

ORDINANCE

2022-08-04-0543

**ADOPTING THE FY 2023 ACTION PLAN AND BUDGET INCLUDING THE 48<sup>TH</sup> YEAR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) BUDGET IN THE TOTAL AMOUNT OF \$13,336,903.26; THE 31<sup>ST</sup> YEAR HOME INVESTMENT PARTNERSHIPS PROGRAM ENTITLEMENT GRANT (HOME) BUDGET IN THE TOTAL AMOUNT OF \$9,202,043.18; THE 28<sup>TH</sup> YEAR HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS ENTITLEMENT GRANT (HOPWA) BUDGET IN THE TOTAL AMOUNT OF \$2,714,440.00; AND THE 28<sup>TH</sup> YEAR EMERGENCY SOLUTIONS ENTITLEMENT GRANT (ESG) BUDGET IN THE TOTAL AMOUNT OF \$1,139,581.00; AUTHORIZING A PERSONNEL COMPLEMENT; AUTHORIZING THE SUBMISSION OF THE GRANTS, CERTIFICATION, AND OTHER INFORMATION AS REQUIRED BY THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD); AND AUTHORIZING CONTRACTS TO EXECUTE PROGRAM.**

\* \* \* \* \*

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD), pursuant to the Housing and Community Development Act of 1974, as amended (Public Law 93-383), provides cities with annual grant support to enable (i) the rehabilitation and economic development of urban communities so as to improve conditions for low and moderate income citizens; (ii) the rehabilitation and development of affordable housing in urban communities so as to improve conditions for low and moderate income citizens; (iii) the rehabilitation, supportive services, and operations of emergency shelters in urban communities so as to improve conditions for homeless persons and families; and (iv) the acquisition and/or rehabilitation of facilities, supportive services, and operations in urban communities so as to improve conditions for persons with HIV/AIDS and their families; and

**WHEREAS**, the City of San Antonio, through its Community Development Block Grant (CDBG) Program, has administered CDBG grant funds annually beginning with Fiscal Year 1974-1975 (Year 1) and continuing through Fiscal Year 2021-2022 (Year 47); and

**WHEREAS**, the City of San Antonio, through its HOME Investment Partnerships Entitlement Grant (HOME) Program, has administered HOME grant funds annually beginning with Fiscal Year 1992-1993 (Year 1) and continuing through Fiscal Year 2021-2022 (Year 30); and

**WHEREAS**, the City of San Antonio, through its Housing Opportunities for Persons With AIDS Entitlement Grant (HOPWA) Program, has administered HOPWA grant funds annually beginning with Fiscal Year 1995-1996 (Year 1) and continuing through Fiscal Year 2021-2022 (Year 27); and

**WHEREAS**, the City of San Antonio, through its Emergency Solutions Entitlement Grant (ESG) Program, has administered ESG grant funds annually beginning with Fiscal Year 1995-1996 (Year 1) and continuing through Fiscal Year 2021-2022 (Year 27); and



**WHEREAS**, pending completion of all administrative procedures required for official HUD release of funds, Fiscal Year 2022-2023 CDBG Entitlement funds, including anticipated program income, in the amount of \$13,336,903.26, Fiscal Year 2022-2023 HOME Entitlement funds, including anticipated program income, in the amount of \$9,202,043.18, Fiscal Year 2022-2023 HOPWA Entitlement funds in the amount of \$2,714,440.00, and Fiscal Year 2022-2023 ESG Entitlement funds in the amount of \$1,139,581.00 will become available to the City on October 1, 2022; and

**WHEREAS**, pursuant to the Stewart B. McKinney Homeless Assistance Act of 1987, as amended, ESG funds must be matched locally on a \$1:\$1 basis from other resources; and

**WHEREAS**, as required by federal regulation, the FY2022-2023 Annual Action Plan and Budget was prepared, encompassing grant funds of the 48<sup>th</sup> Year CDBG Program, the 31<sup>st</sup> Year HOME Program, the 28<sup>th</sup> Year HOPWA Program, and the 28<sup>th</sup> Year ESG Program; and

**WHEREAS**, citizen recommendations regarding the allocation of the aforesaid grant funds have heretofore been received at neighborhood and city-wide meetings and at public hearings, notices of which were duly posted; and

**WHEREAS**, after the required notice having been duly published and opportunity to comment having expired, and the said final public hearing having been held on August 3, 2022, it is now the desire of the City of San Antonio, having considered the aforesaid citizen recommendations, to adopt and approve the CDBG, HOME, HOPWA, and ESG Budgets as part of the FY2023 Annual Action Plan and Budget, and to fund the 48<sup>th</sup> Year CDBG Program, the 31<sup>st</sup> Year HOME Program, the 28<sup>th</sup> Year HOPWA Program, and the 28<sup>th</sup> Year ESG Program on the City's books, and to formally resolve the issue of allocating the program income of CDBG and HOME funds; **NOW THEREFORE:**

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

**SECTION 1.** The FY2023 United States Housing and Urban Development (HUD) Annual Action Plan and Budget is hereby approved.

**SECTION 2.** The Community Development Block Grant (CDBG 48<sup>th</sup> Year) budget in the amount of \$13,336,903.26; the HOME Investment Partnerships Program Entitlement Grant (HOME 31<sup>st</sup> Year) budget in the amount of \$9,202,043.18; the Housing Opportunities for Persons With AIDS Entitlement Grant (HOPWA 28<sup>th</sup> Year) budget in the amount of \$2,714,440.00; and the Emergency Solutions Entitlement Grant (ESG 28<sup>th</sup> Year) budget in the amount of \$1,139,581.00, as each grant budget is contained in the FY 2023 Action Plan and Budget, are hereby approved and adopted as set forth therein, copies of which are affixed hereto and incorporated by reference herein as **Attachment I**.

**SECTION 3.** The 48<sup>th</sup> Year Community Development Block Grant (CDBG) Program, the 31<sup>st</sup> Year HOME Investment Partnerships Entitlement Grant (HOME) Program, the 28<sup>th</sup> Year Housing Opportunities for Persons With Aids Entitlement Grant (HOPWA) Program, the 28<sup>th</sup> Year Emergency Solutions Entitlement Grant (ESG) Program, and the Emergency Solutions Grant In-



Kind Match, beginning October 1, 2022 and terminating September 30, 2023, are hereby authorized.

**SECTION 4.** Subject to and upon award, Fund Number 28248000 entitled "Community Development Block Grant 48<sup>th</sup> Year" is hereby designated for use in the accounting for the above grant and the total sum of \$13,336,903.26 is hereby appropriated in said fund for allocation to projects. A formal final budget including General Ledger numbers and Internal Order numbers will be submitted to the Finance Department upon approval of the above proposed budget.

**SECTION 5.** Subject to and upon award, Fund Number 25231000 entitled "Home Entitlement Block Grant 31<sup>st</sup> Year" is hereby designated for use in the accounting for the above grant and the total sum of \$9,202,043.18 is hereby appropriated in said fund for allocation to projects. A formal final budget including General Ledger numbers and Internal Order numbers will be submitted to the Finance Department upon approval of the above proposed budget.

**SECTION 6.** Subject to and upon award, Fund Number 22054380xx entitled "HOPWA 2023" is hereby designated for use in the accounting for the above grant and the total sum of \$2,714,440.00 is hereby appropriated in said fund for allocation to projects to fund the ongoing HOPWA Program. A formal final budget including General Ledger numbers and Internal Order numbers will be submitted to the finance Department upon approval of the above proposed budget.

**SECTION 7.** Subject to and upon award, Fund Number 22054380xx entitled "ESG FY2023" is hereby designated for use in the accounting for the above grant and the total sum of \$1,139,581.00 is hereby appropriated in said fund for allocation to projects to fund the ongoing Emergency Solutions program. A formal final budget including General Ledger numbers and Internal Order numbers will be submitted to the Finance Department upon approval of the above proposed budget.

**SECTION 8.** The Deputy City Managers, all Assistant City Managers, Assistants to the City Manager, the Director of the Neighborhood and Housing Services Department, the Assistant Director of the Neighborhood and Housing Services Department, the Grants Administrator of the Division of Grants Monitoring and Administration, and the Director of the Department of Human Services are hereby designated and authorized as representatives of the City Manager for the purpose of CDBG, HOME, HOPWA, and ESG program administration and communication with the U.S. Department of Housing and Urban Development (HUD).

**SECTION 9.** The City Manager, or, in his stead, a Deputy City Manager, an Assistant City Manager, an Assistant to the City Manager, the Director of the Neighborhood and Housing Services Department, the Assistant Director of the Neighborhood and Housing Services Department, the Grants Administrator of the Division of Grants Monitoring and Administration, or the Director of the Department of Human Services, is hereby authorized to submit to HUD those documents and certifications, as well as such other information and documentation as required by HUD, for award of the aforesaid entitlement funds.

**SECTION 10.** Subject to and upon award of the aforesaid grant funds, the City Manager, or, in his stead, a Deputy City Manager, an Assistant City Manager, an Assistant to the City Manager,



the Director of the Neighborhood and Housing Services Department, the Assistant Director of the Neighborhood and Housing Services Department, the Grants Administrator of the Division of Grants Monitoring and Administration or the Director of the Department of Human Services, are each hereby, individually, authorized to accept same and to execute any and all documents required by HUD in connection therewith.

**SECTION 11.** The City Manager, or, in his stead, a Deputy City Manager, an Assistant City Manager, an Assistant to the City Manager, the Director of the Neighborhood and Housing Services Department, the Assistant Director of the Neighborhood and Housing Services Department, or the Grants Administrator of the Division of Grants Monitoring and Administration, is hereby directed to monitor all CDBG-funded neighborhood revitalization and public service project activities and HOME-funded project activities so as to assure compliance with applicable HUD regulations and the goals and objectives adopted by City Council.

**SECTION 12.** The City Manager, or, in his stead, a Deputy City Manager, an Assistant City Manager, an Assistant to the City Manager, the Director of the Neighborhood and Housing Services Department, the Assistant Director of the Neighborhood and Housing Services Department, or the Grants Administrator of the Division of Grants Monitoring and Administration, is each hereby, individually, given authority to approve the 48<sup>th</sup> Year CDBG Program and the 31<sup>st</sup> Year HOME Program administrative budgets for the City's Neighborhood and Housing Services Department with a total budget not to exceed that set forth pursuant to **Attachment I** affixed hereto. Substantial fiscal or programmatic changes thereto shall in all cases be approved by the City Council; non-substantial fiscal changes, which is defined herein to mean an amount not in excess of minor amendment threshold as set forth in the City's FY 2022-2026 Consolidated Plan, as applicable, do not require City Council approval provided that the aggregate CDBG, HOME, HOPWA and ESG program funds do not exceed the respective amount budgeted for said federal program on **Attachment I** affixed hereto.

**SECTION 13.** The City Manager, or, in his stead, a Deputy City Manager, an Assistant City Manager, an Assistant to the City Manager, the Director of the Neighborhood and Housing Services Department, Director of the Department of Human Services, the Assistant Director of the Neighborhood and Housing Services Department, and the Grants Administrator of the Division of Grants Monitoring and Administration are each, individually, hereby authorized and directed to carry out the administration of the 48<sup>th</sup> Year CDBG Program, the 31<sup>st</sup> Year HOME Program, the 28<sup>th</sup> Year HOPWA Program, and the 28<sup>th</sup> Year ESG Program. Such administration shall include, but not be limited to, ensuring the City's compliance with applicable HUD regulations and rules and the negotiation and execution of any and all contracts, agreements, modifications, amendments, loans, subordinations, and all other documents necessary in connection with the 48<sup>th</sup> Year CDBG Program, the 31<sup>st</sup> Year HOME Program, the 28<sup>th</sup> Year HOPWA Program, and the 28<sup>th</sup> Year ESG Program. The City Manager, or, in his stead, a Deputy City Manager, an Assistant City Manager, an Assistant to the City Manager, the Director of the Neighborhood and Housing Services Department, the Assistant Director of the Neighborhood and Housing Services Department, Director of the Department of Human Services, the Grants Administrator of the Division of Grants Monitoring and Administration, are each, individually, hereby authorized and directed to administer, monitor and service the activities of prior year CDBG Programs, HOME Programs, HOPWA Programs and ESG Programs and the same are each, individually, hereby



authorized to negotiate and execute any and all contracts, agreements, modifications, amendments, loans, subordinations, and all other documents necessary, including, but not limited to, the modification of loan terms and the re-subordination of lien and covenants if deemed appropriate or necessary, to accomplish the goals and objectives adopted by City Council; provided that the forgiveness of debt is not permitted without City Council approval. All contracts, agreements, modifications, amendments, loans, subordinations, and all other documents that are or may be necessary to carry out, administer, monitor, service, and implement the FY 2023 Action Plan and Budget, and any and all prior years Action Plans and Budgets, are hereby ratified, confirmed and approved, without any additional City Council action or approval of same, provided that the City Attorney's Office has given its approval of such contracts, agreements, modifications, amendments, loans, subordinations, or other documents.

**SECTION 14.** The City Manager, a Deputy City Manager, an Assistant City Manager, an Assistant to the City Manager, the Director of the Neighborhood and Housing Services Department, Director of the Department of Human Services, the Assistant Director of the Neighborhood and Housing Services Department, and the Grants Administrator of the Division of Grants Monitoring and Administration or their respective designees are each authorized to execute any and all programmatic contracts, agreements, modifications, amendments, loans, subordinations, and all other documents in connection with each program or project delineated in **Attachment I** or that was previously approved or may be subsequently approved by City Council with respect to said programs; provided that the City Attorney's Office approves the respective forms. Unless waived by the City Manager, Deputy City Manager or Assistant Manager for good cause, the spirit of the signature authority set forth in Administrative Directive 1.6 should, but is not required to, be observed for all procurement contracts such as contractors, professional services and goods. Notwithstanding any other provision of this ordinance, procurement contracts in excess of \$150,000.00 require the signature of the City Manager, a Deputy City Manager, an Assistant City Manager, an Assistant to the City Manager, the Director of the Neighborhood and Housing Services Department, Director of the Department of Human Services, or the Assistant Director of the Neighborhood and Housing Services Department.

**SECTION 15.** The Grants Administrator of the Division of Grants Monitoring and Administration is hereby designated as the Certifying Official for the National Environmental Protection Act (NEPA) and related laws governing HUD's environmental review requirement.

**SECTION 16.** The Director of the Neighborhood and Housing Services Department or her designee, the Assistant Director of the Neighborhood and Housing Services Department, and the Grants Administrator of the Division of Grants Monitoring and Administration, are each hereby, individually, authorized to execute any and all contracts, agreements, modifications, amendments, loans, subordinations, and all other documents in connection with each project delineated in **Attachment I**. Further, the Director of the Neighborhood and Housing Services Department or her designee, or the Assistant Director of the Neighborhood and Housing Services Department, or the Grants Administrator of the Division of Grants Monitoring and Administration, are each hereby, individually, authorized to execute any and all contracts, agreements, modifications, amendments, loans, subordinations, and all other documents in connection with all owner-occupied rehabilitation / reconstruction, rental rehabilitation, and housing revitalization programs. Sub-grantee contracts and final notices to proceed are hereby required to contain acceptable



detailed performance indicators for each project and the information for such contracts and agreements must be timely finalized in order to facilitate their execution. The Director of the Neighborhood and Housing Services Department, the Assistant Director of the Neighborhood and Housing Services Department, the Grants Administrator of the Division of Grants Monitoring and Administration, and the Director of the Finance Department are each hereby authorized to automatically cancel and move the full budget allocation provided to any project, including City Administration project allocations, for which acceptable performance indicators are not provided, or for which information for contract/final notice to proceed execution has not been received by the appropriate City department by December 31, 2022, to the CDBG Contingency Account in preparation for timely reprogramming to other eligible activities. Additionally, the Director of the Neighborhood and Housing Services Department, the Assistant Director of the Neighborhood and Housing Services Department, or the Grants Administrator of the Division of Grants Monitoring and Administration, is each hereby authorized to cancel any project activity set-up in the HUD IDIS system for which no activity is evidenced for a forty-five (45) day period.

**SECTION 17.** The Director of the Neighborhood and Housing Services Department or her designee, the Assistant Director of the Neighborhood and Housing Services Department, and the Grants Administrator of the Division of Grants Monitoring and Administration, are each hereby authorized to execute any and all contracts, agreements, modifications, amendments, loans, subordinations, and all other documents in connection with the homeownership incentive program, owner-occupied housing rehabilitation/reconstruction, rental rehabilitation, and housing revitalization projects delineated in **Attachment I** and that may be designated by City Council at a later date. Sub-recipient contracts and project loan documents are hereby required to contain acceptable detailed performance indicators for each project and the information for such contracts and loan documents must be timely finalized in order to facilitate their execution. The Director of the Neighborhood and Housing Services Department, or the Grants Administrator of the Division of Grants Monitoring and Administration, and the Director of the Finance Department are hereby authorized to cancel and move the full budget allocation provided to any project for which acceptable required loan document information or performance indicators are not provided, or for which information for contract/loan document execution has not been received by the appropriate City department, if any, by December 31, 2022, to the HOME Contingency Account in preparation for timely reprogramming to other eligible activities. Additionally, the Director of the Neighborhood and Housing Services Department, or the Grants Administrator of the Division of Grants Monitoring and Administration, is hereby authorized to cancel any project activity set-up in the HUD IDIS system for which no activity is evidenced for a forty-five (45) day period.

**SECTION 18.** The Director of the Department of Human Services is hereby authorized to execute any and all agreements with delegate agencies and/or City departments for each project and for the amounts appropriated as delineated in **Attachment I**. Delegate agency contracts are hereby required to contain acceptable detailed performance indicators for each project and the information for such contracts and agreements must be promptly finalized in order to facilitate their execution. The Directors of the Human Services and Finance Departments are hereby authorized to automatically cancel and move the full budget allocation provided to any project, including City Department project allocations, for which acceptable performance indicators are not provided, or for which information for contract/Final Notice to Proceed execution has not been received by the appropriate City department by December 31, 2022, to the HOPWA Contingency



Account and the ESG Contingency Account in preparation for timely reprogramming to other eligible activities.

**SECTION 19.** All Community Housing Development Organizations (CHDOs) receiving HOME funds are hereby authorized to establish the HOME Revolving Loan Funds for their HOME-funded housing programs, and loan repayments and interest, designated as proceeds, are hereby authorized to be deposited in said Revolving Loan Fund. Funds designated as proceeds shall be used for HOME eligible projects to benefit low-income families. Recaptured funds from projects no longer meeting HUD affordability requirements may be retained by CHDOs for HOME eligible projects, as incorporated in the HOME Policy Guide and as approved by the City or repaid to the City. Additionally, HOME funds for projects that are terminated before completion, either voluntarily or otherwise, shall be repaid to City. CHDOs shall report revenues and expenditures of CHDO proceeds and CHDO recaptured funds to be received by the Neighborhood and Housing Services Department staff on or before the tenth (10th) calendar day of each month. These provisions shall be specified in a written agreement with the CHDO. In compliance with HUD regulations, the Finance Department, upon receipt of the revenue and expenditure reports, is hereby authorized to incorporate the program income in Fund Number 25231000, and to appropriate said amounts to HOME Project entitled "CHDO Revolving Loan Account."

**SECTION 20.** The City Manager or his designee, the Director of the Neighborhood and Housing Services Department, the Assistant Director of the Neighborhood and Housing Services Department, and the Grants Administrator of the Division of Grants Monitoring and Administration, are each hereby authorized to cancel, in their respective discretion, and reprogram any and all budget allocations provided to any project, in the event any sub-grantee contract, sub-recipient, final notices to proceed, and/or delegate agency contract is not executed by January 1, 2023. Additionally, the City Manager or his designee, the Director of the Neighborhood and Housing Services Department, the Assistant Director of the Neighborhood and Housing Services Department, and the Grants Administrator of the Division of Grants Monitoring and Administration, are each hereby authorized to cancel and reprogram any and all budget allocations provided to any project, in the event said City Manager or designee, Director or Grants Administrator determines, at any time prior to contract execution, that an award of funds to a project or program may cause or result in the City being in non-compliance with applicable federal, regulations or rules for the CDBG, HOME, HOPWA or ESG Programs.

**SECTION 21.** All projects in CDBG Entitlement Program funds for the 47<sup>th</sup> Year and HOME 30<sup>th</sup> Year Projects with completed scopes of work are hereby closed and unexpended grant monies and program income in said funds are hereby authorized to be placed in the contingency fund in preparation for future reprogramming in compliance with City policies and applicable HUD regulations, and up to ninety (90) days is allowed to move into the fund after the contract ceases.

**SECTION 22.** Transfer of funds, expenditures, and encumbrances necessitated and scheduled pursuant to the aforesaid **Attachment I** is hereby authorized for entry into the budgets as therein described.

**SECTION 23.** The City's Director of Finance is hereby authorized to effect on the books of the City the cancellations, revisions, and/or reprogramming in support thereof, set forth in



**Attachment I.** The City Manager, or, in his stead, a Deputy City Manager, an Assistant City Manager, an Assistant to the City Manager, the Director of the Neighborhood and Housing Services Department the Assistant Director of the Neighborhood and Housing Services Department, and the Grants Administrator of the Division of Grants Monitoring and Administration, are each hereby authorized to execute any and all contracts and other documents as necessary for (a) implementation of the reductions, revisions, and reprogramming set forth in **Attachment I**; and (b) compliance with HUD regulations and procedures, and to submit all certifications and such other information to and as required by HUD.

**SECTION 24.** The Grants Administrator of the Division of Grants Monitoring and Administration is hereby designated the Program Manager for the CDBG Program. Further program responsibilities shall be as follows:

- (a) The Division of Grants Monitoring and Administration shall administer and monitor all CDBG and HOME Programs and fiscal activities and requests, and the Department of Human Services shall monitor all HOPWA and ESG programs and fiscal activities and requests;
- (b) The Human Resources Department shall monitor all projects and sub-agencies as necessary for compliance with all equal employment opportunity rules, regulations, policies, and laws;
- (c) The Department of Economic Development shall monitor all projects and sub-agencies as necessary for compliance with local, state, and federal MBE-WBE rules, regulations, policies, and laws;
- (d) The Department of Human Services shall monitor, where applicable, fair housing compliance and shall administer the handling and resolution of complaints related thereto;
- (e) The Department of Public Works shall monitor flood insurance and floodplain management compliance, shall conduct pre-construction conferences, and shall monitor Davis-Bacon compliance for all CDBG capital improvement projects;
- (f) The Office of the City Auditor shall accomplish fiscal and program compliance audits of the sub-grantee agencies in the CDBG, HOME, HOPWA, and ESG programs in compliance with 2 C.F.R. Part 200, and in coordination with the City's annual independent audit; and
- (g) The City Attorney's Office shall provide legal services including, but not limited to, contract and loan development and review and the preparation of legal opinions to resolve questions of regulatory application associated with the development and administration of HUD programs administered by the City's Division of Grants Monitoring and Administration.



**SECTION 25.** The proposed personnel complement of forty-nine (49) positions, which is attached hereto and incorporated herein for all purposes as **Attachment II**, is authorized for carrying out aspects of the approved 48<sup>th</sup> Year CDBG Program, 31<sup>st</sup> Year HOME Program, 28<sup>th</sup> Year HOPWA Program, and 28<sup>th</sup> Year ESG Program. While forty-nine (49) positions are being authorized, they are spread over fifty-seven (57) positions (fully or partially working on the grants).

**SECTION 26.** Up to \$200,000.00 in FY 2023 CDBG funding is hereby authorized to be appropriated and allocated to Family Service Association of San Antonio, Inc., for the Financial Education Program. The City Manager or his designee, or the Director of the Department of Human Services is hereby authorized to execute any and all documents, including a delegate agency contract as modified and approved by the City Attorney's Office, with Family Service Association of San Antonio, Inc., consistent with this section.

**SECTION 27.** The Finance Department is hereby authorized and directed in its payments to other agencies to follow drawdown procedures established by both the City of San Antonio and HUD whereby CDBG funds shall be drawn down prior to other funds in the case of multi-funded projects where not in conflict with other federal requirements. The Finance Department is further directed to ensure that prior to processing any and all fiscal requests related to Fund Number 28248000 CDBG accounts and Fund Number 25231000 HOME accounts, each such request has received prior compliance review and approval by the Director of the Neighborhood and Housing Services Department, or her designated representative, and that such review and approval is indicated by their signatures or initials affixed to the fiscal request.

**SECTION 28.** The City Manager, or, in his stead, a Deputy City Manager, an Assistant City Manager, an Assistant to the City Manager, the Director of the Neighborhood and Housing Services Department, the Assistant Director of the Neighborhood and Housing Services Department, the Grants Administrator of the Division of Grants Monitoring and Administration, or the Director of the Department of Human Services, is hereby authorized to approve budget adjustments within project allocations to conform with actual expenditures if line item cost overruns occur or are anticipated.

**SECTION 29.** The City Manager, or, in his stead, a Deputy City Manager, an Assistant City Manager, an Assistant to the City Manager, the Director of the Neighborhood and Housing Services Department, the Assistant Director of the Neighborhood and Housing Services Department, the Grants Administrator of the Division of Grants Monitoring and Administration, or the Director of the Department of Human Services, is hereby authorized to complete all documents required by HUD to officially close projects and program financial records following completion of the contracted scope-of-work.

**SECTION 30.** The appropriations, reallocations, expenditures, encumbrances, and budget revisions necessitated and scheduled pursuant to aforesaid **Attachment I**, are hereby authorized for entry into the City's accounting system.

**SECTION 31.** The City Manager, or, in his stead, a Deputy City Manager, an Assistant City Manager, an Assistant to the City Manager, the Director of the Neighborhood and Housing




Services Department, the Assistant Director of the Neighborhood and Housing Services Department, or the Grants Administrator of the Division of Grants Monitoring and Administration, is hereby authorized to close-out and cancel affected projects and create new projects and project budgets. After consultation with the City Attorney's Office, the City Manager, or, in his stead, a Deputy City Manager, an Assistant City Manager, an Assistant to the City Manager, the Director of the Neighborhood and Housing Services Department, the Assistant Director of the Neighborhood and Housing Services Department, or the Grants Administrator of the Division of Grants Monitoring and Administration, are each, individually, hereby authorized to write-off loans where the City's collateral for has been foreclosed upon by a senior lender or determined to be uncollectible.

**SECTION 32.** 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 33.** This Ordinance is effective immediately upon the receipt of eight affirmative votes; otherwise, it is effective ten days after passage.



**PASSED and APPROVED** this 4<sup>th</sup> day of August, 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 August 4, 2022

17.

2022-08-04-0543

Ordinance adopting the \$26,392,967.44 FY 2023 Action Plan and Budget for the four federal grant programs funded by the U.S. Department of Housing and Urban Development (HUD) which include the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) Program; authorizing a staff complement of 49 positions; and authorizing contracts to execute program budgets. [Lori Houston, Assistant City Manager; Veronica Garcia, Interim Director, Neighborhood and Housing Services Department]

Councilmember Viagran moved to approve. Councilmember Rocha Garcia seconded the motion. The motion carried by the following vote:

<b>Aye:</b>	Nirenberg, Bravo, McKee-Rodriguez, Viagran, Rocha Garcia, Castillo, Cabello Havrda, Sandoval, Pelaez, Courage
<b>No:</b>	Perry



**ATTACHMENT I**

**COVER SHEET**



Community Development Block Grant (CDBG)							
	FY 2022 (Approved)		Units	FY 2023 Proposed		Variance	
Entitlement	\$	13,556,693	88%		\$	12,848,225.00	96% \$ (708,468)
Program Savings	\$	1,676,000	11%		\$	238,678.26	2% \$ (1,437,322)
Program Income	\$	250,000	2%		\$	250,000.00	2% \$ -
<b>TOTAL SOURCES</b>	<b>\$</b>	<b>15,482,693</b>	<b>100%</b>		<b>\$</b>	<b>13,336,903.26</b>	<b>100% \$ (2,145,790)</b>
Administration & Planning <sup>1</sup>	\$	2,650,000	17%	-	\$	2,573,139.26	19% \$ (76,861)
<b>Subtotal - Administration &amp; Planning</b>	<b>\$</b>	<b>2,650,000</b>	<b>17%</b>		<b>\$</b>	<b>2,573,139.26</b>	<b>19% \$ (76,861)</b>
Housing Delivery	\$	551,990	4%	-	\$	516,342.00	4% \$ (35,648)
Fair Housing Activities <sup>2</sup>	\$	350,000	2%	-	\$	300,000.00	2% \$ (50,000)
Rental Housing Development <sup>3</sup>	\$	1,000,000	6%	200	\$	1,000,000.00	7% \$ -
Homeownership Housing Development <sup>3</sup>	\$	900,000	6%	60	\$	2,650,000.00	20% \$ 1,750,000
Single-Family Rehabilitation & Reconstruction	\$	5,658,281	37%	30	\$	4,000,000.00	30% \$ (1,658,281)
Minor Repair	\$	2,250,000	15%	-	\$	-	0% \$ (2,250,000)
<b>Subtotal - Decent Safe Affordable Housing</b>	<b>\$</b>	<b>10,710,271</b>	<b>69%</b>	<b>290</b>	<b>\$</b>	<b>8,466,342.00</b>	<b>63% \$ (2,243,929)</b>
Crosspoint Women's Wellness Center	\$	-			\$	750,000.00	6% \$ 750,000
Parks & Rec - Summer Youth Program <sup>2</sup>	\$	273,282	2%		\$	273,282.00	2% \$ -
Parks & Rec - Community Extended Hours <sup>2</sup>	\$	74,140	0.5%		\$	74,140.00	1% \$ -
Emergency Housing Assistance Program <sup>2</sup>	\$	1,050,000	7%		\$	500,000.00	4% \$ (550,000)
<b>Subtotal - Provide for Special Needs Populations</b>	<b>\$</b>	<b>1,397,422</b>	<b>9%</b>		<b>\$</b>	<b>1,597,422.00</b>	<b>12% \$ 200,000</b>
Public Service - Housing Supportive Services <sup>2</sup>	\$	400,000	3%		\$	400,000.00	3% \$ -
<b>Subtotal - Address Housing Services for Homeless Populations</b>	<b>\$</b>	<b>400,000</b>	<b>3%</b>		<b>\$</b>	<b>400,000.00</b>	<b>3% \$ -</b>
Code Enforcement	\$	125,000	1%		\$	-	\$ (125,000)
Neighborhood Revitalization Case Management <sup>2</sup>	\$	-			\$	100,000.00	1% \$ 100,000
<b>Subtotal - Neighborhood Revitalization</b>	<b>\$</b>	<b>125,000</b>	<b>1%</b>		<b>\$</b>	<b>100,000.00</b>	<b>1% \$ (25,000)</b>
Financial Education Program <sup>2</sup>	\$	200,000	1%		\$	200,000.00	1% \$ -
<b>Subtotal - Economic Development</b>	<b>\$</b>	<b>200,000</b>	<b>1%</b>		<b>\$</b>	<b>200,000.00</b>	<b>1% \$ -</b>
<b>TOTAL USES</b>	<b>\$</b>	<b>15,482,693</b>	<b>100%</b>		<b>\$</b>	<b>13,336,903.26</b>	<b>100% \$ (2,145,790)</b>

<sup>1</sup>Subject to Planning & Admin cap of 20% of CDBG & PI

<sup>2</sup>Subject to Public Services Cap of 15% of the CDBG EN & PI

<sup>3</sup>CDBG funds for housing development may only be used for activities that support development - no new construction



HOME Investment Partnerships Program (HOME)							
	FY 2022 (Approved)			Units	FY 2023 Proposed		Variance
Entitlement	\$	5,529,909	65%		\$	6,190,784.00	67% \$ 660,875
Program Income/Program Savings	\$	2,622,800	31%		\$	2,661,259.18	\$ 38,459
Estimated Program Income	\$	350,000	4%		\$	350,000.00	4% \$ -
<b>TOTAL SOURCES</b>	<b>\$</b>	<b>8,502,709</b>	<b>100%</b>		<b>\$</b>	<b>9,202,043.18</b>	<b>71% \$ 699,334</b>
Administration & Planning	\$	490,000	6%		\$	600,000.00	7% \$ 110,000
<b>Subtotal - Administration &amp; Planning</b>	<b>\$</b>	<b>490,000</b>	<b>6%</b>		<b>\$</b>	<b>600,000.00</b>	<b>7% \$ 110,000</b>
Rental Housing Development	\$	3,000,000	35%	400	\$	2,154,010.18	23% \$ (845,990)
Homeownership Housing Development	\$	2,500,000	29%	15	\$	2,002,043.00	22% \$ (497,957)
Single-Family Rehabilitation & Reconstruction	\$	1,962,709	23%	15	\$	3,870,990.00	42% \$ 1,908,281
Homebuyer Incentive Program	\$	275,000	3%	9	\$	275,000.00	3% \$ -
CHDO Operating Expense <sup>1</sup>	\$	275,000	3%	-	\$	300,000.00	3% \$ 25,000
<b>Subtotal - Decent Safe Affordable Housing</b>	<b>\$</b>	<b>8,012,709</b>	<b>94%</b>	<b>439</b>	<b>\$</b>	<b>8,602,043.18</b>	<b>93% \$ 589,334</b>
<b>TOTAL USES</b>	<b>\$</b>	<b>8,502,709</b>	<b>100%</b>		<b>\$</b>	<b>9,202,043.18</b>	<b>100% \$ 699,334</b>

<sup>1</sup>CHDO Operating is limited to 5% of the HOME Entitlement excluding PI



Housing Opportunities for Persons with AIDS (HOPWA)							
FY 2022				Change	Proposed FY 2023		Variance
Sources							
	HOPWA Entitlement	2,295,029	100%		2,714,440	100%	419,411
	Total Sources	2,295,029	100%		2,714,440	100%	419,411
Uses							
Administration							
	Grant Administration	61,125	3%	11,170	72,295	3%	11,170
	Total Administration	61,125	3%		72,295	3%	11,170
Priority #2: Provide for Special Needs Populations							
	Transitional Housing	240,412	10%	43,935	284,347	10%	43,935
	Tenant Based Rental Assistance	891,664	39%	162,949	1,054,613	39%	162,949
	Newly Empowered Women	70,000	3%	12,792	82,792	3%	12,792
	Housing Assistance	204,527	9%	37,377	241,904	9%	37,377
	Food and Nutrition	248,110	11%	45,342	293,452	11%	45,342
	Transportation	271,183	12%	49,558	320,741	12%	49,558
	Emergency Financial Assistance	198,520	9%	36,279	234,799	9%	36,279
	Case Management	109,488	5%	20,009	129,497	5%	20,009
	Housing Information Assistance	-	0%	-	-	0%	-
	Total Provide for Special Needs Populations	2,233,904	97%		2,642,145	97%	408,241
	Total Uses	2,295,029	100%		2,714,440	100%	419,411

Emergency Solutions Grant (ESG)							
		FY 2022		Change	Proposed FY 2023		Variance
<b>Sources</b>							
	HESG Entitlement	1,117,308	100%		1,139,581	100%	22,273
	<b>Total Sources</b>	<b>1,117,308</b>	<b>100%</b>		<b>1,139,581</b>	<b>100%</b>	<b>22,273</b>
<b>Uses</b>							
<i>Administration</i>							
	Grant Administration	53,367	5%	(32,652)	20,715	5%	(32,652)
	<b>Total Administration</b>	<b>53,367</b>	<b>5%</b>		<b>20,715</b>	<b>2%</b>	<b>(32,652)</b>
<i>Priority #3: Address Housing Services for Homeless Population</i>							
	Emergency Shelter	367,968	33%	-	367,968	33%	-
	Homeless Prevention	-	0%	-	-	0%	-
	Outreach	179,676	16%	54,925	234,601	16%	54,925
	Rapid Re-Housing	516,297	46%	-	516,297	46%	-
	<b>Total Address Housing Services for Homeless Population</b>	<b>1,063,941</b>	<b>95%</b>		<b>1,118,866</b>	<b>98%</b>	<b>54,925</b>
	<b>Total Uses</b>	<b>1,117,308</b>	<b>100%</b>		<b>1,139,581</b>	<b>100%</b>	<b>22,273</b>



**ATTACHMENT II**

**COVER SHEET**

# **FY 2023 Action Plan and Budget**

Dept.	Category	Position Title	Total
CAO	CDBG Administration	City Attorney II	1.00
CAO	CDBG Administration	City Attorney III	1.00
NHSD	CDBG Administration	Grants Administrator	1.00
NHSD	CDBG Administration	Grants Manager	1.00
NHSD	CDBG Administration	Management Analyst (Grants)	1.00
NHSD	CDBG Administration	Management Analyst (Grants)	1.00
NHSD	CDBG Administration	Management Analyst (Contracts)	1.00
NHSD	CDBG Administration	Management Analyst (Housing)	1.00
NHSD	CDBG Administration	Administrative Assistant II	1.00
NHSD	CDBG Administration	Senior Management Analyst (Grants)	1.00
NHSD	CDBG Administration	Compliance Manager	1.00
NHSD	CDBG Administration	Compliance Lead Analyst	1.00
NHSD	CDBG Administration	Compliance Senior Analyst	1.00
NHSD	CDBG Administration	Contract Coordinator	1.00
NHSD	CDBG Administration	Loan Servicing Manager	1.00
NHSD	CDBG Administration	Management Analyst (Loan Servicing)	1.00
NHSD	CDBG Administration	Administrative Assistant I	1.00
NHSD	CDBG Administration	Fiscal Manager	1.00
NHSD	CDBG Administration	Fiscal Analyst	1.00
NHSD	CDBG Administration	Fiscal Analyst	1.00
NHSD	CDBG Administration	Fiscal Analyst	1.00
NHSD	CDBG Administration	Senior Accountant	1.00
NHSD	CDBG Administration	Planning Coordinator	1.00
NHSD	CDBG Administration	Project Manager	1.00
NHSD	CDBG Administration	Senior Project Manager	1.00
NHSD	CDBG Administration	Senior Management Analyst	1.00
NHSD	CDBG Administration	Housing Production Administrator	1.00
NHSD	CDBG Administration	Case Manager (Neighborhood Revitalization)	1.00
NHSD	CDBG Administration	Case Manager (Neighborhood Revitalization)	1.00
NHSD	CDBG Fair Housing	Senior Family Support Worker	1.00
NHSD	CDBG Fair Housing	Community Services Specialist	1.00
NHSD	CDBG Fair Housing	Community Services Specialist	1.00
NHSD	CDBG Fair Housing	Community Services Specialist	1.00
DHS	CDBG Financial Education	Family Support Supervisor	1.00
NHSD	CDBG Housing Production	Special Projects Manager	1.00
NHSD	CDBG Housing Production	Housing Loan Coordinator	1.00
NHSD	CDBG Housing Production	Housing Loan Coordinator	1.00
NHSD	CDBG Housing Production	Environmental Assessor	1.00
NHSD	CDBG Housing Production	Environmental Assessor	1.00
NHSD	CDBG Housing Production	Construction Contract Coordinator	1.00
NHSD	CDBG Housing Production	Senior Management Coordinator	1.00
DHS	ESG Outreach	Management Analyst	1.00
DHS	ESG Outreach	Senior Management Coordinator	1.00
NHSD	HOME Administration	Contract Manager	1.00
NHSD	HOME Administration	Senior Management Analyst (Contracts)	1.00
NHSD	HOME Administration	Management Analyst (Contracts)	1.00
NHSD	HOME Administration	Housing Loan Coordinator	1.00
NHSD	HOME Administration	Housing Loan Coordinator	1.00
DHS	HOPWA Administration	Contract Coordinator	1.00
		<b>TOTAL</b>	<b>49</b>

## **NHSD\***

OMB Category	Count
CDBG Administration	27
CDBG Fair Housing	4
CDBG Housing Production	7
HOME Administration	5
<b>Total*</b>	<b>43</b>

\* 2 Lead Hazard Demonstration  
Grant positions not included in  
count

## **Other Departments**

OMB Category	Dept	Count
CDBG Admin	CAO	2
CDBG Financial Education	DHS	1
ESG	DHS	2
HOPWA	DHS	1
<b>Total</b>		<b>6</b>