



**FORT BEND
COUNTY**

FY2024 Annual Action Plan



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**FY2024 ANNUAL ACTION PLAN (AAP)
COUNTY OF FORT BEND, TEXAS**

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COUNTY JUDGE

**PRECINCT 1
PRECINCT 2
PRECINCT 3
PRECINCT 4**

TABLE OF CONTENTS

Executive Summary	4
AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)	4
PR-05 Lead & Responsible Agencies – 91.200(b)	10
AP-10 Consultation – 91.100, 91.200(b), 91.215(l)	12
AP-12 Participation – 91.105, 91.200(c)	22
Expected Resources	31
AP-15 Expected Resources – 91.220(c)(1,2)	31
Annual Goals and Objectives	36
AP-20 Annual Goals and Objectives	36
AP-35 Projects – 91.220(d)	41
AP-38 Project Summary	43
AP-50 Geographic Distribution – 91.220(f)	50
Affordable Housing	52
AP-55 Affordable Housing – 91.220(g)	52
AP-60 Public Housing – 91.220(h)	53
AP-65 Homeless and Other Special Needs Activities – 91.220(i)	54
AP-75 Barriers to affordable housing – 91.220(j)	57
AP-85 Other Actions – 91.220(k)	59
Program Specific Requirements	63
AP-90 Program Specific Requirements – 91.220(l)(1,2,4)	63
Appendix	
A: Summary of Citizen Comments, Public Notices, Meetings	
B: Citizen Participation Plan	
C: FBC Monitoring Plan	
D: ESG Program Written Guidelines, Standards, Performance	
E. HOME Program Recapture Guidelines	
F: SF424s, Certifications & Allocation Funding Matrix	

Executive Summary

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

1. Introduction

Annually, Fort Bend County (FBC) is required to prepare an Annual Action Plan (AAP) that outlines how it will utilize anticipated resources to meet local priorities and objectives for the program year. The 5-year Consolidated Plan and Annual Action Plan are collaborative processes between local government and residents to identify housing and community development needs and establish strategic plans for meeting these needs.

The Consolidated Plan and Action Plan provide details on how the jurisdiction will utilize funds from HUD to enhance the lives of low-and moderate-income residents through the Community Development Block Grant (CDBG) program, HOME Investment Partnerships (HOME) program, Emergency Solutions Grant (ESG) program, and other HUD resources. The Consolidated Plan identifies needs and priorities, while the Annual Action Plan allocates funds to specific projects and activities that will be undertaken to address these needs according to priority.

The 2020-2025 Consolidated Plan and FY2024 Annual Action Plan serve as vital guides for HUD, local government, and citizens by detailing how funds will be used to provide decent housing, a suitable living environment, and expanded economic opportunities for low- and moderate-income residents. The plans have been developed with consideration of public input and participation from local service providers, non-profits, government agencies, and citizens. The Consolidated Plan and Annual Action Plan meet the regulatory requirements outlined in 24 CFR Parts 91 and 92 and will be submitted to HUD per regulations and guidance. FBC is required to submit a Consolidated Plan and Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD) in order to receive funding for program years 2020-2025.

The Consolidated Annual Action Plan for Fort Bend County outlines the objectives and outcomes for utilizing funds from HUD in the 2024 program year (September 1, 2024, to August 31, 2025). The County will receive \$3,581,470 in CDBG funds, \$976,146.37 in HOME funds, and \$306,100 in ESG funds.

Proposed projects funded for FY 2024 are as follows:

CDBG: \$150,000.00 for Housing Rehabilitation Program Direct Costs; \$2,177,955.90 for public facility and infrastructure improvements; \$537,220.10 for public services, addressing community needs; \$716,294 for program administration and management.

ESG: \$283,142.50 Homeless Services Assistance Program for emergency shelter operations and services, housing prevention, and stabilization services supporting homeless individuals and families; \$22,957.50 for program administration and management.

HOME: \$877,501.96 FBC HOME Single Family Housing Assistance Program which aims to improve and expand affordable housing options, and CHDO set-aside; \$97,614.64 for program administration and management.

By allocating these funds to various projects, Fort Bend County aims to address the community's priority needs, such as improving public facilities, expanding affordable housing, and assisting homeless individuals and families. This plan helps to ensure that resources are used effectively to create a positive impact on the lives of the County's residents.

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.

The Annual Action Plan for Fort Bend County outlines the use of \$3,581,470 in CDBG funds, \$976,146.37 in HOME funds, and \$306,100 in ESG funds for the 2024 program year. Objectives include:

- Improving public facilities and infrastructure in low-income areas.
- Expanding affordable housing through acquisition, rehabilitation, and new construction.
- Funding public services for low-income individuals and families.
- Preventing and ending homelessness through emergency shelter operations and rapid rehousing programs.
- Ensuring effective program administration.

Fort Bend County, Texas, with an estimated population of 858,527 as of July 1, 2022, has grown by 8.0% since April 1, 2020. The diverse population includes 40.6% White (Non-Hispanic), 22.1% Asian, 22.1% Black or African American, and 25.5% Hispanic or Latino residents. The median household income is \$109,987 (2018-2022), higher than state and national averages, with 7.9% living below the poverty level.

Community needs are driven by housing market difficulties, limited employment opportunities, aging infrastructure, and shifting population trends with growth in minority and immigrant communities. The county's ability to provide quality infrastructure, public facilities, and services is crucial for its growing population.

Fort Bend County has largely recovered from COVID-19, with businesses reopening and high vaccination rates by June 2023. However, lower-income residents still feel the economic impact in 2024. Service industry jobs have been slow to return, with reduced hours. Many families have lost income and savings,

while rent and home prices remain high despite stagnating wages. Food banks experience elevated demand, and local non-profits work to provide extra assistance programs, though many families struggle to regain financial stability. The job market has improved in 2024, especially in healthcare, education, and professional services, but recovery remains challenging for those severely impacted by the pandemic.

Factors driving community needs include:

- **Housing Affordability:** Rising housing costs outpace wages, creating high housing cost burdens for renters and owners.
- **Aging Infrastructure:** Lower-income neighborhoods need investments in quality infrastructure, flood mitigation, water and sewer, schools, emergency services, and broadband internet.
- **Limited Employment Opportunities:** Job growth is uneven across occupations and income levels, with many jobs not paying enough to afford local housing and living costs.
- **Population Shifts:** Growing minority and immigrant populations require culturally and linguistically appropriate resources and services.
- **Lingering COVID-19 Impacts:** Health and economic effects continue to challenge vulnerable populations facing job loss, lack of affordable housing, and healthcare costs.

Community needs in Fort Bend County focus on housing affordability, infrastructure and public services improvements, healthcare access, job opportunities, resources for diverse populations, and ongoing support for vulnerable groups affected by the COVID-19 pandemic. Coordinated planning and investment in these areas are essential to support population growth and enhance the quality of life for residents.

3. Evaluation of past performance

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

The FY 2024 Annual Action Plan marks the fifth year of the 2020-2025 Consolidated Plan for Fort Bend County. An evaluation of fourth-year activities and progress in meeting goals set in the 5-year plan will not be available until the submission of the FY 2023 Consolidated Annual Performance and Evaluation Report (CAPER) to HUD in November 2024.

Some goals and objectives from the 2020-2025 5-year Consolidated Plan were not fully addressed in previous Annual Action Plans due to several factors. The COVID-19 pandemic significantly impacted Fort Bend County starting in 2020, resulting in business closures, job losses, health issues, and economic difficulties that have continued into 2024, although the situation has improved compared to the peak of the pandemic. The County has prioritized emergency response efforts and assistance for residents facing hardships due to COVID-19. Some funds and resources have been redirected from other programs to address increased needs around healthcare, housing assistance, food access, and other areas.

Additionally, some infrastructure, public facility improvements, and affordable housing projects have faced delays due to supply chain issues, labor shortages, and increased costs of materials, although these challenges have eased somewhat by 2024. While significant challenges have impacted planned activities and funding utilization in FY 2024, the County will evaluate performance outcomes thus far and determine priorities for remaining and future funds to best assist in COVID-19 recovery and meeting other critical community needs. Some projects and initiatives delayed from FY 2023 may continue into FY 2024 and future years as conditions improve. The County will also reassess goals and timelines in the 2020-2025 Consolidated Plan to ensure they remain relevant and achievable given the evolving situation post-pandemic.

In summary, ongoing response to and recovery from COVID-19 as well as related issues around funding, labor, costs, and operations have presented challenges to meeting prior goals and fully utilizing FY 2023-2024 funds as intended in Fort Bend County. However, the situation is improving as the pandemic subsides. Close evaluation of current needs and performance outcomes along with reassessment of 5-year goals will enable the County to adjust plans accordingly and make the most effective use of CDBG, HOME, and ESG funds in FY 2024 and beyond. The FY 2023 CAPER will provide further details on the status of specific programs, projects, and funding.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The Fort Bend County Citizen Participation Plan sets standards for public involvement in developing and reviewing the Consolidated Plan, Action Plan, and other HUD-required documents. The goals are to provide meaningful participation opportunities, ensure plans address community needs, and meet HUD requirements.

Fort Bend County values citizen input and conducted a comprehensive outreach process to develop the FY 2024 Action Plan. The County held public hearings, announced funding and meetings, invited comments, and hosted engagement events. The Draft Plan was developed considering needs analysis, resources, and public input. A 30-day comment period allowed for feedback, and the final Plan incorporates public suggestions, with funds allocated to housing, community facilities, infrastructure, and services.

Outreach Conducted:

- February 13, 2024: Published public notice to announce FY2024 Annual Action Plan public meeting.
- February 21, 2024: Held the first public meeting to discuss FY2024 Annual Action Plan goals and objectives, 2020-2025 Community Needs Assessment, and upcoming RFPs for CDBG, ESG, HOME, and CDBG-CV.

- March 1, 2024: Published notice for the Annual Action Plan Public Hearing, availability of RFPs, and first public meeting; sent mass email distribution of RFPs for CDBG, ESG, and HOME applications to local governments, cities, and non-profits.
- March 5, 2024: Published separate public notice for CDBG-CV RFP.
- March 8, 2024: Sent mass email distribution of RFP for CDBG-CV applications to local governments, cities, and non-profits.
- March 26, 2024: Held a Public Hearing at Commissioners Court to announce the upcoming FY 2024 Annual Action Plan and RFP applications; also held a second public meeting/proposer's conference to discuss RFP applications.
- March - April 2024: Provided RFP technical assistance.
- April 12, 2024: Collected RFPs for CDBG, ESG, HOME, and CDBG-CV by noon deadline.
- May 30 - June 21, 2024: Conducted a 30-day public comment period on the draft AAP.
- June 21, 2024: Held citizen engagement meeting to discuss the draft plan, goals and objectives, and project funding and selection.
- June 25, 2024: Held Public Hearing at Commissioners Court for consent to submit the FY2024 AAP to HUD by July 18, 2024.
- July 18, 2024: Submitted FY2024 AAP to HUD in IDIS.

Throughout the process, public comments were accepted by phone, email, letter, and in-person. The thirty-day public comment period for the draft Consolidated Annual Action Plan began on May 30, 2024, and ended on June 21, 2024, with no comments received.

Fort Bend County conducted a comprehensive process to gather citizen input in developing the FY 2024 Annual Action Plan. Public participation is crucial for identifying community priorities and needs, guiding the allocation of funds, and addressing issues impacting low-income residents. The feedback reinforced the importance of supporting housing affordability, community infrastructure, social services, and other assistance programs. This process also helped educate community members and build connections between organizations and residents around shared goals, shaping the Annual Action Plan to effectively serve the citizens of Fort Bend County.

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.

All comments/suggestions will be accepted as appropriate and there were no comments.

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

All comments/suggestions will be accepted as appropriate and there were no comments.

7. Summary

In summary, Fort Bend County conducted a comprehensive process to gather citizen input in developing the FY 2024 Consolidated Annual Action Plan. Public participation is crucial to discern community priorities and needs, guide the allocation of funds, and enable collective problem solving around issues impacting low-income residents. The feedback received reinforced the importance of projects supporting housing affordability, needed community infrastructure and facilities, social services, and other assistance programs. The County took the opportunity to educate community members and build connections between organizations and residents around shared goals. Together, the Annual Action Plan was shaped to most effectively serve the citizens of Fort Bend County.

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 the 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 2024 Annual Action Plan includes the unincorporated areas of the County and the incorporated areas of Arcola, Beasley, Fairchilds, Fulshear, Kendleton, Meadows Place, Needville, Orchard, Pleak, Richmond, Rosenberg, Simonton, Stafford, Sugar Land and Thompsons. The County's service area does not include the cities of Houston, Katy, Missouri City, or Weston Lakes.

Consolidated Plan Public Contact Information

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

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

Fort Bend County is committed to providing affordable housing and community development for all. The 5-year Consolidated Plan identifies needs and strategies to assist low-income residents through consultation with stakeholders.

In developing the Plan, the county consulted:

- Nonprofits: Including the Coalition for the Homeless, Fort Bend Connect, Fort Bend Recovers and others. Consultation ensured the Plan addresses top priorities and leverages resources.
- Local governments: Especially unincorporated areas and 15 cities in the county to coordinate assistance on infrastructure needs.
- Other departments and groups: To gather input and enhance collaboration between housing, healthcare, education, transportation, public safety and other areas.

The consultation was timely, meaningful and responsive. The resulting Plan:

- Coordinates federal, state and local programs to provide decent affordable housing and a suitable living environment. This avoids duplication and maximizes impact.
- Enhances coordination between housing providers, healthcare agencies, and service organizations. This helps residents access supportive services to succeed.
- Serves the county, excluding Houston, Katy, Missouri City, and Weston Lakes. Although the county coordinates with most cities including Missouri City and Houston.
- Makes FY 2024 funding available to qualifying areas including unincorporated county and 15 cities after assessing community needs.

In summary, consultation for the 5-year Consolidated Plan and AAP included local governments nonprofits, county departments, and community groups. Their input shaped priorities and strategies to meet housing and development needs, especially for vulnerable groups. Coordination across programs and between providers improves the delivery of affordable housing, healthcare, education, infrastructure and other necessities. The resulting Plan guides funding to support low-income communities across most of Fort Bend County.

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 Fort Bend County Community Development Department works with county departments, local governments, nonprofits, community groups, and interested individuals to improve communication,

consultation, and coordination. The department maintains a mailing list of those interested in housing and community development issues.

The department provides information to interested groups and works with similar organizations in developing projects. Public and assisted housing providers include Attack Poverty, the Women's Center, Rosenberg Housing Authority, and Habitat for Humanity. Private and governmental health, mental health and service agencies include Texana Center, the mental health services provider.

In FY 2024, Community Development Department staff participate in regular in-person and virtual meetings. Due to 2016-2017 flooding and associated Community Development Block Grant Disaster Recovery funds, the department coordinates with the Office of Emergency Management and Texas General Land Office representatives.

In FY 2021, the department coordinated Community Development Block Grant COVID funds with county offices. The County worked with shelters and service providers to distribute Emergency Solutions Grant COVID funds addressing pandemic impacts. Coordination around these funds will continue in allocating Community Development Block Grant COVID funds.

Fort Bend County improves collaboration between housing, healthcare and social service providers through:

Broadband Access Planning: The 2019 Plan expands connectivity across the county, especially for low-income and underserved areas. Improved internet enables enhanced coordination and resource sharing between providers.

- The Broadband Access Partnership: A collaboration between the county and providers expands broadband to disadvantaged groups. The partnership enables healthcare, housing, and service organizations to coordinate planning and delivering aid.
- The Healthcare and Human Services Advisory Council: Representatives from healthcare, housing, education, and social services discuss coordinating policymaking, capacity-building, data sharing, and service delivery based on community needs.

Overall, the study provided a clear roadmap for enhancing broadband infrastructure in Fort Bend County, with a focus on closing the digital divide, promoting digital equity, and supporting future economic growth and development (<https://www.fortbendcountytx.gov/your-county/broadband-feasibility-study>).

Emergency Management Planning and Hazard Mitigation Plan: Fort Bend County is updating its Hazard Mitigation Plan (HMP) to identify projects that reduce damage from natural and non-natural hazards. The plan will assess risks, evaluate existing buildings, future development, infrastructure, and critical facilities like transportation systems and utilities. It involves community partners following a "Whole Community Approach" and includes public input opportunities, risk assessments, mitigation strategy

formulation, and regular plan updates. The goal is to secure FEMA funding for future mitigation projects. For more details, visit the Fort Bend County Hazard Mitigation Plan <https://www.fortbendcountytexas.gov/government/departments/homeland-security-emergency-management/hazard-mitigation-plan>.

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 2024, 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.

Fort Bend County coordinates with The Way Home Continuum of Care (CoC), formed in 2014 to prevent and end homelessness through a collaborative system. Goals include ensuring no one experiences homelessness for over 30 days. The CoC expanded the Rapid Re-Housing system by aligning funds and standardizing services.

During FY 2024, the County will:

- Work with providers to increase Rapid Re-Housing and Homeless Prevention capacity, especially for chronically homeless individuals and families, those with children, veterans, youth, and at-risk groups.
- Collaborate with the Coalition for the Homeless Houston/Harris County to Implement a centralized or coordinated assessment system per Emergency Solutions Grant regulations. Improve Homeless Management Information System participation by county service providers. Train local homeless organizations in nonprofit financial management and permanent supportive housing. Train local homeless organizations in nonprofit financial management and permanent supportive housing.

The County participates in monthly CoC meetings on projects and the Funders Workgroup establishing Continuum-wide Emergency Solutions Grant guidelines. The Community Development Department Director serves on the Coalition for the Homeless Steering Committee.

The County is dedicated to collaborative and coordinated efforts to prevent and end homelessness through the CoC. Addressing the needs of vulnerable groups is a priority including expanded access to affordable housing, case management, and supportive services. The County aims to build organization and system capacity to provide stable and permanent housing solutions for residents experiencing or at risk of homelessness.

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

Fort Bend County consults with The Way Home CoC in determining how to allocate Emergency Solutions Grant (ESG) funds, developing performance standards to evaluate outcomes, and establishing policies and procedures for the Homeless Management Information System (HMIS).

The County signed an agreement with the Coalition for the Homeless Houston/Harris/Fort Bend/Montgomery Counties outlining responsibilities as part of the CoC including:

- Consulting the CoC in allocating ESG funds to address priorities needs and goals, especially assisting chronically homeless individuals and families, youth, veterans, and those at risk of homelessness. The County aligns its ESG request for proposals with CoC business rules.
- Working with the CoC to develop performance standards for and evaluate outcomes of ESG-funded projects and activities. Outcomes measured include numbers served, rates of positive housing destinations (e.g. permanent supportive housing), rates of recidivism to homelessness, and cost-effectiveness of programs.
- Collaborating with the CoC to develop funding levels, policies, and procedures for operating and managing HMIS. HMIS is a database used to collect and analyze data on homelessness including individual numbers and needs. HMIS data is used for planning, resource allocation, reporting, and identifying service gaps.
- Participating in the CoC Steering Committee which oversees implementation of the CoC strategic plan including strengthening the system of care for those experiencing homelessness. The County provides input on priorities and initiatives.

Overall, Fort Bend County actively consults and participates with The Way Home CoC to strategize, plan, develop, and implement solutions to homelessness from emergency shelter to long-term housing opportunities paired with supportive services based on individual needs. The County remains dedicated to a coordinated, comprehensive system of care for all residents.

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	COALITION FOR THE HOMELESS HOUSTON / HARRIS COUNTY
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health
	What section of the Plan was addressed by Consultation?	Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Coalition for the Homeless for Houston, Harris County and Fort Bend County administers the Continuum of Care (CoC) for the area. The FBCCDD Director serves on the Coalition for the Homeless Houston/Harris County/Fort Bend County's Steering Committee. Fort Bend County used the CoC written standards and business rules for the ESG Program and is working with the CoC to provide training to increase the capacity of local homeless organizations regarding non-profit financial management, permanent supportive housing (PSH) and HMIS participation.
2	Agency/Group/Organization	FORT BEND COUNTY WOMEN'S CENTER
	Agency/Group/Organization Type	Services-Victims of Domestic Violence Services-homeless Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy

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

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

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

In developing the FY 2024 Annual Action Plan, the Community Development Department communicated regularly with existing subrecipients including housing, service agencies, and local governments. The Department receives inquiries on CDBG, HOME, and ESG funds from individuals, organizations, and governments annually FY 2024.

However, some groups are not consulted or do not apply for funding due to:

1. Lack of capacity: Some organizations, especially small nonprofits, lack the capacity to meet federal grant requirements around eligibility, reporting, and record-keeping in addition to program delivery. The additional administrative burden can be challenging, so groups avoid applying.
2. Service area mismatch: Organizations whose service area does not align with the County's jurisdiction may choose not to apply, as funds must be used to benefit county residents. Groups focusing efforts on other areas would have to adjust programs to qualify for and utilize funds.
3. Perception of lack of need: Groups that do not directly serve low-income communities or deal with affordable housing may perceive less need or benefit from applying for CDBG, HOME and ESG funds. However, investment in community programs and facilities can indirectly support vulnerable groups. Increased outreach around broad uses of funds could help address misperceptions.
4. Lack of interest in federal funds: Some organizations prefer private or state donations, grants, and fundraising over federal funding sources due to perceptions of excessive rules, regulations, and compliance issues required to utilize and report on the use of funds. However, federal grants often provide significant resources for programs. Education on the benefits and effective management of federal funds may increase interest for some groups.

In summary, the main agency types generally not consulted or applying for funds include small grassroots nonprofits with limited capacity, groups focused primarily on other jurisdictions, organizations that do not directly serve disadvantaged communities, and those preferring non-federal funding sources. Increased outreach, education, training, and capacity-building for organizations around

federal grants and uses of CDBG, HOME and ESG funds may help address these gaps and enable collaboration with a wider range of partners.

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
Regional Plan for Sustainable Development	Houston-Galveston Area Council	Regional Plan for Sustainable Development and Fort Bend County Consolidated Plan align around the shared goals of improving quality of life, increasing affordable housing, promoting social equity, supporting economic opportunity, and balancing development with environmental considerations.
Social Equity Profile	Houston-Galveston Area Council	The SEP provides an in-depth analysis of social equity issues and challenges in the 13-county Houston-Galveston region which includes Harris County and Fort Bend County. The purpose of the Profile is to enable data-driven decision making, policy development, and investment that advances equity and equal access to opportunity regardless of socioeconomic status, race, ethnicity, or disability.
2016-2017 CDBG-DR Method of Distribution	GLO	The State of Texas Annual Action Plan, Fort Bend County's Supplemental Action Plan and the Method of Distribution both work to identify needs in the county through consultation and feedback to provide benefits to low-to-moderate income residents impacted by the providentially declared disaster (2016 Floods and 2017 Hurricane Harvey).
Fort Bend County Regional Hazard Mitigation Plan	Fort Bend County	The Fort Bend County Regional Hazard Mitigation Plan aims to reduce loss of life and property damage from natural disasters through risk assessment, partnership building, project implementation, and other strategies. The plan fulfills requirements of the Disaster Mitigation Act of 2000 for Fort Bend County to be eligible for Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program funding and disaster assistance.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Fort Bend County Broadband Plan	Fort Bend County	The Fort Bend County Broadband Plan establishes a vision and strategy for expanding highspeed internet access across the county, especially for low-income and disadvantaged communities.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

Regional collaboration and coordination with other planning efforts is vital in preparing the Consolidated Annual Action Plan. Coordination helps leverage resources, gain useful insights, achieve shared goals, strengthen the impact, develop a cohesive planning framework, and meet HUD requirements.

Consultation improves decision-making and outcomes by:

- Identifying additional funding, programs, and initiatives to address local priorities. Coordination maximizes available resources to benefit the community.
- Providing data and perspectives on issues crossing boundaries and best practices that inform local planning. Input ensures the most relevant, data-driven decisions.
- Progressing on shared goals around affordable housing, infrastructure, health, transportation, economic mobility, and more. Collaboration avoids duplication of effort and builds on strengths.
- Developing comprehensive solutions through understanding connections between systems. Coordination with regional and state partners shapes a holistic view of needs and responses.
- Guiding a strategic, coordinated implementation of programs, policies, and investments. Collaboration results in equitable decision-making, long-term benefits, and overcoming challenges beyond any single jurisdiction.
- Enabling compliance with HUD regulations encourages consultation and participation. Engagement, especially with vulnerable groups, helps ensure equitable planning and use of funds.

In summary, regional collaboration allows leveraging resources and impacts, achieving shared goals, and strategic planning for equity and maximum benefit. Consultation provides useful data and perspectives to address issues influenced by factors at multiple scales. Coordinated efforts promote a comprehensive understanding of challenges and solutions. Overall, the regional partnership is key for overcoming systemic issues through collective problem-solving and progress.

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 2024 Fort Bend County Annual Action Plan began in February of 2024. The County published a public notice February 13, 2024, to announce the FY2024 Annual Action Plan and the date of public meetings. The FY 2024 CDBG, HOME and ESG Request for Proposals (RFPs) were emailed on March 1, 2024. 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 access to the FY 2024 Public Meetings. These citizen participation outreach efforts and meetings were held on:

- February 13, 2024: Published notice to announce FY24 AAP public meeting.
- February 21, 2024: Held 1st public meeting to discuss FY24 AAP goals and objectives, 2020-2025 Community Needs Assessment, and upcoming RFPs for CDBG, ESG, HOME, and CDBG-CV
- March 1, 2024: Published notice to announce the Annual Action Plan Public Hearing, availability of RFPs, and first public meeting. Also sent mass email distribution of Request for Proposals (RFP) for CDBG, ESG, and HOME applications to local governments, cities, and non-profits.
- March 5, 2024: Published separate public notice to announce CDBG-CV RFP.
- March 8, 2024: Sent mass email distribution of Request for Proposal (RFP) for CDBG-CV application to local governments, cities, and non-profits.
- March 26, 2024: Held Public Hearing at Commissioners Court to announce the upcoming FY 2024 Annual Action Plan (AAP) and RFP applications (Commissioners Court, 2nd Floor, Fort Bend County Courthouse, 401 Jackson Street, Richmond, Texas). Also held second public meeting/proposer's conference to discuss RFP applications (Travis Building, 6th Floor Meeting Room).
- March - April –2024: Provided RFP technical assistance.
- April 12, 2024: Collected RFPs for CDBG, ESG, HOME, and CDBG-CV noon deadline.
- May 30-June 21, 2024: Conducted 30-day public comment period on draft AAP.

- June 21, 2024: Held citizen engagement meeting to discuss draft plan, goals and objectives, and project funding and selection (Travis Building, 6th Floor Meeting Room).
- June 25, 2024: Held Public Hearing at Commissioners Court for consent to submit the FY2024 AAP to HUD by July 18, 2024 (Commissioners Court, 2nd Floor, Fort Bend County Courthouse, 401 Jackson Street, Richmond, Texas).
- July 18, 2024: Submitted FY2024 AAP to HUD in IDIS.
- Accepted public comments by phone, email, letter, and in-person throughout the process.

In summary, public participation revealed citizen support for more funding around affordable housing, homeless services, public facilities, infrastructure in disadvantaged neighborhoods, and healthcare/food access. However, resolving systemic poverty and inequality requires long-term collaborative solutions leveraging local resources. Policy changes, and improved/increased linguistically appropriate resources and public awareness programs were also suggested. Broad, open consultation enables understanding experiences in the community and guides planning/funding to comprehensively serve citizens, especially vulnerable groups.

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	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Non-targeted/broad community</p>	<p>Public Notice: Announced Public Meetings and availability of Requests for Proposals. Also posted on FBC Community Development Department website on February 13, 2024</p>	<p>Fort Bend County sent emails using the Interested Parties contact list of several hundred individuals and organizations to notify them of the upcoming RFP for PY2024.</p>	<p>Newspaper ad notice published</p>	<p>https://www.fortbendcountytx.gov/government/departments/community-development/notice-s</p>
2	Public Meeting	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Non-targeted/broad community</p>	<p>First Citizen Participation Outreach Meeting/Needs Assessment at the William B. Travis Building, 301 Jackson St., 6th Floor Meeting Room held on February 21, 2024</p>	<p>General questions about the RFP process, Needs Assessment, and projects eligible for funding.</p>	<p>Public Meeting</p>	<p>https://www.fortbendcountytx.gov/government/departments/community-development/notice-s</p>

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	Newspaper Ad	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Non-targeted/broad community</p>	<p>Published notice to announce the Annual Action Plan Public Hearing, availability of RFPs, and first public meeting. Also sent mass email distribution of Request for Proposals (RFP) for CDBG, ESG, and HOME applications to local governments, cities, and non-profits, March 1, 2024</p>	None	Newspaper ad notice published	https://www.fortbendcountytx.gov/government/departments/community-development/notices

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
4	Newspaper Ad	Minorities Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	Published separate public notice to announce CDBG-CV RFP, March 5, 2024	None	Newspaper ad notice published	https://www.fortbendcountytx.gov/government/departments/community-development/notices
5	Internet Outreach	Minorities Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	Sent mass email distribution of Request for Proposal (RFP) for CDBG-CV application to local governments, cities, and non-profits, March 8, 2024	General questions about RFP process and eligible projects.	Email sent to interested parties list.	https://www.fortbendcountytx.gov/government/departments/community-development/notices

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)
6	Public Meeting	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Non-targeted/broad community</p>	<p>Held Public Hearing at Commissioners Court to announce the upcoming FY 2024 Annual Action Plan (AAP) and RFP applications (Commissioners Court, 2nd Floor, Fort Bend County Courthouse, 401 Jackson Street, Richmond, Texas). Also held second public meeting/proposer's conference to discuss RFP applications (Travis Building, 6th Floor Meeting Room), March 26, 2024</p>	<p>General questions about the process.</p>	<p>Public meeting</p>	<p>https://www.fortbendcountytx.gov/government/departments/community-development/notifications</p>

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)
7	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	Provided RFP technical assistance March - April 2024	General questions about the process.	Technical assistance virtually.	
8	RFPs due	Minorities Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	RFPs due for CDBG, ESG, HOME, and CDBG-CV 12:00 pm deadline, April 12, 2024	None	None	

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)
9	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	Held citizen engagement meeting to discuss draft plan, goals and objectives, and project funding and selection (Travis Building, 6th Floor Meeting Room), June 21, 2024	General questions about the process.	Public meeting	https://www.fortbendcountytx.gov/government/departments/community-development/notice-s

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)
10	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	Held Public Hearing at Commissioners Court for consent to submit the FY2024 AAP to HUD by July 18, 2024 (Commissioners Court, 2nd Floor, Fort Bend County Courthouse, 401 Jackson Street, Richmond, Texas), June 25, 2024	None	Public hearing	https://www.fortbendcountytx.gov/government/departments/community-development/notices

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

Fort Bend County, Texas, received \$4,863,716 in Community Development Block Grant (CDBG), HOME Investment Partnerships, and Emergency Solutions Grant (ESG) funds from the U.S. Department of Housing and Urban Development (HUD) for the program year 2024 (September 1, 2024 to August 31, 2025). This amount included \$3,581,470 in CDBG, \$976,146.37 in HOME, and \$306,100 in ESG program funds. Fort Bend County administered the funds through its annual Request for Proposals (RFP) process. The RFP was released in early 2024, and organizations and cities interested in receiving funding submitted proposals. The funds will be used to support a variety of projects that will benefit low- and moderate-income residents in Fort Bend County. This is the last year of the FY2020-2025 Consolidated Plan. FBC will start its new 5 year FY2025-2030 Consolidated Plan in 2025. In the priority table under Expected Amount Available, HOME funds total \$976,146.37 (the annual allocation field doesn't accept cents).

Consolidated Plan in 2025.

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	3,581,470	0	0	3,581,470	0	CDBG: \$2,177,955.90 in public facility/ improvements; \$537,220.10 in public services; \$716,294.00 in program administration; \$150,000 Housing Rehab Project Direct Costs.
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	976,146	0	0	976,146	0	HOME: \$878,532 which includes the \$145,421.96 CHDO set-aside, and administration funds \$97,614.37. The annual allocation field does not accept cents. The total is allocation \$976,146.37.

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	306,100	0	0	306,100	0	ESG: \$283,142.50 for emergency shelter operations and services, rehousing, housing prevention and stabilization services; \$22,957.50 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 2024, 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. The FY 2024 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 2024 ESG Program funds have all committed to providing match. During FY 2024, \$255,215 in match funds will be provided by ESG Subrecipient projects.

If appropriate, describe publicly 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 2024, Fort Bend County will receive \$4,863,716 directly from HUD. During the development of the FY 2017 Fort Bend County 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 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, causing 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.

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 will continue to administer the CDBG-CV these funds during FY 2024-2025.

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: \$150,000	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	CDBG: \$67,899 ESG: \$183,660	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: \$85,000	Homeless Person Overnight Shelter: 205 Persons Assisted
4	Decent Housing (DH) 3.6	2020	2025	Homeless	Fort Bend County Service Area	Homeless Persons and Households	ESG: \$75,000	Homelessness Prevention: 5 Persons Assisted
5	Decent Housing (DH) 3.4	2020	2025	Homeless	Fort Bend County Service Area	Homeless Persons and Households	ESG: \$7,000	Homeless Person Overnight Shelter: 20 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: \$1,900,000	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: Homeowners	HOME: \$98,000	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	Goal Name	Decent Housing (DH) 3.6
	Goal Description	DH 3.6: Prevent homelessness by providing emergency rent, and utility assistance to at least five (5) persons (1 person or housing unit per year)
5	Goal Name	Decent Housing (DH) 3.4
	Goal Description	DH 3.4: Provide essential or supportive services to at least fifty (50) homeless persons (10 persons per year.)
6	Goal Name	Suitable Living Environment (SLE) 1.3
	Goal Description	SLE 1.3: Water and/or sewer improvements in at least five (5) communities (500 persons/100 persons per year)
7	Goal Name	Suitable Living Environment (SLE) 2.3
	Goal Description	SLE 2.3: Provide assistance to 500 illiterate persons (100 persons per year)
8	Goal Name	Suitable Living Environment (SLE) 2.4
	Goal Description	SLE 2.4: Provide support or recreational services to fifty (50) handicapped or disabled persons (10 persons per year)
9	Goal Name	Suitable Living Environment (SLE) 2.5
	Goal Description	SLE 2.5: Provide services to one hundred (100) abused and/or neglected children (20 children per year.)
10	Goal Name	Suitable Living Environment (SLE) 2.6
	Goal Description	SLE 2.6: Provide case management and other related services to twenty-five (25) disabled, incapacitated and/or elderly persons (5 persons per year)
11	Goal Name	Economic Opportunity (EO) 1.1
	Goal Description	ED 1: Objective 1: Provide assistance to (100) extremely low-, very-low- and low-income individuals.

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

Projects

AP-35 Projects – 91.220(d)

Introduction

Fort Bend County will receive \$3,581,470 in CDBG funds, \$976,146.37 in HOME funds and \$306,100 in ESG funds for the 2024 program year (September 1, 2024, to August 31, 2025). The funds will be utilized for projects assisting low-income individuals and communities as follows:

CDBG Projects:

- \$150,000 for Housing Rehabilitation Program Direct Costs. The program provides grants and loans to income-eligible homeowners to make necessary repairs and improvements.
- \$2,177,955.90 for Public Facilities/Improvements including water/sewer systems, community/senior centers, homeless facilities, youth centers, and infrastructure in low-income areas.
- \$537,220.10 for Public Services including food programs, healthcare, childcare, and other services for 200+ low-income residents.
- \$716,294 for planning/administration to operate the CDBG program effectively and in compliance with regulations.

HOM Projects:

- \$731,080 FBC HOME Single Family Housing Assistance Program which aims to improve and expand affordable housing options. \$146,421.96 CHDO Operating funds.
- \$97,614.64 for program administration and management.

ESG Projects:

- \$306,100.00 Homeless Services Assistance Program for emergency shelter operations and services, housing prevention, and stabilization services supporting homeless individuals and families for approximately 170 individuals and families.
- \$22,957.50 for program administration and management.

In summary, Fort Bend County will utilize CDBG, HOME, and ESG funds to serve vulnerable populations through housing, community facilities, infrastructure and public service projects as well as program administration and planning. The funds aim to provide decent affordable housing, improve living environments, and expand opportunities for economic advancement—especially for lower-income

communities facing homelessness, health issues, lack of accessibility, poverty, and other barriers.

Projects

#	Project Name
1	FY2024 FBC CDD-CDBG Program Administration
2	FY2024 FBC CDBG Home Rehabilitation & Repair Program Direct Costs
3	FY2024 FBC Public Facilities & Infrastructure Program
4	FY2024 FBC Public Services Program
5	FY2024 FBC ESG Homeless Assistance Program
6	FY2024 FBC CDD-HOME Program Administration
7	FY2024 FBC HOME Single-Family Housing Program

Table 7 - Project Information

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

AP-38 Project Summary
Project Summary Information

1	Project Name	FY2024 FBC CDD-CDBG Program Administration
	Target Area	Fort Bend County Service Area
	Goals Supported	Decent Housing (DH) 3.2 Suitable Living Environment (SLE) 1.3 Economic Opportunity (EO) 1.1
	Needs Addressed	Housing: Homeowners 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 Public Services: Victims of Domestic Violence
	Funding	CDBG: \$716,294
	Description	21A: General Program Administration: Funding to be used for CDBG program administration and management.
	Target Date	8/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	Fort Bend County Service Area
	Planned Activities	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).
2	Project Name	FY2024 FBC CDBG Home Rehabilitation & Repair Program Direct Costs
	Target Area	Fort Bend County Service Area
	Goals Supported	Decent Housing (DH) 3.2 Decent Housing (DH) 3.3 Decent Housing (DH) 3.4 Decent Housing (DH) 3.6

	Needs Addressed	Housing: Homeowners
	Funding	CDBG: \$150,000
	Description	FBC Home Repair Program provides assistance with direct costs of minor home repair for (10) low and moderate income households in the form of grants or deferred payment loans. Eligible repairs include but are not limited to, roof repair/replacement, handicap accessibility improvements, mechanical, electrical, water wells and septic systems and plumbing improvements.
	Target Date	8/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	Activities will benefit approximately 10 low-income and elderly (62 years or older) households in need of minor home repairs.
	Location Description	Fort Bend County Service Area.
	Planned Activities	14A: Rehabilitation: Single-Unit Residential Rehabilitation of single-family homes for low- and moderate income households, low-to moderate seniors, and disabled Fort Bend county residents.
3	Project Name	FY2024 FBC Public Facilities & Infrastructure Program
	Target Area	Fort Bend County Service Area
	Goals Supported	Suitable Living Environment (SLE) 1.3 Economic Opportunity (EO) 2.3
	Needs Addressed	Public Facilities/Improvements
	Funding	CDBG: \$2,177,955.90
	Description	Public Facilities and Improvements Program will include construction, rehabilitation or improvements for Flood Drainage, Water and Sewer, Sidewalks, Streets, and Neighborhood Facilities in low- and moderate-income communities or facilities serving populations primarily consisting of (100) low- and moderate-income individuals or populations with special needs.
	Target Date	8/31/2025

	Estimate the number and type of families that will benefit from the proposed activities	Activities will benefit up to 5,000 low- and moderate-income Fort Bend County residents.
	Location Description	FBC Services Area
	Planned Activities	03J Water and Sewer Improvements Activities include rehabilitation and construction of various infrastructure projects within FBC service area and cities.
4	Project Name	FY2024 FBC Public Services Program
	Target Area	Fort Bend County Service Area
	Goals Supported	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
	Needs Addressed	Public Services: Special Needs Elderly Public Services: Special Needs Abused Children Public Services: Special Needs Illiterate Persons Public Services: Special Needs Disabled Public Services: Victims of Domestic Violence
	Funding	CDBG: \$537,220.10
	Description	Fort Bend County Public Services Program will provide funding for public services for homeless services, youth services, abused and neglected children, senior services, transportation, HIV/AIDS-related services, services for those with disabilities, services for illiterate and all other general public services for low- and moderate-income Fort Bend County residents.
	Target Date	8/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	Activities will benefit up to 1,200 low- and moderate persons with public services for homeless services, youth services, abused and neglected children, senior services, transportation, HIV/AIDS related services, services for those with disabilities, services for illiterate, and all other general public services for low- and moderate-income Fort Bend County residents.
	Location Description	Fort Bend County Service Area

	Planned Activities	Activities will benefit up to 11,258 persons assisted with public services that include but not limited to, transportation, youth services, abused and neglected children services, senior services, services to those living with HIV/AIDS, disabled and low- moderate income, and illiterate ow- moderate income persons. 215 persons assisted with public services that involve housing stability for the benefit of reducing homelessness.
5	Project Name	FY2024 FBC ESG Homeless Assistance Program
	Target Area	Fort Bend County Service Area
	Goals Supported	Decent Housing (DH) 3.2 Decent Housing (DH) 3.3 Decent Housing (DH) 3.4 Decent Housing (DH) 3.6
	Needs Addressed	Homeless Persons and Households
	Funding	ESG: \$306,100
	Description	
	Target Date	8/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	ESG Administration: \$22,957.50; Rapid Re-housing/Homeless Prevention activities: \$99,482.50; Shelter Operations activities: \$183,660.00.
	Location Description	Fort Bend Service Area
	Planned Activities	Projects will benefit approximately 1,250 homeless or formerly persons through proposed direct ESG shelter/service/prevention/outreach/RRH activities. All project activities will require participation in the HMIS system and will benefit from the HMIS services and system management provided.
6	Project Name	FY2024 FBC CDD-HOME Program Administration
	Target Area	Fort Bend County Service Area
	Goals Supported	Decent Housing (DH) 4.1
	Needs Addressed	Housing: Homeowners
	Funding	HOME: \$97,614.37
	Description	Funding to be used for HOME program administration by Fort Bend County Community Development Department

	Target Date	8/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	Fort Bend County Service Area
	Planned Activities	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.
7	Project Name	FY2024 FBC HOME Single-Family Housing Program
	Target Area	Fort Bend County Service Area
	Goals Supported	Decent Housing (DH) 2.1 Decent Housing (DH) 4.1
	Needs Addressed	Housing: Homeowners Housing: Special Needs Housing: Homebuyers Housing: CHDO
	Funding	HOME: \$878,532
	Description	Fort Bend County Single-family Housing Program will provide homeownership to low to moderate households by various means of assistance including but not limited to down payment assistance, closing cost and principal reduction (if needed by homebuyer), development of new single family home construction and single-family home rehabilitation. CHDO Operating Costs is included at \$146,421.96.
	Target Date	8/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	Activity expected to benefit 35 low-to-moderate income families
	Location Description	Fort Bend County Service Area

Planned Activities	14A Rehab: Fort Bend County Single-family Housing Program will provide homeownership to low to moderate households by various means of assistance including but not limited to down payment assistance, closing cost and principal reduction (if needed by homebuyer), development of new single family home construction and single-family home rehabilitation. CHDO Operating Costs is included at \$146,421.96.
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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

The geographic distribution of the entitlement for the CDBG Program infrastructure projects focuses on areas with low- and moderate-income (LMI) residents. The LMI population varies across different areas, as summarized below according to the 2018-2022 ACS, 5-year estimates:

Beasley, TX:

- Population: 495
- LMI: 51.5%
- Demographics:
- White: 57.6% Black/African American: 19.2% Asian: 0% Two or More Races: 0% Hispanic/Latino: 23.2%

Kendleton, TX:

- Population: 340
- LMI: 73.5%
- Demographics:
- White: 25.0% Black/African American: 70.6% Asian: 0% Two or More Races: 0% Hispanic/Latino: 4.4%

Orchard, TX:

- Population: 420
- LMI: 64.3%
- Demographics:
- White: 69.0% Black/African American: 8.3% Asian: 0% Two or More Races: 3.6% Hispanic/Latino: 19.0%

Pleak, TX:

- Population: 1,025
- LMI: 52.7%
- Demographics:
- White: 71.7% Black/African American: 11.2% Asian: 4.4% Two or More Races: 2.9% Hispanic/Latino: 26.8%

Rosenberg, TX:

- Population: 38,307
- LMI: 51.5%
- Demographics:
- White: 72.1% Black/African American: 13.8% Asian: 7.3% Two or More Races: 4.5% Hispanic/Latino: 55.7%

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 2024 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 2024, 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 eight 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 that provided Rapid Rehousing rental assistance during FY 2024 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 who 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 2024, 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.

One-Year Goals for Reducing and Ending Homelessness:

- The County will fund emergency shelters the FBC Women's Center and Parks Youth Ranch to provide shelter, services, and case management to homeless individuals and families.
- Rapid rehousing and homelessness prevention activities will be supported using ESG funds to quickly re-house those experiencing homelessness.
- ESG-CV funds will continue to support expanded shelter resources, rental assistance, and homeless services to respond to needs related to the pandemic.
- The County will participate in the CoC Coordinated Access system to connect homeless persons to resources.
- CDBG-CV funds will provide rental assistance to households behind on rent and facing eviction.

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 2024, 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. The County will continue to provide homeless prevention and rapid rehousing with the 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 2024, Fort Bend County will continue to participate in CoC Coordinated Access Process

during FY 2024.

Addressing the emergency shelter and transitional housing needs of homeless persons

The County will address emergency shelter housing needs by providing FY 2024 CDBG and ESG assistance for operating and services. These projects address goals DH 3.3 and DH 3.4. The ESG-CV Program funds were awarded to the FBCWC, the Parks Youth Ranch and Texana Mental Health shelters for provide increased services to homeless persons and households and persons at risk of becoming homeless during the pandemic.

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

The County will fund homeless prevention and rapid rehousing with 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 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 2024, the County will fund homeless prevention and rapid rehousing with ESG Program funds. These funds are for shelters for provide increased services to homeless persons and households and persons at risk of becoming homeless. 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 provides training to local non-profits.

Discussion

During FY 2024, Fort Bend County will fund several public service programs that address limited clientele, presumed benefit activities for persons with special needs. All these public service projects

provide assistance to vulnerable special needs populations to prevent these low-income persons and their families from becoming homeless.

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

Introduction:

In its FY 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 for federal program costs.

The County is working to address these barriers to affordable housing by:

- Working with local communities to develop affordable housing plans
- Providing financial assistance to developers of affordable housing
- Working with landlords and property managers to remove barriers to renting to low-income clients

The County is committed to ensuring that all residents have access to safe and affordable housing.

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

Infrastructure projects the County will assist during FY 2024 are water and sewer projects. 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 2024, Fort Bend County will undertake several actions to implement the 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/Fort Bend/Montgomery Counties 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 2024 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 2024. During FY 2024, 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. 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 2024, 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. 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 2024, 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.

Actions planned to develop institutional structure

During FY 2024, 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 2024, 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 2024, 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 continue 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 2024, 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 2024, Fort Bend County received \$4,863,716 from HUD. CDBG program funds are the largest part of this funding totaling \$3,581,470, HOME funds total \$976,146.37 and ESG funds total \$306,100.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

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

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

Other CDBG Requirements

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

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(I)(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.

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

In PY 2024, Fort Bend County will implement a recapture requirement for homeownership activities under the HOME-assisted units constructed as part of Fort Bend County's homebuyer programs. These programs target eligible, low-income applicants ($\leq 80\%$ AMI), helping them purchase safe and sanitary housing through financial assistance like down payment support. The direct HOME subsidy, offered as deferred, forgivable loans, ensures repayment only if the affordability period is unmet. The subsidy may cover various costs, including underwriting and interest subsidies, ensuring the purchase price is affordable.

Recapture is triggered by any transfer of ownership, non-compliance, or cessation of principal residency during the affordability period, which varies with the subsidy amount: $< \$15,000$: 5 years; $\$15,000$ - $\$40,000$: 10 years; $\$40,000$: 15 years: New Construction: 20 years.

The recapture amount is prorated based on occupancy duration, capped at the net proceeds from the sale. If net proceeds are insufficient, only the available amount is recaptured. Fort Bend County will enforce these provisions through a lien and written agreement, ensuring homebuyer compliance. In cases of default, all remedies, including those outlined in mortgage and lien documents, may be pursued. Moreover, staff will thoroughly brief applicants on the recapture terms, ensuring clear understanding before participation in the program. Newly constructed homes must have a purchase price not exceeding 95% of the area's median purchase price, aligning with HOME regulations.

FBC defines eligible applicants as those with incomes at or below 80% of the Area Median Income (AMI). The process for soliciting and funding applications involves nonprofits submitting applications for eligible homebuyers. Once eligibility is confirmed, funding is reserved, and a notice to proceed is issued. Additional eligible applicants are placed on a waiting list if capacity is reached. Detailed information is available in the program packet, which can be obtained by calling CDD office.

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

In Fort Bend County's homebuyer program, the affordability period is determined by the amount of the HOME subsidy provided, as required by 24 CFR 92.254(a)(4). This period ensures that housing remains affordable for low-income families ($\leq 80\%$ AMI), and is detailed in a written agreement between the homebuyer and Fort Bend County.

Recapture Provisions: Fort Bend County has adopted recapture provisions in compliance with HOME regulations. According to 24 CFR 92.254(a)(5)(ii), recapture is triggered by any ownership transfer,

whether voluntary or involuntary, during the HOME affordability period. The affordability period is enforced through legal instruments such as a Deed of Trust and a Note.

Conditions Constituting Default: Recapture is initiated if the homebuyer violates the terms of the agreement, including:

- Failing to occupy the property as the principal residence.
- Transferring any ownership interest, either voluntarily or involuntarily.
- Non-compliance with loan or program agreements.

Determination of Recapture Amount: The recapture amount is prorated based on the time the homeowner occupied the property during the affordability period. If the property is sold, Fort Bend County will recapture the prorated HOME subsidy from the net proceeds, ensuring that the recapture does not exceed the net proceeds after superior loan repayments and closing costs.

Enforcement and Compliance Monitoring: Fort Bend County conducts annual verification to ensure compliance with the principal residency requirement. Homeowners must confirm their primary occupancy through mail-out verification. Non-compliant homeowners, including those who vacate or rent out the unit, will be subject to recapture. Non-compliance cases may be referred to the Fort Bend County Attorney's Office for legal action.

Resale Provisions (if applicable): If resale provisions are chosen instead of recapture, Fort Bend County ensures the affordability period by requiring that any subsequent buyer meets low-income criteria and that the home remains affordable. Resale prices must be structured to maintain affordability and are enforced through deed restrictions or similar legal instruments.

Application and Funding Process: Nonprofit organizations submit applications on behalf of eligible homebuyers. Once both the applicant and the home are determined eligible, a notice to proceed with closing is issued. Funding for downpayment assistance is reserved up to the allocated amount. If \$100,000 is allocated for 10 clients (up to \$10,000 each), only those 10 clients can proceed, with a waiting list established for others. Nonprofits must ensure matching funds are provided as required.

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

The County will not fund any multifamily housing with HOME Program funds during FY 2024.

5. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special

needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).

The County will not fund any TBRA housing with HOME Program funds during FY 2024.

6. If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).

The County will not fund any TBRA housing with HOME Program funds during FY 2024.

7. If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).

The County will not fund any rental housing projects with HOME Program funds during FY 2024.

Emergency Solutions Grant (ESG)

Reference 91.220(l)(4)

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

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 (included as an attachment)

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 2024 Fort Bend County Annual Action Plan began in February of 2024. On March 1, 2024, a public notice regarding the availability of the FY 2024 RFPs and the dates of the public meetings were published in a local newspaper. The FY 2024 CDBG, ESG and HOME Request for

Proposals (RFPs) were emailed and mailed out on March 1, 2024.

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 21, March 26, and June 21, 2024 for the public, local governments, and non-profits interested. A public hearing was held on March 2024 at Fort Bend County Commissioners Court.

The deadline for the submission of RFPs was 12:00 p.m. on Friday, April 12, 2024. The County received twenty-four (24) proposals from organizations totaling \$10,955,627.68.

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 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 2024, 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 homelessness 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.

APPENDICES

TABLE OF CONTENTS

APPENDIX A:	Summary of Citizen Comments, Public Notices & Meetings
APPENDIX B:	Citizen Participation Plan
APPENDIX C:	FBC Monitoring Process
APPENDIX D:	ESG Program Written Guidelines, Standards, and Performance Standards
APPENDIX E:	HOME Program Recapture Guidelines
APPENDIX F:	SF424s & Certifications & Allocation Funding Matrix

APPENDIX A: Summary of Citizen Comments, Public Notices & Meetings

APPENDIX A

SUMMARY OF CITIZEN COMMENTS

The development of the FY 2024 Fort Bend County Annual Action Plan began in February of 2024. The County published a public notice February 13, 2024, to announce the FY2024 Annual Action Plan and the date of public meetings. The FY 2024 CDBG, HOME and ESG Request for Proposals (RFPs) were emailed on March 1, 2024. 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 access to the FY 2024 Public Meetings. These citizen participation outreach efforts and meetings were held on:

Outreach Conducted:

- February 13, 2024: Published public notice to announce FY2024 Annual Action Plan public meeting.
- February 21, 2024: Held the first public meeting to discuss FY2024 Annual Action Plan goals and objectives, 2020-2025 Community Needs Assessment, and upcoming RFPs for CDBG, ESG, HOME, and CDBG-CV.
- March 1, 2024: Published notice for the Annual Action Plan Public Hearing, availability of RFPs, and first public meeting; sent mass email distribution of RFPs for CDBG, ESG, and HOME applications to local governments, cities, and non-profits.
- March 5, 2024: Published separate public notice for CDBG-CV RFP.
- March 8, 2024: Sent mass email distribution of RFP for CDBG-CV applications to local governments, cities, and non-profits.
- March 26, 2024: Held a Public Hearing at Commissioners Court to announce the upcoming FY 2024 Annual Action Plan and RFP applications; also held a second public meeting/proposer's conference to discuss RFP applications.
- March - April 2024: Provided RFP technical assistance.
- April 12, 2024: Collected RFPs for CDBG, ESG, HOME, and CDBG-CV by noon deadline.
- May 30 - June 21, 2024: Conducted a 30-day public comment period on the draft AAP.
- June 21, 2024: Held citizen engagement meeting to discuss the draft plan, goals and objectives, and project funding and selection.
- June 25, 2024: Held Public Hearing at Commissioners Court for consent to submit the FY2024 AAP to HUD by July 18, 2024.
- July 18, 2024: Submitted FY2024 AAP to HUD in IDIS.
- Accepted public comments by phone, email, letter, and in-person throughout the process.

The County received thirty-three (33) proposals from non-profit organizations and local governments. These applications totaled \$4,227,573 in CDBG Program funding requests, \$333,046 in ESG Program

funding requests, \$440,000 was submitted for HOME Program funds and \$2,490,458 in CDBG-CV Program funding requests. Public meetings were held February 21, 2024, March 26, 2024, June 21, 2024 at the William B. Travis Building 301 Jackson Street, 6th Floor Meeting Room, Richmond, Texas to receive public comments regarding the Request for Proposals (RFP) process and draft FY 2024 Annual Action Plan. In addition, a public hearing was held on March 26, 2024 at the Fort Bend County Commissioners Court to obtain public comments regarding community needs.

During the thirty-day public review period from May 20, 2024, to June 21, 2024, draft copies of Fort Bend County's Annual Action Plan were available for review at the office of Fort Bend County Community Development Department or could be requested by email. The Fort Bend County Commissioners Court is scheduled to approve the FY 2024 Annual Action Plan and SF424's to submit to HUD by July 18, 2024. Any written comments received during the development of the FY 2024 Annual Action Plan process are included in Appendix A: Summary of Citizen Comments.

In summary, public participation revealed citizen support for more funding around affordable housing, homeless services, public facilities, infrastructure in disadvantaged neighborhoods, and healthcare/food access. However, resolving systemic poverty and inequality requires long-term collaborative solutions leveraging local resources. Policy changes, and improved/increased linguistically appropriate resources and public awareness programs were also suggested. Broad, open consultation enables understanding lived experiences in the community and guides planning/funding to comprehensively serve citizens, especially vulnerable groups.

From: [Spates, Janeen](#)
Subject: Public Review and Comment Period for Fort Bend County FY 2024 Consolidated Annual Action Plan Draft
Date: Monday, May 20, 2024 4:58:34 PM
Attachments: [2024-05-17 FY 2024 Consolidated Annual Action Plan Draft Public Notice.pdf](#)
[image001.png](#)
[2024-05-17 Plan De Accion Anual De 2024 Aviso Publico.pdf](#)

Greetings,

We are pleased to announce that the **DRAFT FY 2024 Consolidated Annual Action Plan (AAP)** is available for a 30-day public review and comment period from **Monday, May 20, 2024, to Friday, June 21, 2024**. The draft FY2024 AAP describes the actions, activities, and grants that will be used to address the priority needs and specific goals of the Consolidated Plan.

Please note that actual funding amounts for FY2024 have not yet been released by HUD. Therefore, the FY2024 allocations in the plan are based on the FY2023 allocations. Once the awards are released, Fort Bend County will adjust the recommended project allocations.

The draft AAP can be accessed by visiting our office, calling, or emailing the Fort Bend Community Development Department, located at William B. Travis Building, 301 Jackson St., Suite 602, Richmond, Texas 77469, calling (281) 341-4410 or by email at communitydevelopment@fortbendcountytexas.gov.

The 30-day public review and comment period ends on **Friday, June 21, 2024**. Please submit your comments by email to communitydevelopment@fortbendcountytexas.gov or in person at the public meeting on **Thursday, June 20, 2024, at 2:00 p.m.**, at the William B. Travis Building, 301 Jackson St., 6th Floor Meeting Room, Richmond, Texas.

Thank you for your time and participation.

Community Development Department | Fort Bend Co.
301 Jackson Street, Ste. 602 | Richmond, TX 77469
Main: (281) 238-3312 | Fax: 281-341-3762



Carol Borrego, AICP
Director

COMMUNITY DEVELOPMENT

Fort Bend County, Texas

(281) 341-4410
Fax (281) 341-3762

MEMORANDUM

TO: Interested Cities and Organizations

FROM: Carol Borrego *CB*

DATE: March 1, 2024

RE: Community Development Block Grant (CDBG) Program, HOME Investment Partnerships (HOME) Program, and Emergency Solutions Grant (ESG) Program

Attached is information necessary for applying for Program Year 2024 funds.

The U.S. Department of Housing and Urban Development (HUD) has not notified grantees of their actual FY 2024 allocation amounts covered by the Consolidated Annual Action Plan. Previously, HUD has recommended that grantees include “contingency language” explaining how the proposed plan will be adjusted to reflect actual allocation amounts and has instructed grantees not to submit their Annual Action Plans until HUD notifies grantees of their actual allocation amounts.

The County will use the FY 2023 allocations as estimates for the FY 2024 allocations. HUD allocated Fort Bend County \$3,482,784 in Community Development Block Grant (CDBG), \$1,134,775 in HOME Investment Partnerships, and \$292,049 in Emergency Solutions Grant Program funds for FY 2023.

An information session for applicants will be held on **Tuesday, March 26, 2024, at 10:00 a.m.** at the William B. Travis Building, 301 Jackson St., 6th Floor Meeting Room, Richmond, Texas 77469. Questions from applicants will be answered during this session. Proposals must be submitted to the Fort Bend County Community Development Department, 301 Jackson St., Suite 602, Richmond, Texas 77469 by **12:00 p.m. on Friday, April 12, 2024.**

Only one (1) proposal will be accepted for consideration from any city or organization for each type of funding: CDBG, HOME, or ESG Program.

If you need additional information, please call Janeen Spates with this office.

PUBLIC NOTICE
FORT BEND COUNTY COMMUNITY DEVELOPMENT DEPARTMENT
FY 2024 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), and Emergency Solutions Grant (ESG) 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 2020-2025 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 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 2024 Consolidated Annual Action Plan includes the proposed projects to be funded from FY2024, September 1, 2024 to August 31, 2025. These projects are listed below by program funding source. The amount of funds expected to be available in FY2024 is based upon funds allocated to Fort Bend County by HUD in FY2023. Actual funding amounts for FY2024 have not been released therefore, Fort Bend County may be required to reduce, increase or de-obligate funding to the recommended project allocations should the actual allocation change from the FY2023 amounts.

AMOUNT OF FUNDS EXPECTED TO BE AVAILABLE DURING FY2024

CDBG	\$3,482,784
CDBG Public Infrastructure	\$1,963,784
CDBG Public Service	\$410,000
CDBG Administration (Fort Bend County)	\$650,000
HOME	\$1,134,775
HOME CHDO Set-Aside	\$170,217
HOME Administration (Fort Bend County)	\$113,477
ESG (Shelter Operations)	\$175,215
ESG (HP/RR)	\$80,000
ESG Administration (Fort Bend County)	\$21,903
Total funds (estimates from FY2023)	\$4,792,774

2024 PROJECTED USE OF FUNDS

LOCATION	DESCRIPTION	RECOMMENDED AMOUNT
CDBG		
Countywide	CDBG Program Administration and Planning (20% max)	\$650,000.00
Countywide	Section 108 Repayment: City of Arcola	\$309,000.00
Countywide	Housing Rehabilitation Program Direct Costs	\$150,000.00
Countywide	Fort Bend County Public Facilities/Infrastructure Projects	\$1,963,784.00
Countywide	Fort Bend County Public Service Projects	\$410,000.00
Countywide	Fort Bend County Housing Rehabilitation Program	\$150,000.00
ESG		
Countywide	ESG Program Administration (7.5% max)	\$21,903.00
Countywide	Fort Bend County Homeless Services Assistance Program	\$255,215.00
HOME		
Countywide	HOME Program Administration (10% max)	\$113,477.00
Countywide	Fort Bend County Single Family Acquisition and New Construction Program	\$240,000.00
Countywide	Fort Bend County Housing Rehabilitation Program	\$611,081.00

The Fort Bend County FY 2024 Consolidated Annual Action Plan Draft will be available for a 30-day public review and comment from **Monday, May 20, 2024, to Friday, June 21, 2024**. 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.

A public meeting will be held on **Thursday, June 20, 2024, at 2:00 p.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 2024 Consolidated Annual Action Plan. The public is encouraged to attend and to submit comments to Janeen Spates, Community Development Assistant Director, at the Fort Bend County Community Development Department,

301 Jackson St., Suite 602, Richmond, Texas 77469 in person or by email at communitydevelopment@fortbendcountytexas.gov. 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.

**CONDADO DE FORT BEND
DEPARTAMENTO DE DESARROLLO DE LA COMUNIDAD
PLAN DE ACCION ANUAL DE 2024
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 2024, 1 de Septiembre hasta el 31 de Agosto 2024. Este plan requiere una sumisión singular consolidado para planear y aplicar a los fondos federales Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) Programs y Emergency Solutions Grant (ESG).

El Plan de Acción para el año fiscal 2024 incluye los proyectos recomendados para financiación entre FY 2024, 1 de Septiembre 2024 hasta 31 de Agosto 2025. Los proyectos están listados por programa y cantidad de fondos federales recomendados. El Condado no ha recibido la cantidad de fondos para 2024. El Condado puede reducir, aumentar o omitir fondos a proyectos si la ración de fondos cambia de FY 2023.

AMOUNT OF FUNDS EXPECTED TO BE AVAILABLE DURING FY2024

CDBG	\$3,482,784
CDBG Public Infrastructure	\$1,963,784
CDBG Public Service	\$410,000
CDBG Administration (Fort Bend County)	\$650,000
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Total funds (estimates from FY2023)	\$4,792,774

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ESG		
Countywide	ESG Program Administration (7.5% max)	\$21,903.00
Countywide	Fort Bend County Homeless Services Assistance Program	\$255,215.00
HOME		
Countywide	HOME Program Administration (10% max)	\$113,477.00
Countywide	Fort Bend County Single Family Acquisition and New Construction Program	\$240,000.00
Countywide	Fort Bend County Housing Rehabilitation Program	\$611,081.00

El plan está disponible para enviar comentarios el Lunes, 20 de Mayo hasta el Viernes, 21 de Junio 2024. 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 2024, el Jueves, 20 Junio 2024, a las 2 de la tarde, en el edificio William B. Travis, 301 Jackson St., 6th Floor Meeting Room, Richmond, Texas. Pueden poner en contacto con la oficina al número 281-341-4410 o email comentarios a communitydevelopment@fortbendcountytexas.gov

Se invita al público asistir y enviar comentarios a Janeen Spates, Directora Ayudanta 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.

PUBLISHER'S AFFIDAVIT

235297 - English

THE STATE OF TEXAS §
COUNTY OF FORT BEND §

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

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

(CLIPPING) (S)

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

02/15

_____, A.D. 2024



Lee Hartman
Publisher

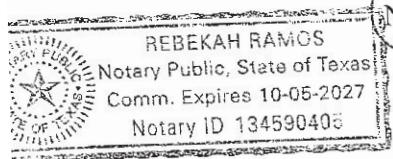
SUBSCRIBED AND SWORN BEFORE ME by Lee Hartman, who

X a) is personally known to me, or

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

on this the 17 day of February, A.D. 2024 to certify which witness my hand and seal of office.

Notary Public, State of Texas



**FORT BEND COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
FY 2024 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 2024 Consolidated Annual Action Plan.

Public meetings will be held on **Wednesday, February 21, 2024** and **Tuesday, March 26, 2024, 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 Janeen Spates, Community Development Assistant Director, 301 Jackson St., Suite 602, Richmond, Texas 77469. Comments will be incorporated into the draft FY 2024 Consolidated Annual Action Plan, as appropriate.

The Fort Bend County CDBG, HOME, and ESG Request for Proposals (RFP's) will be available on **Friday, March 1, 2024**. A public meeting/information session for CDBG, HOME, and ESG Program applicants will be held on **Tuesday, March 26, 2024, 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 12, 2024**. For more information, please call Janeen Spates 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

235297 - Spanish

THE STATE OF TEXAS §
COUNTY OF FORT BEND §

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

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

(CLIPPING) (S)

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

02/15

_____, A.D. 2024



Lee Hartman
Publisher

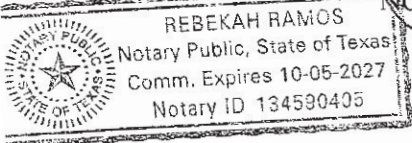
SUBSCRIBED AND SWORN BEFORE ME by Lee Hartman, who

X a) is personally known to me, or

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

on this the 17 day of February, A.D. 2024 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 2024
AVISO PÚBLICO**

En conformidad con el Departamento de Desarrollo Urbano de Viviendas (HUD), el Condado de Fort Bend está preparando un Plan de Acción para el año fiscal 2024, 1 de Septiembre -31 de Agosto. Este plan requiere una sumisión singular consolidado para planear y aplicar a los fondos federales Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG) y HOME Investment Partnerships (HOME) Programs.

Habrà una audiencia pública para recibir comentarios del público sobre las necesidades de la comunidad y para asistir en la preparación sobre las prioridades del Plan de Acción Anual de 2024 el Miercoles, 21 de Febrero a las 10 de la mañana, en el edificio William B. Travis, 301 Jackson St., 6th Floor Meeting Room, Richmond, Texas.

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.

Aplicaciones para los fondos CDBG, HOME y ESG serán disponibles el Viernes, 1 de Marzo, 2024. Una audiencia pública para responder será el Martes, 26 de Marzo 2024, a las 10 de la mañana en el edificio, William B. Travis, 301 Jackson St., 6th Floor Meeting Room, Richmond, Texas. Propuestas deben ser entregadas para las 12 de la tarde el Viernes, 12 de Abril 2024. Para información, favor de llamar a Carol Borrego a 281-341-4410.

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

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:

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- 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:

03/07

_____, A.D. 2024



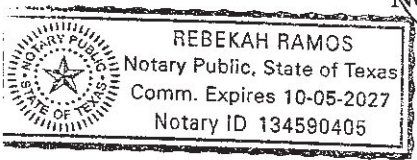
Lee Hartman
Publisher

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 9 day of March, A.D. 2024 to certify which witness my hand and seal of office.

Notary Public, State of Texas



**PUBLIC NOTICE
FORT BEND COUNTY, TEXAS
COMMUNITY DEVELOPMENT BLOCK GRANT - COVID (CDBG-CV) PROGRAM**

Fort Bend County was allocated \$4,584,858 in CDBG COVID-19 Program funds through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136. The purpose of CDBG COVID-19 grant is to provide funding for a range of eligible activities that prevent, prepare, and respond to the spread of the coronavirus.

The Fort Bend County CDBG-CV Request for Proposals (RFP's) for the remaining CDBG-CV Program funds will be available on **Friday, March 8, 2024**. A public meeting/information session for applicants will be held on **Tuesday, March 26, 2024, 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 12, 2024**. For more information, please call Janeen Spates 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.

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COUNTY OF FORT BEND §

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

(CLIPPING) (S)

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

03/07

_____, A.D. 2024



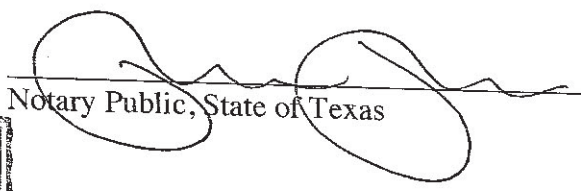
Lee Hartman
Publisher

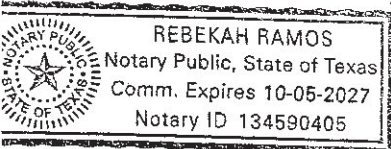
SUBSCRIBED AND SWORN BEFORE ME by Lee Hartman, who

X a) is personally known to me, or

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

on this the 9 day of March, A.D. 2024 to certify which witness my hand and seal of office.


Notary Public, State of Texas



AVISO PÚBLICO
CONDADO DE FORT BEND
COMMUNITY DEVELOPMENT BLOCK GRANT - COVID (CDBG-CV) PROGRAM

El Departamento de Desarrollo Urbano de Viviendas (HUD) reparto a el Condado de Fort Bend \$4,584,858 in fondos para el programa Community Development Block Grant Cares Act (CDBG-CV). El proposito de este programa es proporcionar fondos para actividades que impedir, preparar, o responder a la diseminación de el virus coronavirus.

Aplicaciones para los fondos sobrante CDBG-CV serán disponible el Viernes, 8 de Marzo, 2024. Una audiencia pública para responder será el Martes, 26 de Marzo 2024, a las 10 de la mañana en el edificio William B. Travis, 301 Jackson St., 6th Floor Meeting Room, Richmond, Texas. Propuestas deben ser entregadas para las 12 de la tarde el Viernes, 12 de Abril 2024. Para información, favor de llamar a Janeen Spates a 281-341-4410.

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

03/17

PUBLISHER'S AFFIDAVIT

FBC Community Development
236327 (English)

THE STATE OF TEXAS §
COUNTY OF FORT BEND §

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03/17

_____, A.D. 2024



Lee Hartman
Publisher

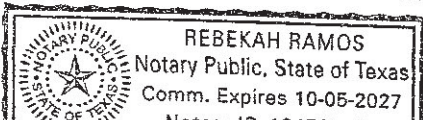
SUBSCRIBED AND SWORN BEFORE ME by Lee Hartman, who

X a) is personally known to me, or

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

on this the 23 day of March, A.D. 2024 to certify which witness my hand and seal of office.

Notary Public, State of Texas



**FORT BEND COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
FY 2024 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) grant programs. Fort Bend County is in the process of developing its FY 2024 Consolidated Annual Action Plan, the period from September 1, 2024 through August 31, 2025.

A Public Hearing will be held on **Tuesday, March 26, 2024 at 1:00 p.m.**, Fort Bend County Commissioners Court, 2nd Floor, Fort Bend County Historic 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 Janeen Spates, Community Development Assistant Director, 301 Jackson St., Suite 602, Richmond, Texas 77469. Comments will be incorporated into the draft FY 2024 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.

03/17

PUBLISHER'S AFFIDAVIT

FBC Community Development
236327 (Spanish)

THE STATE OF TEXAS §
COUNTY OF FORT BEND §

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(CLIPPING) (S)

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03/17

_____, A.D. 2024



Lee Hartman
Publisher

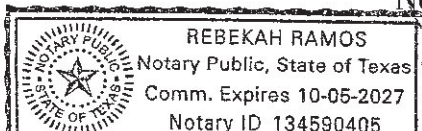
SUBSCRIBED AND SWORN BEFORE ME by Lee Hartman, who

X a) is personally known to me, or

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

on this the 23 day of March, A.D. 2024
to certify which witness my hand and seal of office.

Notary Public, State of Texas

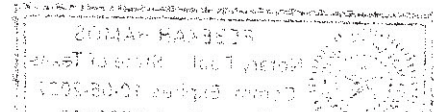


**CONDADO DE FORT BEND DEPARTAMENTO DE
DESARROLLO DE LA COMUNIDAD
PLAN DE ACCION ANUAL DE 2024
AVISO PUBLICO**

En conformidad con el Departamento de Desarrollo Urbano de Viviendas (HUD), el Condado de Fort Bend está preparando un Plan de Acción para el año fiscal 2023, del 1 de Septiembre al 31 de Agosto. Este plan requiere una sumisión singular consolidado para planear y aplicar a los fondos federales Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG) y HOME Investment Partnerships (HOME) programs.

Habra una audiencia pública el **Martes, 26 de Marzo de 2024, 1:00 p.m.**, en el Fort Bend County Commissioners Court, segundo piso del edificio Fort Bend County Historic Courthouse, 401 Jackson Street, Richmond, Texas para recibir comentarios del público sobre las necesidades de la comunidad, especialmente de personas con ingresos bajos y moderados, como personas y familias sin hogares, personas con necesidades especiales como los ancianos, la juventud, personas con enfermedades mentales, incapacidades físicas, adicciones de alcohol, drogas, HIV y SIDA, las necesidades de vivienda para inquilinos y dueños, necesidades de la comunidad como programas para reducir crimen, el desarrollo económico, infraestructura, la planificación y administración, comodidades públicas, servicios públicos y otras necesidades. Se invita al público asistir y enviar comentarios a Janeen Spates, Directora Adjunta de 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 de acción anual.

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



05/19

PUBLISHER'S AFFIDAVIT

THE STATE OF TEXAS §
COUNTY OF FORT BEND §

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(CLIPPING) (S)

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05/19

, A.D. 2024

[Handwritten signature]

Lee Hartman
Publisher

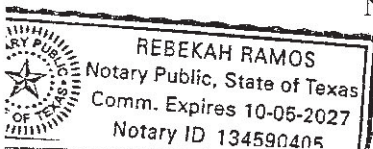
SUBSCRIBED AND SWORN BEFORE ME by Lee Hartman, who

X a) is personally known to me, or

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

on this the 25 day of May, A.D. 2024 to certify which witness my hand and seal of office.

Notary Public, State of Texas



PUBLIC NOTICE
FORT BEND COUNTY COMMUNITY DEVELOPMENT DEPARTMENT
FY 2024 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), and Emergency Solutions Grant (ESG) 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 2020-2025 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 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 2024 Consolidated Annual Action Plan includes the proposed projects to be funded from FY2024, September 1, 2024 to August 31, 2025. These projects are listed below by program funding source. The amount of funds expected to be available in FY2024 is based upon funds allocated to Fort Bend County by HUD in FY2023. Actual funding amounts for FY2024 have not been released therefore, Fort Bend County may be required to reduce, increase or de-obligate funding to the recommended project allocations should the actual allocation change from the FY2023 amounts.

AMOUNT OF FUNDS EXPECTED TO BE AVAILABLE DURING FY2024

CDBG	\$3,482,784
CDBG Public Infrastructure	\$1,963,784
CDBG Public Service	\$410,000
CDBG Administration (Fort Bend County)	\$650,000
HOME	\$1,134,775
HOME CHDO Set-Aside	\$170,217
HOME Administration (Fort Bend County)	\$113,477
ESG (Shelter Operations)	\$175,215
ESG (HP/RR)	\$80,000
ESG Administration (Fort Bend County)	\$21,903
Total funds (estimates from FY2023)	\$4,792,774

2024 PROJECTED USE OF FUNDS

LOCATION	DESCRIPTION	RECOMMENDED AMOUNT
CDBG		
Countywide	CDBG Program Administration and Planning (20% max)	\$650,000.00
Countywide	Section 108 Repayment, City of Arcoia	\$309,000.00
Countywide	Housing Rehabilitation Program Direct Costs	\$150,000.00
Countywide	Fort Bend County Public Facilities/Infrastructure Projects	\$1,963,784.00
Countywide	Fort Bend County Public Service Projects	\$410,000.00
Countywide	Fort Bend County Housing Rehabilitation Program	\$150,000.00
ESG		
Countywide	ESG Program Administration (7.5% max)	\$21,903.00
Countywide	Fort Bend County Homeless Services Assistance Program	\$255,215.00
HOME		
Countywide	HOME Program Administration (10% max)	\$113,477.00
Countywide	Fort Bend County Single Family Acquisition and New Construction Program	\$240,000.00
Countywide	Fort Bend County Housing Rehabilitation Program	\$611,081.00

The Fort Bend County FY 2024 Consolidated Annual Action Plan Draft will be available for a 30-day public review and comment from Monday, May 20, 2024, to Friday, June 21, 2024. 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.

A public meeting will be held on Thursday, June 20, 2024, at 2:00 p.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 2024 Consolidated Annual Action Plan. The public is encouraged to attend and to submit comments to Janeen Spates, Community Development Assistant Director, at the Fort Bend County Community Development Department, 301 Jackson St., Suite 602, Richmond, Texas 77469 in person or by email at

communitydevelopment@fortbendcountytexas.gov. 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.

CONDADO DE FORT BEND
DEPARTAMENTO DE DESARROLLO DE LA COMUNIDAD
PLAN DE ACCION ANUAL DE 2024
AVISO PUBLICO

En conformidad con el Departamento de Desarrollo Urbano de Viviendas (HUD), el Condado de Fort Bend esta preparando un Plan de Accion Anual para el año fiscal 2024, 1 de Septiembre hasta el 31 de Agosto 2024. Este plan requiere una submision singular consolidada para planear y aplicar a los fondos federales Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) Programs y Emergency Solutions Grant (ESG).

El Plan de Accion para el año fiscal 2024 incluye los proyectos recomendados para financiacion entre FY 2024, 1 de Septiembre 2024 hasta 31 de Agosto 2025. Los proyectos estan listados por programa y cantidad de fondos federales recomendados. El Condado no ha recibido la cantidad de fondos para 2024. El Condado puede reducir, aumentar o omitir fondos a proyectos si la racion de fondos cambia de FY 2023.

AMOUNT OF FUNDS EXPECTED TO BE AVAILABLE DURING FY2024

CDBG	\$3,482,784
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Total funds (estimates from FY2023)	\$4,792,774

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Countywide	HOME Program Administration (10% max)	\$113,477.00
Countywide	Fort Bend County Single Family Acquisition and New Construction Program	\$240,000.00
Countywide	Fort Bend County Housing Rehabilitation Program	\$611,081.00

El plan está disponible para enviar comentarios el Lunes, 20 de Mayo hasta el Viernes, 21 de Junio 2024. 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 Accion Anual de 2024, el Jueves, 20 Junio 2024, a las 2 de la tarde, en el edificio William B. Travis, 301 Jackson St., 6th Floor Meeting Room, Richmond, Texas. Pueden poner en contacto con la oficina al número 281-341-4410 o email comentarios a communitydevelopment@fortbendcountytexas.gov

Se invita al público asistir y enviar comentarios a Janeen Spates, Directora Ayudanta 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 póngase 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.

930 Legal Notices

DECE TO CREDITORS
 Notice is hereby given that the Letters Testamentary

930 Legal Notices

CONSTABLE'S SALE
 Notice is hereby given, that by virtue of a certain ORDER OF

930 Legal Notices

THREE HUNDRED SEVENTY ONE AND 85/100 DOLLARS (\$371.85); WITH

930 Legal Notices

LOT 17, IN BLOCK 37, OF HUNTINGTON VILLAGE SECTION FOUR, AN ADDITION

930 Legal Notices

ALDAMAGER, RESPONSIBLE AND NECESSARY ATTORNEYS' FEES, IN THE AMOUNT

930 Legal Notices

Notice is hereby given that Storage King USA - Janelletha at 3819 Avenida K, Rosenberg,

930 Legal Notices

to be sold is described as general household items unless otherwise noted. Juan

930 Legal Notices

Agent's website located at www.fortbendcountytexas.gov. BID 24-002 -



FY 2024 Consolidated Annual Action Plan



Public Meeting
February 21, 2024, 10:00 am
William B. Travis Building, 6th floor Meeting Room



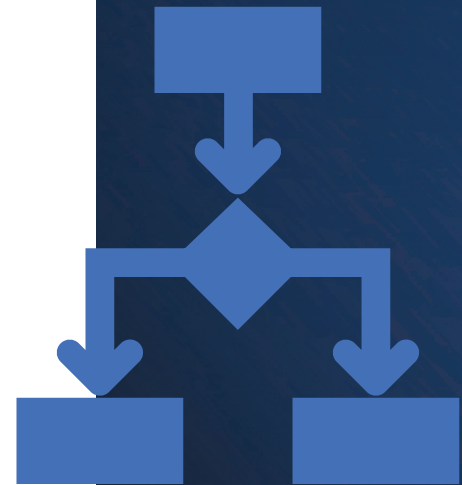
AGENDA

1. FY 2024 Consolidated Annual Action Plan
2. Expected Assistance and Range of Activities
CDBG, HOME, ESG
3. Consolidated Plan Needs Assessment/Needs
of Community Survey (handout)
4. RFP Guidelines
5. Comments, Questions, Discussion
6. Handouts

FY2024 CAAP

HUD Consolidated Plan Requirement:

- **Regulation Source:** Title 24, CFR Part 91.
- **Purpose:** Serves as a planning document and application for HUD formula grant programs (CDBG, HOME, ESG, HOPWA).
- **Process:** Engages community in a collaborative process to set a unified vision for community development.
- **Assessment:** Evaluates affordable housing, community development needs, and market conditions.
- **Strategy:** Establishes priorities, initiatives, and goals for a five-year period.
- **Annual Action Plan:** Details specific projects and activities for the first year.
- **Objective:** Ensures strategic, needs-based allocation of federal funds to benefit low and moderate-income individuals.





FY 2024 CAAP

- To the extent feasible the County is encouraged to include ways to address these goals as part of the Consolidated Plan (5-year).
- Current 5-year Consolidated Plan: September 1, 2020 to August 31, 2025
- The Consolidated Plan Final Rule requires that local government jurisdiction's Consolidated Plans contain
 - A housing and homeless needs assessment
 - A housing market analysis
 - A strategic plan
 - An action plan, CAPER
 - Fair Housing Plan
 - The required HUD certifications.



FY 2024 CAAP

The Consolidated Annual Action Plan

Year 1: September 1, 2020 to August 31, 2021

Year 2: September 1, 2021 to August 31, 2022

Year 3: September 1, 2022 to August 31, 2023

Year 4: September 1, 2023 to August 31, 2024

Year 5: September 1, 2024 to August 31, 2025

Action Plan must describe the Federal and other resources expected to be available to address the priority needs and specific objectives identified in the Strategic Plan.

In addition, the Action Plan must include a description of the activities to be undertaken during the next year to address priority needs in terms of local objectives

FY 2024 CAAP



**Fort Bend County,
Texas**



**FY 2020-2025
Consolidated Plan**



**September 1, 2020
to August 31, 2025**



**Five-Year and One
Year Goals**



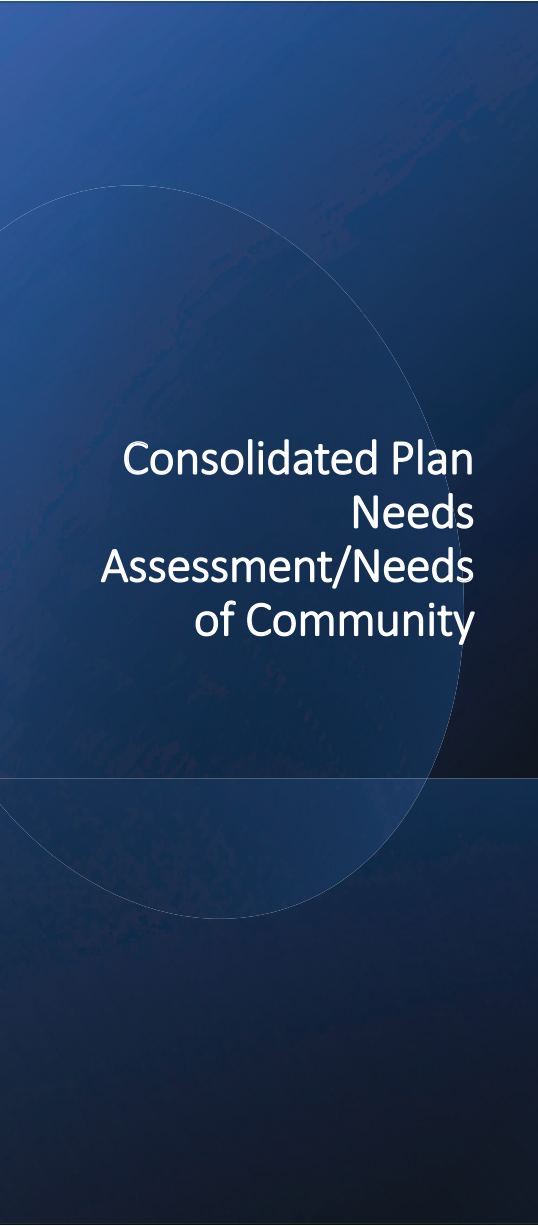
**Community Needs
Survey**

Expected Assistance FY2024 CAAP

U.S. Department of Housing and Urban Development (HUD) has not allocated FY 2024 Program funds. For FY 2023 Fort Bend County was allocated:



- \$3,482,784 in Community Development Block Grant (CDBG) Program funds
- \$1,134,775 in HOME Investment Partnership (HOME) Program funds, and
- \$292,049 in Emergency Solutions Grant (ESG) Program funds.



Consolidated Plan
Needs
Assessment/Needs
of Community

The overall goal of the community planning and development programs covered by the Consolidated Plan is to develop viable urban communities by providing:

- decent housing
- a suitable living environment and
- expanding economic opportunities

principally for low- and moderate-income persons.

Consolidated Plan Needs Assessment/Needs of Community

Decent Housing Goals:

- **Assistance for Homeless Persons:** Help in obtaining appropriate housing.
- **Support for At-Risk Individuals:** Prevent the risk of homelessness.
- **Affordable Housing Retention:** Maintain the stock of affordable housing.
- **Permanent Housing:** Increase availability at affordable costs for low and moderate-income families.
- **Non-Discrimination:** Ensure equal housing opportunities without discrimination.
- **Support for Disadvantaged Minorities:** Focus on the needs of disadvantaged minority groups.
- **Supportive Housing:** Enhance the supply to meet the needs of persons with special requirements, including those with HIV/AIDS.
- **Dignified and Independent Living:** Enable residents to live with dignity and independence.
- **Accessibility to Employment:** Provide housing solutions that are accessible to job opportunities for low-income persons.

Consolidated Plan Needs Assessment/Needs of Community

Creating a Suitable Living Environment:

- **Neighborhood Safety and Livability:** Enhance neighborhood safety and general livability.
- **Access to Facilities and Services:** Improve access to quality public and private facilities and services.
- **Reducing Income Group Isolation:** Spatially deconcentrate housing to integrate income groups within communities.
- **Neighborhood Revitalization:** Revitalize neighborhoods that are deteriorating or have deteriorated.
- **Historic Preservation:** Restore and preserve properties with special historic, architectural, or aesthetic value.
- **Energy Conservation:** Promote the conservation of energy resources.

Consolidated Plan Needs Assessment/Needs of Community

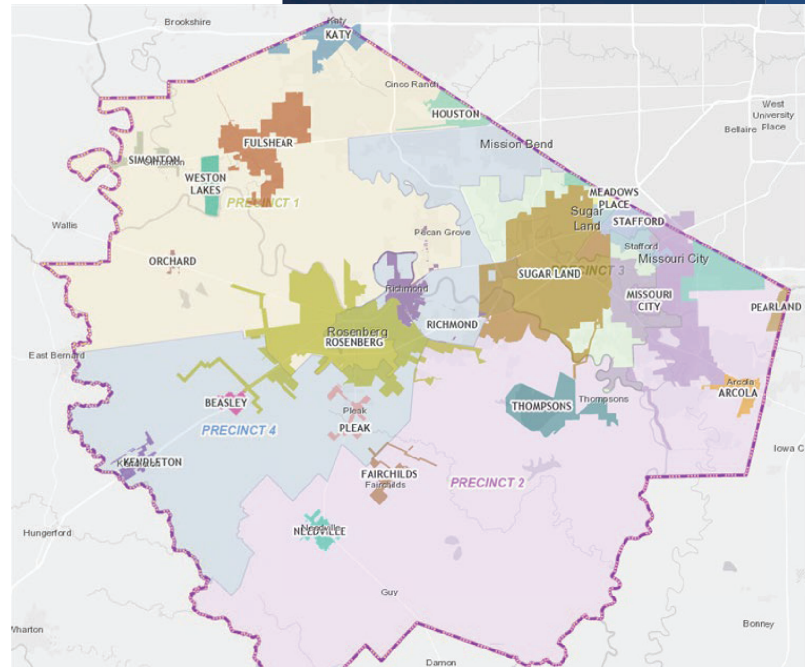
Expanding Economic Opportunities:

- **Job Creation and Retention:** Foster employment growth and maintain existing jobs.
- **Small Business Support:** Support the formation and growth of small and micro-businesses.
- **Employment-Focused Public Services:** Provide public services aimed at improving employment prospects.
- **Local Job Provision:** Offer jobs to low-income persons in areas benefiting from plan programs.
- **Mortgage Accessibility:** Ensure low-income persons have access to mortgage financing at fair, non-discriminatory rates.
- **Capital and Credit Access:** Facilitate access to capital and credit for sustainable community economic and social development.
- **Empowerment Opportunities:** Offer opportunities for self-sufficiency to reduce generational poverty among residents in federally assisted and public housing.

Consolidated Plan Needs Assessment/Needs of Community

Fort Bend County's Service Area includes the unincorporated areas of Fort Bend County and the areas within the incorporated limits of the following cities: Arcola, Beasley, Fairchilds, Fulshear, Kendleton, Meadows Place, Needville, Orchard, Pleak, Richmond, Rosenberg, Simonton, Stafford, Sugar Land, and Thompsons.

The service area does not include the cities of Houston, Katy, Missouri City, Pearland, or Weston Lakes.



Consolidated
Plan Needs
Assessment/Needs of
Community

CHANGE

PLACE	NAME	STUSAB	2015 LOW	2015 LOWMOD	2015 LMMI	2015 LOWMODUNIV	2015 LOWMOD_PCT	2006 low	2006 lowmod	2006 LMMI	2006 lowmoduniv	2006 lowmod_pct
03708	Arcola city	TX	980	1,580	1,930	2,640	59.85%	835	1,260	1,890	2,310	54.55%
06272	Beasley city	TX	220	330	460	570	57.89%	100	185	335	490	37.76%
18134	Cummings CDP	TX	90	170	505	1,410	12.06%	290	605	755	835	72.46%
25068	Fairchilds village	TX	125	350	465	815	42.94%	65	155	355	535	28.97%
25795	Fifth Street CDP	TX	1,505	1,810	1,915	1,945	93.06%	890	2,045	2,590	2,725	75.05%
27102	Four Corners CDP	TX	3,400	6,000	8,250	13,625	44.04%	1,915	4,020	5,570	12,325	32.62%
27540	Fresno CDP	TX	3,270	9,055	13,290	21,865	41.41%	120	280	490	815	34.36%
27876	Fulshear city	TX	165	265	530	3,220	8.23%	2,035	4,945	9,545	16,615	29.76%
30806	Greatwood CDP	TX	260	750	1,605	12,200	6.15%	250	810	2,465	11,735	6.90%
38848	Kendleton city	TX	180	215	235	295	72.88%	175	265	400	445	59.55%
47337	Meadows Place city	TX	470	1,080	1,580	4,730	22.83%	215	1,070	1,970	4,705	22.74%
48772	Mission Bend CDP	TX	8,865	16,195	23,810	36,710	44.12%	6,820	13,995	23,945	37,815	37.01%
50628	Needville city	TX	630	1,320	1,890	2,955	44.67%	695	1,090	1,755	2,775	39.28%
51366	New Territory CDP	TX	670	2,145	4,255	15,485	13.85%	1,005	2,240	3,875	16,020	13.98%
54192	Orchard city	TX	105	250	285	320	78.13%	45	195	315	500	39.00%
56482	Pecan Grove CDP	TX	1,385	3,240	5,715	16,400	19.76%	1,565	2,795	4,380	15,820	17.67%
58088	Pleak village	TX	610	965	1,160	1,500	64.33%	325	530	630	1,095	48.40%
61892	Richmond city	TX	4,085	5,875	7,915	10,750	54.65%	3,920	5,965	7,615	10,375	57.49%
63284	Rosenberg city	TX	11,230	18,955	25,070	33,455	56.66%	8,835	14,505	20,685	29,210	49.66%
67964	Simonton city	TX	80	200	390	785	25.48%	105	125	180	585	21.37%
69908	Stafford city	TX	3,430	6,195	10,995	18,080	34.26%	2,485	5,980	9,690	16,940	35.30%
72740	Thompsons town	TX	65	95	105	165	57.58%	20	75	120	240	31.25%
77746	Weston Lakes city	TX	55	145	295	2,550	5.69%	65	100	320	2,225	4.49%
						Exception =	?				Exception =	45.58%

FY 2020-2025 Consolidated Plan Objectives

Summary Decent Housing Objectives

DH 1: Objective 1: Provide assistance to increase the availability of standard quality housing to extremely-low-income, very-low-income and low-income households.

DH 2: Objective 2: Provide housing rehabilitation assistance extremely-low-income, very-low-income and low-income owner-occupied households.

DH 3: Objective 3: Provide a Continuum of Care to potential homeless and homeless persons.

DH 4: Objective 4: Provide housing assistance to special needs persons and families.

Summary of Suitable Living Environment Objectives

SLE 1: Objective 1: Improving and expanding infrastructure

SLE 2: Objective 2: Improving and expanding social services

Summary of Economic Development Objectives

ED 1: Objective 1: Providing assistance to extremely-low-, very-low- and low-income individuals.

ED 2: Objective 2: Providing assistance to extremely-low-, low- and moderate- income neighborhoods and communities.



Consolidated Plan Needs Assessment/Needs of Community

Instructions for Reviewing Plan and Matching Projects:

Step 1: Review the FY 2020-2025 Consolidated Plan Objectives and Needs Assessment Survey.

Step 2: Align your project/need with the listed objectives in the Plan.

Step 3: If your project does not align with the listed objectives, provide details using the attached comment form.





RFP Guidelines

RFP outline:

- i. Project Description:
 - A. Project Summary
 - B. Eligibility and Documentation of Compliance with CDBG National Objectives
 - C. Project Details
 - D. Agency/Entity Information
 - E. Project Schedule
 - F. Property Information/Acquisition

- II. Budget: Narrative, Budget Pages

- III. Standard Required Documents
 - Proposal Guidelines:
 - CDBG Regulations
 - Other Program Information

RFP Guidelines

RFP outline: (continued)

Project Summary: Briefly describe the proposed project. **The summary and project narrative must answer the following questions:**

- 1. How many low-income persons are going to benefit from this activity?**
- 2. What is the amount of CDBG Program funds requested?**
- 3. What is the project?** (water line replacement, salaries for counseling services, housing repairs)
- 4. Where is the project located?** (address, streets, city, Census Tract Block Group)
- 5. What steps or phases are necessary to complete this activity?** (engineering/design, bidding, contract award, construction; Is project part of CIP plan or multi-phase project? Please explain.)
- 6. Why are CDBG funds needed for this activity?**

RFP Guidelines

RFP outline: (continued)

B. Eligibility and Documentation of Compliance with CDBG National Objectives (maximum one-half (1/2) page)

Please identify the **one National Objective** this activity will address. Explain fully how the proposed project meets the CDBG National Objective and provide substantiating documentation.

1. Activities benefiting low-income persons:

- Low- and Moderate-Income Area Benefit Activities*
- Low- and Moderate-Income Limited Clientele Activities
- Low- and Moderate-Income Housing Activities:
- Low-and Moderate-Income Job Activities:

***Note: Applicants must contact Carol Borrego with the FBC Community Development Department for low and moderate income census data to determine a potential project's eligibility before submitting proposal.**

RFP Guidelines

RFP outline: (continued)

2. **Aid in the prevention or elimination of slums and blight;**

(Usually used for demolition)

3. **Meet other urgent community development needs** having a particular immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs

[Note: If a participating unit of general local government within an urban county uses CDBG funds for an urgent need, the County must be able to document that it was unable to finance the activity out of its own resources, in addition to having evidence that the participating local government was unable to finance the activity. Usually requires a federal disaster declaration.]

RFP Guidelines

C. Project Details

1. Public Improvements/Facilities (buildings or capital improvements):

Ownership of Improvements: CDBG funds cannot be used to repair or maintain public facilities for the general conduct of government. The applicant must have the legal authority to submit an application for CDBG funds to improve or construct public facilities and/or legal ownership of private facilities. (A citizen cannot request that a public park be improved.)

When such facilities are owned by nonprofit entities, they may qualify for assistance under this category only if they are made available to the general public. Where applicable, facilities owned by a nonprofit must be open for use by the general public during all normal hours of operation. (570.201(c))

RFP Guidelines

Identify the number of low-income persons to be served with CDBG funds and the low-income areas to be benefited by the project

Describe the physical plans for the project and include a map/plans showing where the improvements are to be located.

Applicant must include a flood plain map showing the flood plain classification of the property.

Housing Quality Standards.

Local Building and Fire Codes/Requirements.

Projects without Local Code Authority.

Disability Rights Laws/Accessibility Requirements:

Lead Based Paint (LBP).

Asbestos

RFP Guidelines

RFP outline: (continued)

2. Social Service Programs (administrative costs, etc.):

Provide **the number of low-income persons to be served with CDBG funds** and the per person and/or per unit cost of services.

Complete job descriptions are required for all positions to be funded through CDBG funds. **[Job descriptions for each position requesting CDBG funding must be on a separate page and include the essential job duties and responsibilities; the minimum job requirements such as knowledge or minimum education, minimum work experience, skills and abilities, special requirements, equipment used, contacts, supervision required, physical demands, work environment, hours, benefits, and salary.]**



RFP Guidelines

RFP outline: (continued)

D. Agency Information

Please describe the experience of the applicant with activities or projects similar to the proposed project.

Describe recent past projects and details of project implementation including the major tasks, qualifications of staff, and applicant's finances including matching funds.

Background

Personnel

Financial Audit

Insurance/Bond/Worker's Compensation

Additional Information

RFP Guidelines

RFP outline: (continued)

- E. Project Schedule**-Discuss the timetable for completing all the major tasks in the project and the timetable for completing the entire project. In addition, discuss the use of funds as they relate to the major tasks in the project.

If this project is a phase of a larger capital improvement project, provide a description of all phases, the costs for each phase and the total project, the year the phases will be constructed, and how the construction will be funded.

[Note: Project should be ready to implement and/or construction within six (6) months of award of funds.] (January 2025)



RFP Guidelines

RFP outline: (continued)

- F. Property Information/Acquisition-** Provide details of any land acquisition necessary for this project, including address and location of property, size of property, zoning designation, flood plain designation, availability of water and sewer service, costs of providing water and sewer services if not available, the value of property, a list of all taxing jurisdictions, applicable taxes and jurisdictions, current tax rates, any liens and encumbrances. Documentation of current ownership should be provided and an appraisal, if available. The results of any existing studies and reports regarding the property also should be included.



RFP Guidelines

RFP outline: (continued)

Applicants are encouraged to have all necessary land acquisitions completed prior to applying for CDBG funds. If land acquisition is a part of the project proposal, the Community Development Department **must be contacted prior to submitting the proposal on April 14, 2024** in order to comply with the Federal Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970. Foremost, among the provisions of this Act, is the requirement that a general informational notice must be sent to property owners and tenants at the time that the CDBG application is submitted to the County.

RFP Guidelines

II. Budget (see budget pages handout)

Budget Narrative: (maximum 1 page)

What is the amount of CDBG Program funds requested? Discuss all funding sources, proposed and confirmed. Discuss major cost items. Please provide an explanation for any unusual budget expenditures listed in the line item budget. Complete the budget pages. (Please check budget items, subtotals, and totals for correctness. Number should be consistent between narrative and budget pages.)

Reasonableness--Explain why you consider your program costs to be reasonable.

Donated Goods and Services

Other/Matching Funds

Standard Required Documents

III. Standard Required Documents: Applicants must submit one (1) copy of the required documents.

Local Government:

List of City Council Members/Board of Directors

City Council's/Board of Directors' Authorization to Request Funds

City Council's/Board of Directors' Designation of Contact Person

City Council's/Board of Directors' Designation of Authorized Official

Organization Chart

Recent Financial Statements and Audit

Completed and Signed Conflict of Interest Disclosure Form

Letters of Commitment

Job Descriptions

Standard Required Documents

III. Standard Required Documents: Applicants must submit one (1) copy of the required documents.

Local Government:

- Photographs of Project Site
- Citations issued by State of Local Regulatory Agencies
- Results of Lab Testing, Reports and Studies
- 2011-2015 Low and Moderate Income Date, Map and Flood Plain Map of Project Site
- Environmental Review Report Questions

Standard Required Documents

- **Environmental Review Report Questions**

Applicant must answer the following questions required by the HUD Environmental Review Report.

a. Existing Conditions and Trends: Describe the existing conditions of the project area and its surroundings, and trends likely to continue in the absence of the project.

b. Alternative to the Proposed Action: Identify other reasonable alternatives, courses of action, and project modifications that were considered and not selected, such as other sites, design modifications, or other uses of the subject site. Describe the benefits and adverse impacts to the human environment of each alternative and the reasons for rejecting it.

c. No Action Alternative: Discuss the benefits and adverse impacts to the human environment of not implementing the preferred alternative.

Standard Required Documents

- **Environmental Review Report Questions**

Applicant must answer the following questions required by the HUD Environmental Review Report.

d. Mitigation Measures Recommended: Recommend feasible ways in which the proposal or its external factors should be modified in order to minimize adverse environmental impacts and restore or enhance environmental quality.

e. Additional Studies Performed: Please attach studies or summaries.

Community Development Block Grant (CDBG)

Eligible Activities:

- Public Services
- Rehabilitation of residential and non-residential structures
- Relocation and demolition
- Construction of public facilities and improvements
- Planning and capacity building activities

Emergency Solutions Grants (ESG)

Eligible Activities:

- Street Outreach
- Emergency Shelter
- Homelessness Prevention
- Rapid Re-Housing Assistance
- Relocation/Stabilization Services
- HMIS (Homeless Management Information System)

HOME Investment Partnership Grant (HOME)

Eligible Activities:

- Homebuyer assistance
- Rental housing development
- Owner-occupied housing rehabilitation
- Site improvement
- Other rental housing costs

Community Development Block Grant (CV)

Eligible Activities:

- Public services
- Public facilities Improvements
- Microenterprise assistance
- Planning for future pandemics
- Broadband infrastructure

Request for Proposals (RFPs)

- The Fort Bend County CDBG, HOME, ESG, and CDBG-CV Request for Proposals (RFPs) will be available on Friday, March 1, 2024. Proposals must be submitted by 12:00 p.m. Friday, **April 12, 2024**. The information sessions for CDBG, HOME, ESG, and CDBG-CV Program applicants are listed below. Questions from applicants will be answered at these meetings.
- **Public Meeting/Proposer's Conference:**
Tuesday, March 26, 2024
Travis Building, 6th Floor Meeting Room,
10:00 a.m.



Comments,
Questions
and
Answers

The public is encouraged to submit comments to:

Janeen Spates, Assistant Director
Fort Bend County
Community Development Department
301 Jackson
Suite 602
Richmond, Texas 77469.

Comments will be incorporated into the draft FY 2024 Consolidated Annual Action Plan, as appropriate.

Handouts

- Needs Assessment Survey/Comment Form
- CDBG Eligibility Activity Codes and National Objectives
- ESG Program Components Quick Guide
- HOME Investment Partnership Grant program, per the HOME regulations in 24 CFR Part 92:
- CDBG-CV grants, according to the CDBG regulations in 24 CFR 570:



FY 2024 Consolidated Annual Action Plan (CAAP)



RFP Information and Proposers
Conference

March 26, 2024, 10:00 am

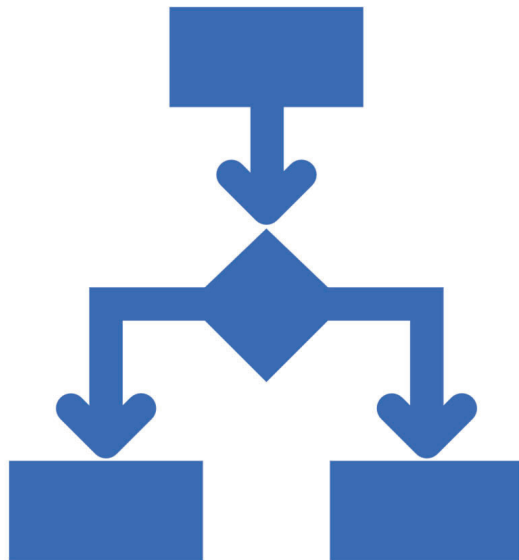
William B. Travis Building, 6th floor
Meeting Room

FY2024 CAAP Agenda

1. FY2024 Consolidated Planning
2. Expected Grant Funds FY2024
3. Consolidated Plan Needs Assessment/Needs of Community Survey (handout)
4. HUD Grant Programs (CDBG, ESG, HOME, CDBG-CV)
5. RFP Guidelines/Application
6. What's New: HUD Compliance Requirements
7. RFP Applications Schedule
8. Comments, Questions, Discussion
9. Handouts



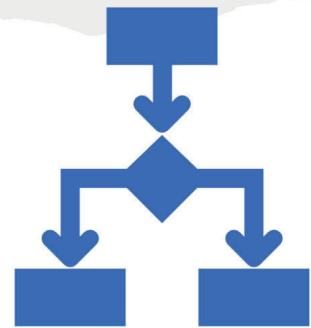
FY2024 Consolidated Planning



FY2024 Consolidated Planning

FY2020-2025, 5-year Consolidated Plan (CP)

- Required by HUD and determines funding allocations
- Community Development – FBC lead
- 5-year plan: housing & community development goals, priorities
- Based on needs, market conditions, resources
- **Community Needs Survey** - Needs assessment, goals, objectives, strategies, set priorities
- **Program Year - September 1, 2024 to August 31, 2025**



Annual Action Plan (AAP) - Implements CP, decides actions, activities, grants

Consolidated Annual Performance and Evaluation Report (CAPER) - Reports annual accomplishments toward CP goals

CP Goals: Affordable housing, homelessness, public facilities & services, economic development

Process: Community-wide, input from residents, cities, non-profits, local government

Expected Assistance FY2024

Total funding for FY2023 CAAP: **\$4,909,608.00**

CDBG: \$3,482,784

- Public Facility and Infrastructure: \$1,963,784
- Public Services: \$410,000 (max 15%)
- Administration, Management, Loan Repayment, Direct Cost: \$1,109,000 (max 20%)



HOME: \$1,134,775 (CHDO 25%)

- Single-Family Acquisition and Rehabilitation: \$360,000
- Housing Rehabilitation: \$491,081
- Administration and Management: \$113,477 (max 10%)

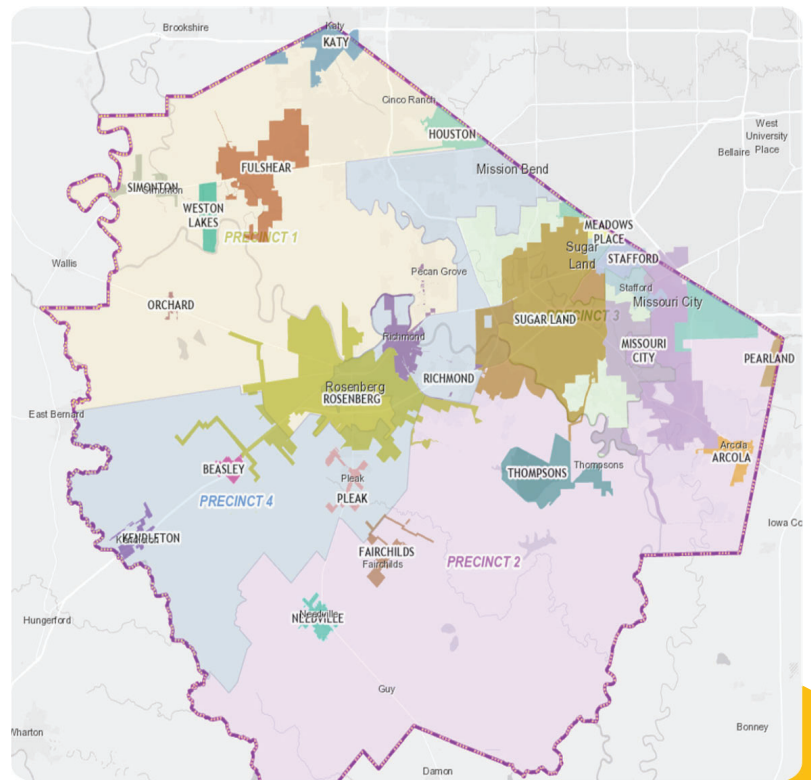
ESG: \$292,049

- Emergency Shelter Operations and Services: \$174,419 (min 60%)
- Rapid Rehousing, Housing Prevention, Stabilization Services: \$72,000
- Administration and Management: \$21,903 (7.5%)

Consolidated Plan Needs Assessment Service Area

Fort Bend County's Service Area includes the unincorporated areas of Fort Bend County and the areas within the incorporated limits of the following cities: Arcola, Beasley, Fairchilds, Fulshear, Kendleton, Meadows Place, Needville, Orchard, Pleak, Richmond, Rosenberg, Simonton, Stafford, Sugar Land, and Thompsons.

The service area does not include the cities of Houston, Katy, Missouri City, Pearland, or Weston Lakes.



Consolidated Plan Needs Assessment/Priority Needs

Priorities for the FY2024 CAAP (5-year Goals)

1. Decent Housing

- Safe, sanitary housing
- Assist homeless, preserve affordability
- Non-discriminatory access

2. Suitable Living Environment

- Enhance safety and quality of life
- Improve access to services
- Revitalize areas, conserve energy

3. Expand Economic Opportunities

- Foster growth for low/moderate-income
- Create jobs, support small businesses
- Provide services, ensure access to capital



Consolidated Plan Needs Assessment/Needs of the Community

Instructions for Reviewing Plan and Matching Projects:

Step 1: Review the FY 2020-2025 Consolidated Plan Objectives and Needs Assessment Survey

Step 2: Align your project/need with the listed objectives in the Plan

Step 3: If your project does not align with the listed objectives, provide details using the attached comment form.





Community Development Block Grant (CDBG)

Program Summary



Community Development Block Grant (CDBG)

Program Summary

24 CFR Part 570



Objective:

- Develop viable urban communities
- Ensure decent housing, suitable living environment, expanded economic opportunities for LMI persons

Every project must meet one of three national objectives:

1. Benefit LMI Persons
2. Prevent/Eliminate Slums and Blight, or
3. Meet Urgent Community Development Needs

Projects: neighborhood park improvements, job training services, emergency home repairs, water/sewer improvements, and job creation.

Match: leveraging additional funds

CDBG National Objectives

1. Benefit Low/Moderate Income (LMI) Persons

Area Benefit: 51% LMI residents (infrastructure)

- Ex: Providing water and sewer to a neighborhood
- Doc: Maps, census data, accessibility

Limited Clientele: 51% LMI specific group (public services)

- Ex: Providing meals to seniors
- Doc: Income data or presumed benefit LMI (e.g. homeless, seniors)

Housing: LMI-occupied

- Ex: Emergency repairs for low-income
- Doc: Income verification, 51% units occupied by LMI

Jobs: 51% held by LMI

- Ex: Grants for small businesses
- Doc: Jobs, income status, LMI hiring



CDBG National Objectives cont.

2. Prevent/Eliminate Slums and Blight (rare)

Area Basis: Designated slum/blight area

- Ex: Demolish abandoned buildings
- Doc: Community Plan Designation, conditions, impact

Spot Basis: Specific blight outside area

- Ex: Acquire and demolish dilapidated property
- Doc: Blight definition, elimination

Urban Renewal: Located in and necessary for a plan

- Ex: Acquire and clear for redevelopment
- Doc: Location and plan necessity



3. Meet Urgent Community Development Need (disaster declaration)

Urgent Need: Particular urgency

- Ex: Emergency repairs after disaster
- Doc: Nature, urgency, lack of funds, certification

Community Development Block Grant (CDBG)

Eligible Activities

Public Services:

- Childcare, health care, job training
- Ex: Social Services programs for LMI

Public Facilities and Improvements:

- Infrastructure: streets, water, sewer
- Ex: Upgrading water lines in low-income areas

Rehabilitation and Preservation:

- Single Family housing rehab
- Ex: Repairing a roof for a LMI household

Homeownership Assistance:

- Financial assistance for LMI homebuyers
- Ex: Downpayment and closing cost assistance

Clearance and Demolition:

- Remove unsafe or blighted buildings
- Ex: Demolish abandoned properties for new affordable housing

Community Development Block Grant (CDBG)

Ineligible Activities:

- Government buildings and expenses
- Political activities
- Equipment purchase (with exceptions)
- Ongoing operating and maintenance expenses
- New housing construction
- Income payments to individuals





Emergency Solutions Grants (ESG)

Program Summary



Emergency Solutions Grants (ESG)

24 CFR 576

- Supports community efforts to help individuals and families
- Aims to quickly regain stability in permanent housing after a housing crisis or homelessness
- Reduces homelessness through comprehensive solutions
- Required ESG match (100%)
- Matching contributions include:
 - Cash
 - Donated items
 - Volunteer services

Emergency Solutions Grants (ESG)



Eligible Activities:

- 1. Street Outreach (24 CFR 576.101)**
Ex: Engagement, case management, emergency health services, transportation
- 2. Emergency Shelter (24 CFR 576.102)**
Ex: Renovation (including major rehab and conversion), essential services (e.g., case management, childcare), shelter operations
- 3. Homelessness Prevention (24 CFR 576.103) (At risk)**
Ex: Housing relocation and stabilization services (24 CFR 576.105), short-term and medium-term rental assistance
- 4. Rapid Re-Housing Assistance (24 CFR 576.104) (homeless)**
Ex: Housing relocation and stabilization services (24 CFR 576.105), short-term and medium-term rental assistance
- 5. HMIS (Homeless Management Information System) (24 CFR 576.107)**
Ex: Hardware, software, equipment, staffing, training

Emergency Solutions Grants (ESG)

Ineligible Activities (24 CFR 576.105):

- Acquisition or construction of emergency shelter
- Major renovation or conversion of emergency shelter*
- Mortgage payments or refinancing, or property taxes
- Payment of temporary storage fees in arrears
- Payment of credit card bills or consumer debt
- Direct cash assistance to participants
- Costs of discharge planning in mainstream institutions – hospitals, nursing homes, or jails

•*Exceptions apply



Emergency Solutions Grants (ESG) – Required Match (100%)

- 1. Street Outreach (24 CFR 576.101)**
 - Ex: Donated supplies, volunteer services, or cash donations
- 2. Emergency Shelter (24 CFR 576.102)**
 - Ex: Value of donated buildings, materials, or volunteer services
- 3. Homelessness Prevention (24 CFR 576.103) (At risk)**
 - Ex: Donated rental assistance, legal services, or case management
- 4. Rapid Re-Housing Assistance (24 CFR 576.104) (homeless)**
 - Ex: Donated furniture, household goods, or moving services
- 5. HMIS (Homeless Management Information System) (24 CFR 576.107)**
 - Ex: Donated software licenses, IT services, or staff time



HOME Investment Partnership Grant (HOME)

Program Summary



HOME Investment Partnership Grant (HOME)

24 CFR Part 92

- **Purpose:** Develops, purchases, and rehabilitates affordable housing for rent or homeownership
- **Objective:** Provide affordable housing to low-income households through partnerships
- **Matching Requirement: Required** 25% match
- **Income Limits:** Targets families not exceeding 80% of Area Median Income (AMI)
- **Affordability Period:** Properties remain affordable for 5-20 years
- **Property Standards:** Must meet local codes, emphasize energy efficiency and accessibility

HOME Investment Partnership Grant

Eligible Activities:

- 1. Homeowner Rehabilitation (24 CFR 92.205(a)(1))**
 - Rehabilitation of owner-occupied housing (must bring entire home up to code)
 - Ex: Repairing roofs, updating electrical systems, improving energy efficiency
- 2. Homebuyer Activities (24 CFR 92.205(a)(1))**
 - Acquisition, rehabilitation, and new construction of homes for homebuyers
 - Ex: Down payment assistance, closing cost assistance, gap financing
- 3. Rental Housing (24 CFR 92.205(a)(2))**
 - Acquisition, rehabilitation, and new construction of affordable rental housing
 - Ex: Developing new apartment complexes, rehabilitating existing rental properties
- 4. Tenant-Based Rental Assistance (TBRA) (24 CFR 92.205(a)(3))**
 - Rental assistance for low-income households
 - Ex: Providing rental vouchers, security deposit assistance
- 5. Community Housing Development Organizations (CHDOs) (24 CFR 92.208)**
 - Supporting CHDOs in developing affordable housing
 - Ex: Providing operating funds, technical assistance, and capacity building
- 6. Planning and Administration (24 CFR 92.207)**



HOME Investment Partnership Grant

Ineligible Activities:

- Public housing construction/rehab
- Matching for other federal programs
- Operating and maintenance expenses
- Non-affordable housing activities
- Luxury developments
- International projects





Community Development Block Grant (CDBG-CV)

Program Summary



Community Development Block Grant (CDBG-CV) 24 CFR 570.208

- CDBG-CV is a special allocation of CDBG funds provided through the CARES Act, March 27, 2020
- FBC received \$4.5M. Expended \$1.6M. \$2.9M available (deadline June 2026)
- Aims to **prevent, prepare for, and respond to the COVID-19 pandemic**
- Funds can be used for a wide range of activities, including:
 - Public services, economic development, housing assistance, broadband, public facilities and infrastructure improvements (benefit LMI)
- All activities must meet one of the (3) National Objectives:
 - Benefit low- and moderate-income persons
 - Prevent or eliminate slums or blight
 - Meet an urgent need (such as COVID-19 response)
- CDBG-CV funds provide crucial support to communities impacted by the pandemic

National Objectives for CDBG-CV Grant (24 CFR 570.208)



1. Benefit Low- and Moderate-Income (LMI) Persons

- Projects must benefit households with incomes at or below 80% of the Area Median Income (AMI)
- EX: Offering rental assistance to LMI households affected by COVID-19 up to 6 mos.

2. Prevent or Eliminate Slums or Blight (rare)

- Projects must address conditions that contribute to slums or blight
- Ex: Rehabilitating deteriorated buildings in LMI neighborhoods or clearing abandoned properties

3. Meet an Urgent Need (such as COVID-19 response) (disaster declaration)

- Projects must alleviate emergency conditions that pose a serious and immediate threat to public health or welfare
- Ex: Providing food assistance to LMI households impacted by COVID-19

Eligible Activities CDBG-CV

1. Public Services (24 CFR 570.201(e):

- Mental health services or childcare assistance for families struggling due to COVID-related job losses
- Project idea: Fund a counseling center to provide mental health services to LMI individuals

2. Emergency Rental Assistance (24 CFR 570.207(b)(4):

- Assistance for households facing housing instability due to COVID-related income loss
- Project idea: Provide rental assistance payments (up to 6 mos.) to LMI households still recovering from pandemic-related job losses

3. Emergency Utility Assistance (24 CFR 570.207(b)(4):

- Assistance for households struggling to pay utility bills due to COVID-related income loss
- Project idea: Provide utility assistance grants to LMI households affected by the pandemic



Eligible Activities CDBG-CV cont.

4. Economic Development (24 CFR 570.203):

- Job training programs for workers displaced by the pandemic
- Project idea: Provide loans to help small businesses adapt to post-pandemic economic conditions

5. Public Facilities and Improvements (24 CFR 570.201(c):

- Upgrading or replacing aging water and sewer lines to ensure safe and reliable service
- Upgrading broadband infrastructure to support remote learning and telehealth services
- Project idea: Rehab water treatment plant to enhance water quality

6. Housing-Related Activities (24 CFR 570.202):

- Rehabilitation of affordable housing to improve living conditions
- Project idea: Rehabilitate affordable housing units to address health and safety concerns

7. Planning and Capacity Building (24 CFR 570.205):

- Assessing the long-term impacts of COVID-19 on LMI communities. Project idea: Conduct a study to identify post-pandemic economic development strategies



Ineligible Activities CDBG-CV

1. **Buildings or portions thereof used for the general conduct of government** - This does not include the removal of architectural barriers or rehabilitation of public buildings to accommodate service programs
2. **General government expenses** - Expenses required to carry out the regular responsibilities of local government
3. **Political activities** - Using funds for political purposes
4. **Purchase of equipment** - Includes construction equipment, motor vehicles, furnishings, or personal property
5. **Operating and maintenance expenses** - Expenses for repairing, operating, or maintaining public facilities, improvements, and services
6. **New housing construction** - Construction of new permanent residential structures
7. **Income payments** - Payments made to individuals or families for items such as food, clothing, housing, or utilities (Some exceptions apply for emergency grant payments for up to 6 consecutive months)



RFP Application and Guidelines



Completed Application Packet

- One (1) completed application (Microsoft Word format) with original signatures, Budget forms (Microsoft Excel format), Cover Sheet, and all required forms and attachments. Save a copy to a USB drive (Use numbered tabs to separate sections).
- Make (3) copies of the Cover Page, Project Description Narrative, Budget Forms (Excel attachments) and Budget Narrative ONLY.
- Submit all copies and USB drive in one large, sealed folder. Completed application folder should be delivered to (Attn: Janeen Spates), Fort Bend County - Community Development Department Office, William B. Travis Building, 301 Jackson, 6th Floor, Richmond, Texas 77469, by **12:00 pm on April 12, 2024**. **No late proposals will be accepted.**



RFP Application Outline



I. Project Description (Narrative):

- A. Project Summary (1/2 pg.)
- B. Eligibility and Documentation of Compliance with CDBG National Objectives (1/2 pg.)
- C. Project Details (2 pgs.)
- D. Agency/Entity Information (1 pg.)
- E. Project Schedule (1 pg.)
- F. Property Information (1 pg.)

II. Budget: Narrative, Budget Pages (1 pg.)

III. Standard Required Documents

- Organization Documents: Articles of Incorporation, Tax Info, BOD, Org Chart, Job Desc, etc.
- Other Program Information

RFP Application

- A. Project Summary (1/2 pg.):** Briefly describe the proposed project. The summary and project narrative must answer the following questions:
- 1. How many low-income persons are going to benefit from this activity?**
 - 2. What is the amount of CDBG Program funds requested?**
 - 3. Project type?** (water line replacement, salaries for counseling services, housing repairs)
 - 4. Project location?** (address, streets, city, Census Tract, Block Group)
 - 5. Project tasks/phases** (engineering/design, bidding, contract award, construction; Is project part of CIP plan or multi-phase project? Please explain.)
 - 6. Why are these funds needed for this activity?**



RFP Application Outline

B. Eligibility and Documentation of Compliance with CDBG National Objectives (maximum one-half (1/2) page)

Please identify the **one National Objective** this activity will address. Explain fully how the proposed project meets the CDBG National Objective and provide substantiating documentation.

1. Activities benefiting low-income persons:

- **Area Benefit:** 51% LMI residents (infrastructure)
- **Limited Clientele:** 51% LMI specific group (public services)
- **Housing:** LMI-occupied
- **Jobs:** 51% held by LMI

2. Aid in the prevention or elimination of slums and blight:

Usually used for demolition

3. Meet other urgent community development (Disaster related)

***Note:** Applicants must contact Janeen Spates with the Community Development for LMI data to determine a potential project's eligibility before submitting proposal (Infrastructure Projects only).

RFP Project Details



C. Project Details

1. Public Improvements/Facilities (buildings or capital improvements):

- CDBG funds cannot be used for facilities for general conduct of government
- Applicant must have legal authority to submit application for public facilities
- Applicant must have legal ownership of private facilities
- Nonprofit-owned facilities qualify only if open to the general public
- Nonprofit-owned facilities must be open during all normal operating hours (570.201(c))

RFP Project Details – Infrastructure Projects

Infrastructure Projects Description - Be as detailed as possible. Include technical specifications such as sizes of pipes, expansion details, exact locations, studies, etc.

- Scope of work: Provide a comprehensive overview of the project phases and activities. (Ex: Upgrade 2 miles of Main St. water lines from 4" to 8" diameter to improve downtown water flow and pressure)
- Technical details: Include specific information such as pipe sizes, pump capacities, and locations. (Ex: Install two 500-gallon-per-minute booster pumps at Pine & Elm St. to enhance water pressure in elevated areas)
- Site details: Specify the exact location, including streets and relevant features. (Ex: Project spans Maple & Oak Ave., extending eastward to Cedar Ave., covering 10,500 linear feet of urban/suburban areas)
- Other components: Describe any additional elements, like valves, hydrants, or service connections. (Ex: Install 25 fire hydrants along upgraded lines to meet fire safety standards)
- 5-year Plan: Submit a proposed 5-year plan outlining anticipated capital projects and financial needs.

RFP Project Details – Infrastructure Projects

- Identify the number of low-income persons to be served with CDBG funds and the low-income areas to be benefited by the project
- Describe the physical plans for the project and include a map/plans showing where the improvements are located.
- Applicant must include a flood plain map showing the flood plain classification of the property.

Housing Quality Standards

Local Building and Fire Codes/Requirements

Projects without Local Code Authority

Disability Rights Laws/Accessibility Requirements

Lead Based Paint (LBP)

Asbestos

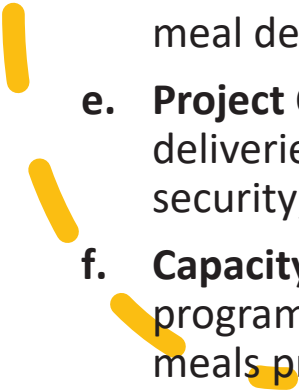


RFP Project Details – Public Services



2. Social Service Programs (services, administrative costs, etc.):

Project Description Template Example:

- a. **Project Title and Summary:** Meals on Wheels for Seniors, A meal delivery service for homebound seniors in Needville.
 - b. **Eligibility:** Public Services. National Obj - Limited Clientele (Seniors)
 - c. **Need and Justification:** 75% of seniors in the service are LMI, 30% live below the poverty line, are homebound, lack access to nutritious meals and face food insecurity.
 - d. **Project Activities:** 1). Prepare and deliver hot, nutritious meals to homebound seniors in Needville. 2). Conduct wellness checks during meal deliveries, and 3). Connect seniors with additional resources.
 - e. **Project Outcomes:** 1). 100 low-income seniors receive daily meal deliveries; 2). 90% of participants report improved nutrition and food security; 3). 50 seniors connected with additional supportive services
 - f. **Capacity and Experience:** Nonprofit has operated senior nutrition programs for 15 years; Successfully completed a CDBG-funded senior meals project in 2021 serving over 150 seniors.
- 



RFP Application Information

Job descriptions: Complete job descriptions are required for all positions. **[Job descriptions for each position requesting CDBG funding must be on a separate page and include the essential job duties and responsibilities: minimum job requirements such as knowledge or minimum education, minimum work experience, skills and abilities, special requirements, equipment used, contacts, supervision required, physical demands, work environment, hours, benefits, and salary.]**

D. Agency Information

Describe the experience of the applicant with activities or projects similar to the proposed project. Describe recent past projects and details of project implementation including the major tasks, qualifications of staff, and applicant's finances including matching funds. Include: Background, Personnel, Financial Audit, Insurance/Bond/Worker's Compensation, Additional Information



RFP Project Schedule

E. Project Schedule

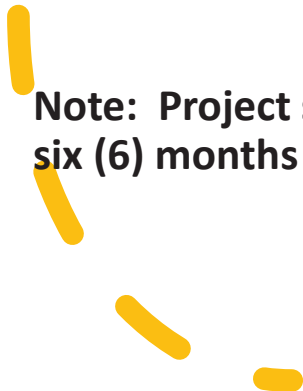
- Discuss timeline for completing major project tasks and entire project
- Timeline for use of funds related to major tasks

If part of a larger capital improvement project:

- Description of all phases
- Costs for each phase and total project
- Construction year for each phase
- Funding sources for each phase



Note: Project should be ready to implement and/or construction within six (6) months of funds awarded (January 2025)





RFP Property Information

E. Property Information/Acquisition

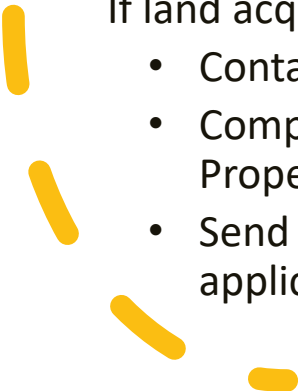
Details of land acquisition:

- Address, location, size, zoning, flood plain
- Water and sewer service availability and costs
- Property value, taxing jurisdictions, tax rates
- Liens, encumbrances, current ownership
- Appraisal and existing studies/reports

Complete land acquisitions before applying for CDBG funds.

If land acquisition is part of the proposal:

- Contact Community Development before April 12, 2024
- Comply with Federal Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970
- Send notice to property owners/tenants when submitting application





RFP Budget Outline

II. Budget (see excel budget pages)

Budget Narrative: (maximum 1 page)

- CDBG Program funds requested
- All funding sources (proposed and confirmed)
- Major cost items
- Explanation for unusual budget expenditures
- Complete budget pages (check items, subtotals, totals for consistency)

Reasonableness

Explain why program costs are considered reasonable

Donated Goods and Services

Other/Matching Funds





Standard Required Documents

III. Standard Required Documents: Applicants must submit one (1) copy of the required documents.

Local Government:

- List of City Council Members/Board of Directors
- City Council's/Board of Directors' Authorization to Request Funds
- City Council's/Board of Directors' Designation of Contact Person
- City Council's/Board of Directors' Designation of Authorized Official
- Organization Chart
- Recent Financial Statements and Audit
- Completed and Signed Conflict of Interest Disclosure Form
- Letters of Commitment
- Job Descriptions

Standard Required Documents cont.

Local Government:

- Photographs of Project Site
- Citations issued by State of Local Regulatory Agencies
- Results of Lab Testing, Reports and Studies
- 2011-2015 Low-and-Moderate Income Data, Maps, and Floodplain/Wetlands Map of Project Site
- Environmental Review Report Questions



Standard Required Documents cont.

Environmental Review Report Questions

Applicant must answer the following questions required by the HUD Environmental Review Report:

a. Existing Conditions and Trends

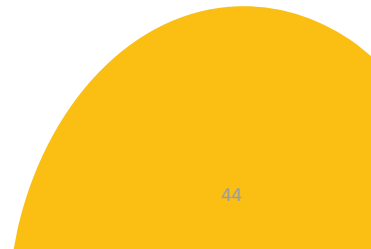
- Describe current conditions of project area and surroundings
- Identify trends likely to continue without the project

b. Alternative to the Proposed Action

- Identify reasonable alternatives, modifications, and courses of action considered but not selected
- Describe benefits and adverse impacts of each alternative
- Explain reasons for rejecting each alternative

c. No Action Alternative

- Discuss benefits and adverse impacts of not implementing the preferred alternative



What's New: HUD Compliance Requirements

Section 3 (24 CFR Part 75) (Nov. 30, 2020)

- Provides job opportunities for low-income residents and businesses
- Applies to certain HUD-funded projects and activities (CDBG, CDBG-CV, HOME)
- Establishes benchmarks for Section 3 worker employment and contracting

Davis-Bacon and Related Acts (40 U.S.C. 3141-3148) (Jan. 13, 2022)

- Requires prevailing wages on federally-funded construction projects over \$2,000
- Grantees must include wage determinations and monitor compliance

Build America, Buy America Act (BABA) (May 14, 2022)

- Promotes use of American-made products in infrastructure projects
- Applies to CDBG, CDBG-CV, HOME, and other HUD grants for infrastructure
- Grantees must ensure that materials used in these projects are produced in the United States

Lead-Based Paint Hazard (24 CFR Part 35, Subpart K) (April 2, 2020)

- Eliminates lead-based paint hazards in federally-assisted residential properties
- Applies to pre-1978 properties, including emergency shelters
- Requires visual assessment, paint stabilization, and record-keeping

RFP Application Schedule

- **March 1-15, 2024**: Fort Bend County CDBG, HOME, ESG, and CDBG-CV RFPs available
- **Feb 21 & March 26, 2024**: Information sessions for applicants, 10:00 am
- **March 26, 2024**: FY2024 CAAP Public Hearing Commissioners Court, 1:00 pm
- **April 12, 2024**: Proposal submission deadline due, 12:00 pm
- **April 16-26, 2024**: RFP Application Evaluations
- **May 20-June 20, 2024**: 30-day public comment period, draft proposed recommendations
- **July 15, 2024**: FY2024 CAAP due to HUD
- **Sept 1, 2024**: FY2024 Program year begins



Comments, Questions and Answers

The public is encouraged to submit comments to:

Janeen Spates, Assistant Director

Mail: Community Development - FBC

301 Jackson, Suite 602

Richmond, Texas 77469

Email: janeen.spates@fortbendcountytexas.gov

Phone: 281-341-4410



Comments will be incorporated into the Draft FY2024 Consolidated Annual Action Plan, as appropriate.

Handouts

- Needs Assessment Survey/Comment Form
- CDBG Eligibility Activity Codes and National Objectives
- ESG Program Components Quick Guide
- HOME Investment Partnership Grant program, per the HOME regulations in 24 CFR Part 92
- CDBG-CV grants, according to the CDBG regulations in 24 CFR 570

HUD Exchange:

- www.hudexchange.info/programs/cdbg/
- www.hudexchange.info/programs/cdbg-cv/
- www.hudexchange.info/programs/home/
- www.hudexchange.info/programs/esg/



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.

**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
CONTINUUM OF CARE
EMERGENCY SOLUTIONS GRANTS
WRITTEN STANDARDS

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

TABLE OF CONTENTS

INTRODUCTION.....	4
DEFINITIONS	4
STANDARDS APPLICABLE TO ALL PROGRAM COMPONENTS.....	7
ELIGIBLE ESG PROGRAM COMPONENTS.....	7
ESG SERVICE PROVIDER REQUIREMENTS	7
COORDINATED ACCESS	7
VERIFICATION OF HOMELESS STATUS	7
COC PROVIDER INPUT FORUM	8
PARTICIPATE IN ANY STANDARDIZED TRAINING	8
PARTICIPATION IN THE WAY HOME ANNUAL POINT IN TIME COUNT	8
COORDINATING WITH MAINSTREAM AND TARGETED HOMELESS PROVIDERS	8
FAIR HOUSING ACT COMPLIANCE	9
EQUAL ACCESS TO HOUSING FINAL RULES.....	9
WAIVERS	10
FMR WAIVER FOR HURRICANE HARVEY-IMPACTED HOUSEHOLDS REGISTERED WITH FEMA:.....	10
TEXAS PROPERTY CODE OCCUPANCY LIMITS	10
STANDARDS SPECIFIC TO EMERGENCY SHELTER	12
ELIGIBILITY: HOMELESS STATUS	12
ELIGIBILITY: INTAKE AND ASSESSMENT	12
ELIGIBILITY: PRIORITIZATION & REFERRAL POLICIES	12
ELIGIBILITY: STATUS AS HOMELESS OR AT-RISK OF HOMELESSNESS	13
HOMELESSNESS PREVENTION	13
RAPID REHOUSING	13
ELIGIBILITY: INTAKE AND ASSESSMENT.....	14
TARGETED POPULATIONS: CLIENT PRIORITIZATION.....	14
HOMELESSNESS PREVENTION.....	14
RAPID REHOUSING	14
FINANCIAL ASSISTANCE.....	15
DURATION AND AMOUNT OF ASSISTANCE.....	15
PARTICIPANT SHARE	15
HOUSING STABILIZATION AND RELOCATION RELATED ASSISTANCE AND SERVICES	16
ELIGIBILITY: PERIODIC RE-CERTIFICATION	18
ELIBILITY: HOMELESS STATUS.....	19

TARGET POPULATION	19
ENGAGEMENT/COLLABORATION	19
ELIGIBILITY: INTAKE AND ASSESSMENT	19
APPENDIX A: HUD DEFINITION FOR HOMELESS	20
APPENDIX B: HUD DEFINITION FOR AT RISK OF HOMELESSNESS.....	22
APPENDIX C: CROSS WALK OF HUD HOMELESS AND AT RISK DEFINITIONS AND ELIGIBILITY TO ESG PROGRAM COMPONENTS	23
APPENDIX D: ELIGIBILITY CRITERIA AND PRIORITIZATION TOOL FOR HOMELESSNESS PREVENTION SYSTEM	24
ATTACHMENT A: HOMELESS PREVENTION INCOME LIMITS ELIGIBILITY CRITERIA AND PRIORITIZATION TOOL FOR HOMELESSNESS PRIOTITIZATION	25
ATTACHMENT B: HOMELESS PREVENTION TRIGGER CRISIS ANALYSIS	26
ATTACHMENT C: OTHER DEFINITIONS OF HOMELESSNESS	27
<i>Violence Against Women Act of 1994; subtitle N (42 U.S.C. 14043e et seq.)</i>	27
<i>Public Health Service Act; section 330 (42 U.S.C. 254b)</i>	27
<i>Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.)</i>	27
<i>Child Nutrition Act of 1966; section 17 (42 U.S.C. 1786)</i>	28
.....	28
ATTACHMENT D: HOMELESS PREVENTION PRIORITIZATION SCORING	29

INTRODUCTION

The Way Home Continuum of Care has developed the following standards for providing assistance with Emergency Solutions Grants (ESG) funds as required by 24 CFR 576.400 (e). These standards were created in coordination with representatives of The Way Home Continuum of Care including Harris, Fort Bend and Montgomery County and the cities of Houston, Pasadena and Conroe repenetrates. They are in accordance with the interim rule for the Emergency Solutions Grants Program released by the U.S. Department of Housing and Urban Development on December 4, 2011 and the final rule for the definition of homelessness also released by the U.S. Department of Housing and Urban Development on December 4, 2011.

The Way Home Continuum of Care expects that the standards will adjust through gained experience and data is collected from services provided with the Emergency Solutions Grants program. The Standards serve as the guiding principles for funding programs. These Written Standards outline the operations and process for carrying out each program component.

DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

STANDARDS APPLICABLE TO ALL PROGRAM COMPONENTS

ELIGIBLE ESG PROGRAM COMPONENTS

There are five (5) ESG Program Components:

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

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

ESG SERVICE PROVIDER REQUIREMENTS

COORDINATED ACCESS

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

VERIFICATION OF HOMELESS STATUS

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

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

COC PROVIDER INPUT FORUM

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

PARTICIPATE IN ANY STANDARDIZED TRAINING

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

PARTICIPATION IN THE WAY HOME ANNUAL POINT IN TIME COUNT

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

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

COORDINATING WITH MAINSTREAM AND TARGETED HOMELESS PROVIDERS

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

decisions for ESG funded programs. Required outcomes for each intervention will match the outcomes approved by the CoC Steering Committee annually.

FAIR HOUSING ACT COMPLIANCE

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

https://www.hud.gov/program_offices/fair_housing_equal_opp/fair_housing_act_overview.

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

EQUAL ACCESS TO HOUSING FINAL RULES

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

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

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

WAIVERS

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

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

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

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

TEXAS PROPERTY CODE OCCUPANCY LIMITS

Texas Property Code Section 92.10 Occupancy Limits

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

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

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

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

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

(d)In this section:

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

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

STANDARDS SPECIFIC TO EMERGENCY SHELTER

ELIGIBILITY: HOMELESS STATUS

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

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

ELIGIBILITY: INTAKE AND ASSESSMENT

As already indicated above under Coordinating Assessment & Services, case managers will use the Continuum wide assessment tool to review client situation, understand eligibility, and begin the process of determining length of assistance.. The tool may include an assessment form for diversion. Providers must enter data into HMIS or a comparable database for DV providers.

ELIGIBILITY: PRIORITIZATION & REFERRAL POLICIES

Emergency shelters will prioritize individuals/families that:

- Cannot be diverted
- Are literally homeless
- Can be safely accommodated in the shelter
- Are not in need of emergency medical or psychiatric services or are a danger to self or others
- Emergency Shelters cannot discriminate per HUD regulations
- There are no requirements related to ID, income or employment
- Transgender placement is based on self-identification of gender

STANDARDS SPECIFIC TO HOMELESSNESS PREVENTION AND RAPID REHOUSING

ELIGIBILITY: STATUS AS HOMELESS OR AT-RISK OF HOMELESSNESS

HOMELESSNESS PREVENTION

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

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

Additional eligibility requirements related to Homelessness Prevention include:

- **Proof of residence** within The Way Home Continuum of Care service area.
- **Total household income below 30 percent of Area Median Income (AMI)** for the area at initial assessment. Clients must provide documentation of household income, including documentation of unemployment and zero income affidavit for clients without income.
 - For the most updated AMI information, please see this link:

RAPID REHOUSING

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

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

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

ELIGIBILITY: INTAKE AND ASSESSMENT

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

TARGETED POPULATIONS: CLIENT PRIORITIZATION

HOMELESSNESS PREVENTION

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

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

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

RAPID REHOUSING

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

- are first time homeless;
- have few recent episodes of homelessness; or

- are part of a family that is homeless.

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

FINANCIAL ASSISTANCE

DURATION AND AMOUNT OF ASSISTANCE

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

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

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

PARTICIPANT SHARE

Participant share will be determined by use of common assessment and budgeting tools approved through The Way Home Continuum of Care. These tools will assist in determining the monthly assistance and client contribution amounts. Clients will participate in the development of their individual housing plan with a case manager. The housing plan will be based on client goals and shared goals for achieving housing stability. Case managers will use the housing plan to assist in determining the client contribution toward rent. Clients are expected to contribute a

portion of their income based on budgeting to ensure housing stability. Financial assistance is available for households with zero income. Details of when clients are terminated or redirected to a more appropriate intervention are outlined in the The Way Home Rapid Rehousing Business Rules.

HOUSING STABILIZATION AND RELOCATION RELATED ASSISTANCE AND SERVICES

REQUIRED SERVICES: CASE MANAGEMENT & CASE LOADS

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

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

Rapid rehousing case managers will maintain an average case load as identified in The Way Home Rapid Rehousing Business Rules. This will allow case managers to provide quality case management and ensure that services are targeted to individuals most likely to be successful with rapid rehousing assistance. As the rapid rehousing program for the continuum expands, this number may change.

Case management includes, but is not limited to:

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

Case management staff must communicate with the landlord and ensure that the landlord has an updated copy of the Rental Assistance Agreement. The agency paying rent will have the most updated Rental Agreement and work with all parties to ensure all are aware of anticipated

changes to the participant rent share.

REQUIRED SERVICES: HOUSING LOCATION SERVICES

Any subrecipient of ESG assistance must also agree to utilize and may contribute to the function of housing specialist for households receiving rapid rehousing. This role may be a part of standard case management duties or it may be a specialized position. Any subrecipient of ESG assistance must have staff, as part or all of their duties are, to find appropriate housing and develop relationships with affordable housing providers so that ESG clients have greater access to housing choice, rather than expecting clients to navigate the system on their own.

REQUIRED SERVICES: INSPECTION AND LANDLORD AGREEMENT

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

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

INELIGIBLE SERVICES: CREDIT REPAIR AND LEGAL SERVICES

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

OPTIONAL SERVICES: SECURITY/UTILITY DEPOSITS

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

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

OPTIONAL SERVICES: RENTAL APPLICATION FEES

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

ELIGIBILITY: PERIODIC RE-CERTIFICATION

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

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

STANDARDS SPECIFIC TO STREET OUTREACH

ELIBILITY: HOMELESS STATUS

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

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

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

TARGET POPULATION

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

ENGAGEMENT/COLLABORATION

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

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

ELIGIBILITY: INTAKE AND ASSESSMENT

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

APPENDIX A: HUD DEFINITION FOR HOMELESS

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

Category 4	Fleeing/ Attempting to Flee DV	Any individual or family who: <ul style="list-style-type: none">• Is fleeing, or is attempting to flee, domestic violence;• Has no other residence; <u>and</u>• Lacks the resources or support networks to obtain other permanent housing
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APPENDIX B: HUD DEFINITION FOR AT RISK OF HOMELESSNESS

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

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

Eligibility	Emergency Shelter	<p>Individuals and families defined as Homeless under the following categories are eligible for assistance in ES projects:</p> <ul style="list-style-type: none"> • Category 1: Literally Homeless • Category 2: Imminent Risk of Homeless • Category 3: Homeless Under Other Federal Statutes • Category 4: Fleeing/Attempting to Flee DV
	Rapid Rehousing	<p>Individuals and families defined as Homeless under the following categories are eligible for assistance in RRH projects:</p> <ul style="list-style-type: none"> • Category 1: Literally Homeless • Category 4: Fleeing/Attempting to Flee DV (if the individual or family is also literally homeless)
	Homelessness Prevention	<p>Individuals and families defined as Homeless under the following categories are eligible for assistance in HP projects:</p> <ul style="list-style-type: none"> • Category 2: Imminent Risk of Homeless • Category 3: Homeless Under Other Federal Statutes • Category 4: Fleeing/Attempting to Flee DV (if the individual or family is NOT also literally homeless) <p>Individuals and families who are defined as At Risk of Homelessness Additionally, HP projects must only serve individuals and families that have an annual income BELOW 30% AMI</p>
	Street Outreach	<p>Individuals and families defined as Homeless under the following categories are eligible for assistance in SO projects:</p> <ul style="list-style-type: none"> • Category 1: Literally Homeless • Category 4: Fleeing/Attempting to Flee DV (if the individual or family is also literally homeless) <p>Additional limitations on eligibility within Category 1 require that individuals and families must be living on the streets (or other places not meant for human habitation) and be unwilling or unable to access services in emergency shelter.</p>

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

Eligibility Requirements

All potential clients will be screened for the following:

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

PLUS

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

PLUS

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

OR

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

OR

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

PLUS

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

ATTACHMENT A: HOMELESS PREVENTION INCOME LIMITS ELIGIBILITY CRITERIA AND PRIORITIZATION TOOL FOR HOMELESSNESS PRIOTITIZATION

30% Area Median Income

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

ATTACHMENT B: HOMELESS PREVENTION TRIGGER CRISIS ANALYSIS

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

- Moved twice or more in the past 60 days
- Living in the home of another person because of economic hardship
- Notified that right to occupy their current housing or living situation will be terminated within 21 days after date of application
- Living in hotel or motel and cost is not paid for by charitable organization or government program for low-income people
- Living in SRO or efficiency where more than 2 people live; or in a larger housing unit with more than 2 people per room
- Exiting a publicly funded institution or system of care
- Exiting a publicly or privately funded inpatient substance abuse treatment program or transitional housing program
- Living in rental housing that is being condemned by a government agency and tenants are being forced to move out

ATTACHMENT C: OTHER DEFINITIONS OF HOMELESSNESS

Runaway and Homeless Youth Act (42 U.S.C 5701 et seq.)

Runaway and Homeless Youth funding is administered by the Family and Youth Services Bureau within the Administration for Children & Families (ACF) of the U.S. Department of Health and Human Services (HHS). Information about Runaway and Homeless Youth program grantees is available online at <http://www2.ncfy.com/locate/index.htm>.

Head Start Act (42 U.S.C. 9831 et seq.)

Head Start funding is administered by the Office of Head Start (OHS) within ACF/HHS. A listing of Head Start programs, centers, and grantees is available online at <http://eclkc.ohs.acf.hhs.gov/hslc/HeadStartOffices>

Violence Against Women Act of 1994; subtitle N (42 U.S.C. 14043e et seq.)

Violence Against Women Act established the Office on Violence Against Women (OVW) within the U.S. Department of Justice (DOJ). OVW administers financial and technical assistance to communities across the country that are developing programs, policies, and practices aimed at ending domestic violence, dating violence, sexual assault, and stalking. Currently, OVW administers one formula grant program and eleven discretionary grant programs, all of which were established under VAWA and subsequent legislation. More information about OVW is available online at <http://www.ovw.usdoj.gov/>.

Public Health Service Act; section 330 (42 U.S.C. 254b)

The Public Health Service Act authorized the Health Center Program, which is administered by the Bureau of Primary Health Care within the Health Resources and Services Administration (HRSA) of HHS. Information about local Health Centers can be found online at <http://bphc.hrsa.gov/index.html>

Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.)

Food and Nutrition Act of 2008 relates to the Supplemental Nutrition Assistance Program (SNAP), formerly known as Food Stamps. SNAP is administered by the U.S. Department of Agriculture (USDA). More information about SNAP can be found online at <http://www.fns.usda.gov/snap/>

Child Nutrition Act of 1966; section 17 (42 U.S.C. 1786)

Child Nutrition Act of 1966 authorized numerous programs related to school lunches and breakfasts and funds for meals for needy students. For more information about these programs, contact the local School Department.

McKinney-Vento Act; subtitle B of title VII (42 U.S.C. 11431 et seq.)

McKinney-Vento Act authorized the McKinney-Vento Education for Homeless Children and Youths Program, which is administered via the Office of Elementary and Secondary Education within the U.S. Department of Education. More information about this program is available online at <http://www2.ed.gov/programs/homeless/index.html>. Also, contact the local School Department.

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
Funders	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
IV. Appendices: Case Management Tools	29
<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 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., sexual assault, and stalking, As an RRH system the CMI/FAI may create a sub program 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, ESnapS 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 in line on the waitlist they will have the option to be enrolled 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. Secondly, 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 3rd 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 15th 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 28th 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 15th 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 15th 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 15th 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
FORT BEND COUNTY, TEXAS
HOME PROGRAM GUIDELINES FOR RECAPTURE FOR HOMEOWNERS

The HOME Program regulation at 24 CFR 92.254(b), Qualification as Affordable Housing; Homeownership. Rehabilitation not involving acquisition applies to Housing Rehabilitation. This section states that housing that is currently owned by a family qualifies as affordable housing only if

- (1) The estimated value of the property after rehabilitation, does not exceed 95 percent of the median purchase price for the area, described in paragraph (a)(2)(iii) of this section; and
- (2) The housing is the principal residence of an owner whose family qualifies as a low-income family at the time HOME funds are committed to the housing. In determining the income eligibility of the family, the participating jurisdiction must include the income of all persons living in the housing.

The County will provide HOME Program funds for the rehabilitation of owner-occupied homes. The County will offer homeowners assistance, in the form of a deferred payment loan that does not have to be repaid as long as the homeowner follows the County's HOME Program requirements. These requirements include:

100 percent of these funds must be invested in housing units that are occupied by households that qualify as low-income (below 80% annual median income by household size)

The estimated value of the property after rehabilitation, does not exceed 95 percent of the median purchase price for the area,

The home must be single-family, modest housing

The housing must be the principal or primary residence for the family throughout the affordability period.

Meet affordability requirements for a specific period as determined by the amount of rehabilitation assistance provided.

Fort Bend County has adopted the HUD recapture option of reducing the HOME investment amount on a pro-rate basis during the affordability period for rehabilitation homeowners.

The County will enforce these requirements through the use of a Lien and Promissory Note. The amounts due and payable under this Note shall be deferred if the homeowner complies with the terms specified during the affordability period. If all or part of the homeowner's property, or any interest in it, is sold or transferred, including the leasing or renting of the homeowner's property within the affordability period, the homeowner will have violated the terms of this Agreement and will be in default.

The affordability begins after the last HOME-assisted housing project is completed and the project completion report is submitted to HUD. The County shall reduce the HOME investment loan amount to be recaptured on a *prorata* basis for the time the Homeowner has owned and occupied the housing measured against the required affordability period. In determining any amount due the County, the amount of the original loan shall be reduced by a monthly *prorata* share for each month anniversary of the project completion date passed. For example, if the original loan amount is less than \$15,000.00, the amount of the original loan shall be reduced by one-sixtieth ($1/60^{\text{th}}$ for 5-years) for each month anniversary of the project completion date passed. In the event the original loan amount exceeds \$15,000.00, the amount of the original loan shall be reduced by one hundred and twentieth ($1/120^{\text{th}}$ for 10 years) for each month anniversary of the project completion date passed. If the original loan amount is more than \$40,000 the affordability period is fifteen years, the amount of the original loan shall be reduced by one hundred and eighty ($1/180^{\text{th}}$ for 15 years) for each month anniversary of the project completion date passed. 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.

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

Note: The recapture provisions shall apply to any homeowner assistance provided with HOME program income.

APPENDIX F: SF424s & Certifications & Allocation Funding Matrix

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:

5b. Federal Award Identifier:

B-24-UC-48-0002

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

Fort Bend County

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

*** c. UEI:**

MJG8N8EPN2L3

d. Address:

*** Street1:**

301 Jackson Street, Suite 602

Street2:

*** City:**

Richmond

County/Parish:

Fort Bend County

*** State:**

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 Department Director

Organizational Affiliation:

*** Telephone Number:**

281-351-4410

Fax Number:

281-341-3762

*** Email:**

carol.borrego@fortbendcountytx.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

11. Catalog of Federal Domestic Assistance Number:

14.218

CFDA Title:

Community Development Block Grant/Entitlement Grant

*** 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:**

Fort Bend County PY2024 Community Development Block Grant

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

TX-22

* b. Program/Project

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

09/01/2024

* b. End Date:

08/31/2025

18. Estimated Funding (\$):

* a. Federal	3,581,470.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	3,581,470.00

*** 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

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

** I AGREE

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

Authorized Representative:

Prefix: Honorable

* First Name:

KP

Middle Name:

* Last Name: George

Suffix:

* Title: County Judge

* Telephone Number: 281-341-8608

Fax Number: 281-341-8609

* Email: county.judge@fortbendcountytx.gov

* Signature of Authorized Representative:

KP George

* Date Signed:

09/05/2024

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	June 25, 2024

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.


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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	DATE SUBMITTED
Fort Bend County, Texas	JUNE 25, 2024

Application for Federal Assistance SF-424

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

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

5a. Federal Entity Identifier: _____	5b. Federal Award Identifier: E-24-UC-48-0004
--	---

State Use Only:

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

8. APPLICANT INFORMATION:

* a. Legal Name: Fort Bend County	
* b. Employer/Taxpayer Identification Number (EIN/TIN): _____	* c. UEI: MJG8N8EPN2L3

d. Address:

* Street1: 301 Jackson Street, Suite 602
Street2: _____
* City: Richmond
County/Parish: Fort Bend County
* State: 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 Department Director

Organizational Affiliation: _____

* Telephone Number: 281-351-4410	Fax Number: 281-341-3762
---	---------------------------------

* Email: carol.borrego@fortbendcountytx.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

11. Catalog of Federal Domestic Assistance Number:

14.231

CFDA Title:

HOME Investment Partnerships Program/Entitlement Grant

*** 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:**

Fort Bend County PY2024 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

TX-22

* b. Program/Project

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

09/01/2024

* b. End Date:

08/31/2025

18. Estimated Funding (\$):

* a. Federal

306,100.00

* b. Applicant

* c. State

* d. Local

* e. Other

* f. Program Income

* g. TOTAL

306,100.00

*** 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

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

** I AGREE

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

Authorized Representative:

Prefix: Honorable

* First Name:

KP

Middle Name:

* Last Name:

George

Suffix:

* Title:

County Judge

* Telephone Number:

281-341-8608

Fax Number:

281-341-8609

* Email:

county.judge@fortbendcountytx.gov

* Signature of Authorized Representative:



* Date Signed:

10/25/2024

ASSURANCES - CONSTRUCTION PROGRAMS

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

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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 Fort Bend County, Texas	DATE SUBMITTED June 25, 2024

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.


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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).
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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.
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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).
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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."
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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE County Judge
APPLICANT ORGANIZATION Fort Bend County, Texas	DATE SUBMITTED June 25, 2024

Application for Federal Assistance SF-424

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

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

5a. Federal Entity Identifier: _____	5b. Federal Award Identifier: M-24-UC-48-0216
--	---

State Use Only:

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

8. APPLICANT INFORMATION:

* a. Legal Name: Fort Bend County	
* b. Employer/Taxpayer Identification Number (EIN/TIN): _____	* c. UEI: MJG8N8EPN2L3

d. Address:

* Street1: 301 Jackson Street, Suite 602
Street2: _____
* City: Richmond
County/Parish: Fort Bend County
* State: 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 Department Director

Organizational Affiliation: _____

* Telephone Number: 281-351-4410	Fax Number: 281-341-3762
---	---------------------------------

* Email: carol.borrego@fortbendcountytx.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

11. Catalog of Federal Domestic Assistance Number:

14.239

CFDA Title:

HOME Investment Partnerships Program/Entitlement Grant

*** 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:**

Fort Bend County PY2024 HOME Investment Partnerships Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

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* a. Applicant

TX-22

* b. Program/Project

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

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View Attachment

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* a. Start Date:

09/01/2024

* b. End Date:

08/31/2025

18. Estimated Funding (\$):

* a. Federal

976,146.37

* b. Applicant

* c. State

* d. Local

* e. Other

* f. Program Income

* g. TOTAL

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

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No

If "Yes", provide explanation and attach

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Delete Attachment

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** I AGREE

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Prefix: Honorable

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KP

Middle Name:

* Last Name:

George

Suffix:

* Title:

County Judge

* Telephone Number:

281-341-8608

Fax Number:

281-341-8609

* Email:

county.judge@fortbendcountytexas.gov

* Signature of Authorized Representative:

KP George

* Date Signed:

10/26/2024

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

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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 Fort Bend County, Texas	DATE SUBMITTED June 26, 2024

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.

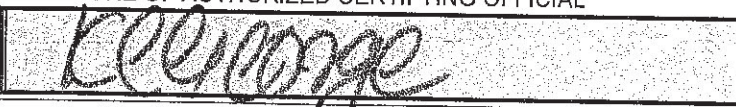
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

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 June 25, 2024

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.

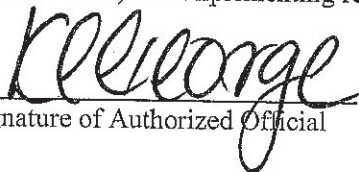
Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

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

June 5, 2024
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) 2024 [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.

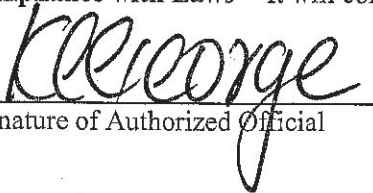
Excessive Force -- It has adopted and is enforcing:

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

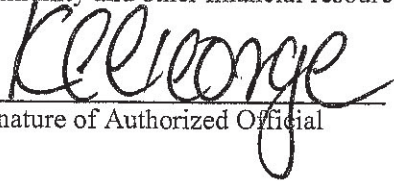
June 5, 2024
Date

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

June 5, 2024
Date

County Judge
Title

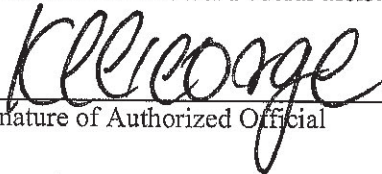
Specific HOME Certifications

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

June 5, 2024

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.

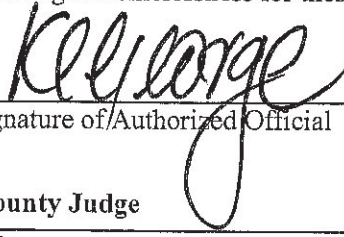
Matching Funds – The recipient will obtain matching amounts required under 24 CFR 576.201.

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

June 5, 2024
Date

County Judge

Title

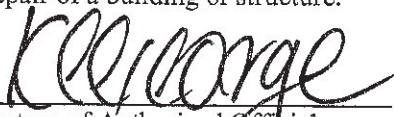
Housing Opportunities for Persons With AIDS Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the consolidated plan:

1. For a period of not less than 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For a period of not less than 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.



Signature of Authorized Official

June 5, 2024
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.

FBC Program Year 2024 Annual Action Plan Allocation Manager		CDBG			HOME			ESG			Total
		3,581,470.00			976,146.37			306,100.00			4,863,716.37
Revised 07.18.2024 FINAL		CDBG			HOME			ESG			
#	Project Name	General	Public Services (15% max)	Admin (20% max)	General	CHDO (15% min)	Admin (10% max)	Shelter (60% max) (\$183,660)	HP/RR (40% min)(\$122,440)	Admin (7.5% max)	Total Allocated
		2,327,955.90	537,220.10	716,294.00	732,110.04	146,421.96	97,614.64	183,660.00	122,440.00	22,957.50	
1.00	FY2024 FBC CDD-CDBG Program Administration			716,294.00							716,294.00
2.00	FY2024 FBC CDBG Home Rehabilitation & Repair Program Direct Costs	150,000.00									150,000.00
3.00	FY2024 FBC Public Facilities & Infrastructure Program	2,177,955.90									2,177,955.90
4.00	FY2024 FBC Public Services Program		537,220.10								537,220.10
5.00	FY2024 FBC ESG Homeless Assistance Program							183,660.00	99,482.50	22,957.50	306,100.00
6.00	FY2024 FBC CDD-HOME Program Administration						97,614.00				97,614.00
7.00	FY2024 FBC HOME Single-Family Housing Program				732,111.63	146,421.00					878,532.63
	Total 2024 Funding Allocation	2,327,955.90	537,220.10	716,294.00	732,111.63	146,421.00	97,614.00	183,660.00	99,482.50	22,957.50	4,863,716.63
		CDBG			HOME			ESG			