



**Catholic Charities**  
Archdiocese of San Antonio, Inc.

**MAIN OFFICE:**

202 W. French Pl.  
San Antonio, TX 78212  
Main Line: (210) 222-1294

Email: info@ccaosa.org

Visit our website at:  
www.ccaosa.org

**ADDITIONAL LOCATIONS:**

**Guadalupe  
Community Center:**  
1801 W. Cesar E. Chavez Blvd.  
San Antonio, TX 78207  
(210) 226-6178

**Guadalupe Home:**  
2102 Buena Vista  
San Antonio, TX 78207  
(210) 476-0707

**Catholic Charities' Counseling  
Center**  
231 W. Commerce  
San Antonio, 78205  
(210) 377-1133

**Seton Home**  
1115 Mission Road  
San Antonio, TX 78210  
(210) 533-3504

**St. PJ's Children's Home**  
919 Mission Road  
San Antonio, TX 78210  
(210) 533-1203

**San Antonio Birth Doulas**  
4522 Fredericksburg Rd.  
#A-47  
Balcones Heights, TX  
78201

**SERVICES AREAS:**

- Counseling/Mental Health
- Clothes Closet
- Family & Child Development
- Financial Assistance
- Food Pantry
- Health & Wellbeing
- Housing Services
- Interpretation & Translation
- Legal Assistance
- Maternity/Pregnancy
- Parish Support Line
- Poverty Prevention
- Refugee & Immigration
- Senior Services
- Veteran Services

*"For I was hungry and you gave me food, I was thirsty and you gave me drink, a stranger and you welcomed me."*

Matthew 25:35

February 26, 2018

Ms. Cecilia Acuff, MSW  
Office of the Governor  
P.O. Box 12428  
Austin, Texas 78711

Dear Ms. Acuff,

Please accept this letter as our response to your request in regard to Grant 2928802 in the amount of \$214,592.48, with unexpended balance to date of \$201,900.38.

Over the past several weeks we have worked diligently to make the corrections necessary for the correct reporting required for this grant and reimbursement.

Since this grant was awarded in the fall of 2016 we have encountered a number of challenges in hiring and retaining a qualified CFO which has made an impact on the Finance Department as a whole. Unfortunately, during the transition periods, the reporting for this grant was passed along and not given the attention it should have. Please note that along the way, the assistance to victims to be funded WAS PROVIDED and Catholic Charities did in fact deliver most services as described in the grant proposal. Although the spenddown was not reported in a timely fashion, clients have been served since the first day of this grant award.

Last week our team accessed our eGrants account and made the necessary corrections to the grant budget which had been changed at some point. We stand ready to provide the necessary reimbursement requests for all items to date with the exception of counseling services which have not been provided as anticipated during the grant period. We will complete the FSR as required by the end of next week and when uploaded, will verify that we are requesting reimbursement of the grant funds which puts us close to on time for eligible spenddown.

Staff turnover has been our most significant challenge with this grant. Our second significant challenge has been the counseling piece of the proposal. The grants team that wrote this proposal wrote the counseling piece for a very specific approach which was not clearly communicated within the programs. There was not a clear definition of how a session would be billed and who would provide the session. Although very clearly written in the grant, this information was not conveyed to the counseling staff when the grant was awarded. The grants team that wrote this proposal left the agency several months later, and as a result, execution of the counseling component was weak. As we discerned the problem, we have brought all parties together and clearly articulated roles and goals. We will need to request a budget reallocation as we do not think we will have the time to provide as many services as we had hoped, although we will serve all in need.

We have expanded our services to include kinship cases as we have seen an increase in the number of grandparents/family members raising children who are primary or secondary victims of violence and who would benefit from counseling services, both individual sessions and family sessions.

We anticipate the following budget reallocation requests:

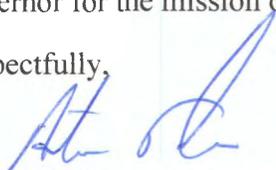
An additional counselor will need to be added to this grant and a portion of the current counselor's budget would be reallocated to the new position in order to provide the number of sessions required to spend down the line item during the remaining grant year. Currently, there is another counselor on staff who provides therapeutic sessions to our clients, but was not included in the original budget.

We will request to reallocate \$23,000 in-kind match from the LCSW intern on the counseling staff, as the counseling services anticipated were not provided (see above). Our request will include a portion of the counselor's services as in-kind based on the following; the counselor on staff is retired and provides her services as a charitable donation at \$20.00 per hour. The actual cost of a counseling session is \$110 per hour. We request to apply the \$90 difference as agency in-kind match. In addition, this counselor is responsible for overseeing the interns who provide sessions to our clients, which she donates at a supervision rate of \$50/hour per intern. All of her time is tracked and can be verified, so we will be including this in our in-kind match revision request.

It is our goal to expend the full amount of this grant, on time, by the end of September 2018. We are focused on the execution and reporting of this grant to the best of our ability and it is a priority for Catholic Charities. We have assigned staff who are committed to the success of this project to ensure that reports are submitted accurately, correctly, and on time with focus on budget and service delivery. We are aware that we have had some missteps over a significant period of time, but believe that we now have dedicated and qualified staff plugged in to ensure that goals are met as outlined in the grant award. We are grateful for the patience and continued support of Program Coordinator Ms. Cecilia Acuff, as she has made multiple attempts to assist us over the past several months. We will move forward committed to this project as we have been all along and have made significant changes to the team responsible for reporting.

Thank you for your time and assistance and the generous support from the Office of the Governor for the mission of Catholic Charities and those that we serve. We are grateful.

Respectfully,



J. Antonio Fernandez  
President/CEO  
Catholic Charities, Archdiocese of San Antonio