



## TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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November 3, 2024

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Melody Woosley  
Executive Director  
San Antonio, City of, Department of Human  
Services

RE: San Antonio PY25 CAP and Budget

Dear Melody Woosley:

In accordance with Assurance #11 of Section 676 of the Community Services Block Grant (CSBG) Act and with §6.206 of the Texas Administrative Code (TAC), the Texas Department of Housing and Community Affairs (the Department) is required to secure from each CSBG Eligible Entity, as a condition for CSBG funding, a Community Action Plan (CAP) on an annual basis. This letter serves to acknowledge that the PY25 CAP submitted has been reviewed and approved.

The Department received the PY25 CSBG Budget and will retain it for our records. Ensure that any future budget revisions are approved by the agency Board and a copy of the budget amendment is submitted to the Department. You are reminded that program expenditures must adhere to your contract, your cost allocation plan, Texas Grant Management Standards, OMB Super Circular, and the TAC. Also, please note that purchases must follow proper procurement procedures.

The Department looks forward to supporting your efforts to serve the low-income customers in your service area. The Department appreciates your agency utilizing \$418,100.46 in CSBG funds to aid customers working to transition out of poverty and for direct customer assistance. Should you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Karen Keith".

Karen Keith, NCRA  
Program Specialist V

