3.92	3.67	4.41
2018	5.92	5.46	4.63	4	5
2017	5.55	5.15	4.6	4.05	4.84

**Table 2. Toddler CLASS Comparisons**

Dimensions						Domain	Dimension			Domain
Program Year	Positive Climate	Negative Climate	Teacher Sensitivity	Regard for Child Perspective	Behavior Guidance	Emotional and Behavioral Support	Facilitation of Learning and Development	Quality of Feedback	Language Modeling	Engaged Support for Learning
2019	5.88	1.52	5.29	4.6	4.67	5.38	2.93	2.45	3.07	2.82
2018	5.54	1.64	5.11	4.71	4.89	5.32	3.89	3.25	3.36	3.5
2017	5.69	1.36	5.14	4.83	4.56	5.37	3.67	3.11	3.22	3.33

It should be noted, over the course of the three years, fidelity to the observation process was identified as a concern and improvements were made to ensure fidelity. Therefore no data was disqualified and 100% of the classrooms data were used in the aggregation.

- 2019 – 100% of the data was used (none disqualified)
- 2018 – 76% of the data was used (8 out of 34 were disqualified)
- 2017 – 84% of the data was used (5 out of 33 were disqualified)

Data is used to assist in the decision making of the needed trainings, but in addition, the data is used to assist the peer coaches with individual needs of the various child care service providers. During the 2020-2021 program year, CLASS will continue to be used as a data point in making professional development decisions.

In addition to scheduled trainings for the 2019-2020 program year, DHS EHS-CCP

program continued the approach of six designated half-day professional development days held over the course of the program year. Child care service providers close the centers at noon in order for all staff (those in EHS-CCP classrooms and those in non-EHS-CCP classrooms when applicable) to attend specified four-hour trainings. Parents have been strongly supportive of the idea and plans are to continue the approach in the 2020-2021 program year. Table 3 indicates the six half-day professional development days and topics presented.

**Table 3. 2019-2020 Half-Day Professional Development Days**

Date	Topics
September 20, 2019	<ul style="list-style-type: none"> <li>▪ CLASS-Infant</li> <li>▪ School Readiness</li> <li>▪ Parent Engagement and Attendance</li> </ul>
October 7, 2018	<ul style="list-style-type: none"> <li>▪ Infant and Toddler CLASS-Positive Relationships, Why it Matters</li> <li>▪ Too Scared to Learn – Trauma Informed Care</li> </ul>
November 9, 2019	<ul style="list-style-type: none"> <li>▪ Child Abuse and Neglect Reporting</li> <li>▪ Nurturing the Nurturer</li> <li>▪ Stress and Wellness of the Caregiver</li> </ul>
January 6, 2020	<ul style="list-style-type: none"> <li>▪ Culturally Responsive Systems and Engaging Learning Environments to Support Dual Language Learners and their families</li> </ul>
March 20, 2019	<ul style="list-style-type: none"> <li>▪ Continuation of Trauma Informed Care</li> <li>▪ Introduction to Autism: Facts, Interventions and Resources</li> </ul>
May 28, 2020	<ul style="list-style-type: none"> <li>▪ Continuation of the holistic approach to supporting Dual Language Learners</li> </ul>

DHS Head Start provides Family Service Credential (FCS) training for all family support service staff within eighteen months of hire. The Family Service Credential is a comprehensive, competency and credit-based training designed to support direct service family support staff in their work with children and families.

Additionally, DHS EHS-CCP provides ongoing support for child care service providers' staff and program parents to obtain and renew their Child Development Associate Credential.

### **Section 3: Parent Leadership Programs and Training**

DHS EHS-CCP has implemented several parent programs and initiatives available throughout the program year to support parents and empower them to serve as not only leaders in their families but also in the community.

DHS EHS-CCP utilizes ReadyRosie as its research-based parenting curriculum. ReadyRosie builds on parents' knowledge and provides tools that are focused on equipping and engaging families and caregivers of children 0-6 years old. The curriculum includes a one-year subscription for the digital tool provided to all DHS EHS-CCP parents and staff through text, email, or smart phone app. Subscribers receive "Modeled Moments" of real families, rather than actors, engaging in learning activities within the context of their own homes, grocery stores, restaurants, and cars. In addition to the digital tool, DHS EHS-CCP implements the ReadyRosie Family Workshops. Initiated during the 2018-2019 school year, the six session workshop series for parents and caregivers addressed positive discipline strategies, healthy routines, language development, developmental milestones, fostering play and social emotional development.

In an effort to prevent and reduce child abuse and neglect, DHS EHS-CCP collaborates with the prekindergarten Head Start program on the implementation of an intensive parent training program. Initiated during the 2017-2018 school year, SafeCare continues to be used. The Head Start SafeCare staff may serve up to 24 families at one time. Five staff were hired to provide support for the DHS Head Start program, including the EHS-CCP.

#### **Section 4: Policy Council and Governing Body Training**

In accordance with Head Start Performance Standards and the Head Start Act, all Policy Council and Governing Body members receive Head Start orientation and ongoing training throughout the program year. Training topics include: Effective Meetings, Council & Committee Structure, Parliamentary Procedures, Roles & Responsibilities, Refunding Application, Community Assessment, Strategic Planning, Self-Assessment, Governance Requirements, Budget Planning & Development, and Content Area Training. Additional training may be provided based on an identified need.

#### **Section 5: Effectiveness of Training and Technical Assistance**

Throughout the course of the program year, staff regularly evaluates the effectiveness of training and technical assistance provided and determines if additional follow-up or re-training is needed. Various evaluation tools, such as surveys, training evaluation forms and focus groups, review of the professional development plans, annual performance reviews, and results of ongoing monitoring are used to determine effectiveness of training and technical assistance. The program uses the DHS EHS-CCP Five-Year Strategic Plan outcomes and the quarterly data reviews to inform the effectiveness of program-wide training and technical assistance.

**DHS EHS-CCP is seeking a total of \$64,000 T&TA budget for the continuation of services from August 1, 2020 – July 31, 2021.**

**National/State Conferences & Workshops****Quality Teaching and Learning**

<b>Date</b>	<b>Location</b>	<b>Conference/Meeting</b>	<b>Attendees</b>
October 2020	Salt Lake City, Utah	Zero to Three Annual Conference	Program Staff (1)
May 2021	Chapel Hill, NC	National Early Childhood Inclusion Institute	Program Staff (1)
Various Dates	Dallas, TX	Region VI Meeting	Program Staff (1)

**Family & Community Engagement**

<b>Date</b>	<b>Location</b>	<b>Conference/Meeting</b>	<b>Attendees</b>
November 2020	New Orleans, LA	NHSA Parent Conference and Family Engagement Institute	Program Staff and Policy Council Members (1 from EHS-CCP)
Various Dates	Dallas, TX	Region VI Meeting	Program Staff (1)

**Health & Safety**

<b>Date</b>	<b>Location</b>	<b>Conference/Meeting</b>	<b>Attendees</b>
Various Dates	Dallas, TX	Region VI Meeting	Program Staff (1)

**Program Leadership**

<b>Date</b>	<b>Location</b>	<b>Conference/Meeting</b>	<b>Attendees</b>
Various Dates	Dallas, TX	Region VI Meeting	Program Staff (1)

**Local Conferences & Workshops****Quality Teaching and Learning**

<b>Date</b>	<b>Conference/Meeting</b>	<b>Attendees</b>
March 2021	Diversity Conference	Program Staff, Policy Council Members, and Parents (6)

**Family & Community Engagement**

<b>Date</b>	<b>Conference/Meeting</b>	<b>Attendees</b>
April 2021	IDRA La Semana del Nino Parent Institute	Program Staff, Policy Council Members, and Parents (6)
May 2021	CAM Messina Child Advocacy Training	Program Staff and Policy Council Members (2)
May 2021	Women's Empowerment Conference	Program Staff, Policy Council Members, and Parents (8)
May 2021	Men's Empowerment Conference	Program Staff, Policy Council Members, and Parents (8)

**Health & Safety**

<b>Date</b>	<b>Conference/Meeting</b>	<b>Attendees</b>
October 2020	Texas Health Literacy Conference	Program Staff (2)
October 2020	Healthier Texas Summit	Program Staff (1)
March 2021	Nutrition Summit	Program Staff, Policy Council Members, and Parents (10)

**Program Leadership**

<b>Date</b>	<b>Conference/Meeting</b>	<b>Attendees</b>
September 2020	Congress on Children	Program Staff and Policy Council Members, and Parents (4)
November 2020	Texans Care for Children Policy Conference	Program Staff (2)
March 2021	Diversity Conference	Program Staff and Policy Council Members (4)
April 2020	Rivard Report Education Forum	Program Staff (4)

**Wellness Support**

<b>Date</b>	<b>Conference/Meeting</b>	<b>Attendees</b>
August 2020	Pathways to Hope	Program Staff and Policy Council Members, and Parents (2)
October 2020	Ecumenical Center Mental Health Conference	Program Staff (2)
May 2021	South Texas Trauma Informed Care Conference	Program Staff (2)
June 2021	CLARITYCON	Family & Community Support Staff and Mental Health Staff (6)

**Onsite Trainings & Conferences****Quality Teaching and Learning**

<b>Titles</b>	
<ul style="list-style-type: none"> <li>• Safe Sleep Practices for Infants</li> <li>• E-LAP and Lap-3</li> <li>• Infant / Toddler CLASS</li> <li>• Classroom Management</li> <li>• Conscious Discipline in the Classroom</li> <li>• Effectively Using Child Outcome Data</li> <li>• Disabilities/ECI – 101</li> <li>• School Readiness/HSELOF</li> <li>• PITC</li> </ul>	<ul style="list-style-type: none"> <li>• Individualization</li> <li>• Language &amp; Literacy</li> <li>• Practice Base Coaching &amp; Coaching Support</li> <li>• Creative Curriculum</li> <li>• Supporting Varying Abilities for Infant and Toddlers</li> <li>• Best Practices in the Early Childhood Classroom</li> <li>• Trauma Informed Care</li> </ul>

**Family & Community Engagement**

<b>Titles</b>	
<ul style="list-style-type: none"> <li>• Case Management Training</li> <li>• Community Resources</li> <li>• Effectively Using Family Outcome Data</li> <li>• Disability Resources &amp; Services</li> <li>• ReadyRosie and Parent Engagement</li> </ul>	<ul style="list-style-type: none"> <li>• McKinney-Vento Training</li> <li>• Parent, Family, and Community Engagement</li> <li>• Poverty Training</li> </ul>

**Health & Safety**

Titles	
<ul style="list-style-type: none"> <li>• Active Supervision for Infants and Toddlers</li> <li>• Car Seat Safety</li> <li>• CPR/First Aid</li> <li>• Child Abuse: Neglect &amp; Prevention</li> <li>• Active Supervision and Playground Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Effectively Using Health Outcome Data</li> <li>• Health Services in Early Head Start</li> <li>• Nutrition &amp; Early Childhood Education</li> <li>• Creating Safe Environments</li> <li>• Emergency Preparedness</li> </ul>

**Program Leadership**

Titles	
<ul style="list-style-type: none"> <li>• ChildPlus &amp; Data Entry</li> <li>• Effectively Using Child &amp; Family Outcome Data</li> </ul>	<ul style="list-style-type: none"> <li>• Governance in Head Start</li> <li>• Person First Leadership</li> </ul>

**Wellness Support**

Titles	
<ul style="list-style-type: none"> <li>• Compassion Fatigue</li> <li>• Conscious Discipline</li> <li>• Parenting Strategies that Work</li> </ul>	<ul style="list-style-type: none"> <li>• Stories that Haunt Us</li> <li>• Trauma Informed Care</li> <li>• Wellness Support for Staff</li> </ul>

**Online Trainings & Webinars****Quality Teaching and Learning**

Providers	
<ul style="list-style-type: none"> <li>• Early Childhood Investigation</li> <li>• ELCKC</li> <li>• Office of Head Start</li> </ul>	<ul style="list-style-type: none"> <li>• ChildrenFlow-Dual Language Learners</li> <li>• Texas A&amp;M Agri-Life Extension</li> <li>• Texas Rising Star</li> </ul>

**Family & Community Engagement**

Providers	
<ul style="list-style-type: none"> <li>• Early Childhood Investigation</li> <li>• ELCKC</li> <li>• ESC Region XX</li> </ul>	<ul style="list-style-type: none"> <li>• Office of Head Start</li> <li>• T&amp;TA Specialists</li> <li>• Annie E Casey Foundation</li> </ul>



**Health & Safety**

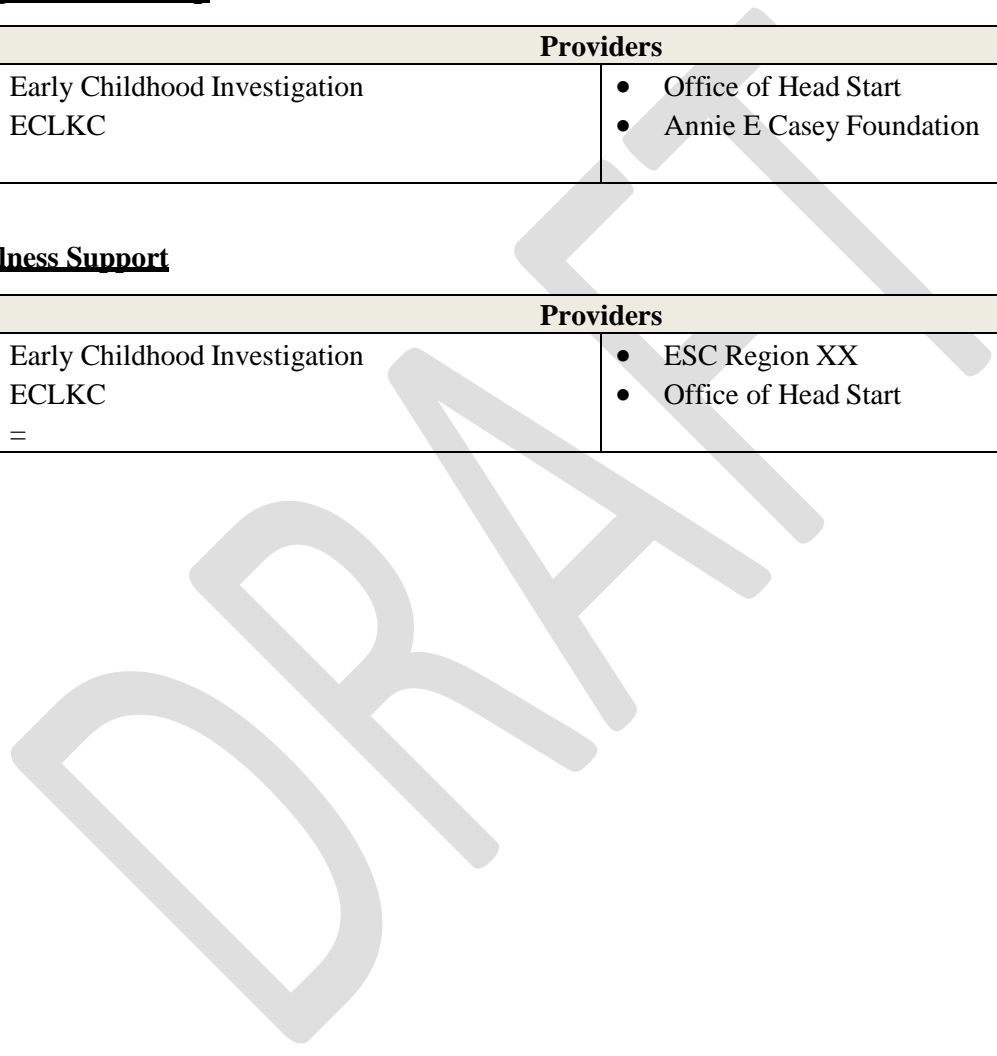
<b>Providers</b>	
<ul style="list-style-type: none"><li>• Child Safe</li><li>• ECLKC</li><li>• Safe Schools</li><li>• Office of Head Start</li></ul>	<ul style="list-style-type: none"><li>• T&amp;TA Specialists</li><li>• Texas A&amp;M Agri Life Extension</li><li>• Western Kentucky T/TAS</li></ul>

**Program Leadership**

<b>Providers</b>	
<ul style="list-style-type: none"><li>• Early Childhood Investigation</li><li>• ECLKC</li></ul>	<ul style="list-style-type: none"><li>• Office of Head Start</li><li>• Annie E Casey Foundation</li></ul>

**Wellness Support**

<b>Providers</b>	
<ul style="list-style-type: none"><li>• Early Childhood Investigation</li><li>• ECLKC</li><li>=</li></ul>	<ul style="list-style-type: none"><li>• ESC Region XX</li><li>• Office of Head Start</li></ul>





Grant No: 06HP000255  
Attachment A

**City of San Antonio  
Department of Human Services  
Early Head Start Program – Child Care Partnership  
Continuation Application  
Program Year 2020-2021**

**Budget Narrative**

**1. Summary**

The City of San Antonio Department of Human Services Early Head Start-Child Care Partnership (DHS EHS-CCP) Program, submits the enclosed budget for the 2020-2021 refunding application for the period of August 1, 2020 through July 31, 2021 in the total amount of \$2,847,532.00. The total amount consists of \$2,782,732.00 in program operations and \$64,800.00 for training and technical assistance. DHS EHS-CCP's contribution of non-federal resources is \$711,883.00, which is (20%) of the grant.

DHS provides general program oversight, governance, program design, policies, and technical assistance to contracted service providers that carry out direct program services in the areas of Early Childhood Education, Health, Nutrition, Disabilities, and Safe Environments. Additionally, DHS EHS-CCP provides direct services in the areas of Family and Community Support, Health and Training and Technical Assistance. DHS's goals are to ensure program integrity and sound management principles as well as fiscal responsibility. All procurement follows City's processes.

The City defines and outlines policies with respect to the financial management of grants administered within the City. Grants management policies and procedures have been adopted for uniform application in all departments. DHS has policies and procedures that describe the process for initiation of master financial data, cash management, in-kind support, monitoring, and month and year end procedures in relation to grants. It is the policy of the City and DHS that grants are managed in accordance with federal, state and local guidelines. DHS promotes effective controls to ensure the protection of City assets, accurate financial reporting, and efficient use of City resources regardless of funding. Please visit the following link to access financial policies, administrative directives, ethics code and financial reports.  
<https://www.sanantonio.gov/finance>

**2. Early Head Start – Child Care Partnership Budget Justification – Federal Share**

**PERSONNEL \_\_\_\_\_ \$745,538.00**

The proposed staffing model represents the number of positions required to effectively and efficiently administer and monitor the program. Funding amounts represent costs reflected on the operations and training and technical assistance budgets.



Grant No: 06HP000255  
Attachment A

Category Description Job Title	# of Positions	Total Annual Salary	% Allocated EHS	Program OPS Federal
Head Start Program Administrator	1	\$124,630	5%	6,231
Special Project Manager	1	85,255	100%	85,255
Senior Management Analyst	2	121,926	100%	121,926
Management Analyst	4	184,116	100%	184,116
Family Support Supervisor	1	47,577	100%	47,577
Family Support Worker	7	273,038	100%	273,038
Fiscal Analyst	1	54,790	50%	27,395

**FRINGE BENEFITS** **\$271,379.00**

Social Security (FICA) \$57,034

Health/Dental/Life Insurance 114,728

Health insurance is paid for full time employees working at least 40 hours per week. Employees may elect to pay for dental insurance, supplemental life insurance, and other additional insurance coverage.

Retirement 89,017

Employees participate in a retirement program after meeting employment criteria. The City will match 10.47%-10.76% of the employee's salary.

Other Fringe Benefits 10,600

The City provides employees incentives for language skills and unused personal leave.

**EQUIPMENT** **\$4,000.00**

CAP>\$5,000 – PC Replacement \$4,000

**SUPPLIES** **\$2,272.00**

Office Supplies \$1,772

Copier paper, pens, pencils, files folders, and other consumable office supplies

Classroom Supplies 500

**CONTRACTUAL** **\$1,732,850.00**

Fees to Professional Contractors \$6,650



Grant No: 06HP000255  
Attachment A

Service	Amount
Nutrition Services	\$3,000
Community Assessment	1,600
ESD	1,050
Translation Services	1,000

Contractual Services – Child Care Centers \$1,663,200

The EHS-CCP’s budget for contractual costs includes funding allocations for the following services: education, disabilities, nutrition, health and dental services for 216 children enrolled in the EHS-CCP Program. Service providers are contractually obligated to provide non-federal share in proportion to their allocations. The City will disburse allocations to the service providers accordingly.

Service Providers	Number of Children	Amount
Blessed Sacrament Academy CDC	36	\$277,200
Ella Austin Community Center	48	369,600
Healy Murphy Center, Inc.	64	492,800
Inman Christian Center	28	215,600
Seton Home	20	154,000
YWCA – Olga Madrid CDC	20	154,000

Other Contractual Services \$63,000

Service	Amount
CCS Lossed Subsidies	\$40,000
UIW Health Services	8,000
Mental Health Services	15,000

**OTHER \$26,393.00**

Food	\$1,000
Gas and Electricity	2,600
Water and Sewer	250
Building Maintenance & Repair/Alarm & Security	11,592
Transportation Fees-Staff Mileage	2,500



Grant No: 06HP000255  
Attachment A

DW Other	1,000
Rental Office Equipment	1,000
Advertising and Publications	300
Printing	1,500
Cellular Phone Service	1,800
Wireless Data Communications	800
Subs Comp Svc – Child Plus	2,351

### 3. Training and Technical Assistance

**PERSONNEL** \_\_\_\_\_ **\$29,027.00**

The proposed staffing model under T&TA represents the staff member who spends 50% of their time providing training and technical.

Category Description Job Title	# of Positions	Total Annual Salary	% Allocated EHS	T&TA Federal
Management Analyst	1	\$43,539.86	100%	\$29,027

**FRINGE BENEFITS** \_\_\_\_\_ **\$9,446.00**

Social Security (FICA) \$2,221

Health/Dental/Life Insurance 3,742

Health insurance is paid for full time employees working at least 40 hours per week. Employees may elect to pay for dental insurance, supplemental life insurance, and other additional insurance coverage.

Retirement 3,483



Grant No: 06HP000255  
Attachment A

**TRAVEL** \_\_\_\_\_ **\$4,160.00**

Conference	Location	Dates	Lodging	Airfare	Per Diem	Number of Staff	Total
Zero to Three National Annual Conference	Ft. Lauderdale, FLA	Oct -19	900	600	390	1	\$1,890
NHSA Parent Conference	Anaheim, CA	Dec- 19	450	450	300	1	1,200
Region VI Meeting	TBD	TBD	500	300	270	1	1,070

**SUPPLIES** \_\_\_\_\_ **\$2,537.00**

Training and Classroom Supplies \$2,537

**CONTRACTUAL** \_\_\_\_\_ **\$14,630.00**

Fees to Professional Contractors and other Contractual Services

Consultant/Service	Amount
Kaplan – E-Lap, web access and archive	\$3,100
Curriculum Support	3,000
Teachstone – CLASS Support	1,030
Dual Language and other support services	3,750
ChildPlus Training	750
Other support services as identified by EHS-CCP staff	3,000

**OTHER** \_\_\_\_\_ **\$5,000**

Education Classes: High quality training is necessary for the professional development of staff. DHS is committed to increasing the level of expertise for all staff to better serve the children and families in the program. The budget presents estimated costs based on historical cost.

Conference	Total
CLASS certification and calibration – Infant/Toddler	\$1,200
NHSA Parent Conference	500
Zero to Three National	300

Food - Trainings \$3,000

**TOTAL COST FOR T&TA** \_\_\_\_\_ **\$64,800.00**



Grant No: 06HP000255  
Attachment A

### 4. Early Head Start - Child Care Partnership Budget Justification – Non-Federal Share

**CONTRACTUAL** \_\_\_\_\_ **\$425,200.00**

Fees to Professional Contractors \$400

Service	Amount
Dual Language Support Services	\$400

Contractual Services \$424,800

Service Providers	Amount
Blessed Sacrament Academy CDC	\$69,300
Ella Austin Community Center	92,400
Healy Murphy Center, Inc.	123,200
Inman Christian Center	53,900
Seton Home	38,500
YWCA	38,500
San Antonio Metro Health	9,000

**OTHER** \_\_\_\_\_ **\$286,683.00**

Other Contractual – Facilities \$164,950

Annual for 1023 N Pine Street Location - \$15.29 per sqf. X 23879 = 365,110  
Fair market value of rent for use of facilities/building services provided by other City departments to be used for the Early Head Start – Child Care Partnership Program, Report is attached

Indirect Costs \$733  
In-Kind Policy Council/Volunteers \$4,507

Job Title	Salary/Wage per Hour	# of Events	Non-Federal Portion
In-Kind Policy Council	\$102.43	12	\$2,458
In-Kind Policy Council Volunteer	\$102.43	10	2,049
Total			\$4,507



Grant No: 06HP000255

Attachment A

Family and Community In-Kind

\$51,493

Home Learning Activities In-Kind

\$65,000

---

**TOTAL COST FOR NON-FEDERAL SHARE** **\$711,883.00**

Note: Minor discrepancies due to rounding.

DRAFT