2016 Housing Project Application
(DR-4266, DR-4269 and DR-4272)

Texas General Land Office
P.O. Box 12873, Austin, TX 78711-2873
866.206.1084 or 512.475.500
cdr@glo.texas.gov

City of Houston
APPLICANT NAME

Harris
COUNTY
1. **TYPE OF SUBMISSION**
- □ Construction
- □ Non-Construction
- ✘ Non-Construction

2. **DATE SUBMITTED:**
   - APPLICANT IDENTIFIER:

3. **DATE RECEIVED BY STATE:**
   - STATE APPLICATION IDENTIFIER:

4. **DATE REC'D by FEDERAL AGENCY:**
   - FEDERAL IDENTIFIER:

5. **APPLICANT INFORMATION:**
   - **Legal Name:** City of Houston
   - **Organizational Unit:** Housing and Community Development Department
   - **Address (City, County, State, and Zip Code) of applicant:**
     - Name/Title, Agency or Company, Address, Area Code, Telephone and Fax Numbers, and email address of application preparer:
       - 601 Sawyer Street, Suite 400
       - Houston, TX  77007

6. **EMPLOYER IDENTIFICATION NUMBER (EIN):**
   - 746001164
   - **6a. DUNS NUMBER:**
     - 8324319850000

7. **TYPE OF APPLICANT:**
   - □ A. Municipal
   - □ B. County
   - □ C. Public Housing Authority
   - ✘ New
   - □ Continuation
   - □ Revision

8. **TYPE OF APPLICATION:**
   - 10. **CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:**
     - 14.228
   - **11a. TYPE OF APPLICATION:**
     - Community Development Block Grant - Disaster Recovery (CDBG-DR)

9. **NAME OF FEDERAL / STATE AGENCY:**
   - U.S. Department of Housing and Urban Development/Texas General Land Office

11. **PROJECT TYPE:**
   - BP Buyout Program

12. **TARGET AREA(S) AFFECTED BY THE PROJECT:**
   - **Beginning Date:**
   - **Ending Date:**

13. **APPLICANT’S FISCAL YEAR:**

14. **CONGRESSIONAL DISTRICTS:**
   - Representative: __________  Senate: __________  Congress: __________

15. **ESTIMATED FUNDING:**
   - **A. CDBG-DR REQUEST:**
     - $23,486,698.00
   - **B. FEDERAL:**
   - **C. STATE:**
   - **D. APPLICANT:**
   - **E. LOCAL:**
   - **F. OTHER:**
   - **G. TOTAL:**
     - $23,486,698.00

16. **IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?**
   - Yes. The pre-application/application was made available to the State Executive Order 12372 process for review on:
     - Date: __________
   - No
   - □ Program is not covered by E.O. 12372 -OR-
   - □ Program has not been selected by the State for review

17. **IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?**
   - Yes. If “Yes,” attach an explanation.  ✘ No

18. **TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PRE-APPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT, AND THE APPLICANT WILL COMPLY WITH THE CERTIFICATIONS AND CITIZEN PARTICIPATION PLAN INCLUDED IN THE PROCEDURES SECTION OF THE CDBG-DR PROGRAM APPLICATION GUIDE IF THE ASSISTANCE IS AWARDED.**

   **Typed Name of the Applicant's Authorized Representative:**
   **Title**
   **Telephone Number**
   **Email Address**

   **Signature of the Applicant's Authorized Representative:**
   **Date**

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**City of Houston**  **Harris**
1. This application is for housing activities.

All activities must have documented proof of an impact by DR-4266, DR-4269, and/or DR-4272 disaster declarations in 2016. Community Development Block Grant - Disaster Recovery (CDBG-DR) funds must be used for disaster-related expenses in the most impacted and distressed areas. An activity underway prior to a Presidential disaster declarations will not qualify unless the disaster impacted the project.

All eligible activities must be directly related to DR-4266, DR-4269, and/or DR-4272 disaster declarations in 2016 through actual direct damage and allowed under the State of Texas Plan for Disaster Recovery.

2. Applicants are encouraged to develop their community recovery projects in a manner that considers an integrated approach to housing, Fair Housing obligations, economic revitalization, and overall community recovery. Applicants also must document how the use of these funds will address long-term recovery.

3. For detailed information regarding application instructions, see Community Development and Revitalization (CDR) Housing Project Application Guide.

PROJECT INFORMATION

DESCRIPTION OF THE NEED(S) ADDRESSED IN THIS APPLICATION

Provide full and complete answers to each of the questions below. Descriptions should include the cause of the damage, current condition of the activity, and a detailed description of the project that coincides with the information contained in both Table 1 and 2.

All activities must have documented proof of an impact by the floods and storms. CDBG-DR funds must be used for disaster-related expenses in the most impacted and distressed areas.

1. Describe the specific flood and storm-related condition that caused direct damage:

   In 2016, the Houston area had two devastating flood events resulting in the federal declaration of major disasters for Harris County. The first, FEMA DR-4269-TX, occurred in April 2016 and is known as the “Tax Day Flood.” The second, FEMA DR-4272-TX, occurred over a month-long period from May 22 through June 24, 2016. During the Tax Day Flood, approximately 15 inches of rain fell in 24 hours in the Houston area, with most of the rain falling within a ten-hour period. This intense rain event caused flooding in homes and businesses leading to hundreds of high water rescues. Many rescues occurred in Greenspoint, a predominately low- and moderate-income community. Approximately 20,000 homes were flooded in Houston, resulting in millions of dollars in real property and personal property losses.

2. Describe the impacts on the community that resulted from the direct damage:

   As a result of flooding, many residents were evacuated and could not return to their damaged home until repairs were made, which took several months in some cases. Displacement, loss of personal belongings, and finding suitable alternative living arrangements put mental, physical, and financial strain on many families. Some residents who flooded in the 2016 flood events had also flooded previously in some cases just one year earlier during the 2015 flood events. Some of these flooded homes were not repaired and have been left vacant, impacting community character, safety, and housing availability.

3. Describe how the proposed activities will address damage affected by the floods and storms:

   This proposed Housing Buyout Program would remove single family and multifamily homes from areas at severe risk of future flooding, preventing future flood impacts for families.

4. List materials submitted as documentation of the flood and storm-related condition:

   - Map: FEMA Claim Data
   - Map: Debris Clean Up
   - Map: 311 reports of Flooding
5. Describe the proposed project:

The proposed Housing Buyout Program will fund the purchase of single family or multifamily properties, the relocation of residents, and the demolition of the homes. The proposed activities will remove housing from the floodplain and prevent residential flooding in the future. This is a voluntary program and eminent domain will not be used. The City and/or a subrecipient, such as the Harris County Flood Control District, will carry out the program. Properties will be returned to green space to help absorb water and mitigate street and residential flooding in the future.

LONG-TERM PLANNING

Applicants must develop their community recovery projects in a manner that considers an integrated approach to housing, Fair Housing obligations, infrastructure, economic revitalization, and overall community recovery. Applicants must also document how the use of these funds will address long-term recovery.

1. Provide a brief description of how the project addressed in this application forms part of an integrated approach to recovery.

Housing buyouts are a key component of a successful flood control strategy. Typically, buyouts consist of a government entity buying a home, whether single family or multifamily, razing it, and removing it permanently from the risk of flooding. Further benefits include the creation of recreational green space in the neighborhood, such as parks and lakes, that also serve the purpose of floodwater retention. By removing units from the floodway and floodplain, many of which are insured by the National Flood Insurance Program, buyouts can help end the cycle of repetitive loss and the resulting insurance payments, saving taxpayers millions of dollars.
COMMUNITY NEEDS ASSESSMENT

LIST OF ALL IDENTIFIED COMMUNITY NEEDS/PROBLEMS

1. Home repair assistance
2. Removing homes from floodplain through buyout or elevation
3. Drainage improvements
4. Large scale flood retention improvements
5. Economic development activities

HOUSING NEEDS ASSESSMENT QUESTIONNAIRE:

Describe the jurisdiction's current supply of affordable housing (Public Housing, Section 8 assisted, RHS assisted, HOME program assisted, TDHCA assisted, Local Housing Development Corp. assisted, etc.).

The Houston Housing Authority (HHA) is the public housing authority that operates within and directly outside the City limits of Houston. HHA provides affordable homes and services to more than 60,000 low-income Houstonians, including over 17,000 families housed through the Housing Choice Voucher Program. HHA and its affiliates own and operate 25 housing communities with more than 5,500 units for families, elderly, persons with disabilities, and other residents. HHA also administers the nation's third largest voucher program that exclusively serves homeless veterans.

TDHCA has approximately two hundred tax credit properties in Houston, with over 35,000 affordable rental units for low- and moderate-income families. Some of the City of Houston income-restricted units are also considered income-restricted by TDHCA.

As of February 2018, the Housing and Community Development Department's (HCDD) multifamily portfolio included 14,191 housing units in over 86 developments, with 6,552 income-restricted units. HCDD's multifamily housing utilizes a variety of local, state, and federal funding sources, such as CDBG, HOME, TIRZ, and Affordable Housing Bonds, to develop and rehabilitate multifamily housing. HCDD also helps enhance the quality of affordable, owner-occupied homes by funding repairs or reconstruction of homes owned by low- and moderate-income families.

Houston's housing costs continue to increase drastically, while incomes have only seen moderate gains in recent years. From 2010 to 2016, the median household income in Houston increased by 9%, while the median single family sales price in the area increased by 44%. Housing prices are significantly outpacing increases in incomes. In addition, the impact of Hurricane Harvey and the other 4 presidentially declared disaster that occurred during the past three years have also reduced the housing the supply of affordable homes, causing further increase in housing prices. HCDD offers a Homebuyer Assistance Program that helps low- and moderate-income homebuyers access market rate housing through downpayment and closing cost assistance. HCDD also uses federal entitlement grants to provide rental assistance to help low- and moderate-income individuals and families access market rate rental homes.

Despite the variety of federal, state, and local programs for affordable housing, there is a continuing need for more quality, affordable homes in various neighborhoods throughout the City. Nearly 50% of the 831,166 households (2016 5-year ACS) in Houston are low- and moderate-income, and that number continues to grow much faster than the number of middle- and upper-income households, showing the need to increase the affordable housing supply in Houston.

Describe the applicant's past efforts to increase the supply of affordable housing.

The City of Houston uses various funding sources to increase the supply of affordable housing in Houston, including Federal, State, and local sources. The City funds the rehabilitation and construction of new affordable homeowner and renter homes and funds programs to decrease the cost of market rate housing to make it available to low- and moderate-income families through homeowner assistance and tenant based rental assistance. In Program Year 2015 and 2016, HCDD funded the completion of 186 new rental units and 337 rehabilitated rental units for low- and moderate-income families and assisted 43 homeowners with homeowner assistance using CDBG and HOME grant funds. In addition, 59 homes were repaired or reconstructed using CDBG-DR Round 2 funds during the 2015 and 2016 program years. Also during PY 2016, 458 homeowners were assisted with TIRZ funding for roof repairs through the Blue Tarp Program.

Describe any future efforts that the applicant plans to undertake to increase the supply of affordable housing.

The City of Houston will receive $1.1 billion from the Texas General Land Office (GLO) a portion of which will be for...
housing related activities to assist with repairing, rebuilding, and constructing new housing for households impacted by Hurricane Harvey. This funding, along with entitlement grants and other local funding sources, will be leveraged with private and other public funding to increase the supply of affordable homes in Houston over the next few years. In addition, the City recently received a direct allocation from HUD to address impacts from two flood events in 2015, and a portion of these funds will be used for repair or reconstructing homes for low- and moderate-income homeowners. The City will also continue the housing programs supported by regular entitlement funds, including the Home Repair Program, Homebuyer Assistance Program, rental assistance, and building and rehabilitating single family and multifamily homes for rental and homeownership through several programs.

Describe any instances, within the last 10 years, where the applicant has applied for affordable housing funds and did not receive the funding.

This does not apply.

Describe any instances, within the past 5 years, where the applicant has not accepted funds for affordable housing.

This does not apply.

Describe any current and/or future planned compliance codes to mitigate hazard risks.

In April 2018, the City of Houston adopted amendments to Chapter 19 of the Code of Ordinances, which establishes procedures for implementing the Floodplain Ordinance. The previous regulations only regulated the 100-year floodplain and included elevating structures to 1 foot above the 100-year flood elevation and zero net fill. The changes in the amendment include increasing the minimum flood protection elevation to 2 feet above the 500-year flood elevation in both the 100-year and 500-year floodplains and extending the zero net fill requirement to the 500-year floodplain.

These regulation changes will help reduce the risk of flooding of structures in the 100-year and 500-year floodplains and ensure that the risk of flooding is reduced for new structures and not worsened for existing structures.

**AFFIRMATIVELY FURTHERING FAIR HOUSING ACTIVITIES**

Any locality receiving CDBG-DR funds must certify that it will affirmatively further fair housing. Using the below drop-down box, please identify the activities presently undertaken to affirmatively further fair housing, and which new activities will be undertaken if an award is made by GLO-CDR. Localities should be aware that, in the event of funding, these fair housing efforts will be monitored. Other activities may be eligible, and the applicant should contact GLO-CDR to determine eligibility.

What methods and criteria were used to prioritize the project in the application, including affirmatively furthering fair housing?

Question will be addressed in an addendum to this application at a later date.

<table>
<thead>
<tr>
<th>Activity(ies)</th>
<th>Undertaken</th>
<th>To be Undertaken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designating a Fair Housing Month</td>
<td>x</td>
<td>+</td>
</tr>
<tr>
<td>Publishing the contact information – at the local, state and federal levels – for report</td>
<td>x</td>
<td>+</td>
</tr>
<tr>
<td>Hold a special hearing to solicit input from the community</td>
<td>x</td>
<td>+</td>
</tr>
<tr>
<td>Other (Describe) Promote Say Yes! Campaign as an Anti-NIMBY strategy, including a</td>
<td>x</td>
<td>+</td>
</tr>
</tbody>
</table>

**FOR PUBLIC HOUSING AUTHORITY or MULTIFAMILY PROJECT ONLY**

1. Describe your public housing needs/problem:

If needed, questions in this section will be addressed in an addendum to this application at a later date.

City of Houston ___________________ Harris ___________________
2. Has the applicant vetted its proposed project(s) through the U.S. Housing and Urban Development (HUD) Public and Indian Housing Program (PIH)?
   If "yes", Have the project(s) been approved by PIH?

3. Has the applicant reviewed its proposals to ensure that the project Affirmatively Further Fair Housing using HUD's AFFH tool (https://www.hudexchange.info/resource/4867/affh-data-and-mapping-tool) or using another fair housing assessment?

4. Does the project require acquisition of property, purchase of easements, relocation or any other activity requiring compliance with the Uniform Relocation Act?

5. Will the assistance requested cause the displacement of families, individuals, farms, or businesses?

6. If FEMA or insurance funds were received for any project in this application, the use of those funds must be fully described in the project summary and included in the project budget if they are applied to project development.

**FEMA Coverage (Multifamily Rental & Public Housing Only)**

1. Was FEMA contacted regarding project eligibility?

2. If FEMA was contacted, please provide FEMA response. (Attach all relevant documentation)

3. If project was determined to be eligible, were FEMA funds committed/received for the project?

4. If FEMA funds were received, please provide the amount received, explain why funds are needed above and beyond FEMA funds, and include a copy of the project worksheet.

5. Report any/all sources of funding available for the proposed project:

   Funding Source(s):

   Amount(s):

**Insurance Coverage (Multifamily Rental & Public Housing Only)**

1. Did the applicant have insurance coverage on the proposed project? If YES, please provide the following information:

2. Name of the insurance company:

3. Did the applicant file a claim with the insurance company?

4. Amount of coverage:

5. Amount of insurance proceeds received or anticipated from the insurance company:

6. Was there a deductible?
   If yes, how much was the deductible?

7. If the applicant had insurance coverage and a claim was not filed, why did the applicant not file a claim?

8. The situation addressed in this application first occurred:

9. Are local or other funds available to completely address the situation instead of CDBG-DR funds?

10. What other state and/or federal agencies has the applicant contacted concerning funding of this project, and what were the results?
11. Describe the impact of taking no action:

<table>
<thead>
<tr>
<th>CITIZEN PARTICIPATION DETERMINED THE NEEDS IN THIS APPLICATION BY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did the applicant provide reasonable advance notice for citizen participation?</td>
</tr>
<tr>
<td>List all opportunities where citizens, especially low-to-moderate income citizens of the target area, were given to participate in the determination of these needs:</td>
</tr>
<tr>
<td>Assessment Type: Public Hearing</td>
</tr>
<tr>
<td>Date of resolution authorizing application submission:</td>
</tr>
<tr>
<td>Assessment Type: Community Survey</td>
</tr>
<tr>
<td>Date of resolution authorizing application submission:</td>
</tr>
<tr>
<td>Assessment Type: Public Hearing</td>
</tr>
<tr>
<td>Date of resolution authorizing application submission:</td>
</tr>
</tbody>
</table>
The Project Summary consists of 4 parts for each target area and/or activity: (1) Summarize Problem(s) (2) Location and Acquisition (3) Detailed Actions to Address Problems and 4) Disclosure on Non-CDBG-DR Funds.

1. Summarize the problem(s) to be addressed within the application by target area.

Some homes are located in the Floodway or other areas that are deep in the floodplain, and these areas at high risk of flooding. The Housing Buyout Program will remove homes from the housing stock that are located in areas that have a high risk of flooding, which future flooding damages and housing displacement.

2. Identify the location of each activity/target area and any acquisition activity.

The spelling and capitalization of the Target Area name(s) listed here must match Table 1, e.g., "Green Acres" should not appear elsewhere as "green acres subdivision."

<table>
<thead>
<tr>
<th>Project Title/Target Area</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Buyout Program</td>
<td>BP Buyout Program</td>
</tr>
</tbody>
</table>

-OR- Provide a brief description of the location of the activity/target area, if possible.

Specific properties and/or target areas have not yet been determined.

-OR- Provide physical address if possible.

Specific properties and/or target areas have not yet been determined.

Is a map of the service area project attached? ☒ Yes ☐ No

3. Identify the action(s) to resolve the problem(s) and their anticipated outcomes. Include specific materials and quantities.

Outcomes will be addressed in an addendum to this application at a later date.

4. Disclose source(s) and use(s) of non-CDBG-DR funds:

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Amount</th>
<th>Use of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>+</td>
</tr>
</tbody>
</table>

1. Are there any persons with a reportable financial interest to disclose? ☐ Yes ☐ No
PROJECT IMPLEMENTATION SCHEDULE

Enter the projected length in months of each phase below. If a phase is not applicable, enter "0" in the field. Most projects should be completed in 24 months, once the project contract between the applicant and the GLO is executed.

Procurement of Professional Services (may occur prior to application)  

Housing Guidelines Development/Outreach Plan, as applicable  

Broad Environmental Review  

Bid Advertisement/Contract Award  

Construction  

General Administration  

Audit & Closeout  

If the proposed project requires a schedule longer than 24 months, justification must be provided: The section will be addressed in an addendum to this application at a later date.

City of Houston

Harris
TABLE 1 - BUDGET  Complete a separate table for each activity or target area.

Identify the target area for this project. Only one Table 1 is needed if the same target area, beneficiaries, and national objective apply. If any of these are different, add a new Table 1. Refer to the Application Guide for instructions.

Project Title/Target Area:  This table will be addressed in an addendum to this application at a later date.

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>Act Code</th>
<th>Total Units</th>
<th>LMI Units</th>
<th>LMI %</th>
<th>National Objective</th>
<th>CDBG-DR Amount</th>
<th>Other Sources</th>
<th>Activity Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

ACTIVITY TOTALS: 0 0 0.00% 0 0 0
**TABLE 2 - GRANT PROJECT BUDGET BREAKDOWN**

Project Title/Target Area: **This table will be addressed in an addendum to this application at a later date.**

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>Act #</th>
<th>Description of Task</th>
<th>Explanation</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>
1. Activities benefiting low-to-moderate income persons.

Method(s) used to determine the beneficiaries:

- [ ] LMI Area Benefit: 
- [ ] LMI Housing Activity: 
- [ ] LMI Limited Clientele: 
- [ ] LMI Jobs: 

2. Prevention/Elimination of Slums or Blight.

3. Urgent Need

Justification of Beneficiary Identification Method:

The City of Houston will utilize needs assessment and FEMA data to identify areas or homes that are at risk of flooding again, were impacted by the 2016 flood events, and part of a City or County buyout strategy.
Citizen Participation Plan for Houston’s CDBG – DR16 Program

A. Introduction

The purpose of the Citizen Participation Plan for Community Development Block Grant Disaster Recovery funding for 2016 Texas Floods (CDBG-DR16), is to establish means by which residents of the City of Houston, Texas (City), public agencies, and other interested parties can actively participate in the assessment of applications and substantial changes to applications submitted to the State of Texas, General Land Office (GLO), for CDBG-DR16 funded activities.

The City developed this Citizen Participation Plan for CDBG-DR16 (CPP-DR16) to meet the requirements of the GLO, as laid out in the State of Texas’s Action Plan for Disaster Recovery, and Federal Register, Vol. 81, No. 224, dated Monday, November 21, 2016.

The CPP-DR16 is a separate, distinct, and tailored plan based upon and consistent with the City’s Citizen Participation Plan, which describes public participation related to the consolidated planning process and entitlement grants. The City encourages citizen participation that emphasizes the involvement of low- and moderate-income residents, especially those who reside in slum or blighted areas, and areas in which CDBG-DR16 funds may be proposed to be used, minority populations, persons with limited English proficiency, and persons with disabilities.

B. Documents

Documents related to the CDBG-DR16 Program include:

- Applications for funding
- Project information
- Program guidelines
- Procurement documents
- Contracts
- Agreements
- Performance reports
- Citizen complaint procedures
- Anti-displacement and relocation plan
- Other required documents

The City is committed to providing access to information about the CDBG-DR16 Program to all citizens and these documents will be made available to the public at www.houstontx.gov/housing. The City will provide accessible versions of these documents for persons with limited English proficiency or persons with disabilities, upon request. Requests may be made to: Fatima.wajahat@houstontx.gov or 832.394.6156. Copies of these documents are also available upon request.

C. Public Hearings

The City will hold public hearings related to CDBG-DR16. These public hearings will be held in locations that are accessible to persons with disabilities, consistent with accessibility and reasonable accommodation requirements. Arrangements will be made for persons who require auxiliary aids or services, if requested at least two (2) days in advance of the hearing(s). Interpretation for persons with limited English proficiency will also be provided, if requested, at least two (2) days in advance of the hearing(s). In addition, the City will provide interpreters, without request, if a public hearing is held where a significant number of non-English speaking residents are expected to participate.
D. Public Notice

Public hearings shall be held after a minimum of a fourteen (14) day notice in at least one newspaper of general circulation and include the date, time, location, and topics to be discussed. Notices will be available in English and may also be available in Spanish and other languages, as feasible. In addition, public hearings are posted on the bulletin board at City Hall, readily accessible to the public at least three (3) days (72 hours) prior to the meeting date, in accordance with the Texas Open Meetings Act.

Citizens will be given reasonable notice, and opportunity to comment on, proposed activities in an application to the state and activities which are proposed to be added, deleted, or substantially changed from the City’s application to the state. “Substantially changed” means changes made in terms of purpose, scope, location, or beneficiaries. A public notice will be published in a newspaper of general circulation, notifying citizens of a 14-day public comment period, if substantial changes to the application occur.

E. Public Comments

All public comments received, orally or in writing, on the application will be considered and responses will be provided in a timely manner, as practicable.

F. Access to Records

During the term of the grant, the City will provide the public with reasonable and timely access to information and records related to CDBG-DR16 and the use of the City’s CDBG-DR16 funds. Documentation of the public hearing(s) will be retained for a 3-year period after the state closeout of the grant and may include public hearing notice(s), attendance lists, notes of the hearing, and any other records concerning the use of the funds. This documentation will be made available to the public in accordance with Government Code Title 5. Open Government; Ethics Subtitle A. Open Government Chapter 552 Public Information.

G. Technical Assistance

When requested, the City shall provide technical assistance to groups representative of persons of low- and moderate-income in developing proposals for the use of CDBG-DR funds, as applicable. The level and type of assistance shall be determined based upon the specific needs of the community’s residents.

H. Citizen Complaints

Complaints and grievances from the public related to CDBG-DR16 will be answered in writing, within fifteen (15) business days of the receipt of the complaint, according to the CDBG-DR16 citizen complaint procedures. Citizens can obtain a copy of these procedures at www.houstontx.gov/housing or at

City of Houston
Housing and Community Development Department
601 Sawyer Street, Suite 400, Houston, Texas 77007
Open Monday through Friday from 8 am to 5 pm

Written complaints may be sent by email to Fatima.wajahat@houstontx.gov or by postal mail to:

Attn: Planning and Grants Management
City of Houston
Housing and Community Development Department
601 Sawyer Street, Suite 400, Houston, Texas 77007