

CONSENT AGENDA
ITEM NO. 18246

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

SUBJECT: Ordinances accepting up to \$1,986,996 to extend the Community Services Block Grant (CSBG) Contract and accepting \$30,000 in CSBG discretionary funding for the operation of two VITA sites

DATE: March 4, 2004

SUMMARY AND RECOMMENDATIONS

- A. This ordinance authorizes the acceptance of up to \$1,986,996 with an initial allocation of \$496,749 from the Texas Department of Housing and Community Affairs (TDHCA) to extend the City of San Antonio's existing Community Services Block Grant (CSBG) contract through December 31, 2004. This ordinance also approves a budget and personnel complement and authorizes the City to enter into nine month delegate agency contracts with: the Boys & Girls Clubs of San Antonio in an amount up to \$30,000; Guadalupe Community Center in an amount up to \$15,000; Young Women's Christian Association (YWCA) in an amount up to \$41,250; AVANCE in an amount up to \$63,750; and JOVEN in an amount up to \$41,250. All funding levels for these delegate agency contracts are contingent upon the final CSBG appropriation.
- B. This ordinance authorizes the acceptance of \$30,000 in CSBG discretionary funding for operation of two Volunteer Income Tax Assistance (VITA) sites. This ordinance also authorizes the execution of two professional services contracts with Antioch Baptist Church in the amount of \$15,000, and New Beginnings Church in the amount of \$15,000 for the period beginning January 1, 2004 and ending December 31, 2004, and approves a budget.

Staff recommends the approval of these ordinances.

BACKGROUND INFORMATION

The CSBG Program, which the City has operated since 1979, serves as a primary funding source for the City's provision of safety net services to low-income individuals and families in San Antonio and Bexar County. CSBG is an annual grant to Community Action Agencies and has a

fiscal year of January 1 to December 31. Funding originates in the U.S. Department of Health and Human Services (HHS) and is distributed at the state level by TDHCA.

On the basis of the Continuing Resolution, TDHCA has authorized initial Fiscal Year (FY) 04 CSBG expenditures at approximately 25% (\$496,749) of the FY 2003 allocation level (\$1,986,996). The balance of the total CSBG funding allocation for FY 2004 will be forthcoming. A copy of TDHCA's funding guidance is included as Attachment A.

TDHCA's flexibility in the usage of CSBG funds allows Community Initiatives to leverage other grant funding. This award supports the provision of emergency services, including rental, prescription assistance and food vouchers, the Success & Independence program, Hunger & Homeless initiatives, and case management services that assist individuals with employment, education, childcare and transportation. This award funds various delegate agencies for the provision of some of these services and also funds staff for the Community Action Program (CAP) offices at CAP-East and CAP-West and a portion of the Community Action Division (CAD) staff, whose responsibilities include acquiring, and managing, single and multi-year federal grants and other funding sources. In FY 2003, staff funded, developed, and managed, through CSBG, approximately \$10 million in additional grant funds, including \$5.6 million in multi-year Supportive Housing Program funds, \$1.6 million in Emergency Shelter Grant funds, and more than \$1 million in Housing Opportunities for Persons with AIDS funds. A total of 75 CAD staff are funded by this award, which remains unchanged from the previous FY.

Acceptance of these funds will enable DCI to provide 10,300 units of emergency assistance to 11,000 households, in addition to serving 300 intensive case management clients, for a total of 26,500 unduplicated clients. The proposed Delegate Agency contracts will only be for a nine month period in order to align these contracts with the Consolidated Funding RFP cycle.

In a recent additional award of \$30,000, TDHCA approved proposals by Antioch Baptist Church and New Beginnings Baptist Church for operation of "permanent" VITA sites. These sites will receive technical and technological assistance to provide tax services throughout the year. TDHCA has requested the City of San Antonio receive this funding and monitor expenditures of these funds. Each site will prepare a minimum of 650 tax returns for qualified persons.

Acceptance of the additional \$30,000 award will enable DCI to assist 650 low-income individuals to file their income tax returns through VITA and provide them financial literacy training.

POLICY ANALYSIS

These ordinances address the city's core issue of Community Safety Net and continue existing City policy to provide emergency assistance and community safety net services to low-income residents of San Antonio and Bexar County. The Community Action Advisory Board (CAAB) adopted the local service priorities of economic and workforce development for FY 2004 and has determined that these activities best serve the needs of the working poor and residents receiving public assistance who are transitioning to self-sufficiency. The CSBG requires that the CAAB

review, plan, and recommend allocations. The CAAB's funding recommendations and expected outcomes for FY 2004 are included as Attachment B.

FISCAL IMPACT

This ordinance authorizes the acceptance of up to \$1,986,996 in CSBG funding, with an initial allocation of \$496,749 from TDHCA. There is no General Fund commitment.

This ordinance also authorizes the acceptance of \$30,000 in CSBG discretionary funding from TDHCA to execute professional services contracts with the Antioch Baptist Church and the New Beginnings Baptist Church for the purposes of operating VITA sites.

COORDINATION


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

SUPPLEMENTARY COMMENTS

The contracting of delegate agencies for these types of services will be accomplished via the Consolidated Funding RFP process in all future years.


Required Ethics Disclosure statements are attached.

- Attachment A - TDHCA Funding Guidance
- Attachment B - CAAB's Funding Recommendations


Dennis J. Campa, Director
Department of Community Initiatives


Frances A. Gonzalez
Assistant City Manager

Approved:


Terry M. Brechtel
City Manager

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:

N/A

(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:

N/A

(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

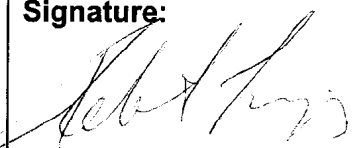
Political Contributions

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 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:
<i>N/A</i>		

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 question¹ as to whether any city official or employee would violate Section 1 or Part B, Improper Economic Benefit, by participating in official action relating to the discretionary contract.

Signature: 	Title: <i>Pastor</i> Company: <i>A New Beginning</i>	Date: <i>7/19/04</i>

¹ 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.

1. Name of the person, firm, or corporation, and any other person, firm, or corporation, who is the party to the discretionary contract, and the name of the person, firm, or corporation, who is the party to the discretionary contract, and the name of the person, firm, or corporation, who is the party to the discretionary contract.

N/A

2. Name of the person, firm, or corporation, who is the party to the discretionary contract, and the name of the person, firm, or corporation, who is the party to the discretionary contract, and the name of the person, firm, or corporation, who is the party to the discretionary contract.

N/A

3. Name of the person, firm, or corporation, who is the party to the discretionary contract, and the name of the person, firm, or corporation, who is the party to the discretionary contract, and the name of the person, firm, or corporation, who is the party to the discretionary contract.

N/A

(3) Name of the person, firm, or corporation, who is the party to the discretionary contract, and the name of the person, firm, or corporation, who is the party to the discretionary contract, and the name of the person, firm, or corporation, who is the party to the discretionary contract.

N/A



COMMUNITY ACTION DIVISION
RECEIVED

ATTACHMENT A

WWW.TDHCA.STATE.TX.US

January 9, 2004

RICK PERRY
Governor

EDWINA P. CARRINGTON
Executive Director

BOARD MEMBERS
Elizabeth Anderson, Chair
Shadrick Bogany
C. Kent Conine
Vidal Gonzalez
Patrick R. Gordon
Norberto Salinas

Mr. Rolando J. Morales
Community Action Manager
City of San Antonio - Community Action Division
P.O. Box 839966
San Antonio, Texas 78283-3966

Re: FFY 2004 Community Services Block Grant (CSBG)

Dear Mr. Morales:

The Texas Department of Housing and Community Affairs (the Department) received your correspondence dated December 22, 2003 regarding your organization's procedures to sub-contract for anti-poverty services and the extended schedule that might result if Congress delays passage of a federal budget and appropriations for the FFY 2004 Community Services Block Grant program operations.

In the absence of a grant award notice providing the State of Texas its final FFY 2004 CSBG allocation, the Department is prohibited from providing Texas CSBG eligible entities an obligation limit beyond that allowed by funding available from continuing resolutions. Thus far, the U.S. Department of Health and Human Services has funded the State of Texas with \$10,497,049 in FFY 2004 CSBG funds from continuing resolutions. This equates to 33.9% of the funding Texas received from the FFY 2003 CSBG. However, the Department's current plan is to amend the contracts to enable local subrecipient organizations to access FFY 2004 CSBG funds at 25% of the FFY 2003 CSBG allocations. Based on the 25% figure, the City of San Antonio may access up to \$496,749 for commencing its January 1, 2004- December 31, 2004 CSBG contract operations.

The Department appreciates your foresight to facilitate timely delivery of CSBG-supported services to the low-income citizens in your service area. We hope this information is beneficial to your organization's subcontracting process. Should you have any related questions in the interim, please do not hesitate to communicate with this office again.

Sincerely,

E. E. Fariss
Director
Community Affairs Division

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CAAB Funding Recommendations

Agency	Project Description	Number to be served	Outcomes	Contract Amount
Boys and Girls Clubs of San Antonio	Develop in economically disadvantaged and at-risk youths, the assets, values, and skills, that lead to self-sufficiency	180	171 of those served will be promoted to next grade or graduate on-time	\$30,000
Guadalupe Community Center	Provide free income tax preparation, distribution of financial management literature	395	Tax returns prepared for, and financial management literature distributed to, 395 low-income clients	\$15,000
YWCA of San Antonio	Provide structured program leading to the development of micro-enterprises	55	34 clients will complete a business plan; 14 clients will start a new business; 21 clients will increase household income	\$41,250
AVANCE	Empower families to achieve personal and economic self-sufficiency	72	24 adult clients will enroll in a higher education program, 15 children will advance in Kinder Readiness	\$63,750
JOVEN	Provide at-risk youths with the enrichment programming, educational assistance and life-skills training they need to escape the bonds of poverty and delinquency 225 students will improve school attendance to 95%, and 225 students will advance to the next grade	300	225 students will improve school attendance to 95%, and 225 students will advance to the next grade	\$41,250
Totals		1,002		\$191,250

Community Services Program 2004
 Personnel Complement
 Project 26-xxxxxx

<u>No. of</u> <u>Positions</u>	<u>Positions</u>	<u>Job Class No.</u>
1	Community Action Manager	1077
2	Senior Management Analyst	0999
4	Management Analyst	0046
1	Accountant II	0874
1	Admin. Assistant II	0041
1	Admin. Assistant I	0040
3	Secretary I	0017
3	Caseworker I	961
12	Caseworker II	0971
1	Grants Management Officer	0844
2	Special Projects Coordinator	0870
1	Department Systems Supervisor	0889
1	Senior Office Assistant	0009
1	Special Project Officer	0865
25	Temporary Employee	9005
5	Program Manager	0918
2	Casework Supervisor	0972
2	Program Counselor	0914
3	Admin. Aide	0067
1	Case Aide	0985
1	Office Assistant	0010
1	Housing Counselor	0973
1	Program Counselor	914
75	TOTAL POSITIONS	