



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 23

Agenda Date: January 11, 2024

In Control: City Council A Session

DEPARTMENT: Department of Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Human Services Consolidated Funding FY 2024-2025 – Homeless and Legal Services Awards and Contract Amendments.

SUMMARY:

This ordinance authorizes contract awards and amendments to the Human and Workforce Development Delegate Agencies providing homeless and legal services to the community for a total award value of \$1,108,732.00. Funding for these contracts are available from unallocated FY 2024 General Fund Delegate Agency Budget, and unspent Emergency Solutions Grant (ESG) and Housing Opportunities for Persons with AIDS (HOPWA) grant carryforward funds from FY 2023. This item further authorizes the Director of the Department of Human Services (DHS) to execute necessary documents including contracts and amendments, carryover funds and line-item budget revisions.

BACKGROUND INFORMATION:

The Consolidated Funding process for Human and Workforce Development Delegate Agencies is a biennial process to solicit proposals and make funding recommendations to nonprofit agencies that support the mission of the Department of Human Services (DHS). Funding comes from a combination of General Funds and State and Federal grants and is allocated based on City Council

priorities and on grant requirements and restrictions. During the FY 2024-2025 Consolidated Funding process, DHS issued a Request for Proposals (RFP) on March 27, 2023. Award recommendations from this solicitation were implemented as part of the FY 2024 Adopted Budget. From the March 2023 solicitation, DHS did not receive sufficient eligible proposals for priorities and Federal grant categories as follows:

Funding Source	FY 2024 Unallocated Amount
HOPWA	\$184,682.00
ESG	505,940.00
CDBG	99,955.00
General Fund	150,000.00
TOTAL	\$940,577.00

In addition to unallocated FY 2024 funds, one-time funding amounts are available from funding carried forward from FY 2023 in the HOPWA and ESG grants. The following amounts are available because agencies awarded in FY 2023 did not fully expend these funds:

Funding Source	FY 2023 Unspent Carryforward
HOPWA	\$118,155.00
ESG	50,000.00
TOTAL	\$168,155.00

A total of \$1,108,732.00 is available to be allocated. To award these unallocated funds, DHS issued a second RFP for “Human Services Consolidated Funding FY 2024-2025 Homeless & Legal Services” on October 6, 2023, with a submission deadline of November 6, 2023. The RFP was advertised in the HartBeat, TVSA channel, the City’s Bidding & Contracting Opportunities website, the San Antonio e-Procurement System and an email notification was released to a list of potential respondents. Three (3) proposals were received and deemed eligible for review.

The evaluation committee consisted of representatives from DHS and various community organizations. The Finance Department Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal was based on a total of 100 points: 20 points were allotted for Experience, Background and Qualifications; 45 points were allotted for Proposed Plan; 25 points were allotted for Soundness of Project Budget; and 10 points were allotted for the Local Preference Program. The evaluation committee met on November 14, 2023 to discuss three (3) responsive proposals and submit their scores. After evaluation, a recommendation for award was agreed upon. The Local Preference Program was applied in the evaluation of the responses received for the new contracts. The recommended firms are local businesses.

For the FY 2024 unallocated funds referenced above, the RFP review panel and staff recommend allocating General Fund legal services to one agency and HOPWA funds to one agency, both through new contracts. Because no proposals were recommended for ESG and CDBG funding,

staff recommends adding these funds into existing delegate agency contracts, to meet Federal expenditure guidelines for allocation and expenditure of funds.

ISSUE:

Through this City Council action, DHS seeks to award \$1,108,732.00 in funding to delegate agency contracts. Recommended allocations are as follows:

Agency	Funding Recommendation	Funding Source
Alamo Area Resource Center	\$302,837.00	HOPWA
American Gateways	150,000.00	General Fund
SAMMinistries	555,940.00	ESG
St. Vinnys Bistro	99,955.00	CDBG
TOTAL	\$1,108,732.00	

DHS recommends new contract awards of \$302,837.00 in HOPWA funds to the Alamo Area Resource Center and \$150,000.00 in General Funds to American Gateways annually for a 9-month contract term with a one-year renewal option based on performance. The Alamo Area Resource Center Housing Works Homelessness Program serves individuals living with HIV/AIDS and focuses on providing support services such as case management and medical transportation. American Gateways provides legal consultations, full legal representation, and outreach events to keep the community informed on their legal rights.

DHS also recommends amending two existing Delegate Agency contracts with San Antonio Metropolitan Ministries (SAMM) and St. Vinnys Bistro awarded in the first Consolidated Funding RFP. Services provided through these amendments will support San Antonio residents experiencing homelessness. SAMM has historically provided a Rapid Rehousing Program in accordance with the U.S. Department of Housing and Urban Development (HUD) ESG regulations and has the capacity to implement this program quickly. DHS proposes an allocation of \$555,940.00 to SAMM for the continuation of a Rapid Rehousing Program.

Since FY 2022, DHS has funded St. Vinnys Bistro to support emergency shelter operations. St. Vinnys Bistro provides up to three meals a day, 365 days a year, mostly on the courtyard side of Haven for Hope. DHS proposes an allocation of \$99,955.00 in CDBG funds for the continued provision of homeless services by amendment to the St. Vinnys Bistro FY 2024 delegate agency contract for the expansion of this program.

ALTERNATIVES:

If City Council does not approve the award of these contracts and amendments, the funds would remain unallocated, and another Request for Proposal (RFP) would be issued to secure services.

FISCAL IMPACT:

This ordinance authorizes execution of contracts to fund Alamo Area Resource Center in the amount up to \$302,837.00 from the HOPWA grant, SAMM in the amount up to \$555,940.00 from the ESG grant, and St. Vinnys Bistro in the amount up to \$99,955.00 from the CDBG grant. Additionally, this ordinance authorizes \$150,000.00 for American Gateways from the Delegate Agency General Fund FY 2024 Adopted Budget. Finally, this ordinance reallocates \$150,000.00 from the Human Services General Fund FY 2024 Adopted Budget to the Delegate Agency General Fund FY 2024 Adopted Budget.

RECOMMENDATION:

Staff recommends approval.