

AN ORDINANCE 2012-06-21-0494

**AUTHORIZING THE SUBMISSION OF A HEAD START RE-COMPETITION GRANT APPLICATION TO THE U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR UP TO \$35,073,584.00 FOR THE 2013 – 2014 PROGRAM YEAR AND EXECUTION OF MEMORANDUMS OF AGREEMENT WITH PROPOSED CONTRACTORS AND LOCAL HEAD START GRANT CONSORTIUM MEMBERS.**

\* \* \* \* \*

**WHEREAS**, for over 30 years the City of San Antonio, as the grantee for the San Antonio and Bexar County service area, has provided oversight, monitoring, technical assistance, and administrative support for the Head Start program; and

**WHEREAS**, services are currently provided through eight direct service providers to 6,789 children annually in 13 school districts throughout the county; and

**WHEREAS**, the U. S. Department of Health and Human Services (HHS) released new Head Start grant re-competition regulations on November 9, 2011; and

**WHEREAS**, on April 19, 2012, HHS released the Request for Proposal for the City of San Antonio and Bexar County service area; and

**WHEREAS**, City Council received a B session briefing on April 11, 2012 regarding the Head Start program re-competition and the City's proposed plan, which includes coordination with contractors currently providing Head Start program services; and

**WHEREAS**, submission of the City's Head Start grant application was approved by the Head Start Policy Council and the Educational Excellence Committee on June 5, 2012 and June 12, 2012, respectively; **NOW THEREFORE:**

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

**SECTION 1.** The City Manager, or her designee, or the Director of the Department of Human Services (DHS), or her designee, is hereby authorized to submit a Head Start re-competition grant application to the U. S. Department of Health and Human Services (HHS) in an amount up to \$35,073,584.00 for the 2013 – 2014 Program Year and a required in-kind match up to \$8,768,396.00 to be fulfilled by recommended Contractors and DHS for the operation of the 2013-14 Head Start program year. A copy of the application is on file with DHS.

**SECTION 2.** The City Manager, or her designee, or the Director of the DHS, or her designee, is authorized to execute Memorandums of Agreement with collaborating contractors and local Head Start grant consortium members in connection with the Head Start program. Copies of the

Memorandums of Agreement in substantially final form are attached hereto and incorporated herein for all purposes as **Attachments I - VI**.

**SECTION 3.** The City Manager, or her designee, or the Director of DHS, or her designee, is further authorized to execute any and all necessary documents to effectuate submission of the Head Start re-competition grant application.

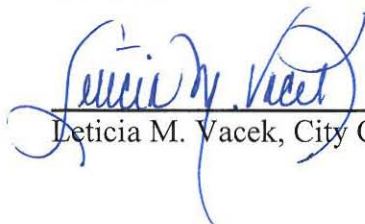
**SECTION 4.** The financial allocations in this Ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director of Finance may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers, and SAP GL Accounts as necessary to carry out the purpose of this Ordinance.

**SECTION 5.** This ordinance is effective immediately upon the receipt of eight affirmative votes; otherwise, it is effective ten days after passage.

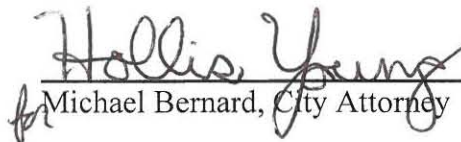
PASSED AND APPROVED this 21st day of June, 2012.

  
M A Y O R  
Julián Castro

**ATTEST:**

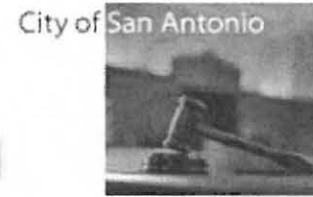
  
\_\_\_\_\_  
Leticia M. Vacek, City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
for Michael Bernard, City Attorney



Request for  
**COUNCIL  
ACTION**



## Agenda Voting Results - 39

<b>Name:</b>	5, 6, 7, 8, 9, 10, 11, 14, 15, 16, 18, 19, 20, 21, 22, 23, 24, 25A, 25B, 26, 27, 28, 30, 31, 32A, 32B, 32C, 33, 34, 35, 37, 38, 39, 40, 41, 42, 43, 44, 46, 48, 49, 50, 51, 52, 53, 54, 56, 57, 58, 59, 60, 62, 63, 65A, 65B						
<b>Date:</b>	06/21/2012						
<b>Time:</b>	10:01:34 AM						
<b>Vote Type:</b>	Motion to Approve						
<b>Description:</b>	An Ordinance authorizing the submission of a Head Start re-competition grant application to the U. S. Department of Health and Human Services (HHS) for up to \$35,073,584.00 for the 2013 – 2014 Program Year and execution of Memorandums of Agreement with proposed contractors and local Head Start grant consortium members. [Peter Zanoni, Assistant City Manager; Gloria Hurtado, Director, Department of Human Services]						
<b>Result:</b>	Passed						
Voter	Group	Not Present	Yea	Nay	Abstain	Motion	Second
Julián Castro	Mayor		x				
Diego Bernal	District 1		x				
Ivy R. Taylor	District 2		x			x	
Leticia Ozuna	District 3	x					
Rey Saldaña	District 4		x				
David Medina Jr.	District 5		x				
Ray Lopez	District 6		x				x
Cris Medina	District 7		x				
W. Reed Williams	District 8		x				
Elisa Chan	District 9		x				
Carlton Soules	District 10		x				

**Memorandum of Agreement  
Between the City of San Antonio,  
AVANCE – San Antonio, Inc., Education Service Center – Region 20 and  
Family Service Association of San Antonio, Inc.**

**I. Parties to the Agreement**

- A. City of San Antonio, a Texas Municipal Corporation.
- B. AVANCE – San Antonio, Inc. (AVANCE)
- C. Education Service Center – Region 20
- D. Family Service Association of San Antonio, Inc. (Family Service)

If awarded Head Start grants pursuant to U.S. Department of Health and Human Services (HHS) Funding Opportunity Number HHS-2013-ACF-OHS-CH-R06-0502, the parties listed in A – D above shall collaborate together as described herein, and shall collectively be referred to as the “San Antonio and Bexar County Head Start Consortium,” or the “Consortium.” The parties agree to reach out to any entity or agency that is awarded a Head Start grant pursuant to the above referenced funding opportunity, but who is not a party to this Agreement, for the purpose of encouraging and securing participation in this collaborative agreement.

**II. Purpose of Agreement**

- A. To improve availability and the quality of Head Start services for City of San Antonio and Bexar County’s children, age three through age five, and their families
- B. To support children’s optimal development and readiness for school entry and success
- C. To address the unique strengths and needs of the local population, such as homeless, migrant, or non-English speaking families
- D. To promote collaboration regarding provision of professional development to Consortium Head Start staff members in the San Antonio and Bexar County service area
- E. To collaborate on child transitions and transfers across all Head Start Service Providers to reduce duplication, enhance efficiency of services, and provide seamless services to children and families to the extent possible

- F. To define the roles and responsibilities of the named parties for the purpose of coordination and greater collaboration, enhance linkages and relationships, and exchange information on the provision of educational and non-educational services

### **III. Program Descriptions**

- A. Head Start is a nation-wide Federal grant program funded through the U.S. Department of Health and Human Services. It is a comprehensive child development program, focusing in the areas of education, social services, health, and family engagement for families with young children. Head Start preschool programs are for children from 3 to 5 years of age and their families.
- B. If awarded in accordance with its grant application, the City of San Antonio, as a Head Start Program Grantee, shall contract with San Antonio Independent School District (SAISD) and Edgewood Independent School District (EISD) to provide education services to children in the SAISD and EISD service area.
- C. If awarded in accordance with its grant application, AVANCE – San Antonio, Inc. as a Head Start Program Grantee, shall provide services to children in the Harlandale Independent School District service area.
- D. If awarded in accordance with its grant application, Education Service Center – Region 20, as a Head Start Program Grantee, shall provide services to children in the following Independent School District service areas: Alamo Heights, East Central, Somerset, Southside, and Southwest
- E. If awarded in accordance with its grant application, Family Service Association, as a Head Start Program Grantee, shall provide services to children in the following Independent School District Service Areas: Northside, North East, Judson, and Southwest

### **IV. Authority**

- A. The City of San Antonio is authorized pursuant to Ordinance No. \_\_\_\_\_, passed and approved on \_\_\_\_\_, to enter into this Memorandum of Agreement
- B. AVANCE – San Antonio, Inc.
- C. Family Service Association of San Antonio, Inc.
- D. Education Service Center - Region 20
- E. Head Start programs must take an active role in community planning to foster communication, cooperation, and the sharing of information among agencies and their community partners (45 CFR 1304.41(a)(1))

**V. Role of Consortium Members**

- A. Consortium members agree to hold quarterly meetings to facilitate coordination and communication
- B. Consortium members will share school readiness data derived from each agency's data management system and agree to aggregate this data to the extent possible in order to analyze the information for the City and Bexar County and utilize it in the development or enhancement of school readiness goals
- C. Consortium members will work, to the extent possible and reasonable, with school districts towards common parameters to address the Consortium's approach to the Response to Intervention (RtI) model as it applies to school readiness
- D. Consortium members will share best practices; actively seek opportunities for joint professional development, and facilitate child transitions and transfers
- E. Consortium members will coordinate and incorporate Local Education Agencies in their service area into program planning and service provision to jointly serve families, pool resources, and coordinate transitions into kindergarten

**VI. Guiding Principles**

The Parties to this Memorandum of Agreement agree that these are the guiding principles for this collaboration:

- A. Create and maintain a meaningful partnership to promote school readiness so that children from low-income families in Head Start programs, or who are preschool age, may receive comprehensive, quality services to prepare them for elementary school and to address any potential "achievement gap"
- B. Plan and implement strategies based on best practices and research that have proven to support children's school readiness by individualizing for each child based on their strengths, needs, individual characteristics and learning styles
- C. Respect the uniqueness of each locality's needs and resources
- D. Promote the involvement of members of the early care and education communities
- E. Share commitment, cooperation, and collaboration for a coordinated service delivery system to the greatest extent possible



## **VII. Joint Roles in System Review, Coordination, Collaboration, Alignment, and Implementation**

The Parties to this Memorandum of Agreement agree that each, both individually and collectively with the others in the Consortium, share responsibility within their appropriate boundaries and responsibilities as determined by their governing board decisions for the following:

- A. Public information dissemination about Head Start and community support services
- B. Participation in Consortium meetings and partnerships to coordinate Head Start services to children and families in the community, to the extent possible and reasonable
- C. Staff training, including opportunities for joint staff training on topics such as developmentally appropriate practices, early learning standards, instructional methods, curricula, and social and emotional development, to the extent possible and reasonable
- D. Pooling program training and technical assistance resources to coordinate professional development opportunities, to the extent possible and reasonable
- E. Other roles as agreed to by the Parties

## **VIII. Confidentiality**

All Parties to this Agreement acknowledge the existence of confidentiality requirements by which each Party must abide regarding the sharing and release, with the consent of families, of personally identifiable information regarding children and families. Each Party will protect the rights of young children with respect to records and reports created, maintained, and used by the entities. It is the intent of the Parties and this Agreement to ensure that parents have rights of access and rights of privacy with respect to such reports and records, and that applicable state and federal laws for exercise of these rights be strictly followed. The Parties also agree to abide by Family Educational Rights and Privacy Act (FERPA). (See also 34 CFR 303.460.)

## **IX. Cooperative Resolution**

The Parties will collaborate to establish a system to resolve any disagreements among themselves and to solve problems. The system should include:

- a. Timelines for regular meetings to review local agreements, plan collaborative activities, and resolve issues; and
- b. The identification of a liaison from each Party with which to communicate

**X. Term; Amendment; Review of Agreement**

This Agreement is effective as of the date set herein and shall be in full force and effect for a period of one year from the effective date set forth below. Any modifications to the terms hereof shall be by amendment in writing and executed by all Parties. The Parties shall renew the agreement every year, reviewing and modifying as frequently as necessary to reflect the agreement of the parties and the requirements of applicable laws and regulations.

**XI. Effect of Agreement**


Each Consortium member acknowledges that it has independently determined the service area for which it has chosen to apply and that this collaborative agreement is based upon a collective desire to best address the Head Start service needs of the San Antonio and Bexar County area. In no way should this Agreement be construed as a non-competitive agreement prohibiting members from, or penalizing members for, applying for a Head Start grant in a manner different from that set forth herein.

By signing the Agreement, each party agrees to its terms; however, the parties agree to amend this Agreement as may be necessary based upon actual grant awards made by HHS. The signed Agreement and amendments hereto, will be binding on all successors and assigns of Parties to the Agreement for the duration of this Agreement.

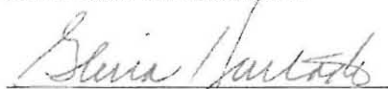
**XII. Signatures**

In witness of which this Memorandum of Agreement has been executed, to be effective upon the date of award of grants pursuant to U.S. Department of Health and Human Services Funding Opportunity Number HHS-2013-ACF-OHS-CH-R06-0502.

**City of San Antonio, a Texas Municipal Corporation**

  
Head Start Administrator

6-1-12  
Date

  
Gloria Hurtado, Director of the  
Department of Human Services

6-7-2012  
Date



AVANCE – San Antonio, Inc.


  
Head Start Director

6/1/12  
Date

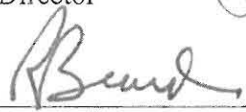
  
Executive Director

6/1/12  
Date

Education – Service Center, Region 20

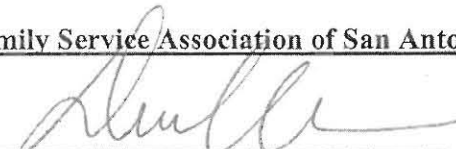
  
Head Start Director

5/31/12  
Date

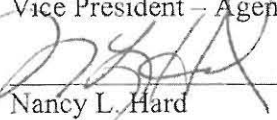
  
Executive Director

5-31-12  
Date

Family Service Association of San Antonio, Inc.

  
David E. Blegen  
Vice President – Agency Services

6/1/2012  
Date

  
Nancy L. Hard  
President/Chief Executive Officer

6/1/2012  
Date

**Memorandum of Agreement  
City of San Antonio and  
Edgewood Independent School District**

**I. Parties to the Agreement**

- A. City of San Antonio serving as grantee
- B. Edgewood Independent School District (EISD)

**II. Purpose of Agreement**

The purpose of this Memorandum of Agreement (MOA) is to establish a framework for the more comprehensive contractual agreement that the named parties intend to enter into if the City of San Antonio is awarded the Head Start grant (Grant). The parties agree that their common goal is to:

- A. Improve availability and the quality of services for City of San Antonio and Bexar County's eligible children, age three through age five, and their families
- B. Share commitment, cooperation, and collaboration for a coordinated comprehensive service delivery system; establish policies and procedures to guide and support the delivery of services; maximize use of local resources, and reduce duplication and enhance efficiency of services
- C. Create and maintain a meaningful partnership to support children's optimal development and readiness for school entry and success
- D. Address the unique strengths and needs of the local population, such as homeless, migrant, or non-English speaking families
- E. Establish an understanding regarding the roles and responsibilities of the named parties for the purpose of coordination and collaboration; enhance linkages and relationships; and exchange information on the provision of educational and non-educational services

**III. Program Descriptions**

- A. The City of San Antonio is the current Head Start Program Grantee for the City of San Antonio and Bexar County. If awarded the Grant, the City intends to contract with Edgewood Independent School District (EISD) to provide services to 963 children in the EISD service area, with an approximate cost per child of \$7,164.
- B. The Edgewood Independent School District is a public school district and local entity responsible for managing publicly funded preschool programs in the service area.

**IV. Authority**

- A. The City is authorized pursuant to Ordinance No. \_\_\_\_\_, passed and approved on \_\_\_\_\_, to enter into this Memorandum of Agreement.

- B. EISD is authorized pursuant to \_\_\_\_\_ to enter into this Memorandum of Agreement.
- C. Head Start programs must take an active role in community planning to foster communication, cooperation, and the sharing of information among agencies and their community partners (45 CFR 1304.41(a)(1)).

**V. Roles in System Collaboration, Alignment and Implementation. The parties agree to:**

- A. Provision of comprehensive Head Start services in accordance with Head Start Performance Standards and all other terms of the Grant.
- B. Commitment to fulfilling the City of San Antonio's Head Start Program's mission; achieving goals and objectives; and setting best practices in applicable content areas.
- C. Implementation of appropriate internal controls to safeguard federal funds and support Program operations in an efficient and effective manner.
- D. Communication and parent outreach for seamless provision of comprehensive services, including smooth transitions between and among Head Start, Early Head Start and kindergarten programs.
- E. City will provide general program oversight, oversee governance, determine program design, set policies, and provide technical assistance to Head Start service providers as needed.
- F. City will contract with other Head Start service providers to ensure the provision of (i) Family and Community Support Services, (ii) Health Services, (iii) Mental Health Services, and (iv) Dental Health Services and will be responsible for establishing the appropriate contractual requirements to ensure the provision of high quality services in all these areas.
- G. EISD will provide direct services to income and age eligible children in the areas of (i) Education and Early Childhood Development Services; (ii) Child Disability Services; (iii) Child Nutrition; and (iv) Transportation Services and will collaborate with other Head Start service providers to ensure the provision of Family and Community Support Services, Health Services, Mental Health Services and Dental Health Services, to meet the needs of the children and families served by the Program. EISD will have primary responsibility for the verification of eligibility, recruitment, enrollment, selection of children, and attendance (ERSEA), and will maintain full funded enrollment throughout the school year.
- H. EISD will ensure all children receive the full array of Head Start services they are entitled to; and initiate and collaborate in the provision of needed wrap around services
- I. City and EISD will work together to establish and implement clear school readiness goals across five essential child development areas (language and literacy, cognitive development and general knowledge, social and emotional development, approaches to learning, and physical development) and revise them as needed for continual program

improvement. These goals will be based on child assessment outcome data and other program data and will help guide instruction, parent involvement, and professional development.

- J. City and EISD will maintain an organizational structure that supports the accomplishment of program objectives; addresses major functions and responsibilities; and ensures effective oversight of program operations. City and EISD will ensure program is in compliance with the professional competencies and academic degree qualifications required of program management staff and classroom teachers by the Head Start Act and the Head Start Performance Standards
- K. City and EISD will ensure that no Head Start funds, federal or non-federal, are used to pay an employee compensation that exceeds the maximum amount authorized under the Grant (currently \$179,700) and that all employees funded through the Head Start grant are compensated in proportion to the time devoted to working in the Head Start program
- L. City and EISD will maintain a multi-tiered monitoring model that ensures Head Start services are provided in accordance to Head Start Performance Standards and all other terms of the Grant.

#### **VI. Term and Review of Agreement**

The agreement shall be in full force and effect until execution of a Head Start contract for the grant year February 1, 2013 through January 31, 2014 between the named parties, at which time this agreement shall immediately terminate in favor of the executed Head Start contract. If the City of San Antonio is not awarded the Head Start grant for the grant year February 1, 2013 through January 31, 2014, then this agreement shall immediately terminate.

#### **VII. Effect of Agreement**

By signing the agreement, each party agrees to its terms. The signed agreement will be binding on all successors of parties to the agreement.

#### **VIII. Signatures**

In witness of which this Memorandum of Agreement has been executed effective as of the date of the last party to execute.

#### **For the Edgewood Independent School District**

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

#### **For the City of San Antonio**

\_\_\_\_\_  
Gloria Hurtado Director of the  
Department of Human Services

\_\_\_\_\_  
Date

**Memorandum of Agreement  
City of San Antonio and  
San Antonio Independent School District**

**I. Parties to the Agreement**

- A. City of San Antonio serving as grantee
- B. San Antonio Independent School District (SAISD)

**II. Purpose of Agreement**

The purpose of this Memorandum of Agreement (MOA) is to establish a framework for the more comprehensive contractual agreement that the named parties intend to enter into if the City of San Antonio is awarded the Head Start grant (Grant). The parties agree that their common goal is to:

- A. Improve availability and the quality of services for City of San Antonio and Bexar County's eligible children, age three through age five, and their families
- B. Share commitment, cooperation, and collaboration for a coordinated comprehensive service delivery system; establish policies and procedures to guide and support the delivery of services; maximize use of local resources, and reduce duplication and enhance efficiency of services
- C. Create and maintain a meaningful partnership to support children's optimal development and readiness for school entry and success
- D. Address the unique strengths and needs of the local population, such as homeless, migrant, or non-English speaking families
- E. Establish an understanding regarding the roles and responsibilities of the named parties for the purpose of coordination and collaboration; enhance linkages and relationships; and exchange information on the provision of educational and non-educational services

**III. Program Descriptions**

- A. The City of San Antonio is the current Head Start Program Grantee for the City of San Antonio and Bexar County. If awarded the Grant, the City intends to contract with SAISD to provide services to 3,882 children in the SAISD service area, with an approximate cost per child of \$7,164.
- B. The San Antonio Independent School District is a public school district and local entity responsible for managing publicly funded preschool programs in the service area.

**IV. Authority**

- A. The City is authorized pursuant to Ordinance No. \_\_\_\_\_, passed and approved on \_\_\_\_\_, to enter into this Memorandum of Agreement.

- B. SAISD is authorized pursuant to \_\_\_\_\_ to enter into this Memorandum of Agreement.
- C. Head Start programs must take an active role in community planning to foster communication, cooperation, and the sharing of information among agencies and their community partners (45 CFR 1304.41(a)(1)).

**V. Roles in System Collaboration, Alignment and Implementation. The parties agree to:**

- A. Provision of comprehensive Head Start services in accordance with Head Start Performance Standards and all other terms of the Grant.
- B. Commitment to fulfilling the City of San Antonio's Head Start Program's mission; achieving goals and objectives; and setting best practices in applicable content areas.
- C. Implementation of appropriate internal controls to safeguard federal funds and support Program operations in an efficient and effective manner.
- D. Communication and parent outreach for seamless provision of comprehensive services, including smooth transitions between and among Head Start, Early Head Start and kindergarten programs.
- E. City will provide general program oversight, oversee governance, determine program design, set policies, and provide technical assistance to Head Start service providers as needed.
- F. City will contract with other Head Start service providers to ensure the provision of (i) Family and Community Support Services, (ii) Health Services, (iii) Mental Health Services, and (iv) Dental Health Services and will be responsible for establishing the appropriate contractual requirements to ensure the provision of high quality services in all these areas.
- G. SAISD will provide direct services to income and age eligible children in the areas of (i) Education and Early Childhood Development Services; (ii) Child Disability Services; (iii) Child Nutrition; and (iv) Transportation Services and will collaborate with other Head Start service providers to ensure the provision of Family and Community Support Services, Health Services, Mental Health Services and Dental Health Services, to meet the needs of the children and families served by the Program. SAISD will have primary responsibility for the verification of eligibility, recruitment, enrollment, selection of children, and attendance (ERSEA), and will maintain full funded enrollment throughout the school year.
- H. SAISD will ensure all children receive the full array of Head Start services they are entitled to; and initiate and collaborate in the provision of needed wrap around services.
- I. City and SAISD will work together to establish and implement clear school readiness goals across five essential child development areas (language and literacy, cognitive development and general knowledge, social and emotional development, approaches to learning, and physical development) and revise them as needed for continual program improvement. These goals will be based on child assessment outcome data and other program data and will help guide instruction, parent involvement, and professional development.



- J. City and SAISD will maintain an organizational structure that supports the accomplishment of program objectives; addresses major functions and responsibilities; and ensures effective oversight of program operations. City and SAISD will ensure program is in compliance with the professional competencies and academic degree qualifications required of program management staff and classroom teachers by the Head Start Act and the Head Start Performance Standards.
- K. City and SAISD will ensure that no Head Start funds, federal or non-federal, are used to pay an employee compensation that exceeds the maximum amount authorized under the Grant (currently \$179,700) and that all employees funded through the Head Start grant are compensated in proportion to the time devoted to working in the Head Start program
- L. City and SAISD will maintain a multi-tiered monitoring model that ensures Head Start services are provided in accordance to Head Start Performance Standards and all other terms of the Grant.

**VI. Term and Review of Agreement**

The agreement shall be in full force and effect until execution of a Head Start contract for the grant year February 1, 2013 through January 31, 2014 between the named parties, at which time this agreement shall immediately terminate in favor of the executed Head Start contract. If the City of San Antonio is not awarded the Head Start grant for the grant year February 1, 2013 through January 31, 2014, then this agreement shall immediately terminate.

**VII. Effect of Agreement**

By signing the agreement, each party agrees to its terms. The signed agreement will be binding on all successors of parties to the agreement.

**VIII. Signatures**

In witness of which this Memorandum of Agreement has been executed effective as of the date of the last party to execute.

**For the San Antonio Independent School District**

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

**For the City of San Antonio**

\_\_\_\_\_  
Gloria Hurtado Director of the  
Department of Human Services

\_\_\_\_\_  
Date

**Memorandum of Agreement  
City of San Antonio and  
Family Service Association of San Antonio, Inc.**

**I. Parties to the Agreement**

- A. City of San Antonio serving as grantee
- B. Family Service Association of San Antonio, Inc. (Family Service)

**II. Purpose of Agreement**

The purpose of this Memorandum of Agreement (MOA) is to establish a framework for the more comprehensive contractual agreement that the named parties intend to enter into if the City of San Antonio is awarded the Head Start grant (Grant). The parties agree that their common goal is to:

- A. Improve availability and the quality of services for City of San Antonio and Bexar County's eligible children, age three through age five, and their families
- B. Share commitment, cooperation, and collaboration for a coordinated comprehensive service delivery system; establish policies and procedures to guide and support the delivery of services; maximize use of local resources, and reduce duplication and enhance efficiency of services
- C. Create and maintain a meaningful partnership to support children's optimal development and readiness for school entry and success
- D. Address the unique strengths and needs of the local population, such as homeless, migrant, or non-English speaking families
- E. Establish an understanding regarding the roles and responsibilities of the named parties for the purpose of coordination and collaboration; enhance linkages and relationships; and exchange information on the provision of educational and non-educational services

**III. Program Descriptions**

- A. The City of San Antonio is the current Head Start Program Grantee for the City of San Antonio and Bexar County. If awarded the Grant, the City intends to contract with Family Service to continue to provide parent, family and community support services to 4,845 children in the program.
- B. Family Service is a non-profit corporation and a Head Start service provider for the City.

**IV. Authority**

- A. The City is authorized pursuant to Ordinance No. \_\_\_\_\_, passed and approved on \_\_\_\_\_, to enter into this Memorandum of Agreement.

- B. Family Service Association of San Antonio, Inc.
- C. Head Start programs must take an active role in community planning to foster communication, cooperation, and the sharing of information among agencies and their community partners (45 CFR 1304.41(a)(1)).

**V. Roles in System Collaboration, Alignment and Implementation. The parties agree to:**

- A. Provision of comprehensive Head Start services in accordance with Head Start Performance Standards and all other terms of the Grant.
- B. Commitment to fulfilling the City of San Antonio's Head Start Program's mission; achieving goals and objectives; and setting best practices in applicable content areas.
- C. Implementation of appropriate internal controls to safeguard federal funds and support Program operations in an efficient and effective manner.
- D. Communication and parent outreach for seamless provision of comprehensive services, including smooth transitions between and among Head Start, Early Head Start and kindergarten programs.
- E. City will provide general program oversight, oversee governance, determine program design, set policies, and provide technical assistance to Head Start service providers as needed.
- F. City will contract with other Head Start service providers to ensure the provision of (i) Education and Early Childhood Development Services; (ii) Child Disability Services; (iii) Child Nutrition; (iv) Health Services; (v) Mental Health Services; (vi) Dental Health Services; and (vii) Transportation and will be responsible for establishing the appropriate contractual requirements to ensure the provision of high quality services in all these areas.
- G. Family Service will provide direct services to income and age eligible children and their families in compliance with Head Start Performance Standards and all other terms of the Grant. Services will include development and implementation of a family assessment to determine the strengths, needs and interest of the families; completion of family partnership agreements, which are goal oriented and focused on improving the families' well being; providing ongoing support to parents and opportunities for parent involvement; working with parents to identify and access community services and resources for families; providing guidance to parents regarding the importance of health, dental health, mental health, and disability services and work with parents to ensure children are receiving needed services; and serve as a liaison between families, education and health service providers for the seamless provision of services. Education service providers will ensure all children receive the full array of Head Start services they are entitled to, including parent, family and community support services.
- H. City and Family Service will maintain an organizational structure that supports the accomplishment of program objectives; addresses major functions and responsibilities;

and ensures effective oversight of program operations. City and Family Service will ensure program is in compliance with the professional competencies and academic degree qualifications required of program management staff by the Head Start Act and the Head Start Performance Standards.

- I. City and Family Service will ensure that no Head Start funds, federal or non-federal, are used to pay an employee compensation that exceeds the maximum amount authorized under the Grant (currently \$179,700) and that all employees funded through the Head Start grant are compensated in proportion to the time devoted to working in the Head Start program
- J. City and Education service providers will maintain a multi-tiered monitoring model that ensures Head Start services, including parent, family and community support services provided by Family Service, are provided in accordance to Head Start Performance Standards and all other terms of the Grant.

#### **VI. Term and Review of Agreement**

The agreement shall be in full force and effect until execution of a Head Start contract for the grant year February 1, 2013 through January 31, 2014 between the named parties, at which time this agreement shall immediately terminate in favor of the executed Head Start contract. If the City of San Antonio is not awarded the Head Start grant for the grant year February 1, 2013 through January 31, 2014, then this agreement shall immediately terminate.

#### **VII. Effect of Agreement**

By signing the agreement, each party agrees to its terms. The signed agreement will be binding on all successors of parties to the agreement.

#### **VIII. Signatures**

In witness of which this Memorandum of Agreement has been executed effective as of the date of the last party to execute.

#### **For Family Service Association of San Antonio, Inc.**

\_\_\_\_\_  
Nancy L. Hard  
President/ Chief Executive Officer

\_\_\_\_\_  
Date

#### **For the City of San Antonio**

\_\_\_\_\_  
Gloria Hurtado, Director of the  
Department of Human Services

\_\_\_\_\_  
Date

**Memorandum of Agreement  
City of San Antonio and  
Bexar County Hospital District  
d/b/a University Health System**

**I. Parties to the Agreement**

- A. City of San Antonio serving as grantee
- B. University Health System

**II. Purpose of Agreement**

The purpose of this Memorandum of Agreement (MOA) is to establish a framework for the more comprehensive contractual agreement that the named parties intend to enter into if the City of San Antonio is awarded the Head Start grant (Grant). The parties agree that their common goal is to:

- A. Improve availability and the quality of services for City of San Antonio and Bexar County's eligible children, age three through age five, and their families
- B. Share commitment, cooperation, and collaboration for a coordinated comprehensive service delivery system; establish policies and procedures to guide and support the delivery of services; maximize use of local resources, and reduce duplication and enhance efficiency of services
- C. Create and maintain a meaningful partnership to support children's optimal development and readiness for school entry and success
- D. Address the unique strengths and needs of the local population, such as homeless, migrant, or non-English speaking families
- E. Establish an understanding regarding the roles and responsibilities of the named parties for the purpose of coordination and collaboration; enhance linkages and relationships; and exchange information on the provision of educational and non-educational services

**III. Program Descriptions**

- A. The City of San Antonio is the current Head Start Program Grantee for the City of San Antonio and Bexar County. If awarded the Grant, the City intends to contract with University Health System to provide health services to 4,845 children in the program.
- B. The University Health System (UHS) is a hospital district established under Article IX, Section 4 of the Texas Constitution and Chapter 281 of the Texas Health and Safety Code, whose public purpose is providing medical and hospital care to the needy and indigent of the community.

**IV. Authority**

- A. The City is authorized pursuant to Ordinance No. \_\_\_\_\_, passed and approved on \_\_\_\_\_ to enter into this Memorandum of Agreement.
- B. UHS is authorized pursuant to \_\_\_\_\_ to enter into this Memorandum of Agreement.
- C. Head Start programs must take an active role in community planning to foster communication, cooperation, and the sharing of information among agencies and their community partners (45 CFR 1304.41(a)(1)).

**V. Roles in System Collaboration, Alignment and Implementation. The parties agree to:**

- A. Provision of comprehensive Head Start services in accordance with Head Start Performance Standards and all other terms of the Grant.
- B. Commitment to fulfilling the City of San Antonio's Head Start Program's mission; achieving goals and objectives; and setting best practices in applicable content area.
- C. Implementation of appropriate internal controls to safeguard federal funds and support Program operations in an efficient and effective manner.
- D. Communication and parent outreach for seamless provision of comprehensive services.
- E. City will provide general program oversight, oversee governance, determine program design, set policies, and provide technical assistance to Head Start service providers as needed.
- F. City will contract with other Head Start service providers to ensure the provision of (i) Education and Early Childhood Development Services, (ii) Child Disability Services; (iii) Child Nutrition; (iv) Transportation; (v) Family and Community Support Services, (vi) Mental Health Services, and (vii) Dental Health Services and will be responsible for establishing the appropriate contractual requirements to ensure the provision of high quality services in all these areas.
- G. City will ensure through contractual agreements that all children in the Program receive health services in accordance with the Head Start Performance Standards and other terms of the Grant. The contracts with Head Start Education service providers will include the requirement to closely work with families to establish and utilize medical and dental homes, and collaborate with health service providers and parents to facilitate and expedite the provision of the required health services
- H. UHS will provide specific health services to income and age eligible children, as needed, and in accordance with the requirements of 45 C.F.R Part 1304.20 et. seq. and other applicable terms of the Grant. UHS will perform the following (i) conduct Lead, Hemoglobin/ Hematocrit Screenings for all children in the program who need it; (ii) complete physical exams for all uninsured children in the program and for children referred to UHS by Education service providers; and (iii) provide expert



guidance and advice in the area of health to the Grantee and Head Start service providers. Education service providers will ensure all children receive the full array of Head Start services they are entitled to; and initiate and collaborate in the provision of needed wrap around services

- I. City and UHS will maintain an organizational structure that supports the accomplishment of program objectives; addresses major functions and responsibilities; and ensures effective oversight of program operations
- J. City and Education service providers will maintain a multi-tiered monitoring model that ensures Head Start services, including health services provided by UHS, are provided in accordance to Head Start Performance Standards and all other terms of the Grant.

#### **VI. Term and Review of Agreement**

The agreement shall be in full force and effect until execution of a Head Start contract for the grant year February 1, 2013 through January 31, 2014 between the named parties, at which time this agreement shall immediately terminate in favor of the executed Head Start contract. If the City of San Antonio is not awarded the Head Start grant for the grant year February 1, 2013 through January 31, 2014, then this agreement shall immediately terminate.

#### **VII. Effect of Agreement**

By signing the agreement, each party agrees to its terms. The signed agreement will be binding on all successors of parties to the agreement.

#### **VIII. Signatures**

In witness of which this Memorandum of Agreement has been executed effective as of the date of the last party to execute.

#### **For the Bexar County Hospital District d/b/a University Health System**

\_\_\_\_\_  
George B. Hernandez, Jr.  
President /Chief Executive Officer

\_\_\_\_\_  
Date

#### **For the City of San Antonio**

\_\_\_\_\_  
Gloria Hurtado Director of the  
Department of Human Services

\_\_\_\_\_  
Date

**Memorandum of Agreement  
City of San Antonio and  
Bexar County Board of Trustees for Mental Health Mental Retardation  
d/b/a Center for Health Care Services**

**I. Parties to the Agreement**

- A. City of San Antonio serving as grantee
- B. Bexar County Board of Trustees for Mental Health Mental Retardation d/b/a Center for Health Care Services (Center for Health Care Services)

**II. Purpose of Agreement**

The purpose of this Memorandum of Agreement (MOA) is to establish a framework for the more comprehensive contractual agreement that the named parties intend to enter into if the City of San Antonio is awarded the Head Start grant (Grant). The parties agree that their common goal is to:

- A. Improve availability and the quality of services for City of San Antonio and Bexar County's eligible children, age three through age five, and their families
- B. Share commitment, cooperation, and collaboration for a coordinated comprehensive service delivery system; establish policies and procedures to guide and support the delivery of services; maximize use of local resources, and reduce duplication and enhance efficiency of services
- C. Create and maintain a meaningful partnership to support children's optimal development and readiness for school entry and success
- D. Address the unique strengths and needs of the local population, such as homeless, migrant, or non-English speaking families
- E. Establish an understanding regarding the roles and responsibilities of the named parties for the purpose of coordination and collaboration; enhance linkages and relationships; and exchange information on the provision of educational and non-educational services

**III. Program Descriptions**

- A. The City of San Antonio is the current Head Start Program Grantee for the City of San Antonio and Bexar County. If awarded the Grant, the City intends to contract with the Center for Health Care Services to provide mental health consultation services; classroom behavioral management; and technical assistance to teachers and parents in the context of behavioral management in the classroom, for the 4,845 children in the program.
- B. The Center for Health Care Services is a Community Mental Health Retardation Center established pursuant to Chapter 534.001 of the Texas Health and Safety Code,

whose public purpose is to improve the lives of people with mental health, developmental disabilities, and substance abuse challenges within the community.

**IV. Authority**

- A. The City is authorized pursuant to Ordinance No. \_\_\_\_\_, passed and approved on \_\_\_\_\_, to enter into this Memorandum of Agreement.
- B. Center for Health Care Services
- C. Head Start programs must take an active role in community planning to foster communication, cooperation, and the sharing of information among agencies and their community partners (45 CFR 1304.41(a)(1)).

**V. Roles in System Collaboration, Alignment and Implementation. The parties agree to:**

- A. Provision of comprehensive Head Start services in accordance with Head Start Performance Standards and all other terms of the Grant
- B. Commitment to fulfilling the City of San Antonio's Head Start Program's mission; achieving goals and objectives; and setting best practices in applicable content area
- C. Implementation of appropriate internal controls to safeguard federal funds and support Program operations in an efficient and effective manner
- D. Communication and parent outreach for seamless provision of comprehensive services
- E. City will provide general program oversight, oversee governance, determine program design, set policies, and provide technical assistance to Head Start service providers as needed
- F. City will contract with other Head Start service providers to ensure the provision of (i) Education and Early Childhood Development Services, (ii) Child Disability Services; (iii) Child Nutrition; (iv) Transportation; (v) Family and Community Support Services, (vi) Health Services, and (vii) Dental Health Services and will be responsible for establishing the appropriate contractual requirements to ensure the provision of high quality services in all these areas
- G. CHCS will provide mental health services to income and age eligible children, as needed, and in compliance with the requirements of 45 C.F.R Parts 1304.24 et. seq. and other applicable terms of the Grant. Services will include conducting classroom observations; parent and teacher consultations as needed; child specific behavioral assessments and intervention plan; technical assistance to teachers on classroom behavior management; participating in Multi Disciplinary Staffing (MDS) meetings; training on appropriate topics related to mental health services to Head Start service providers; training and support in areas of crisis intervention; support the implementation of a Positive Behavior Intervention System (PBIS); and programmatic consultations to Head Start service provider staff on available

community referrals sources for children and families, best practices, and identifying the need for mental health services. CHCS will collaborate with other Head Start service providers, as needed, to ensure children receive the appropriate mental health services in a timely manner. CHCS' Children's Mental Health Program will be a community referral resource for Head Start children needing mental health services, such as direct therapy.

- H. City and CHCS will maintain an organizational structure that supports the accomplishment of program objectives; addresses major functions and responsibilities; and ensures effective oversight of program operations
- I. City and Education service providers will maintain a multi-tiered monitoring model that ensures Head Start services, including technical assistance and behavior management support to teachers; classroom interventions, mental health consultation services provided by CHCS, are provided in accordance to Head Start Performance Standards and all other terms of the Grant.

#### **VI. Term and Review of Agreement**

The agreement shall be in full force and effect until execution of a Head Start contract for the grant year February 1, 2013 through January 31, 2014 between the named parties, at which time this agreement shall immediately terminate in favor of the executed Head Start contract. If the City of San Antonio is not awarded the Head Start grant for the grant year February 1, 2013 through January 31, 2014, then this agreement shall immediately terminate.

#### **VII. Effect of Agreement**

By signing the agreement, each party agrees to its terms. The signed agreement will be binding on all successors of parties to the agreement.

#### **VIII. Signatures**

In witness of which this Memorandum of Agreement has been executed effective as of the date of the last party to execute.

#### **For the Center for Health Care Services**

\_\_\_\_\_  
Leon Evans, President / CEO

\_\_\_\_\_  
Date

#### **For the City of San Antonio**

\_\_\_\_\_  
Gloria Hurtado Director of the  
Department of Human Services

\_\_\_\_\_  
Date