

**FORT BEND COUNTY, TEXAS**

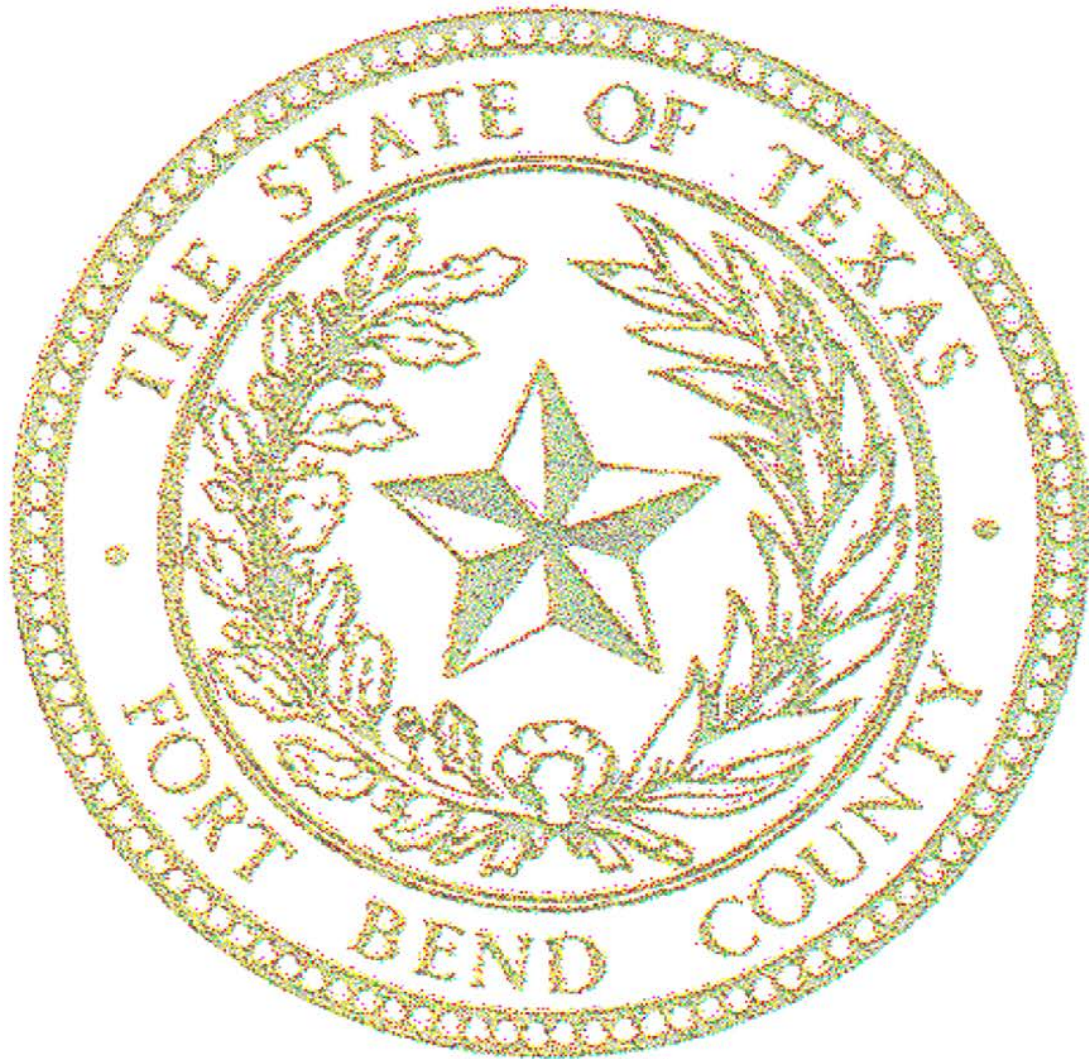
**FY 2022  
CONSOLIDATED ANNUAL ACTION PLAN**

**SEPTEMBER 1, 2022- AUGUST 31, 2023**

**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 \$3,322,918 in FY 2022 Community Development Block Grant (CDBG) Program funds from HUD. The County will receive \$1,046,472 in HOME Investment Partnerships (HOME) Program funds and \$284,122 in Emergency Solutions Grant (ESG) Program funds directly from the U.S. Department of Housing and Urban Development (HUD) for program year 2022 (September 1, 2022 to August 31, 2023).

The projects to be funded in FY 2022 are listed below by funding source.

CDBG: \$2,271,000 in public facility/improvements; \$421,918 in public services; \$630,000 in program administration.

HOME: \$743,825 FBC Housing Rehabilitation Program; \$104,647 in program administration.

ESG: \$176,000 for emergency shelter operations and services; \$96,063 available for rapid rehousing, housing prevention and stabilization services; \$22,059 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 2021 program year ends on August 31, 2022 and FY 2022 begins on September 1, 2022. The FY 2022 Consolidated Annual Action Plan is the third year of the 2020 Consolidated Plan. A review of the second year activities will not be available until November 2022, with the submission of the FY 2021 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 2022 Request for Proposals for the CDBG, HOME, and ESG Programs. According to Fort Bend County's regular schedule, the FY 2022 Consolidated Annual Action Plan is due to HUD on July 18, 2022.

HUD's Community Planning and Development (CPD) Notice 22-06 stated that any grantee with a program year start date prior to, or up to 60 days after HUD's announcement of the FY 2022 formula program funding allocations was advised not to submit its Consolidated Plan or Annual Action Plan until the FY 2022 formula allocations had been announced. The FY 2022 allocations were announced by HUD in May of 2022. Fort Bend County's plan is due to HUD by July 18, 2022. The County has over 60 days to submit its plan from the date of this announcement, so the procedures in CPD Notice 22-06 do not apply to Fort Bend County for FY 2022. Fort Bend County's thirty (30) day comment period is from June 1, 2022 to June 30, 2022.

#### **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 2022 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**

N/A

#### **7. Summary**

Fort Bend County will receive \$3,498,938 in FY 2022 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 2022 (September 1, 2022 to August 31, 2023).

**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 2022 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, Pearland 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.

The Fort Bend County Community Development Department website can be found at:

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

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

For FY 2022, 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, Pearland 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(I))**

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. In addition, the department 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 2022, some person meetings were cancelled and most groups created and continue to use 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).

During FY 2021, Fort Bend County Community Development coordinated the distribution of CDBG-CV Program funds with the County Auditor and Treasurer's office. Also, the County worked closely with

homeless shelters and service providers to distribute the ESG-CV Program funds to prevent, prepare for and to respond the Coronavirus Pandemic. This increased coordination will continue during FY 2022.

**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 2022, 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 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 participated in monthly meetings regarding CoC projects. This group has 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 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.

**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**

The FBC Community Development Department Director serves on the Coalition for the Homeless Houston/Harris County/Fort Bend County's CoC Steering Committee. The County has aligned its ESG RFP with the CoC's Business Rules. The County has signed a partnership agreement with the Coalition For the Homeless. This agreement lists the County's responsibilities as part of the CoC.

**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	<b>Agency/Group/Organization</b>	COALITION FOR THE HOMELESS HOUSTON / HARRIS COUNTY
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	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	<b>Agency/Group/Organization</b>	FORT BEND COUNTY WOMEN'S CENTER
	<b>Agency/Group/Organization Type</b>	Services-Victims of Domestic Violence Services-homeless Services - Victims
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The FBC Women's Center provides 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 including CDBG, CDBG-CV, ESG, and ESG-CV programs.
3	<b>Agency/Group/Organization</b>	Parks Youth Ranch, Inc.
	<b>Agency/Group/Organization Type</b>	Services-Children Services-homeless Services - Victims
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Needs - Unaccompanied youth
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	PYR provides shelter and services to unaccompanied youth. The COVID pandemic has increased demand for PYR's services and required increased coordination of funding for the ESG and ESG-CV programs
4	<b>Agency/Group/Organization</b>	Rosenberg Housing Authority
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-homeless Non-Profit Housing Authority
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	RHA discussed possible funding using ESG-CV, CDBG-CV, CDBG, and HOME programs. The gaps in housing assistance in Fort Bend County.

5	<b>Agency/Group/Organization</b>	Texana Center
	<b>Agency/Group/Organization Type</b>	Housing Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Texana discussed the use of ESG-CV Program funds for persons with mental health issues especially hotel and motel vouchers and Rapid Re-Housing

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

During the development of the FY 2022 Consolidated Annual Action Plan, the staff of the FBC Community Development Department has continual communication with 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 2022, new requests for information and/or RFPs were received from individuals, and non-profits and 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 2022 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 the County website for COVID Assistance through to the Fort Bend County Treasury-funded Rental Assistance Program, small business program and childcare program.

Broadband: The organizations engaged in narrowing the digital divide in Fort Bend County are the school districts and the medical providers. The COVID pandemic has exposed the discrepancies in the provision of broadband services in communities. It has become apparent that broadband services are a necessity for the delivery of educational, employment, healthcare and governmental services. Homeless shelters and service providers including the FBCWC and the Parks Youth Ranch (PYR), were awarded ESG-CV Program funds to pay for the increased costs of internet and computers for staff and clients.

## **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 2022 Fort Bend County Consolidated Annual Action Plan began in February of 2022. The County published a public notice on Sunday, February 20, 2022 regarding the availability of the FY 2022 Requests For Proposals (RFPs) and the date of public meetings. The FY 2022 CDBG, HOME and ESG Request for Proposals (RFPs) were emailed on February 25, 2022. 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 2022 Public Meetings. These meetings were held on:

Thursday, February 24, 2022 at 10:00 am in the Travis Building, 6th Floor Meeting Room, Richmond, Texas

Tuesday, March 24, 2022 at 10:00 am in the Travis Building, 6th Floor Meeting Room, Richmond, Texas

The County received twenty-one (21) proposals from organizations and local governments. These applications totaled \$4,204,019 in CDBG Program funding requests and \$578,674 in ESG Program funding requests. One proposal for \$198,000 was submitted for HOME Program funds. A public meeting is scheduled for June 16, 2022 at 10 a.m. at the William B. Travis Building 301 Jackson Street, 6th Floor Meeting Room, Richmond, Texas to receive public comments regarding the draft FY 2022 Consolidated Annual Action Plan.

In addition, a public hearing is scheduled for Tuesday, June 14 in Fort Bend County Commissioners Court to obtain public comments regarding community needs.

During the thirty-day public review period from June 1, 2022 to June 31, 2022, draft copies of Fort Bend County's Consolidated Annual Action Plan is available for review at the office of Fort Bend County Community Development Department. The Fort Bend County Commissioners Court is schedule to approve the FY 2022 Consolidated Annual Action Plan on Tuesday, July 5, 2022. Any written comments received during the development of the FY 2022 Consolidated Annual Action Plan process are 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 housing assistance due to the impact of the COVID pandemic.

### 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	Public Notice: Announced Public Meetings and availability of Request for Proposals. Also posted on FBC Community Development Department website	n/a	Newspaper notice published February 20, 2022	
2	Public Meeting	Non-targeted/broad community	Public Meeting, February 24, 2022 at 10:00 a.m.	No one attended. No comments received	No comments received.	

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)
3	Public Meeting	Non-targeted/broad community	Public Meeting, March 24,2022 at 10:00 am. Thirty-one (31) persons attended	Comments related to Request for Proposals (RFP), electronic submissions, and deadline for submissions.	All comments accepts	
4	Newspaper Ad	Non-targeted/broad community	Public Notice: Announcing proposed project funding, draft of Consolidated Annual Action Plan, public meeting and thirty day comment period. Also posted on FBC Community Development Department website. Notice of Public Meeting on June 16, 2022.		Newspaper notice published May 31,2022.	

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	Newspaper Ad	Non-targeted/broad community	Public Notice: Public Hearing regarding draft of Consolidated Annual Action Plan, FBC Commissioner's Court on Tuesday, June 14, 2022 at 1:00 p.m.		Public Notice: Public Hearing regarding draft of Consolidated Annual Action Plan	
6	Public Hearing	Non-targeted/broad community	Public Hearing scheduled for FBC Commissioner's Court on Tuesday, June 14, 2022 at 1:00 p.m.			
7	Public Meeting	Non-targeted/broad community	Public Meeting scheduled for June 16, 2022 at 10 a.m.			

**Table 4 – Citizen Participation Outreach**

## Expected Resources

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

#### Introduction

Fort Bend County will receive \$4,633,512 directly from HUD for program year 2022 (September 1, 2022 to August 31, 2023). The majority of these program funds are \$3,322,918 in FY 2022 CDBG Program funds. This amount also includes \$1,046,472 in HOME and \$294,122 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	3,322,918	0	0	3,322,918	3,322,918	CDBG: \$2,271,000 in public facility/improvements; \$421,918 in public services; \$630,000 in program administration.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	1,046,472	0	0	1,046,472	1,046,472	HOME: \$743,825 FBC Housing Rehabilitation Program; \$104,647 in program administration.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	294,122	0	0	294,122	294,122	ESG: \$176,000 for emergency shelter operations and services; \$96,063 available for rapid rehousing, housing prevention and stabilization services; \$22,059 for program administration.

Table 5 - Expected Resources – Priority Table

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

CDBG: Fort Bend County encourages the leveraging/matching of funds for CDBG Program funds. In the proposal review process, Fort Bend County gives proposals with leveraged/matching funds points based on the percentage of matching or leveraged funds to total project costs. Each applicant must describe how matching funds for their proposed project will be provided and provide proof of match funds through letters of commitment. During FY 2022, an estimated \$1,086,852 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 2022 HOME Program funds. The FY 2022 HOME Program funds will be committed to two activities the County's Housing Rehabilitation Program and HAUCDC Single Family Program. Match for County's Housing Rehabilitation Program is provided through Fort Bend County General Revenue Funds. HAUCD is providing \$425,000 in match, \$25,000 from the George Foundation and \$400,000 through Mortgage Revenue Bonds.

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 2022 ESG Program funds have all committed to providing match. During FY 2022, \$294,122 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 Travis Building, 301 Jackson Street, Suite 602, Richmond, Texas. Publicly owned property will be used for the public infrastructure projects in Arcola, Beasley, Kendleton, Orchard, Pleak, Rosenberg, and Riverwood in MUD 19. The Literacy Council uses FBC libraries for some of its tutoring sessions. The FBC Social Services Department is located in the Fort Bend County Rosenberg Annex.

**Discussion**

During FY 2022, Fort Bend County will receive \$4,663,512 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 from 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 suffered another disaster, Hurricane Harvey, caused more severe flooding and widespread damage throughout Texas. At the time of this report, Fort Bend County is processing the buyout properties and the Housing Assistance Program (HAP) homeowners. In addition, the County is continuing the 2017 Hurricane Harvey buyout program and awaiting the completion of the HUD Environmental Review for the Hurricane Harvey Infrastructure Program improvements for Big Creek.

During FY 2020, Fort Bend County was allocated \$2,321,233 in ESG-CV and \$4,584,858 in CDBG-CV Program funds to prevent, prepare for, and respond to the coronavirus pandemic. Fort Bend County expended over a \$1,000,000 in CDBG-CV and ESG-CV Program funds. The County will continue to administer these funds during FY 2022.

## 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: \$743,825	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: \$96,063	Tenant-based rental assistance / Rapid Rehousing: 2 Households Assisted Homelessness Prevention: 2 Persons Assisted
3	Decent Housing (DH) 3.3	2020	2025	Homeless	Fort Bend County Service Area	Homeless Persons and Households	ESG: \$89,000	Homeless Person Overnight Shelter: 20 Persons Assisted
4	Decent Housing (DH) 3.4	2020	2025	Homeless	Fort Bend County Service Area	Homeless Persons and Households	ESG: \$80,000	Homeless Person Overnight Shelter: 20 Persons Assisted
5	Decent Housing (DH) 3.6	2020	2025	Homeless	Fort Bend County Service Area	Homeless Persons and Households	ESG: \$7,000	Homelessness Prevention: 5 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Suitable Living Environment (SLE) 1.3	2020	2025	Non-Housing Community Development	Fort Bend County Service Area	Public Facilities/Improvements	CDBG: \$1,971,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1000 Persons Assisted
7	Suitable Living Environment (SLE) 2.3	2020	2025	Non-Homeless Special Needs	Fort Bend County Service Area	Public Services: Special Needs Illiterate Persons	CDBG: \$60,000	Public service activities other than Low/Moderate Income Housing Benefit: 20 Persons Assisted
8	Suitable Living Environment (SLE) 2.4	2020	2025	Non-Homeless Special Needs	Fort Bend County Service Area	Public Services: Special Needs Disabled	CDBG: \$90,000	Public service activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted
9	Suitable Living Environment (SLE) 2.5	2020	2025	Non-Housing Community Development	Fort Bend County Service Area	Public Services: Special Needs Abused Children	CDBG: \$49,000	Public service activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted
10	Suitable Living Environment (SLE) 2.6	2020	2025	Non-Housing Community Development	Fort Bend County Service Area	Public Services: Special Needs Elderly	CDBG: \$45,000	Public service activities other than Low/Moderate Income Housing Benefit: 20 Persons Assisted
11	Economic Opportunity (EO) 1.1	2020	2025	Non-Homeless Special Needs	Fort Bend County Service Area	Public Services: Special Needs Illiterate Persons	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	Economic Opportunity (EO) 2.3	2020	2025	Non-Housing Community Development	Fort Bend County Service Area	Public Facilities/Improvements	CDBG: \$300,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 300 Persons Assisted
13	Decent Housing (DH) 4.1	2020	2025	Affordable Housing Homeless Non-Homeless Special Needs	Fort Bend County Service Area	Housing: Homebuyers	HOME: \$198,000	Homeowner Housing Added: 2 Household Housing Unit

Table 6 – Goals Summary

### Goal Descriptions

1	Goal Name	Decent Housing (DH) 2.1
	Goal Description	DH 2.1: 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	<b>Goal Name</b>	Decent Housing (DH) 3.4
	<b>Goal Description</b>	DH 3.4 : Provide essential or supportive services to at least fifty <b>(50)</b> homeless persons. (10 persons per year.)
5	<b>Goal Name</b>	Decent Housing (DH) 3.6
	<b>Goal Description</b>	DH 3.6 : Prevent homelessness by providing emergency rent, and utility assistance to at least five <b>(5)</b> persons. (1 person or housing unit per year.)
6	<b>Goal Name</b>	Suitable Living Environment (SLE) 1.3
	<b>Goal Description</b>	SLE 1.3: Water and/or sewer improvements in at least five <b>(5)</b> communities. (500 persons/100 persons per year)
7	<b>Goal Name</b>	Suitable Living Environment (SLE) 2.3
	<b>Goal Description</b>	SLE 2.3: Provide assistance to <b>500</b> illiterate persons. (100 persons per year.)
8	<b>Goal Name</b>	Suitable Living Environment (SLE) 2.4
	<b>Goal Description</b>	SLE 2.4: Provide support or recreational services to fifty <b>(50)</b> handicapped or disabled persons. (10 persons per year.)
9	<b>Goal Name</b>	Suitable Living Environment (SLE) 2.5
	<b>Goal Description</b>	SLE 2.5: Provide services to one-hundred <b>(100)</b> abused and/or neglected children. (20 children per year.)
10	<b>Goal Name</b>	Suitable Living Environment (SLE) 2.6
	<b>Goal Description</b>	SLE 2.6: Provide case management and other related services to twenty-five <b>(25)</b> disabled, incapacitated and/or elderly persons (5 persons per year)

<b>11</b>	<b>Goal Name</b>	Economic Opportunity (EO) 1.1
	<b>Goal Description</b>	ED 1: Objective 1: Providing assistance to extremely-low-, very-low- and low-income individuals.
<b>12</b>	<b>Goal Name</b>	Economic Opportunity (EO) 2.3
	<b>Goal Description</b>	ED 2.3: Construction of new water and/or sewer improvements in at least one ( <b>1</b> ) community. (25 persons/5 persons per year)
<b>13</b>	<b>Goal Name</b>	Decent Housing (DH) 4.1
	<b>Goal Description</b>	Produce twenty ( <b>20</b> ) new units, especially for the special needs populations - elderly, frail elderly, persons with disabilities, persons with alcohol and drug addictions, and persons with AIDS. (4 housing units per year.)

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

Fort Bend County will receive \$3,322,918 FY 2022 Community Development Block Grant (CDBG) Program funds from HUD. The County also will receive \$1,046,472 in HOME Investment Partnerships (HOME) Program funds and \$294,122 in Emergency Solutions Grant (ESG) Program funds directly from the U.S. Department of Housing and Urban Development (HUD) for program year 2022 (September 1, 2022 to August 31, 2023). The projects to be funded in FY 2022 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; \$91,824 for rapid rehousing, housing prevention and stabilization services; \$21,186 for administration.

#### Projects

#	Project Name
1	FY 2022 CDBG: Program Administration
2	FY 2022 CDBG: Beasley Wastewater System Improvements
3	FY 2022 CDBG: Kendleton Water System Improvements
4	FY 2022 CDBG: Orchard Water Line Extension and Improvements
5	FY 2022 CDBG: Pleak Water Line Improvements
6	FY 2022 CDBG: FBC MUD No. 19: Riverwood Lift Station No. 1 Pump Replacement
7	FY 2022 CDBG: Rosenberg Blume Road Sanitary Sewer Improvements Phase 2
8	FY 2022 CDBG: Arc of FBC Social and Recreational Program
9	FY 2022 CDBG: Brazos Bend Guardianship Services: Corporate Guardianship Program
10	FY 2022 CDBG: Catholic Charities: Integrated Case Management for Seniors
11	FY 2022 CDBG: Child Advocates Children's Advocacy Center Operational Support
12	FY 2022 CDBG: FBC Women's Center: Shelter: Operations and Services
13	FY 2022 CDBG: Literacy Council of Fort Bend: Literacy Tutoring
14	FY 2022 CDBG: FBC Social Services Dept: Homeless/Homelessness Prevention Programs
15	FY 2022 HOME: Program Administration
16	FY 2022 HOME: FBC Housing Rehabilitation Program
17	FY 2022 HOME: HAUCDC: Single Family Clay Development

#	Project Name
18	FY 2022 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. The main obstacle to addressing the underserved needs is the lack of funding. Infrastructure and facility costs far exceed the amount of CDBG Program funds available to serve low- and moderate-income communities. The County usually divides infrastructure and facility projects into phases and funds part of these projects on an annual basis. Thus, most of the public improvement projects are multi-year and/or multi-phase projects. Fort Bend County's FYs 2020-2025 Consolidated Plan also identified special needs populations, especially homeless persons and persons at risk of homelessness, as a very high priority. This priority is based on the public service and housing needs of special needs persons in the unincorporated area of the County and the small cities and towns in the County's service area. There are few or no local services available for these populations and the lack of mass transportation services in these areas makes access to services difficult. The continued growth in population has increased development throughout the County. The small cities and towns struggle to maintain existing services and to increase services.

**AP-38 Project Summary**  
**Project Summary Information**

<b>1</b>	<b>Project Name</b>	FY 2022 CDBG: Program Administration
	<b>Target Area</b>	Fort Bend County Service Area
	<b>Goals Supported</b>	Suitable Living Environment (SLE) 1.3 Suitable Living Environment (SLE) 2.3 Suitable Living Environment (SLE) 2.4 Suitable Living Environment (SLE) 2.5 Suitable Living Environment (SLE) 2.6 Economic Opportunity (EO) 1.1 Economic Opportunity (EO) 2.3
	<b>Needs Addressed</b>	Homeless Persons and Households Housing: Renters Housing: Homeowners Housing: Special Needs Housing: Homebuyers Housing: CHDO Public Services: Special Needs Elderly Public Services: Special Needs Abused Children Public Services: Special Needs Illiterate Persons Public Services: Special Needs Disabled Public Facilities/Improvements Economic Development: Illiterate persons Economic Development: Facilities/Improvements National Disaster or Emergency Assistance Planning Public Services: Victims of Domestic Violence
	<b>Funding</b>	CDBG: \$630,000
	<b>Description</b>	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).
	<b>Target Date</b>	8/31/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A

	<b>Location Description</b>	CDBG Program administered by the Fort Bend County Community Development Department, 301 Jackson Street, Suite 602, Richmond, Texas 77469.
	<b>Planned Activities</b>	21A: General Program Administration: Overall program administration, including (but not limited to) salaries, wages, and related costs of grantee staff or other engaged in program management, monitoring, and evaluation. These activities, along with planning activities, are subject to the 20 percent limitation under 24 CFR 570.(g) and 570.489(a)(3).
<b>2</b>	<b>Project Name</b>	FY 2022 CDBG: Beasley Wastewater System Improvements
	<b>Target Area</b>	Fort Bend County Service Area
	<b>Goals Supported</b>	Suitable Living Environment (SLE) 1.3
	<b>Needs Addressed</b>	Public Facilities/Improvements
	<b>Funding</b>	CDBG: \$300,000
	<b>Description</b>	Refurbish the chlorination system and install a new aeration diffuser. Inspection of entire system.
	<b>Target Date</b>	8/31/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The City of Beasley has a total population of 570 persons. According to HUD, 220 persons are low and moderate income and the City is 57.89% low and moderate income.
	<b>Location Description</b>	This project is citywide.
	<b>Planned Activities</b>	03J Water/Sewer Improvements
<b>3</b>	<b>Project Name</b>	FY 2022 CDBG: Kendleton Water System Improvements
	<b>Target Area</b>	Fort Bend County Service Area
	<b>Goals Supported</b>	Suitable Living Environment (SLE) 1.3
	<b>Needs Addressed</b>	Public Facilities/Improvements
	<b>Funding</b>	CDBG: \$275,000
	<b>Description</b>	Install new eight and six inch water lines to increase pressure and flow throughout the city. Install generator at Water Plant 1.
	<b>Target Date</b>	8/31/2023

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This project is community-wide. The City of Kendleton has a total population of 295 persons, 215 persons are low- and moderate-income and the City is 72.88 percent low- and moderate-income
	<b>Location Description</b>	Project will be located in the City of Kendleton. Water line along Charlie Roberts Lane and installation of 40kw to 60KW generator at Water Plant No. 1
	<b>Planned Activities</b>	03J Water/Sewer Improvements
4	<b>Project Name</b>	FY 2022 CDBG: Orchard Water Line Extension and Improvements
	<b>Target Area</b>	Fort Bend County Service Area
	<b>Goals Supported</b>	Suitable Living Environment (SLE) 1.3
	<b>Needs Addressed</b>	Public Facilities/Improvements
	<b>Funding</b>	CDBG: \$346,000
	<b>Description</b>	Installation of 1,600 feet of eight inch water line that will loop city
	<b>Target Date</b>	8/31/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The City of Orchard total population is 320 persons and 250 persons are low- and moderate-income and the City of Orchard is 78.13 percent low- and moderate-income.
	<b>Location Description</b>	This project is citywide.
	<b>Planned Activities</b>	03J Water and Sewer Improvements
5	<b>Project Name</b>	FY 2022 CDBG: Pleak Water Line Improvements
	<b>Target Area</b>	Fort Bend County Service Area
	<b>Goals Supported</b>	Economic Opportunity (EO) 2.3
	<b>Needs Addressed</b>	Public Facilities/Improvements
	<b>Funding</b>	CDBG: \$300,000
	<b>Description</b>	Construction of new water lines in the Village of Pleak.
	<b>Target Date</b>	12/31/2023

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	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
	<b>Location Description</b>	This project is community-wide. The water lines will be constructed along FB 2218 and State Highway 6 in the public right-of-way
	<b>Planned Activities</b>	03J Water and Sewer Improvements
6	<b>Project Name</b>	FY 2022 CDBG: FBC MUD No. 19: Riverwood Lift Station No. 1 Pump Replacement
	<b>Target Area</b>	Fort Bend County Service Area
	<b>Goals Supported</b>	Suitable Living Environment (SLE) 1.3
	<b>Needs Addressed</b>	Public Facilities/Improvements
	<b>Funding</b>	CDBG: \$450,000
	<b>Description</b>	Lift Station No. 1 Pump Replacement
	<b>Target Date</b>	12/31/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	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.
	<b>Location Description</b>	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.
	<b>Planned Activities</b>	o3J Water and Sewer Improvements
7	<b>Project Name</b>	FY 2022 CDBG: Rosenberg Blume Rd Sanitary Sewer Improvements Phase 2
	<b>Target Area</b>	Fort Bend County Service Area
	<b>Goals Supported</b>	Suitable Living Environment (SLE) 1.3
	<b>Needs Addressed</b>	Public Facilities/Improvements
	<b>Funding</b>	CDBG: \$600,000
	<b>Description</b>	Sanitary Sewer Improvements Phase 2
	<b>Target Date</b>	12/31/2023

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The project is located in 2010 Census Tract 6753, Block Group 4. The total population of this census tract block is 2,100 persons and 1,220 persons are low and moderate income. The block group is 60.70% low and moderate income.
	<b>Location Description</b>	The sewer line improvements will be on Praire, Mebane, Vera Cruz, Matamoros, Jefferson, and Washington Streets in the City of Rosenberg.
	<b>Planned Activities</b>	O3J Water and Sewer Improvements.
<b>8</b>	<b>Project Name</b>	FY 2022 CDBG: Arc of FBC Social and Recreational Program
	<b>Target Area</b>	Fort Bend County Service Area
	<b>Goals Supported</b>	Suitable Living Environment (SLE) 2.4
	<b>Needs Addressed</b>	Public Services: Special Needs Disabled
	<b>Funding</b>	CDBG: \$40,000
	<b>Description</b>	Provide social and recreational activities for sixty (60) disabled adults.
	<b>Target Date</b>	12/31/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Arc Social and Recreational Program will provide social and recreational activities to sixty adults.
	<b>Location Description</b>	This program is countywide. The Arc of Fort Bend County, 123 Brooks Street, Sugar Land, Texas 77478
	<b>Planned Activities</b>	
<b>9</b>	<b>Project Name</b>	FY 2022 CDBG: Brazos Bend Guardianship Services: Corporate Guardianship Program
	<b>Target Area</b>	Fort Bend County Service Area
	<b>Goals Supported</b>	Suitable Living Environment (SLE) 2.4 Suitable Living Environment (SLE) 2.6
	<b>Needs Addressed</b>	Public Services: Special Needs Disabled
	<b>Funding</b>	CDBG: \$50,000
	<b>Description</b>	Provide guardianship services for eighteen (18) disabled adults.
	<b>Target Date</b>	12/31/2023

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Brazos Bend Guardianship Services will provide assistance to eighteen (18) disabled adults
	<b>Location Description</b>	This program is countywide. Brazos Bend Guardianship Services, 830 3rd Street, #209, Rosenberg, Texas 77471
	<b>Planned Activities</b>	05B Services for Persons with Disabilities. Guardianship services for 18 disabled and/or incapacitated adults
10	<b>Project Name</b>	FY 2022 CDBG: Catholic Charities: Integrated Case Management for Seniors
	<b>Target Area</b>	Fort Bend County Service Area
	<b>Goals Supported</b>	Suitable Living Environment (SLE) 2.6
	<b>Needs Addressed</b>	Public Services: Special Needs Elderly
	<b>Funding</b>	CDBG: \$45,000
	<b>Description</b>	Case Management Services for twenty (20) seniors.
	<b>Target Date</b>	12/31/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Catholic Charities will provide services to twenty (20) senior persons
	<b>Location Description</b>	This project is countywide. Catholic Charities, 1111 Collins Road, Richmond, Texas 77469
	<b>Planned Activities</b>	05A Senior Services: Case Management to twenty (20) low-income senior citizens.
11	<b>Project Name</b>	FY 2022 CDBG: Child Advocates Children's Advocacy Center Operational Support
	<b>Target Area</b>	Fort Bend County Service Area
	<b>Goals Supported</b>	Suitable Living Environment (SLE) 2.5
	<b>Needs Addressed</b>	Public Services: Special Needs Abused Children
	<b>Funding</b>	CDBG: \$49,000
	<b>Description</b>	Provide salaries for staff of Children's Advocacy Center to provide services to 800 abused and neglected children

	<b>Target Date</b>	12/31/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Child Advocates will provide services to 800 abused children
	<b>Location Description</b>	This program is countywide. Child Advocates of Fort Bend, 5403 Avenue N, Rosenberg, Texas 77471
	<b>Planned Activities</b>	05N Abused and Neglected Children Services: Provide services to 800 neglected and abused children.
12	<b>Project Name</b>	FY 2022 CDBG: FBC Women's Center: Shelter: Operations and Services
	<b>Target Area</b>	Fort Bend County Service Area
	<b>Goals Supported</b>	Decent Housing (DH) 3.3
	<b>Needs Addressed</b>	Homeless Persons and Households Public Services: Victims of Domestic Violence
	<b>Funding</b>	CDBG: \$65,000
	<b>Description</b>	Shelter Services and Operating Costs for domestic violence shelter
	<b>Target Date</b>	12/31/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Provide shelter and service to 50 homeless persons, victims of domestic abuse
	<b>Location Description</b>	This program is county-wide. The Fort Bend Women's Center is a domestic violence shelter. The location is confidential
	<b>Planned Activities</b>	03T Homeless/AIDS Patients Program (subject to 15% public service cap) 05G Services for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking. Operating and service costs for fifty (50) persons
13	<b>Project Name</b>	FY 2022 CDBG: Literacy Council of Fort Bend: Literacy Tutoring
	<b>Target Area</b>	Fort Bend County Service Area
	<b>Goals Supported</b>	Suitable Living Environment (SLE) 2.3
	<b>Needs Addressed</b>	Public Services: Special Needs Illiterate Persons
	<b>Funding</b>	CDBG: \$60,000

	<b>Description</b>	Provide literacy tutoring for 250 illiterate persons
	<b>Target Date</b>	12/31/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Program will provide assistance to 250 illiterate persons
	<b>Location Description</b>	This program is countywide. Literacy Volunteers, 12530 Emily Court, Sugar Land, Texas 77478
	<b>Planned Activities</b>	05H: Employment Training: Assistance to increase self-sufficiency, including literacy
14	<b>Project Name</b>	FY 2022 CDBG: FBC Social Services Dept: Homeless/Homelessness Prevention Programs
	<b>Target Area</b>	Fort Bend County Service Area
	<b>Goals Supported</b>	Decent Housing (DH) 3.2 Decent Housing (DH) 3.4 Decent Housing (DH) 3.6
	<b>Needs Addressed</b>	Homeless Persons and Households
	<b>Funding</b>	CDBG: \$112,918
	<b>Description</b>	Provide salaries for staff to provide services to homeless persons and persons at-risk of homelessness.
	<b>Target Date</b>	12/31/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This program will provide assistance to 10 homeless persons or persons at risk of becoming homeless.
	<b>Location Description</b>	This program is countywide. The Fort Bend County Social Services Department is located at 4520 Reading Road, Suite A-900, Rosenberg, Texas 77471.
	<b>Planned Activities</b>	O3T Homeless/AIDS Patients Programs (subject to 15% public service cap)
15	<b>Project Name</b>	FY 2022 HOME: Program Administration
	<b>Target Area</b>	Fort Bend County Service Area
	<b>Goals Supported</b>	Decent Housing (DH) 2.1

	<b>Needs Addressed</b>	Housing: Homeowners
	<b>Funding</b>	HOME: \$104,647
	<b>Description</b>	General Administration of the HOME Program
	<b>Target Date</b>	12/31/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	n/a
	<b>Location Description</b>	The HOME Program is administered from the offices of the Fort Bend County Community Development Department, 301 Jackson Street, Suite 602, Richmond, Texas 77469.
	<b>Planned Activities</b>	HOME Program Administration: Overall Program Administration, including (but not limited to) salaries, wages, and related costs of grantee staff or others engaged in program management, monitoring, and evaluation.
<b>16</b>	<b>Project Name</b>	FY 2022 HOME: FBC Housing Rehabilitation Program
	<b>Target Area</b>	Fort Bend County Service Area
	<b>Goals Supported</b>	Decent Housing (DH) 2.1
	<b>Needs Addressed</b>	Housing: Homeowners
	<b>Funding</b>	CDBG: \$746,825
	<b>Description</b>	Provide housing rehabilitation assistance to low income homeowners
	<b>Target Date</b>	12/31/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Provide assistance to ten homeowners
	<b>Location Description</b>	This program is countywide. The program is administered from the offices of the Fort Bend County Community Development Department, 301 Jackson Street, Suite 602, Richmond, Texas 77469.
	<b>Planned Activities</b>	14A: Rehabilitation: Single-Unit Residential
<b>17</b>	<b>Project Name</b>	FY 2022 HOME: HAUCDC: Single Family Clay Development
	<b>Target Area</b>	Fort Bend County Service Area
	<b>Goals Supported</b>	Decent Housing (DH) 4.1

	<b>Needs Addressed</b>	Housing: Homebuyers
	<b>Funding</b>	HOME: \$198,000
	<b>Description</b>	Construction of two Single Family Homes.
	<b>Target Date</b>	12/31/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Two low or very low income households.
	<b>Location Description</b>	This program is countywide.
	<b>Planned Activities</b>	New Construction of Housing for low-income persons.
18	<b>Project Name</b>	FY 2022 ESG: Program Admin. Shelter, Rapid ReHousing, Homelessness Prevention & Services
	<b>Target Area</b>	Fort Bend County Service Area
	<b>Goals Supported</b>	Decent Housing (DH) 3.2 Decent Housing (DH) 3.3 Decent Housing (DH) 3.4 Decent Housing (DH) 3.6
	<b>Needs Addressed</b>	Homeless Persons and Households
	<b>Funding</b>	ESG: \$294,122
	<b>Description</b>	Emergency Solutions Grant (ESG) Program: Program Administration, \$22,059; Parks Youth Ranch Emergency Shelter, \$80,000; FBC Women's Center, \$89,000, FBC Social Services Dept \$96,000 (\$7,000 for emergency shelter assistance and \$89,000 for Rapid ReHousing, Homelessness Prevention and Stabilization Services.
	<b>Target Date</b>	8/31/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Parks Youth Ranch will provide assistance to 100 persons. The FBC Women's Center will provide assistance to 50 persons. The FBC Social Services Department will provide assistance to 10 persons.
	<b>Location Description</b>	The FBCWC is a domestic violence shelter the location is confidential. The Parks Youth Ranch is located in Fairchilds, Texas. The Fort Bend County Social Services Department is located at 4520 Reading Road, Suite A-900, Rosenberg, Texas 77471.

	<b>Planned Activities</b>	O3T Homeless/AIDS Patients Program (subject to 15% public service cap) O5S Rental Housing Subsidies O5T Security Deposits
--	---------------------------	---

## 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.

Beasley: 57.89% low and moderate income and 49.00% white alone

Kendleton: 72.88% low and moderate income 2.8% white alone

Orchard 78.13% low and moderate income 62.4% white alone

Pleak 64.33% low and moderate income 36.6% white alone

Rosenberg: 56.66% low and moderate income 21.7% white alone

Riverwood\*: 47.07% low and moderate income 41.94% white alone

(\*This project qualifies under the exception criteria.)

Source: 2019 ACS, 5-year estimates and 2010 Census, P6.

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

### Geographic Distribution

Target Area	Percentage of Funds
Fort Bend County Service Area	100

Table 8 - Geographic Distribution

### Rationale for the priorities for allocating investments geographically

Fort Bend County does not allocate investments geographically. The CDBG Program requires that infrastructure improvement activities have a service area that is at least 51% low-and moderate-income, according to HUD data. All the FY 2022 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 2022, Fort Bend County will provide CDBG assistance to six cities and one MUD for water/sewer projects. The County also will provide CDBG assistance to seven public service programs.

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

# 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	10
Non-Homeless	8
Special-Needs	0
Total	18

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	10
The Production of New Units	0
Rehab of Existing Units	8
Acquisition of Existing Units	0
Total	18

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

### Discussion

Table 9: The total in Table 9 includes the 10 households provided Rapid ReHousing rental assistance during FY 2022 and the eight (8) 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 is zero since any special needs persons provided assistance would be rental assistance or housing rehabilitation clients. Table 10: The total in table 10 includes the eight (8) homeowners provided assistance through the County Housing Rehabilitation Program or the GLO and the ten (10) households provided ESG Rapid ReHousing and/or Homelessness Prevention 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**

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

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.

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

Not applicable.

### **Discussion**

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.

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

### **Introduction**

During FY 2022, 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 2022, 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 Fort Bend County Social Services. In addition, the County will continue to administer the CDBG-CV and ESG-CV Programs. The CDBG-CV Program is providing six months of rental assistance to persons and households behind in their rent and facing eviction. The ESG-CV Program funds are being used to prevent, prepare for, or respond to coronavirus. The ESG-CV 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 FBC Social Services Department will administer some of the ESG-CV Program funds During FY 2022, Fort Bend County will continue to participate in CoC Coordinated Access Process during FY 2022.

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The County will address emergency shelter housing needs by providing FY 2022 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. The administration of ESG-CV Program funds will continue during FY 2022.

The Fort Bend County Social Services Department (Project ?) will administer a small amount of ESG program funds for hotel/motel vouchers.

**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 ESG Program funds. These project activities address goals DH 3.2, DH 3.6 and DH 4.2. 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 FBC Social Services Department (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 2022, the County will fund homeless prevention and rapid rehousing with ESG Program funds. The FBC Social Services Department 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 implement the coordinated access system 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 2022, Fort Bend County will fund several public service programs that address limited clientele, presumed benefit activities for persons with special needs. These projects include Project No. 8: the ARC; Project No. 9: Brazos Bend Guardianship; Project No.10: Catholic Charities; Project No.11: FBC Child Advocates; Project No. 12: FBC Women’s Center; and Project No.13: Literacy Volunteers. All

these public service projects provide assistance to vulnerable special needs populations to prevent these low-income persons and their families from becoming homeless. Project 14: The Fort Bend County Social Services will provide assistance to homeless persons families and persons and families at-risk of homelessness.

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

### **Introduction:**

In its FY 2020-2025 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 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. In addition, the County has encountered difficulty in finding safe and affordable rental housing units for the Rapid ReHousing, Homelessness Prevention and CoC project clients. Many landlords do not want clients with government rent assistance. Landlords and property managers have implemented application fees and minimum income requirements that many low-income clients cannot meet. As a result, low-income clients can be denied housing. Application and/or other fees are not eligible federal program costs.

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

Six of the infrastructure projects the County will assist during FY 2022 are water and sewer projects. The projects include Project 2: Beasley Water Line Improvement Project, Project 3: Kendleton Sanitary Sewer Generators; Project 5: Orchard Water Line Improvements; Project 6: Village of Pleak Water Line Improvements;; Project 7: City of Rosenberg, Sanitary Sewer Improvements; and Project 8: FBC MUD No. 19 Drainage Improvements. The flooding disasters of 2015, 2016 and 2017 have severely impacted the supply of affordable housing in the Houston Metropolitan Area. There is a critical shortage of affordable rental and homeowner properties in Fort Bend County. As stated in the introduction, the County has encountered difficulty in finding safe and affordable rental housing units for the Rapid ReHousing, Homelessness Prevention and CoC project clients. Many landlords do not want clients with government rent assistance. This has led to application fees and minimum income requirements that many low-income clients cannot meet. These fees are not eligible federal program costs. This problem and/or barrier has now expanded to include persons and families displaced by the flooding disaster of 2015, 2016, and 2017. Unfortunately, the State of Texas allows landlords to deny housing to persons and families with government assistance. As a result, the providers of government housing assistance have to expend a great deal of staff time in cultivating relationships with landlords in the hopes of accessing rental housing in good condition for recipients of government housing assistance of any kind. Currently, it takes more than 60 days to find rental housing for clients with government assistance.

Fort Bend County is using American Rescue Act program funds to fund the construction of new water treatment plants for the City of Beasley, the City of Kendleton and the Village of Pleak. The County will use CDBG Program funds to improve existing water lines in Beasley and to construct new water lines in

the Village of Pleak.

**Discussion:**

Texas county government structure is expressly listed in the Texas Constitution, which makes counties functional agents of the state. Counties are limited in their actions to areas of responsibility specifically spelled out in laws passed by the Legislature. Texas counties have no land use controls, zoning, or building codes in the unincorporated areas. The County has some subdivision control. Unfortunately, tax policies affecting land are limited, also. There are independent taxing districts that administer services in the unincorporated area of the County including MUDs, levee districts, and emergency services districts. These districts have their own board of directors and are not part of County government. One of the other major barriers to affordable housing especially in the unincorporated areas of the County are contracts for deed used for the purchase of land and housing. These contracts are legal with conditions within the State of Texas; however, they do not convey ownership until the last payment is made. As a result, the residents of these properties are not eligible for HUD Program housing assistance. Unfortunately, many low- and moderate-income persons are paying on property, homes and/or mobile homes that they do not legally own through contracts for deed.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

During FY 2022, 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**

The CDBG regulation requires that program funds spent on public services be restricted to new services or quantifiable increases in services above the levels previously funded. During the County's evaluation process, funds are not awarded to public service activities if they do not increase the level of service or maintain the level of service previously funded with federal funds for County residents. The implementation of the Emergency Solutions Grant (ESG) Programs requires consultation with the Continuum of Care (CoC) in the determination of how to allocate ESG funds for eligible activities, updating written guidelines and performance standards for activities funded under ESG, and updating funding, policies and procedures for the operation and administration of the HMIS. Discussions with representatives of the Coalition for the Homeless Houston/Harris County, the City of Houston, City of Pasadena, and Harris County resulted in the targeting of specific groups for Rapid Re-housing assistance. These groups include victims of domestic violence, persons who may be eligible for SSI/SSDI and families with children. In the past, the Harris County representative stated that the Harris County Judge wanted persons being released from jail and/or prison to be targeted for the Rapid Re-Housing assistance program as well. Fort Bend County's underserved persons include youth aging out of foster care, persons with disabilities, victims of domestic violence and families with children. For FY 2022 the CoC is emphasizing families with children, homeless youth and the chronically homeless including ex-offenders. Fort Bend County is emphasizing families with children involved in the criminal justice and/or foster care system, families with a member with a mental illness or other disabilities. The County has only two emergency shelters the Fort Bend County Women's Center and the Parks Youth Ranch. The FBC Women's Center provides assistance to victims of domestic abuse and the Parks Youth Ranch provides assistance to unaccompanied youth. These two shelter populations represent the majority of underserved populations that the County will serve with ESG assistance during FY 2022. During FY 2022, Fort Bend County is allocating a large portion of the CDBG Program allocation to water and sewer improvements in five communities. Most of these projects are multi-year projects to provide water and sewer service improvements to older underserved communities.

### **Actions planned to foster and maintain affordable housing**

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

proposals and applications for HOME Program funds and other sources of housing funds. One of the overall goals of the community planning and development programs covered by the consolidated plan are to develop viable communities by providing decent housing. The County's priority under this goal is increasing the supply of affordable housing to extremely low-income, low-income, and moderate-income households. The first objective under this priority is to provide assistance to increase the availability of standard quality housing to extremely low-income, very low-income, and low-income families. Accordingly, the County's five-year objectives include providing down payment and closing costs assistance, rental assistance, and assisting neighborhood groups to become CHDOs. The second objective under this priority is to provide housing rehabilitation to extremely low-income, low-income, and moderate-income owner-occupied households. The County's five-year objectives include providing owner-occupied rehabilitation assistance, owner-occupied housing rehabilitation housing repairs, water and sewer connections, and demolition and reconstruction assistance. The County will use HOME Program funds for the County's Housing Rehabilitation Program (Project 17). This program will address goals DH 2.1 and DH 4.3.

The County has established an interagency committee to address homeless and affordable housing issues. This committee is in the process of developing priorities.

### **Actions planned to reduce lead-based paint hazards**

In this section, the jurisdiction must describe the actions it plans to take during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families. During FY 2022, the County will continue to comply with HUD's lead-based paint regulation and keep abreast of any changes proposed regarding lead-based paint. The County will continue to contract with a certified contractor to perform lead assessments on properties built before 1978 that may contain lead-based paint for the County's Housing Rehabilitation Program (Project 16). The County also will conduct lead based paint inspections of properties provided assistance through the CoC and ESG Rapid Re-Housing and Homeless Prevention program activities. In addition, the County will continue to provide educational material regarding lead-based paint hazards and to use CDBG, HOME and ESG Program funds to evaluate and reduce lead-based paint hazards in homes and facilities.

### **Actions planned to reduce the number of poverty-level families**

In this section the jurisdiction must describe the actions it plans to take during the next year to reduce the number of poverty level families (as defined by the Office of Management and Budget and revised annually), taking into consideration factors over which the jurisdiction has control. Fort Bend County has very little control over the factors that affect the number of poverty level families within its jurisdiction. The County is a rapidly growing community and, as a result, the number of poverty-level

families is increasing as the overall population of the County continues to grow. The COVID pandemic has created serious economic problems for many low-income persons in the County. During FY 2022, the County may use the ESG Homeless Prevention to provide assistance to households with income below 30% of MFI. In addition, the County will encourage existing networks of social service providers to expand their efforts to coordinate referrals and services to address the needs of poverty-level families. The County also will encourage local social service providers, like Catholic Charities, to establish and expand case management systems for poverty-level families. The main programmatic action by the County to reduce the number of poverty-level families is the continued funding of the Literacy Council FBC Literacy Tutoring program (Project 13). This program improves the literacy of adults throughout the County. In addition, the County will continue to emphasize the need to serve individuals and families with incomes below thirty (30) percent of MFI. Unfortunately, the majority of individuals and families in this income category have incomes below the poverty level.

### **Actions planned to develop institutional structure**

During FY 2022, the County will continue to work with the service providers implementing the ESG Rapid Re-housing and Homeless Prevention assistance to increase their capacity to provide services to program participants. In addition, the County also will work with Coalition for the Homeless Houston/Harris County to continue to implement the centralized and/or coordinated assessment system required by the ESG Program regulation and improve participation in the HMIS by County service providers. During FY 2022, Fort Bend County also will continue to administer CDBG-DR program funds related to the flooding disasters of 2016 and 2017. Many of the local non-profits are providing services to victims of flooding and are realizing the need for providing housing assistance to the households that sustained damage to their housing. The County is and will continue to provide information to these groups regarding the availability of CDBG-DR assistance for their clients. The County will work with the Coalition for the Homeless and the CoC to build the capacity of local non-profits that provide services to the homeless and low-income persons at risk of becoming homeless. Specifically, the County will continue to work with Carrie Rai, the Director of Strategic Planning for 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.

The County has established an interagency committee to address homeless and affordable housing issues. This committee is in the process of developing priorities.

### **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. The Community Development Department staff participates in the Fort Bend Connect, a network of service organizations that meet to share information and resources that benefit the citizens of Fort Bend County. The alliance is a United Way network of educational, religious, governmental law enforcement, and human service organizations throughout the County. The Community Development Department Director continues to serve as an ex-officio member of the Board of Directors of the Fort Bend County Housing Finance Corporation. The Fort Bend County Social Services Director serves on the Houston Area Emergency Shelter and Food Program (ESFP) Coordinating Board and the Coalition for the Homeless Coordinating Council. During FY 2022, the County will continue to work with Coalition for the Homeless Houston/Harris County to implement the centralized and/or coordinated assessment system required by the ESG Program regulation and improve participation in the HMIS by County service providers. The implementation of the coordinated system will require increased coordination between local governments, the Coalition and eventually all homeless service providers.

**Discussion:**

Fort Bend County continues to take several actions to implement the goals and objectives listed in the five year Consolidated Action Plan. The population of the County continues to increase rapidly. This makes progress difficult to measure since the needs and the demand for services continues to increase. The flooding disasters of 2016 and 2017 caused many of the local non-profits that are providing social services to the victims of flooding to realize the need for providing housing assistance to the households that sustained damage to their housing. The County will continue to provide information to these groups regarding training and funding opportunities. During FY 2020, the COVID pandemic made the delivery of services difficult especially to vulnerable populations. Local service providers changed and adapted the delivery of services to provide some assistance to their clients during the increased isolation caused by the pandemic. During FY 2022, service providers will increase services to their clients as the pandemic continues.

## Program Specific Requirements

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

#### Introduction:

During FY 2022, Fort Bend County expects to receive \$4,633,512 from HUD. CDBG Program funds are the largest part of this funding, \$3,322,918.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

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

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

#### 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 beyond those identified in Section 92.205.

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 2022.

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

The County will fund the new construction of housing. This activity will include homebuyer activities with HOME Program funds for FY 2022. The resale/recapture guidelines are included the attachments.

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

The County will not fund any multifamily housing with HOME Program funds during FY 2022.

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

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

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

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The Continuum of Care is in the process of expanding the coordinated assessment system that meets HUD requirements. The current coordinated access system includes a standardized intake/application form on the HMIS system. The Continuum is in the process of reviewing the HMIS

data entered by subrecipients and increasing the 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 2022 Fort Bend County Consolidated Annual Action Plan began in March of 2022. On March 14, 2022, a public notice regarding the availability of the FY 2022 RFPs and the dates of the public meetings were published in a local newspaper. The FY 2022 CDBG, ESG and HOME Request for Proposals (RFPs) were emailed and mailed out on March 15, 2022.

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 emails and mails out notices of meetings, workshops, and conferences that provide information and training on various issues.

Public meetings were held on February 24, March 24, and June 16 for the public, local governments, and non-profits interested. A public hearing was held on June 14, 2022 at Fort Bend County Commissioners Court.

The deadline for the submission of RFPs was 12:00 p.m. on Friday, April 8, 2022. The County received five (5) proposals from organizations totaling \$578,674.19

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

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 funding decision regarding ESG projects is made by the Fort Bend County Commissioner's Court, the elected governing body of the County. Fort Bend County requires that every applicant for ESG complete a Homeless Participation Plan Form. This form certifies that at least one homeless individual or formerly homeless individual serves on the subrecipient's board of directors, and/or that at least one homeless individual or formerly homeless individual participates in the

subrecipient's formal review process and/or grievance process in terminating assistance for a program participant. (See 24 CFR 576.402(2)).

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, the City of Pasadena and Fort Bend County. During FY 2022, the County will continue to fund Rapid Rehousing, Homelessness Prevention, and Housing Stabilization Services with previous year's ESG Program funds.

The need for assistance by homeless persons and persons at risk of homeless is increasing. The pandemic increased the demand for homelessness prevention due to the loss of income and COVID illnesses and death. In addition, the cost of both rental and owner housing has increased. Fort Bend non-profits and local governments are struggling to provide assistance.

## **TABLE OF CONTENTS**

SF 424s and Certifications

- APPENDIX A: SUMMARY OF CITIZENS 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 E: HOME PROGRAM HOMEBUYER RECAPTURE GUIDELINES

**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-22-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:

MJG8N8EPN2L3

**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

\* b. Program/Project

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

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="3,322,918.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="3,322,918.00"/>

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

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

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

Yes  No

If "Yes", provide explanation and attach

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

\*\* I AGREE

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

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

## ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

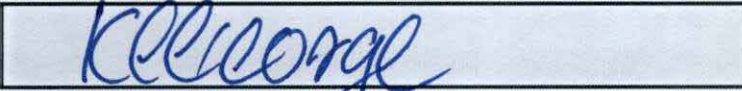
**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE County Judge
APPLICANT ORGANIZATION Fort Bend County, Texas	DATE SUBMITTED 07/05/2022

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 02/28/2025

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.


**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	County Judge
APPLICANT ORGANIZATION	DATE SUBMITTED
Fort Bend County, Texas	07/05/2022

**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:

M22-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:

MJG8N8EPN2L3

**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:  
[Empty field]

Type of Applicant 3: Select Applicant Type:  
[Empty field]

\* Other (specify):  
[Empty field]

**\* 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:**

[Empty field]

\* Title:  
[Large empty text area]

**13. Competition Identification Number:**

[Empty field]

Title:  
[Large empty text area]

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

[Empty field]

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

HOME Investment Partnership Grant Program

Attach supporting documents as specified in agency instructions.

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

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

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="1,046,472.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="1,046,472.00"/>

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

- a. This application was made available to the State under the Executive Order 12372 Process for review on  .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

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

Yes  No

If "Yes", provide explanation and attach

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

\*\* I AGREE

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

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:

Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

### ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

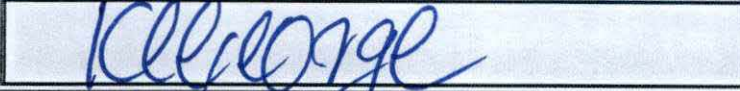
**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE County Judge
APPLICANT ORGANIZATION Fort Bend County, Texas	DATE SUBMITTED 07/05/2022

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 02/28/2025

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.


**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	County Judge
APPLICANT ORGANIZATION	DATE SUBMITTED
Fort Bend County, Texas	07/05/2022

**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:

E-22-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:

MJG8N8EPN2L3

**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:

Emergency Solutions 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:**

Emergency Solutions 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

\* b. Program/Project

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

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="294,122.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="294,122.00"/>

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

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

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

Yes  No

If "Yes", provide explanation and attach

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

\*\* I AGREE

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

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

### ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

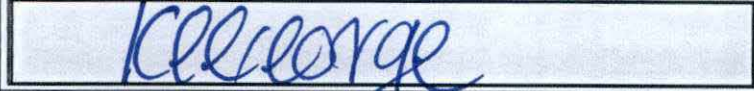
**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE County Judge
APPLICANT ORGANIZATION Fort Bend County, Texas	DATE SUBMITTED 07/05/2022

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 02/28/2025

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.


**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant:, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	County Judge
APPLICANT ORGANIZATION	DATE SUBMITTED
Fort Bend County, Texas	07/05/2022

## 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.

**Uniform Relocation Act and 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, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

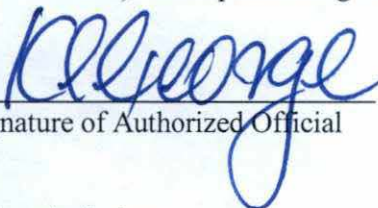
**Anti-Lobbying** --To the best of the jurisdiction's knowledge and belief:

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 Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 75.

  
\_\_\_\_\_  
Signature of Authorized Official

7/5/2022  
Date

\_\_\_\_\_  
County Judge  
Title

## Specific Community Development Block Grant 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 plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

**Following a Plan** -- It is following a current consolidated plan 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 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 CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having 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 (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2022 [a period specified by the grantee 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.

In addition, 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 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 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 of Authorized Official

7/5/2022  
Date

County Judge  
Title

**OPTIONAL Community Development Block Grant Certification**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having 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 to meet such needs.

  
\_\_\_\_\_  
Signature of Authorized Official

7/5/2022  
Date

County Judge  
Title

**Specific HOME Certifications**

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

**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.

**Subsidy layering** -- 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 of Authorized Official

7/5/2022  
Date

County Judge  
Title

## **Emergency Solutions Grants Certifications**

The Emergency Solutions Grants Program recipient certifies that:

**Major rehabilitation/conversion/renovation** – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient 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 recipient 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 recipient 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 recipient 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 recipient 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 recipient 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 these individuals.

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

**Confidentiality** – The recipient 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 recipient 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 recipient undertakes with assistance under ESG are consistent with its consolidated plan.

**Discharge Policy** – The recipient 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 of Authorized Official

7/5/2022  
Date

County Judge  
\_\_\_\_\_  
Title

## **APPENDIX TO CERTIFICATIONS**

### **INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:**

#### **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 such failure.

**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 three public meetings. The dates of the public notices and meetings are listed below.

First Public Notice	February 20, 2022
First Public Meeting/ Needs Assessment (Travis Building, 6th Floor Meeting Room, 10:00 a.m.)	Thursday, February 24, 2022
Second Public Meeting/ Proposer's Conference (Travis Building, 6th Floor Meeting Room, 10:00 a.m.)	Thursday, March 24, 2022
Second Public Notice	Tuesday, May 31, 2022
Beginning of Thirty-Day Comment Period	Wednesday, June 1, 2022
Public Notice Public Hearing	June 8, 2022
Public Hearing	Tuesday, June 14, 2022
Public Meeting (Travis Building, 6th Floor Meeting Room, 2:00 p.m.)	Thursday, June 16, 2022
End of Thirty-Day Comment Period	Thursday, June 30, 2022
Commissioner's Court Approval	Tuesday, July 5, 2022
Plan submitted to HUD	Friday, July 8, 2022
<b>Plan due to HUD</b>	<b>Monday, July 18, 2022</b>

The thirty-day public comment for the draft Consolidated Annual Action Plan began on June 1, 2022 and ended on June 30, 2022. No written comments have been received during the comment period. The FY 2022 Fort Bend County Consolidated Annual Action Plan is scheduled to be approved by Fort Bend County Commissioners Court on Tuesday, July 5, 2022.

**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.

Any comments received during the June 14, 2022 public hearing are include below.

**FORT BEND COUNTY  
COMMUNITY DEVELOPMENT DEPARTMENT  
FY 2022 CONSOLIDATED ANNUAL ACTION PLAN  
NOTICE OF PUBLIC MEETING**

To build and strengthen new partnerships with State and local governments and the private sector, the U.S. Department of Housing and Urban Development (HUD) requires a single consolidated submission for the planning and application aspects of the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnerships (HOME), and Housing Opportunities for Persons with AIDS (HOPWA) Programs. Fort Bend County is in the process of developing its FY 2022 Consolidated Annual Action Plan.

Public meetings will be held on Thursday, February 24, 2022 and Thursday, March 24, 2022, at 10:00 a.m., at the William B. Travis Building, 301 Jackson St., 6th Floor Meeting Room, Richmond, Texas to receive comments from the public regarding the housing and community development needs of low- and moderate-income persons, such as homeless individuals and families; persons with special needs (the elderly, frail elderly, severely mentally ill, developmentally disabled, physically disabled, persons with alcohol/other drug addictions, and persons with HIV/AIDS); the housing needs of renters and owners; community needs, such as anti-crime, economic development, infrastructure, planning and administration, public facilities, public services, senior programs, youth programs; and other nonhousing community development needs. The public is encouraged to attend and to submit comments to Carol Borrego, Community Development Director, 301 Jackson St., Suite 602, Richmond, Texas 77469. Comments will be incorporated into the draft FY 2022 Consolidated Annual Action Plan, as appropriate.

The Fort Bend County CDBG, HOME, and ESG Request for Proposals (RFP's) will be available on Friday, February 25, 2022. A public meeting/information session for CDBG, HOME, and ESG Program applicants will be held on Thursday, March 24, 2022, at 10:00 a.m. at the William B. Travis Building 301 Jackson St., 6th Floor Meeting Room, Richmond, Texas. Questions from applicants will be answered at this meeting. Proposals must be submitted by 12:00 p.m. Friday, April 8, 2022. For more information, please call Carol Borrego at (281) 341-4410.

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

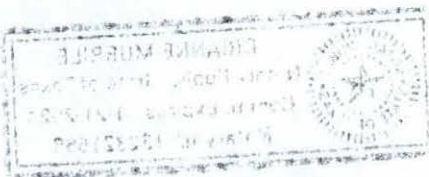
**FORT BEND COUNTY  
COMMUNITY DEVELOPMENT DEPARTMENT  
FY 2022 CONSOLIDATED ANNUAL ACTION PLAN  
NOTICE OF PUBLIC MEETING**

To build and strengthen new partnerships with State and local governments and the private sector, the U.S. Department of Housing and Urban Development (HUD) requires a single consolidated submission for the planning and application aspects of the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnerships (HOME), and Housing Opportunities for Persons with AIDS (HOPWA) Programs. Fort Bend County is in the process of developing its FY 2022 Consolidated Annual Action Plan.

Public meetings will be held on Thursday, February 24, 2022 and Thursday, March 24, 2022, at 10:00 a.m., at the William B. Travis Building, 301 Jackson St., 6th Floor Meeting Room, Richmond, Texas to receive comments from the public regarding the housing and community development needs of low- and moderate-income persons, such as homeless individuals and families; persons with special needs (the elderly, frail elderly, severely mentally ill, developmentally disabled, physically disabled, persons with alcohol/other drug addictions, and persons with HIV/AIDS); the housing needs of renters and owners; community needs, such as anti-crime, economic development, infrastructure, planning and administration, public facilities, public services, senior programs, youth programs; and other nonhousing community development needs. The public is encouraged to attend and to submit comments to Carol Borrego, Community Development Director, 301 Jackson St., Suite 602, Richmond, Texas 77469. Comments will be incorporated into the draft FY 2022 Consolidated Annual Action Plan, as appropriate.

The Fort Bend County CDBG, HOME, and ESG Request for Proposals (RFP's) will be available on Friday, February 25, 2022. A public meeting/information session for CDBG, HOME, and ESG Program applicants will be held on Thursday, March 24, 2022, at 10:00 a.m. at the William B. Travis Building 301 Jackson St., 6th Floor Meeting Room, Richmond, Texas. Questions from applicants will be answered at this meeting. Proposals must be submitted by 12:00 p.m. Friday, April 8, 2022. For more information, please call Carol Borrego at (281) 341-4410.

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



# PUBLISHER'S AFFIDAVIT

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:

02/20

\_\_\_\_\_, A.D. 2022



Lee Hartman  
Publisher

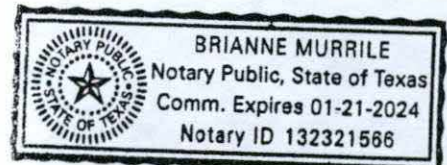
SUBSCRIBED AND SWORN BEFORE ME by Lee Hartman, who

X a) is personally known to me, or

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

on this the 2nd day of March, A.D. 2022  
to certify which witness my hand and seal of office.

  
Notary Public, State of Texas



**PUBLIC NOTICE**  
**FORT BEND COUNTY COMMUNITY DEVELOPMENT DEPARTMENT**  
**FY 2022 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 2022 Consolidated Annual Action Plan includes the proposed projects to be funded during FY 2022, September 1, 2022 to August 31, 2023. 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 2022:		<b>\$3,322,918</b>
Countywide	CDBG Program Administration and Planning (20% max)	\$630,000
Beasley	Wastewater System Upgrade	\$300,000
Kendleton	Water System Improvements	\$275,000
Orchard	Water Line Extension and Improvements	\$346,000
Pleak	Water Line Improvements	\$300,000
Riverwood	FBC MUD No. 19 Lift Station No. 1 Pump Replacement	\$450,000
Rosenberg	Sanitary Sewer Improvements Phase 2.	\$600,000
Countywide	Arc of FBC Social and Recreational Program	\$40,000
Countywide	Brazos Bend Guardianship Services: Corporate Guardianship Program	\$50,000
Countywide	Catholic Charities Integrated Case Management for Seniors	\$45,000
Countywide	Child Advocates Children’s Advocacy Center Operational Support	\$49,000
Countywide	FBC Women’s Center Shelter Services	\$65,000
Countywide	Literacy Council of Fort Bend: Adult Literacy	\$60,000
Countywide	FBC Social Services: Homeless/Homelessness Prevention Programs	\$112,918

**HOME Investment Partnerships Program:**

Amount of Assistance Available for FY 2022:		<b>\$1,046,472</b>
Countywide	HOME Program Administration (10% max)	\$104,647
Countywide	HACDC: Single Family Clay Development	\$198,000
Countywide	FBC Housing Rehabilitation Program	\$743,825

**Emergency Solutions Grant (ESG) Program:**

Amount of Assistance Available for FY 2022:		<b>\$294,122</b>
Countywide	ESG Program Administration (7.5% max)	\$22,059
Countywide	Parks Youth Ranch Emergency Shelter	\$80,000
Countywide	FBC Women’s Center Emergency Shelter	\$89,000
Countywide	FBC Social Services: Emergency Shelter	\$7,000
Countywide	FBC Social Services: ReHousing/Homelessness Prevention/ Stabilization Services	\$96,063

---

The Fort Bend County FY 2022 Consolidated Annual Action Plan Draft will be available for public review and comment from Wednesday, June 1, 2022 to Tuesday, June 30, 2022. The public is encouraged to review this document and submit comments. 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](mailto:communitydevelopment@fortbendcountytexas.gov)

A public meeting will be held on Thursday, June 16, 2022, at 10:00 a.m., at the William B. Travis Building, 301 Jackson St., 6th Floor Meeting Room, Richmond, Texas to receive comments from the public regarding the draft FY 2022 Consolidated Annual Action Plan. The public is encouraged to attend and to submit comments to Carol Borrego, Community Development Director, at the Fort Bend County Community Development Department, 301 Jackson St., Suite

602, Richmond, Texas 77469. Comments will be incorporated into the Consolidated Annual Action Plan draft document, as appropriate.

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

**PUBLIC NOTICE**  
**FORT BEND COUNTY COMMUNITY DEVELOPMENT DEPARTMENT**  
**FY 2022 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 2022 Consolidated Annual Action Plan includes the proposed projects to be funded during FY 2022, September 1, 2022 to August 31, 2023. These projects are listed below by program funding source. The recommended amount of funding for each project also is listed.

<b>Community Development Block Grant (CDBG) Program:</b>		
Amount of Assistance Available for FY 2022:		\$3,322,918
Countywide	CDBG Program Administration and Planning (20% max)	\$630,000
Beasley	Wastewater System Upgrade	\$300,000
Kendleton	Water System Improvements	\$275,000
Orchard	Water Line Extension and Improvements	\$346,000
Pleak	Water Line Improvements	\$300,000
Riverwood	FBC MUD No. 19 Lift Station No. 1 Pump Replacement	\$450,000
Rosenberg	Sanitary Sewer Improvements Phase 2.	\$600,000
Countywide	Arc of FBC Social and Recreational Program	\$40,000
Countywide	Brazos Bend Guardianship Services: Corporate Guardianship Program	\$50,000
Countywide	Catholic Charities Integrated Case Management for Seniors	\$45,000
Countywide	Child Advocates Children's Advocacy Center Operational Support	\$49,000
Countywide	FBC Women's Center Shelter Services	\$65,000
Countywide	Literacy Council of Fort Bend: Adult Literacy	\$60,000
Countywide	FBC Social Services: Homeless/Homelessness Prevention Programs	\$112,918

<b>HOME Investment Partnerships Program:</b>		
Amount of Assistance Available for FY 2022:		\$1,046,472
Countywide	HOME Program Administration (10% max)	\$104,647
Countywide	HACDC: Single Family Clay Development	\$198,000
Countywide	FBC Housing Rehabilitation Program	\$743,825

<b>Emergency Solutions Grant (ESG) Program:</b>		
Amount of Assistance Available for FY 2022:		\$294,122
Countywide	ESG Program Administration (7.5% max)	\$22,059
Countywide	Parks Youth Ranch Emergency Shelter	\$80,000
Countywide	FBC Women's Center Emergency Shelter	\$89,000
Countywide	FBC Social Services: Emergency Shelter	\$7,000
Countywide	FBC Social Services: ReHousing/Homelessness Prevention/ Stabilization Services	\$96,063

The Fort Bend County FY 2022 Consolidated Annual Action Plan Draft will be available for public review and comment from Wednesday, June 1, 2022 to Tuesday, June 30, 2022. The public is encouraged to review this document and submit comments. 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@fortbendcountytx.gov](mailto:communitydevelopment@fortbendcountytx.gov)

A public meeting will be held on Thursday, June 16, 2022, at 10:00 a.m., at the William B. Travis Building, 301 Jackson St., 6th Floor Meeting Room, Richmond, Texas to receive comments from the public regarding the draft FY 2022 Consolidated Annual Action Plan. The public is encouraged to attend and to submit comments to Carol Borrego, Community Development Director, at the Fort Bend County Community Development Department, 301 Jackson St., Suite 602, Richmond, Texas 77469. Comments will be incorporated into the Consolidated Annual Action Plan draft document, as appropriate.

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

EXHIBIT  
 copy to state  
 6/20/22 10:00 AM  
 03/1/2022

05/31

# PUBLISHER'S AFFIDAVIT

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; (CLIPPING) (S)
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.

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

05/31

\_\_\_\_\_, A.D. 2022



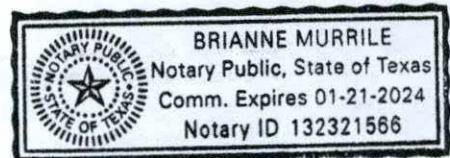
Lee Hartman  
Publisher

SUBSCRIBED AND SWORN BEFORE ME by Lee Hartman, who

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

on this the 8th day of June, A.D. 2022  
to certify which witness my hand and seal of office.

  
Notary Public, State of Texas



**CONDADO DE FORT BEND  
DEPARTAMENTO DE DESARROLLO DE LA COMUNIDAD  
PLAN DE ACCION ANUAL DE 2022  
AVISO PÚBLICO**

En conformidad con el Departamento de Desarrollo Urbano de Viviendas (HUD), el Condado de Fort Bend esta preparando un Plan de Acción Anual para el año fiscal 2022, 1 de Septiembre hasta el 31 de Agosto 2022. Este plan requiere una sumisión singular consolidado para planear y aplicar a los fondos federales Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG) y HOME Investment Partnerships (HOME) Programs.

El Plan de Acción para el año fiscal 2022 incluye los proyectos recomendados para financiación entre FY 2022. Los proyectos están listados por programa y cantidad de fondos federales recomendados.

**Community Development Block Grant (CDBG) Program:**

Amount of Assistance Available for FY 2022:	<b>\$3,322,918</b>
Countywide CDBG Program Administration and Planning (20% max)	\$630,000
Beasley Wastewater System Upgrade	\$300,000
Kendleton Water System Improvements	\$275,000
Orchard Water Line Extension and Improvements	\$346,000
Pleak Water Line Improvements	\$300,000
Riverwood FBC MUD No. 19 Lift Station No. 1 Pump Replacement	\$450,000
Rosenberg Sanitary Sewer Improvements Phase 2.	\$600,000
Countywide Arc of FBC Social and Recreational Program	\$40,000
Countywide Brazos Bend Guardianship Services: Corporate Guardianship Program	\$50,000
Countywide Catholic Charities Integrated Case Management for Seniors	\$45,000
Countywide Child Advocates Children's Advocacy Center Operational Support	\$49,000
Countywide FBC Women's Center Shelter Services	\$65,000
Countywide Literacy Council of Fort Bend: Adult Literacy	\$60,000
Countywide FBC Social Services: Homeless/Homelessness Prevention Programs	\$112,918

**HOME Investment Partnerships Program:**

Amount of Assistance Available for FY 2022:	<b>\$1,046,472</b>
Countywide HOME Program Administration (10% max)	\$104,647
Countywide HACDC: Single Family Clay Development	\$198,000
Countywide FBC Housing Rehabilitation Program	\$743,825

**Emergency Solutions Grant (ESG) Program:**

Amount of Assistance Available for FY 2022:	<b>\$294,122</b>
Countywide ESG Program Administration (7.5% max)	\$22,059
Countywide Parks Youth Ranch Emergency Shelter	\$80,000
Countywide FBC Women's Center Emergency Shelter	\$89,000
Countywide FBC Social Services: Emergency Shelter	\$7,000
Countywide FBC Social Services: ReHousing/Homelessness Prevention/ Stabilization Services	\$96,063

---

El plan está disponible para enviar comentarios el Miércoles, 1 de Junio hasta el Martes, 30 de Junio 2022. Copias están disponible en el Departamento de Desarrollo de la Comunidad del Condado de Fort Bend, 301 Jackson St., Suite 602, Richmond, Texas 77469.

Habrà una audiencia pública para recibir comentarios del público sobre las necesidades de la comunidad, las prioridades, y los proyectos recomendados en el Plan de Acción Anual de 2022, el Jueves, 16 Junio 2022, a las 10 de la mañana, en el edificio William B. Travis, 301 Jackson St., 7th Floor Meeting Room, Richmond, Texas. Puede contactar la oficina al número 281-341-4410 o email comentarios ha communitydevelopment@fortbendcountytexas.gov

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

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

# Notices

- Community Development ^
- CDBG COVID
- ESG COVID v
- About Us
- Consolidated Annual Action Plan FY 2021 v
- Executive Summary
- Fair Housing
- Disaster Recovery v

Home / Government / Departments / Community Development / Notices

- 5/31/2022 - Public Notice FY 2022 Consolidated Annual Actual Plan Draft
- 5/31/2022 - [PLAN DE ACCION ANUAL DE 2022 AVISO PÚBLICO](#)
- 3/10/2022 - [Public Notice - Public Notice - FY 2019 ESC -CV and FY 2020 ESG](#)
- 2/18/2022 - [Public Notice - FY 2022 Consolidated Annual Action Plan Notice of Public Meeting](#)
- 10/27/2021 - [Public Notice - FY2020 Consolidated Annual Performance and Evaluation Report \(CAPER\)](#)
- 6/29/2021 - [CDBG-COVID Rental Assistance Program Flyer](#)
- 6/3/2021 - [Combined Notice of Finding of No Significant Impact And Notice of Intent to Request Release of Funds](#)
- 6/1/2021 - [FY 2021 Consolidated Annual Action Plan Draft](#)
- 3/14/2021 - [Public Notice FY 2021 Consolidated Annual Action Plan](#)
- 11/2/2020 - [Public Notice CDBG CV 1 and ESG CV 2 Substantial Amendment](#)
- 8/27/2020 - [Combined Notice of Finding of No Significant Impact and Notice of Intent to Request Release of Funds](#)

**FORT BEND COUNTY  
COMMUNITY DEVELOPMENT DEPARTMENT  
FY 2022 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 2022 Consolidated Annual Action Plan.

A Public Hearing will be held on Tuesday, June 14, 2022 at 1:00 p.m., Fort Bend County Commissioners Court, 2<sup>nd</sup> Floor, Fort Bend County Courthouse, 401 Jackson Street, Richmond, Texas to receive comments from the public regarding the housing and community development needs of low- and moderate-income persons such as homeless individuals and families; persons with special needs (the elderly, frail elderly, severely mentally ill, developmentally disabled, physically disabled, persons with alcohol/other drug addictions, and persons with HIV/AIDS); the housing needs of renters and owners; community needs such as anti-crime, economic development, infrastructure, planning and administration, public facilities, public services, senior programs, youth programs; and other nonhousing community development needs. The public is encouraged to attend or to submit comments to Carol Borrego, Community Development Director, 301 Jackson St., Suite 602, Richmond, Texas 77469. Comments will be incorporated into the draft FY 2022 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.

Insert newspaper public notice copy

INSERT AFFIDAVIT

**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 to include virtual hearings and public meetings 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.

**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.

# The Way Home

The Way Home Continuum of Care  
Rapid Rehousing Business Rules

Updated: August 2019

## Table of Contents

I. Introduction .....	4
II. Definitions .....	5
III. Policies and Procedures .....	11
Roles and Responsibilities .....	11
Fundors .....	11
The Way Home Intermediaries .....	13
CoC Lead Agency .....	16
Rapid Rehousing Provider Workgroup .....	17
Rapid Rehousing Process and Design .....	18
Funding/Vendor Selection .....	18
Service Delivery .....	19
Terminations .....	26
Data Entry and Reporting .....	28
<del>IV. Appendices: Case Management Tools .....</del>	<del>29</del>
<u>IV. Appendices: Case Management Tools .....</u>	<u>29</u>
A. Rapid Rehousing Placement Assessment .....	32
B. Rapid Rehousing Plan Guide .....	29
C. Rapid Rehousing Budget .....	52
D. Rapid Rehousing Caseload Size .....	54
E. Rapid Rehousing Adult Payment Scale .....	55
F. Rapid Rehousing Non-Chronic Payment Scale .....	56
G. Rapid Rehousing Youth Payment Scale .....	57
H. Rapid Rehousing Grievance Policy .....	58
I. Annual Assessment for Income .....	61

J. VAWA Notrification to Client .....	62
K. VAWA Notification Client Signature Document .....	72
L. HUD Form 5832 VAWA .....	73
M. File Check List.....	75
N. Monitoring Policy RRH .....	82
O. RRH Monitoring Checklist .....	85

## **I. Introduction**

Following the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, the Houston/Harris County Continuum of Care began to coordinate service delivery across the continuum. This began with Continuum wide standards for the provision of Emergency Solutions Grants funding, initially supported by public funders within the CoC in 2011. Since implementing Continuum-wide standards, entitlement communities that are members of the Houston/Harris County Continuum of Care have met regularly to solidify coordination across the continuum with both the CoC lead agency and among entitlement communities to ensure the most effective and efficient use of funding to end homelessness.

As part of this coordination, Continuum participants are assembling resources to create a standard Rapid Rehousing Model of funding for the continuum. This funding model aims to increase the reach of rapid rehousing funds to provide assistance to the most households possible in the Continuum, allow for efficiency in providing services and standardized service delivery among providers.

The rules set forth in this document outline the process and responsibilities for funders, service providers and intermediaries in the implementation and ongoing work around this strategy for providing assistance. The model for the Houston/Harris County CoC was developed collaboratively using data to support decision making. Outcomes and ongoing data monitoring will support the continued growth of the strategy as well as inform stakeholders of opportunities for improvement. Any adjustments to the business rules will be made through a transparent process that will be based on recommendations from the Rapid Rehousing Provider Workgroup and authorized by the Rapid Rehousing Funders Collaborative. The strategy is in line with *The Way Home*, the community plan to end homelessness; *Opening Doors*, the Federal Plan to End Homelessness; and the policies of the CoC Steering Committee.

## **II. Definitions**

**Area Median Income (AMI)** – Annual income estimates published by the U.S. Department of Housing and Urban Development (HUD) published annually and based on Fair Market Rent (FMR) Areas. For the Houston/Harris County Continuum of Care, the HUD FMR Area is Houston-Woodlands-Sugarland. AMI and Median Family Income (MFI) are used interchangeably to determine the income limits for a household eligible for assistance.

**Auto exit** – Auto exit refers to an electronic automatic exit of a household from rapid rehousing assistance through the homeless management information system (HMIS). Auto exit will only occur if a household is referred for a case management appointment through coordinated access and does not meet with a case manager within the seven-day time frame. On the eighth day, HMIS will auto exit the household and associated funding from available assistance. Auto exit does not preclude a household from receiving future assistance. A household that is scheduled to receive assistance and appears for that appointment or contacts the case manager beyond the seven-day window will be assisted by the originally assigned case manager in re-entering the system through coordinated access. However, any funds associated with that household will be released and the household may be placed on a wait list based on funding availability.

**Continuum of Care** – the local planning body responsible for coordinating the full range of homelessness services in a geographic area. The local Continuum of Care (CoC), identified by HUD as the Houston/Harris County Continuum of Care, covers the geographic area of Houston, Harris County and Fort Bend County and is governed by the CoC Steering Committee.

**CoC Steering Committee** – the governance and decision-making body for the Houston/Harris County CoC. The Steering Committee includes representatives from across the continuum representing community representing the public and private sector and includes consumer representatives.

**Coordinated Access** – designed to meet the requirements for coordinated assessment as outlined by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. The Houston/Harris County CoC has created a Coordinate Access System that institutes a consistent and uniform assessment and referral processes to determine and secure the most appropriate response to each individual or family's immediate and long-term housing needs. Coordinated Access, Coordinated Placement and Coordinate Access System are used interchangeably throughout this document.

**Desk Monitoring** – the process of reviewing and tracking program data toward outcomes remotely using a data reporting system. The Houston/Harris County CoC uses the HMIS to perform desk monitoring, which is used to track individual progress toward system outcomes and identify opportunities for technical assistance to ensure program compliance and progress.

**Disabling Condition** - HUD defines a disabling condition as: (1) A disability as defined in Section 223 of the Social Security Act; (2) a physical, mental, or emotional impairment which is (a) expected to be of long-continued and indefinite duration, (b) substantially impedes an individual's ability to live independently, and (c) of such a nature that such ability could be improved by more suitable housing conditions; (3) a developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agency for acquired immunodeficiency syndrome; or (5) a diagnosable substance abuse disorder.

**Exit** – when an individual or household is removed from service via HMIS because of program completion, transition, termination or relinquishment. In some cases, a household may have multiple exits from the program if they are auto-exited due to program time limitations (see Auto-exit definition). Exits can be permanent or temporary. An exit is identified as the last month, day and year of service to a household and may or may not be tied to rental assistance. For non-residential projects the exit date may represent the last day a service was provided or the last date of a period of ongoing service. The exit date should coincide with the date the client is no longer considered a project participant.

**Equal Access to Housing-** The Way Home Rapid Rehousing System will abide by HUD's Equal Access final rule as stated in 24 C RF 5.2001 -24 CFR 5.2011. Through this final rule, HUD implements policy to ensure that its core programs are open to all eligible individuals and families regardless of sexual orientation, gender identity, or marital status.

**Fair Housing-** The Rapid Rehousing System abides by Fair Housing Act 42 U.S.C. §§ 3601-19. *The Rapid Rehousing Program will not discriminate program participants based upon race, color, ethnicity, gender, gender identity, sexual orientation, disability, religious beliefs, family status, national origin, age, marital status, pregnancy, military or veteran status or any basis protected by federal, state, and/or local law.*

**Fair Market Rent (FMR)** – determined by HUD annually as the 40th percentile of gross rents for typical, non-substandard rental units occupied by recent movers in a local housing market. Annual listings of FMR can be found at <http://www.huduser.org/portal/datasets/fmr.html>

**Financial Assistance** – encompasses all forms of financial assistance available for rapid rehousing including financial assistance for housing relocation and stabilization as well as short- and medium-term rental assistance

**Housing Stabilization and Relocation** – may include rental application fees, security deposits, last month's rent, utility deposits, utility payments and moving costs. All must be in accordance with 24 CFR 576.105 (a) 1-6.

**Rental Assistance** – short-term (up to 3 months) or medium term (3 – 24 months) of rental assistance, including arrears toward housing over a three-year period. Provision of rental assistance to participants must be in accordance with 24 CFR 576.106. Local restrictions and targeting of rental assistance are outlined in the Standards for the Provision of Rapid Rehousing adopted by the Houston/Harris County Continuum of Care.

**HEARTH Act** - The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, which consolidates three of the separate homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act into a single grant program, and revises the Emergency Shelter Grants program and renames it as the Emergency Solutions Grants (ESG) program. The HEARTH Act also codifies into law the Continuum of Care planning process, a longstanding part of HUD's application process to assist homeless persons by providing greater coordination in responding to their needs.

**Homeless Management Information System (HMIS)** – the information system designated by the Continuum of Care to comply with 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.

**Hold** – the electronic reserve of a place and funding placed on rapid rehousing assistance through the coordinated access system. A hold indicates a spot for a household to receive housing relocation and stabilization services through a case management vendor as well as holds a pre-determined amount of funds for rental assistance for that household.

**Homeless** – as defined by HUD for the purposes of rapid rehousing, only those households that fall under the HUD definition of:

**Category 1: Literally Homeless** includes an individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- 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); or
- Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

**Category 4: Fleeing or attempting to flee domestic violence** includes any individual or family who:

- Is fleeing, or is attempting to flee, domestic violence;
- Has no other residence; and
- Lacks the resources or support networks to obtain other permanent housing

**Household** – an individual or family receiving rapid rehousing assistance. A household can be one person or more. Families may include parents and children, non-related adult households, combined households of non-related adults and children or other make-up of related and non-related adults and children.

**Housing First** – a philosophy of providing housing to homeless individuals that focuses on providing services to individuals once they are in housing to assure housing stability and does not require sobriety, medication compliance or agreement to participate in specific services as a condition of receiving assistance.

**Housing Stability case management** – case management provided to households receiving rapid rehousing assistance which may or may not be linked to short- or medium- term rental assistance and other financial assistance. Housing stability case management focuses on addressing the immediate need for housing, stabilizing families and individuals in housing and connecting households to mainstream resources to ensure long term housing sustainability.

**Housing Search and Placement** – assistance to specifically identify and place households in appropriate, affordable housing for households receiving rapid rehousing assistance. This includes connecting households with properties that have low barriers to accessing housing, negotiating fees, facilitating move in dates

and identifying appropriate areas for housing based on household wants and needs.

**Participant share** – the amount of monthly contribution a household enrolled in rapid rehousing must contribute to rent.

**Permanent Supportive Housing** – deeply affordable housing with comprehensive services that are voluntary and tenant-centered.

**Permanent Housing** – housing that does not have occupancy limits. This can include market rental housing, subsidized housing, supportive housing and other types of housing where individual tenants hold a lease.

**Rapid Rehousing** – flexible assistance designed to help homeless individuals and families move as quickly as possible from homelessness to permanent housing and achieve stability through rental assistance supportive services. Rapid Rehousing services should be provided in an environment that has low barriers to entry and supports a Housing First model.

**Rent Reasonableness** – the process of determining the practicality of a proposed rent amount for a unit. This is done both formally, through market analysis of a determining agency, as well as informally through a case manager or housing specialist ahead of submitting for a rent payment request comparing available data of surrounding units.

**Selection Committee** – the group of public funders who review and select the Financial Assistance Intermediary and Case Management Intermediary based on common evaluation criteria.

**Violence Against Woman Act (VAWA)** - The Violence Against Women Act (VAWA) is a landmark piece of legislation that sought to improve criminal justice and community-based responses for all victims of domestic violence, dating violence, sexual assault, and stalking. As an RRH system the CMI/FAI may create a sub program of RRH to test new ways to address homeless in our community. Sub program may not abide by caseload and rent scale policies. As an RRH system the CMI/FAI may create a sub program of RRH to test new ways to address homeless in our community. Sub program may not abide by caseload and rent scale policies. As an RRH system the CMI/FAI may create a sub program of RRH to test new ways to address homeless in our community. Sub program may not abide by caseload and rent scale policies. of RRH to test new ways to address homeless in our community. Sub program may not abide by caseload and rent scale policies. regardless of sex, gender identity, or sexual orientation, and which must be applied consistent with all nondiscrimination and fair housing requirements as set forth in 24 CFR 5.2001 -24 CFR 5.2011.



### **III. Policies and Procedures**

#### **Roles and Responsibilities**

##### **Funders**

Funding for the Houston/Harris County Continuum of Care Rapid Rehousing Model is collaborative and collective. Funders will align resources to increase efficiency, extend the reach of funds and stabilize as many households within the continuum as possible. This model connects public and private funds across the continuum, which covers two counties, dozens of cities and four U. S. Department of Housing and Urban Development (HUD) entitlement communities which receive Emergency Solutions Grants (ESG). The funding partners will select and monitor two intermediaries to manage the program: one for fiscal management and oversight and one for case management monitoring and oversight. Selection of these entities is based on collaborative decision making that identifies a single organization for each role. Members of the funding collaborative will create a request for proposals for both entities and select the agencies based on shared evaluation around the organizations best positioned to assume this role. The agencies will distribute a common proposal for each intermediary and use common evaluation tools to select each intermediary. The funders are also responsible for creating the common monitoring and evaluation tools that will be used to evaluate each intermediary's outcomes related to implementation, launch and maintenance of the rapid rehousing model. This collaborative is made up of public funders which includes Federal, State and Local funds and private philanthropic and corporate funding partners. The role of each is described below.

- A. Public Funders** – The public funders are responsible for driving the overall process for Rapid Rehousing in the Houston/Harris County Continuum of Care and ensuring that goals for funding are in compliance with all regulations set forth by HUD and the HEARTH Act, as well as any local policies and other federal requirements put in place through the annual Notice of Funding Availability (NOFA) for the CoC funding competition, Emergency Solutions Grants Funds and Community Development Block Grants as applicable. Public funds include Federal, State and Local funding allocations through HUD as well as any additional state or local funds that may be dedicated to the initiative.

- i. **Federal:** Funds available to the community directly through the Annual HUD Continuum of Care grant funding competition. Funds available for rapid rehousing are restricted based on federal priority groups and adjusted annually based on the annual NOFA for CoC funds. All CoC funding dollars are managed through the Coalition for the Homeless, the local CoC lead agency, with oversight of use by the CoC Steering Committee.
  - ii. **State:** State funds for rapid rehousing include the Homeless Housing and Services Program (HHSP) that are directed to the community through the City of Houston. Other State funds may include Texas Department of Housing and Community Affairs (TDHCA) Emergency Solutions Funds (ESG) as part of the Continuum of Care or sought through the case management intermediary or other appropriate funds as they become available.
  - iii. **Local:** Local funders include Houston, Harris County, Fort Bend County and Pasadena who receive ESG funding as entitlement communities from HUD. Public funders may also include other communities within the Continuum of Care who receive entitlement funding from HUD but do not receive direct ESG funds such as Sugarland, Baytown and Missouri City. Local public funds dedicated to Rapid Rehousing include both ESG and CDBG funding and may also include HOME funds where available. Local funds could also include other public resources available to serve homeless individuals such as local bonds, taxes or general revenue funds.
- B. Private Funders** - Private funders include any local or national private philanthropic, corporate foundations and other funding institutions that agree to participate in the rapid rehousing funding collaborative. Private funders will provide flexible support to the intermediaries selected through Request for Proposal process. Private funding may be allocated directly to the intermediaries or as part of a larger funding pool through a proposal process managed by the CoC lead agency. Private funding will be used to expand and support all aspects of the rapid rehousing model but will be most targeted to the expansion of case management to allow for flexible, regionally focused case management without the limits of jurisdictional boundaries that exist with public funds. Private dollars will also support expansion of financial assistance to allow for a flexible pool of funds that

can fill gaps for housing stabilization services not funded through public dollars such as emergency household or medical needs.

#### **The Way Home Intermediaries**

The Rapid Rehousing funders' collaborative has procured two intermediaries that serve in the capacity of The Way Home CoC Rapid Rehousing Lead Roles for public and private funding. Additional intermediaries will be identified as dictated by need. These intermediaries, described below, will be responsible for managing and distributing the public and private contributions of the rapid rehousing funding collaborative.

**A. Financial Assistance Intermediary** - The Financial Assistance Intermediary is responsible for the management, distribution and reporting for all financial assistance available through the rapid rehousing collaborative. Further description of the Financial Assistance Intermediary's responsibilities is included below.

- i. The Financial Assistance Intermediary (FAI) will manage multiple funding sources and track funding availability by source and type. Any agency that serves as the FAI must have a data management system with the capacity to classify funds by individual funder and distribute funds based on subrecipient need. The FAI is also responsible for tracking total funds available for assistance across the collaborative and communicating this to the CoC lead agency and CMI via monthly update meetings. The FAI is also responsible for maintaining a reserve of funding that ensures available resources to any household that enters into the homeless services system.
- ii. The FAI is responsible for regular reporting to individual funding sources based on distinct requirements. These may include reports required for and by HMIS, IDIS, ESnap and other funding systems. This may also include reports to individual funders as required by governing boards and councils for each funding source.
- iii. The FAI will have the capacity to staff the rapid rehousing program with skills that can support the information technology infrastructure, conduct rent reasonableness and housing quality standards inspections, interface with landlords and process payments, maintain effective communication with the case management intermediary and its subrecipients, maintain effective communication with CoC lead agency through coordinated access, conduct and maintain quality data entry and oversee the reporting and monitoring process for the FAI. Staffing

can be through the FAI or through subcontracts with other qualified agencies that meet the fiscal and reporting responsibilities described herein.

- iv. The FAI is responsible for creating a monitoring plan for any subcontractors. Subcontractors may include an additional fiscal intermediary to provide specialized financial assistance or an organization with expertise conducting inspections and/or rent reasonableness. Monitoring will ensure any work performed conforms to all regulatory requirements and requirements of the funding collaborative.

**B. Case Management Intermediary** – Case Management Intermediary is responsible for oversight and management of the case management component of the rapid rehousing funding collaborative. This will include monitoring subcontractors to ensure compliance with regulations, the repaid rehousing program model and progress toward continuum-wide outcomes. Specific responsibilities are outlined below.

- i. The CMI is responsible for managing and distributing multiple funding sources for case management, ensuring distribution among geographically appropriate service providers and providing logistical support to the system. Any CMI will be contracted based on
  - Performance and outcomes of all subcontractors toward the continuum-wide outcome measures as described in the CoC Steering Committee approved Housing Model for Rapid Rehousing; and
  - Experience and capacity to procure and manage service agencies that will provide case management; and
  - Ability to validate financial systems for the subcontracts.
- ii. The CMI is not expected to provide direct services, but instead will subcontract with qualified service providers in the community to deliver quality housing stabilization case management and housing navigation expertise. The expectations of services include:
  - Case managers that are geographically distributed to meet the needs of households receiving rapid rehousing services. Any case manager will be credentialed to effectively provide housing stabilization case management as defined within these rules and outlined within the RFP for case management providers. Case

managers should also have the ability to provide and support housing navigation services as needed and; housing navigators/specialists that are responsible for building and maintaining relationships with landlords to ensure rapid placement in quality affordable housing and reduce the barriers to housing. This will include minimizing the fees associated with housing placement such as application and deposit fees. Housing navigators will work with any referred household to provide housing search and placement per the need of the household. The specialist will also assist households in completion of required documentation and ensure that units are reasonable based on FMR, area and amenities so that households can secure units as quickly as possible. Households will not be connected to an apartment or home that is above FMR. Based upon documentation that case managers submit, the FAI will determine if units meet FMR.

- iii. The CMI is responsible for regular reporting to individual funding sources based on their distinct requirements. These may include reports required for and by HMIS, IDIS, ESnapS, other funding systems and/or funding source reporting forms. The CMI will provide monthly reports to funders based on desk monitoring that includes demographic data of households served, total assistance provided, and tracking based on use of common assessment tools and adherence to housing stabilization plan. The CMI will use the analysis to support adjustments to funding hold amounts in conjunction with the FAI and Coordinated Access. The CMI will have policies and procedures in place for maintaining confidentiality of all households who are homeless because of fleeing domestic violence as outlined in 24 CFR 576.500 (x).
- iv. The CMI will have solid project management experience and dedicated staff to manage the rapid rehousing program. CMI staff must also have appropriate training or educational background that enables the organization to effectively evaluate the outcomes of any subcontractor. Staff from the CMI will be expected to participate in any Continuum-wide training required for case management staff as well as be a registered user with the Homeless Management Information System (HMIS).
- v. The CMI is responsible for creating a monitoring plan for case management subcontractors that measures each agency's progress

toward continuum-wide outcomes. Monitoring will include ensuring client eligibility and homelessness documentation based on regulatory and programmatic requirements as well as ensuring consistency across the case management subrecipients in distribution of funding. It is expected that the CMI will also review the HMIS for use, data quality and accuracy based on the HMIS data quality standards

Upon request by system partners and funders, the CMI would need to provide summary data and ad hoc reports on the success of the RRH System to which the CM Vendors are accountable for data entry; these reports could include the number of households served, successful exits from the program, and returns to homelessness within 30 and 90 days from program exit, etc.

#### **CoC Lead Agency**

The Coalition for the Homeless, as the CoC lead agency, will serve multiple roles in the oversight and performance of the rapid rehousing program. The CoC lead agency will be responsible for reporting to the CoC Steering Committee on dashboards and outcomes related to rapid rehousing. In this role, the Coalition will ensure that all components of the service delivery for rapid rehousing are aligned with the CoC goals and strategies for ending homelessness. The CoC lead agency will do this through dedicated project management to the rapid rehousing program as well as regular CoC lead agency duties as outlined below.

- a) Management of HMIS and data quality will be through the CoC lead agency. This includes day to day data quality requirements but may also include technical assistance to the FAI, CMI or subcontractor entities around data entry, quality and reporting.
- b) The CoC lead agency is responsible for tracking and reporting overall outcomes for the rapid rehousing program to the CoC Steering Committee, to rapid rehousing funders collaborative and to the public through dashboards. Outcomes will be based on both data quality standards and CoC approved goals as outlined in the rapid rehousing housing model and approved by the CoC Steering Committee.
- c) The CoC is responsible for regular reporting to public funders as required by each funding program which includes but is not limited to the Consolidated Annual Performance and Evaluation Report (CAPER) required for each entitlement community, Annual Performance Reports (APR) as required by HUD and any other additional reports required by federal, state and local funders that will be tracked and managed through HMIS. In its reporting

role, the CoC lead agency is responsible for notifying the CoC Steering Committee and rapid rehousing funders of any issues or trends identified through regular analysis with the FAI and CMI that may trigger a change to the rapid rehousing program model. In addition, the CoC lead agency will provide pertinent data for reporting requirements outlined by funding sources, such as those of the Annual Action Plan, Consolidated Plan or foundation and corporate Boards of Directors and/or oversight Boards.

**Rapid Rehousing Provider Workgroup**

The Rapid Rehousing provider workgroup is the CoC affinity group of providers that provide strategic support to the development of continuum-wide tools adopted by the rapid rehousing funders collaborative. The RRH provider workgroup will continue to provide feedback to the CoC Steering Committee in its role as affinity group and recommend to the CoC Steering Committee any changes that may be necessary to the rapid rehousing program tools or strategies based on best practices in implementation.

## **Rapid Rehousing Process and Design**

### **Funding/Vendor Selection**

The rapid rehousing funders collaborative has created a new process and design for management, distribution and performance around rapid rehousing for the Houston/Harris County Continuum of Care. By formalizing the process and distribution of funds among all public funders, the rapid rehousing funders collaborative ensures that homeless individuals seeking assistance will be able to receive the same quality and level of assistance across the continuum. This also ensures the most efficient use of funding and resources that will allow the collaborative to reach households within our community with the highest need. The elements below describe the process and design for how rapid rehousing funds will be distributed and the case management driven program will operate. The program is designed to ensure housing stability for homeless households in need of short to medium term assistance using a housing first model for services.

- A. The Collaborative will align its resources to create greater impact and leverage more dollars for assistance. Participation in the aligned funding model satisfies the required Continuum-wide coordination and collaboration as outlined in the HEARTH Act. Public and private funders will agree to align funding and will have common goals and expectations around vendor selection, capacity and overall project management for the rapid rehousing program.
- B. Members of the collaborative will select vendors for the two fiscal intermediaries (financial assistance and case management) through a competitive Request for Proposals process. The intermediaries will be procured and approved by a selection committee of ESG funded entitlement communities and the CoC lead agency with the Houston/Harris County CoC. Funders may also agree to contribute funding to vendors after selection is made through the initial RFP process. Intermediary organizations are selected based on criteria outlined in these rules and the RFP. There will be an option for contract renewal based on performance toward Continuum wide outcomes and overall contract performance.
- C. Case management vendors will be selected on their ability to adhere to the continuum wide outcomes and meet the expectations of the funding collaborative as outlined in these business rules and RFP. Vendors must also ensure compliance with the written standards for rapid rehousing assistance.

- D. Overall project management for the rapid rehousing funding collaborative will be through the Coalition for the Homeless of Houston/Harris County, the CoC lead agency for the collaborative. A dedicated staff person will be assigned to the collaborative to ensure the collaborative is on track to achieving its goals as outlined. The project manager will also serve as the point person for the collaborative and manage any communication or process concerns identified by the funders, intermediaries, coordinated access or vendors and will be responsive to trouble shooting for the collaborative.

#### **Service Delivery**

Service delivery for the rapid rehousing model is standardized and uniform across the continuum. All eligibility, referral and assessment will be done through a continuum-wide, standardized process and use standardized tools that ensure the same level and quality of service regardless of vendor agency. The process described below outlines the way vendors will provide rapid rehousing assistance to homeless households from entrance and eligibility through housing placement, program exit and follow up.

- A. Regardless of funding used for either rental assistance or case management, the COC will use ESG standards to the extent possible.
- B. The continuum-wide coordinated access and placement system will be the sole source of placement into rapid rehousing for the Houston/Harris County Continuum of Care. Households will access the homeless services system through one of the coordinated assessment hub sites or through a case manager supported assessment to the call-in center.
- C. Eligibility for rapid rehousing is determined by a specialized, trained assessor dedicated to coordinate access. This assessor will use the guidance established in the ESG standards for the provision of rapid rehousing to ensure eligibility for assistance based on regulatory requirements including income, housing status and household composition.
- D. Referral for rapid rehousing assistance is done only through a trained assessor within the coordinated assessment system and will be made electronically through HMIS. Any agency providing rapid rehousing assistance must accept referrals through coordinated assessment and the front door into the rapid rehousing program is only through coordinated assessment. When coordinated access makes a referral of an eligible

household to a rapid rehousing service provider both the CMI and FAI will be notified electronically.

- E. Coordinated access can make referrals to one of three programs off the Rapid Rehousing waitlist. Either Families or Single individuals where the head of household is between ages 18-24 years old and non-chronic will be referred to the Youth and Young Adult RRH. If there is an opening and a Young Adult is the next client inline on the waitlist they will have the option to enroll in the Adult RRH or wait for a caseload opening on the Youth and Young Adult RRH. Adult Households who are over the age of 18 years old and score between 17-10 on the assessment will be referred to Adult RRH. Adult Households over the age of 18 years old and score between 18-27 will be referred to the Non-Chronic Program. The FAI will set aside funds for each referred household. The amount placed on hold will be based on national averages and will be updated through coordination of the FAI, CMI and the CoC lead agency to reflect the local data and outcomes. Coordinated Access and the FAI will have a user agreement in place with the HMIS that outlines the roles and responsibilities of communication and data sharing to ensure this process is fluid. The CMI, FAI and Coordinated Access will meet after the first quarter of funding to identify if the average for each household should be adjusted. Thereafter, the three entities will meet monthly to review the amount represented by each household and update accordingly.
- F. Once an individual is found eligible for rapid rehousing, the assessor will provide a direct referral to a case manager vendor. Available slots for rapid rehousing in HMIS will be based on an average caseload up to 35 families/singles. Program caseloads will differ based upon populations served, current caseload sizes can be found on Appendix D. If all case management vendors are at caseload capacity, the coordinated access system will place the household on a waitlist managed through the coordinated assessment system. Referrals for rapid rehousing are made as funding is available and are made directly to the case management vendors based on availability in HMIS. Coordinated Access will assign referrals based on geographic area to the best of their ability. CA may refer households interested in a specific geography to a case management vendor located in an area that is outside of their preferred service area. Case managers have 24 hours to acknowledge the referral and begin the process of the initial appointment to engage the household in the assessment and housing. If a

case management vendor is unable to accept a referral, the vendor must initiate a case call between coordinated access, the CMI and the vendor to identify the reason a household is not an appropriate fit for that vendor.

- G. Once Coordinated Access directly refers a client to a case management vendor, a case manager will verify that the head of household is literally homeless and eligible for services. Eligibility will be determined primarily by third-party documentation as the desired form of documentation. Secondarily, intake worker observations may be used as documentation of homelessness, and last, and only on rare occasions may certification from the person seeking assistance serve as documentation. The case manager will have an initial appointment with the household to conduct an overall housing assessment and develop a housing plan. This assessment and housing plan will be done using the standardized tools approved for all case managers in the Houston/Harris County CoC. These tools are included as reference in Appendix A, B. The case manager must enroll the household or deny the referral within 7 days. A case manager can reject or deny the referral if the case manager has been unable to contact the household after 7 days. If a household shows up at the case management vendor after the 7 days have expired, the case manager will assist the household in reentering the system through coordinated access. Details of the release process are explained in the definition section of these business rules.
- H. The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 imposed restrictions on eligibility for receipt of public benefits. Essentially, the law provides that illegal aliens are not to receive public benefits and specifies how the inquiry into a person's status is to be conducted. For permanent housing projects, recipients that are governments are required to comply with the law. To receive assistance, a family member must be a U.S. citizen or eligible immigrant. Eligible immigrants are persons who are in one of the immigrant categories specified by HUD. Every household member must provide sufficient information to enable the Authority to determine citizenship or eligible immigration status in accordance with HUD regulations. Citizens may certify to their status, but the FVRC/HHA is required to verify through the United States Citizenship and Immigration Service (USCIS) the status of all persons claiming to be eligible immigrants. The status of each member of the household is considered individually before the family's status is defined for this reason. A family is eligible for assistance if at least one member is a

citizen or eligible immigrant. Households that include eligible and ineligible individuals are "mixed families" and assistance is pro-rated by dividing the number of eligible members by the total number of members

- I. Case managers will use the housing plan and budget as a communication tool with the FAI to indicate client portion and anticipated payment request to the landlord. The budget document will be submitted electronically via HMIS and will be used as a planning tool during the housing search process. Submission of the housing plan and budget will indicate to the FAI that a client has an active Leasing Request Packet and is in the housing search process. If a client cannot be contacted for 14 days after initiation of the housing plan and budgeting, the case shall be forwarded to the case management supervisor. The case management supervisor then has 48 hours to contact the household. If there is not contact after 48 hours, the case management supervisor may exit the household to the last known destination on the 3<sup>rd</sup> day.
- J. Once a housing plan is complete, the process for housing search and placement can begin. The case manager will refer directly to housing navigation staff as needed for any household requesting or requiring additional assistance. Housing navigation assistance will be available but not required for each household. Case managers will assist with housing navigation services for those households that do not need a dedicated housing navigator. Each agency providing case management will have dedicated housing navigators, either through the agency or shared among the collaborative as assigned by the CMI. Housing navigation specialists will also help secure utility and security deposits and application fees for households that require this additional assistance. Part of housing search and placement, either with the case manager or housing navigation staff, will include informal rent reasonableness to ensure a client is seeking housing that is reasonable for the area, but also for their projected income and needs.
- K. The goal for the rapid rehousing program is that the total process, from eligibility referral to housing placement, within 30 days. Once housing is identified, the case manager or housing navigator will submit Leasing Request Packet with the deposit request and an unexecuted lease to FAI. Households are only eligible to receive one security deposit that is up to two months of rent. Submission of the LRF triggers an inspection and evaluation of rent reasonableness by the FAI or its contractor. Once a unit has passed

inspection, the FAI will communicate with the case manager or housing navigation staff who submitted ILF that the unit is ready for leasing. Exceptions to this policy may be made by the CMI and FAI in agreement for situations as follows:

- i. If the client needs to be relocated for safety purposes.
  - ii. If for some reason the FAI request an emergency inspection of the unit and the landlord is asked to make repairs to the unit. If the landlord refuses to make modifications and the client is then forced to find another unit.
- L. Once a unit passes inspection and the FAI receives a final budget from the case manager via HMIS, the FAI will release a Lease and Rental Assistance Agreement (Agreement) between the FAI and the landlord. The Agreement will be based on the lease and budget the case manager/housing navigator will work with the landlord to complete and review the lease and rental assistance agreement and return it into FAI. The Agreement and lease should be in place within 45 days of initial submission of the tenant budget in HMIS. A case management supervisor can review and extend for up to 90 days as needed for extenuating circumstances that include but are not limited to failed inspection, landlord delays, and unexpected medical or financial conditions. Any case that exceeds 90 days must conference with the case management supervisor for that vendor and the CMI to identify the reasons for ongoing extensions and the long-term plan for housing stability. Case managers will work with households to expedite the search and placement process in the case that a unit is deemed unacceptable because of multiple failed inspections. Any unit that fails two inspections can only receive a third inspection if a written request is submitted to the FAI by the case manager or housing specialist detailing the reason for request. The process for funding release and request will be initiated with the rental assistance agreement and placed into the electronic check distribution system of the FAI. The FAI will process payments based on the rental assistance agreement. Case managers will submit any adjustments to the rental amount by the 15<sup>th</sup> of each month. The FAI will notify landlords of rent changes through a rent change notification submitted by the within 10 days of a processed budget adjustment and no later than the 28<sup>th</sup> of each month. Adjustments will be made through the same process as the rental assistance release. The FAI and CMI will establish a communication plan to

meet required timelines and to notify the CMI and vendor of the appropriate funding source.

- M. Each month the case manager will meet with each household to review housing goals along with fill out the monthly budget according to the payment schedule by population which can be found on Appendix E, F, G. Within the payment schedule there is the grace budget, which can be used when a case manager cannot meet directly with the client to fill out monthly budget. There are also contingency budgets that can be used when the client cannot pay their portion that month.
- N. Case managers or designated persons will be responsible for ensuring that children being served in the program are enrolled in school and connected to appropriate services in the community, including early childhood programs such as Head Start, part C of the Individuals with Disabilities Education Act, and programs authorized under subtitle B of title VII of the Act;
  - i. RRH is a scattered site housing program and clients are permitted to select their own units. This allows the client the opportunity to seek housing that is accessible to resources such as employment, support systems and schools. The Case Manager will document in HMIS the educational status of all school aged children in the household composition. Information obtained will include the child's current grade level, type and name of school. In cases in which the family may not be able to reside in the school district of choice due to various situations (e.g. lack of affordability & available housing), the CM will coordinate with the current school social workers to utilize rights afforded to the child under the McKinney-Vento Act. The educational status documentation will be placed in the HHA FAI files under the Screening from Case Management section.
- O. The income for each household will be formally assessed at a minimum of every 12 months to ensure that they are still income eligible. Income eligibility is 30% of AMI by ESG standards. If the client is over income, they will need to be exited. Case Managers will gather 30 days proof of income to determine if client is below 30% AMI by ESG standards. If a client fails to provide income documentation or refuses to participate in the income verification process, then the client must be discharged from the program for non-compliance by their annual assessment date. If Case Managers determine that the client may be getting close to over income, they will

begin working with the client to create an exit plan for their 12-month income verification. Monthly Case Management budgeting sessions do not constitute a formal income assessment. 12-month income assessment form can be found on appendix I.

- P. If rental assistance is CoC funded, the CMI can approve for Case Management and rental assistance to be continued for up to 24 months if it is deemed necessary. As a client approaches their twelfth month in a rental unit, the FAI will conduct an annual inspection. If the unit fails the annual inspection, rental assistance will not be paid for the time between when the unit fails the annual inspection and passes. This process also applies to emergency inspections.
- Q. If a family was eligible at intake into the permanent housing program when they presented together for assistance and it has recently come to your attention that the family composition has changed in light of the children no longer residing in the project, HUD would consider the family still eligible to receive assistance through the project. This is because—so long as the homeless status was confirmed upon entry into the program—any subsequent change in the household composition would not disqualify a program participant's ongoing eligibility for the program.
  - a. Please note that when household composition changes, however, it is important to consider the following as you continue to provide assistance:
    - i. Recipients or subrecipients must ensure that the unit meets all occupancy standards and local and state codes. Further, all units that receive rental assistance through the CoC Program must meet the requirements and standards included in Sections 578.75(b) and (c) of the CoC Program interim rule. Section 578.75(b) states that housing leased with CoC program funds, or for which rental assistance payments are made must meet applicable housing quality standards under 24 CFR 982.401. Section 578.75(c) states that all dwelling units must have at least one bedroom or living/sleeping room for each two persons. The interim rule does not prohibit a single parent from sharing a room with their small child. Additionally, it should be noted that a living room may be used as sleeping (bedroom) space, but no more than two persons may occupy the space,

and children of the opposite sex, other than young children, may not be required to share that space.

- ii. The recipient or sub recipient must ensure that the cost and size of the unit is reasonable and appropriate. According to the Omni Circular (2 CFR 200), all CoC Program costs must be reasonable and appropriate.
  - iii. Where rent is charged, it must be adjusted as necessary in accordance with the policies set in place through the CoC's standards. CoC's standards are determined by funder recommendations, grant regulations, and CoC data. Rent Budget plans for charging rent to clients can be found in Appendix E, F, G by population.
- R. Rapid Rehousing Plus screening and eligibility will be determined by the project manager and CMI.
- S. The CMI will ensure that each agency has a grievance procedure in place and appeals for termination for clients. The CMI will monitor the use of the grievance procedure for each case management vendor and have a process in place for clients that chose to appeal to the CMI and FAI. At point of notification, the CMI and FAI should investigate as a review of the grievance. After review, if the CMI and FAI deem the grievance plausible, further investigation by CMI, FAI and involved parties will occur; if the CMI and FAI review finds grievance is not justifiable, the decision by the Agency will stand. The funding collaborative will monitor the CMI to ensure consistency in use and application of grievances and terminations. The grievance policy can be found on Appendix H.

As an RRH system the CMI/FAI may create a sub program of RRH to test new ways to address homeless in our community. Sub program may not abide by caseload and rent scale policies.

### **Terminations**

Households may be exited or terminated from rapid rehousing assistance based on program requirements. The types of exits a case manager might enter HMIS for reporting are detailed in the reporting section. This section describes when households might be auto-exited, or assistance is terminated. All exits, and termination will be documented in HMIS and supported by case notes.

- A. Households will be exited from rapid rehousing for reasons noted in these business rules that apply to timeliness and communication in establishing

appointments, creating a housing plan and engaging in housing search and placement process.

- B. Households will be auto-exited from rapid rehousing if they receive 24 months of assistance over a 3-year period, as required by HUD and outlined in 24 CFR 576.104.
- C. Any household may be terminated from rapid rehousing assistance if deemed necessary by a case management vendor and monitored by the CMI and FAI. Reasons for termination may include but are not limited to:
  - i. Incarceration or institutionalization over 90 days. Case managers in coordination with the FAI and CMI may continue to support households where the head of household receiving assistance is incarcerated or institutionalized for up to 90 days. Any household where the head of household receiving assistance is incarcerated or institutionalized for more than 90 days will be terminated from the program in accordance with 24 CFR 576.500 (b)(2).
  - ii. Tenants who are not participating in their agreed upon housing plan may be terminated from assistance. This is only for tenants who are not actively participating in their assistance rather than noncompliance with any one aspect of their plan. Terminations for this reason should be rare, must be approved by the CMI, and participants should be linked to coordinated access for additional housing options where appropriate.
  - iii. Clients may be terminated if the case manager is unable to contact the household for two consecutive weeks. The case is then escalated to the supervisor to attempt contact. If supervisor is unable to establish contact, the case may be presented to the CMI for exit permission.
- D. If a household indicates that they would no longer like to participate in rapid rehousing assistance and is currently paying 100% of their rent, a case manager must keep the household enrolled for 30 days after the last payment by the FAI before exiting the household to permanent housing. Terminations must include documented incidences where a household is not participating in their agreed upon responsibilities of the housing plan or those cases where there is abandonment of the program and unit.
- E. In the case of termination, the CMI must notify the FAI to immediately stop payment for the unit where a household has been terminated. At point of notification, the FAI should investigate as a second review of the termination case. After review, if the FAI deems the termination plausible,

the termination will stand; if the FAI review finds termination is not justifiable, further investigation by CMI, FAI and involved parties will occur.

- F. In the case that the FAI is notified via the landlord, the FAI will notify both the CMI and appropriate vendor. All terminations must be in accordance with 24 CFR 576.402 and do not preclude a household from receiving future assistance, with the exception of the time period in which the Community-wide COVID housing programs are operating. During this time period, households exited from any The Way Home Rapid Rehousing program will not be eligible to receive assistance from any other Rapid Rehousing program within The Way Home system for the period of one year following their initial exit date. In the event of recurrence prior to the stated time frame a diversion referral may be offered.

#### **Data Entry and Reporting**

All entities that are contracted to provide services and case management will be responsible for entering data into HMIS. All reporting and data entry requirements for rapid rehousing will be dictated by the HMIS user agreement. Outcomes reporting will be pulled from data entered directly into HMIS. All case management vendors are expected to adhere to existing HMIS data quality standards and any updates to the standards published by HUD and/or adopted by the Continuum of Care. The CMI will monitor against the standards and is responsible for reviewing data for quality and accuracy. The CMI will generate quarterly reporting to funders through HMIS.

## IV. Appendices: Case Management Tools

- A. Rapid Rehousing Placement Assessment
- B. Rapid Rehousing Plan Guide
  - 1. Plan Overview
  - 2. Releases of Information
  - 3. Housing Search Tools
- C. Rapid Rehousing Budget
  - 1. For rent to be paid each month, Rapid Rehousing CM meet with clients and fill out a budget below. It is a tool for the CM to speak with clients about budgeting, spending habits, and informs the Housing Authority what should be paid each month. Budgets should be in by the 15<sup>th</sup> of every month for the month before it is to be paid. For example, for April's rent to be paid, a budget must be signed by the client and CM by March 15<sup>th</sup> and submitted to the Housing Authority.
  - 2. If a CM cannot locate a client or a client is unwilling to meet with CM to review the Rapid Re-housing budget by the 15<sup>th</sup> of the month then the Housing Authority is unable to pay the rent. There are three different budgets that CM's can use with clients:
    - a) **Monthly Budgets:** Included in the business rules is an example of a monthly budget to be filled out with clients. Contact the CMI of your program to get budgets that are outlined each month for your agency's program.
    - b) **Grace Budget:** This budget it to be used with a CM has been in communication with a client but cannot physically meet with the client to fill out and sign a budget.
    - c) **Contingency Budget:** This budget is designed to give clients a break in paying the rent if something should happen in their personal lives that could cause them financial burden. It is only to be used when client is paying rent based upon the rental amount. Consultation with the CMI of the program before budget is used on a client.

D. Rapid Rehousing Caseload Size

E. Rapid Rehousing Adult Payment Scale

F. Rapid Rehousing Non-Chronic Payment Scale

G. Rapid Rehousing Youth Payment Scale

H. Rapid Rehousing Grievance Policy

I. Income Verification

1. Income Verification: This is a review of the client's income. We are using the past 30 days of income to predict the client's gross annual income for the following year. The Case Manager will need to collect any form of income. Below are examples of income that a client could have:

a) Examples of Proof of Income:

b) 30 days' worth of pay stubs

c) SSI or SSDI reward letter

d) TANF reward Letter

e) Employment Verification Letter

f) Self-Declaration of Income Form (only to be used with CMI Approval)

2. Once the Case Manager has collected verification of income, the Case Manager will fill out the Income Verification form. If client is above 30% AMI by ESG standards, then Supervisor should review the form and verify that this is true. If Supervisor also finds client to be over-income, then client will need to be exited from program. Regardless of whether the client stays in the program or not, both CM and client needs to sign form. Once the form is complete place it back into the file, along with verification documents behind the form per the file checklist.

J. VAWA Notification to Clients

1. Every client must be given the VAWA Notification to Clients at Program Entry, Program Acceptance, Move-in and the Annual Assessment. Case Managers should explain to client their protections under VAWA and provide the opportunity for clients to read the VAWA Notification to Clients. Each time the client reviews this notice, Case Managers need have the client sign the VAWA Notification Client Signature Document and place in the file. If a client would like to enact their protections under VAWA they need to fill out the HUD Form 5832.

- K. VAWA Notification Client Signature Document
- L. HUD FORM 5832 VAWA
- M. File Check List
- N. Monitoring Policy for Subrecipients in the RRH Program
- O. Rapid Rehousing Monitoring Checklist

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

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

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

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

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

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