

**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; City Attorney's Office; Office of Management and Budget; Asset Management Department; File

**SUBJECT:** AUTHORIZING THE EXECUTION OF DELEGATE AGENCY CONTRACTS WITH COMMUNITY BASED ORGANIZATIONS FOR THE 2002 SUPPORTIVE HOUSING PROGRAM; AUTHORIZING A CONTRACT WITH THE UNITED WAY OF SAN ANTONIO AND BEXAR COUNTY; AND AUTHORIZING A BUDGET

**DATE:** May 22, 2003

**SUMMARY AND RECOMMENDATIONS**

This ordinance authorizes the execution of delegate agency contracts with the following community based organizations in conjunction with the 2002 Supportive Housing Program (SHP) grant from the Department of Housing and Urban Development (HUD) up to the amount indicated: American GI Forum Permanent Housing Program \$788,052; Seton Home \$218,900; the American GI Forum Transitional Housing Program \$410,000; The Salvation Army \$399,268; Family Violence Prevention Services Community Based Counseling Program \$380,450; American GI Forum Veteran's Integration Program \$688,336; Jewish Family and Children's Services \$205,000; Family Violence Prevention Services Community Based Counseling Expansion Program \$174,660; Family Violence Prevention Services Life Skills Program \$119,969; St. Mary's University \$226,955; and Hope Action Care \$144,373. Additionally, it authorizes a contract with the United Way of San Antonio and Bexar County in an amount up to \$395,070 for services in conjunction with the Homeless Management Information System (HMIS). The ordinance also authorizes a Budget for the 2002 SHP.

Staff recommends approval of this ordinance

## **BACKGROUND INFORMATION**

On April 10, 2003 the City Council passed an ordinance authorizing the acceptance of the 2002 Supportive Housing Program grant from the Department of Housing and Urban Development in an amount up to \$4,533,729 for the 2002 SHP.

As a part of the SHP application process, DCI staff identifies gaps in supportive housing and services and prioritizes the needs of homeless in our community. Delegate Agencies provide services within the following categories: permanent housing for persons with disabilities, transitional housing, safe haven, supportive services, and innovative supportive housing. **A list of recommended Delegate Agencies, including maximum dollar amounts, length of contract, service category, and number of participants to be served performance measure is included as Attachment A.**

In addition to the funding for agencies, the City received funding from HUD through the SHP grant for the purpose of creating the Homeless Management Information System (HMIS). In order to fulfill the requirements of HMIS, the City will negotiate a contract with the United Way of San Antonio and Bexar County, which will be funded out of the HMIS budget in an amount up to \$395,070. The City has determined that the United Way is the best agency to provide the HMIS services. As the designated local Area Information Center (AIC), the United Way maintains a vast information and referral network including 2-1-1, a 24 hour social services information line and a database of over 600 agencies and 1,600 programs. The United Way, as part of the HMIS will provide the following:

- data collection of all homeless and transitional housing resources
- universal telephone and internet access to community resource information for consumers and providers 24 hours per day, 7 days per week
- design assistance related to effective utilization of homeless and transitional housing and related housing resources

The United Way will be responsible for maintaining real time data on the availability of homeless and transitional housing resources for homeless families and individuals. A seamless link will be created between the United Way IRIS system and the HMIS. This contract is exempt from the competitive bidding and competitive proposal requirements of Texas Local Government Code Chapter 252 since the expenditures under this contract result from "a procurement of items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies." The IRIS community information database of agencies and programs maintained by United Way is copyrighted data.

## **POLICY ANALYSIS**

Local non-profit agencies submitted their applications to the Community Action Division in April 2002 in response to HUD's Notice of Fund Availability. A Review Committee consisting of five members comprised of two homeless providers that were not competing for funding, a County representative, a homeless or formerly homeless individual, and a member of the Community Action Advisory Board. The Review Committee ranked each application based upon the community needs and the quality of the application and submitted a prioritized list of local applications to HUD in June 2002, as the consolidated application representing the San

Antonio/Bexar County Continuum of Care. DCI staff provided technical assistance to ensure that each application was in compliance with HUD instructions and met community needs prior to inclusion in the consolidated application.

In December 2002, HUD announced Conditional Notice of Funding Awards and sent formal award letters in February 2003. In February 2003, agencies prepared and submitted to HUD, technical submissions, which further detail the projects to be implemented. Upon receipt of technical submissions, HUD selected the programs to receive sub-awards and forwarded Grant Agreements to City for execution. On April 10, 2003 the City Council passed an ordinance authorizing the acceptance of the 2002 SHP grant from the HUD in an amount up to \$4,533,729. Through this ordinance, the City will subcontract with delegate agencies for services beginning in June 2003.

This ordinance continues existing City policy of leveraging grant funds to provide comprehensive services to homeless people. It also continues City policy of subcontracting with community-based organizations and building their capacity to serve San Antonio residents by facilitating and providing technical assistance in the development of collaborative grant applications.

### **FISCAL IMPACT**

Ordinance No. 97458 passed and approved on April 10, 2003 authorized the acceptance of a grant in the amount of \$ 4,533,729 from the U.S. Department of Housing & Urban Development. Starting in FY 2000, HUD mandated that Administrative costs of 5% be shared equally with delegate agencies. There is no General Fund commitment for this program.

### **FUNDING BUDGET HISTORY**

	1998	1999	2000	2001	2002
Delegate Agencies	\$1,477,993	\$3,374,705	\$6,037,390*	\$4,780,181*	\$4,409,445*
Administration	\$ 73,899	\$ 168,725	\$ 147,254**	\$ 135,317**	\$124,284**
<b>Total Amount</b>	<b>\$1,551,892</b>	<b>\$3,543,430</b>	<b>\$6,184,644</b>	<b>\$4,915,498</b>	<b>\$4,533,729</b>

\* This includes 2.5% Administrative funds for the delegate agencies

\*\* This amount reflects 2.5% Administrative funds for the City to administer the program.

### **COORDINATION**

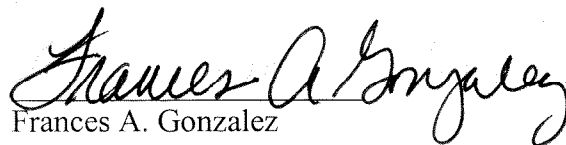
This ordinance has been coordinated with the Finance Department, City Attorney's Office, Office of Management and Budget and the Asset Management Department.

### SUPPLEMENTARY COMMENTS

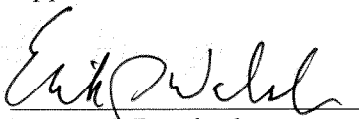
Copies of the required Ethics Disclosure Statements are attached. Additionally, the Director of the Department of Community Initiatives is authorized by this ordinance to sign contracts and other needed documents related to this grant.

The HMIS project will also require the procurement of the Housing Works internet database, which will be facilitated through the Purchasing Department.

  
Dennis J. Campa, Director  
Department of Community Initiatives

  
Frances A. Gonzalez  
Assistant to the City Manager

Approved:

  
for Terry M. Brechtel  
City Manager

**Renewal Projects:**

	<b><u>Dollar Amount</u></b>	<b><u>Length of Contract</u></b>	<b><u>Category</u></b>	<b><u>Participants Served</u></b>
<i>Seton Home</i> – to continue funding its transitional housing program for homeless teen-age mothers and their children	\$ 218,900	3 years	Transitional Housing	300
<i>Family Violence Prevention Service, Inc.-Community Based Counseling-</i> to provide counseling services to homeless individuals and families	\$ 380,450	2 years	Supportive Services Only	1,123
<i>American GI Forum Veterans Integration Program</i> -to continue funding its integration program for homeless veterans	\$ 688,336	2 years	Supportive Services Only	820
<i>Jewish Family &amp; Children's Services, Inc.-</i> -to provide counseling services to homeless teens and their families	\$ 205,000	2 years	Supportive Services Only	230
<i>Family Violence Prevention Service, Inc.-Community Based Counseling Expansion</i> -to provide counseling and legal services to homeless individuals and families	\$ 174,660	2 years	Supportive Services Only	400
<i>Family Violence Prevention Service, Inc.-Life Skills Program</i> -to provide life skills training to homeless individuals and families	\$ 119,969	2 years	Supportive Services Only	400

**New Project:**

<i>American G I Forum Permanent Housing</i> -to fund its permanent housing project	\$ 788,052	1 year	Permanent Housing	30
<i>American GI Forum Transitional Housing Program</i> -to fund its transitional housing program for homeless veterans	\$ 410,000	1 year	Transitional Housing	N/A
<i>Salvation Army-Shining Star</i> - to serve mentally ill homeless women	\$ 399,268	3 years	Transitional Housing	42
<i>St Mary's University – Community</i>				

<b><i>Lawyering For the Homeless Program-</i></b> -to provide legal services for the homeless	\$ 226,955	2 years	Supportive Services Only	1200
<b><i>Hope Action Care-</i></b> to provide transitional housing for HIV positive males and females	\$ 144,373	1 year	Transitional Housing	75
<b><i>City of San Antonio Homeless Management Information System-</i></b> mandated by HUD -to collect demographic and service use data	\$ 653,482	3 years	Supportive Services Only	N/A
**As part of the HMIS, the City of San Antonio will contract with the United Way for up to	\$395,070	3 years		

Performance measures to be used with the United Way contract include:

- Number of surveys conducted on housing resources
- Number of persons/agencies trained on using the HMIS
- Daily maintenance and updates on bed space in shelters
- Weekly maintenance and updates on space availability in transitional housing
- Quarterly maintenance and updates on "permanent" housing

**Total Participants to be served by SHP = 4,620**

<b>Program Totals</b>	<b>\$ 4,409,445</b>
<b>City Administrative Cost</b>	<b>\$ 124,284</b>
<b>Total</b>	<b>\$ 4,533,729</b>

As indicated above, during any SHP year, agencies can be funded for 1, 2, or 3 years. Thus, at any point in time there will be contracts of different duration open at the same time from several SHP projects.

## Supportive Housing Program - 2002

26-xxxxxx

Object Code	Index Number	REVENUES:	BUDGET
00-004		American GI Forum NVOP PH / (ADMIN - AGENCY)	\$ 19,221
00-004		American GI Forum NVOP PH / (ADMIN - COSA)	\$ 19,221
00-004		American GI Forum NVOP PH / (Acquisition)	\$ 142,500
00-004		American GI Forum NVOP PH / (Rehabilitation)	\$ 257,500
00-004		American GI Forum NVOP PH / (Supportive Services)	\$ 90,432
00-004		American GI Forum NVOP PH / (Operations)	\$ 278,400
00-004		COSA HMIS / (ADMIN - COSA)	\$ 32,674
00-004		COSA HMIS / (Supportive Services)	\$ 653,482
00-004		Seton Home / (ADMIN - AGENCY)	\$ 5,339
00-004		Seton Home / (ADMIN - COSA)	\$ 5,339
00-004		Seton Home / (Supportive Services)	\$ 213,561
00-004		American GI Forum NVOP TH / (ADMIN - AGENCY)	\$ 10,000
00-004		American GI Forum NVOP TH / (ADMIN - COSA)	\$ 10,000
00-004		American GI Forum NVOP TH / (Acquisition)	\$ 300,000
00-004		American GI Forum NVOP TH / (Rehabilitation)	\$ 100,000
00-004		Salvation Army - Shining Star / (ADMIN - AGENCY)	\$ 9,738
00-004		Salvation Army - Shining Star / (ADMIN - COSA)	\$ 9,738
00-004		Salvation Army - Shining Star / (Supportive Services)	\$ 225,870
00-004		Salvation Army - Shining Star / (Operations)	\$ 163,660
00-004		Family Violence Prevention Services CBC / (ADMIN - AGENCY)	\$ 9,279
00-004		Family Violence Prevention Services CBC / (ADMIN - COSA)	\$ 9,279
00-004		Family Violence Prevention Services CBC / (Supportive Services)	\$ 371,171
00-004		American GI Forum NVOP VIP / (ADMIN - AGENCY)	\$ 16,788
00-004		American GI Forum NVOP VIP / (ADMIN - COSA)	\$ 16,788
00-004		American GI Forum NVOP VIP / (Supportive Services)	\$ 671,548
00-004		Jewish Family & Children's Services / (ADMIN - AGENCY)	\$ 5,000
00-004		Jewish Family & Children's Services / (ADMIN - COSA)	\$ 5,000
00-004		Jewish Family & Children's Services / (Supportive Services)	\$ 200,000
00-004		Family Violence Prevention Services Legal / (ADMIN - AGENCY)	\$ 4,260
00-004		Family Violence Prevention Services Legal / (ADMIN - COSA)	\$ 4,260
00-004		Family Violence Prevention Services Legal / (Supportive Services)	\$ 170,400
00-004		Family Violence Prevention Services - Life Skills / (ADMIN - AGENCY)	\$ 2,926
00-004		Family Violence Prevention Services - Life Skills / (ADMIN - COSA)	\$ 2,926
00-004		Family Violence Prevention Services - Life Skills / (Supportive Services)	\$ 117,043
00-004		St. Mary's University / (ADMIN - AGENCY)	\$ 5,535
00-004		St. Mary's University / (ADMIN - COSA)	\$ 5,536
00-004		St. Mary's University / (Supportive Services)	\$ 221,420
00-004		Hope Action Care / (ADMIN - AGENCY)	\$ 3,521
00-004		Hope Action Care / (ADMIN - COSA)	\$ 3,522
00-004		Hope Action Care / (Supportive Services)	\$ 113,895
00-004		Hope Action Care / (Operations)	\$ 26,957
		<b>TOTAL REVENUES</b>	<b>\$ 4,533,729</b>

**EXPENDITURES:****38-12-xx COSA HMIS**

01-010	Regular Salaries	\$	305,485
01-030	Retirement Benefits - Soc. Sec.	\$	25,441
01-040	Retirement Benefits - TMRS	\$	37,978
01-050	Flexible Benefits Contribution	\$	43,830
01-051	Life Insurance	\$	758
01-060	Worker's Disability	\$	500
01-072	Personal Leave Buy Back	\$	900
02-130	Car Expense Allowance	\$	1,050
03-243	Computer Software	\$	68,840
05-360	Computer Equipment	\$	164,500
05-375	Furniture & Fixtures	\$	4,200
	<b>Total 38-12-40</b>	<b>\$</b>	<b>653,482</b>

**38-12-54 Supportive Housing Administration**

01-010	Regular Salaries & Wages	\$	95,000
01-030	Retirement Benefits - Soc. Sec	\$	7,268
01-040	Retirement Benefits - TMRS	\$	10,849
01-050	Flexible Benefits Contribution	\$	8,950
01-051	Life Insurance	\$	217
01-060	Worker's Disability	\$	500
01-072	Personal Leave Buy Back	\$	1,500
	<b>Total 38-12-54</b>	<b>\$</b>	<b>124,284</b>

**38-12-55 Agencies**

02-163	American GI Forum NVOP PH	\$	788,052
02-163	Seton Home	\$	218,900
02-163	American GI Forum NVOP TH	\$	410,000
02-163	Salvation Army - Shining Star	\$	399,268
02-163	Family Violence Prevention Services CBC	\$	380,450
02-163	American GI Forum NVOP VIP	\$	688,336
02-163	Jewish Family & Children's Services	\$	205,000
02-163	Family Violence Prevention Services Legal	\$	174,660
02-163	Family Violence Prevention Services - Life Skills	\$	119,969
02-163	St. Mary's University	\$	226,955
02-163	Hope Action Care	\$	144,373
	<b>Total 38-12-55</b>	<b>\$</b>	<b>3,755,963</b>

**TOTAL EXPENDITURES****\$ 4,533,729**



**City of San Antonio**  
**Discretionary Contracts Disclosure\***

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Attach additional sheets if space provided is not sufficient.  
State "Not Applicable" for questions that do not apply.*

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**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 entity<sup>1</sup> that would be a party to the discretionary contract:

and the name of:

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

N/A

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N/A

(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

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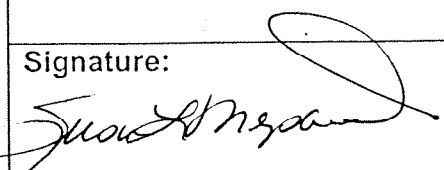
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To Whom Made: N/A	Amount:	Date of Contribution:

### 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 question<sup>2</sup> 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.

Signature: 	Title: PRESIDENT/CEO Company: FUPS, INC. CBC	Date: 4/22/03

<sup>2</sup> 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.

**City of San Antonio**  
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Signature: 	Title: PRESIDENT / CEO Company: FVPS, Inc.      CBC EXPANSION	Date: 4/22/03

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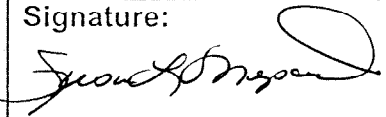
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N/A		

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Signature: 	Title: PRESIDENT / CEO Company: FUPS, INC. LIFESKILLS	Date: 4/22/03

<sup>2</sup> 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.

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Signature: 	Title: Chief Executive Officer Company: Hope Action Core	Date: 04-09-03

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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;

none

(2) the identity of any **business entity** that would be a party to the discretionary contract:  
and the name of:

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

none

(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;

None

(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.

none

<sup>1</sup> 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.

### 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:
None		

### 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 question<sup>2</sup> 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.

Signature: Margaret Starkey	Title: Executive Director Company: Seton Home	Date: 4-22-03

<sup>2</sup> 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.

# City of San Antonio

## Discretionary Contracts Disclosure\*

For use of this form, see City of San Antonio Ethics Code, Part D, Sections 1&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:

None

(2) the identity of any **business entity**<sup>1</sup> that would be a party to the discretionary contract:

None

and the name of:

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

None

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;

None

(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.

None

### 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

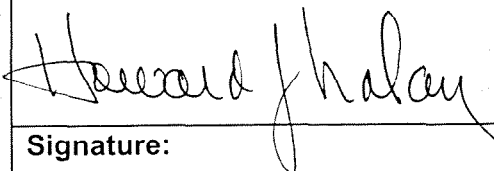
<sup>1</sup> A *business entity* means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, unincorporated association, or any other entity recognized by law.

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.

<b>To Whom Made:</b>	<b>Amount:</b>	<b>Date of Contribution:</b>
Not applicable	None	

#### 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 question<sup>2</sup> 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.

Signature: Howard J. Nolan 	Title: President  Company: United Way of San Antonio & Bexar County	Date:  May 8, 2003
Signature:	Title:  Company:	Date:

<sup>2</sup> 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.

# City of San Antonio

## Discretionary Contracts Disclosure\*

For use of this form, see City of San Antonio Ethics Code, Part D, Sections 1&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:

None

(2) the identity of any **business entity**<sup>1</sup> that would be a party to the discretionary contract:

None

and the name of:

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

Subcontractor will be selected as per chapters 252 and 2254 of local government code.

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;

None

(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.

None

### Political Contributions

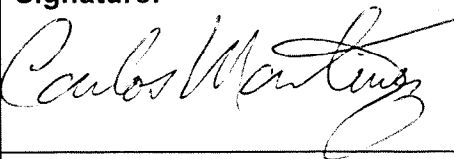
<sup>1</sup> A **business entity** means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, unincorporated association, or any other entity recognized by law.

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.

<b>To Whom Made:</b>	<b>Amount:</b>	<b>Date of Contribution:</b>
Not Applicable		

#### 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 question<sup>2</sup> 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.

<b>Signature:</b> 	<b>Title:</b> President and CEO <b>Company:</b> American GI Forum National Veterans Outreach Program, Inc.	<b>Date:</b> May 9, 2003
<b>Signature:</b>	<b>Title:</b>  <b>Company:</b>	<b>Date:</b>

<sup>2</sup> 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.

# City of San Antonio

## Discretionary Contracts Disclosure\*

For use of this form, see City of San Antonio Ethics Code, Part D, Sections 1&2

Attach additional sheets if space provided is not sufficient.

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

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### 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 entity**<sup>1</sup> 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

(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



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To Whom Made:	Amount:	Date of Contribution:
N/A	N/A	N/A

### 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 question<sup>2</sup> 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.

Signature: 	Title: AREA COMMANDER Company: THE SALVATION ARMY	Date: 3-31-03
Signature: 	Title: BOARD CHAIRMAN Company:	Date: 4-1-2003

<sup>2</sup> 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.



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

N/A

(2) the identity of any **business entity**<sup>1</sup> that would be a party to the discretionary contract:

Jewish Family & Children's Service

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;

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<b>To Whom Made:</b>	<b>Amount:</b>	<b>Date of Contribution:</b>
NONE		

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<b>Signature:</b>  Frank Villani	<b>Title: Executive Director</b>  <b>Company: Jewish Family and Children's Service</b>	<b>Date:</b>  4/10/03
<b>Signature:</b>  Jennifer B. Rosenblatt	<b>Title: Board President</b>  <b>Company: Jewish Family and Children's Service</b>	<b>Date:</b>  4/14/03

<sup>2</sup> 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.

# City of San Antonio

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and the name of:

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None

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None

### Political Contributions


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<b>To Whom Made:</b>	<b>Amount:</b>	<b>Date of Contribution:</b>

### 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 question<sup>2</sup> 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.

<b>Signature:</b> David T. Simpson 	<b>Title:</b> Vice President for Finance & Administration <b>Company:</b> St. Mary's University	<b>Date:</b> May 1, 2003
<b>Signature:</b>	<b>Title:</b>  <b>Company:</b>	<b>Date:</b>

<sup>2</sup> 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.