

**CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
DEPARTMENT OF COMMUNITY INITIATIVES**

TO: Mayor and City Council

FROM: Dennis J. Campa, Director, Department of Community Initiatives

THROUGH: Terry M. Brechtel, City Manager

COPIES: Frances A. Gonzalez, Assistant to the City Manager; City Attorney's Office; Finance Department; File

SUBJECT: ORDINANCE AUTHORIZING EXECUTION OF CONTRACT AMENDMENT WITH TACCRRRA AND ACCEPTANCE OF ADDITIONAL FUNDING IN THE AMOUNT OF \$25,195

DATE: August 28, 2003

SUMMARY AND RECOMMENDATIONS

This ordinance authorizes the execution of a contract amendment with the Texas Association of Child Care Resource & Referral Agencies (TACCRRRA) in connection with the Department of Community Initiatives, Children's Resources Division, Resource & Referral Section (KidCare) Program which extends the contract through March 15, 2004. This ordinance also authorizes acceptance of additional grant funds in the amount of \$25,195 for operation of the program and adopts a revised program budget reflecting the additional funds.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

The City of San Antonio, Department of Community Initiatives' (DCI) Children's Resources Division (CRD) is contracted by TACCRRRA to provide child care resource & referral services to residents of three Workforce Development Areas (WDAs):

Alamo WDA No. 20

Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kerr, Kendall, Medina, and Wilson counties

Concho Valley WDA No. 12

Coke, Concho, Crockett, Irion, Kimble, McCulloch, Mason, Menard, Reagan, Schleicher, Sterling, Sutton, and Tom Green counties

Middle Rio Grande WDA No. 27

Dimmitt, Edwards, Kinney, La Salle, Maverick, Real, Uvalde, Val Verde, and Zavala counties

Under the existing TACCRRRA contract, the City of San Antonio's service delivery area encompasses 34 counties and supports families by increasing access to child care and parenting resources needed to nurture children. Furthermore, local child care providers are encouraged to expand and enhance the quality of care provided. KidCare supports communities and employers in conjunction with the state to create more responsive policies and programs to ensure a full range of quality resource and referral services and activities available across the WDAs. CRD is the liaison for all three Local Workforce Development Boards in their service delivery area and meets with the respective child care representatives. Additionally, CRD has traveled to all 34 counties and briefed key city administrators, local elected officials, child care contractors, school district superintendents, and community leaders in the child care industry.

Through NACCRRRAware, CRD maintains information on respective comprehensive child care providers and client data for the service delivery area. NACCRRRAware enhances the level of service to the community by adding provider information, which allows Child Care Resource Specialists to tailor resources to specific client needs. An additional benefit of this referral system is the added capability to e-mail referrals to clients.

Resource and referral services differ from the services to be provided by the Single Portal of Entry for child care in that they are limited to contact and capacity information for particular child care centers. The Single Portal of Entry will provide information pertaining to the availability of subsidized child care in the community, but not capacity or availability within specific child care centers. It is planned that eventually NACCRRRAware will complement the Single Portal Entry through database interface with child care center records.

The Texas Workforce Commission (TWC) intends to issue a Request for Proposals in the fall of this year for child care resource and referral services. Rather than awarding the funding to TACCRRRA, who then subcontracts with entities for implementation, TWC will contract with service providers directly. To facilitate this transition, TACCRRRA has extended existing contracts and made additional funds available for continuity of services awaiting the release of the Request for Proposals by TWC. Under this contract amendment, CRD will provide child care referrals to 805 families. The additional funding provided with this contract amendment must be expensed by March 15, 2004. There is no change in the program's personnel complement.

POLICY ANALYSIS

Ordinance No. 97240, passed and approved on February 27, 2003, authorized continued operation of KidCare from January 1, 2003 through August 31, 2003.

TACCRRRA Performance Measures

Contract Period	Target - Families	Families Served	% of Target
Jan. 1, 2002 – Dec. 31, 2002	2,092	3,124	149%
Jan. 1, 2003 – March 15, 2004	2,952	1,542 *	52%

* As of June 30, 2003

It is anticipated that the performance target will be met by the end of the contract period.

This ordinance is a continuation of existing City policy of utilizing federal and state funding to provide early care and education services and activities. This action supports the goal of building a high quality early childhood education system as outlined in the Early Care and Education Strategic Plan.

FISCAL IMPACT

This ordinance accepts additional funds in the amount of \$25,195 from TACCRRRA to provide child care referrals through March 15, 2004.

This action requires no General Fund commitment.

COORDINATION

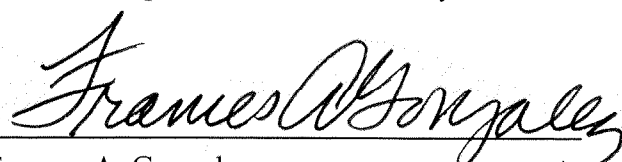
The Department of Community Initiatives coordinated activities with the City Attorney's Office, and the Finance Department.

SUPPLEMENTARY COMMENTS

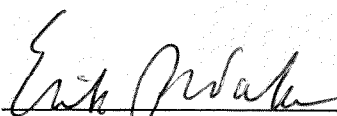
CRD plans to respond to TWC's Request for Proposals, once issued. The service area will be determined based on specification of the Request for Proposals.

Provisions of the Ethics Ordinance do not apply.


Dennis J. Campa
Director, Department of Community Initiatives


Frances A. Gonzalez
Assistant to the City Manager

Approved:


Terry M. Brechtel
City Manager

Texas Association of Child Care Resource and Referral Agencies
Contract Amendment

ORIGINAL CONTRACT NO. COSA2002

AMENDMENT NO. 3
From: January 1, 2002 To: March 15, 2004

This amendment to the cited Contract (the original Contract) is entered into by and between the Texas Association of Child Care Resource and Referral Agencies (TACCRRA) and the following party:

Contractor Contact Person: Ruth Lightfoot
TACCRRA Contact Person: Sandra Anderson

Reason for the amendment:

- Extend the end date of the contract to March 15, 2004
- Define activities and performance measure for 6.5 month period
- Increase contract amount by \$ 25,195.00

Amendment to Original Contract:

- Extend the end date of the contract to March 15, 2004
- Increase contract amount by \$ 25,195.00
- Following activities supercede the period contract activities for the period prior to September 1, 2003 and shall be the activities conducted during the six and a half month period. September 1, 2003 – March 15, 2004:
 - Activity 1: Provide 805 child care referrals to unduplicated families via telephone or in person
 - Activity 2: Referral calls will be answered by CCR&R staff during regular business hours, 8 a.m. to 5 p.m., Monday-Friday
 - 1) Calls answered by "live" staff person 85% of the time during regular business hours. "Machine" answered calls will be returned by a staff person by 10 a.m. the next business day.
 - Activity 3: Submit monthly performance and expenditures reports by the 15th of each month

The contractor hereby acknowledges that it understands the contract amendment described herein and consisting of this Contract Amendment signature page and contract parts listed above which are hereby incorporated as part of the original Contract and which constitutes promised performances by the Contractor. All oral and written agreements between the parties relating to the subject matter of the contract that were made before the execution of this contract amendment have been reduced to writing and are contained herein. The parties agree that all other conditions and terms specified in the original Contract shall remain in full force and effect. The obligations of TACCRRA under this contract are expressly contingent upon the availability of funds for such purpose. This contract amendment shall not be binding until expressly approved by the Executive Director of TACCRRA or designee and the contractor Executive Director or designee.

Agreed and Approved:

The terms of this amendment are accepted by the parties to the above referenced contract. Persons signing are expressly authorized to obligate the parties to the terms of this amendment. The undersigned parties bind themselves to the faithful performance of the above referenced contract, as amended.

Texas Association of Child Care
Resource and Referral Agencies

City of San Antonio

Sandra Anderson
Executive Director

Date

Dennis J. Campa
Director

Date

TEXAS ASSOCIATION OF CHILD CARE RESOURCE AND REFERRAL AGENCIES - TACCRRRA

January 1, 2003 - March 15, 2004

26-039015

	Budget	Revision #1 +/-	Revised Budget
REVENUES:			
00-004 077057 TACCRRRA / TWC Contract #COSA2002	65,813	25,195	91,008
TOTAL REVENUES	65,813	25,195	91,008

EXPENDITURES:**38-15-20 Child Care Resource & Referral**

01-010 755793 Reg Salaries & Wages	36,333	16,865	53,198
01-030 755801 FICA	2,780	1,685	4,465
01-040 755819 TMRS	4,324	2,356	6,680
01-050 755827 Flex Benefits	4,356	3,415	7,771
01-051 755835 Life Insurance	83	(7)	76
01-060 755843 Worker's Disability Comp.	150	32	182
01-072 xxxxxx Personal Leave Buy Back Pay	-	1,500	1,500
02-110 755850 Communications : Telephones	1,000	(850)	150
02-112 755868 Rental of Pagers	400	(336)	64
02-113 755876 Mail & Parcel Post	800	3,700	4,500
02-116 755884 Rental of Facilities	3,500	700	4,200
02-124 755900 Travel - Official	2,500	(750)	1,750
02-128 755918 Education	574	(74)	500
02-130 755926 Car Expense Allowance	1,800	(1,050)	750
02-160 755934 Fees to Prof. Contractors	-	550	550
02-172 755959 Automatic Data Processing	500	(500)	-
02-175 755967 Advertising & Publications	2,000	(250)	1,750
02-178 755975 Membership Dues & Lic.	500	50	550
02-181 755983 Binding Printing & Repro.	2,500	(750)	1,750
02-187 755991 Subscriptions to Publications	100	(100)	-
03-210 756015 Office Supplies	750	(250)	500
03-216 756023 Food	500	(500)	-
03-244 756064 Other Commodities	363	(263)	100
05-360 756072 Computer Equipment	-	22	22
TOTAL EXPENSES	65,813	25,195	91,008