



## TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

[www.tdhca.state.tx.us](http://www.tdhca.state.tx.us)

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October 22, 2021

*Writer's voice: 512.475.0471*  
*Email: karen.keith@tdhca.state.tx.us*

Melody Woosley  
Executive Director  
City of San Antonio, Department of Human Services  
PO Box 839966  
San Antonio, TX 78283

RE: San Antonio DHS 2022 CAP and Budget

Dear Melody Woosley:

In accordance with Assurance #11 of Section 676 of the 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 2022 CAP submitted has been reviewed and approved.

The Department received the 2022 CSBG Budget and will retain it for our records. Ensure that any future budget revisions are approved by the Board and a copy of the revised budget is submitted to the Department. You are reminded that program expenditures must adhere to your contract, your cost allocation plan, Uniform Grant Management Standards, OMB Super Circular, and TAC. Also, please note that purchases must follow proper procurement procedures.

The Department looks forward to supporting your efforts to serve the low-income clients in your service area. The Department appreciates City of San Antonio, Department of Human Services budgeting \$328,327 in CSBG funds to provide assistance to persons working to transition out of poverty and for direct client 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  
Program Specialist

