



**To the Mayor and Members of the City Council**

**August 6, 2024**

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**SUBJECT: REALLOCATION OF UNPROGRAMMED FEDERAL GRANT FUNDS  
IN THE AMOUNT OF \$250,000 FOR ELDERLY AND HOMELESS  
SERVICES AND SPECIAL NEEDS SUPPORT**

The purpose of this Informal Report (IR) is to provide an update on a substantial amendment to the 2019-2020 Annual Action plan in regards to the use of funding received from the U.S. Department of Housing and Urban Development (HUD) under the Coronavirus, Aid, Relief, and Economic Security (CARES) Act Community Development Block Grant (CDBG-CV/CV3) program.

The CARES Act was signed into law on March 27, 2020, to respond to the many impacts of the COVID-19 public health emergency. The CARES Act included provisions to help local governments prevent, prepare for and respond to the coronavirus, including providing for additional allocations of formula grant funds under the Community Development Block Grant (CDBG) program. The City was notified by United States Department of Housing and Urban Development (HUD) on April 9, 2020, of its initial award of \$4,360,291.00 in CDBG-CV funds. These funds were subsequently awarded to eligible activities and programs through Mayor and Council Communication (M&C 20-0330 and M&C 20-047) in May and June of 2020. The City was notified on September 11, 2020, of the award of its second allocation of CDBG funds, known as CDBG-CV3, in the amount of \$5,468,206.00. All funds must be used to prevent, prepare for, and respond to the coronavirus. The Fort Worth City Council subsequently awarded these funds to local nonprofit organizations providing a variety of needed services to eligible populations.

The initial Action Plan was approved by City Council on August 6, 2019.

Additional funding has been made available through unprogrammed funding previously allocated to administration totaling \$250,000.00. It is recommended that the additional funding be reallocated to Public Service Agencies (PSA's) through a competitive Request for Proposal (RFP) process to address the following priorities:

- Elderly Services/Aging In Place
- Homeless Services and Special Needs Support

Due to the funding source, PSAs interested in participating in this process will be required to explain how their proposed service activities are connected to the COVID-19 public health emergency. Additionally, PSAs who were not awarded funding under the CDBG program through the 2024-2025 Annual Action Plan would be eligible to submit applications for this RFP.

The deadline for expenditure of CDBG-CV funds is July 13, 2026 and the deadline for expenditures of CDBG-CV3 funds is October 1, 2026.

The substantial amendment being requested for approval is shown below:

**Funds From:**

Action Plan Year(s)	Program	Funding Source	Amount
2019-2020	Unprogrammed Funds	CDBG-CV	\$100,873.82
	Unprogrammed Funds	CDBG-CV3	\$149,126.18
			<b>Total: \$250,000.00</b>



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**Funds To:**

Action Plan Year(s)	Program	Funding Source	Amount
2024-2025	Aging in Place/Homeless Services	CDBG-CV	\$100,873.82
	Aging in Place/Homeless Services	CDBG-CV3	\$149,126.18
			<b>Total: \$250,000.00</b>

On May 19, 2020, City Council approved a Substantial Amendment to the City's 2019-20 Action Plan for HUD grant funds stating how CARES Act grant funds were to be used, and amended the Citizen Participation Plan to reduce public comment period for CARES Act funds from thirty days to five days as authorized by the CARES Act (M&C 20-0330). This 5-day public comment period was held from July 22, 2024 through July 26, 2024. Notice of this public comment period was published in the Fort Worth Star Telegram. No comments were received.

An M&C is tentatively scheduled for Tuesday, August 13, 2024 requesting Council approval of this Substantial Amendment to be submitted to HUD for approval, and authorize execution of related contracts as a result of the PSA RFP.

The proposed timeline of events related to this substantial amendment and PSA RFP is listed in the table below.

Schedule of Events	Date
RFP Release Date	September 4, 2024
Deadline for Questions	September 15, 2024
FAQ's posted to website	September 20, 2024
Proposals Due	October 1, 2024
Community Development Council (CDC) Application Presentation	October 2024
Application Review and Scoring	October/November 2024
Funding Recommendations made to the CDC	November 13, 2024
Funding Recommendations to City Council for Approval	December 10, 2024
Contract Execution	January 2025
Proof of Insurance Due	January 2025
Contract Effective Date	January 2025

Please contact the Neighborhood Services Department Interim Director Kacey Bess at 817-392-8187 for additional information.

**David Cooke**  
**City Manager**