

CONSENT AGENDA
ITEM NO. **15**

**CITY OF SAN ANTONIO
DEPARTMENT OF COMMUNITY INITIATIVES
CITY COUNCIL AGENDA MEMORANDUM**

TO: Mayor and City Council

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

SUBJECT: Contract Modification for the Child Care Delivery System

DATE: April 7, 2005

SUMMARY AND RECOMMENDATIONS

This ordinance authorizes execution of a contract modification from Alamo Workforce Development, Inc., d/b/a Alamo WorkSource (AWS), which accepts additional funds in the amount of \$200,000 for Quality Improvement Activities in connection with the Child Care Delivery System (CCDS) Program. Additionally, it adopts a revised CCDS program budget and authorizes the execution of a delegate agency contract amendment with Family Service Association of San Antonio, Inc. (Family Service) to provide additional funds in the amount of \$180,000 for a contract total of \$726,426 for child development training, mentoring, scholarships, and equipment for the period April 1, 2005 through September 30, 2005.

Staff recommends the approval of this ordinance.

BACKGROUND INFORMATION

The Texas Workforce Commission (TWC) is responsible for administering the State's childcare program and contracts the responsibility for the integrated delivery of childcare and workforce programs to local workforce development boards throughout the state. AWS, the local workforce board that serves Bexar and the 11 surrounding counties, has contracted with the City's Department of Community Initiatives' (DCI) Child Care Delivery System Division (CCDSD) for 13 years to operate the Alamo CCDS program and provide overall coordination, client services, fiscal management, provider management and quality improvement activities.

AWS has earmarked additional funds in the amount of \$200,000 from the Child Care Development Fund (CCDF) and desires to contract with the Department of Community Initiatives to further enhance the quality of childcare in its service delivery area. DCI currently has a Delegate Agency contract with Family Service to provide Quality Improvement Activities for Early Care and Education Professionals. Family Service will provide four proposed activities in the AWS service delivery area. Activities that will be provided include:

- Family Service has implemented the Center for Improving the Readiness of Children for Learning and Education (C.I.R.C.L.E.) Professional Development Early Language and Literacy Module for Regulated Providers in the AWS service delivery area. The C.I.R.C.L.E. Preschool Early Language and Literacy Training Module, developed by the University of Texas Health Science Center in Houston, provides literacy skills to early care and education professionals. This model improves

classroom strategies in pre-reading skills, phonological awareness, vocabulary, background knowledge, printing knowledge and basic math concepts and will be offered to CCDS providers in high poverty areas of Bexar County with an estimated participation by 240 child care teachers.

- The Child Development field provides many levels of certifications/degrees that one can complete to further their education, one of which is the Child Development Associate (CDA) Credential. This program requires the individual to be assessed before receiving the CDA credential. Family Service will provide scholarships to pay for the CDA Assessment Fee for at least seven childcare teachers. Priority will be given to CCDS providers and other providers who do not have access to any other financial assistance to pay for this credential.
- Family Service will establish 10 Model Classrooms in the Urban and Rural areas. Model Classroom sites will be selected from CCDS Providers in Pearsall, Kenedy, and two each from the East, West, and South sectors of Bexar County. An assessment will be completed of the provider classrooms and resources provided to ensure a high quality setting. Each provider selected to participate in the Model Classroom project will receive mentoring and training on Infant Development.
- Family Service will award 10 scholarships to CCDS providers who wish to enter into or continue through the process to obtain the National Association for the Education of Young Children (NAEYC) Accreditation. CCDS Providers eligible for this scholarship must be located in Bexar County and must agree to continue as a CCDS Provider for at least one year.

POLICY ANALYSIS

This ordinance addresses the core issue of Family Strengthening and continues existing City policy of providing a high quality early childhood education system as outlined in the Early Care and Education Strategic Plan. The City will use this grant to provide quality improvement activities, through Family Service, to childcare providers in the AWS service delivery area. It also continues existing policy to use both General Fund and grant funds to support the City's investment priorities to provide quality childcare in the community.

FISCAL IMPACT

This ordinance accepts additional grant funding from AWS for FY05 in the amount of \$200,000 for the provision of quality improvement activities. These additional funds must be expended by September 30, 2005 or they will be returned to TWC. This action requires no additional General Fund commitment.

COORDINATION

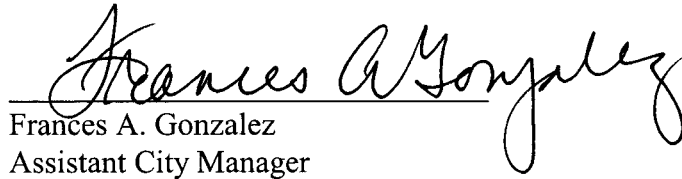
DCI coordinated activities with AWS, the Finance Department, the City Attorney's Office, the Office of Management and Budget, and Family Service Association of San Antonio, Inc.

SUPPLEMENTARY COMMENTS

Attachment A: Discretionary Contracts Disclosure Form




Dennis J. Campa, Director
Department of Community Initiatives



Frances A. Gonzalez
Assistant City Manager



 J. Rolando Bono
Interim City Manager

City of San Antonio Discretionary Contracts Disclosure*

For use of this form, see City of San Antonio Ethics Code, Part D, Sections 18.2
Attach additional sheets if space provided is not sufficient.

State "Not Applicable" for questions that do not apply.

* This form is required to be supplemented in the event there is any change in the information under (1), (2), or (3) below, before the discretionary contract is the subject of council action, and no later than five (5) business days after any change about which information is required to be filed.

Disclosure of Parties, Owners, and Closely Related Persons

For the purpose of assisting the City in the enforcement of provisions contained in the City Charter and the Code of Ethics, an individual or business entity seeking a discretionary contract from the City is required to disclose in connection with a proposal for a discretionary contract:

(1) the identity of any individual who would be a party to the discretionary contract:

n/a

(2) the identity of any business entity¹ that would be a party to the discretionary contract:

n/a

and the name of:

(A) any individual or business entity that would be a subcontractor on the discretionary contract:

n/a

and the name of:

(B) any individual or business entity that is known to be a partner, or a parent or subsidiary business entity, of any individual or business entity who would be a party to the discretionary contract:

n/a

¹ A business entity means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, unincorporated association, or any other entity recognized by law.

APR-1-2005 08:11 FROM: COSA COMMUNITY CENTE 2076099

TO: 96574741

P: 2/3

- (3) the identity of any lobbyist or public relations firm employed for purposes relating to the discretionary contract being sought by any individual or business entity who would be a party to the discretionary contract.

n/a

Political Contributions

Any individual or business entity seeking a discretionary contract from the city must disclose in connection with a proposal for a discretionary contract all political contributions totaling one hundred dollars (\$100) or more within the past twenty-four (24) months made directly or indirectly to any current or former member of City Council, any candidate for City Council, or to any political action committee that contributes to City Council elections, by any individual or business entity whose identity must be disclosed under (1), (2) or (3) above. Indirect contributions by an individual include, but are not limited to, contributions made by the individual's spouse, whether statutory or common-law. Indirect contributions by an entity include, but are not limited to, contributions made through the officers, owners, attorneys, or registered lobbyists of the entity.

To Whom Made:	Amount:	Date of Contribution:
<i>SBC PAC to:</i>		
<i>Robt Tejeda</i>	<i>\$ 1,000</i>	<i>2-24-04</i>
<i>Julian Castro</i>	<i>1 100</i>	<i>3-13-03</i>
<i>Julian Castro</i>	<i>1 100</i>	<i>8-30-02</i>
<i>Carroll Schubert</i>	<i>3 100</i>	<i>7-23-02</i>
<i>Ed. Barrera</i>	<i>3 200</i>	<i>6-14-02</i>
<i>Elisabetta Andres Jones</i>	<i>5 500</i>	<i>Oct to May 2002</i>
<i>Carlos Huelo</i>	<i>3250</i>	<i>November 2003</i>

Disclosures in Proposals

Any individual or business entity seeking a discretionary contract with the city shall disclose any known facts which, reasonably understood, raise a question² as to whether any city official or employee would violate Section 1 of Part B, Improper Economic Benefit, by participating in official action relating to the discretionary contract

<p><i>Nancy L. Hard</i></p>		
Signature:	Title: <i>President / CEO</i>	Date:
<i>Nancy L. Hard</i>	Company: <i>Family Service Association of San Antonio, Inc.</i>	<i>3/17/05</i>

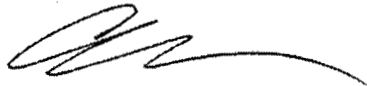
² For purposes of this rule, facts are "reasonably understood" to "raise a question" about the appropriateness of official action if a disinterested person would conclude that the facts, if true, require recusal or require careful consideration of whether or not recusal is required.



WorkSource

Contract #	CCDS2003001-02	Amend #	5	Effective Date	03/15/05
Contractor Name	City of San Antonio				
Mailing Address	Box 839966				
City / State / ZIP	San Antonio, TX 78283				
Contact	Attn: Dennis Campa				
Purpose of Amendment (check as applicable)					
<input type="checkbox"/> Change in Contract End Date from: _____ to _____					
<input checked="" type="checkbox"/> Increase OR <input type="checkbox"/> Decrease in Contract Amount: By <u>\$200,000.00</u> From <u>\$33,625,532.00</u> to <u>\$33,825,532.00</u> (Revised Budget Attached)					
<input type="checkbox"/> Budget Change / No Increase or Decrease in Contract Amount (Revised Budget Attached)					
<input checked="" type="checkbox"/> Change to Statement of Work (Changes Attached)					
<input type="checkbox"/> Change to Contract Terms and Conditions (Changes Attached)					
<input type="checkbox"/> Change to Performance Measures (Changes Attached)					
<input checked="" type="checkbox"/> Other (Described below or Attached) This modification provides \$200,000 for Quality Improvement Activities to be completed no later than September 30, 2005. These funds will NOT be subject to the 9th month expenditure benchmark established in the contract.					

The contract amendment herein consisting of this signature page and the contract parts listed above are hereby incorporated as part of the original contract. All other terms and conditions specified in the original contract remain in full force and effect.

<input type="checkbox"/> Unilateral Amendment	<input checked="" type="checkbox"/> Bilateral Amendment
Alamo WorkSource	Contractor
	
Alan D. Miller Executive Director	Name: Title:
Date	Date

**CCDS ALLOCATION
FISCAL YEAR 2005 - MOD 5**

CATEGORY	ORIGINAL ALLOCATION	INCREASE / (DECREASE)	REVISED ALLOCATION	NOTES
COSA OPER-CCDF	\$4,683,887	20,000	\$4,703,887	
TITLE XX AT RISK	169,450		169,450	
INFANT/TODDLER	1,358,710		1,358,710	
QUALITY EXPANSION	1,638,353		1,638,353	
SCHOOL AGE	197,125		197,125	
SUBTOTAL	<u>\$3,363,638</u>	<u>\$0</u>	<u>\$3,363,638</u>	
CCDF Direct Care Unallocated	\$25,518,831		\$25,518,831	
WIA TRAINING	\$59,176		\$59,176	
QIA - COSA		180,000	\$180,000	
GRAND TOTAL	<u><u>\$33,625,532</u></u>	<u><u>\$200,000</u></u>	<u><u>\$33,825,532</u></u>	

*Chargeable up to 5% of TDFPS direct care expenditures

2005 CHILD CARE DELIVERY SYSTEM

October 1, 2004 - September 30, 2005

	BUDGET	Revision #4 +/-	REVISED BUDGET
REVENUES:			
Title XX - At Risk	169,450	-	169,450
CCDF Early Childcare	25,518,832	-	25,518,832
CCDF Quality Expansion	1,638,353	-	1,638,353
CCDF Infant & Toddler	1,358,710	-	1,358,710
CCDF School Age R & R	197,125	-	197,125
2005 Federal Match	3,663,733	-	3,663,733
CCDF Program Operations	4,683,887	20,000	4,703,887
WIA Quality Improvement	59,176	-	59,176
CCDF Quality Improvement	-	180,000	180,000
TRF General Fund (29-024)	1,200,000	-	1,200,000
TOTAL REVENUES	38,489,266	200,000	38,689,266

EXPENDITURES:**138000000270 Child Care Delivery System - Operations**

5101010 Reg Salaries & Wages	1,742,663	517,745	2,260,408
5101030 Higher Class. Salary	9,100	(187)	8,913
5101050 Language Skill Pay	11,400	(234)	11,166
5103005 FICA	175,194	(3,592)	171,602
5103010 Life Insurance	3,435	(71)	3,364
5103035 Personal Leave Buy Back	-	4,863	4,863
5103055 Car Expense Allowance	7,200	(7,200)	-
5105010 TMRS	266,341	(5,460)	260,881
5201025 Education	4,376	(90)	4,286
5201040 Fees to Prof. Contractors	7,500	1,946	9,446
5202020 Contractual Services	-	687,688	687,688
5202025 Other Contractual Services	617,689	(617,689)	-
5203040 Advertising & Publications	2,500	949	3,449
5203050 Membership Dues & Lic.	800	(16)	784
5203060 Binding Printing & Repro.	10,000	(205)	9,795
5203070 Subscriptions to Publications	100	(2)	98
5203090 Transportation Fees	-	7,052	7,052
5204050 Maintenance - Buildings	-	50	50
5204070 Rental of Equipment	15,000	(15,000)	-
5204080 Maint & Rep. Mach & Equip	1,000	480	1,480
5205010 Mail & Parcel Post	35,000	(717)	34,283
5205020 Rental of Office Equipment	-	14,693	14,693
5206010 Rental of Facilities	265,300	(5,439)	259,861
5207010 Travel - Official	2,500	(51)	2,449
5208020 Inter-Fund Rent of City Motor Pool	9,600	(197)	9,403
5301030 Maint & Rep. Material - Mach & Equip	150	497	647
5302010 Office Supplies	7,000	2,357	9,357
5304010 Food	-	98	98
5304020 Commodities - Ice	100	(100)	-
5304050 Tools, Apparatus & Accessories	50	(1)	49
5304075 Computer Software	29,107	(597)	28,510
5304080 Commodities - Other	100	(2)	98
5403010 Communications : Telephones	96,000	(1,968)	94,032

2005 CHILD CARE DELIVERY SYSTEM

October 1, 2004 - September 30, 2005

	BUDGET	Revision #4 +/-	REVISED BUDGET
5403030 Rental of Pagers	1,800	(37)	1,763
5405020 Worker's Disability Comp.	17,300	(355)	16,945
5405030 Liab. , Hazard & Fidelity	29,658	(608)	29,050
5405040 Health Benefits Assessment	419,496	(8,600)	410,896
Total 138000000270	3,787,459	570,000	4,357,459
138000000271 Child Care Delivery System - Indirect			
5101010 Reg Salaries & Wages	236,947	(41,400)	195,547
5103005 FICA	19,975	(3,500)	16,475
5103010 Life Insurance	1,000	-	1,000
5103035 Personal Leave Buy Back Pay	5,000	-	5,000
5103055 Car Expense Allowance	3,500	(3,500)	-
5103065 Education	-	1,500	1,500
5105010 TMRS	28,053	(5,100)	22,953
5201025 Education - Classes	1,500	(1,500)	-
5201040 Fees to Professional Contractors	2,700	33,500	36,200
5202010 Temporary Services	3,500	-	3,500
5202025 Other Contractual Services	386	-	386
5203070 Subscriptions to Publications	300	-	300
5203090 Transportation Fees	-	3,500	3,500
5206010 Rental of Facilities	5,000	-	5,000
5207010 Travel - Official	6,000	4,000	10,000
5208020 Rent of City Motor Pool	300	-	300
5302010 Office Supplies	-	10,000	10,000
5304010 Food	-	2,500	2,500
5304075 Computer Software	1,400	-	1,400
5304080 Other Commodities	850	-	850
5405020 Workers Comp	1,850	-	1,850
5405040 Health Benefits Assessment	24,417	-	24,417
5501000 Computer Equipment	3,750	-	3,750
Total 138000000271	346,428	-	346,428
138000000294 WIA - Quality Improvement			
5202025 Family Service Association	59,176	-	59,176
Total 138000000294	59,176	-	59,176
138000000XXX CCDF - Quality Improvement			
5202020 Family Service Association - Early Literacy	-	119,520	119,520
5202020 Family Service Association - CDA Assessment	-	2,880	2,880
5202020 Family Service Association - Model Classroom	-	48,600	48,600
5202020 Family Service Association - NAEYC Accreditation	-	9,000	9,000
Total 138000000XXX	-	180,000	180,000
138000000272 CCDS - Program Service Providers			
5201040 Title XX - At Risk	169,450	-	169,450
5201040 CCDF Early Childcare	26,435,205	(916,373)	25,518,832
5201040 CCDF Quality Expansion	1,638,353	-	1,638,353
5201040 CCDF Infant & Toddler	1,358,710	-	1,358,710
5201040 CCDF School Age R & R	197,125	-	197,125
5201040 2005 Federal Match	3,297,360	366,373	3,663,733
Total 138000000272	33,096,203	(550,000)	32,546,203

2005 CHILD CARE DELIVERY SYSTEM

October 1, 2004 - September 30, 2005

	BUDGET	Revision #4 +/-	REVISED BUDGET
138000000273 Child Care Services - Local Funded			
5201040 GF Match - Local Initiatives	1,200,000	(920,679)	279,321
5202020 Avance - Kindergarten Readiness	-	114,600	114,600
5202020 Family Service Association - Quality Activities	-	22,666	22,666
5202020 Family Service Association - Early On	-	141,328	141,328
5202020 Family Services Association - Casey Match	-	23,001	23,001
5202020 KLRN - Early On	-	286,108	286,108
5202020 NISD - Even Start - Kindergarten Readiness	-	116,400	116,400
5202020 Positive Beginnings - Kindergarten Readiness	-	56,400	56,400
5202020 UTSA - School Readiness Project	-	79,391	79,391
5202020 YWCA of SA - Kindergarten Readiness	-	80,785	80,785
Total 138000000273	1,200,000	-	1,200,000
 TOTAL EXPENSES	 38,489,266	 200,000	 38,689,266

**AMENDMENT #3 TO DELEGATE AGENCY CONTRACT
WITH
FAMILY SERVICE ASSOCIATION OF SAN ANTONIO, INC.**

This amendment of the Family Service Association of San Antonio, Inc., FY2005 Delegate Agency Contract (hereinafter referred to as "this Amendment") is entered into by and between the City of San Antonio, a Texas Municipal Corporation, (hereinafter referred to as "City") acting by and through its designated representative, the Director of the Department of Community Initiatives, pursuant to Ordinance No. _____ passed and approved on April 7, 2005, and Family Service Association of San Antonio, Inc., (hereinafter referred to as "Contractor") acting by and through its Executive Director.

WHEREAS, the City of San Antonio presently subcontracts with Contractor, for the Quality Activities for Early Care and Education Professionals Project pursuant to a Delegate Agency Contract (hereinafter referred to as "the Contract") that was executed on October 1, 2004 pursuant to Ordinance No. 99725; and

WHEREAS, the Alamo WorkSource has awarded the City of San Antonio \$200,000 in Child Care Development Funds to increase the quality of childcare; and

WHEREAS, the City desires to use said funds to grant an additional \$ 180,000 to the Contractor to perform additional services through its Quality Activities for Early Care and Education Professionals Project; and

WHEREAS, as a result of the additional services, the contractor needs to revise their Balanced Scorecard Performance Plan and their budget for Project B in the Contract be revised; and

WHEREAS, it is in the best interest of the City that an amendment of the Contract now be executed which revises the Contractors Balanced Scorecard Performance Plan and Project budget so that the additional work may be performed and additional funds may be used; NOWHEREFORE:

City and Contractor agree to amend the Contract as follows:

1. The documents entitled Balanced Scorecard Performance Plan (Revision #2) for Project B attached hereto and incorporated herein as Exhibit I and Attachment II(B) (Budget Revision #2) attached hereto and incorporated herein as Exhibit II, will hereby supercede the Balanced Scorecard Performance Plan Attachment I(B) identified as Attachment I(B) in the Contract and supplement the Budget for Project B, identified as Attachment II(B) Budget in Contract, respectively, and all references in the Contract to Executive Summary and Balanced Scorecard Performance Plan for Project B will now refer to the attached Executive Summary and Balanced Scorecard performance Plan (revision #2) for Project B. All references to the Budget for Project B and Attachment II(B) shall also include (Budget Revision #2).

2. Section 3.1 is hereby amended as follows:

3.1 In consideration, the City will reimburse Contractor for costs incurred for Project A, Project B, Project C, and Project D in accordance with the budget approved for Project A, Project B, Project C, and Project D by City Council of San Antonio in Ordinance No. 99725. Said budgets are affixed hereto and incorporated herein for all purposes as Attachment II (A) for Project A, Attachment II (B) (Revision #2) for Project B, Attachment II (C) for Project C, and Attachment II (D) (Revision #1) for Project D. It is specifically agreed that reimbursement hereunder shall not exceed the total amount of **\$726,426.00**, representing **\$100,000.00** for Project A, **\$39,235.00** for Project B, **\$278,411.00** for Project C, and **\$224,329.00** for Project D.

3. Section 3.2 is hereby amended as follows:

- 3.2 The funding level of this Contract is based on an allocation from the following funding sources:

Project A: \$100,000.00 General Fund FY2005

Project B: \$16,569.00 General Fund FY2005
\$22,666.00 General Fund used as Child Care Development Fund
Grant Match FY2005
\$59,176.00 Workforce Investment Act funds from Alamo
WorkSource
\$180,000.00 Child Care Development Fund from Alamo
WorkSource

Project C: \$123,686.00 General Fund FY2005

Project D: \$224,329.00 General Fund used as Child Care Development Fund
Grant Match FY2005

Consequently, Contractor agrees to comply with the following referenced requirements for the following respective project(s):

Project A, Project C, Project D: Sections I and II B of the Technical Workbook, affixed hereto and/incorporated herein for all purposes as Attachment III.

Project B: Sections I, II B, and III B, of the Technical Workbook, affixed hereto and/incorporated herein for all purposes as Attachment III.

4. All other terms, conditions, covenants and provisions of the Contract are hereby continued and shall remain in effect in their original form, except for the provisions modified by this Amendment.

Executed this the _____ day of _____, _____.

CITY OF SAN ANTONIO:

CONTRACTING AGENCY:

Family Service Association of San Antonio,
Inc.
702 San Pedro Avenue
San Antonio, Texas 78212

Dennis J. Campa, Director
Department of Community Initiatives

By: Executive Director

Date: _____

Date: _____

Board President
(if required by agency)

Date: _____

APPROVED AS TO FORM:

City Attorney