

FORT BEND COUNTY FY 2009
 COMMISSIONERS COURT AGENDA REQUEST FORM

Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

Date Submitted: June 16, 2009	Submitted By: Marilyn Kindell <i>MKindell</i>
Court Agenda Date: June 23, 2009	Department: Community Development Phone Number: 281-341-4410

SUMMARY OF ITEM: Take all appropriate action to authorize County Judge to sign the 2008 Supplemental Disaster Recovery Fund Housing Activities Application in the amount of \$1,582,107, in accordance with the Method of Distribution (MOD) that was approved in Commissioners Court on April 7, 2009.

RENEWAL AGREEMENT/APPOINTMENT YES NO X
 REVIEWED BY COUNTY ATTORNEY'S OFFICE: YES NO X

List Supporting Documents Attached: Original Application

FINANCIAL SUMMARY:

BUDGETED ITEM: YES NO X

FUNDNG SOURCE: Accounting Unit: N/A Account Number: N/A
 Activity (If Applicable): N/A

DESCRIPTION OF LAWSON ACCOUNT: _____

COUNTY JUDGE RECEIVED
 JUN 16 2009

Instructions to submit Agenda Request Form:

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms should be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed below.
- All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.

DISTRIBUTION:
 Original Form Submitted with back up to County Judge's Office (✓ when completed)
 If by E-Mail to ospindon@co.fort-bend.tx.us If by Fax to (281) 341-8609

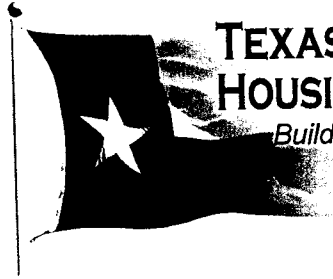
Distribute copies with back-up to all listed below. If by fax, send to numbers below:

X Auditor (281-341-3774)	X Comm. Pct. 1 (281-342-0587)
X Budget Officer (281-344-3954)	X Comm. Pct. 2 (281-403-8009)
X Facilities/Planning (281-633-7022)	X Comm. Pct. 3 (281-242-9060)
X Purchasing Agent (281-341-8642)	X Comm. Pct. 4 (281-980-9077)
X Information Technology (281-341-4526)	X County Clerk (281-341-8697)
X Other:	X County Atty (281-341-4557)

RECOMMENDATION / ACTION REQUESTED:

Special Handling Requested (specify):

6-25-09 copy received



**TEXAS DEPARTMENT OF
HOUSING & COMMUNITY AFFAIRS**
Building Homes. Strengthening Communities.

Texas Community Development Block Grant Program

2008 Supplemental Disaster Recovery Fund

Hurricanes Dolly and Ike

Housing Activities Application

Applicant: Fort Bend County, Texas

Council of Government: Houston Galveston - Area Council (H-GAC)

Funding Request: \$1,582,107.00

March 2009

Dear Applicant:

The Texas Department of Housing and Community Affairs (TDHCA/Department) is pleased to provide you with a copy of the Texas Community Development Block Grant Disaster Recovery Program's 2008 Supplemental Disaster Recovery Fund Housing Application.

This application is made available for CDBG Disaster Recovery Housing Applicants under the Consolidated Security, Disaster Assistance, and Continuing Appropriations Act, (Public Law 110-329), enacted on September 30, 2008, for the purpose of assisting in the recovery activities related to disaster relief, long-term recovery, and restoration of infrastructure, housing and economic revitalization in areas affected by Hurricanes Dolly and Ike.

The Department believes your knowledge of what needs to be done in your community will be the determining factor in the long term success of these funds. Accordingly, each Subrecipient will be responsible for project development and day-to-day management. We will work closely with our Subrecipients to ensure they continually meet or exceed benchmarks and production schedules, and to ensure expenditures comply with Federal and State requirements as applicable. We realize that a lot goes into the decision making process and we want to act as a resource for you as you design your community's program. Even as we are here as a resource, we encourage you to determine what will work best for your community—from a homeowner compensation program, to housing rehabilitation, or new construction.

Questions about this application should be directed to the following:


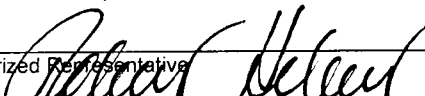
Texas Department of Housing and Community Affairs
Disaster Recovery Division
221 East 11th Street
Austin, Texas 78701
Phone: 512-475-1449
Fax: 512-475-3978

We look forward to working with you to provide assistance to the areas impacted by Hurricanes Dolly and Ike.

Sincerely,

Michael Gerber
Executive Director
Texas Department of Housing and Community Affairs

TAB I
**FORM 424 APPLICATION FOR ASSISTANCE &
CERTIFICATION**

APPLICATION FOR CDBG DISASTER RECOVERY FUNDS		OMB Approval No. 0348-004J	
		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION Application <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Compensation/ <input type="checkbox"/> Non-Construction Incentive		3. DATE RECEIVED BY STATE	State Identifier
		4. Date Received by Federal Agency	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name: Fort Bend County, Texas Address (City, State, Zip code and County): 4520 Reading Road Suite A Rosenberg, Texas 77471		Organizational Unit: County Name/Title, Agency or Company, Address, Area Code and Telephone Number of Application Preparer: Marilynn Kindell, Community Development Department Director 4520 Reading Road, Suite A Rosenberg, Texas 77471	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 		6a. DUNS NUMBER: 081497075	
7. TYPE OF APPLICANT: County		8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	
9. NAME OF FEDERAL AGENCY: Texas Department of Housing and Community Affairs		10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER 14-228 Title: Texas Community Development Block Grant Program	
11. PROJECT TYPE: Housing Repairs, Rehabilitation, Reconstruction		11. a TYPE OF APPLICATION: (check where appropriate below) <input checked="" type="checkbox"/> Disaster Recovery Supplemental Funds	
12. TARGET AREA(S) AFFECTED BY PROJECT: The Unincorporated areas of Fort Bend County and the incorporated area of Arcola, Beasley, Fairchilds, Fulshear, Kendleton, Meadows Place, Missouri City, Needville, Orchard, Pleak, Richmond, Rosenberg, Simonton, Stafford, Sugar Land and Thompsons. The County's service area does not include the the parts of cities of Houston or Katy that lie within Fort Bend County.		13. APPLICANT'S FISCAL YEAR: Beginning Date September 1, 2009 Ending Date August 31, 2010	
14. CONGRESSIONAL DISTRICTS OF: a. Representative: N/A b. Senate: N/A c. Congress: N/A			
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Tx CDBG Request \$1,582,107		<input type="checkbox"/> YES THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON	
b. Federal \$		DATE: _____	
c. State \$		<input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372	
d. Applicant \$		<input type="checkbox"/> OR Program Has Not Been Selected By State For Review	
e. Local \$		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
f. Other \$		<input type="checkbox"/> Yes If "Yes" attach an explanation <input checked="" type="checkbox"/> No	
g. TOTAL \$1,582,107			
18. <input checked="" type="checkbox"/> In consultations with the U.S. Department of Housing and Urban Development and the Texas Department of Housing and Community Affairs, we understand that a compensation or incentive program to reimburse homeowners could be the most rapid means of providing recovery funds to Texans in need and that traditional housing activities may take longer to implement. We have considered a compensation or incentive program and this application reflects our decision.			
19. TO THE BEST OF MY KNOWLEDGE AND BELIEF ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE CERTIFICATIONS AND CITIZEN PARTICIPATION PLAN INCLUDED IN THE PROCEDURES SECTION OF THE TEXAS CDBG DISASTER RECOVERY FUNDS APPLICATION GUIDE IF THE ASSISTANCE IS AWARDED.			
a. Typed Name of Authorized Representative Robert E. Hebert		b. Title County Judge	c. Telephone Number 281-341-8606
d. Signature of Authorized Representative 		e. Date/Time Field 6/23/09	

INSTRUCTIONS FOR COMPLETION OF THE 424 FORM

The numbered sections in these instructions coincide with the numbered areas on the 424 FORM. Since the Texas CDBG Disaster Recovery Funds Program does not need all of the information requested on the 424 FORM, these instructions only cover the mandatory sections and sections where the information is optional.

1. **TYPE OF SUBMISSION** - Under the Application Column, place a mark (X) in the box for Construction, Compensation or Non-Construction. The majority of Texas CDBG Disaster Recovery Funds applications, except for Planning-only applications, include some construction activities.
2. **Date Submitted by Applicant to TDHCA**
3. **Reserved for internal use**
4. **Reserved for internal use**
5. **APPLICANT INFORMATION** - Provide the Legal Name (e.g., City of ABC, Town of ABC, County of ABC, ABC County, XYZ Non-Profit), the Organizational Unit (can be the same as the Legal Name), and the applicant's Address including the mailing address, city, state, zip code, and the county or counties in which the applicant's jurisdiction is/are located. Also, provide the name (including agency or company name), address, and telephone number of the application preparer. The application preparer will serve as the contact for this application until it is awarded.
6. **EMPLOYER IDENTIFICATION NUMBER** - Most cities have this number but it is not required for this application.
- 6a. **DUNS NUMBER:** - Only provide if relevant
7. **TYPE OF APPLICANT** - Please list whether you are a municipality, county, non-profit, etc.
8. **TYPE OF APPLICATION** - Place a mark (X) in the box for the Texas CDBG Disaster Recovery Funds category that this application is submitted under. Mark only one fund category.
9. **No response required**
10. **No response required**
11. **PROJECT TYPE** - Provide a description of the project(s) that you will undertake with the requested funds.
- 11a. **No response required**
12. **TARGET AREA(S) AFFECTED BY THE PROJECT** - Provide a description of the areas of the city(ies) or county(ies) affected by the project. For a city, an acceptable description would be: "The ABC Neighborhood In The Northwest Area Of The City", "The Entire City of ABC", "The South Side Area Of The City And An Area Within The City's ETJ". If a city's corporate city limits are located in more than one county, please also provide the county or counties where the project beneficiaries are located. For a county or non-profit serving multiple cities or counties, use a similar description or reference commissioner court districts.
13. **APPLICANT'S FISCAL YEAR** - Indicate the beginning and end dates of the applicant's fiscal year.

14. **CONGRESSIONAL DISTRICTS OF** - This information is optional, but would be much appreciated.
15. **ESTIMATED FUNDING** - The applicant's Texas CDBG Disaster Recovery Funds request goes next to **a. Texas CDBG Disaster Recovery Funds Request**. Any funds committed from federal resources such as HUD (other than this CDBG DR request), FEMA or RD go next to **b. Federal**. Any funds committed from state resources such as GDEM go next to **c. State**. Any funds committed by the applicant go next to **d. Applicant**. Any funds committed from local resources such as a WSC, WCID, MUD, or any other local group go next to **e. Local**. Any funds committed from resources other than a, b, c, d, or e above go next to **f. Other**. Total the amounts shown in a, b, c, d, e, and f and enter the Total next to **g. TOTAL**.
16. **IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?** - NO. Include the estimated **DATE** when the application will be submitted to the Regional Planning Commission for Texas Review And Comment System (TRACS) review.
17. **IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?** - Mark the appropriate answer. A Yes (**X**), answer must include an explanation concerning the nature, amount and date when payment of the debt became delinquent.
18. **ACKNOWLEDGEMENT OF CONSIDERATION OF A COMPENSATION OR INCENTIVE PROGRAM** – Compensation or incentive program to reimburse homeowners for hurricane related losses could be the most rapid means of providing recovery funds to Texans in need. Applicant is required to initial this box to **certify that a compensation or incentive program (programs designed to provide home owners with funds directly) has been considered prior to submitting this application. This box must be initialed even if no compensation or incentive program is being requested.**
19. The authorized signatory for the application should read the bold print carefully and review the **CERTIFICATIONS and the 2008 Supplemental Disaster Recovery Fund Application Guide For Housing Activities** prior to signing the 424 FORM. Provide **a Typed Name of Authorized Representative** (This person must be authorized in the attached Local Government Resolution), **b Title**, **c Telephone Number (Including Area Code)**, **d Signature of Authorized Representative** (The application submitted must contain original, not copied, signatures), and the **Date Signed**.

TAB II

CAPACITY

Overview – Capacity Requirement for Housing Recipients

As the Councils of Government identify Subrecipients for housing it will be necessary for each local Subrecipient to establish how the capacity requirement will be addressed, eligibility of the housing activity it chooses, and to define in detail the proposed scope of work. Each of those items must be addressed to enable TDHCA to commence the preparation of the necessary contracts. In the event that one or more Subrecipients are assigned allocated housing funds in the aggregate amount of \$5,000,000 or less, those local Subrecipients are urged to form consortiums to retain local decision making and control while sharing efficiencies in the administration of the program requirements. Although capacity will be addressed at the outset and specific program fund requests will be reviewed for eligibility, the active participation in the most efficient possible program administration, drawing on the experience of consortium members who have the necessary systems in place to provide auditable records, will greatly speed distribution and utilization of these funds.

TDHCA will greatly rely on local operation of the Program and will work closely with each Subrecipient to ensure adequate program administration capacity. Remember that each contract will contain a provision that if funds are not utilized in a manner allowable by HUD after monitoring by TDHCA, the local entity will be required to repay the state for the ineligible funds that will need to be repaid to HUD.

I. Capacity Thresholds

To help prevent findings of ineligibility in delivery of services, housing funds will only be granted to eligible Subrecipients with the capacity to carry out the housing activities provided in the Application. Sufficient capacity may be obtained from third party sources who will work as an agent for the Subrecipient, by collectively demonstrating capacity through agreements, or through the staff of the Subrecipient. Applications must demonstrate to the reasonable satisfaction of TDHCA that the regionally selected grantees will have the capacity to administer program funds efficiently as a Grantee of funding from the state, for each of the elected housing programs, in a manner which complies with the Action Plan and all applicable local, state, and federal legal and regulatory requirements.

This required demonstration of capacity may be addressed in one or more of the following ways, in accordance with the evidence submitted under Verification Methodology (see Section II):

- By demonstrating the Applicant's proven capacity to administer program funds efficiently as a Grantee of funding from the state to the satisfaction of TDHCA; or,
- By the Applicant partnering with one or more other local governments or other entities with proven capacity to administer program funds efficiently as a Grantee of funding from the state; or,
- By the Applicant electing to procure an eligible subcontractor with proven capacity directly, or if available, elect to subcontract with one or more contractors procured by TDHCA for administration of housing programs.

Fort Bend County has the proven capacity to administer the CDBG-Ike housing program funds. The County is submitting evidence under the Verification Methodology. Each of the items is addressed below.

II. Verification Methodology

Applicants must substantiate that one or more of the above criteria are met by providing supporting evidence to substantiate. Some ideas for submission are as follows:

Background/Program Experience

For internal capacity, please discuss the staff involved and similar programs performed. For capacity involving third parties, include the length of time the Applicant has been in operation, the date of incorporation, and the type of corporation. For joint agreements utilizing multiple staffs or a combination of public staff and third parties, describe the type of services provided, the agency's capabilities, the number and characteristics of clients served, and license to operate (if appropriate).

Personnel/Staff Capacity

Briefly describe the Applicant's staff, positions and qualifications that will be used to conduct the work of this application. Please detail the capacity to carry out this activity, and state whether the Applicant has a personnel policy manual with an affirmative action plan and grievance procedure.

Financial Capacity

Describe the Applicant's current operating budget, itemizing revenues and expenses. Identify commitments for ongoing funding. Describe the Applicant's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. If a third party is to be used, describe the payment process for the application.

Monitoring

Describe the Applicant's monitoring process. Attach copies of all data collection tools that will be used to verify achievement of program goals and objectives. Describe who will be responsible for monitoring progress.

Audit Requirements

In accordance with the Office of Management and Budget Circular A-133, the Federal Government requires that organizations expending \$500,000 or more in Federal financial assistance in a fiscal year must secure an audit. If the Applicant already conducts audits of all its funding sources, submit a copy of the most recent audit.

Insurance/Bonding/Worker's Compensation

State whether or not the Applicant has liability insurance coverage, in what amount, and with what insuring agency. State whether or not the Applicant pays all payroll taxes and worker's compensation as required by Federal and State laws. State whether or not the Applicant has fidelity bond coverage for principal staff who handle the Applicant's accounts, in what amount, and with what insuring agency.

Articles of Incorporation/Bylaws

For non-public entities, please include Articles of Incorporation recognized by the State as formally establishing a private corporation, business or agency.

Non-profit Determination

Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service and the State Franchise Tax Board.

List of the Board of Directors

For public entities, please list elected officials and key department staff that will be involved. For private entities, please provide a list of the current board of directors or other governing body. The list must include the name, telephone number, address, occupation or affiliation of each member and must identify the principal officers of the governing body.

Organizational Chart

An organizational chart must be provided that describes the agency's administrative framework and staff positions, indicates where the proposed project will fit into the organizational structure, and identifies any staff positions of shared responsibility. Discuss plans to expand staffing or procure a firm to accommodate this/these new program(s) along with general qualifications. Additionally, please provide the resume of the Chief Program Administrator and Chief Fiscal Officer.

A. Background/Program Experience

For internal capacity, please discuss the staff involved and similar programs performed. For capacity involving third parties, include the length of time the Applicant has been in operation, the date of incorporation, and the type of corporation. For joint agreements utilizing multiple staffs or a combination of public staff and third parties, describe the type of services provided, the agency's capabilities, the number and characteristics of clients served, and license to operate (if appropriate).

Fort Bend County has the capacity to administer housing activities under the CDBG Disaster Hurricane Ike Program.

The Fort Bend County Community Development Department (FBCCDD) was created by Fort Bend County Commissioners Court in 1992 to administer the Community Development Block Grant (CDBG) program for the County. The Department established a county-wide CDBG-funded housing rehabilitation program in 1993. The goal of this program was to provide up to \$15,000 in rehabilitation assistance to low- and moderate-income homeowners for the moderate rehabilitation of their homes. The County completed 17 housing rehabilitations with CDBG funds during 1994-1995.

Before becoming a HOME Program participating jurisdiction in FY 1994, Fort Bend County was awarded FY 1992 HOME Program funds from the State of Texas to provide \$25,000 in housing rehabilitation assistance to twenty (20) very low-income persons or households. During FY 1996, the County expended the remaining State funds and completed this program. However, the County's Rehabilitation Specialist had processed and identified several very low-income homeowners whose estimates of work exceeded the \$15,000 limit of the CDBG-funded Housing Rehabilitation Program and could not be provided assistance through the State of Texas HOME Program. As a result, the County established a HOME Program-funded Housing Rehabilitation Program with a \$20,000 deferred payment loan maximum. The deferred payment loan maximum was increased to \$25,000 in 2001. Overall, the Fort Bend County Housing Rehabilitation Program has completed the rehabilitation of 174 homes in 15 years of operation. CDBG program funds were used for 95 homes and HOME Program funds were used for 79 homes. In addition, the County completed the rehabilitation of 36 HOPE 3 homes during this period.

At the end of FY 1999, the County revised its housing rehabilitation programs to conform with HUD's new lead-based paint regulation that became effective in September of 2000. Department staff with responsibilities related to the housing rehabilitation program and construction obtained the required training and state licenses for lead-based paint assessor, inspector and contractor. During FY 2000, the County provided information regarding HUD's Lead-Safe Work Practices courses to all contractors on the County's housing rehabilitation bidder list. Several contractors availed themselves of this training, attended the Lead-Based Paint Renovation and Remodeling course for contractors and received their certifications. The County also issued a bid to provide testing for potential lead-based paint hazards of the pre-1978 homes of homeowners eligible for rehabilitation assistance. The lowest, most responsible bidder was Spectrum Services, Inc. The County bids the lead testing contract every year.

The County uses an estimating service to provide detailed, computerized work write-ups for each housing rehabilitation project.

The County uses a tiered environmental review (ERR) process for the County's Housing Rehabilitation's programs. The Housing Rehabilitation Specialists completes the ERR for each housing rehabilitation project. As a matter of policy, the County will not work on homes located in the 100-year flood plain.

B. Personnel/Staff Capacity

Briefly describe the Applicant's staff, positions and qualifications that will be used to conduct the work of this application. Please detail the capacity to carry out this activity, and state whether the Applicant has a personnel policy manual with an affirmative action plan and grievance procedure.

Fort Bend County has a very experienced Community Development Department staff. Currently, the department has a staff of seven. All of the existing community development staff with direct housing rehabilitation responsibilities has at least eight years of experience.

Receptionist. The Community Development Department receptionist, Annette Mata, has twelve years experience in her present position. Ms. Mata is bilingual and provides extensive assistance to Spanish-speaking clients. Ms. Mata is responsible for receiving requests for housing rehabilitation services Ms. Mata sends out the Housing Rehabilitation Brochure and application to the public. She reviews the initial application for completeness, requests any missing information from applicants and enters the applicant's information into the spreadsheet that is the Housing Rehabilitation Program waiting list. She also sends out the income verification forms, reviews them for completeness, requests any missing information, and refers completed applications to the Housing Rehabilitation Specialist. Ms. Mata answers applicant's requests for updates on the status of their Housing Rehabilitation Program application.

Ms. Mata other duties include general receptionist duties of answering the Community Development Department telephone. She is also responsible for conducting wage interviews for department projects since many project construction, contract, and subcontract employees speak Spanish. Ms. Mata also processes applications for CDBG-funded water and sewer connections.

Administrative Assistant: The Community Development Department Administrative Assistant, Debra Watson, has six years experience in her present position. Ms. Watson provides administrative support to department staff as assigned to ensure effective, efficient, and productive work flow. Ms. Watson is responsible for requesting purchase orders and invoice processing for the Housing Rehabilitation Program. Ms. Watson is responsible for processing the Community Development Department Payroll,

Housing Rehabilitation Specialist. The Community Development Department Housing Rehabilitation Specialist, Carla Hannah Beckendorff, has over sixteen years experience in her present position. Mrs. Beckendorff has supervised the rehabilitation of all 174 homes completed by the Fort Bend County Housing Rehabilitation Program. Mrs. Beckendorff has a B.S. in Construction Management from the School of Construction at the University of Louisiana at Monroe and extensive experience in both residential and commercial construction management and residential real estate. Mrs. Beckendorff is licensed through the Texas Residential Construction Commission as a residential builder. Mrs. Beckendorff has completed the required classes for Lead Based Paint Risk Assessor and Lead Based Paint Inspector.

Mrs. Beckendorff reviews the completed housing rehabilitation applications and income verifications completed by the receptionist. Mrs. Beckendorff determines the initial eligibility of applicants.

Applicants that do not qualify are sent a letter explaining the reason for their denial. Eligible applicants on the waiting list are sent a packet containing a more detailed application which includes household income verification forms, employment verification forms, mortgage, child support, retirement, etc. forms. These packets are returned to our office prior to an established deadline date. The packets are then processed to determine whether the household meets the income requirements.

Once household income verification packages are complete, Mrs. Beckendorff completes an initial inspection of the property to determine the condition of the property and its eligibility for rehabilitation under the Housing Rehabilitation Program guidelines. A later date is established for a more thorough inspection and work write up either by Mrs. Beckendorff or a third party inspection service. During this inspection, Mrs. Beckendorff prepares a list of deficiencies, code violations, etc. that must be performed in order to bring the home up to the Housing Rehabilitation Guidelines and to the Local Building Code. The final work write ups are prepared in office utilizing the CYBEX residential estimating software, a room by room insurance repair software, using local labor and material costs, establishing a total rehabilitation cost estimate. Mrs. Beckendorff finalizes the work write ups and meets with the homeowner to go over the scope of work, and make any necessary changes. Mrs. Beckendorff prepares bid packages and presents them to the homeowner. Mrs. Beckendorff provides the homeowner with a prequalified rehabilitation contractor list. Mrs. Beckendorff provides guidance to the homeowners throughout the process. The homeowner utilizes the bid packets and contacts a minimum of three contractors to obtain bids on the repairs. Mrs. Beckendorff meets with the contractors at the site to answer any questions they may have on the bid packet. The homeowner submits to Mrs. Beckendorff the bids that they have received. Mrs. Beckendorff reviews the bids, making sure that the bids are within 15% above or below what the in house cost repair estimate is. Qualified bids are returned to the homeowner. Upon contractor selection by the homeowner, Mrs. Beckendorff prepares the contract documents.

During the bidding process, Mrs. Beckendorff prepares the environmental review file on each rehabilitation project. This environmental review consists of evaluations of: flood plain, noise, Historic properties, man-made hazards, and Lead Based Paint. Mrs. Beckendorff maintains and updates the Fort Bend County Housing Rehabilitation Specifications and Housing Guidelines when needed.

Mrs. Beckendorff orders purchase orders and signs off on all contractor payment requests and change orders. Mrs. Beckendorff monitors the construction during the rehabilitation period, filling out construction inspection reports for each rehabilitation project. Mrs. Beckendorff monitors the quality of the construction as well as making sure the work is done according to the bid documents and the Fort Bend County Housing Rehabilitation Specifications. Mrs. Beckendorff prepares punch lists for each rehabilitation project and submits the final pay request once the punch list is completed by the rehabilitation contractor. Mrs. Beckendorff prepares final promissory notes for the homeowner and files them with the County Clerk. During this time, Mrs. Beckendorff prepares the final file closeout on each rehabilitation project, submitting the final funds spent total to the Project Monitor for IDIS entry. Mrs. Beckendorff prepares release of lien forms when the Deferred Payment period has expired. Mrs. Beckendorff maintains and updates all rehabilitation files. Mrs. Beckendorff resolves all warranty claims and homeowner complaints.

Project Coordinator: The Community Development Department Project Coordinator, Karen Bringol, has ten years in her current position and eighteen years overall with the department. Ms. Bringol monitors public service, housing and capital improvement projects to ensure compliance with applicable regulations in an efficient and effective manner.

Project Coordinator for Housing Programs. The Community Development Department Project Coordinator for Housing Programs is new, temporary position that will be filled in August of 2009. The housing project coordinator will monitor housing projects to ensure compliance with applicable regulations in an efficient and effective manner. The housing project coordinator evaluates proposals for affordable housing, reviews financial records, project goals and objectives, determines feasibility and makes recommendations regarding funding.

Planner: The Community Development Department Planner, Carol Borrego, has fifteen years in her current position. Ms. Borrego ensures that all of the grant programs are properly administered through efficient and effective planning. Ms. Borrego participates in the planning of programs, policies or objectives for the planning work group and the department. Ms. Borrego is responsible for the Consolidated Plan and Consolidated Annual Performance and Evaluation Report (CAPER). As part of those responsibilities, she reviews and assembles program information and data for inclusion in reports required by HUD for its programs.

Engineer. Dewayne Davis, is the newest member of the Community Development Department staff. Mr. Davis began his current position in November of 2008. The Community Development Engineer provides engineering and technical services to the Community Development Department in the selection, design and implementation of capital improvement projects. The engineer reviews capital improvement proposals and makes recommendations regarding funding. The engineer also makes periodic construction site visits to document progress, quality assurance, and contract compliance.

Community Development Director: The Community Development Department Director, Marilyn Kindell has 17 years experience in present position. The Director administers Community Development activities and projects in an efficient, effective, and timely manner within established guidelines. The Director participates in planning of programs, policies or objectives for the Community Development Department.

Fort Bend County has the capacity of carry out CDBG-IKE housing rehabilitation activity given the experience of existing staff and the hiring of an additional housing program coordinator to assist with CDBG-IKE activities and other County housing programs.

The County has a personnel policy manual with an affirmative action plan and grievance procedure.

C. Financial Capacity

Describe the Applicant's current operating budget, itemizing revenues and expenses. Identify commitments for ongoing funding. Describe the Applicant's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. If a third party is to be used, describe the payment process for the application.

The 2009 operating budget of Fort Bend County increased over the prior year's budget by 10.7 percent due to the continuing growth in population and commercial development in the County. The major increases in the budget occurred in the Sheriff's budget, which increased by \$3,768,280, or 15.6% percent in Law Enforcement and by \$5,224,332, or 25.9% percent in Detention. A major increased cost for Detention is for the operation of the new jail tower approved by voters in May 2006. Since our jail current does not have the capacity to accommodate all Fort Bend County prisoners, we have had to pay to house them elsewhere. This has had a major impact on the Sheriff's budget, and will do so until the new addition to the Jail is completed Summer 2009.

Expense Budget Summary

General Administration	\$38,057,524
Financial Administration	\$7,318,269
Administration of Justice	\$31,948,324
Road & Bridge Maintenance	\$25,842,846
Health & Welfare	\$18,724,462
Cooperative Services	\$1,141,741
Public Safety	\$61,984,427
Parks & Recreation	\$1,839,734
Flood Control Projects	\$8,271,086
Libraries & Education	\$11,787,533
Capital Outlay	\$6,446,515
Debt Service	\$24,016,274
<u>Total Expenditures</u>	<u>\$237,378,737</u>

Overall County revenues have increased by \$15,436,804 compared to FY2008. With the additional tax revenues of \$16,319,492, there will be a slight decrease in Other Revenues of \$882,688. The overall revenue in the county will be \$219,558,832, with \$190,908,145 in tax revenues and \$28,650,687 in Other Revenues. Our yield on investments has been moderate, with rates near 2%, and we expect this to drop in the new fiscal year as the federal open market committee has lowered rates, and may do so again. They are now at 1.0%.

Revenue Budget Summary

Taxes	\$190,908,145
Fees, Fines, Forfeitures	\$19,582,075
Intergovernmental Revenues	\$3,493,333
Interest	\$3,804,110
Miscellaneous	\$1,771,169
<u>Total Revenue</u>	<u>\$219,558,832</u>

According to Section 114.025 of the Local Government Code of the State of Texas, the County Auditor is required to submit an annual report to the Commissioners Court and District Judges of the County. This report is audited by an independent outside agency. Fort Bend County currently uses the Lawson management software for Finance, Procurement, and Human Resource functions of the County. Fort Bend County has numerous policies and procedures in place for the various accounting practices. If needed, those policies can be provided.

D. Monitoring

Describe the Applicant's monitoring process. Attach copies of all data collection tools that will be used to verify achievement of program goals and objectives. Describe who will be responsible for monitoring progress.

**FORT BEND COUNTY, TEXAS
MONITORING STRATEGY**

Fort Bend County's monitoring process is viewed as a tool for avoiding problems and improving performance. It emphasizes positive feedback to subrecipients about what they have done well, in addition to pointing out areas for improvement. Built into the process are opportunities for dialogue

with subrecipients to develop a better appreciation of their perspectives and to identify and resolve points of miscommunication or misunderstanding.

THE MONITORING PROCESS

Fort Bend County's monitoring process is an on-going procedure of planning, implementation, communication and follow-up. Fort Bend County conducts four types of monitoring – programmatic, fiscal, desk audits and construction/rehabilitation monitoring. On-site monitoring is conducted annually unless the subrecipient is considered high-risk after analyzing the following: 1) the subrecipient is new to the HUD-funded programs, 2) the subrecipient has previous compliance or performance problems, 3) the subrecipient has timeliness problems, or 4) if the agency has a history of turnovers in key staff positions. For these agencies, a more frequent monitoring schedule is developed. Staff also performs monthly desk audits that consist of reviewing client data reports, cost control reports and invoices.

The Community Development Department staff has the responsibility to ensure that HUD funds are used in accordance with all applicable requirements. This strategy will cover the key components of the monitoring process.

PROGRAMMATIC MONITORING PROCESS

Schedule appointment: The Community Development monitor will contact the agency to arrange for the monitoring visit. The monitoring visit will be confirmed in writing at least one week prior to the scheduled visit. Each agency will be monitored a minimum of once annually. Programmatic and fiscal monitoring may or may not be scheduled concurrently. In some cases it may be necessary to perform a follow up monitoring visit.

Entrance Conference: Monitors meet with agency director or a board member to answer any questions regarding the monitoring process. Monitors will also meet staff responsible for the intake process, preparation for reports of units of service and direct service providers

Review of Records: Records will be selected and reviewed. Copies of certain documents and records may be made for purposes of preparing the report. Records that will be reviewed by the monitor include but are not limited to:

- Units of service reports sent to CD for the period under review.
 - Daily logs, time sheets, or other documents used to derive the number of units reported.
 - Any back up documents to support the tally number, such as manual worksheets.
 - A list of client records will be requested after review of the unit tallies, these client records should include eligibility documentation and records of services provided.
 - The agency's liability insurance policy (with the pages marked), in compliance with the required limits of liability specified in the contract and a 30-day prior notice of insurance coverage cancellation.
- A. Monitors will review monthly reports that are submitted by the agency. Agencies will be required to submit a monthly report to include:

Reimbursement Request, including backup information
Employee Monthly Time Report
Client Data Reports

Employee Data Report

- B. The monitor will check the agency records against CD records for the following:
- To determine if amounts in agency records reported for each month match amounts noted in CD records.
 - To determine if the report is presented in a timely manner.
 - To determine if the report is completed in a satisfactory manner.
 - To determine if the quantity of units provided is comparable to the amount of funds expended.
- C. The monitor will review the documents used by the agency to derive the number of units reported to CD.
- Check system of tallies to make certain it is sound and workable.
 - Determine the method used to distinguish CD clients from clients not billed to the CD contract. Determine if this method is usable and satisfactory.
 - Determine whether the number of units reported in sample months matches the number in the backup documents.
 - Determine if units are in keeping with the contract definition.
 - If units are differentiated between types, determine that only units of the types listed in the contract are billed for CD clients.
 - Develop a list of client files to be reviewed from the sample months, listing client number, client name, date of service, number of units served and type of service.
 - Present list to staff and allow a reasonable length of time for client files to be pulled for review.
- D. The monitor will review client files for:
- Documentation of eligibility that is dated within twelve months of the sample service date:
 - Documentation of residence within Fort Bend County, excluding the cities of Houston and Katy.
 - Documentation of income equal to or lower than 80% of the median income for Fort Bend County.
 - Documentation of the provision of services which meet the terms of the contract
 - Determination of date of service and type of service provided which was taken from the tally log is also recorded in the client file and appears to be reasonable.
 - Determination of whether services being provided are in accordance with the contract, whether client is in contract's target population and whether there is information in the client's file which conflicts with the documentation.
 - Determination if client notes are dated, reflect the units provided, are signed by the caseworker, complete and informative as to the client's progress.

Throughout the course of the on-site visit, the monitor will observe interactions between staff and clients and the condition of the facility.

The monitor will observe whether the Equal Employment Opportunity placard has been posted as required by law:

- Observe whether official placard has been posted
- Determine if it is available for viewing by employees

- Determine if it is available for viewing by applicants for employment

Exit Conference:

At the end of the visit, the monitor will meet with agency director to discuss the results of the monitoring. Director may invite staff and/or board members as deemed appropriate to:

- Discuss findings, if any, and methods of correcting each individual deficiency
- Discuss concerns, if any, and methods of correcting concerns
- Discuss any observations made regarding the agency and offer technical assistance where applicable
- Answer any questions agency director or staff may have

Monitoring Report:

A monitoring report will be sent to the agency 1) to formally recognize the agency for doing a good job; 2) to create a permanent written record of what was found during the monitoring review and 3) to advise the agency of the monitoring visit findings or concerns. The report will set a deadline for the agency's response and request that the agency indicate how any findings or concerns will be addressed.

FISCAL MONITORING PROCESS

Schedule appointment: The Community Development monitor will contact the agency to arrange for the monitoring visit. The monitoring visit will be confirmed in writing at least one week prior to the scheduled visit. Programmatic and fiscal monitoring may or may not be scheduled concurrently. Each agency will be monitored a minimum of once annually. In some cases it may be necessary to perform a follow up monitoring visit.

Entrance Conference: Monitors meet with agency director or a board member to answer any questions regarding the monitoring process. Monitors will also meet staff responsible for the intake process, preparation for reports of units of service and direct service providers.

Selecting Records: Records will be selected and reviewed. Copies of certain documents and records may be made for purposes of preparing the report. Records that will be reviewed by the monitor include, but are not limited to:

- Time and attendance reports (time sheets or time cards)
- Payroll register
- Cash receipts journal
- Check disbursement journal or check register
- Employer's payroll tax reports – quarterly federal tax return (941), annual federal unemployment report (940), quarterly state unemployment reports (C-3 & C-4), and deposit records (8109, etc.)
- Bank statements and/or cancelled checks
- General ledgers
- Invoices and purchase orders
- Bank reconciliation
- Any additional item (vouchers, documents, financial reports, records, etc.) needed to verify transactions

Review Records - Personnel:

A. Salaries – The monitor will:

- Review time and attendance reports for time billed to HUD-funded activities and verification of reports by supervisor.
- Check to see if there is a clear audit trail between the time and attendance reports, payroll register, general ledger accounts and federal and state reports.
- Test computation for gross amounts, deductions, and net payments.
- Verify cancelled checks for amounts and endorsements.
- Verify employees' time from time reports to the time reported to Community Development on Employee Monthly Time Report.
- Verify that the salary costs requested for reimbursement are allowable under the terms of the contract.

B. Fringe Benefits – The monitor will:

- Verify employer's quarterly tax reports.
- Verify payments made to the bank for payroll taxes.
- Verify health insurance policy
- Select insurance invoices to verify that the amounts requested for reimbursement apply only to Community Development-funded employees.
- Verify fringe benefits costs from payroll register to general ledger accounts.

C. Property and Equipment files (if applicable) – The monitor will:

- Verify invoices and payments.
- Verify purchase of equipment is in agreement with general ledger account and financial reports.
- Ensure that purchased equipment is allowable.
- Verify calculation of depreciation (if applicable).
- Make physical inspection of equipment (if applicable).

D. General/Other Operating Expenses – The monitor will:

- Examine invoices and related canceled checks.
- Review invoices for approvals and account distribution.
- Determine if the costs are allowable.
- Verify agency's line item costs to amounts requested for reimbursement.
- Verify that amounts requested for reimbursement agree with posting to general ledger.

E. Financial Records/Revenue – The Monitor will:

- Prove footings of cash journals and trace posting to general ledger accounts.
- Verify bank activity with cash receipts journal.
- Verify check payable to cash or to bearer.
- Compare cash receipts month end journal totals posted to general ledger account.
- Verify amounts disbursed by the County to reconcile with funds received by the agency.

F. Overall Accounting Review – The monitor will:

- Review the process used to record the various transactions and determine if it is effective.
- Review the actual transactions and their supporting documentation, determining eligible reimbursement expenses. In order for an expenditure to be considered eligible for reimbursement, the following requirements must be met:
 - An expenditure must be for the current funding period.
 - Be a line item on the proposed budget
 - Have available funds for that line item
 - Be an expenditure related to CD activity
- Review the overall agency performance to determine if it is within compliance according to the contractual terms and conditions.
- Conduct an analysis to determine if the prior year's monitoring findings have been corrected and are not being repeated.

Exit Conference:

At the end of the visit, the monitor will meet with agency director to discuss the results of the monitoring. Director may invite staff and/or board members as deems appropriate to:

- Discuss findings, if any, and methods of correcting each individual deficiency
- Discuss concerns, if any, and methods of correcting concerns
- Discuss any observations made regarding the agency and offer technical assistance where applicable
- Answer any questions agency director or staff may have

Monitoring Report:

A monitoring report will be sent to the agency to 1) formally recognize the agency for doing a good job; 2) create a permanent written record of what was found during the monitoring review and 3) advise the agency of the monitoring visit findings or concerns. The report will set a deadline for the agency's response and request that the agency indicate how the findings will be addressed. A written response will not be required for concerns noted in the report.

DESK AUDIT PROCESS

Monthly during the program year the monitor conducts a desk review of the agency's client data reports, cost control reports and invoices. The monitor may require the Agency to submit additional documentation to the office for examination. The monitor may contact or meet with agency director or appropriate staff to discuss any inconsistencies. Upon completion of the desk audit, the monitor will submit the agency's invoice for payment.

CONSTRUCTION MONITORING PROCESS

Fort Bend County Community Development staff is also responsible for monitoring all construction and rehabilitation projects for compliance with HUD regulations and acceptable industry standards. Staff shall be responsible for the following:

- Identifying the required and desired work to be done;
- Consult with, advise and review with appropriate professionals and other personnel the work to be done and the bid proposal;
- Conduct compliance inspections, on a regular basis, to assure that the construction or rehabilitation work is being completed in accordance with the construction contract and appropriate specifications;
- Review contractor invoices and pay requests prior to approving payments to the contractors; and
- Conduct a final inspection to determine that the construction or rehabilitation work has been completed in accordance with the contract and all local, state and federal codes and regulations.

E. Audit Requirements

In accordance with the Office of Management and Budget Circular A-133, the Federal Government requires that organizations expending \$500,000 or more in Federal financial assistance in a fiscal year must secure an audit. If the Applicant already conducts audits of all its funding sources, submit a copy of the most recent audit.

A copy of Fort Bend County's most recent audit is attached.

F. Insurance/Bonding/Worker's Compensation

State whether or not the Applicant has liability insurance coverage, in what amount, and with what insuring agency. State whether or not the Applicant pays all payroll taxes and worker's compensation as required by Federal and State laws. State whether or not the Applicant has fidelity bond coverage for principal staff who handle the Applicant's accounts, in what amount, and with what insuring agency.

Fort Bend County currently carries the following coverage:

- 1) Workers' Compensation - in a total amount of \$500,000 any one accident including the Insured's self insured retention of \$250,000 . This coverage is written with the BRIT Premier Package with Lloyd's of London.

Specific Excess Workers' Compensation - in the amount of Statutory and \$1,000,000 Employers Liability Limit with a self insured retention \$500,000 per occurrence. This coverage is written with Safety National Casualty Corporation.

- 2) Commercial General Liability and Automobile Liability in a total amount of \$1,000,000 including the Insured's self insured retention of \$100,000. This coverage is written with the BRIT Premier Package with Lloyd's of London.

Excess Liability - in the total amount of \$4,000,000 and is written with Insurance Company of the State of PA (AIG). The schedule of underlying is as follows -

GENERAL LIABILITY
Lloyds
Inclusive of \$100,000SIR

10/01/2008-2009
\$1,000,000
EACH OCCURRENCE
Defense within the Limits

AUTO LIABILITY

Lloyds
Inclusive of \$100,000SIR
10/01/2008-2009
\$1,000,000
COMBINED SINGLE LIMIT
Defense within the Limits

EMPLOYER'S LIABILITY

Lloyds
Inclusive of \$250,000SIR
10/01/2008-2009
\$500,000
EACH ACCIDENT
\$500,000
DISEASE EACH EMPLOYEE
Defense within the Limits

EMPLOYER'S LIABILITY

Safety National
Inclusive of \$500,000SIR
10/01/2008-2009
\$1,000,000
EACH ACCIDENT
\$1,000,000
DISEASE EACH EMPLOYEE
Defense within the Limits

PUBLIC OFFICIALS/EPLI

Lloyds
Inclusive of \$100,000SIR
10/01/2008-2009
\$1,000,000
EACH OCCURRENCE
\$1,000,000
GENERAL AGGREGATE
Defense within the Limits
Claims Made R/A 10/1/1997

EMPLOYEE BENEFITS LIABILITY

Lloyds
Inclusive of \$100,000SIR
10/01/2008-2009
\$1,000,000

EACH OCCURRENCE
\$1,000,000
GENERAL AGGREGATE
Defense within the Limits
Clams Made R/A 10/1/1997

3) Fidelity Coverage (Crime) - in a total amount of \$500,000 any one accident including the Insured's self insured retention of \$10,000 . This Employee Dishonesty (including Faithful Performance coverage) is written with the BRIT Premier Package with Lloyd's of London.

G. Articles of Incorporation/Bylaws

For non-public entities, please include Articles of Incorporation recognized by the State as formally establishing a private corporation, business or agency.

Not applicable, Fort Bend County is a county government of the State of Texas.

TAB III

HOUSING PROJECT SUMMARY NARRATIVE

The Applicant must complete a Project Summary for all housing activities and/or programs proposed to be administered.

I. Project Overview

Select all activities that the Subrecipient is applying to administer (either with their own staff, project management or consulting firms, or through agreements with other entities):

- | | |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Emergency Repair | <input type="checkbox"/> Renter Occupied Rehabilitation |
| <input checked="" type="checkbox"/> Owner Occupied Rehabilitation, Reconstruction | <input type="checkbox"/> Renter Occupied New Construction |
| <input type="checkbox"/> Down Payment Assistance | <input type="checkbox"/> Other Rental Programs |
| <input type="checkbox"/> Other Non-Rental Housing | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Compensation or Incentive program (if approved) | |

II. Project Summary Narrative

The Applicant must describe the proposed project. The narrative must include the following elements in relation to the region being served:

- The extent of the needed improvements for the affected area(s).
- The extent of the need by persons affected by hurricane Dolly or Ike.
- How the Applicant proposes to resolve the identified needs with the activities described in this application.
- Description of the work to be performed, including the housing activities to be undertaken, the goals and objectives of the project, and the method of approach.
- Description of how the project(s) form part of an integrated approach to housing, infrastructure, economic revitalization, and overall community recovery. Consideration of long-term planning processes is also highly encouraged.
- Description of how the Subrecipient will identify clients, the estimated number of clients to be served, and description of population in terms of age, gender, ethnicity, income level, and other defining characteristics.
- Be very specific about who will carry out the activities, the location in which they will be carried out, the period over which the activities will be carried out, the frequency with which the activities will be carried out, and the frequency with which services will be delivered.
- Describe the site where the project(s) will be implemented. How will clients get to the facility? What efforts will the Applicant and its partners make to promote the program and reach isolated individuals? Describe how the facility complies with Americans with Disabilities Act (ADA) requirements regarding accessibility.

Each of the project summary items is addressed below.

Fort Bend County is applying to administer owner-occupied rehabilitation and reconstruction activities. The County will use it's own staff. The maximum amount of assistance for reconstruction is \$125,000.

A. The extent of the needed improvements for the affected area(s).

The demand for owner-occupied housing rehabilitation services in Fort Bend County was high before Hurricane Ike made landfall on September 13, 2008. As a result of Ike, the extent of the housing rehabilitation improvements needed by residents of the County has increased greatly. The FEMA damage assessment listed over 6,000 Ike-damaged housing units in the County. The majority of units listed in the FEMA assessment reported damage less than \$8,000. These units probably experienced partial roof and fence damage. The assessment listed 84 housing units with damage estimates from \$8,000 to \$15,000. These units probably experienced total roof damage. The assessment listed 25 units with damage estimates from \$15,000 to \$28,000. These housing units probably experienced total roof damage and some interior, electrical, siding or tree damage and some incipient problems. The assessment listed 12 units with damage estimates over \$28,000. These units probably experienced total roof damage, and significant interior, electrical, siding or tree damage. These units also may have been substandard condition before Hurricane Ike. The FEMA damage assessment also listed 12 owner-occupied and 2 renter-occupied housing units as destroyed. The County estimates that if only 10 percent of the homes listed in the FEMA damage assessment have not been repaired, there are over 600 homes in need of some repair from Hurricane Ike. Fort Bend County has a very high home ownership rate. According to the 2007, American Community Survey, Fort Bend County has an 82.9% owner-occupied rate. Thus, the County estimates that over 5,000 units, the majority of housing units damaged by Hurricane Ike, were owner-occupied units.

Fort Bend County conducted a Hurricane Ike Housing Activities Survey of cities in April of 2009. Not all cities responded, however, the returned surveys estimated about 65 homes with damage. One city in the eastern part of the County reported 33 homes with serve roof damage. City officials report that the roofs are still covered with blue tarps provided by FEMA and other materials provided by the homeowners. This city is low and moderate income and city officials state that the City does not have a home repair program or the resources to provide its citizens housing assistance.

Another city in the eastern part of the County also reported about 20 to 25 homes with damage from Ike. This city has code and/or building inspectors and will soon cite individuals who do not complete repairs to their homes. This city has agreed to provide residents cited with information regarding the County's Hurricane Ike Housing Rehabilitation Program.

Fort Bend County estimates that a significant number of homes damaged by Hurricane Ike have not been repaired due to lack of insurance, the lack of the insurance deductible, the shortage of materials and contractors, or the inability of some homeowners to access contractor services for home repairs.

B. The extent of the need by persons affected by hurricane Dolly or Ike.

Fort Bend County expects to find a wide variety of housing need among Fort Bend County residents affected by Hurricane Ike. The County expects to find residents whose homes need just roofs or minor home repairs that have worsen over time, residents whose homes sustained total roof damage and have homes stilled covered with tarps, residents whose homes have roof, and significant interior, electrical, siding, or tree damage and whose homes were substandard before Hurricane Ike made landfall. The FEMA damage assessment noted that 12 owner-occupied and 2 renter-occupied housing units were destroyed. The County expects that low- and moderate-income homeowners with Hurricane Ike damage are less likely to have the funds available to make repairs to their homes. Moreover, the County expects persons with the lowest incomes to need a higher level of assistance because of their lack of financial resources available to cope with the cost of this disaster.

As part of County's CDBG entitlement program, the Community Development Department has identified 2000 Census Tract Block Groups with low- and moderate- income populations (areas over 50% MFI). The Community Development Department staff will assess the extent of the need of persons affected by Hurricane Ike in the low- and moderate-income census tract block groups, in order, to more effectively target housing assistance.

C. How the Applicant proposes to resolve the identified needs with the activities described in this application.

Fort Bend County will not be able to meet the housing needs of every person with housing damage from Hurricane Ike. The FEMA damage estimate listed 6,160 housing units with some degree of damage from Hurricane Ike. Fort Bend County has a very high home ownership rate and estimates that 5,100 units, the majority of housing units damaged by Hurricane Ike, were owner-occupied units. If ten percent (510) of these units are eligible for Hurricane Ike housing assistance, the CDBG Hurricane Ike allocation available to provide housing rehabilitation assistance (\$1,346,971) to all the units would average only \$2,632 per unit. If five percent (255) of these units are eligible for assistance the average costs would be \$5,200 per unit. If one percent (61) of the estimated total number of damaged housing units are eligible for assistance, the average costs would be \$26,300. Finally, if one half of one percent (25) of the estimated total number of damaged housing units are eligible for assistance the average costs would be \$52,640. Fort Bend County estimates that given that ten months has passed since Hurricane Ike made landfall on September 13, 2008, housing units that sustained minor or moderate damage have continued to deteriorate and may now require more extensive rehabilitation or reconstruction. The County estimates that it will spend an average of \$40,000 per Hurricane Ike damaged owner-occupied home for either rehabilitation or reconstruction. This average cost will allow to County to provide assistance to 38 housing units with the assistance available.

The County will have to prioritize the delivery of assistance to County residents by using several criteria. Foremost among these criteria is documented proof that the damage to the housing unit was caused by Hurricane Ike. Homeowners will be required to document non-duplication of benefits. Homeowners will be asked at the time of application to list their private insurance and if they received funds for damage from Hurricane Ike. Homeowners also will be asked if they received assistance from FEMA, the Army Corp of Engineers or for any other organization for damage from Hurricane Ike.

Fort Bend County will provide assistance to housing units occupied by low- and moderate-income residents who did not have homeowners insurance or received an insurance claim insufficient to cover the costs of needed repairs. Residents must have receipts documenting any repairs made with insurance proceeds or the funds available to complete their portion of repairs. In addition, residents must have applied for FEMA Disaster Assistance and been turned down.

There will be several instances where the County will not be able to provide homeowners housing rehabilitation assistance. Homes where the homeowner has purchased a property using a contract for deed that does not convey ownership until the last payment will not be eligible. There also are homes where the owner occupant does not have clear title. There also are properties that have not been legally subdivided and, as a result, do not show up on the Fort Bend County Tax Appraisal District tax rolls. There also are many properties with housing units without public or private water and sewer services. Some of these properties may not meet the County's standards for private water wells and septic tanks and, thus, cannot be brought into compliance. All these factors will decrease the number of homeowners eligible for assistance. The County will provide assistance to as many eligible homeowners and housing units as possible. The County also will assist some the homeowners that do not meet the Hurricane Ike requirements through the County's Housing Rehabilitation Program funded with CDBG and HOME Program funds.

D. Description of the work to be performed, including the housing activities to be undertaken, the goals and objectives of the project, and the method of approach.

Fort Bend County will provide services to homeowners through the demolition and replacement of substandard homes to benefit low to moderate-income residents of Fort Bend County whose homes were damaged by Hurricane Ike. Fort Bend County Community Development Department staff will assist the homeowner(s) in planning, implementing and managing the overall process to demolish their substandard and dilapidated structure and replace it with a quality, affordable, decent, and safe dwelling through a deferred loan payment program. The work will eliminate slum and blight as well as preserve and enhance the integrity of the surrounding neighborhoods. Basic goals of this program:

- 1) To assist qualified applicants in the demolition of their dilapidated home and the redevelopment of their lot, from pre demolition activities through the reconstruction process.
- 2) To provide training and counseling activities to qualified applicants seeking to replace their deteriorated homes.
- 3) To expand the supply of quality affordable, decent, and safe housing available to qualified low income homeowners.
- 4) To provide qualified applicants with information on managing the overall maintenance

E. Description of how the project(s) form part of an integrated approach to housing, infrastructure, economic revitalization, and overall community recovery. Consideration of long-term -planning processes is also highly encouraged.

Fort Bend County's Consolidated Plans have always placed a very high priority on housing for low- and moderate-income persons. In the 2005-2010 Consolidated Plan's Table 2A, Priority Housing Needs Table, small related, large related, elderly, and all other households rated a high priority for households at 0-30% and 30-50% of MFI. All household categories rated a medium priority for households at 50-80% of MFI. Fort Bend County's 2005-2010

Consolidated Plan lists the County's five- and one-year programmatic goals. Housing rehabilitation was listed as Objective 2 in the County's Decent Housing Goals. The goals listed under this objective are listed below.

DH 2: Objective 2: Provide housing rehabilitation to owner-occupied and renter-occupied households.

DH 2.1 Provide owner-occupied rehabilitation assistance to 75 extremely low-income, low-income and moderate-income households. (15 housing units per year)

DH 2.2 Provide housing repairs including roofs, minor repairs and septic tanks to 100 owner-occupied housing units. (20 housing units per year)

The County established the Housing Rehabilitation Program in 1993. Since that time the County has completed 174 rehabilitations. In addition, the County funds a repair program that provide minor home repairs such as roofs, foundation work, interior, exterior repairs, and septic tanks. The County funds the Housing Rehabilitation Program with both CDBG and HOME Program funds. On average, the County provides the Housing Rehabilitation Program \$250,000 in HOME funds per year for 10 homes and \$100,000 in CDBG funds per year for 4 homes. The repair program generally is funded at \$200,000 per year for 30 to 35 housing repairs completions.

Fort Bend County has been committed to providing housing rehabilitation services to low- and moderate-income residents of the County for 16 years. The Housing Rehabilitation Program is an integral part of the County's to improvement the housing, infrastructure, facilities, and economic opportunities available to the low- and moderate-income residents of Fort Bend County.

F. Description of how the Subrecipient will identify clients, the estimated number of clients to be served, and description of population in terms of age, gender, ethnicity, income level, and other defining characteristics.

Fort Bend County will not use a subrecipient to administer the County's Hurricane Ike Housing Rehabilitation Program. The County expects to provide assistance to 38 owner-occupied housing units. The County expects most of the homeowners to be very-low or low income representing persons with the least resources to maintain and/or repair their homes. Unfortunately, a large number of very-low and low-income are elderly women. This segment of the population represents a significant number of the housing rehabilitation completed by the County through the existing housing rehabilitation program. About twenty percent of the housing rehabilitations completed by the County have been located in the unincorporated area of the County. The majority of the completions have been located in incorporated areas. The larger cities with code/building inspectors refer clients to the program. Many of the smaller cities and towns in the County have very few or no city employees to provide assistance to their residents.

The County will contact all the cities and provide them information regarding the availability of Hurricane Ike housing assistance. The County staff also will conduct windshield surveys.

G. Be very specific about who will carry out the activities, the location in which they will be carried out, the period over which the activities will be carried out, the frequency with which the activities will be carried out, and the frequency with which services will be delivered.

The Fort Bend County Community Development Department staff will assist qualified homeowners in the implementation of the Reconstruction Program. Qualified homeowners must be owner occupants residing in the Fort Bend County area most affected by Hurricane Ike, the Eastern most boundary of Fort Bend County. The program will be an ongoing daily activity of the Housing Rehabilitation Specialist and administrative staff. The daily activities of the Reconstruction Program will consist of: the application process, the verification process, the demolition process and the reconstruction process. These processes will be ongoing and concurrent.

H. Describe the site where the project(s) will be implemented. How will clients get to the facility? What efforts will the Applicant and its partners make to promote the program and reach isolated individuals? Describe how the facility complies with Americans with Disabilities Act (ADA) requirements regarding accessibility.

The Fort Bend County Housing Rehabilitation Program is administered from the Fort Bend County Rosenberg Annex, 4520 Reading Road, Suite A, Rosenberg, Texas 77471. Clients are not expected to get to the County facility. Currently, Housing Rehabilitation Program brochures and applications are mailed to clients as they are requested. The client completes and returns the application. The Community Development receptionist then processes the application and prepares the income verifications.

The County will make every effort to promote the County's Hurricane Ike Housing Rehabilitation Program. The County will distribute flyers regarding the program to commissioners' offices, county buildings, city halls, community centers, and other public buildings. The County will provide flyers in appropriate languages to residents of Fort Bend County. The County will target most of this effort to the eastern parts of the County closest to the landfall of Hurricane Ike. In addition, the County will provide public service announcements and press releases to local television and print media announcing the availability of assistance.

The County's Rosenberg Annex complies with the American with Disabilities Act (ADA). The County will make every effort to provide assistance to County residents trying to access County services.

III. Project Description and Funding Request

Activity Codes

Emergency Repair – ER Owner Occupied Rehabilitation, Reconstruction – OCC Down Payment Assistance – DPA Other Non-Rental Housing – OTNRH (Describe) Compensation/Incentive Program – CMP/INC	Renter Occupied Rehabilitation – ROR* Renter Occupied New Construction – ROC Other Rental Programs – OTRH (Describe) Other – OHN (Describe) Program Administration (Administration and Project Delivery)
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Grantee/Subgrantee Name: Fort Bend County: Fort Bend Ph: 281-341-3606 Official: Robert E. Hebert	Activity Activity Code-OHN Administration Max./Household\$	Funding Request CDBG: \$79,105.35 Other: \$ Source:	National Objective <input checked="" type="checkbox"/> LMI No Bene. 38 L/M%: 100% <input type="checkbox"/> Slum/Blight <input type="checkbox"/> Urgent Need	Proposed Service Area -(list all counties and cities to be served) <input type="checkbox"/> All areas within the following counties : Or <input checked="" type="checkbox"/> The following municipalities and/or unincorporated areas of listed counties: The service area for the Fort Bend County CDBG like Housing Rehabilitation Program includes the unincorporated areas of the County and the incorporated areas of Arcola, Beasley, Fairchilds, Fulshear, Kendleton, Meadows Place, Missouri City, Needville, Orchard, Pleak, Richmond, Rosenberg, Simonton, Stafford, Sugar Land, and Thompsons. The County's service area does not include the cities of Houston or Katy.
Grantee/Subgrantee Name: Fort Bend County: Fort Bend Ph: 281-341-3606 Official: Robert E. Hebert	Activity Activity Code-OHN Project Delivery Max./Household	Funding Request CDBG: \$158,210.70 Other: \$ Source:	National Objective <input checked="" type="checkbox"/> LMI No Bene. 38 L/M%: 100% <input type="checkbox"/> Slum/Blight <input type="checkbox"/> Urgent Need	Proposed Service Area -(list all counties and cities to be served) <input type="checkbox"/> All areas within the following counties : Or <input checked="" type="checkbox"/> The following municipalities and/or unincorporated areas of listed counties: The service area for the Fort Bend County CDBG like Housing Rehabilitation Program includes the unincorporated areas of the County and the incorporated areas of Arcola, Beasley, Fairchilds, Fulshear, Kendleton, Meadows Place, Missouri City, Needville, Orchard, Pleak, Richmond, Rosenberg, Simonton, Stafford, Sugar Land, and Thompsons. The County's service area does not include the cities of Houston or Katy.

Grantee/Subgrantee Name: Fort Bend County Ph: 281-341-3606 Official: Robert E. Hebert	Activity Activity Code-OCC Max./Household \$125,000.00	Funding Request CDBG: \$1,344,791 Other: \$ _____ Source: _____	National Objective <input checked="" type="checkbox"/> LMI No Bene. 38 L/M%: 100% <input type="checkbox"/> Slum/Blight <input type="checkbox"/> Urgent Need	Proposed Service Area-(list all counties and cities to be served) <input type="checkbox"/> All areas within the following counties : Or <input checked="" type="checkbox"/> The following municipalities and/or unincorporated areas of listed counties: The service area for the Fort Bend County CDBG like Housing Rehabilitation Program includes the unincorporated areas of the County and the incorporated areas of Arcola, Beasley, Fairchilds, Fulshear, Kendleton, Meadows Place, Missouri City, Needville, Orchard, Pleak, Richmond, Rosenberg, Simonton, Stafford, Sugar Land, and Thompsons. The County's service area does not include the cities of Houston or Katy.
Grantee/Subgrantee Name: _____ Ph: _____ Official: _____	Activity Activity Code-_____ Max./Household\$ _____	Funding Request CDBG: \$ _____ Other: \$ _____ Source: _____	National Objective <input type="checkbox"/> LMI No Bene. _____% L/M%: _____% <input type="checkbox"/> Slum/Blight <input type="checkbox"/> Urgent Need	Proposed Service Area-(list all counties and cities to be served) <input type="checkbox"/> All areas within the following counties : Or <input type="checkbox"/> The following municipalities and/or unincorporated areas of listed counties:

TAB IV

PROJECT BUDGET

The applicant must provide a budget breakout for the entire grant award. The following form provides a sample format; however the applicant may choose to utilize another format. In all cases the budget must clearly identify the amount of funds needed to complete the activities proposed under Tab III.

All Grantees must keep financial records for the proposed project at an officially designated site that is accessible to the public. The funds must be adequately managed on a timely basis using generally accepted accounting principles.

I. Project Budget

Description of Task	Project Budget	Explanation / Calculation
Construction Costs (hard costs only)	\$1,344,792.00	
Project Management (including record keeping, reporting, and monitoring)	\$30,000.00	
Financial Management including setting up financial draw systems and fraud controls	\$20,000.00	
Fair Housing Activities	\$2,000.00	
Procured Services	\$30,000.00	
Environmental Reviews	\$3,000.00	
Acquisition (new Construction activities only)	\$0.00	
Labor Standards (if applicable)	\$0.00	
Inspection	\$62,605.00	
Construction Management (including bid development, advertisement, award, and construction oversight)	\$62,605.00	
Audit / Closeout Procedures	\$3,000.00	
Other (Administration \$74,105.00 and Project Delivery \$63,210.00)	\$24,105.00	General Oversight
TOTAL (Must equal amount applicant is requesting in total)	\$1,582,107.00	

**Fort Bend County, Texas
CDBG Ike Housing Budget**

Activity	Budget	Comments
Administrative Expenses	\$79,105.00	Costs incurred for administrative purposes not specifically linked to an activity. Includes grant application preparation, fair housing activities, record keeping, reporting, monitoring, financial management, audit and closeout procedures.
Project Delivery Expenses	\$158,210.00	Costs incurred for environmental reviews, procured services, inspections and construction management.
Construction Costs	\$1,344,792.00	Costs incurred for project hard costs.
Total Award	\$1,582,107.00	

TAB V

PROJECT SCHEDULE

The contract period for housing activities will generally be 24 months. Complete the chart below by filling in an X that indicates what months each of the following activities will be carried out within. In addition, please attach a narrative of information related to key targets and benchmarks that will allow the Grantee to achieve project completion within 2 years.

I. Project Implementation Schedule

Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Procurement of Professional Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Review	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans & Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clearance of Special Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bid Advertisement/Contract Award	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interim & Final Inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
General Administration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Audit & Close-out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

ANTICIPATED CONTRACT START DATE _____ CONTRACT ENDING DATE _____

«Start_Date» September 1, 2009 _____

«End_Date» August 31, 2011 _____

TAB VI

NATIONAL PROGRAM OBJECTIVES, LOW-MODERATE INCOME CALCULATION, & BENEFICIARIES

Each application must demonstrate that at least 50 percent of the combined housing funds in the application are for activities producing benefit to low and moderate income persons. (Low-Moderate Income National Objective – 51% of the beneficiaries are low and moderate income persons.)

Complete the chart that follows for the total allocation for the applicant, including all housing activities.

(Additional information that is normally included in a CDBG application may be collected at the contract stage to limit the amount of information in the application.)

