

A Resolution

NO. _____

RATIFYING ALL ACTIONS TAKEN BY THE FORT WORTH COMMUNITY ACTION PARTNERS COUNCIL FROM SEPTEMBER 1, 2021, TO MARCH 18, 2022

WHEREAS, the City of Fort Worth Community Action Partners Council (“CAP Council”) was created to advise and assist City Council in setting priorities and involving low-income citizens in the decision-making processes for program projects initiated with funding from the Texas Department of Housing and Community Affairs (TDHCA).;

WHEREAS, the CAP Council meets from time to time to carry out its lawful purpose;

WHEREAS, the Texas Open Meetings Act (“TOMA”) requires that certain governmental bodies, including the CAP Council, comply with specific requirements for conducting meetings and other official business;

WHEREAS, on March 16, 2020, in response to the COVID-19 Pandemic, Governor Abbott suspended portions of TOMA, including the requirement to physically post meeting agendas and notices at City Hall, to allow for the continuation of governmental operations while ensuring government transparency remained a priority;

WHEREAS, from that time, the CAP Council continued to comply with TOMA as amended by Governor Abbott;

WHEREAS, Governor Abbott ended the TOMA suspension effective September 1, 2021, and all open meeting requirements resumed on that day;

WHEREAS, from September 1, 2021, to March 18, 2022, agendas for the City’s various councils, boards, and commissions continued to be posted online to provide notice to residents and other interested parties but, due to a good faith misunderstanding on the part of City staff, were not physically posted at City Hall;

WHEREAS, as soon as the error was identified, the City cancelled planned upcoming meetings for which no physical posting had been made;

WHEREAS, to ensure technical compliance with TOMA for all actions taken in good faith at meetings since September 1, 2021, the CAP Council now wishes to re-notice those items and ratify all actions taken at those meetings;

WHEREAS, the agendas and minutes describing the actions taken for the meetings that occurred during that time are listed below and attached hereto as Exhibit A; and

WHEREAS, the CAP Council has caused this item to be included on an agenda which has been posted in full compliance with TOMA, including physical posting.

NOW, THEREFORE, BE IT RESOLVED BY THE FORT WORTH COMMUNITY ACTION PARTNERS COUNCIL, THAT:

1. Notice of this resolution, including all actions and items to be ratified, has been included on an agenda that has been posted in accordance with the Texas Open Meetings Act.
2. The CAP Council ratifies all actions taken with respect to the items identified in the attached agendas, which actions are reflected in the attached meeting minutes, for the following meetings:
 - a. September 16, 2021
 - b. October 21, 2021
 - c. November 18, 2021
 - d. December 16, 2021
 - e. January 27, 2022
 - f. February 17, 2022
 - g. March 17, 2022
3. It is the expressed intention of the CAP Council that all action herein ratified are deemed effective as of the date listed in the attached minutes for such action.
4. By approval of this resolution, the CAP Council expressly ratifies each Council Member's vote or abstention, as described in the minutes, on each of the items or actions being ratified as the Council Member's official action for each item.

Adopted this ____ day of _____, 2022.

ATTEST:

By: _____

Exhibit “A”

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, September 13, 2021 at 11:50 a.m.** and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.



Acting City Secretary
City of Fort Worth, Texas

Community Action Partners (CAP) Council
Worth Heights Community Center
Multipurpose Room
3551 New York Avenue
Fort Worth, TX 76110
Thursday, September 16, 2021
1:30 p.m.

REVISED MEETING AGENDA

- I. Call to Order** **Nakia Cole, CAP Council Chair**
- II. Invocation** **CAP Council Member**
- III. Recite the Promise of Community Action**
Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.
- IV. Consideration of August 26, 2021 Minutes** **Nakia Cole, CAP Council Chair**
- V. Information Items from Staff**
 - 1. Program Review and Updates
 - a. Healthy Homes 4 Heroes Grant Update Thenessa Mack-Palmer, Interim Human Services Manager
 - b. Rising Stars Summer 2021 Stephen Dworaczyk
 - c. EnVision Center Upcoming Events Suzanne Richards, Human Services Coordinator
 - 2. Review and Discuss Community Action Plan Thenessa Mack-Palmer, Interim Human Services Manager
 - 3. Review and Discuss Organizational Standards Sonia Singleton, Assistant Director
- VI. Action Items**
 - 1. Conduct a Public Hearing and Approve the 2021-2022 Community Service Block Grant (CSBG) Budget
 - a. Report of Staff
 - b. Public Hearing
 - c. Action
- VII. 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. Review of Monthly Performance and Financial Reports for the Comprehensive Energy Assistance Program and Supplemental Funding
 - 3. Review of Monthly Performance and Financial Reports for the Weatherization Assistance Program.
- VIII. Announcements** **Council Members and Staff**
- IX. Future Agenda Items** **CAP Council Members and Staff**
- X. Adjourn** **Nakia Cole, CAP Council Chair**

The next regularly scheduled CAP Council meeting will be held on October 21, 2021 at Como Community Center, 4660 Horne Street, Fort Worth, TX 76107.

This facility is wheelchair accessible. 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 Comment may be made on any agenda item before or during the body’s consideration of the item. Persons who need interpreters will be given at least twice the time as a member of the public who does not require such assistance. At the Chair’s discretion, time limits may be reasonably extended.

COMMUNITY ACTION PARTNERS (CAP) COUNCIL

Via WebEx

Wednesday, August 26, 2021

1:30 p.m.

MEETING MINUTES

PRESENT:

COUNTY COMMISSIONER

REPRESENTATIVES:

Jeannette Martinez, Representative for Place 5

NEIGHBORHOOD REPRESENTATIVES:

Nakia Cole, Chair, Place 6

LaGina Kissentaner, Place 7

Carol Brown, Place 8

Heather Buen, Place 10

COMMUNITY GROUP REPRESENTATIVES:

Mervil Johnson, Place 12

Abel Gonzalez, Place 11

Lisa Martin, Place 13

David Johnson, Place 14

ABSENT:

Roxanne Martinez, Representative for Place 1

Jesse Taylor, Representative for Place 2

Jerome Johnson, Representative for Place 3

Kelly Rodriguez, Representative for Place 4

Jonathan Pride, Place 9

Scott Sheppard, Place 15

Quorum requirements were met.

STAFF:

Sonia Singleton, Assistant Director

Thenessa Mack-Palmer, Interim Human Services Manager

Sharon Burkley, Senior Planner

Michael Vega, Outreach Coordinator

Alexandra Thurston, Administrative Assistant

I. Statement of Open Meetings Act

Alexandra Thurston, Administrative Assistant

II. Call to Order

Nakia Cole, CAP Council Chair

Nakia Cole, CAP Council Chair, called the meeting to order at 1:35 p.m.

III. Invocation

David Johnson, CAP Council Member

IV. Special Presentations and Introductions

CAP Council members were each sent a copy of *The A-B-C's of Parliamentary Procedure* via postal mail, and a video summarizing Robert's Rules of Order was shown. Mary Kayser, recently retired City of Fort Worth City Secretary, will conduct a full training at the next board retreat.

V. Information Items from Staff

- 1. Texas Emergency Mortgage Assistance Program (TEMAP) Thenessa Mack-Palmer, (Interim) Human Services Manager

\$500,000 of funding was received from HUD to provide up to six months of assistance, including arrears and the current month's rent. This program only serves qualified applicants in Fort Worth city limits. The maximum income threshold is 80% of Area Median Income (AMI). Residents outside of Fort Worth are referred to the Texas Housing Channel.

- 2. Program Review and Updates

- a. Forward Home Veterans Assistance Program Year 2021-2022 Thenessa Mack-Palmer, (Interim) Human Services Manager

A new grant year began on July 1, 2021 and will last through June 30, 2022. Up to six months of utility (electric, gas, and/or water) and/or housing (rent or mortgage) assistance including arrears

and the current month can be provided to active members of the military, veterans, surviving spouses, and dependents of veterans age 24 or younger residing in Tarrant County. Applicants must be experiencing a crisis that will be resolved by receiving assistance.

- b. EnVision Center Upcoming Events Sonia Singleton, Assistant Director
Approximately 30 participants signed up for the CDL *Signing Day* program on August 25, 2021, which will qualify them for jobs for which they would have not been previously eligible.

The next *Signing Day* event will be for the medical field in September 2021.

2. Review and Discuss Community Action Plan and Organizational Standards Sonia Singleton,
Assistant Director

The Organizational Standards were initiated in 2016 by the Center for Excellence and the national Community Action Network to establish the guidelines for a “healthy” organization. The standards include three components: Maximum Feasible Participation, Vision and Direction, and Operations and Accountability.

VI. Action Items

1. Review and Recommend Approval for Community Service Block Grant (CSBG) Budget for FY 2021-2022 Sonia Singleton, Assistant Director
Motion was made by Chair Nakia Cole to continue item to next month. Abel Gonzales seconded the motion. Motion passed by unanimous consent.

VII. 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 May 31, 2021)
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.
3. Provide Update on the Community Action Partners’ CARES Emergency Household Assistance Program (April 2020 to May 31, 2021)
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.
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. Review of Monthly Performance and Financial Reports for the Weatherization Assistance Program.
Program is no longer accepting applications due to limited funding.

VIII. Announcements by Council Members and Staff

Abel Gonzalez: Northside Inter-Community Agency (NICA) was approved for a grant from the North Texas Community Foundation. Funding will go towards the revitalization of the Northside Coalition to address racial equity for NICA's service area.

Jeanette Martinez: Tarrant County is continuing to providing free Covid testing throughout the county [CovidTesting.TarrantCounty.com](https://www.tarrantcounty.com/covid-testing). Free vaccinations sites can be found by visiting [TarrantCounty.com/VaccineFind](https://www.tarrantcounty.com/vaccine-find).

Michael Vega: Emergency Rental Assistance Program (ERAP) signup can be done in-person on Thursdays in September at Handley Meadowbrook Community Center.

IX. Future Agenda Items

Rising Stars Youth Academy
CAP Plan

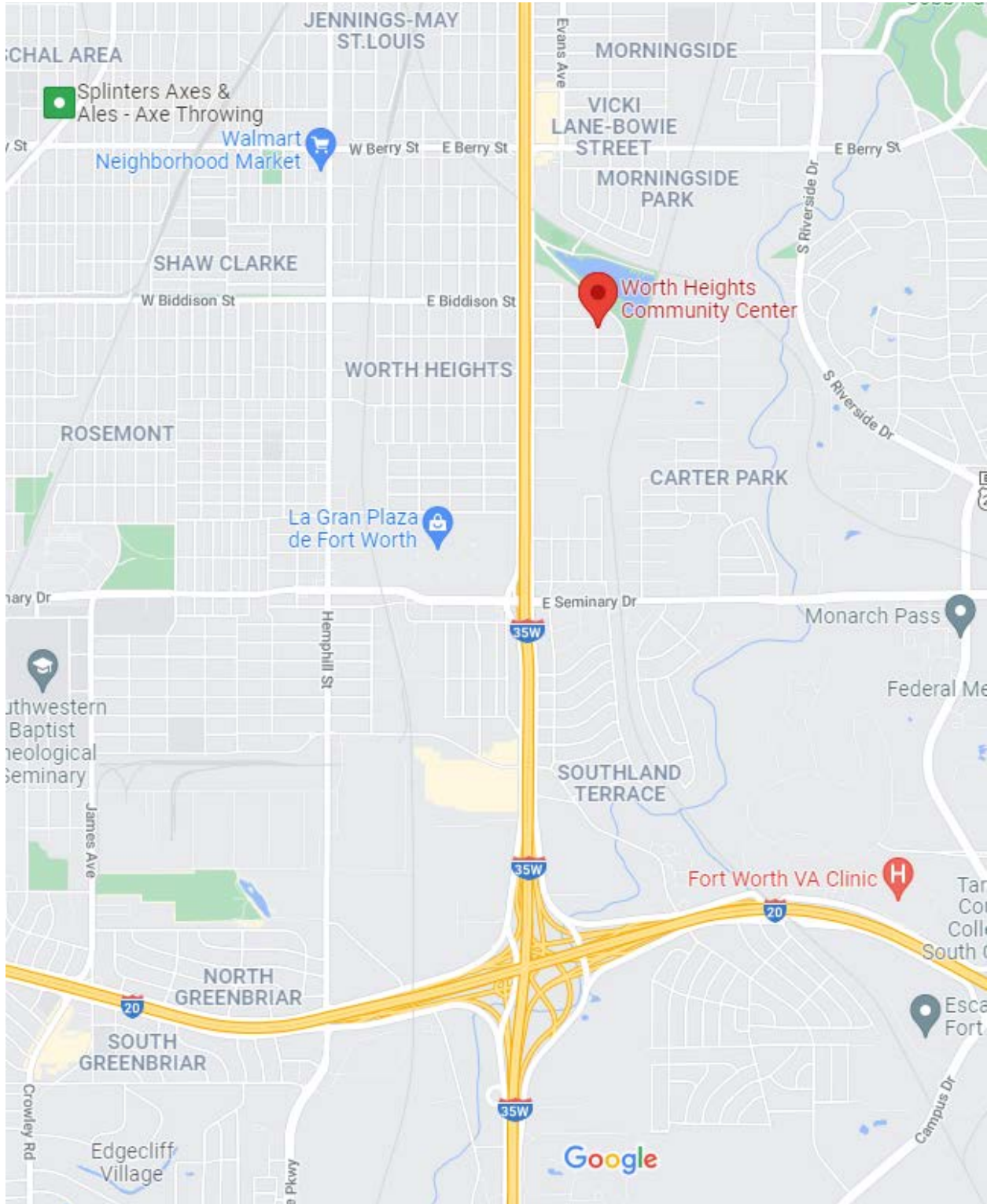
Next meeting: September 16, 2021 at 1:30 p.m. at Worth Heights Community Center.

X. Adjourn

Motion to adjourn made by Jeanette Martinez, seconded by Mervil Johnson.
Meeting adjourned at 2:15 p.m.

DRAFT

Worth Heights Community Center, 3551 New York Avenue, Fort Worth, TX 76110



Heading Northbound on I-35W:
Take exit 47 toward Ripy St
Turn right onto E Ripy St
Turn left at the 2nd cross street onto New York Ave
Turn right into Worth Heights Community Center parking lot

Heading southbound on I-35W:
Take exit 47 toward Ripy St
Turn left onto E Ripy St
Turn left at the 3rd cross street onto New York Ave
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COMMUNITY ACTION PARTNERS (CAP) COUNCIL
Worth Heights Community Center
3551 New York Avenue
Fort Worth, TX 76110
Thursday, September 16, 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:

LaGina Kissentaner, Place 7

Carol Brown, Place 8

Jonathan Pride, Place 9

Heather Buen, Place 10

COMMUNITY GROUP REPRESENTATIVES:

Mervil Johnson, Place 12

Lisa Martin, Place 13

David Johnson, Place 14

ABSENT:

Roxanne Martinez, Representative for Place 1

Jerome Johnson, Representative for Place 3

Kelly Rodriguez, Representative for Place 4

Nakia Cole, Chair, Place 6

Abel Gonzalez, Place 11

Scott Sheppard, Place 15

Quorum requirements were met.

STAFF:

Sonia Singleton, Assistant Director

Monique Hill, District Superintendent

Thenessa Mack-Palmer, Interim Human Services
Manager

Sharon Burkley, Senior Planner

Stephen Dworaczyk, Recreation Programmer

Michael Vega, Outreach Coordinator

Alexandra Thurston, Administrative Assistant

I. Call to Order

Mervil Johnson, CAP Council Vice Chair

Mervil Johnson, CAP Council Vice Chair, called the meeting to order at 1:41 p.m.

II. Invocation

David Johnson, CAP Council Member

III. Recite the Promise of Community Action

IV. Consideration of August 26, 2021 Minutes

Mervil Johnson, CAP Council Vice Chair

Jeanette Martinez made a motion to approve the minutes of August 26, 2021 as presented. Jesse Taylor seconded the motion. Motion passed by unanimous consent.

V. Information Items from Staff

1. Program Review and Updates

a. Healthy Homes 4 Heroes Grant Update Thenessa Mack-Palmer, Interim Human Services Manager

- Grant has been extended until December 31, 2021
- Grant will allow for up to \$15,000.00 in home repairs/modifications to qualifying veterans as defined by Texas Veteran Commission, active military, dependents of veterans 24 years of age or younger and surviving spouses.
- Must reside in Tarrant County.
- Listed as the primary homeowner on TAD website.

- Must reside in the home in which repairs are being requested.
 - Fall below 80% of HUD's AMI guidelines.
- b. Rising Stars Summer 2021 Stephen Dworaczyk, Recreation Programmer
 - c. EnVision Center Upcoming Events Suzanne Richards, Human Services Coordinator
2. Review and Discuss Community Action Plan Thenessa Mack-Palmer, Interim Human Services Manager
 Data was collected via questionnaires, face-to-face forums, virtual forums and QR code accessibility. The collected data was used to determine the top five needs of Tarrant County residents to ensure we are providing the best quality of service. The CSBG Plan was submitted on 09/01/2021. CEAP Plan is due 11/01/2021.
 3. Review and Discuss Organizational Standards Sonia Singleton, Assistant Director
 The Organizational Standards were initiated in 2016 by the Center for Excellence and the national Community Action Network to establish the guidelines for a "healthy" organization. The standards include three components: Maximum Feasible Participation, Vision and Direction, and Operations and Accountability.

VI. Action Items

1. Conduct a Public Hearing and Approve the 2021-2022 Community Service Block Grant (CSBG) Budget
 - a. Report of Staff
 - b. Public Hearing
 - c. Action

Carol Brown made a motion to approve the 2021-2022 Community Service Block Grant organization-wide budget that covered all programs as presented. Jeanette Martinez seconded the motion. Motion passed by unanimous consent.

VII. 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.
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3. Review of Monthly Performance and Financial Reports for the Weatherization Assistance Program.
 Program is no longer accepting applications due to limited funding.

VIII. Announcements by Council Members and Staff

Mervil Johnson

- Community News in Tarrant County, sent weekly on Fridays via Workforce Solutions

IX. Future Agenda Items

Next meeting: October 21, 2021 at 1:30 p.m. at Como Community Center.

X. Adjourn

Meeting adjourned at 2:46 p.m.

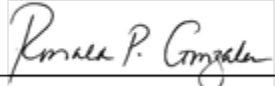
Community Action Partners (CAP) Council
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- IV. Consideration of June 30, 2021 Minutes** **Nakia Cole, CAP Council Chair**
- V. Consideration of August 26, 2021 Minutes** **Nakia Cole, CAP Council Chair**
- VI. Information Items from Staff**
1. Program Review and Updates
 - a. Weatherization Assistance Program
 - b. EnVision Center Job Assistance Program Suzanne Richards, EnVision Center Coordinator
- VII. Report of the Assistant Director** **Sonia Singleton, Assistant Director**
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- IX. Future Agenda Items** **CAP Council Members and Staff**
- X. Adjourn** **Nakia Cole, CAP Council Chair**

The next regularly scheduled CAP Council meeting will be held on November 18, 2021 at Worth Heights Community Center, 3551 New York Avenue, Fort Worth, TX 76110.

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 Friday, October 15, 2021 at 4:20 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.


Acting City Secretary for the City of Fort Worth, Texas

This facility is wheelchair accessible. 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.

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Quorum requirements were met.

STAFF:

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Monique Hill, District Superintendent

Thenessa Mack-Palmer, Interim Human Services
Manager

Sharon Burkley, Senior Planner

Stephen Dworaczyk, Recreation Programmer

Michael Vega, Outreach Coordinator

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I. Call to Order

Mervil Johnson, CAP Council Vice Chair

Mervil Johnson, CAP Council Vice Chair, called the meeting to order at 1:41 p.m.

II. Invocation

David Johnson, CAP Council Member

III. Recite the Promise of Community Action

IV. Consideration of August 26, 2021 Minutes

Mervil Johnson, CAP Council Vice Chair

Jeanette Martinez made a motion to approve the minutes of August 26, 2021 as presented. Jesse Taylor seconded the motion. Motion passed by unanimous consent.

V. Information Items from Staff

1. Program Review and Updates

a. Healthy Homes 4 Heroes Grant Update Thenessa Mack-Palmer, Interim Human Services Manager

- Grant has been extended until December 31, 2021
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VI. Action Items

1. Conduct a Public Hearing and Approve the 2021-2022 Community Service Block Grant (CSBG) Budget
 - a. Report of Staff
 - b. Public Hearing
 - c. Action

Carol Brown made a motion to approve the 2021-2022 Community Service Block Grant budget as presented. Jeanette Martinez seconded the motion. Motion passed by unanimous consent.

VII. Report of the Assistant Director

Sonia Singleton, Assistant Director

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 Program is no longer accepting applications due to limited funding.

VIII. Announcements by Council Members and Staff

Mervil Johnson

- Community News in Tarrant County, sent weekly on Fridays via Workforce Solutions

IX. Future Agenda Items

Next meeting: October 21, 2021 at 1:30 p.m. at Como Community Center.

X. Adjourn

Meeting adjourned at 2:46 p.m.

Comprehensive Energy Assistance Program

Thursday, October 14, 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	\$ 56,675.95	\$ 561.01		\$ 57,236.96
Encumbrance-New Gen	\$ 161,237.51	\$ 3,097.05	\$ 170,921.00	\$ 164,334.56
Budget Remaining	\$ 110,645.01	\$ (19,184.01)	\$ 17,254.26	\$ 91,461.00

# of Clients Assisted (2021-Actual)	1262	109		1371
# 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	\$ 576,069.41	\$ 459,306.65		\$ 1,035,376.06
Invoice in Progress				\$ -
Encumbrance-New Gen				\$ -
Budget Remaining	\$ 3,530,087.59	\$ 490,693.35	\$ -	\$ 4,020,780.94

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

Community Services Block Grant (CSBG)

Thursday, October 14, 2021

2020 Total # of clients assisted

211 *unduplicated clients

CSBG 2020	Emergency	Direct Services	Total
Budget	\$ 125,200.00	\$ 250,200.00	\$ 375,400.00
Actual	\$ 128,996.75	\$ 257,461.21	\$ 386,457.96
Invoice in Process		\$ -	\$ -
Encumbrance-New Gen			\$ -
Balance	\$ (3,796.75)	\$ (7,261.21)	\$ (11,057.96)

New Gen 2020	Amount	# of Clients
CSBG EF	217,283.07	156
CASE MGMT	119,561.65	57
Total	\$ 336,844.72	213

Actual 2020	Amount	# of Clients
CSBG EF	222,276.08	137
CASE MGMT	62,167.34	65
Total	\$ 284,443.42	202

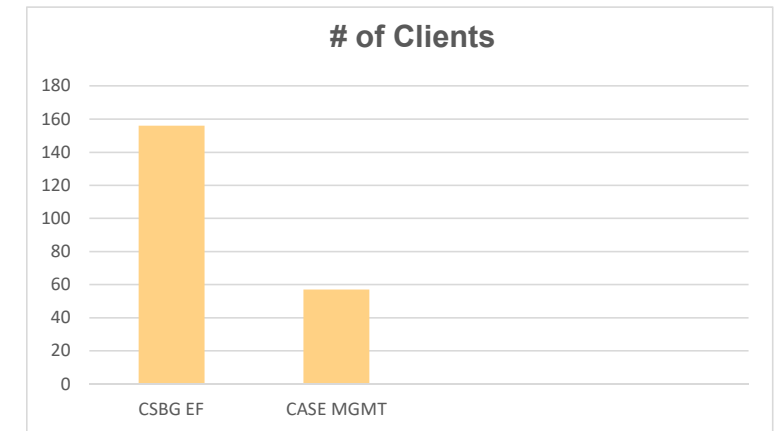
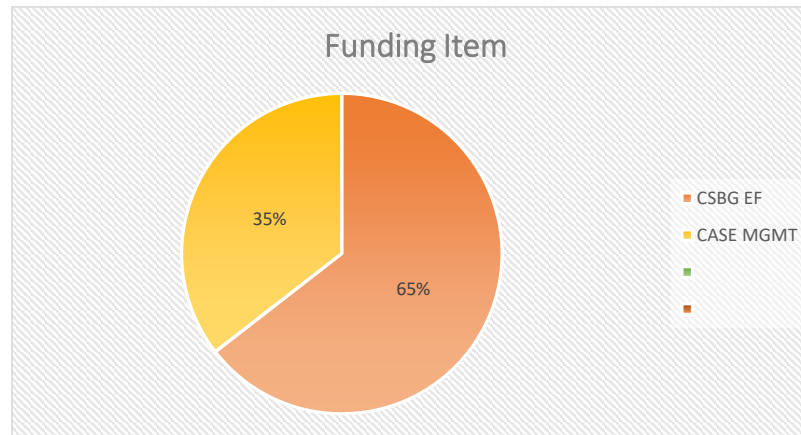
2021 Total # of clients assisted

211 *unduplicated clients

CSBG 2021	Emergency	Direct Services	Total
Budget	\$ 250,000.00	\$ 200,000.00	\$ 450,000.00
Actual	\$ 126,871.06	\$ 193,574.50	\$ 320,445.56
Invoice in Process	\$ 8,968.87	\$ -	\$ 8,968.87
Encumbrance-New Gen			\$ -
Balance	\$ 114,160.07	\$ 6,425.50	\$ 120,585.57

New Gen 2021	Amount	# of Clients
CSBG EF	245,149.39	155
CASE MGMT	78,646.95	28
URI	27,716.06	36
Total	\$ 351,512.40	219

Actual 2021	Amount	# of Clients
CSBG EF	218,776.28	126
CASE MGMT	40,162.53	39
URI	32,475.59	28
Total	\$ 291,414.40	193



CSBG CARES HOUSEHOLD ASSISTANCE PROGRAM

Thursday, October 14, 2021

Total # of clients assisted

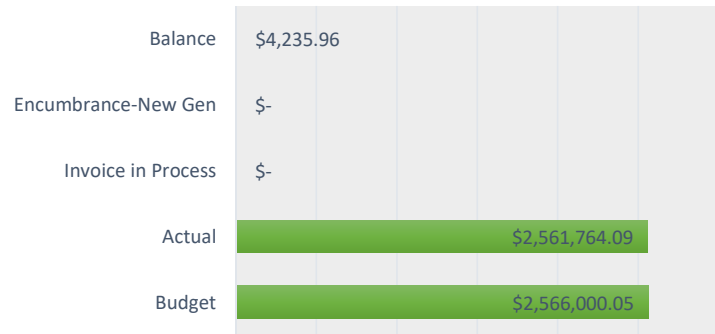
908 *unduplicated clients

Budget	\$	2,566,000.05
Actual	\$	2,561,764.09
Invoice in Process	\$	-
Encumbrance-New Gen	\$	-
Balance	\$	4,235.96

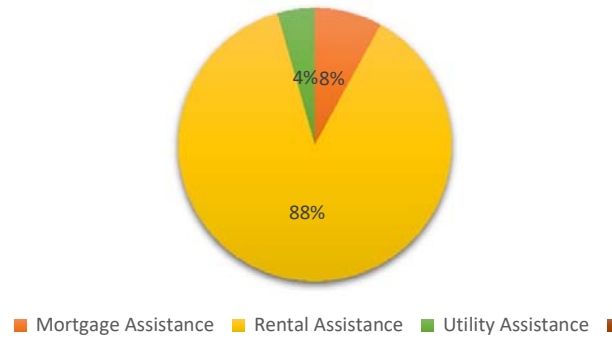
New Gen	Amount	# of Clients
Mortgage Assistance	204,705.10	54
Rental Assistance	2,246,346.54	710
Utility Assistance	113,463.98	246
Total	\$ 2,564,515.62	1010

Actual	Amount	# of Clients
Mortgage Assistance	192,527.69	51
Rental Assistance	2,252,412.18	707
Utility Assistance	115,038.30	199
Total	\$ 2,559,978.17	957

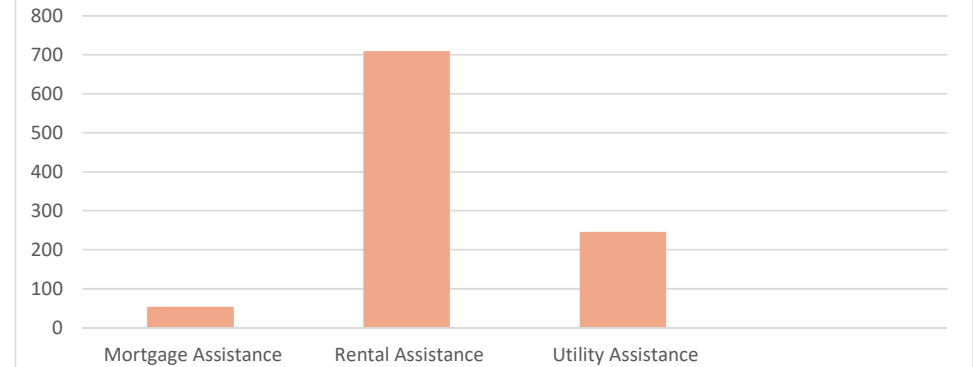
Budget to Actual



Assistance Type



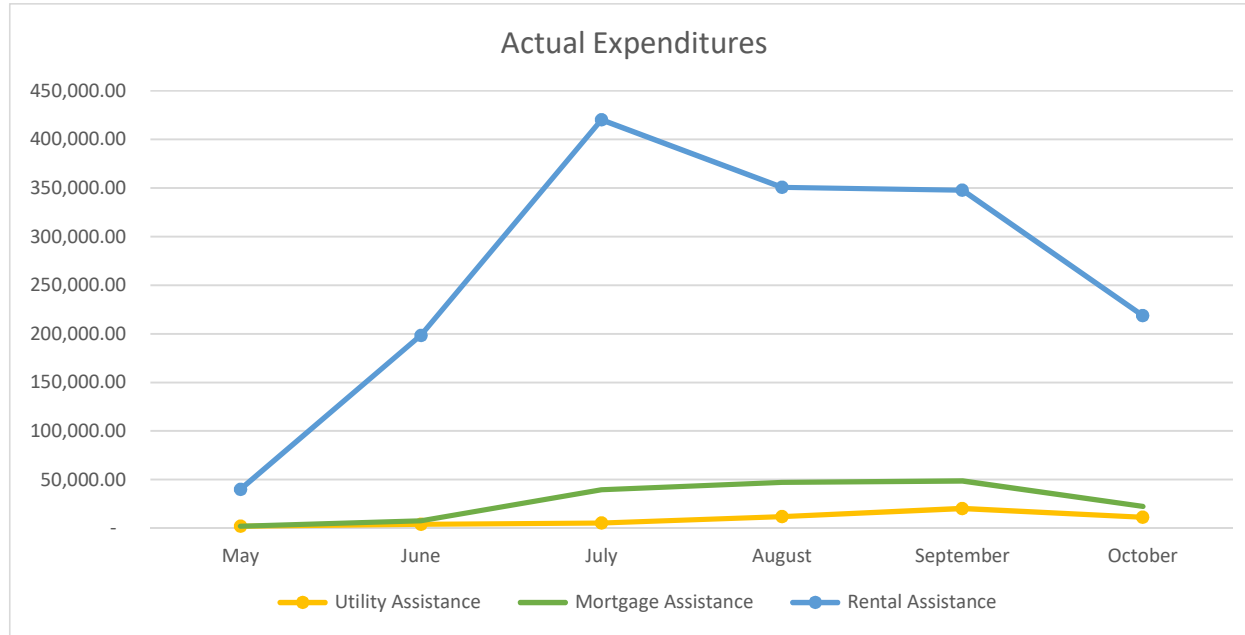
of Clients



Actual Expenditures

Month	Mortgage Assistance	Rental Assistance	Utility Assistance	Monthly Total
May	-	38,038.51	2,073.83	40,112.34
June	3,559.34	190,896.28	3,967.33	198,422.95
July	34,380.91	380,516.90	5,304.34	420,202.15
August	35,235.54	303,425.37	12,028.82	350,689.73
September	28,365.86	298,860.83	20,358.80	347,585.49
October	11,051.08	196,487.09	11,276.92	218,815.09
November	13,720.00	308,830.06	20,023.45	342,573.51
December	48,245.37	284,479.83	16,726.85	349,452.05
January	10,000.00	105,530.12	11,842.28	127,372.40
February	-	-	521.62	521.62

March	9,598.56	118,448.66	6,741.81	134,789.03
April	-	30,498.53	4,049.45	34,547.98
May	-	38,038.51	2,073.83	40,112.34
June	3,559.34	190,896.28	3,967.33	198,422.95
Total	\$ 197,716.00	\$ 2,484,946.97	\$ 120,956.66	\$ 2,803,619.63



FW CARES HOUSEHOLD ASSISTANCE PROGRAM

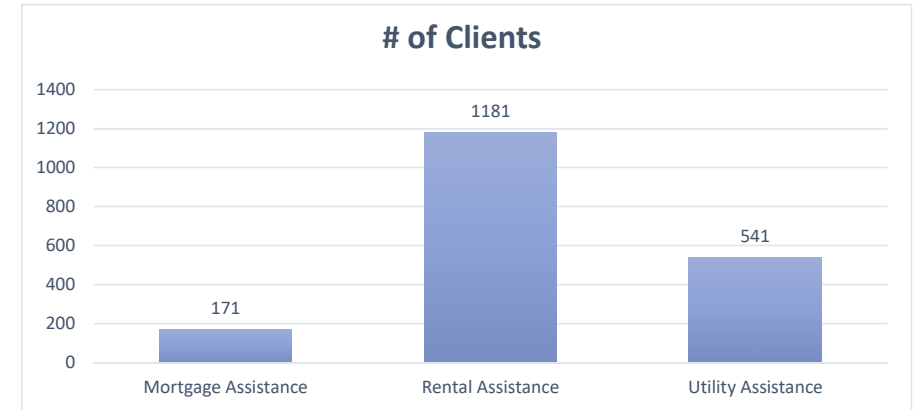
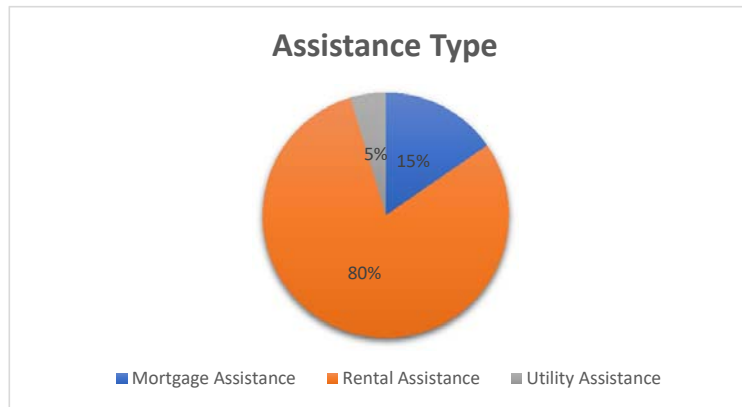
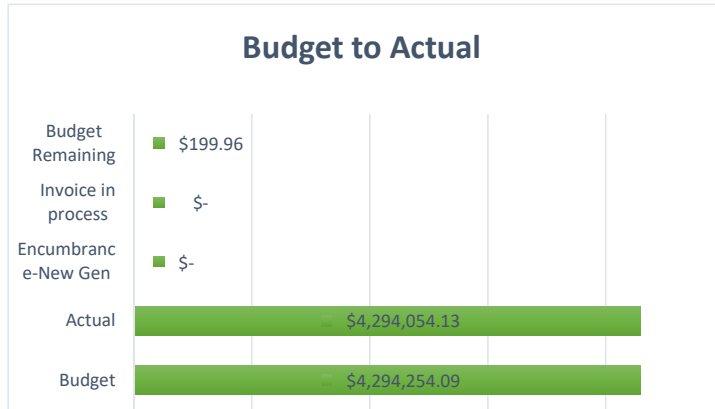
Thursday, October 14, 2021

Total # of clients assisted 1407 *unduplicated

Budget	\$	4,294,254.09
Actual	\$	4,294,054.13
Encumbrance-New Gen	\$	-
Invoice in process	\$	-
Budget Remaining	\$	199.96

New Gen	Amount	# of Clients
Mortgage Assistance	659,943.50	171
Rental Assistance	3,433,903.39	1181
Utility Assistance	200,002.35	541
Total	\$ 4,293,849.24	1893

Actual	Amount	# of Clients
Mortgage Assistance	643,204.92	162
Rental Assistance	3,410,096.14	1128
Utility Assistance	206,969.04	357
Total	\$ 4,260,270.10	1647

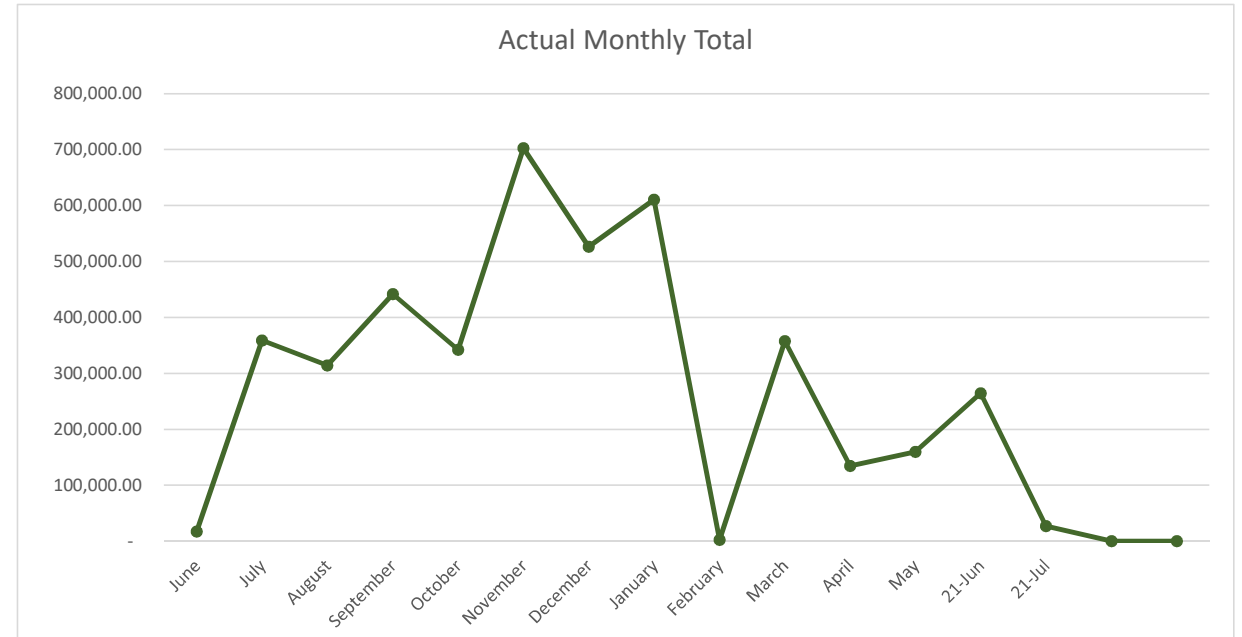
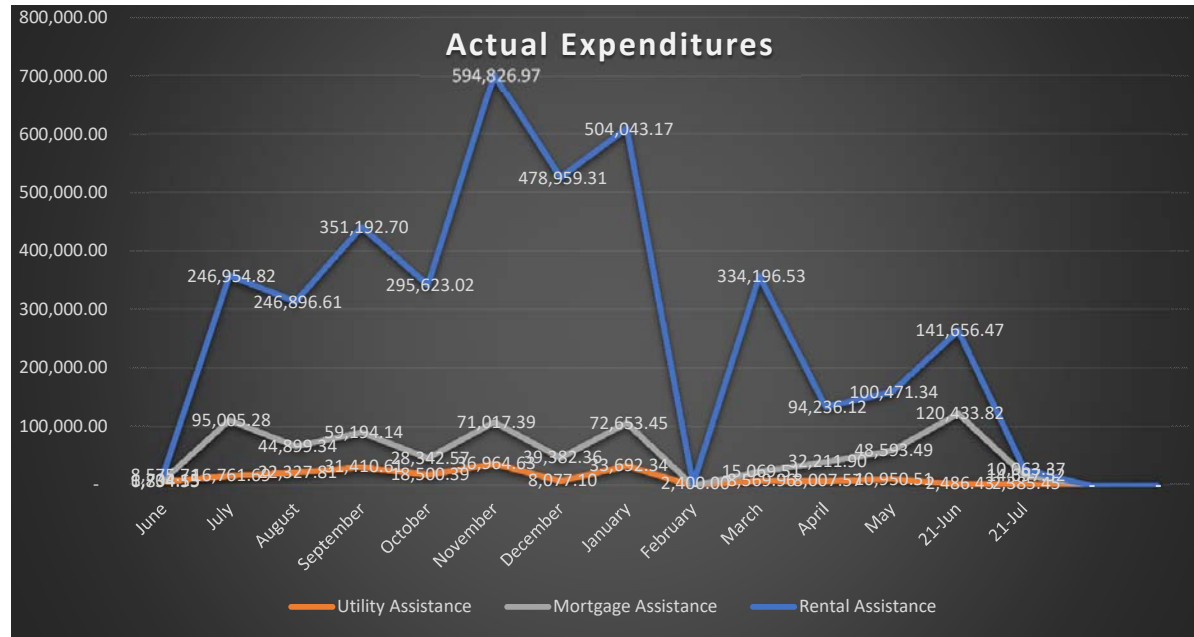


Actual Expenditures

Month	Mortgage Assistance	Rental Assistance	Utility Assistance	Monthly Total
June	1,704.15	8,575.71	6,834.55	17,114.41
July	95,005.28	246,954.82	16,761.69	358,721.79
August	44,899.34	246,896.61	22,327.81	314,123.76
September	59,194.14	351,192.70	31,410.61	441,797.45
October	28,342.57	295,623.02	18,500.39	342,465.98
November	71,017.39	594,826.97	36,964.63	702,808.99
December	39,382.36	478,959.31	8,077.10	526,418.77
January	72,653.45	504,043.17	33,692.34	610,388.96
February	-	2,400.00	-	2,400.00
March	15,069.51	334,196.53	8,569.96	357,836.00
April	32,211.90	94,236.12	8,007.57	134,455.59
May	48,593.49	100,471.34	10,950.51	160,015.34
21-Jun	120,433.82	141,656.47	2,486.43	264,576.72
21-Jul	14,697.52	10,063.37	2,385.45	27,146.34

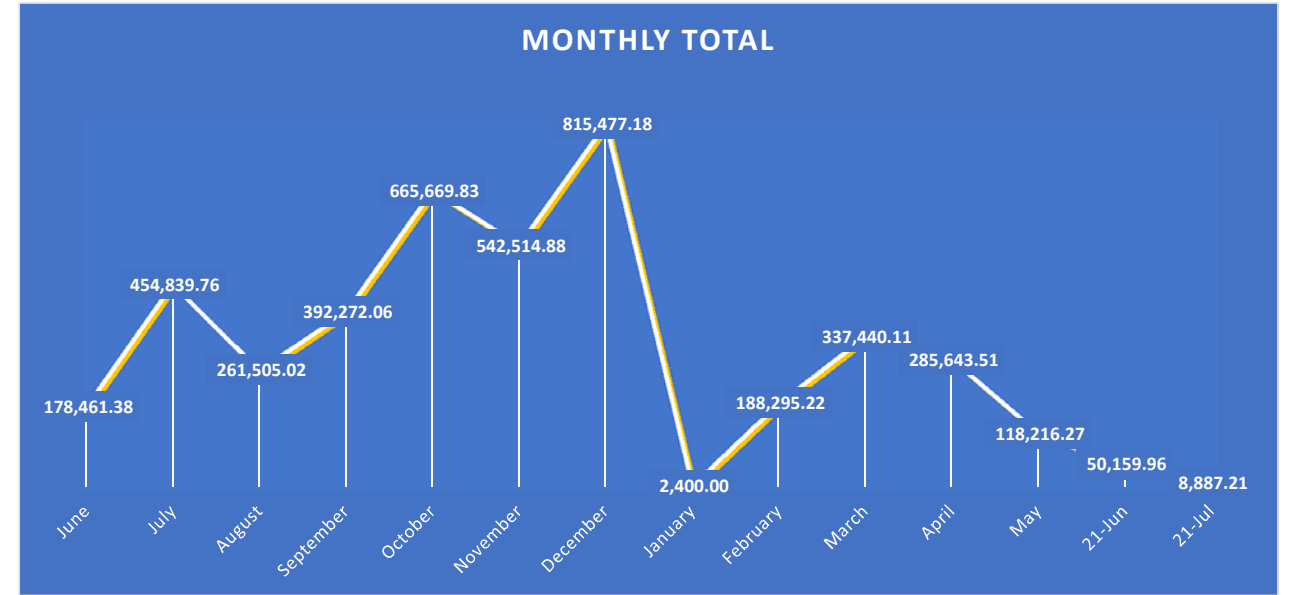
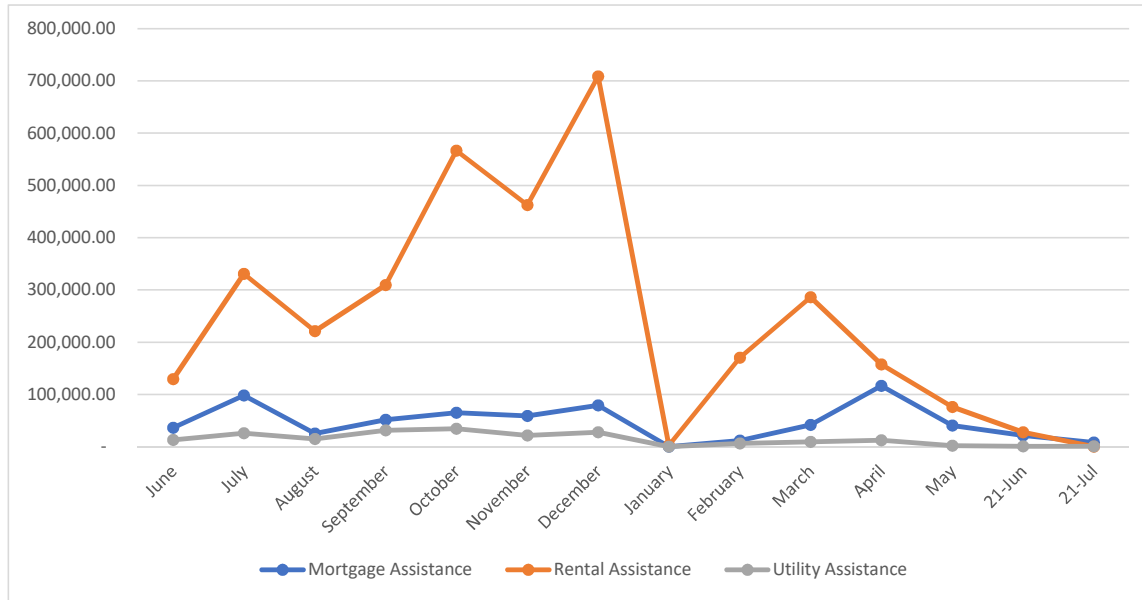
Total

\$ 508,073.58 \$ 3,258,376.30 \$ 202,097.16 \$ 3,968,547.04



Pledges (New Gen)

Month	Mortgage Assistance	Rental Assistance	Utility Assistance	Monthly Total
June	36,238.00	129,141.48	13,081.90	178,461.38
July	98,280.16	330,860.19	25,699.41	454,839.76
August	25,360.51	221,314.14	14,830.37	261,505.02
September	51,695.75	309,212.72	31,363.59	392,272.06
October	64,775.25	566,400.13	34,494.45	665,669.83
November	58,552.91	462,437.48	21,524.49	542,514.88
December	78,955.36	708,947.54	27,574.28	815,477.18
January	-	2,400.00	-	2,400.00
February	11,585.46	170,538.54	6,171.22	188,295.22
March	41,912.23	286,079.76	9,448.12	337,440.11
April	116,172.19	157,471.84	11,999.48	285,643.51
May	40,433.99	75,677.74	2,104.54	118,216.27
21-Jun	21,736.51	27,627.00	796.45	50,159.96
21-Jul	8,225.00	-	662.21	8,887.21
Total	\$ 623,961.81	\$ 3,420,481.56	\$ 198,291.85	\$ 4,242,735.22



VETERANS HOUSEHOLD ASSISTANCE PROGRAM

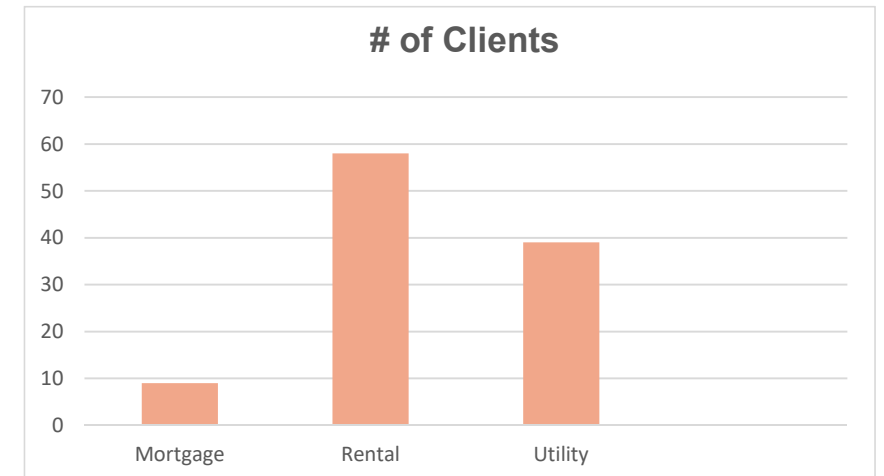
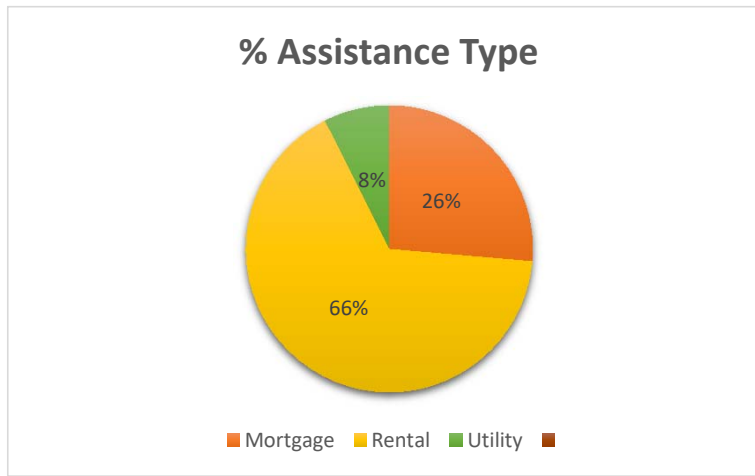
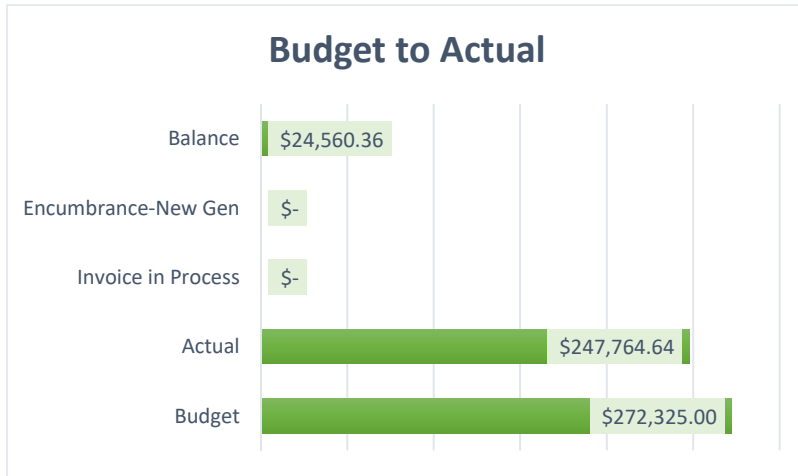
Thursday, October 14, 2021

Total # of clients assisted **86** *unduplicated

Budget	\$	272,325.00
Actual	\$	247,764.64
Invoice in Process	\$	-
Encumbrance-New Gen	\$	-
Balance	\$	24,560.36

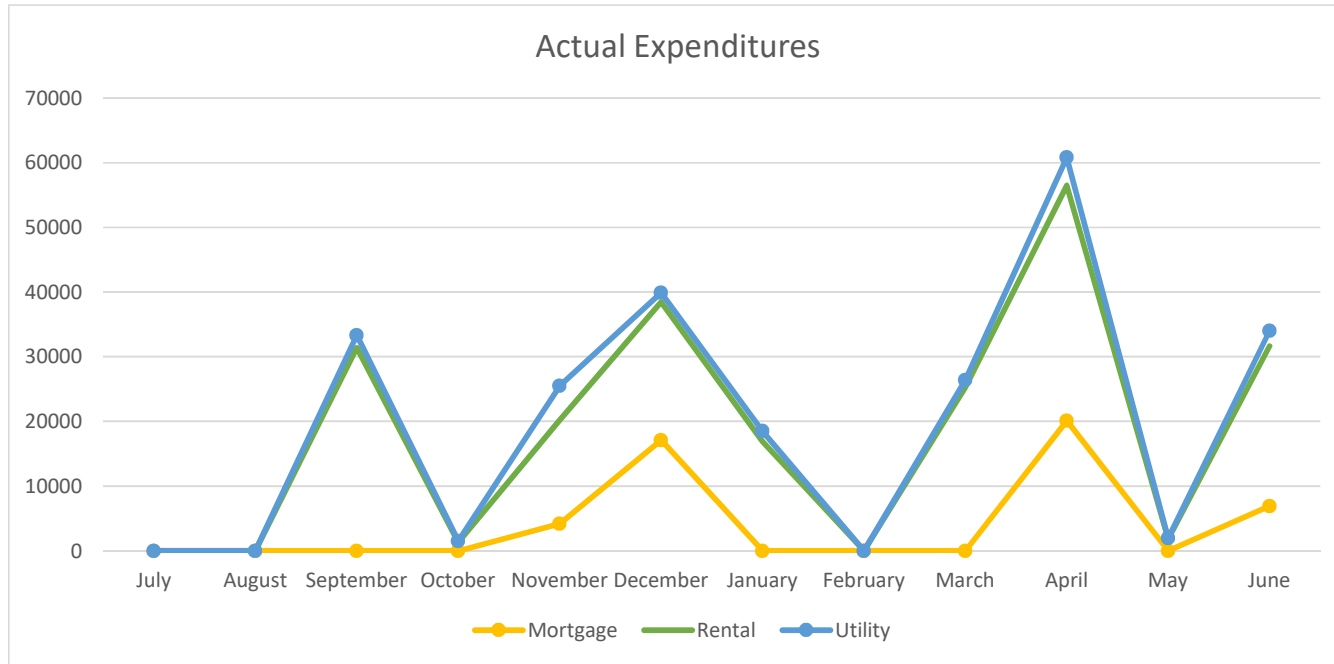
New Gen	Pledges	# of Clients
Mortgage	69,677.99	9
Rental	175,020.71	58
Utility	19,601.37	39
Total	\$ 264,300.07	106

Actual	Payment	# of Clients
Mortgage	57,786.83	6
Rental	183,516.88	53
Utility	18,885.12	30
Total	\$ 260,188.83	89



Month	Actual Expenditures			Monthly Total
	Mortgage	Rental	Utility	
July	-	-	-	-
August	-	-	-	-
September	-	31,420.16	1,901.59	33,321.75
October	-	1,300.00	235.55	1,535.55
November	4,176.68	16,036.98	5,283.10	25,496.76
December	17,115.65	21,341.20	1,461.01	39,917.86
January	-	16,898.04	1,610.96	18,509.00

February	-	-	-	-
March	-	25,248.23	1,161.11	26,409.34
April	20,103.47	36,391.43	4,329.66	60,824.56
May	-	1,850.00	101.10	1,951.10
June	6,903.09	24,750.40	2,344.36	33,997.85
Total	\$ 48,298.89	\$ 175,236.44	\$ 18,428.44	\$ 241,963.77



To the Mayor and Members of the City Council

October 12, 2021

Page 1 of 3

**SUBJECT: FORT WORTH TEXAS ALERTS REGISTRATION AND OUTREACH**

In March 2020, the city launched the new emergency alert system – Fort Worth Texas Alerts. This system uses the Code Red system and replaces Nixle, our previous alert system. It is designed to keep residents and visitors to Fort Worth informed during any potential hazards.

Switch from Nixle

The decision to switch from Nixle was followed by an RFP process. A committee made up of several city departments selected Code Red as the new vendor for several reasons:

- Alerts are sent out quickly with little delay. Nixle alerts were often delayed especially during severe storm season.
- Subscribers can control how they receive alerts – voice, text or email. Nixle was limited only to text.
- Existing “reverse 911” databases (landlines) and utility billing databases have been integrated, expanding the capability to include both unregistered and registered subscribers. This increases the amount of people getting notified which was limited using Nixle.
- Preferences can be updated at any time by the user.
- Allows for more targeted messaging to smaller geographic areas.
- Can integrate with Integrated Public Alert & Warning System (IPAWS) FEMA alert system.

Unfortunately, the subscribers in Nixle couldn't be migrated over to the new system due to the increased capabilities of the Code Red system and the different technology platforms. The Code Red system has more information fields, which allows for more precise alerts and ways for people to get alerted. When we stopped using the system, we had 53,596 text and 16,176 email subscribers. Nixle subscribers were sent multiple messages prior to the new system coming on board, informing them that the system would be retired and encouraging them to sign up for the new Fort Worth Texas Alerts (Code Red). In addition, a media campaign including social media and NextDoor were also used to get the word out.

Registering for alerts

The Code Red system can send to both registered and unregistered (water utility database) residents. We continue to urge residents to register for the alerts to receive multiple ways to get warnings (text, voice, and email). We currently have 9,276 subscribers text and email registrations. We also have 98,440 from the utility contacts and 238,620 reverse 911 numbers. This gives us a total of 346,336 contacts in Code Red.

To register, visit www.fortworthtexasalerts.gov. There is a link to the registration system on the landing page.

To the Mayor and Members of the City Council**October 12, 2021**

Page 2 of 3

**SUBJECT: FORT WORTH TEXAS ALERTS REGISTRATION AND OUTREACH****Some Frequently Asked Questions**

If I was registered for Nixle, will I have to re-register?

Yes you will need to re-register. Fort Worth Texas Alerts is a new system with added capabilities so the data could not be transferred over.

How much does it cost?

Fort Worth Texas Alerts is free; however, standard message and data rates may apply.

What if my contact information changes?

The system is only as good as the information you provide. If your cell phone, cell phone provider service, work phone, address or email address change, you will need to update your profile and contact information. For this reason, during the registration process, it is important that you create a profile so, that you can go back to change your information anytime.

Will my contact information be shared with others?

No, the information that you provide will be used for emergency purposes only. We will not give or sell your phone numbers or email addresses to any vendor or other organization.

How we use the alert system:

Alerts can be sent out citywide or to specific geographic areas.

They can be sent as text message, emails or phone calls.

The system is designed to alert residents to potential hazards:

- Severe weather
- Acts of terrorism
- Chemical spills
- Service impacts like boil notices or road closures

The system can also be used for public safety messaging. The alert system is overseen by the Fort Worth Fire Office of Emergency Management.

Some of the ways we have used the alert system include:

- Weekly testing of sirens
- West Nile virus positive results
- Stay at Home, Work Safe – COVID messages
- Hard Freeze Warning
- Electronic messages during storm
- Boil water notice

Increasing registration and awareness

We have done several campaigns to increase subscribers. We used the following channels to promote the service:

- Nixle notifications – March 2020
- City News - Sept 2020 and Feb 2021

To the Mayor and Members of the City Council

October 12, 2021

Page 3 of 3



SUBJECT: FORT WORTH TEXAS ALERTS REGISTRATION AND OUTREACH

- Community Engagement and Faith-based bulletins – Sept 2020 and Feb 2021
- Nextdoor and Social Media – Sept 2020 and Feb 2021
- Instagram - Feb 2021
- Roundup – Feb 2021
- Trinity Metro Bus Ads – Feb 2021

This year we used September, which is National Preparedness Month, to do another registration push. Our outreach efforts included:

- Messages and handouts to our faith-based and community partners.
- Use all city communications tools (City News, bulletins, social media)
- September bill insert
- Special Edition newsletter from Fire and Office of Emergency Management
- Share information on emergency preparedness with schools, neighborhoods and organizations.
- Media releases and PSAs (radio and video).

Ongoing outreach

Information on registration is also shared each Wednesday when the sirens are tested. Included in the notification is a link “How to Register for Fort Worth Alerts”. This is also shared on the Office of Emergency Management social media: Twitter (10.4K), Instagram (1K) and Nextdoor (267,000 residents) On the first of the month, during the longer testing, registration information is also shared on Fire social media: facebook (56K), Twitter (27.4K) and Instagram (8K).

Registration information is also sent out prior to potential severe weather and in the Office of Emergency Management newsletter.

We plan to map the current subscribers and do an additional push in neighborhoods with low response rates.

Questions about the Fort Worth Texas Alerts system and the registration outreach can be directed to Maribel Martinez, Emergency Management Coordinator, 817-392-6173, Maribel.martinez@fortworthtexas.gov or Michelle Gutt, Communications & Public Engagement Director, 817-392-6248, Michelle.gutt@fortworthtexas.gov.

FortWorthTexasAlerts.Gov

There are three ways to receive a FortWorthTexasAlerts.gov from the Fort Worth Fire Department Office of Emergency Management. You can choose all options or whichever is most convenient for you.

<p>TEXT MESSAGE</p> <p>When a FortWorthTexasAlerts.gov alert is sent out you can receive just a text on your phone to alert you of the notification.</p>	<p>PHONE CALL</p> <p>You can opt to also receive a phone call but this is not a requirement. When you register or update your registration add or remove this option.</p>	<p>EMAIL</p> <p>You can also receive an email with details about the alert. Your information will not be shared outside of FortWorthTexasAlerts.gov.</p>
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**Please be sure when you sign up for alerts to fully register and not sign up as a "guest." This enables you to edit your account as needed.

WWW.FORTWORTHTEXASALERTS.GOV

David Cooke
City Manager

COMMUNITY ACTION PARTNERS (CAP) COUNCIL
Como Community Center
4660 Horne Street
Fort Worth, TX 76107
Thursday, October 21, 2021
1:30 p.m.

MEETING MINUTES

PRESENT:

CITY COUNCIL REPRESENTATIVES:
Roxanne Martinez, Representative for Place 1

COUNTY COMMISSIONER REPRESENTATIVES:
Kelly Rodriguez, Representative for Place 4
Jeannette Martinez, Representative for Place 5

NEIGHBORHOOD REPRESENTATIVES:
Nakia Cole, Chair, Place 6
LaGina Kissentaner, Place 7
Carol Brown, Place 8
Heather Buen, Place 10

COMMUNITY GROUP REPRESENTATIVES:
Abel Gonzalez, Place 11
Mervil Johnson, Place 12
Lisa Martin, Place 13
David Johnson, Place 14

ABSENT:

Jesse Taylor, Representative for Place 2
Jerome Johnson, Representative for Place 3
Jonathan Pride, Place 9
Scott Sheppard, Place 15

Quorum requirements were met.

STAFF:

Sonia Singleton, Assistant Director
Thenessa Mack-Palmer, Interim Human Services Manager
Suzanne Richards, EnVision Center Coordinator
Uriel Huerta, Youth Services Specialist
Michael Vega, Outreach Coordinator
Alexandra Thurston, Administrative Assistant

- I. Call to Order** **Nakia Cole, CAP Council Chair**
Nakia Cole, CAP Council Chair, called the meeting to order at 1:48 p.m.
- II. Invocation** **David Johnson, CAP Council Member**
- III. Recite the Promise of Community Action**
- IV. Consideration of June 30, 2021 Minutes** **Nakia Cole, CAP Council Chair**
LaGina Kissentaner made a motion to approve the minutes of June 30, 2021 as presented. Lisa Martin seconded the motion. Motion passed by unanimous consent.
- V. Consideration of September 16, 2021 Minutes** **Nakia Cole, CAP Council Chair**
LaGina Kissentaner made a motion to approve the minutes of September 16, 2021 as presented. Carol Brown seconded the motion. Motion passed by unanimous consent.
- VI. Information Items from Staff**
- a. Program Review and Updates
 - i. Weatherization Assistance Program

Information prepared by James Armstrong and presented by Sonia Singleton. Program goals, qualified repairs, expenditure and performance reports, application process, and priority populations were reviewed.

- ii. EnVision Center Job Assistance Program Suzanne Richards, EnVision Center Coordinator
Program description, objectives, and events were presented. Discussion included availability of resources and accessibility for persons with challenging backgrounds and varying levels of ability.

VII. Report of the Assistant Director **Sonia Singleton, Assistant Director**

- a. 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.
- b. 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.
- c. Review of Monthly Performance and Financial Reports for the Weatherization Assistance Program.
Program is no longer accepting applications due to limited funding.

VIII. Announcements by Council Members and Staff

Mervil Johnson

Annual [Hiring Red, White & You](#) virtual job fair will be on November 4, 2021 from 9 a.m. to 3 p.m.

Thenessa Mack-Palmer

The CAP online application will be offline for updates October 30, 2021 to November 13, 2021. Mail-in applications will be accepted during that time.

Michael Vega

[Rising Stars](#) has been added to the front page of the NSD website, making the application more easily accessible.

Sonia Singleton

Introduction of Uriel Huerta, newly hired Youth Services Specialist and former Neighborhood Services intern.

IX. Future Agenda Items

Next meeting: November 18, 2021 at 1:30 p.m. at Worth Heights Community Center.

X. Adjourn

Meeting adjourned at 2:49 p.m.

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, November 15, 2021 at 11:30 a.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.



Acting City Secretary
City of Fort Worth, Texas

Community Action Partners (CAP) Council
Worth Heights Community Center
3551 New York Avenue
Fort Worth, TX 76110
Thursday, November 18, 2021
1:30 p.m.

MEETING AGENDA

- I. Call to Order** **Nakia Cole, CAP Council Chair**
- II. Invocation** **CAP Council Member**
- III. Recite the Promise of Community Action**
Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.
- IV. Consideration of October 21, 2021 Minutes** **Nakia Cole, CAP Council Chair**
- V. Introductions and Presentations**
- Trinity Metro Transportation Updates Detra Whitmore, Vice President of Customer Experience
 - Jennifer Leney, proposed new CAP Council member (Place 15)
- VI. Information Items from Staff**
- Program Review and Updates
 - Low-Income Household Water Assistance Program Eligibility Guidelines and Updates
Thenessa Mack-Palmer, Interim Human Services Manager
- VII. Action Items**
- Recommend Acceptance of the Low-Income Household Water Assistance Program (LIHWAP) Grant
 - Recommend Acceptance of Eligibility Criteria for LIHWAP
- VIII. Report of the Assistant Director** **Sonia Singleton, Assistant Director**
- Review of Monthly Performance and Financial Reports for the Community Services Block Grant Program and Other Community Services Block Grant Initiatives
 - Review of Monthly Performance and Financial Reports for the Comprehensive Energy Assistance Program and Supplemental Funding
 - Review of Monthly Performance and Financial Reports for the Weatherization Assistance Program.
- 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 on December 18, 2021 at Worth Heights Community Center, 3551 New York Avenue, Fort Worth, TX 76110.

This facility is wheelchair accessible. 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 Comment may be made on any agenda item before or during the body's consideration of the item. Persons who need interpreters will be given at least twice the time as a member of the public who does not require such assistance. At the Chair's discretion, time limits may be reasonably extended.

COMMUNITY ACTION PARTNERS (CAP) COUNCIL
Como Community Center
4660 Horne Street
Fort Worth, TX 76107
Thursday, October 21, 2021
1:30 p.m.

MEETING MINUTES

PRESENT:

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Jeannette Martinez, Representative for Place 5

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Carol Brown, Place 8
Heather Buen, Place 10

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Mervil Johnson, Place 12
Lisa Martin, Place 13
David Johnson, Place 14

ABSENT:

Jesse Taylor, Representative for Place 2
Jerome Johnson, Representative for Place 3
Jonathan Pride, Place 9
Scott Sheppard, Place 15

Quorum requirements were met.

STAFF:

Sonia Singleton, Assistant Director
Thenessa Mack-Palmer, Interim Human Services Manager
Suzanne Richards, EnVision Center Coordinator
Uriel Huerta, Youth Services Specialist
Michael Vega, Outreach Coordinator
Alexandra Thurston, Administrative Assistant

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Sonia Singleton, Assistant Director

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Introduction of Uriel Huerta, newly hired Youth Services Specialist and former Neighborhood Services intern.

IX. Future Agenda Items

Next meeting: November 18, 2021 at 1:30 p.m. at Worth Heights Community Center.

X. Adjourn

Meeting adjourned at 2:49 p.m.

COMMUNITY ACTION PARTNERS (CAP) COUNCIL
Worth Heights Community Center
3551 New York Avenue
Fort Worth, TX 76110
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Jesse Taylor, Representative for Place 2
Jerome Johnson, Representative for Place 3

COUNTY COMMISSIONER

REPRESENTATIVES:

Jeannette Martinez, Representative for Place 5

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LaGina Kissentaner, Place 7
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Jonathan Pride, Place 9
Heather Buen, Place 10

COMMUNITY GROUP REPRESENTATIVES:

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ABSENT:

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Kelly Rodriguez, Representative for Place 4
Nakia Cole, Chair, Place 6
Lisa Martin, Place 13
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Quorum requirements were met.

STAFF:

Sonia Singleton, Assistant Director
Thenessa Mack-Palmer, Interim Human Services
Manager
Uriel Huerta, Youth Services Specialist
Michael Vega, Outreach Coordinator
Alexandra Thurston, Administrative Assistant

GUESTS:

Detra Whitmore, Trinity Metro
Jennifer Leney, 6 Stones

- I. Call to Order** **Mervil Johnson, CAP Council Vice Chair**
Mervil Johnson, CAP Council Vice Chair, called the meeting to order at 1:50 p.m.
- II. Invocation** **David Johnson, CAP Council Member**
- III. Recitation of the Promise of Community Action**
- IV. Consideration of October 21, 2021 Minutes** **Mervil Johnson, CAP Council Vice Chair**
LaGina Kissentaner made a motion to approve the minutes of October 21, 2021 as presented. Jeanette Martinez seconded the motion. Motion passed unanimously.
- V. Introductions and Presentations**
- a. Trinity Metro Transportation Updates Detra Whitmore, Vice President of Customer Experience
- b. Introduction of proposed new CAP Council member for Place 15 Jennifer Leney
- VI. Information Items from Staff**
- a. Program Review and Updates
- i. Low-Income Household Water Assistance Program Eligibility Guidelines and Updates Thenessa Mack-Palmer, Interim Human Services Manager

Presentation reviewed participation requirements, applicant income guidelines, levels of service, and description of which levels are currently being served.

VII. Action Items

- a. Recommend Acceptance of the Low-Income Household Water Assistance Program (LIHWAP) Grant
Jesse Taylor made a motion to recommend acceptance the Low-Income Household Water Assistance Program (LIHWAP) Grant. David Johnson seconded the motion. Motion passed unanimously.
- b. Recommend Acceptance of Eligibility Criteria for LIHWAP
Carol Brown made a motion to recommend acceptance of Eligibility Criteria for LIHWAP as presented. Jerome Johnson seconded the motion. Motion passed unanimously.

VIII. Report of the Assistant Director

Sonia Singleton, Assistant Director

- a. 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.
- b. 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.
- c. Review of Monthly Performance and Financial Reports for the Weatherization Assistance Program.
Program is no longer accepting applications due to limited funding.

IX. Announcements by Council Members and Staff

- Sonia Singleton - [Home Improvement Seminar](#)
- Mervil Johnson - Health Resource Fair at Johnson Chapel AMEC, November 20, 2021 from 10am to 3pm.
- Carol Brown - [Jingle and Mingle Christmas Party](#)
- David Johnson - [Veterans Coalition of Tarrant County Holiday Mixer](#)

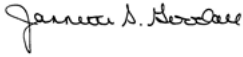
X. Future Agenda Items

Next meeting: December 16, 2021 at 1:30 p.m. at Worth Heights Community Center.

XI. Adjourn

Meeting adjourned at 3:01 p.m.

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 **Friday, December 10, 2021 at 9:30 a.m.** and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.



Community Action Partners (CAP) Council
Worth Heights Community Center
3551 New York Avenue
Fort Worth, TX 76110
Thursday, December 16, 2021
1:30 p.m.

MEETING AGENDA

- I. Call to Order** **Nakia Cole, CAP Council Chair**
- II. Invocation** **CAP Council Member**
- III. Recite the Promise of Community Action**
Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.
- IV. Consideration of November 18, 2021 Minutes** **Nakia Cole, CAP Council Chair**
- V. Special Presentations and Introductions**
1. Presentation of gift to members of the CAP Council
- VI. Information Items from Staff** **Sonia Singleton, Assistant Director**
1. Low-Income Household Water Assistance Program Eligibility Guidelines and Updates
2. Funding Update on the Comprehensive Energy Assistance American Relief Plan Act and Assistance Limits
3. 2022 Meeting Schedule
4. End of Year Operations Schedule
- VII. Discussion Session**
1. Discuss the Recommendation for Jennifer Leney to serve on the Community Action Partners Board for Place 15
- VIII. Action Items**
1. Approve the Recommendation for Jennifer Leney to serve on the Community Action Partners Board for Place 15
- IX. 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. Review of Monthly Performance and Financial Reports for the Comprehensive Energy Assistance Program and Supplemental Funding
3. Review of Monthly Performance and Financial Reports for the Weatherization Assistance Program.
- X. Announcements** **CAP Council Members and Staff**
- XI. Future Agenda Items** **CAP Council Members and Staff**
- XII. Adjourn** **Nakia Cole, CAP Council Chair**

The next regularly scheduled CAP Council meeting will be held on January 20, 2022 at Worth Heights Community Center, 3551 New York Avenue, Fort Worth, TX 76110.

This facility is wheelchair accessible. 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 Comment may be made on any agenda item before or during the body's consideration of the item. Persons who need interpreters will be given at least twice the time as a member of the public who does not require such assistance. At the Chair's discretion, time limits may be reasonably extended.

COMMUNITY ACTION PARTNERS (CAP) COUNCIL
Worth Heights Community Center
3551 New York Avenue
Fort Worth, TX 76110
Thursday, November 18, 2021
1:30 p.m.

MEETING MINUTES

PRESENT:

CITY COUNCIL REPRESENTATIVES:

Jesse Taylor, Representative for Place 2
Jerome Johnson, Representative for Place 3

COUNTY COMMISSIONER

REPRESENTATIVES:

Jeannette Martinez, Representative for Place 5

NEIGHBORHOOD REPRESENTATIVES:

LaGina Kissentaner, Place 7
Carol Brown, Place 8
Jonathan Pride, Place 9
Heather Buen, Place 10

COMMUNITY GROUP REPRESENTATIVES:

Abel Gonzalez, Place 11
Mervil Johnson, Place 12
David Johnson, Place 14

ABSENT:

Roxanne Martinez, Representative for Place 1
Kelly Rodriguez, Representative for Place 4
Nakia Cole, Chair, Place 6
Lisa Martin, Place 13
Scott Sheppard, Place 15

Quorum requirements were met.

STAFF:

Sonia Singleton, Assistant Director
Thenessa Mack-Palmer, Interim Human Services
Manager
Uriel Huerta, Youth Services Specialist
Michael Vega, Outreach Coordinator
Alexandra Thurston, Administrative Assistant

GUESTS:

Detra Whitmore, Trinity Metro
Jennifer Leney, 6 Stones

- I. Call to Order** **Mervil Johnson, CAP Council Vice Chair**
Mervil Johnson, CAP Council Vice Chair, called the meeting to order at 1:50 p.m.
- II. Invocation** **David Johnson, CAP Council Member**
- III. Recitation of the Promise of Community Action**
- IV. Consideration of October 21, 2021 Minutes** **Mervil Johnson, CAP Council Vice Chair**
LaGina Kissentaner made a motion to approve the minutes of October 21, 2021 as presented. Jeanette Martinez seconded the motion. Motion passed unanimously.
- V. Introductions and Presentations**
- a. Trinity Metro Transportation Updates Detra Whitmore, Vice President of Customer Experience
- b. Introduction of proposed new CAP Council member for Place 15 Jennifer Leney
- VI. Information Items from Staff**
- a. Program Review and Updates
- i. Low-Income Household Water Assistance Program Eligibility Guidelines and Updates Thenessa Mack-Palmer, Interim Human Services Manager

Presentation reviewed participation requirements, applicant income guidelines, levels of service, and description of which levels are currently being served.

VII. Action Items

- a. Recommend Acceptance of the Low-Income Household Water Assistance Program (LIHWAP) Grant
Jesse Taylor made a motion to recommend acceptance the Low-Income Household Water Assistance Program (LIHWAP) Grant. David Johnson seconded the motion. Motion passed unanimously.
- b. Recommend Acceptance of Eligibility Criteria for LIHWAP
Carol Brown made a motion to recommend acceptance of Eligibility Criteria for LIHWAP as presented. Jerome Johnson seconded the motion. Motion passed unanimously.

VIII. Report of the Assistant Director

Sonia Singleton, Assistant Director

- a. 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.
- b. 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.
- c. Review of Monthly Performance and Financial Reports for the Weatherization Assistance Program.
Program is no longer accepting applications due to limited funding.

IX. Announcements by Council Members and Staff

- Sonia Singleton - [Home Improvement Seminar](#)
- Mervil Johnson - Health Resource Fair at Johnson Chapel AMEC, November 20, 2021 from 10am to 3pm.
- Carol Brown - [Jingle and Mingle Christmas Party](#)
- David Johnson - [Veterans Coalition of Tarrant County Holiday Mixer](#)

X. Future Agenda Items

Next meeting: December 16, 2021 at 1:30 p.m. at Worth Heights Community Center.

XI. Adjourn

Meeting adjourned at 3:01 p.m.



Community Action Partners (CAP) Council
2022 Meeting Schedule

Third Thursdays at 1:30 p.m.

Thursday, January 20, 2022

Thursday, February 17, 2022

Thursday, March 17, 2022

Thursday, April 21, 2022

Thursday, May 19, 2022

Thursday, June 16, 2022

Thursday, July 21, 2022

Thursday, August 18, 2022

Thursday, September 15, 2022

Thursday, October 20, 2022

Thursday, November 17, 2022

Thursday, December 15, 2022

COMMUNITY ACTION PARTNERS (CAP) COUNCIL
Worth Heights Community Center
3551 New York Avenue
Fort Worth, TX 76110
Thursday, December 16, 2021
1:30 p.m.

MEETING MINUTES

PRESENT:

CITY COUNCIL REPRESENTATIVES:

Roxanne Martinez, Representative for Place 1
Jesse Taylor, Representative for Place 2
Jerome Johnson, Representative for Place 3

COUNTY COMMISSIONER

REPRESENTATIVES:

Jeannette Martinez, Representative for Place 5

NEIGHBORHOOD REPRESENTATIVES:

LaGina Kissentaner-Thomas, Place 7
Carol Brown, Place 8
Jonathan Pride, Place 9

COMMUNITY GROUP REPRESENTATIVES:

Abel Gonzalez, Place 11
Mervil Johnson, Place 12
Lisa Martin, Place 13
David Johnson, Place 14

ABSENT:

Kelly Rodriguez, Representative for Place 4
Nakia Cole, Chair, Place 6
Heather Buen, Place 10
VACANT, Place 15

Quorum requirements were met.

GUESTS:

Jennifer Leney, 6Stones

STAFF:

Sonia Singleton, Assistant Director
Shauna Shepherd, Customer Solutions Analyst
Uriel Huerta, Youth Services Specialist
Michael Vega, Outreach Coordinator
Alexandra Thurston, Administrative Assistant

I. Call to Order

Mervil Johnson, CAP Council Vice Chair, called the meeting to order at 1:44 p.m.

Mervil Johnson, CAP Council Vice Chair

II. Invocation

David Johnson, CAP Council Member

III. Recitation of the Promise of Community Action

IV. Consideration of November 18, 2021 Minutes

LaGina Kissentaner-Thomas made a motion to approve the minutes of November 18, 2021 as presented.
David Johnson seconded the motion. Motion passed unanimously.

Mervil Johnson, CAP Council Vice Chair

V. Special Presentations and Introductions

Presentation of gift to members of the CAP Council

VI. Information Items from Staff

Sonia Singleton, Assistant Director

- a. Low-Income Household Water Assistance Program Eligibility Guidelines and Updates
- b. Funding Update on the Comprehensive Energy Assistance American Relief Plan Act and Assistance Limits
- c. 2022 Meeting Schedule
Meeting dates for calendar year 2022 were reviewed.
- d. End of Year Operations Schedule
The City's holiday closure schedule was reviewed.

VII. Discussion Session

- a. Discuss the Recommendation for Jennifer Leney to serve on the Community Action Partners Board for Place 15
Board members reviewed and discussed prospective CAP Council member’s background and potential contributions to the board.

VIII. Action Items

- a. Approve the Recommendation for Jennifer Leney to serve on the Community Action Partners Board for Place 15
Carol Brown made a motion to approve the recommendation for Jennifer Leney to serve on the Community Action Partners Board for Place 15. Jerome Johnson seconded the motion. Motion passed unanimously.

IX. Report of the Assistant Director

Sonia Singleton, Assistant Director

- a. 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.
- b. 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.
- c. Review of Monthly Performance and Financial Reports for the Weatherization Assistance Program. Program is no longer accepting applications due to limited funding.

X. Announcements by Council Members and Staff

- Shauna Shepherd – Summary of Home Improvement Seminar
- Carol Brown - [Jingle and Mingle Christmas Party](#)

XI. Future Agenda Items

Next meeting: January 20, 2022 at 1:30 p.m. at Worth Heights Community Center.

XII. Adjourn

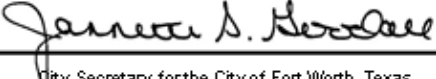
Meeting adjourned at 2:31 p.m.

Community Action Partners (CAP) Council
Worth Heights Community Center
3551 New York Avenue
Fort Worth, TX 76110
Thursday, January 27, 2022
1:30 p.m.

MEETING AGENDA

- I. Call to Order** **Nakia Cole, CAP Council Chair**
- II. Invocation** **CAP Council Member**
- III. Recite the Promise of Community Action**
Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.
- IV. Consideration of December 16, 2021 Minutes** **Nakia Cole, CAP Council Chair**
- V. Information Items from Staff**
 - 1. Organizational Updates Sonia Singleton
 - 2. Update on the Low-Income Household Water Assistance Program Thenessa Mack-Palmer
 - 3. Update on the Emergency Rental Assistance Program Terrance Jones
 - 4. Volunteer Income Tax Assistance Program Sonia Singleton
- VI. 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. Review of Monthly Performance and Financial Reports for the Comprehensive Energy Assistance Program and Supplemental Funding
 - 3. Review of Monthly Performance and Financial Reports for the Weatherization Assistance Program.
- VII. Announcements** **CAP Council Members and Staff**
- VIII. Future Agenda Items** **CAP Council Members and Staff**
- IX. Adjourn** **Nakia Cole, CAP Council Chair**

The next regularly scheduled CAP Council meeting will be held on February 17, 2022 at Worth Heights Community Center, 3551 New York Avenue, Fort Worth, TX 76110.

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 <u>Monday, January 24, 2022 at 11:00 a.m.</u> 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
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This facility is wheelchair accessible. 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 Comment may be made on any agenda item before or during the body’s consideration of the item. Persons who need interpreters will be given at least twice the time as a member of the public who does not require such assistance. At the Chair’s discretion, time limits may be reasonably extended.

COMMUNITY ACTION PARTNERS (CAP) COUNCIL
Worth Heights Community Center
3551 New York Avenue
Fort Worth, TX 76110
Thursday, December 16, 2021
1:30 p.m.

MEETING MINUTES

PRESENT:

CITY COUNCIL REPRESENTATIVES:

Roxanne Martinez, Representative for Place 1
Jesse Taylor, Representative for Place 2
Jerome Johnson, Representative for Place 3

COUNTY COMMISSIONER

REPRESENTATIVES:

Jeannette Martinez, Representative for Place 5

NEIGHBORHOOD REPRESENTATIVES:

LaGina Kissentaner-Thomas, Place 7
Carol Brown, Place 8
Jonathan Pride, Place 9

COMMUNITY GROUP REPRESENTATIVES:

Abel Gonzalez, Place 11
Mervil Johnson, Place 12
Lisa Martin, Place 13
David Johnson, Place 14

ABSENT:

Kelly Rodriguez, Representative for Place 4
Nakia Cole, Chair, Place 6
Heather Buen, Place 10
VACANT, Place 15

Quorum requirements were met.

GUESTS:

Jennifer Leney, 6Stones

STAFF:

Sonia Singleton, Assistant Director
Shauna Shepherd, Customer Solutions Analyst
Uriel Huerta, Youth Services Specialist
Michael Vega, Outreach Coordinator
Alexandra Thurston, Administrative Assistant

- I. Call to Order** **Mervil Johnson, CAP Council Vice Chair**
Mervil Johnson, CAP Council Vice Chair, called the meeting to order at 1:44 p.m.
- II. Invocation** **David Johnson, CAP Council Member**
- III. Recitation of the Promise of Community Action**
- IV. Consideration of November 18, 2021 Minutes** **Mervil Johnson, CAP Council Vice Chair**
LaGina Kissentaner-Thomas made a motion to approve the minutes of November 18, 2021 as presented.
David Johnson seconded the motion. Motion passed unanimously.
- V. Special Presentations and Introductions**
Presentation of gift to members of the CAP Council
- VI. Information Items from Staff** **Sonia Singleton, Assistant Director**
- a. Low-Income Household Water Assistance Program Eligibility Guidelines and Updates
 - b. Funding Update on the Comprehensive Energy Assistance American Relief Plan Act and Assistance Limits
 - c. 2022 Meeting Schedule
Meeting dates for calendar year 2022 were reviewed.
 - d. End of Year Operations Schedule
The City's holiday closure schedule was reviewed.

VII. Discussion Session

- a. Discuss the Recommendation for Jennifer Leney to serve on the Community Action Partners Board for Place 15
Board members reviewed and discussed prospective CAP Council member’s background and potential contributions to the board.

VIII. Action Items

- a. Approve the Recommendation for Jennifer Leney to serve on the Community Action Partners Board for Place 15
Carol Brown made a motion to approve the recommendation for Jennifer Leney to serve on the Community Action Partners Board for Place 15. Jerome Johnson seconded the motion. Motion passed unanimously.

IX. Report of the Assistant Director

Sonia Singleton, Assistant Director

- a. 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.
- b. 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.
- c. Review of Monthly Performance and Financial Reports for the Weatherization Assistance Program. Program is no longer accepting applications due to limited funding.

X. Announcements by Council Members and Staff

- Shauna Shepherd – Summary of Home Improvement Seminar
- Carol Brown - [Jingle and Mingle Christmas Party](#)

XI. Future Agenda Items

Next meeting: January 20, 2022 at 1:30 p.m. at Worth Heights Community Center.

XII. Adjourn

Meeting adjourned at 2:31 p.m.

COMMUNITY ACTION PARTNERS (CAP) COUNCIL
Worth Heights Community Center
3551 New York Avenue
Fort Worth, TX 76110
Thursday, January 27, 2022
1:30 p.m.

MEETING MINUTES

PRESENT:

CITY COUNCIL REPRESENTATIVES:

Jesse Taylor, Representative for Place 2

COUNTY COMMISSIONER

REPRESENTATIVES:

Leon Polk, Representative for Place 5

NEIGHBORHOOD REPRESENTATIVES:

Nakia Cole, Chair, Place 6

LaGina Kissentaner-Thomas, Place 7

Heather Buen, Place 10

COMMUNITY GROUP REPRESENTATIVES:

Mervil Johnson, Place 12

David Johnson, Place 14

Jennifer Leney, Place 15

ABSENT:

Roxanne Martinez, Representative for Place 1

Jerome Johnson, Representative for Place 3

Kelly Rodriguez, Representative for Place 4

Carol Brown, Place 8

Jonathan Pride, Place 9

Abel Gonzalez, Place 11

Lisa Martin, Place 13

Quorum requirements were met.

STAFF:

Sonia Singleton, Assistant Director

Sharon Burkley, Senior Planner

Shauna Shepherd, Customer Solutions Analyst

Michael Vega, Outreach Coordinator

Alexandra Thurston, Administrative Assistant

- I. Call to Order** **Nakia Cole, CAP Council Chair**
Nakia Cole, CAP Council Chair, called the meeting to order at 1:45 p.m.
- II. Invocation** **David Johnson, CAP Council Member**
- III. Recitation of the Promise of Community Action**
- IV. Consideration of December 16, 2021 Minutes** **Nakia Cole, CAP Council Chair**
LaGina Kissentaner-Thomas made a motion to approve the minutes of December 16, 2021 as presented.
David Johnson seconded the motion. Motion passed unanimously.
- V. Information Items from Staff** **Sonia Singleton, Assistant Director**
- a. Organizational Updates
Two new Human Service Managers have been hired: Thenessa Mack-Palmer and Deborah Gray.
 - b. Update on the Low-Income Household Water Assistance Program
The state has not yet sent out contracts to begin the program. A total of three municipal vendor agreements have been signed, but outreach to other municipalities continues.
 - c. Update on the Emergency Rental Assistance Program
Funding is still available for residents of the City of Fort Worth. Households with eviction notices, court dates, or pending eviction are prioritized.
 - d. Volunteer Income Tax Assistance Program
VITA has begun, with a total of eight locations. Maximum household income has been increased to \$60,000. Three locations (Martin Luther King Community Center, Southside Community Center, and Community Enrichment Center) are available for on-site preparation. The remaining locations accept

drop-off applications only. Appointments are required for all locations. Details about the program can be found at www.fortworthtexas.gov/VITA.

CAP's vision has been to combine as many wealth-building programs as possible. Shauna Shepherd, Customer Solutions Analyst, oversees the financial empowerment programs, including the upcoming EITC Awareness Day workshop scheduled for January 28, 2022. Financial coaching sessions will be offered by [Pathfinders](#) in Spanish at North Tri-Ethnic Community Center weekly on Tuesdays at 6pm in February that include the opportunity for a savings match of up to \$200 if all sessions are attended. [More Than Budgets](#) (offered in English) begins on Thursdays at 6pm starting February 17th at McDonald YMCA, with an opportunity for a savings match that is increased upon meeting with a financial coach.

VI. Report of the Assistant Director **Sonia Singleton, Assistant Director**

- a. 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.
- b. 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.
- c. Review of Monthly Performance and Financial Reports for the Weatherization Assistance Program.
Program is no longer accepting applications due to limited funding.

VII. Announcements by Council Members and Staff

Leon Polk:

- [Prostate Cancer Screening Event](#) on February 12, 2022
- [Hope for Tomorrow](#) annual Black/African American Caregiver Seminar on February 26, 2022

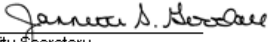
VIII. Future Agenda Items

Next meeting: February 17, 2022 at 1:30 p.m. at Worth Heights Community Center.

IX. Adjourn

Meeting adjourned at 2:31 p.m.

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 **Thursday, February 10, 2022 at 3:00 p.m.** and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.


City Secretary
City of Fort Worth, Texas

Community Action Partners (CAP) Council
Worth Heights Community Center
3551 New York Avenue
Fort Worth, TX 76110
Thursday, February 17, 2022
1:30 p.m.

MEETING AGENDA

- I. Call to Order** **Nakia Cole, CAP Council Chair**
- II. Invocation** **CAP Council Member**
- III. Recite the Promise of Community Action**
Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.
- IV. Consideration of January 27, 2022 Minutes** **Nakia Cole, CAP Council Chair**
- V. Information Items from Staff**
- | | | |
|----|---|----------------------|
| A. | CDBG Non-Profit and Social Services Proposals Update | Sharon Burkley |
| B. | Update on the Low-Income Household Water Assistance Program | Thenessa Mack-Palmer |
| C. | Volunteer Income Tax Assistance Program Update | Sonia Singleton |
| D. | Discuss Preparation for a CAP Council Retreat | Sonia Singleton |
- VI. Action Items**
- | | | |
|----|---|------------------------------------|
| A. | Swear in Newly Appointed CAP Council Member
Jennifer Leney, Place 15 | Michael Vega, Outreach Coordinator |
|----|---|------------------------------------|
- VII. Report of the Assistant Director** **Sonia Singleton, Assistant Director**
- | | |
|----|---|
| A. | Review of Monthly Performance and Financial Reports for the Community Services Block Grant Program and Other Community Services Block Grant Initiatives |
| B. | Review of Monthly Performance and Financial Reports for the Comprehensive Energy Assistance Program and Supplemental Funding |
| C. | Review of Monthly Performance and Financial Reports for the Weatherization Assistance Program. |
- VIII. Announcements** **CAP Council Members and Staff**
- IX. Future Agenda Items** **CAP Council Members and Staff**
- X. Adjourn** **Nakia Cole, CAP Council Chair**

The next regularly scheduled CAP Council meeting will be held on March 17, 2022 at Worth Heights Community Center, 3551 New York Avenue, Fort Worth, TX 76110.

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Public Comment may be made on any agenda item before or during the body's consideration of the item. Persons who need interpreters will be given at least twice the time as a member of the public who does not require such assistance. At the Chair's discretion, time limits may be reasonably extended.

COMMUNITY ACTION PARTNERS (CAP) COUNCIL
Worth Heights Community Center
3551 New York Avenue
Fort Worth, TX 76110
Thursday, January 27, 2022
1:30 p.m.

MEETING MINUTES

PRESENT:

CITY COUNCIL REPRESENTATIVES:

Jesse Taylor, Representative for Place 2

COUNTY COMMISSIONER

REPRESENTATIVES:

Leon Polk, Representative for Place 5

NEIGHBORHOOD REPRESENTATIVES:

Nakia Cole, Chair, Place 6

LaGina Kissentaner-Thomas, Place 7

Heather Buen, Place 10

COMMUNITY GROUP REPRESENTATIVES:

Mervil Johnson, Place 12

David Johnson, Place 14

Jennifer Leney, Place 15

ABSENT:

Roxanne Martinez, Representative for Place 1

Jerome Johnson, Representative for Place 3

Kelly Rodriguez, Representative for Place 4

Carol Brown, Place 8

Jonathan Pride, Place 9

Abel Gonzalez, Place 11

Lisa Martin, Place 13

Quorum requirements were met.

STAFF:

Sonia Singleton, Assistant Director

Sharon Burkley, Senior Planner

Shauna Shepherd, Customer Solutions Analyst

Michael Vega, Outreach Coordinator

Alexandra Thurston, Administrative Assistant

I. Call to Order

Nakia Cole, CAP Council Chair

Nakia Cole, CAP Council Chair, called the meeting to order at 1:45 p.m.

II. Invocation

David Johnson, CAP Council Member

III. Recitation of the Promise of Community Action

IV. Consideration of December 16, 2021 Minutes

Nakia Cole, CAP Council Chair

LaGina Kissentaner-Thomas made a motion to approve the minutes of December 16, 2021 as presented.

David Johnson seconded the motion. Motion passed unanimously.

V. Information Items from Staff

Sonia Singleton, Assistant Director

a. Organizational Updates

Two new Human Service Managers have been hired: Thenessa Mack-Palmer and Deborah Gray.

b. Update on the Low-Income Household Water Assistance Program

The state has not yet sent out contracts to begin the program. A total of three municipal vendor agreements have been signed, but outreach to other municipalities continues.

c. Update on the Emergency Rental Assistance Program

Funding is still available for residents of the City of Fort Worth. Households with eviction notices, court dates, or pending eviction are prioritized.

d. Volunteer Income Tax Assistance Program

VITA has begun, with a total of eight locations. Maximum household income has been increased to \$60,000. Three locations (Martin Luther King Community Center, Southside Community Center, and Community Enrichment Center) are available for on-site preparation. The remaining locations accept

drop-off applications only. Appointments are required for all locations. Details about the program can be found at www.fortworthtexas.gov/VITA.

CAP's vision has been to combine as many wealth-building programs as possible. Shauna Shepherd, Customer Solutions Analyst, oversees the financial empowerment programs, including the upcoming EITC Awareness Day workshop scheduled for January 28, 2022. Financial coaching sessions will be offered by [Pathfinders](#) in Spanish at North Tri-Ethnic Community Center weekly on Tuesdays at 6pm in February that include the opportunity for a savings match of up to \$200 if all sessions are attended. [More Than Budgets](#) (offered in English) begins on Thursdays at 6pm starting February 17th at McDonald YMCA, with an opportunity for a savings match that is increased upon meeting with a financial coach.

VI. Report of the Assistant Director **Sonia Singleton, Assistant Director**

- a. 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.
- b. 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.
- c. Review of Monthly Performance and Financial Reports for the Weatherization Assistance Program.
Program is no longer accepting applications due to limited funding.

VII. Announcements by Council Members and Staff

Leon Polk:

- [Prostate Cancer Screening Event](#) on February 12, 2022
- [Hope for Tomorrow](#) annual Black/African American Caregiver Seminar on February 26, 2022

VIII. Future Agenda Items

Next meeting: February 17, 2022 at 1:30 p.m. at Worth Heights Community Center.

IX. Adjourn

Meeting adjourned at 2:31 p.m.

COMMUNITY ACTION PARTNERS (CAP) COUNCIL
Worth Heights Community Center
3551 New York Avenue
Fort Worth, TX 76110
Thursday, February 17, 2022
1:30 p.m.

MEETING MINUTES

PRESENT:

CITY COUNCIL REPRESENTATIVES:
Roxanne Martinez, Representative for Place 1

COUNTY COMMISSIONER REPRESENTATIVES:
Kelly Rodriguez, Representative for Place 4
Jeanette Martinez, Representative for Place 5

NEIGHBORHOOD REPRESENTATIVES:
Nakia Cole, Chair, Place 6
Carol Brown, Place 8
Jonathan Pride, Place 9
Heather Buen, Place 10

COMMUNITY GROUP REPRESENTATIVES:
Abel Gonzalez, Place 11
Mervil Johnson, Place 12
David Johnson, Place 14
Jennifer Leney, Place 15

ABSENT:

Jesse Taylor, Representative for Place 2
Jerome Johnson, Representative for Place 3
LaGina Kissentaner-Thomas, Place 7
Lisa Martin, Place 13

Quorum requirements were met.

STAFF:

Sonia Singleton, Assistant Director
Sharon Burkley, Senior Planner
Deborah Gray, Human Services Manager
Michael Vega, Outreach Coordinator
Alexandra Thurston, Administrative Assistant

- I. Call to Order** **Nakia Cole, CAP Council Chair**
Nakia Cole, CAP Council Chair, called the meeting to order at 1:35 p.m.
- II. Invocation** **David Johnson, CAP Council Member**
- III. Recitation of the Promise of Community Action**
- IV. Consideration of January 27, 2022 Minutes** **Nakia Cole, CAP Council Chair**
Heather Buen made a motion to approve the minutes of January 27, 2022 as presented. Jeanette Martinez seconded the motion. Motion passed unanimously.
- V. Information Items from Staff**
- a. CDBG Non-Profit and Social Services Proposals Update Sharon Burkley
 - b. Update on the Low-Income Household Water Assistance Program Sonia Singleton
 - c. Volunteer Income Tax Assistance Program Update Sonia Singleton
The program has begun for the 2022 tax season. Staffing goals have not yet been met, which ll
 - d. Discuss Preparation for a CAP Council Retreat Sonia Singleton
The Board decided to conduct a retreat on the date of the April meeting from 10am to 2pm. Suggested items include:
 - Team building activities
 - Expanding awareness of programs
 - Call to action between meetings
 - Subcommittee(s)

I. Action Items

- A. Swear in Newly Appointed CAP Council Member
Jennifer Leney, Place 15

Alexandra Thurston

VI. Report of the Assistant Director

Sonia Singleton, Assistant Director

- a. 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.
- b. 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.
- c. Review of Monthly Performance and Financial Reports for the Weatherization Assistance Program.
Program is no longer accepting applications due to limited funding.

VII. Announcements by Council Members and Staff

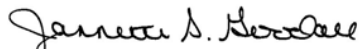
VIII. Future Agenda Items

Next meeting: March 17, 2022 at 1:30 p.m. at Martin Luther King Jr. Community Center.

IX. Adjourn

Meeting adjourned at 2:23 p.m.

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, March 14, 2022 at 5:00 p.m.** and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.



City Secretary
City of Fort Worth, Texas

Community Action Partners (CAP) Council
Martin Luther King Jr. Community Center
5565 Truman Drive
Fort Worth, TX 76112
Thursday, March 17, 2022
1:30 p.m.

MEETING AGENDA

I. Call to Order

Nakia Cole, CAP Council Chair

II. Invocation

CAP Council Member

III. Recite the Promise of Community Action

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

IV. Consideration of February 17, 2022 Minutes

Nakia Cole, CAP Council Chair

V. Information Items from Staff

- A. Discuss Agenda for CAP Council Board Retreat April 21
- B. Discuss Community Action Partners Bylaws and Proposed Changes
 1. Democratic Selection Process for Low-Income Board Members
 2. Discuss Terms for Board Members
- C. Review and Discuss Policies for Organizational Standards
 1. Standard 1.3: Customer Satisfaction Data
 2. Standard 7.7: Whistleblower Policy
- D. Discuss Community Action Month planning

VI. Report of the Assistant Director

Sonia Singleton, Assistant Director

- A. Review of Monthly Performance and Financial Reports for the Community Services Block Grant Program and Other Community Services Block Grant Initiatives
- B. Review of Monthly Performance and Financial Reports for the Comprehensive Energy Assistance Program and Supplemental Funding
- C. Review of Monthly Performance and Financial Reports for the Weatherization Assistance Program.

VII. Announcements

CAP Council Members and Staff

VIII. Future Agenda Items

CAP Council Members and Staff

IX. Adjourn

Nakia Cole, CAP Council Chair

The next regularly scheduled CAP Council meeting will be held on April 21, 2022.

This facility is wheelchair accessible. 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 Comment may be made on any agenda item before or during the body's consideration of the item. Persons who need interpreters will be given at least twice the time as a member of the public who does not require such assistance. At the Chair's discretion, time limits may be reasonably extended.

COMMUNITY ACTION PARTNERS (CAP) COUNCIL
Worth Heights Community Center
3551 New York Avenue
Fort Worth, TX 76110
Thursday, January 27, 2022
1:30 p.m.

MEETING MINUTES

PRESENT:

CITY COUNCIL REPRESENTATIVES:
Roxanne Martinez, Representative for Place 1

COUNTY COMMISSIONER REPRESENTATIVES:
Kelly Rodriguez, Representative for Place 4
Jeanette Martinez, Representative for Place 5

NEIGHBORHOOD REPRESENTATIVES:
Nakia Cole, Chair, Place 6
Carol Brown, Place 8
Jonathan Pride, Place 9
Heather Buen, Place 10

COMMUNITY GROUP REPRESENTATIVES:
Abel Gonzalez, Place 11
Mervil Johnson, Place 12
David Johnson, Place 14
Jennifer Leney, Place 15

ABSENT:

Jesse Taylor, Representative for Place 2
Jerome Johnson, Representative for Place 3
LaGina Kissentaner-Thomas, Place 7
Lisa Martin, Place 13

Quorum requirements were met.

STAFF:

Sonia Singleton, Assistant Director
Sharon Burkley, Senior Planner
Deborah Gray, Human Services Manager
Michael Vega, Outreach Coordinator
Alexandra Thurston, Administrative Assistant

- I. Call to Order** **Nakia Cole, CAP Council Chair**
Nakia Cole, CAP Council Chair, called the meeting to order at 1:35 p.m.
- II. Invocation** **David Johnson, CAP Council Member**
- III. Recitation of the Promise of Community Action**
- IV. Consideration of January 27, 2022 Minutes** **Nakia Cole, CAP Council Chair**
Heather Buen made a motion to approve the minutes of January 27, 2022 as presented. Jeanette Martinez seconded the motion. Motion passed unanimously.
- V. Information Items from Staff**
- a. CDBG Non-Profit and Social Services Proposals Update Sharon Burkley
 - b. Update on the Low-Income Household Water Assistance Program Sonia Singleton
 - c. Volunteer Income Tax Assistance Program Update Sonia Singleton
The program has begun for the 2022 tax season. Staffing goals have not yet been met, which ll
 - d. Discuss Preparation for a CAP Council Retreat Sonia Singleton
The Board decided to conduct a retreat on the date of the April meeting from 10am to 2pm. Suggested items include:
 - Team building activities
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 - Subcommittee(s)

I. Action Items

- A. Swear in Newly Appointed CAP Council Member
Jennifer Leney, Place 15

Alexandra Thurston

VI. Report of the Assistant Director

Sonia Singleton, Assistant Director

- a. Review of Monthly Performance and Financial Reports for the Community Services Block Grant Program and Other Community Services Block Grant Initiatives
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Program is no longer accepting applications due to limited funding.

VII. Announcements by Council Members and Staff

VIII. Future Agenda Items

Next meeting: March 17, 2022 at 1:30 p.m. at Martin Luther King Jr. Community Center.

IX. Adjourn

Meeting adjourned at 2:23 p.m.



Community Action Partners Client Feedback

Please complete this brief survey to help us better understand how to serve you and improve your experience!

[Sign in to Google](#) to save your progress. [Learn more](#)

* **Required**

What was the purpose of your visit?

- Apply for help with your utility bill
- Apply for help with your rent / mortgage
- Apply for help with career & employment (CAPWorks)
- Apply for help with your water bill (Fort Worth residents)
- Apply for enrolling in Rising Stars Youth Leadership Academy
- Apply for assistance with Veteran Services
- Apply for assistance with taxes (Volunteer Income Tax Assistance - VITA)
- Apply for Families in Transition
- Apply for Smart Flush Toilet Program
- Apply for Weatherization Services
- Apply for assistance in the Silver Stars Senior Program
- Apply for assistance in the Cowboy Santas Program
- Other: _____



What center did you visit? *

- Andrew "Doc" Session Community Center
- Como Community Center
- Martin Luther King Community Center
- North Tri-Ethnic Community Center
- Northside Community Center
- Southside Community Center
- Worth Heights Community Center
- Arlington CAP Center

What is your zip code? *

Your answer _____

Your Age Group *

- 18-24
- 25-35
- 36-45
- 46-55
- 56-65
- Over 66



Were you able to be assisted at a time that was convenient for you?

Yes

No

Other: _____

Was the staff friendly? *

Yes

No

Other: _____

Did the staff make you feel welcome? *

Yes

No

Other: _____

Were there services you were offered that you did not know about? *

Yes

No

Other: _____



Were you able to ask questions? *

Yes

No

Other: _____

Do you feel you received assistance during your visit?

Yes

No

Other: _____

Are there any services that they were not able to assist you with? *

Your answer

How did you hear about Fort Worth Community Action Partners? *

Website (Fort Worth)

Social Media (Facebook, Twitter)

Community center

Area Agency


Family or friend

Other: _____



I would recommend Fort Worth Community Action Partners to others...

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Strongly Agree

 Page 1 of 1

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Google Forms



Martin Luther King Jr. Community Center

Originally called the “Stop Six Multi-Purpose Center”, Martin Luther King Jr. Community Center was built in 1973, and provides recreational, educational, and athletic programs for youth and adults of all ages. The center encompasses 23,500 square feet and features: a community room, activity room, learning center, computer lab, gymnasium, and a park that contains a playground, tennis court, basketball court, and a lit multi-use softball field.



Two of the center’s most successful programs are the **FW@6 Program** and **CAP (Community Action Partners)**. FW@6 actively provides and facilitates structured social, educational and recreational activities for youth and young adults throughout the year, with the goal of building positive self-fulfillment, self-esteem and improving their well-being. CAP provides comprehensive social services to economically disadvantaged members of the community, their families and the elderly. CAP programs teach residents to become financially independent, which reduces their reliance on social services. The center also provides programming for children, which includes after school, summer day camp, intercession camps, recreation, educational, fitness, sports and feeding programs. Senior adults are provided fitness, trips, leisure activities, classes (computer, nutrition, health, financial, etc.) arts & crafts and sewing.

Meet our Staff

Coordinator: Paula Jackson

Senior Recreation Programmer-FW@6: vacant

Recreation Programmers: Kayren Davis

Recreation Programmer - FW@6: Christian Bell

Center Aide: Vickie Butler

Center Aide: vacant

Custodian: Louis Saldivar

Human Services Specialist – Community Action Partners: Kristi Anderson

Office Assistant: Beatrice Harris – Community Action Partners

Martin Luther King Jr. Community Center

5565 Truman Dr.

Fort Worth, TX 76112

Phone: 817-392-5966

Monday: 8 a.m.-6 p.m.

Tuesday-Thursday: 8 a.m.- 8 p.m.

Friday: 8 a.m. - 8 p.m.

Saturday: Noon - 8 p.m.

COMMUNITY ACTION PARTNERS (CAP) COUNCIL
Martin Luther King Community Center
5565 Truman Drive
Fort Worth, TX 76112
Thursday, March 17, 2022
1:30 p.m.

MEETING MINUTES

PRESENT:

CITY COUNCIL REPRESENTATIVES:

Roxanne Martinez, Representative for Place 1
Jesse Taylor, Representative for Place 2

COUNTY COMMISSIONER

REPRESENTATIVES:

Leon Polk, Representative for Place 5

NEIGHBORHOOD REPRESENTATIVES:

LaGina Kissentaner-Thomas, Place 7
Carol Brown, Place 8
Heather Buen, Place 10

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Abel Gonzalez, Place 11
Mervil Johnson, Place 12
Lisa Martin, Place 13
Jennifer Leney, Place 15

ABSENT:

Jerome Johnson, Representative for Place 3
Kelly Rodriguez, Representative for Place 4
Nakia Cole, Chair, Place 6
Jonathan Pride, Place 9
David Johnson, Place 14

Quorum requirements were met.

STAFF:

Sonia Singleton, Assistant Director
Sharon Burkley, Senior Planner
Paula Jackson, Community Center Coordinator
Thenessa Mack-Palmer, Human Services Manager
Deborah Gray, Human Services Manager
Michael Vega, Outreach Coordinator
Alexandra Thurston, Administrative Assistant

- I. Call to Order** **Mervil Johnson, CAP Council Vice Chair**
Mervil Johnson, CAP Council Vice Chair, called the meeting to order at 1:35 p.m.
- II. Invocation** **Carol Brown, CAP Council Member**
- III. Recitation of the Promise of Community Action**
- IV. Consideration of February 17, 2022 Minutes** **Mervil Johnson, CAP Council Vice Chair**
LaGina Kissentaner-Thomas made a motion to approve the minutes of February 17, 2022 as presented.
Jennifer Leney seconded the motion. Motion passed unanimously.
- V. Information Items from Staff**
- a. Discuss Agenda for CAP Council Retreat April 21 Sonia Singleton
The Board will conduct a retreat on the date of the April meeting from 10am to 2pm. Suggested items included:
- Presentation by Neighborhood Services Department Director Victor Turner
 - Needs Assessment
 - Strategic Plan
 - CAP Plan
 - Team building activities
- Potential locations discussed included:
- Martin Luther King Community Center
 - Camp Carter
 - Trinity Habitat
- Staff will make final location selection.

- b. Discuss Community Action Partners Council Bylaws and Proposed Changes Sonia Singleton
1. Democratic Selection Process for Low-Income Board Members
The City of Fort Worth will be increasing the number of City Council districts from nine to eleven. This change will not result in a change to the number of seats in the Community Action Partners Council.

Historically, City Council districts represented in the CAP Council has been fixed. Moving forward, representation will rotate throughout different districts.

2. Discuss Terms for Board Members
CAP staff will be working with the City Attorney's Office to clarify the wording of Section 2 paragraph A of the CAP Council Bylaws regarding the terms of representatives of elected officials.

- c. Review and Discuss Policies for Organizational Standards Sonia Singleton

1. Standard 1.3: Customer Satisfaction Data
The existing Customer Satisfaction survey was reviewed. Discussion included:

- Methods of access and collection
- Usability
- Shortening while retaining key feedback
- Updating to reflect current business model

2. Standard 7.7: Whistleblower Policy

The Whistleblower Policy section of the City of Fort Worth Personnel Rules and Regulations revised March 2021 was provided to the Board and reviewed. Board members signed acknowledgements indicating that they received the policy, read and understand it, and agree to abide by it. Copies of the acknowledgements were filed.

- d. Discuss Community Action Month Planning Sonia Singleton

Annually, the month of May is designated as Community Action Month (CAM) - an opportunity for Community Action agencies to share their stories, promote their work, emphasize their impact, and shout their successes. Some of the ideas for this year's celebration include:

- Community Partner Awards/Recognition
- Social media using National CAP materials
- History and highlights sent to staff throughout the month
- Facebook Live broadcast
- Virtual tour of CAP locations
- Client success stories
- CAP Center Open House/Blitz events

VI. Report of the Assistant Director Sonia Singleton, Assistant Director

- a. Review of Monthly Performance and Financial Reports for the Community Services Block Grant Program and Other Community Services Block Grant Initiatives
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- c. Review of Monthly Performance and Financial Reports for the Weatherization Assistance Program.
Program is no longer accepting applications due to limited funding.

VII. Announcements by Council Members and Staff

- Sharon Burkley: Community Development week is April 11 – April 15, 2022. Further communication will be forthcoming.
- Michael Vega: The Community Action Partners website has been updated to include the Financial Compass program and the Envision Center.
- Mervil Johnson: Workforce Solutions will be co-hosting the 2022 Arlington Area Job Fair March 23, 2022, from 10:00 a.m. to 2:00 p.m. at Rush Creek Church.
- Jennifer Leney: Catholic Charities will be hosting the Women’s Empow[her] ment Summit on April 28, 2022.

VIII. Future Agenda Items

Next meeting: Board retreat April 21, 2022 at 10:00 a.m.

IX. Adjourn

Meeting adjourned at 2:56 p.m.

DRAFT