



# Community Services Advisory Committee

Anticipated Activities and  
Responsibilities

CSAC 25-033 December 12, 2025

A vibrant mural on a wall, featuring a large blue bird with white and yellow accents, surrounded by large yellow and pink flowers. The mural is set against a background of green foliage. A diagonal band of blue, white, and red stripes runs across the image, separating the text from the mural.

COMMUNITY SERVICES

# Staff Contacts

- Jesse Kent, Director of Community Services
- Courtney Douangdara, Deputy Director of Community Services
- Luisa Garcia, Community Development Manager
- Tamara Jones, Grants Program Coordinator
  - [Tamara.jones@cityofdenton.com](mailto:Tamara.jones@cityofdenton.com)
- Lauri Nack, Administrative Assistant
  - [Lauri.nack@cityofdenton.com](mailto:Lauri.nack@cityofdenton.com)

# Committee Purpose

Established: 2021 ([Establishing Resolution](#))

Duties of the committee:

- **Advisory Role:** Provide advice and recommendations to the City Council on complex social issues, including economic instability, housing, and homelessness.
- **Needs Assessment:** Evaluate and prioritize local community needs; recommend coordinated responses to these needs to the City Council.
- **Program Recommendations:** Review and recommend proposals for programs, services, and projects that address prioritized community needs.
- **Funding Allocation:** Develop and use a comprehensive assessment process to allocate grant funding and public resources. Provide recommendations to the City Council for the allocation of these resources, especially in emergencies.
- **Other Duties:** Fulfill additional responsibilities as directed by the City Council.

# Members & Meeting Schedule

- **7 members** – 1 appointed by each Council member and Mayor
- **Quorum is 4 members**
- Meets the **2<sup>nd</sup> Friday of the month at 12:00 p.m.** at the Development Services Center (401 N. Elm)
- Past agenda/minutes  
[www.cityofdenton.com/publicmeetings](http://www.cityofdenton.com/publicmeetings)  
(Archived Meetings > Community Services Advisory Committee)

COUNCIL PLACE	NOMINATING CCM	MEMBER
1	Byrd	Kamyon Conner
2	Beck	Kamga Siewe
3	Meltzer	Dale Tampke (Chair)
4	Holland	Janet Scott-Harris
5	McGee	Vacant
6	Jester	Tracey Long (Vice Chair)
7	Hudspeth (Mayor)	Vacant

***CSAC Members as of December 2025***

# Absences

## *Example Reminder in Meeting Agenda Emails*

*COMMITTEE MEMBER ABSENCE REMINDER: As a reminder, please provide advanced notice of your absence from the meeting if you are able. Please refer to the attached guidelines and provide the reason for your absence no later than **August 29**. If your absence does not meet the criteria for an excused absence, you may complete and return the attached Board Member Notification of Absence Form to [citysecretary@cityofdenton.com](mailto:citysecretary@cityofdenton.com) noting the reason for your absence the City Secretary's Office will submit a request for an exception from the City Council.*

## **Excused Absences**

- Personal or family illness
- Death of a family member
- Jury duty
- Service in the armed forces
- Testifying before the legislature
- Attending a seminar involving municipal matters of importance to the member's duties
- Absence necessary for the member's business or employment.

## **Process for Absenteeism**

1. Member completes Notification of Absence Form via Smartsheet (prior to meeting if possible, no later than 10 days after)
2. City Secretary reviews reason for absence and determine if Excused or Unexcused
3. City Secretary notifies Member and submits to Council if member seeking exception



# Advisory Responsibilities

- Annual/special grant application processes
  - Review/approve application prior to release
  - Review applications received
  - Deliberate with Committee and make recommendations to Council
- Consolidated Plans (every 5 years) and annual Action Plans
  - Available for review at [www.cityofdenton.com/communityservices](http://www.cityofdenton.com/communityservices)
- Provide input regarding grant processes.

# City's Priorities

- Councils' focus areas were reaffirmed in July 2022
- 6 core priorities
  - Pursue Organizational Excellence and Collaborative and Respectful Leadership
  - Enhance Infrastructure and Mobility
  - Foster Economic Opportunity and Affordability\*\*\*
  - Strengthen Community and Quality of Life
  - Support Healthy and Safe Communities
  - Promote Sustainability and the Environment
- [Organizational Strategy Map Rev 031824](#)

# HUD Funding Explained

- Community Development Block Grant- CDBG
  - Program that helps communities develop decent housing and economic opportunities for low-moderate persons.
- Home Partnership Investment Program- HOME
  - Program that assist low-moderate persons become homeowners
- General Fund- GF
  - Denton taxpayer dollars that are used to support services for individuals that are low-moderate persons.



# CSAC Grants

Grant	Program/Project Type(s)	Funding Source(s)	Funding Cycle
Community Development Grant Program	Human Services, Housing & Public Facilities	Community Development Block Grant (CDBG); HOME Investment Partnership Grant (HOME); City of Denton General Fund (GF)	Annual
Street Outreach Grant	Street Outreach	City of Denton General Fund (GF)	Even numbered years

- CSAC may be engaged to advise on new or other ad hoc programs/opportunities as they arise.
- For more information on these and other grants under Community Services, visit [www.cityofdenton.com/grants](http://www.cityofdenton.com/grants).

# Eligible Activities by Funding Source

## **CDBG**

- Acquisition
- Public Facilities and Improvements
- Demolition and Clearance
- Social Services (15% cap)
- Housing Programs
- Economic Development
- Historic Preservation
- Code Enforcement
- Removal of Architectural Barriers

## **HOME**

- Affordable Rental Housing
- Homeownership Assistance
- Tenant Based Rental Assistance
- Land Acquisition
- New Housing Construction

# Example Grant Process: Community Development Grant Program

FUNDING SOURCE	FUNDING AMOUNT	SET-ASIDES	25/26 CSAC ALLOCATION
Community Development Block Grant –Final	1049336.00		947047.26
Community Development Block Grant - Program Income <sup>1</sup>	4000.00		
Community Development Block Grant – Administration <sup>2</sup>		209867.00	
Community Development Reallocated Funds <sup>3</sup>	103578.26		
CDBG <sup>4</sup> TOTAL	1156914.26	209867.00	947047.26
HOME Investment Partnership Grant - Final	462239.32		1119694.79
HOME Investment Partnership Grant - Program Income <sup>1</sup>	265637.28		
HOME Investment Partnership Grant – Administration <sup>2</sup>		46223.00	
HOME Reallocated Funds <sup>3</sup>	438041.19		
HOME TOTAL	1165917.79	46223.00	1119694.79
General Funds	1316405.00		377955.00
General Funds – Homeless Initiatives		703450.00	
General Funds – Rental Repair Program		100000.00	
General Funds – Development Fee Grant		135000.00	
GF	1316405.00	938450.00	377955.00
<b>TOTAL</b>	<b>3639237.05</b>	<b>1194540.00</b>	<b>2444697.05</b>
CDBG+HOME Only	2,322,832.05	256,090.00	2,066,742.05
HOME CHDO funding minimum (15% of Grant Amount) <sup>4</sup>	69,335.90		
CDBG Human Services maximum funding (15% of Grant) <sup>5</sup>	157,400.40		

# Example Grant Process: Community Development Grant Program (cont.)

Organization	Project Description	Funding Amount	Projected Outputs
<b>HUMAN SERVICES PROJECTS</b>			
Children's Advocacy Center for North Texas, Inc.	Direct client services to help child abuse victims and families needing services.	\$40,388	183
COD PARD Summer Kids Camp	Full and partial scholarships for a summer day camp program to income-eligible kids in need of quality care, mentoring, development of life skills, leadership, respect for others and respect for self.	\$43,922	57
Communities in Schools	Dropout prevention programs in Denton ISD campuses located within city limits of Denton serving grades K-12 students who struggle with academic, social, emotional, and/or physical barriers to success and are at-risk of dropping out of school based on Texas Education Agency's 14	\$35,340	946
Court Appointed Special Advocates of Denton County, Inc.	Recruit, train and support community volunteers to advocate for the best interests of abused children, and to promote community awareness of child abuse issues		
Cumberland Youth and Family Services	Trauma-informed mental healthcare to children, individuals, families, and communities based on income, location, and lack of insurance.		
Denton Christian Preschool	Quality education for preschool age children in the Denton community to ensure they are at a grade level when entering kindergarten and help end generational poverty. Salaries for two (2) employees – Bilingual Teacher and Bus Driver.		
Paisley Street Preschool	Full-time early learning experiences for children ages 18 months to 5 years.		
Denton County Friends of Family	Salary support for a Shelter Director to ensure shelter is properly equipped to provide safety, provide support in overcoming the impact of violence and abuse, and help the client achieve and maintain self-sufficiency free from family violence.		

## Estimated Timeline: 2026-2027 Community Development Grant Program & 2026 Action Plan for Housing and Community Development

Activity	Date
Annual Funding Priority Survey Releases	October 1, 2025
CSAC Review Draft 26/27 Funding Applications (Human Services, Housing & Public Facilities)	October 10, 2025
26/27 Funding Application for Housing, Human Services & Public Facilities Open	November 24, 2025
26/27 Funding Applications Close	January 16, 2026
CSAC Finalizes 26/27 Funding Recommendations for City Council	April 10, 2026
Public Comment Period for 2026 Action Plan	May – June 2026
Council Considers Approval of 2026 Action Plan (Approval of CDBG and HOME projects)	July 28, 2026
Council Considers Approval of 2026-27 City Budget (Approval of General Fund projects)	September 2026
2026-27 Program Year Begins	October 1, 2026

# Example Funding Recommendations Community Development Grant Program (cont.)

Organization	Application Type	Service Type	2024-25 Award	2025-26		Funding Recommendation by Source		
				Request	CSAC Funding Recommendation - Adjusted for final HUD amounts	CDBG FUNDS	GENERAL FUNDS	HOME FUNDS
Court Appointed Special Advocates of Denton County, Inc.	Human Services	Family Resources	\$30,000.00	\$40,000.00	\$35,340.00		\$35,340.00	
Children's Advocacy Center	Human Services	Victim Services	\$25,000.00	\$100,000.00	\$40,388.00		\$40,388.00	
SPAN Inc.	Human Services	Food Security	\$25,500.00	\$27,000.00	\$25,243.00	\$17,556.00	\$7,687.00	
Communities in Schools	Human Services	Child Care/Education	\$27,500.00	\$39,600.00	\$35,340.00		\$35,340.00	
Denton County Friends of the Family	Human Services	Homeless/Housing	\$40,000.00	\$50,000.00	\$45,437.00	\$45,437.00		
PediPlace	Human Services	Healthcare	\$30,000.00	\$50,000.00	\$35,339.00		\$35,339.00	
Denton County MHMR	Human Services	Behavioral Health	\$28,000.00	\$60,000.00	\$30,291.00		\$30,291.00	
City of Denton Parks Department	Human Services	Child Care	\$45,000.00	\$90,000.00	\$43,922.00	\$43,922.00		
Our Daily Bread	Human Services	Homelessness	\$39,134.00	\$100,000.00	\$39,378.00		\$39,378.00	
North Texas Solutions for Recovery <sup>1</sup>	Human Services	Mental Health	\$45,000.00	\$100,000.00	\$0.00		\$0.00	
Giving Grace	Human Services	Homeless Services	\$40,000.00	\$100,000.00	\$36,854.00		\$36,854.00	
Cumberland Youth and Family Services	Human Services	Family Resources	\$15,000.00	\$25,000.00	\$16,155.00		\$16,155.00	
The Salvation Army	Human Services	Homeless/Food Security	\$30,000.00	\$65,000.00	\$35,342.00		\$35,342.00	



# Annual Calendar

Month	Activities
<b>September</b>	Review annual Action Plan community survey
<b>October</b>	Review first draft of Community Development Grant Program application
<b>November</b>	Approve final Community Development Grant Program application for release
<b>December</b>	Review draft of Homeless Council Initiatives (Street Outreach Only) application
<b>January</b>	Vote to appoint Chair & Vice Chair; Vote to approve regular meeting schedule
<b>February</b>	Receive summary of Community Development Grant Program applications received Approve final Council Initiative application for release
<b>March</b>	Review Community Development Grant Program applications
<b>April</b>	Make final Community Development Grant Program funding recommendations to City Council Review summary of Council Initiatives application
<b>May</b>	Approve Street Outreach applications and make funding recommendations to City Council (even years)
<b>June</b>	Receive presentations on community needs and/or Community Development programs
<b>July</b>	Receive a report for the annual action plan
<b>August</b>	Review accomplishments for program year