



# MEMO

**TO:** The Honorable Mayor and City Council

**CC:** Human Services Advisory Board Members

**THROUGH:** Bert Lumbreras, City Manager  
Joe Pantalion, Assistant City Manager  
Shannon Mattingly, Director of Planning and Development Services  
Amanda Hernandez, Assistant Director of Planning and Development Services

**FROM:** Carol Griffith, Housing and Community Development Manager – Planning and Development Services

**DATE:** May 3, 2021

**RE:** Implementation Timeline for Coronavirus Relief Fund-General Fund Application Process

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On April 20, 2021, City Council approved initial funding allocations for the amounts made available from the City's General Fund due to a reimbursement from the Coronavirus Relief Fund through the Texas Department of Emergency Management. As part of this, Council made \$640,000 available for a one time grant application process.

The purpose of this memo is to provide the timeline for the application process. The following timeline is a correction from the one in the April 20, 2021, Council packet, which had not been updated for the later approval date.

May 07, 2021	Email local non profits the Notice and Application (English and Spanish) Issue press release and social media information; update website
May 09, 2021	Publish Notice of Funding Availability (English and Spanish) APPLICATION PERIOD 05/09-06/06 BEGINS
May 14, 2021	Review the evaluation process with members of the Human Services Advisory Board (the scoring committee)
June 06, 2021	APPLICATION PERIOD 05/09-06/06 ENDS
June 07, 2021	Screen applications and request corrections
June 11, 2021	Send the scoring committee any corrected applications
June 23, 2021	Meet with committee to finalize scoring
June 28, 2021	Include all applications and evaluations in City Council packet
July 06, 2021	City Council: Decision on allocations