

600 Jefferson, Suite 2050
Houston, Texas 77002
713-739-7514
Fax 713-739-8038
www.homelesshouston.org

Coalition for the Homeless of Houston/Harris County
Department of Housing and Urban Development (HUD)
Continuum of Care (CoC) Program

Memorandum of Understanding between the **Coalition for the Homeless of Houston/Harris County**
and Fort Bend County (Project Applicant)

PURPOSE

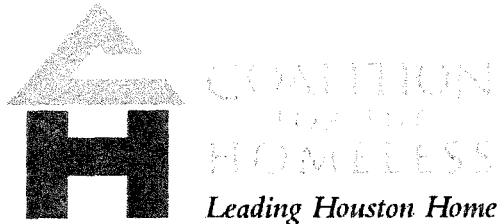
The CoC Program is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among individuals and families experiencing homelessness.

This memorandum of understanding (MOU) is entered into by the Coalition for the Homeless of Houston/Harris County (CFTH) and Project Applicant. The purpose of this MOU is to set forth expectations and responsibilities of CFTH and Project Applicant as Project Applicant seeks funding from HUD under the CoC Program.

GENERAL PROVISIONS

CFTH will:

- 1) Serve as the CoC Lead Agency responsible for the coordination and oversight of the CoC planning efforts, and has the authority to certify and submit the CoC homeless assistance funding application.
- 2) Coordinate and leverage the Homeless Information Management System (HMIS) as a data collection and, eventually, coordinated intake tool, to capture client-level, system-wide information over time on the characteristics and services needs of the homeless persons to be served within the funded programs.
- 3) Provide technical assistance and training to provider agencies to ensure compliance with HUD CoC regulations, standards, and guidelines.
- 4) Monitor provider agencies' programmatic and financial management to ensure compliance with HUD CoC regulations, standards, and guidelines.
- 5) Coordinate, integrate, and leverage resources to maximize impact of services for individuals who are homeless.



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Project Applicant will:

Services

1. **Have in place on-site supportive services** (provided directly or sub-contracted) or provide transportation and access to supportive services that will:
 - a. Help program participants obtain or remain in permanent housing;
 - b. Help participants increase skills and/or income;
 - c. Help participants achieve greater self-determination, enabling the participants to gain needed confidence to make the transition out of homelessness.
2. **Provide a combination of one or more Evidence-Based Practices (EBP)** or promising practices for the target client group to be implemented in case management and other supportive services provided by the grantee or sub-contracted
3. **Provide services in a culturally competent and inclusive context.** The people that the permanent supportive housing program is designed to serve are almost by definition marginalized and excluded from their communities and mainstream society. Bringing them into housing and offering meaningful services requires providers to bridge cultural, language, and other barriers.
4. Establish policies and practices that are consistent with, and do not restrict the exercise of rights provided by the education subtitle of the McKinney-Vento Act, and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness;
5. Designate a staff person to ensure that children are enrolled in school and connected to the appropriate services within the community, including early childhood programs such as Head Start, Part C of the Individuals with Disabilities Education Act, and McKinney-Vento education services.

Applicable to CoC Funded Permanent Supportive Housing Projects

6. To be able to engage and help stabilize people who have a history of trauma, **permanent housing programs need to be trauma-informed.** This means training all staff who will be working with participants to understand the nature and manifestations of trauma in human life and to ensure that both housing and services are offered in safe, nonthreatening environments.
7. **Separation of housing and services** underpins the supportive housing model. Property management functions and support services are handled by separate staff, and often even by different organizations. They coordinate with one another but clearly differentiate the roles of property manager and service provider.
8. **Eligibility and continued tenancy** is not dependent on participation in services provided, rather on the requirements of tenancy.

Client Eligibility – Applicable to CoC Funded Housing Projects

1. **Move clients into permanent housing directly from streets and shelters** without preconditions of treatment acceptance or compliance.
2. CoC funded programs must comply with business rules developed for **Coordinated Access.**
3. **Programs are required to accept tenants with zero income**, and may have the goal of helping clients obtain income through benefits or employment to contribute to rent once admitted but may not un-enroll tenants from the program solely because income is not gained.
4. **Programs may not charge more than 30% of a client's income in rent.**
5. **For Permanent Housing Projects only, clients may not be unenrolled from the program for reasons other than non-compliance with the basic lease agreement.** For example, clients are



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allowed to have alcohol in their homes and may not be unenrolled unless their behavior would cause eviction by the landlord.

HMIS

The Homeless Management Information System (HMIS) is a critical tool used for tracking program participation, and the data collected therein can be analyzed to report on program, agency, and community-level outcomes—requirements now mandated by most public and private funders of homeless services.

In addition, HMIS data is used to produce the Annual Performance Report (APR) and the Houston/Harris County Continuum of Care's submission for the Annual Homeless Assessment Report to Congress (AHAR). It is also used for reconciliation of the annual Point-in-Time Count each January. Additionally, the Coordinated Intake system depends upon the housing utilization tools within HMIS to determine unit availability.

Therefore, due to the importance of data collection as outlined above, all CoC-funded projects except victim services providers, are required to participate in HMIS in accordance with the data entry guidelines set by the HMIS Lead Agency ("the Coalition for the Homeless"). These guidelines include, but are not limited to:

1. The timely and accurate entry of data;
2. A complete exit assessment with exit destination and updated housing status; and
3. The maintenance of client information confidentiality.

In addition to providing all HUD mandatory data, agencies should strive to collect the maximum data elements for all clients.

Victim services providers must establish and operate a comparable database that complies with HUD's HMIS requirements and local data standards as approved by the CoC Steering Committee.

CoC Participation

1. The applicant agency agrees to participate in the Annual Point-In-Time Count by:
 - a) Volunteering agency staff to perform the unsheltered count
 - b) Completing the Housing Inventory Chart for the shelter count
 - c) Participating in Gaps Analysis and Needs Assessment
2. The applicant agency agrees to participate in CoC planning, policy, and strategy activities including but not limited to Provider and HMIS Forums.

Documentation and Monitoring

For each program funded through the Continuum of Care Program the applicant agency agrees to provide the following documents:

1. Final Technical Submission sent to HUD for any NEW projects awarded;
2. Signed Grant Agreement for Awards within five days of agreement execution;
3. Copy of APR submitted to HUD at the end of each grant year within five days of *e-snaps* submission;
4. Approved Substantial Grant Amendments within five days of amendment execution; and
5. Annual Agency Audits

The applicant agency agrees to site and monitoring visits to review project eligibility and quality threshold requirements by providing the necessary information and required documentation as requested by the Coalition for the Homeless of Houston/Harris County to ensure compliance with federal funding regulations.



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CONFIDENTIALITY

Both parties agree that they shall be bound by and shall abide by all applicable Federal or State statutes or regulations pertaining to the confidentiality of client records or information, including volunteers. The parties shall not use or disclose any information about a recipient of the services provided under this agreement for any purpose connected with the parties' contract responsibilities, except with the written consent of such recipient, recipient's attorney, or recipient's parent or guardian.

EQUAL OPPORTUNITY

Both parties mutually agree to be bound by and abide by all applicable anti-discrimination statutes, regulations, policies, and procedures as may be applicable under any Federal or State contracts, statutes, or regulations, or otherwise as presently or hereinafter adopted by the agency.

TERMS OF AGREEMENT

This MOU shall be effective upon adoption by each signatory agency and entity.

This MOU shall be reviewed and revised as needed to further implementation of strategic and long-term goals of the project.

This MOU can be expanded, modified, or amended, as needed, at any time by the consent of both agencies.

This MOU shall be in effect until the end of this project unless terminated by mutual agreement in writing prior to the project end date.

FORT BEND COUNTY
(AGENCY)

Signature: 

Name: Robert E. Hebert

Title: Fort Bend County Judge

Date: October 13, 2015

**COALITION FOR THE HOMELESS OF
HOUSTON/HARRIS COUNTY**

Signature: _____

Name: Marilyn L. Brown

Title: President & CEO

Date: 11/20/2015



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Coalition for the Homeless of Houston/Harris County
Department of Housing and Urban Development (HUD)
Continuum of Care (CoC) Program
Coordinated Access System

Memorandum of Understanding (MOU) between the **Coalition for the Homeless Houston/Harris County (CFTH)**, and Fort Bend County (Project Applicant)

PURPOSE

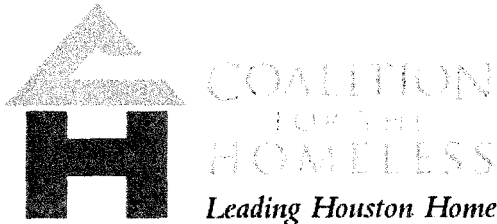
The Department of Housing and Urban Development (HUD)'s new regulations requires that all Continuums of Care (CoCs) develop and implement a coordinated access and assessment system for all CoC funded programs. A Coordinated Access System (CAS) is a *centralized or coordinated process designed to coordinate program participant intake, coordinate assessments, and coordinate the provision of referrals to housing*. The CAS will enable clients to move quickly through the system and be matched to the best intervention strategy that will permanently and effectively end their homelessness. The CAS will also reduce duplication of efforts, reduce returns to homelessness, and assist with ending homelessness.

In order to accomplish effective coordination with mainstream and homeless services, formal agreements dictating client eligibility, intake, service provision expectations, and staffing are being developed with mainstream and homeless service providers on behalf of the system of homeless providers. The agreements will also ensure that all providers are using the system in an open, transparent, and consistent way.

GENERAL PROVISIONS

CFTH will:

- 1) Serve as the Lead Agency in the Continuum of Care (COC);
- 2) Maintain the Homeless Management Information System (HMIS), including the CAS Workflow;
- 3) Coordinate the system of homeless and homelessness prevention services in the Harris and Fort Bend County continuum area;
- 4) Provide lead staff to guide the CAS Workgroup and any relevant subgroups;
- 5) Coordinate, integrate, and leverage resources to maximize impact of services for individuals who are experiencing homelessness;
- 6) Develop and implement policies and procedures on how the CAS will be operated;
- 7) Provide guidance and supervision to CAS staff;
- 8) Evaluate performance and progress of the CAS and make adjustments as necessary.
- 9) Oversee the Case Conferences and Appeals process as necessary.



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Project Applicant will:

- 1) Comply by business rules developed for the CAS;
- 2) Accept client referrals for PSH and/or RRH services through the CAS only;
- 3) Enter and maintain timely client data in HMIS;
- 4) Updated all CAS referrals within 24 hours;
- 5) Name a designated staff contact for the CAS.

CONFIDENTIALITY

All parties agree that they shall be bound by and shall abide by all applicable Federal or State statutes or regulations pertaining to the confidentiality of client records or information, including volunteers. The parties shall not use or disclose any information about a recipient of the services provided under this agreement for any purpose connected with the parties' contract responsibilities, except with the written consent of such recipient, recipient's attorney, or recipient's parent or guardian.

EQUAL OPPORTUNITY

All parties agree to be bound by and abide by all applicable anti-discrimination statues, regulations, policies, and procedures as may be applicable under any Federal or State contracts, statutes, or regulations, or otherwise as presently or hereinafter adopted by the agency.

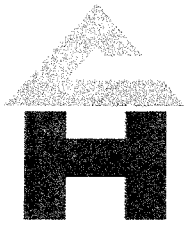
TERMS OF AGREEMENT

This MOU shall be effective upon adoption by each signatory agency and entity.

This MOU shall be reviewed and revised as needed to further implementation of strategic and long-term goals of the project.

This MOU can be expanded, modified, or amended, as needed, at any time by the consent of all agencies.

This MOU shall be in effect until the end of this project unless terminated by mutual agreement in writing prior to the project end date.



COALITION
FOR THE
HOMELESS
Leading Houston Home

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By: Robert Hebert

Name: Robert E. Hebert

Title: Fort Bend County Judge

Date: October 13, 2015

**COALITION FOR THE HOMELESS OF
HOUSTON/HARRIS COUNTY**

By: _____

Name: Marilyn L. Brown

Title: President/CEO

Date: November 20, 2015



**Project Renewal Threshold
2015 Continuum of Care**

This notice is to inform the Houston/Harris County CoC that the applicant agency,

Fort Bend County _____
Name of Agency

CoC Shelter Plus Care Renewal _____
Name of Project

Does meet the Project Renewal Threshold

Does NOT meet the Project Renewal Threshold

A CoC must consider the need to continue funding for projects expiring in CY 2015 and CY 2016. Renewal projects must meet minimum project eligibility, capacity, timeliness, and performance standards identified in this NOFA or they will be rejected from consideration for funding. When considering renewal projects for award, HUD will review information in LOCCS; Annual Performance Reports (APRs); and information provided from the local HUD/CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants, and will assess projects using the following criteria on a pass/fail basis:

- (1) Whether the project applicant's performance met the plans and goals established in the initial application as amended;
- (2) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including that standards for the expenditure of grant funds have been met;
- (3) The project applicant's performance in assisting program participants to achieve and maintain independent living and record of success, except HMIS-dedicated projects are not required to meet this standard; and
- (4) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.

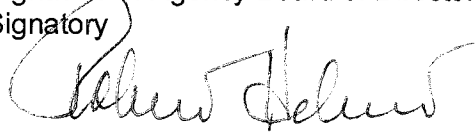
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FY2015 Continuum of Care Competition Accessing Mainstream Resources Declaration

Fort Bend County Shelter Plus Care
(Agency & Project Name)

Indicate Yes or No if your agency is implementing the following activities.

Activity	Yes or No
1a. Homeless assistance provider collaborates with healthcare organizations to facilitate health insurance enrollment (e.g. Medicaid, Affordable Care Act, etc.)	Yes
1b. Please list the healthcare organizations your agency/project collaborate with: Access Health, Fort Bend County Indigent Care and Harris County Hospital District	
2a. Homeless assistance provider supplies transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs.	Yes
2b. Educational Materials <input checked="" type="checkbox"/> In-Person Trainings <input type="checkbox"/> None <input type="checkbox"/> Transportation <input checked="" type="checkbox"/> Other (List) <input type="checkbox"/>	
3a. Homeless assistance provider uses a single application form for four or more mainstream programs.	Yes
4a. Homeless assistance providers have staff systematically follow-up to ensure mainstream services are received.	Yes
4b. How often does staff follow up? Annually <input type="checkbox"/> Every 6 Months <input checked="" type="checkbox"/> Other(Explain) <input checked="" type="checkbox"/> As needed by client but at a minimum at entry, six month update and upon exit.	
5a. Homeless assistance providers have SOAR-trained staff provide clients with technical assistance with obtaining SSI/SSDI? Case managers are currently taking online SOAR training and previously referred to SEARCH or MHMRA	Yes

Print Name of Agency Board of Directors Approved Signatory: Robert E. Hebert	Signature of Agency Board of Directors Approved Signatory 
Title County Judge	Date October 13, 2015



**General Project Eligibility Threshold Requirements
2015 Continuum of Care Competition**

This notice is to inform the Houston/Harris County CoC that the applicant agency,
Fort Bend County
Name of Agency

Shelter Plus Care
Name of Project & Grant Number (TX0353L6E001502)

Does meet the Project Eligibility Threshold
 Does NOT meet the Project Eligibility Threshold

HUD will review all projects to determine if they meet the following eligibility threshold requirements on a pass/fail standard. If HUD determines that the applicable standards are not met for a project, the project will be rejected from the competition. Any project requesting renewal funding will be considered as having met these requirements through its previously approved grant application unless information to the contrary is received (i.e., monitoring findings, results from investigations by the Office of Inspector General, etc). Approval of renewal projects is not a determination by HUD that a recipient is on compliance with applicable fair housing and civil rights requirements.

- (1) Project applicants and potential subrecipients must meet the eligibility requirements of the CoC program as described in the interim rule and provide evidence of eligibility required in the application (e.g., nonprofit documentation).
- (2) Project applicants and potential subrecipients must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and to administer federal funds. Demonstrating capacity may include a description of the applicant/subrecipient's experience with similar projects and with successful administration of other federal funds. Applicants must demonstrate good standing with HUD: have no open monitoring findings; have spent funds and completed prior grants in a timely manner.
- (3) Project applicants must submit the required certifications as specified in this NOFA. HUD forms required to be attached must meet HUD timeliness requirements – cannot be signed by authorized officials prior to July 1, 2015.
- (4) The population to be served must meet program eligibility requirements as described in the HEARTH Act, and the project application must clearly establish eligibility of project applicants. This includes the following additional eligibility criteria for certain types of projects.
 - (a) The only persons who may be served by any non-dedicated permanent supportive housing projects are those who come from the streets, emergency shelters, safe havens, institutions, or transitional housing.
 - i. Persons coming from transitional housing must have originally come from the streets or emergency shelters.

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ii. For any and all new projects funded through this NOFA including bonus and reallocated funding, no persons from Transitional Housing may be served

iii. Homeless individuals and homeless households with children with a qualifying disability who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and are living in transitional housing are eligible for permanent supportive housing even if they did not live on the streets, emergency shelters, or safe havens prior to entry in the transitional housing. As participants leave currently operating projects, participants who meet this eligibility standard must replace them. Notwithstanding the above, no resident of transitional housing is eligible to be served by ANY new project funded through the 2014 NOFA competition.

iv. Persons exiting institutions where they reside for 90 days or less and came from the streets, emergency shelter, or safe havens immediately prior to entering the institution are also eligible for permanent supportive housing.

(b) The only persons who may be served by dedicated or prioritized permanent supportive housing beds are chronically homeless persons. Persons in transitional housing are NOT considered to be chronically homeless even if they met the criteria prior to entering transitional housing.

(c) Rapid rehousing projects originally funded to serve individuals and families coming from the streets and emergency shelters must continue to do so. Persons coming from transitional housing are not eligible.

(d) New rapid rehousing projects created through reallocation must serving households with children coming from the streets and emergency shelters and may include in part or whole, victims of domestic violence; however these persons must meet all other criteria for this type of housing. Persons coming from transitional housing are not eligible. Please see The Way Home CoC project prioritizations for additional information.

(e) Projects originally funded as part of the FY 2008 Rapid Re-Housing for Families Demonstration must continue to adhere to the following requirements:

- i. Must serve households with dependent children residing on the streets or emergency shelters.
- ii. No more than 30 percent of the total eligible program activities may be used for supportive services, including case management.
- iii. Eligible supportive services are limited to housing placement, case management, legal assistance, literacy training, job training, mental health services, childcare services, and substance abuse services.
- iv. Eligible housing activities include leasing only.
- v. Continue to participate in and provide requested information to HUD for evaluation.

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(f) Renewal projects originally funded under the Samaritan Housing Initiative must continue to exclusively serve 100 percent chronically homeless, unless there are no chronically homeless within the CoC geographic area. CoCs should not hold units vacant, but instead should prioritize other vulnerable and eligible households.

(g) Renewal projects originally funded under the Permanent Housing Bonus must continue to serve the homeless population in accordance with the respective NOFA under which it was originally awarded.

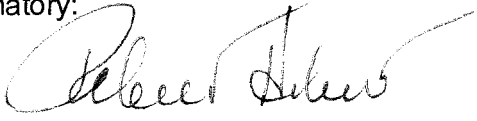
(h) Transitional housing and supportive services only projects may be eligible to use up to 10 percent of the total CoC funds to serve the homeless as defined by other federal definitions. However, the CoC must be approved by HUD during the competition to serve the homeless as defined by other federal homeless definitions. No project may serve this population unless HUD approves the CoC during the competition. Section II.B.12 of this NOFA describes the process for gaining HUD approval to serve the homeless as defined under other federal definitions. No projects in the 2015 NOFA competition may apply to serve persons defined as homeless by other federal definitions.

(i) Renewal projects that indicated that they would prioritize chronically homeless persons in beds that become available through turnover in non-dedicated permanent supportive housing projects must continue to do so.

(5) The project must be cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.

(6) Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient cannot disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that meets the needs of the local HMIS.

(7) Whether project applicants administer their programs or activities in the most integrated setting appropriate to the needs of qualified homeless with disabilities. This means that programs or activities must be offered in a setting that enables the homeless with disabilities to interact with others without disabilities to the fullest extent possible.

Print Name of Agency Board of Directors Approved Signatory: Robert E. Hebert	Signature of Agency Board of Directors Approved Signatory: 
Title: County Judge	Date: October 13, 2015

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Renewal Threshold:

All programs must be in compliance with HUD requirements and PSH and TH projects must meet a threshold score of 100 in order for grants to be renewed; PSH and TH projects that do not meet threshold requirements may be reallocated. All projects are subject to final renewal requirements as dictated by the CoC NOFA. Programs in their startup year are not subject to the reallocation threshold rule.

Supportive Services Only (SSO) projects do not meet threshold unless utilized for Coordinated Access.

Transitional Housing renewals are only eligible if the project is aligned with HUD's guidelines as outlined in the HUD Notice of Fiscal Year 2015 Opportunity to Register and Other Important Information for Electronic Application Submission for the Continuum of Care Program Competition. Specifically:

- Project maximizes the use of mainstream resources by not providing specialized assistance projects except as deemed necessary by the CoC. These specialized assistance projects may include physical, behavioral or mental health services, substances abuse services and employment services. If a project is providing specialized services they must have the oversight of the appropriate state, federal and local licensing agencies to ensure that best practices are employed and,
- Project serves a HUD identified population that might benefit from transitional housing including homeless youth who cannot sign a lease (unaccompanied youth under 18 years of age), persons fleeing domestic violence in need of safety and persons seeking addiction recovery assistance and,
- Project is cost-effective* and meets or exceeds performance thresholds and,
- Project does not present barriers to entry (i.e., length of sobriety, income, criminal background, number of children, gender of head of household, family composition, LGBTQ status)

The threshold scores will incrementally increase over the coming years to allow grantees time to take corrective action. Projects scoring below 120 must submit a corrective action plan and are ineligible to apply for new funds through the CoC in the year they are in corrective action. Projects with two consecutive years of "Corrective Action" status may be at risk of losing these funds per review and recommendation of the CoC Steering Committee.


Please see related policy regarding transitional housing that is specific to domestic violence provider agencies.

*Transitional Housing bed costs may not exceed \$10,000 annually

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HUD reserves the right to reduce or reject a funding request from the project applicant for the following reasons:

- (a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
- (b) Audit finding(s) for which a response is overdue or unsatisfactory;
- (c) History of inadequate financial management accounting practices;
- (d) Evidence of untimely expenditures on prior award;
- (e) History of other major capacity issues that have significantly affected the operation of the project and its performance;
- (f) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and
- (g) History of serving ineligible program participants, expending funds on ineligible costs,

Print Name of Agency Board of Directors Approved Signatory: Robert E. Hebert	Signature of Agency Board of Directors Approved Signatory 
Title County Judge	Date October 13, 2015

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Approval No. 2510-0011 (exp. 12/31/2015)

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

Applicant/Recipient Information

Indicate whether this is an Initial Report or an Update Report

1. Applicant/Recipient Name, Address, and Phone (include area code): Fort Bend County 301 Jackson St.	2. Social Security Number or Employer ID Number:
3. HUD Program Name Continuum of Care CoC Program	4. Amount of HUD Assistance Requested/Received \$239,197.00
5. State the name and location (street address, City and State) of the project or activity: 301 Jackson St., Richmond, Texas 77469	

Part I Threshold Determinations

- | | |
|--|---|
| 1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. |
|--|---|

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. **However,** you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds
U.S. Dept. of Housing and Urban Development	CDBG (formula)	\$10,000.00	Program Administration

(Note: Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
- any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

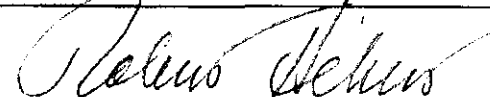
Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)
N/A			

(Note: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature: 	Date: (mm/dd/yyyy) 10/13/2015
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Public reporting burden for this collection of information is estimated to average 2.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

Privacy Act Statement. Except for Social Security Numbers (SSNs) and Employer Identification Numbers (EINs), the Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under section 102 of the Department of Housing and Urban Development Reform Act of 1989, 42 U.S.C. 3531. Disclosure of SSNs and EINs is voluntary. HUD is authorized to collect this information under the Housing and Community Development Act of 1987 42 U.S.C. 3543 (a). The SSN or EIN is used as a unique identifier. The information you provide will enable HUD to carry out its responsibilities under Sections 102(b), (c), and (d) of the Department of Housing and Urban Development Reform Act of 1989, Pub. L. 101-235, approved December 15, 1989. These provisions will help ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. They will also help ensure that HUD assistance for a specific housing project under Section 102(d) is not more than is necessary to make the project feasible after taking account of other government assistance. HUD will make available to the public all applicant disclosure reports for five years in the case of applications for competitive assistance, and for generally three years in the case of other applications. Update reports will be made available along with the disclosure reports, but in no case for a period generally less than three years. All reports, both initial reports and update reports, will be made available in accordance with the Freedom of Information Act (5 U.S.C. §552) and HUD's implementing regulations at 24 CFR Part 15. HUD will use the information in evaluating individual assistance applications and in performing internal administrative analyses to assist in the management of specific HUD programs. The information will also be used in making the determination under Section 102(d) whether HUD assistance for a specific housing project is more than is necessary to make the project feasible after taking account of other government assistance. You must provide all the required information. Failure to provide any required information may delay the processing of your application, and may result in sanctions and penalties, including imposition of the administrative and civil money penalties specified under 24 CFR §4.38.

Note: This form only covers assistance made available by the Department. States and units of general local government that carry out responsibilities under Sections 102(b) and (c) of the Reform Act must develop their own procedures for complying with the Act.

Instructions

Overview.

A. Coverage. You must complete this report if:

- (1) You are applying for assistance from HUD for a specific project or activity and you have received, or expect to receive, assistance from HUD in excess of \$200,000 during the fiscal year;
- (2) You are updating a prior report as discussed below; or
- (3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

B. Update reports (filed by "Recipients" of HUD Assistance):

General. All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

Line-by-Line Instructions.

Applicant/Recipient Information.

All applicants for HUD competitive assistance, must complete the information required in blocks 1-5 of form HUD-2880:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.
2. Entry of the applicant/recipient's SSN or EIN, as appropriate, is optional.
3. Applicants enter the HUD program name under which the assistance is being requested.
4. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. NOTE: In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.
5. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

Part I. Threshold Determinations - Applicants Only

Part I contains information to help the applicant determine whether the remainder of the form must be completed. **Recipients filing Update Reports should not complete this Part.**

If the answer to **either** questions 1 or 2 is No, the applicant need not complete Parts II and III of the report, but must sign the certification at the end of the form.

Part II. Other Government Assistance and Expected Sources and Uses of Funds.

A. Other Government Assistance. This Part is to be completed by both applicants and recipients for assistance and recipients filing update reports. Applicants and recipients must report any other government assistance involved in the project or activity for which assistance is sought. Applicants and recipients must report any other government assistance involved in the project or activity. Other government assistance is defined in note 4 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:

1. Enter the name and address, city, State, and zip code of the government agency making the assistance available.
2. State the type of other government assistance (e.g., loan, grant, loan insurance).
3. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
4. Uses of funds. Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

B. Non-Government Assistance. Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD **and any other source** - that have been or are to be, made available for the project or activity. Non-government sources of

funds typically include (but are not limited to) foundations and private contributors.

Part III. Interested Parties.

This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Note: A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each person listed is optional.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

Note that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need

not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, and on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required.

Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

Notes:

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]
2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).
3. See 24 CFR §4.9 for detailed guidance on how the threshold is calculated.
4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.
5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.

Certification for a Drug-Free Workplace

U.S. Department of Housing
and Urban Development

Applicant Name

Fort Bend County

Program/Activity Receiving Federal Grant Funding

Continuum of Care/Shelter Plus Care

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.


2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Fort Bend County
Community Development Department
301 Jackson St.
Houston, TX 77469

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Robert E. Hebert	Title County Judge
Signature 	Date October 13, 2015

X