

AGENDA

**SPECIAL CALLED MEETING AGENDA
COMMUNITY ACTION PARTNERS (CAP) COUNCIL
Thursday, August 13, 2020
4:00 p.m.**

Videoconference:

<https://fortworthtexas.webex.com/fortworthtexas/onstage/g.php?MTID=ed57b4ceef293d24af461125fbae79f78>

Meeting/Access Code: 126 697 9290

Teleconference

(817) 392-1111 or 1-650-479-3208

Meeting/Access Code: 126 697 9290

Viewing Only

Television: Charter 190; One Source 7; Verizon 5; AT&T U-verse 99

City of Fort Worth Website Homepage: [Watch Live Online](#)

For more information on attending or speaking at this meeting either through Videoconference or Teleconference, please visit the City's website: <http://fortworthtexas.gov/boards/>

To view the docket for this meeting visit: <http://fortworthtexas.gov/calendar/boards/>

Due to health and safety concerns related to the COVID-19 coronavirus, this meeting will be conducted by videoconference or telephone call in accordance with the Texas Open Meetings Act and the provisions provided by the Governor of Texas in conjunction with the Declaration of Disaster enacted on March 13, 2020.

****Any member of the public who wishes to address the Community Action Partners Council regarding an item on the listed agenda must sign up to speak no later than 5:00PM on August 12, 2020. To sign up, either contact [Sonia Singleton](mailto:Sonia.Singleton@fortworthtexas.gov) at Sonia.Singleton@fortworthtexas.gov or [817-392-5774](tel:817-392-5774) or register through WebEx per the directions on the City's website above.**

- I. Call to Order**
- II. Invocation**
- III. Statement of Open Meetings Act**
- IV. Special Presentations and Introductions**
- V. Consideration of Minutes from the Meeting on June 18, 2020**
- VI. Information Items from Staff**
 1. Review and Discuss the CAP Strategic Plan 2020 Stakeholder Survey Results
 2. Review and Discuss Survey Results for CSBG CARES Needs Assessment and
 3. Discuss and Provide Updates on the \$7.2MM Fort Worth Cares Emergency Household Assistance Program Funded by the Federal CARES Act
 4. Discuss CAP Council Vacancies and Plan to Fill Positions

VII. Public Hearing

1. Conduct Public Hearing on the CAP Plan to Receive Public Input

VIII. Action Items

1. Discuss and Recommend Approval of the 2021 Strategic Plan for PY 2021-2025
2. Discuss and Recommend Approval of the 2021 CAP Plan

IX. Report of the Assistant Director

1. Review of Monthly Performance and Financial Reports for the Community Services Block Grant Program and Other Community Services Block Grant Initiatives
2. Review of Monthly Performance and Financial Reports for the Comprehensive Energy Assistance Program and Supplemental Funding

*No monthly Program Reports are available for the Weatherization Assistance Program. Service delivery has been temporarily suspended out of an abundance of caution for the health of applicants and staff due to COVID – 19.

X. Announcements by Council Members and Staff

XI. Future Agenda Items

XII. Adjourn

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the City of Fort Worth official website and said Notice was posted on the following date and time **Monday, August 10, 2020 at 12:10 pm**, and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Mary J. Kaiser

Persons with disabilities who plan to attend this meeting and who may need accommodations, auxiliary aids, or services such as interpreters, readers, or large print are requested to contact the City of Fort Worth's ADA Coordinator at (817) 392-8552 or e-mail ADA@FortWorthTexas.gov at least 48 hours prior to the meeting so that appropriate arrangements can be made. If the City does not receive notification at least 48 hours prior to the meeting, the City will make a reasonable attempt to provide the necessary accommodations.



PUBLIC HEARING

2021 Community Action Plan

COMMUNITY SERVICES BLOCK GRANT

Presented by

Sonia Singleton, Assistant Director

Neighborhood Services Department

CAP Council Meeting

August 13, 2020

Community Services Block Grant (CSBG)

- CSBG is funded by the U.S. Department of Health and Human Services.
- CSBG funds are awarded to the Texas Department of Housing and Community Affairs (TDHCA) to allocate to Community Action Agencies, nonprofit organizations and units of general government to alleviate the causes and conditions of poverty in communities.

Community Services Block Grant (CSBG) (continued)

- TDHCA provides 90% of its CSBG funds to Community Action Agencies while 5% of CSBG funds are awarded on a competitive basis for a variety of programs that fight poverty and provide disaster relief.
- The 90% funds to CSBG eligible entities are non-competitive.

Community Services Block Grant (CSBG) (continued)

- Eligible entities are designated by the Governor to provide a broad range of services designed to eliminate poverty and foster self-sufficiency and must provide these services in a geographic area not served by another eligible entity.

2021 CSBG Budget

(Based on 2020 figure)

Personnel	\$ 986,191
Fringe Benefits	\$ 423,287
Travel	\$ 20,640
Supplies	\$ 43,500
Equipment	\$ ----
Contractual	\$ 36,000
<u>Other</u>	<u>\$ 321,892</u>
Total	\$1,831,510

T.O.P. AND DIRECT CLIENT SUPPORT

- Subrecipients receiving an award over \$250,000 must allocate at least 10% of CSBG funds to assist clients in transitioning out of poverty (TOP) to self-sufficiency.

\$200,000 – 10.9%

2021 COMMUNITY ACTION PLAN

Needs Assessment Addressing Top Five Needs

- Employment
 - Skills training, tuition, classes, job fairs
- Affordable Housing
 - Low cost or subsidized housing; assist with locating housing
- Access to Fresh food/groceries
- Affordable Day Care

2021 Community Action Plan

Impact of Covid-19 on 2020 CAP plan

1. The Covid-19 pandemic has impacted the plans that Community Action Partners had for the community. Due to social distancing and the fear of contagion, face to face appointments have been completely eliminated.
2. Mail-in applications and online applications have become the norm. Virtual appointments for those in case management is a possibility that is being considered.
3. Staff has been assigned to process FW CARES applications as well, which has impacted the amount of work required per caseworker.

2020 COMMUNITY ACTION PLAN

(continued)

- Initiatives
 - Re-Entry Initiative
 - Provide clients re-entering society after incarceration
 - Skills training, education, supportive services, and parenting classes
 - CAP working with Re-Entry First Stop Tarrant County, Tarrant County Re-Entry Coalition, and Unlocking Doors

Thank you!

Comments/Questions

Marie Francis, Human Services Manager

Marie.francis@fortworthtexas.gov

817.329.5798



Community Action Partners Strategic Plan Development

Sharon A. Burkley, Senior Planner

City of Fort Worth Neighborhood Services Department

August 13, 2020



As a living document, a strategic plan requires a strong commitment by agencies to act on the plan's goals, monitor the implementation of its various activities and evaluate its impact to make course corrections as necessary. This is indeed the essence of performance management (i.e. ROMA) that can assist agencies with the single greatest challenge of strategic planning: ensuring structures and processes are in place to hold the agency accountable for implementing plan goals and evaluating their impact over time.

Stakeholder Interview Questions

- What has been your experience with Community Action Partners in terms of programs and services and interaction with staff?
- What do you think are Community Action Partners' primary weaknesses or areas for improvement?
- What do you think are the greatest challenges facing Community Action Partners?

Stakeholder Interview Questions

- Are there any programs or services that Community Action Partners should place more focus, or less focus?
- Are there additional programs or services that Community Action Partners should offer?
- Do you have any feedback that you want Community Action Partners to consider in our strategic planning work?

Stakeholder Interview Questions

Survey Responses

Stakeholder Groups:

- ~Advisory Board (*CAP Council, Community Development Council*)
- ~Citizens (*former/current CAP clients; Tarrant County residents*)
- ~Community Partners (*Business, social service organizations, vendors*)
- ~Staff (*Community Action Partners team members*)

Total responses received: 40

(Advisory Board - 6; Citizens - 21; Community Partners - 8; Staff - 5)

Stakeholder Interview Questions

Survey Responses

- Overall responses were positive
- Identified areas of improvement
- Used to develop key strategic issues
- Primary area is still limited name recognition, effective marketing/outreach
- Staff professional development/training
- Application process/paperwork volume needs to be reviewed; more user-friendly online system

2015-2020 Strategic Plan Goals

- Increase the number of individuals and families that permanently transition out of poverty through collaborative efforts
- To develop economic and social opportunities for the community and its residents through partnerships and community revitalization
- To help the most economically disadvantaged residents access resources they need to enrich their lives

2021-2025 Strategic Plan Goals

- To develop a comprehensive approach to serving all Tarrant County residents in achieving ongoing self-sufficiency (COMMUNITY)
- To foster and create a successful workplace environment for staff at all levels (AGENCY)
- To encourage and enhance community relationships through the increased participation and advocacy of the advisory board, Community Action Partners Council (BOARD)

2021-2025 Strategic Plan Goals

To develop a comprehensive approach to serving all Tarrant County residents in achieving ongoing self-sufficiency (COMMUNITY)

Steps to Accomplishing Community Goal:

- develop a detailed, long-range Marketing/Outreach Plan to increase awareness and understanding of CAP
- coordinate ongoing efforts with Communications and Public Engagement Office
- conduct educational forums

2021-2025 Strategic Plan Goals

Steps to Accomplishing Community Goal (cont'd):

- conduct educational forums
- explore opportunities to expand outreach efforts through virtual platforms
- establish multi-level approach to case management process
- review online application to identify possible improvements and inefficiencies; explore more streamlined process, including application assistance, online FAQs, videos, and sample applications

2021-2025 Strategic Plan Goals

To foster and create a successful workplace environment for staff at all levels (AGENCY)

Steps to Accomplishing Agency Goal:

- establish structured Training for staff members, including professional development for each group
- foster an environment of open communication and idea sharing
- ensure fair and equitable treatment of all staff members

2021-2025 Strategic Plan Goals

Steps to Accomplishing Agency Goal (cont'd):

- create a Peer Group Team consisting of a representative for each subgroup (Coordinator, Human Services Specialist, Eligibility Specialist, Office Assistant) to work with Human Services Manager in training development, team suggestions for improvement, communications, and problem resolutions

- seek to hire highly qualified, professional staff with focus on providing exceptional customer service, effective communication, and continuous improvement

2021-2025 Strategic Plan Goals

To encourage and enhance community relationships through the increased participation and advocacy of the advisory board, Community Action Partners Council (BOARD)

Steps to Accomplishing Board Goal:

- improve Board member onboarding position
- communicate concerns with elected officials, community organizations about any vacancies and/or attendance issues

2021-2025 Strategic Plan Goals

Steps to Accomplishing Board Goal (cont'd.):

- assess virtual attendance options
- coordinate intensive Board training conducted by outside entity
- Biannual Board Retreat to review CAP Program/ Services, staff, Organizational Standards, ROMA

Next Steps

- Discuss Key Strategic Goals
- Review/Approve Strategic Plan
- Submit Strategic Plan to TDHCA
- Implement Plan January 2021

Thank you!

Sharon A. Burkley, MBA, NCRT
Senior Planner

City of Fort Worth Neighborhood Services Department
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Sharon.Burkley@fortworthtexas.gov

