

**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 City Manager; Finance Department; City Attorney's Office; Asset Management; Community Action Advisory Board; File

**SUBJECT:** CALENDAR YEAR (CY) 2004 COMMUNITY SERVICES BLOCK GRANT (CSBG) SUBMISSION ORDINANCE

**DATE:** December 4, 2003

**SUMMARY AND RECOMMENDATIONS**

This ordinance ratifies the submission of a Calendar Year (CY) 2004 Community Services Block Grant (CSBG) performance statement, planning budget in the amount of \$1,986,996, and personnel complement, to the Texas Department of Housing and Community Affairs (TDHCA). This ordinance accepts the recommendation of the Community Action Advisory Board (CAAB) to extend, contingent upon funding, existing CY 2003 delegate agency contracts through September 30, 2004, with the Guadalupe Community Center in the amount of \$15,000; AVANCE in the amount of \$63,750; the Boys & Girls Clubs of San Antonio in the amount of \$30,000; JOVEN in the amount of \$41,250; and the Young Women's Christian Association (YWCA) in the amount of \$41,250, for the provision of services in connection with the CSBG CY 2004 Program. Additionally, the ordinance authorizes a lease agreement with the Mexican American Unity Council (MAUC).

Staff recommends the approval of this ordinance.

**BACKGROUND INFORMATION**

The Community Action Division (CAD), a designated community action agency and a CSBG eligible entity of the Department of Community Initiatives, has operated the Community Action Program (CAP) for the City of San Antonio and Bexar County since 1979. CSBG serves as the core funding source for the City's provision of services to the poor of San Antonio and Bexar County. CAD uses CSBG funds to provide emergency and case management services that act as a local safety net. Emergency services, designed to impact the immediate causes of poverty, include: emergency food, rental assistance, utility assistance,

and prescription assistance. Case management services, which are designed to transition clients to economic and personal self-sufficiency, include employment and education assistance, child-care assistance, and transportation assistance.

Furthermore, the CSBG supports the Neighborhood Action Sweeps, Code Compliance referrals, requests coordinated with the Council Action Team, and the Veteran's Affairs Commission, the KellyUSA revitalization, and CAD's natural disaster response efforts, including the flood relief response. For CSBG CY Year 2003, approximately 10,000 San Antonio families are expected to receive assistance; through September 2003, 6,529 families have already received assistance.

DCI is required to submit CY 2004 CSBG planning documents to TDHCA by October 1, 2003 for a fiscal year that begins January 1, 2004. While draft planning documents were submitted to TDHCA to meet the October 1, 2003 deadline, DCI and CAAB continue to develop plans to integrate CSBG into the Consolidated Request for Proposal (RFP) process being implemented beginning February 2004.

The lease agreement with the MAUC, Inc., is for 2,918 square feet of office space in the MAUC Building located at 2300 W. Commerce, and leased for \$2,918 per month, for the period January 1, 2004 to December 31, 2004. The office space is used by the Community Action Division's (CAD), Community Action Program (CAP) West. CAD has utilized this space for over five years to provide direct services to eligible clients living on the West side of San Antonio.

### **POLICY ANALYSIS**

Delegate agency contracts stemming from the consolidated RFP process will be based on the City's fiscal year, however CSBG is on a calendar year basis. To facilitate transition to the consolidated RFP, CAAB has recommended extending existing CSBG CY 2003 delegate agency contracts through September 30, 2004. The Board also recommended that these contracts be funded at 75% of the CY 2003 level in view of their nine-month duration. Consistent with this recommendation, program performance measures were adjusted accordingly. CAAB also agreed that their adopted local service priorities of Human Development and Family Strengthening for CY 2003 delegate agency allocations would not be changed. CSBG's delegate agency funding for CY 2004 is \$250,000. A description of each program recommended for funding is included as Attachment A. All programs are recommended for nine months funding (January 1, 2004 to September 30, 2004).

This ordinance continues current City policy to authorize the Community Action Program for CY 2004 to assist low-income residents of San Antonio and Bexar County. The CSBG funds are the core funding for "safety net" services designed to assist low-income citizens on a temporary basis. Participants served are typically the working poor who are facing a financial crisis due to high utility bills, medical emergencies, seasonal employment, or other unanticipated crises.

#### **FISCAL IMPACT**

There is no General Fund impact as a result of these actions. These funds are used to leverage and support nearly all of the other grants that the division receives. In CY 2003, CSBG funds leveraged more than \$10 million in additional grants, including the Supportive Housing Program, the Emergency Shelter Grant, FEMA funding, Housing Opportunities for Persons With Aids funding, as well as funding for Projects WARM, REAP and Agua.

#### **COORDINATION**

Coordination has occurred with the Finance Department, City Attorney's Office, Asset Management, and the Community Action Advisory Board.

#### **SUPPLEMENTARY COMMENTS**

City of San Antonio Discretionary Contracts Disclosure forms are attached.

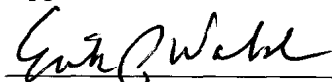


Dennis J. Campa, Director  
Department of Community Initiatives



Frances A. Gonzalez  
Assistant City Manager

Approved:



Terry M. Brechtel  
City Manager

**Description of Delegate Agency Programs  
Community Services Block Grant  
Calendar Year (CY) 2004**

**1) Guadalupe Community Center**

- **Project:** Economic Literacy Program.
- **Target Population:** Working families earning less than \$34,178 annually.
- **Unduplicated Clients to be Served:** 395.
- **Proposed Funding:** \$15,000.00.
- **Project Description:** Provide free income tax preparation and financial literacy training to working families earning less than \$34,178 annually.

**2) Avance – San Antonio**

- **Project:** Parent-Child Education Program.
- **Target Population:** Low income families with a child three years old or younger.
- **Unduplicated Clients to be Served:** 72.
- **Proposed Funding:** \$63,750.00.
- **Project Description:** Educating both the parent and child in order to strengthen families who live in the Westside and Southside of San Antonio. Parents assume the role of their child's first teacher through participation in a two-phase program, structured to increase educational levels, improve employability and job readiness, improve parenting skills, and increase family independence.

**3) Boys and Girls Clubs of San Antonio**

- **Project:** POWER Hour Plus.
- **Target Population:** Economically disadvantaged and at-risk youth (ages 6-18) on the east and west side inner-city areas.
- **Unduplicated Clients to be Served:** 180.
- **Proposed Funding:** \$30,000.00.
- **Project Description:** Develop assets, values and skills that lead to self-sufficiency. Provides five components for success: formal goal setting, structures educational enrichment, homework help and tutoring, technological skills development, and job and career preparation.

**4) JOVEN**

- **Target Population:** Youth engaged with the justice system and their siblings, between the ages of 4 and 14, living at or below the federal poverty guidelines, and considered at-risk for school failure, substance abuse, and juvenile delinquency.
- **Unduplicated Clients to be Served:** 300.
- **Proposed Funding:** \$41,250.00.
- **Project Description:** Summer and after-school educational enhancement program expansion that will provide at-risk youth with the enrichment programming, educational assistance, and life-skills training needed to escape the bonds of poverty and delinquency.

**5) Young Women's Christian Association (YWCA) of San Antonio.**

- **Project:** Self-Employment for Economic Development – SEED.
- **Target Population:** Women, men, and youth between the ages of 14 and 25 years living at or below the federal poverty guidelines.
- **Unduplicated Clients to be Served:** 55 (20 adults and 35 youth).
- **Proposed Funding:** \$41,250.00.
- **Project Description:** Provide a complete and structured program of micro-enterprise services, job skills training, computer skills training, and job placement services. Development of micro-enterprise proficiencies: marketing education, business regulations, IRS rulings, accounting, cash flow, and business plans.