

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; Finance Department; Office of Management & Budget; City Attorney's Office; File

**SUBJECT:** RATIFYING THE SUBMISSION OF AN APPLICATION AND AUTHORIZING THE ACCEPTANCE OF A GRANT IN THE AMOUNT OF \$119,300 FROM THE LOCAL EMERGENCY FOOD & SHELTER BOARD FOR THE PERIOD OF OCTOBER 1, 2002 TO SEPTEMBER 30, 2003

**DATE:** March 6, 2003

**SUMMARY AND RECOMMENDATIONS**

This ordinance ratifies the submission of an application and authorizes the acceptance of a grant in the amount of \$119,303 from the local board of the Federal Emergency Management Agency's Emergency Food and Shelter National Board Program for the provision of rental and mortgage assistance by the Department of Community Initiatives, Community Action Division. This ordinance also approves a budget and personnel complement for the period of October 1, 2002 to September 30, 2003.

Staff recommends approval of this ordinance.

**BACKGROUND INFORMATION**

The Emergency Food & Shelter Program was created in 1983 to supplement and expand the work of local social service agencies, both nonprofit and governmental, in an effort to help people with economic (not disaster-related) emergencies. This funding is restricted to supplementary food, shelter, rent/mortgage and utility assistance efforts. On January 5, 2003, a legal notice was published notifying community organizations of the availability of Emergency Food & Shelter funds. Applications were due to the local United Way office on January 23, 2003 and on January 31, 2003 notification of this award was received.

United Way of San Antonio and Bexar County is the administrative entity for the Emergency Food and Shelter Program funds. The total allocation to Bexar County for FY 02-03 is \$630,306, an increase of \$44,749 from the previous year. Funds are awarded to community organizations

in various categories including mass shelter, other shelter, rent/mortgage assistance, served meals and other food and administration. A list of organizations receiving funding is included as Attachment A. United Way can retain 2% (\$12,303) of the total grant for administrative expenses. United Way will share this administrative funding with the Department of Community Initiatives, Community Action Division, for the maintenance of a database that will prevent duplication of rental assistance services for this jurisdiction. The amount allocated for this purpose is \$5,303.

The total award to the Community Action Division is \$ 119,303. Funds will be budgeted as outlined below:

Rent Assistance	\$ 93,000
Mortgage Assistance	\$ 9,000
First Month's Rent	\$ 12,000
Administrative	<u>\$ 5,303</u>
	\$119,303

Approximately 296 households will receive assistance through this funding. Recipients of both mortgage and rental assistance must demonstrate the ability to pay their next month's payment to qualify for temporary assistance.

Other funding allocated within the Community Action Division for additional housing safety net services include:

<u>Rent Assistance</u>	
▪ General Fund	\$27,920
▪ Community Service Block Grant	\$15,000
▪ Emergency Food and Shelter Grant	<u>\$20,000</u>
	\$62,920
<u>Mortgage Assistance</u>	
▪ Emergency Shelter Grant	\$68,534
<u>First Month's Rent and Security Deposits</u>	
▪ Emergency Shelter Grant (first month's rent)	\$14,000
▪ Emergency Shelter Grant (security deposits)	<u>\$19,209</u>
	\$33,209

Last year, the local Emergency Food & Shelter Board made utility assistance a priority and funded a few organizations, to include the City, to provide assistance with City Public Service bills. This year, the local Board chose not to fund utility assistance, therefore funds for this category are not available. Other sources of funding will still be available for utility assistance.

## **POLICY ANALYSIS**

This ordinance reflects a continuation of City policy of acquiring grant funding for the provision of housing safety net services for low-income and homeless families and individuals in our

community. Services to be provided will help stabilize families in need of emergency rental or mortgage assistance and reduce their risk of homelessness due to temporary economic challenges. First month's rental assistance will help area homeless transition from shelters into permanent housing.

#### **FISCAL IMPACT**


There is no General Fund commitment.

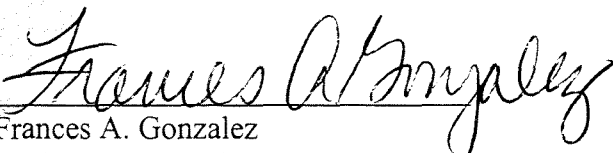
#### **COORDINATION**

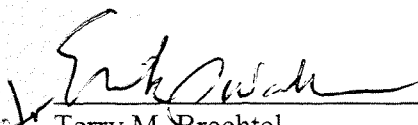
Coordination has occurred with the City Attorney's Office, Office of Management & Budget, Finance Department, and United Way of San Antonio and Bexar County.

#### **SUPPLEMENTARY COMMENTS**

Provisions of the Ethics Ordinance do not apply.

  
Dennis J. Campa, Director  
Department of Community Initiatives

  
Frances A. Gonzalez  
Assistant to the City Manager

  
Terry M. Brechtel  
City Manager

## 2003 Emergency Food and Shelter Grant Allocations

### Mass Shelter

▪ Catholic Charities/Guadalupe Home	\$15,000
▪ Family Violence Prevention Services	\$60,000
▪ Hope Action Care	\$ 4,500
▪ Salvation Army	\$94,335
▪ San Antonio Metropolitan Ministry	\$65,000
▪ San Antonio AIDS Foundation	\$ 8,500
▪ Seton Home	\$30,000

### Other Shelter (hotel/motel)

▪ Greater Randolph Service Area	\$ 1,000
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### Rent/Mortgage Assistance

▪ Catholic Charities	\$ 46,000
▪ City of San Antonio	\$114,000
▪ Greater Randolph Service Area	\$ 28,091

### Served Meals

▪ Hope Action Care	\$ 2,554
▪ San Antonio AIDS Foundation	\$ 7,674
▪ Society of St. Vincent de Paul	\$19,046
▪ Street Ministries	\$ 4,000

### Other Food

▪ Catholic Charities	\$ 4,000
▪ Christian Assistance Ministry	\$21,000
▪ Greater Randolph Area Services	\$ 2,000
▪ San Antonio Food Bank	\$91,000

### Administration

▪ City of San Antonio	\$ 5,303
▪ Greater Randolph Area Service	\$ 1,000
▪ United Way of San Antonio	\$ 6,303

**Attachment II****Emergency Food and Shelter Program**

26-xxxxxx

10/01/02 TO 9/30/03

<b>Index No.</b>	<b>REVENUES</b>	<b>Budget</b>
	FEMA Grant via United Way	119,303

<b>TOTAL REVENUE</b>	<b>119,303</b>
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**EXPENDITURES****OBJ CODE****ACTIVITY 38-12-01**

Reg. Salaries & Wages	01-010	3,925
Retirement Benefits - Social Security	01-030	300
Retirement Benefits - TMRS	01-040	448
Flexible Benefits - Contributions	01-050	615
Life Insurance	01-051	15
CSP - W : Dir. Welfare - Rental	04-276	40,000
CSP - E : Dir. Welfare - Rental	04-276	40,000
Homeless : Dir. Welfare - Rental	04-276	12,000
Downtown: Dir. Welfare - Rental	04-276	13,000
Fair Housing: Dir. Welfare - Mortgage	04-276	9,000

<b>TOTAL 38-12-01</b>	<b>119,303</b>
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**Fund Only IC**

Attachment III

Emergency Food and Shelter Program

26-xxxxxx

10/01/02 TO 9/30/03

No. of  
Positions

Positions

Job Class No.

38-12-01

1

Administrative Aide

0067