

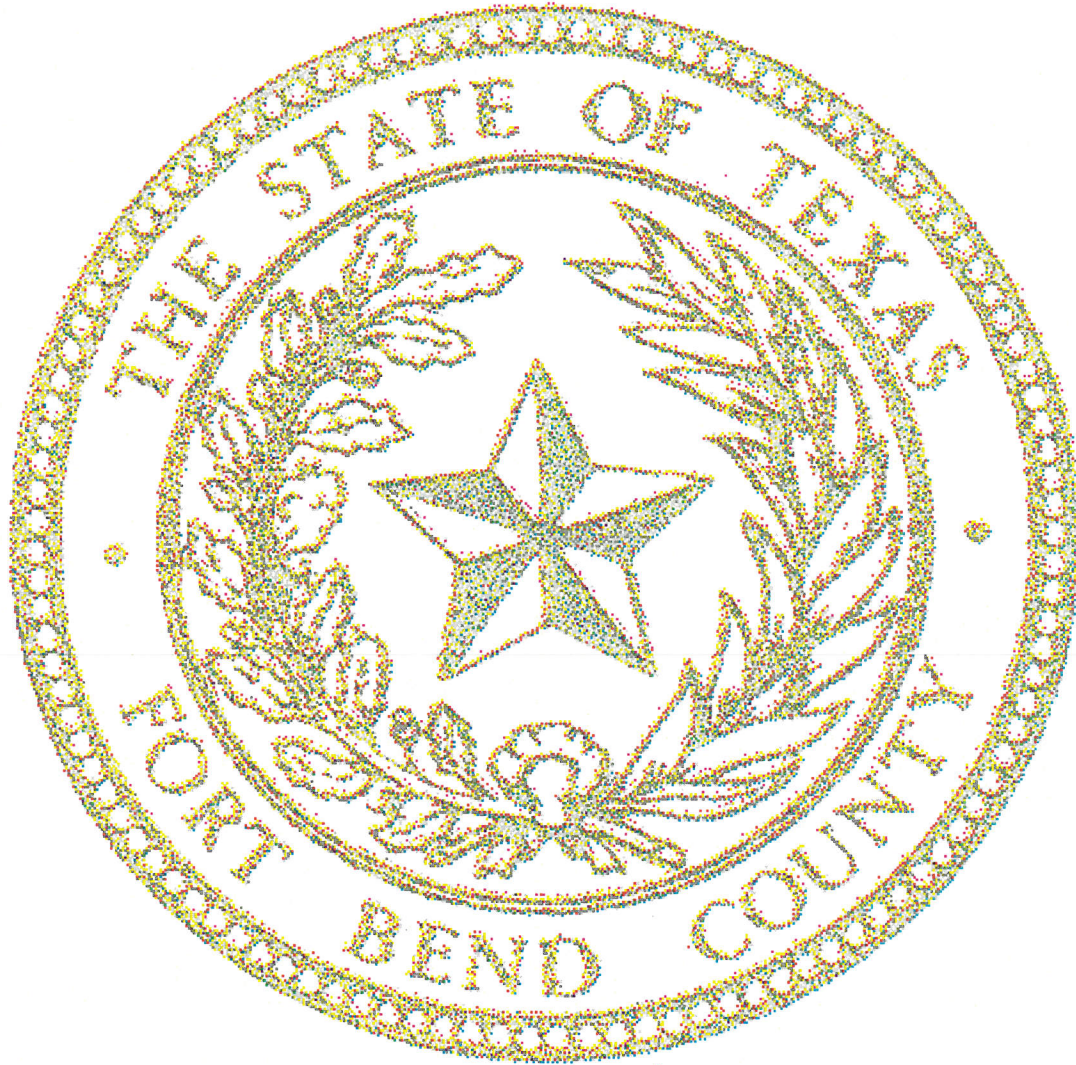
FORT BEND COUNTY, TEXAS
FY 2021
CONSOLIDATED ANNUAL ACTION PLAN

SEPTEMBER 1, 2021- AUGUST 31, 2022

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 \$3,498,938 in FY 2021 Community Development Block Grant (CDBG) Program funds from HUD. The County will receive \$916,596 in HOME Investment Partnerships (HOME) Program funds and \$282,488 in Emergency Solutions Grant (ESG) Program funds directly from the U.S. Department of Housing and Urban Development (HUD) for program year 2021 (September 1, 2021 to August 31, 2022).

The projects to be funded in FY 2021 are listed below by funding source.

CDBG: \$2,495,123 in public facility/improvements; \$374,000 in public services; \$629,815 in program administration.

HOME: \$824,937 FBC Housing Rehabilitation Program; \$91,659 in program administration.

ESG: \$169,478 for emergency shelter operations and services; \$84,762 available for rapid rehousing, housing prevention and stabilization services; \$28,248 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 2020 program year ends on August 31, 2021 and FY 2021 begins on September 1, 2021. The FY 2021 Consolidated Annual Action Plan is the second year of the 2020 Consolidated Plan. A review of the first year activities will not be available until November 2021, with the submission of the FY 2020 Consolidated Annual Performance and Evaluation Report (CAPER) to HUD. Several five (5) year goals and objectives were not addressed in the FY 2015 - 2020 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 2021 Request for Proposals for the CDBG, HOME, and ESG Programs. According to Fort Bend County's regular schedule, the FY 2021 Consolidated Annual Action Plan is due to HUD on July 18, 2021

In February of 2021, HUD's Community Planning and Development (CPD) Notice 21-01 stated that any grantee with a program year start date prior to, or up to 60 days after, HUD's announcement of the FY 2021 formula program funding allocations was advised not to submit its consolidated plan or action plan until the FY 2021 formula allocations had been announced. The FY 2021 allocations were announced by HUD in May of 2021. Fort Bend County's plan is due to HUD by July 18, 2021. The County has over 60 days to submit its plan from the date of this announcement, so the procedures in CPD Notice 21-01 do not apply to Fort Bend County for FY 2021. Fort Bend County's thirty (30) day comment period will be from June 2, 2021 to July 2, 2021.

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 2021 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

No comments were submitted and no comments not accepted. See Appendix A

7. Summary

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 2021 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.

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

1. Introduction

For FY 2021, 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. In addition, the County consults with water districts especially FBC MUD No. 19 and FWSD No. 1. The County also consults with non-profits especially the Coalition for the Homeless, Fort Bend Connect, Fort Bend Recovers and other local groups.

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 continues 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 continues 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 Attack Poverty, the FBC Women's Center, the Rosenberg Public Housing Authority, and FB Habitat for Humanity. The private and governmental health, mental health and services agencies include Texana Mental Health, the local mental health services provider.

During FY 2020, in person meetings were cancelled and most groups created virtual meetings using Zoom, Go To Meeting or Webex. The staff of the FBC Community Development Department participated in these virtual meetings on a regular basis.

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 continues to coordinate with the FBC Office of Emergency Management (OEM) and representatives of the State of Texas General Land Office (GLO).

As a result, of the COVID Pandemic, Fort Bend County Community Development coordinated the distribution of CDBG-CV Program funds with the County Auditor and Treasurer's office. The County also worked closely with homeless shelters and service providers to distribute the ESG-CV Program funds to **prepare, respond and to Coronavirus.**

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 2021, 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 2021 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 assists women and children who are victims of domestic violence. The Parks Youth Ranch provides assistance to homeless youth. The County also will allocate FY 2021 ESG Program funds for Rapid Re-Housing and Homelessness Prevention during FY 2021 to the Salvation Army.

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 2021, 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 meetings regarding CoC projects. This group was merged with the Funders Workgroup that 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.

The County will continue to work with Carrie Rai, the Director of Strategic Planning with the Coalition for the Homeless to provide training to increase the capacity of local homeless organizations regarding non-profit financial management, permanent supportive housing (PSH) and HMIS participation.

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?	The Coalition for the Homeless for Houston, Harris County and Fort Bend County administers the Continuum of Care (CoC) for the area. The FBCCDD Director serves on the Coalition for the Homeless Houston/Harris County/Fort Bend County's Steering Committee. Fort Bend County used the CoC written standards and business rules for the ESG Program and is working with the CoC to provide training to increase the capacity of local homeless organizations regarding non-profit financial management, permanent supportive housing (PSH) and HMIS participation.
2	Agency/Group/Organization	FORT BEND COUNTY WOMEN'S CENTER
	Agency/Group/Organization Type	Services-Victims of Domestic Violence
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The FBC Women's Center provide shelter and services to victims of domestic violence. The COVID pandemic has increased demand for the FBCWC's services and required increased coordination of funding streams including CDBG, CDBG-CV, and ESG.
4	Agency/Group/Organization	HOPE Fort Bend Clubhouse
	Agency/Group/Organization Type	Services-Persons with Disabilities

What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Developmentally Disabled Adults
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Fort Bend Clubhouse has proposed a work program for developmentally disabled adults. However, the HUD definition of disabled includes the inability to work. Their proposed project is not CDBG Program eligible as proposed.

Identify any Agency Types not consulted and provide rationale for not consulting

During the development of the FY 2021 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 2021, new requests for information and/or RFPs were received from a few individuals and non-profit groups regarding the availability of funds to address the COVID Pandemic. Many organizations will not apply for federal funds because of the various regulations that must be followed. 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, Fort Bend County	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 2021 Consolidated Annual Action Plan, FBCCDD staff was contacted by individuals and organizations regarding assistance to address the COVID Pandemic. Individuals seeking housing assistance were referred to the Texas Department of Housing and Community Affairs website and individuals were referred to the County website for COVID Assistance through to the Fort Bend County Treasury-funded Rental Assistance Program, small business program and childcare program.

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 2021 Fort Bend County Consolidated Annual Action Plan began in February of 2021. The County published a public notice on Sunday, March 14, 2021 regarding the availability of the FY 2021 Requests For Proposals (RFPs) and the date of public meetings. The FY 2021 CDBG, HOME and ESG Request for Proposals (RFPs) were emailed on March 15, 2021. 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. The County provided in-person and zoom access to the FY 2021 Public Meetings. These meetings were held on:

Wednesday, March 17, 2021 at 10:00 am in the Travis Building, 6th Floor Meeting Room, Richmond, Texas

Tuesday, March 23, 2021 at 10:00 am in the Travis Building, 6th Floor Meeting Room, Richmond, Texas

Tuesday, March 23, 2021 at 2:00 pm in the Travis Building, 6th Floor Meeting Room, Richmond, Texas

Thursday, March 25, 2021 at 10:00 am in the Travis Building, 6th Floor Meeting Room, Richmond, Texas

In addition, a special CDBG, HOME, and ESG introductory meeting was held on Saturday, April 10, 2021 on Zoom for members of the Advocacy New Life Center.

A public hearing was conducted on Tuesday, May 4, 2021 by Fort Bend County Commissioners Court to obtain public comments regarding community needs.

The County received seventeen (21) proposals from organizations and local governments. These applications totaled \$4,162,646 in CDBG Program funding requests and \$355,734 in ESG Program funding requests. No proposals were submitted for HOME Program funds. A public meeting was held on June 16, 2021 at 2 p.m. at the William B. Travis Building 301 Jackson Street, 6th Floor Meeting Room, Richmond, Texas to receive public comments regarding the draft FY 2021 Consolidated Annual Action Plan.

During the thirty-day public review period from June 2, 2021 to July 2, 2021, 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 2021 Consolidated Annual Action Plan on Tuesday, July 6, 2021. Any written comments received during the development of the FY 2021 Consolidated Annual Action Plan process will be included in Appendix A: Summary of Citizen Comments.

The citizen participation process impacted Plan goal-setting through the participation of local governments and non-profits. The local governments advocate for water, sewer, and drainage projects. Local non-profits continue to advocate for special needs population especially given the impact of the COVID pandemic. The pandemic limited the provision of services to special needs population that have difficulty accessing services under normal conditions.

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-targeted/broad community	Announced Public Meetings and availability of Request for Proposals		Newspaper notice published March 14, 2021	
2	Public Hearing	Non-targeted/broad community	Public Meeting, March 17, 2021 at 10:00 am: In person and zoom. No one attended.	No comments received.		
3	Public Meeting	Non-targeted/broad community	Public Meeting, March 23, 2021 at 10:00 am: In person and zoom. One person attended in person and three persons attended via zoom.	Comments related to Request for Proposals (RFP), electronic submissions, and deadline for submissions.	All comments accepted.	
4	Public Meeting	Non-targeted/broad community	Public Meeting, March 23, 2021 at 2:00 pm: In person and zoom. One person attended in person and four persons attended via zoom.	Comments related to Request for Proposals (RFP), electronic submissions, and deadline for submissions.	All comments accepted.	

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)
5	Public Meeting	Non-targeted/broad community	Public Meeting, March 25, 2021 at 10:00 am: In person and zoom. Four persons attended in person and five persons attended via zoom.	Comments related to Request for Proposals (RFP), electronic submissions, HUD census data and deadline for submissions.	All comments accepted.	
6	Public Hearing	Non-targeted/broad community	Public Hearing, May 4, 2021 at 1:00 pm: In person and live streaming and recorded. Public Notice published April 18, 2021.	No comments were received.	n/a	
7	Newspaper Ad	Non-targeted/broad community	Public Notice: Announced proposed project funding, draft of Consolidated Annual Action Plan, public meeting and thirty-day comment period.		Newspaper notice published June 1, 2021	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

Fort Bend County will receive \$4,647,210 directly from HUD for program year 2021 (September 1, 2021 to August 31, 2020). The majority of these program funds are \$3,498,938 in FY 2021 CDBG Program funds. This amount also includes \$916,596 in HOME and \$282,488 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	3,498,938	0	0	3,498,938	0	

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	916,596	0	0	916,596	0	
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	282,488	0	0	282,488	0	

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 2021, \$2,410,530 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. No proposals were submitted for the FY 2021 HOME Program funds. The FY 2021 HOME Program funds will be committed to one activity, the County's Housing Rehabilitation Program. Usually match for County's Housing Rehabilitation Program is provided through Fort Bend County General Revenue Funds.

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 2021 ESG Program funds have all provided match. During FY 2021, \$268,300 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, Kendleton, Orchard, Pleak, Richmond, Rosenberg, and MUD 19. The Fort Bend Seniors lease space in the County's Bud O'Sheiles 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 2021 CDBG Projects will use publicly owned property during FY 2021.

Discussion

During FY 2021, Fort Bend County will receive \$4,647,210 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 was processing the buyout properties and beginning the Housing Assistance Program. The County also is completing the marketing of the 2017 Hurricane Harvey buyout program and awaiting the Environmental Review for the Hurricane Harvey Infrastructure Program improvement Big Creek.

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) 2.1	2020	2025	Affordable Housing	Fort Bend County Service Area	Housing: Homeowners	HOME: \$824,937	Homeowner Housing Rehabilitated: 10 Household Housing Unit
2	Decent Housing (DH) 3.2	2020	2025	Affordable Housing Homeless	Fort Bend County Service Area	Homeless Persons and Households	ESG: \$14,188	Tenant-based rental assistance / Rapid Rehousing: 5 Households Assisted
3	Decent Housing (DH) 3.3	2020	2025	Homeless	Fort Bend County Service Area	Homeless Persons and Households	ESG: \$169,492	Homeless Person Overnight Shelter: 100 Persons Assisted
4	Decent Housing (DH) 3.6	2020	2025	Homeless	Fort Bend County Service Area	Housing: Renters	ESG: \$70,560	Homelessness Prevention: 5 Persons Assisted
5	Decent Housing (DH) 3.4	2020	2025	Homeless	Fort Bend County Service Area	Homeless Persons and Households	ESG: \$0	Public service activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Decent Housing (DH) 4.2	2020	2025	Affordable Housing Non-Homeless Special Needs	Fort Bend County Service Area	Housing: Renters	HOME: \$0	Tenant-based rental assistance / Rapid Rehousing: 3 Households Assisted
7	Decent Housing (DH) 4.3	2020	2025	Affordable Housing	Fort Bend County Service Area	Housing: Homeowners	HOME: \$0	Homeowner Housing Rehabilitated: 3 Household Housing Unit
8	Suitable Living Environment (SLE) 1.2	2020	2025	Non-Housing Community Development	Fort Bend County Service Area	Public Facilities/Improvements	CDBG: \$482,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted
9	Suitable Living Environment (SLE) 1.3	2020	2025	Non-Housing Community Development	Fort Bend County Service Area	Public Facilities/Improvements	CDBG: \$2,013,123	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 500 Persons Assisted
10	Suitable Living Environment (SLE) 2.1	2020	2025	Non-Housing Community Development	Fort Bend County Service Area	Housing: Special Needs	CDBG: \$65,000	Public service activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted
11	Suitable Living Environment (SLE) 2.3	2020	2025	Non-Homeless Special Needs	Fort Bend County Service Area	Housing: Special Needs	CDBG: \$60,000	Public service 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
12	Suitable Living Environment (SLE) 2.4	2020	2025	Non-Homeless Special Needs	Fort Bend County Service Area	Housing: Special Needs	CDBG: \$60,000	Public service activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted
13	Suitable Living Environment (SLE) 2.5	2020	2025	Non-Housing Community Development	Fort Bend County Service Area	Housing: Special Needs	CDBG: \$49,000	Public service activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted
14	Suitable Living Environment (SLE) 2.6	2020	2025	Non-Housing Community Development	Fort Bend County Service Area	Housing: Special Needs	CDBG: \$95,000	Public service activities other than Low/Moderate Income Housing Benefit: 40 Persons Assisted
15	Economic Opportunity (EO) 1.1	2020	2025	Non-Homeless Special Needs	Fort Bend County Service Area	Housing: Special Needs	CDBG: \$60,000	Public service activities other than Low/Moderate Income Housing Benefit: 20 Persons Assisted
16	Economic Opportunity (EO) 2.2	2020	2025	Non-Housing Community Development	Fort Bend County Service Area	Public Facilities/Improvements	CDBG: \$0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted
17	Economic Opportunity (EO) 2.3	2020	2025	Non-Housing Community Development	Fort Bend County Service Area	Public Facilities/Improvements	CDBG: \$0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Decent Housing (DH) 2.1
	Goal Description	DH2.1: Provide owner occupied rehabilitation assistance to fifty (50) extremely-low-income, very-low-income, and low-income households (10 housing units per year)
2	Goal Name	Decent Housing (DH) 3.2
	Goal Description	DH 3.2: Provide rental assistance for five (5) homeless persons (1 person/housing unit per year)
3	Goal Name	Decent Housing (DH) 3.3
	Goal Description	DH 3.3: Provide operating funds to two (2) homeless shelters (100 persons/20 persons per year)
4	Goal Name	Decent Housing (DH) 3.6
	Goal Description	DH 3.6: Prevent homelessness by providing emergency rent, and utility assistance to at least five (5) persons. (1 person/housing unit per year)
5	Goal Name	Decent Housing (DH) 3.4
	Goal Description	DH 3.4: Provide essential or supportive services to at least fifty (50) homeless persons (10 persons per year)
6	Goal Name	Decent Housing (DH) 4.2
	Goal Description	DH 4.2: Provide rental assistance for five (5) housing units accessible to the special needs population, especially elderly persons and persons with disabilities. (1 housing units per year)
7	Goal Name	Decent Housing (DH) 4.3
	Goal Description	DH 4.3: Repair or rehabilitate ten (10) housing units for accessibility purposes especially elderly persons and persons with disabilities. (2 housing units per year.)

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

16	Goal Name	Economic Opportunity (EO) 2.2
	Goal Description	EO 2.2: Construction of flood drainage improvements in at least one (1) community. (50 persons/10 persons per year)
17	Goal Name	Economic Opportunity (EO) 2.3
	Goal Description	EO 2.3: Construction of new water and/or sewer improvements in at least one (1) community (25 persons/5 persons per year.)

Projects

AP-35 Projects – 91.220(d)

Introduction

Fort Bend County will receive \$3,498,938 FY 2021 Community Development Block Grant (CDBG) Program funds from HUD. The County also will receive \$916,596 in HOME Investment Partnerships (HOME) Program funds and \$282,488 in Emergency Solutions Grant (ESG) Program funds directly from the U.S. Department of Housing and Urban Development (HUD) for program year 2021 (September 1, 2021 to August 31, 2022). The projects to be funded in FY 2021 are listed below by funding source.

CDBG: \$2,495,123 in public facility/improvements; \$374,000 in public services; and \$629,815 in administration.

HOME: \$824,937 FBC Housing Rehabilitation Program and \$91,659 in administration.

ESG: \$169,478 for emergency shelter operations and services; \$84,762 for rapid rehousing, housing prevention and stabilization services; \$28,248 for administration.

Projects

#	Project Name
1	FY 2021 CDBG: Program Administration
2	FY 2012 CDBG: Arcola Water Treatment Plant Section 108 Loan Repayment
3	FY 2012 CDBG: Kendleton Sanitary Sewer Generators
4	FY 2021 CDBG: City of Orchard Wastewater Plant Improvements
5	FY 2021 CDBG: Village of Pleak Water Line Improvements
6	FY 2021 CDBG: City of Richmond Ferry Street Water and Wastewater Line Improvements
7	FY 2021 CDBG: City of Rosenberg Blume Road Sanitary Sewer Improvements
8	FY 2021 CDBG: FBC MUD No. 19: Riverwood Drainage Improvements
9	FY 2021 CDBG: Arc of FBC Social and Recreational Program
10	FY 2021 CDBG: Brazos Bend Guardianship Services: Corporate Guardianship Program
11	FY 2021 CDBG: Catholic Charities: Integrated Case Management for Seniors
12	FY 2021 CDBG: Child Advocates Children's Advocacy Center Operational Support
13	FY 2021 CDBG: FBC Women's Center: Shelter: Operations and Services
14	FY 2021 CDBG: Fort Bend Seniors: Meals on Wheels Program: Homebound Nutrition
15	FY 2021 CDBG: Literacy Council of Fort Bend: Literacy Tutoring.
16	FY 2021 HOME: Program Administration
17	FY 2021 HOME: FBC Housing Rehabilitation Program

#	Project Name
18	FY 2021 ESG: Program Admin. Shelter, Rapid ReHousing, Homelessness Prevention & Services

Table 7 - Project Information

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

Fort Bend County's FYs 2020-2025 Consolidated Plan identified water and sewer improvements as a very high priority. This priority is 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.

AP-38 Project Summary
Project Summary Information

1	Project Name	FY 2021 CDBG: Program Administration
	Target Area	Fort Bend County Service Area
	Goals Supported	
	Needs Addressed	
	Funding	:
	Description	General Program Administration: Overall program administration, including (but not limited to) salaries, wages, and related costs for grantee staff or others engaged 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	8/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	The CDBG Program is administered from Fort Bend County Community Development Department, 301 Jackson Street, Suite 602, Richmond, Texas 77469.
	Planned Activities	21A General Program Administration.
2	Project Name	FY 2012 CDBG: Arcola Water Treatment Plant Section 108 Loan Repayment
	Target Area	
	Goals Supported	Suitable Living Environment (SLE) 1.3 Economic Opportunity (EO) 2.3
	Needs Addressed	Public Facilities/Improvements
	Funding	CDBG: \$309,000
	Description	City of Arcola Water Treatment Plant construction financed with a Section 108 Loan Guarantee. Repaid annually with CDBG Program funds.
	Target Date	8/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	City of Arcola total population 2,640 persons. 1,580 are low and moderate income. The City of Arcola is 59.85 percent low- and moderate-income.

	Location Description	The Arcola Water Treatment Plant will be located next to the City Arcola City Hall on Highway 6.
	Planned Activities	03J: Water/Sewer Improvements 19F: Planned Repayment of Section 108 Loans 24A: Payment of Interest on Section 108 Loans 24B: Payment of Costs of Section 108 Financing
3	Project Name	FY 2012 CDBG: Kendleton Sanitary Sewer Generators
	Target Area	Fort Bend County Service Area
	Goals Supported	Suitable Living Environment (SLE) 1.3
	Needs Addressed	Public Facilities/Improvements
	Funding	CDBG: \$300,000
	Description	Provide generators for lift stations and wastewater treatment plant.
	Target Date	8/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	This project is community-wide. The City of Kendleton has a total population on 295 persons, 215 persons are low- and moderate-income and the City is 72.88 percent low- and moderate-income.
	Location Description	Project will be located in the City of Kendleton, Lift Station No. 1, Lift Station No. 2, Lift Station No. 3 and the wastewater treatment plant.
	Planned Activities	03J Water/Sewer Improvements: install generators at lift stations and waste water treatment plant.
4	Project Name	FY 2021 CDBG: City of Orchard Wastewater Plant Improvements
	Target Area	Fort Bend County Service Area
	Goals Supported	Suitable Living Environment (SLE) 1.3
	Needs Addressed	Public Facilities/Improvements
	Funding	CDBG: \$273,003
	Description	Wastewater Plant Improvements including
	Target Date	8/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	The City of Orchard total population is 320 persons. 250 persons are low- and moderate-income and the City of Orchard is 78.13 percent low- and moderate-income.

	Location Description	The City of Orchard plant is located along Highway 36 in Fort Bend County.
	Planned Activities	03J Water/Sewer Improvements: Install generator at wastewater plant and addition of drying beds.
5	Project Name	FY 2021 CDBG: Village of Pleak Water Line Improvements
	Target Area	Fort Bend County Service Area
	Goals Supported	Suitable Living Environment (SLE) 1.3 Economic Opportunity (EO) 2.2
	Needs Addressed	Public Facilities/Improvements
	Funding	CDBG: \$300,000
	Description	Construction of new water lines in the Village of Pleak.
	Target Date	8/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	This project is community wide. The Village of Pleak total population is 1,500 persons. 965 persons are low- and moderate-income and the Village of Pleak is 64.33 percent low- and moderate-income.
	Location Description	This project is community-wide. The water lines will be constructed from the water plant along the street.
6	Planned Activities	03J Water/Sewer Improvements
	Project Name	FY 2021 CDBG: City of Richmond Ferry Street Water and Wastewater Line Improvements
	Target Area	Fort Bend County Service Area
	Goals Supported	Suitable Living Environment (SLE) 1.3
	Needs Addressed	Public Facilities/Improvements
	Funding	CDBG: \$170,350
	Description	Replacement of water and wastewater line on Ferry Street.
	Target Date	8/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	Ferry Street is located within the City of Richmond in 2010 Census Tract 6749, block group 3. This 2010 Census Tract Block Group is 79.51 percent low- and moderate-income and includes 2,050 persons.
	Location Description	The improvements will be located on Ferry Street between Fleming Street and Union Street

	Planned Activities	03J Water/Sewer Improvements: replacement of undersized lines to six inch lines.
7	Project Name	FY 2021 CDBG: City of Rosenberg Blume Road Sanitary Sewer Improvements
	Target Area	Fort Bend County Service Area
	Goals Supported	Suitable Living Environment (SLE) 1.3
	Needs Addressed	Public Facilities/Improvements
	Funding	CDBG: \$660,770
	Description	Replace sanitary sewer lines along Blume Road.
	Target Date	8/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	Blume Road is located within the City of Rosenberg in 2010 Census Tract 6753, block group 4. This 2010 Census Tract block group is 60.70 percent low- and moderate-income and includes. 2,010 persons.
	Location Description	Blume Road is located within the City of Rosenberg. The streets include Prairie Lane, Mebane, Vera Cruz, Matamoros, Jefferson, and Washington Streets.
	Planned Activities	03J Water/Sewer Improvements
8	Project Name	FY 2021 CDBG: FBC MUD No. 19: Riverwood Drainage Improvements
	Target Area	Fort Bend County Service Area
	Goals Supported	Suitable Living Environment (SLE) 1.2
	Needs Addressed	Public Facilities/Improvements
	Funding	CDBG: \$482,000
	Description	Drainage improvements in the Riverwood Subdivision in the unincorporated area of the County.
	Target Date	8/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	The Riverwood Subdivision is located with FBC MUD No. 19. It is located within 2010 Census Tract 6750, block group 2. This 2010 Census Tract block group is 47.07 percent low and moderate income. Qualifies through exception criteria of 45.93 percent. This 2010 Census Tract population is 1,880 persons.
	Location Description	Riverwood Subdivision in the unincorporated area of the County north of the City of Rosenberg. The drainage improvements will be along Riverwood Drive, Quebec Blvd, Vancouver Blvd, and Winnipeg Blvd.

	Planned Activities	03I Flood Drainage Improvements: Include replacing and upgrading aging drainage system.
9	Project Name	FY 2021 CDBG: Arc of FBC Social and Recreational 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	Provide social and recreational activities for forty disabled adults.
	Target Date	8/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	The Arc Social and Recreational Program will provide social and recreational activities to forty adults.
	Location Description	This program is countywide. The Arc of Fort Bend County, 123 Brooks Street, Sugar Land, Texas 77478
	Planned Activities	05B Services for Persons with Disabilities: Adult Social Activities.
10	Project Name	FY 2021 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: \$45,000
	Description	Provide guardianship services to disabled adults.
	Target Date	8/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	Brazos Bend Guardianship Services will provide assistance to eighteen (18) disabled adults.
	Location Description	This program is county-wide. Brazos Bend Guardianship Services, 830 3rd Street, #209, Rosenberg, Texas 77471
	Planned Activities	05B Services for Persons with Disabilities.

11	Project Name	FY 2021 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: \$50,000
	Description	Case Management Services for Seniors
	Target Date	8/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	Catholic Charities will provide services to twenty (20) senior persons
	Location Description	This project is county-wide. Catholic Charities, 1111 Collins Road, Richmond, Texas 77469.
	Planned Activities	05A Senior Services: Case Management to twenty (20) low-income senior citizens.
12	Project Name	FY 2021 CDBG: Child Advocates Children's Advocacy Center Operational Support
	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: \$49,000
	Description	Provide salaries for staff of Children's Advocacy Center
	Target Date	8/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	Child Advocated will provide services to 800 abused children.]
	Location Description	This program is county-wide. Child Advocates of Fort Bend, 5403 Avenue N, Rosenberg, Texas 77471.
	Planned Activities	05N Abused and Neglected Children Services: Provide services to 800 neglected and abused children.
13	Project Name	FY 2021 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 Persons and Households
	Funding	CDBG: \$65,000
	Description	Shelter Services and Operating Costs for domestic violence shelter.
	Target Date	8/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	Provide shelter and service to 50 homeless persons.
	Location Description	This program is county-wide. The Fort Bend Women's Center is a domestic violence shelter. The location is confidential.
	Planned Activities	05G Services for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking. Operating and service costs for fifty (50) persons.
14	Project Name	FY 2021 CDBG: Fort Bend Seniors: Meals on Wheels Program: Homebound Nutrition
	Target Area	Fort Bend County Service Area
	Goals Supported	Suitable Living Environment (SLE) 2.1
	Needs Addressed	Public Services: Special Needs Elderly
	Funding	CDBG: \$65,000
	Description	Provide meals for homebound seniors.
	Target Date	8/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	Fort Bend Seniors will provide assistance to eighty (80) seniors.
	Location Description	This program is county-wide. Fort Bend Seniors Meals, 1330 Band Road, Rosenberg, Texas 77471.
15	Planned Activities	05A Senior Services: Provide meals to homebound seniors.
	Project Name	FY 2021 CDBG: Literacy Council of Fort Bend: Literacy Tutoring.
	Target Area	Fort Bend County Service Area

	Goals Supported	Suitable Living Environment (SLE) 2.3 Economic Opportunity (EO) 1.1
	Needs Addressed	Public Services: Special Needs Illiterate Persons
	Funding	CDBG: \$60,000
	Description	Provide literacy tutoring to illiterate persons.
	Target Date	8/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	Will provide assistance to 250 illiterate persons.
	Location Description	This program is County-wide. Literacy Volunteers, 12530 Emily Court, Sugar Land, Texas 77478.
	Planned Activities	05H: Employment Training. Literacy tutoring for 250 illiterate persons.
16	Project Name	FY 2021 HOME: Program Administration
	Target Area	Fort Bend County Service Area
	Goals Supported	
	Needs Addressed	
	Funding	:
	Description	
	Target Date	8/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	HOME Program Administration
17	Project Name	FY 2021 HOME: FBC Housing Rehabilitation Program
	Target Area	Fort Bend County Service Area
	Goals Supported	
	Needs Addressed	Housing: Homeowners
	Funding	:
	Description	Provide housing rehabilitation assistance to low income homeowners.

	Target Date	8/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	Provide assistance to ten homeowners.
	Location Description	
	Planned Activities	14A: Rehabilitation: Single-Unit Residential
18	Project Name	FY 2021 ESG: Program Admin. Shelter, Rapid ReHousing, Homelessness Prevention & Services
	Target Area	Fort Bend County Service Area
	Goals Supported	Decent Housing (DH) 3.2 Decent Housing (DH) 3.3 Decent Housing (DH) 3.4
	Needs Addressed	Homeless Persons and Households Housing: Renters Public Services: Victims of Domestic Violence
	Funding	CDBG: \$282,488
	Description	Emergency Solutions Grant (ESG) Program: Program Administration, \$28,248; Parks Youth Ranch Emergency Shelter, \$80,578; FBC Women's Center, \$88,914; Salvation Army Rapid ReHousing, Homelessness Prevention, & Stabilization Services, \$70,560; Rapid ReHousing, Homelessness Prevention, & Stabilization Services, \$14,188.
	Target Date	8/31/2022
	Estimate the number and type of families that will benefit from the proposed activities	The Parks Youth Ranch will provide assistance to 100 persons. The FBC Women's Center will provide assistance to 50 persons. The Salvation Army will provide assistance to 10 persons.
	Location Description	The FBCWC is a domestic violence shelter the location is confidential.
	Planned Activities	03C: Homeless Facilities 05G: Services for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking.

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 date (LMISD), the CDBG Program infrastructure projects are all located in low and moderate income areas.

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 2021 CDBG public improvement projects: Arcola, Kendleton, Orchard, Pleak, Richmond, Rosenberg 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 2021, Fort Bend County will provide CDBG assistance to six 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	5
Non-Homeless	10
Special-Needs	0
Total	15

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	5
The Production of New Units	0
Rehab of Existing Units	10
Acquisition of Existing Units	0
Total	15

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

Discussion

Table 9: The total in Table 9 includes the five households provided Rapid ReHousing rental assistance during FY 2021 and the ten (10) non-homeless households that are expected to be provided assistance through the County's Housing Rehabilitation Program or through the Texas General Land Office (GLO) FY 2016 Housing Assistance Program (HAP). The number of special needs persons zero since any special needs persons provided either rental assistance or housing rehabilitation assistance.

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 2021, Fort Bend County will use both CDBG, ESG, CDBG-CV, and ESG-CV 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 (CoC) 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 2021, 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 13 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 Salvation Army.

Addressing the emergency shelter and transitional housing needs of homeless persons

The County will address emergency shelter housing needs by providing FY 2021 CDBG and ESG assistance to the FBC Women's Center (Projects 13 and 18) and the Parks Youth Ranch (Project 18) for operating and services. These projects address goals DH 3.3 and DH 3.4. The ESG-CV Program funds were awarded to the FBCWC, the Parks Youth Ranch and Texana Mental Health shelters for provide increased services to homeless persons and households and persons at risk of becoming homeless during the pandemic.

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 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. The Salvation Army (Project 18) will provide Rapid ReHousing and Homelessness Prevention assistance with ESG Program funds. The ESG-CV Program funds are being used to prevent, prepare for, or respond to coronavirus. These funds were awarded to the FBCWC, the Parks Youth Ranch and Texana Mental Health shelters for provide increased services to homeless persons and households and persons at risk of becoming homeless during the pandemic. The CDBG-CV Program funds are being used to provide up to six months of rental assistance to persons and households behind in their rent and facing eviction

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 2021, the County will fund homeless prevention and rapid rehousing with ESG Program funds. The Salvation Army will provide Rapid ReHousing and Homelessness Prevention assistance with ESG Program funds.

The ESG-CV Program funds are being used to prevent, prepare for, or respond to coronavirus. These funds were awarded to the FBCWC, the Parks Youth Ranch and Texas Mental Health shelters for provide increased services to homeless persons and households and persons at risk of becoming homeless during the pandemic.

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 and providing training to local non-profits.

Discussion

During FY 2021, 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. 9: the ARC; Project No. 10: Brazos Bend Guardianship; Project No.11: Catholic Charities; Project No. 12: FBC Child Advocates; Project No. 13: FBC Women's Center; Project No.14: FB Seniors, and Project No.15: Literacy Volunteers. All these projects provide assistance to vulnerable special needs populations to prevent these low-income persons and their families from becoming homeless.

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.

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 2021 are water and sewer projects and one project is a drainage project. These projects include Project 2: Arcola Water Treatment Plant Project, Project 3: Kendleton Sanitary Sewer Generators; Project 5: Village of Pleak Water Line Improvements; Project 6: Richmond Ferry Street Water and Wastewater Improvements; Project 7: City of Rosenberg, Blume Road Sanitary Sewer Improvements; and Project 8: FBC MUD No. 19 Drainage Improvements.

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.

AP-85 Other Actions – 91.220(k)

Introduction:

During FY 2021, 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 2021, 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. During FY 2021, the result of the 2020 Census should be released. This information will provide the County with badly needed data regarding the growing population of the County.

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.

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.

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.

Actions planned to develop institutional structure

During FY 2021, 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.

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.

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(l)(1,2,4)

Introduction:

During FY 2021, Fort Bend County expects to receive \$4,698,022 from HUD. CDBG Program funds are the largest part of this funding, \$3,498,938.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(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 not fund down payment assistance or homebuyer activities with HOME Program funds for FY 2021.

3. 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 not fund down payment assistance or homebuyer activities with HOME Program funds for FY 2021.

4. 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 2021.

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 . 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 in-

take/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 2021 Fort Bend County Consolidated Annual Action Plan began in March of 2021. On March 14, 2021, a public notice regarding the availability of the FY 2021 RFPs and the date of a public meeting was published in a local newspaper. The FY 2021 CDBG, ESG and HOME Request for Proposals (RFPs) were emailed and mailed out on March 15, 2021.

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.

Public meetings were held on March 17, March 23, and March 25 for the public, local governments, and non-profits interested. A public hearing was held on May 4 at Fort Bend County Commissioners Court.

The deadline for the submission of RFPs was 12:00 p.m. on Friday, April 16, 2021. The County received five (5) proposals from organizations totaling \$355,734.

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.

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.

The Fort Bend County Commissioner's Court, the elected governing body of the County, makes the funding decision regarding ESG projects. 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)).

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 2021, 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:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

TX489157

5a. Federal Entity Identifier:

B-21-UC-48-0004

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:**

Carol

Middle Name:

*** Last Name:**

Borrego

Suffix:

Title:

Community Development Director

Organizational Affiliation:

*** Telephone Number:**

281-341-4410

Fax Number:

281-341-3762

*** Email:**

carol.borrego@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 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 Program

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 TX-022

* b. Program/Project

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: 09/01/2021

* b. End Date: 08/31/2022

18. Estimated Funding (\$):

* a. Federal	3,498,938.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	3,498,938.00

*** 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

7/17/2021

☐ 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

Add Attachment

Delete Attachment

View Attachment

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: Honorable

* First Name: KP

Middle Name:

* Last Name: George

Suffix:

* Title: County Judge

* Telephone Number: 281-341-8608

Fax Number: 281-341-8609

* Email: county.judge@fortbendcountytexas.gov

* Signature of Authorized Representative:



* Date Signed: 07/13/2021

Application for Federal Assistance SF-424*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):***** Other (Specify):***** 3. Date Received:****4. Applicant Identifier:**

TX489157

5a. Federal Entity Identifier:

M21-UC480216

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:**

Carol

Middle Name:*** Last Name:**

Borrego

Suffix:**Title:** Community Development Director**Organizational Affiliation:***** Telephone Number:** 281-341-4410**Fax Number:** 281-341-3762*** Email:** carol.borrego@fortbendcountytexas.gov

Application for Federal Assistance SF-424

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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:

HOME Investment Partnerships Program

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

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HOME Investment Partnership Grant Program

Attach supporting documents as specified in agency instructions.

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* b. Program/Project

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

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17. Proposed Project:

* a. Start Date: 09/01/2021

* b. End Date: 08/31/2022

18. Estimated Funding (\$):

* a. Federal	916,596.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	916,596.00

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- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
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If "Yes", provide explanation and attach

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Middle Name:

* Last Name: George

Suffix:

* Title: County Judge

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Fax Number: 281-341-8609

* Email: county.judge@fortbendcountytexas.gov

* Signature of Authorized Representative:



* Date Signed: 07/13/2021

Application for Federal Assistance SF-424

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☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

TX489157

5a. Federal Entity Identifier:

E-21-UC-48-0004

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Application for Federal Assistance SF-424

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CFDA Title:

Emergency Solutions Grant Program

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

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

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Emergency Solutions Grant Program

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* a. Applicant TX-022

* b. Program/Project

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

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View Attachment

17. Proposed Project:

* a. Start Date: 09/01/2021

* b. End Date: 08/31/2022

18. Estimated Funding (\$):

* a. Federal	282,488.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	282,488.00

*** 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

7/17/2021

☐ 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

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* Telephone Number: 281-341-8608

Fax Number: 281-341-8609

* Email: county.judge@fortbendcountytexas.gov

* Signature of Authorized Representative:



* Date Signed: 07/13/2021

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.

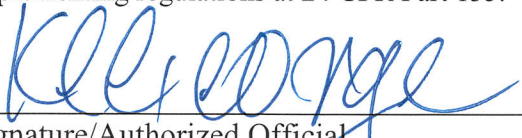
Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

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

KP George, County Judge

Title

July 13, 2021

Date

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) **2021**, (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 13, 2021

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 13, 2021

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 13, 2021_____
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 2021

**APPENDICES
TABLE OF CONTENTS**

APPENDIX A: SUMMARY OF CITIZEN COMMENTS

APPENDIX B: CITIZEN PARTICIPATION PLAN

APPENDIX C: FBC MONITORING PROCESS

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

APPENDIX A SUMMARY OF CITIZEN COMMENTS

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

First Public Notice	March 14, 2021
First Public Meeting/ Needs Assessment (Travis Building, 6th Floor Meeting Room, 10:00 a.m.)	Wednesday, March 17, 2021
Second Public Meeting/ Proposer's Conference (Travis Building, 6th Floor Meeting Room, 10:00 a.m.)	Tuesday, March 23, 2021
Third Public Meeting/Proposer's Conference 2:00 p.m.)	Tuesday, March 23, 2021
Fourth Public Meeting (Travis Building, 6th Floor Meeting Room, 10:00 a.m.)	Thursday, March 25, 2021
Public Notice Public Hearing	April 18, 2021
Public Hearing	Tuesday, May 4, 2021
Beginning of Thirty-Day Comment Period	Wednesday, June 2, 2021
Public Meeting (Travis Building, 6th Floor Meeting Room, 2:00 p.m.)	Wednesday, June 16, 2021
End of Thirty-Day Comment Period	Friday, July 2, 2021

The thirty-day public comment for the draft Consolidated Annual Action Plan began on June 2, 2021 and ended on July 1, 2021. No written comments were received during the comment period. The FY 2021 Fort Bend County Consolidated Annual Action Plan is scheduled to be approved by Fort Bend County Commissioners Court on Tuesday, July 6, 2021.

SUMMARY OF MEETING COMMENTS:

Most of the questions and comments received during the public meetings were related to items in the Request for Proposals, deadlines, and census data.

No comments were provide during the May 4, 2021 public hearing.

All comments received during the development of the FY 2021 Consolidated Plan were accepted.

**FORT BEND COUNTY COMMUNITY DEVELOPMENT DEPARTMENT
FY 2021 CONSOLIDATED ANNUAL ACTION PLAN
PUBLIC NOTICE**

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HUD has allocated Fort Bend County \$3,448,126 in Community Development Block Grant (CDBG) Program funds, \$916,596 in HOME Investment Partnership (HOME) Program funds, and \$282,488 in Emergency Solutions Grant (ESG) Program funds for FY 2021.

Due to recommended social distancing and limiting public gatherings for COVID public health reasons, Fort Bend County is holding limited public meetings in the development of the County's Consolidated Annual Action Plan. Public Meetings 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 will be held on the date listed below:

**Public Meeting/Needs Assessment
(Travis Building, 6th Floor Meeting Room, 10:00 a.m.)**

Wednesday, March 17, 2021

The Fort Bend County CDBG, HOME, and ESG Request for Proposals (RFPs) will be available on Monday, March 15, 2021. Proposals must be submitted by 12:00 p.m. Friday, **April 16, 2021**. The information sessions for CDBG, HOME, and ESG Program applicants are listed below. Questions from applicants will be answered at these meetings.

**Public Meeting/Proposer's Conference:
CDBG Local Government RFP
(Travis Building, 6th Floor Meeting Room, 10:00 a.m.)**

Tuesday, March 23, 2021

**Public Meeting/Proposer's Conference
CDBG Non-Profit RFP
(Travis Building, 6th Floor Meeting Room, 2:00 p.m.)**

Tuesday, March 23, 2021

**Public Meeting/Needs Assessment/Proposer's
Conference: CDBG, HOME and ESG RFPs
(Travis Building, 6th Floor Meeting Room, 10:00 a.m.)**

Thursday, March 25, 2021

In-person meeting attendance will be limited to twelve persons. Attendees must contact the department to register for the on-site meetings or zoom access at communitydevelopment@fortbendcountytexas.gov or contact Jalissa Scott at (281) 341-4410. Attendance is limited to one person per local government or non-profit organization. Persons are also encouraged to attend via Zoom.

The public is encouraged to submit comments to Carol Borrego, Community Development Director, 301 Jackson St., Suite 602, Richmond, Texas 77469 or communitydevelopment@fortbendcountytexas.gov. Comments will be incorporated into the draft FY 2021 Consolidated Annual Action Plan, 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.

**FORT BEND COUNTY COMMUNITY DEVELOPMENT DEPARTMENT
FY 2021 CONSOLIDATED ANNUAL ACTION PLAN
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3-14

FBC Community
Development

PUBLISHER'S AFFIDAVIT

188637

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)
ON Back

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

3-14

_____, A.D. 2021



Lee Hartman
Publisher

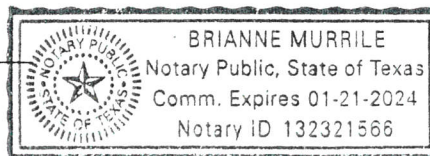
SUBSCRIBED AND SWORN BEFORE ME by Lee Hartman, who

X a) is personally known to me, or

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

on this the 15th day of March, A.D. 2021
to certify which witness my hand and seal of office.

Brianne Murrile
Notary Public, State of Texas



**FORT BEND COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
FY 2021 CONSOLIDATED ANNUAL ACTION PLAN
NOTICE OF PUBLIC HEARING**

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), HOME Investment Partnerships (HOME), and Housing Opportunities for Persons with AIDS (HOPWA) Programs. Fort Bend County is in the process of developing its FY 2021 Consolidated Annual Action Plan.

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4-18

The Honorable
K.P. George

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:

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(CLIPPING) (S)

on Back

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4-18

_____, A.D. 2021

Lee Hartman

Lee Hartman
Publisher

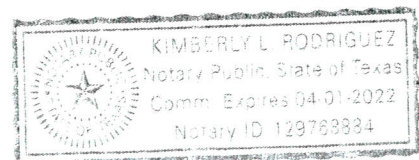
SUBSCRIBED AND SWORN BEFORE ME by Lee Hartman, who

X a) is personally known to me, or

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

on this the 19 day of April, A.D. 2021
to certify which witness my hand and seal of office.

Kimberly L. Rodriguez
Notary Public, State of Texas



PUBLIC NOTICE
FORT BEND COUNTY COMMUNITY DEVELOPMENT DEPARTMENT
FY 2021 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 2020 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 the 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 FY's 2020-2025 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 2021 Consolidated Annual Action Plan includes the proposed projects to be funded during FY 2021, September 1, 2021 to August 31, 2022. 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 2021:		\$3,498,938
Countywide	CDBG Program Administration and Planning (20% max)	\$629,815
Arcola	Water Treatment Plant Section 108 Loan Guarantee Repayment	\$309,000
Kendleton	Sanitary Sewer Facility Generators	\$300,000
Orchard	Wastewater Plant Improvements	\$273,003
Pleak	Water Line Improvements	\$300,000
Riverwood	FBC MUD No. 19 Drainage Improvements	\$482,000
Richmond	Ferry Street: Water and Wastewater Line Replacement	\$170,350
Rosenberg	Blume Road: Sanitary Sewer Improvements	\$660,770
Countywide	Arc of FBC Social and Recreational Program	\$40,000
Countywide	Brazos Bend Guardianship Services: Corporate Guardianship Program	\$45,000
Countywide	Catholic Charities Integrated Case Management for Seniors	\$50,000
Countywide	Child Advocates Children's Advocacy Center Operational Support	\$49,000
Countywide	FBC Women's Center Shelter Services	\$65,000
Countywide	Fort Bend Seniors: Meals on Wheels Program: Homebound Nutrition	\$65,000
Countywide	Literacy Council of Fort Bend: Literacy Tutoring	\$60,000

HOME Investment Partnership Program:

Amount of Assistance Available for FY 2021:		\$916,596
Countywide	HOME Program Administration (10% max.)	\$91,659
Countywide	FBC Housing Rehabilitation Program	\$824,937

Emergency Solutions Grant (ESG) Program:

Amount of Assistance Available for FY 2021:		\$282,488
Countywide	ESG Program Administration (7.5% max)	\$28,248
Countywide	Parks Youth Ranch Emergency Shelter	\$80,578
Countywide	FBC Women's Center Emergency Shelter	\$88,914
Countywide	Salvation Army ReHousing/Homelessness Prevention/Stabilization Services	\$70,560
	ReHousing/Homelessness Prevention/Stabilization Services	\$14,188

The Fort Bend County FY 2021 Consolidated Annual Action Plan Draft will be available for public review and comment from Wednesday, June 2, 2021 to Friday, July 2, 2021. The public is encouraged to review this document and submit comments. The Consolidated 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

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06/01

FBC Community Development Action Plan

PUBLISHER'S AFFIDAVIT

THE STATE OF TEXAS §
COUNTY OF FORT BEND §

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06/01

_____, A.D. 2021



Lee Hartman
Publisher

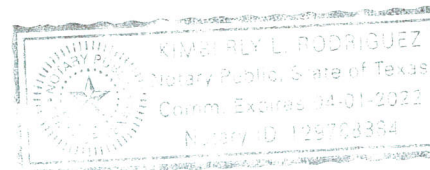
SUBSCRIBED AND SWORN BEFORE ME by Lee Hartman, who

X a) is personally known to me, or

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

on this the 7 day of June, A.D. 2021
to certify which witness my hand and seal of office.


Notary Public, State of Texas



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 loan guarantee 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 loan guarantee 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 loan guarantee 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 contact 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 contact list will 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, loan guarantees 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 loan guarantee 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/or reports will be published as a public notice in one or more local newspapers. In addition, a summary of the proposed plans and/or reports may 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 loan guarantee 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. Spanish language translators will be available for persons with limited English Proficiency. Persons requiring other language translators may request translation services from the Department (See Section 5).

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 and to information, and records relating to the County's projected and actual use of loan guarantee funds (See Section 7). 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 County's 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 does 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, 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 meetings and/or hearings 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 FBC 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. Loan Guarantees

The CDBG Program Loan Guarantees regulation at 24 CFR 570.704 (a)(2) Citizen Participation plan requires that the citizen plan required for the Consolidated Plan be modified to include loan guarantee funds. The regulation states that:

The plan must be completed and available before the application is submitted to HUD. The plan may be the citizen plan required for the consolidated plan, modified to include loan guarantee funds. The public entity is not required to hold a separate public hearing for its consolidated plan and for the loan guarantee funds to obtain citizens' views on community development and housing needs. The plan must set forth the public entity's policies and procedures for:

- (i) Giving citizens timely notice of local meetings and reasonable and timely access to local meetings, information, and records relating to the public entity's proposed and actual use of loan guarantee funds, including, but not limited to:
 - (A) The amount of loan guarantee funds expected to be made available for the coming year, including program income anticipated to be generated by the activities carried out with loan guarantee funds;
 - (B) The range of activities that may be undertaken with loan guarantee funds;
 - (C) The estimated amount of loan guarantee funds (including program income derived therefrom) proposed to be used for activities that will benefit low and moderate income persons;
 - (D) The proposed activities likely to result in displacement and the public entity's plans, consistent with the policies developed under §570.606 for minimizing displacement of persons as a result of its proposed activities.
- (ii) Providing technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals. The level and type of assistance to

- be provided is at the discretion of the public entity. Such assistance need not include the provision of funds to such groups.
- (iii) Holding a minimum of two public hearings, each at a different stage of the public entity's program, for the purpose of obtaining the views of citizens and formulating or responding to proposals and questions. Together the hearings must address community development and housing needs, development of proposed activities and review of program performance. At least one of these hearings must be held before submission of the application to obtain the views of citizens on community development and housing needs. Reasonable notice of the hearing must be provided and the hearing must be held at times and locations convenient to potential or actual beneficiaries, with accommodation for the handicapped. The public entity must specify in its plan how it will meet the requirement for a hearing at times and locations convenient to potential or actual beneficiaries.
 - (iv) Meeting the needs of non-English speaking residents in the case of public hearings where a significant number of non-English speaking residents can reasonably be expected to participate.
 - (v) 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. The criteria the public entity will use to determine what constitutes a substantial change for this purpose must be described in the citizen participation plan.

Fort Bend County's Public Participation Plan requirements for loan guarantees will follow the same public participation process for the Consolidated Plan with the following additions:

If a proposed loan guarantee project is located within an incorporated area in the County's service area, the local government of the incorporated area will conduct public meetings and/or hearings regarding the proposed project before the County holds the County's public hearing on the proposed project.

If a proposed loan guarantee project is located in the unincorporated area in the County's service area, the County may hold a public meeting at a suitable meeting place near the site of the proposed project before the County holds the County's public hearing on the proposed project.

Public Comment: The County will publish community-wide its proposed application so that the affected citizens will have the opportunity to examine the application's contents and to provide comments on the proposed application. The proposed application will be available on the County website during at least a thirty (30) day comment period. The County will schedule any public meetings and/or hearings within the comment period. The County will consider any comments and views received and, if the County deems appropriate, modify the proposed application. Upon completion, the County will make the final proposed application available to the public.

8. 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.

9. 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.

10. Disasters and Emergencies.

In the event of a national disaster or emergency, HUD may allow Fort Bend County to expedite the citizen participation process in order to quicken the County's ability to respond to the disaster or emergency. On March 31, 2020, HUD issued a memorandum explaining the availability of waivers of certain regulatory requirements associated with several Community and Planning Development (CPD) grant programs to prevent the spread of COVID-19 to facilitate assistance to eligible communities and households economically impacted by COVID-19.

Given the need to expedite actions to respond to COVID-19, HUD waives 24 CFR 91.105(c)(2) and (k), 91.115(c)(2) and (i) as specified below, in order to balance the need to respond quickly to the growing spread and effects of COVID-19 with the statutory requirements to provide reasonable notice and opportunity for citizens to comment on substantial amendments concerning the purposed uses of CDBG, HOME, and ESG funds.

The 30-day minimum for the required public comment period is waived for substantial amendments, provided that no less than 5 days are provided for public comments on each substantial amendment. The waiver is available through the end of the County's 2020 program year (August 31, 2021).

HUD also recognizes the efforts to contain COVID-19 require limiting public gatherings, such as those often used to obtain citizen participation, and that there is a need to respond quickly to the growing spread and effects of COVID-19. Therefore, HUD waives 24 CFR 91.105(c)(2) and (k), 24 CFR 91.115(c)(2) and (i) and 24 CFR 91.401 as specified below to allow these grantees to determine what constitutes reasonable notice and opportunity to comment given their circumstances. This authority is in effect through the end of the County's 2020 program year (August 31, 2021). Fort Bend County defines public hearing also to include virtual hearings and public meeting also to include virtual meetings for purposes of this Citizen Participation Plan as well as meeting the requirements for public hearings under the CDBG regulations (24 CFR Part 91.105(e)(1).

**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, ESG, NSP, CDBG-DR and CARES Act 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.

NEIGHBORHOOD STABILIZATION PROCESS

Fort Bend County Community Development staff is responsible for monitoring the NSP Program for continued affordability. Staff will use tax records and other documents obtained from subrecipients or official county records to determine if the occupants remain eligible for the program. Any documents obtained will be placed in the appropriate program files.

Staff will also monitor the expiration date of all liens and process a release when appropriate.

CDBG-DISASTER RECOVERY

Fort Bend County will monitor and provide oversight to ensure that buyout assistance is being provided to eligible owners, for eligible properties, and receiving the proper assistance amounts. The County will also provide oversight to ensure that all properties are being added to the County's maintenance schedule and that all properties are being maintained to standard.

Fort Bend County will work to ensure records are complete, that all affordability requirements are adhered to and that the County has performed all subrogation monitoring processes. The County will create project and grant closeout checklists that will be maintained with the project file.

CDBG AND ESG COVID 19

Fort Bend County will monitor and provide oversight for programs using CDBG and ESG COVID 19 funds allocated through the CARES ACT in accordance with the above monitoring process. Any additional guidance from HUD will be incorporated into the process.

July 2020

Monitoring process 07 2020

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.

THE WAY HOME CONTINUUM OF CARE EMERGENCY SOLUTIONS GRANTS WRITTEN STANDARDS

The Way Home Continuum of Care Steering Committee, as the decision-making body for The Way Home Continuum of Care (TX-700) has approved these Written Standards as of April 9, 2020.

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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 representatives of The Way Home Continuum of Care including Harris, Fort Bend and Montgomery County and the cities of Houston, Pasadena and Conroe repenetrates. 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 through gained experience and data is collected from services provided with the Emergency Solutions Grants program. The Standards serve as the guiding principles for funding programs. These Written Standards outline the operations and process for carrying out each program component.

DEFINITIONS

Chronically Homeless – a homeless individual with a disability who lives either in a place not meant for human habitation, a safe haven, or in an emergency shelter, or in an institutional care facility if the individual has been living in the facility for fewer than 90 days and had been living in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately before entering the institutional care facility. In order to meet the “chronically homeless” definition, the individual also must have been living as described above continuously for at least 12 months, or on at least 4 separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months. Each period separating the occasions must include at least 7 nights of living in a situation other than a place not meant for human habitation, in an emergency shelter, or in a safe haven.

Continuum of Care (CoC) – the group composed of representatives of relevant organizations, which generally includes nonprofit homeless providers; victim service providers; faith-based organizations; governments; businesses; advocates; public housing agencies; school districts; social service providers; mental health agencies; hospitals; universities; affordable housing developers; law enforcement; organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons that are organized to plan for and provide, as necessary, a system of outreach, engagement, and assessment; emergency shelter; rapid re-housing;

transitional housing; permanent housing; and prevention strategies to address the various needs of homeless persons and persons at risk of homelessness for a specific geographic area.

Emergency Shelter – any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements.

Homeless Management Information System (HMIS) – the information system designated by the Continuum of Care to comply with the HUD’s data collection, management, and reporting standards and used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at-risk of homelessness.

Homelessness Prevention – Housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to prevent the individual or family from moving to an emergency shelter, a place not meant for human habitation, or another place described in Homeless Category 1 of Appendix A: HUD Definition for Homeless.

Private Nonprofit Organization – a private nonprofit organization that is a secular or religious organization described in section 501(c) of the Internal Revenue Code of 1986 and which is exempt from taxation under subtitle A of the Code, has an accounting system and a voluntary board, and practices nondiscrimination in the provision of assistance. A private nonprofit organization does not include a governmental organization, such as a public housing agency or housing finance agency.

Program Participant – an individual or family who is assisted under ESG program.

Rapid Rehousing– Housing relocation and stabilization services and/or short-and/or medium- term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.

Service Area (applicable to Homelessness Prevention only) – The Way Home Continuum of Care supports any agencies or services operated within the CoC’s jurisdiction of Harris, Fort Bend & Montgomery Counties and the cities of Houston, Pasadena and Conroe.

Street Outreach – Essential Services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care.

Subrecipient – a unit of general-purpose local government or private nonprofit organization to which a recipient makes available ESG funds.

Victim Service Provider – a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term

includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs.

STANDARDS APPLICABLE TO ALL PROGRAM COMPONENTS

ELIGIBLE ESG PROGRAM COMPONENTS

There are five (5) ESG Program Components:

1. Rapid Rehousing
2. Emergency Shelter
3. Homeless Management Information System
4. Homelessness Prevention and
5. 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 rehousing.

ESG SERVICE PROVIDER REQUIREMENTS

COORDINATED ACCESS

The Way Home Continuum of Care expects that all providers participate in the coordinated assessment system or approved comparable system for Domestic Violence (DV) providers. The system consists of an electronic assessment system housed in the HMIS and is managed by 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.

VERIFICATION OF HOMELESS STATUS

Project level staff are required to obtain documentation at project intake of homeless or at-risk of homelessness status. This status must be maintained in the client's file and available for monitoring as schedules. These Standards establish the order of priority for obtaining evidence [per 24 CFR 576.500 (b)] as:

1. Third-party documentation,
2. Intake worker observations, and
3. Certification from the person seeking assistance.

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

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.

PARTICIPATION IN THE WAY HOME ANNUAL POINT IN TIME COUNT

Any Emergency Solutions Grant Recipient agrees to participate in the Annual Point-In-Time Count by:

- Dedicating agency staff to perform the unsheltered count (at least two (2) agency representatives per day for agencies with more than 20 employees. Agencies with 20 staff or below, (1) agency representative per day is required)
- Completing the Housing Inventory Chart for the shelter count
- Participating in Gaps Analysis and Needs Assessment

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.

FAIR HOUSING ACT COMPLIANCE

The Department of Housing and Urban Development ("HUD") is responsible for enforcing the federal Fair Housing Act (the "Act"), which prohibits discrimination in housing on the basis of race, color, religion, sex, national origin, familial status, and disability. One type of disability discrimination prohibited by the Act is the refusal to make reasonable accommodations in rules, policies, practices, or services when such accommodations may be necessary to afford a person with a disability the equal opportunity to use and enjoy a dwelling. HUD and DOJ frequently respond to complaints alleging that housing providers have violated the Act by refusing reasonable accommodations to persons with disabilities. State and federal laws require entities to make reasonable changes to policies, practices, procedures and/or physical changes to housing units and/or buildings if such changes are necessary to enable a person with a disability to have equal access to the housing and/or building. Please note that such changes must be necessary as a result of the person's disability. To read more about what this policy entails refer to the link below:

[https://www.hud.gov/program_offices/fair_housing_equal_opp/fair_housing_act_overview.](https://www.hud.gov/program_offices/fair_housing_equal_opp/fair_housing_act_overview)

Agencies receiving ESG Funds must have a policy in place for program recipients to request reasonable accommodations.

EQUAL ACCESS TO HOUSING FINAL RULES

On February 3, 2012, HUD published a final rule in the Federal Register entitled Equal Access to Housing in HUD Programs regardless of Sexual Orientation or Gender Identity. The rule creates a new regulatory provision that generally prohibits considering a person's marital status, sexual orientation, or gender identity (a person's internal sense of being male or female) in making housing assistance available. Lesbian, gay, bisexual, and transgender people are guaranteed equal access to all housing for all types of housing (affordable, permanent, transitional and emergency) funded through HUD.

In addition to the final rule on Equal Access to Housing, HUD published a final rule in the Federal Register entitled "Equal Access in Accordance with an Individual's Gender Identity in Community Planning and Development Programs". This rule was published on September 21, 2016. This rule ensures that each individual in accordance with their gender identity will have equal access to housing and shelter programs administered by HUD. This rule creates a new regulatory provision that requires those entities that are receiving any HUD funding grant equal access to

facilities, benefits, accommodations and services to individuals in accordance with the individual's gender identity and in a manner that affords equal access to the individual's family.

WAIVERS

A Fair Market Rent Waiver is permission from an authorized HUD office to assist with rent payments above the established Fair Market Rent (FMR). It is considered an “exception” to established requirements. FMRs are used as a guide to determine the level of HUD subsidy for various programs such as the Emergency Solutions Grant (ESG). However, the FMR is not in itself the standard used for determining eligible rents. Each HUD rental assistance program is governed by its own set of statutes and regulations which determine how much rent HUD will pay.

Emergency Solutions Grant short- and medium-term rental assistance can be provided to eligible program participants only when the rent, including utilities (gross rent) for the housing unit does not exceed the FMR established by HUD for the MSA and complies with HUD's standard of rent reasonableness. HUD may consider waiver requests from ESG grantees to increase these rent limits. Subrecipients such as ACAM have requested and received waivers, but it should be noted that these waivers are time-limited (often, but not always, one year) and the requirement for rent reasonableness is not waived even when there is an FMR Waiver in place.

FMR WAIVER FOR HURRICANE HARVEY-IMPACTED HOUSEHOLDS REGISTERED WITH FEMA:

The restriction of rental assistance to units with rent at or below Fair Market Rent (FMR) is waived for households that have registered with FEMA as affected by Hurricane Harvey that are renting or execute a lease for any rent amount that 1) meets the rent reasonableness standard and that 2) becomes due between October 30, 2017, and the earlier of the end of the term of the vendor organization's ESG agreement or October 12, 2019, where the unit is located in an individual assistance county under FEMA-DR-4322 (Hurricane Harvey), or where the family was displaced by Hurricane Harvey, Irma or Maria. Case Managers must obtain a copy of the FEMA application and must document that the unit meets the rent reasonableness standard.

TEXAS PROPERTY CODE OCCUPANCY LIMITS

Texas Property Code Section 92.10 Occupancy Limits

Except as provided by Subsection (b), the maximum number of adults that a landlord may allow to occupy a dwelling is three times the number of bedrooms in the dwelling.

(b) A landlord may allow an occupancy rate of more than three adult tenants per bedroom:

(1) to the extent that the landlord is required by a state or federal fair housing law to allow a higher occupancy rate; or

(2) if an adult whose occupancy causes a violation of Subsection (a) is seeking temporary sanctuary from family violence, as defined by Section 71.004 (Family Violence), Family Code, for a period that does not exceed one month.

(c) An individual who owns or leases a dwelling within 3,000 feet of a dwelling as to which a landlord has violated this section, or a governmental entity or civic association acting on behalf of the individual, may file suit against a landlord to enjoin the violation. A party who prevails in a suit under this subsection may recover court costs and reasonable attorney's fees from the other party. In addition to court costs and reasonable attorney's fees, a plaintiff who prevails under this subsection may recover from the landlord \$500 for each violation of this section.

(d) In this section:

(1) "Adult" means an individual 18 years of age or older.

(2) "Bedroom" means an area of a dwelling intended as sleeping quarters. The term does not include a kitchen, dining room, bathroom, living room, utility room, or closet or storage area of a dwelling.

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 may include an assessment form for diversion. Providers must enter data into HMIS or a comparable database for DV providers.

ELIGIBILITY: PRIORITIZATION & REFERRAL POLICIES

Emergency shelters will prioritize individuals/families that:

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

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 Median Income (AMI)** 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.
 - For the most updated AMI information, please see this link:

RAPID REHOUSING

Individuals/families, who meet the HUD criteria for the following definitions, are eligible for Rapid Rehousing 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 rehousing. 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 Rehousing 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 REHOUSING

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

- are firsttime homeless;
- have few recent episodes of homelessness; or

- are part of a family that is homeless.

It should be noted, rapid rehousing 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 Rehousing 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 located in The Way Home CoC Rapid Rehousing Business Rules 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 Rehousing 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 The Way Home Rapid Rehousing 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 rehousing that are in need of short to medium term assistance based on individual circumstances and vulnerability. Coordinated Access will refer to a rapid rehousing service provider. 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 rehousing case managers will maintain an average case load as identified in The Way Home Rapid Rehousing Business Rules. 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 rehousing assistance. As the rapid rehousing program for the continuum expands, this number may change.

Case management includes, but is not limited to:

- housing assistance
- home
- office visits determined by client need and other supportive services required by the housing plan.

Case management staff must communicate with the landlord and ensure that the landlord has an updated copy of the Rental Assistance Agreement. The agency paying rent will have the most updated Rental Agreement and work with all parties to ensure all 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 rehousing. This role may be a part of standard case management duties or it may be a specialized position. Any subrecipient of ESG assistance must have staff, as part or all of their duties are, to find appropriate housing and develop relationships with affordable housing providers so that ESG clients have greater access to housing choice, rather than expecting clients to navigate the system on their own.

REQUIRED SERVICES: INSPECTION AND LANDLORD AGREEMENT

Any unit that receives financial assistance through rapid rehousing 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 rehousing business rules.

Any unit that receives rental assistance payments through rapid rehousing must have an agreement in place between the rental assistance provider 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

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

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 rehousing 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 rehousing 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. 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% AMI AND• lack sufficient resources and support networks necessary to retain housing without ESG assistance.
Rapid Rehousing	Annually	

STANDARDS SPECIFIC TO STREET OUTREACH

ELIBILITY: HOMELESS STATUS

Individuals/families who meet the HUD criteria for the following definitions are eligible for Street Outreach services:

- Homeless Category 1: Literally Homeless
- Homeless Category 4: Fleeing/attempting to flee DV (where the individuals/families also meet the criteria for Category 1)

In addition, individuals and families must be living on the streets or other places not meant for human habitation **and** be unwilling or unable to access services in an emergency shelter.

TARGET POPULATION

Although the homeless population is considered a vulnerable population, street outreach activities should target those who are extremely vulnerable including youth and chronically homeless persons.

ENGAGEMENT/COLLABORATION

The Way Home Continuum of Care requires that agencies conducting street outreach activities must engage with unsheltered homeless persons for the purpose of providing immediate support, intervention or connections with mainstream social service programs. The connection of any unsheltered person to an emergency shelter, supportive housing, and/or referral to social service agencies will serve as immediate support and intervention for housing stabilization or critical services.

Agencies are encouraged to use evidenced based practices for their street outreach efforts; including the Housing First Model that quickly connects individuals to permanent housing in the face of acute barriers to entry into housing programs. Additionally, the agencies will participate in the local Continuum of Care's Street Outreach Workgroup and utilize the Coordinated Access Assessment to identify barriers to housing.

ELIGIBILITY: INTAKE AND ASSESSMENT

The Way Home Continuum of Care requires that agencies conducting street outreach activities must provide individuals and families with an assessment and enter data into HMIS or a comparable database for DV providers. The Way Home CoC encourages providers to develop relationships with unsheltered homeless persons that will help connect them with emergency shelter and housing services primarily through a referral to Coordinated Access.

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; and • 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	Any individual or family who: <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
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APPENDIX B: HUD DEFINITION FOR AT RISK OF HOMELESSNESS

HUD CRITERIA FOR DEFINING AT RISK OF HOMELESSNESS	Category 1	Individuals and Families	<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
	Category 2	Unaccompanied Children and Youth	A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute
	Category 3	Families with Children and Youth	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 her.

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

Eligibility	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 Rehousing	<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"> <input checked="" type="checkbox"/> Category 1: Literally Homeless <input type="checkbox"/> 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 Additionally, HP projects must only serve individuals and families that have an annual income BELOW 30% AMI</p>
	Street Outreach	<p>Individuals and families defined as Homeless under the following categories are eligible for assistance in SO 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) <p>Additional limitations on eligibility within Category 1 require that individuals and families must be living on the streets (or other places not meant for human habitation) and be unwilling or unable to access services in emergency shelter.</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: HOMELESS PREVENTION INCOME LIMITS ELIGIBILITY CRITERIA AND PRIORITIZATION TOOL FOR HOMELESSNESS PRIOTITIZATION

30% Area Median Income

HUD provides current information for income limits on the HUD USER website at <http://www.huduser.org/portal/datasets/il.html>. Note: The information that HUD provides on HUD USER website reflects data based on changes to the definition of “extremely low-income (ELI).” ESG recipients should continue to use data for Area Median Income (AMI) and not the new ELI data. For more information on this change, and to access the 30 % AMI tables, please refer to <https://www.hudexchange.info/news/impact-of-recent- changes-in-income-limits-and-utility-allowances>

ATTACHMENT B: HOMELESS PREVENTION TRIGGER CRISIS ANALYSIS

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: HOMELESS PREVENTION PRIORITIZATION SCORING

Income Scoring:

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

15% Area Median Income (2019)

1 Person Household	\$8,025	(\$669/month)
2 Person Household	\$9,175	(\$765/month)
3 Person Household	\$10,325	(\$860/month)
4 Person Household	\$11,450	(\$954/month)
5 Person Household	\$12,375	(\$1,031/month)
6 Person Household	\$13,300	(\$1,108/month)
7 Person Household	\$14,200	(\$1,183/month)
8 Person Household	\$15,125	(\$1,260//month)

Tenant Barriers/Risk Factors

Tenant Screening Barriers

1 point per barrier

- ___ Eviction history
- ___ No credit references: has no credit history
- ___ Lack of rental history: has not rented in the past
- ___ Unpaid rent or broken lease in the past (separate from current unpaid rent)
- ___ Poor credit history: late or unpaid bills, excessive debt, etc.
- ___ Past Misdemeanors
- ___ Past Felony other than critical Felonies listed below
- ___ Exiting criminal justice system where incarcerated for less than 90 days

- ___ Critical Felony **5 points**
(drugs, sex crime, arson, crimes against other people)
- ___ Pregnant or has at least one child 0-6 **5 points**
- ___ Head of household under 30 years old **5 points**
- ___ Family experienced literal homelessness **5 points**
in the past 3 years
- ___ Only 1 adult in household **5 points**

___ **TOTAL**

**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.