

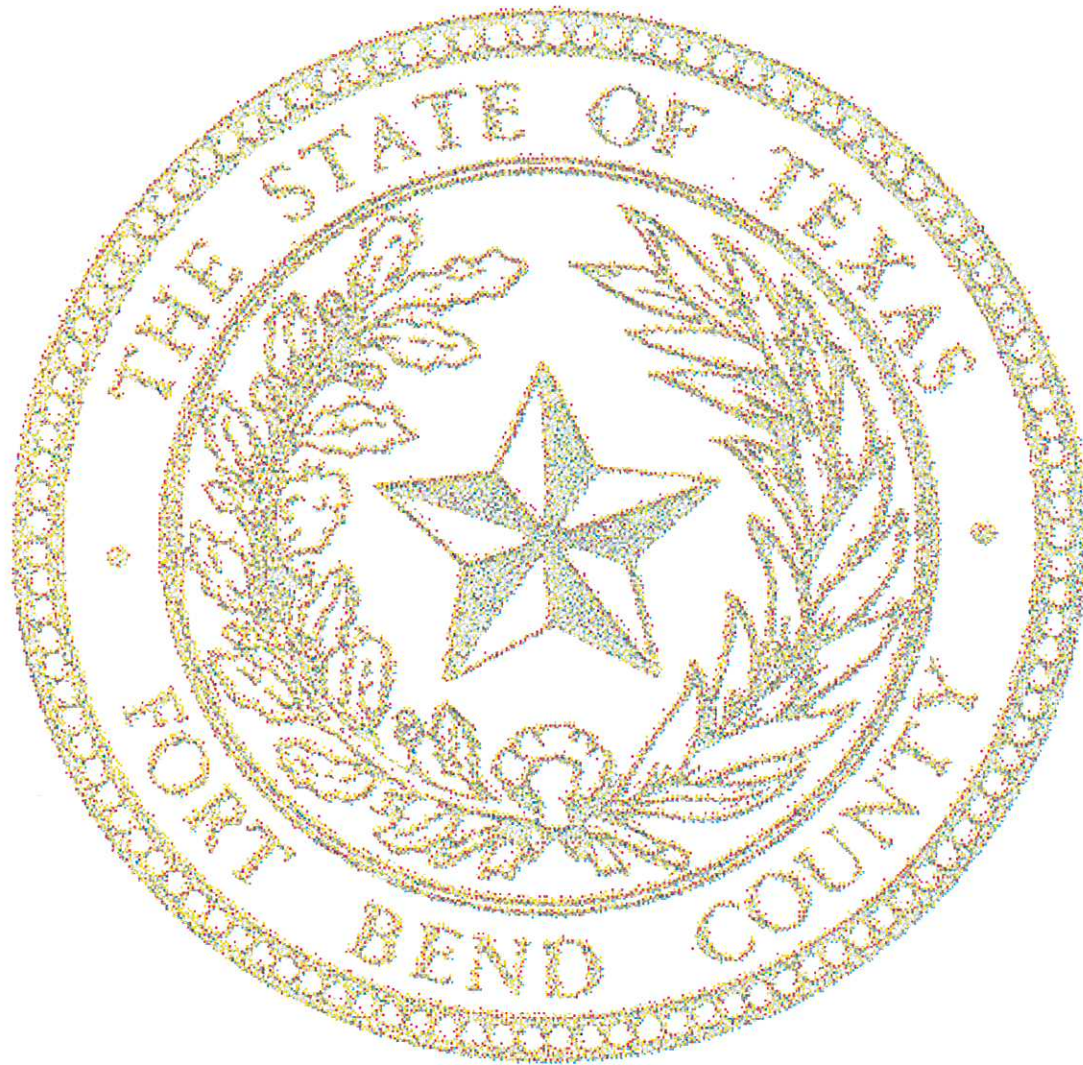
FORT BEND COUNTY, TEXAS
FY 2019
CONSOLIDATED ANNUAL ACTION PLAN

SEPTEMBER 1, 2019- AUGUST 31, 2020

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
HOME PROGRAM
EMERGENCY SOLUTIONS GRANT PROGRAM



COMMUNITY DEVELOPMENT DEPARTMENT
301 Jackson Street
Suite 602
Richmond, Texas 77469
(281) 341-4410



COUNTY OF FORT BEND, TEXAS

KP George
Vincent Morales, Commissioner
Grady Prestage, Commissioner
Andy Meyers, Commissioner
Ken DeMerchant, Commissioner

County Judge
Precinct 1
Precinct 2
Precinct 3
Precinct 4

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

Each year the County must submit a Consolidated Annual Action Plan to discuss the activities Fort Bend County will undertake to address priority needs and local objectives with the anticipated resources it will receive during the program year. These resources include the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Solutions Grant (ESG) Programs and other U.S. Department of Housing and Urban Development (HUD) programs, as well as, all local resources it will receive and/or allocate to these activities. The Annual Action Plan also includes the Standard Form 424 for the County's CDBG, HOME, and ESG Programs, program certifications, and other required HUD documentation.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Fort Bend County will receive \$3,090,195 in FY 2019 Community Development Block Grant (CDBG) Program funds from HUD. The County will receive \$737,236 in HOME Investment Partnerships (HOME) Program funds and \$224,896 in Emergency Solutions Grant (ESG) Program funds directly from the U.S. Department of Housing and Urban Development (HUD) for program year 2019 (September 1, 2019 to August 31, 2020).

The projects to be funded in FY 2019 are listed below by funding source.

CDBG: \$2,245,591 in public facility/improvements; \$310,773 in public services; \$533,831 in program administration.

HOME: \$463,513 FBC Housing Rehabilitation Program; \$200,000.00 HAUCDC/CHDO set-aside; \$73,723 in program administration.

ESG: \$133,840 for emergency shelter operations and services; \$74,189 available for rapid rehousing, housing prevention and stabilization services; \$16,867 for program administration.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The County's FY 2018 program year ends on August 31, 2019 and FY 2019 begins on September 1, 2019. The FY 2019 Consolidated Annual Action Plan is the fifth year of the 2015 Consolidated Plan. A review of the fourth year activities will not be available until November 2019, with the submission of the FY 2018 Consolidated Annual Performance and Evaluation Report (CAPER) to HUD. There were several five (5) year goals and objectives that were not addressed in the FY 2015 - 2019 Annual Action Plans. These goals remain to be addressed in future Consolidated and Annual Action Plans.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Fort Bend County published public notices on the County's website and in a newspaper of general circulation during the planning process announcing the dates and times of public meetings and the availability of the FY 2019 Request for Proposals for the CDBG, HOME, and ESG Programs. According to Fort Bend County's regular schedule, the FY 2019 Consolidated Annual Action Plan is due to HUD on July 18, 2019.

In February of 2019, HUD's Community Planning and Development (CPD) Notice 19-01 stated that any grantee with a program year start date prior to, or up to 60 days after, HUD's announcement of the FY 2019 formula program funding allocations was advised not to submit its consolidated plan or action plan until the FY 2019 formula allocations had been announced. The FY 2019 allocations were announced by HUD on April 15, 2019. Fort Bend County's plan is due to HUD by July 18, 2018. The County has over 60 days to submit its plan from the date of this announcement, so the procedures in CPD Notice 18-01 do not apply to Fort Bend County for FY 2019. Fort Bend County's thirty (30) day comment period will be from May 24, 2019 to June 25, 2019.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Any written comments received during the development of the FY 2019 Consolidated Annual Action Plan will be included in Appendix A.

6. Summary of comments or views not accepted and the reasons for not accepting them

See Appendix A

7. Summary

Fort Bend County will receive \$3,090,195 in FY 2019 Community Development Block Grant (CDBG) Program funds from HUD. The County will receive \$737,236 in HOME Investment Partnerships (HOME) Program funds and \$224,896 in Emergency Solutions Grant (ESG) Program funds directly from the U.S. Department of Housing and Urban Development (HUD) for program year 2019 (September 1, 2019 to August 31, 2020).

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	FORT BEND COUNTY	Fort Bend County Community Development Department
HOME Administrator	FORT BEND COUNTY	Fort Bend County Community Development Department
ESG Administrator	FORT BEND COUNTY	Fort Bend County Community Development Department

Table 1 – Responsible Agencies

Narrative (optional)

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 CDBG program was authorized under Title I of the Housing and Community Development Act of 1974. For a county to receive CDBG program funds directly from the U.S. Department of Housing and Urban Development (HUD), the combined population in both the unincorporated and incorporated areas, that entered into an interlocal agreement with the county, must be at least 200,000 persons. The 1990 Census indicated that Fort Bend County's population increased to more than 200,000 persons. As a result, Fort Bend County was designated as an urban county by HUD and was entitled to receive CDBG Program funds directly from HUD. In 1994, Fort Bend County became a participating jurisdiction for the HOME Program and was entitled to receive HOME Program funds directly from HUD. In 1995, Fort Bend County became an Emergency Shelter Grant (ESG) Entitlement Area and received ESG Program funds directly from HUD. In 2004, Fort Bend County became a PJ for the American Dream Downpayment Initiative Program and received allocations of FY 2003 and FY 2004 ADDI Program funds. The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act, including major revisions to the Emergency Shelter Grant (ESG) Program, now the Emergency Solutions Grant (ESG) Program. During FY 2011, the U.S. Department of Housing and Urban Development (HUD) implemented the transition to the Emergency Solutions Grant Program for FY 2012.

The Fort Bend County Community Development Department is the lead agency in the Consolidated Planning Process required by HUD. The service area for the Fort Bend County FY 2019 Consolidated Annual Action Plan includes the unincorporated areas of the County and the incorporated areas of Arcola, Beasley, Fairchilds, Fulshear, Kendleton, Meadows Place, Needville, Orchard, Pleak, Richmond, Rosenberg, Simonton, Stafford, Sugar Land and Thompsons. The County's service area does not include the cities of Houston, Katy, Missouri City, or Weston Lakes.

Consolidated Plan Public Contact Information

Fort Bend County Community Development Department, 301 Jackson Street, Suite 602 Richmond, Texas 77469 (281) 341-4410.

Website: <https://www.fortbendcountytexas.gov/government/departments/county-services/community-development>

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

For FY 2019, the service area for Fort Bend County will include the unincorporated areas of the County and the incorporated areas of Arcola, Beasley, Fairchilds, Fulshear, Kendleton, Meadows Place, Needville, Orchard, Pleak, Richmond, Rosenberg, Simonton, Stafford, Sugar Land and Thompsons. The County's service area does not include the cities of Houston, Katy, Missouri City, or Weston Lakes located within the County. As an urban county, Fort Bend County coordinates and consults with most of the incorporated areas/cities/towns in the County including, Missouri City and the City of Houston. As part of the urban qualification process, Fort Bend County consulted extensively with the Cities of Simonton and Sugar Land to expedite their return as part of the County's HUD entitlement service area.

In February of 2019, HUD issued the 2011-2015 Low and Moderate Income Summary Data (LMISD). This data replaced prior LMISD for demonstrating compliance with the CDBG National Objective of providing benefit to low and moderate income persons on an area basis. The Cities of Beasley and Orchard became eligible for CDBG area benefit activities with the 2015 LMISD. The County contacted these jurisdictions to let them know of their eligibility for FY 2019 CDBG Program funds. Both jurisdictions applied and their project were funded.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The staff of the Fort Bend County Community Development Department will continue to work with other County departments, local governments, non-profits, neighborhood groups, and interested individuals to improve communication, consultation, and coordination among groups. The department also maintains a mailing list of individuals and organizations interested in various housing and community development issues.

The department will continue to provide information to interested individuals and organizations, and to work with groups with similar interests in the development of projects. The public and assisted housing providers include the Rosenberg Public Housing Authority, FB CORPs and FB Habitat for Humanity. The private and governmental health, mental health and services agencies include the Fort Bend County Social Services Department, the Fort Bend County Behavioral Health Services, and Texana Mental Health.

In addition, the staff of the FBC Community Development Department regularly attends monthly meetings of Fort Bend Connect. This group is a community networking group that includes members

from a wide variety of organizations that strive to address multiple health and human services needs in Fort Bend County.

As a result of the flooding disasters of 2015, 2016, and 2017 and their associated CDBG-DR Program funds, the staff of the FBC Community Development Department increased its coordination with the FBC Office of Emergency Management (OEM) and representatives of the State of Texas General Land Office (GLO).

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

During FY 2019, the County in coordination with the Continuum of Care will address the needs of homeless persons and persons at risk of homelessness. The County used the standardized ESG guidelines in the FY 2019 ESG RFP. The County will provide funding for emergency shelter operations and services to the FBC Women's Center and the Parks Youth Ranch. The FBCWC provides assistance to women and children who are victims of domestic violence. The Parks Youth Ranch provides assistance to homeless youth. The County also will allocate FY 2019 ESG Program funds for Rapid Re-Housing and Homelessness Prevention during FY 2019.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

During FY 2019, the County will continue to work with the service providers implementing the ESG Rapid Re-housing and Homeless Prevention assistance to increase their capacity to provide services to program participants. In addition, the County also will work with the Coalition for the Homeless Houston/Harris County to implement the centralized and/or coordinated assessment system required by the ESG Program regulation and improve participation in the HMIS by County service providers. Fort Bend County CDD staff participates in monthly workgroup meetings regarding ESG and Rapid Re-Housing Expansion Planning along with representatives of the Cities of Houston and Pasadena and Harris County. This group established the Continuum-wide ESG program guidelines and standards. In addition, the FBC Community Development Department Director serves on the Coalition for the Homeless Houston/Harris County/Fort Bend County's Steering Committee.

During the latter part of FY 2016, the Coalition started a United Way Fort Bend Homeless Network Workgroup. This group meets quarterly. The Coalition started a FB Homeless Prevention Workgroup. Amber Passo, the Coalition's Project Manager for Fort Bend County also continues to conduct homelessness assessments on Tuesdays and Thursdays at various homeless and social service providers

in Fort Bend County such as Fort Bend County Social Services, Salvation Army and Katy Christian Ministries.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	COALITION FOR THE HOMELESS OF HOUSTON/HARRIS COUNTY
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Fort Bend County participates in the Continuum of Care that is administered by the Coalition for the Homeless of Houston/Harris County. The FBC Community Development Department Director serves on the CoC Coordinating Council. A staff member attends meeting of the ESG Workgroup that is part of the Coordinated Access System. In addition, the FBC uses the Coordinated Access to administer the Rapid ReHousing/Homelessness Prevention Program administered by the County's Behavioral Health Services Department.
2	Agency/Group/Organization	HOUSTON AREA URBAN LEAGUE
	Agency/Group/Organization Type	Housing Services - Housing Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment downpayment assistance
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Houston Area Urban League Community Development Corporation (HAUCDC) indicated it was interested in providing downpayment services to the Fort Bend County area. The HAUCDC submitted a FY 2019 HOME Program application and was awarded \$200,000 for a downpayment program.

3	Agency/Group/Organization	City of Beasley
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Sewer Improvements
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	FBC contacted incorporated areas that they were eligible for area benefit activities according to the newly released Low and Moderate Income Summary Data (LMISD) for the CDBG Program. This new data was effective as of April 1, 2019. The City of Beasley submitted an FY 2019 CDBG application and was awarded CDBG Program funds for a sanitary sewer improvements project.
4	Agency/Group/Organization	City of Orchard
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Non housing Community Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	FBC contacted incorporated areas that were eligible for area benefit activities according to the newly released Low and Moderate Income Summary Data (LMISD) for the CDBG Program. This new data was effective as of April 1, 2019. The City of Orchard submitted a FY 2019 CDBG application and was awarded CDBG Program funds for a water storage tank project.
5	Agency/Group/Organization	Houston-Galveston Area Council
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Non Housing Community Development

<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>The Houston-Galveston Area Council (H-GAC) staff worked with the U.S. Bureau of the Census staff to administer the 2020 Census Participant Statistical Areas Program (PSAP). This program provided the opportunity for local governments to review and update selected statistical area boundaries for the 2020 Census data tabulation. This program process started in January of 2019 and concluded in May of 2019. Several Fort Bend County staff participated in this program process to ensure that the 2020 Census Tract boundary alignments reflected the best interests of the County.</p>
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Identify any Agency Types not consulted and provide rationale for not consulting

During the development of the FY 2019 Consolidated Annual Action Plan the staff of the FBC Community Development Department has continual communication with current of existing housing, social service agency and local government subrecipients. The Department receives inquiries regarding the availability of CDBG, HOME and ESG Program funds from various individuals, housing and social service organizations and local governments through the program year. During FY 2019, new requests for information and/or RFPs were received from a few individuals and non-profits and groups regarding the availability of funds for Hurricane Harvey damage. Many organizations will not apply for federal funds because of the various regulations that must be followed given their specific programs. Small organizations often do not have the organizational capacity to carry-out their programmatic responsibilities in addition to the extra burden of federal eligibility, reporting and record-keeping requirements. Other organization's service areas do not align with the County's service area and they choose not to apply for funding.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Coalition for the Homeless Houston Harris County	Yes, the Way Home is the guiding planning document for homeless services in the Houston Metropolitan Area. FBC uses the ESG Written Guidelines, Performance Standards, and Business Rules for its programs.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

During the process of the developing the FY 2019 Consolidated Annual Action Plan, FBCCDD staff was contacted by individuals and groups regarding assistance for Hurricane Harvey damage. Individuals seeking housing assistance were referred to the Texas General Land Office (GLO) website and ther individuals were referred to the United Way and/or Fort Bend Recovers for services.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The development of the FY 2019 Fort Bend County Consolidated Annual Action Plan began in January of 2019. The County published a public notice on Thursday, February 27, 2019 regarding the availability of the FY 2019 Requests For Proposals (RFPs) and the date of public meetings. The FY 2019 CDBG, HOME and ESG Request for Proposals (RFPs) were emailed and mailed out on March 1, 2019. The County maintains a mailing list of individuals, non-profit organizations, and local governments interested in various housing and community development issues.

These individuals, organizations, and local governments are emailed or mailed the requests for proposals (RFPs) they requested. In addition, the department also emails and mails out notices of meetings, workshops, and conferences that provide information and training on various issues. A public meeting was held on Wednesday, March 13, 2019 to obtain public comments regarding community needs and the allocations of funds. A Proposers Meeting was held on Thursday, March 28, 2019 at the William B. Travis Building 301 Jackson Street, 7th Floor Meeting Room, Richmond, Texas to inform the public of anticipated funding levels and to measure community needs and to discuss the County's FY 2019 CDBG, HOME and ESG Request for Proposals (RFPs) and to answer questions from interested organizations and local governments. The deadline for the submission of RFPs was 3:00 p.m. on Thursday, April 4, 2019..

The County received seventeen (17) proposals from organizations and local governments. These applications totaled \$3,341,956 in CDBG Program funding requests, \$133,839 in ESG Program funding requests and \$200,000 in HOME Program funds. A public meeting will be held on June 13, 2019 at 10 a.m. at the William B. Travis Building 301 Jackson Street, 6th Floor Meeting Room, Richmond, Texas to receive public comments regarding the draft FY 2019 Consolidated Annual Action Plan.

During the thirty-day public review period from May 24, 2019 to June 25, 2019, draft copies of Fort Bend County's Consolidated Annual Action Plan will be available for review at the office of Fort Bend County Community Development Department. The Fort Bend County Commissioners Court is scheduled to approve the FY 2019 Consolidated Annual Action Plan on July 2, 2019. Any written comments received during the development of the FY 2019 Consolidated Annual Action Plan process will be included in Appendix A: Summary of Citizen Comments.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	February 27, 2019. Public Notice published in newspaper and department website in both English and Spanish.			
2	Public Meeting	Non-targeted/broad community	March 13, 2019	See Appendix A		
3	Public Meeting	Non-targeted/broad community Potential Grant Applicants	March 28, 2019	See Appendix A		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
4	Newspaper Ad	Non-targeted/broad community	May 17, 2019			https://www.fortbendcountytexas.gov/home/showdocument?id=49901
5	Public Meeting	Non-targeted/broad community Applicants	June 13, 2019			
6	Commissioner's Court Approval	Non-targeted/broad community	July 2, 2019			

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

Fort Bend County will receive \$4,052,327 directly from HUD for program year 2019 (September 1, 2019 to August 31, 2020). The majority of these program funds are \$3,090,195 in FY 2019 CDBG Program funds. This amount also includes \$737,239 in HOME and \$224,896 in ESG Program funds.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	3,090,195	0	0	3,090,195	0	Community Development Block Grant (CDBG): \$2,245,591 in public improvements; \$310,773 in public services; \$533,831 in administration

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	737,236	0	0	737,236	0	\$463,513 for Housing Rehabilitation Program; \$200,000 Downpayment Assistance; \$73,723 in administration

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	244,896	0	0	244,896	0	\$133,840 in emergency shelter operations and services; \$74,189 in Rapid ReHousing, Homelessness Prevention, Stabilization Services; \$16,867 in administration

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

CDBG: Fort Bend County encourages the leveraging/matching of funds for CDBG Program funds. In the proposal review process, Fort Bend County gives proposals with leveraged/matching funds points based on the percentage of matching or leveraged funds to total project costs. Each applicant must describe how matching funds for their proposed project will be provided and provide proof of match funds through letters of commitment. During FY 2019, \$4,345,173 in leveraged/match funds will be provided by CDBG subrecipients through their projects.

HOME: The use of HOME Program funds requires a match of local or private funds of twenty-five percent. One proposal was submitted for the FY 2019 HOME Program funds. The FY 2019 HOME Program funds will be committed to two activities, the County's Housing Rehabilitation

Program and the Single Family Down payment Program. Usually match for County's Housing Rehabilitation Program is provided through Fort Bend County General Revenue Funds. The Downpayment program match will be provided through the State Mortgage Certificate Bond Program.

ESG: The Emergency Solutions Grant (ESG) Program funds require a one-hundred percent match. During the RFP process, each applicant for ESG Program funds must describe how matching funds for their proposed project will be provided. The projects awarded FY 2019 ESG Program funds have all provided match. During FY 2019, \$133,839 in match funds will be provided by ESG Emergency Shelter Subrecipient projects.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The CDBG Program is administered from the FBC County Travis Building, 301 Jackson Street, Suite 602, Richmond, Texas. Publicly owned property will be used for the public infrastructure projects in Arcola, Beasley, Kendleton, Orchard, Richmond, and MUD 19. The Fort Bend Seniors lease space in the County's Bud O'Sheilles Community Center, 1330 Band Road in Rosenberg, and uses other County community centers to provide services to the elderly residents of the Richmond-Rosenberg area. The Literacy Council uses FBC libraries for some of its tutoring sessions. No other FY 2019 CDBG Projects will use publicly owned property during FY 2019.

HOME: No publicly owned property will be assisted with the FY 2019 HOME Program funds. The HOME Program and the County's Housing Rehabilitation Program are administered from the 301 Jackson Street office.

ESG: The ESG Program is administered from the Jackson Street office. No FY 2019 ESG Projects will use public property during FY 2019 at the time of this report.

Discussion

During FY 2019, Fort Bend County will receive \$4,052,327 directly from HUD. During the development of the FY 2017 Fort Bend County Consolidated Annual Action Plan, the County was informed that it was eligible for \$17,022,677 in Community Development Block Grant Disaster Recovery (CDBG-DR) Program funds from the State of Texas. The CDBG-DR Program funds are for damage as a result of two disasters in 2016. The first disaster from April 18-22, 2016 is referred to as the Tax Day Floods. This disaster caused flash, street, and river flooding along the Brazos and San Bernard Rivers. The County was included in Presidential Disaster Declaration DR-4269. The second disaster, the Memorial Day Flood occurred from May 27 to June 10, 2016. The County experienced record breaking flooding along the Brazos River. The County was included in Presidential Disaster Declaration DR-4272. The County submitted a CDBG-DR application to the State of Texas General Land Office (GLO) in July of 2017. Fort Bend County also submitted an application to the Federal Emergency Management Agency (FEMA) for disaster assistance. Unfortunately, in September of 2017, Fort Bend County another disaster, Hurricane Harvey caused more severe flooding and widespread damage throughout Texas. At the time of this report, Fort Bend County had submitted applications for both the Hurricane Harvey Housing and Infrastructure Programs.

At the time of this report, the County has not implemented any CDBG-DR Program. The County is the process of hiring staff to administer the FY 2016 CDBG-DR programs. During FY 2019, the staff of Fort Bend County expects to fully implement the 2016 CDBG-DR Programs and continue the process to fully implement the 2017 Hurricane Harvey CDBG-DR Program.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Decent Housing (DH) 1.1	2015	2020	Affordable Housing	Fort Bend County Service Area	Housing: Homeowners Housing: First-time homebuyers Housing: CHDO Housing: Special Needs		Homeowner Housing Added: 10 Household Housing Unit
2	Decent Housing (DH) 1.3	2015	2020	Affordable Housing	Fort Bend County Service Area	Housing: Homeowners Housing: First-time homebuyers Housing: CHDO		Other: 1 Other
3	Decent Housing (DH) 2.1	2015	2020	Affordable Housing	Fort Bend County Service Area	Housing: Homeowners		Homeowner Housing Rehabilitated: 50 Household Housing Unit
4	Decent Housing (DH) 2.3	2015	2020	Affordable Housing	Fort Bend County Service Area	Housing: Homeowners		Homeowner Housing Rehabilitated: 50 Household Housing Unit
5	Decent Housing (DH) 3.2	2015	2020	Homeless	Fort Bend County Service Area	Homeless		Tenant-based rental assistance / Rapid Rehousing: 5 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Decent Housing (DH) 3.3	2015	2020	Homeless	Fort Bend County Service Area	Homeless		Homeless Person Overnight Shelter: 10 Persons Assisted
7	Decent Housing (DH) 3.4	2015	2020	Homeless	Fort Bend County Service Area	Homeless		Homeless Person Overnight Shelter: 50 Persons Assisted
8	Decent Housing (DH) 3.5	2015	2020	Affordable Housing	Fort Bend County Service Area	Homeless		Tenant-based rental assistance / Rapid Rehousing: 5 Households Assisted
9	Decent Housing (DH) 3.6	2015	2020	Affordable Housing	Fort Bend County Service Area	Housing: Renters		Homelessness Prevention: 5 Persons Assisted
10	Decent Housing (DH) 4.2	2015	2020	Affordable Housing Non-Homeless Special Needs	Fort Bend County Service Area	Housing: Renters		Tenant-based rental assistance / Rapid Rehousing: 5 Households Assisted
11	Suitable Living Environment (SLE) 1.2	2015	2020	Non-Housing Community Development	Fort Bend County Service Area	Public Facilities/Improvements		Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted
12	Suitable Living Environment (SLE) 1.3	2015	2020	Non-Housing Community Development	Fort Bend County Service Area	Public Facilities/Improvements		Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
13	Suitable Living Environment (SLE) 2.1	2015	2020	Non-Housing Community Development	Fort Bend County Service Area			Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted
14	Suitable Living Environment (SLE) 2.3	2015	2020	Non-Housing Community Development	Fort Bend County Service Area	Public Services: Special Needs Illiterate Persons		Public service activities other than Low/Moderate Income Housing Benefit: 500 Persons Assisted
15	Suitable Living Environment (SLE) 2.4	2015	2020	Non-Homeless Special Needs	Fort Bend County Service Area	Public Services: Special Needs Disabled		Public service activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted
16	Suitable Living Environment (SLE) 2.5	2015	2020	Non-Homeless Special Needs	Fort Bend County Service Area	Public Services: Special Needs Abused Children		Public service activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted
17	Suitable Living Environment (SLE) 2.6	2015	2020	Non-Homeless Special Needs	Fort Bend County Service Area	Public Services: Special Needs Elderly Public Services: Special Needs Disabled		Public service activities other than Low/Moderate Income Housing Benefit: 25 Persons Assisted
18	Economic Development (ED) 1.1	2015	2020	Non-Homeless Special Needs	Fort Bend County Service Area	Public Services: Special Needs Illiterate Persons		Public service activities other than Low/Moderate Income Housing Benefit: 500 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
19	Economic Development (ED) 2.2	2015	2020	Non-Housing Community Development	Fort Bend County Service Area	Public Facilities/Improvements		Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted
20	Economic Development (ED) 2.3	2015	2020	Non-Housing Community Development		Public Facilities/Improvements		Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted
21	Economic Development (ED) 2.6	2015	2020	Non-Housing Community Development	Fort Bend County Service Area	Housing: Homeowners		Homeowner Housing Rehabilitated: 50 Household Housing Unit

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Decent Housing (DH) 1.1
	Goal Description	Provide down payment and closing costs to ten (10) first-time homeowners. (2 housing units per year). (One (1) minority homebuyer/5 minority homebuyers in five years.)
2	Goal Name	Decent Housing (DH) 1.3
	Goal Description	Assist one (1) neighborhood-based group in becoming a CHDO for the HOME Program.

3	Goal Name	Decent Housing (DH) 2.1
	Goal Description	Provide owner-occupied rehabilitation assistance to fifty (50) extremely-low-income, very-low-income, and low-income households. (10 housing units per year.)
4	Goal Name	Decent Housing (DH) 2.3
	Goal Description	Provide water and/or sewer connections to at least fifty (50) extremely-low-income, very-low-income, and low-income owner-occupied housing units. (10 units per year)
5	Goal Name	Decent Housing (DH) 3.2
	Goal Description	Provide rental assistance for five (5) homeless persons. (1 person/housing unit per year.)
6	Goal Name	Decent Housing (DH) 3.3
	Goal Description	Provide operating funds to two (2) homeless shelters.
7	Goal Name	Decent Housing (DH) 3.4
	Goal Description	Provide essential or supportive services to at least fifty (50) homeless persons. (10 persons per year.)
8	Goal Name	Decent Housing (DH) 3.5
	Goal Description	Assist homeless persons in the transition to permanent housing by providing 1st month's rent and utility deposits to at least five (5) persons. (1 person or housing unit per year.)
9	Goal Name	Decent Housing (DH) 3.6
	Goal Description	Prevent homelessness by providing emergency rent and utility assistance to at least five (5) persons. (1 person or housing unit per year.)
10	Goal Name	Decent Housing (DH) 4.2
	Goal Description	Provide rental assistance for five (5) housing units accessible to the special needs population, especially elderly persons and persons with disabilities. (1 housing unit per year.)

11	Goal Name	Suitable Living Environment (SLE) 1.2
	Goal Description	Construction of flood drainage improvements in at least one (1) community.
12	Goal Name	Suitable Living Environment (SLE) 1.3
	Goal Description	Water and/or sewer improvements in at least five (5) communities.
13	Goal Name	Suitable Living Environment (SLE) 2.1
	Goal Description	Provide meals to at least one-hundred (100) extremely-low-income, very-low-income, and low-income persons. (20 persons per year.)
14	Goal Name	Suitable Living Environment (SLE) 2.3
	Goal Description	Provide assistance to 500 illiterate persons. (100 persons per year.)
15	Goal Name	Suitable Living Environment (SLE) 2.4
	Goal Description	Provide support or recreational services to fifty (50) handicapped or disabled persons. (10 persons per year.)
16	Goal Name	Suitable Living Environment (SLE) 2.5
	Goal Description	Provide services to one hundred (100) abused and/or neglected children. (20 children per year.)
17	Goal Name	Suitable Living Environment (SLE) 2.6
	Goal Description	Provide case management and other related services to twenty-five (25) incapacitated and/or elderly persons (5 persons per year.)
18	Goal Name	Economic Development (ED) 1.1
	Goal Description	Provide assistance to 500 illiterate persons in the County. (100 persons per year.)

19	Goal Name	Economic Development (ED) 2.2
	Goal Description	Construction of flood drainage improvements in at least one (1) community.
20	Goal Name	Economic Development (ED) 2.3
	Goal Description	Construction of new water and/or sewer improvements in at least one (1) community.
21	Goal Name	Economic Development (ED) 2.6
	Goal Description	Provide housing assistance programs (tap-ins, septic tanks) in at least two (2) low-income communities.

Projects

AP-35 Projects – 91.220(d)

Introduction

Fort Bend County will receive \$3,090,195 in FY 2019 Community Development Block Grant (CDBG) Program funds from HUD. The County also will receive \$737,236 in HOME Investment Partnerships (HOME) Program funds and \$224,896 in Emergency Solutions Grant (ESG) Program funds directly from the U.S. Department of Housing and Urban Development (HUD) for program year 2019 (September 1, 2019 to August 31, 2020). The projects to be funded in FY 2019 are listed below by funding source.

CDBG: \$1,995,596 in public facility/improvements; \$310,773 in public services; \$533,831 in administration.

HOME: \$463,513 FBC Housing Rehabilitation Program; \$200,000 CHDO set-aside for Downpayment Assistance Program; \$73,723 in administration.

ESG: \$133,840 for emergency shelter operations and services; \$74,189 for rapid rehousing, housing prevention and stabilization services; \$16,867 for administration.

Projects

#	Project Name
1	FY 2019 CDBG: Program Administration
2	FY 2019 CDBG: City of Arcola Water Treatment Plant Phase 2
3	FY 2019 CDBG: City of Beasley Sanitary Sewer System Rehab Phase 2
4	FY 2019 CDBG: City of Kendleton Sanitary Sewer Force Main Improvements
5	FY 2019 CDBG: City of Orchard Renovation of Storage Tank
6	FY 2019 CDBG: City of Richmond: Drainage/Sidewalk Improvements, Phase 2
7	FY 2019 CDBG: FBC MUD No. 19: Riverwood Replacement of Force Main from LS1 to Pumps
8	FY 2019 CDBG: Arc of FBC Adult Social and Recreation Program
9	FY 2019 CDBG: Brazos Bend Guardianship Services: Corporate Guardianship Program
10	FY 2019 CDBG: Catholic Charities: Integrated Case Management for Seniors
11	FY 2019 CDBG: Child Advocates FBC: Bilingual Forensic Interviewer/Children's Services Coordinator
12	FY 2019 CDBG: FBC Women's Center: Shelter Operations and Services
13	FY 2019 CDBG: FB Seniors: More than a Meal
14	FY 2019 CDBG: Literacy Council of FB: Literacy Tutoring
15	FY 2019 HOME: Program Administration
16	FY 2019 HOME: Housing Rehabilitation Program
17	FY 2019 HOME: Single Family Downpayment Program
18	FY 2009 ESG:

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Fort Bend County's FYs 2010-2015 Consolidated Plan identified water and sewer improvements as a very high priority. This priority was based on the needs in the unincorporated area of the County and the needs of the small cities and towns in the County's service area.

The main obstacle to addressing the underserved needs is the lack of funding. Infrastructure and facility costs far exceed the amount of CDBG Program funds available to serve low- and moderate-income communities. The County usually divides infrastructure and facility projects into phases and funds part of these projects on an annual basis. Thus, most of the public improvement projects are multi-year and/or multi-phase projects.

Fort Bend County's FYs 2010-2015 Consolidated Plan also identified special needs populations as a very high priority. This priority was based on the public service and housing needs of special needs persons in the unincorporated area of the County and the small cities and towns in the County's service area.

There are few or no local services available for these populations and the lack of mass transportation services in these areas makes access to services difficult.

AP-38 Project Summary

Project Summary Information 1	Project Name	FY 2019 CDBG: Program Administration
	Target Area	Fort Bend County Service Area
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: \$533,831
	Description	CDBG General Program Administration: Overall program administration, including (but not limited to) salaries, wages, and related costs of grantee staff or others engages in program management, monitoring, and evaluation. These activities along with planning activities, are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).
	Target Date	8/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	not applicable
	Location Description	CDBG Program is administered from the FBC Community Development Dept. offices located at 301 Jackson Street, Suite 602, Richmond, Texas 77469.
	Planned Activities	21A:General Program Administration: Overall program administration, including (but not limited to) salaries, wages, and related costs of grantee staff or others engages in program management, monitoring, and evaluation. These activities along with planning activities, are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).
2	Project Name	FY 2019 CDBG: City of Arcola Water Treatment Plant Phase 2
	Target Area	Fort Bend County Service Area
	Goals Supported	Suitable Living Environment (SLE) 1.3
	Needs Addressed	Public Facilities/Improvements
	Funding	CDBG: \$606,500
	Description	Construction of a Water Treatment Plant (WTP) to serve the residents of Arcola. This project will provide 500 to 800 connections.
	Target Date	8/31/2020

	Estimate the number and type of families that will benefit from the proposed activities	According the FY 2015 HUD low and moderate-income data, the City of Arcola has 2,640 total persons. There are 1,580 low and moderate-income persons in Arcola. The City of Arcola's low and moderate-income percentage is 59.85%.
	Location Description	The water treatment plant (WTP) will be constructed on the site of the Arcola City Hall. The location is along HWY 6 near the intersection of FM 521.
	Planned Activities	03J Water and Sewer Improvements: Construction of new water treatment plant to serve the residents of the City of Arcola.
3	Project Name	FY 2019 CDBG: City of Beasley Sanitary Sewer System Rehab Phase 2
	Target Area	Fort Bend County Service Area
	Goals Supported	Suitable Living Environment (SLE) 1.3
	Needs Addressed	Public Facilities/Improvements
	Funding	CDBG: \$240,582
	Description	Project includes the replacement of sewer lines along the southside of Loop 540.
	Target Date	8/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	According to the HUD FY 2015 low and moderate-income data, the City of Beasley includes 570 total persons. Low and moderate-income persons comprise 330 persons. The City of Beasley is 57.89 percent low and moderate income.
	Location Description	This project location along the southside of Loop 540. The sewer lines run in the alley or back of properties.
	Planned Activities	03J Water and sewer improvements: Replacement of sewer lines along the southside of Loop 540.
4	Project Name	FY 2019 CDBG: City of Kendleton Sanitary Sewer Force Main Improvements
	Target Area	Fort Bend County Service Area
	Goals Supported	Suitable Living Environment (SLE) 1.3
	Needs Addressed	Public Facilities/Improvements
	Funding	CDBG: \$466,155
	Description	This project includes the replacement of the six inch sanitary sewer force main on FM 2919 from Willie Melton Blvd. to Charles Roberts Lane.

	Target Date	8/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	According to the FY 2015 HUD low and moderate income data, the City of Kendelton includes 295 persons. Low and moderate income persons total 215 persons. The City of Kendleton is 72.88 percent low and moderate income.
	Location Description	This project is the replacement of the six inch sanitary sewer force main on FM 2919 from Willie Melton Blvd. to Charles Roberts Lane
	Planned Activities	03J Water and Sewer Improvements: This project is the replacement of the six inch sanitary sewer force main on FM 2919 from Willie Melton Blvd. to Charles Roberts Lane
5	Project Name	FY 2019 CDBG: City of Orchard Renovation of Storage Tank
	Target Area	Fort Bend County Service Area
	Goals Supported	Suitable Living Environment (SLE) 1.3
	Needs Addressed	Public Facilities/Improvements
	Funding	CDBG: \$253,032
	Description	This project includes the refurbishing of a 45 year old ground water storage tank and/or a 20 year old stovepipe tank.
	Target Date	8/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	According to the FY 2015 HUD low and moderate income data the City of Orchard total population is 320 persons. Low and moderate income persons comprise 250 persons. The City of Orchard is 78.13% low and moderate income.
	Location Description	The project includes refurbishing of a 45 year old ground water storage tank and/or a 20 year old stovepipe tank. The tanks are located on one acre of land at the corner of Galveston and Kansas Streets in the City of Orchard.
	Planned Activities	03J Water and Sewer Improvments: Project is refurbishing of a 45 year old ground water storage tank and/or a 20 year old stovepipe tank.
6	Project Name	FY 2019 CDBG: City of Richmond:Drainage/Sidewalk Improvements, Phase 2
	Target Area	Fort Bend County Service Area
	Goals Supported	Suitable Living Environment (SLE) 1.2
	Needs Addressed	Public Facilities/Improvements

	Funding	CDBG: \$250,000
	Description	This project includes improving the drainage along Collins Road from Maiden Lane to Clay St. It will involve replacing 1,823 feet of pipe, storm drains with inlets and sidewalks.
	Target Date	8/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	The project site is located within 2010 Census Tract 6749 Block Group 4. This block group includes a total population of 1,690 persons. Low and moderate income persons total 1,280 persons. Census track 6749 block group 4 is 54.65 percent low and moderate income according to the FY 2015 HUD low and moderate income data.
	Location Description	This project includes improving the drainage along Collins Road from Maiden Lane to Clay St. within the City of Richmond.
	Planned Activities	03I Flood Drainage Improvements: Project involves replacing 1,823 feet of pipe, storm drains with inlets and sidewalks.
7	Project Name	FY 2019 CDBG: FBC MUD No. 19: Riverwood Replacement of Force Main from LS1 to Pumps
	Target Area	Fort Bend County Service Area
	Goals Supported	Suitable Living Environment (SLE) 1.3
	Needs Addressed	Public Facilities/Improvements
	Funding	CDBG: \$429,327
	Description	Replacement of four inch force main and pumps from lift station No. 1 to the discharge manhole at the City of Richmond/
	Target Date	8/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	Census Tract 6750, Block Group 2 included 1,880 Persons ad 885 persons are low and moderate income. This census tract block group is 47.07 percent low and moderate income. This area qualifies through the exception criteria.
	Location Description	Project located in the public right of way along Riverwood Dr. from lift station No. 1 to the discharge manhole at the City of Richmond.
	Planned Activities	03J: Water/Sewer Improvements: Replacement of four inch force main and pumps from lift station No. 1 to the discharge manhole at the City of Richmond.
8	Project Name	FY 2019 CDBG: Arc of FBC Adult Social and Recreation Program
	Target Area	Fort Bend County Service Area

	Goals Supported	Suitable Living Environment (SLE) 2.4
	Needs Addressed	Public Services: Special Needs Disabled
	Funding	CDBG: \$40,000
	Description	This project provides one to three social activities for adult individuals with intellectual and related developmental disabilities.
	Target Date	8/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	This project will provide assistance to an estimated 80 individuals.
	Location Description	This project is countywide. It provides activities throughout the service area for program participants. The Arc of Fort Bend County is located at 123 Brooks Street, Sugar Land, Texas 77478.
	Planned Activities	05B Services for persons with disabilities. This program provides one to three social activities for adult individuals with intellectual and related developmental disabilities.
9	Project Name	FY 2019 CDBG: Brazos Bend Guardianship Services: Corporate Guardianship Program
	Target Area	Fort Bend County Service Area
	Goals Supported	Suitable Living Environment (SLE) 2.6
	Needs Addressed	Public Services: Special Needs Disabled
	Funding	CDBG: \$40,000
	Description	This project provides services to assist incapacitated and disable adults and their families with legal guardianship, money management, and adult guardianship education.
	Target Date	8/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	This program will provide assistance to 16 persons.
	Location Description	The Brazos Bend Corporate Guardianship Program is located at 830 3rd Street, Rosenberg, TX, 77471. This program is countywide.

	Planned Activities	05B Services for persons with disabilities: The program provides services to assist incapacitated and disabled adults and their families with legal guardianship, money management, and adult guardianship education.
10	Project Name	FY 2019 CDBG: Catholic Charities: Integrated Case Management for Seniors
	Target Area	Fort Bend County Service Area
	Goals Supported	Suitable Living Environment (SLE) 2.6
	Needs Addressed	Public Services: Special Needs Elderly
	Funding	CDBG: \$39,008
	Description	This project provides case management services to low income senior citizens.
	Target Date	8/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	This program will provide services to 40 senior citizens.
	Location Description	Catholic Charities of the Archdiocese of Galveston-Houston: Mamie George Community Center is located at 1111 Collins Road, Richmond, Texas, 77469. The program is countywide.
	Planned Activities	05A Senior Services: This program provides case management services to low income senior citizens.
11	Project Name	FY 2019 CDBG: Child Advocates FBC: Bilingual Forensic Interviewer/Children's Services Coordinator
	Target Area	Fort Bend County Service Area
	Goals Supported	Suitable Living Environment (SLE) 2.5
	Needs Addressed	Public Services: Special Needs Abused Children
	Funding	CDBG: \$39,470
	Description	This program provides assistance to children that are the victims of abuse and/or neglect. This project will provide salaries for staff positios for bilingual forensic interviewers/children's services coordinators.
	Target Date	8/31/2020

	Estimate the number and type of families that will benefit from the proposed activities	This program provides will provide assistance to 113 children.
	Location Description	Fort Bend County Child Advocates, Inc. is located in Sugar Land, Texas. This program is county-wide.
	Planned Activities	05N Abused and Neglected Children: This program will provide salaries for staff positions for bilingual forensic interviewers/children's services coordinators.
12	Project Name	FY 2019 CDBG: FBC Women's Center: Shelter Operations and Services
	Target Area	Fort Bend County Service Area
	Goals Supported	Decent Housing (DH) 3.3 Decent Housing (DH) 3.4
	Needs Addressed	Homeless
	Funding	CDBG: \$46,171
	Description	This program provides salaries for the staff of the Fort Bend County Women's Center.
	Target Date	8/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	This program will provide assistance to 17 homeless women and children.
	Location Description	FBC Women's Center is a domestic violence shelter. The location is confidential. This program is county-wide.
	Planned Activities	05G Domestic Violence Services 03T Homeless/AIDS Patient Program
13	Project Name	FY 2019 CDBG: FB Seniors: More that a Meal
	Target Area	Fort Bend County Service Area
	Goals Supported	Suitable Living Environment (SLE) 2.1
	Needs Addressed	Public Services: Special Needs Elderly
	Funding	CDBG: \$55,000

	Description	This program provides the homebound elderly persons with daily hot meals.
	Target Date	8/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	This program will provide assistance to 148 senior citizens.
	Location Description	The Fort Bend Senior Citizens is located at 1330 Band Road, Rosenberg, Texas, 77471. This program is county-wide.
	Planned Activities	05A Senior Services: This program provides homebound elderly persons with daily hot meals.
14	Project Name	FY 2019 CDBG: Literacy Council of FB: Literacy Tutoring
	Target Area	Fort Bend County Service Area
	Goals Supported	Suitable Living Environment (SLE) 2.3 Economic Development (ED) 1.1
	Needs Addressed	Public Services: Special Needs Illiterate Persons
	Funding	CDBG: \$51,124
	Description	This program provides one-on-one basic literacy instruction including reading and writing to illiterate persons.
	Target Date	8/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	This program will provide assistance to 275 illiterate persons.
	Location Description	The Literacy Volunteers of FBC are located at 12530 Emily Court, Sugar Land, Texas, 77478. This program is county-wide. Services are provided to residents at locations through out the county.
	Planned Activities	05H Employment Training: This program provides one-on-one basic literacy instruction including reading and writing to illiterate persons.
15	Project Name	FY 2019 HOME: Program Administration
	Target Area	Fort Bend County Service Area
	Goals Supported	Decent Housing (DH) 1.1 Decent Housing (DH) 2.1

	Needs Addressed	Housing: Homeowners Housing: First-time homebuyers Housing: CHDO
	Funding	HOME: \$73,723
	Description	General Program Administration of the HOME Program.
	Target Date	8/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	not applicable
	Location Description	The HOME Program is administered in the offices of the Fort Bend County Community Development Department, 301 Jackson, Suite 602, Richmond, Texas 77469.
	Planned Activities	Administration of HOME Program. This program is countywide.
16	Project Name	FY 2019 HOME: Housing Rehabilitation Program
	Target Area	Fort Bend County Service Area
	Goals Supported	Decent Housing (DH) 2.1
	Needs Addressed	Housing: Homeowners
	Funding	HOME: \$463,513
	Description	This program provides moderate housing rehabilitation to owner-occupied homes.
	Target Date	8/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	The program will provide assistance to seven low income homeowners.
	Location Description	This program is administered from the offices of the Fort Bend County Community Development Department, 301 Jackson St., Suite 602, Richmond, Texas. This program is county-wide.
	Planned Activities	014 B Housing Rehabilitation: Moderate rehabilitation of low income owner occupied homes.
17	Project Name	FY 2019 HOME: Single Family Downpayment Program
	Target Area	Fort Bend County Service Area

	Goals Supported	Decent Housing (DH) 1.1
	Needs Addressed	Housing: Renters Housing: First-time homebuyers Housing: CHDO
	Funding	HOME: \$200,000
	Description	This program will provide downpayment assistance to first-time homebuyers.
	Target Date	8/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	This program will provide assistance to 20 low income individuals and families.
	Location Description	The Houston Area Urban League Community Development Corporation (CDC) is located in Houston, Texas. This program is county-wide.
	Planned Activities	This program will provide downpayment assistance to first-time homebuyers. The Houston Area Urban League Community Development Corporation qualifies as a CHDO.
18	Project Name	FY 2009 ESG:
	Target Area	Fort Bend County Service Area
	Goals Supported	Decent Housing (DH) 3.2 Decent Housing (DH) 3.3 Decent Housing (DH) 3.4 Decent Housing (DH) 3.5 Decent Housing (DH) 3.6 Decent Housing (DH) 4.2
	Needs Addressed	Homeless
	Funding	ESG: \$244,896
	Description	This project includes ESG Program Administration, Emergency Shelter Operations & Services, Rapid ReHousing, Homelessness Prevention and Stabilization Services.
	Target Date	8/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	This project will provide assistance to 200 persons. The FBCWC will provide assistance to 100 persons and the Parks Youth Ranch will provide assistance to 100 persons.

	Location Description	The ESG Program will be administered from the offices of the Fort Bend County Community Development Department, 301 Jackson St., Suite 602, Richmond, Texas 77459. The Parks Youth Ranch is located in Fairchilds, Texas. The FBCWC is a domestic violence shelter and the location is confidential. The Rapid ReHousing and Homelessness Prevention Program are countywide.
	Planned Activities	Program Administration:\$16,867 Emergency Shelter Operations and Services: Parks Youth Ranch \$69,828; FBC Women's Center \$64,012 Rapid ReHousing/Homelessness Prevention/Stabilization Services \$74,189.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

According to the 2017 HUD low and moderate income summary data (LMISD), the CDBG Program infrastructure projects are all located in low and moderate income areas.

Arcola 59.85% low and moderate income

Beasley 57.89% low and moderate income

Kendleton 72.88% low and moderate income

Orchard 78.13% low and moderate income

Richmond 54.65% low and moderate income

Riverwood 47.07% low and moderate income (This project qualifies under the exception criteria.)

The County's public service and housing programs target low and moderate income persons throughout the county.

Geographic Distribution

Target Area	Percentage of Funds
Fort Bend County Service Area	100

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Fort Bend County does not allocate investments geographically. The CDBG Program requires that infrastructure improvement activities have a service area that is at least 51% low-and moderate-income, according to HUD data. All the FY 2019 CDBG public improvement projects: Arcola, Beasley, Kendleton, Orchard, Richmond, and Riverwood are located in low and moderate income areas according to HUD.

All the County's public service and housing activities are Countywide and provide assistance to low-income clients within the County's service area.

Discussion

During FY 2019, Fort Bend County will provide CDBG assistance to five cities and one MUD for water/sewer and drainage projects. The County also will provide CDBG assistance to seven public service programs.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Fort Bend County addresses the need for affordable housing in Decent Housing Objective 1: Provide assistance to increase the availability of standard quality housing to extremely low income, low income and moderate income households; Decent Housing Objective 2: Provide housing rehabilitation to owner-occupied and renter-occupied households; Decent Housing Objective 3: Provide a Continuum of Care to potential homeless and homeless persons; and Decent Housing Objective 4: Provide housing assistance to special needs persons and families.

One Year Goals for the Number of Households to be Supported	
Homeless	2
Non-Homeless	8
Special-Needs	0
Total	10

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	2
The Production of New Units	0
Rehab of Existing Units	8
Acquisition of Existing Units	0
Total	10

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

Table 9: The total in Table 9 includes the two households to be provided Rapid ReHousing rental assistance during FY 2019 and the eight (8) non-homeless households that are expected to be provided assistance through the County's Housing Rehabilitation Program. The number of special needs persons is left at zero since any special needs persons provided housing assistance will be provided either rental assistance or housing rehabilitation assistance.

Table 10: The total in table 10 includes the eight (8) homeowners expected to be provided assistance through the County Housing Rehabilitation Program and the two (2) households provided ESG Rapid ReHousing and/or Homelessness Prevention assistance. The County expects to provide HOME Program downpayment assistance during FY 2019.

AP-60 Public Housing – 91.220(h)

Introduction

Fort Bend County does not have a public housing authority. The City of Rosenberg has a small housing authority that does not own any public housing units.

Actions planned during the next year to address the needs to public housing

Not applicable. There are no public housing units in Fort Bend County's service area.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Not applicable. There are no public housing units in Fort Bend County's service area.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable. There are no public housing units in Fort Bend County's service area.

Discussion

Not applicable. There are no public housing units in Fort Bend County's service area.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

During FY 2019, Fort Bend County will use both CDBG and ESG Program funds to address homeless and other special needs activities. The County's homeless goals and objectives are listed under Decent Housing Objective 3: Provide a Continuum of Care (Coe) to potential homeless and homeless persons and the Special Needs Housing goals and objectives are listed under Decent Housing Objective 4: Provide housing assistance to special needs persons and families. There are six (6) goals under Objective 3 and three (3) goals under Objective 4.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

During FY 2019, Fort Bend County will address several homeless and other special needs goals. The County will address emergency shelter housing needs by providing CDBG and ESG assistance to the FBC Women's Center (Projects 12 and 18) and the Parks Youth Ranch (Project 18) for operating and services. The County will continue to provide homeless prevention and rapid rehousing with previous year's ESG Program funds through the County's Behavioral Health Services Department.

During FY 2019, Fort Bend County will continue to participate in the CoC Coordinated Access. This process provides outreach, services and housing assistance to homeless persons and families and persons and families at risk of becoming homeless throughout the CoC.

Addressing the emergency shelter and transitional housing needs of homeless persons

The County will address emergency shelter housing needs by providing CDBG and ESG assistance to the FBC Women's Center (Projects 12 and 18) and the Parks Youth Ranch (Project 18) for operating and services. These projects address goals DH 3.3 and DH 3.4.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The County will fund homeless prevention and rapid rehousing with previous year's ESG Program funds. These project activities address goals DH 3.2, 3.5 and DH 3.6. The County will continue to work with the

Continuum of Care (CoC) to develop a coordinated access system to provide assistance in the Fort Bend County service area.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

During FY 2019, the County will fund homeless prevention and rapid rehousing with ESG Program funds. The Fort Bend County Behavioral Service Department will continue to administer previous year's ESG Program funds. This project addresses goals DH 3.2, 3.5 and D.H. 3.6.

The County is working with the Continuum of Care to develop a coordinated access system to provide assistance in the Fort Bend County Service area. Part of this system is an updated and Continuum-wide discharge policy that addresses the needs of persons discharged from publicly funded institutions.

Discussion

During FY 2019, Fort Bend County will fund several public service programs that address limited clientele, presumed benefit activities for persons with special needs. These projects include Project No. 8: the ARC; Project No. 9: Brazos Bend Guardianship; Project No.10: Catholic Charities; Project No. 11: FBC Child Advocates; Project No. 12: FBC Womens Center; Project No.13: FB Seniors, and Project No.14: Literacy Volunteers. All these projects provide assistance to vulnerable special needs populations to prevent these low-income persons and their families from becoming homeless.

The only Decent Housing Objective 3: Provide a Continuum of Care to potential homeless and homeless person goal that was not addressed during FY 2019 was DH 3.1: Provide for the rehabilitation and/or reconstruction of at least one (1) new homeless shelter. The only Decent Housing Objective 4: Provide housing assistance to special needs persons and families goal that was not addressed during FY 2019 was DH 4.1: Produce twenty **(20)** new units, especially for the special needs populations - elderly, frail elderly, persons with disabilities, persons with alcohol and drug addictions, and persons with AIDS. (4 housing units per year.) DH 4.3 may be addressed through the FBC Housing Rehabilitation Program.

Fort Bend County is did not receive any HOPWA funds for FY 2019. The City of Houston receives the allocation of HOPWA funds for the Eligible Metropolitan Area.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

In its FY 2015-2020 Consolidated Plan, the County identified the major barrier to the development of affordable housing as the high cost of developable land with adequate water and sanitary sewer services. The County encourages local communities with existing water and sanitary sewer services to actively participate in affordable housing programs. There are several areas in the County without public water and sewer systems or with no or inadequate private water and sewer service.

Also, the County has encountered difficulty in finding safe and affordable rental housing units for the Rapid ReHousing, Homelessness Prevention and CoC project clients. Many landlords do not want clients with government rent assistance. Landlords and property managers have implemented application fees and minimum income requirements that many low-income clients cannot meet. As a result, low-income clients can be denied housing. Application and/or other fees are not eligible federal program costs.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Five of the infrastructure projects the County will assist during FY 2019 are water and sewer projects and one project is a drainage project. These projects include Project 2: Arcola Water Treatment Plant Project, Project 3: Beasley Sanitary Sewer System Rehab; Project 4: Kendleton Sanitary Sewer Force Main Improvements; Project 5: Orchard Storage Tank Renovation; Project 6: Richmond Drainage/Sidewalk Improvements; and Project 7: FBC MUD No. 19 Riverwood Replacement of Force Main.

The flooding disasters of 2015, 2016 and 2017 have severely impacted the supply of affordable housing the Houston Metropolitan Area. There is a critical shortage of affordable rental and homeowner properties in Fort Bend County. As stated in the introduction, the County has encountered difficulty in finding safe and affordable rental housing units for the Rapid ReHousing, Homelessness Prevention and CoC project clients. Many landlords do not want clients with government rent assistance. This has led to application fees and minimum income requirements that many low-income clients cannot meet. These fees are not eligible federal program costs. This problem and/or barrier has now expanded to include persons and families displaced by the flooding disaster of 2015, 2016, and 2017.

Unfortunately, the State of Texas allows landlords to deny housing to persons and families with government assistance. As a result, the providers of government housing assistance have to expend a great deal of staff time in cultivating relationships with landlords in the hopes of accessing rental housing in good condition for recipients of government housing assistance of any kind. Currently, it takes more than 90 days to find rental housing for clients with government assistance.

Discussion:

Texas county government structure is expressly listed in the Texas Constitution, which makes counties functional agents of the state. Counties are limited in their actions to areas of responsibility specifically spelled out in laws passed by the Legislature. Texas counties have no land use controls, zoning, or building codes in the unincorporated areas. The County has some subdivision control. Unfortunately, tax policies affecting land are limited, also. There are independent taxing districts that administer services in the unincorporated area of the County including MUDs, levee districts, and emergency services districts. These districts have their own board of directors and are not part of County government.

One of the other major barriers to affordable housing especially in the unincorporated areas of the County are contracts for deed used for the purchase of land and housing. These contracts are legal with conditions within the State of Texas, however, they do not convey ownership until the last payment is made. As a result, the residents of these properties are not eligible for HUD Program housing assistance. Unfortunately, many low and moderate income persons are paying on property, homes and/or mobile homes that they do not legally own through contracts for deed.

AP-85 Other Actions – 91.220(k)

Introduction:

During FY 2019, Fort Bend County will undertake several actions to implement goals and objectives of the five year Consolidated Plan. These actions are discussed below.

Actions planned to address obstacles to meeting underserved needs

During FY 2019, the County will continue to gather information and data on the needs of the ever increasing number of Fort Bend County residents, especially the underserved. The County also will explore additional program funding opportunities and continue to work closely with local social service providers in maximizing the available services especially the Coalition for the Homeless. The County also will continue to develop the capacity of non-profit organizations to meet the underserved needs of Fort Bend County residents.

The CDBG regulation requires that program funds spent on public services be restricted to new services or quantifiable increases in services above the levels previously funded. During the County's evaluation process, funds are not awarded to public service activities if they do not increase the level of service or maintain the level of service previously funded with federal funds for County residents.

The implementation of the Emergency Solutions Grant (ESG) Programs requires consultation with the Continuum of Care (CoC) in the determination of how to allocate ESG funds for eligible activities, updating written guidelines and performance standards for activities funded under ESG, and updating funding, policies and procedures for the operation and administration of the HMIS. Discussions with representatives of the Coalition for the Homeless Houston/Harris County, the City of Houston, City of Pasadena, and Harris County resulted in the targeting of specific groups for Rapid Re-housing assistance. These groups include victims of domestic violence, persons who may be eligible for SSI/SSDI and families with children. In the past, the Harris County representative stated that the Harris County Judge wanted persons being released from jail and/or prison to be targeted for the Rapid Re-Housing assistance program as well. Fort Bend County's underserved persons include youth aging out of foster care, persons with disabilities, victims of domestic violence and families with children. For FY 2019 the CoC is emphasizing families with children, homeless youth and the chronically homeless including ex-offenders. Fort Bend County is emphasizing families with children involved in the criminal justice and/or foster care system, families with a member with a mental illness or other disabilities.

The County has only two emergency shelters the Fort Bend County Women's Center and the Parks Youth Ranch. The FBC Women's Center provides assistance to victims of domestic abuse and the Parks Youth Ranch provides assistance to unaccompanied youth. These two shelter populations represent the majority of underserved populations that the County will serve with ESG assistance during FY 2019.

During FY 2019, Fort Bend County is allocating a large portion of the CDBG Program allocation to water and sewer improvements in five communities. Most of these projects are multi-year projects to provide water and sewer service improvements to older underserved communities.

Actions planned to foster and maintain affordable housing

Texas counties do not have any land-use powers, as a result, Fort Bend County is limited to educating the public about the need to foster and maintain affordable housing and directing fair housing complaints to HUD field offices. The County will encourage local governments, social service providers, neighborhood groups, and developers interested in affordable housing to continue to work together.

The County will continue to provide these groups with technical assistance in the preparation of proposals and applications for HOME Program funds and other sources of housing funds.

One of the overall goals of the community planning and development programs covered by the consolidated plan are to develop viable communities by providing decent housing. The County's priority under this goal is increasing the supply of affordable housing to extremely low-income, low-income, and moderate-income households. The first objective under this priority is to provide assistance to increase the availability of standard quality housing to extremely low-income, very low-income, and low-income families. Accordingly, the County's five-year objectives include providing down payment and closing costs assistance, rental assistance, and assisting neighborhood groups to become CHDOs. The second objective under this priority is to provide housing rehabilitation to extremely low-income, low-income, and moderate-income owner-occupied households. The County's five-year objectives include providing owner-occupied rehabilitation assistance, owner-occupied housing rehabilitation housing repairs, water and sewer connections, and demolition and reconstruction assistance.

During FY 2019, Fort Bend County will fund the Houston Area Urban CDC to provide downpayment assistance with HOME Program funds. This project (Project 17) addresses objective DH 1.1.

The County will use HOME Program funds for the County's Housing Rehabilitation Program (Project 16). This program will address goals DH 2.1 and DH 4.3.

Actions planned to reduce lead-based paint hazards

In this section the jurisdiction must describe the actions it plans to take during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families.

During FY 2019, the County will continue to comply with HUD's lead-based paint regulation and keep abreast of any changes proposed regarding lead-based paint. The County will continue to contract with a certified contractor to perform lead assessments on properties built before 1978 that may

contain lead-based paint for the County's Housing Rehabilitation Program (Project 16).

The County also will conduct lead based paint inspections of properties provided assistance through the CoC and ESG Rapid Re-Housing and Homeless Prevention program activities. In addition, the County will continue to provide educational material regarding lead-based paint hazards and to use CDBG, HOME and ESG Program funds to evaluate and reduce lead-based paint hazards in homes and facilities.

Actions planned to reduce the number of poverty-level families

In this section the jurisdiction must describe the actions it plans to take during the next year to reduce the number of poverty level families (as defined by the Office of Management and Budget and revised annually), taking into consideration factors over which the jurisdiction has control.

Fort Bend County has very little control over the factors that affect the number of poverty level families within its jurisdiction. The County is a rapidly growing community and, as a result, the number of poverty-level families is increasing as the overall population of the County continues to grow.

During FY 2019, the County may use the ESG Homeless Prevention to provide assistance to households with income below 30% of MFI. In addition, the County will encourage existing networks of social service providers to expand their efforts to coordinate referrals and services to address the needs of poverty-level families. The County also will encourage local social service providers, like Catholic Charities, to establish and expand case management systems for poverty-level families. The main programmatic action by the County to reduce the number of poverty-level families is the continued funding of the Literacy Council FBC Literacy Tutoring program (Project 14). This program improves the literacy of adults throughout the County. In addition, the County will continue to emphasize the need to serve individuals and families with incomes below thirty (30) percent of MFI. Unfortunately, the majority of individuals and families in this income category have incomes below the poverty level.

Actions planned to develop institutional structure

During FY 2019, the County will continue to work with the service providers implementing the ESG Rapid Re-housing and Homeless Prevention assistance to increase their capacity to provide services to program participants. In addition, the County also will work with Coalition for the Homeless Houston/Harris County to continue to implement the centralized and/or coordinated assessment system required by the ESG Program regulation and improve participation in the HMIS by County service providers.

During FY 2019, Fort Bend County also will continue to administer CDBG-DR program funds related to the flooding disasters of 2016 and 2017. Many of the local non-profits are providing services to victims of flooding and are realizing the need for providing housing assistance to the households that sustained damage to their housing. The County is and will continue to provide information to these groups regarding the availability of CDBG-DR assistance for their clients.

Actions planned to enhance coordination between public and private housing and social service agencies

The staff of the Fort Bend County Community Development Department will continue to work with other County departments, local governments, non-profits, neighborhood groups, and interested individuals to improve communication and coordination among groups. The department also maintains a mailing list of individuals and organizations interested in various housing and community development issues. The department will continue to provide information to interested individuals and organizations, and to work with groups with similar interests in the development of projects.

During FY 2019, the County will provide assistance to the HAU CDC to provide downpayment assistance (Project 17).

The Community Development Department staff participates in the Fort Bend Connect, a network of service organizations that meet to share information and resources that benefit the citizens of Fort Bend County. The alliance is a United Way network of educational, religious, governmental law enforcement, and human service organizations throughout the County. The Community Development Department Director continues to serve as an ex-officio member of the Board of Directors of the Fort Bend County Housing Finance Corporation. The Community Development Department Director also serves on the Houston Area Emergency Shelter and Food Program (ESFP) Coordinating Board and the Coalition for the Homeless Coordinating Council. The Community Development Department planner serves on the City of Houston Community Development Advisory Council and on the CoC ESGP Funders Workgroup.

During FY 2019, the County will continue to work with Coalition for the Homeless Houston/Harris County to implement the centralized and/or coordinated assessment system required by the ESG Program regulation and improve participation in the HMIS by County service providers. The implementation of the coordinated system will require increased coordination between local governments, the Coalition and eventually all homeless service providers.

Discussion:

Fort Bend County continues to take several actions to implement the goals and objectives listed in the five year Consolidated Action Plan. The population of the County continues to increase rapidly. This makes progress difficult to measure since the needs and the demand for services continues to increase. The flooding disasters of 2016 and 2017, caused many of the local non-profits that are providing social services to the victims of flooding to realize the need for providing housing assistance to the households that sustained damage to their housing. The County will continue to provide information to these groups regarding training and funding opportunities.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

During FY 2019, Fort Bend County expects to receive \$3,090,195 from HUD.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The County will not use any other forms of investment being used beyond those identified in Section 92.205.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The County will fund down payment assistance or homebuyer activities with HOME Program funds for FY 2019. The recapture guidelines are included in Appendix E.

A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The County will fund down payment assistance or homebuyer activities with HOME Program funds for FY 2019. The guidelines are included in Appendix E. The County will use a second lien to ensure the affordability of units for the affordability period.

3. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The County will not fund any multifamily housing with HOME Program funds during FY 2019.

**Emergency Solutions Grant (ESG)
Reference 91.220(l)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)

The ESG written standards are included as Appendix D. The written guidelines, standards and outcomes were developed in cooperation with the Coalition for the Homeless, Harris County, the City of Houston, and the City of Pasadena.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.
The Continuum of Care is in the on-going process of establishing a coordinated assessment system that meets HUD requirements. The current coordinated access system includes a standardized intake/application form on the HMIS system. The Continuum is in the process of reviewing the HMIS data entered by subrecipients and increasing the entry and accuracy of this data. The Continuum also is continuing the process of expanding this system from CoC and ESG subrecipients to all subrecipients of federal, state, and local assistance. In the future, every homeless service and shelter provider will have access to this system.
3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The development of the FY 2019 Fort Bend County Consolidated Annual Action Plan began in February of 2019. On February 27, 2019, a public notice regarding the availability of the FY 2019 RFPs and the date of a public meeting was published in a local newspaper. The FY 2019 CDBG, ESG and HOME Request for Proposals (RFPs) were emailed and mailed out on March 1, 2019.

The County maintains a mailing list of individuals and organizations interested in various housing and community development issues. These individuals, organizations, and local governments are emailed or mailed the requests for proposals (RFPs) they requested. In addition, the department also emails and mails out notices of meetings, workshops, and conferences that provide information and training on various issues.

A public meeting was held at 10:00 a.m. on Wednesday, March 13, 2019 at the William B. Travis Building 301 Jackson, 1st Floor Meeting Room, Richmond, Texas to inform the public of anticipated funding levels and to measure community needs. An information session or proposer's conference was held on Thursday, March 28, 2019 to discuss the County's FY 2019 CDBG, HOME and ESG Requests for Proposals (RFPs), the contingency provisions, and to answer questions from interested organizations and local governments. The deadline for the submission of RFPs was 3:00 p.m. on Thursday, April 4, 2019. The County received seventeen (17) proposals from organizations and local governments.

The ESG Program proposals are evaluated by Fort Bend County Community Development Department staff using a standardized evaluation sheet. The evaluation sheets are totaled and all the sheet totals are averaged. The proposals are then ranked in descending order, from the highest average score to the lowest. The highest ranked proposals are fully funded if possible given ESG

Statutory maximums.

The Continuum of Care has developed a Continuum wide ESG application and evaluation process. The Continuum anticipates completing a revision of the Homelessness Prevention guidelines during FY 2019.

If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG. The funding decision regarding ESG projects is made by the Fort Bend County Commissioner's Court, the elected governing body of the County. Fort Bend County requires that every applicant for ESG complete a Homeless Participation Plan Form. This form certifies that at least one homeless individual or formerly homeless individual serves on the subrecipient's board of directors, and/or that at least one homeless individual or formerly homeless individual participates in the subrecipient's formal review process and/or grievance process in terminating assistance for a program participant. (See 24 CFR 576.402(2)).

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

Fort Bend County has a Homeless Participation Form that must be submitted by ESG Subrecipients as part of their application packet. The County also has an appeal process for the funding of ESG projects. This includes the review of any disputed ESG Program allocation by a reviewer who is homeless or was previously homeless and does not have a conflict of interest with the activity or project under review.

5. Describe performance standards for evaluating ESG.

The ESG written performance standards are included as Appendix D. The written guidelines, standards and outcomes were developed and are updated in cooperation with the Coalition for the Homeless, Harris County, the City of Houston, and the City of Pasadena.

During FY 2019, the County will continue to fund Rapid Rehousing, Homelessness Prevention, and Neighborhood Stabilization Services with previous year's ESG Program funds.

SF 424 and CERTIFICATIONS

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
---	---	--

* 3. Date Received: <input type="text"/>	4. Applicant Identifier: TX489157
--	---

5a. Federal Entity Identifier: B-19-UC-48-0004	5b. Federal Award Identifier: <input type="text"/>
--	--

State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
--	--

8. APPLICANT INFORMATION:

* a. Legal Name: Fort Bend County Texas		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 74-6001969	* c. Organizational DUNS: 0000081497075	

d. Address:

* Street1:	301 Jackson Street
Street2:	Suite 602
* City:	Richmond
County/Parish:	Fort Bend County
* State:	TX: Texas
Province:	
* Country:	USA: UNITED STATES
* Zip / Postal Code:	77469-3108

e. Organizational Unit:

Department Name: Community Development	Division Name: <input type="text"/>
--	---

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Ms.	* First Name: Marilyn
Middle Name:	
* Last Name: Kindell	
Suffix:	

Title: Community Development Department Director

Organizational Affiliation: <input type="text"/>
--

* Telephone Number: 281-341-4410	Fax Number: 281-341-3762
---	---------------------------------

* Email: marilynn.kindell@fortbendcountytexas.gov
--

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development (HUD)

11. Catalog of Federal Domestic Assistance Number:

14.218

CFDA Title:

Community Development Block Grant (CDBG) Program

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Community Development Block Grant (CDBG) Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify): _____
---	---	--

* 3. Date Received: _____	4. Applicant Identifier: TX489157
-------------------------------------	---

5a. Federal Entity Identifier: M-19-UC-48-0216	5b. Federal Award Identifier: _____
--	---

State Use Only:

6. Date Received by State: _____	7. State Application Identifier: _____
---	---

8. APPLICANT INFORMATION:

* a. Legal Name: Fort Bend County Texas	
* b. Employer/Taxpayer Identification Number (EIN/TIN): 74-6001969	* c. Organizational DUNS: 0000081497075

d. Address:

* Street1: 301 Jackson Street
Street2: Suite 602
* City: Richmond
County/Parish: Fort Bend County
* State: TX: Texas
Province: _____
* Country: USA: UNITED STATES
* Zip / Postal Code: 77469-3108

e. Organizational Unit:

Department Name: Community Development	Division Name: _____
---	-----------------------------

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: MS.	* First Name: Marilyn
Middle Name: _____	
* Last Name: Kindell	
Suffix: _____	

Title: Community Development Department Director

Organizational Affiliation: _____

* Telephone Number: 281-341-4410	Fax Number: 281-341-3762
---	---------------------------------

* Email: marilynn.kindell@fortbendcountytexas.gov
--

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development (HUD)

11. Catalog of Federal Domestic Assistance Number:

14.239

CFDA Title:

HOME Investment Partnerships Program

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

HOME Investment Partnerships Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify): _____
---	---	--

* 3. Date Received: _____	4. Applicant Identifier: TX489157
-------------------------------------	---

5a. Federal Entity Identifier: E-19-UC-48-0003	5b. Federal Award Identifier: _____
--	---

State Use Only:

6. Date Received by State: _____	7. State Application Identifier: _____
---	---

8. APPLICANT INFORMATION:

* a. Legal Name: Fort Bend County Texas	
* b. Employer/Taxpayer Identification Number (EIN/TIN): 74-6001969	* c. Organizational DUNS: 0000081497075

d. Address:

* Street1:	301 Jackson Street
Street2:	Suite 602
* City:	Richmond
County/Parish:	Fort Bend County
* State:	TX: Texas
Province:	
* Country:	USA: UNITED STATES
* Zip / Postal Code:	77469-3108

e. Organizational Unit:

Department Name: Community Development	Division Name: _____
--	--------------------------------

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Ms.	* First Name: Marilyn
Middle Name:	
* Last Name: Kindell	
Suffix:	

Title: Community Development Department Director

Organizational Affiliation: _____

* Telephone Number: 281-341-4410	Fax Number: 281-341-3762
---	---------------------------------

* Email: marilynn.kindell@fortbendcountytexas.gov
--

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development (HUD)

11. Catalog of Federal Domestic Assistance Number:

14.231

CFDA Title:

Emergency Solutions Grants Program (ESG)

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Emergency Solutions Grants Program (ESG)

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="3,090,195.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="3,090,195.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing --The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan --It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

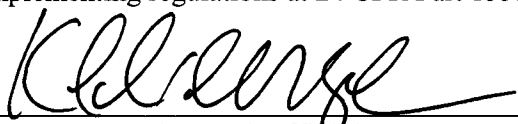
Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan --The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 --It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.



Signature/Authorized Official

July 2, 2019

Date

KP George, County Judge

Title

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation --It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan --Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan --It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds --It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2019, (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force --It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws --The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint --Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

Compliance with Laws --It will comply with applicable laws.



Signature/Authorized Official

July 2, 2019

Date

KP George, County Judge

Title

Specific HOME Certifications


The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance --If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs --it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance --before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;



Signature/Authorized Official

July 2, 2019

Date

KP George, County Judge

Title

ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

Major rehabilitation/conversion – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

Matching Funds – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction's consolidated plan.

Discharge Policy – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.



Signature/Authorized Official

July 2, 2019

Date

KP George, County Judge

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Certifications 2019

**APPENDICES
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WRITTEN GUIDELINES, STANDARDS AND PERFORMANCE
STANDARDS**

APPENDIX E: HOME PROGRAM HOMEBUYER RECAPTURE GUIDELINES.

APPENDIX A SUMMARY OF CITIZEN COMMENTS

Fort Bend County's Consolidated Annual Action Plan process involved at least two public notices and three public meetings. The dates of the public notices and meetings are listed below.

First Public Meeting Notice	Thursday, February 27, 2019
First Public Meeting	Wednesday, March 13, 2019
Second Public Meeting/Proposer's Meeting	Thursday, March 28, 2019
Second Public Notice	Friday, May 17, 2019
Third Public Meeting	Thursday, June 13, 2019

The thirty day public comment for the draft Consolidated Annual Action Plan began on May 24, 2019 and ended on June 25, 2019. No written comments were received during the comment period. The FY 2019 Fort Bend County Consolidated Annual Action Plan is scheduled to be approved by Fort Bend County Commissioners Court on Tuesday, June 25, 2019.

SUMMARY OF MEETING COMMENTS:

March 13, 2019 Meeting: Eight persons attended the meeting.

Ms. Christine Cappel with the City of Richmond requested the new HUD low and moderate income summary data (LMISD). Mr. Benny Rodriguez with HAU CDC expressed interest in using the CHDO set-aside funds for a down payment program. Ms. Melissa Pena with the City of Rosenberg also requested the HUD LMISD data for her project.

March 28, 2019 Meeting: Fifteen persons attended the meeting.

Most of the questions were regarding the new HUD low and moderate income summary data (LMISD) and the impact on the data on the eligibility of the areas that the cities use CDBG Program funds to assist, currently.

June 13, 2019 Meeting: No one attended the meeting.

No written comments were received during the thirty (30) day comment period. However, FB Family Promise expressed interest in the remaining ESG Rapid ReHousing/Homelessness Prevention/Stabilization Services Program funds and requested an ESG Program RFP during the comment period.

All comments received during the development of the FY 2019 Consolidated Annual Action Plan were accepted.

**FORT BEND COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
FY 2019 CONSOLIDATED ANNUAL ACTION PLAN
NOTICE OF PUBLIC MEETING**

To build and strengthen new partnerships with State and local governments and the private sector, the U.S. Department of Housing and Urban Development (HUD) requires a single consolidated submission for the planning and application aspects of the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), and HOME Investment Partnerships (HOME) Programs. Fort Bend County is in the process of developing its FY 2019 Consolidated Annual Action Plan.

A public meeting will be held on Wednesday, March 13, 2019, at 10:00 a.m., at the William B. Travis Building, 301 Jackson St., 7th Floor Meeting Room, Richmond, Texas to receive comments from the public regarding the housing and community development needs of low- and moderate-income persons such as homeless individuals and families; persons with special needs (the elderly, frail elderly, severely mentally ill, developmentally disabled, physically disabled, persons with alcohol/other drug addictions, and persons with HIV/AIDS); the housing needs of renters and owners; community needs such as anti-crime, economic development, infrastructure, planning and administration, public facilities, public services, senior programs, youth programs; and other nonhousing community development needs. The public is encouraged to attend and to submit comments to Marilyn Kindell, Community Development Director, 301 Jackson St., Suite 602, Richmond, Texas 77469. Comments will be incorporated into the draft FY 2019 Consolidated Annual Action Plan, as appropriate.

The Fort Bend County CDBG, HOME, and ESG Request for Proposals (RFPs) will be available on Friday, March 1, 2019. An information session for CDBG, HOME, and ESG Program applicants will be held on Thursday, March 28, 2019, at 10:00 a.m., at the William B. Travis Building, 301 Jackson St., 7th Floor Meeting Room, Richmond, Texas. Questions from applicants will be answered at this meeting. Proposals must be submitted by 3:00 p.m. Thursday, April 4, 2019. For more information, please call Carol Borrego at (281) 341-4410.

Persons with vision or hearing impairments or other individuals with disabilities requiring auxiliary aids and services may contact the department at (281) 341-4410 regarding reasonable accommodations for the meeting. This venue is accessible for persons with physical disabilities. Spanish language translators are available at the meeting for persons with Limited English Proficiency. Persons requiring other language translators must contact the department at least 48 hours prior to the meeting at (281) 341-4410 to request translation services for the meeting

CONDADO DE FORT BEND
DEPARTAMENTO DE DESARROLLO DE LA COMUNIDAD
PLAN DE ACCION ANUAL DE 2019
AVISO PÚBLICO

En conformidad con el Departamento de Desarrollo Urbano de Viviendas (HUD), el Condado de Fort Bend esta preparando un Plan de Acción para el año fiscal 2019, 1 de Septiembre -31 de Agosto. Este plan requiere una sumisión singular consolidado para planear y aplicar a los fondos federales Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG) y HOME Investment Partnerships (HOME) Programs.

Habrà una audiencia pública para recibir comentarios del público sobre las necesidades de la comunidad y para asistir en la preparación sobre las prioridades del Plan de Acción Anual de 2019 el Miercoles, 13 de Marzo 2019, a las 10 de la mañana, en el edificio William B. Travis, 301 Jackson St., 7th Floor Meeting Room, Richmond, Texas.

Se invita al público asistir y enviar comentarios a Marilyn Kindell, Directora del Desarrollo de la Comunidad, 301 Jackson St., Suite 602, Richmond, Texas 77469. Todos los comentarios apropiados que son recibidos pueden ser incorporados en el plan final.

Aplicaciones para los fondos CDBG, HOME y ESG serán disponibles el Viernes, 1 de Marzo, 2019. Una audiencia pública para responder será el Jueves, 28 de Marzo 2019, a las 10 de la mañana en el edificio, William B. Travis, 301 Jackson St., 7th Floor Meeting Room, Richmond, Texas. Propuestas deben ser entregadas para las 3 de la tarde el Jueves, 4 de Abril 2019. Para información, favor de llamar a Carol Borrego a 281-341-4410.

Si usted tiene una incapacidad o es una persona que no habla inglés y necesita acomodaciones (incluyendo un traductor de idiomas) para participar en estas audiencias públicas, por favor pónganse en contacto con la oficina al número 281-341-4410 por lo mínimo 48 horas antes de la audiencia. Las audiencias estarán en edificios accesibles para personas con incapacidades físicas.

2-27

FBC Community Development

PUBLISHER'S AFFIDAVIT

Action Plan

THE STATE OF TEXAS §
COUNTY OF FORT BEND §

Before me, the undersigned authority, on this day personally appeared Lee Hartman who being by me duly sworn, deposes and says that he is the Publisher of Fort Bend Herald and that said newspaper meets the requirements of Section 2051.044 of the Texas Government Code, to wit:

- 1. it devotes not less than twenty-five percent (25%) of its total column lineage to general interest items;
2. it is published at least once each week;
3. it is entered as second-class postal matter in the county where it is published; and
4. it has been published regularly and continuously since 1959.
5. it is generally circulated within Fort Bend County.

(CLIPPING) (S)

Publisher further deposes and says that the attached notice was published in said newspaper on the following date(s) to wit:

2-27

, A.D. 2019

[Signature]

Lee Hartman
Publisher

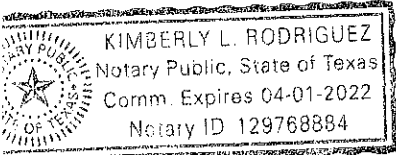
SUBSCRIBED AND SWORN BEFORE ME by Lee Hartman, who

- X a) is personally known to me, or
b) provided the following evidence to establish his/her identity,

on this the 28 day of February, A.D. 2019 to certify which witness my hand and seal of office.

[Signature]

Notary Public, State of Texas



**DESARROLLO
DE LA COMUNIDAD
PLAN DE ACCIÓN ANUAL
DE 2019
AVISO PÚBLICO**

En conformidad con el Departamento de Desarrollo Urbano de Viviendas (HUD), el Condado de Fort Bend está preparando un Plan de Acción para el año fiscal 2019, 1 de Septiembre - 31 de Agosto. Este plan requiere una submisión singular consolidada para planear y aplicar a los fondos federales Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG) y HOME Investment Partnerships (HOME) Programs.

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**FORT BEND COUNTY
COMMUNITY
DEVELOPMENT
DEPARTMENT
FY 2019 CONSOLIDATED
ANNUAL ACTION PLAN
NOTICE OF PUBLIC
MEETING**

To build and strengthen new partnerships with State and local governments and the private sector, the U.S. Department of Housing and Urban Development (HUD) requires a single consolidated submission for the planning and application aspects of the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), and HOME Investment Partnerships (HOME) Programs. Fort Bend County is in the process of developing its FY 2019 Consolidated Annual Action Plan.

A public meeting will be held on Wednesday, March 13, 2019, at 10:00 a.m., at the William B. Travis Building, 301 Jackson St., 7th Floor Meeting Room, Richmond, Texas to receive comments from the public regarding the housing and community development needs of low- and moderate-income persons such as homeless individuals and families; persons with special needs (the elderly, frail elderly, severely mentally ill, developmentally disabled, physically disabled, persons with alcohol/other drug addictions, and persons with HIV/AIDS); the housing needs of renters and owners; community needs such as anti-crime, economic development, infrastructure, planning and administration, public facilities, public services, senior programs, youth programs; and other nonhousing community development needs. The public is encouraged to attend and to submit comments to Marilyn Kindell, Community Development Director, 301 Jackson St., Suite 602, Richmond, Texas 77469. Comments will be incorporated into the draft FY 2019 Consolidated Annual Action Plan, as appropriate.

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Persons with vision or hearing impairments or other individuals with disabilities requiring

7-6-19

[Handwritten signatures and notes]

PUBLIC NOTICE
FORT BEND COUNTY COMMUNITY DEVELOPMENT DEPARTMENT
FY 2019 CONSOLIDATED ANNUAL ACTION PLAN DRAFT

To build and strengthen new partnerships with State and local governments and the private sector, the U.S. Department of Housing and Urban Development (HUD) requires a single consolidated submission for the planning and application aspects of the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) Programs.

The overall goals of the community development and planning programs covered by the Consolidated Plan are to strengthen partnerships with jurisdictions and to extend and strengthen partnerships among all levels of government and the private sector, including for-profit and nonprofit organizations, to enable them:

- to provide decent housing;
- to establish and maintain a suitable living environment; and
- to expand economic opportunities for every American, particularly for very low-income and low-income persons.

The purpose of the Consolidated Plan is to require the County to state in one document its plan to pursue these goals for all the community planning and development programs, as well as for housing programs. The FY 2015 Consolidated Plan serves the following functions:

1. A planning document for the jurisdiction, which builds on a participatory process at the lowest levels;
2. An application for federal funds under HUD's formula grant programs;
3. A strategy to be followed in carrying out HUD programs; and,
4. An action plan that provides a basis for assessing performance.

The Consolidated Plan Final Rule requires that local government jurisdictions submit to HUD five-year Consolidated Plans containing a housing and homeless needs assessment, a housing market analysis, a strategic plan, an action plan, and the required HUD certifications. The FYs 2015-2020 Consolidated Plan includes Fort Bend County's revised housing and homeless needs assessment and housing market analysis. The strategic plan sets forth program goals and specific objectives in a manner that helps local governments and citizens keep track of programmatic results.

The FY 2019 Consolidated Annual Action Plan includes the proposed projects to be funded during FY 2019, September 1, 2019 to August 31, 2020. These projects are listed below by program funding source. The recommended amount of funding for each project also is listed.

Community Development Block Grant (CDBG) Program:

Amount of Assistance Available for FY 2019:		\$3,090,195
Countywide	CDBG Program Administration and Planning	\$533,831
Arcola	Water Treatment Plant, Phase 2	\$606,500
Beasley	Sanitary Sewer System Rehab, Phase 2	\$240,582
Kendleton	Sanitary Sewer Force Main Improvements	\$466,155
Orchard	Renovation of Water Storage Tanks	\$253,032
Riverwood	MUD No. 19 Replacement of Force Main from LS to Pumps	\$429,327
Richmond	North Richmond Drainage and Sidewalk Improvements	\$250,000
Countywide	Arc of FBC Social and Recreational Program	\$40,000
Countywide	Brazos Bend Guardianship Services: Corporate Guardianship Program	\$40,000
Countywide	Catholic Charities Integrated Case Management for Seniors	\$39,008
Countywide	Child Advocates FBC Forensic Interviewer/Children's Services Coordinator	\$39,470
Countywide	FBC Women's Center Shelter Operations and Services	\$46,171
Countywide	Fort Bend Seniors: Meals on Wheels Program	\$55,000
Countywide	Literacy Council of Fort Bend: Literacy Tutoring	\$51,124

HOME Investment Partnership Program:

Amount of Assistance Available for FY 2019:		\$737,236
Countywide	HOME Program Administration	\$73,723
	CHDO Set-Aside HAUCDC Single Family Down Payment Program	\$200,000
Countywide	FBC Housing Rehabilitation Program	\$463,513

Emergency Solutions Grant (ESG) Program:

Amount of Assistance Available for FY 2019:		\$244,896
Countywide	ESG Program Administration	\$16,867
Countywide	FBC Women's Center Emergency Shelter Operations/Essential Services	\$64,012
Countywide	Parks Youth Ranch Emergency Shelter Operations/Essential Services	\$69,828
Countywide	Rapid ReHousing/Homelessness Prevention and Stabilization Services	\$74,189

The Fort Bend County FY 2019 Consolidated Annual Action Plan Draft will be available for public review and comment from Friday, May 24, 2019 to Tuesday, June 25, 2019. The public is encouraged to review this document and submit comments. The Consolidated Annual Action Plan Executive Summary can be reviewed on the Fort Bend County Community Development Department website: <http://www.fortbendcountytexas.gov/> In addition, copies of the Consolidated Annual Action Plan are available from the Fort Bend Community Development Department, 301 Jackson St., Suite 602, Richmond, Texas, 77469. Please call the department at (281) 341-4410 or email comments to communitydevelopment@fortbendcountytexas.gov

A public meeting will be held on Thursday, June 13, 2019, at 10:00 a.m., at the William B. Travis Building, 301 Jackson St., 6th Floor Meeting Room, Richmond, Texas to receive comments from the public regarding the draft FY 2019 Consolidated Annual Action Plan. The public is encouraged to attend and to submit comments to Marilyn Kindell, Community Development Director, at the Fort Bend County Community Development Department, 301

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Public Notice

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(CLIPPING) (S)
ON Back

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5-23

_____, A.D. 2019

[Signature]

Lee Hartman
Publisher

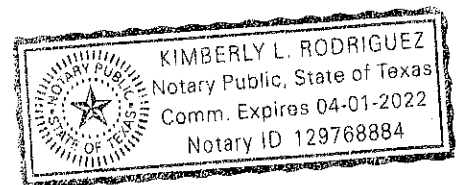
SUBSCRIBED AND SWORN BEFORE ME by Lee Hartman, who

X a) is personally known to me, or

b) provided the following evidence to establish his/her identity, _____

on this the 28 day of May, A.D. 2019 to certify which witness my hand and seal of office.

[Signature]
Notary Public, State of Texas



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Countywide Brazos Bend Guardianship Services; Corporate Guardianship Program \$40,000
Countywide Catholic Charities Integrated Case Management for Seniors \$39,008
Countywide Child Advocates FBC Forensic Interviewer/Children's Services Coordinator \$39,470
Countywide FBC Women's Center Shelter Operations and Services \$46,171
Countywide Fort Bend Seniors Meals on Wheels Program \$55,000
Countywide Literacy Council of Fort Bend: Literacy Tutoring \$61,124

HOME Investment Partnership Program

Amount of Assistance Available for FY 2019: \$737,236
Countywide HOME Program Administration \$73,723
CHDO Set-Aside HAUCDC Single Family Down Payment Program \$200,000
Countywide FBC Housing Rehabilitation Program \$463,513
Emergency Solutions Grant (ESG) Program:
Amount of Assistance Available for FY 2019: \$244,896
Countywide ESG Program Administration \$16,867
Countywide FBC Women's Center Emergency Shelter Operations/Essential Services \$64,012
Countywide Parks Youth Ranch Emergency Shelter Operations/Essential Services \$69,828
Countywide Rapid ReHousing/Homelessness Prevention and Stabilization Services \$74,189

The Fort Bend County FY 2019 Consolidated Annual Action Plan Draft will be available for public review and comment from Friday, May 24, 2019 to Tuesday, June 25, 2019. The public is encouraged to review this document and submit comments. The Consolidated Annual Action Plan Executive Summary can be reviewed on the Fort Bend County Community Development Department website: <http://www.fortbendcountytx.gov/> In addition, copies of the Consolidated Annual Action Plan are available from

the Fort Bend County Development Department, 301 Jackson St., Suite 602, Richmond, Texas, 77469. Please call the department at (281) 341-4410 or email comments to communitydevelopment@fortbendcountytx.gov

A public meeting will be held on Thursday, June 13, 2019, at 10:00 a.m. at the William B. Travis Building, 301 Jackson St., 6th Floor Meeting Room, Richmond, Texas to receive comments from the public regarding the draft FY 2019 Consolidated Annual Action Plan. The public is encouraged to attend and to submit comments to Marilyn Kindell, Community Development Director, at the Fort Bend County Community Development Department, 301 Jackson St., Suite 602, Richmond, Texas, 77469. Comments will be incorporated into the draft Consolidated Annual Action Plan document, as appropriate.

Persons with vision or hearing impairments or other individuals with disabilities requiring auxiliary aids and services may contact the department at (281) 341-4410 regarding reasonable accommodations for the meeting. This venue is accessible for persons with physical disabilities. Spanish language translators are available at the meeting for persons with Limited English Proficiency. Persons requiring other language translators must contact the department at least 48 hours prior to the meeting at (281) 341-4410 to request translation services for the meeting.

**PUBLIC NOTICE
FORT BEND COUNTY
COMMUNITY
DEVELOPMENT
DEPARTMENT**

FY 2019 CONSOLIDATED ANNUAL ACTION PLAN DRAFT

To build and strengthen new partnerships with State and local governments and the private sector, the U.S. Department of Housing and Urban Development (HUD) requires a single consolidated submission for the planning and application aspects of the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) Programs.

The overall goals of the community development and planning programs covered by the Consolidated Plan are to strengthen partnerships with jurisdictions and to extend and strengthen partnerships among all levels of government and the private sector, including for-profit and nonprofit organizations, to enable them: to provide decent housing; to establish and maintain a suitable living environment; and to expand economic opportunities for every American, particularly for very low-income and low-income persons.

The purpose of the Consolidated Plan is to require the County to state in one docu-

**APPENDIX B
CITIZEN PARTICIPATION PLAN
FORT BEND COUNTY, TEXAS**

INTRODUCTION

This Citizen Participation Plan describes the process whereby citizens, organizations, local governments and agencies may take part in the development of the Consolidated Plan, Annual Action Plans, Substantial Amendments to plans, the Consolidated Annual Performance Report (CAPER), and the submission of guaranteed loan fund applications. This Citizen Participation Plan is required in the regulations for the Consolidated Plan (CFR 91.105). The plan provides for:

- giving citizens timely notice of local meetings and reasonable and timely access to local meetings, information, and records;
- giving citizens access to technical assistance in developing proposals;
- holding the minimum number of public meetings and/or hearings;
- meeting the needs of non-English speaking residents;
- providing affected citizens with reasonable advance notice of, and opportunity to comment on, proposed activities not previously included in an application and activities which are proposed to be deleted or substantially changed in terms of purpose, scope, location, or beneficiaries;
- responding to citizen complaints and grievances in a timely manner; and
- encouraging citizen participation, particularly by low- and moderate-income persons who reside in slum or blighted areas, and other areas in which guaranteed loan funds are to be used.

1. Encouragement of Citizen Participation

Fort Bend County encourages the participation of local and regional institutions, the Continuum of Care and other organizations in developing and implementing the consolidated plan. Fort Bend County will explore alternative public involvement techniques and quantitative ways to measure efforts that encourage citizen participation in a shared vision for change in communities and neighborhoods, and the review of program performance.

2. Timely Notice and Access To Meetings, Information, and Records.

The Fort Bend County Community Development Department will give citizens timely notice of the opportunity to make written or verbal comments pertaining to the use of CDBG, ESG, and HOME funds or guaranteed loan funds. Prior to the preparation, approval and submission of the Consolidated Plan or Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD), the Department will publish notices in one or more local newspapers of general circulation and will post notices on the County's website: <http://www.fortbendcountytexas.gov/> In addition, the Department will maintain a mailing list of interested citizens, organizations, and agencies and identify and notify potential and actual beneficiaries (e.g., cooperative cities, non-profit organizations, public agencies) of the opportunity to make recommendations pertaining to the use of funds. The mailing list will also

be used to notify interested persons of the Department's intent to hold public meetings to allow citizens to identify community needs and make recommendations for how funds may be used.

Citizens will be given an opportunity to make verbal and written recommendations pertaining to the use of funds. Draft copies of the Consolidated Plan, Annual Action Plans and CAPERs will be available for review at the office of the Fort Bend County Community Development Department and copies will be available for anyone requesting a copy. An electronic copy will be made available for anyone requesting an electronic copy of the Consolidated Plan, Annual Action Plan, or CAPER. Citizens and other affected parties will be provided an opportunity to examine the contents of the plan and report and submit comments and recommendations (1) at public meetings held for that purpose, (2) by mail, (3) by email, and (4) by delivery to the office of the Fort Bend County Community Development Department. Citizens and other affected parties will be encouraged to submit written recommendations to the Department for documentation and evaluation purposes. Comments and recommendations received at the public meetings will be reviewed by the Department and will be taken into consideration when the Consolidated Plan, Annual Action Plan, CAPER, or guaranteed loan fund applications are prepared.

Citizens will be given at least 30 days to comment on the draft Consolidated Plan or Annual Action Plan before the final plans are completed. Citizens will be provided at least 15 days to submit comments regarding the CAPER before the final report is completed. A summary of the proposed plans and report will be published as a public notice one or more local newspapers. In addition, a summary of the proposed plans and report will be posted on the County's website. A summary of any comments received will be attached to the final plans. The final Consolidated Plan and Annual Action Plan will be reviewed by Fort Bend County Commissioners Court. Upon approval, the final Consolidated Plan, Annual Action Plan and/or guaranteed loan fund applications will be available to the public upon request.

The Fort Bend County Community Development Department will give citizens timely access to local meetings. Public meetings and/or public hearings will be held at times and places that are convenient for potential and actual beneficiaries. Meetings and hearings will be held in facilities that are accessible to the disabled. The Department will make a reasonable effort to accommodate disabled persons and when possible, provide auxiliary aids upon request.

The Fort Bend County Community Development Department will provide reasonable and timely access to information and records pertaining to projected and actual use of funds. In addition, citizens will be given reasonable access to information, and records relating to the County's projected and actual use of guaranteed loan funds, including, but not limited to:

- (a) the amount of guaranteed loan funds expected to be made available for the coming year, including the program income anticipated to be generated by the activities carried out with guaranteed loan funds;
- (b) the range of activities that may be undertaken with guaranteed loan funds;
- (c) the estimated amount of guaranteed loan funds (including program income derived there from) proposed to be used for activities that will benefit low- and moderate-income persons; and

- (d) the proposed activities likely to result in displacement and the Fort Bend County Community Development Department's plans, consistent with the policies developed under **24 CFR 570.606 or 570.496** for minimizing displacement of persons as a result of the County's proposed activities.

The public may be required to provide reasonable notice and to pay for the cost of reproduction of multiple copies of written materials.

3. Technical Assistance.

Upon request, the Fort Bend County Community Development Department will provide technical assistance to groups representing of persons of low- and moderate-income that request such assistance in developing proposals before the release of the annual request for proposals (RFPs). The Fort Bend County Community Development Department will provide this assistance at a level and type commensurate with its staff capabilities and resources. The provision of technical assistance need not include the provision of funds to such groups.

In addition, the Fort Bend County Community Development Department will provide information to groups regarding technical assistance being provided or sponsored by HUD or other organizations.

4. Minimum Number of Public Hearings.

The Fort Bend County Community Development Department will hold a minimum of one public hearing during the development of the Consolidated Plan. At least one other public hearing will be held during the program year to obtain citizens' views and to respond to proposals and questions. In addition, public meetings will be held during the Consolidated Plan, Annual Plan and CAPER processes, each at different stages of its program, for the purpose of obtaining the views of citizens and formulating or responding to proposals and questions. All together these meetings and/or hearings will address community development and housing needs, development of the Consolidated Plan, Annual Action Plan, and loan guarantee applications, and review of program performance in the CAPER. At least one of these meetings and/or hearings will be held before submission of the Consolidated Plan and/or Annual Action Plan to obtain the view of citizens on community development and housing needs and program funding recommendations. Reasonable notice of meetings and/or hearings will be provided and the meeting and/or hearing will be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the disabled.

5. Needs of Non-English Speaking Residents.

In the case of public meetings and/or hearings where a significant number of non-English speaking residents can reasonably be expected to attend and participate, Spanish speaking Community Development Department staff will be available to provide translation assistance and public information to persons with Limited English Proficiency. Persons requiring other language translators must contact the department at least 48 hours prior to the meeting at (281) 341-4410 to request translation services for the public meeting and/or hearing.

6. Reasonable Advance Notice.

The Fort Bend County Community Development Department will provide affected citizens with reasonable advance notice of, and opportunity to comment on, proposed activities not previously included in an application and activities which are proposed to be deleted or substantially changed in terms of purpose, scope, locations, or beneficiaries. The criteria that the Fort Bend County Community Development Department will use to determine what constitutes a substantial change for this purpose is described below.

A Consolidated Plan is submitted to the U.S. Department of Housing and Urban Development (HUD) prior to receiving annual entitlement funds. Amendments to the Consolidated Plan are required whenever it is decided:

- (a) not to carry out an activity described in the Consolidated Plan;
- (b) to carry out an activity not previously described in the Consolidated Plan; or
- (c) to substantially change the purpose, scope, location, or beneficiaries of an activity. The definitions and/or criteria for what constitutes a substantial change for the purpose of amending the Consolidated Plan are as follows:
 - (1) Purpose: The purpose is substantially changed if the overall purpose for which a project is funded changes. Changing a specific objective without changing the overall purpose of the project will not be considered a substantial change.
 - (2) Scope: The scope is substantially changed if the original estimated cost of the project is increased by twenty percent or more.
 - (3) Location: The location is substantially changed if the service area of a project changes from the original service area.
 - (4) Beneficiaries: The beneficiaries are substantially changed if there is a change in type or the number is increased by twenty percent or more.

Citizens will be provided at least 30 days to comment on the substantial amendment to the Consolidated Plan before the amendment is implemented unless otherwise allowed by the U.S. Department of Housing and Urban Development (HUD)

7. Responses to Grievances and Complaints.

The Fort Bend County Community Development Department will make every effort to respond to written complaints and grievances within fifteen (15) working days of the receipt of the written complaint where practicable.

8. Citizen Participation.

The Fort Bend County Community Development Department will make every effort to encourage citizen participation, particularly by low- and moderate-income persons who reside in slum and blighted areas, and other areas in which funds are proposed to be used.

citizen participation plan

**APPENDIX C
FORT BEND COUNTY
MONITORING PROCESS**

FORT BEND COUNTY MONITORING PROCESS

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 CDBG, HOME, or ESG 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 CDBG, HOME and ESG 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.

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, Katy, Missouri City, Simonton, Sugar Land or Weston Lakes.

- Documentation of income equal to or lower than 80% of the median income for Fort Bend County for CDBG and HOME and 30% of the median for ESG.
- 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.

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 Community Development 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 the agency by telephone or email or meet with agency director or appropriate staff to discuss any inconsistencies and/or problems. The monitor may offer technical assistance to resolve any issues. Upon completion of the desk audit, the monitor will determine if the invoice is approved for payment. When the invoice is approved for payment the monitor will submit the invoice for payment processing.

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.

fbcmmonitoringprocess

APPENDIX D
EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM
WRITTEN GUIDELINES, STANDARDS AND PERFORMANCE STANDARDS

**APPENDIX D
EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM
WRITTEN GUIDELINES**

The Emergency Solutions Grant regulation at 24 CFR 576.400(e) requires written standards for providing Emergency Solutions Grant (ESG) assistance. These standards must consistently be applied to all program participants.

At minimum these written standards must include:

- (i) Standard policies and procedures for evaluating individuals and families eligibility for assistance under Emergency Solutions Grant (ESG);
- (ii) Standards for targeting and providing essential services related to street outreach;
- (iii) Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, e.g. victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest;
- (iv) Policies and procedures for assessing prioritizing and reassessing individuals' and families' needs for essential services related to emergency shelter;
- (v) Policies and procedures for coordination among emergency shelter providers, essential service providers, homelessness prevention, and rapid re-housing assistance providers; and mainstream service and housing providers (see 576.400(b) and (c) for a list of programs with which ESG-funded activities must be coordinated and integrated to the maximum extent practicable);
- (vi) Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance;
- (vii) Standards for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance;
- (viii) Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time; and
- (ix) Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant receives assistance; or the maximum number of times the program participant may receive assistance.

The following written guidelines were developed in consultation with the Coalition for the Homeless Houston/Harris County, the City of Houston, Harris County, and Fort Bend County.

CONTINUUM OF CARE EMERGENCY SOLUTIONS GRANTS PROGRAM WRITTEN STANDARDS

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INTRODUCTION

The Way Home Continuum of Care has developed the following standards for providing assistance with Emergency Solutions Grants (ESG) funds as required by 24 CFR 576.400 (e). These standards were created in coordination with the City of Houston Housing and Community Development Department, City of Pasadena Community Development, Harris County Community Services Department, Houston/Harris County Continuum of Care which includes Harris County, the City of Houston, Fort Bend County and the City of Pasadena, and Texas Department of Housing and Community Affairs funding within the CoC geographic area. They are in accordance with the interim rule for the Emergency Solutions Grants Program released by the U.S. Department of Housing and Urban Development on December 4, 2011 and the final rule for the definition of homelessness also released by the U.S. Department of Housing and Urban Development on December 4, 2011.

The Way Home Continuum of Care expects that the standards will adjust as The Way Home Continuum of Care gains more experience with and collects more data from services provided with the Emergency Solutions Grants program. The Standards serve as the guiding principles for funding programs. The Business Rules outline the operations and process for carrying out each program component.

STANDARDS APPLICABLE TO ALL PROGRAM COMPONENTS

ELIGIBLE ESG PROGRAM COMPONENTS

There are four (4) ESG Program Components:

1. Rapid Re-Housing
2. Emergency Shelter
3. Homelessness Prevention and
4. Street Outreach.

Funds for ESG can be used to support any of the eligible components. The Way Home Continuum of Care gives priority to funding that supports securing housing options for homeless households and to support the expansion of rapid re-housing.

COORDINATING ASSESSMENT & SERVICES AMONG PROVIDERS

The Way Home Continuum of Care expects that all providers participate in the coordinated assessment system. The system consists of an electronic assessment system housed in the HMIS and a dedicated Project Manager through the CoC Lead Agency. Coordinated assessment uses a common housing assessment and triage tool to ensure that all homeless individuals are referred to the appropriate housing intervention. Coordinated assessment will be used as each housing intervention supported by ESG is fully integrated into the system referral process. Prior to full implementation of coordinated assessment, agencies may continue to accept direct referrals from individuals and other agencies.

Designate staff members for CoC Provider Input forum: Each agency will assign two representatives to the input forum, in addition to one member (CEO/ED) who has decision making capacity for the program. CoC Provider Input Forums will meet quarterly, or more often as required by current CoC policies. The Provider Input Forum is the venue where providers give and receive information regarding CoC strategies and policies.

Participate in any standardized training as designated by ESG funders and offered through CoC. The CoC will provide a vetted and standardized training curriculum for all housing stability case managers. Training will be available for all agencies providing case management for housing based services. The curriculum and standards will be developed as part of and in partnership with the Continuum of Care Technical Assistance plan from the Department of Housing and Urban Development. This will focus on the requirements of maintaining stable housing and ensure access to mainstream resources that will provide ongoing, necessary supportive services for households.

COORDINATING WITH MAINSTREAM AND TARGETED HOMELESS PROVIDERS

The Way Home Continuum of Care expects that every agency that is funded through ESG will coordinate with and access mainstream and other targeted homeless resources. The Way Home Continuum of Care will evaluate performance of each provider based on outcomes achieved. Outcomes are outlined and updated in the housing models adopted by the CoC Steering committee. These outcome measures will be used to evaluate program success annually. The Way Home Continuum of Care will use this and other performance metrics to guide funding decisions for ESG funded programs. Required outcomes for each intervention will match the outcomes approved by the CoC Steering Committee annually.

STANDARDS SPECIFIC TO EMERGENCY SHELTER

ELIGIBILITY: HOMELESS STATUS

Homeless clients entering into the shelter system must meet the HUD criteria for homelessness as either literally homeless (Homeless Category 1), at imminent risk of homelessness (Homeless Category 2), homeless under another federal statute (Homeless Category 3), or fleeing/attempting to flee domestic violence (Homeless Category 4).

For additional details related to the HUD definition of Homeless and applicability to each program component, see Appendix A and Appendix C.

ELIGIBILITY: INTAKE AND ASSESSMENT

As already indicated above under Coordinating Assessment & Services, case managers will use the Continuum wide assessment tool to review client situation, understand eligibility, and begin the process of determining length of assistance. The tool will include an assessment form for diversion that providers are currently testing. Once testing has been finalized, the diversion assessment will be required for all providers, including DV providers.

ELIGIBILITY: PRIORITIZATION & REFERRAL POLICIES

Emergency shelters will prioritize individuals/families that:

- Cannot be diverted; and
- Are literally homeless; and
- Can be safely accommodated in the shelter; and
- Are not in need of emergency medical or psychiatric services or is a danger to self or others.

Also note the following:

- Emergency Shelters cannot discriminate per HUD regulations.
- There are no requirements related to ID, income or employment;
- Transgender placement is based on self-identification of gender.

STANDARDS SPECIFIC TO HOMELESSNESS PREVENTION AND RAPID RE-HOUSING

ELIGIBILITY: STATUS AS HOMELESS OR AT-RISK OF HOMELESSNESS

HOMELESSNESS PREVENTION

Individuals/families, who meet the HUD criteria for the following definitions, are eligible for Homelessness Prevention assistance:

- At Risk of Homelessness
- Homeless Category 2: Imminently at-risk of homelessness
- Homeless Category 3: Homeless under other federal statute and
- Homeless Category 4: Fleeing/attempting to flee DV (as long as the individuals/families fleeing or attempting to flee DV are not also literally homeless. If the individuals/families are also literally homeless they would actually qualify for Rapid Re- Housing instead. See below.)

Additional eligibility requirements related to Homelessness Prevention include:

- Proof of residence within The Way Home Continuum of Care service area.
- Total household income below 30 percent of Area Family Income (AFI) for the area at initial assessment. Clients must provide documentation of household income, including documentation of unemployment and zero income affidavit for clients without income.

RAPID RE-HOUSING

Individuals/families, who meet the HUD criteria for the following definitions, are eligible for Rapid Re-Housing assistance:

- Homeless Category 1: Literally homeless
- Homeless Category 4: Fleeing/attempting to flee DV (as long as the individuals/families fleeing or attempting to flee DV are also literally homeless).

For additional details related to the HUD definition of Homeless and At Risk of Homelessness and applicability of these definitions to each program component, see Appendix A, B and C.

ELIGIBILITY: INTAKE AND ASSESSMENT

Once coordinated access is available for all housing interventions, all clients must have an initial eligibility assessment and triage for appropriate housing by a specially trained housing assessor. All clients come through coordinated access and are assessed using the housing triage in HMIS. Housing triage will identify, based on the standard assessment, individuals who are best suited for rapid re-housing. The standard assessment accounts for length and frequency of homelessness, physical and mental health status, criminal history, veteran status, domestic violence experience, substance abuse conditions and employment history.

TARGETED POPULATIONS: CLIENT PRIORITIZATION

HOMELESSNESS PREVENTION

Note that all targeted individuals and families described below have to meet the minimum HUD requirements for eligibility to HP.

The Way Home Continuum of Care will use a shared assessment form that will target those clients with the most barriers to housing. Each barrier will have an allotment of points, and the higher score (and more barriers) the more likely the client will receive services. The assessment of barriers is based on an objective review of each client's current situation using the tool rather than the subjective opinion of a case manager assessing each client's needs. All clients must have a minimum score of 20 to receive assistance. See Appendix D for a copy of the assessment form.

Additionally, The Way Home Continuum of Care prioritizes and assists households who have previously received Rapid Re-Housing assistance and are at risk of becoming homeless again regardless of barrier assessment score. These households will be identified and triaged through the Coordinated Access system.

RAPID RE-HOUSING

Coordinated access will prioritize individuals who are currently homeless but not in need of permanent supportive housing as eligible for rapid re-housing. This can include, but is not limited to individuals and households who,

- are first time homeless;
- have few recent episodes of homelessness; or
- are part of a family that is homeless.

It should be noted, rapid re-housing funds are directed to individuals with income or work history and skills that indicate employability.

FINANCIAL ASSISTANCE

DURATION AND AMOUNT OF ASSISTANCE

The Way Home Continuum of Care has adopted the CoC approved Housing Models and Business Rules to measure community outcomes for all housing interventions. The CoC requires that all subrecipients for ESG Rapid Re-Housing funds use the CoC-wide assessment tools to assist in determining the duration and amount of assistance. The tools do not dictate the amount of assistance that each household receives, but guides the case manager and client to determine the appropriate amount of assistance for each household.

- All clients are assessed to determine initial need and create a budget to outline planned need for assistance.
- Agencies cannot set organizational maximums or minimums but must rely on the CoC standardized tools to evaluate household need.
- Through case management, client files are reviewed monthly to ensure that planned expenditures for the month validate the financial assistance request.
- The Way Home Continuum of Care expects that households will receive the minimum amount of assistance necessary to stabilize in housing.

Clients cannot exceed 24 months of assistance in a 36 month period. The Rapid Re-Housing Business Rules outline processes that may require supervisory approval.

PARTICIPANT SHARE

Participant share will be determined by use of common assessment and budgeting tools approved through The Way Home Continuum of Care. These tools will assist in determining the monthly assistance and client contribution amounts. Clients will participate in the development of their individual housing plan with a case manager. The housing plan will be based on client goals and shared goals for achieving housing stability. Case managers will use the housing plan to assist in determining the client contribution toward rent. Clients are expected to contribute a portion of their income based on budgeting to ensure housing stability. Financial assistance is available for households with zero income. Details of when clients are terminated or redirected to a more appropriate intervention are outlined in the business rules.

HOUSING STABILIZATION AND RELOCATION RELATED ASSISTANCE AND SERVICES

REQUIRED SERVICES: CASE MANAGEMENT & CASE LOADS

The Way Home Continuum of Care requires that all clients are referred to a case manager through the coordinated access system. Coordinated access will triage homeless clients for rapid re-housing that are in need of short to medium term assistance based on individual circumstances and vulnerability. Coordinated Access Assessors will refer to a rapid re-housing case manager who is contracted through a case management intermediary contracted by local funders. The case manager will perform an individual assessment and create a housing plan using the common assessment tools. This begins the process to rapidly re-house the homeless household as quickly and efficiently as possible.

Homelessness prevention clients must have an initial home visit when first approved for assistance and subsequent house visits with each recertification every three months. It is expected that case managers will conduct office visits with homelessness prevention clients between home visits, at least once per month. Case managers and program managers are encouraged to provide more than the minimum required services through case management.

Rapid re-housing case managers will maintain an average case load of 35 clients. This will allow case managers to provide quality case management and ensure that services are targeted to individuals most likely to be successful with rapid re-housing assistance. As the rapid re-housing program for the continuum expands, this number may increase.

Case management includes housing assistance and home and office visits determined by client need and supported by the housing plan.

As required by the Continuum of Care Housing Models, case managers are expected to follow up with clients that have successfully exited rapid re-housing case management at a minimum of 30 days after exiting the program. Clients who remain in housing for 90 days after exiting rapid re-housing, identified through HMIS, are categorized as stably housed.

Case management staff must communicate with the landlord and ensure that they have an updated copy of the Rental Assistance Agreement and are aware of anticipated changes to the participant rent share.

REQUIRED SERVICES: HOUSING LOCATION SERVICES

Any subrecipient of ESG assistance must also agree to utilize and may contribute to the function of housing specialist for households receiving rapid re-housing. This specialized position will be dedicated to finding appropriate housing and developing relationships with affordable housing providers so that ESG clients have greater access to housing choice, rather than expecting that clients must navigate the system on their own.

REQUIRED SERVICES: INSPECTION AND LANDLORD AGREEMENT

Any unit that receives financial assistance through rapid re-housing must pass a Housing Quality Standards Inspection as outlined in the ESG regulations. The inspections will be conducted by a qualified agency with expertise in inspection and the process for identifying units and conducting an inspection is outlined in the rapid re-housing business rules.

Any unit that receives rental assistance payments through rapid re-housing must have an agreement in place between the financial assistance intermediary and the property. The rental assistance agreement details the terms under which rental assistance will be provided. The rental assistance agreement outlines the requirements for rental payment as well as terms regarding any notice to vacate or eviction by the owner.

INELIGIBLE SERVICES: CREDIT REPAIR AND LEGAL SERVICES

The Way Home Continuum of Care will not allow ESG funds to be used for credit repair or legal services. These services are deemed ineligible activities. The Way Home Continuum of Care has found limited access to this resource by clients and providers and will instead encourage the use of mainstream service providers and establish them as part of the system of providers with formal relationships.

OPTIONAL SERVICES: SECURITY/UTILITY DEPOSITS

Rental and utility deposits can be included in housing stabilization services as dictated by the housing stabilization plan. Rental and utility deposits can be included in lieu of or in combination with rental assistance for a unit. Requirements for inspections and rental assistance agreements for units with only security deposits are outlined in the rapid re-housing business rules.

- Security deposits can cover up to two months of rent.
- Deposits may remain with the client if they are stably housed as outlined in the case management and caseloads section.
- Security and utility deposit transactions will be managed through the case management fiscal agent and are outlined in the business rules.

OPTIONAL SERVICES: RENTAL APPLICATION FEES

The Way Home Continuum of Care expects that rapid re-housing location specialists will work closely with housing providers and establish trusting relationships among landlords in a way that will encourage property owners and managers to waive application fees for rental properties. To that end, application fees can only be provided for one application at a time; but note that this only limits the number of applications that require application fees. Case managers and housing specialists can and should work with clients and landlords to process as many free applications as possible.

ELIGIBILITY: PERIODIC RE-CERTIFICATION

All case managers are required to re-certify clients based on the following schedule. At that time, a case manager may decide to extend, decrease or discontinue providing assistance.

Program Component	Schedule	Re-certification Criteria
Homelessness Prevention	Every 3 months	For both HP and RRH, to continue to receive assistance, clients must <ul style="list-style-type: none">• be at or below 30% AFI AND• lack sufficient resources and support networks necessary to retain housing without ESG assistance.
Rapid Re-Housing	Annually	

APPENDIX A: HUD DEFINITION FOR HOMELESS

HUD CRITERIA FOR DEFINING HOMELESS	Category 1	Literally Homeless	<p>Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> • Has a primary nighttime residence that is a public or private place not meant for human habitation; • Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <u>or</u> • Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
	Category 2	Imminent Risk of Homelessness	<p>Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> • Residence will be lost within 14 days of the date of application for homeless assistance; • No subsequent residence has been identified; <u>and</u> • The individual or family lacks the resources or support networks needed to obtain other permanent housing
	Category 3	Homeless under other Federal statutes	<p>Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> • Are defined as homeless under the other listed federal statutes; • Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; • Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u> • Can be expected to continue in such status for an extended period of time due to special needs or barriers
	Category 4	Fleeing/ Attempting to Flee DV	<p>Any individual or family who:</p> <ul style="list-style-type: none"> • Is fleeing, or is attempting to flee, domestic violence; • Has no other residence; <u>and</u> • Lacks the resources or support networks to obtain other permanent housing

APPENDIX B: HUD DEFINITION FOR AT RISK OF HOMELESSNESS

<p>HUD CRITERIA FOR DEFINING AT RISK OF HOMELESSNESS</p>	<p>Category 1</p>	<p>Individuals and Families</p>	<p>An individual or family who:</p> <ul style="list-style-type: none"> (i) Has an annual income below <u>30%</u> of median family income for the area; <u>AND</u> (ii) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the “homeless” definition; <u>AND</u> (iii) Meets one of the following conditions: <ul style="list-style-type: none"> A. Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; <u>OR</u> B. Is living in the home of another because of economic hardship; <u>OR</u> C. Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; <u>OR</u> D. Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; <u>OR</u> E. Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; <u>OR</u> F. Is exiting a publicly funded institution or system of care; <u>OR</u> G. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved Con Plan
	<p>Category 2</p>	<p>Unaccompanied Children and Youth</p>	<p>A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute</p>
	<p>Category 3</p>	<p>Families with Children and Youth</p>	<p>An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or</p>

APPENDIX C: CROSS WALK OF HUD HOMELESS AND AT RISK DEFINITIONS AND ELIGIBILITY TO ESG PROGRAM COMPONENTS

Eligibility by Component	Emergency Shelter	<p>Individuals and families defined as Homeless under the following categories are eligible for assistance in ES projects:</p> <ul style="list-style-type: none"> • Category 1: Literally Homeless • Category 2: Imminent Risk of Homeless • Category 3: Homeless Under Other Federal Statutes • Category 4: Fleeing/Attempting to Flee DV
	Rapid Re-Housing	<p>Individuals and families defined as Homeless under the following categories are eligible for assistance in RRH projects:</p> <ul style="list-style-type: none"> • Category 1: Literally Homeless • Category 4: Fleeing/Attempting to Flee DV (if the individual or family is also literally homeless)
	Homelessness Prevention	<p>Individuals and families defined as Homeless under the following categories are eligible for assistance in HP projects:</p> <ul style="list-style-type: none"> • Category 2: Imminent Risk of Homeless • Category 3: Homeless Under Other Federal Statutes • Category 4: Fleeing/Attempting to Flee DV (if the individual or family is NOT also literally homeless) <p>Individuals and families who are defined as At Risk of Homelessness</p> <p>Additionally, HP projects must only serve individuals and families that have an annual income BELOW 30% AMI</p>

APPENDIX D: ELIGIBILITY CRITERIA AND PRIORITIZATION TOOL FOR HOMELESSNESS PREVENTION SYSTEM

Eligibility Requirements

All potential clients will be screened for the following:

Income – Only households with income below 30% of the Area Median Income are eligible for Homelessness Prevention services (see Attachment A for income limits)

PLUS

Trigger Crisis – An event has occurred which is expected to result in housing loss within 30 days due to one of the listed reasons (see Attachment B for qualifying trigger crises)

PLUS

No resources or support network to prevent homelessness –No other options are possible for resolving this crisis. “But for this assistance” this household would become literally homeless—staying in a shelter, a car, or another place not meant for human habitation

OR

Unaccompanied children and youth who qualify as homeless under another Federal statute – See Runaway and Homeless Youth Act definition or Documentation for school district certification of homelessness (see Attachment C for other definitions of homelessness)

OR

Families with children or youth who qualify as homeless under another Federal statute –See Runaway and Homeless Youth Act definition or Documentation for school district certification of homelessness (see Attachment C for other definitions of homelessness)

PLUS

Score of at least 20 points—or 15 – 19 points with override sign-off (see Attachment D for score sheet)

Attachment A: 30% Area Median Income (2018)

1 Person Household	\$15,750	(\$1,312/month)
2 Person Household	\$18,000	(\$1,500/month)
3 Person Household	\$20,250	(\$1,687/month)
4 Person Household	\$22,450	(\$1,870/month)
5 Person Household	\$24,250	(\$2,020/month)
6 Person Household	\$26,050	(\$2,170/month)
7 Person Household	\$27,850	(\$2,320/month)
8 Person Household	\$29,650	(\$2,470/month)

Attachment B: Trigger Crisis

Will lose housing within 30 days due to one of the following:

- Moved twice or more in the past 60 days

- Living in the home of another person because of economic hardship

- Notified that right to occupy their current housing or living situation will be terminated within 21 days after date of application

- Living in hotel or motel and cost is not paid for by charitable organization or government program for low-income people

- Living in SRO or efficiency where more than 2 people live; or in a larger housing unit with more than 2 people per room

- Exiting a publicly funded institution or system of care

- Exiting a publicly or privately funded inpatient substance abuse treatment program or transitional housing program

- Living in rental housing that is being condemned by a government agency and tenants are being forced to move out

Attachment C: Other Definitions of Homelessness

- Runaway and Homeless Youth Act (42 U.S.C 5701 et seq.)
Runaway and Homeless Youth funding is administered by the Family and Youth Services Bureau within the Administration for Children & Families (ACF) of the U.S. Department of Health and Human Services (HHS). Information about Runaway and Homeless Youth program grantees is available online at <http://www2.ncfy.com/locate/index.htm>.
- **Head Start Act (42 U.S.C. 9831 et seq.)**
Head Start funding is administered by the Office of Head Start (OHS) within ACF/HHS. A listing of Head Start programs, centers, and grantees is available online at <http://eclkc.ohs.acf.hhs.gov/hslc/HeadStartOffices>
- **Violence Against Women Act of 1994; subtitle N (42 U.S.C. 14043e et seq.)**
Violence Against Women Act established the Office on Violence Against Women (OVW) within the U.S. Department of Justice (DOJ). OVW administers financial and technical assistance to communities across the country that are developing programs, policies, and practices aimed at ending domestic violence, dating violence, sexual assault, and stalking. Currently, OVW administers one formula grant program and eleven discretionary grant programs, all of which were established under VAWA and subsequent legislation. More information about OVW is available online at <http://www.ovw.usdoj.gov/>.
- **Public Health Service Act; section 330 (42 U.S.C. 254b)**
The Public Health Service Act authorized the Health Center Program, which is administered by the Bureau of Primary Health Care within the Health Resources and Services Administration (HRSA) of HHS. Information about local Health Centers can be found online at <http://bphc.hrsa.gov/index.html>
- **Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.)**
Food and Nutrition Act of 2008 relates to the Supplemental Nutrition Assistance Program (SNAP), formerly known as Food Stamps. SNAP is administered by the U.S. Department of Agriculture (USDA). More information about SNAP can be found online at <http://www.fns.usda.gov/snap/>
- **Child Nutrition Act of 1966; section 17 (42 U.S.C. 1786)**
Child Nutrition Act of 1966 authorized numerous programs related to school lunches and breakfasts and funds for meals for needy students. For more information about these programs, contact the local School Department.
- **McKinney-Vento Act; subtitle B of title VII (42 U.S.C. 11431 et seq.)**
McKinney-Vento Act authorized the McKinney-Vento Education for Homeless Children and Youths Program, which is administered via the Office of Elementary and Secondary Education within the U.S. Department of Education. More information about this program is available online at <http://www2.ed.gov/programs/homeless/index.html>. Also, contact the local School Department.

Attachment D: Prioritization Scoring

Income Scoring

- ___ Rent burden at 66 – 80% of income.... 5 points
- ___ Income at or below 15% AMI.... 20 points OR
- ___ Income 16 – 29% AMI.... 10 points

15% Area Median Income (2018)

1 Person Household	\$7,875	(\$656/month)
2 Person Household	\$9,000	(\$750/month)
3 Person Household	\$10,125	(\$843/month)
4 Person Household	\$11,225	(\$935/month)
5 Person Household	\$12,125	(\$1,010/month)
6 Person Household	\$13,025	(\$1,085/month)
7 Person Household	\$13,925	(\$1,160/month)
8 Person Household	\$14,825	(\$1,235/month)

Tenant Barriers/Risk Factors Scoring

Tally	Screening Barrier	Points for Barrier
___	Eviction history	1 point
___	No credit references: has no credit history	1 point
___	Lack of rental history: has not rented in the past	1 point
___	Unpaid rent or broken lease in the past (separate from current unpaid rent)	1 point
___	Poor credit history: late or unpaid bills, excessive debt, etc.	1 point
___	Past Misdemeanors	1 point
___	Past Felony other than critical Felonies listed below	1 point
___	Exiting criminal justice system where incarcerated for less than 90 days	1 point
___	Critical Felony (drugs, sex crime, arson, crimes against other people)	5 points
___	Pregnant or has at least one child 0 – 6	5 points
___	Head of household under 30 years old	5 points
___	Family experienced literal homelessness in the past 3 years	5 points
___	Only 1 adult in household	5 points

_____ **TOTAL (Tally of Income & Tenant Barriers Scoring)**

Override

If a household has 15 to 19 points but the agency believes there is a compelling reason to provide homelessness prevention services, the program can document reasons for overriding the score. The override must be signed off by an agency representative at a higher level of authority than direct service staff.

**Fort Bend County, Texas
Emergency Solutions Grants Program
Written Performance Standards**

The following outcomes were developed in consultation with the Coalition for the Homeless Houston/Harris County.

Emergency Shelter Outcomes

- Where did people exit to?
 - Short-Term Goal: Number and Percent of clients exiting to a known place, do not put Exit to Unknown.
 - Long-Term Goal: Tie renewal funding to successful exits.
 - Number and percent of people who were assisted in overcoming barriers to the next step of housing. Defined as: Obtaining identification, Documenting experience of domestic violence, Documenting homelessness, Documenting debilitating condition, Assisting with intake for: permanent supportive housing, rapid re-housing, or transitional housing.
 - Number and percent of people who increased income from entry to exit of program.

Emergency Shelter Outputs

- Case Management: Sessions of case management, differentiating phone visits and office visits.
- Shelter Bed Days: Length of stay in shelter per instance.
- Day Shelter: Unduplicated Clients served and Total Meals served.
- Domestic Violence: Unduplicated number of clients who received medical assessment.
- Shelter: Income upon entry, Income upon exit.

Homelessness Prevention

Community-Level Measure:

- How many clients who exited to permanent housing then reappeared in the shelter system.

Program-Level Measure:

- Number and percent of people who exited to each housing type.
- Number and percent of people who increased income from entry to exit.
- Number and percent of people who are still housed 30 days after exiting prevention program.

Program-Level Output:

- Length of stay in service.
- Other supportive mainstream and homeless services accessed.
- Case Management: Sessions of case management, differentiating phone visits, home visits, and office visits.

Rapid Re-Housing

Community-Level Measure:

- How many clients who exited to permanent housing then reappeared in the shelter system.

Program-Level Outcome Measure:

- Number and percent of people who exited to each housing type.
- Number and percent of people who increased income from entry to exit.
- Number and percent of people who are still housed 30 days after exiting prevention program.

Program-Level Output:

- Length of stay in service.
- Other supportive mainstream and homeless services accessed.
- Case Management: Sessions of case management, differentiating phone visits, home visits, and office visits.

HMIS Administration

Outputs

- Number of unique staff provided training.
- Add question about data quality/scrubbing. Alerting recipients of problems with data.

Outcomes

- Number and percent of ESG subrecipients who have received HMIS training.
- Number and percent of Issue Track requests resolved within 48 hours.

**APPENDIX E:
HOME PROGRAM HOMEBUYER RECAPTURE GUIDELINES.**

**FORT BEND COUNTY, TEXAS
HOME PROGRAM GUIDELINES FOR RECAPTURE FOR HOMEBUYERS**

If Fort Bend County intends to use HOME funds for first-time homebuyers, the guidelines for recapture must meet the following test. The recapture provisions must apply to the housing for a period specified below:

The HOME-assisted housing must meet the affordability requirements for not less than the applicable period specified in the following table, beginning after project completion. For multi-unit homeownership assisted projects, the affordability begins after the last HOME-assisted housing project is completed and the project completion report is submitted to HUD.

Homeownership assistance HOME amount per unit	Minimum period of affordability in years
Under \$15,000.....	5
\$15,000 to \$40,000.....	10
Over \$40,000.....	15

This section includes recapture guidelines to meet the provisions of Section 92.254(a)(5)(ii)(A). There are several options for recapture included in Section 92.254 that are acceptable by HUD; however, **Fort Bend County has adopted the HUD recapture option of reducing the HOME investment amount during the affordability period for single family housing.** The period of affordability is based upon the total amount of HOME funds subject to recapture as described in 92.254(a)(5)(ii)(A)(5). Fort Bend County will reduce the HOME investment amount to be recaptured on a pro rata basis for the time the homeowner has owned and occupied the housing measured against the required affordability period.