

ITEM NO. 77

**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; Asset Management; City Attorney's Office; Finance Department; Task Force on Hunger & Homelessness; File

SUBJECT: AUTHORIZING THE EXECUTION OF NINE DELEGATE AGENCY CONTRACTS FOR THE PROVISION OF SERVICES RELATED TO HUNGER & HOMELESSNESS

DATE: December 18, 2003

SUMMARY AND RECOMMENDATIONS

This ordinance authorizes the execution of nine delegate agency contracts to provide food and support services to the hungry and homeless. Contracts to agencies for the enhancement of food pantries include: San Antonio Food Bank (SAFB) for \$134,671; Catholic Charities, Archdiocese of San Antonio, Inc. for \$20,000; Christian Assistance Ministry (CAM) for \$24,000; Hispanic Religious Partnership for Community Health Inc. (HRPCH) for \$28,212; and Corazon Ministries, Inc. for \$21,329. In order to better serve intact homeless families with children, a contract will be awarded to San Antonio Metropolitan Ministry, Inc. (SAMM) for \$93,925 for emergency shelter beds. Contracts for day drop-in centers will be awarded to Corazon Ministries, Inc. for \$54,184 and to CAM for \$25,100. Corazon Ministries, Inc. will also be awarded \$107,339 for the provision of services related to a mobile canteen. All selected agencies will also provide outreach to expand the food stamp program. These contracts will be executed for the period beginning January 1, 2004 and ending December 31, 2004.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

In the summer of 2003, Mayor Ed Garza established the Mayor's Task Force on Hunger & Homelessness to address problems associated with these issues. The Committee Chairs for the Task Force are Councilmembers Patti Radle and Julian Castro. Local respondents to the 2002 U.S. Conference of Mayor's Report on Hunger and Homelessness indicated they have experienced a 20 percent increase in requests for food. Local homeless shelters also indicated they were turning away homeless families with children due to a limited capacity to serve this population.

The 16-member Task Force is comprised of individuals with various backgrounds, including representatives of local non-profits, faith-based organizations, academia, and community representatives who may have experienced either hunger or homelessness. One of the recommendations made by the Task Force was to increase funding for food pantries that serve the hungry and to increase food stamp access through funding and outreach efforts. Additionally, in the area of homelessness, the Task Force recommended increasing the number of emergency beds to house intact families, funding a mobile canteen to feed the chronic homeless population and providing day center services for the chronically homeless.

Ordinance #98181, passed and approved on September 18, 2003, authorized \$1,014,000 in one-time funding to augment hunger prevention and supportive services for the homeless. City Council awarded \$270,000 to the SAFB for the expansion of Project Healthy Options Program for the Elderly (HOPE) on that same date. Project HOPE provides 25 pounds of non-perishable food items twice a month to seniors at DCI's Senior Nutrition Sites.

The Task Force recommended to City Council four funding priorities that were specified in a Request for Proposals (RFP) issued on October 22, 2003. An amount of \$660,000 was designated for this RFP. A total of nine responses were received.

Category 1: Food Pantries

The focus of this effort is to increase the quantity and quality of food provided in a cost-efficient manner by funding food pantries and congregate meal sites that serve low-income families. In addition, this effort will strengthen the community's ability to promote maximum participation in the food stamp program.

Category	Organization	Request	Recommendation	# to be served
Food Pantry	SAFB	\$134,671.32	\$134,671	7,125
Food Pantry	Catholic Charities	\$ 20,000.00	\$ 20,000	1,157
Food Pantry	Corazon Ministries	\$ 26,000.00	\$ 21,239	1,130
Food Pantry	HRPCH	\$ 28,211.70	\$ 28,212	8,000
Food Pantry	CAM	\$ 24,000.00	\$ 24,000	15,000
TOTAL		\$232,883.02	\$228,122	32,412

Category 2: Mobile Canteen

City Council allocated up to \$200,000 for mobile canteen expansion. The RFP required the contractor to provide up to 300 meals per day and to serve meals at a minimum of two locations Mondays through Fridays. These meals will be served in the evening, after the local shelters have stopped serving food. The goal of this project is to feed the chronic homeless who do not access shelters or meals served at the shelters. The homeless will be informed of available services, including health screenings, and will be provided assistance in applying for food stamps. In addition, volunteers will provide clothing and personal hygiene items. A nurse and physician will be available through Corazon Ministries to provide services and referrals, as needed.

Category	Organization	Request	Recommendation	# to be served
Mobile Canteen	Corazon Ministries	\$151,539	\$107,339	1,000
TOTAL		\$151,539	\$107,339	1,000

Category 3: Emergency Shelter Room

City Council allocated up to \$200,000 to support the creation of additional emergency shelter beds for families with children. This priority was selected because two of the larger emergency shelters (SAMM and Salvation Army) have been reporting that they turn away families with children. The Mayor's Task Force on Hunger & Homelessness has recommended twelve rooms for families with children be added to the City's inventory.

Category	Organization	Request	Recommendation	# to be served
Emergency Shelter Beds	SAMM	\$114,339	\$ 93,925	126
TOTAL		\$114,339	\$ 93,925	126

Another RFP will be issued for additional emergency shelter beds to serve intact families, because SAMM is only able to provide seven of the twelve additional beds recommended by the Task Force. The second RFP will also seek proposals for additional food stamp outreach efforts.

Category 4: Day Center Services

City Council allocated up to \$60,000 to provide day center services to the chronically homeless population. The proposed day centers will provide a facility for the homeless to seek protection from the elements, take showers, receive mail, secure identification documents, and seek out support and legal services.

Category	Organization	Request	Recommendation	# to be served
Day Center	Corazon Ministries	\$ 57,737	\$ 54,184	520
Day Center	CAM	\$ 60,000	\$ 25,100	480
TOTAL		\$117,737	\$ 79,284	1,000

POLICY ANALYSIS

This ordinance continues existing City policy of providing services to the hungry and homeless population of San Antonio and Bexar County and supports the recommendations of the Mayor's Task Force on Hunger and Homelessness to sustain a safety net for individuals and families.

FISCAL IMPACT

There is a General Fund commitment of \$592,670 associated with these contracts. This is a one-time budgeted item approved by City Council on September 18, 2003. Applicants were strongly encouraged to demonstrate how these investments would leverage other resources. The Task Force will return to Council in January 2004 with recommendations for a strategic plan to eliminate chronic homelessness and hunger over the next ten years.

COORDINATION

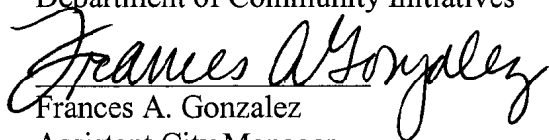
Coordination has occurred with the City Attorney's Office, Asset Management, Finance Department, and the Mayor's Task Force on Hunger & Homelessness.

SUPPLEMENTARY COMMENTS


The required City of San Antonio Discretionary Contracts Disclosure Ethics Forms are attached.

- A summary of the proposed recommendations is included as Attachment A.


Dennis J. Campa, Director
Department of Community Initiatives


Frances A. Gonzalez
Assistant City Manager

Approved:


Terry M. Brechtel
City Manager

**Department of Community Initiatives
Hunger & Homelessness Contracts 03-04**

Category	Organization	Amount
Food Pantry	San Antonio Food Bank	\$134,671
Food Pantry	Catholic Charities, Archdiocese of San Antonio, Inc.	\$20,000
Food Pantry	Corazon Ministries, Inc.	\$21,239
Food Pantry	Hispanic Religious Partnership for Community Health Inc.	\$28,212
Food Pantry	Christian Assistance Ministry	\$24,000
	Subtotal Food Pantry	\$228,122
Mobile Canteen	Corazon Ministries, Inc.	\$107,339
	Subtotal Mobile Canteen	\$107,339
Emergency Shelter Beds	San Antonio Metropolitan Ministry, Inc.	\$93,925
	Subtotal Emergency Shelter Beds	\$93,925
Day Center	Corazon Ministries, Inc.	\$54,184
Day Center	Christian Assistance Ministry	\$25,100
	Subtotal Day Center	\$79,284
Administration	Mayor's Task Force on Hunger and Homelessness	\$84,000
	Subtotal Administration	\$84,000
	Totals	\$592,670

RFP DCI 01-04

Various Hunger and Homelessness Services for the City of San Antonio

City of San Antonio Discretionary Contracts Disclosure*

Attachment E

For use of this form, see City of San Antonio Ethics Code, Part I, 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

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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**¹ 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;

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n/a

Political Contributions

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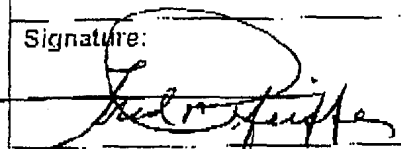
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RFP DCI 01-04 Various Hunger and Homelessness Services for the City of San Antonio

To Whom Made: n/a	Amount:	Date of Contribution:
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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.

Signature: 	Title: CAm Company: Board President	Date: 11-20-03
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COSA Form 1056-03-2 Discretionary Contracts Disclosure, 09/12/02

made slight
change in food
proposal -
Dec 3rd -
dropped off

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.

RFP DCI 01-04

Various Hunger and Homelessness Services for the City of San Antonio

City of San Antonio Discretionary Contracts Disclosure*

Attachment E

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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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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

(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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RFP DCI 01-04 Various Hunger and Homelessness Services for the City of San Antonio		
To Whom Made:	Amount:	Date of Contribution:
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 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.

Signature: <i>Milt M'Farland</i> MILT M'FARLAND	Title: EXECUTIVE DIRECTOR Company: CHRISTIAN ASSISTANCE MINISTRY	Date: 11-20-03

CCSA Form 1050 23-2, Discretionary Contracts Disclosure, 09/12/02

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.

City of San Antonio

Attachment E

Discretionary Contracts Disclosure*

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

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

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None

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None

and the name of:

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None

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None

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None

Political Contributions

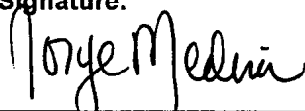
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To Whom Made: N/A	Amount: 0	Date of Contribution: 0
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Signature: 	Title: Executive Director Company: Hispanic Religious Partnership for Community Health	Date: 12-3-2003

COSA Form 1050-33-2, Discretionary Contracts Disclosure, 09/12/02

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.

City of San Antonio Discretionary Contracts Disclosure*

Attachment E

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N/A

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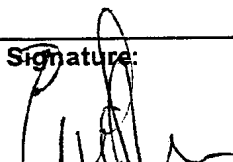
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To Whom Made:	Amount:	Date of Contribution:

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Signature: 	Title: Executive Director Company: San Antonio Food Bank	Date: 11/20/03

COSA Form 1090-33-2, Discretionary Contracts Disclosure, 09/12/02

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City of San Antonio

Attachment E

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To Whom Made: <i>None</i>	Amount:	Date of Contribution:
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Signature: 	Title: <i>President & CEO</i> Company: <i>SAMministries</i>	Date: <i>11/21/03</i>

COSA Form 1050-33-2, Discretionary Contracts Disclosure, 09/12/02

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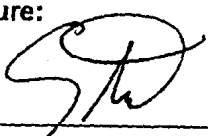
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RFP DCI 01-04 Various Hunger and Homelessness Services for the City of San Antonio
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registered lobbyists of the entity.

To Whom Made: NA	Amount: NA	Date of Contribution: NA
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Signature: 	Title: President Company: Catholic Charities, Archdiocese of San Antonio, Inc.	Date: 11/21/03

COSA Form 1050-33-2, Discretionary Contracts Disclosure, 09/12/02

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NA

and the name of:

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

NA

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;

NA

(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.

NA

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

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.

RFP DCI 01-04 Various Hunger and Homelessness Services for the City of San Antonio
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: NA	Amount: NA	Date of Contribution: NA
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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.

Signature: <i>Helen Butler</i>	Title: Board Chair Company: Catholic Charities, Archdiocese of San Antonio, Inc.	Date: 11-21-03

COSA Form 1050-33-2, Discretionary Contracts Disclosure, 09/12/02

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.

City of San Antonio
Discretionary Contracts Disclosure*

Attachment E

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:

N/A

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

CORAZON MINISTRIES, INC.

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

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


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

Signature: 	Title: Executive Director Company: CORAZON MINISTRIES, INC.	Date: 12-3-03

COSA Form 1050-33-2, Discretionary Contracts Disclosure, 09/12/02

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.

City of San Antonio
Discretionary Contracts Disclosure*

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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**¹ that would be a party to the discretionary contract:

CORAZON MINISTRIES, INC.

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

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 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: N/A	Amount: N/A	Date of Contribution: N/A
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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.

Signature: 	Title: President/Chair Company: CORAZON MINISTRIES, INC.	Date: 12-2-03

COSA Form 1050-33-2, Discretionary Contracts Disclosure, 08/12/02

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.