

**THIS IS A PROPOSED DRAFT AND WILL BE REPLACED BY THE FINAL, SIGNED ORDINANCE OR RESOLUTION ADOPTED BY THE CITY COUNCIL.**

**ORDINANCE**

**AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH ASCEND NONPROFIT & BUSINESS SOLUTIONS, LLC FOR GRANT WRITING SERVICES FOR THE SAN ANTONIO METROPOLITAN HEALTH DISTRICT IN AN AMOUNT UP TO \$50,000.00 FOR A TERM ENDING NOVEMBER 30, 2024, WITH THE OPTION TO RENEW FOR THREE, ONE-YEAR TERMS, FOR A TOTAL AMOUNT UP TO \$200,000.00, INCLUSIVE OF RENEWALS.**

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**WHEREAS**, the San Antonio Metropolitan Health District (Metro Health) provides public health programs and services throughout San Antonio and Bexar County and many of these services are funded by state and federal grants; and

**WHEREAS**, on November 30, 2022, Metro Health was awarded a five-year grant from the CDC through the Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems Grant; and

**WHEREAS**, funding from this grant provides support for core infrastructure improvements for local public health agencies to be equipped to respond to the ongoing and future public health needs of the communities and populations they serve; and

**WHEREAS**, Metro Health expects the grant writing services available through this agreement will bring additional funding to support the sustainment of public health services provided to the community and key positions within the department for core services and operations; and

**WHEREAS**, after committee review and evaluation, Ascend Nonprofit & Business Solutions, LLC was recommended for contract award based on the City's standard RFP evaluation process; and

**WHEREAS**, in alignment with this grant award and the department's strategic plan and priorities, Ascend Nonprofit & Business Solutions, LCC will assist and provide grant writing and technical assistance services for funding opportunities identified by Metro Health to expand the department's capacity to develop and support the submission of new grant applications to federal, state, and local funders; **NOW THEREFORE:**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** The City Manager or designee, or the Director of the San Antonio Metropolitan Health District or designee, is authorized to execute an agreement with Ascend Nonprofit & Business Solutions, LLC to provide grant writing services in an amount up to \$50,000.00 for a term ending November 30, 2024, with the option to renew for three, one-year terms for a total

amount of \$200,000.00, inclusive of renewals. A copy of the agreement in substantially final form is attached hereto and incorporated herein for all purposes as **Attachment I**.

**SECTION 2.** Current funding is available from General Ledger 5201040, Internal Order Number 136000001852 and Fund 2103600024 entitled “PH Infrastructure”, for a total amount up to \$200,000.00. Payment not to exceed the budgeted amount is authorized to Ascend Nonprofit & Business Solutions, LLC upon issuance of a purchase order.

**SECTION 3.** This Ordinance further authorizes the City Manager or designee, or the Director of the San Antonio Metropolitan Health District or designee, to execute an amendment without further action by the San Antonio City Council in the following circumstances: (A) an increase in contract funding in an amount not exceeding (a) twenty-five percent (25%) of the total amount of this contract or (b) \$25,000.00, annually, whichever is lesser amount; provided, however, that the cumulative total of all amendments increasing funding and executed without City Council approval pursuant to this subsection during the term of this contract shall not exceed the foregoing amount; (B) no cost extensions up to two years; (C) budget adjustments authorized by the funding agency so long as the total dollar amount of the budget remains unchanged; (D) modifications to the Scope of Work due to the adjustment described in subsection (A) of this Section or for any other reason, so long as the terms of the amendment are reasonably within the parameters set forth in the original Scope of Work; and (E) changes in state or federal regulations mandated by the funding agency.

**SECTION 4.** The financial allocations in this Ordinance are subject to approval by the Deputy Chief Financial Officer, City of San Antonio. The Deputy Chief Financial Officer may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers, and SAP GL Accounts as necessary to carry out the purpose of this Ordinance.

**SECTION 5.** This Ordinance is effective immediately upon the receipt of eight affirmative votes; otherwise, it is effective ten days after passage.

**PASSED AND APPROVED this 7th day of December 2023.**

**M A Y O R**  
Ron Nirenberg

**ATTEST:**

**APPROVED AS TO FORM:**

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Debbie Racca-Sittre, City Clerk

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Andrew Segovia, City Attorney

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