



# College Station, TX

**Meeting Agenda**  
**Joint Relief Funding Review Committee**  
**1101 Texas Avenue, College Station, TX 77840**  
**Internet: [www.microsoft.com/microsoft-teams/join-a-meeting](http://www.microsoft.com/microsoft-teams/join-a-meeting)**  
**Meeting ID: 271 724 151 340 894 | Passcode: bf2jn6UU**  
**Phone: 833-240-7855 | Phone Conference: 189 894 226#**

The City Council may or may not attend this meeting.

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<b>April 24, 2026</b>	<b>10:00 AM</b>	<b>1938 Executive Conference Room</b>
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**Notice is hereby given that a quorum of the meeting body will be present in the physical location stated above where citizens may also attend in order to view a member(s) participating by videoconference call as allowed by 551.127, Texas Government Code. The City uses a thirdparty vendor to host the virtual portion of the meeting; if virtual access is unavailable, meeting access and participation will be in-person only.**

- 1. Call meeting to order and consider absence requests.**
- 2. Agenda Items.**
  - 2.1. Consideration, discussion, and possible action to approve meeting minutes.  
**Attachments:** 1. March 26, 2026
  - 2.2. Presentation, discussion, and possible action regarding RFP 26-044 and Committee Review Process.
  - 2.3. Presentation, discussion, and possible action regarding Committee Ranking, Scoring, and Funding Recommendation Process.
  - 2.4. Presentation, discussion, and possible action regarding proposals submitted in response to RFP 26-044 for Community Development Block Grant Public Service Agency Funding and agency site visits.
  - 2.5. Presentation, discussion, and possible action regarding ranking and scoring of proposals submitted in response to RFP 26-044 for Community Development Block Grant Public Service Agency Funding.
  - 2.6. Presentation, discussion, and possible action regarding funding recommendations for proposals in response to RFP 26-044 for Community Development Block Grant Public Service Agency Funding.
  - 2.7. Presentation, discussion, and possible action regarding changes to the Community Development Block Grant Public Service Agency Funding Process for next year.
- 3. Adjourn.**

Adjournment into Executive Session may occur in order to consider any item listed on the agenda if a matter is raised that is appropriate for Executive Session discussion.

I certify that the above Notice of Meeting was posted on the website and at College Station City Hall, 1101 Texas Avenue, College Station, Texas, on April 13, 2026 at 5:00 p.m.



City Secretary

This building 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 asked to contact the City Secretary's Office at (979) 764-3541, TDD at 1-800-735-2989, or email [adaassistance@cstx.gov](mailto:adaassistance@cstx.gov) at least two business days prior to the meeting so that appropriate arrangements can be made. If the City does not receive notification at least two business days prior to the meeting, the City will make a reasonable attempt to provide the necessary accommodations.

**Minutes**  
**CDBG Public Service Agency Funding Review Committee**  
**Public Service Agency Funding for FY2026-2027**  
**March 26, 2026**

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**MEMBERS PRESENT:** Danny Wiseman, Cheletia Johnson, Jordan Faust, Anna Lowary, Carla Robinson, and Shawn Dunham

**MEMBERS ABSENT:** None

**CITY STAFF PRESENT:** Assistant Director of Planning & Development Services Molly Hitchcock, Community Development Administrator David Brower, Community Development Analyst Raney Whitwell, Development Services Administration Manager Bridgette George, and Staff Assistant Jocelyne Mora.

1. Call meeting to order.

Committee Member Wiseman called the meeting to order at 4:30 p.m.

2. **Agenda Items**

- 2.1. Consideration, discussion, and possible action to approve meeting minutes:

- May 19, 2025

**Committee Member Robinson moved to approve the meeting minutes from May 19, 2025, Committee Member Dunham seconded the motion, the motion passed 5-0.**

- 2.2. Presentation, discussion, and possible action regarding the Community Development Block Grant and Public Service Agency Funding.

Community Development Administrator David Brower discussed and presented the Community Development Block Grant Fund (CDBG). Granted funds have been used for Public Service Agency Funding in which applicants must meet certain requirements for approval.

- Must meet National Objective: Low and Moderate Income (LMI), Slum/Blight, Urgent Community Need
- Flexible – Housing, Public Facility, Economic Development
- 5-year Consolidation Plan – Annual Action
- 15% Public Service Agency Funding

Eligible use of funds includes:

Public Service Activities, Employment Services (e.g., job training), Crime Prevention, Public Safety, Childcare, Health Services, Substance Abuse Services (e.g., counseling and treatments), Fair Housing Counseling, Education Programs, Energy Conservation, Services for Senior Citizens, Services for Homeless Persons, Welfare Services (excluding income payments) and Recreational Services.

Funds can cover costs for:

Labor, Supplies, Materials to operate and/or maintain the portion of the public service facility which includes lease, equipment, and other property needed for the public service.

Ineligible use of funds includes:

(Direct) Income Payments and Political Activities.

Agencies that do receive funding are paid quarterly on a reimbursement basis.

Committee Member Wiseman asked what happens if not all funds are expended to a Public Service Agency. Community Development Administrator Brower explained that the funds get rolled back into the Community Development Block Grant Fund which can then be expended to other CDBG projects.

Committee Member Faust requested clarification as to whether a Public Service Agency has underspent their allocated funds. Community Development Administrator Brower confirmed that there have been times when this situation has happened. He further referred to an agency that is not accepting granted funds this year. In this circumstance the committee members can reallocate those funds within the current year without having them rolled over into the next year.

Community Development Administrator Brower discussed that agencies must meet the National Objective by serving people who are at or below 80% of the Area Median Income. Agencies have required documents, such as the intake form, to report on clients served, family size and income. Other requirements are to provide documentation further validating eligibility by the applicant and agency. Mr. Brower continued to present the 15% Funding Available for Public Service Agencies.

- 15% - PSA Cap (\$184,450)
- 15% - Program Income (\$25,650)

- Total: \$210,100
- \$160,100 available for Public Service Agency
- \$50,000 for inside agency programs
  - Crime Victim Assistance \$30,000 – Police Department
  - Lincoln Centers Senior Programs \$20,000 – Parks Department

Committee Member Robinson questioned if inside agencies have always been funded in the past. Community Development Administrator Brower confirmed that these funds have been allocated before to inside agencies such as the Fire Department and the Parks Department.

2.3. Presentation, discussion, and possible action regarding RFP 26-044 and Committee Review Process.

Committee Member Wiseman reviewed the process from last year which he felt helped significantly distribute funds properly. He further discussed with the other committee members.

1. Review Structure
2. Meetings
3. Agency Questions
4. Site Visits

Community Development Administrator Brower presented the six agencies that applied.

- Big Brothers Big Sisters - Mentoring Program
- Catholic Charities – Financial Stability Program
- The Salvation Army – Rent/Utilities Assistance
- Twin City Mission – Family Support – LEAD
- United Way of Brazos Valley – Ride2Health
- Unlimited Potential – Case Management

Committee Member Wiseman asked his fellow committee members if they had any disagreements or concerns towards the review process discussed.

No committee member disagreed with or brought up concerns.

2.4. Presentation, discussion, and possible action regarding future meetings and site visit dates and times.

Committee Member Wiseman informed the other members that they may choose for which program they would specifically like to be a part of a site visit.

Community Development Administrator Brower briefly discussed how the committee members will decide on the length of time they want to read over the applications and return with questions prior to scheduling the site visits.

- April 6 – Questions due to David Brower for PSAs
- April 13 – Site Visits Begin
- April 22-28th - Poll for next meeting

2.5. Presentation, discussion, and possible action regarding Committee Ranking, Scoring, and Funding Recommendation Process.

Committee Member Wiseman and Community Development Administrator Brower went over the ranking and scoring process, what to expect from the applicants' proposals such as their total budgets, how much they are requesting and a breakdown of what the funds will be used for.

2.6. Presentation, discussion, and possible action regarding the reallocation of 2025-2026 Public Service Agency Funds in the amount of \$21,094.00.

Community Development Administrator Brower explained why there are currently funds to reallocate—a grant agreement took effect on February 17, 2026, that stated the City is required to use the federal system for Alien Verification for Entitlements (SAVE) program to verify the immigration or citizenship status of individuals receiving federally funded assistance, including services supported through the City's CDBG Public Service Agency programs.

Because of this new requirement, two agencies will not be moving forward with the current year's program. The Brazos County Health District – HIV/STI Testing Program leaves \$21,094 unused. The Brazos Maternal & Child Health Clinic have expended funds totaling more than \$16,495.

A general discussion began amongst the committee members on how to reallocate the available funds to two applicants from last year.

- Unlimited Potential – Requesting \$10,000
- Catholic Charities – Requesting \$21,094

Committee Member Dunham referred to last year's ranking of the seven agencies who had applied. The top three ranked received their total allocated funds and the remaining funds were divided up by 8% of the requested funds to

the remaining applicants. He did not see any need to re-rank the agencies at this time and recommended giving Unlimited Potential their additional requested funds of \$10,000 as they ranked 4th and the remaining funds to Catholic Charities of \$11,094.

**Committee Member Dunham motioned to approve Unlimited Potentials request of \$10,000 additional funds and give the remaining \$11,094 to Catholic Charities, Committee Member Johnson seconded the motion the motion passed 6-0.**

**Committee Member Johnson moved to adjourn the meeting, Committee Member Faust seconded the motion.**

3. Adjourn.

The meeting adjourned at 5:26 p.m.

**Approved:**

**Attest:**

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**Danny Wiseman, Chairperson**  
**Secretary**

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**Jocelyne Mora, Board**