



# City of Denton

City Hall  
215 E. McKinney St.  
Denton, Texas 76201  
[www.cityofdenton.com](http://www.cityofdenton.com)

## Meeting Agenda

### Community Services Advisory Committee

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Friday, March 10, 2023

12:00 PM

Development Service Center

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After determining that a quorum is present, the Community Services Advisory Committee will convene in a Regular Meeting on Friday, March 10, 2023, at 12:00 p.m. in Training Rooms 1 and 2 at the Development Service Center, 401 N. Elm Street, Denton, Texas at which the following items will be considered:

#### 1. ITEMS FOR CONSIDERATION

- A. [CSAC23-013](#) Consider approval of the minutes of February 10, 2023.

Attachments: [Exhibit 1 - February 10, 2023 Minutes](#)

- B. [CSAC23-014](#) Receive a report, hold a discussion, and give staff direction regarding the 2023-2024 Community Development Grant Program application process.

Attachments: [Exhibit 1 - Agenda Information Sheet](#)  
[Exhibit 2 - 23-24 Application Questions to Consider](#)

- C. [CSAC23-015](#) Receive a report, hold a discussion, and give staff direction regarding American Rescue Plan State and Local Fiscal Recovery Funds.

Attachments: [Exhibit 1 - Agenda Information Sheet](#)

#### 2. CONCLUDING ITEMS

A. Under Section 551.042 of the Texas Open Meetings Act, respond to inquiries from the Community Services Advisory Committee or the public with specific factual information or recitation of policy, or accept a proposal to place the matter on the agenda for an upcoming meeting and under Section 551.0415 of the Texas Open Meetings Act, provide reports about items of community interest regarding which no action will be taken, to include: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen; a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; or an announcement involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

#### CERTIFICATE

I certify that the above notice of meeting was posted on the official website (<https://tx-denton.civicplus.com/242/Public-Meetings-Agendas>) and bulletin board at City Hall, 215 E. McKinney Street, Denton, Texas, on March 3, 2023, in advance of the 72-hour posting deadline, as applicable, and in accordance with Chapter 551 of the Texas Government Code.

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CITY SECRETARY

NOTE: THE CITY OF DENTON'S DESIGNATED PUBLIC MEETING FACILITIES ARE ACCESSIBLE IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT. THE CITY WILL PROVIDE ACCOMMODATION, SUCH AS SIGN LANGUAGE INTERPRETERS FOR THE HEARING IMPAIRED, IF REQUESTED AT LEAST 48 HOURS IN ADVANCE OF THE SCHEDULED MEETING. PLEASE CALL THE CITY SECRETARY'S OFFICE AT 940-349-8309 OR USE TELECOMMUNICATIONS DEVICES FOR THE DEAF (TDD) BY CALLING 1-800-RELAY-TX SO THAT REASONABLE ACCOMMODATION CAN BE ARRANGED.



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## Legislation Text

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**File #:** CSAC23-013, **Version:** 1

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Consider approval of the minutes of February 10, 2023.



CITY OF DENTON COMMUNITY SERVICES ADVISORY COMMITTEE MINUTES  
February 10, 2023

After determining that a quorum was present, the Community Services Advisory Committee of the City of Denton, Texas convened in a Regular Meeting on Friday, February 10, 2023, at 12:02 p.m. in Training Rooms 1 and 2 at the Development Services Center, 401 N. Elm Street, Denton, Texas.

**MEMBERS PRESENT:** Dale Tampke, Drew Christ, Chair Hannah Garcia, Roy Onyebetor, Janel Salinas, Janet Scott-Harris, Katherine Lester

**MEMBERS ABSENT:** Pat Cheek, Kamyon Conner, Lilyan Prado Carillo, Mark Courts

**ITEMS FOR INDIVIDUAL CONSIDERATION**

A. CSAC 23-007 Approval of the minutes of January 13, 2023.

Chair Garcia requested a motion to approve the minutes of the January 13 meeting.

**Member Tampke moved to approve the minutes of the January 13 meeting. Member Scott-Harris seconded the motion. The motion carried.**

AYES (7): Chairs Garcia and Onyebetor, and Members Dale Tampke, Drew Christ, Janel Salinas, Janet Scott-Harris, and Katherine Lester

NAYS (0): None

B. CSAC 23-008 Receive a report, hold a discussion, and give staff direction regarding the 2023-2024 Community Development Grant Program application process.

Report received, and discussion held to give staff direction regarding the 2023-2024 Community Development Grant Program application process. Naomi, a Neighborly representative, gave training on the Neighborly platform application review process for CSAC.

C. CSAC 23-009 Receive a report, hold a discussion, and give staff direction regarding HOME-ARP applications for Tenant Based Rental Assistance and Supportive Services.

Report received, and discussion held to give staff direction regarding HOME-ARP applications for Tenant Based Rental Assistance and Supportive Services. Presentations given by Giving Grace, Community Services Inc., and Our Daily Bread Inc. five (5) minutes were given for presentation and five (5) for questioning. Discussion was held afterwards regarding the presentations, and the longevity and viability of each program.

Chair Garcia requested a motion to split the HOME-ARP TBRA and Supportive Services funding between Giving Grace and Our Daily Bread.



**Member Tampke moved to approve splitting the HOME-ARP TBRA and Supportive Services funding between Giving Grace and Our Daily Bread. Member Lester seconded the motion. The motion carried.**

AYES (7): Chairs Garcia and Onyebetor, and Members Dale Tampke, Drew Christ, Janel Salinas, Janet Scott-Harris, and Katherine Lester

NAYS (0): None

D. CSAC 23-010 Receive a report, hold a discussion, and give staff direction regarding the 2023-2027 Consolidated Plan.

Report received, and discussion held to give staff direction regarding the 2023-2027 Consolidated Plan. A copy of the current plan was distributed for the Committee to review. Committee indicated being open to the transition from three (3) to a five (5) year plan. The committee suggested staff keep the strategy survey open another month.

With no other business, Meeting adjourned 1:07 p.m.

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HANNAH GARCIA  
CHAIR  
CITY OF DENTON, TEXAS

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COURTNEY DOUANGDARA  
DEPUTY DIR. OF COMMUNITY SERVICES  
CITY OF DENTON, TEXAS

MINUTES APPROVED ON \_\_\_\_\_



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## Legislation Text

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**File #:** CSAC23-014, **Version:** 1

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Receive a report, hold a discussion, and give staff direction regarding the 2023-2024 Community Development Grant Program application process.



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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Community Services

**CM/ DCM/ ACM:** Frank Dixon, Assistant City Manager

**DATE:** March 10, 2023

### **SUBJECT**

Receive a report, hold a discussion, and give staff direction regarding the 2023-2024 Community Development Grant Program application process.

### **BACKGROUND**

In January 2023, the Community Services Advisory Committee (CSAC) agreed to receive presentations from applicants for the 2023-2024 Community Development Grant Program in-person over two (2) Saturday meetings.

### **DISCUSSION**

#### *Application Scoring & Funding Recommendations*

Committee members were sent an email February 25, with a notification that 2023-2024 Community Development Grant Program Applications are available for review in the Neighborly Software system. The email included an instructional guide for reviewing applications in Neighborly, and a funding recommendation spreadsheet. Additional reminders from that email are included below.

#### Scoring Applications in Neighborly:

- Use your personal email address when making your account in the Neighborly Software system. This email is what will give you permissions to access the applications.
- If you have issues accessing Neighborly or questions about the software as you work, the blue question mark in the bottom right corner of the screen will allow you to talk with a Neighborly support agent.

#### Funding Recommendations:

- This is a tool for you to make funding recommendations for each applicant. This information will not be shared with applicants or other committee members.
- The sheet is protected, and you may only enter information into the 'Member Recommendation' and 'Notes' columns.
- Formulas are included in the spreadsheet to indicate when the maximum amount of funding has been allocated across all eligible programs.

**Committee members are requested to complete scoring and submit funding recommendations to staff by March 25.** Members may request paper copies of application information from staff in lieu of the online/excel formats.

#### *Considerations While Reviewing Applications*

Staff provided a list of questions to consider while reviewing applications (Exhibit 2). The committee has less funding for applications this year than the previous two (2) years. This was reviewed during the

[February 10 committee meeting \(linked\)](#). Based on estimated available funding, staff have identified the below reminders and recommendations.

- **Reminders:**
  - Review submitted budgets. Does the applicant have enough revenue to meet expenses without City funding? Does the budget make sense?
  - Are the services provided by the applicant unique? Did the applicant clearly identify how their services meet a need in the City?
  - Is the application complete?
  - Are the required documents completed and uploaded?
- **Recommendations:**
  - Staff do not recommend funding requests for pre-development costs. While these are eligible costs under CDBG, the City currently has a pre-development project at risk with HUD. Based on HUD recommendation, Community Services Staff will recommend funding “shovel projects” with a lower repayment risk.

As a reminder, the application timeline is included below.

**2023-2024 Community Development Grant Program Application Timeline**

PROPOSED ACTIVITY	DATE
Applications Due	January 30, 2023
CSAC Funding Hearings	February 25, 2023 March 11, 2023
CSAC Funding Recommendations	April 14, 2023
Development of Action Plan	April 2023
30-day Comment Period on Action Plan	May 2023
Work Session Presentation of Action Plan to City Council	May 2, 2023
City Council and Public Hearing	May 16, 2023
City Council considers approval of Action Plan	July 18, 2023
Submission of Action Plan to HUD	August 15, 2023
Start of 2023-2024 Grant Contracts	October 2023

**EXHIBITS**

Exhibit 1 – Agenda Information Sheet

Exhibit 2 – 23-24 Application Questions to Consider

Respectfully submitted:  
Courtney Douangdara  
Deputy Director of Community Services

Alaina Graff  
Grants Program Coordinator



**2023-24 Community Development Funding Application**  
**QUESTIONS TO CONSIDER WHEN REVIEWING APPLICATIONS/RECEIVING PRESENTATIONS**

1	Will this project be seeking City Funding annually or one time?
2	Does the organization fundraise on an annual basis? What is their fundraising strategy?
3	Is their service unique in Denton? Why are they the best option for this service in Denton?
4	Do they have enough funding for their project without this grant?
5	How are they/do they plan to increase diversity on their governing board?
6	What is the organization's commitment to equity?
7	Do they charge any fees? If so, how much?
8	Does the funding request make up 100% of the project?
9	Does/how does the project leverage other funding?
10	How do you promote board/staff retention?
11	Were all sections of the application fully completed?
12	Is any documentation missing (audit, 990, etc.)? Why?
13	How do you refer people who are not eligible for your programs?
14	How often do they submit reports/are they current on reporting to the City?
15	How do they determine outcome measures? How are they used to change/improve programs?
16	What are the anticipated outcomes for the project?
17	Public Facility Projects: What public outreach and engagement was conducted for the project?
18	Housing/Public Facility Projects: Is the project 'shovel ready'? Is the agency prepared to begin the project as soon as funding is available?



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## Legislation Text

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**File #:** CSAC23-015, **Version:** 1

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Receive a report, hold a discussion, and give staff direction regarding American Rescue Plan State and Local Fiscal Recovery Funds.



## AGENDA INFORMATION SHEET

**DEPARTMENT:** Community Services

**CM/ DCM/ ACM:** Frank Dixon, Assistant City Manager

**DATE:** March 10, 2023

### **SUBJECT**

Receive a report, hold a discussion, and give staff direction regarding American Rescue Plan State and Local Fiscal Recovery Funds.

### **BACKGROUND**

On March 11, 2021, President Biden signed the American Rescue Plan (ARP) into law, which provides over \$1.9 trillion in relief to address the continued impact of the Coronavirus Disease 2019 (COVID-19) pandemic on the economy, public health, State and local governments, individuals, and businesses.

#### *Treasury ARP Funding*

The ARP made \$350 billion available in state and local government financial assistance from the U.S. Department of Treasury under the American Rescue Plan's State and Local Fiscal Recovery Funds (SLFRF). The City of Denton's allocation under the Act is \$23.29 million. Half of this funding (\$11.65 million) became available in May 2021.

On July 27, 2021, Denton City Council approved the one-time allocations of \$550,000 for Nonprofit Capacity Support Grant funding. Funds can be used to cover costs incurred beginning March 3, 2021. On December 10, 2021, the Community Services Advisory Committee (CSAC) finalized their recommendations to City Council for the ARP Nonprofit Capacity Support Grant following an application process open to eligible organizations serving City of Denton residents. In April and July of 2022, City Council approved awards of \$550,000 in Nonprofit Capacity Support Grant funding to seven (7) Nonprofit Capacity Support Grant applicants.

City Council approved allocations of the remaining half of ARP allocations when they approved the City's Operating Budget September 27, 2022. In the second round of allocations, \$1,500,000 was allocated for Nonprofit Capacity Support Grants for eligible organizations. A portion of the allocation (\$194,140.70) has been committed for nonprofit staff support at the Temporary Alternative Shelter funded by the City's ARP SLFRF at a local hotel. Additionally, a previous Nonprofit Capacity Support grant recipient returned \$36,752.57. **There is currently \$1,342,611.87 of ARP SLFRF available for CSAC recommendation.**

### **DISCUSSION**

One of the American Rescue Plan (ARP) goals is to respond to the negative economic impacts of the pandemic, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality.

Council’s second-round ARP allocations for nonprofit capacity support will continue to help communities respond, recover, and rebuild. This support will allow nonprofits to scale up their efforts and enhance services to support local economic recovery.

ARP funds will be allocated to a diverse set of organizations serving different community needs. **Staff is recommending dedicating a portion of the funds to projects assisting communities of color in recovering from the impacts of COVID.** Historically marginalized populations—including communities of color, people with disabilities, low-income communities, and those experiencing homelessness—are more vulnerable during/after times of disaster.

Staff are seeking direction from the committee on the investment of ARP funds as outlined below.

- **Prioritization** of funding for specific efforts.
- **Size of Grant Awards** – Staff is recommending a minimum award of approximately \$130,000 (ten percent of the total funding available), and a maximum award of \$1,342,611.87 (the full funding amount).

## **EXHIBITS**

Exhibit 1 – Agenda Information Sheet

Respectfully submitted:  
Courtney Douangdara  
Deputy Director of Community Services

Dani Shaw  
Director of Community Services