

**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 TO: Frances A. Gonzalez, Assistant to the City Manager; City Attorney's Office; Finance Department; Office of Management and Budget; San Antonio Metropolitan Health District; File

SUBJECT: ORDINANCE ACCEPTING FUNDS AND AN EXTENSION TO THE YOUTH OPPORTUNITY GRANT CONTRACT WITH THE ALAMO WORKFORCE DEVELOPMENT, INC.

DATE: June 19, 2003

SUMMARY AND RECOMMENDATION

This ordinance acknowledges a Unilateral Modification to the Youth Opportunity grant (YO) contract, which awards funds in an amount of \$4,731,656.00 and extends the term of the contract between the City of San Antonio, Department of Community Initiatives and Alamo Workforce Development, Inc. (AWD) for the YO program for the period beginning July 1, 2003 through June 30, 2004. This ordinance also authorizes acceptance of a budget and approval of the YO personnel complement.

Staff recommends the approval of this ordinance.

BACKGROUND INFORMATION

The U.S. Department of Labor awarded AWD the YO grant for the five-year period beginning March 1, 2000. AWD contracts with the Edgewood Independent School District, Alamo Area Community College District, San Antonio Independent School District and the City of San Antonio, Department of Community Initiatives to implement the YO program. The goal of the program is to encourage and assist youth ages 14 to 21 who live in the federally designated Empowerment Zone (EZ) of San Antonio to complete secondary education, enter the workforce or enroll in post secondary education. Program participants also receive health screening, confidential counseling by licensed health professionals, and clinical services in coordination with the Metropolitan Health District.

The YO grant although awarded for a five-year term, is funded on a year-by-year basis with AWD's option to renew the recipient's contract for each of the four subsequent one-year periods. This is the fourth year in the five-year term of the YO grant. Unilateral Modification # 2 reflects the exercise of AWD's option to fund the contract for an amount up to \$4,731,656.00 and extend it for the period beginning July 1, 2003 and ending June 30, 2004.

As of April of this year, 884 youth have received comprehensive job readiness training, 165 have participated in internships or subsidized employment, and 704 have obtained long term placements (see table below).

Long Term Education*	428
- <i>Community College, Jr College</i>	364
- <i>4 Year College</i>	34
- <i>Return to High School</i>	16
- <i>Return to Alternative School</i>	14
Unsubsidized Jobs*	291
Occupational Skills Training	141

* Participants in these two categories may be duplicative, as they may both be enrolled in long term education and have unsubsidized employment.

YO has developed and implemented a structured Workforce Development Program (WDP) involving a comprehensive curriculum of education, training and short-term employment leading to long-term unsubsidized employment. In order to deliver the WDP, the YO program created the YO Academy for Training and Advancement, as a delivery mechanism for all aspects of the program. The YO Academy offers multiple paths to accommodate participants' educational and skill training needs. The YO Academy offers classes in adult basic education, GED preparation, real skills training, financial literacy, workplace technology, and a broad range of electives to enrich the participants' community perspective.

The YO Workforce Development Program is being well received by area workforce professionals. YO is focusing on providing industry specific training in the fields of property management, telemarketing and health careers. Current initiatives include advancing our partnerships, collaborations and integration with city departments, social service agencies, educational providers and business organizations.

YO provides the opportunity for many unique career exploration and readiness programs. YO AIM (Advancing Individuals through Mentoring) is the program's premiere internship model offering paid hands-on work experience at various city, county and area social service agency offices. In addition, YO has incorporated the Better Careers training model in conjunction with the Alamo Community College District and in collaboration with the City's Literacy Services Division.

Youth Opportunity members have assisted in the Volunteer Income Tax Assistance (VITA)

Program as tax preparers and clerical support staff during the previous two tax years. Members completed an IRS 40-hour training course and passed a certification test covering basic tax forms, electronic filing, and earned income and child tax credits. During the 2001 tax season over 50 YO members assisted in the completion of over 2,000 tax returns, 88% of which were filed electronically. Members also assisted in returning a total of \$1.6 million in Earned Income and Child Tax Credits, and over \$2.7 million in total tax refunds to residents of San Antonio. During the 2002 tax season over 70 YO members were placed at the 12 DCI-operated VITA sites and assisted residents in filing more than 10,000 tax returns throughout the City of San Antonio. A total of \$7 million was returned to the community in Earned Income and Child Tax Credits, and a total of \$14 million was returned in total tax refunds.

In addition to YO's involvement in the national Fatherhood Initiative, YO has been funded to provide financial literacy and family strengthening youth development training to the program participants. The J.P. Morgan Chase Foundation awarded \$20,000 to provide financial literacy to youth in San Antonio. The program teaches financial responsibility, long-term planning, and family budgeting. The Urban Strategies Council provided \$5,000 to create a youth leadership institute to teach participants the values of family self-sufficiency and how to become actively involved in community change. After graduation from the institute, YO participants then present the values of family strengthening to other community organizations and their families.

POLICY ANALYSIS

This ordinance fully supports the City's human development initiative. It specifically targets an area of the City that is characterized by low skill and education completion levels of youth and adults. Recruitment of such individuals, assistance with completing secondary education and placement into higher education or long-term unsubsidized employment directly complements the human development initiative of developing a highly skilled and educated workforce.

Projected Year Four performance measures, still pending approval from AWD, are listed below.

Enrollment*	2,198
Number of Placements	1,429 (65% of enrolled)
Number Remaining in Placement	1,121 (51% of enrolled)

* This figure has already been exceeded (as of May 31, 2003, enrollment in the program was 2,232).

FISCAL IMPACT

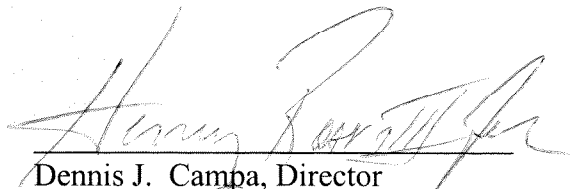
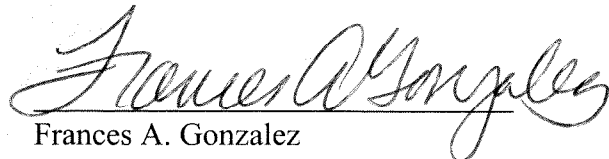
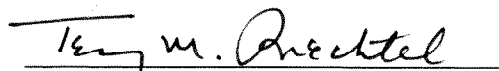
This program requires no General Fund support. There are no service fees charged to the program participants.

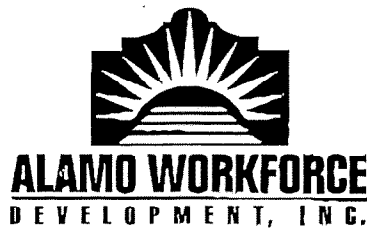
COORDINATION

The Department of Community Initiatives has coordinated activities with the City Attorney's Office, Finance Department, San Antonio Metropolitan Health District, Office of Management and Budget, and the Alamo Workforce Development Inc.

SUPPLEMENTARY COMMENTS

The 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



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June 12, 2003

Cindy Schoenmakers
Department of Community Initiatives
City of San Antonio
115 Plaza de Armas
San Antonio, Texas 78205

Dear Ms. Schoenmaker:

Alamo Workforce Development, Inc. (AWD) will be awarding the City of San Antonio, Department of Community Initiatives \$4,731,656.00 in Youth Opportunity (YO) Grant funds for year four of the program, which will begin on July 1, 2003.

Our thanks to you and the YO program staff for your efforts in operating a very successful program and in providing San Antonio youth with valuable services.

Please contact me if you should have any questions regarding the funding award for year four of the YO program.

Sincerely,

Alan D. Miller
Executive Director

cc: Dennis Campa
Lynn Stewart

San Antonio
Youth Opportunity Grant
Department of Community Initiatives

PERSONNEL COMPLEMENT
PROJECT 26-029065

JOB CLASS NO.	JOB TITLE	NO. OF POSITIONS
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CURRENT POSITIONS**38-17-01**

0873	Accountant I	1
0067	Administrative Aide	1
0040	Administrative Assistant I	5
0972	Caseworker Supervisor	5
0971	Caseworker II	43
0907	Chauffeur	3
7560	Custodian	1
0889	Department Systems Supervisor	1
0896	Department Systems Specialist	1
0892	Fiscal Officer	1
0282	Health Program Specialist	2
0905	Job Developer	17
0010	Office Assistant	2
0010	Office Assistant - Part time	2
0915	Program Coordinator	2
0918	Program Manager	2
0017	Secretary I	1
0014	Secretary II	3
0906	Social Services Manager	1
0865	Special Projects Officer	5
0870	Special Projects Coordinator	3
0042	Sr. Administrative Assistant	1
0999	Senior Management Analyst	1
0695	Telecommunications Technician	2

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DELETED POSITIONS**38-17-01**

0040	Administrative Assistant I	1
0971	Caseworker II	8
0907	Chauffeur	1
0282	Health Program Specialist	2
0905	Job Developer	14
0010	Office Assistant	2
0017	Secretary I	1
0014	Secretary II	1
0865	Special Projects Officer	1

 31
SUBTOTAL**38-17-01**

 75

CURRENT POSITIONS**36-01-23**

0282	Health Program Specialist	2
0915	Program Coordinator	1
0918	Program Manager	1
0239	Public Health Aide	1
0244	Senior Public Health Nurse	1
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DELETED POSITIONS**36-01-23**

0915	Program Coordinator	1
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SUBTOTAL**36-01-23****Total YO Grant Personnel****80****** AWD has authorized 80 positions for Year 4**

City of San Antonio
Fund No. 26-XXXXXX
San Antonio Youth Opportunity Grant - Year 4

REVENUES:**\$ 4,731,656****INDEX**

XXXXXX DOL THRU AWD

\$ 4,731,656**TOTAL REVENUES****38-17-01 Youth Opportunity Project-DCI**

	OBJECT	
Reg Salaries	01-010	\$ 2,079,020
FICA	01-030	\$ 159,045
TMRS	01-040	\$ 237,424
Flex Benefits	01-050	\$ 321,420
Life Insurance	01-051	\$ 4,740
Personal Leave Buy Back Pay	01-072	\$ 9,665
Communications : Telephones	02-110	\$ 60,000
Pagers & Mobilephones	02-112	\$ 5,000
Mail & Parcel Post	02-113	\$ 3,602
Rental of Facilities	02-116	\$ 231,516
Rental of Equipment	02-119	\$ 12,540
Rent of City Rolling Equipment	02-121	\$ 8,000
Travel - Official	02-124	\$ 21,000
Education	02-128	\$ 10,000
Car Expense Allowance	02-130	\$ 12,000
Maint & Repair Automotive	02-143	\$ 1,500
Maint & Repair Commercial	02-144	\$ 500
Fees to Professional Contractors	02-160	\$ 35,000
Temporary Services	02-161	\$ 372,400
Vehicle Management Fee	02-167	\$ 900
Membership, Dues and Licenses	02-178	\$ 250
Binding Printing & Repro.	02-181	\$ 9,200
Office Supplies	03-210	\$ 6,000
Food	03-216	\$ 25,900
Motor Fuel & Lubricants	03-222	\$ 5,950
Tools, Apparatus & Accessories	03-232	\$ 500
Recreation Supplies	03-238	\$ 500
Maint & Repair Mat - Buildings & Impr	03-240	\$ 500
Maint & Rep Mat - Automotive	03-241	\$ 1,000
Maint & Rep. Material - M & E	03-242	\$ 1,500
Computer Software	03-243	\$ 2,000
Other Commodities	03-244	\$ 25,000
Transportation	04-276	\$ 60,000
Medical Assistance	04-276	\$ 60,000
Rental Assistance	04-276	\$ 8,000
Utility Assistance	04-276	\$ 10,000
Education	04-276	\$ 200,000
Stipends	04-276	\$ 200,000
Childcare	04-276	\$ 50,000
Clothing	04-276	\$ 18,000
Supportive Services	04-276	\$ 103,000
Total 38-17-01		\$ 4,372,572

City of San Antonio
Fund No. 26-XXXXXX
San Antonio Youth Opportunity Grant - Year 4

38-17-02 Youth Opportunity Project-Huantes Center

INDEX	OBJECT		
Alarm & Security	02-159	\$	13,520
Photographic Supplies	03-230	\$	581
Office Supplies	03-210	\$	1,500
Janitorial Supplies	03-212	\$	2,400
Recreation Supplies	03-238	\$	3,646
Other Commodities	03-244	\$	19,438
Total 38-17-02		\$	41,085

38-17-03-DCI Support

INDEX	OBJECT		
Reg Salaries	01-010	\$	85,000
FICA	01-030	\$	6,503
TMRS	01-040	\$	9,707
Flex Benefits	01-050	\$	13,895
Life Insurance	01-051	\$	194
Other Commodities	03-244	\$	2,700
Total 38-17-03		\$	117,999

36-01-23 Youth Opportunity Project-Health

Reg Salaries	01-010	\$	145,093
FICA	01-030	\$	11,100
TMRS	01-040	\$	16,845
Flex Benefits	01-050	\$	12,031
Life Insurance	01-051	\$	331
Workers Comp	01-060	\$	500
Travel - Official	02-124	\$	500
Education	02-128	\$	1,600
Car Expense Allowance	02-130	\$	2,000
Office Supplies	03-210	\$	1,000
Other Commodities	03-244	\$	9,000
Total 36-16-23		\$	200,000

TOTAL EXPENDITURES	\$	4,731,656
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Fund Only Index Code XXXXXX