

ORDINANCE

2022-12-01-0895

**AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR AND ACCEPTANCE UPON AWARD OF UP TO \$2,157,505 IN COMMUNITY SERVICES BLOCK GRANT FUNDS FROM THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS FOR THE PERIOD JANUARY 1, 2023 THROUGH DECEMBER 31, 2023; AND AUTHORIZING A BUDGET AND PERSONNEL COMPLEMENT.**

\* \* \* \* \*

**WHEREAS**, the City of San Antonio Department of Human Services (DHS), the designated Community Action Agency for San Antonio and Bexar County, has operated the Community Action Program since 1979; and

**WHEREAS**, the primary purpose of the Community Services Block Grant (CSBG) is to transition individuals and families out of poverty and provide safety net assistance, including utility, rental and tuition, and long-term case management focusing on education, employment, emergency support and financial education to San Antonio and Bexar County residents at or below 125% of the Federal Poverty Level; and

**WHEREAS**, the Texas Department of Housing and Community Affairs requires CSBG eligible entities to conduct a public hearing prior to submitting a proposed 2023 budget and Community Action Plan. Said hearing was held and approved on Thursday, October 6, 2022; **NOW THEREFORE:**

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

**SECTION 1.** The application for and acceptance upon award of up to **\$2,157,505.00** in Community Services Block Grant funds from the Texas Department of Housing and Community Affairs (TDHCA) for the period January 1, 2023 through December 31, 2023, is approved. A copy of the grant is on file with the DHS.

**SECTION 2.** The initiation, negotiation, and execution of any and all necessary documents to effectuate the acceptance of this grant, and to execute amendments pertaining to the grant contract when approved by TDHCA, to include a) carry-over funds; b) line item budget revisions; c) modifications to the performance measures so long as the terms stay within the general parameters of the intent of the grant; d) no cost extensions; e) supplemental grant funds in an amount up to 20% of the total amount initially awarded; f) reimbursement increases of administrative funds for each participant served; (g) one-time equipment purchases or defined program services; and h) changes in regulations; is approved.

**SECTION 3.** Should funding be awarded, upon acceptance of this award, new funds and internal order numbers will be created, upon which the award amount not to exceed **\$2,157,505.00** will be

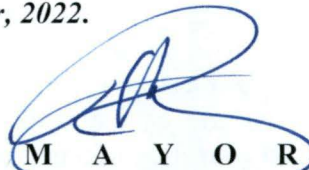
appropriated in said fund. The budget, which is attached hereto and incorporated herein for all purposes as **Attachment I**, is approved and adopted for entry in the City books.

**SECTION 4.** The personnel complement of twenty-seven (27) positions, which is attached and incorporated for all purposes as **Attachment II**, is approved.

**SECTION 5.** 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 Cost Centers, WBS Elements, Internal Orders, General Ledger Accounts, and Fund Numbers as necessary to carry out the purpose of this Ordinance.

**SECTION 6.** This Ordinance is effective immediately upon the receipt of eight affirmative votes; otherwise, it is effective ten days after passage.


***PASSED AND APPROVED this 1<sup>st</sup> day of December, 2022.***

  
M A Y O R  
Ron Nirenberg

**ATTEST:**

  
Debbie Racca-Sittre, City Clerk

**APPROVED AS TO FORM:**

  
for Andrew Segovia, City Attorney



## City of San Antonio

### City Council Meeting December 1, 2022

**12.**

**2022-12-01-0895**

Ordinance approving the submission of an application and acceptance of funds upon award of up to \$2,157,505 in Community Services Block Grant funds from the Texas Department of Housing and Community Affairs for the period January 1, 2023 through December 31, 2023; and authorizing a budget and personnel complement. [Lori Houston, Assistant City Manager; Melody Woosley, Director, Human Services]

Councilmember Courage moved to Approve on the Consent Agenda. Councilmember Viagran seconded the motion. The motion carried by the following vote:

**Aye:** Nirenberg, Bravo, McKee-Rodriguez, Viagran, Rocha Garcia, Castillo,  
Cabello Havrda, Sandoval, Pelaez, Courage

**Absent:** Perry



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# **ATTACHMENT I**

**2023 Community Service Block Grant  
January 1, 2023 - December 31, 2023**

**REVENUES:**

4501000 Grants Federal Operating  
**TOTAL REVENUES**

**2023  
Budget**

\$ 2,157,505  
**\$ 2,157,505**

**APPROPRIATIONS**

**13800000XXXX 2023 CSBG Administration**

5101010	Reg Salaries & Wages	\$ 113,609
5101050	Language Skill Pay	600
5103005	FICA	8,472
5103010	Life Insurance	114
5103035	Personal Leave Buy Back Pay	2,362
5103056	Transportation Allowance	1,560
5105010	Retirement Expense	14,026
5170040	CivIn Actv Healthcr	15,119
5201025	Education - Classes	2,000
5201040	Fees to Professional Contractor	15,000
5203040	Advertising and Publications	-
5203050	Membership Dues	4,050
5203060	Binding Printing & Repro.	2,000
5204050	Maint - Buildings	5,530
5204060	Cleaning Services	7,820
5205010	Mail & Parcel Post	2,000
5205020	Rental of Equipment	9,600
5207010	Travel-Official	6,000
5208530	Alarm and Security Services	22,100
5302010	Office Supplies	2,000
5304010	Food	1,500
5404530	Gas and Electricity	5,712
5404540	Water and Sewer Charges	2,550
5404520	Software Licenses	58,000
5501000	Cap<5000 - Computer Equipment	-
	<b>Total 13800000xxxx</b>	<u><b>\$ 301,724</b></u>

**13800000XXXX 2023 CSBG Training For Job Success**

5101010	Reg Salaries & Wages	\$ 519,162
5101050	Language Skill Pay	2,400
5103005	FICA	37,982
5103010	Life Insurance	519
5103035	Personal Leave Buy Back Pay	7,206
5105010	Retirement Expense	64,542
5170040	CivIn Actv Healthcr	88,940
5203090	Transportation Fees	1,890
5407032	Direct Assistance	243,451
	<b>Total 13800000xxxx</b>	<u><b>\$ 966,092</b></u>

**2023 Community Service Block Grant  
January 1, 2023 - December 31, 2023**

**13800000XXXX 2023 CSBG Emergency Assistance**

5101010	Reg Salaries & Wages	\$ 390,710
5101050	Language Skill Pay	600
5103005	FICA	30,909
5103010	Life Insurance	391
5103035	Personal Leave Buy Back Pay	6,375
5105010	Retirement Expense	48,613
5170040	Civln Actv Healthcr	71,152
5203090	Transportation Fees	-
<b>Total 13800000xxxx</b>		<b>\$ 548,750</b>

**13800000XXXX 2023 CSBG Financial Counseling**

5101010	Reg Salaries & Wages	\$ 231,641
5101050	Language Skill Pay	1,800
5103005	FICA	18,741
5103010	Life Insurance	235
5103035	Personal Leave Buy Back Pay	4,057
5105010	Retirement Expense	28,889
5170040	Civln Actv Healthcr	35,576
<b>Total 13800000xxxx</b>		<b>\$ 320,939</b>

**13800000XXXX 2023 CSBG VITA**

5302010	Office Supplies	20,000
<b>Total 13800000xxxx</b>		<b>\$ 20,000</b>

<b>TOTAL APPROPRIATIONS</b>	<b>\$ 2,157,505</b>
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## **ATTACHMENT II**

**2023 Community Service Block Grant  
January 1, 2023 - December 31, 2023**

**Personnel Complement**

POSITIONS	JOB CLASS	BEGINNING OF YEAR	ADD/DELETE	BUDGET 2023 POSITIONS
<b>CSBG-Administration</b>				
Assistant City Attorney	0066	1		1
Admin Associate	2063	1	(1)	0
Community Svcs Specialist	2062	0	1	1
Management Analyst	0046	1		1
Fiscal Analyst	2218	1		1
<b>CSBG - Training For Job Success</b>				
Family Support Coordinator	2290	1		1
Community Svcs Supervisor	2054	1		1
Admin Assistant I	0040	2		2
Community Svcs Specialist	2062	7		7
Management Analyst	0046	1		1
<b>CSBG - Emergency Assistance</b>				
Admin Associate	2063	4		4
Community Svcs Specialist	2062	3		3
<b>CSBG - Financial Counseling</b>				
Senior Management Analyst	0999	1		1
Family Support Supervisor	2289	3		3
<b>Total Positions</b>		<b>27</b>	<b>0</b>	<b>27</b>