



**MEETING AGENDA**

Community Action Partners Council  
May 20, 2021  
1:30 p.m.

**Videoconference**

<https://fortworthtexas.webex.com/fortworthtexas/onstage/g.php?MTID=e904c18e817a20985ef88eb344f54ffd8>

Meeting/Access Code: 182 520 0391

**Teleconference**

(817) 392-1111 or 1-650-479-3208  
Meeting/Access Code: 182 520 0391

**Viewing Only**

Television: Charter 190; One Source 7; Verizon 5; AT&T Uverse 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:

<https://www.fortworthtexas.gov/calendar/boards-commission>

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 Commission regarding an item on the listed agenda must sign up to speak no later than 5:00PM on the day prior to the meeting. To sign up, contact Sonia Singleton at [Sonia.Singleton@fortworthtexas.gov](mailto:Sonia.Singleton@fortworthtexas.gov) or (817) 392-5774. Please note that the City of Fort Worth is using a third party vendor to assist with City meetings. If there are service interruptions, including call in number changes, we will provide alternative call in numbers on our website whenever possible.**

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|------|---|--|
| I.   | Call to Order                                   | Nakia Cole, CAP Council Chair                |
| II.  | Invocation                                      | CAP Council Member                           |
| III. | Statement of Open Meetings Act                  | Alexandra Thurston, Administrative Assistant |
| IV.  | Special Presentations and Introductions<br>None |  |

**V. Consideration of April 15, 2021 Minutes** **Nakia Cole, CAP Council Chair**

**VI. Information Items from Staff**

1. Update on the Coordinated Response of the City of Fort Worth for Residents Impacted by Winter Storm Uri **Sonia Singleton, Assistant Director**
2. Overview of the Emergency Rental Assistance Program and Partner Agencies **Terrance Jones, Interim Neighborhood Services Manager**
3. Discuss Returning to Physical Meetings in Fall 2021 **Sonia Singleton, Assistant Director**

**VII. Action Items**

1. Swear in Newly Appointed CAP Council Member **Michael Vega, Outreach Coordinator**
  - Jerome Johnson, Place 3
2. Vote on Summer Break from CAP Council Monthly Meeting for July

**VIII. Report of the Assistant Director**

**Sonia Singleton, 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. Provide Update on the Fort Worth Cares Emergency Household Assistance Program Funded by the Federal CARES Act (May 2020 to April 30, 2021)
3. Provide Update on the Community Action Partners' CARES Emergency Household Assistance Program (April 2020 to April 30, 2021)
4. 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.

**IX. Announcements**

**Council Members and Staff**

**X. Future Agenda Items**

**CAP Council Members and Staff**

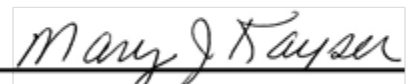
**XI. Adjourn**

**Nakia Cole, CAP Council Chair**

The next regularly scheduled CAP Council meeting will be held virtually on June 17, 2021. The instructions and links to connect to the meeting will be sent to each CAP Council member and also posted online.

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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, May 17, 2021 at 9:00 a.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.



City Secretary for the City of Fort Worth, Texas

**COMMUNITY ACTION PARTNERS (CAP) COUNCIL**  
**Via WebEx**  
**Thursday, April 15, 2021**  
**1:30 p.m.**

**MEETING MINUTES**

**PRESENT:**

**CITY COUNCIL REPRESENTATIVES:**

Jesse Taylor, Representative for Place 2

**COUNTY COMMISSIONER REPRESENTATIVES:**

Jeannette Martinez, Representative for Place 5

**NEIGHBORHOOD REPRESENTATIVES:**

Nakia Cole, Chair, Place 6

LaGina Kissentaner, Place 7

Carol Brown, Place 8

Connie Nieswiadomy, Place 9

Heather Buen, Place 10

**COMMUNITY GROUP REPRESENTATIVES:**

Abel Gonzalez, Place 11

Mervil Johnson, Place 12

Lisa Martin, Place 13

David Johnson, Place 14

Scott Sheppard, Place 15

**ABSENT:**

Roxanne Martinez, Representative for Place 1

Jerome Johnson, Representative for Place 3

Kelly Rodriguez, Representative for Place 4

**Quorum requirements were met.**

**STAFF:**

Sonia Singleton, Assistant Director

Thenessa Mack-Palmer, Interim Human Services Manager

Sharon Burkley, Senior Planner

Michael Vega, Outreach Coordinator

Jack McGee, Cable Services Supervisor

Alexandra Thurston, Administrative Assistant

**I. Call to Order** **Nakia Cole, Chair**  
Abel Gonzalez, Second Vice Chair, called the meeting to order at 1:32 p.m.

**II. Invocation** **David Johnson, CAP Council Member**

**III. Statement of Open Meetings Act** **Alexandra Thurston, Administrative Assistant**

**IV. Special Presentations and Introductions**  
Introduction of newly elected CAP Council Members Sonia Singleton, Assistant Director

**V. Consideration of March 25, 2021 Minutes** **Nakia Cole, CAP Council Chair**  
Abel Gonzalez made a motion to approve the minutes of March 25, 2021 as presented. Mervil Johnson seconded the motion. All were in favor and the motion passed.

Note: Lisa Martin abstained from vote due to technical difficulties, Connie Nieswiadomy joined meeting after vote, and newly elected Council members were not yet eligible to vote.

**VI. Information Items from Staff**

1. Update on the Coordinated Response of the City of Fort Worth for Residents Impacted by Winter Storm Uri Sonia Singleton, Assistant Director

Several apartment communities, most notably Reserve at Bellevue, were severely impacted by the storm. Staff visited the property on Friday, March 12, 2021 and provided applications for Disaster Assistance Program. 53 applications from tenants have been received to date, as well as four applications from tenants of Mira Monte. Hotel vouchers have been provided to approximately 20 families. Security deposits and first month's rent have been approved for 14 families and counting. Utility assistance has also been approved for households.

Multiple City departments are in working in tandem to assist the public, including Code Compliance, Communications & Public Engagement, Fire, Office of Emergency Management, and Police. Television, print, and social media has also been used to provide information to the public about the services available. Communications have also been translated into multiple languages. Citizens experiencing tenants' rights issues have been referred to Northwest Texas Legal Aid, and the services that FEMA is offering are also being publicized.

The deadline to apply for this program is April 20, 2021.

2. Update on the Community Action Partners Disaster Assistance Program Thenessa Mack-Palmer, Interim Human Services Manager

Fort Worth CARES: 109 households were assisted between January 25, 2021 and March 31, 2021. Approximately \$421,000.00 of funds remains.

CSBG CARES: \$236,233.81 was expended between January 25, 2021 and March 31, 2021. A total of \$2,630,880.37 was expended over the course of the program, all funds have been exhausted. Carryover applicants are being assisted via CSBG Emergency funds.

Total housing assistance:

- Mortgage: \$199,002.54
- Rent: \$2,312,227.03
- Utilities: \$119,650.80

CSBG Emergency Funds balance: \$275,000.00

3. Overview of the Emergency Rental Assistance Program and Partner Agencies Terrance Jones, Interim Neighborhood Services Manager

Information provided by Sonia Singleton. Emergency Rental Assistance Program flyer and FAQs were referenced and reviewed.

## **VII. Action Items**

1. Swear in Newly Elected CAP Council Members **Michael Vega, Outreach Coordinator**
  - a. LaGina Kissentaner, Place 7
  - b. Jonathan Guadrian, Alternate, Place 7
  - c. Carol Brown, Place 8
  - d. Heather Buen, Place 10

## **VIII. Report of the Assistant Director**

**Sonia Singleton, Assistant Director**

1. Review of Monthly Performance and Financial Reports for the Community Services Block Grant Program and Other Community Services Block Grant Initiatives

Board members were provided with a copy of the financial presentation that reviews organization-wide report on revenue and expenditures that compares budget to actual, categorized by program, and the balance sheet or statement of financial position.

2. Provide Update on the Fort Worth Cares Emergency Household Assistance Program Funded by the Federal CARES Act (May 2020 to March 31, 2021)
3. Provide Update on the Community Action Partners' CARES Emergency Household Assistance Program (April 2020 to March 31, 2021)
4. Review of Monthly Performance and Financial Reports for the Comprehensive Energy Assistance Program and Supplemental Funding

Board members were provided with a copy of the financial presentation that reviews organization-wide report on revenue and expenditures that compares budget to actual, categorized by program, and the balance sheet or statement of financial position.

5. 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.

**IX. Announcements by Council Members and Staff**

1. Jeannette Martinez: Save the date: August 14th, 6th annual Healthy Lives Matter seminar. Additional vaccine registration events have also been scheduled.
2. Jesse Taylor: August 12th: Post-Juneteenth Celebration at Sycamore School Park sponsored by the Texas Rangers
3. Sonia Singleton: Reminder to review informational flyers included in meeting packet
4. Mervil Johnson: Workforce Solutions: eNewsletter for April contains information about new virtual system and job fair

**X. Future Agenda Items**

1. Community Needs Assessment: Due June 1, 2021
2. Community Action Plan: Due September 1, 2021
3. Summer break
4. Swearing in for Jerome Johnson
5. Election for Place 9

Next meeting: May 20, 2021 at 1:30 p.m.

**XI. Adjourn**

Meeting adjourned at 2:28 p.m.

# REPORT TO COMMUNITY ACTION PARTNERS COUNCIL

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**DATE: MAY 20, 2021**  
**SUBJECT: CITY'S RESPONSE TO APARTMENTS FOLLOWING THE FEBRUARY WINTER STORM**

## ISSUE

City Council requested information about the City's response to apartments following the February winter storm. Neighborhood Services (NS), Code Compliance, Communications and Public Engagement, Fire Office of Emergency Management (OEM) and Catholic Charities of Fort Worth have continued to work closely to ensure affected apartment residents are aware of the approaching FEMA deadline to apply for Individual Assistance.

Neighborhood Services staff worked with the Communications and Public Engagement team to develop a communication plan with the overall goal to utilize all available media channels to advertise the FEMA application deadline, ways to apply, application Q & As, how-to videos, informational flyers and electronic messaging through social media including Facebook and Instagram. Police and Fire have posted information on their media channels.

To date the following activities have taken place:

- Hosted a meeting with FEMA at the East Regional Library on Saturday, May 15 for residents affected by the winter storm.
- Hosted a meeting at the Crossroads Tabernacle in April for affected residents to apply for rental assistance and learn about resources including FEMA

Community Action Partners, Catholic Charities and Fort Worth Housing Solutions are coordinating assistance for those having difficulty finding a place for relocation. Support for the services has been funded from the Community Services Block Grant (CSBG). Programs provided are goal-directed and support individual, family, or community goals. National goals include the following:

**Goal 1:** Individuals and families with low incomes are stable and achieve economic security.

**Goal 2:** Communities where people with low incomes live are healthy and offer economic opportunity.

**Goal 3:** People with low incomes are engaged and active in building opportunities in communities.

Neighborhood Services staff continue to work with the Reserve at Bellevue to provide information to residents about how to access services. For more information on Neighborhood Services Programs, please contact Sonia M. Singleton, Neighborhood Services Assistant Director, at (817) 392-5774.

# REPORT TO COMMUNITY ACTION PARTNERS COUNCIL

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**DATE: MAY 20, 2021**

**SUBJECT: RETURNING TO IN PERSON MEETINGS IN FALL 2021**

## ISSUE

As we continue to work together to fight the COVID-19 virus and build the widespread community protection needed to get back to the normal, enjoyable parts of life we all have missed, getting the community vaccinated is a critical step in getting there.

As a member of our boards and commissions, we would like to offer you any assistance that you might need in scheduling a vaccine appointment for you and your family.

The City of Fort Worth is now a vaccine provider. In order to register for the vaccine, visit [www.fortworthtexas.gov/covidshot](http://www.fortworthtexas.gov/covidshot) . Vaccines are free and are open to all adults. The Moderna vaccine is available at city vaccine clinics.

For Johnson & Johnson or Pfizer vaccine options, or for additional information about vaccinations, please visit [www.fortworthtexas.gov/vaccine](http://www.fortworthtexas.gov/vaccine) or email [covidshot@fortworthtexas.gov](mailto:covidshot@fortworthtexas.gov).



# REPORT TO COMMUNITY ACTION PARTNERS COUNCIL

Page 1 of 1

**DATE: MAY 20, 2021**  
**SUBJECT: VOTE ON SUMMER BREAK FROM CAP COUNCIL MONTHLY MEETING FOR JULY**

## ISSUE

This year the Fort Worth City Council will be taking a vacation break from weekly meetings during the month of July.

Staff recommends that the Community Action Partners Council takes a vacation break during July.

## Comprehensive Energy Assistance Program

### Thursday, May 13, 2021

CEAP 2020	UAA	HCC	HCP	Total
Budget	\$ 4,696,439.00	\$ 80,000.00	\$ 650,000.00	\$ 4,776,439.00
Actual	\$ 4,367,880.53	\$ 95,525.95	\$ 461,824.74	\$ 4,463,406.48
Invoice in Progress	\$ 69,512.88	\$ 12,205.23		\$ 81,718.11
Encumbrance-New Gen	\$ 151,288.06	\$ 1,675.09	\$ 170,921.00	\$ 152,963.15
Budget Remaining	\$ 107,757.53	\$ (29,406.27)	\$ 17,254.26	\$ 78,351.26

# of Clients Assisted (2021-Actual)	1262	113		1375
# of Clients Assisted (2021-New Gen)	1830	120		1950

CEAP 2021	UAA	HCC	HCP	Total
Budget	\$ 4,106,157.00	\$ 950,000.00		\$ 5,056,157.00
Actual		\$ 15,172.20		\$ 15,172.20
Invoice in Progress				\$ -
Encumbrance-New Gen				\$ -
Budget Remaining	\$ 4,106,157.00	\$ 934,827.80	\$ -	\$ 5,040,984.80

CEAP CARES 2020	UAA	HCC	Total
Budget	\$ 2,823,557.00	\$ 500,000.00	\$ 3,323,557.00
Actual	\$ 142,525.48	\$ 11,879.23	\$ 154,404.71
Invoice in Progress	\$ 11,698.52	\$ 5,883.29	\$ 17,581.81
Encumbrance-New Gen	\$ 9,351.99	1,600.00	\$ 10,951.99
Budget Remaining	\$ 2,659,981.01	\$ 480,637.48	\$ 3,140,618.49

# of Clients Assisted (2021-Actual)	127	11	138
# of Clients Assisted (2021-New Gen)	138	11	149